

## AN EMERGENCY TEAM OUTLINE

### **Emergency Plan Coordinator**

**RESPONSIBILITIES:** assesses the need for the Emergency Plan and declares it to be operational when necessary; directs all operations while the institution is in emergency status; continues to assess the emergency; determines the end of the state of emergency.

**REPORTS TO:** The Director or Institution's Board of Directors

**IS REPORTED TO BY:** Personnel Manager, Media Manager, Collection Safety Manager, Protective Services Manager

### **ACTION CHECKLIST:**

\_\_\_\_\_ assesses incident and declares Emergency Plan is in effect; must evaluate any incident, which may become a serious emergency.

\_\_\_\_\_ gathers information and develops initial strategy based on personnel available and the nature of the emergency.

\_\_\_\_\_ takes steps to reduce or eliminate risk (e.g. someone is designated to call the Fire Department, stop the flow of water, etc.)

\_\_\_\_\_ appoints Collections, Protective Services, Personnel, and Communications Managers, using the attached Emergency Team Outline.

\_\_\_\_\_ establishes a command post, announces its location and who is in charge.

\_\_\_\_\_ arranges for chronological documentation of significant events, using an assistant if possible.

\_\_\_\_\_ receives and evaluates reports from all subordinates.

\_\_\_\_\_ informs the Director, Chairman, and Board of Trustees.

\_\_\_\_\_ ensures the protection of personnel and assets during the emergency.

\_\_\_\_\_ authorizes mutual aid efforts when appropriate.

\_\_\_\_\_ continually reevaluates state of emergency and priorities.

\_\_\_\_\_ thoroughly briefs his/her replacement.

\_\_\_\_\_ declares emergency over.

## AN EMERGENCY TEAM OUTLINE

### Personnel Manager

RESPONSIBILITIES: the deployment of all personnel on the institution's property; establishes a safe area for non-essential personnel, personnel on break.

REPORTS TO: Emergency Plan Coordinator

IS REPORTED TO BY: Payroll and Benefits Coordinator, Captain of Security, Accounting Coordinator

### ACTION CHECKLIST:

\_\_\_\_\_ gathers information and develops initial strategy based on personnel available and the nature of the emergency.

\_\_\_\_\_ establishes a base of operations, which can accommodate the anticipated manpower pool, and clearly announces its location.

\_\_\_\_\_ assembles all available personnel and deploys them individually, or in teams, to report to other managers or supervisors as needed, based on primary skills.

\_\_\_\_\_ maintains a status board of all current deployment of on-site personnel.

\_\_\_\_\_ arranges for chronological documentation of significant events, using an assistant if possible.

\_\_\_\_\_ instructs all personnel to return to the personnel pool for reassignment upon completion of task and release by the requesting manager or supervisor.

\_\_\_\_\_ maintains emergency notification files and coordinates with Liaison Coordinator for recall of off-duty personnel, as necessary. Liaison Coordinator coordinates the use of arriving staff through Personnel Manager, ensuring all needs are met by priority. Liaison Coordinator establishes a bulletin board to be used for messages from relatives of staff members. May need to set up a phone bank.

\_\_\_\_\_ identifies whether any personnel are missing and believed trapped in hazardous areas, and informs Protective Services Manager.

\_\_\_\_\_ recruits outside medical personnel as required.

\_\_\_\_\_ regularly reports to Emergency Plan Coordinator on progress/problems.

\_\_\_\_\_ establishes records of known missing, injured, or dead persons and coordinates with Media Manager.

\_\_\_\_\_ thoroughly briefs his/her replacement.

## AN EMERGENCY TEAM OUTLINE

### **Media Manager**

**RESPONSIBILITIES:** oversees all external communications for the duration of the emergency; gathers, compiles, and coordinates information for dissemination through media (working closely with the Director) and acts as liaison with outside agencies and the community, as directed by the Emergency Plan Coordinator; manages all outside telephone and web communications; appoints a liaison coordinator for families of employees and visitors and informs the Emergency Plan Coordinator and Personnel Manager of appointment.

**REPORTS TO:** The Emergency Plan Coordinator

**IS REPORTED TO BY:** Communications Officer, Manager of Development

### **ACTION CHECKLIST:**

\_\_\_\_\_gathers information and develops initial strategy based on personnel available and the nature of the emergency.

\_\_\_\_\_establishes a base of operations, preferably in an area with functional telephones, and clearly announces its location.

\_\_\_\_\_coordinates all media operations with Protective Services, Collections, and Personnel Managers.

\_\_\_\_\_receives all external communications and requests for information.

\_\_\_\_\_arranges for chronological documentation of significant events, using an assistant if possible.

\_\_\_\_\_disseminates information through media, including updates on emergency and changes in daily procedures, hours of operation, etc. Organizes press releases and/or any written information released to the public.

\_\_\_\_\_directs representatives of public safety and community agencies to Protective Services Manager.

\_\_\_\_\_thoroughly briefs his/her replacement.

## AN EMERGENCY TEAM OUTLINE

### **Collection Safety Manager**

**RESPONSIBILITIES:** directs all aspects of emergency operations involving the holdings of the institution; is responsible for general supervision of technical areas involving the holdings and equipment, including preservation and conservation assessment and recovery, transportation and packing activities, storage arrangements and documentation of movement and treatment.

**REPORTS TO:** Emergency Plan Coordinator

**IS REPORTED TO BY:** Registration Supervisor, Conservation Supervisor, Relocation Supervisor, Computer Systems Recovery Manager

### **ACTION CHECKLIST:**

\_\_\_\_\_ gathers information and develops initial strategy based on personnel available and the nature of the emergency.

\_\_\_\_\_ appoints Conservation, Registration, Relocation, and Computer Systems Recovery Managers.

\_\_\_\_\_ establishes a base of operations and announces its location.

\_\_\_\_\_ receives initial damage assessment reports from all Collections Managers, and establishes priorities with them.

\_\_\_\_\_ arranges for chronological documentation of significant events, using an assistant if possible.

\_\_\_\_\_ arranges for the necessary supplies to be available for the Collections teams.

\_\_\_\_\_ ensures that the Collections Managers and their teams rest on a regular basis and are rotated as necessary.

\_\_\_\_\_ thoroughly briefs his/her replacement.

## AN EMERGENCY TEAM OUTLINE

### Registration Supervisor

RESPONSIBILITIES: maintains complete status reports and chronological documentation for each affected collections object, library item, or information systems equipment item; whether in transit, temporary storage, or damaged or destroyed, etc.; using written, photographic, tape recordings, video, and digital documentation.

REPORTS TO: Collection Safety Manager

IS REPORTED TO BY: The Registration Team Members

#### ACTION CHECKLIST:

\_\_\_\_\_ gathers information and develops initial strategy based on personnel available and the nature of the emergency.

\_\_\_\_\_ obtains appropriate cameras, tape recorders, and computers to document holdings as fully as possible, before and after movement, recovery, or salvage work.

\_\_\_\_\_ assembles and directs teams of staff who have knowledge of the collections, library holdings, and photography methods.

\_\_\_\_\_ provides full and detailed documentation of the location and condition of all affected collections objects, library collection materials, and information systems equipment. Documents and reports on the general conditions in galleries, storage areas, stacks, and computer equipment rooms.

\_\_\_\_\_ establishes and assigns priorities for photographic and videotape documentation of collections holding, galleries, storage locations, and emergency, preservation, and conservation efforts.

\_\_\_\_\_ works with Conservation Supervisor and Relocation Supervisor to recommend storage locations to Collections Safety Manager.

\_\_\_\_\_ documents all collections relocation movement to on-site and off-site storage, conservation centers, or emergency storage.

\_\_\_\_\_ coordinates with Security Manager to request protection of unsecured storage locations as necessary and in assigning staff to remain on guard until properly relieved.

\_\_\_\_\_ coordinates all art movement with Relocation Supervisor.

\_\_\_\_\_ arranges for periodic follow-up inventories of all collections materials in affected locations and in temporary storage.

\_\_\_\_\_ regularly reports to Collections Manager on progress/problems.

\_\_\_\_\_ thoroughly briefs her/his replacement.

## AN EMERGENCY TEAM OUTLINE

### **Conservation Supervisor**

**RESPONSIBILITIES:** coordinates all salvage, preservation and restoration activities to minimize damage to the collections.

**REPORTS TO:** Collection Safety Manager

**IS REPORTED TO BY:** Members of the conservation team

### **ACTION CHECKLIST:**

\_\_\_\_\_ gathers information and develops initial strategy based on personnel available and the nature of the emergency.

\_\_\_\_\_ reports initial assessment to Collections Safety Manager and receives initial directions.

\_\_\_\_\_ organizes initial damage mitigation procedures (covering, etc.)

\_\_\_\_\_ obtains emergency supplies as necessary and advises Collections Safety Manager of additional supply and equipment needs.

\_\_\_\_\_ assembles and directs available workers to evaluate status of objects, collections; using buddy system, and wearing safety clothing.

\_\_\_\_\_ gives specific direction to public safety agencies (fire department, etc.) on handling and preserving collections.

\_\_\_\_\_ works with Relocation Supervisor and Registration Supervisor to recommend collection storage location to Collections Manager.

\_\_\_\_\_ assembles and directs recovery/preservation teams.

\_\_\_\_\_ arranges with Registration Supervisor for specific documentation of the condition of the collections.

\_\_\_\_\_ regularly reports to Collections Safety Manager on progress/problems.

\_\_\_\_\_ thoroughly briefs his/her replacement.

## AN EMERGENCY TEAM OUTLINE

### Relocation Supervisor

**RESPONSIBILITIES:** Supervises the safe and efficient handling and movement of all collections objects between galleries, stacks, storage, preservation/ conservation spaces, temporary storage, and/or treatment facilities. Supervises all storage activities to ensure safe, efficient, and compact storage of collections and library materials.

**REPORTS TO:** Collections Safety Manager

**IS REPORTED TO BY:** Members of the Relocation Team

### ACTION CHECKLIST:

\_\_\_\_\_ gathers information and develops initial strategy based on personnel available and the nature of the emergency.

\_\_\_\_\_ assembles and directs teams of personnel including art handlers, packers, and drivers.

\_\_\_\_\_ participates in damage mitigation procedures.

\_\_\_\_\_ works with Conservation Supervisor and Registration Supervisor to recommend storage locations.

\_\_\_\_\_ formulates collection relocation and packing plans at request of Conservation Supervisor, and relocates collections as necessary.

\_\_\_\_\_ coordinates all art movement with Registration Supervisor.

\_\_\_\_\_ arranges for physical protection at request of Conservation Supervisor, for collections that cannot be moved.

\_\_\_\_\_ coordinates with Operations Manager on clearing pathways for collection movement within the building, vehicle/truck use.

\_\_\_\_\_ arranges for periodic follow-up on general conditions within all storage areas to ensure that aisles are clear and that there is sufficient air circulation and no mold growth.

\_\_\_\_\_ regularly reports to Collections Manager on progress/problems.

\_\_\_\_\_ ensures that relocation teams take regular breaks, eat, drink fluids, etc.

\_\_\_\_\_ thoroughly briefs her/his replacement.

## **AN EMERGENCY TEAM OUTLINE**

### **Protective Services Manager**

**RESPONSIBILITIES:** Coordinates all logistical support for emergency operations and is responsible for the safety and welfare of all persons on the premises; security of the site; allocation and distribution of all equipment and supplies; and maintenance of the physical integrity of the buildings.

**REPORTS TO:** Emergency Plan Coordinator

**IS REPORTED TO BY:** Building Systems Supervisor, Equipment/Transportation Supervisor, Security Supervisor, Safety & Welfare Supervisor

### **ACTION CHECKLIST:**

\_\_\_\_\_ gathers information and develops initial strategy based on personnel available and the nature of the emergency.

\_\_\_\_\_ appoints a Building Systems Supervisor, Equipment/Transportation Supervisor, Security Supervisor, and Safety & Welfare Supervisor.

\_\_\_\_\_ ensures that Emergency Kits are available for managers, supervisors, and teams.

\_\_\_\_\_ establishes a base of operations and announces its location.

\_\_\_\_\_ establishes priorities for life safety, physical security, and collections needs.

\_\_\_\_\_ directs all life safety and evacuation efforts and coordinates with emergency agencies, search and rescue, fire, and building safety operations.

\_\_\_\_\_ coordinates all protective services operations with Collections Safety Manager and Media Manager.

\_\_\_\_\_ arranges for chronological documentation of significant events, using an assistant if possible.

\_\_\_\_\_ appoints a staff member to accompany any outside public safety agency personnel.

\_\_\_\_\_ arranges for security of perimeter to prevent trespassing, theft, or looting.

\_\_\_\_\_ arranges for outside support for identification and removal of hazardous materials

\_\_\_\_\_ continually reevaluates state of emergency and priorities.

\_\_\_\_\_ thoroughly briefs her/his replacement.



## AN EMERGENCY TEAM OUTLINE

### Building Systems Supervisor

RESPONSIBILITIES: Maintains maximum functioning of all physical plant systems. Reduces, or eliminates risk to people, building, and collections through repair work and anticipation of structural, electrical, mechanical, and other problems.

REPORTS TO: Protective Services Manager

IS REPORTED TO BY: Building Systems Team Members

#### ACTION CHECKLIST:

\_\_\_\_\_ gathers information and develops initial strategy based on personnel available and the nature of the emergency.

\_\_\_\_\_ assembles and directs a team, primarily from the Engineering Department, to conduct initial structural, systems, and utility damage assessments. Reports location and severity of problems to Protective Services Manager.

\_\_\_\_\_ provides emergency power. Coordinates use of emergency generator (s) with Equipment and Transportation Supervisor.

\_\_\_\_\_ directs necessary emergency shutdown procedures for heating, ventilation, air conditioning, water, and electrical systems.

\_\_\_\_\_ shuts off water and gas supply lines as necessary.

\_\_\_\_\_ restores and maintains essential services. Collaborates with and monitors city power providers as necessary.

\_\_\_\_\_ repairs and maintains equipment by priority.

\_\_\_\_\_ inspects and marks hazard and hazardous areas.

\_\_\_\_\_ coordinates emergency facilities with Safety and Welfare Supervisor.

\_\_\_\_\_ maintains and distributes maps and diagrams of systems and equipment locations.

\_\_\_\_\_ secures contractor support to supplement staff in the repair of damaged utilities, buildings, fire protection systems, equipment, etc.

## **Building Systems Supervisor (Cont.)**

\_\_\_\_\_ develops checklist for structural safety in buildings; requesting structural, mechanical, electrical engineer, or architect expertise as necessary:

1. roof intact and structurally sound
2. walls structurally sound
3. gas supply lines intact and functional
4. fire/sprinkler systems intact and functional
5. etc.

\_\_\_\_\_ ensures that consultants are accompanied and that a record is kept of their entry to and exit from the premises.

\_\_\_\_\_ arranges for chronological documentation of significant events, using an assistant if possible.

\_\_\_\_\_ regularly reports to Protective Services Manager on progress/problems.

\_\_\_\_\_ thoroughly briefs his/her replacement.

## AN EMERGENCY TEAM OUTLINE

### Equipment and Transportation Supervisor

RESPONSIBILITIES: Allocates all portable equipment and supplies necessary during emergency operations. Arranges for transport vehicles as necessary. Supervises all transport operations and ensures efficient distribution of resources. Determines availability of, and acquires equipment from, outside sources as needed. Must be aware of all on-site supplies and equipment available.

REPORTS TO: Protective Services Manager

IS REPORTED TO BY: Equipment and Transportation Team Members

#### ACTION CHECKLIST:

\_\_\_\_\_ gathers information and develops initial strategy based on personnel available and the nature of the emergency.

\_\_\_\_\_ assembles and directs a team of workers.

\_\_\_\_\_ provides emergency portable lighting and power to key locations, as directed.

\_\_\_\_\_ determines the number of functional portable radios and coordinates distribution with Security Supervisor.

\_\_\_\_\_ utilizes stored supplies and obtains supplies from suppliers/rental firms as necessary. Keeps records of such supplies.

## AN EMERGENCY TEAM OUTLINE

### Security Supervisor

RESPONSIBILITIES: works to ensure the security of all persons and collections on the premises, in transit, and at off-site storage or command center.

REPORTS TO: Protective Services Manager

IS REPORTED TO BY: Security Team Members

#### ACTION CHECKLIST:

\_\_\_\_\_ gathers information and develops initial strategy based on personnel available and the nature of the emergency.

\_\_\_\_\_ assembles and directs a team of workers.

\_\_\_\_\_ works with Managers to prioritize security needs.

\_\_\_\_\_ works with the Equipment/Transportation Supervisor to distribute portable radios.

\_\_\_\_\_ arranges for chronological documentation of significant events, using an assistant if possible.

\_\_\_\_\_ regularly reports to Protective Services Manager on progress/problems.

\_\_\_\_\_ thoroughly briefs his/her replacement.

## **AN EMERGENCY TEAM OUTLINE**

### **Safety and Welfare Supervisor**

**RESPONSIBILITIES:** Responsible for general safety and welfare of all employees and visitors during emergency operations.

**REPORTS TO:** Protective Services Manager

**IS REPORTED TO BY:** Safety and Welfare Team Members

**ACTION CHECKLIST:**

\_\_\_\_\_ gathers information and develops initial strategy based on personnel available and the nature of the emergency.

\_\_\_\_\_ assembles and directs a team, primarily using security department personnel and others trained in first aid, when possible. Coordinates with Security and Building Systems Supervisors.

\_\_\_\_\_ establishes and maintains first aid station and ensures that Emergency Plan Coordinator, Personnel Manager, and Media Manager know the location of the site.

\_\_\_\_\_ reports hospitalization needs of the injured to Protective Services Manager.

\_\_\_\_\_ provides information to city search and rescue teams and coordinates efforts when necessary.

\_\_\_\_\_ establishes food stations and resting areas.

\_\_\_\_\_ provides for the care of unaccompanied children, the aged, and those with disabilities.

\_\_\_\_\_ arranges for portable toilets if needed.

\_\_\_\_\_ maintains ongoing inventory of all emergency supplies and arranges for new supplies as necessary.

\_\_\_\_\_ investigates all accidents, injuries, or deaths related to the emergency. Maintains accurate chronological records including confidential lists of the injured and dead, citing

causes when known. Reports this information to the Personnel Manager.

\_\_\_\_\_ coordinates with Media Manager to facilitate outside communications with, or concerning, staff and visitors.

\_\_\_\_\_ arranges for chronological documentation of significant events, using an assistant if possible.

\_\_\_\_\_ regularly reports to Protective Services Manager on progress/problems.

\_\_\_\_\_ thoroughly briefs his/her replacement.

### **AN EMERGENCY TEAM OUTLINE**

#### **Computer Systems Recovery Manager**

RESPONSIBILITIES: Maintains maximum functioning of all computer systems. Coordinates all salvage and repair activities to minimize disruption of computer activities.

REPORTS TO: Collection Safety Manager

IS REPORTED TO BY: Computer Systems Team Members

#### **ACTION CHECKLIST:**

\_\_\_\_\_ gathers information and develops initial strategy based on personnel available and the nature of the emergency.

\_\_\_\_\_ assembles and directs a team if necessary

\_\_\_\_\_ organizes initial damage mitigation procedures (covering, moving equipment, etc.)

\_\_\_\_\_ repairs and maintains equipment by priority.

\_\_\_\_\_ secures contractor support to supplement staff in the repair of damaged equipment.

\_\_\_\_\_ ensures that consultants are accompanied and that a record is kept of their entry to and exit from the premises.

\_\_\_\_\_ arranges for chronological documentation of significant events, using an assistant if possible.

\_\_\_\_\_ regularly reports to Collection Safety Manager on progress/problems.

\_\_\_\_\_ thoroughly briefs his/her replacement.