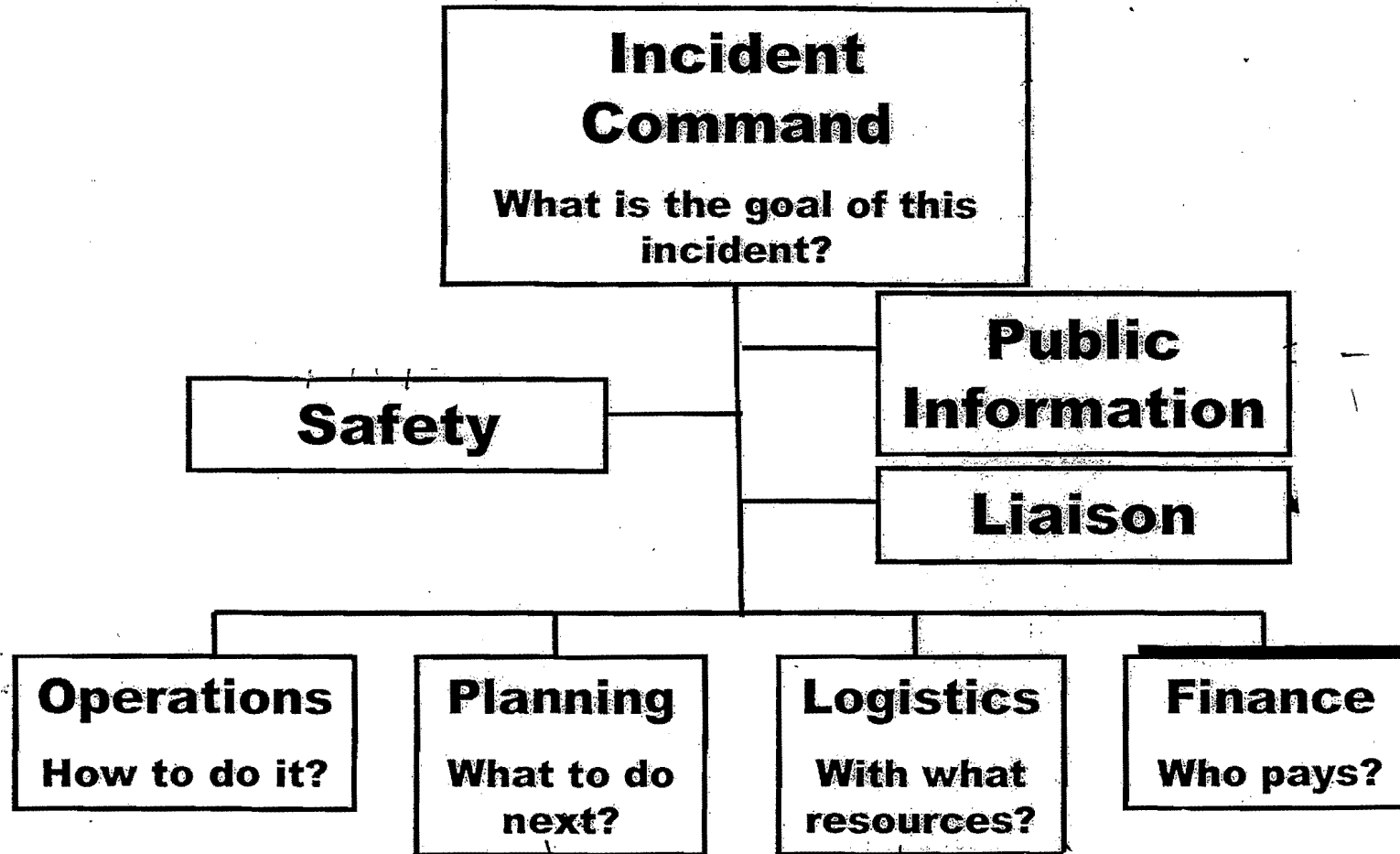


THANKSGIVING DINNER



| | | | |
|--|--|----------------------------------|---------|
| INCIDENT OBJECTIVES | 1. Incident Name Thanksgiving Dinner | 2. Date | 3. Time |
| 4. Operational Period | | | |
| 5. General Control Objectives for the Incident (include alternatives) <ol style="list-style-type: none"> 1. Utilize ICS to plan and host Thanksgiving dinner 2. Prepare your 201 (Incident Brief) and complete your 202 (Incident Objectives) Within 30 Minutes 3. Present your incident brief | | | |
| 6. Weather Forecast for Period | | | |
| 7. General Safety Message | | | |
| B Attachments (mark if attached) | | | |
| <input checked="" type="checkbox"/> Organization List - ICS 203 | <input checked="" type="checkbox"/> Medical Plan - ICS 206 | <input type="checkbox"/> (Other) | |
| <input checked="" type="checkbox"/> Div. Assignment Lists - ICS 204 | <input checked="" type="checkbox"/> Incident Map | <input type="checkbox"/> | |
| <input type="checkbox"/> Communications Plan - ICS 205 | <input checked="" type="checkbox"/> Traffic Plan | <input type="checkbox"/> | |
| 9. Prepared by (Planning Section Chief) | 10. Approved by (Incident Commander) | | |

INCIDENT BRIEFING

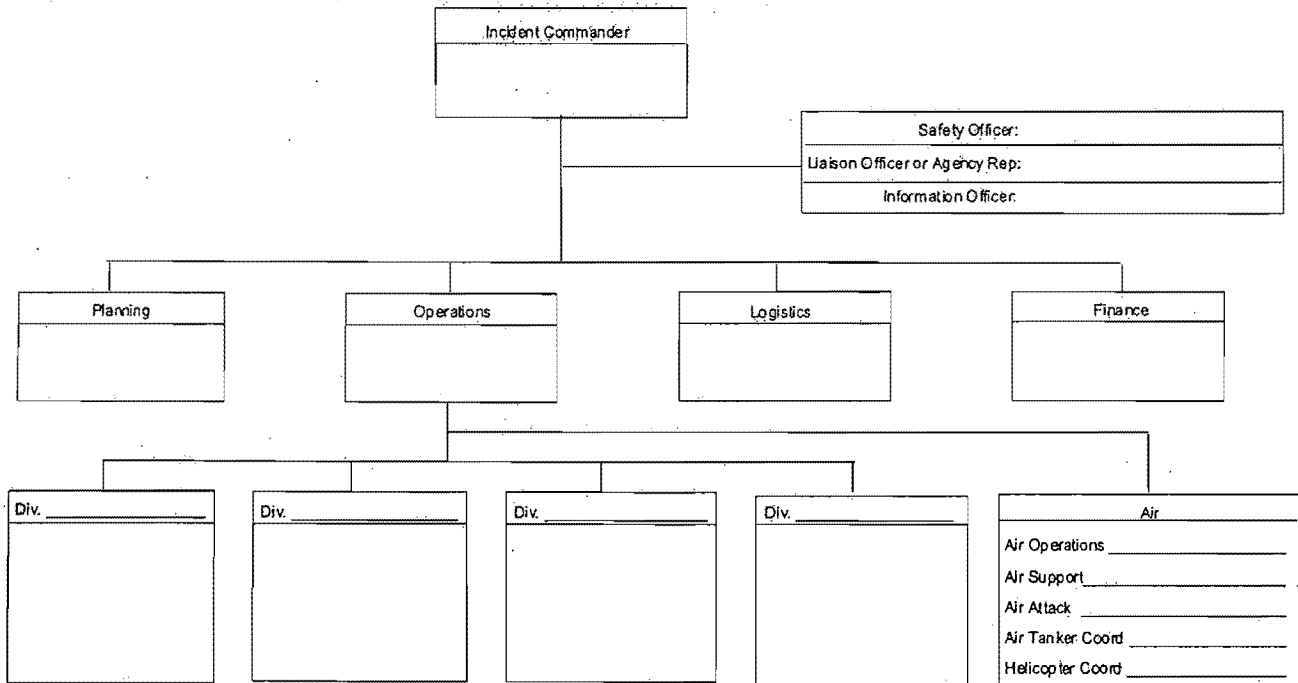
1. Incident Name

2. Date

3. Time

4. Site Sketch

5. Current Organization



Page 1 of

6. Prepared by (Name and Position)

SUGGESTIONS FOR THE RESPONSE PACK

Backpack: leaves hands free

Bandana

Batteries

Blanket (emergency)

Boots (steel toes and insoles)

Camera (disposable)

Cloths – (small)

Wrap object; wound; wipe

Coins

For public telephones

Communications Tools: cell phone; walkie-talkie;

First Aid Kit

Flashlight (2)

Food

Gloves: Chemical resistant; handle hot items (Fireman's)

Headlamp and spare bulb

Instructions for salvaging various categories of materials

Information on allergies, immunizations

Knife

Labels

Matches and match case (waterproof)

Notebook (bird-watching)

Overalls (fire-retardant and lightweight)

Personal needs: medications; 2nd pair of eyeglasses; other relevant emergency needs

Respirator (fit tested)

Pre-filters inside cartridge for particulates

Rope (nylon) - consider load bearing capacity

Shampoo that will remove mold

Sleep mask

Sleeping Bag

String – find you way back

Tape

Caution

Electrical

Walking Stick

Stabilize yourself; rest feel your way; move snakes; tripod; rescue tool; put flag on

Water bottle

Wet Ones

Whistle

Writing Utensils: Pens; Pencils; Markers

DISASTER PREPAREDNESS FUNCTIONS

| FUNCTION | RESPONSIBILITIES/TASKS | PERSON RESPONSIBLE | WORK PHONE | HOME PHONE |
|-------------------------|--|--------------------|------------|------------|
| Facilities Management | Maintains physical plant systems. Reduces or eliminates risks to people, buildings, and objects through repair work and anticipation of structural, electrical, mechanical, and other problems. Uses checklist to evaluate potential risks on a regular basis. | | | |
| Coordination | Ensures that preparedness plan is kept up to date and that all staff members receive copies of plan and on-going training in implementation of the plan and emergency procedures including first aid, fire extinguisher use, etc. | | | |
| Communication | Ensures emergency telephone list is maintained and distributed. | | | |
| Procurement | Stockpiles and labels emergency supplies. Ensures availability through frequent inventory. | | | |
| Security | Ensures that staff have identification cards for site entry during an emergency ensures keys are available for appropriate personnel, helps establish evacuation procedures and determine safety of emergency shelters. | | | |
| Data Systems Management | Ensures computers are backed-up on a schedule (and as needed) and copies of data stored off-site. | | | |

DISASTER RESPONSE FUNCTIONS

| FUNCTION | RESPONSIBILITIES/TASKS | PERSON RESPONSIBLE | WORK PHONE | HOME PHONE |
|--------------------------|---|--------------------|------------|------------|
| Coordination of response | Assesses incident/threat and declares emergency plan in effect. Takes immediate steps to assign appropriate staff to reduce or eliminate risk (for example, stop the flow of water, unplug the drain, cover the materials, etc.) In cooperation with appropriate personnel (facilities manager, emergency agencies, architects/engineers, collection managers) assesses damage to facility and records, determines salvage techniques to be used and personnel and/or vendors to be called. | | | |
| Facilities management | Assembles and directs a team to conduct an initial structural, systems, and utility damage assessment. Reports location(s) and severity of problems. Directs or performs necessary emergency shutdown procedures for heating, ventilation, air conditioning, water, and electrical systems. Shuts off utilities as necessary. | | | |
| Communication – External | Communicates with administration, media, insurance firms, etc. | | | |
| Communication – Internal | Maintains communication with other individuals and organizations responding to the emergency. Initiates emergency contact procedures when emergency is declared. | | | |

DISASTER RESPONSE FUNCTIONS

(continued)

| FUNCTION | RESPONSIBILITIES/TASKS | PERSON RESPONSIBLE | WORK PHONE | HOME PHONE |
|-----------------------------------|--|--------------------|------------|------------|
| Allocation of fiscal resources | Secures and/authorizes funds for recovery. This may include funding for additional staff time, recovery services, security services, supplies, food for recovery personnel, etc. | | | |
| Safety/Welfare <i>Security</i> | Ensues safety and welfare of employees and visitors during emergency operations. Establishes first aid stations, ensures food, water and bathroom facilities available, ensures regular breaks | | | |
| Collection Information | Provides information about the collection, priorities, special salvage needs, etc. | | | |
| Recording Information | Documents events – what happened, when, what steps were taken, etc. (written and visual. documentation) | | | |
| Data Systems Information | Provides information about the data systems, priorities, and special salvage needs, etc. Helps establish data recovery center and command headquarters. | | | |

SALVAGE FUNCTIONS

| FUNCTION | RESPONSIBILITIES/TASKS | PERSON RESPONSIBLE | WORK PHONE | HOME PHONE |
|--|--|--------------------|------------|------------|
| Coordination | Determines appropriate salvage techniques to be used, establishes priorities, assigns teams and tasks | | | |
| Sorting | Sorts materials using knowledge of collection and their vulnerability | | | |
| Recording Information | Documents materials damaged, actions taken. (written and visual) | | | |
| Packing | Packs materials for moving to salvage area, appropriate storage, or for transporting to outside recovery vendor. | | | |
| Procurement | Obtains needed supplies from in-house stockpile or external as directed. | | | |
| Data/telecommunications systems recovery | Provides access to computerized collection information, vital operating records, etc. Utilizes off-site data recovery services as necessary. | | | |

DISASTER RE-ENTRY CHECKLIST

- 1) Has everyone known/believed to have been inside been accounted for?
Have all injuries been/being attended to?
- 2) Has permission been given by civil authorities to re-enter?
 - a. Police
 - b. Fire Dept
 - c. Government inspection services; building inspector for structural plumbing and electrical
 - d. Health Dept.
 - e. Other (e.g., Nat'l. Guard)
 - f. Is the building structurally sound?
- 3) If indicated, have utilities been turned-off?
 - a. Electricity
 - Lighting available
 - Check for shorts and fires
 - b. Gas
 - Potential for leaks and explosion
 - c. Water
 - Fire suppression
 - Domestic supply
 - Storm sewer drains
- 4) Do you have a buddy to go with you? Never enter or work alone.
- 5) Are you equipped with appropriate protective equipment?
(e.g., flashlight, boots, hardhat, gloves, respirator, goggles)
- 6) Do you have communications established?
 - a. Command center informed about re-entry?
 - b. Equipment? e.g., walkie-talkies, cell phone
 - Does the equipment work inside the building?
 - Is there back-up equipment or alternatives?

7) Do you have means for quick initial documentation?

- a. Paper & pencils
- b. Camera with film and extra batteries?
- c. Camcorder with extra tape and batteries?
- d. Tape recorder with extra batteries

8) Do you understand your objective?

- a. This is NOT a salvage or recovery mission.
- b. This IS an initial assessment only.
 - Identify specific locations, types, and extent of damage
 - Assessment in general terms only: "Broad strokes"

RECORD-KEEPING IN EMERGENCY RESPONSE

DOCUMENTING THE COLLECTIONS

➔ **GOAL:** Keep *accurate* track of all collection materials.

This may require *SLOWING DOWN* your "response pace."

SUPPLIES (*most critical)

- | | |
|--------------------------------------|----------------------------|
| *Inventory (keep hard copy off-site) | Strong Adhesive Labels |
| *Holdings priorities (hard copy) | String Tags |
| *Blank Paper | Blank Inventory Sheet |
| *Pencils | Permanent Markers |
| *Camera (film, batteries) | Video Camera |
| *Clipboard | Laptop and Battery Back-up |
| *Photographic Log | Tape Recorder |

RECORDING STEPS: DOCUMENTING THE COLLECTIONS

*VISUAL DOCUMENTATION

Visually record damaged *area* (photographs/video camera/sketch if necessary).

- Capture *typical examples of damage*.
- Record *specific objects by themselves in situ* as needed.
- Capture response and recovery activities.

*WRITTEN DOCUMENTATION

If possible, *begin* with the *highest priority*, determined by:

- *Immediate Danger*
- *Proximity* (that which may be closest or most accessible)
- *Most valued, appears as a "holdings priority"*
- *Most vulnerable* (organic e.g., paper and textiles before inorganic except for iron)
- *Least damaged* (remove objects in pristine condition from a dangerous or compromised setting)
- *Most damaged*

➔ At the DISASTER SITE:

FIRST, Record LOCATION LOCATION LOCATION

1. **Note:**

- **location** of the object in the space
- Its **accession/catalog/record group or series number**
- **Placement in the room/location number**
- **Type of object**

If there are **missing** or **unreadable data**, note this on the inventory. If no information is available, **indicate the location of the item when found** and **assign a supplemental number for tracking purposes**.

***NO item may leave the space until checked against the inventory and recorded. If there is no inventory, a removal inventory must be created.**

2. If the item is **broken**, note the **number of pieces**. Keep pieces together at all times. Tagging and numbering pieces may be helpful.

3. Note if there is **major damage** to an item; otherwise **note general condition** if time permits.

SECOND, Record MOVEMENT

Indicate (using a symbol) **which items are being removed** from the site for triage, and their **destination**.

(Be sure to provide a key as to symbol meaning, e.g., 4= Checked; Σ = Sent to Room X)

➔ At the TRIAGE SITE:

THIRD, Record TRACKING AND PACKING

1. Once at the triage site, record the **treatment priority symbol** that the object has been assigned. The **treatment priority symbol** will determine **what type of treatment** the item will receive, and **where** the item will be taken.

For example, **H** = high priority for freezing, to be packed and sent to freezer; **A1** = air dry in High Priority Room 1; **A2** = air dry in Medium Priority Room 2.

2. Make note of relevant **condition information** that may not yet have been noted.
3. If the item is to be **packed** and **transported**, (e.g., **H** above) create a **packing list**, so that the item may be **checked in** when it arrives at its next site. **Label packed boxes on 3 sides** with **treatment priority symbol** and **destination**.
4. **Compile paperwork** after items have left the triage area. Make this data available to the emergency coordinator. Proceed to treatment areas to provide additional assistance, if needed.

RECORDING STEPS: DOCUMENTING THE INCIDENT

Following the incident, as the emergency has been brought under control, it is important for all the participants to meet:

- 1) Gather complete and accurate information about the incident.
- 2) Assess aspects of response that worked well and specific areas of response that could benefit from improvement.
- 3) Help address stress by allowing participants to “unburden” and share their personal reactions to the event.

1. ACTIVITY LOG is useful to outline the event’s **CHRONOLOGY**. Elements will include:

Information provided:

Time:

Individual relating data:

Communication mode:

(PA System, Radio, Telephone, In-Person):

2. PERSONNEL RECORD

Individuals involved: (including names, addresses and phone numbers of all staff, volunteers, and external assistance)

Actions/activities:

Time Spent:

Injuries/illness related to the incident:

Explore “human factor” (emotional response, adequate rest and sustenance, understanding of what transpired)

3. SUMMARY

Type of incident

Activity Log data

Who witnessed or discovered problem

Who was notified

Actions taken to address event

(in what order and by whom: internal/external personnel)

Describe relevant conditions: (examples below)

Weather

Building conditions

Equipment involved

Human elements

Warnings

Actions required after incident

Building stabilization

Response and recovery efforts

Outcome of the event

DOCUMENTATION

Documentation is a crucial step in response and recovery. It may be one of the most difficult tasks in an emergency.

Why We Document

Data will aid in insurance claims.

Data will enable complete record-keeping for items impacted by a disaster.

Data will assist in inventory control.

Important aspect of documentation:

Witness accounts of the disaster.

Descriptions of the site.

Visual depictions of the site (photographs/videotape).

Visual depictions of objects.

Notes on object condition.

SALVAGING TECHNIQUES

AIR DRYING

Advantages:

- objects do not leave the repository
- may be cost effective if personnel and space available
- may be most gentle technique, minimize distortion
(especially relevant to photographs)
- useful for small numbers of damp materials
- generally option of choice --most readily accomplishable

Disadvantages:

- labor intensive
- need available open drying space
- possibility of mold growth
- need for constant moisture removal from the environment
(de-humidifiers)
- need for constant air circulation (fans)
- handling wet materials may exacerbate damage
- some physical distortion or staining may be expected

FREEZING

Advantages:

- Useful when materials cannot be easily separated to be air dried
- Prevents mold growth on wet materials
(may or may not kill existing mold)
- Media will not run or feather
- "Buys time" to make contemplative decisions

Disadvantages:

- Not suitable for many objects and composite materials
- May change surface characteristics of some materials
- Special equipment required
- Materials will likely need to leave repository
- Can be costly \$\$\$

SALVAGING TECHNIQUES CONT'D

AIR DRYING is preferred for:

Paintings

Painted or beaded textiles

Basketry

Leather, vellum, skins

Objects: bone, hair, horn, ivory, shell, metals, woods, upholstery, ceramics/porcelain

Small numbers of damp paper-based materials (e.g., books)

Machine Readable Media: sound, video, computer

Photographic materials: (treat least stable first)

Immediately salvage:

- Cased photos (daguerreotypes, ambrotypes, tintypes)

- Glass based negatives and positives

(wet collodion, gelatin dryplate, autochromes, lantern slides)

- Deteriorated nitrate and acetate film bases

- Dye transfer prints

Order of salvage for other images:

- 1)prints (color before black and white)

- 2)negatives and transparencies.

FREEZING* is preferred for:

Papers based items with:

- unstable media*

- coated papers*

Large numbers of wet cellulosic materials,

e.g., Books (including leather/vellum)

NEVER FREEZE

Wet collodion processes

Glass based negatives and positives

Cased photographs: daguerrotypes, ambrotypes, tintypes

Vellum illuminated manuscripts.

Beaded or painted fabrics

Magnetic media

Art with friable media (pastels, charcoal)

Joined wooden artifacts

— can freeze if necessary

*Vacuum freeze drying is the preferred freeze drying method; water passes from ice to vapor (sublimation) resulting in minimal distortion. Never use vacuum thermal drying for any materials of artifactual value.

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WHAT COULD BE DONE---MAJOR ISSUES

Paintings:

Don't touch surfaces or let them touch one another
Don't unframed or remove from stretcher
Let air dry; train to remove backing board.
Place paintings against the wall

Collections:

Safety issues:

Environmental, structural, security
Type of materials-quantity weight and care
Issues of scheduling, training, supervision

Paper:

Health, Safety and Security
Nature of Collection – books, paper, ms, photos, works of art on paper, electronic
Stability – dimensional change
Fragile media and support

Textiles:

Size and weight
Effect of moisture
Dye bleeding, weight, dimensional changes
Fully support during transport

Objects:

Mixed media :

Different packing and wrapping
Health and safety – inherent, pesticides, mold
Weight
Many pieces – need documentation
Each piece responds different

WHAT COULD BE DONE---HANDLING TECHNIQUES

Paper:

Enough people to handle

Large boxes overhead

Big boxes below

Secondary support: use drawers as support for maps

Don't stack without interleaving without something absorbent

Separate wet from dry

Collections:

Protective Gear for workers as appropriate

How to lift properly

Take your time

Use more than one person for more than 50 lbs.

Dollies

Window screening as stretchers

Milk crates for books

Clean newsprint for interleaving

Tracking objects – recording documentation

Textiles:

Always working with a buddy

Use sling systems – muslin sheeting, screens

Rigid supports such as doors – what is available

Roll over onto themselves onto a sling system. (rugs, tapestry)

Wear gloves and change often; don't want to transfer dirt

Objects:

Buddy

50 lb maximum

Hand-trucks and dollies to slide stuff onto due to weight

Concern with toppling

Gloves and shoes

Don't eat or drink or smoke

Paintings:

Dress – clothes not falling off or dragging on the floor

Location ready for where items will be moved

Towels for absorption

Equipment and PPE

Clear rout – paintings cart

Step ladder for items higher up

One or two to move painting depending upon size

Give standard

Protect front, face in if one person.

Don't put knuckles on the back

Instructions for drying – face up on tables; if not enough room, blocks on the floor standing paintings vertically.