

Template for Pocket Response Plan for Collections **SIDE A (Communications)**. Use this side to collect phone numbers for the individuals and organizations you are most likely to need to talk to in the first minutes and hours after an emergency occurs: staff, emergency responders, facility managers, utilities, vendors, and assistance organizations.

Museum Pocket Response Plan for Collections Date revised:	INSTITUTIONAL CONTACTS (con't)	BUILDING UTILITIES	FIRST RESPONDERS	EMERGENCY RECOVERY SERVICES	REGIONAL CONTACTS
INSTITUTIONAL CONTACTS	Risk Manager	Water – Fire Sprinklers	Fire Department	Williamstown Art Conservation Center 413-458-5741 (during business hours) 413-458-9545 ext 212 (after hours) http://www.williamstownart.org/atlanta	Alabama Emergency Management Agency 5898 County Road 41 P.O. Drawer 2160 Clanton, Alabama 35046-2160 (205) 280-2200 (205) 280-2495 FAX ema.alabama.gov/
Director	Insurance Contact / Agent	Water – Potable	Emergency Medical / Ambulance	American Institute for Conservation AIC-CERT:202-661-8068 24hr AIC "Find a Conservator" http://www.conservation-us.org "Resource Center": 202-452-9545	Alabama Museums Association http://www.alabamamusems.org Karen Utz, AMA Disaster Coordinator P: 205-324-1911 Erin Harney, AMA President P:815-343-7527
Assistant Director	Public Relations Officer	Plumber	Police Department / Law Enforcement	Conservator Specialization:	Alabama Historical Commission 468 South Perry Street Montgomery, Alabama 36104 P: 334-242-3184
Emergency Manager	Information Technology Officer / IT	Electricity	City Emergency Management	County Emergency Management	Alabama Dept of Archives and History 624 Washington Ave. Montgomery, AL 36130 (334) 242-4435 www.archives.alabama.gov
Financial Services / Accountant	Registrar / Special Collections	Gas	County Health Department	Refrigerated Trucking Service	MUTUAL AID PARTNERS
Facilities / Building Manager	DISASTER TEAM	Telephone	NATIONAL RESOURCES/CONTACTS	Freezer Storage	
Security	Team Leader	Elevators	FEMA Disaster Assistance 800-621-FEMA "Disaster Resources for Cultural Institutions" www.HeritagePreservation.org	Commercial Recovery Service (dehumidification, freeze drying, A/V)	
Environmental Health & Safety	Member 1	Security System	Disaster Mitigation Planning Assistance (supplies/services/experts) www.matrix.msu.edu/~disaster	Data Recovery Service	
Janitorial Services	Member 2	Fire Suppression (other)	Red Cross: Alabama Region P: (205) 439-7800 Salvation Army P:	Industrial Hygienist / Mold Testing Lab	
	Member 3		Heritage Preservation P: 202-233-0800 Institute for Museum & Library Services P: 202-653-IMLS Southeastern Museums Conference P: 404-814-2048	Exterminator / Fumigation Service	
				Structural Architect	

Print on 8 1/2" x 14" paper. Trim on outside lines to 12 1/2" x 6 3/4", fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2 1/8" x 3 1/2".
 Insert in PReP™ Tyvek® envelope for protection, available from CoSA <http://www.statearchivists.org/prepare> © 2006 Council of State Archivists (CoSA). Adapted by WESTPAS, modified by CCAHA.

SIDE B (Actions). Use this side to provide step-by-step instructions for library and affiliated personnel who will respond to a disaster affecting your own institution. Ideally, steps should already be defined in the library disaster plan. This document is NOT intended to be a substitute for a comprehensive emergency plan. Instead, it should distill the most important tasks to be taken in the first minutes and hours after an event occurs that affects collections, especially those that occur when staff members are away from their offices.

<p>Immediate Response and Checklist for Collections Recovery</p> <hr/> <p>IMMEDIATE RESPONSE</p> <p>Notification (as appropriate):</p> <ul style="list-style-type: none"> ○ First Responders <ul style="list-style-type: none"> Ensure that all staff and visitors are safe and accounted for Maintain 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 <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ 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 	<p>ASSESSMENT</p> <p>Ensure through proper authorities that all hazards are cleared before entering building</p> <ul style="list-style-type: none"> ○ Health & safety first; protect staff ○ Document with photos, videos, notes ○ Assess damage to collections, building, information systems <ul style="list-style-type: none"> ○ 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? <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, artwork, film, etc.) ○ Stabilize the environment (cool, dry, circulating air optimal) 	<p>COMMUNICATION</p> <p>Establish and maintain channels of communication</p> <ul style="list-style-type: none"> ○ 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 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) <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ Quick response is essential to prevent mold growth and irreversible damage to materials ○ Obtain refrigerated trucks, freezer storage 	<p>COLLECTION SALVAGE</p> <p>Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage</p> <ul style="list-style-type: none"> ○ 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 <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ 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 	<p>COLLECTION PRIORITIES</p> <p>First Priority Collections:</p> <p>Second Priority Collections:</p> <p>Files/Equipment:</p> <p>Other:</p> <p>A map of the building is located:</p> <ul style="list-style-type: none"> ○ _____ ○ _____ <p>A map of collection is located:</p> <ul style="list-style-type: none"> ○ _____ ○ _____ 	<p>MAJOR DISASTERS: INCIDENT COMMAND SYSTEM</p> <p>ICS authority structure:</p> <ul style="list-style-type: none"> ○ 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 to respond to the event ○ Operations Section Chief: Ensures that the Incident Action Plan 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 <p>SITUATION REPORT</p> <p>Know these answers when speaking with insurance and Emergency Response</p> <ul style="list-style-type: none"> --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?
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