|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **[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 Conservation  AIC-CERT:202-661-8068 24hr  AIC “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 Archaeologist  Todd McMahon – State Curation Coordinator  [HC\_StateCuration@state.co.us](mailto:HC_StateCuration@state.co.us)  303-866-4607  CU-Boulder  Libraries Preservation Dept  [carl.stewart@colorado.edu](mailto:carl.stewart@colorado.edu)  303-492-2249  303-579-0559 cell  CSU Ft. Collins-Preservation Services  Ann Schwalm  [Ann.Schwalm@colostate.edu](mailto:Ann.Schwalm@colostate.edu)  970-491-1826  Colorado Cultural and Historic Resources Task Force (CCHRTF)  Amy Zimmer  [Zimmer\_A@cde.state.co.us](mailto:Zimmer_A@cde.state.co.us)  <http://www.chrtaskforce.com/>    **STAFF PHONE TREE**  Human Resources  [name]  [office phone] / [home phone] / [cell] /  [email] / [home email] |

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