

ARE YOU READY? Workshop Resources

WESTPAS Workshops – westpas.org/workshop-docs

WEB RESOURCES

Western States & Territories Preservation Assistance Service

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.

Provides 24/7 disaster assistance number **888-905-7737** for help in the event of a collection disaster. The

"Disaster Vulnerability Assessment" and workshop Resource list are available online: **westpas.org/workshop-docs**

For information contact: **info@westpas.org**

Alliance for Response

www.heritageemergency.org

Alliance for Response is a program to build bridges between cultural heritage and emergency response communities before disaster happens. See "Networks" to locate one near you and "Tool Kit" which includes how to plan a forum and build a network. Heritage Preservation developed several aids for cultural institutions in carrying out risk

evaluation: *Risk Evaluation & Planning Program (REPP)* **www.conservation-us.org/emergencies/risk-evaluation-and-planning-program**

Resources for Emergency Planning & Preparedness **www.conservation-us.org/emergencies**

California Preservation Program

calpreservation.org

Provides preservation related resources for libraries and other cultural institutions in California. The Information Resources "Emergency Preparedness & Response" section includes a Template Disaster Plan, Disaster Exercise, links to resources, and regional disaster networks. Disaster or preservation related questions may be sent to:

info@calpreservation.org

COSTEP: Coordinated Statewide Emergency Preparedness

www.nedcc.org/free-resources/costep

The COSTEP framework is an action plan for building alliances between cultural institutions and emergency management agencies. It helps integrate cultural resources into existing state-level emergency management structures and protocols.

Council of State Archivists (CoSA)

www.statearchivists.org/programs/emergency-preparedness/records-emergency-planning-and-response-repr

CoSA's Emergency Preparedness Initiative, including the *original* Pocket Response Plan™ (PReP™) and documents supporting Intergovernmental Preparedness for Essential Records (IPER).

Disaster Mitigation Planning Assistance

resources.conservation-us.org/disaster

The database allows you to search by state, multiple states, nationally and by type of service, supply or expert. Results can be downloaded into Excel for easy updating of your institution's disaster plan.

Library of Congress

www.loc.gov/preservation/emergprep

Emergency Preparedness resources, including *Level of Collections Emergency Scenarios*. See also the *Charter of Library Mutual Disaster Assistance*: **www.loc.gov/flicc/preservation/Model_MutualAssistanceCharter.pdf**

Northeast Document Conservation Center (NEDCC)

www.nedcc.org

General preservation web site with a Disaster Assistance and links to its *Emergency Management Technical Leaflets*. Provides dPlan™: The Online Disaster-Planning Tool, free disaster plan template: www.dplan.org & *Assessing Preservation Needs* “Surveying the Building”: www.nedcc.org/resources/downloads/apnssg.pdf

RECOMMENDED APP

Heritage Emergency National Task Force. *Emergency Response and Salvage Wheel* is available free of charge as a mobile app. The app, *ERS: Emergency Response and Salvage*, is available for Apple and Android users. For the original *Emergency Response and Salvage Wheel* order information see: www.conservation-us.org/resources/disaster-response-recovery

ADDITIONAL PUBLICATIONS

Breighner, Mary. **Risk and Insurance Management Manual for Libraries.**

Chicago: Library Administration and Management Association, 2005

Resource to guide best course in selection for protection of assets for libraries and to gain an essential understanding of risk management in preventing losses. Includes sample policies and checklists.

Carmicheal, David W. **Implementing the Incident Command System at the Institutional Level: A Handbook for Libraries, Archives, Museums, and Other Cultural Institutions.** RescuingRecords.com, 2010

Excellent resource for explaining how to adopt the ICS as a temporary management structure whenever “business as usual” won’t get the job done. For an archived webinar on ICS “The Supercharged Management System” see: www.connectingtocollections.org/ics

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

Free download provides 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.

Heritage Preservation. **Field Guide to Emergency Response.** Washington: Heritage Preservation, 2006

Water resistant spiral bound booklet can help anyone respond with the best professional step-by-step advice on what to do after a disaster. Explains initial steps to take, essential response functions, and conditions you are likely to encounter. For order information see: www.conservation-us.org/resources/disaster-response-recovery

Long, Jane S. “Emergency Preparedness and the Power of Partnerships”

International Preservation News, No. 49, December 2009:6-9 www.ifla.org/files/pac/ipn/49-december-2009.pdf
Excellent review of national partnership activities, including the Alliance for Response initiative.

Thenell, Jan. **The Library’s Crisis Communications Planner: A PR Guide to Handling Every Emergency.** Chicago: American Library Association, 2004

Communications basics in this step-by-step guide, for communicating to critical contacts in times of crisis.