

Template for Pocket Response Resource, Released 6/30/2022 **SIDE A (Communications)**.
Use this side to collect phone numbers for the individuals and organizations you are most likely
to need to talk to in the first minutes and hours after an emergency occurs.



Print on 8 ½" x 11" paper. Trim on outside lines, fold on vertical lines like an accordion,
then fold in half (bringing short sides together) so that final folded document is the size of a credit card.
Insert in PReP™ Tyvek® envelope for protection, available from CoSA

<https://www.statearchivists.org/programs/emergency-preparedness/emergency-preparedness-resources/pocket-response-plantm-prep-tm-envelopes/>

SIDE B (Actions). Use this side to provide step-by-step instructions for staff and affiliated personnel who will respond to a disaster affecting your own institution. Ideally, steps should already be defined in the organization/library/museum disaster plan. This abbreviated document is NOT intended to be a substitute for a comprehensive emergency plan. Instead, it should distill the most important actions to be taken in the first minutes and hours after an event occurs that affects collections, especially those that occur when staff members are away from their offices.

[Organization Name] Pocket Response Resource Date revised: INSTITUTIONAL CONTACTS [link to your online ArtsReady or dPlan account] Main Emergency Management Office (if you have a parent organization) [office phone] / [email] / Executive Director [name] [office phone] / [home phone] / [cell] / [email] / [home email] Director of [department] [name] [office phone] / [home phone] / [cell] / [email] / [home email] Communications and Public Relations Officer [name] [office phone] / [home phone] / [cell] / [email] / [home email] Financial Services / Accountant [name] [office phone] / [home phone] / [cell] / [email] / [home email] House Manager [name] [company name] [office phone] / [home phone] / [cell] / [email] / [home email] <i>Add contact information for additional departments such as collections, environmental/health services, IT, resident companies, tenants or long-term renters, visiting performers, etc.</i>	RESPONSE TEAM Team Leader [name] [office phone] / [home phone] / [cell] / [email] / [home email] Members [name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email] [name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email] [name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email] FREE SPACE <i>Use this space for additional instructions for immediate emergency response. This might include a staff phone tree; contact information for student and volunteer employees, frequent contractors, renters, etc.; or overflow from other columns.</i>	BUILDING CONTACTS Facilities / Building Manager [street address of building] [name] [office phone] / [home phone] / [cell] <i>Add additional buildings and separate facilities (including rentals) as needed. Include street address to reference when calling emergency services.</i> Electric [phone] Elevators [phone] Fire Suppression [phone] Gas [phone] Janitorial Services [name] [company name] [office phone] / [home phone] / [cell] Plumber [phone] Security [name] [company name] [office phone] / [home phone] / [cell] Telephone [phone] Water – Fire Sprinklers [phone] Water – Potable [phone] Windows/Glass [phone]	FIRST RESPONDERS Emergency 9-1-1 Ambulance / Emergency Medical [phone] City Emergency Management [phone] County Emergency Management [phone] Fire Department [phone] Health Department [phone] Police Department / Law Enforcement [phone] Red Cross [phone] State Office of Emergency Services [phone] MUTUAL AID PARTNERS ("BATTLE BUDDIES") Alternate facility(ies) for operations [name] [organization] [office phone] / [home phone] / [cell] OTHER CONTACTS Arts Council (local and/or state) Trade/professional associations Performing Arts Readiness Project www.performingartsreadiness.org; PAR@lyrasis.org NCAPER www.ncaper.org; motoole@ncaper.org dPlan dplan.org; help@dplan.org	EMERGENCY RECOVERY SERVICES Building Recovery – Local company [name] [phone] Building Recovery – National company [name] [phone] Collections Conservator [name] [phone] Data Recovery Service [name] [phone] Exterminator / Pest Control Service [name] [phone] FEMA Disaster Assistance 800-621-FEMA Freezer Storage [name] [phone] Insurance Contact / Agent [name] [company name] [office phone] / [home phone] / [cell] / [email] / [home email] Structural Architect / Building Engineer [name] [phone] Temporary Storage [name] [phone] <i>Add additional contact information for other needs related to your primary services.</i>
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This document should be completed using the Pocket Response Resource instructions at dplan.org or www.nedcc.org

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Immediate Response and Checklist for Recovery SITUATION REPORT Know these answers when speaking with First Responders and Insurance Agents: -- Closest cross-streets to emergency site -- Who is in charge? -- What is the safety status? -- What has happened and the cause? -- Are people injured? -- What are the hazards? -- Who discovered and reported the damage? -- What has been done so far? -- Can the staff handle the situation initially? -- Who is handling the media? Notes: DESIGNATED ASSEMBLY AREA: Describe where people should go following an evacuation. AREAS OF REFUGE: Describe where people should go to shelter-in-place.	STEP 1: IMMEDIATE RESPONSE Notification: ☐ If appropriate, make Public Announcement for evacuation <i>Insert text for public announcement for (1) when an emergency interrupts your operations and patrons must leave and (2) when shelter-in-place is required.</i> ☐ First Responders (contact info on other side) ☐ Response Team Leader (contact info on other side) Human Safety & Building Security: ☐ Address personal or medical emergencies ☐ Ensure that all staff and visitors are safe and accounted for ☐ Maintain security of building and property Additional Notifications, as appropriate: ☐ Institutional Contacts ☐ Building Contacts & Utilities ☐ If shared facility, contact neighbors, renters, landlord, etc. ☐ Staff phone tree ☐ Management/contact of guest artist or company	STEP 2: COMMUNICATION ☐ Activate the Readiness/Disaster Plan's emergency response actions ☐ Establish communication with appropriate local & regional emergency management ☐ Contact your Communications and Public Relations Officer, if not already done ☐ Post emergency information and instructions on the institutional website and through social media ASSESSMENT ☐ Ensure through proper authorities that all hazards are cleared before entering building ☐ Follow the instructions of your Response Team ☐ Document damage with photos, videos, and notes ☐ Assess damage to collections and assets, buildings, offices, and information systems ☐ What areas affected, in what way, and to what degree? ☐ What types of materials are damaged? ☐ Are critical information systems functional / safe? ☐ Maintain security of assets ☐ Stabilize the temperature and humidity at your facility ☐ Complete the Incident Report form in your Readiness/Disaster Plan ☐ Gather emergency response supplies	OTHER Use this section for information about security alarm codes, locations of keys, utility shutoffs, access to loading docks, etc., or paste in additional instructions, e.g. for response to an active shooter, disruptive person, or earthquake. You may also list basic policies such as those addressing smoking/vaping, alcohol, firearms, recording/photography. FLOORPLAN You may want to insert your venue's floorplan here with the locations of emergency exits, emergency equipment, shelter-in-place area, audience and staff evacuation muster areas, and emergency shutoffs.	ASSETS PRIORITIES Using the full list in your ArtsReady/dPlan Readiness Plan, summarize here your priority collections and assets so that they will be taken care of and salvaged first. These may be according to format (photographs), use (costumes for a current production; critical office files), value (rare violin; computer server), etc. Include special instructions for handling and access. First priority: Second priority:
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		☐ Supply locations		
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