## Template for Pocket Response Resource, released 6/30/2022, revised 4/29/2024. **SIDE A (Communications).** Use this side for 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.







RESPONSE TEAM	BUILDING CONTACTS	FIRST RESPONDERS	EMERGENCY RECOVERY SERVICES
Team Leader	Facilities / Building Manager	Emergency 9-1-1	Building Recovery – Local company
	L 31	Ambulance / Emergency Medical	[name]
		0,	[phone]
			Building Recovery – National company
			[name] [phone]
		[phone]	[phone]
[email] / [home email]	when calling emergency services.	County Emergency Management	Collections Conservator
		[phone]	[name]
		Fire Demontry and	[phone]
	lpnonej		Data Recovery Service
	Elevators	[phone]	[name]
[name] [Response Team role]	[phone]	Health Department	[phone]
[office phone] / [home phone] / [cell] /		[phone]	
[email] / [home email]			Exterminator / Pest Control Service
	[phone]	•	[name]
FREE SPACE	Gas	[pnone]	[phone]
l lse this snace for additional	-	Red Cross	FEMA Disaster Assistance
	[[]	[phone]	800-621-FEMA
response. This might include a staff	Janitorial Services		
		0,	Freezer Storage
1 2 1	[office phone] / [home phone] / [cell]	[phone]	[name] [phone]
	Plumber		[phone]
overnow nom other columns.			Insurance Contact / Agent
		( 2/1122 2022/20 )	[name] [company name]
	Security	Alternate facility(ies) for operations	[office phone] / [home phone] / [cell] /
			[email] / [home email]
	[onice phone] / [nome phone] / [ceii]	[office phone] / [home phone] / [cell]	Structural Architect / Building Engineer
	Telephone		[name]
	[phone]		[phone]
		Arts Council (local and/or state)	
		Trade/professional associations	Temporary Storage
	lbuouel		[name] [phone]
	Water – Potable	Performing Arts Readiness Project	[huoue]
	[phone]	www.performingartsreadiness.org;	Add additional contact information for
		PAR@lyrasis.org	other needs related to your primary
	Windows/Glass		services.
	[pnone]		
		dPlan dplan.org; help@dplan.org	
		Netional Haritana Darman dana	
		1-202-001-0000	
	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] <b>FREE SPACE</b> Use this space for additional instructions for immediate emergency	Team Leader [name]       Facilities / Building Manager [street address of building]         Members       [name] [Response Team role]         [office phone] / [home phone] / [cell] / [email] / [home email]       Add additional buildings and separate facilities (including rentals) as needed. Include street address to reference when calling emergency services.         [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]         [name] [Response Team role]       [office phone] / [home phone] / [cell] / [email] / [home email] <b>FREE SPACE</b> 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.       Gas [phone]         Plumber [phone]       Plumber [office phone] / [home phone] / [cell]         Use this space for additional instructions for immediate emergency response. This might include a staff phone tree; contact information for student ad volunteer employees, frequent contractors, renters, etc.; or overflow from other columns.       Plumber [phone]         Security [name] [company name]       Telephone [phone]         Water – Fire Sprinklers [phone]       Water – Potable [phone]         Water – Potable [phone] </td <td>Team Leader [name]       Facilities / Building Manager [street address of building] [name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email]       Facilities / Building Manager [street address of building] [name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email]       Facilities / Building Manager [street address of building] [name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email]       City Emergency Management [phone]         [name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email]       Add additional buildings and separate facilities (including rentals) as needed. Include street address to reference when calling emergency services.       City Emergency Management [phone]         [rame] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email]       Electric [phone]       City Emergency Management [phone]         Free Space       Electric [phone]       Elevators [phone]       Elevators [phone]       City Emergency Management [phone]         Janitorial Services [name] [company name] [office phone] / [fome]       Sate Office of Emergency Services [phone]       Sate Office of Emergency Services [phone]         Vater - Pire Sprinklers [phone]       Water - Pire Sprinklers [phone]       MUTUAL AD PARTNERS ("BATTLE BUDDES")         Water - Potable [phone]       Water - Picable [phone]       Performing Arts Readiness Project www.performingartseadiness.org: PAR@Urasis.org</td>	Team Leader [name]       Facilities / Building Manager [street address of building] [name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email]       Facilities / Building Manager [street address of building] [name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email]       Facilities / Building Manager [street address of building] [name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email]       City Emergency Management [phone]         [name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email]       Add additional buildings and separate facilities (including rentals) as needed. Include street address to reference when calling emergency services.       City Emergency Management [phone]         [rame] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email]       Electric [phone]       City Emergency Management [phone]         Free Space       Electric [phone]       Elevators [phone]       Elevators [phone]       City Emergency Management [phone]         Janitorial Services [name] [company name] [office phone] / [fome]       Sate Office of Emergency Services [phone]       Sate Office of Emergency Services [phone]         Vater - Pire Sprinklers [phone]       Water - Pire Sprinklers [phone]       MUTUAL AD PARTNERS ("BATTLE BUDDES")         Water - Potable [phone]       Water - Picable [phone]       Performing Arts Readiness Project www.performingartseadiness.org: PAR@Urasis.org

Print on 8 ½" x 11" paper. Trim if desired on outside lines, fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document is about the size of a credit card. Insert in Tyvek<sup>®</sup> credit card sleeve for protection, available from online retailers.

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.

Immediate Response and	STEP 1: IMMEDIATE RESPONSE	STEP 2: COMMUNICATION	OTHER	ASSETS PRIORITIES
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?	Notification: O If appropriate, make Public Announcement for evacuation Insert text for public announcement for (1) when an emergency interrupts your	<ul> <li>Activate the Readiness/Disaster Plan's emergency response actions</li> <li>Establish communication with appropriate local &amp; regional emergency management</li> </ul>	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 contrological discussion of the second	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
	<ul> <li>operations and patrons must leave and (2) when shelter-in- place is required.</li> <li>First Responders (contact info on other side)</li> <li>Response Team Leader (contact info on other side)</li> </ul>	<ul> <li>Contact your Communications and Public Relations Officer, if not already done</li> <li>Post emergency information and instructions on the institutional website and through social media</li> </ul>	earthquake. You may also list basic policies such as those addressing smoking/vaping, alcohol, firearms, recording/photography.	(photographs), use (costumes for a current production; critical office files) value (rare violin; computer server), etc. Include special instructions for handling and access. <b>First priority:</b>
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:	<ul> <li>Human Safety &amp; Building Security:</li> <li>Address personal or medical emergencies</li> <li>Ensure that all staff and visitors are safe and accounted for</li> <li>Maintain security of building and property</li> </ul>	<ul> <li>ASSESSMENT</li> <li>Ensure through proper authorities that all hazards are cleared before entering building</li> <li>Follow the instructions of your Response Team</li> <li>Document damage with photos, videos, and notes</li> <li>Assess damage to collections and assets, buildings, offices, and information systems</li> <li>What areas affected, in what way, and to what degree?</li> </ul>	<b>FLOORPLAN</b> 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.	Second priority:
DESIGNATED ASSEMBLY AREA: Describe where people should go following an evacuation. AREAS OF REFUGE: Describe where people should go to shelter-in-place.	<ul> <li>Institutional Contacts</li> <li>Building Contacts &amp; Utilities</li> <li>If shared facility, contact neighbors, renters, landlord, etc.</li> <li>Staff phone tree</li> <li>Management/contact of guest artist or company</li> </ul>	<ul> <li>What types of materials are damaged?</li> <li>Are critical information systems functional / safe?</li> <li>Maintain security of assets</li> <li>Stabilize the temperature and humidity at your facility</li> <li>Complete the Incident Report form in your Readiness/Disaster Plan</li> </ul>		
<b>b</b>		O Gather emergency response supplies		

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