**Disaster Plan**

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# 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: [*Institution Name*

*Address*

*Phone number*]

**MAKE THE FOLLOWING PHONE CALLS**

**based on the type of emergency**

|  |  |  |
| --- | --- | --- |
| **Type of emergency** | **Name/Title** | **Phone Number(s)** |
| After call 911 for fire or people hurt |  |  |
| Water incursion |  |  |
| Electrical issue |  |  |
| Building damage |  |  |
| Computer damage |  |  |
| Collection damage |  |  |

# DISASTER RESPONSE PLAN

## 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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Designated assembly areas outside of the building:

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Back-up Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Command center/Temporary space:

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## In-House Emergency Team

|  |  |  |
| --- | --- | --- |
| **Responsibility** | **Name** | **Phone Number(s)** |
| Disaster team leader |  |  |
| Disaster team leader (backup) |  |  |
| Building maintenance |  |  |
| Collections care |  |  |
| Financial agent |  |  |
| Public relations |  |  |
| Recordkeeper/photographer |  |  |

## Facilities: Locations of Emergency Systems and Shut-Offs

[describe/show for each: you can include photographs! Also good to label the various shut-off valves]

### **Main Utilities**

Main water shut-off valve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sprinkler shut-off valve: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Main electrical cut-off switch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Main gas shut-off: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Heating/cooling system controls: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Fire Extinguishers**

*List/show all types (i.e. Type ABC) and locations*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Other Fire Suppression Systems** (by room or area)

1. Sprinklers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Fire hoses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fire Alarm Pull Boxes** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fire Alarm Annunciator Panel** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Smoke and Heat Detectors** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Water Detectors** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Security systems**

1. Alarm system: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Individuals with master and/or special keys (list names, titles and keys in possession):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Key box(es): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First Aid Kits** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Defibrillator** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Radios**

1. Transistor radios (for news): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Two-way radio (for communication): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Insurance

[Company Name]

[Agent Name] [Agent phone number]

Policy Number:

Procedures required in case of emergency or loss: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Technology Back-Ups and Passwords

[this info should not be in every (or even any!) version of the plan but more than one person should know where to find them, if needed, and they should be in an accessible place, i.e. not just inside the building, in case you cannot access the building]

* Desktop password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Specific application passwords: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Website password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Data back-up location (and frequency of back-up): [might be different for different sets of data, or all backups might be managed by third parties, which you can note here] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 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](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](mailto:rachel.onuf@vermont.gov) | [https://vacdarn.org](https://vacdarn.org/)

**Secretary of State’s Office, Municipal Assistance**

Jenny Prosser

Director of Municipal Assistance

802-828-1027 | [jenny.prosser@vermont.gov](mailto: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 |  |  |
| Gas company |  |  |
| Internet service provider |  |  |
| Telephone company |  |  |

## Other Services

|  |  |  |
| --- | --- | --- |
| **Service Type** | **Company Name/Contact Name** | **Phone Number(s) [Indicate if 24/7]** |
| Arborist |  |  |
| Architect |  |  |
| Carpenter |  |  |
| Electrician |  |  |
| Exterminator |  |  |
| Fire/Alarm detection system |  |  |
| General contractor |  |  |
| HVAC system |  |  |
| IT/Computer consultant |  |  |
| Janitorial service |  |  |
| Lawn/Grounds |  |  |
| Legal advisor |  |  |
| Local/Regional freezers |  |  |
| Locksmith |  |  |
| Online catalog/network |  |  |
| Plowing |  |  |
| Plumber |  |  |
| Security monitoring |  |  |
| Security system service |  |  |
| Website host |  |  |

## Collections Recovery Assistance

### **Collections Emergency 24/7 disaster assistance hotlines:**

Northeast Document Conservation Center (NEDCC)

(855) 245-8303

National Heritage Responders (NHR)

(202) 661-8068

### **Disaster Recovery Vendors:**

*Municipalities and cultural heritage institutions may take advantage of the contract terms that the State has negotiated with* ***Polygon****. See Buildings and General Service’s Current Statewide Contracts site for more information.*

**Contract Number:** 38257

<https://bgs.vermont.gov/purchasing-contracting/contract-info/current>

**Polygon -** Document/Record Disaster Recovery

Matt DeCierce

15 Sharpner’s Pond Road, Building F

North Andover, MA 01845

24/7 Office: (508) 485-9780; Cell: (732) 567-0440

[matt.decirce@polygongroup.com](mailto:matt.decirce@polygongroup.com)

**BELFOR Property Restoration**

Cleighton Tourellotte, Document Recovery Specialist

138 Bartlett Street

Marlborough, MA 01752

Office: (508) 485-9780; Cell: (774) 217-0227

[cleighton.tourtellotte@us.belfour.com](mailto:cleighton.tourtellotte@us.belfour.com) | [www.belfour.com](http://www.belfour.com)

**BMS CAT** – New York Regional Office

75 Maiden Lane, Suite 212

New York, NY 10038

(800) 433-2940

[newyork@bmscat.com](mailto:newyork@bmscat.com) | [www.bmscat.com](http://www.bmscat.com)

### **Conservators:**

**Carolyn Frisa** – Works on Paper

7 The Square

Bellows Falls, VT 05101

(802) 460-1149

[carolyn@works-on-paper.net](mailto:carolyn@works-on-paper.net) | [www.works-on-paper.net](http://www.works-on-paper.netm)

**M. J. Davis** – Washi Paper Conservation

(802) 467-8602

[washimj@gmail.com](mailto:newyork@bmscat.com) | [www.washipaperconservation.com](http://www.washipaperconservation.com)

# Salvage Priorities

## Operational and Administrative Records

Listed below are priorities for salvaging operational and administrative records that are vital to recovery operations, including personnel files. *Add additional rows as needed. [you can also include a floor plan or other visual aid that highlights where things are. Also consider labeling priority drawers and shelves with glow-in-the dark tape so can be readily identified by a first responder]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Records** | **Format** | **Location** | **Special Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Collections

*Add additional rows as needed.*

|  |  |  |
| --- | --- | --- |
| **Collection name** | **Location** | **Size & other notes** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Collection 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.

*Add additional rows as needed.*

|  |  |  |
| --- | --- | --- |
| **Description of records** | **Location** | **Size & other notes** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 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 |  |  |

# 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# About this plan

Date Plan Last Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Locations Where This Plan Is on File

In-House: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Off-site: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Person(s) responsible for reviewing this plan annually and revising as needed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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