

## EMERGENCY PREPAREDNESS RESOURCES

[http://westpas.org/course\\_docs.html](http://westpas.org/course_docs.html) and download the "Pocket Response Plan for Collections"

<http://www.nedcc.org/free-resources/disaster-assistance>

<http://www.loc.gov/preservation/emergprep/>

<http://www.dplan.org>

[http://www.youtube.com/watch?feature=player\\_detailpage&v=zcnA\\_Cq\\_Csk#t=19s](http://www.youtube.com/watch?feature=player_detailpage&v=zcnA_Cq_Csk#t=19s)

"Salvage at a Glance" , used by permission of **Betty Walsh**, Archival Conservator

Order on a plastic coated poster from:

Donna Williams

WAAC Fulfillments

Williams Art Conservation, Inc.

6234 Afton Place

Los Angeles, CA 90028

(323) 462-2346

Fax: (323) 462-2394

[fulfillments@waac-us.org](mailto:fulfillments@waac-us.org)

OR, order disaster recovery wheel from [www.heritagepreservation.org](http://www.heritagepreservation.org)

PLACE THE WHEEL OR SALVAGE AT A GLANCE IN A LARGE PLASTIC BOX WITH THE FOLLOWING SUPPLIES, MOST PURCHASE FOR \$1 PER ITEM.

paper towels  
masking tape  
duct tape  
plastic bags  
2 large sponges  
bucket  
scissors  
flashlight  
light sticks  
extra batteries  
10 dust masks  
clothesline  
clothespins  
1 roll plastic sheeting  
disposable gloves  
heavy duty gloves  
2 dozen pencils  
2 black permanent markers

lined paper pad  
disposable camera  
rubber boots  
hard hats  
vest with pockets  
plastic aprons

Save Your Collections by setting priorities:

1. legal documents
2. personal records
3. shelf lists if not electronic
4. items on loan from other institutions
5. rare items
6. no electronic back up
7. no duplicates

Important to train students and staff to watch and report damage.

Update list frequently, asses after an incident.

Use your senses to assess damage, first 48 hours critical, then you might smell mold.

### **And, in case of a shooting OR terrorist incident...**

If you hear, "Lockdown" over the intercom or an administrator announces the Lockdown in person, please immediately adhere to the following procedures:

1. Campus administrators will announce lockdown procedures by campus intercom system.
2. Direct all students, staff, and visitors into a classroom or office space.
3. Lock doors, cover windows, or lower blinds.
4. Block all doors with desk/shelf or anything that can create some barricade between the door and intruder.
5. Move individuals away from windows, doors; Turn off lights and computer monitors.  
Keep everyone quiet as possible.
6. Turn off all cell phones in the room, a light on your screen could give you away.
7. Remain in sheltered area until "All Clear" signal is given by law enforcement or administrators.
8. Note and report anyone missing to the Site Commander.
9. During a local or regional emergency that extends beyond your institution, cell phone lines might be limited to emergency personnel only, but you should be able to text people.