

Vermont
Department of
Libraries
April 15, 2021

DISASTER PLANNING FOR VERMONT LIBRARIES: *BEGINNER WORKSHOP*



A TALE OF TWO ORGANIZATIONS

Vermont Historical Records Program

VHRP, part of the Vermont State Archives & Records Administration, serves to improve public access to and engagement with Vermont historical records and to encourage and facilitate collaborative efforts among Vermont historical records repositories.

- Conducts onsite assessments
- Provides guidance and assistance
- Connects organizations that want to collaborate on wider state or regional initiatives
- Teaches workshops and trainings

<https://sos.vermont.gov/vsara/partner/>

Vermont Arts & Culture Disaster and Resilience Network

VACDaRN is a partnership of the Vermont Arts Council, the Vermont State Archives and Records Administration, and the Vermont Emergency Management Association. Coordination through this network:

- Enables artists, arts, and heritage organizations to share expertise and resources
- Mobilize response for mutual assistance during emergencies
- Engages collectively with first responders and government emergency management agencies

<https://vacdarn.org/>



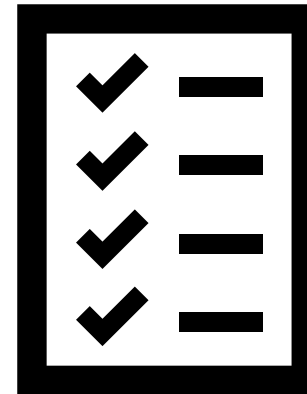
WHY DISASTER PLANNING?

- Helps alleviate chaos during an emergency
- Tells you what to do and how
- Protects the safety of people and property
- Facilitates a quicker return to normal operations
- Reduces losses
- More prepared organizations means a more resilient community
- Disasters are occurring with more frequency

Don't fall into the "**It can't happen here**" trap...it can!

AGENDA

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



EMERGENCY MANAGEMENT PRIMER



EMERGENCIES COME IN ALL SHAPES AND SIZES

NATURAL DISASTERS

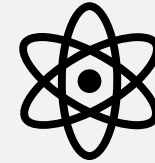


- Thunderstorm
- Hurricane/Tropical Storm
- Flooding
- Winter Storm
- Extreme Cold
- Extreme Heat
- Tornado
- Earthquake
- Pandemic



“EVERYDAY” DISASTERS

- Structural Fire
- Power Outage/Blackout
- Medical Emergency



MAN-MADE DISASTERS (ACCIDENTAL & INTENTIONAL)

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

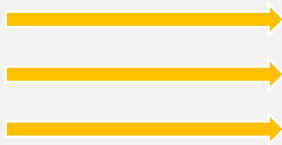
VERMONT'S HAZARDS

Table 3: Hazard Assessment

Hazard Impacts	Probability	Potential Impact					Score*:
		Infrastructure	Life	Economy	Environment	Average:	
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
Wildfire	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



PHASES OF EMERGENCY MANAGEMENT



BASIC EMERGENCY MANAGEMENT TERMS

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





DEVELOPING YOUR DISASTER PLAN

Image courtesy Pixabay

SETTING UP A PLANNING TEAM



Administration



Collections



IT



Building
safety/security



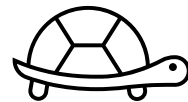
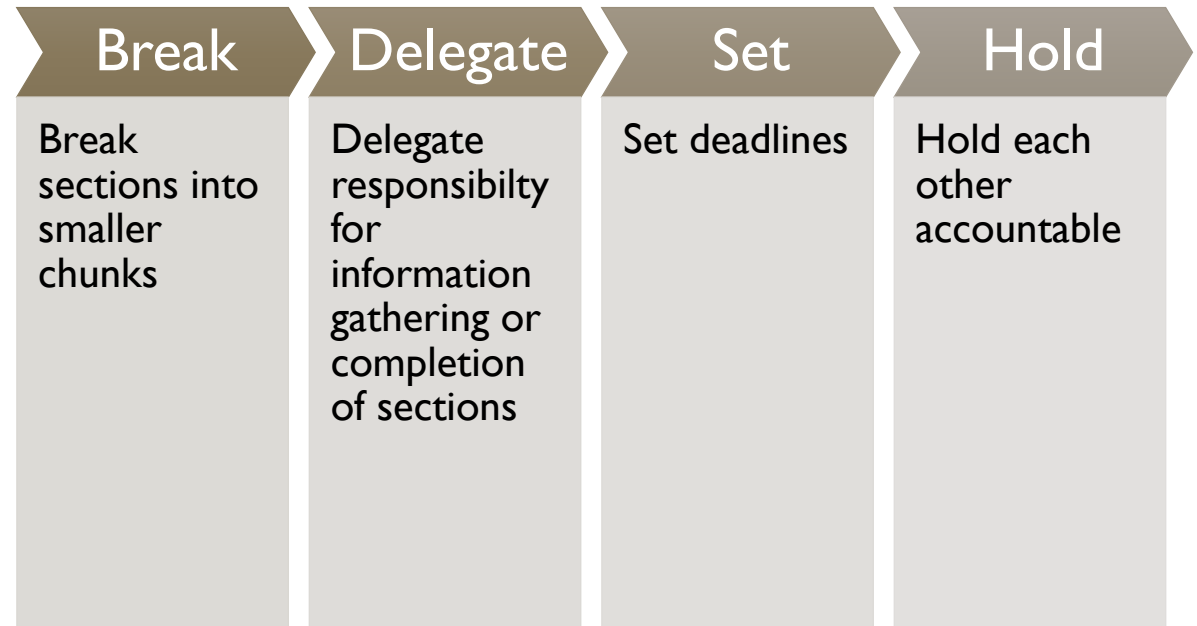
Facility managers



Staff with
purchasing or
contracts authority

Don't do it alone!

STRATEGIES FOR GETTING IT DONE



...slow and steady wins the race!

Disaster Plan

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MEET THE VERMONT DISASTER PLAN TEMPLATE

Available at:

<https://vacdarn.org/cultural-heritage-institutions/readiness-for-cultural-heritage-institutions/>

BASIC
COMPONENTS OF
A DISASTER PLAN

Contact list

Response procedures

Salvage priorities

Supplies

Emergency record

CREATING THE PLAN: CONTACT LIST

This tells you exactly who to contact and when.



Includes:

Emergency contacts

Phone tree for staff/volunteers, etc. and their responsibilities

CREATING THE PLAN: CONTACT LIST

I. Immediate Response and Call List

- Assess your personal safety and act accordingly.
- Get help from another coworker or another person in the area.
- Act to protect lives, then physical property.

If there is a fire or people are hurt: Call 911

Give this information: HOGWARTS LIBRARY
HOGWARTS CASTLE
555-9000

MAKE THE FOLLOWING PHONE CALLS based on the type of emergency

Type of emergency	Name/Title	Phone Number(s)
After call to 911 for fire or people hurt	MINERVA MCGONEGALL, PROFESSOR/DISASTER TEAM LEADER	555-1650
Water incursion	RUBEUS HAGRID, GROUNDSKEEPER	555-1232
Electrical issue	LUMOS LIGHT TECHNICIANS	999-0000
Building damage	RUBEUS HAGRID, GROUNDSKEEPER	555-1232
Computer damage	WIZARDING CLOUD SERVICES	999-1000
Collection damage	MADAM PINCE, LIBRARIAN	555-9000

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?

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

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 WARM OR SMOKE IS PRESENT. ONCE OUTSIDE ASSEMBLE AT THE DESIGNATED AREA. _____

- Designated assembly areas outside of the building:

Location ___ QUIDDICH PITCH _____

Back-up Location ___ BLACK LAKE _____

- Command center/Temporary space:

Location ___ PLATFORM 9 & 3/4 _____

Contact Person ___ DEDALUS CREEVY _____

Phone numbers ___ 999-0011 | _____

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 Canarecci
802-347-0488 | <https://vem.vermont.gov>

Vermont Arts & Culture Disaster and Resilience Network (VACDaRN)

Rachel Onuf
Vermont Historical Records Program Director
802-622-4092 | rachel.onuf@vermont.gov | <https://vacdarn.org>

Secretary of State's Office, Municipal Assistance

Jenny Prosser
Director of Municipal Assistance
802-828-1027 | jenny.prosser@vermont.gov

FEMA Regional Office

877-336-2627 | <https://www.fema.gov/region-i-ct-me-ma-nh-ri-vt>

Utilities

Service Type	Company Name/Contact Name	Phone Number(s) [Indicate if 24/7]
Electric company	LUMOS LIGHT TECHNICIANS	999-0000
Gas company	HIGHLAND PEAT & GAS	999-2000
Internet service provider	WIZARDING CLOUD SERVICES	999-1000
Telephone company	FIREPLACE COMMUNICATIONS	999-3000

After key contacts

CREATING THE PLAN: RESPONSE PROCEDURES

Facilities: Locations of Emergency Systems and Shut-Off

Building: *Hogwarts Library, Hogwarts Castle, UK*

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

1. Main water shut-off valve:
Basement, back right corner



2. Main electrical cut-off switch & fire control panel:
Basement, back left corner



3. Main furnace cut-off switch:
Top of Basement Stairs



Fire Extinguishers

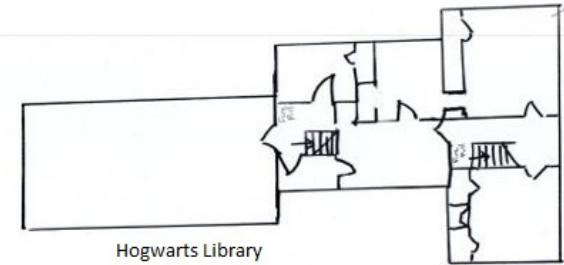
- Kitchen
- Basement (bottom of stairs)
- Front Hall
- Textile Storage Room

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

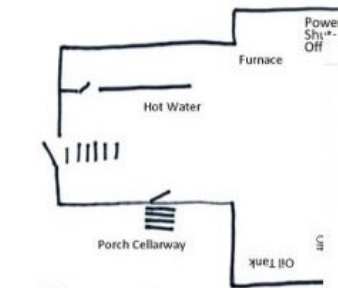
Fire Alarm Panel: Front Hall--tells you where the fire is. Orange yellow light showing means trouble.

Smoke and Heat Detectors Throughout House

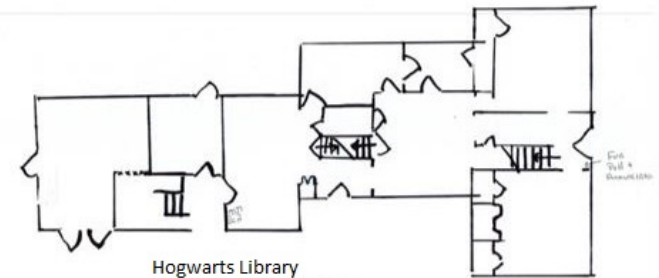
First Aid Kit Bathroom Medicine Cabinet



Hogwarts Library
2nd Floor - Restricted
Section (locked)



Hogwarts Library
Basement



Hogwarts Library
Main Floor

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?

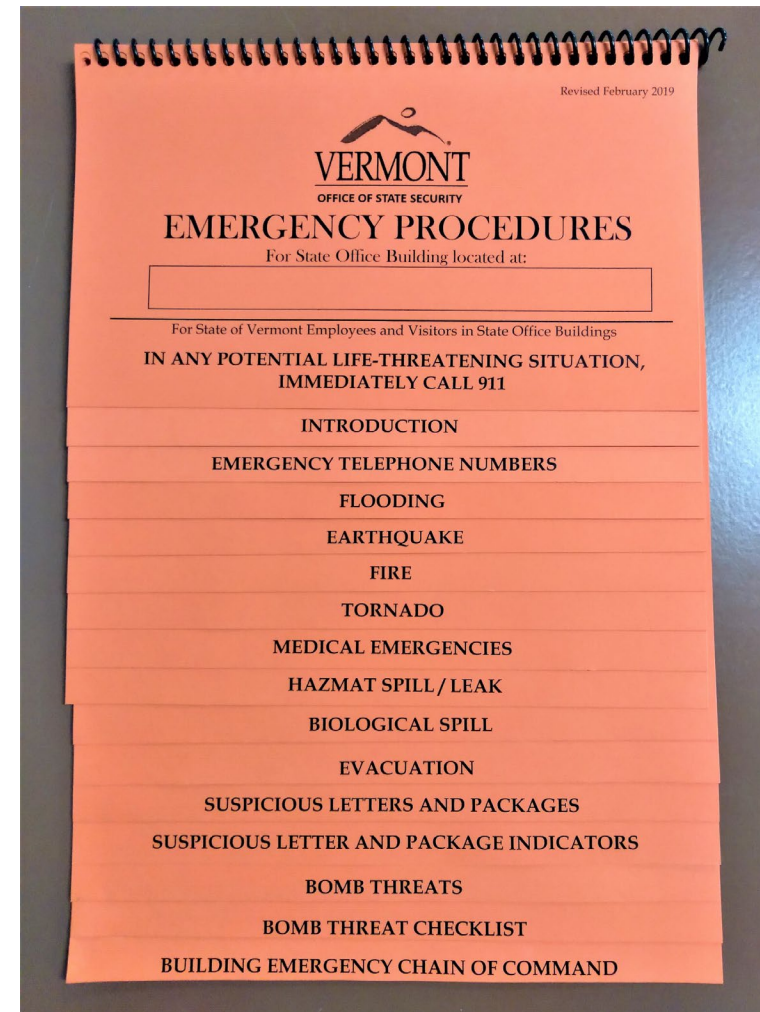


Where are your technology backups and passwords so you can access information systems?



Where could you set up a temporary space for emergency operations, if needed?

CREATING THE PLAN: RESPONSE PROCEDURES



<http://bit.ly/BGSEmergencyProcedures>

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.)

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
Textile Room North Parlor Chamber	Many items are boxed, hanging, or on rollers. Priority items have been tagged.
Furniture/Art Room South Parlor Chamber	Prioritized artwork has been moved to the front of the art bins and marked with priority tags Prioritized signs have been relocated to behind the hallway door Furniture is near the doors or on wall hooks.
Decorative Arts Room	Prioritized items have been consolidated into the center of the room on the middle and upper shelves.

2. Salvage Priorities – Bibliographic Records

Listed below are the priorities for salvaging card 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 Black Notebooks labelled "PAST PERFECT"	Back office lower shelves	These are the legal ownership records of collections
Accession Records	File Folders	Filing Cabinet upstairs hall landing	These are the legal ownership records of collections

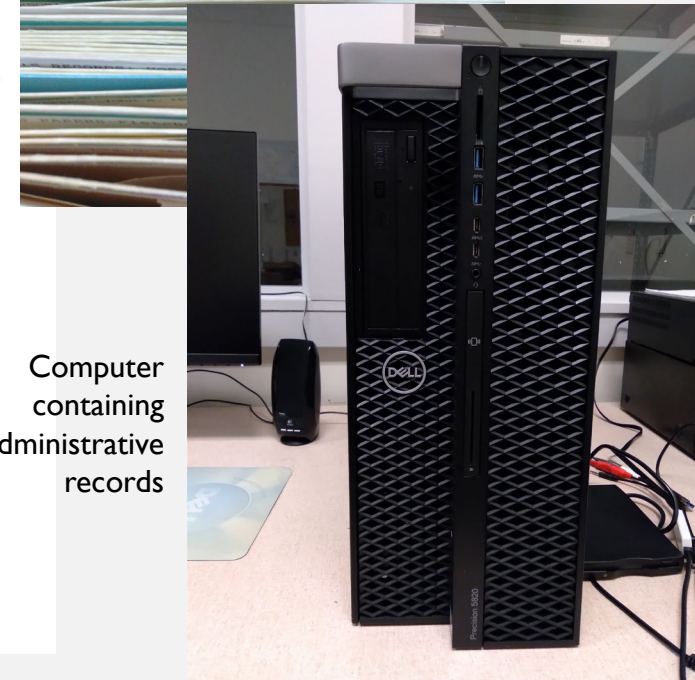
3. Salvage Priorities – Administrative Records

Listed below are the priorities for salvaging administrative records that are vital to recovery operations, including personnel records.

Records	Format	Location	Special Notes
Current Financial and Personnel Records	Files	Main Office, top drawer of 2-drawer filing cabinet	
COMPUTER		Main Office	We have off-site backup



Filing cabinet drawer of accession records



Computer containing administrative records

CREATING THE PLAN: SALVAGE PRIORITIES



Questions to ask:



What records would you need to continue operating your institution?



What catalogs and other records do you have about your collection?



Do you have irreplaceable materials like rare books or a local history collection?

CREATING THE PLAN: SUPPLIES

This tells you what you have on hand to help with response.



Includes:

- List of supplies
- Where supplies are stored
- Where you can procure more

CREATING THE PLAN: SUPPLIES

IV. Salvage Supplies

If any items are part of daily operations and not in a designated disaster response container, identify where they can be located.

Date Supplies Last Checked and Replenished: _____

Personal Protective Equipment (PPE):

	Quantity	Location
Masks		
Nitrile gloves		
Work gloves		
Aprons/smocks		
Waterproof boots		
Head lamps/flashlights		
Safety glasses		
Hard hats		
Caution tape		

Collection salvage supplies:

	Quantity	Location
Plastic sheeting (& scissors & tape)		
Boxes		
Trash bags		
Packing tape		
Freezer paper or waxed paper		
Blank newsprint		
Paper towels		
Nylon cord		
Clothes pins		
Nylon netting		

Recordkeeping supplies:

	Quantity	Location
Camera (to document damage)		
Clipboards		
Paper		
Pencils/markers/pens		

Clean up equipment:

	Quantity	Location
Buckets and/or trash cans		
Sponges		
Mops		
Brooms		
Book trucks		
Extension cords		
Dehumidifiers		
Fans		
Generator		
Portable lighting		
Portable sump pump		
Tables		
Water hoses		

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?

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

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.

_5/17/2013: SECOND-YEAR STUDY GROUP ACCIDENTLY CREATED A RAINING HEX IN THE NORTHWEST CORNER OF THE MAIN FLOOR. 2 SHELVES WERE AFFECTED, ITEMS WERE FREEZE-DRIED THROUGH THE MUGGLE COMPANY POLYGON.

PUTTING IT ALL TOGETHER



Contact list



Response procedures



Salvage priorities



Supplies



Emergency record

IMPLEMENTING YOUR DISASTER PLAN



DISTRIBUTION & STORAGE



WHO NEEDS
THE PLAN?



WHERE SHOULD
IT BE STORED?



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

PROMOTION & TRAINING

Promote it!

- Announce it in a newsletter
- Send periodic emails to library staff and volunteers
- Discuss periodically at meetings
- Incorporate regular training activities when possible



Train!

(and ask external resources for help!)

- Make sure each person involved with the library knows what their role entails
- Evacuation drills
- Fire extinguisher use
- Tabletop exercises

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



TIPS & STRATEGIES

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.

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

SUPPLY KITS

Fire extinguishers

Extension cords

Flashlights & batteries

Camera

Clipboard & paper

Labels

Broom/mop

Wet vacuum

Gloves

Protective masks/goggles

First aid kit

Garbage bags

Paper towels

Plastic sheeting & scissors

Absorbent/blotter paper

Polyethelyne bags

Portable fan

Etc.



RESOURCES



Image courtesy VHRP staff

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



The screenshot shows the homepage of the dPlan website. At the top, the logo "dPlan™" is followed by the tagline "The Online Disaster-Planning Tool for Cultural and Civic Institutions". To the right of the tagline are three small icons: a red fire alarm, a yellow and black hazard symbol, and a black and white target symbol. Below the header, there is a navigation menu with links for "Home", "Log In", "Demo", "New User", "About dPlan", and "Contact NEDCC". A central banner features three images: a library interior, a fire scene, and a person in a hard hat. Below the banner, the heading "WELCOME TO DPLAN" is followed by the question "Is your institution ready to deal with a disaster today?". The text explains that disasters can be natural or accidental and that an effective response depends on preparation. It then states that disaster planning is essential for preserving collections and that dPlan is a tool for creating a customized plan. A list of benefits includes preventing or mitigating disasters, preparing for emergencies, responding quickly to minimize damage, and recovering effectively. A "Learn More" link is provided. At the bottom, there are two buttons: "DEMO To try dPlan" and "NEW USER To register as a new user". The footer contains the copyright notice: "Copyright © 2006, Northeast Document Conservation Center (NEDCC)".

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

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



PRESERVATION LEAFLET

EMERGENCY MANAGEMENT

3.4 Worksheet for Outlining an Emergency Response Plan

This worksheet is designed to help an organization collect and structure essential information found in emergency response plans (AKA disaster plans) for cultural heritage organizations.

Use this worksheet to start building your organization's first emergency response plan or use this worksheet to ensure that your current plan has all the elements represented here.

This completed worksheet could serve as a finished emergency response plan, or you could choose to augment it with instructions for evacuation, shelter-in-place, shutting off facilities equipment, and other relevant policies and procedures—such as continuity of business operations plans (COOP)—that meet your organization's needs.



Photo by Jason Leung on Unsplash

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

POCKET RESPONSE PLAN (PR_eP)

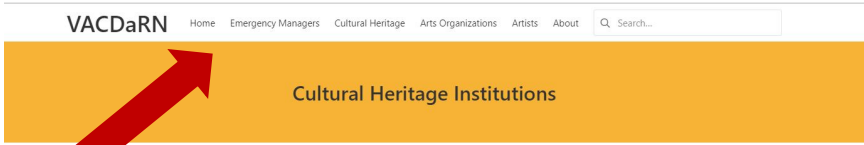
Template for Pocket Response Plan (PR_eP)[™] **SIDE A (Communications).** Use this side to collect phone numbers for the individuals and organizations you are most likely to need to talk to in the first minutes and hours after an emergency occurs: staff, emergency responders, facility managers, utilities, vendors, and assistance organizations.

Pocket Response Plan [™] (PR _e P) [™]	FIRST RESPONDERS	ARCHIVES FACILITY	RECORDS CENTER	EMERGENCY SERVICE PROVIDERS	OTHER CONTACTS
INSTITUTIONAL CONTACTS	Police Department [phone]	Building Manager [name] [office phone] / [home phone] / [cell]	Building Mgr [name] [office phone] / [home phone] / [cell]	Conservator [name] [phone]	SHRAB – designated contact [name] [phone]
Organization/Institution Head [name] [office phone] / [home phone] / [cell]	Fire Department [phone]	Building Staff [name] [office phone] / [home phone] / [cell]	Building Staff [name] [office phone] / [home phone] / [cell]	Data Recovery Service [name] [phone]	Local government records commission [name] [phone]
Assistant/Deputy Director [name] [office phone] / [home phone] / [cell]	Emergency medical/ambulance service [phone]	Utilities	Utilities	Dehumidification Services (building) [name] [phone]	Local govt association(s) [phone]
Archives Director [name] [office phone] / [home phone] / [cell]	Security [phone]	Electricity/gas [name] [phone]	Electricity/gas [name] [phone]	Document Recovery Services (freeze drying) [name] [phone]	National Archives Regional Office [phone]
Records Manager [name] [office phone] / [home phone] / [cell]	State EMA [phone]	Telephone [name] [phone]	Telephone [name] [phone]	Exterminator [name] [phone]	National Archives (Washington DC) 866-272-6272 / ask for Ann Siebert
Senior Archivist1 [name] [office phone] / [home phone] / [cell]	Local EMA [phone]	Water [name] [phone]	Water [name] [phone]	Freezer Space [name] [phone]	Natl Endowment for the Humanities 800-NEH-1121
Senior Archivist2 [name] [office phone] / [home phone] / [cell]	State Command Center [phone]	Internet provider [name] [phone]	Internet provider [name] [phone]	Industrial Hygienist (mold) [name] [phone]	Institute for Museum & Library Services 202-653-IMLS
Preservation Manager [name] [office phone] / [home phone] / [cell]	State Police [phone]	Elevators [name] [phone]	Elevators [name] [phone]	Refrigerated Trucking Service [name] [phone]	Natl Historic Publications & Records Commission 202-357-5452 (Daniel Stokes)
Conservator [name] [office phone] / [home phone] / [cell]	Highway Patrol [phone]	Security / fire system provider(s) [name] [phone]	Security / fire system provider(s) [name] [phone]	MUTUAL AID PARTNERS	American Association for State & Local History 615-320-3203
	Centers for Disease Control [phone]			[institution] [name] [phone]	ARMA International 800-422-2762
	Public Health Department [phone]			[institution] [name] [phone]	National Association of Government Archives & Records Administrators 202-508-3800
	Red Cross [phone]			[institution] [name] [phone]	Society of American Archivists 312-606-0722
	DISASTER TEAM			[institution] [name] [phone]	Council of State Archivists (CoSA) Anne W. Ackerson 518-473-9098
	Team Leader [name] [office phone] / [home phone] / [cell]				
	Member 1 [name] [office phone] / [home phone] / [cell]				
	Member 2 [name] [office phone] / [home phone] / [cell]				
	Member 3 [name] [office phone] / [home phone] / [cell]				
	Member 4 [name] [office phone] / [home phone] / [cell]				

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 1/2" x 3 1/2". Insert in PR_eP[™] Tyvek[®] envelope for protection. © 2006 Council of State Archivists (CoSA) May be customized and reproduced for distribution free of charge with credit to CoSA.

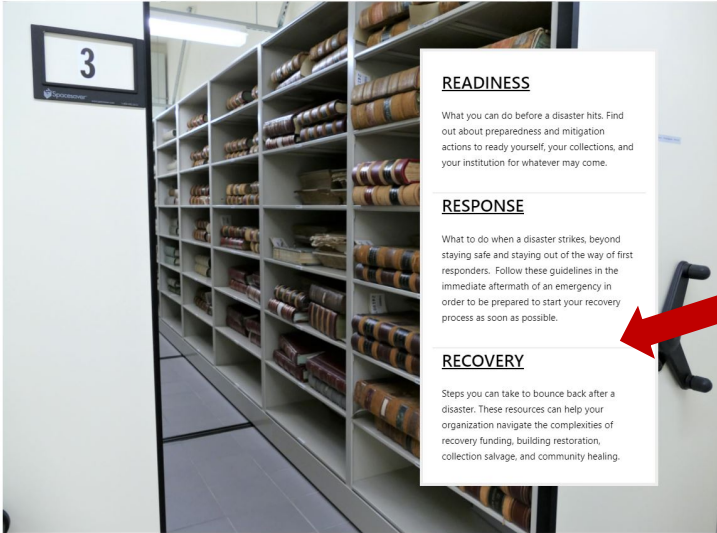
- Created by Council of State Archivists
- Concise document for recording essential information needed in the moment to respond to a disaster
- Fits in your pocket so it can always be on hand
- Portable supplement to your existing disaster plan

<https://www.statearchivists.org/programs/emergency-preparedness/emergency-preparedness-resources/pocket-response-plan-tyvek-prep-english-template/>



"Our natural, cultural, and historic resources include irreplaceable documents, books, photographs, buildings...In the aftermath of a disaster, these resources can help restore a sense of identity and normalcy, provide an economic anchor during the long-term recovery, and sustain and heal distressed communities." -The COSTEP Starter Kit

Broken into areas by sector



Each sector broken down into sections

VACDaRN
WEBSITE

VACDaRN

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Readiness for Cultural Heritage Institutions

Conduct risk assessment

- Identify the hazards
 - State of Vermont assesses *natural* hazards in the [State Hazard Mitigation Plan \(2018\)](#)
- Assess the risks
- Implement appropriate mitigation measures
- Monitor and reassess risks

More information and checklists:

FEMA's [Threat and Hazard Identification and Risk Assessment \(THIRA\)](#) process

[Risk assessment](#) from Ready.gov

Heritage Preservation's [Risk Evaluation and Planning Program \(REPP\)](#)

Create or update emergency plan

- Council of State Archivists' [Pocket Response Plan](#), "PREP" templates
- Vermont-specific [simple plan template](#)
- [dPlan](#), online disaster-planning template (long-awaited update forthcoming)

Build relationships with local emergency managers

- [Working with Emergency Responders: Tips for Cultural Institutions](#) from Heritage Preservation

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Response for Cultural Heritage Institutions



Heritage Emergency National Task Force Response & Recovery Resources



ICCROM First Aid to Cultural Heritage in Times of Crisis Handbook



ICCROM Emergency Evacuation of Heritage Collections



Salvage at a Glance

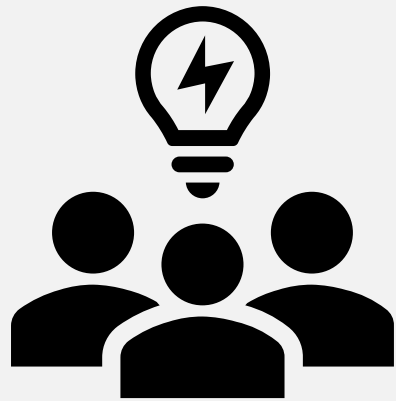


Society of American Archivists Disaster Planning and Response Resources



American Institute for Conservation Disaster Response and Recovery Guides

VERMONT HISTORICAL RECORDS PROGRAM



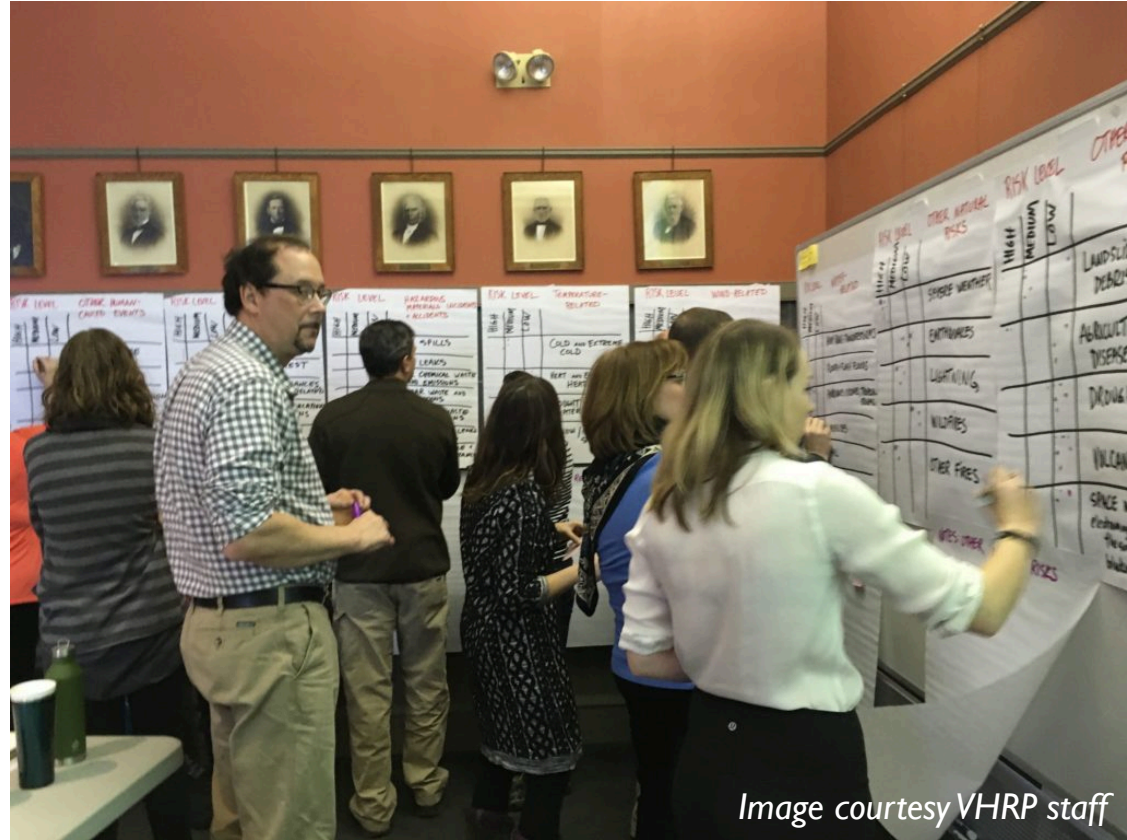
Site assessments

Help with drafting disaster plans

General advice

*Interested in working on a disaster plan
with a group? Contact us!*

YOUR
PEERS!



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!

THANK YOU!
QUESTIONS?

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