

“Exercising” Your Disaster Response Plan

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RESOURCES

Carmicheal, David W. *Implementing the Incident Command System at the Institutional Level: A Handbook for Libraries, Archives, Museums, and Other Cultural Institutions.*

Heritage Preservation and RescuingRecords.com, 2010 www.rescuingrecords.com/ics.html

Excellent resource for explaining how to adopt the ICS as a temporary management structure whenever “business as usual” won’t get the job done.

Dorge, Valerie and Sharon L. Jones (comps.) *Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions.* Los Angeles: The Getty Conservation Institute, 1999

www.getty.edu/conservation/publications_resources/pdf_publications/emergency.html

Excellent planning and implementation information for all cultural institutions. Takes a unique approach by including “Questions to Consider” and “Suggested Exercises” focusing on testing your plan. Gives many examples for tabletops and other exercises.

Federal Emergency Management Agency. *Putting Out Fires.* September 2011

emilms.fema.gov/IS909/assets/09_PuttingOutFires.pdf

Fire extinguisher training manual, including Facilitator Guide and Handouts

Flood: A Tabletop Exercise & Tornado: A Tabletop Exercise. CD and Dowload versions.

RescuingRecords.com, 2010-11. www.rescuingrecords.com/tabletop.html

A scenario written specifically for cultural institutions with Powerpoint introduction to the exercise; Facilitator's Guide; maps and diagrams; and injects to be introduced throughout the exercise. Available in archives, library and museum versions.

Heritage Preservation. *Field Guide to Emergency Response.* Washington: Heritage Preservation, 2006 www.heritagepreservation.org/catalog

Water resistant spiral bound booklet can help anyone respond with the best professional step-by-step advice on what to do immediately after a disaster. Instructional DVD illustrates typical problems after a disaster, demonstrating basic salvage techniques, and can be used for hands-on training.

Library of Congress www.loc.gov/preserv/emergprep

Emergency Preparedness resources including *Risk Management and Insurance; Response and Recovery.*

Provides planning aids for creating tabletops and validating an emergency response plan under *Level of Collections Emergency Scenarios* www.loc.gov/preservation/emergprep/plan/scenarios.html

National Network of Libraries of Medicine (NN/LM) Emergency Preparedness nnlm.gov/ep

“News & Resources Supporting the National Network of Libraries of Medicine’s Emergency Preparedness & Response Initiative.” Excellent resources, with much information of use to all types of institutions. Especially useful are the Tabletop exercises including a major storm and tornado. Included are scenarios and questions for discussion and for conducting the exercises. Download at: nnlm.gov/ep/table-top-exercises

There is also a link to the Washington Military Department Emergency Management Division “Earthquake Table Top Exercise for Business.”

Western States & Territories Preservation Assistance Service (WESTPAS) westpas.org

Participating states and territories: Alaska, American Samoa, California, Colorado, Guam, Hawai’i, Idaho, Montana, Nevada, Northern Marianas Islands, Oregon, Utah, Washington, and Wyoming. Conducts workshops in this region and provides 24/7 telephone disaster assistance. The workshop “Are You Ready? Scenario Planning & Collaboration Among Heritage Institutions to Improve Disaster Preparedness for Collections” uses a tabletop disaster scenario to test institutional disaster plans. For information contact: info@westpas.org