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| **[Name] Library/Archive**  **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]  Exterminator / Fumigation Service  [name]  [phone]  Structural Architect  [name]  [phone] | **FIRST RESPONDERS**  Fire Department  [phone]  Emergency Medical / Ambulance  [phone]  Police Department / Law Enforcement  [phone]  City Emergency Management  [phone]  Regional Emergency Management  [phone]  [http://www.ct.gov/demhs/cwp/ view.asp?a=1939&q=291026](http://www.ct.gov/demhs/cwp/view.asp?a=1939&q=291026)  [note: no line break in URL]  Conn. DESPP, Emergency Management and Homeland Security  860-256-0800  <http://www.ct.gov/demhs/site/default.asp>  Health Department  [phone]  Red Cross  [phone]  FEMA  Disaster Assistance 800-621-FEMA.  Environmental & Historic Preservation Region 1 [New England] 617-832-4791.  For general info: <http://www.fema.gov/>  **EMERGENCY RECOVERY SERVICES**  Conservator 1 (specialization)  [name] [phone]  Conservator 2 (specialization)  [name] [phone]  Refrigerated Trucking Service  [name] [phone]  Freezer Storage  [name] [phone] | **EMERGENCY RECOVERY SERVICES**  NEDCC – Northeast Document Conservation Service  855-245-8303 [24/7 emergency #, toll free]  <http://www.nedcc.org/ask/email.php> [email not monitored 24/7]  [www.nedcc.org](http://www.nedcc.org)  American Institute for Conservation  AIC-CERT:202-661-8068 [24hr]  [info@conservation-us.org](mailto:info@conservation-us.org) [use email for less urgent questions]  AIC “Find a Conservator” at <http://www.conservation-us.org>  State contract for Emergency Response and Recovery Services for Records and Collections  [http://www.biznet.ct.gov/SCP\_Search/ ContractDetail.aspx?ID=10648](http://www.biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=10648)  [note: no line break in this URL]  Vendors on this contract  Belfor USA Group Inc  800-856-3333 [www.belforusa.com](http://www.belforusa.com)  BMS CAT Inc.  800-433-2940 [www.bmscat.com](http://www.bmscat.com)  Polygon US Corporation  800-422-6379 [www.polygongroup.us](http://www.polygongroup.us)  Some state contracts are open to all agencies, municipalities and not-for profits. See State Contracts Related to Emergency Response  <http://costep-ct.org/resources/state-contracts-related-to-emergency-response/>  or search Dept. of Admin. Services <http://das.ct.gov/cr1.aspx?page=106> and then go to the State Contracting Portal  Data Recovery Service  [name] [phone]  Industrial Hygienist / Mold Testing Lab  [name] [phone] | **REGIONAL CONTACTS**  Conn. State Library Preservation  Jane Cullinane, 860-523-4362  [Jane.Cullinane@ct.gov](mailto:Jane.Cullinane@ct.gov)  <http://www.ctstatelibrary.org/>  Hours: M-F 7:30-4:00  Conn. State Library State Archivist  Lizette Pelletier, 860-757-6511  [Lizette.Pelletier@ct.gov](mailto:Lizette.Pelletier@ct.gov)  <http://www.ctstatelibrary.org/>  Hours: M-F 8:00-4:30  Conn. League of History Orgs.  Liz Shapiro, Days:860-685-7595  Hours: M-F 8:30-4:00  & Eves: 860-502-7705  [liz@clho.org](mailto:liz@clho.org) <http://clho.org/>  Conservation ConneCTion  Kathy Craughwell-Varda,  203-241-0618  [CSL.ConservationConnection@ct.gov](mailto:CSL.ConservationConnection@ct.gov)  [www.ctconservationconnection.org](http://www.ctconservationconnection.org)  Hours: 7 days/week 7:00am-10:00pm  **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 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:**   |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | **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 |