

Rapid Response Plan for _____

1. Call _____ first, (802) _____ — _____

2. _____ will determine what to do next.

Find the source of the problem, if this will not endanger the staff, visitors or emergency personnel (turn off water at main, call fire department, board up windows).

3. If this is a major incident (fire, flood, hostage situation) notify _____.

The command post for the emergency will be at one of the following locations in the building:

_____. If the building cannot be used the command post will be at:

_____.

If collections must be removed from the building for salvage, these are the locations:

Neighboring Institutions: _____

Local Auditorium: _____

Town Hall: _____

Disaster Team Records: Who on the staff has a copy of this plan and is familiar with its contents:

_____.

External Services Needed for Recovery

Disaster Assistance:

MJ Davis, Vermont Museum & Gallery Alliance (800) 639-2330

Conservation Assistance:

Northeast Document Conservation Center (978) 470-1010

Williamstown Art Conservation Center (413) 458-5741

Shelburne Museum, Conservation Dept. (802) 985-3346

Service	Company Name	Telephone
In-House Security	_____	_____
Insurance Company	_____	_____
Freezer Space	_____	_____
Fire Recovery/Salvage	_____	_____
Water Recovery/Salvage	_____	_____
Computer Records Salvage	_____	_____
Legal Advisor	_____	_____
Electrician	_____	_____
Plumber	_____	_____
Carpenter	_____	_____
Exterminator	_____	_____
Fumigation Service	_____	_____
Locksmith	_____	_____