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| **[Name] Museum/Repository or Park Name****Pocket Response Plan for Collections** **Date revised:****INSTITUTIONAL CONTACTS**Director [name] [office phone] / [home phone] / [cell] / [email] / [home email]Assistant Director [name] [office phone] / [home phone] / [cell] / [email] / [home email]Emergency Manager [name] [office phone] / [home phone] / [cell]  [email] / [home email]Financial Services / Accountant [name] [office phone] / [home phone] / [cell] / [email] / [home email]Facilities / Building Manager [name] [office phone] / [home phone] / [cell] Security [name] [office phone] / [home phone] / [cell] Environmental Health & Safety [name] [office phone] / [home phone] / [cell]  Janitorial Services [name] [office phone] / [home phone] / [cell]   | **INSTITUTIONAL CONTACTS** (con’t)Risk Manager [name]  [office phone] / [home phone] / [cell] /  [email] / [home email]Insurance Contact / Agent [name]  [office phone] / [home phone] / [cell] /  [email] / [home email]Public Relations Officer [name]  [office phone] / [home phone] / [cell] /  [email] / [home email]Information Technology Officer / IT  [name] [office phone] /[home phone] / [cell] /  [email] / [home email]Special Collections / Archives [name] [office phone] /[home phone] / [cell] /  [email] / [home email]**DISASTER TEAM**Team Leader [name] [office phone] / [home phone] / [cell] /  [email] / [home email] Member 1 [name] [office phone] / [home phone] / [cell] / [email] / [home email] Member 2 [name] [office phone] / [home phone] / [cell] / [email] / [home email]Member 3 [name] [office phone] / [home phone] / [cell] /  [email] / [home email] | **BUILDING UTILTIES**Water – Fire Sprinklers [phone]Water – Potable [phone]Plumber [phone]Electricity [phone]Gas [phone]Telephone [phone]Elevators [phone]Security System  [phone]Fire Suppression (other) [phone] | **FIRST RESPONDERS** Fire Department  [phone] Emergency Medical / Ambulance [phone]Police Department / Law Enforcement [phone] City Emergency Management [phone] County Emergency Management [phone]CO State Div of Emergency Mgt.720-852-6600 County Health Department [phone] Red Cross [phone] **FEMA** * Disaster Assistance

 800-621-FEMA* Environment & Historic Preservation-Region VIII

303-235-4714 “Disaster Resources for Cultural Institutions” www.HeritagePreservation.org(FEMA/SBA)  | **EMERGENCY RECOVERY SERVICES**American Institute for ConservationAIC-CERT:202-661-8068 24hrAIC “Find a Conservator” http://www.conservation-us.org “Resource Center” 202-452-9545 Conservator 1 (specialization) [name] [phone]Conservator 2 (specialization) [name] [phone]Refrigerated Trucking Service [name] [phone]Freezer Storage [name] [phone Commercial Recovery Service(dehumidification, freeze drying, A/V ) [name]  [phone]Data Recovery Service [name]  [phone]Industrial Hygienist / Mold Testing Lab [name] [phone]Exterminator / Fumigation Service [name] [phone]Structural Architect [name] [phone]  | **REGIONAL CONTACTS**Office of the State ArchaeologistTodd McMahon – State Curation Coordinatortodd.mcmahon@state.co.us303-866-4607CU-Boulder Libraries Preservation Dept carl.stewart@colorado.edu 303-492-2249 303-579-0559 cellCSU Ft. Collins-Preservation Ser vices Ann Schwalm Ann.Schwalm@colostate.edu 970-491-1826Colorado Cultural and Historic Resources Task Force (CCHRTF) Amy Zimmer Zimmer\_A@cde.state.co.us <http://www.chrtaskforce.com/> **STAFF PHONE TREE** Human Resources [name] [office phone] / [home phone] / [cell] / [email] / [home email] |

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| **Immediate Response and Checklist for Collections Recovery** **IMMEDIATE RESPONSE****Notification (as appropriate):*** First Responders

Ensure that all staff and visitors are safe and accounted forMaintain security of building and collections* Institutional Contacts
* Building Utilities
* Activate the Disaster Plan‘s emergency response actions
* Activate the Disaster Team if collection damage
* Follow other Communication steps

**WATER RESPONSE*** Stop the source, remove standing water
* Cover collections with plastic sheeting
* Remove materials from water path. Move books higher on shelves or onto book trucks
 | **ASSESSMENT****Ensure through proper authorities that all hazards are cleared before entering building** * Health & safety first; protect staff
* Document with photos, videos, notes
* Assess damage to collections, building, information systems
* What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?
* What areas are affected?
* How much of the collection is damaged?
* What types of materials are damaged?
* Are critical information systems functional / safe?

**WATER RESPONSE*** Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, film, etc.)
* Stabilize the environment (cool, dry, circulating air optimal)
 | **COMMUNICATION****Establish and maintain channels of communication*** Establish communication with appropriate local & regional emergency management
* Communicate with staff using the Phone Tree
* Contact risk manager and insurance agent
* Contact the public relations officer
* Contact WESTPAS, Regional Contacts, conservators
* Contact outside Emergency Recovery Services
* Confirm funding sources for emergency services as needed
* Contact regional libraries to ensure continued services to constituents
* Report status to administration and public
* Post emergency information and instructions on the institutional website
* Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer)

**WATER RESPONSE*** Quick response is essential to prevent mold growth and irreversible damage to materials
* Obtain refrigerated trucks, freezer storage
 | **COLLECTION SALVAGE****Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage*** Identify and gather emergency supplies
* Identify secure, dry location for pack-out and air-drying
* Recruit staff / volunteers
* Wear appropriate safety protection
* Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities

**WATER RESPONSE*** Quick response is essential to prevent mold growth and irreversible damage to materials
* Organize staff / volunteers to load priority materials into freezer based on material type
* Organize staff / volunteers to air-dry materials that should not be frozen
 | **COLLECTION PRIORITIES****First Priority Collections:****Second Priority Collections:****Files/Equipment:****Other:** | **MAJOR DISASTERS: INCIDENT COMMAND SYSTEM****ICS authority structure:*** Incident Commander: Responsible for overall management of the incident
* Public Information Officer: Responsible for communication with media/public
* Safety Officer: Monitors safety of the incident in regards to both the facility and the responders
* Liaison Officer: Coordinates with representatives of cooperating agencies
* Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event
* Operations Section Chief: Ensures that the IAP is enacted
* Logistics Section Chief: Responsible for all support needs to enact the IAP
* Finance/Administration Section Chief: Manages all financial aspects of the incident

**SITUATION REPORT****Know these answers when speaking with insurance and Emergency Response**--Who is in charge?--What is the safety status?--What has happened and the cause?--What are the hazards?--Who discovered and reported the damage?--What has been done so far?--Can the staff handle the situation initially?--Is relocation of some/all of the collection required?--Who is handling the media? |