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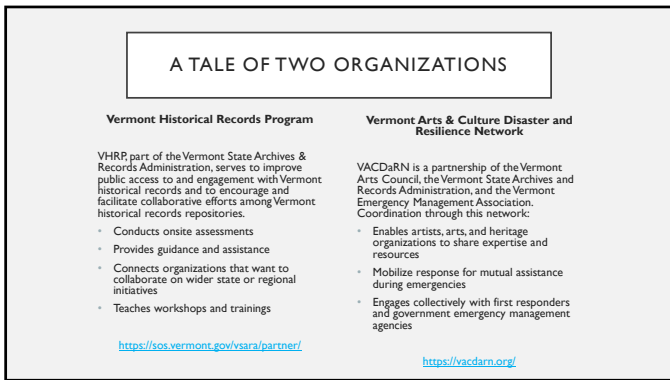
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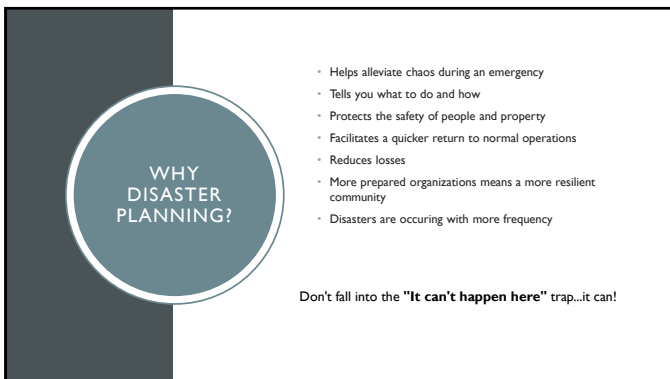
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**AGENDA**

- Brief overview of emergency management
- Developing a disaster plan
- Implementing your disaster plan
- Tips and strategies
- Resources



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**EMERGENCY MANAGEMENT PRIMER**



Gov. Shumlin records, Vermont State Archives

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**EMERGENCIES COME IN ALL SHAPES AND SIZES**


**NATURAL DISASTERS**

- Thunderstorm
- Hurricane/Tropical Storm
- Flooding
- Winter Storm
- Extreme Cold
- Extreme Heat
- Tornado
- Earthquake
- Pandemic

**MAN-MADE DISASTERS (ACCIDENTAL & INTENTIONAL)**

- Cyber Attack
- Civil Disorder
- Acts of Violence/Terrorism
- Hazardous Materials
- Chemical, Biological, Radiological, or Nuclear
- Dam Failure



**"EVERYDAY" DISASTERS**

- Structural Fire
- Power Outage/Blackout
- Medical Emergency

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### VERMONT'S HAZARDS

Table 3: Hazard Assessment

Hazard Impacts	Probability	Potential Impact				Average	Score*
		Infrastructure	Life	Economy	Environment		
Fluvial Erosion	4	4	3	4	4	3.75	15
Inundation Flooding	4	4	3	4	2	3.25	13
Ice	3	3	3	3	2	2	8.25
Snow	4	1	3	2	1	1.75	7
Wind	4	2	2	1	1	1.5	6
Heat	3	1	3	2	2	2	6
Cold	3	1	3	2	2	2	6
Drought	3	1	2	2	3	2	6
Landslides	3	3	2	1	2	2	6
Wildfires	2	3	3	3	2	2.75	5.5
Earthquake	2	3	3	3	2	2.75	5.5
Invasive Species	2	1	1	2	3	1.75	3.5
Infectious Disease Outbreak	2	1	3	2	1	1.75	3.5
Hail	3	1	1	1	1	1	3

\*Score = Probability x Average Potential Impact

Vermont State Hazard Mitigation Plan, 2018

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### PHASES OF EMERGENCY MANAGEMENT

Image courtesy: <https://www.fda.gov/oc/ohrt/https://www.fda.gov/oc/ohrt/https://www.fda.gov/oc/ohrt/>

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### BASIC EMERGENCY MANAGEMENT TERMS

- Incident
  - Disaster
  - Emergency
- Hazard
- Risk Assessment
- Emergency Operations Center (EOC)
- Incident Command System (ICS)
- Damage Assessment

<https://caha.org/resources/emergency-management-terminology>

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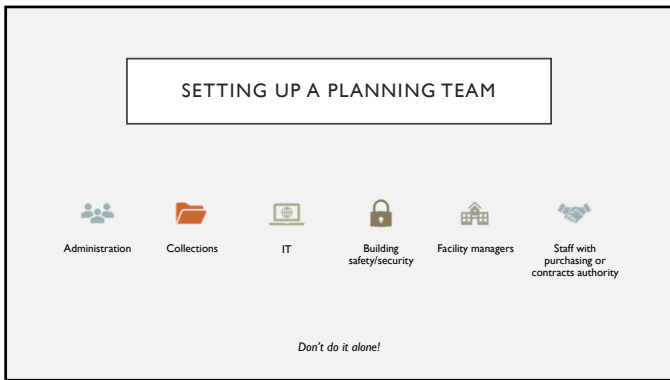
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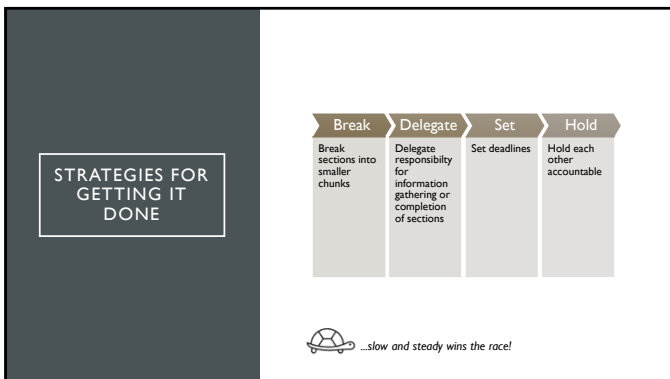
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### CREATING THE PLAN: CONTACT LIST

**I. Immediate Response and Call List**

- Assume your personal safety and act accordingly.
- Call with from another computer or another person in the area.
- Act to protect lives, then physical property.

**If there is a fire or possible explosion: Call 911**  
 Give this information: HOGWARTS LIBRARY  
 HOGWARTS CASTLE  
 333-8000

**MAKE THE FOLLOWING PHONE CALLS**  
 based on the type of emergency

Type of emergency	Name/Title	Phone Number(s)
HOW CAN I GET TO THE ST. PATRICK'S HOSPITAL?	MINISTER OF MAGIC/EMERGENCY SERVICES/STAFF LEADER	555-5555
Water/Infection	KURIELS WAREHOUSING SERVICES	555-5332
Electric issue	LUMINOUS LIGHT TECHNOLOGIES	999-0000
Building damage	KURIELS WAREHOUSING SERVICES	555-5332
Computer damage	EXPANDING CLOUD SERVICES	999-5555
Collision damage	WANDAWAY PRIDE, LIBERATION	555-9000

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### CREATING THE PLAN: CONTACT LIST

? **Questions to ask:**

- Who on your staff would need to be notified/involved during a disaster? In what order should they be notified?
- Who has responsibility for what in your institution? Or, who externally handles your institutional needs?
- What local emergency services are available?

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### CREATING THE PLAN: RESPONSE PROCEDURES

This tells you what to do during an emergency.

**Includes:**

- Emergency and evacuation procedures
- Floor plans & locations of shut offs and emergency systems
- Information about insurance and utility providers
- Technology backups and passwords
- Contact information for emergency management offices
- Locations of temporary operations

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## CREATING THE PLAN: RESPONSE PROCEDURES

**Evacuation and Emergency Procedures**

- Have floor plans indicating the various escape routes posted prominently throughout the building.
- Describe procedures for evacuating the building, including disabled personnel or patrons:
  - IF TIME ALLOWS, SECURE ESSENTIAL RECORDS AND SHUT DOWN ELECTRICAL EQUIPMENT
  - PROCEED TO NEAREST EXIT. SHUT ALL DOORS AS YOU LEAVE. ASSIST DISABLED EMPLOYEES AND VISITORS IN EXITING. DO NOT USE THE MOVING STAIRCASES. DO NOT OPEN DOORS IF SMOKE OR HEAT IS PRESENT. ONCE OUTSIDE ASSEMBLE AT THE DESIGNATED AREA.
- Designated assembly areas outside of the building:
  - Location: QUIDDICH FIELD
  - Back-up Location: BLACK LAKE
- Command center/Temporary space:
  - Location: PLATFORM 9 & 3/4
  - Contact Person: DEDALUS CREWBY
  - Phone numbers: 999-0011

After key contacts

**Emergency Assistance**

[Your town/city Emergency Management Director]

[Your regional planning commission point of contact for emergencies]

**Vermont Emergency Management (VEM) Public Assistance Officer**  
 Kim Scazzano | 802-243-9400 | [kim.scazzano@vt.gov](mailto:kim.scazzano@vt.gov)

**Vermont Arts & Culture Director and Resilience Network (VARN)**  
 Rachel Orloff | 802-423-4050 | [rachel.orloff@vermont.gov](mailto:rachel.orloff@vermont.gov) | [www.vermont.gov](http://www.vermont.gov)

**Secretary of State's Office, Municipal Assistance**  
 Arlene Prasad | 802-409-3077 | [arlene.prasad@secretary.state.vt.us](mailto:arlene.prasad@secretary.state.vt.us)

**FDMA Regional Office**  
 877-206-2627 | <http://www.vermont.gov/secretary-of-state/rfo-office>

Utility Type	Company Name/Contact Name	Phone Number(s) (include if pay/c)
Electric company	VERMONT LIGHT TRANSMISSION	800-255-5222
Gas company	VERMONT GAS & OIL	800-255-5222
Telephone service provider	VERMONT COMMUNICATIONS	800-550-5000
Telephone company	VERMONT COMMUNICATIONS	800-550-5000

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## CREATING THE PLAN: RESPONSE PROCEDURES

**Facilities: Locations of Emergency Systems and Shut-Off**

**Building: Hogarth Library/Hogarth Cafe/LRC**

**Main Utilities—all in basement (access from kitchen in back of building)**

- Main water shut-off valve: Basement, back left corner
- Main electrical cut-off switch & fire control panel: Basement, back left corner
- Main furnace cut-off switch: Top of Basement Stairs

**Fire Extinguishers**

- Kitchen
- Basement (bottom of stairs)
- Front Hall
- Trash Storage Room

**Fire Alarm Pull Station:** Kitchen, Front Hall, Upstairs Hall (front and back)

**Fire Alarm Panel:** Front Hall, tells you where the fire is. Orange yellow light showing alarm trouble.

**Smoke and Heat Detectors:** Throughout House

**First Aid Kit:** Bathroom Medicine Cabinet

Hogarth Library  
2nd floor - Resistor/Red Section (locked)

Hogarth Library  
Basement

Hogarth Library  
Main floor

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## CREATING THE PLAN: RESPONSE PROCEDURES

**Questions to ask:**

- How would you evacuate the building? Handle a medical emergency?
- Where are the locations of shutoffs for building equipment (water, etc.)?
- Who are the vendors, contractors, insurance agents, utility providers, etc. that would need to be involved in recovery?
- Where are your technology backups and passwords so you can access information systems?
- Where could you set up a temporary space for emergency operations, if needed?

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**CREATING THE PLAN: RESPONSE PROCEDURES**

http://bit.ly/BGSEmergencyProcedures

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## CREATING THE PLAN: SALVAGE PRIORITIES

This tells you what is most important to be saved.

Includes:

- Operational records
- Records about your collections (catalogs, etc.)
- Collection priorities (local history room, etc.)

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## CREATING THE PLAN: SALVAGE PRIORITIES

**1. Salvage Priorities - Object Collections**

Listed below are those portions of the collection to which salvage priorities have been assigned. Tags: Red: High Priority; Yellow: Medium Priority

Location	Special Notes
Trade Room	Many items are boxed, bagged, or in crates. Priority items that are boxed.
Furniture Room	Priority items are boxed and placed in the back of the set bins and marked with priority tags.
Decorative Arts	Priority items have been relocated to behind the hallway door. Furniture is near the doors or on wall hooks. Priority items have been consolidated into the center of the floor on the north and south sides.

**2. Salvage Priorities - Bibliographic Records**

Listed below are the priorities for catalogs and files, electronic databases, printed finding aids, collection donor files, or other catalogs necessary to reestablish the integrity of the collection.

Description of Records	Format	Location	Special Notes
Accession Records	3 Bind/Notebooks (accession list)	Back office lower cabinet	These and the logbook containing records of accession
Accession Records	File folders	Filing cabinet (upper level)	These and the logbook containing records of accession

**3. Salvage Priorities - Administrative Records**

Listed below are the priorities for salvage administration records that are used to recovery operations, including personnel records.

Records	Format	Location	Special Notes
Current Financial and Personnel records	Files	Main Office, top drawer of cabinet	
COMPUTER	Hard Drive	Main Office	File folder off side of desk

Filing cabinet drawer of accession records

Computer containing administrative records

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**CREATING THE PLAN: SUPPLIES**

? *Questions to ask:*

📋 What supplies do you have on hand? Where are they stored?

🔧 What supplies do you want? Where can you get them?

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**CREATING THE PLAN: EMERGENCY RECORD**

What's happened in the past to your institution? This tells you what's possible and what's likely.

Requires a little research – past insurance claims, flood plain maps, institutional memory from long-time employees

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**CREATING THE PLAN: EMERGENCY RECORD**

**V. Emergency Record**

In the space below, describe emergencies which have occurred. Include the date, the location within the building, the quantity of materials affected, recovery procedures, and the resources (time, money, personnel, etc.) needed for complete recovery from the emergency. Also note any vendors or suppliers used in recovery actions and evaluate their performance for future reference. This section should be updated after any emergency occurrence.

\_3/23/2001: ATTEMPTED BREAK-IN TO THE RESTRICTED SECTION. NO DAMAGE TO COLLECTION BUT HIRED LIKE MAGIC GLASS REPAIR TO FIX BROKEN WINDOWS, \$2000.

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\_5/17/2018: SECOND-YEAR STUDY GROUP ACCIDENTLY CREATED A RAINING HEV IN THE NORTHWEST CORNER OF THE MAIN FLOOR. 2 SHELVES WERE AFFECTED, ITEMS WERE FREEZE-DRIED THROUGH THE MUGGLE COMPANY POLYDON.

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**PUTTING IT ALL TOGETHER**

- Contact list
- Response procedures
- Salvage priorities
- Supplies
- Emergency record

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**IMPLEMENTING YOUR DISASTER PLAN**

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**DISTRIBUTION & STORAGE**

WHO NEEDS THE PLAN?      WHERE SHOULD IT BE STORED?

Remember: your plan has sensitive information – keep it private!

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**PROMOTION & TRAINING**

<p><b>Promote it!</b></p> <ul style="list-style-type: none"> <li>• Announce it in a newsletter</li> <li>• Send periodic emails to library staff and volunteers</li> <li>• Discuss periodically at meetings</li> <li>• Incorporate regular training activities when possible</li> </ul>	<p><b>Train!</b> (and ask external resources for help!)</p> <ul style="list-style-type: none"> <li>• Make sure each person involved with the library knows what their role entails</li> <li>• Evacuation drills</li> <li>• Fire extinguisher use</li> <li>• Tabletop exercises</li> </ul>
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**MAINTAINING THE PLAN**

**Remember: Disaster plans are living documents!**

1. Establish a schedule to review (annually is ideal)
2. Check and update the information as needed at that time
3. Promptly distribute updates

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**TIPS & STRATEGIES**

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### CONNECT WITH EMERGENCY RESPONDERS

**Ways to Connect**

- Have the police and fire department do a walk-through
- Invite them to an event at your institution
- Ask for help with site assessment and emergency planning
- Invite emergency responders to participate in your training and drills or suggest that the local emergency management agency stage a tabletop exercise at your institution
- Take lunch/cookies to the fire station or police or sheriff's department

**What They Should Know**

- That your institution holds collective memory and culture for your community
- Your collections can be irreplaceable (especially if you have a local history collection)
- Libraries and cultural institutions can be helpful in recovery, as information centers and community gathering places
- Your layout! Floor plans, locations of building electrical and water systems, etc.



Don't forget: staff turns over! Keep up the relationship.

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### STANDING CONTRACTS WITH VENDORS

Helps set expectations and communicate needs before a disaster happens

Saves time during an incident – you already know who to contact

State of Vermont has standing contract with negotiated fees with Polygon:

- Respond to scene within 24 hours
- Can help pack out and freeze/dry any affected materials
- Can help restore the affected space

 Be familiar with your insurance policy & know what it covers

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### SUPPLY KITS

<ul style="list-style-type: none"> <li>Fire extinguishers</li> <li>Extension cords</li> <li>Flashlights &amp; batteries</li> <li>Camera</li> <li>Clipboard &amp; paper</li> <li>Labels</li> <li>Broom/mop</li> <li>Wet vacuum</li> <li>Gloves</li> <li>Protective masks/goggles</li> </ul>	<ul style="list-style-type: none"> <li>First aid kit</li> <li>Garbage bags</li> <li>Paper towels</li> <li>Plastic sheeting &amp; scissors</li> <li>Absorbent/blotter paper</li> <li>Polyethylene bags</li> <li>Portable fan</li> <li>Etc.</li> </ul>
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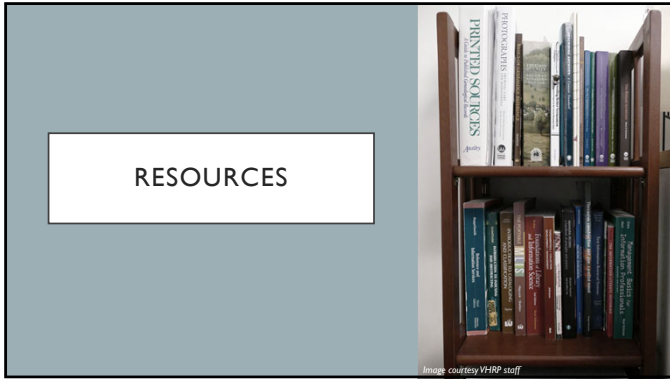
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**dPLAN – THE ONLINE DISASTER PLANNING TOOL**

- Created by NEDCC and MA Board of Library Commissioners
- Online template that generates a printable plan
- Updated version - hopefully in 2021
- View a demo of the tool at the website

<https://www.dplan.org/>

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**NEDCC PLANNING WORKSHEET**

- Quick start guide
- Includes most parts of a disaster plan, but does not include spaces for evacuation, facility equipment shutoffs, or other relevant policies and procedures

<https://www.nedcc.org/free-resources/preservation-leaflets/3-emergency-management/3.4-worksheet-for-outlining-an-emergency-response-plan>

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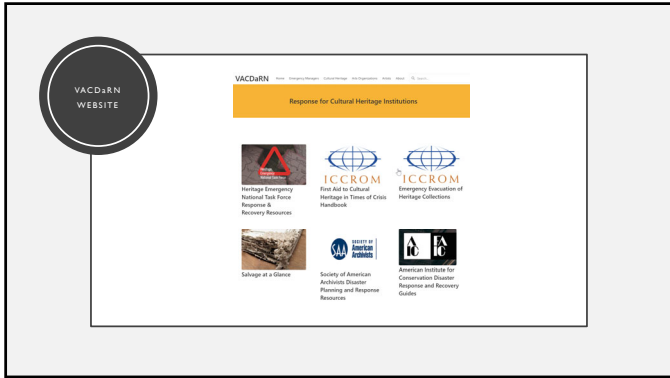
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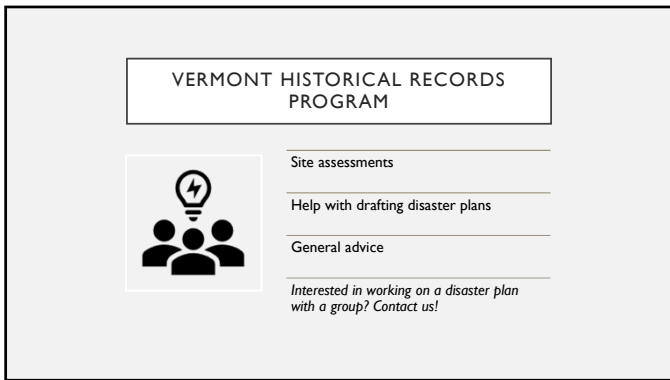
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TAKEAWAYS




Your plan is unique  
to your institution



Keep it simple



Iterative process –  
continue to revisit  
and update



Set up as much in  
advance as you can (ex.  
supply kits, standing  
contracts with vendors)



You're not alone –  
preparedness has to  
be collaborative!

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THANK YOU!  
QUESTIONS?

Sally Blanchard-O'Brien  
Vermont Historical Records Program  
Vermont State Archives & Records  
Administration  
1078 US Route 2, Middlesex  
Montpelier, VT 05633  
802-828-5385  
sos.vhrp@vermont.gov

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