

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><b>[Name]</b>  <b>Library/Archive/Museum</b>  <b>Pocket Response Plan for Collections</b>  <b>Date revised:</b></p> <hr/> <p><b>INSTITUTIONAL CONTACTS</b></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 &amp; Safety  [name]  [office phone] / [home phone] / [cell]</p> <p>Janitorial Services  [name]  [office phone] / [home phone] / [cell]</p>	<p><b>INSTITUTIONAL CONTACTS</b> (con't)</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><b>DISASTER TEAM</b></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><b>BUILDING UTILITIES</b></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><b>FIRST RESPONDERS</b></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>PA Emergency Management Agency  (717) 651-2001</p> <p>County Health Department  [phone]</p> <p>Red Cross  [phone]</p> <p><b>FEMA</b></p> <ul style="list-style-type: none"> <li>Disaster Assistance  800-621-FEMA</li> <li>Environment &amp; Historic Preservation-Region II  [name]  [office phone] / [email]</li> </ul>	<p><b>EMERGENCY RECOVERY SERVICES</b></p> <p>CCAHA- Conservation Center for Art &amp; Historic Artifacts  (215) 545-0613 (M-F 9am – 5pm)  www.ccaha.org  pso@ccaaha.org</p> <p>American Institute for Conservation  NHR: 202-661-8068 24hr  http://www.conservation-us.org  (202) 452-9545</p> <p>Conservator (specialization)  [name]  [phone]</p> <p>Refrigerated Trucking Service  [name]  [phone]</p> <p>Freezer Storage  [name]  [phone]</p> <p>Commercial Recovery Service (dehumidification, freeze drying, A/V)  [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><b>REGIONAL CONTACTS</b></p> <p>State Historic Preservation Office  [name]  [office phone] / [email]</p> <p>State Archives  [name]  [office phone] / [email]</p> <p>State Library  [name]  [office phone] / [email]</p> <p>State Museums  [name]  [office phone] / [email]</p> <p><b>STAFF PHONE TREE</b></p> <p>Human Resources  [name]  [office phone] / [home phone] / [cell] / [email] / [home email]</p>
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**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><b>Immediate Response and Checklist for Collections Recovery</b></p> <hr/> <p><b>IMMEDIATE RESPONSE</b></p> <p><b>Notification (as appropriate):</b></p> <ul style="list-style-type: none"> <li>○ First Responders <ul style="list-style-type: none"> <li>Ensure that all staff and visitors are safe and accounted for</li> <li>Maintain security of building and collections</li> </ul> </li> <li>○ Institutional Contacts</li> <li>○ Building Utilities</li> <li>○ Activate the Disaster Plan's emergency response actions</li> <li>○ Activate the Disaster Team if collection damage</li> <li>○ Follow other Communication steps</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>○ Stop the source, remove standing water</li> <li>○ Cover collections with plastic sheeting</li> <li>○ Remove materials from water path. Move books higher on shelves or onto book trucks</li> </ul>	<p><b>ASSESSMENT</b></p> <p><b>Ensure through proper authorities that all hazards are cleared before entering building</b></p> <ul style="list-style-type: none"> <li>○ Health &amp; safety first; protect staff</li> <li>○ Document with photos, videos, notes</li> <li>○ Assess damage to collections, building, information systems <ul style="list-style-type: none"> <li>○ What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?</li> <li>○ What areas are affected?</li> <li>○ How much of the collection is damaged?</li> <li>○ What types of materials are damaged?</li> </ul> </li> <li>○ Are critical information systems functional / safe?</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>○ Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, artwork, film, etc.)</li> <li>○ Stabilize the environment (cool, dry, circulating air optimal)</li> </ul>	<p><b>COMMUNICATION</b></p> <p><b>Establish and maintain channels of communication</b></p> <ul style="list-style-type: none"> <li>○ Establish communication with appropriate local &amp; regional emergency management</li> <li>○ Communicate with staff using the Phone Tree</li> <li>○ Contact risk manager and insurance agent</li> <li>○ Contact the public relations officer</li> <li>○ Contact CCAHA, Regional Contacts, conservators</li> <li>○ Contact outside Emergency Recovery Services</li> <li>○ Confirm funding sources for emergency services as needed</li> <li>○ Contact regional libraries to ensure continued services to constituents</li> <li>○ Report status to administration and public</li> <li>○ Post emergency information and instructions on the institutional website</li> <li>○ Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer)</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>○ Quick response is essential to prevent mold growth and irreversible damage to materials</li> <li>○ Obtain refrigerated trucks, freezer storage</li> </ul>	<p><b>COLLECTION SALVAGE</b></p> <p><b>Salvage collections using pre-established Collection Priorities, taking into account access &amp; extent of damage</b></p> <ul style="list-style-type: none"> <li>○ Identify and gather emergency supplies</li> <li>○ Identify secure, dry location for pack-out and air-drying</li> <li>○ Recruit staff / volunteers</li> <li>○ Wear appropriate safety protection</li> <li>○ Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>○ Organize staff / volunteers to load priority materials into freezer based on material type</li> <li>○ Organize staff / volunteers to air-dry materials that should not be frozen</li> </ul>	<p><b>COLLECTION PRIORITIES</b></p> <p><b>First Priority Collections:</b></p> <p><b>Second Priority Collections:</b></p> <p><b>Files/Equipment:</b></p> <p><b>Other:</b></p>	<p><b>MAJOR DISASTERS: INCIDENT COMMAND SYSTEM</b></p> <p><b>ICS authority structure:</b></p> <ul style="list-style-type: none"> <li>○ Incident Commander: Responsible for overall management of the incident</li> <li>○ Public Information Officer: Responsible for communication with media/public</li> <li>○ Safety Officer: Monitors safety of the incident in regards to both the facility and the responders</li> <li>○ Liaison Officer: Coordinates with representatives of cooperating agencies</li> <li>○ Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event</li> <li>○ Operations Section Chief: Ensures that the IAP is enacted</li> <li>○ Logistics Section Chief: Responsible for all support needs to enact the IAP</li> <li>○ Finance/Administration Section Chief: Manages all financial aspects of the incident</li> </ul> <p><b>SITUATION REPORT</b></p> <p><b>Know these answers when speaking with insurance and Emergency Response</b></p> <ul style="list-style-type: none"> <li>--Who is in charge?</li> <li>--What is the safety status?</li> <li>--What has happened and the cause?</li> <li>--What are the hazards?</li> <li>--Who discovered and reported the damage?</li> <li>--What has been done so far?</li> <li>--Can the staff handle the situation initially?</li> <li>--Is relocation of some/all of the collection required?</li> <li>--Who is handling the media?</li> </ul>
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