**Immediate Response and Checklist for Collections Recovery**

**IMMEDIATE RESPONSE**

**Notification (as appropriate):**

- First Responders
  - Ensure that all staff and visitors are safe and accounted for
  - Maintain security of building and collections
  - Institutional Contacts
  - Building Utilities
  - Activate the Disaster Plan’s emergency response actions
  - Activate the Disaster Team if collection damage
  - Follow other Communication steps

**ASSESSMENT**

- Ensure through proper authorities that all hazards are cleared before entering building
  - Health & safety first; protect staff
  - Document with photos, videos, notes
  - Assess damage to collections, building, information systems
  - What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?
  - What areas are affected?
  - How much of the collection is damaged?
  - What types of materials are damaged?
  - Are critical information systems functional / safe?

**COMMUNICATION**

- Establish and maintain channels of communication
  - Establish communication with appropriate local & regional emergency management
  - Communicate with staff using the Phone Tree
  - Contact risk manager and insurance agent
  - Contact the public relations officer
  - Contact Regional Contacts, conservators
  - Contact outside Emergency Recovery Services
  - Confirm funding sources for emergency services as needed
  - Contact regional libraries to ensure continued services to constituents
  - Report status to administration and public
  - Post emergency information and instructions on the institutional website
  - Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer)

**COLLECTION SALVAGE**

- Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage
  - Identify and gather emergency supplies
  - Identify secure, dry location for pack-out and air-drying
  - Recruit staff / volunteers
  - Wear appropriate safety protection
  - Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities

**WATER RESPONSE**

- Quick response is essential to prevent mold growth and irreversible damage to materials
  - Organize staff / volunteers to load priority materials into freezer based on material type
  - Organize staff / volunteers to air-dry materials that should not be frozen

**COLLECTION PRIORITIES**

- First Priority Collections:
  - Boot Hill Building: Brass cauldron in Trails exhibit; farming models across from sod house; and Dodge City premiere movie tickets, Miss Kitty’s dress and Doc’s vest in Gunsmoke exhibit.
  - Long Branch: Cowboy’s Dream painting and clock.
  - Beeson Gallery: All of gun exhibit, Miss Kitty’s dress in soap opera, Miss Kitty’s dress in Miss Kitty, Miss Kitty’s dress and Doc’s vest in Gunslick exhibit.
  - Long Branch: Golden eagles on top of back bar and elk head.
  - Beeson Gallery: Wooden Indian in Hoover, Suttree signature board, Cowboy’s Dream painting in Saratoga, and water cooler in Window exhibit #1.
  - All archives and photographs in Library.

**WATER RESPONSE**

- Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, film, etc.)
  - Stabilize the environment (cool, dry, circulating air optimal)

- Quick response is essential to prevent mold growth and irreversible damage to materials
  - Obtain refrigerated trucks, freezer storage

**MAJOR DISASTERS: INCIDENT COMMAND SYSTEM**

**ICS authority structure:**

- Incident Commander: Responsible for overall management of the incident
  - Public Information Officer: Responsible for communication with media/public
  - Safety Officer: Monitors safety of the incident in regards to both the facility and the responders
  - Liaison Officer: Coordinates with representatives of cooperating agencies
  - Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event
  - Operations Section Chief: Ensures that the IAP is enacted
  - Logistics Section Chief: Responsible for all support needs to enact the IAP
  - Finance/Administration Section Chief: Manages all financial aspects of the incident