Tribal Historic Resources Office EMERGENCY PLAN

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I. ACKNOWLEDGEMENT LETTER

This Emergency Plan is an all-hazards plan that establishes the framework for the management of natural, man-made or technological incidents that may affect the Ah-Tah-Thi-Ki Museum. It provides the structure and mechanisms for coordination of internal functions and external support and for protecting against and recovering from interruptions to Museum's continuity of operations.

By signing this document, departments and agencies acknowledge and commit to:

- Supporting the Emergency Plan concepts, processes and structures and carrying out their assigned functional responsibilities to ensure effective incident management.
- Providing Emergency Plan cooperation, resources and support to the Museum in the implementation of the EMERGENCY PLAN, as appropriate and consistent with their own authorities and responsibilities.
- Forming and maintaining incident management partnerships with the Museum.

Signatory departments and agencies follow:

II. RECORD OF DISTRIBUTION

Information contained in this document is confidential and may not be copied or disseminated without the approval of the Chief Historic Resources Officer. Persons and agencies identified below are assigned a copy of this document and will receive updates and changes as they occur.

Chief Historic Resources Officer (CHRO)
Museum Director
Operations Manager
Tribal Historic Preservation Officer
Business Manager
Head of Security
Curator of Exhibits
Registrar
Assistant Operations Manager
Seminole Tribe Emergency Management Department
Accreditation and Compliance Coordinator
Development Officer
Education Coordinator

III. RECORD OF CHANGES

Date of Change	Section/Page Changed	Content Changed	Person Recording the Change

IV. PURPOSE

This Emergency Plan provides policy and guidance for the Museum and Tribal Historic Preservation Office (THPO) personnel to ensure that critical operations are continued in the event of an emergency or disaster – natural or man made. It provides guidance for, and facilitates the preparation of site or activity-specific plans and procedures that help ensure the safety of Museum and its personnel. It also allows for organizational elements and mission essential operations to continue in the event of an emergency or disaster. The Emergency Plan is activated in an emergency response environment. This plan does not address day-to-day activities that enable an organization to conduct or safeguard routine operations.

This plan will be used to protect, recover, or promptly reinstitute the Museum's mission essential functions. Protection, recovery, and reinstitution of functions that are not mission essential will be postponed until mission essential functions are addressed unless the two are mutually complementary.

V. POLICIES

To manage incidents and emergencies effectively, Museum and THPO personnel will adhere to the incident management principles of the Incident Command System for all incidents, emergencies, or disasters that affect the Museum.

The Operations Manager or their designee, henceforth to be designated as the Duty Officer, will carry a Blackberry and satellite telephone (when available) and will be responsible for receiving external disaster or emergency notifications and completing subsequent internal alerts and notifications.

Museum and THPO leadership recognizes that staff is their most important resource. To ensure that they are safe and able to be recalled for duty when appropriate, the Museum will ensure that security staff maintains a current call-out roster. For each person listed, the roster will include a primary, secondary, and (whenever possible) a tertiary contact telephone number. Additionally, in the event all communications are out each staff member will provide a map with directions to their primary residence and to their evacuation location – if necessary.

Public information and public relations are an important aspect of Continuity of Operations. In order to ensure that only factual and well coordinated information is released to the public, only the CHRO or their designee will provide statements to the media. If the CHRO or their designee is not available, Museum and THPO personnel will try to obtain a call-back name and telephone number for follow up by the appropriate person.

Successful implementation of this plan requires that employees comply with its contents. Department Directors will ensure that employees receive emergency training in accordance with the guidance contained herein and that employees participate in drills and exercises in accordance with this plan.

This plan will be reviewed and updated annually in March. It is the responsibility of the Operations Manager to coordinate the review and update of this plan and to ensure that all attachments and other supporting documents are current and reflect current policy.

Unless otherwise authorized by the CHRO, Museum and THPO employees tasked with emergency duties are expected to report to work as soon as it is safe to do so after an incident. Employees unable to comply with this policy must communicate the details of their situation to their supervisor to discuss alternatives.

VI. REFERENCES

Seminole Tribe Comprehensive Emergency Management Plan

Florida Statute 252

Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended

Homeland Security Presidential Directive 5

VII. MISSION ESSENTIAL FUNCTIONS

Mission Essential Functions are those activities or processes that are central to the purpose of the Museum's existence. Mission Essential Functions must be maintained regardless of external forces or must be reinstated promptly after the occurrence of an incident, emergency, or disaster that causes their cessation. Non Mission Essential Functions will be discontinued for periods that will vary depending on their overall impact on the mission of the Museum.

Staff and Visitor Protection	
Recovery Objective:	**Continuous**
Essential Staff	• Operations Manager • Head of Security • First Aid trained personnel • Security personnel
Records or Data	• Emergency procedures • Security procedures • Emergency contact lists
Equipment, Supplies, and Systems	• Telephone system • Public address system • Two-way radio system • First Aid kits • AEDs • Fire extinguishers • Evacuation supply kit • Wheelchair • Evacuation emergency trailer • Four wheel drive truck • Safety equipment • Fire monitoring system • Security monitoring system • Automatic fire sprinkler system • Laptop with wireless data card • NOAA Weather Radio
Priority	
To maintain this Mission Essential Function structure, the Museum and THPO have developed and adhere to the policies and guidelines contained in this Emergency Plan and Security Procedures. Personnel are trained to carry out their assignments and equipment and supplies are inventoried and maintained in accordance with policy or generally accepted practices. The Museum relies on external support from Seminole Tribe Police and Fire for public safety services and the Seminole Tribe Emergency Management Department for disaster preparedness and recovery coordination. Additionally, the Museum has vendor contracts to support any of the essential equipment, supplies, and systems listed above. For each vendor type, the Museum maintains primary and secondary contacts and sources.	

Artifact Protection and Preservation	
Recovery Objective	**Time Frame: 1 day**
Essential Staff	• Registrar • Curator of Exhibits • Collections personnel
Records or Data	• "Past Perfect" - Collections Management Software • Inventory • Valuations • Photographs of collections • Loan agreements/contracts • Salvage plans and procedures • Temperature and humidity records • Artifact degradation calculator
Equipment, Supplies, and Systems	• Computer system • Temperature and humidity control system • Temperature and humidity monitoring system • Digital camera • Fireproof lateral file • Collection recovery kits

Priority

The single most important factor to artifact protection is temperature and humidity control. The Museum has automatic monitoring systems that indicate unacceptable changes. Should temperature and humidity levels vary beyond normal limits (Temperature: 70°F ± 5°; Humidity: 50% ± 5%) Museum personnel will calculate the amount of time that may pass before artifacts begin to degrade. Artifact protective measures will be instituted if acceptable temperature or humidity levels cannot be achieved within the required time constraints. Artifact protective measures are described in recovery procedures attached to this plan.

The Emergency Plan and Security Procedures also describe coordination and response actions that the Museum and THPO will implement to prevent damage to artifacts and to salvage artifacts that are damaged in spite of best efforts to protect them. All software and data are tracked and maintained centrally by the Seminole Tribe Information Technology Department. Systems are protected from malicious attacks and data is backed up weekly in accordance with Tribal policy as well as the Museum's Collection Management Policy to ensure continuity of operations.

Collections personnel are trained to carry out protection, preservation, and recovery of the collections and exhibits. Equipment and supplies are inventoried and maintained in accordance with the Collection Management Policy or generally accepted practices. Additionally, the Museum has vendor contracts to support any of the essential equipment, supplies, and systems listed above as well as for conservation and clean-up vendors that might be necessary. For each vendor type, the Museum maintains primary and secondary contacts and sources. The Collection

is insured with coverage and claims processing managed by Seminole Tribe Risk Management. Collection value and coverage limits are monitored regularly and updated annually in May.

VIII. SUMMARY OF HAZARDS

A. Hurricanes

Southeast Florida has encountered more than 30 hurricanes from 1890 through 2005. The highest incidence of hurricane strikes occurs in the months of September and October. The structural integrity of many buildings, bridges, roadways, and other facilities could be compromised from the high winds and rain water associated with these storms. Water supplies and other environmental features important for public health and welfare could be contaminated. Much of the transportation and utility infrastructure could also be severely impacted. Facility operations could be hampered due to transportation infrastructure damage, lack of electrical power and water supplies, communication systems failure, extensive debris, and/or damaged, destroyed, or inaccessible structures and facilities. At approximately 30 miles west of the Atlantic Ocean, the greatest hurricane related hazards to threaten the Museum result from wind damage and fresh water flooding. The Museum is not located within a hurricane evacuation zone.

Table 1 – Local Hazards

Hazard	Lead Time
Hurricane	Days
Tornado	Minutes/Hours
Severe Weather	Minutes/Hours
Flooding	Hours
Hazardous Materials	None/Minutes
Accidents	None/Minutes
Terrorism	None/Minutes
Epidemic/Disease	Hours/Days
Emergencies	None/Minutes

B. Tornadoes

The number of tornadoes in Florida generally increases during the months of June, July, and August with a decline in October, November, and December. Tropical cyclones tend to increase the occurrence of tornadoes during the late summer and early fall. Tornadoes occurring during the winter and spring tend to be more powerful due to the presence of the jet stream.

Historically, Florida experiences stronger and more dangerous tornadoes in February, March, and April. Unlike the rest of the nation, strong to violent tornados in Florida are just as likely to occur after midnight as they are during the afternoon. Night time tornadoes present an alerting and notification challenge because most people are asleep and unable to receive adequate weather warnings.

Facility operations will primarily be hampered due to direct damage to Museum facilities and equipment, but damage to support entities or infrastructure may also occur.

C. Severe Weather

Florida is located within the most lightning-prone area in the United States and lightning alone kills more people annually in Florida than all other weather hazards combined. Severe thunderstorms and lightning strikes occur more frequently than other hazards and may result in the most frequent damage to Museum facilities.

Wind damage resulting from downbursts and squall lines may occur. Some examples would be damaged or uprooted trees, power lines, and other structures susceptible to wind damage. Lightning strikes may also occur causing wild fires, damaged electrical transformers, and roof damage.

D. Flooding

The rainy season, and the period most likely to see flooding, is June through October. Flooding can cause isolation of facilities, damage to roadways and utilities, contamination of water supplies, and interruption of essential emergency services. The Federal government has not identified Big Cypress as a flood zone, but the area around the Museum is low-lying and prone to ponding.

E. Hazardous Materials

Hazardous materials can pose a hazard during production, storage, transportation, use, or disposal. The impact of hazardous materials can be felt immediately or may take years to become evident.

The Museum does not have any known hazardous materials meeting the reporting requirements of SARA Title III within its facilities; however it does house some common hazardous materials such as: a 1000 gallon gasoline tank at the maintenance facility, three diesel totaling 4000 gallons (2000, 1000 and another 1000 gallon) general emergency tanks and small quantities of cleaning products. A main road runs in front of the Museum and land adjacent to the curatorial building is used for agricultural purposes, which is known to use fertilizers and other potentially hazardous substances. Less than .5 miles from the Museum, the Tribal airport stores an estimated 12,000 gallons of jet fuel and 4,500 - 5,000 gallons of gasoline/diesel, as well as assorted cleaning and maintenance related chemicals. A water treatment plant is located less than 1 mile from the Museum, however, their reported processes do not use pressurized gases that could pose a threat to the Museum.

F. Accidents

An accident is an unexpected and undesirable event, particularly one resulting in damage or harm to persons or property. Accidents usually involve an instance of involuntary action and either lack of intention or chance.

Accidents can be work related such as an employee fall or an injury from the use of a tool. Other accidents may involve Museum guests who slip on a wet surface or trip on a stairway. Most accidents are avoidable. The Museum has a Safety Officer (Assist Ops Manager) who continually monitors the facility for safety hazards. The Safety Officer provides the Museum Director with repair requests and other requests that promote safety.

G. Terrorism

Within the Department of Homeland Security critical infrastructure sectors, museums are classified as National Monument and Icons. It is believed that the primary targets of terrorists are critical infrastructure or highly visible symbols of the United States. While the Museum may not be considered a primary target itself it may experience indirect hazards as a result of random acts (e.g., Anthrax mailings, bomb threats, etc.).

A terrorist threat or incident may occur at any time of day with little or no warning and may involve single or multiple geographic areas. An act of terrorism could have major consequences that would likely overwhelm the Museum and its support network.

H. Epidemic/Disease

Seminole Tribe health officials closely monitor public health for the reintroduction of previously controlled or eradicated diseases as well as newly evolving diseases. Emphasis on preventative public health measures such as vector control, water purification, sanitary waste disposal, health inspections and public health education, exist to mitigate these potential disasters.

I. Emergencies

The list of potential localized emergencies is extensive. It can include incidents ranging from insect/animal bites to health emergencies and from data loss to equipment damage.

IX. DEMOGRAPHICS

The Museum has 52 permanent employee positions and THPO have 25 permanent employee positions. Employees work a variety of schedules and routinely travel to other Seminole Tribal facilities where artifacts are on display. Approximately 28,500 people tour the museum annually.

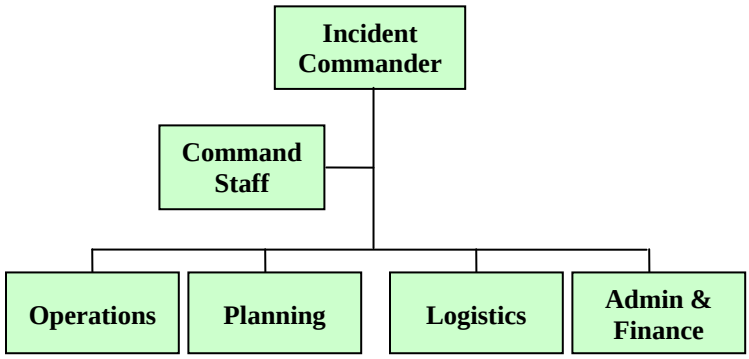
The Museum's main facility is located at the intersection of Josie Billie Highway and West Boundary Rd (Latitude 26.192958 Longitude 80.595673) at the Big Cypress Seminole Indian Reservation in Hendry County, Florida. The Museum receives public safety services (emergency management, police and fire rescue) from the Seminole Tribe Public Safety Department.

X. DIRECTION AND CONTROL

As recommended by Homeland Security Presidential Directive 5 and Florida Statute 252, the Seminole Tribe has adopted an incident management system that follows the principles of National Incident Management System (NIMS) and consistent with the State of Florida Comprehensive Emergency Management Plans. The incident management model followed by the Museum and THPO are based on the principles of the Incident Command System (see **Figure 1**). The ICS model has been recognized as the model for the command, control and coordination of resources and personnel in response to emergencies. The ICS is designed to enable effective and efficient incident management by integrating the use of facilities, equipment, personnel, procedures and communications operating within a common organizational structure. ICS principles and procedures require the use of common terminology, modular organization, integrated communications, unified command structure, incident action planning, manageable span of control, pre-designated facilities and comprehensive resource management. The ICS management is structured to facilitate activities in five major functional areas: command, operations, planning, logistics, finance and administration.

The Museum and THPO use the ICS model to organize both short-term and long-term operations for a broad spectrum of emergencies. These tasks are performed under the overall direction of the Incident Commander. This flexible management method allows expansion or contraction of emergency resources as dictated by the magnitude and complexity of the event.

Figure 1 – ICS Structure



The functions of the ICS positions are as follows:

- The Incident Commander has overall responsibility for managing the entire event. The Incident Commander is also responsible for activities such as developing and implementing strategies, the ordering and release of resources, the provision of information to internal and external stakeholders and establishing and maintaining liaisons with other agencies participating in the incident. The Incident Commander may assign a Public Information Officer (PIO) and a Liaison Officer – as members of command staff - to carry out those functions as appropriate. When assigned, the PIO provides for the coordination of emergency information and also interacts with and manages media requests. When assigned, a Liaison Officer facilitates and coordinates the actions of external supporting or assisting agencies.

- The Operations Section is responsible for the management of all operations directly applicable to the incident. The Operations Section Chief activates and supervises organizational elements and directs tactical actions.

- The Planning Section is responsible for the collection, evaluation, and dissemination of information about the incident and the status of resources. The Planning Section Chief develops the incident action plan for the Incident Commander's approval.

- The Logistics Section is responsible for providing facilities, services, and material in support of emergency operations. The Logistics Section Chief participates in the development of the incident action plan and activates and supervises the units within the logistics section.

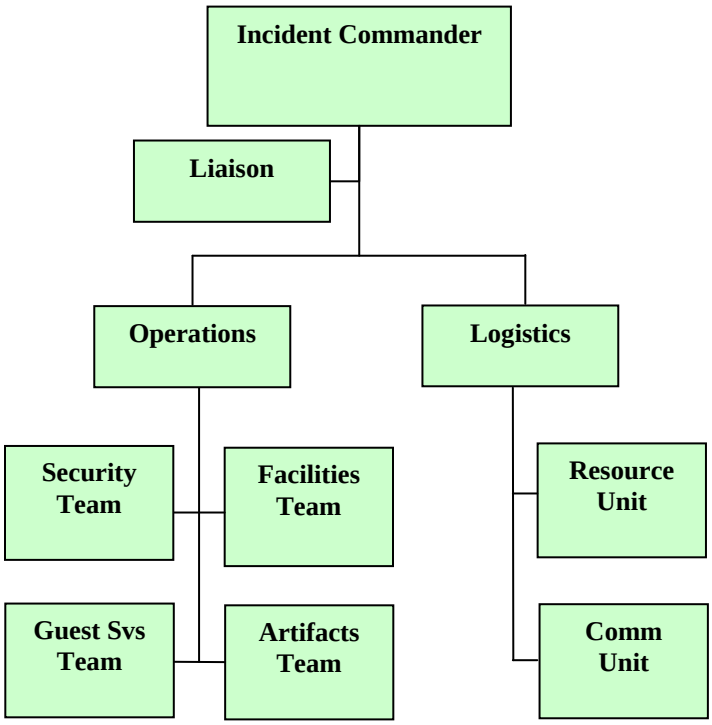
- The Administration/Finance Section is responsible for the organization, management, and operation of activities related to the administrative and fiscal aspects of the event. These activities are administered within the guidelines, policies, and constraints, established by the Incident Commander.

Emergency Response Team

- CHRO
- Museum Director
- THPO Director
- Operations Manager
- Curator of Exhibits
- Registrar
- Assist Ops Manager
- Head of Security
- Business Manager
- Accreditation and Compliance Coordinator
- Education Coordinator
- Development Officer

*See **Appendix** 1 for Contact Information*

Figure 2 - Incident Management Structure (Sample)



The Museum and THPO have formed an Emergency Response Team (ERT) for managing most of the anticipated incidents. The team consists of four primary elements: 1. Incident Command; 2. Operations; 3. Logistics; and 4. Planning. As needed, each element will be expanded to manage the incident at hand (see **Figure 2**). For emergencies and disasters, the incident management structure can be expanded further as necessary.

The first member of the ERT to arrive/detect an incident will assume the role of Incident Commander until such time as relieved of the position by a more senior member of Museum management. For a change in command to occur, there must be a change in command briefing and the incoming IC must make the rest of the incident responders aware of the change in command.

The IC will assign ERT members to Command Staff, General Staff, or Teams as necessary to effectively manage the response. Each element of the structure will have only one (1) person assigned to be in charge of the element.

A. Incident Command Post

The Security Control Room/Conference Room located in the Curatorial building (see **Attachment 3**) will function as the Incident Command Post for emergencies affecting the Museum. The Security Control Room has access to CCTV images of most of the Museum facilities and grounds. Unless it becomes unsafe, the Incident Command Post will continue operation throughout the emergency response period. Should there be a need to evacuate to an alternate Incident Command Post; all Museum and THPO staff will be advised of the timing of the move and the location of the new Incident Command Post location.

The Incident Command Post is responsible for the following objectives:

- Establishment of command functions (Incident Commander)
- Management of incident response operations.
- Establishment of communications controls.
- Implementation of notification procedures.
- Coordination, and/or acting as a liaison with appropriate Tribal agencies and the private sector.
- Transferring command when appropriate.

B. Alternate Incident Command Post

If the situation is such that it compromises the safety of personnel in the primary Incident Command Post, an alternate command post will be established.

- The first choice for an alternate Incident Command Post will be the Library (see **Attachment 2**). Plans for establishment of a security checkpoint/console at the Museum entrance are underway. This will facilitate the function as an alternate Incident Command Post.
- If the above location is deemed inappropriate, an alternate location will be selected (e.g. Museum Parking Lot) and set up using the resources contained in the Evacuation Disaster Kit and the Disaster Trailer.

XI. ORDER OF SUCCESSION

Order of succession describes the transition of authority from one individual to another in the event that critically tasked personnel are not available or are otherwise unable to perform their functions. For purposes of this plan, Incident Commander refers to the person with overall authority for implementing and directing the actions in preparation for or response to an incident, emergency or disaster. Overall incident management authority for the Museum rests with the CHRO.

Fast developing incidents will be managed using standard ICS Command and General Staff positions will be filled from the ranks of the available ERT. Due to the limited staff available to the Museum this plan only addresses order of succession for the Museum's Incident Commander, Operations Section Chief, Planning Section Chief, Admin/Finance Chief and Logistics Section Chief. Each department will address order of succession within their own standard operating procedures. For gradually developing incidents, emergencies and disasters the order of succession is as follows:

Incident Commander	Operations Chief	Logistics Chief	Planning Chief	Admin/Finance
CHRO	Operations Manager[1]	Registrar	Curator of Exhibits	Development Officer
Museum Director	Head of Security[1]	Assistant Ops Manager	Accreditation and Compliance Coordinator	Business Manager
THPO Director	Sr. Security Officer	Senior Maintenance Personnel	Education Coordinator	THPO Admin

[1] In the event that none of the Incident Commander designees are available at the onset of an incident, this individual may fill the Incident Commander Position until it can be filled by one of the primary designees.

XII. DELEGATION OF AUTHORITY

Delegation of emergency authority is implicit in the CHRO's appointment of individuals to fill Incident Command positions. These individuals are authorized to make the emergency decisions necessary to carry out their emergency responsibilities. In all cases, the Incident Command System chain of command will be followed.

Administrative authority is addressed in the Direction and Control Section.

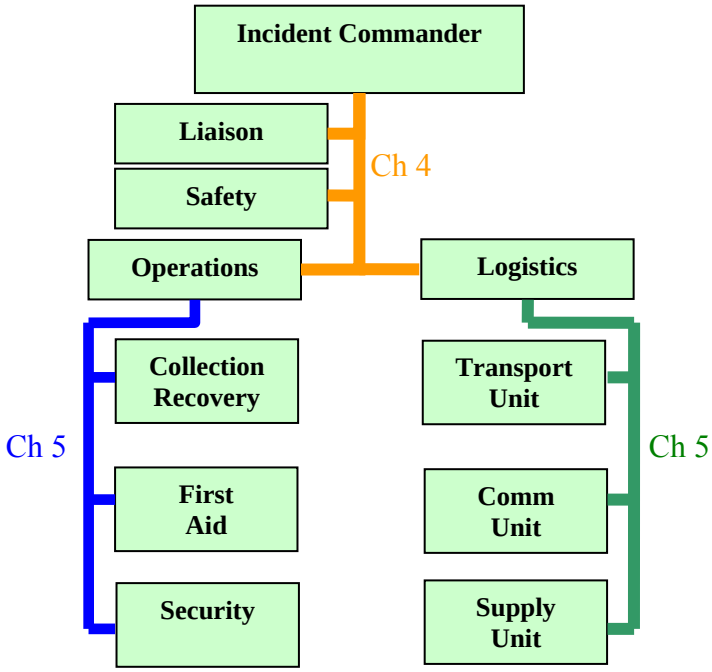
XIII. COMMUNICATIONS

On-site communication is handled with hand-held radios. Channel 5 is used for routine day-to-day alerting and communications and Channel 4 is used for emergency response (tactical) communications. In the event that tactical radio traffic is too great, Channel 3 can be temporarily assigned to sections or groups.

The Incident Command Post will monitor all the channels and serve as Communications Control as needed to keep units operating on the assigned channels.

At present, off-site communication is handled via telephone. All off-site communications will be conducted by the Incident Commander or Liaison Officer unless otherwise directed by the Incident Commander. Alternate communications systems will be evaluated and procured to facilitate alternate communications in the event of a loss of communication.

Figure 3 – On-site Communications Plan (sample)



Sample Radio Communications

ERT Member: *This is Jane calling the Security Desk… A tripping incident on the boardwalk has left one person injured… I am assuming command and requesting mobilization of the First Aid Team…Over*
Security Desk: *This is John at the Security Desk calling Jane…I will mobilize the First Aid Team…what is your location…Over*
ERT Member: *This is Jane…I am at boardwalk zone #2…I want to switch to Channel 2. Acknowledge then switch…Over.*
Security Desk: *This is John…I understand you want to switch to Channel 4…I am switching now…Out*
Security Desk: *This is John calling Jane… Acknowledge switch to Channel 4…over.*

When established by the Logistics Section Chief, the Communications Unit will evaluate communications and develop a formal communications plan if needed (see **Figure 3**).

In accordance with the principles of ICS, all communications will be conducted using plain language. Additionally, in order to minimize confusion, each transmission will start with the identification of the communicator and end with a transition statement.

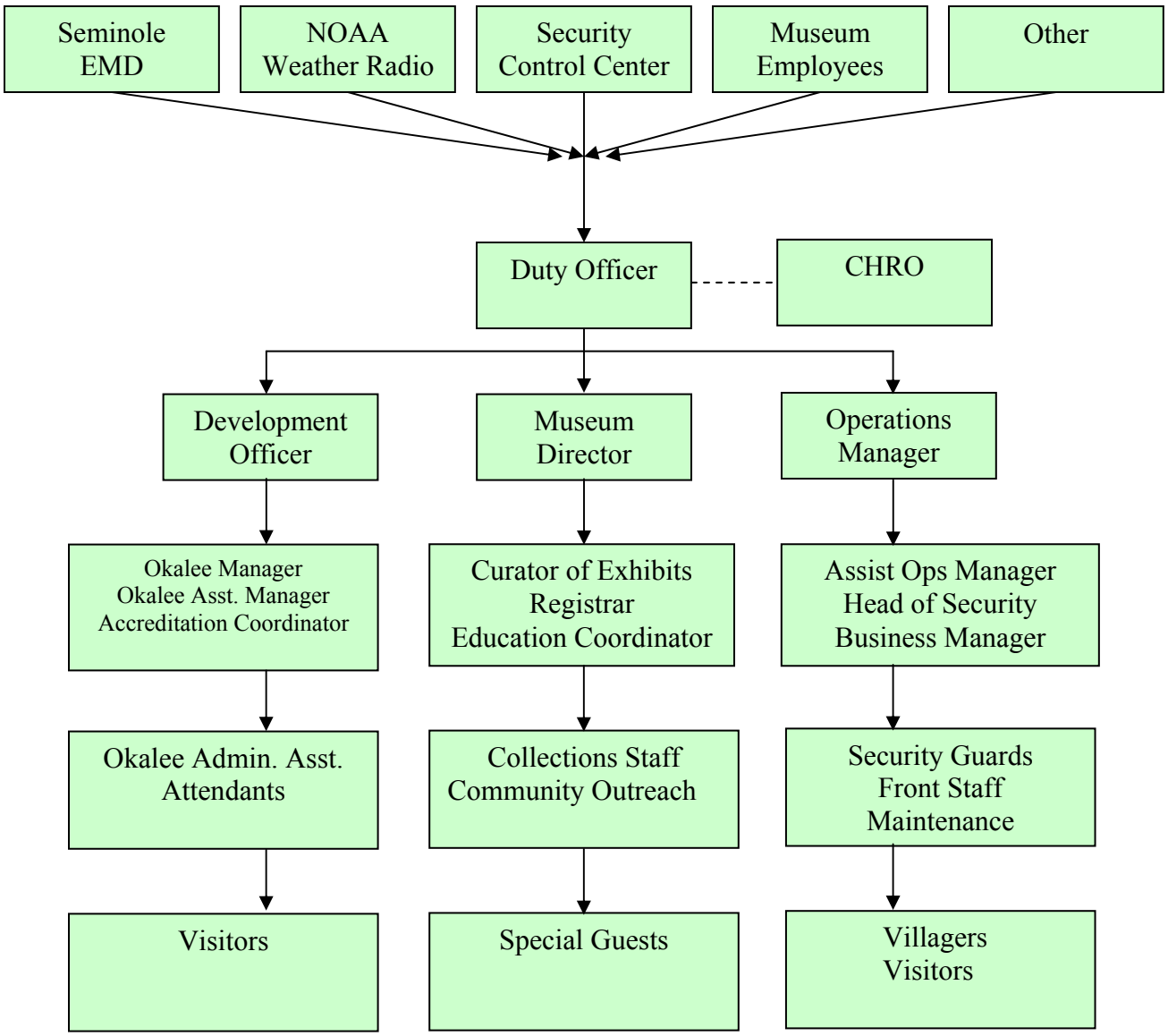
XIV. ALERT AND NOTIFICATION

The Alert and Notification function is intended to provide prompt information to key individuals regarding an incident or threatening emergency or disaster. It is different from Emergency Announcements that may be used to alert museum visitors or staff about emergency actions.

The Museum does not staff a 24-hour-a-day Security Control Center. It relies on external sources (alarm company, Emergency Management Department, Seminole Police Department, etc.) to provide after-hours notification for most types of external incidents. The Museum uses a call-tree type of notification procedure as depicted in **Figure 4**.

For external incidents that affect or threaten to affect the Museum, external agencies will notify

Figure 4 - Alert & Notification Process



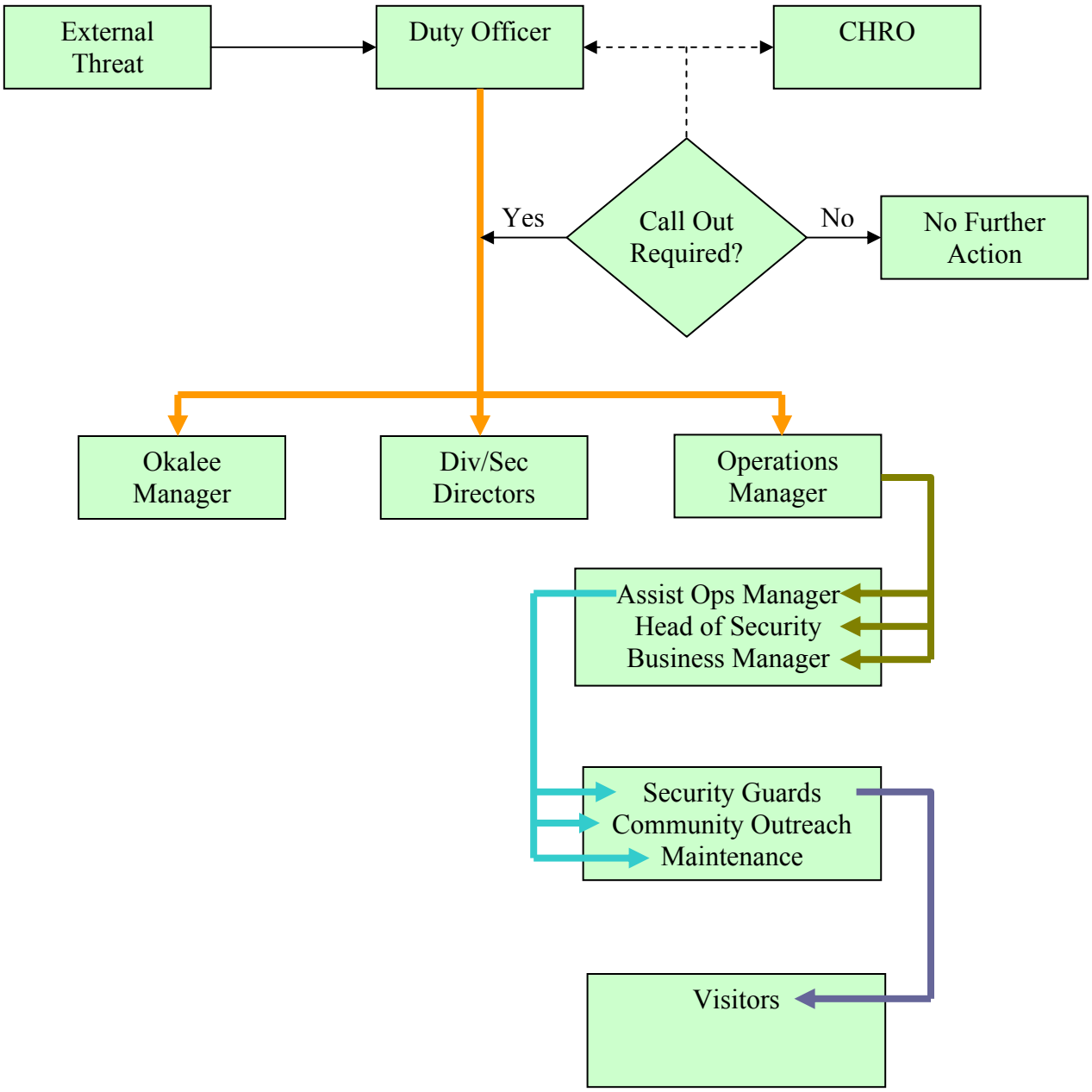
the Duty Officer (Museum Operations Manager or his/her designee) who in turn is responsible for the receipt and subsequent dissemination of the aforementioned threat information.

The Duty Officer will notify the Museum and THPO Department Directors or their designees after they have verified the information.

The CHRO or their designee will determine if the staff call-out is necessary and the level to which it is necessary. The primary and alternate mechanisms for communicating threat information and actionable information is the telephone. These will be supplemented with email, facsimile, and (if necessary) runners.

Subsequent notifications will be made by the Duty Officer from the Emergency Contact List (see **Attachment 1**). The first person being notified within a given level will be responsible for contacting the next level below them (see example in **Figure 5**). After each level call-out is completed, the individual calling will notify the Duty Officer of persons not reached.

Figure 5 – Emergency Notification (Sample)



XV. HAZARDS MONITORING

Awareness of impending hazards can help an organization implement preparedness actions and protective measures to prevent or minimize the impact of the hazard. When the hazard is man-made there is often little, if any, lead time in which to prepare. However, when the hazard is natural there is often at least several minutes and sometimes days in which to prepare.

Figure 6 – Weather Board

Date: **Today's Weather:**
Known Hazards:

Awareness of potential hazards will also help familiarize staff with the facilities emergency plans as well as their own individual emergency roles. On a daily basis, the Museum Safety Officer will actively monitor weather conditions www.noaa.nws.miami.gov for developing or existing hazards that could impact operations. A weather board at the facility will be updated to reflect the current weather situation and potential weather hazards (see **Figure 6**).

Emergency Response Team members will receive weather notices via their Blackberry devices by registering for the automatic weather alerts www.noaa.nws.miami.gov & www.noaa.nhc.gov. When a threat affects the facility, the CHRO (or his/her designee) will assume Incident Command and coordinate preparedness actions and protective actions (see **Tornado Procedure, Severe Weather Procedure,** and **Flood Procedure**).

When severe weather threatens, the Seminole Emergency Management Agency will distribute advisory information via email. Copies of the tracking maps or weather advisories will be posted on the bulletin board. Supervisors will ensure that all employees are aware of approaching weather events using the intercom feature. In the case of a hurricane threat, the ERT will conduct daily meetings to assess the available information and plan the timing of preparedness actions (see **Hurricane Procedure**).

XVI. THREAT ASSESSMENT

Incidents can develop slowly thereby providing time for the protection of the collection and analysis of information for purposes of incident response actions; or, they can be spontaneous thereby requiring prompt action. Every incident requires a degree of threat assessment that includes:

- Nature of the incident and its hazards
- Resources available for responding to or mitigating the incident
- Professional assistance available to support incident response or mitigation

All staff will consider the following hazard factors and general guidelines to help assess the threat posed by incidents and develop a course of action.

Factors to Consider	
What are the hazards associated with the incident?	• Sharp objects • Falling objects • Chemical exposure • Animals • Criminals • Biological exposure • Traffic • Tripping / Slipping • Fire • Electrical • Smoke • Heat/Cold • Airborne debris • Others
Where is the hazard area? Is it…	• Limited to a defined area • A widespread area with no obvious demarcation line • An expanding hazard area • A mobile hazard • Other
Has the hazard resulted in injuries or victims?	• Direct injuries from hazard ➢ Cuts/scrapes ➢ Burns ➢ Breaks ➢ Changes in skin color ➢ Breathing difficulty ➢ Circulation interruption • Isolated by the hazard • Other

Is the hazard worsening?	• Increasing number of victims likely • Increasing damage to structures likely • Other
Can the hazard be mitigated with available resources?	• Personnel • Equipment • Supplies • Other
Is professional assistance readily available?	• Police • Fire/Emergency Medical Services • Health Department • Utilities • Contract vendors • Other
Is the weather or terrain likely to impact the hazard?	• Severe weather can pose additional hazards for responders • Chemical and biological agents may move downwind or downhill • Rain can pose a slip and fall hazard • Other

General Guidelines

Developing Incidents

1. Collect information about the developing incidents and its component hazards.
2. Evaluate the information and estimate potential for injury or damage.
3. Develop strategies for preventing injury and for preventing or limiting damage to structure and property.
4. Determine resource needs for implementing the desired strategies.
5. Determine internal and external availability of necessary resources.
6. Determine objectives for accomplishing the desired strategies.
7. Secure resources and implement tactics to achieve desired outcomes.
8. Evaluate tactics and modify as needed.

Spontaneous Incidents

<u>First Person to Identify the Incident</u>

1. Identify hazards present.
2. Identify if injuries have occurred.
3. Initiate notifications.
4. Approach injured persons only if it is safe to do so.
5. Prevent further injury if it is safe to do so.
6. Isolate the hazard if it is safe to do so.
7. Stabilize injuries to the extent of your qualifications and training.

<u>Emergency Response Team</u>

1. Initiate command structure.
2. Assess injuries and hazards.
3. Request and coordinate professional assistance.
4. Provide assistance in accordance with qualifications, training, and Museum procedures and policies.

XVII. EMERGENCY RESOURCE KITS & EQUIPMENT TRAILER

Emergency resource kits will be maintained at both the Museum and the Curatorial building. An enclosed trailer with contents list will be kept in the maintenance yard. Kit contents will be inventoried annually by the Operations Manager or their designee. Expendable items will be replaced or replenished and functional items will tested and provided with maintenance as needed.

Emergency Response Kit(s)			
Quantity	**Item Description**	**Quantity**	**Item Description**
1	Package of paper towel rolls	1	Small fire extinguisher
1	Clear eye goggles	6	Packages of cotton rags
10	Sponges	6	Dust masks
12	Pair heavy Nitrile duty gloves	1	Pair leather gloves
1	Roll of caution tape	4	Rolls duct tape
2	Door wedges	2	Flashlights w/batteries
1	Dust pan and brush	1	Pry bar
1	Hammer	1	Pliers
1	Pair of scissors	1	Power pack light (larger flashlight)
1	Heavy duty power cable 50'	1	Heavy duty power cable 100'
2	Floor prop up signs "Caution/Closed"	2	Signs for traffic cones (Do Not Enter and Caution)
2	Rolls of plastic sheeting	1	Small first aid kit
6	Bungee cords	2	18” traffic cones
1	Combination tool (spade/pick)	1	Emergency floor lamp; 500 watt
1	100’ of 3/8 inch rope	1	Spare bulb for floor lamp
1	Wet/dry vac	1	Electric power strip
1	Box cutter	1	Squeegee 18” with handle
1	Spill kit [containing (1) plastic bucket, (3) plastic boot covers, (3) coveralls, 1 chemical resistant rubber gloves, (1) rigid plastic container with lid 29"x18"x15"]		

Equipment Trailer			
1	Titan Generator; 8,500 watts	1	Rope; 3/8 inch; 50 feet
1	Titan Generator; 8,000 watts	2	Machetes
1	Honda Generator; 12,000 watts		
1	Stihl Chain Saw; MS 290		
1	Titan Water Pump; 5.5 HP		
1	Extension Cord; 50 feet		
1	Cooler		
1	Gas Can; 5 gallon		
2	Pairs of Gloves		
2	Pairs of Safety Glasses		
1	Set of Hearing Protection		
2	Shovels		

XVIII. RESOURCE MANAGEMENT

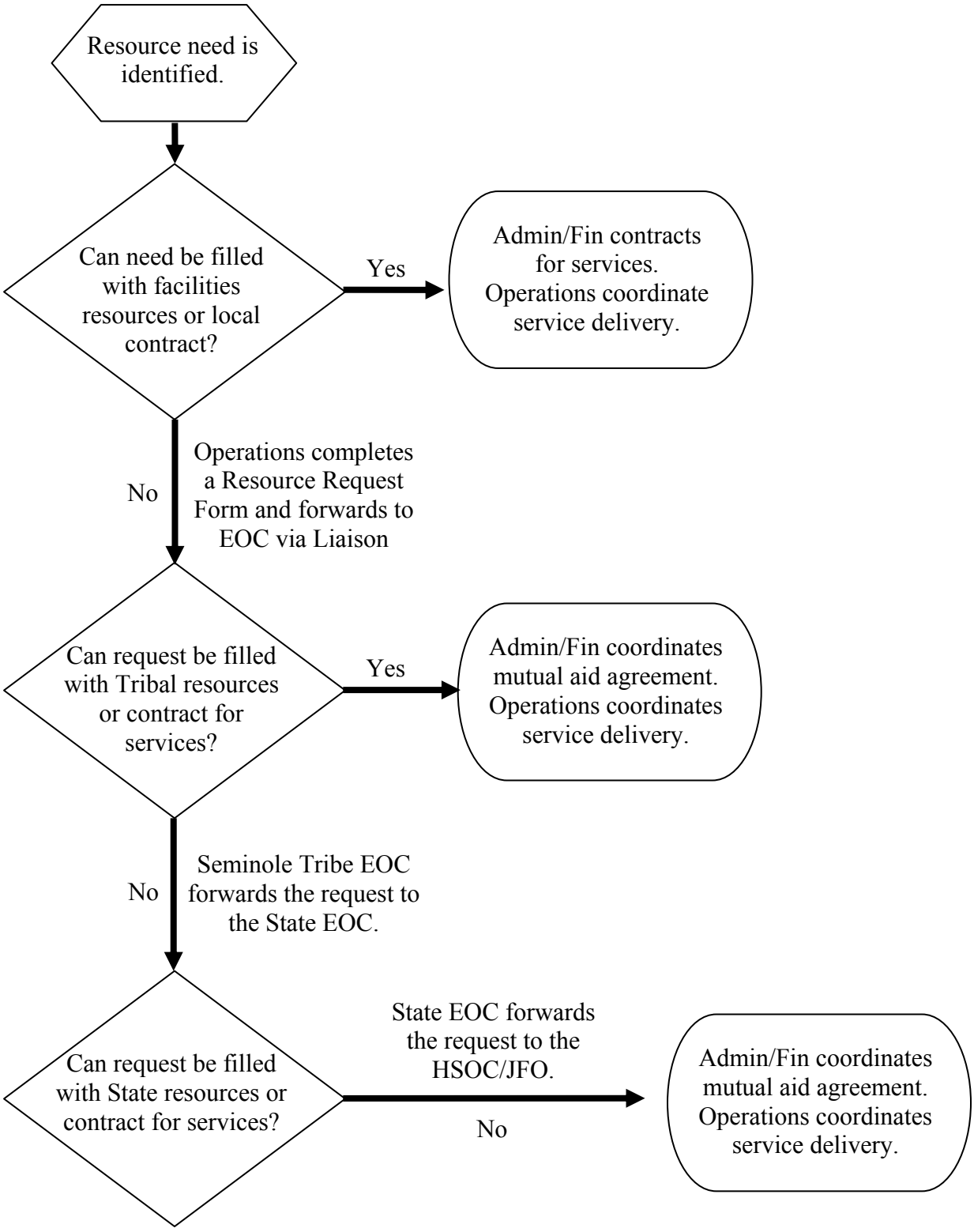
Disasters can deplete the facility of its resources or cause an overwhelming demand for limited resources. It is anticipated that emergencies can be managed using the existing or routinely contracted resources but that disasters will require non-routine contracts or exceptional assistance from outside agencies.

The Museum and THPO will attempt their manage its resource needs internally or through emergency purchase orders whenever possible. Only when facility resources are expended or unavailable will a request for outside assistance be made (see **Figure 7**).

Resource requests will be communicated to the Museum Command Center for further action. The Incident Commander will review the request and determine if it should be forwarded to the Seminole Tribe EOC or to the Administration and Finance Section for contracting. If the requested resource cannot be contracted, a Resource Request Form (see **Attachment 8**) will be completed and submitted to the Seminole Tribe EOC. The Liaison Officer will follow up with the EOC to ensure the request was received and understood as well as to answer any additional questions that may arise.

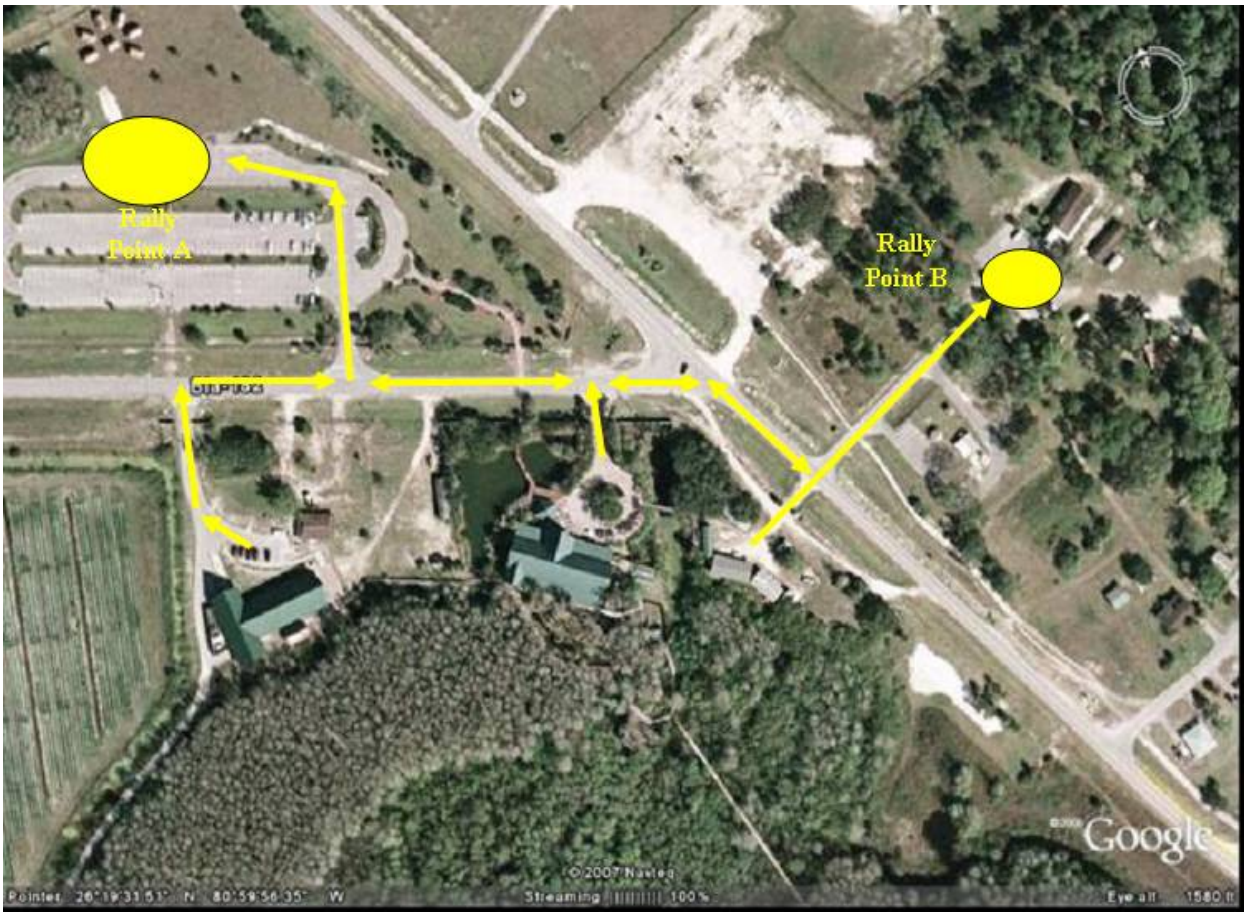
The Seminole Tribe EOC will attempt to fill the request or will submit the request to ESF-7 at the State EOC. The request will be tracked by the Museum until final disposition. The Administration and Finance Section will maintain expenditure, contracting, and mutual aid tracking and documentation.

Figure 7 - Resource Request and Mission Assignment Process



XIX. BUILDING EVACUATION

Evacuations are generally the best protective action in case of an emergency. Building evacuations are used to protect building occupants during fires, structural damage, and other types of incidents. If the Incident Commander determines that the best course of action is to evacuate a building, employees and visitors will evacuate to the Evacuation Point indicated. Evacuation point A is the first choice, but would not be suitable if it is down wind from an airborne hazard (e.g., smoke, hazardous materials, etc.), in that case Evacuation Point B will be utilized.



It may be necessary to provide for temporary support (shelter from the elements, water, restrooms, telephones, etc.) to evacuees or until they can arrange to go elsewhere.

The Big Cypress Community Center (30400 Community Center Drive) is the designated Family Reunification Site. The role of Museum personnel is to assist and facilitate efforts to inform and reunite family members and minors visiting the Museum. The Incident Commander will assign Museum staff to perform the following tasks:

- Identify a waiting area for Museum visitors relying on outside transportation.
- Identify a reunification area for Museum visitors and family members.
- Maintain security.

- Secure and facilitate telephone access.
- Set up and staff a sign-in desk. All persons entering will be required to show identification and to sign in.

XX. SHELTER IN PLACE

Instances where the threat is external to facility and there is either insufficient time to evacuate or conditions preclude evacuation, sheltering in place may be the best protective action option available. In those instances, the Incident Commander will determine the course of action and direct staff to implement the necessary procedures. The vaults at the Museum and the Curatorial building have been identified as "safe rooms" for both staff and visitors during shelter in place situations (see **Attachments 2 and 3**).

XXI. FACILITIES INFORMATION

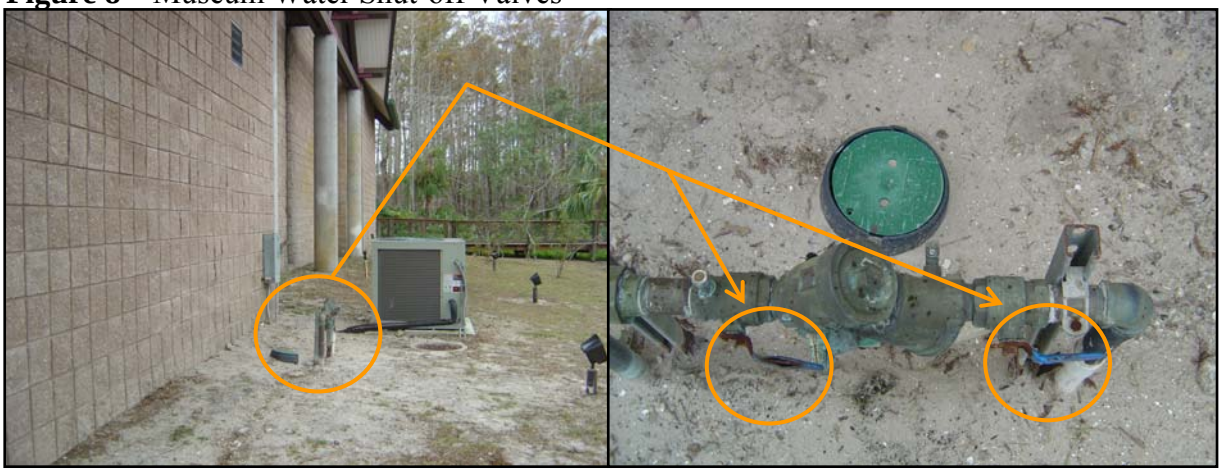
The Museum and Curatorial building are outfitted with 200KW self-starting, self-testing diesel generators. The Museum generator, located on the east side of the building, can run for approximately 120 hours on a full tank (1000 gal. capacity). The Curatorial building generator, located on the west side of the building, can run for approximately 360 hours on a full tank (2000 gal. capacity).

In the event that an incident requires the shut-off of utilities to any of the Museum facilities, trained staff may be directed to do so. The following diagrams provide guidance on the procedures for shutting off utilities.

A. Water Shut-off

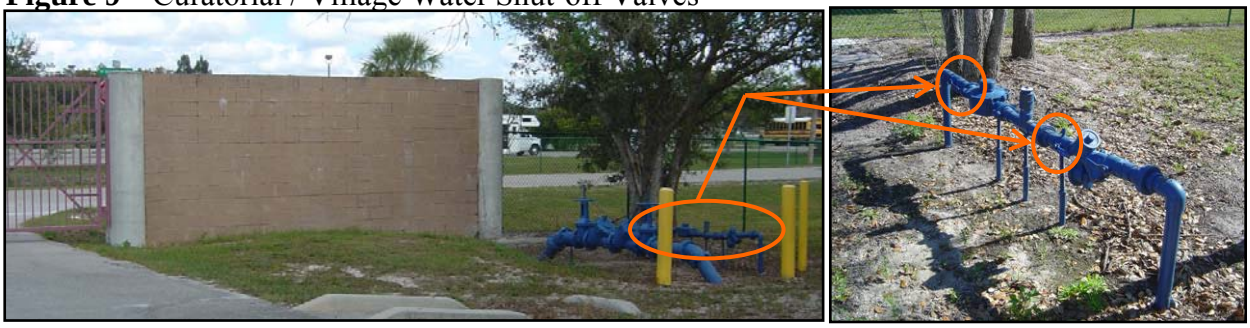
Water to the Museum can be shut off by turning the valve to the off position. The valves (see **Figure 8**) are located on the west side of the Museum.

Figure 8 – Museum Water Shut-off Valves



Water to the Curatorial Building and the Village can be shut off by turning the valves to the off position. The valves (see **Figure 9**) are located north of the building near the entry gate.

Figure 9 – Curatorial / Village Water Shut-off Valves



Water to the Administrative Trailers can be shut off by turning the valves to the off position. The valves (see **Figure 10**) are located on the east side of the trailers.

Figure 10 – Administrative Trailer Water Shut-off Valves

Water to the Maintenance Building and Restroom Trailer can be shut off by turning the valves to the off position. The valves (see **Figure 11**) are located on the north east corner of the Maintenance Building Restroom Trailer.

Figure 11 – Maintenance Building and Restroom Trailer Water Shut-off Valve

B. Power Shut-off

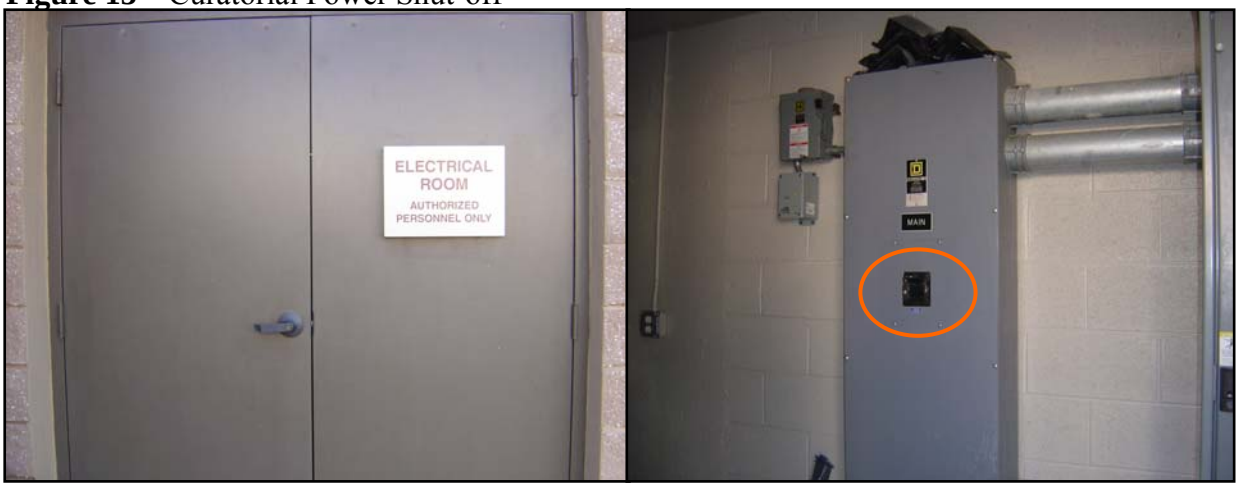
Power to the Museum can be shut off by switching the main breaker to the off main position. The breakers (see **Figure 12**) are located in the Electrical Room on the south east side of the Museum.

Figure 12 – Museum Power Shut-off

Note: the generator will automatically switch-on when power is shut off to the building. To shut off the generator you have to select "Switch to Manual" followed by "Manual to Normal" on the generator control panel.

Power to the Curatorial Building can be shut off by switching the main breaker to the off position. The breakers (see **Figure 13**) are located in the Electrical Room on the west side of the Curatorial Building.

Figure 13 – Curatorial Power Shut-off



Note: the generator will automatically switch-on when power is shut off to the Curatorial Building. To shut off the generator you have to select "Switch to Manual" followed by "Manual to Normal" on the generator control panel.

Power to the Administrative Trailer can be shut off by switching the main breaker to the off position. The breakers (see **Figure 14**) are located in the Electrical Box on the north side of the Trailer.

Figure 14 – Administrative Trailer Power Shut-off

Note: the generator will automatically switch-on when power is shut off to the trailer. To shut off the generator you have to manually shut it off at the generator control panel.

Power to the Maintenance Building and Restroom Trailer can be shut off by switching the breakers to the off position. The breakers (see **Figure 15**) are located in the Electrical Box on the fence on the north side of the maintenance yard.

Figure 15 – Maintenance Building Power Shut-off

XXII. PUBLIC INFORMATION

The CHRO (or his/her designee) is the official spokesperson for the Museum and THPO. All other staff shall refer media inquiries to the CHRO. The Museum has retained the services of Bitner, Goodman & Associates to manage public relations and coordinate public information. The CHRO (or his/her designee) will determine use of their services based on the situation at hand.

In most instances when an emergency threatens, emergency instructions are distributed from the Seminole Tribe EOC. If necessary, the Museum may distribute additional or supportive public information and instructions to potential Museum and THPO patrons.

The Seminole Tribe will establish and publish telephone numbers whereby members of the public can obtain information regarding the disaster situation. The Museum website http://www.ahtahthiki.com/ may include disaster information and the status of Museum Operations.

Incidents that are limited to facilities or operations may cause media outlets to dispatch reporters to the Museum. Media arriving at the Museum during the course of an incident will be directed to the media staging area. Two sites have been designated for media staging: Museum Visitor Parking Lot and the Bingo Parking Lot. Information provided shall be factual, concise, and avoid speculation. The following types of information are often requested:

- Nature of incident
- Number of casualties
- Agencies responding

The Museum and THPO will coordinate their emergency public information with the Seminole Police Department, Seminole Tribe Fire Department, or the STOF Emergency Management Department as appropriate to the incident, and may participate in joint information center media briefings and public information releases that are established by the Seminole Tribe.

XXIII. TRAINING

Each Dept Directors are responsible for ensuring their staff receive and maintain proficiency in their disaster response functions. The following training schedule will be used to guide training requirements:

Table 3 – Training Schedule

Training	Audience	Frequency (Date)
Professionalism Training (STOF Code of Conduct and STOF Harassment Training)	All Employees	Required one time within 12 months of appointment to the position unless directed otherwise.
Cultural Awareness	All Employees	Required one time within 12 months of appointment to the position unless directed otherwise.
IS100 – Introduction to Incident Command System (ICS)	Esstenial entry level personnel with emergency related responsibilities.	Within 6 months of appointment to the position.
IS200 – ICS for Single Resources and Initial Action Incidents	First line supervisors with emergency related responsibilities.	Within 6 months of appointment to the position.
ICS300 – Intermediate Incident Command System for Expanding Incidents	Middle managers with emergency related responsibilities.	Within 12 months of appointment to the position.
ICS400 – Advanced Incident Command System Command & General Staff: Complex Incidents	Individuals tasked with filling Command and General Staff positions.	Within 12 months of appointment to the position.

IS700.a – Introduction to National Incident Management System (NIMS)	Essential employees with emergency related responsibilities.	Within 6 months of appointment to the position.
IS800.b – Introduction to the National Response Framework	Employees who have EOC related responsibilities assigned.	Within 6 months of appointment to the position.
EMERGENCY PLAN Orientation and ICS Refresher (IS-100 and IS-700)	Essential employees with emergency related responsibilities.	Annually or as scheduled by Training Committee
Command/General Staff SOPs	Individuals tasked with filling Command and General Staff positions.	Annually or as scheduled by Training Committee
Disaster Preparedness Orientation	All employees.	Annually or as scheduled by Training Committee
AED (Automated External Defibrillator) CPR (Cardio Pulmonary Resuscitation) Basic First Aid Fire Extinguisher Safety	All employees	Within 12 months of appointment to the position and annually thereafter

A list of current Federal Training Programs can be found at: www.training.fema.gov/EMIWEB/is/crslist.asp.

XXIV. EXERCISING

As part of a comprehensive program to ensure that Museum personnel maintain proficiency, and that these procedures are effective in responding to and recovering from the emergencies or disasters that may impact the Museum and THPO, each Department Directors will ensure their staff participates in drills and exercises that reinforce the employee's disaster response training and function.

The Training Committee will establish objectives and will facilitate direct participation in drills and functional exercises to the extent possible. Different exercise options will be used to provide the maximum benefit possible. Exercise options can include:

- Employee call-down drill
- IAP development drill
- Emergency Response Team call-down drill
- Communications Plan development drill
- Bldg evacuation functional exercise
- Alternate Command Post tabletop exercise
- Hurricane functional exercise

To the extent possible, the Museum and THPO will participate in Seminole Tribal exercises and drills in order to improve coordination, build working relationships, and benefit from their experience.

Exercises and drills will be observed and outcomes will be documented in an After Action Report (AAR). Corrective actions will be developed based on the strengths and weaknesses noted. The AAR will outline the areas for improvement, the strategy for improvement, the individual responsible for coordinating the corrective action, and a target completion date. The Museum and THPO will revise the appropriate portions of its plans, SOPs, and checklists based upon the findings and recommendations from the AAR.

Exercises Defined

Discussion-Based Exercises

Discussion-based exercises are normally used as a starting point in the building-block approach of escalating exercise complexity. Discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games. These types of exercises typically highlight existing plans, policies, interagency/inter-jurisdictional agreements, and procedures. Discussion-based exercises are valuable tools for familiarizing agencies and personnel with current or expected capabilities of an entity. Discussion-based exercises typically focus on strategic, policy-oriented issues. Facilitators and/or presenters usually lead the discussion, keeping participants on track toward meeting exercise objectives.

Seminars

Seminars are informal discussions, unconstrained by real-time portrayal of events and led by a presenter. They are generally employed to orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, response resources, and/or concepts

and ideas. Seminars provide a good starting point for entities that are developing or making major changes to their plans and procedures.

Workshops
After seminars, workshops represent the second tier of exercises in the HSEEP building-block approach. They differ from seminars in two important respects: participant interaction is increased, and the focus is on achieving or building a product (such as a draft plan or policy). Workshops are often employed in conjunction with exercise development to determine objectives, develop scenarios, and define evaluation criteria.

A workshop may also be used to produce new standard operating procedures (SOPs), emergency operations plans (EOPs), MAAs, multi-year plans, or improvement plans. To be effective, workshops must be highly focused on a specific issue, and the desired outcome or goal must be clearly defined.

Tabletop Exercises (TTX)
TTXs involve key personnel discussing hypothetical scenarios in an informal setting. This type of exercise can be used to assess plans, policies, and procedures or to assess the systems needed to guide the prevention of, response to, and recovery from a defined incident. TTXs typically are aimed at facilitating understanding of concepts, identifying strengths and shortfalls, and achieving changes in the approach to a particular situation. Participants are encouraged to discuss issues in depth and develop decisions through slow-paced problem solving, rather than the rapid, spontaneous decision making that occurs under actual or simulated emergency conditions. The effectiveness of a TTX is derived from the energetic involvement of participants and their assessment of recommended revisions to current policies, procedures, and plans.

TTX methods are divided into two categories: basic and advanced. In a basic TTX, the situation established by the scenario materials remains constant. It describes an event or emergency incident (i.e., scenario) and brings discussion participants up to the simulated present time. Players apply their knowledge and skills to a list of problems presented by the leader/moderator; problems are discussed as a group; and the leader generally agrees on and summarizes the resolutions.

In an advanced TTX, play revolves around delivery of pre-scripted messages to players that alter the original scenario. The exercise controller (or moderator) usually introduces problems one at a time in the form of a written message, simulated telephone call, videotape, or other means. Participants discuss the issues raised by the simulated problem, applying appropriate plans and procedures. TTXs are effective for evaluating group problem solving, personnel contingencies, group message interpretation, information sharing, interagency coordination, and achievement of specific objectives.

Games
A game is a simulation of operations that often involves two or more teams and uses rules, data, and procedures to depict an actual or assumed real-life situation. The goal of a game is to explore decision-making processes and the consequences of those decisions. A game does not require use

of actual resources, and the sequence of events affects, and is in turn affected by, decisions made by players.

With the evolving complexity and sophistication of current simulations, opportunities to provide enhanced realism for game participants have increased. Computer-generated scenarios and simulations can provide a more realistic and time-sensitive method of introducing situations for analysis. Planner decisions can be input into realistic models to show the effects of decisions made during a game. Internet-based, multi-player games offer many additional benefits, such as saving money by reducing travel time, offering more frequent training opportunities, and taking less time away from primary functions. They also provide a collaborative environment that reflects realistic occurrences.

Operations-Based Exercises
Operations-based exercises represent the next level of the exercise cycle. They are used to validate the plans, policies, agreements, and procedures solidified in discussion-based exercises. Operations-based exercises include drills, functional exercises (FEs), and full-scale exercises (FSEs). They can clarify roles and responsibilities, identify gaps in resources needed to implement plans and procedures, and improve individual and team performance. Operations-based exercises are characterized by actual reaction to simulated intelligence; response to emergency conditions; mobilization of apparatus, resources, and/or networks; and commitment of personnel, usually over an extended period of time.

Drills
A drill is a coordinated, supervised activity usually employed to validate a single, specific operation or function in a single agency or organizational entity. Drills are commonly used to provide training on new equipment, develop or validate new policies or procedures, or practice and maintain current skills.

Typical attributes of drills include:
• a narrow focus, measured against established standards;
• immediate feedback;
• a realistic environment; and
• performance in isolation.

Functional Exercises
An FE is designed to validate and evaluate individual capabilities, multiple functions, activities within a function, or interdependent groups of functions. Events are projected through an exercise scenario with event updates that drive activity at the management level. An FE simulates the reality of operations in a functional area by presenting complex and realistic problems that require rapid and effective responses by trained personnel in a highly stressful, time-constrained environment.

Response- and recovery-focused FEs generally concentrate on exercising the plans, policies, procedures, and staffs of the direction and control branches of Incident Command (IC), Unified Command (UC), and/or multi-agency coordination centers (e.g., EOCs). Movement of personnel and equipment is simulated. Prevention-focused FEs usually concentrate on exercising the plans,

policies, procedures, agreements, networks, and staffs of fusion centers or law enforcement agencies with counterterrorism missions. Adversary actions are largely simulated and delivered in the form of shared intelligence; however, some of these actions may be carried out by simulated adversaries, or Red Teams, in a separate but coordinated category of exercise play. See HSEEP Volume V: Prevention Exercises for more information on prevention-focused exercises.

Full-Scale Exercises

The FSE is the most complex type of exercise. FSEs are multi-agency, multi-jurisdictional, multi-organizational exercises that validate many facets of preparedness. They focus on implementing and analyzing the plans, policies, procedures, and cooperative agreements developed in discussion-based exercises and honed in previous, smaller, operations-based exercises. In FSEs, the reality of operations in multiple functional areas presents complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel. During FSEs, events are projected through a scripted exercise scenario with built-in flexibility to allow updates to drive activity. FSEs are conducted in real time, creating a stressful, time-constrained environment that closely mirrors real events. The level of support needed to conduct an FSE is greater than that needed during other types of exercises.

Response-focused FSEs include many first responders operating under the principles of the National Incident Management System (NIMS) to effectively and efficiently respond to an incident. Personnel and resources are mobilized and deployed to the scene where they conduct their activities as if a real incident had occurred (with minor exceptions). An FSE also may include functional play from participants not located at the exercise incident response site, such as multi-agency coordination centers (MACCs), EOCs, or hospitals.

XXV. DAMAGE ASSESSMENT

Three levels of damage assessment will be utilized:

- Rapid Damage Assessment (RDA) provides a very broad, brush-stroke picture of the extent of damage to Museum facilities. This may or may not be done as part of the Seminole Tribe Rapid Damage Assessment.
- Preliminary Damage Assessment (PDA) is the basis for estimating overall damage sustained to the Tribe and its eligibility for meeting the disaster declaration application threshold. This assessment is done by the Seminole EMA in collaboration with State and Federal Emergency Management Agency (FEMA) personnel.
- Comprehensive Damage Assessment (CDA) is done to determine the extent of damage and the actual cost associated with repairing or replacing damaged items and artifacts. This assessment is done by Museum personnel, insurance adjustors, and contractors.

A. Rapid Damage Assessment

The Re-entry Team is responsible for collecting and communicating the extent of damage sustained by Museum facilities. Only those individuals assigned to the Re-entry Team will attempt to return to the Museum to conduct a damage assessment. Note: More than one team may be appropriate depending on location of artifacts or other mission essential resources.

Re-entry Team member assignment will be incident specific. Whenever possible, teams will be issued the following items/equipment prior to departing the Museum during the preparedness phase:

- Four wheel drive vehicle
- Personal protective equipment to include hard hat, eye protection, leather gloves and boots
- Sunscreen
- Insect repellent
- Potable water
- First aid kit
- Satellite telephone
- Facility keys
- Digital camera
- Laptop with wireless capability
- Damage assessment criteria furnished by the Seminole EMA

Depending on the severity of the storm, debris may delay re-entry. Damage assessment may have to be postponed until emergency debris removal has been completed on the main access roads. Coordination with Seminole EMD may be necessary to determine timing, routes, duration and logistics associated with the Rapid Damage Assessment.

The extent of damage will be assessed using the general guidelines listed in **Attachment 10** and will attempt to answer the following questions.

- Can Museum grounds and facilities be accessed, or does debris, flooding, or some other barrier have to be mitigated first?

- What are the safety concerns associated with returning to the Museum and its facilities?
- What is the condition of the infrastructure (roads, water, power, telephone, sewer, etc.) supporting the Museum?
- What is the severity of damage to Museum facilities and collections?

Answers to the above questions will help the Incident Commander determine:
- The priorities for the Incident Action Plan.
- Emergency repairs or actions necessary to prevent further damage.
- The type of skills/knowledge needed by staff assigned to return to work at the Museum.
- The timing for their return.
- Personnel protective equipment needs.
- The functions they are to engage in once they arrive.
- The support they will need to carry out their assigned functions.

All damage will be documented using digital photography and written descriptions. The result of the assessment will be electronically transmitted to the Incident Commander or will be transported to the Museum's Command Center at the earliest opportunity.

B. Preliminary Damage Assessment

Museum and THPO personnel are not likely to participate in the PDA. However, that does not mean they don't have a role. Museum and THPO personnel should show the Tribal/Federal/State team your damaged sites and structures. Be sure to bring to their attention any historic or environmental damage that may be present, along with any known damage that includes insurance coverage. Explain the immediate expenditures associated with any emergency repairs or work you have incurred or identified.

C. Comprehensive Damage Assessment

The CDA will attempt to answer the following questions:
- What equipment, supplies, facilities, infrastructure, etc. are necessary to conduct the Museum's mission essential functions?
- What is the cost associated with reinstating mission essential functions at the Museum?
- What is the timing for reinstating mission essential functions?
- Who needs to be involved in the work efforts and in what capacity?

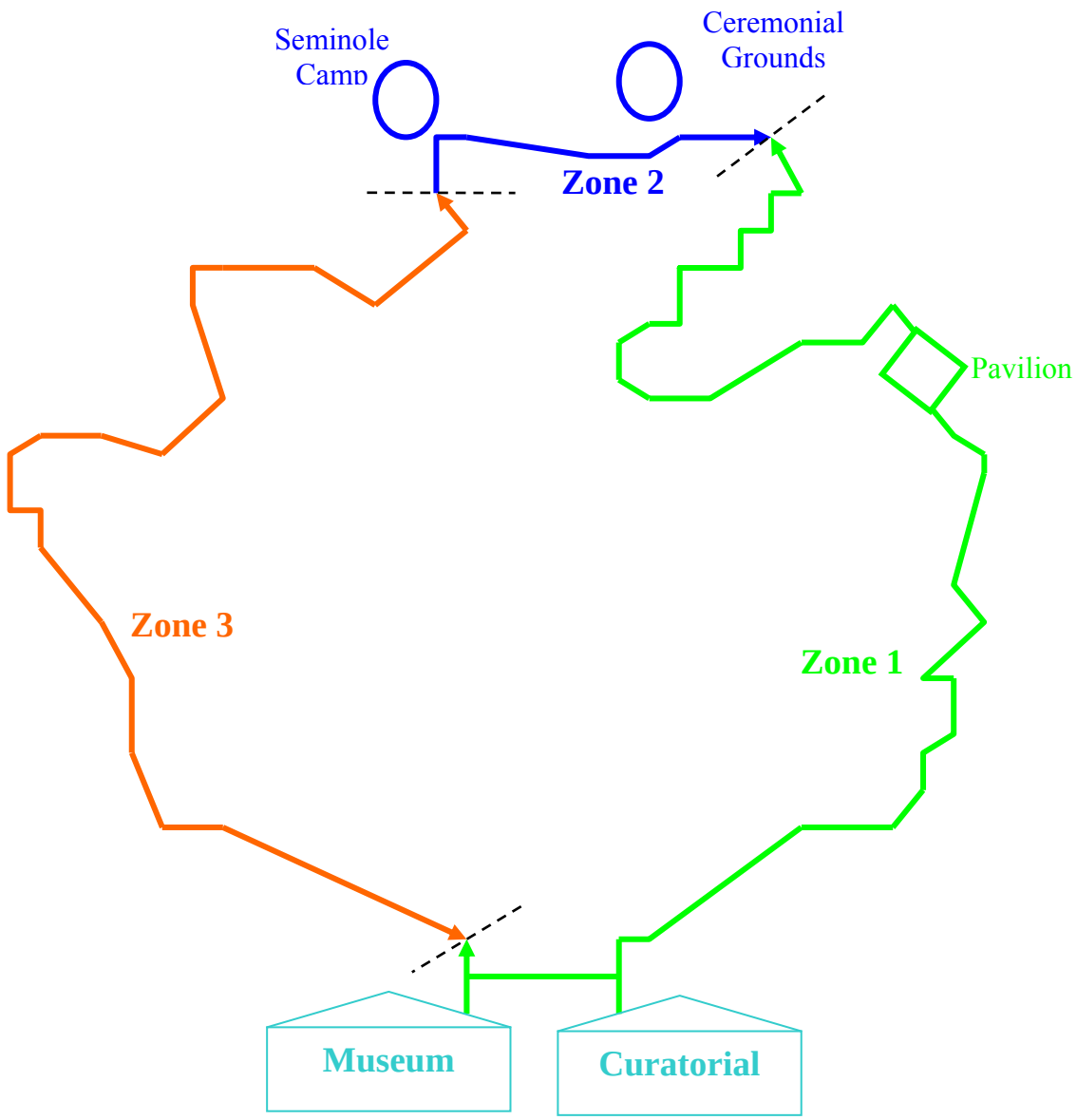
Answers to the above questions will help the Incident Commander to:
- Establish repair and rebuilding priorities.
- Determine cost-benefit of using alternate facilities to deliver mission essential functions.
- Establish budgets and request funding to repair or rebuild.
- Assign tasks to employees directly associated with mission essential functions.
- Assign tasks to employees with support functions.
- Develop work schedules that balance employee's need to work with the need to conduct repairs or take other post-disaster actions at home.

XXVI. SEARCH & RESCUE

Museum visitors and staff routinely move about the boardwalk, Seminole Village and Ceremonial Grounds. It is possible that someone could suffer an injury or illness while visiting one of these remote areas. A victim's ability to obtain prompt assistance could be delayed by his/her inability to define his/her location to would-be rescuers. To facilitate the search, the boardwalk has been divided into zones (see **Figure 16**). The zones will be marked so victims or staff can easily identify their location when reporting an injury or illness.

ERT members or Public Safety personnel will deploy to the defined zone to locate the victim, render assistance, and provide transport if appropriate.

Figure 16 – Boardwalk Zones



XXVII. ACRONYMS

AAR – After Action Report
CDA – Comprehensive Damage Assessment
CHRO – Chief Historic Resources Office
EMD – Emergency Management Dept
EOC – Emergency Operations Center
ERT – Emergency Response Team
FSE – Full Scale Exercise
HSEEP- Homeland Security Exercise and Evaluation Program
HSOC – Homeland Security Operations Center
IC – Incident Commander
JFO – Joint Field Office
MAC – Multiagency Coordination
PDA – Preliminary Damage Assessment
PIO – Public Information Officer
RDA – Rapid Damage Assessment
THPO – Tribal Historic Preservation Office
TTX – Tabletop Exercise
UC – Unified Command

XXVIII. GLOSSARY

Disaster - an event that is beyond the capabilities of the Museum and the Tribal Community. A broad range of county, state and federal assistance will be necessary to manage this type of event. This type of event may result in a Federal emergency or major disaster declaration.

Emergency – a serious situation or occurrence that happens with either little or no warning, but demands immediate action.

Facility – For the purposes of this emergency plan, facility will refer to the Museum building and all surrounding building and property.

Hazard – a natural or human-caused phenomenon that may occur in or near the Museum and may threaten human life and well-being or cause physical damage and economic loss.

Incident - an occurrence or event, natural or man-made that requires an emergency response to protect life or property. Incidents are manageable within the capabilities of the Museum and typically will not require significant external assistance. This type of event can occur with relative frequency and includes such things as injuries, severe weather, etc.

Response – activities that provide temporary care and relief for victims of emergencies and prevent avoidable casualties and property damage.

Risk – the possible injury or loss of life, or damage to property from the identified hazard or hazards.

Runners – personnel assigned to function as couriers of information or notification during incidents or emergency conditions.

Threat – an indication of imminent danger.

XXIX. ATTACHMENTS

Attachment 1 – Emergency Contact Lists

Emergency Services			
Agency	Primary	Secondary	Tertiary
Police		N/A	N/A
Seminole Police		N/A	N/A
Fire		N/A	N/A
Paramedics		N/A	N/A
Ambulance		N/A	N/A
Florida Highway Patrol		N/A	N/A
Hendry County Sheriff		N/A	N/A
Poison Control Center		N/A	N/A
Crisis & Suicide Intervention		N/A	N/A
Family Reunification Site		N/A	N/A
Tribal Disaster Hotline		N/A	N/A

Management Level (ERT) Employees			
Position	Name	Primary	Secondary
CHRO			
Museum Director			
THP Officer			
Operations Manager			
Head of Security			
Curator of Exhibits			
Business Manager			
Registrar			
Assist Ops Manager			
Accred & Compliance Coord			
Education Development Officer			

Service Providers		
Agency	Primary	Secondary
American Red Cross		N/A
Alarm Company – Okalee (Advanced Fire & Security)		N/A
Alarm Company – Big Cypress (Simplex Grinnell)		N/A
FEMA Region IV (Atlanta)		N/A
Hospital (Hendry Regional Medical Center)		N/A
National Response Center		N/A
Utilities		N/A

Water Plant	N/A
Embarq	N/A
Glades Electric	

Vendors			
Company	Product/Service	Primary	Secondary
University Products	Archival Supplies		N/A
Light Impressions	Archival Supplies		N/A
Protext	Archives Emergency Services		N/A
South Florida Conservation Center	Freeze-drying services		N/A
Munters Moisture Control Services	Freeze-drying services		N/A
American Freeze Dry	Freeze-drying services		N/A
Bitner, Goodman & Associates	Public Relations		N/A

Staff Contact List			
Name (Last, First)	Home Phone	Cellular Phone	Other

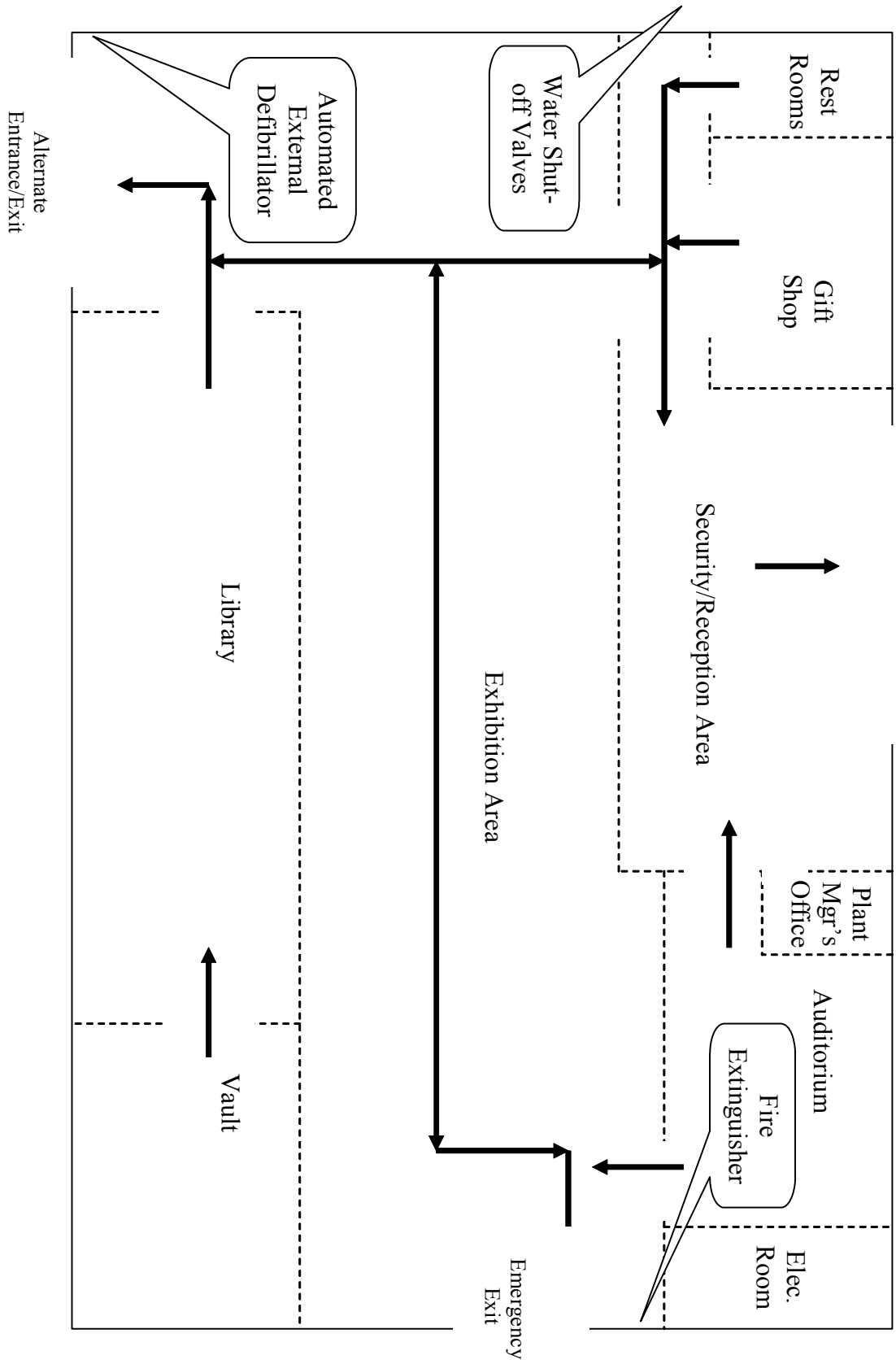
*** Additional Contact information for staff is located in the personnel files located in the Museum Directors office. ***

THPO Staff Contact List

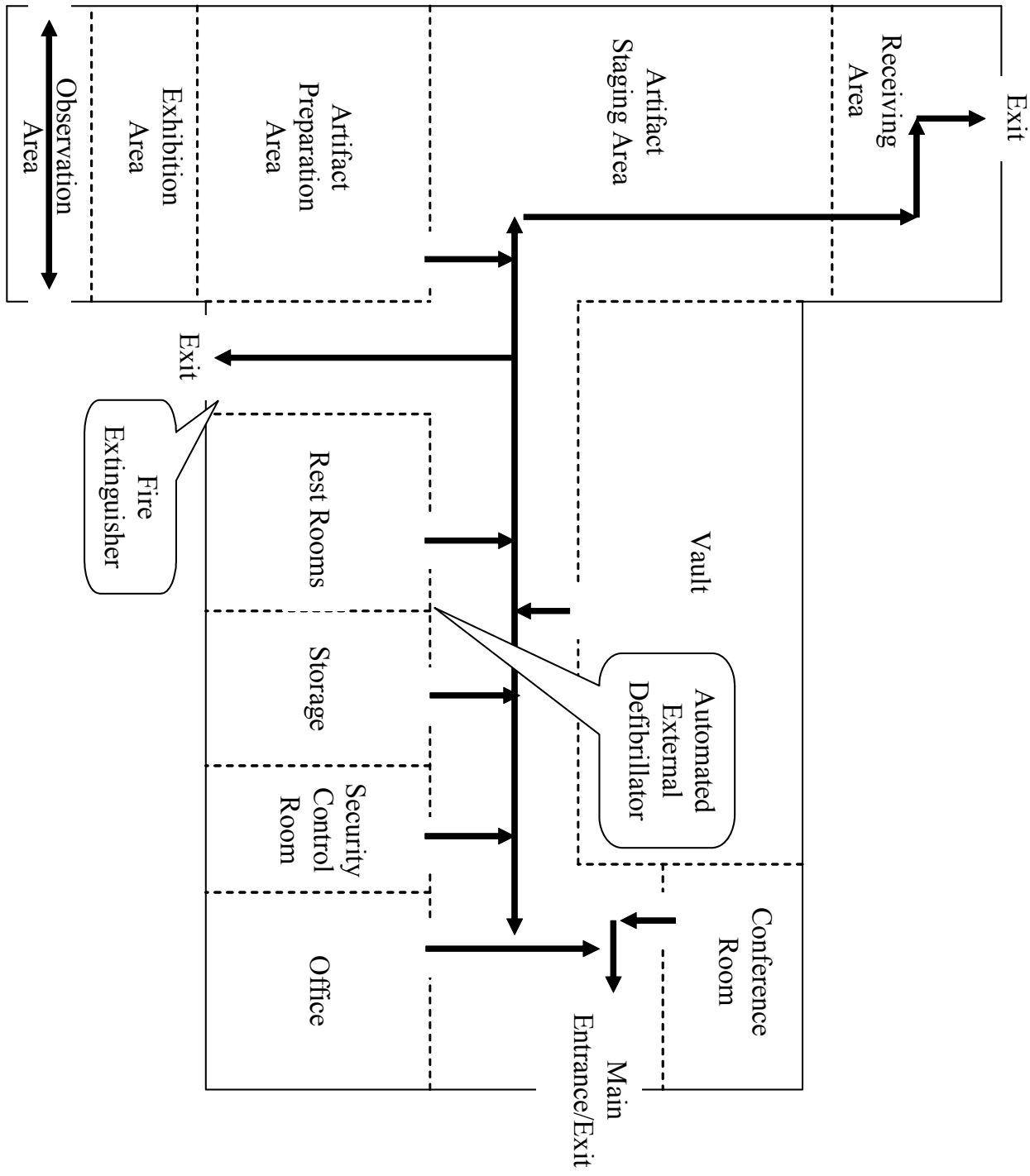
Name (Last, First)	Home Phone	Cellular Phone	Emergency Contact

Carrie Dilley			
Willard Steele			

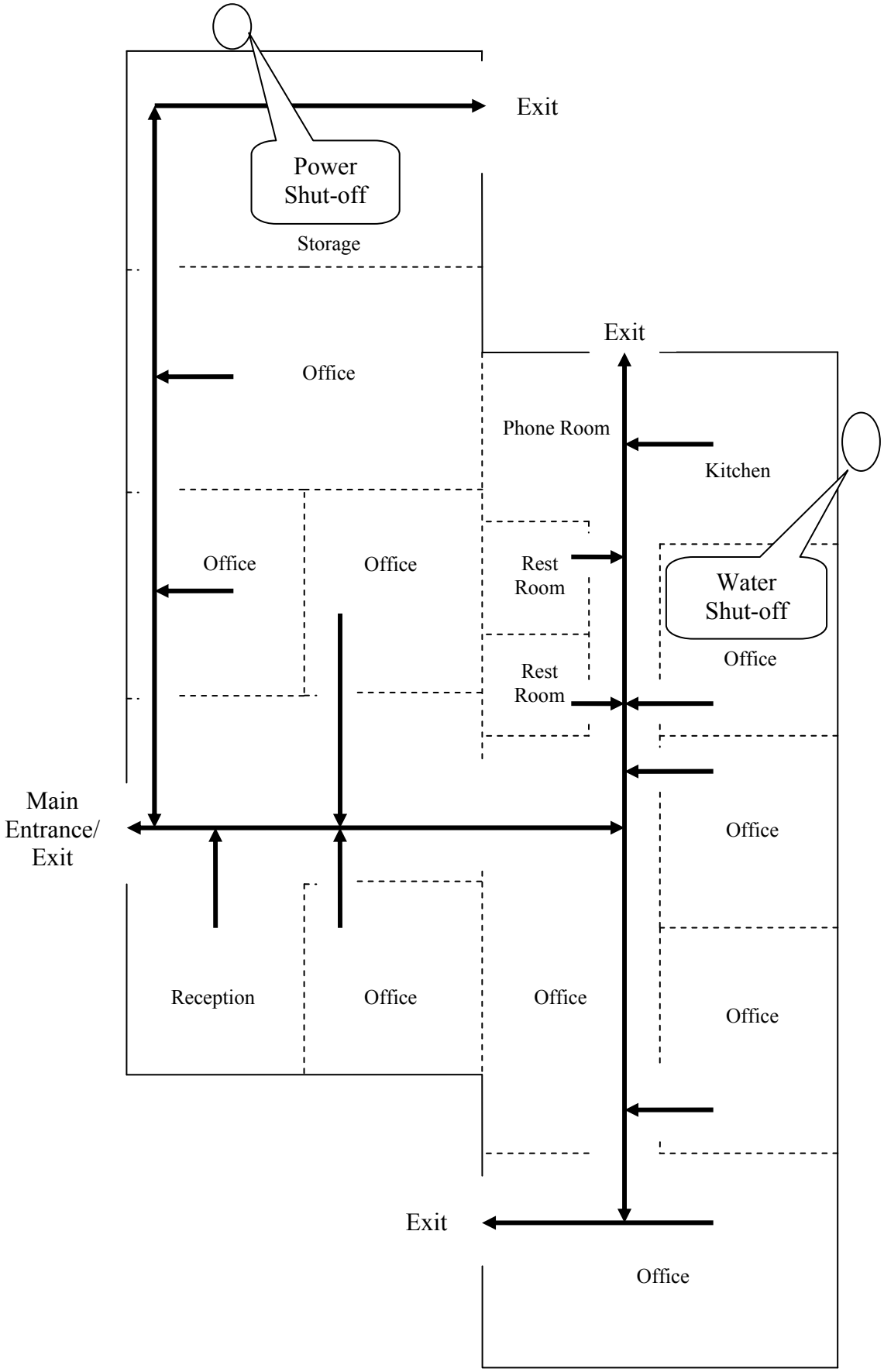
Attachment 2 – Location of Safe Room in Museum



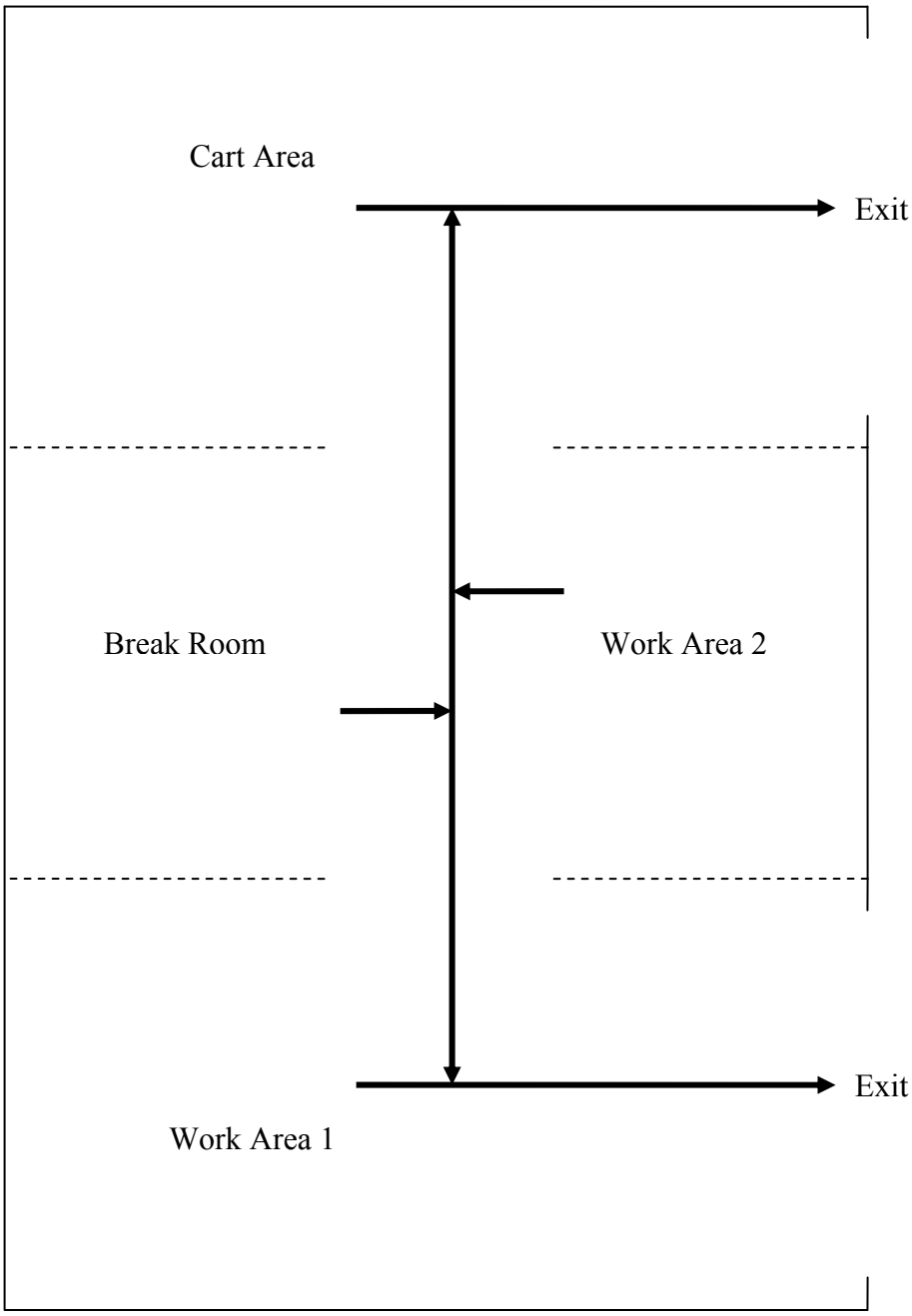
Attachment 3 – Location of safe Room in Curatorial Building



Attachment 4 – Administrative Trailer Floor Plan



Attachment 5 – Maintenance Building Floor Plan



Attachment 6 – Emergency Team Rosters

Incident Management

Name	Title	Office	Mobile
	CHRO		
	Museum Director		
	THP Officer		
	Operations Manager		
	Head of Security		
	Business Manager		
	Curator of Exhibits		
	Registrar		
	Assist Ops Manager		
	Accred & Compl Coord		
	Development Officer		
	Education Coordinator		

Facilities Protection

Name	Title	Office	Mobile
	Assist Ops Manager		
	Maintenance Worker		
	Maintenance Worker		
	Maintenance Worker		

Artifacts Protection

Name	Title	Office	Mobile
	Registrar		
	Curator of Exhibits		
	Research Assistant		
	Conservator		
	Exhibit Manager		

Security

Name	Title	Office	Mobile
	Head of Security		
	Security Guard		
	Security Guard		

Guest Services

Name	Title	Office	Mobile
	Education Coord.		
	Business Manager		
	Tour Guide		
	Education Asst.		

Attachment 7 – ICS Assignments (Sample)

Organizational Assignment List	**1. Incident** Internal Flood	**2. Date** August 18, 2007	**3. Time Prepared** 08:00

4. Operational Period 8/18 08:00 – 8/18 17:00

Position	**Name**
Incident Commander & Command Staff	
Incident Commander	
Deputy Incident Commander	
Public Information Officer	
Liaison Officer	
Safety Officer	
Position	**Name**
Planning Section	
Section Chief	
Situation Unit Leader	
Documentation Unit Leader	
Resource Unit Leader	
Demobilization Unit Leader	
Position	**Name**
Logistics Section	
Section Chief	
Communications Unit Leader	
Food Unit Leader	
Resource Unit Leader	
Facilities Unit Leader	
Position	**Name**
Administration/Finance Section	
Section Chief	
Cost Unit Leader	
Time Unit Leader	
Procurement Unit Leader	

Position	**Name**
Operations Section	
Section Chief	
Deputy Section Chief	
Security Leader	
Facilities Leader	
Guest Services Leader	
Artifacts Leader	
First Aid Leader	
Personnel Accountability Leader	
Re-entry Leader	

Attachment 8 – Resource Request Form (Sample)

Resource Request Form	**1. Incident Name**	**2. Date**	**3. Time**

Requestor Information (Completed by Requestor)

4. Requestor's Name	**5. Title**	**6. Phone No.**
7. Requestor's Organization	**8. Address**	

Requested Resource / Assistance (Completed by Requestor)

9. Description of Requested Resource/Assistance (Be specific – Include Typing Information if Known)

10. Quantity	**11. Priority** ☐ High ☐ Medium ☐ Low	**12. Date/Time Needed**
13. Delivery Site Location	**14. Site Point of Contact (POC)**	**15. Phone No.**

Action Taken (Completed by Logistics Section)

16. Reviewed	**17. Actions Attempted**
☐ Operations _____	☐ Procurement
☐ Logistics _____	☐ Mission Assignment
	☐ Donations

18. Disposition	**18a. Tracking Information**
☐ Request Rejected	SEOC POC _____
☐ Request Filled Locally	POC Phone No. _____
☐ Request Submitted to Broward EOC (See 18a)	Date/Time Submitted _____
	Mission Tracking No. _____

19. Comments

20. Approved by:

Name: **Title:** **Signature:**

Attachment 9 – Incident Report Form (Sample)

Incident Report Form	1. Incident Type	2. Incident Date	3. Incident Location
4. Victim Information (Name, Address, Telephone)			
5. Witness Information (Name, Address, Telephone)			
6. Description of Incident			
7. Sketch of the Incident Location			
10. Actions Taken			
11. Victim Disposition			
12. Incident Commander	13. Signature		

1 – Minor

Small branches, small signs, some power lines downed; minor amounts of debris and no significant signs of structural damage.

2 – Moderate

Moderate damage to structures (shingles missing from roofs, some roof failure); infrastructure (electric, telephone, water systems, roadways) sustained moderate damage; most small and some larger trees downed and substantial debris present.

3 – Severe

Most structures sustained damage, with many sustaining major damage to include total building collapses with many structures without roofs or windows; much foliage was destroyed; extensive damage to infrastructure; extensive debris present; emergency vehicles may not be able to navigate immediately after the storm under these situations.

4 – Catastrophic

Total building collapses; structures with extensive damage; foliage and infrastructure destroyed; extensive debris; and depending of the category of damage, a vehicle survey may be impossible.

Moderate Flooding

Moderate street flooding (often impassable via vehicle); flooding of yards and minor home flooding; may be areas where roadways, landscape and bodies of water cannot be discerned due to flooding.

Severe Flooding

Severe street flooding (impassable via vehicle); substantial flooding in many homes causing structural damage or collapse from water; road signs and similar landmarks may not be visible due to flooding.

XXX. Emergency Incident
Flip Chart

Seminole **Police** Department | **Head of Security** | Seminole **Fire** Department

See colored tabs in Emergency Manual for additional information.

Criminal Activity (Green Tab)
- Call Police.
- Avoid confrontation with suspect.
- Obtain as much information as possible.
- Notify Head of Security.

Animal Bite (Yellow Tab)
- Call Fire / EMS.
- Avoid getting close to the animal.
- If trained, provide first aid to the victim.
- Notify the Head of Security.

Pipe Break / Water Leak (Blue Tab)
- Notify the Head of Security.
- Attempt to stop the leak.
- Protect artifacts and visitors.

Fire (Red Tab)
- Move people away from danger.
- Sound the nearest alarm.
- Contain the fire if safe to do so.
- Notify the Head of Security.

Severe Weather (Orange Tab)
- Notify Head of Security.
- Advise visitors and staff of the severe weather.

Injury / Illness (Yellow Tab)
- Call Fire / EMS.
- If trained, provide first aid.
- Notify the Head of Security.

Bomb Threat (Black Tab)
- Obtain as much information as possible.
- Notify the Head of Security.

XXI. CRIMINAL ACTIVITY
A. Introduction

- The goal of personnel is to prevent criminal activity and to cooperate with law enforcement authorities in the investigation and prosecution of individuals that engage in criminal acts against the Museum.
- Staff should continually monitor their surroundings for suspicious activity. Suspicious activity should be reported to the Head of Security.
- Personnel must not put themselves or others in danger in order to apprehend a suspect or prevent a crime.
- Channel 4 is the designated Tactical Channel for emergency communications.
- Seminole Police should be called to handle threatening persons.
- Refer to **Security Policy Manual** for additional guidance.
- Refer to the other chapters in this plan for guidance on matters that are not hazard specific (e.g., command and control, alert and notification, communications, etc.).
- The incident commander and persons tasked by the incident commander will perform all incident management functions in accordance with the principles of ICS.

Suspicious Activity

There is no cut and dry definition of suspicious activity. It comes down to: 1) experience 2) judgment 3) common sense. Examples could include:

1. Unusual interest in security system, habits of key personnel, or response procedures.
2. Surveillance of Museum property or personnel.
3. Inappropriate photographs or videos.
4. Inappropriate note-taking or drawing of diagrams.
5. Avoidance of eye contact.
6. Quick departure when seen or approached.
7. People in places they don't belong.
8. People over dressed for the weather.

B. Procedures

1. Initial Response

a. Restrict access to the crime scene.
b. Alert the Head of Security and switch to Channel 2 for emergency communications.
c. Avoid immediately approaching or touching victim or items associated with the crime.
d. Assess the area 360° around the victim for potential hazards (explosives, sharp objects, weapons, etc.)
e. If the crime occurred after hours, keep everyone out of the building until police personnel have checked the area and determined it is safe to enter.
f. Provide the following information to the Head of Security:

- Location of the crime scene
- Number of victims
- Nature of the crime and condition of victim and surroundings
- Damage to artifacts
- Known hazards

- Other pertinent information

g. The Head of Security or designee will assume command and responsibility for managing the incident.
h. Refer to the ***Subsequent Sections of this Procedure*** as necessary.

C. Types of Suspicious Activity

1. Armed Robbery

a. Cooperate with perpetrators.
b. Note physical characteristics:

• Number of perpetrators	• Sex
• Height	• Weight
• Eye color	• Hair color, style, length
• Scars	• Clothing color and style
• Tattoos	• Unusual features
• Speech characteristics	• Weapons used
• Vehicle color, model, size, license, direction of travel	

c. Immediately after the incident:
- Notify the Head of Security.
- Restrict access to the affected area.
- Write down everything you remember about the crime including descriptive information about the individual(s), time and duration of the crime, vehicles or weapons used, speech patterns, words used, etc.

2. Vandalism / Property Damage / Theft

a. Avoid immediately touching the affected items.
b. Notify the Head of Security.
c. Restrict access to the affected area.
d. Write down everything you remember about the crime including descriptive information about the individual(s), time and duration of the crime, vehicles or weapons used, speech patters, words used, etc.

3. Burglary

a. Remain outside of Museum buildings until they have been cleared by police.
b. Check collections, exhibits, and grounds for damage or theft and document findings.
c. Establish perimeters around affected areas or keep buildings locked.
d. Notify Head of Security.

4. Civil Disturbance / Demonstrations

a. Head of Security will determine need for a "lock-down" and initiate as appropriate.
- Make announcement advising staff and visitors that the Museum is being closed for safety reasons. Ask everyone to remain indoors.
- Discontinue outdoor activities and bring everyone indoors.
- Lock all exterior doors.

b. Only the Museum Director (or his/her designee) may engage protestors/demonstrators.
c. Move visitors and staff to areas of the Museum where potential for danger is minimized.
d. Move artifacts to parts of the Museum where damage is minimized.
e. Videotape disturbance from a safe distance if it is safe to do so.
f. Write down everything you remember about the incident in as much detail as possible.

5. Intruder / Suspicious Person

a. Note physical characteristics:

• Number of perpetrators	• Sex
• Height	• Weight
• Eye color	• Hair color, style, length
• Scars	• Clothing color and style
• Tattoos	• Unusual features
• Speech characteristics	• Weapons used
• Vehicle color, model, size, license, direction of travel	

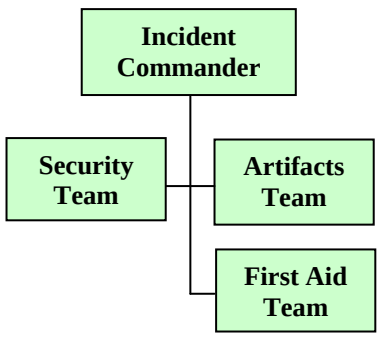
b. Only approach a suspicious person with the company of another employee.
- In a calm voice ask, "May I help you?"
- Report the incident and discussion to the Head of Security immediately.

6. General Roles and Responsibilities

a. Head of Security
- Initiates the Incident Report Form. Documents the incident information available from the incident reporting party.
- Complete the following notification:
  (1) Seminole Police
  (2) Security Team
  (3) CHRO
  (4) Museum Director
  (5) Registrar
  (6) Curator of Exhibits
- Monitor the Tactical Channel and the Administrative Channel and function as the Communication Control Center – ensuring that communications are occurring on the appropriate channels and that radio users know which channels are being used.

Emergency Assistance
Seminole Police Department

Incident Management Structure (Sample)



- Provide support to the Incident Commander as appropriate.
- Request Public Safety assistance as necessary/directed.

b. Incident Commander

- Receive threat assessment.
- Assemble the necessary teams.
- Approve an action plan.
- Direct staff actions.
- The Incident Commander will designate a Museum staff member to meet and direct police to the crime scene.
- The Incident Commander will provide the police with a full briefing. Photographs or written descriptions of stolen or damaged objects will be provided to police personnel.

c. Security Team

- Obtain a preliminary briefing from the Head of Security to include:
  (1) Location of the crime scene
  (2) Number of victims
  (3) Nature of the crime and condition of victim and surroundings
  (4) Damage to artifacts
  (5) Known hazards
  (6) Other pertinent information
- If possible, initiate contact with the person reporting the incident to get an update. The Incident Commander may request that additional team members respond or may request that they be placed on stand-by in case they are needed later.
- If the incident is limited to a defined area, restrict access to the affected area.
- Request emergency assistance as necessary.
- Complete the Incident Report Form.

d. Artifacts Team

- Check collections, exhibits, and grounds for damage or theft.
- Photograph damaged or disturbed objects before touching or moving them.
- Note fractured or unstable areas/objects.
- Search for missing pieces or fragments.
- Complete the Incident Report Form.
- Contact the Tribal Risk Management Department representative to file a claim.
- Photographs or written descriptions of stolen or damaged objects will be provided to insurance representatives and other museums that may be offered the stolen objects.

e. First Aid Team

- Evaluate staff and visitors for any injuries.
- Provide first aid in accordance with your level of training.

XXXII. SEVERE WEATHER
A. Introduction

- Severe weather is any type of weather that can pose a threat to staff or visitors.
- Information in this procedure is for use by employees in interpreting weather related information and implementing cautionary or protective actions for themselves and visitors to the Museum's facilities.
- The National Weather Service issues severe weather advisories via the NOAA weather alert ratios. These advisories are promptly reported by local news media.
- The Seminole Tribe Emergency Management Dept (EMD) will issue severe weather advisories to keep Tribal organizations aware of severe weather developments.
- The Safety Officer (or his/her designee) will monitor local media outlets and NWS website on a daily basis and post the current weather situation and potential weather hazards on the Weather Board.
- Channel 4 is the designated Tactical Channel for emergency communications.
- See other chapters in the Museum Emergency Plan for guidance on matters that are not hazard specific (e.g., command and control, alert and notification, communications, etc.).
- The Incident Commander and persons tasked by the Incident Commander will perform all incident management functions in accordance with the principles of ICS.

Severe Weather

- Severe thunderstorms
- Tornados
- Cold wave
- Heat wave
- Drought

B. Procedures

1. Thunderstorms

a. The typical thunderstorm is 15 miles in diameter and lasts an average of 30 minutes. Only about 10% of thunderstorms are classified as "severe" - producing hail at least ¾ inch in diameter, winds ≥ 58 mph or containing a tornado. Most lightning fatalities and injuries occur when people are caught outdoors in the summer months during the afternoon or evening.

How far away is the thunderstorm?

- Count the seconds between a flash of lightning and the clap of thunder.
- Divide this number by 5 to determine the distance (in miles) to the lightning.

b. A severe thunderstorm watch indicates that conditions are favorable for the development of severe thunderstorms in and close to the watch area.

- Cautionary or protective actions may include:

(1) Account for all staff and alert them to the "watch" condition.

(2) Head of Security shall alert staff and visitors. Sample: "Attention all visitors, staff, and volunteers, the Museum is under a severe thunderstorm watch at this time. Please remain indoors."

(3) Maintenance shall secure loose items/debris, windows and doors.

c. A severe thunderstorm warning indicates that a thunderstorm with strong damaging winds and/or large damaging hail has been indicated by radar or sighted by spotters.

- Cautionary or protective actions may include:

  (1) Head of Security shall alert all staff and visitors. Sample: "Attention all visitors, staff, and volunteers, the Museum is under a severe thunderstorm warning at this time. Please remain indoors."

  (2) If it is safe to do so, security guards will police the grounds to ensure no one remains outdoors.

  (3) Maintenance shall secure loose items/debris, windows and doors.

  (4) Suspend outdoor activities and move people into sturdy buildings and away from windows.

  (5) Protect sensitive equipment from electrical damage by shutting down all theatre systems, logging off computer network and shutting down and disconnecting computers, peripheral equipment, and other non-essential equipment.

2. Tornadoes

a. A tornado is a violently rotating column of air extending from a thunderstorm to the ground. In an average year 1,200 tornadoes cause 70 fatalities and 1,500 injuries nationwide. Approximately 88% of tornadoes have winds of less than 110 mph and have life spans of 1 – 10± minutes.

b. A tornado watch indicates that conditions are favorable for the development of a tornado in and close to the watch area.

- Cautionary or protective actions may include:
  (1) Head of Security shall alert all staff and visitors. Sample: "Attention all visitors, staff, and volunteers, the Museum is under a tornado warning at this time. Please remain indoors."
  (2) Suspend outdoor activities and move people into sturdy buildings and away from windows.
  (3) Protect sensitive equipment from electrical damage by shutting down all theatre systems, logging off computer network and shutting down and disconnecting computers, peripheral equipment, and other non-essential equipment.

c. A tornado warning indicates that a tornado has been sighted or indicated by weather radar.

- Cautionary or protective actions may include:
  a. Head of Security shall alert all staff and visitors. Sample: "Attention all visitors, staff, and volunteers, the Museum is under a tornado warning at this time. Please remain indoors." Staff should be prepared to lead visitors to vaults if necessary.
  b. Suspend outdoor activities and move people into sturdy buildings and away from windows.
  c. Protect sensitive equipment from electrical damage by shutting down all theatre systems, logging off computer network and shutting down and disconnecting computers, peripheral equipment, and other non-essential equipment.
  d. Turn off overhead music and noisy exhibits.
  e. If tornado is imminent: move everyone into the vault (**refer to the Shelter In Place Procedure**) and instruct them to protect themselves using a "duck and cover" technique – knees to chest and arms covering head.

3. Cold Waves

a. Cold waves do not pose a frequent threat in South Florida. However, cold weather can place people in harms way. Hypothermia occurs when the core body temperature is less than 95°F. In general, in cold, dry environments, hypothermia occurs over a period of hours, but in wet conditions, core temperature can drop to dangerous levels in a matter of minutes.

b. Wind chill advisory means that cold air and winds will combine to generate low wind chills that could result in frostbite and lead to hypothermia if precautions are not taken.

Temperature (°F)										
WIND MPH		40	35	30	25	20	15	10	5	0
	5	36	31	25	19	13	7	1	-5	-11
	10	34	27	21	15	9	3	-4	-10	-16
	15	32	25	19	13	6	0	-7	-13	-19
	20	30	24	17	11	4	-2	-9	-15	-22
	25	29	23	16	9	3	-4	-11	-17	-24
	30	28	22	15	8	1	-5	-12	-19	-26
	35	28	21	14	7	0	-7	-14	-21	-27
	40	27	20	13	6	-1	-8	-15	-22	-29
	45	26	19	12	5	-2	-9	-16	-23	-30
	50	26	19	12	4	-3	-10	-17	-24	-31
	55	25	18	11	4	-3	-11	-18	-25	-32
	60	25	17	10	3	-4	-11	-19	-26	-33
Frostbite occurs in 15 minutes or less.										

- Cautionary or protective actions may include:
  (1) Limit outdoor work periods and tours.
  (2) Encourage visitors to dress appropriately.
  (3)Warning signs of hypothermia include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and exhaustion. Move the person indoors and get medical attention immediately.

4. Heat Waves

a. Heat waves are prolonged periods of excessive heat, often combined with excessive humidity. The heat index is a number in degrees that tells how hot it feels when relative humidity is added to the air temperature.

b. Heat cramps are muscular pains and spasms due to heavy exertion. Although these are the least severe, they are often the first signal that the body is having trouble with the heat.

c. Heat exhaustion typically occurs when people exercise heavily or work in a hot, humid place where body fluids are lost through heavy sweating. If not treated, the condition will worsen and the victim may suffer heat stroke.

d. Heat stroke/sun stroke is life-threatening. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly.

- Cautionary or protective actions may include:
  (1) Alert visitors and employees of increased heat related injury.
  (2) Limit outdoor work periods and tours.
  (3) Encourage water consumption.
  (4) Limit strenuous activities.
  (5) Warning signs of heat stroke/sun stroke include hot, red, dry skin, rapid weak pulse, and rapid shallow breathing. Move the person to a cooler environment and get medical attention immediately.

Temperature (F) versus Relative Humidity (%)									
°F	90%	80%	70%	60%	50%	40%	30%	20%	10%
65	65.6	64.7	63.8	62.8	61.9	60.9	60.	59.1	58.1
70	71.6	70.7	69.8	68.8	67.9	66.9	66.	65.1	64.1
75	79.7	76.7	75.8	74.8	73.9	72.9	72.	71.1	70.1
80	88.2	85.9	84.2	82.8	81.6	80.4	79.	77.4	76.1
85	101.4	97.	93.3	90.3	87.7	85.5	83.5	81.6	79.6
90	119.3	112	105.8	100.5	96.1	92.3	89.2	86.5	84.2
95	141.8	131.1	121.7	113.6	106.7	100.9	96.1	92.2	89.2
100	168.7	154.	140.9	129.5	119.6	111.2	104.2	98.7	94.4
105	200	180.7	163.4	148.1	134.7	123.2	113.6	105.8	100.
110	235.	211.2	189.1	169.4	151.9	136.8	124.1	113.7	105.8
115	275.3	245.4	218	193.3	171.3	152.1	135.8	122.3	111.9
120	319.1	283.1	250.	219.9	192.9	169.1	148.7	131.6	118.2

Heat Index	**Possible Heat Disorder:**
80°F - 90°F	Fatigue possible with prolonged exposure and physical activity.
90°F - 105°F	Sunstroke, heat cramps and heat exhaustion possible.
105°F - 130°F	Heat cramps, and heat exhaustion likely and heat stroke possible.
130°F or greater	**Heat stroke highly likely with continued exposure.**

5. Dense Fog

a. Fog is essentially a dense group of water droplets, or cloud that is close to the ground. The primary hazard associated with fog occurs when driving.

- Cautionary or protective actions may include:
  (1) Extra drive time in trip planning.
  (2) Check and clean windshield, windows and lights before driving.
  (3) Use low beams.
  (4) If you drive into a patch of fog, slow down gradually so the car behind you has time to react.
  (5) Maintain a safe following distance.
  (6) Resist the urge to pass another vehicle as you may find visibility ahead is worse than you anticipated.

6. Drought

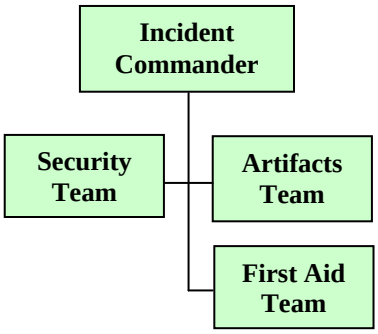
a. A drought is a period of abnormally dry weather that persists long enough to produce serious effects. The main hazard is an increase in the risk of fires.

- Cautionary or protective actions may include:
  (1) Enforce designated-area smoking restrictions.
  (2) Connect hoses to outside taps for quick deployment.
  (3) Remove dead or dying trees and shrubs
  (4) Keep trees and shrubs pruned.
  (5) Clear roof, gutters and eaves of debris.
  (6) Relocate exterior artifacts and exhibit items to an alternate location.

7. Roles and Responsibilities

a. Safety Officer
- Update the Weather Boards daily and ensure that the Emergency Response Team is aware of potential weather hazards.
- Distribute precautionary information to Museum and THPO staff as appropriate.

Incident Management Structure (Sample)



b. Incident Commander
- Receive threat assessment.
- Assemble the necessary teams.
- Approve an incident action plan.
- Direct staff actions.

c. Security Team
- Conduct property surveillance to ensure no one remains outside after "remain indoors" announcement has been made.
- Implement visitor protection strategies directed by the Incident Commander.

d. Artifacts Team
- Check collections, exhibits, and grounds for exposure to the hazards associated with the forecasted weather.
- Implement protective measures to secure artifacts and prevent or minimize damage.

e. First Aid Team
- Evaluate staff and visitors for injury.
- Provide First Aid in accordance with your level of training.

XXXIII. HURRICANE
A. Introduction

- Activity associated with this procedure is divided into three phases:
    1. Monitoring
    2. Preparedness
    3. Re-entry & Recovery
- Hurricanes generally provide sufficient lead time so that the incident management team can be assigned by the CHRO during the monitoring or preparedness phase, rather than at the time of impact.
- Hurricane forecasting is an inexact science. All times are based on estimates. As such, staff must be prepared to modify procedures based on changes to those estimates.
- The National Hurricane Center issues storm advisories every six hours. When there is a watch or warning posted, they will also issue intermediate advisories. **Note:** *The intermediate advisory does not provide new forecast data. It only provides a current position adjustment overlaid on the previous forecast positions.*
- Channel 4 is the designated Tactical Channel for emergency operations.
- The Incident Commander and persons tasked by the Incident Commander will perform all incident management functions in accordance with the principles of ICS.
- See the other chapters of the Museum Emergency Plan for guidance on matters that are not hazard specific (e.g., command and control, alert and notification, communications, etc.).

Important Terms

Hurricane Warning - A warning added to a hurricane advisory that sustained winds of 74 mph (64 knots) or higher associated with a hurricane are expected in a specified area within 24 hours or less.

Hurricane Watch - An announcement added to a hurricane advisory that hurricane conditions pose a possible threat to a specified area within 36 hours.

Storm Surge - An abnormal rise in sea level accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. A storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide.

Tropical Storm Warning - A warning issued by the National Hurricane Center for tropical storm conditions including possible sustained winds within the range of 39 to 73 mph (34 to 63 knots) which are expected in a specified area within 24 hours or less.

Tropical Storm Watch - An announcement issued by the National Hurricane Center for specific areas that a tropical storm or a forecast of tropical storm conditions poses a possible threat to an area generally within 36 hours.

B. Procedures

1. Monitoring

a. Monitoring actions for the Museum will focus on determining the trigger point for shifting to the preparedness phase of operations. The trigger point is 18-24 hours prior to the anticipated arrival of tropical storm force winds on the coast.

b. Using hurricane modeling software, the Seminole Tribe Emergency Management Dept (EMD) will begin providing the estimated arrival time of tropical storm force winds as early as three days (72 hours) before impact.

Hurricanes		
	Winds	**Surge**
TS	39-73	--
1	74-95	4-5
2	96-110	6-8
3	11-130	9-12
4	131-155	13-18
5	>155	> 18 ft

Storm Advisory Schedule

02:00 – Intermediate Advisory*
05:00 – Full Advisory
08:00 – Intermediate Advisory*
11:00 – Full Advisory
14:00 – Intermediate Advisory*
17:00 – Full Advisory
20:00 – Intermediate Advisory*
23:00 – Full Advisory

*Only if storm is threatening a land mass (e.g., watch or warning periods).

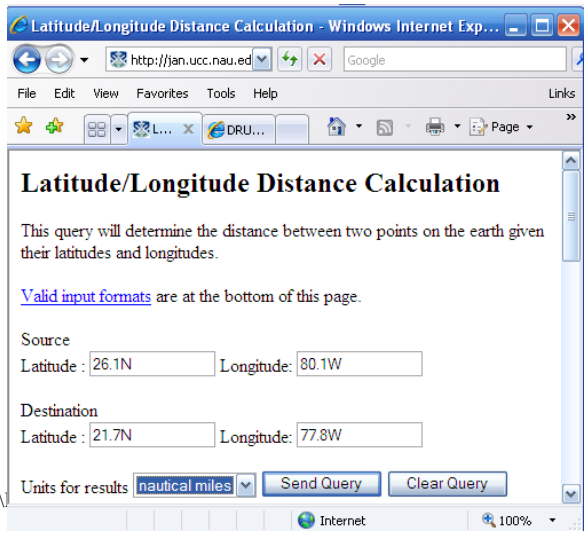
c. The Museum Safety Officer will monitor hurricane advisory information on a daily basis during hurricane season (June 1st through November 30th) and post it on the Museum's weather boards.

d. The National Hurricane Center posts updated hurricane monitoring information at their website (www.nhc.noaa.gov) in accordance with the storm advisory schedule listed above. The "*Tropical Weather Outlook*" provides summary information about developing and active systems.

e. Additional information is available on active storms to include forecast, tracking map, probabilities, etc. This information will be under a subheading by storm name or identifier (e.g., TD 4).

f. The Seminole Tribe Emergency Management Dept (EMD) will issue monitoring packets to keep Tribal organizations aware of hurricane developments. Additionally, they conduct conference calls to ensure all departments understand the information conveyed and have a chance to ask questions.

g. In the event the EMD monitoring packets are not available, the Museum can estimate arrival of tropical storm force winds using 3 variables provided in NHC "*Forecast Advisories*" (see **Attachment 1**). **Note:** *this estimate is based on a direct path calculation. It is for planning purposes only as few storms will travel in a direct path.* This calculation is best done when (but does not require) Museum facilities are within the cone of error on the NHC forecast map



(see **Attachment 2**). The three variables needed are:

- Current position expressed at latitude and longitude. **Note:** *the calculation can also be done using any of the forecasted positions depending on the degree of confidence in the forecast.*
- Forward speed
- Maximum distance that tropical storm force winds extend from the center of the storm

h. Calculate the distance of the storm from the coast by going to http://jan.ucc.nau.edu/~cvm/latlongdist.html and entering the storm's current location and the latitude and longitude for the coast (26.1 N 80.1 W). Change the "unit for results" to nautical miles.

i. Adjust the distance by subtracting the distance that tropical storm force winds extend from the center of the storm from the distance between the storm and the coast.

j. Calculate the number of hours until the arrival of tropical storm force winds at the coast by dividing the adjusted distance by the forward speed of the storm.

k. Using the data from **Attachment 12**, the calculation would be as follows:

- Current position: 21.7 N 77.8 W
- Forward speed: 10 knots (KT)
- Maximum distance that tropical storm force winds extend: 75 nautical miles
- Distance from the coast: 473 nautical miles
- Adjusted distance: 473 – 75 = 398 nautical miles
- Hours to arrival of tropical storm force winds: 398 ÷ 10 = 40 hours

2. Preparedness

a. The Incident Commander will determine when preparedness operations begin. Generally, the preparedness phase begins approximately 18-24 hours prior to the arrival of tropical storm force winds.

b. A planning meeting will be held daily by the Incident Commander and members of the Command and General Staff to review the available information and develop an Incident Action Plan (see **Attachments 12, 14, 16, & 17**) to include:

- Storm tracking map
- Work assignments
- Tentative timeline
- Communications plan

c. The Incident Action Plan will be disseminated to all Museum and THPO staff and will guide implementation and timing of preparedness actions.

3. Roles and Responsibilities

a. Incident Commander

- Analyzing information and intelligence relating to the storm and conducting an Incident Assessment.
- Determining the schedule and location of planning meetings.
- Establish immediate priorities.
- Activating elements of the Museum's Incident Command System and assigning tasks and responsibilities appropriate to the identified priorities.
- Approving and authorizing the implementation of the Incident Action Plan.
- Securing cash for post-emergency expenses.
- Directing staff activities.
- Approve the re-entry plan and assignments.
- Ensure the distribution of post-event personnel accountability instructions to Museum employees.

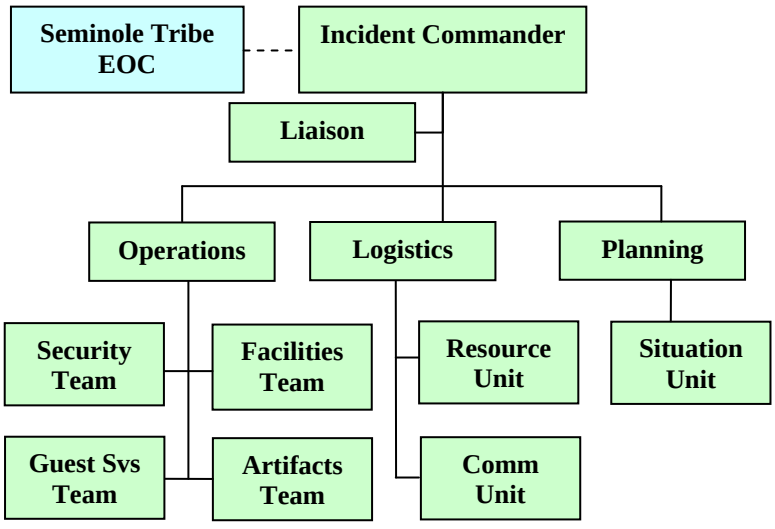
b. Liaison Officer

- Providing a point of contact to assisting and coordinating agencies (e.g., vendors, utilities, etc.).
- Establishing processes and schedules for the sharing of information between the Museum and assisting and coordinating agencies.
- Monitoring and reporting assisting and coordinating agency resource status as well as limitations and capabilities.

c. Planning Chief

- Preparing an Operational Schedule (see **Attachment 16**) for the Incident Commander's approval.
- Conducting conference calls.
- Establishing information requirements and reporting schedules for all organizational elements for use in preparing the Incident Action Plan.
- Monitoring the progress made toward incident objective accomplishment (see **Attachments 13 & 15**).
- Retaining and filing duplicate copies of official

Incident Management Structure (Sample)



forms and reports.

d. Situation Unit

- Establishing a storm monitoring and tracking system.
- Compiling and displaying incident summary information.
- Posting copies of all Incident Action Plans, incident maps, resource status reports, and other appropriate incident status information in the incident command post area.

e. Operations Chief

- Management of all activities of the Teams assigned to the Operations Section.

f. Facilities Team

- Confirm availability and readiness of necessary emergency supplies and equipment.
- Submit supply and equipment needs to Logistics via chain of command.
- Check floor and stairwell drains in the collection storage facility and ensure they are unobstructed and draining properly.
- Securing Museum facilities with shutters/plywood and water intrusion protective measures.
- Protecting (personnel, financial, development, inventory, registration) records and data.
- Remove or secure loose debris, outdoor equipment and materials.
- Ensure back-up of records and safeguard electronic equipment.
- Shut off non-essential utilities.
- Unplug non-essential equipment and computers. Where possible, cover equipment and computers with plastic/trash bags.
- Clear off desks and tables.
- Place loose materials in waterproof containers or trash bags and store in high cabinets.
- Secure valuable equipment, lock or bar doors, cabinets and cupboards. Where possible, move equipment, papers and office furniture away from windows, external doors and off floors.
- Seal file cabinets, drawers, and cupboards with waterproof tape.

g. Artifacts Team

- Confirm availability and readiness of necessary emergency supplies and equipment.
- Submit supply and equipment needs to Logistics via chain of command.
- Secure historic reproductions and artifacts and make recommendations regarding their relocation.
- Relocate, secure, or otherwise safeguard external exhibits.

h. Guest Services Team

- Manage rescheduling of program registrants, rental clients, and event participants scheduled to visit the Museum.
- Advise visitors who do not live in the area of the nearest hurricane evacuation shelters.
- Secure cash or other procurement instruments for post-event expenses.

i. Security Team

- Restrict access to exhibit areas that are being relocated or secured.
- Restrict visitor movement to open areas of the Museum.
- Prevent the interruption of preparedness activities by visitors.

j. Logistics Chief

- Coordinate the Museum's Medical Emergency Plan.
- Monitor the status of the vehicles and coordinate fuel and maintenance needs.
- Coordinating the transportation of personnel, supplies, food and equipment.

k. Resource Unit

- Check availability and readiness of chain saws, generators, and other equipment.
- Monitor the supply and equipment needs of other Sections and allocate available inventory in accordance with the mission priorities.
- Coordinate equipment fuel needs with Ground Unit.
- Distribute response kits to team and unit members as appropriate.
- Process requests for additional resources.
- Estimate, order, receive, distribute and store supplies and equipment.
- Implement an equipment accountability system.

l. Communications Unit

- Develop a communications plan.
- Allocate or assign communications equipment.
- Charge and distribute radios, cellular phones, and other communications devices according to the communications plan.
- Charge batteries and set up charging stations.
- Verify post-event contact information for Museum employees.
- Record post-event personnel accountability message on the Personnel Information Hotline.
- Confirm emergency communications plan and contact information between Museum leadership and Seminole Tribe EMA and make necessary preparations

m. Artifacts Team

- Confirm availability and readiness of necessary emergency supplies and equipment.
- Check collections, exhibits, and grounds for exposure to the hazards associated with the forecasted weather.
- Implement protective measures to secure artifacts and prevent or minimize damage.

4. Re-entry

a. Safety of Museum and THPO employees is the top priority. Re-entry should only be attempted when the storm hazards (winds and torrential rains) have stopped and with the approval of the Seminole Police Department.

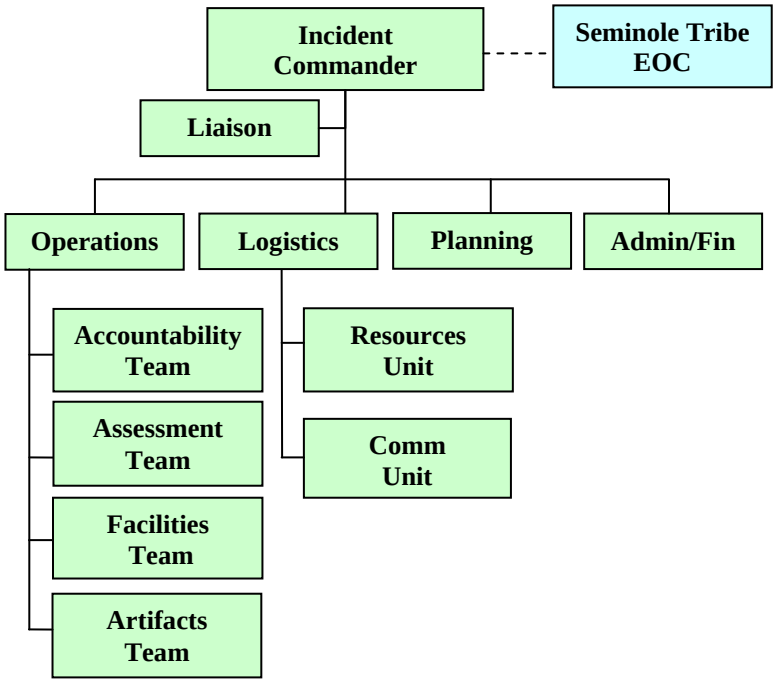
b. Re-entry should be coordinated with the Seminole Tribe EMD.

c. If the below listed minimum recovery criterion is met, available Museum and THPO employees will be asked to return to work at their assigned recovery positions.

- Access roads are clear of hazardous debris
- Museum facilities are not damaged to the degree where they pose a significant hazard (e.g., no structural collapses, no exposed electrical, no severe flooding, no gas leaks, etc.)
- Police & fire services are available
- Necessary personal protective equipment is available
- Fuel for personal vehicles is available
-

d. If the minimum recovery criterion is not met, available Museum and THPO employees may be assigned to the Seminole Tribe's manpower pool to assist other departments with recovery.

Incident Management Structure (Sample)



e. Recovery actions will vary greatly depending on amount of damage. Recovery priorities are:

- Employee health and safety
- Salvage of artifacts
- Temporary repairs to prevent further damage
- Reinstatement of Museum infrastructure
- Clean-up and rebuilding

f. Damage to Museum facilities may be so severe the Mission Essential Functions will have to be run from an alternate location.

g. Damage to Museum property will be documented via digital photography and compiled for use in insurance claims and federal disaster assistance application.

5. Roles and Responsibilities

a. Incident Commander

- Retains responsibility for the management of all re-entry and recovery actions conducted by the Museum.
- In order to conduct re-entry and recovery operations, the Incident Commander will have to account for Museum an THPO personnel and for organizing their efforts in a manner that is safe as well as effective.
- Establish immediate priorities and allocating available resources.
- Determining the location from where Museum operations will be managed.
- Re-activating elements of the Incident Command System and assigning tasks and responsibilities appropriate to the identified priorities.
- Analyzing damage assessment and resource information relating to the storm's impact.
- Coordinating activities with the EMD.
- Requesting assistance from the EMD as needed.
- Establishing operational schedule and managing recovery operations.

b. Operations Chief

- Retains responsibility for the management of all activities of the Teams assigned to the Operations Section.

c. Re-entry Team

- Responsible for collecting and communicating the extent of damage sustained by Museum facilities.
- Re-entry operations can be hazardous. Personnel will use the buddy system at all times. Structurally damaged facilities, downed power lines, flooded areas and other potential hazards will be avoided.
- The rapid damage assessment is intended to paint a broad, brush-stroke picture of the extent of damage sustained at Museum facilities.
- Depending on the severity of the storm, debris may prevent re-entry. Damage assessment may have to be postponed until emergency debris removal has been completed on the main access roads. Prior to the deployment of Damage Assessment teams, the Museum Incident Commander will establish contact with the EMD to determine if access is possible.
- The extent of damage to facilities and infrastructure will determine how quickly the Museum can return to normal as well as the level of disaster assistance that may be provided by the federal government under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The severity of damage will be assessed using the general guidelines listed in Rapid Damage Assessment Guide found in (**Attachment 10**).
- Damage Assessment Team members may be issued the following items/equipment prior to departing the Museum during the preparedness phase (capability has to be determined as well as distribution of Damage Assessment Team candidates around the State):

(1) Four wheel drive vehicle
(2) Personal protective equipment to include hard hat, eye protection, leather gloves, and boots.
(3)Satellite telephone
(4)Facility keys
(5)Digital camera
(6)Laptop with wireless capability
(7)Damage assessment criteria

d. Personnel Accountability Team

- Responsible for accounting for Museum and THPO personnel and their status.
- Personnel should call the Tribal Disaster Hotline (1-800-617-7514) immediately after passage of a storm to get information about the Incident Action Plan and to report their availability and situation.
- Personnel accountability measures will be initiated by the Personnel Accountability Team for Museum and THPO personnel not reporting their status to the Personnel Information Hotline within 1 hour after passage of the storm.
- Personnel Accountability Team members may be issued the following items/equipment prior to departing the Museum during the preparedness phase:
  a. Satellite telephone (if available)
  b. Post-event employee contact list
- The Personnel Accountability Team will attempt to identify and report the following information to the Ops Section Chief:
  (1) Name and location of employees reporting need for assistance due to severe or catastrophic damage to their home.
  (2) Name and location of employees reporting available for assignment.
  (3) Name and location of employees reporting unavailable for assignment.

e. Facilities Team

- Clean up of facilities
- Debris collection and removal
- Temporary repairs
- Coordination of permanent repairs and rebuilding
- Shut off utilities if it is safe to do so

f. Planning Chief

- Retains responsibility for the collection, evaluation and use of information; but now the purpose of the planning section will be focused on recovery efforts.
- Planning meetings will still be held and Incident Action Planning will remain an important function for the incident management team, but the operational periods may become longer as the transition from short-term to long-term recovery ensues.

g. Logistics Chief

- Retains responsibility for providing logistical support to the other Sections.

- As conditions return to normal and more functions are assumed by vendors and contractors, the Logistics function will be scaled back.

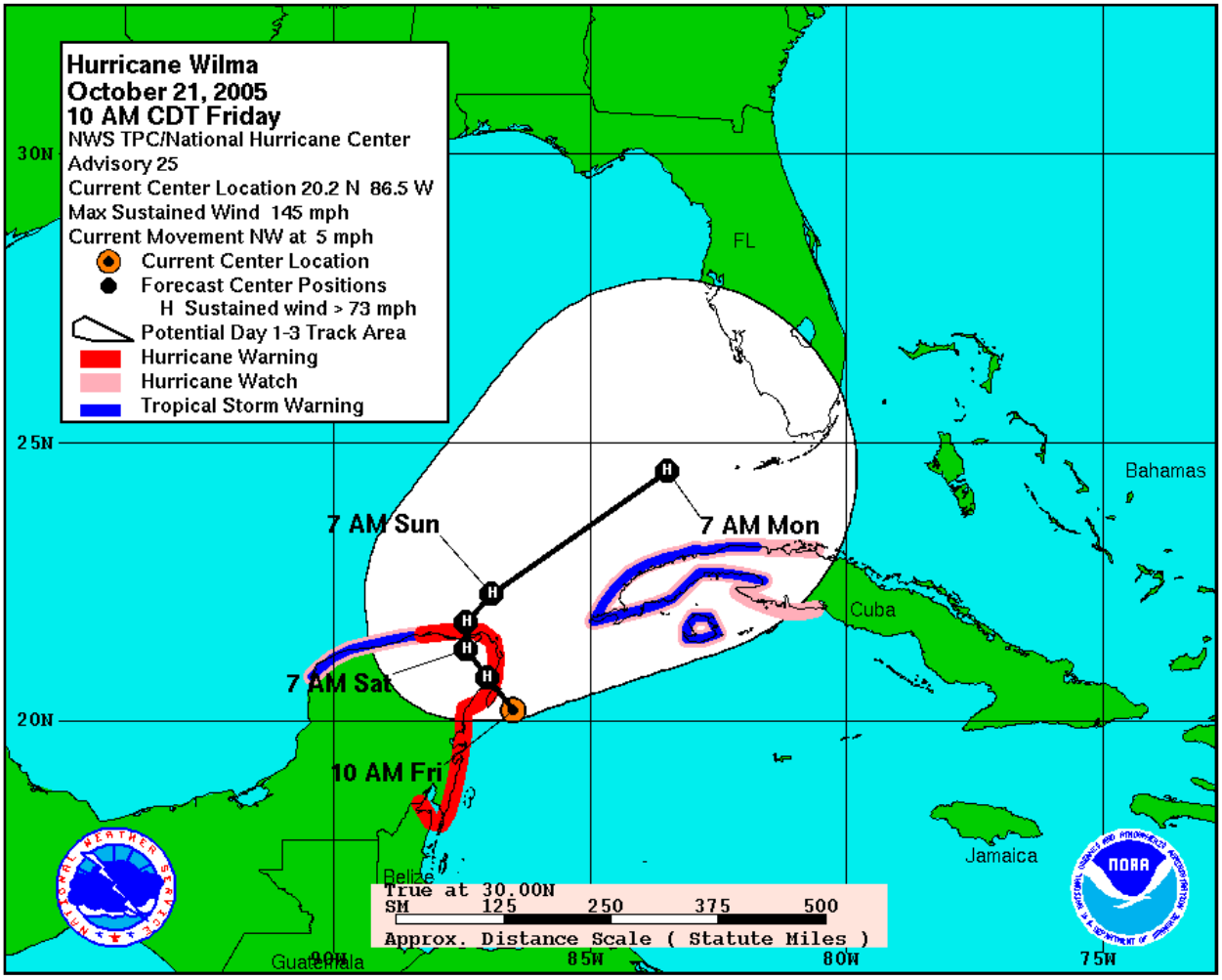
h. Admin/Finance Chief

- Assembles and tracks costs associated with operations, damage and rebuilding
- Collects and compiles daily logs
- Tracks recovery related expenditures
- Coordinates completion of project worksheets
- Coordinates federal reimbursement efforts
- Coordinates payroll
- Develops and coordinates recovery and reconstruction budgets
- Coordinates payment on Museum and THPO contracts and financial liabilities

Attachment 11 – Forecast Advisory (sample)

```
ZCZC MIATCMAT5 ALL
TTAA00 KNHC DDHHMM CCA
TROPICAL STORM ERNESTO FORECAST/ADVISORY NUMBER  18...CORRECTED
NWS TPC/NATIONAL HURRICANE CENTER MIAMI FL   AL052006
0300 UTC TUE AUG 29 2006

CORRECTED TO ADD LAKE OKEECHOBEE TO THE TROPICAL STORM WARNING AND HURRICANE WATCH

AT 11 PM EDT...0300 UTC...THE TROPICAL STORM WARNING AND HURRICANE WATCH ARE EXTENDED
NORTHWARD ALONG THE FLORIDA WEST COAST FROM CHOKOLOSKEE TO BONITA BEACH.  A TROPICAL
STORM WARNING AND A HURRICANE WATCH ARE NOW IN EFFECT FROM VERO BEACH SOUTHWARD ON
THE EAST COAST...FROM BONITA BEACH SOUTHWARD ON THE WEST COAST...FOR LAKE
OKEECHOBEE...AND FOR ALL OF THE FLORIDA KEYS...FROM OCEAN REEF TO THE DRY TORTUGAS.

A TROPICAL STORM WATCH REMAINS IN EFFECT FROM NORTH OF BONITA BEACH NORTHWARD TO
ENGLEWOOD ON THE FLORIDA WEST COAST.

A HURRICANE WATCH REMAINS IN EFFECT FROM NORTH OF VERO BEACH TO NEW SMYRNA BEACH ON
THE FLORIDA EAST COAST.

A TROPICAL STORM WARNING AND A HURRICANE WATCH REMAIN IN EFFECT FOR ANDROS
ISLAND...THE BERRY ISLANDS... THE BIMINIS AND GRAND BAHAMA ISLAND IN THE NORTHWESTERN
BAHAMAS.

A TROPICAL STORM WARNING REMAINS IN EFFECT FOR RAGGED ISLAND AND GREAT EXUMA IN THE
CENTRAL BAHAMAS.

A TROPICAL STORM WARNING REMAINS IN EFFECT FOR THE CUBAN PROVINCES OF
GUANTANAMO...SANTIAGO DE CUBA...GRANMA...HOLGUIN...LAS TUNAS...AND CAMAGUEY.

INTERESTS ELSEWHERE IN THE CENTRAL AND NORTHWESTERN BAHAMAS SHOULD
MONITOR THE PROGRESS OF ERNESTO.

TROPICAL STORM CENTER LOCATED NEAR 21.7N  77.8W AT 29/0300Z POSITION ACCURATE WITHIN
25 NM

PRESENT MOVEMENT TOWARD THE WEST-NORTHWEST OR 300 DEGREES AT  10 KT

ESTIMATED MINIMUM CENTRAL PRESSURE 1007 MB
MAX SUSTAINED WINDS  35 KT WITH GUSTS TO  45 KT.
34 KT....... 75NE   0SE   0SW  60NW.
WINDS AND SEAS VARY GREATLY IN EACH QUADRANT.  RADII IN NAUTICAL MILES ARE THE
LARGEST RADII EXPECTED ANYWHERE IN THAT QUADRANT.

REPEAT...CENTER LOCATED NEAR 21.7N  77.8W AT 29/0300Z
AT 29/0000Z CENTER WAS LOCATED NEAR 21.4N  77.4W

FORECAST VALID 29/1200Z 23.0N  79.1W
MAX WIND  40 KT...GUSTS  50 KT.
34 KT... 75NE  60SE  20SW  60NW.

FORECAST VALID 30/0000Z 24.6N  80.3W
MAX WIND  55 KT...GUSTS  65 KT.
50 KT... 50NE  40SE  20SW  40NW.
34 KT... 90NE  75SE  40SW  75NW.

FORECAST VALID 30/1200Z 26.4N  80.9W...INLAND
MAX WIND  50 KT...GUSTS  60 KT.
```

Attachment 12 – Tracking Map (Sample)



Attachment 13 – Incident Briefing Report (Sample)

Incident Briefing Report # 1	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Section Completing Plan		5. Operational Period	
6. Summary of current situation, operations, or objectives			
7. Problems encountered or potential obstacles			
8. Assistance required or requested			
9. Incident objectives			
10. Prepared by (Name & Position)		11. Approved by (Name and Position)	

Attachment 14 – ICS 203, Assignment List (Sample)

Organizational Assignment List	**1. Incident** Internal Flood	**2. Date** August 18, 2007	**3. Time Prepared** 08:00
Position	**Name**	**4. Operational Period** 8/18 08:00 – 8/18 17:00	
Incident Commander & Command Staff			
Incident Commander		**Position** **Name** **Operations Section**	
Deputy Incident Commander		Section Chief	
Public Information Officer		Deputy Section Chief	
Liaison Officer		Security Leader	
Safety Officer		Facilities Leader	
Position **Name** **Planning Section**		Guest Services Leader	
Section Chief		Artifacts Leader	
Situation Unit Leader		First Aid Leader	
Documentation Unit Leader		Personnel Accountability Leader	
Resource Unit Leader		Re-entry Leader	
Demobilization Unit Leader			
Position **Name** **Logistics Section**			
Section Chief			
Communications Unit Leader			
Food Unit Leader			
Resource Unit Leader			
Facilities Unit Leader			
Position **Name** **Administration/Finance Section**			
Section Chief			
Cost Unit Leader			
Time Unit Leader			
Procurement Unit Leader			

Attachment 15 – Planning Meeting Agenda (Sample)

Attachment 15 – Planning Meeting Agenda

Meeting Date:	**Meeting Time:**
Agenda Items	**Reporting Party**
1. Brief report on current situation and resource status ☐ Current weather status NHC Advisory #_____ Projected arrival of tropical storm force winds _____ _____ ☐ Broward EOC Status _____ ☐ Broward EOC conference call _____ ☐ General staff positions status ☐ State of emergency (state / county / Town) ☐ Public information ☐ Other	Planning Section Chief
Operations ☐ Evacuation/Public Safety ☐ Debris ☐ Awnings and nets ☐ Facilities status ☐ Shutters ☐ Communications/batteries ☐ Roads/Bridges ☐ Signs ☐ Waste management ☐ Data protection/backup ☐ Other	Operations Section Chief
Logistics ☐ Emergency supplies ☐ Relocation of emergency resources to alternate fac ilities ☐ Fueled vehicles/generators ☐ Other	Logistics Section Chief
Admin/Finance ☐ Vendor status ☐ Contracts status ☐ Personnel time tracking ☐ Expenditure documentation ☐ Other	Admin/Finance Section Chief
2. Establish/Review incident objectives ☐ Emergency responder & public safety ☐ Facilities/Infrastructure protection ☐ Other _____	Incident Commander
3. Actions needed to achieve incident objectives by end of operational period	General Staff
4. Finalize incident action plan	Planning Section Chief & Incident C ommander

Attachment 16 – Operational Schedule (Sample)

Operational Schedule	1. Incident Name Hurricane Stan	2. Date Prepared 7/2/07	3. Time Prepared 08:00
4. Section Completing Plan Planning Section		5. Operational Period 7/2 09:00 – 7/3 09:00	

Date	Time/(lead time)	Event
7/2	13:00	Planning Meeting
7/2	15:00	Operations Briefing – Storm Preparedness Actions & Timeline
7/3	08:00	Employees prepare homes
	(30 hrs)	Notify external support agencies of Museum's plans (EMA, Alarm Company, Vendors, etc.)
	(24 hrs)	Notify scheduled visitors
	(18 hrs)	Secure facilities and artifacts
	(12 hrs)	Close Museum facilities
	(8 hrs)	Fuel vehicles
	(7 hrs)	Stage hurricane trailer
	(6 hrs)	Evacuate Big Cypress
	(0 hrs)	Arrival of Tropical Storm Force Winds

10. Prepared by (Name & Position)
J. Doe, Planning Section Chief

Attachment 17 – Communications Plan (Sample)

Communications Plan	1. Incident	2. Date/Time I	3. Operational Period (Date/Time)

4. Basic System Utilization

System Type	Channel/Frequency	Function	Assignment	Remark

5. Sketch of communication flow/assignments

6. Prepared by :

J. Doe, Logistics Section Chief

XXXIV. INJURY OR ILLNESS
A. Introduction

In Case of Fatality

1. Notify Police.
2. Avoid moving the victim or leaving them unattended.
3. Establish a perimeter around the scene.
4. Avoid disturbing the area within the perimeter or allowing others to do so.
5. Avoid interviewing witnesses.
6. Attempt to isolate witnesses until Police arrive.
7. Complete Incident Report Form.

- This procedure applies to illness or injury regardless of the source. It contains specific guidance for instances where the injury or illness is associated with hazardous materials.

- Museum and THPO staff will to continually monitor their surroundings for potentially unsafe conditions. Potential hazards or safety concerns should be brought to the attention of the Operations Manager or his/her designee. Nonetheless, the possibility of injury/illness cannot be completely eliminated.

- Museum and THPO personnel must not put themselves or others in danger in order to render aid. The goal of personnel is to stabilize the situation until professional assistance arrives.

- Personnel will always ask for consent prior to initiating First Aid. If the victim is unconscious or is an unaccompanied minor and the injury/illness is life-threatening, consent will be assumed. In cases where the victim is a minor, the parent or guardian will be consulted for consent to provide First Aid.

- Museum and THPO staff should **not** to apologize for or accept responsibility for an accident.

- Copies of Incident Report forms will be submitted to the Operations Manager for transmittal to the Risk Management Department.

- If hazardous materials are involved, refer to Material Safety Data Sheets (MSDS) for additional clean-up guidance, consult contractor for clean-up. Locations: Loading Dock, Copy Room of Curatorial Building, Lab. of Curatorial Building, Mail Area of Administrative Trailer, Assistant Operations Manager Office and Maintenance Shed #1.

- Channel 4 is the designated Tactical Channel for emergency communications.

- Refer to other chapters of this emergency plan for guidance on matters that are not hazard specific (e.g., command and control, alert and notification, communications, etc.).

- The Incident Commander and persons tasked by the Incident Commander will perform all incident management functions in accordance with the principles of the ICS.

B. Procedures

1. Injured / Ill Person

a. Staff member discovering an injured / ill person:

- Avoid approaching/touching the victim. Alert the Head of Security. Assess the area 360° around the victim for potential hazards (animals, sharp objects, electrical, etc.).
- Provide the following information to the Head of Security:
  (1) Location of the victim
  (2) Number of victims
  (3) Nature of the injury / illness and condition of victim
  (4) Known hazards
  (5) Other pertinent information
- Determine what happened and report the information to the Head of Security.
- If you are trained and can safely assist the victim, do so. Otherwise, attempt to keep the victim calm and advise them that the EMS/FR is on its way. If the victim insists on leaving the area, advise the Head of Security and inform them of the route being taken and the destination, if known.
- Brief the EMS/FR upon their arrival.
-

Emergency Assistance

Seminole Police Department
Seminole Fire Department
Poison Control Center

2. Roles and Responsibilities

a. Head of Security

- Complete the following notification:
  (1) EMS
  (2) Fire Department
  (3) CHRO
  (4) Museum and THPO Department Directors
- Monitor the Tactical Channel and the Administrative Channel and function as the Communication Control Center – ensuring that communications are occurring on the appropriate channels and that radio users know which channels are being used.
- Initiate the Incident Report form. Document the incident information available from the incident reporting party.
- Provide support as necessary.
- Request Public Safety assistance as necessary/directed.

Radio Channel Designation

Designation	Channel #
Administration	5
Tactical	4
Alternate	3

b. Incident Commander

- Receive threat assessment.
- Assign, direct and control team functions.
- Request that additional team members respond or be placed on stand-by in case they are needed later.
- Ensure the safety of staff and visitors.
- Ensure that notification and briefings are made to fire/police responders.
- Request that a Museum and THPO staff member meet and direct paramedics to the location of the victim.

3. Hazardous Materials Exposures

a. Victims of a hazardous materials exposure may experience immediate or delayed reactions. All hazardous material exposures will be documented on an Incident Report form.

b. Material Safety Data Sheets (MSDS) for all hazardous materials stored at Museum facilities are kept on file in the in each building.

c. A hazardous material release occurring outside a Museum facility can pose a threat if the wind pushes a "toxic cloud" toward the Museum. In the event there is insufficient time to evacuate prior to the arrival of the "toxic cloud," implement sheltering in place procedures.

(1) Head of Security or his/her designee shall make announcement over the public address system: Sample: "For your own safety, everyone please remain inside the building. This is not a drill. For your own safety, everyone please remain inside the building."
(2) Direct visitors to a safe location.
(3) Account for all visitors and staff.
(4) Request First Aid assistance as necessary.
(5) Remain with visitors until otherwise directed.
(6) Cancel scheduled tours and events.

d. Personal Protective Equipment (PPE) for hazardous materials varies significantly depending on the hazardous product and the type of exposure it is intended to protect against. Inappropriate use of PPE can lead to serious injury or death. PPE is to be used only for the purpose for which it is intended and only by trained personnel.

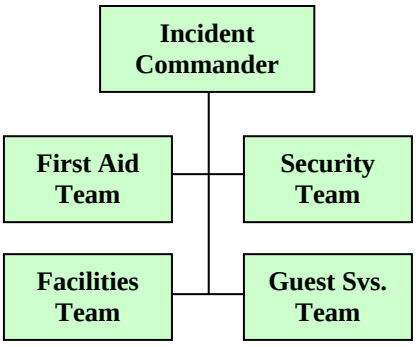
e. Exposure to hazardous materials may occur through inhalation, ingestion or absorption.

4. Roles and Responsibilities

a. Incident Commander

- Assign, direct and control team functions.
- Ensure accountability and safety of staff and visitors.
- Determine if evacuations, sheltering in place, or protective actions are appropriate beyond the area where the victim(s) is located.
- Ensure that notification and briefings to fire/police responders take place.
- Request that a Museum staff member meet and direct paramedics to the location of the victim.

Incident Management Structure (Sample)



b. First Aid Team

- Inhalation
  (1) If it is safe to do so, move victim away from the hazard or the hazard away from the victim.
  (2) Provide First Aid in accordance with your level of training.
  (3) Refer to MSDS and the Poison Control Center for additional guidance.
- Ingestion
  (1) Provide First Aid in accordance with your level of training.
  (2) Refer to MSDS and the Poison Control Center for additional guidance.
- Absorption
  (1) If it is safe to do so, move victim away from the hazard or the hazard away from the victim.
  (2) Remove affected clothing.
  (3) Flush affected area with running water.
  (4) Provide First Aid in accordance with your level of training.
  (5) Refer to MSDS and the Poison Control Center for additional guidance.

c. Security Team

- Isolate the hazard area and keep others away.

d. Facilities Team

- Shut off power to the affected area if it is safe to do so.
- Ensure that fire/police responders have access to the facilities.
- Provide a copy of the facility floor plan, keys or other necessary support to fire/police responders.
- Transport the emergency evacuation kit to the evacuation area.
- Notify other employees of the hazardous materials spill. Depending on the existing conditions, the Incident Commander may order the evacuation of other Museum buildings.

e. Guest Services Team

- Evacuate the building if necessary

(1) Make announcement over the public address system. Sample:"Everyone please evacuate the building. This is not a drill. Everyone please evacuate the building."
(2) Direct visitors to the evacuation area. It may be necessary to assist mobility impaired visitors with evacuation.

- Shelter in place
  (1) Make announcement over the public address system. Sample: "For your own safety, everyone please remain inside the building. This is not a drill. For your own safety, everyone please remain inside the building."
  (2) Direct visitors to the nearest shelter in place location.
  (3) Account for all visitors to the Museum.
  (4) Request First Aid assistance as necessary.
  (5) Remain with visitors until otherwise directed.
  (6) Cancel scheduled tours and events.

XXXV. FLOODING
A. Introduction

- Flooding generally develops over time and often provides sufficient lead time so that the incident management team can be assigned by the CHRO prior to impact.
- Flooding is one of Florida's most frequent hazards.
- The primary cause of flooding is rainfall that elevates water levels in low lying areas. However, flooding can also occur as a result of water line ruptures and leaks either inside or outside Museum facilities. The rainfall around the Okeechobee basin may pose a flooding hazard to areas south of the Lake.
- Flooding may introduce contaminants into the water supply. Until it is determined safe, avoid drinking tap water.
- Flood areas should be avoided as they pose several threats including:
  - Fast moving water can cause injury or significant damage.
  - Pooled water may hide other hazards such as holes, live power lines, sharp objects, etc.
- Channel 4 is the designated Tactical Channel for emergency communications.
- The incident commander and persons tasked by the Incident Commander will perform all incident management functions in accordance with the principles of the ICS.
- See **Figures 2, 3, and 4** for guidance on matters that are not hazard specific (e.g., command and control, alert and notification, communications, etc.).

Important Terms

Flood Watch – flooding is possible. Usually issued 12-36 hours prior to the event.

Flood Warning – flooding is occurring or will occur soon.

Minor Flooding – minimal or no property damage but possibly some public threat or inconvenience.

Moderate Flooding – some inundation of structures and roads near streams. Some evacuation of people and or transfer of property to higher elevations are necessary.

Major Flooding – extensive inundation of structures and roads. Significant evacuations of people and/or transfer of property to higher elevations are necessary.

B. Procedures

1. Monitoring

a. The Museum Safety Officer will monitor weather information on a daily basis and post it on the Museum's weather boards.

b. The National Weather Service has several products that can provide information about flooding including: *Hazardous Weather Outlook, Flood Statements, and Short Term Forecasts.* Weather information is available at the NWS website (http://www.srh.noaa.gov/mia/).

c. The Seminole Tribe Emergency Management Dept (EMD) may issue severe weather/flood advisory information to keep Tribal departments aware of hazardous weather developments. Additionally, they may conduct conference calls to ensure all departments understand the information conveyed and have a chance to ask questions.

d. The Incident Commander will convene a planning meeting when there is a threat of moderate or major flooding. Preparedness actions will be determined based on the available information.

2. Flooding From Externally Rising Water

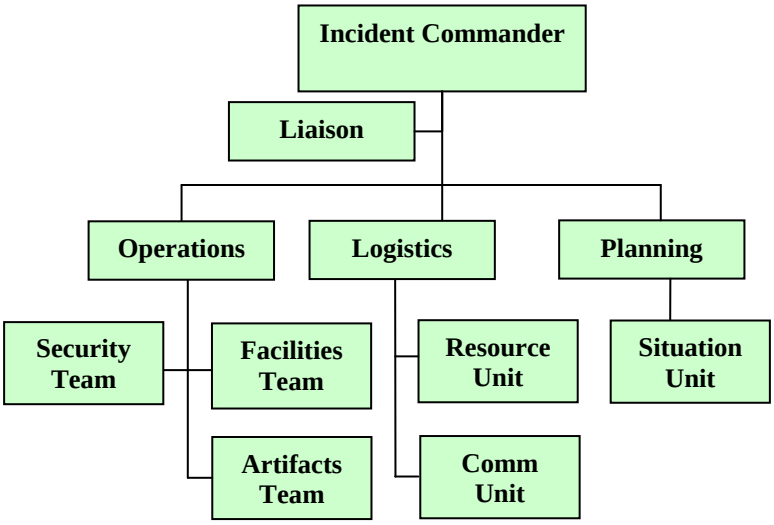
a. The Incident Commander will determine when preparedness operations should begin.
b. Planning meetings will be held by the Incident Commander and members of the Command and General Staff to review the available information and develop/modify Incident Action Plans.
c. The Incident Action Plan will be disseminated to all Museum and THPO staff and will guide implementation and timing of preparedness actions.

3. Roles and Responsibilities

a. Incident Commander

- Analyzes information and intelligence relating to the event and conducts an incident assessment.
- Determines the schedule and location of planning meetings.
- Establishes immediate priorities.
- Activates elements of the Incident Command System and assigns tasks and responsibilities appropriate to the identified priorities.
- Determines protective actions as necessary (e.g., evacuation, elevation of artifacts, etc.).

Incident Management Structure (Sample)



- Approves and authorizes the implementation of the Incident Action Plan.
- Directs staff activities.
- Approves the re-entry plan and assignments.
- Ensures the distribution of post-event personnel accountability instructions to Museum employees.

b. Liaison Officer

- Provides a point of contact to assisting/coordinating agencies (e.g., vendors, utilities, etc.).
- Establishes processes and schedules for the sharing of information between the Museum and assisting/coordinating agencies.
- Monitors and reports assisting/coordinating agency resource status as well as limitations and capabilities.

c. Planning Chief

- Conducts conference calls.
- Establishes information requirements and reporting schedules for all organizational elements for use in preparing the Incident Action Plan.
- Monitors the progress made toward incident objective accomplishment.
- Retains and files duplicate copies of official forms and reports.
- Conduct Risk Assessment.

d. Situation Unit
- Establishes a storm monitoring and tracking system.
- Compiles and displays incident summary information.
- Posts copies of all Incident Action Plans, incident maps, resource status reports, and other appropriate incident status information in the incident command post area.

e. Operations Chief
- Responsible for the management of all activities of the Teams assigned to the Operations Section.

f. Facilities Team
- Confirm availability and readiness of necessary emergency supplies and equipment.
- Submit supply and equipment needs to Logistics Section via chain of command.
- Check floor and stairwell drains in the collection storage facility and ensure they are unobstructed and draining properly.
- Manage rescheduling of program registrants, rental clients, and event participants scheduled to visit the Museum.
- Secure Museum facilities with water intrusion protective measures.
- Protect records and data.
- Remove or secure loose debris, outdoor equipment and materials.
- Ensure back-up of records and safeguard electronic equipment.
- Shut off non-essential utilities or utilities that could exacerbate the damage or hazard.

g. Artifacts Team
- Confirm availability and readiness of necessary emergency supplies and equipment.
- Submit supply and equipment needs to Logistics via chain of command.
- Secure historic reproductions and artifacts and make recommendations regarding their relocation.
- Relocate, secure, or otherwise safeguard exhibits that could be affected by rising water.

h. Security Team
- Restrict access to exhibit areas that are being relocated or secured.
- Restrict movement to flooded or hazardous areas of the Museum.
- Prevent interruption of preparedness activities.

i. Logistics Chief

- Coordinate the Museum's medical emergency plan.
- Monitor the status of the vehicles and coordinate fuel and maintenance needs.
- Coordinate the transportation of personnel, supplies, food and equipment.

j. Resource Unit

- Check availability and readiness of wet vacuums, generators, and other equipment.
- Monitor the supply and equipment needs of other sections and allocate available inventory in accordance with the mission priorities.
- Coordinate equipment fuel needs with other sections.
- Distribute emergency kits to team and unit members as appropriate.
- Process requests for additional resources.
- Estimate, order, receive, distribute and store supplies and equipment.
- Implement an equipment accountability system.

k. Communications Unit

- Develop communications plan.
- Allocate or assign communications equipment.
- Charge and distribute radios, cellular phones, and other communications devices charged and distributed according to the communications plan.
- Charge batteries and set up charging stations.
- Verify post-event contact information for Museum and THPO employees.
- Record post-event personnel accountability message on the Personnel Information Hotline.
- Confirm emergency communications plan and contact information between Museum leadership and Seminole Tribe EMD and make necessary preparations.

4. Flooding From Internal Leak or Pipe Break

a. The staff member discovering the leak or break must:

- Notify the Head of Security and provide the following information:
  - Area of flooding
  - Source of the leak – if known
  - Depth of water
  - Artifacts affected
- Isolate the affected area.

b. The Head of Security will notify the Museum and THPO Department Directors.

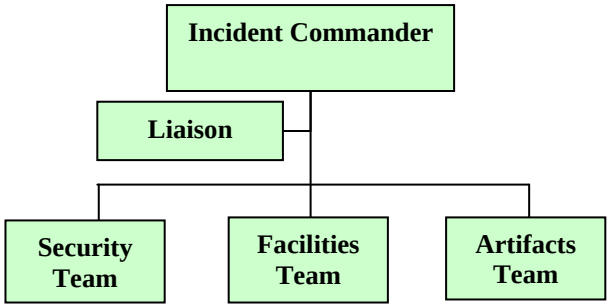
c. The initial Incident Commander will conduct an assessment, and determine the best course of action.

5. Roles and Responsibilities

a. Incident Commander

- Establishes immediate priorities.
- Activates elements of the Museum's Incident Command System and assigning tasks and responsibilities appropriate to the identified priorities.
- Directs the necessary notifications.
- Directs Team activities.

Incident Management Structure (Sample)



b. Liaison Officer

- Secures assistance from external technicians (e.g., plumbers, clean-up companies, utilities, etc.).
- Monitors and reports assisting and coordinating agency resource status as well as the museum's limitations and capabilities.

c. Facilities Team

- Shut off non-essential utilities or utilities that could exacerbate the damage or hazard.
- Attempt to stop the leak. **Note**: *If leak is in storage facility, place weighted screens over floor drains to prevent loss of small objects.*
- Check floor in the collection storage facilities and ensure they are unobstructed and dry.
- Manage rescheduling of program registrants, rental clients, and event participants scheduled to visit the Museum.
- Protect records and data.
- Safeguard electronic equipment.

d. Artifacts Team

- Secure historic reproductions and artifacts and make recommendations regarding their relocation.
- Relocate, secure, or otherwise safeguard exhibits that could be affected by rising water.

e. Security Team

- Restrict access to exhibit areas that are being relocated or secured.
- Restrict movement to flooded or hazardous areas of the Museum.

6. Recovery

a. The safety of Museum and THPO employees is the top priority. If the Museum must be evacuated, re-entry should only be attempted when the source of the flooding (e.g., rainfall, broken pipe, etc.) has stopped.

b. If evacuations are widespread throughout Big Cypress, re-entry should be coordinated with the Seminole Tribe EMD.

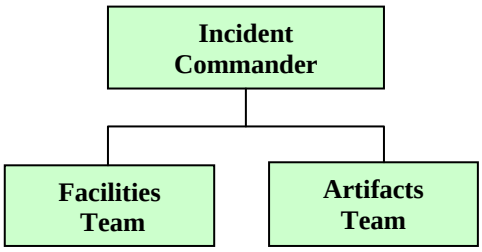
c. If necessary, see Re-entry section in **Hurricane Procedure** and **Artifacts Salvage and Recovery Procedure**.

7. Roles and Responsibilities

a. Incident Commander

- Establishes immediate priorities and allocate available resources.
- Determines the location from where Museum operations will be managed.
- Re-activates elements of the Museum's incident command system and assign tasks and responsibilities appropriate to the identified priorities.
- Receives damage assessment and resource information relating to the flood's impact.
- Coordinates activities with the EMD.
- Requests assistance from the EMD as needed.
- Establishes operational schedules and recovery operations.

Incident Management Structure (Sample)



b. Artifacts Team

- Consults technical experts for mud and water sampling and testing.
- Consults technical experts in mycology, conservation, etc. for assistance.
- Initiate steps to reduce humidity, freeze artifacts or otherwise protect them from continued exposure to mold or other damaging conditions.
- Recommends collection priorities and recovery activities.
- Contacts other museums or museum associations for assistance or storage.
- Documents stabilization procedure with photographs, videotape, and written records.
- Contacts insurance agent.
- Initiates long-term conservation and restoration.

c. Facilities Team

- Cleans up of facilities.
- Collects and removes debris.
- Makes temporary repairs.
- Coordinates permanent repairs to the building.
- Checks utilities to ensure they can be operated safely.
- Coordinates with utility provider if necessary.
- Advises Incident Commander, via chain of command, of safety concerns or safe operability of utilities.

XXXVI. SUSPICIOUS PACKAGE/MAIL

A. Introduction

- This emergency procedure augments Security Policies #214 & #1008.
- Mail, packages, or parcels containing explosive, chemical, biological or other hazards can be sent, delivered to, or left in close proximity to the Museum for the purpose of causing harm to personnel or property or to create an atmosphere of general anxiety or panic.
- Consistent application of mail handling procedures will help ensure that packages or parcels arriving by mail are screened for potential threats and are handled accordingly.
- All suspicious packages found in or near Museum facilities are assumed to pose a legitimate danger to Museum personnel, visitors, and property until proven false.
- Channel 4 is the designated Tactical Channel for emergency communications.
- The Incident Commander and persons tasked by the Incident Commander will perform all incident management functions in accordance with the principles of the ICS.
- Also see **Bomb Threat Procedure**.

Suspicious Package Characteristics

- Powdery substance on the outside.
- Unexpected or from someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address, or have one that can't be verified as legitimate.
- Of unusual weight, given their size, or are lopsided or oddly shaped.
- Unusual amount of tape.
- Marked with restrictive endorsements, such as "Personal" or "Confidential."
- Strange odors or stains.

B. Procedures

1. Suspicious Package or Object <u>Inside</u> Museum Facilities

a. Avoid touching the package/device.
b. Avoid moving the package/device.
c. Call the police immediately.
d. Report the incident to the Head of Security calls the police.
e. Do not try to clean up contents that may spill from the mail or parcel.
f. Clear the area or evacuate the building and have all staff meet at Evacuation Point A. Be alert and scan for additional suspicious items or persons.
   (1) All staff and visitors to the Museum's facilities must be accounted for.
g. Leave the room and close the door, or section-off the area to prevent others from entering (i.e., keep others away).
h. If possible, turn off the air conditioning system.
i. Wash your hands with **soap and water** to prevent spreading the spilled mail or parcel contents to your face.

j. Head of Security or his/her designee shall list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to the police so that proper instructions can be given for medical follow-up and further investigation.
k. Head of Security or his/her designee shall notify the Museum and THPO Department Directors or his/her designee.
m. Do not return to the building until instructed to do so by the Seminole Police Department or other legitimate authority.

2. Suspicious Package or Object <u>Outside</u> Museum Facilities

a. Avoid touching and moving the package/device.
b. Notify the Head of Security or his/her designee who will call the police department.
c. Call the police immediately.
d. Clear the area of the building nearest the suspicious package or evacuate the building via the exit most distant from the suspicious package and have all staff meet at the evacuation point. Be alert and scan the area for other suspicious items or persons.
e. Account for all staff and visitors to the Museum's facilities.
g. Remain outside the building until instructed to do so by the Seminole Police Department or other legitimate authority.

Attachment 18 – Suspicious Mail Poster

XXXVII. BOMB THREAT
A. Introduction

Emergency Assistance
Seminole Police Department

- This emergency procedure augments Security Policies #915 and #1012.
- Bomb threats are most commonly made via telephone and are generally made by individuals who want to create an atmosphere of general anxiety or panic.
- All bomb threats to Museum facilities are assumed to pose a legitimate danger to personnel, visitors, and property until proven false.
- It is important for the person receiving the call to keep the caller on the telephone in order to obtain as much information as possible and attempt to determine if they are receiving firsthand information that would help ascertain if the threat is credible.
- In the event of building evacuations, all staff will take keys, wallets, etc., with them. They may not be able to return to the building for quite some time. **Note**: *if these items are not readily accessible, leave them. Do not return to the building to retrieve these items until instructed by the authorities.*
- If the building is evacuated, avoid returning to the building until instructed to do so by the Seminole Police Department or other legitimate authority.
- Some explosive devices are triggered by radio waves. Avoid using cellular phones or radios unless instructed by the authorities. Additionally, do not shut-off power to any electrical device, including lights, before leaving the building.
- Refer to the other chapters of this Emergency Plan for guidance on matters that are not hazard specific (e.g., command and control, alert and notification, communications, etc.).
- The Incident Commander and persons tasked by the Incident Commander will perform all incident management functions in accordance with the principles of the ICS.

B. Procedures

1. Telephone Bomb Threats

a. Take the caller seriously, but remain calm.

b. Ask a lot of questions. Use the form included as **Attachment 19** as a guide.

c. Take notes on everything said and on background noises, voice characteristics, etc.

d. If possible, get a co-worker to call the Head of Security while you continue talking to the caller.

e. Notify the Head of Security or his/her designee will assume command and be responsible for immediately calling police department, decisions on evacuation, building searches, and staff accountability.

f. If the decision is made to **evacuate**, everyone should leave the building immediately. Check all areas of the building to assure complete evacuation. Meet at the designated evacuation point. Be alert and scan for suspicious items or persons. All staff and visitors to the Museum's facilities must be accounted for.

g. If the decision is made **not to evacuate**, notify the police and conduct a search of the building and immediate surroundings for suspicious packages or devices.

2. Written Bomb Threats

a. Do not handle the letter or note further.

b. Notify the Head of Security or his/her designee will assume command and be responsible for calling the police, decisions on evacuation, building searches, and staff accountability.

d. If the decision is made to **evacuate**, everyone should leave the building immediately. Check all areas of the building to assure complete evacuation. Meet at the designated evacuation point. Be alert and scan for suspicious items or persons. All staff and visitors to the Museum's facilities must be accounted for.

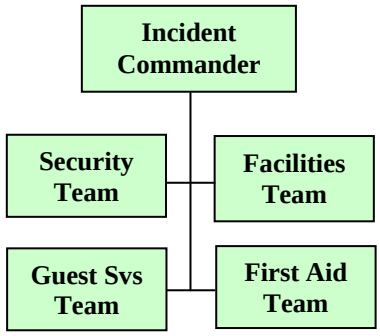
e. If the decision is made **not to evacuate**, notify the police and conduct a search of the building and immediate surroundings for suspicious packages or devices.

3. Roles and Responsibilities

a. Head of Security

- Completes the following notification:
  1. Police Department
  2. Museum and THPO Department Directors
  3. Emergency Response Team

Incident Management Structure (Sample)



b. Incident Commander

- Receives threat assessment.
- Assigns, directs and controls Team functions.
- Ensure accountability and safety of staff and visitors.
- Approves an incident action plan.
- If the decision is made to **evacuate**, have everyone move to the evacuation point immediately.
- If the decision is made **not to evacuate**, notify the police and conduct a search of the building and surroundings for suspicious or out of place items and devices.
- Ensures notification and briefings to fire/police responders (fire location, staff/visitor accountability, injuries, etc.).

c. Security Team

- Monitors security of staff, visitors and property.
- As directed, conducts a sweep of the Museum to ensure that anyone not engaged in a building search evacuates the building immediately. Takes note of suspicious or out of place items inside the Museum. The building floor plan can be used to brief the Incident Commander on areas swept and cleared.
- Closes windows and doors to the affected facilities, but keeps them unlocked.

- Establishes a perimeter to ensure unauthorized personnel stay out of the affected area. If it is safe to do so, security posts should be positioned to monitor entry/exit to the buildings.

d. Guest Services Team

- As directed, makes verbal announcement. Sample: "Everyone please evacuate the building. This is not a drill. Everyone please evacuate the building."
- Accounts for all visitors to the Museum.
- Directs visitors to the designated evacuation point. It may be necessary to assist mobility impaired visitors with evacuation. All staff and visitors to the Museum's facilities must be accounted for at the evacuation point.
- Avoids suspicious items that are near to the evacuation route or evacuation point and advise the Incident Commander.
- Remains with visitors until otherwise directed.
- Cancels scheduled tours and events.
- Requests First Aid assistance as necessary.

e. Facilities Team

- Ensures that fire/police responders have access to the facilities.
- Provides a copy of the facility floor plan, keys or other necessary support to fire/police responders.
- As directed, conducts a sweep of the areas outside the Museum facilities and takes note of suspicious or out of place items adjacent to the Museum.
- Notifies other Museum facilities/employees of the threat. Depending on the existing conditions, the Incident Commander may order the evacuation of other Museum Buildings.

f. First Aid Team

- Assembles at the evacuation point.
- Evaluates staff and visitors for injury.
- Provides First Aid in accordance with their level of training.

Attachment 19 – Bomb Threat Telephone Procedure (Sample)

Bomb Threat Telephone Procedure	**1. Date**	**2. Time Rec'd**	**3. Time Ended**

4. Procedure

- ☐ Remain calm, be courteous, listen to and do not interrupt the caller.
- ☐ Get the attention of another person - Give them a note saying "Call Police - Bomb Threat"
- ☐ If your phone has caller ID display, record number of incoming call.
- ☐ Write down exact words of the caller and threat.
- ☐ Don't hang up the phone. Leave line open.
- ☐ Notify a supervisor.

5. Try To Keep The Caller On The Phone And Talking By Asking Questions:

- ☐ When will it explode? At what time?
- ☐ Where is it located? What floor? Room?
- ☐ What kind of bomb is it? What does it look like?
- ☐ What will set it off?
- ☐ Why are you doing this?
- ☐ Who are you?
- ☐ Are you aware that it could kill or injure innocent people in addition to those you intend to hurt?

6. Description of Caller (Check all that apply)

Sex: Male Female Unknown | Approximate Age:

Voice	**Speech**	**Language**	**Behavior**	**Background Noises**
☐ Clean	☐ Accented	☐ Educated	☐ Agitated	☐ Airport
☐ Distorted	☐ Deliberate	☐ Foreign	☐ Angry	☐ Animals
☐ Loud	☐ Distinct	☐ Foul	☐ Blaming	☐ Baby
☐ Muffled	☐ Fast	☐ Intelligent	☐ Calm	☐ Birds
☐ Nasal	☐ Hesitant	☐ Irrational	☐ Fearful	☐ General Noise
☐ Pitch-High	☐ Lisp	☐ Rational	☐ Laughing	☐ Guns Firing
☐ Pitch-Med	☐ Slow	☐ Slang	☐ Nervous	☐ Gymnasium
☐ Pitch-Low	☐ Slurred	☐ Uneducated	☐ Righteous	☐ Machinery
☐ Pleasant	☐ Stuttered	☐ Unintelligible	☐ Other:	☐ Music
☐ Raspy	☐ If Accented,	☐ If Foreign,		☐ Party
☐ Smooth	Describe:	Describe:		☐ Quiet
☐ Soft				☐ Restaurant
☐ Squeaky				☐ Talking
☐ Unclear				☐ Tavern/Bar
☐ Other				☐ Television
☐				☐ Traffic
☐				☐ Typing
☐				☐ Water/Wind
☐				☐ Other:

7. Name Of Person Receiving Call:

8. Phone Number Threat Was Received On:

9. Name Of Possible Suspect:

XXXVIII. FIRE
A. Introduction

Emergency Assistance
Seminole Tribe Fire Department

- This emergency procedure augments Security Policies #1008 and #1016.
- The Museum does not house any known major fire hazards. Nonetheless, the possibility of fire cannot be completely eliminated.
- Museum and THPO personnel must not put themselves or others in danger in order to put out a fire. The goal of Museum personnel is to stabilize the situation until professional assistance arrives.
- Fires can grow at a surprisingly fast rate. Prompt, decisive action is needed to ensure the safety of employees and visitors. Even if the decision is made to try to combat a "small" fire, an evacuation of the building should also be implemented.
- All fires, even those that are promptly suppressed, will be reported to the Seminole Tribe Fire Department.
- In the event of a building evacuation, all staff will take keys, wallets, etc., with them. They may not be able to return to the building for quite some time. **Note**: *if these items are not readily accessible, leave them. Do not return to the building to retrieve these items until instructed by legitimate authorities.*
- Channel 4 is the designated Tactical Channel for emergency communications.
- Refer to the other chapters of the Museum Emergency Plan for guidance on matters that are not hazard specific (e.g., command and control, alert and notification, communications, etc.).
- The Incident Commander and persons tasked by the Incident Commander will perform all incident management functions in accordance with the principles of the ICS.

B. Procedures

1. Initial Response

a. Pull fire alarm if it has not already sounded.
b. Notify the Head of Security.
c. Ensure that the fire department is called: either have another employee call or do it yourself.
d. Initiate evacuation of the building.
e. The senior Museum staff member on site will assume command and be responsible for directing evacuations, additional notifications, and visitor/staff accountability measures until relieved.

2. Roles and Responsibilities

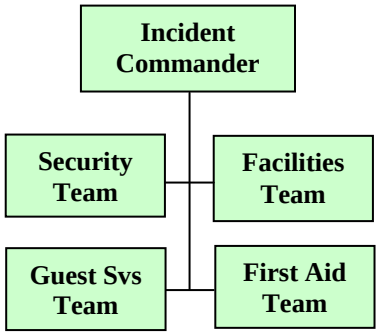
a. Head of Security

- Assures the following notification:
  (1) Fire Department
  (2) Museum and THPO Department Directors

(3) Emergency Response Team

- Monitors the Tactical Channel and the Administrative Channel and functions as the Communication Control Center – ensures that communications are occurring on the appropriate channels and that radio users know which channels are being used.
- Initiates the Incident Report form. Documents the incident information available from the incident reporting party.
- Provides support to the Incident Commander as appropriate.

Incident Management Structure (Sample)



b. Incident Commander

- Receives a threat assessment
- Assigns, directs and controls team functions.
- Ensures accountability and safety of staff and visitors.
- Ensures notification and briefings to fire/police responders (fire location, staff/visitor accountability, injuries, etc.).

c. Security Team

- Attempts to suppress the fire if it is safe to do so.
- Conducts a sweep of the Museum to ensure that anyone not engaged in fire suppression efforts has evacuated the building. The building floor plan can be used to brief the Incident Commander on areas swept and cleared.
- Closes windows and doors to the affected facilities but keeps them unlocked.
- Monitors security of staff and visitors and property.
- Establishes a perimeter to ensure unauthorized personnel stay out of the affected area.

d. Guest Services Team

- As directed, makes announcement over the public address system. Sample: "Everyone please evacuate the building. This is not a drill. Everyone please evacuate the building."
- Accounts for all visitors to the Museum.
- Directs visitors to Evacuation Point A. It may be necessary to assist mobility impaired visitors with evacuation. All staff and visitors to the Museum facilities must be accounted for at the Evacuation Point.
- Requests first aid assistance as necessary.
- Remains with visitors until otherwise directed.
- Cancels scheduled tours and events.

e. Facilities Team

- Shuts off power to the affected area if it is safe to do so.
- Ensures that fire/police responders have access to the facilities.
- Provides a copy of the facility floor plan, keys or other necessary support to fire/police responders.
- Notifies other Museum employees of the fire. Depending on the existing conditions, the Incident Commander may order the evacuation of other Museum buildings.

f. First Aid Team

- Assembles at the evacuation point.
- Evaluates staff and visitors for injury.
- Provides First Aid in accordance with your level of training.
- Requests assistance as necessary.

3. Following a Fire

a. See Artifact Recovery Procedure.
b. Recharge, repair or replace emergency supplies and equipment.
c. Conduct a post-event assessment and prepare an after action report.

XXXIX. ARTIFACTS SALVAGE/RECOVERY
A. Introduction

- Personnel safety comes first; don't endanger yourself or others on behalf of objects.
- Depending on the environment, personal protective equipment (respiratory protection, gloves, hard hats, etc.) may be necessary.
- It is tempting to "get right to work," but initial organization will save work and perhaps additional loss.
- Contact a local, regional, or institutional conservation facility, local conservator, or seek a conservator for assistance / guidance. Also refer to the *Canadian Conservation Institute Binder* (CCI) for more detailed information on the care of collection objects.

Collection Priority List

- Smithsonian Institution (NMAI) Items
- Seminole Artifacts
- Dorfman Mannequin Heads
- Dorfman Mannequin Bodies
- Exhibitry and Replicas
- Computer/Media Equipment

- During an emergency, it is essential that records be kept for any item removed from the collections for any reason. It is from these records that losses can be counted, replacement materials ordered, and salvaged materials retrieved until they can be returned to their correct locations.
- Under recovery conditions, it may be easier to make paper records initially; however, these should be transferred to the online catalog as soon as feasible.
- Salvage and recovery operations may be conducted as part of or separate from an emergency response (e.g., fire, flooding, etc.). In the event that it occurs concurrently with an emergency response refer to the applicable emergency procedure.
- The recovery phase of an incident or disaster deals with the functional restoration of Museum facilities and processes to the conditions prior to the disaster event. The recovery phase includes, but is not limited to the following:
    - The restoration of safety measures including fire suppression, elimination of safety concerns, and access to public safety services.
    - The preservation, salvage, or replacement of artifacts and collections.
    - The restoration of administrative functions including the reinstatement of work schedules, processing of injury, insurance, or other claims, and a return to standardized procurement and financial management.
    - The restoration of infrastructure including water, air conditioning, power, telephone, and structural repairs.

Infrastructure Priorities

- Security / Safety Systems
- Air conditioning / Power
- Water
- Telephone
- Computer Network

- The transition from response activities to recovery may not be clear. The return to an evacuated area may be impossible for an extended period of time due to 1) Uninhabitable conditions – caused by flooding or building collapse; 2) Lack of access or essential services - such as blocked roadways, lack of water, sewer, or electricity.
- Individuals tasked with recovery functions must be ready to perform their assigned functions before the response phase is concluded.

- Because unrestricted re-entry could greatly hinder emergency operations and delay the restoration of services, the Seminole Tribe Emergency Management Agency will likely permit access only after sufficient restoration of services and infrastructure have occurred to adequately support the returning population.
- Channel 4 is the designated Tactical Channel for emergency communications.
- Recovery operations are generally of long duration. Depending on the extent of damage, recovery could last days, weeks, or months.
- Reinstatement of Mission Essential Functions is the top priority during recovery.
- Consistent application of incident specific emergency procedures will help mitigate damage thereby reducing the recovery burden.

B. Procedures

1. Initial Response

Upon initial discovery of a threat to the collection, its components, or critical systems:

a. Notify the Head of Security and Registrar or their designees.
b. Try to control or eliminate the source of the problem.
c. Establish a perimeter around the affected area.
d. The Registrar or his/her designee will assemble and direct the Artifacts Recovery Team in the implementation of the appropriate salvage / recovery actions.

2. Repairs, Rebuilding, and Reinstatement of Standard Processes

a. Repairs and rebuilding will be guided by the Museum's Mission Essential Functions.
b. Repairs can be either temporary or permanent. Temporary repairs are usually intended to prevent further damage or to enable the completion of Mission Essential Functions.
c. Document any restoration with digital photographs, videotape and written records.
e. Security measures may have to be temporarily modified to ensure the protection of artifacts and collections. This will be considered early in the recovery process.
f. Sampling for contaminants may be necessary prior to engagement in permanent work. Sample measures could include: air, dust, dirt, water, and mud.
g. Public visits to the Museum will remain suspended until safety concerns have been eliminated.
h. Specialists may be needed to carry out tasks not routinely performed by Museum and THPO personnel. Specialists could include: chemists, conservators, adjustors, engineers, animal control, and others.
i. The CHRO will appoint a Recovery Coordinator to supervise and coordinate artifact recovery matters with the Seminole Tribe EMD or Seminole Tribe Purchasing Department. This individual will also collect and compile Project Worksheets and maintain financial and budgetary controls related to the recovery efforts.

3. General Artifact Procedures

a. Turn off electricity if there is the potential for electrocution. Block building access until this is done.

b. Protect objects by covering, lifting, or moving them if staff is available and capable.
c. Inform the Seminole Tribe Risk Management Department of any initial damages.
d. Diminish mold growth by taking measures to reduce the temperature and humidity and promoting air circulation.
e. If necessary, identify an alternate temporary storage location (e.g., other Museum or Tribal buildings).
f. Obtain containers and supports for moving and handling objects: plastic crates, polyethylene sheeting, plywood, saw horses, rubber gloves, dollies, carts.
g. If necessary, locate cold storage or freezing facilities.
h. Set up work areas for items that need to be packed or air dried.
i. Prioritize collections, from most important to least important.
j. Handle objects only with rubber gloves, contaminated objects may pose a health hazard.
k. If time and conditions permit, record objects and their initial destination with film, video, or pencil and paper.
l. Assemble collections records: shelf lists, inventory, registrar's logs, etc.
m. Label object containers.
n. Make a thorough photographic and written record of artifact conditions and salvage activities.
o. Accompany the insurance adjuster and all investigating persons and contractors, taking extensive notes of conversations.

4. Water Damage

General Instructions

a. Shut off, divert, or otherwise contain the water source.
b. Seal places where water is entering.
c. Elevate or move collections if water is rising.
d. Use pump or wet vacuums and fans to remove water and promote air circulation.
e. Plan mud removal, remembering that it may be contaminated.
f. Secure floating objects.
g. Modify the environment in the damaged area. Attempt to lower the temperature and relative humidity of the affected area (pump out the water, use dehumidifiers) and provide adequate air circulation.
h. Handle objects carefully. Many objects may require additional support the wetter they become. Always wear latex or rubber gloves.
i. Use barrier methods (e.g. waxed paper, freezer paper, aluminum foil and/or silicone paper) to keep objects from sticking to one another or to separate parts of an object made from different materials.
j. Use white or color-fasting blotting materials to remove excess water. Make sure objects receive adequate support while blotting.
k. If the wet objects begin to mold:

- Handle objects carefully, as mold spores can become airborne and cause health problems. Wear latex or rubber gloves.
- Determine if individual objects should be frozen or air-dried. This will depend upon the type of material and time or space constraints. If objects are to be air-dried, create an appropriate environment. Isolate moldy objects from non-moldy objects preferably

in another building. Place them in a clean, cold area (35 degree to 45 degrees Fahrenheit), away from unaffected collections. Provide adequate air circulation. Make sure spores do not carry into the ventilation system (e.g., close or filter the vents).

- Do not brush or blot objects.
- After an object has been air-dried, follow procedures for Mold.

l. Use containers to facilitate object transportation and freezing.

- Choose strong packing containers. Use cardboard boxes that are small enough to easily handle a heavy, wet load. They should be made from standard 200 pound test cardboard. Poke air holes in each box before filling. Use the same type and size container, if possible, to facilitate stacking and palleting.
- When stacking and temporarily storing containers, allow room for air flow around all sides.

m. Freeze objects, if necessary.

- Pack damp objects separate from wet objects, if possible, to facilitate recovery efforts. Carefully remove standing water from storage drawers and shelves with a sponge, making sure not to touch objects with the sponge. Freeze objects in their storage boxes and drawers, if the containers are stable and easily transportable.
- Freeze objects immediately. If there are a large number of objects: Place containerized objects in a commercial freezer or a freezer truck. If there is a small quantity of objects, and if short-term freezing is necessary: Place a container of dry ice in a larger closed container with objects. Wear heavy gloves when handling dry ice and prevent it from touching objects. If there are a small quantity of objects, and long-term freezing is necessary: Place objects in a home freezer. (However, a commercial freezer or a freezer truck is the preferred method). If freezer space is limited: Give top priority to the most valuable and/or delicate materials. Keep other objects as cold as possible. Provide adequate ventilation while awaiting freezing or begin air-drying.

n. Air-dry objects, if necessary.

- Air-dry objects in a room with adequate ventilation, a relative humidity below 50%, and a temperature below 70 degrees Fahrenheit. Use a dehumidifier to help remove some excess water from the air, thereby hastening the drying. Use a room desiccant (for example, 'Damp Rid'). Place drip pans underneath the desiccant. Make sure they are emptied regularly. Use fans to increase air circulation, but do not allow them to blow directly on objects or to blow objects from drying surfaces.
- Cover flat drying surfaces, such as tables and floors, with polyethylene sheeting. Wipe surfaces dry after each use, and cover them with a layer of clean blotting materials.
- Lay objects on clean blotting materials. Do not overlap objects or allow them to touch other objects. See material-specific sections for instructions on how to layout specific objects.
- Remove wet blotting materials promptly to reduce humidity levels. Make sure that objects or parts of objects are not thrown away.

Archival Objects

a. If conservation treatment is not immediately available:

- Pack objects for freezing. Use barrier materials to keep objects from sticking to one another. Wrap individual books or other bound objects in barrier materials. Wrap other objects (loose documents, postcards, prints) into small packages or stacks no more than two inches thick. Place books on their spines. Do not layer anything on top

of them. Pack books snugly, but not too snugly; if they are freeze-dried they will better retain their shape. Loosely pack objects in crates or boxes; fill boxes to about three-quarters capacity. Place similar objects together in containers (all books, all maps). Place valuable objects or those objects with are potentially difficult to conserve together so that they may be found quickly. Add flat supports within the stack of wet objects to keep distortion to a minimum. Carefully remove wet paper objects from their frames using polyester, Reemay, or Tyvek if time, expertise, and objects allow. If an object is not easily unframed, or is stuck to the glass, or if it is important that it remains in the frame, sandwich the frame between blotting paper. Pack as above.

- Freeze objects immediately. If freezer space is limited, give top priority to the most valuable and/or delicate materials, including works of art on paper, coated paper, manuscripts, objects with soluble components (dyes, pigments), leather and vellum-bound books, and objects that have developed mold.
- Transfer objects to a freeze-drying facility.

b. If freezing is not possible, or if just a few objects are wet, or if objects are damp or slightly wet:

- Place objects on a rigid, slightly tilted, non-absorbent support to allow water to run off.
- Stand soaked hardcover books upright on blotting materials, opening covers just enough for stability. Softcover books and books missing their covers may need additional support from non-absorbent materials (Styrofoam). Slip thin pieces of a non-absorbent material under the text block (pages) of hardcover books to help support the text block during drying. Tilt books slightly backward on their spines to prevent adhesive from migrating into pages. Place barrier materials between covers and pages. Replace blotting materials as they become soaked. Carefully open books as they begin to dry, at no more than a 30 degree angle. Carefully interleave clean blotting materials, starting from the back of books, at 50 page intervals. Do not push interleaving sheets directly into the corner or spine. Change interleaving sheets frequently. Add additional interleaving sheets as books begin to dry. Remove interleaving sheets when books are dry. Lay books flat, with slightly heavy, flat weights placed on top (paper-wrapped bricks). Do not stack books on top of each other.
- If books have wet edges only, interleave, as above, and lay them flat under gentle weights. Change blotting materials frequently.
- Carefully remove wet paper objects from their frames using polyester, Reemay, or Tyvek, if time, expertise, and objects allow. If objects are not easily unframed, or are stuck to the glass, or if it is important that they remain in their frames, dry them with the glass side, face down.
- Inspect dry objects for mold and fire, soot, or smoke damage. Treat them accordingly.

Photographic Materials

a. In order to effectively stabilize photographs following a disaster, it is important to identify the types of photographs in a collection before an emergency situation arises. Store photographs or negatives made by a specific type of process (albumen, cyanotype) together to facilitate stabilization treatment. Also, store photographic prints unframed. When working

with wet photos, NEVER blot or touch the emulsion surface. Always dry the photo emulsion side up.

b. If professional cleaning can be secured within 48 - 72 hours:

- Stabilize wet black and white prints and film, and motion picture film. Securely seal objects in clean, transparent, polyethylene bags and place them in a large plastic (not metal) garbage can. Alternatively, pack them in plastic buckets or cardboard boxes lined with plastic bags. Store prints horizontally and reels and cassettes vertically. Allow clean, cold running water to flow into the can to keep the temperature low and minimize mold growth. Transport objects in the can to the cleaning facility, adding ice (not dry ice) to keep the water cold.
- Stabilize wet color slides and color negative and positive films by the above method. The maximum immersion time is 48 hours.

c. If professional cleaning cannot be secured within 48 -72 hours:

- Prepare photographs for air-drying. Carefully separate soaked or damp photos from their enclosures and each other. Do not forcibly pry them apart. Carefully un-frame photos if their emulsions are not stuck to the glass. Keep frame parts and the photo together. If photos are stuck to the glass or each other and the emulsion is NOT water-soluble, place them in cool, clean water (no longer than four hours) and allow them to separate. If they do not separate, freeze them (see below) or dry them with the glass side, face down. Wash photos that were immersed in dirty water while they are still wet, if the emulsion is stable. Gently agitate them in a series of clean, cool water baths.
- Air-dry photographs and slides. Follow general guidelines for air-drying objects. Place objects on a rigid, slightly tilted, non-absorbent support to allow water to run off
- Freeze photo albums containing important written historical information or nitrate photos with softening emulsions. Interleave pages with a non-woven polyester fabric (Reemay, Hollytex) or waxed paper. Freeze-dry them later.

Textiles, Baskets

a. If a conservation treatment is not readily available:

- Blot or wick excess water out of textiles before freezing, if possible, using blotting materials. Do NOT blot objects if mold or fire-related damage. Use barrier material to separate objects. Do not wring textiles.
- Prepare textiles for the freezer.
- If they are flat textiles: Place them on supports, into clean, transparent, polyethylene bags. Seal bags. Place the bags with smaller textiles into plastic milk crates or plastic bread trays, but do not overfill, as this will compress wet textiles. Fill milk trays only about one-half full.
- If they are large flat textiles: Drain them if possible. Wrap them, on supports, with sheets of clean, transparent polyethylene. Seal polyethylene.
- If they are boxed textiles or a drawer of textiles: Wrap the entire container in clean, transparent, polyethylene and place it directly into the freezer. This will minimize handling damage. Do NOT freeze drawers from historical furniture.
- If they are framed textiles and water has penetrated the frames: Open frames. Remove wet textiles carefully, and place them on flat supports. Gently blot textiles with

blotting materials and wrap them in clean, transparent, polyethylene sheeting.

- Follow general guidelines for freezing objects.

b. If conservation treatment is not readily available and if freezing facilities are not available:

- Make a quick condition assessment for each object. Look for weaknesses and damage which may prohibit anything other than simply air-drying.
- Place textiles with a pile (velvet) in a slightly humid atmosphere (55% - 60% relative humidity), then slowly decrease the humidity to restore the loft before drying them in the drying atmosphere described in step four (below).
- Prepare an air-drying area. See general guidelines for air-drying objects. Air-drying wet textiles in a clean, well-ventilated room with the temperature below 70 degrees Fahrenheit and the relative humidity starting around 60% - 65% relative humidity. Slowly decrease the relative humidity to below 50%.
- Begin to layout textiles.
- If they are two-dimensional textiles: Lay them out as flat as possible.
- If they are framed textiles and the water has penetrated the frames: Open frames and remove textiles carefully. Place textiles on flat surfaces padded with hygroscopic material. Blot textiles gently with clean blotting materials.
- Pat saturated textiles GENTLY with absorbent toweling to eliminate any obvious puddling. Do NOT blot objects if there is mold or fire-related damage.
- Air-dry textiles.
- Inspect dry objects for mold and fire, soot, or smoke damage. Treat them accordingly.

Paintings

a. If paintings are damp, wet, or saturated, and the conservator can treat them within two weeks:

- Place paintings in clean, transparent, perforated, polyethylene bags. Make sure bags do not touch paintings or frames.
- Maintain the temperature and the relative humidity levels of the disaster environment. This will help minimize damage to objects caused by extreme or sudden changes in the environment.

b. If paintings are damp, wet, or saturated, over the entire area or just in one small area, and the conservator cannot treat them within two weeks:

- Prepare a smooth, clean surface on a table or on the floor.
- Begin drying paintings.
- If paintings are on cardboard supports: Dry them slowly, obverse side up. If water has penetrated the reverse side, place blotting materials underneath. Weight paintings. Cover the obverse side of paintings first with a sheet of Japan tissue or clean unprinted newsprint and then a blotter. Use one blotter for evenly applied paint and several for paintings with thick impasto. Place a sheet of smooth-sided Masonite or thick glass on top of the blotter. Place light weights on top. Cover paintings in clean transparent, perforated, polyethylene sheeting.
- If paintings are on fabric supports: Maintain the temperature and the relative humidity levels of the disaster environment. Remove paintings from frames but not from stretchers. Weight paintings. Cover the obverse side of paintings first with a sheet of Japan tissue or clean unprinted newsprint and then a blotter. Use

one blotter for evenly applied paint and several for paintings with impasto. Place paintings obverse side down on the top of the tissue. Place a second blotter on top of the reverse surface. Place a piece of smooth-sided Masonite or thick glass on top of the blotter. Place light weights on top. Cover paintings in clean, transparent, perforated, polyethylene sheeting.

- If paintings are on wood panels: Lower the humidity level slowly to acceptable levels.
- Cover paintings with clean, transparent, perforated, polyethylene sheeting, if necessary, to ensure slow drying. Make sure sheeting does not touch paintings. Follow the general guidelines for air-drying objects.
- If paintings are wall murals: Modify the environment gradually until it returns to pre-disaster conditions.
- Change all blotters regularly until they are dry to the touch. Do not remove tissue paper if it is adhered to painted surfaces. If the tissue paper falls free, change it each time blotters are changed.

5. Mold

General Instructions

a. Stabilize wet objects that have mold. Active mold growth is slimy or fuzzy, and is usually green, black, orange, or purple. Inactive mold is dry and powdery and may be white.
b. Assess the condition, the type of materials, and special characteristics of each object.
c. Handle moldy objects carefully, as mold spores can become airborne and cause health problems. (Mold spores can lodge in lungs, causing severe infections. Spores can also be extremely dangerous to persons with allergies or respiratory problems. Sensitivity to mold spores can increase with exposure.)
d. Minimize handling to lessen the possibility of ingraining mold spores into objects.
e. Wear plastic or rubber gloves.
f. Wear appropriate personal protective equipment (at minimum, use a toxic dust respirator rated for mold spores and approved by the NIOSH). Consult OESO.
g. Use appropriate tools and methods to remove mold.
h. Vacuum objects outside so spores do not resettle on objects or enter the museum's ventilation system. If vacuuming inside is necessary, vacuum the objects in a non-museum building or isolated area away from collections. Vent vacuum exhaust, which may carry spores, outside the building.
i. Vacuum objects gently with a low-suction vacuum and a HEPA Type-A filter. Place a plastic mesh screen over objects to prevent lifting off flakes during vacuuming. Make sure the nozzle does not touch the object. Use a soft, clean, light-colored, natural bristle paintbrush and gently push fine particles into the nozzle of the vacuum. Do not brush or press mold spores into objects. Clean soiled brushes often in a fungicidal detergent. Rinse them thoroughly.
j. Save any loosened pieces from the objects. Bag and label them.
k. Clean the area and tools thoroughly.
l. Wash all cleaning surfaces and tools (table tops, vacuum nozzle, plastic screen) in a fungicidal detergent. Rinse with clean water.
m. Seal all contaminated materials (gloves, acid-free storage boxes, vacuum bags, clothing)

in plastic bags. Dispose of contaminated materials in an outside trash receptacle. *Note: Contaminated clothing may be laundered with a fungicidal detergent.*

6. Fire Damage

General Instructions

a. Stabilize wet objects that are soot, smoke, and/or fire damaged.
b. Do not move soot, smoke, and/or fire damaged objects unless absolutely necessary (such as in the danger of roof collapse, lack of security).
c. Handle soot, smoke, and/or fire-damaged objects carefully.
d. Wear plastic or rubber gloves to handle objects. Wear a disposable dust or particle mask. Do not reuse it.
e. Examine objects carefully for loose parts, cracks, breaks, old repairs, and unstable surfaces before picking them up.
f. Do not touch painted, gilded or finished surfaces.
g. Make sure metal and stone objects are not hot when picking them up. Collect all pieces of an object. Bag and label them.
h. In addition to fire damage, objects may also suffer from water damage resulting from sprinkler release or fire fighting efforts. For wet objects, see guidelines for Water.
i. Do not clean soot, smoke, or fire-damaged objects. Leave these objects for the conservator.

Attachment 20 – Collections Recovery Supply List

Collection Recovery Supply List at Museum & Curatorial Buildings			
Quantity	**Item Description**	**Quantity**	**Item Description**
3 rolls	.6 mil. Transparent polyethylene Visqueen	3 rolls	Wax / freezer paper
1 box	Facemasks (N95 / N100)	2 boxes	Pens (waterproof ink)
3 rolls	Painting tape; pressure sensitive	10	Towels
3 rolls	Duct tape	1 box	Water proof markers
1	Wet/Dry Vacuum	3 rolls	Plastic drying lines
6	Large clean tarps	4 boxes	Plastic bags (large freezer bags)
4	Floor fans	4 boxes	Plastic bags (A4 size)
6-10	Folding tables	3	Clipboards
2	Carts	12	Writing pads (8 ½ X 11)
10 packs	Paper towels	2 boxes	Rubber bands (assorted sizes)
5 pairs	Rubber gloves	5	Sponges
4 pairs	Cotton gloves	3 rolls	String / cord
10	Light sticks	5	Scissors
1 box	50 gal. garbage bags	1	Digital camera
2	Generators	3 packs	AA size batteries
3	Mops	3 packs	C size batteries
3	Mop buckets	3 packs	D size batteries
1	Round nose shovel	2	Regular brooms
1	Staff contact list	2	Floor squeegees
1	Vendor contact list	2	Extension cord, 50 feet, grounded
1	Site and floor plans	1	First aid kit
3	Flashlights		