

Tips/Instructions for Completing Your Pocket Response Plan (VMGA Version, 2008)

The Pocket Response Plan (PReP) is designed to focus on information and guidance that will be needed during the first 24 to 72 hours after an event occurs. It is formatted as a two-sided, legal-sized document that can be folded to the size of a credit card, inserted in a Tyvek® envelope for protection, and carried in a wallet. The PReP document should contain the most critical information needed in a crisis and cover any kind of emergency, including natural disasters, accidents, attacks, and medical emergencies. The PReP document is **NOT** intended to be a substitute for a comprehensive emergency plan.

This version of the Pocket Response Plan (PReP) was adapted from the original (©2006 Council of State Archivists) specifically for cultural and recordkeeping institutions in Vermont. The original version can be accessed at the COSA website, www.statearchivists.org.

CONTACTS

Institutional Contacts

List all staff, volunteers or associated personnel who might need to be contacted in the event of an emergency as determined by your emergency response plan. Do not forget to include alternate contact numbers.

First Responders

Contacts for state, regional and local first responders. If you are unsure what jurisdictions you fall under, contact Vermont Emergency Management or any of the regional offices. In the event of a life safety emergency, always dial 9-1-1

Vermont Regional Planning Commissions (Regional Emergency Planning Guidance):

Addison County	802-388-3141	Northwest Vermont	802-524-5958
Bennington County	802-442-0713	Rutland Regional	802-775-0871
Central Vermont	802-229-0389	Southern Windsor	802-674-9201
Chittenden County	802-846-4490	Two Rivers-Ottawaquechee	802-457-3188
Lamoille County	802-888-4548	Windham Region	802-257-4547
Northeastern Vermont	802-748-5181		

Vermont State Police barrack stations:

Bradford	802-222-4680	Royalton	802-234-9933
Brattleboro	802-254-2382	Rutland	802-773-9101
Derby	802-334-8881	Shaftsbury	802-442-5421
Middlesex	802-229-9191	St. Albans	802-524-5993
New Haven	802-388-4919	St. Johnsbury	802-748-3111
Rockingham	802-875-2112	Williston	802-878-7111

Vermont County Sheriffs:

Addison	802-388-2981	Lamoille	802-888-3502
Bennington	802-442-4900	Orange	802-685-4875
Caledonia	802-748-6666	Orleans	802-334-3333
Chittenden	802-863-4341	Rutland	802-775-8002
Essex	802-676-3500	Washington	802-223-3001
Franklin	802-524-2121	Windham	802-365-4949
Grand Isle	802-372-4482	Windsor	802-457-5211

Vermont Red Cross Chapters

Northern Vermont	800-660-9130
Central Vermont	802-295-3558
Green Mountain	802-442-9458

Disaster Team

Contacts and basic job titles for members of your designated disaster team. This might include institutional staff, as well as first responders or volunteers. Do not forget alternate contact numbers.

Facility

Contacts for facility services, whether in-house or contracted providers. It is also a good idea to list location(s) of emergency cut-offs or main utility panels.

Mutual Aid Partners

Consider establishing mutual aid agreements with other institutions or agencies. These could be agreements to share resources (supplies, staff, volunteers), provide staging areas, or offer assistance in other ways. Agreements could be with other institutions in your town or region, or with similar types of institutions in other areas of the state. Agreements should be in writing and should be revisited yearly.

Emergency Service Providers & Regional Preservation Services

List vendors who might be able to provide services and/or supplies in the event of an emergency (generally for response and salvage activities). Make sure to discuss services (including fees) with vendors **prior** to emergencies and consider signing pre-existing contracts for your most important vendors.

For help in finding and selecting a conservator- visit the American Institute for Conservation's (AIC) website, <http://aic.stanford.edu>.

Assistance with emergency planning, salvage advice and support is also available from the Vermont Emergency Response Team for Cultural Institutions (VERTCI). For more information about the team, including team members in your area, contact the VMGA office or visit our website.

Below are a few possible vendors for your list (their inclusion does not indicate an endorsement). Complete lists of possible vendors can be found on the following websites:

VMGA: <http://www.vmga.org/disaster/DisasterPlanIntroduction.html>

Lower Hudson Conference: <http://www.lowerhudsonconference.org/empart/index.html>

Computer Records Salvage/Data Recovery

NBD 800-929-3398
NE Computers 802-626-1050
Computer Rescue Squad
802-899-6831

Fire & Water Recovery/Salvage

Servpro 802-865-4457
PuroFirst 888-464-7880
Munters Corp. 800-686-8377
Belfor 800-856-3333
BMS CAT 800-433-2940

Freeze Drying

ROSCO 800-867-6726 x237
American Freeze-Dry 800-817-1007

Freezers & Freezer Trucks

Curt's Refrigeration 603-863-5703
Thermo-King 617-423-6720
RSD Leasing 800-541-7343

Fumigation/Exterminators

Beacon Pest Control 800-639-2047
Absolute Pest Control 802-467-1009

RESPONSE CHECKLISTS

Customize this section based on your institution and what is in your disaster plan. Items to consider:

- **Phone Tree**: Information on how people listed under your institutional contacts and disaster team are notified. Do not forget to list alternate contact arrangements if someone is not available. You may also consider “layered” phone-trees that are dependent on the scope of the emergency.
- **Evacuation Procedures**: List your basic evacuation procedures, including locations of exits. You may also want to list pre-selected gathering/staging locations.
- **Salvage Priorities**: Consider listing your most important salvage priorities. This can be shared with first responders when appropriate, but can also help guide initial salvage and recovery efforts, as well as determine priorities for funding. You might prioritize your salvage efforts based on criteria such as:
 - Are items loaned to institution?
 - Which are most mission-critical?
 - Are they rare, the most-used, or least replaceable objects?
 - Which items are most prone to damage if untreated?
 - What items are most likely to be salvaged successfully?
- **Hazardous Materials**: Make an inventory of any hazardous materials that might be in your buildings or on your grounds-- this might include cleaning supplies, chemicals, fuel tanks, or even items in your collections. For more information on hazardous materials, visit OSHA’s “Hazardous Communication” webpage (<http://www.osha.gov/SLTC/hazardcommunications/index.html>);

- Regional or Statewide Emergencies: Talk with emergency responders prior to an event to learn how their systems are set-up, as well as how you can work with them to improve response and/or salvage at your institution. Review your own town, county and state emergency response plans to gain more insight. Visit the VT Emergency Management website for more information, <http://www.dps.state.vt.us/vem/> .

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