

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.

<p>[Name] Library/Museum</p> <p>Pocket Response Plan for Collections</p> <p>Date revised:</p>	<p>INSTITUTIONAL CONTACTS (con't)</p>	<p>BUILDING UTILITIES</p>	<p>FIRST RESPONDERS</p>	<p>EMERGENCY RECOVERY SERVICES</p>	<p>REGIONAL CONTACTS</p>
<p>INSTITUTIONAL CONTACTS</p> <p>Director [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Assistant Director [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Emergency Manager [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Financial Services / Accountant [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Facilities / Building Manager [name] [office phone] / [home phone] / [cell]</p> <p>Security [name] [office phone] / [home phone] / [cell]</p> <p>Environmental Health & Safety [name] [office phone] / [home phone] / [cell]</p> <p>Janitorial Services [name] [office phone] / [home phone] / [cell]</p>	<p>Risk Manager [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Insurance Contact / Agent [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Public Relations Officer [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Information Technology Officer / IT [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Registrar / Special Collections [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>DISASTER TEAM</p> <p>Team Leader [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Member 1 [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Member 2 [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Member 3 [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p>	<p>Water-Fire Sprinklers [phone]</p> <p>Water – Potable [phone]</p> <p>Plumber [phone]</p> <p>Electricity [phone]</p> <p>Gas [phone]</p> <p>Telephone [phone]</p> <p>Elevators [phone]</p> <p>Security System [phone]</p> <p>Fire Suppression (other) [phone]</p>	<p>Call 911 in an emergency.</p> <p>Fire Department [phone]</p> <p>Emergency Medical / Ambulance [phone]</p> <p>Police Department / Law Enforcement [phone]</p> <p>City Emergency Management [phone]</p> <p>County Emergency Management [phone]</p> <p>Health Department [phone]</p> <p>Red Cross [phone]</p>	<p>American Institute for Conservation AIC-National Heritage Responders (NHR): 202-661-8068 24hr</p> <p>AIC "Find a Conservator" http://www.conservation-us.org</p> <p>Conservator 1 (specialization) [name] [phone]</p> <p>Conservator 2 (specialization) [name] [phone]</p> <p>Disaster Recovery Vendor (Belfor, BMS Cat, or Polygon approved for cultural heritage institutions) [name] [phone]</p> <p>Refrigerated Trucking Service [name] [phone]</p> <p>Freezer Storage [name] [phone]</p> <p>Data Recovery Service [name] [phone]</p> <p>Industrial Hygienist / Mold Testing Lab [name] [phone]</p> <p>Exterminator / Fumigation Service [name] [phone]</p> <p>Structural Architect [name] [phone]</p>	<p>Northeast Document Conservation Center 978-470-1010 Collection Emergency Hotline: 855-245-8303 info@nedcc.org www.nedcc.org</p> <p>Williamstown Art Conservation Center 413-458-5741(8:30 to 5:00, M-F) 413-458-9545 ext 212 (After hours)</p> <p>MA Board of Library Commissioners Evan Knight Preservation Specialist 800-952-7403 x236 evan.knight@state.ma.us</p> <p>New England Museum Association 781-641-0013</p> <p>Massachusetts State Archives General: 617-727-2816</p> <p>MA Emergency Management Team General: 508-820-2000</p> <p>FEMA Disaster Assistance Region 1 Office, Boston General: 877-336-2734</p>

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/> © 2006 Council of State Archivists (CoSA). Adapted by MBLC.

SIDE B (Actions). Use this side to provide step-by-step instructions for staff and affiliated personnel who will respond to a disaster affecting your own institution. Ideally, steps should already be defined in the library/museum 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 Notification (as appropriate):</p> <ul style="list-style-type: none"> <input type="radio"/> 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 <input type="radio"/> Institutional Contacts <input type="radio"/> Building Utilities <input type="radio"/> If shared facility, make contact <input type="radio"/> Activate the Disaster Plan's emergency response actions <input type="radio"/> Activate the Disaster Team if collection damage <input type="radio"/> Follow other Communication steps 	<p>ASSESSMENT Ensure through proper authorities that all hazards are cleared before entering building</p> <ul style="list-style-type: none"> <input type="radio"/> Health & safety first; protect staff <input type="radio"/> Document with photos, videos, notes <input type="radio"/> Assess damage to collections, building, information systems <ul style="list-style-type: none"> <input type="radio"/> What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)? <input type="radio"/> What areas are affected? <input type="radio"/> How much of the collection is damaged? <input type="radio"/> What types of materials are damaged? <input type="radio"/> Are critical information systems functional / safe? 	<p>COMMUNICATION Establish and maintain channels of communication</p> <ul style="list-style-type: none"> <input type="radio"/> Establish communication with appropriate local & regional emergency management <input type="radio"/> Communicate with staff using the Phone Tree <input type="radio"/> Contact risk manager and insurance agent <input type="radio"/> Contact the public relations officer <input type="radio"/> Contact CPP, Regional Contacts, conservators <input type="radio"/> Contact outside Emergency Recovery Services <input type="radio"/> Confirm funding sources for emergency services as needed <input type="radio"/> Contact regional libraries to ensure continued services to constituents <input type="radio"/> Report status to administration and public <input type="radio"/> Post emergency information and instructions on the institutional website <input type="radio"/> Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer) 	<p>COLLECTION SALVAGE Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage</p> <ul style="list-style-type: none"> <input type="radio"/> Identify and gather emergency supplies <input type="radio"/> Identify secure, dry location for pack-out and air-drying <input type="radio"/> Recruit staff / volunteers <input type="radio"/> Wear appropriate safety protection <input type="radio"/> Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities 	<p>COLLECTION PRIORITIES First Priority Collections:</p> <p>Second Priority Collections:</p> <p>Files/Equipment:</p> <p>Other:</p>	<p>MAJOR DISASTERS: INCIDENT COMMAND SYSTEM</p> <p>ICS authority structure:</p> <ul style="list-style-type: none"> <input type="radio"/> Incident Commander: Responsible for overall management of the incident <input type="radio"/> Public Information Officer: Responsible for communication with media/public <input type="radio"/> Safety Officer: Monitors safety of the incident in regards to both the facility and the responders <input type="radio"/> Liaison Officer: Coordinates with representatives of cooperating agencies <input type="radio"/> Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event <input type="radio"/> Operations Section Chief: Ensures that the IAP is enacted <input type="radio"/> Logistics Section Chief: Responsible for all support needs to enact the IAP <input type="radio"/> Finance/Administration Section Chief: Manages all financial aspects of the incident
<p>WATER RESPONSE</p> <ul style="list-style-type: none"> <input type="radio"/> Stop the source, remove standing water <input type="radio"/> Cover collections with plastic sheeting <input type="radio"/> Remove materials from water path. Move collections higher on shelves or onto tables/book trucks 	<p>WATER RESPONSE</p> <ul style="list-style-type: none"> <input type="radio"/> Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, artwork, film, etc.) <input type="radio"/> Stabilize the environment (cool, dry, circulating air optimal) 	<p>WATER RESPONSE</p> <ul style="list-style-type: none"> <input type="radio"/> Quick response is essential to prevent mold growth and irreversible damage to collections <input type="radio"/> Obtain refrigerated trucks, freezer storage 	<p>WATER RESPONSE</p> <ul style="list-style-type: none"> <input type="radio"/> Organize staff / volunteers to load priority materials into freezer based on material type <input type="radio"/> Organize staff / volunteers to air-dry materials that should not be frozen 		<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?