



**PRESERVATION LEAFLET**

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**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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**A. INSTITUTIONAL INFORMATION**

<b>Name of Institution</b>	
<b>Date of Completion</b>	
<b>Date of next update of this form/plan</b>	

List all locations where this plan is on file (on and off premises):

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Staff members to be called in case of a collections emergency:

<b>Position</b>	<b>Name</b>	<b>Cell or Home Phone</b>	<b>Specific Responsibility in Case of Emergency</b>
Chief Administrator			
Emergency Response Team Leader			
Person in charge of building maintenance			
Cataloger/Registrar			
Preservation Administrator/ Conservator			
Other:			
Other:			
Other:			

In-house emergency response team members:

Name	Cell or Home Phone

Who on the staff has a copy of this plan and is familiar with its contents?

Name	Cell or Home Phone

**B. SERVICES NEEDED IN AN EMERGENCY**

Service	Company and/or Name of Contact	Contact Information
In-house Security		
Fire Department		
Police or Sheriff		
Ambulance		
Local Office of Emergency Management		
Professional Advice/Conservator		
Insurance Company		
Freezer Storage		
Freeze-dry Service		

Document Recovery/Salvage		
Media (e.g. videotape, microfilm) Recovery/Salvage		
Computer Records Recovery/Salvage		
Computer Emergency		
Legal Advisor		
Electrician		
Plumber		
Carpenter		
Pest Management Services		
Fumigation Service		
Locksmith		
Utility Companies: Electric		
Utility Companies: Gas		
Utility Companies: Telephone		
Utility Companies: Water		
Utility Companies: Internet Provider		
Utility Companies: Other		
Architect or Contractor		
Janitorial Service		
Glass Company		
Elevator Company		
Security or Alarm Company		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		

### C. EMERGENCY EQUIPMENT AND SUPPLIES

(List locations and attach floor plans with locations labeled, as applicable.)

#### LIFE SAFETY

#	Life Safety Equipment & Supplies	Location(s)
1.	Master fire alarm (pull box)	
2.	Fire extinguishers (note Type A, B, C)	
	Type A: wood, paper, combustibles Type B: gasoline, flammable liquid Type C: electrical Type ABC: all routine fire types	
3.	Smoke and heat detectors	
4.	AED station(s)	
5.	First aid kit(s)	
6.	Personal Protective Equipment (PPE)	
	PPE may include: N95-rated face masks, plastic gloves, disposable aprons, eye protection, rubber boots, hard hats, etc.	
7.	Emergency Preparedness Kit	
	Kit may include: flashlights, battery-operated radio, batteries, basic tool kit, etc.	

#### FACILITIES

#	Facilities Equipment & Supplies	Location(s)
8.	Main electrical cut-off switch	
9.	Main water shut-off valve	
10.	Main gas shut-off	
11.	Sprinkler system control panel	
12.	Heating/cooling system control panel	
13.	Portable water pump	
14.	Keys to access panels, utility rooms, etc.	

**COLLECTIONS RESPONSE AND RECOVERY**

#	Collections Response and Recovery Equipment & Supplies	Location(s)
15.	Portable tables	
16.	Carts or book trucks	
17.	Portable fans	
18.	Portable dehumidifiers	
19.	Extension cords	
20.	Cleaning equipment (dry)	
	Cleaning equipment (dry) may include: shop vac, broom, dustpan, etc.	
21.	Cleaning equipment (wet)	
	Cleaning equipment (wet) may include: wet vac, mop, bucket, etc.	
22.	Disaster/Spill Kit(s)	
	Disaster/Spill Kits may include: PPE (masks, gloves, etc.)      Paper towels, spill pillows,      Polyethylene bags Battery operated radio      absorbent material, etc.      Heavy plastic sheeting Batteries      Basic tools (hammer, pliers, etc.)      Scissors, tape Flashlights      Broom, dustpan      Mop, bucket Extension cords      Plastic garbage bags      Sponges	
23.	Salvage Supply Kit(s)	
	Salvage Supply Kits may include: PPE (masks, gloves, etc.)      Absorbent paper (blank      Dry chemical sponges Paper towels      newsprint, blotter, etc.)      Polyethylene bags Plastic garbage bags      Basic tools (hammer, pliers, etc.)      Heavy plastic sheeting Waxed or freezer paper      Portable folding tables      Scissors, tape Metal book trucks      Portable fans      Clipboards, paper, Wet-vacuum      Mop, bucket, sponges      pencils, etc.	

Are all staff familiar (by tour, not by map) with the location of a copy of this plan, the location and use of 1-23 above, as well as thermostats, regular exits, fire exits, fire extinguishers, flashlights, radios, and the designated evacuation meeting place?

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#### D. ADDITIONAL SOURCES OF EMERGENCY EQUIPMENT AND SUPPLIES

Item	Company and/or Name of Contact	Contact Information
Wet vacuum		
Sand bags		
Portable dehumidifiers		
Portable electric fans		
Portable generator		
Portable pump		
Refrigerator trucks		
Freezer storage companies		
Portable lighting		
Extension cords (50ft., grounded)		
Metal book trucks		
Plastic (milk) crates		
Sturdy boxes		
Heavy plastic sheeting		
Plastic garbage bags		
Polyethylene bags (various sizes)		
Freezer or waxed paper		
Dry ice		
Drying space		
Portable tables		
Absorbent paper (blank newsprint, blotter, etc.)		
Paper towels		
Plastic buckets and trash cans		
Water hoses with spray nozzles		
Brooms and dustpans		
Mops, buckets, sponges		
Monofilament nylon (fishing) line		

Hard hats		
Rubber boots		
Rubber and/or plastic aprons		
Gloves (rubber/leather)		
Protective masks/glasses		
Portable toilets		
Construction materials (wood, screws, nails)		
Ladders		
Extra security personnel		
Other:		
Other:		
Other:		



## E. DAILY CHECKLIST

The following should be checked during opening and closing procedures, and included in overnight security patrols.

Procedure	Y	N
Keys are secure and accounted for		
Vaults and safes are secured		
Doors that are supposed to be locked are locked		
Locks and access points have been checked for evidence of tampering		
Major utilities have been checked for evidence of tampering		
Building has been cleared of all people		
Central panels/local monitors have been checked for trouble indicators		
Doorbells, buzzers, and intercom are working		
Lights are working (including emergency lighting)		
Surveillance equipment is operating		
Alarms are armed or disarmed as required		
HVAC equipment is operating properly		
Water tanks/systems are operating properly		
Pumps are operating properly		
IT equipment is operating properly		
Checked for unusual or off-hours activity		
Construction/renovation areas are checked and properly shut down		
Checked for unusual smells or sounds		
Checked for evidence of water leakage (walls, ceilings, floors)		
Known problem areas have been checked		
Refrigerators and freezers are plugged in and operating		
Small appliances are unplugged		
Sinks and toilets are in working order		
Other:		
Other:		

**F. WEEKLY CHECKLIST**

<b>Procedure</b>	<b>Y</b>	<b>N</b>
Emergency numbers are posted near every telephone		
Fire extinguishers are updated and operable		
Smoke and/or heat detectors are operable		
Sprinkler system is operable		
Water detectors are operable		
Halon or other fire suppression system is operable		
Fire alarms are operable		
Internal detection devices (e.g. motion sensors) are in working order		
Internal alarms are in working order		
External detection devices are in working order		
External alarms are in working order		
Emergency lights have been tested		
Back-up power system has been tested		
Alarm panels have been tested		
Incident reports have been reviewed		
All keys are accounted for		
Flashlights are operable (one in each dept., public desk, and weather shelter locations)		
Internal communication systems are operable (public address system, walkie talkies, intercoms, staff email, staff website, etc.)		
External notification systems are operable (radio, Internet, etc.)		
Other:		
Other:		
Other:		

## G. OTHER EMERGENCY ISSUES

Action	Date of Most Recent	Frequency	Required? (Y/N)	Next Scheduled Date
Fire Drill				
Local Fire Department Inspection				
Fire Extinguisher Inspection				
Active Shooter Training				
Shelter in Place Training				
Insurance Coverage Analysis/Update				
Photographs of interior and exterior stored off-site				

Action	Available? (Y/N)	Contact Information	Location	Frequency of Backup
Off-site record of collection (remote server, external hard-drive, computer tape, etc.)				

(Insert copies of last inventory report and insurance policies here.)

## H. DRYING STATION LOCATIONS

Designate and list the locations of spaces that can be used for salvage efforts.

	Location
<b>Primary on-site</b>	
<b>Back-up on-site</b>	
<b>Back-up off-site</b>	

## I. SALVAGE PRIORITIES

Compile a list of items that should be salvaged first following a collections emergency for each department, area, and/or office. Keep the following considerations in mind when setting priorities:

- Is the item critical for ongoing operations of the institution?
- Can the item be replaced?
- Would the cost of replacement be more or less than the cost of saving the object? (Replacement cost figures should include ordering, cataloging, shipping, etc. in addition to the purchase price.)
- Is the item available in another format, or in another collection?
- Is the item a high priority according to your mission statement or collection development policy?
- Does the item require immediate attention because of its composition (coated paper, vellum, water-soluble inks)?

## J. SALVAGE PROCEDURES

Compile and attach a detailed list of collections salvage procedures to be followed in case of an emergency. These should accommodate your institution's particular needs and collections. The following resources may be helpful in creating a set of salvage procedures that best suit your own institution.

- FAIC (Foundation of the American Institute for Conservation)
  - Connecting to Collections Care, Disaster Plan Template Downloads: [Salvage at a Glance](#)
  - Field Guide to Emergency Response, Supplementary Resources: [Field Guide Videos](#)
- MHS (Minnesota Historical Society)
  - [Disaster Response and Recovery Resources](#)
- NARA (National Archives and Records Administration)
  - [Recovery Procedures](#)
- NEDCC Fundamentals of AV Preservation
  - [Chapter 5, Section 3.2: Media Specific Salvage](#)
- NEDCC Preservation Leaflets
  - [3.6 Emergency Salvage of Wet Books and Records](#)
  - [3.7 Emergency Salvage of Wet Photographs](#)
  - [3.8 Emergency Salvage of Moldy Books and Paper](#)
  - [3.12 Freezing and Drying Wet Books and Records](#)

## **ACKNOWLEDGEMENTS**

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