

Vermont Department
of Libraries

Earth Day!

April 22, 2021

DISASTER PLANNING FOR VERMONT LIBRARIES: *INTERMEDIATE 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

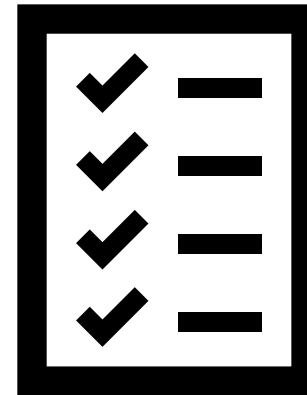
VACDaRN is a partnership of the Vermont Arts Council, the Vermont State Archives and Records Administration, and the Vermont Emergency Management Association. Coordination through this network:

- 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/>

AGENDA

- Brief review of emergency management and disaster plans
- Cultivating a preparedness mindset
- Hazard identification and risk assessment activities
- Hazard mitigation efforts
- Questions and discussion

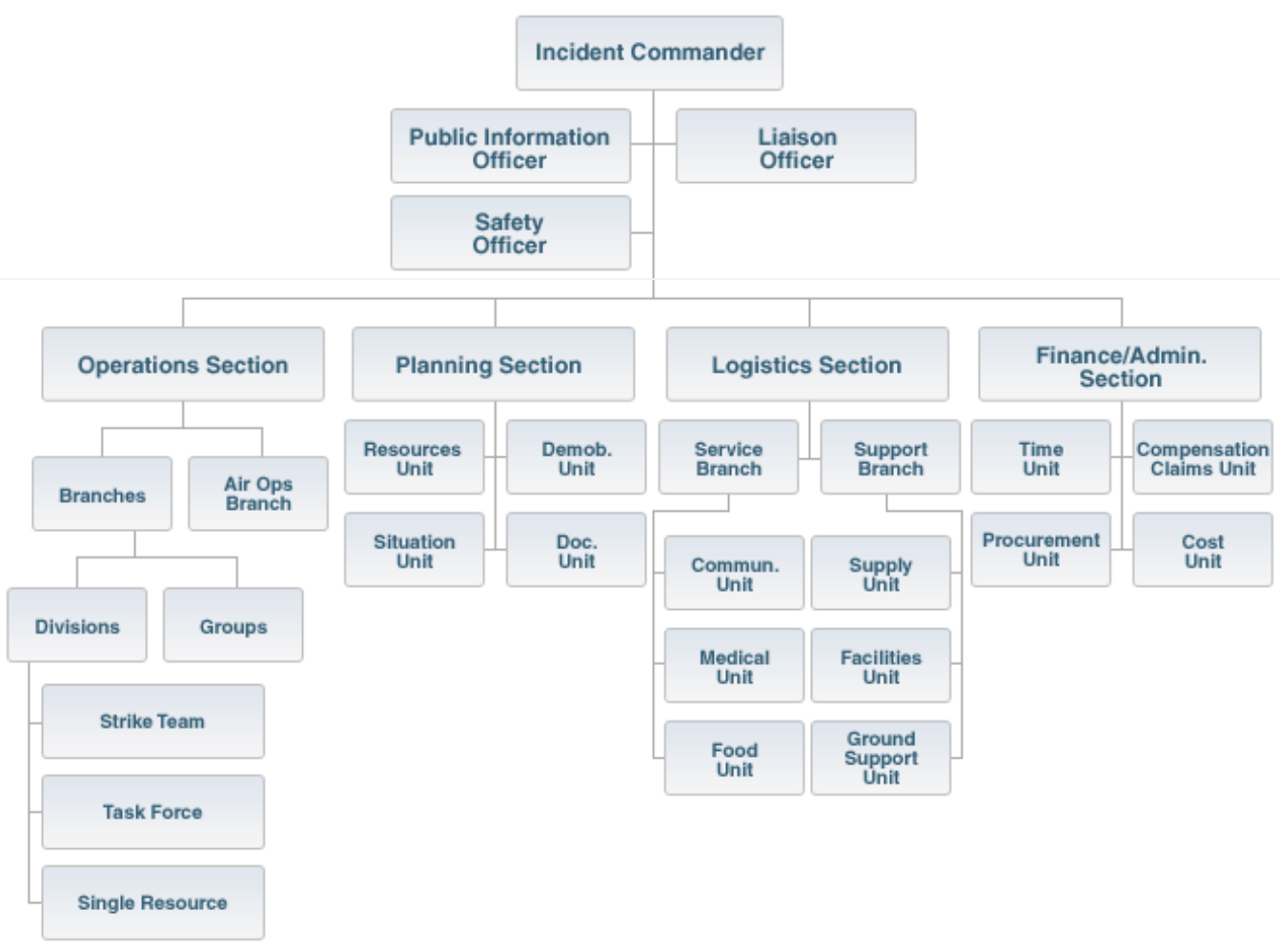


BASIC EMERGENCY MANAGEMENT TERMS

- Incident
 - Emergency
 - Disaster
- Hazard Identification and Risk Assessment (HIRA)
- Emergency Operations Center (EOC)
- Incident Command System (ICS)
- National Incident Management System (NIMS)
- Partner Annexes
- Damage Assessment



ICS ORGANIZATION



ICS 100B



FEMA

Emergency
Management
Institute



Frequently Asked Questions

IS-100.B: Introduction to Incident Command System, ICS-100

Course Date

10/31/2013

Course Overview

EMI has revised the ICS 100 course to reflect lessons learned since its release in 2006. This course is NIMS compliant and uses the objectives developed collaboratively by the National Wildfire Coordinating Group, the United States Fire Administration, the United States Department of Agriculture and the Emergency Management Institute.

Note: IS-100.b is an updated version of the IS-100.a course. If you have successfully completed IS-100 or IS-100.a, you may want to review the new version of the course. For credentialing purposes, the courses are equivalent.

ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

The Emergency Management Institute developed its ICS courses collaboratively with:

- National Wildfire Coordinating Group (NWCg)
- U.S. Department of Agriculture
- United States Fire Administration's National Fire Programs Branch

NIMS Compliance

This course is NIMS compliant and meets the NIMS Baseline Training requirements for I-100.

Primary Audience

Persons involved with emergency planning, response or recovery efforts.

Prerequisites

None

TAKE THIS COURSE

[Interactive Web Based Course](#)

CLASSROOM MATERIALS

[Download Classroom Materials](#)

TAKE FINAL EXAM

Please note that the IS Program now requires a FEMA SID to be used instead of your SSN. If you do not have a SID, [register for one here](#).

[Take Final Exam Online](#)

NOTICES

Test questions are scrambled to protect test integrity

<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>

**EMERGENCY
MANAGEMENT
PRIMER...**

Just for you!

**Implementing the
Incident Command
System at the
Institutional Level**



**A Handbook for Libraries,
Archives, Museums, and other
Cultural Institutions**

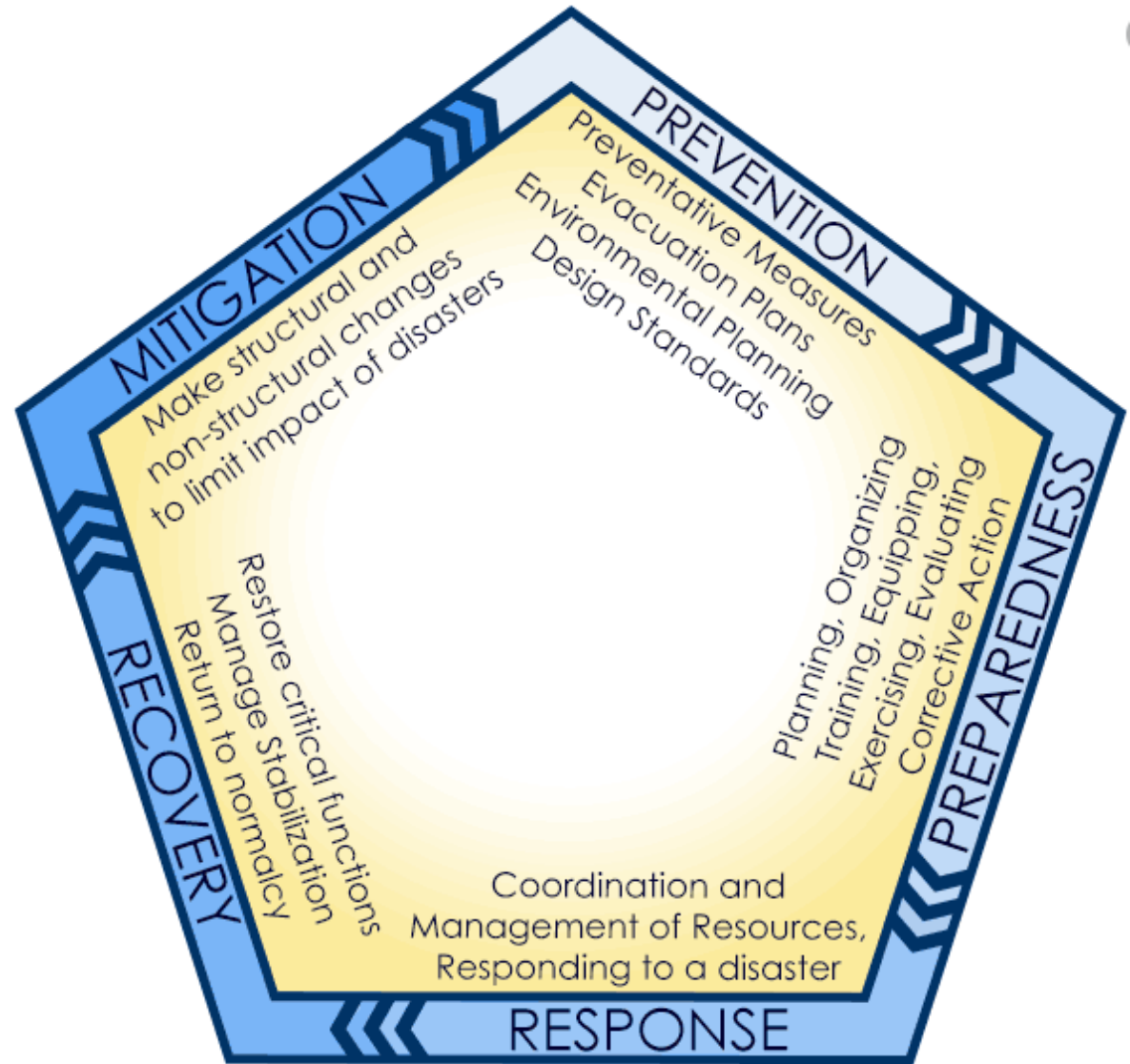
David W. Carmicheal

FOUR PHASES OF EMERGENCY MANAGEMENT



OR FIVE...

Image courtesy:
<https://www.bexar.org/694/Five-Phases>



BASIC
COMPONENTS OF
A DISASTER PLAN

Contact list

Response procedures

Salvage priorities

Supplies

Emergency record

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/>

Or dPlan.org (revamp later this year)

AND PReP, a pocket response plan (template for VT libraries in development)

HAZARD IDENTIFICATION & RISK ASSESSMENT

- Identify the hazards
- Assess the risks
- Implement appropriate measures
- Monitor and reassess risks

TYPES OF HAZARDS

- Natural
- Industrial / Environmental
- Human
- Technological



VERMONT'S STATE EMERGENCY MANAGEMENT PLAN (SEMP)

Natural Hazards

- Fluvial Erosion
- Inundation Flooding
- Ice
- Snow
- Wind
- Heat
- Cold
- Drought
- Landslides
- Wildfire
- Earthquake
- Invasive Species
- Infectious Disease Outbreak
- Hail

Technological & Human-Caused Hazards

- Cyber-Based Incident
- Hazardous Materials
- Known and Emerging Contaminants
- Incursion of a High Consequence Livestock Disease
- Aging Infrastructure
- Transportation-Based Accident
- Civil Disturbance
- Terrorism/Mass Violence
- Long-Term Utility Outage
- Conflagration

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

HAZARDS,
BY RANKING,
INCLUDED IN
THE VERMONT
STATE HAZARD
MITIGATION
PLAN (2018)

THETFORD BARN
JULY 2017



INDUSTRIAL OR ENVIRONMENTAL HAZARDS

- Local
 - HVAC failure
 - Power failure
 - Water-main break/Sewer backup
 - Industrial accident/fire
 - Train derailment/aircraft accident
- Statewide
 - Blackout
 - Bridge Failure
 - Commodity Shortage
 - Dam Failure
 - Nuclear Power Station Radiological Release
 - Transportation Accidents

TECHNOLOGICAL HAZARDS

- Hacking/cyberterrorism
- Server crash
- Network outage
- Obsolescence

HUMAN HAZARDS

- Arson
- Vandalism
- Bomb threat/active shooter
- Theft
- Accident



THOSE SAME BARNNS MAY 2019

IDENTIFY THE HAZARDS: THE SITE SURVEY

- A. The setting – where are you and who are your neighbors?
- B. The building – inside and out
- C. The collections – what do you have and where is it stored?



[image from www.perceptivetravel.com]

SITE HAZARDS: THE SETTING

- Where are you?
 - Geography
 - Urban or rural
- Who are your neighbors?
- What is your infrastructure?
- What is your area's crime rate/statistics?

IDENTIFY THE HAZARDS: THE BUILDING

- Inside
 - Building hazards, fire protection, maintenance, chemical storage
 - Asbestos/lead/PCBs
- ...and Out
 - Landscaping, lighting, maintenance

BUILDING CONCERNS - INSIDE



BUILDING CONCERNS - OUTSIDE



IDENTIFY THE HAZARDS: THE COLLECTIONS

- What do you have?
- Are any collections hazardous?
- What is the value of your collections?



ASSESSING RISK: HELPFUL TEMPLATES

- Probability/Impact chart
- American Institute for Conservation: Assessing Risks Worksheet
<http://www.conservation-us.org/emergencies/risk-evaluation-and-planning-program>

PROBABILITY AND IMPACT

		Impact				
		Trivial	Minor	Moderate	Major	Extreme
Probability	Rare	Low	Low	Low	Medium	Medium
	Unlikely	Low	Low	Medium	Medium	Medium
	Moderate	Low	Medium	Medium	Medium	High
	Likely	Medium	Medium	Medium	High	High
	Very likely	Medium	Medium	High	High	High

RISK EVALUATION AND PLANNING PROGRAM

Risk Prioritization Worksheet

HAZARDS	Likelihood of Occurrence (1-5)	multiplied by	Severity of Damage (1-5)	equals	Risk Rating	Comments
1. EXTERIOR: Natural disasters						
1a. earthquake		X		equals	0	
1b. flooding below ground level or below the water table		X		equals	0	
1c. flash flood		X		equals	0	
1d. hail		X		equals	0	
1e. heavy snow		X		equals	0	
1f. high winds		X		equals	0	
1g. hurricane		X		equals	0	
1h. ice		X		equals	0	
1i. land/mud slide		X		equals	0	
1j. lightning strike		X		equals	0	
1k. loss of water supply for firefighting		X		equals	0	
1l. major flooding		X		equals	0	
1m. minor flooding		X		equals	0	
1n. terrain fire		X		equals	0	
1o. tidal or other unusual water phenomena		X		equals	0	
1p. tornado		X		equals	0	
1q. volcanic activity		X		equals	0	
1r. wind damage from flying debris		X		equals	0	
1s. wind damage from trees		X		equals	0	

Risks Evaluated By:
Risk Evaluation and Planning Program

Date:
www.heritagepreservation.org/REPP

(Institution)
Risk Prioritization Worksheet

HAZARD MITIGATION

- Implement appropriate measures
- Build relationships with local first responders and emergency management
- Share your “preparedness mindset” with your existing networks



IMPLEMENT APPROPRIATE MEASURES

- Mitigate the risks identified for the building and the setting
 - Start with the activities that will be most effective or those related to your most likely risks
- One funding source: cultural facilities grants administered by Vermont Arts Council

BUILDING RELATIONSHIPS

- Make contact
- Build the relationship
- What can you do?
- What should you share



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

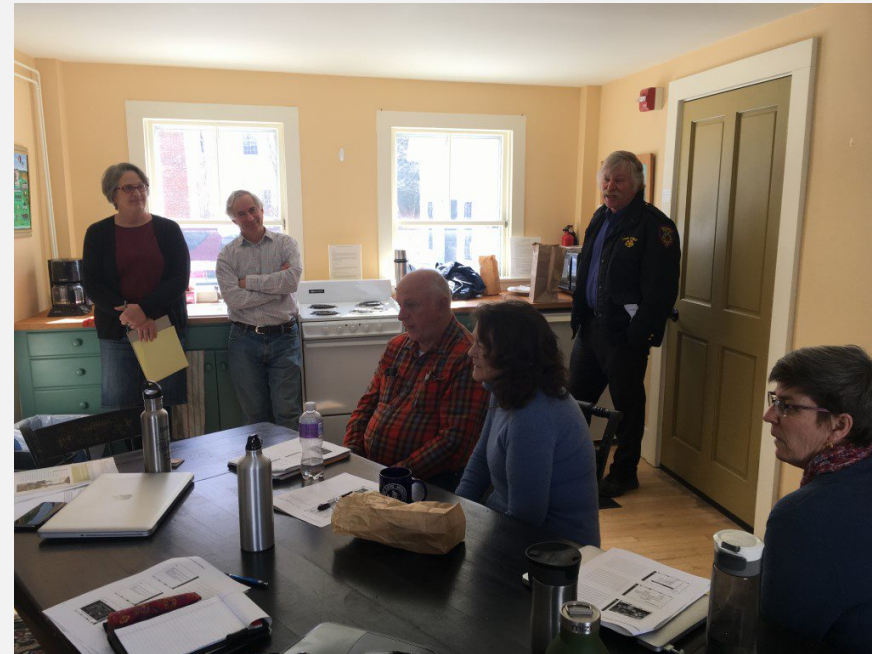
- That your institution holds collective memory and culture for your community
- Your collections can be irreplaceable (especially if you have a local history collection)
- Libraries and cultural institutions can be helpful in recovery, as information centers and community gathering places
- Your layout!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



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

PREPARED, TOGETHER

- Lean on existing networks
 - Formal or informal
 - Active or latent
- Possible activities
 - Buddy system
 - Tabletop exercises simulating disasters
 - Drills and Training
 - Mutual aid agreements



THANK YOU!
QUESTIONS?

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