

EMERGENCY PREPAREDNESS PLAN COMMITTEE:

GOALS AND RESPONSIBILITIES:

The purpose of this committee is to provide for the implementation and ongoing improvement of the Chester County Historical Society (CCHS) Emergency Preparedness Plan. Through regular training and dissemination of updated information on emergency response, this committee will promote good communication between the Board of Trustees, the Director, the staff, and the volunteers of CCHS so that all will be as prepared as possible to act in the case of an emergency. Participants on this committee will work to develop and maintain the leadership skills necessary to share these responsibilities and to support one another as an Emergency Response Team in the case of an actual emergency event.

Responsibilities:

- Maintain the Emergency and Evacuation Flip-book
- Maintain the Emergency Preparedness Plan – including ongoing risk assessments
- Establish a regular staff and volunteer training schedule
- Involve outside First Responder Agencies in your planning and training
- Organize Disaster Drilling (at least once annually, simulating the first 72 hours of response to an emergency)
- Abstract portions of the Emergency Preparedness Plan for staff and volunteer use as necessary
- Draft an annual budget for Emergency Response supplies and training
- Report to the Board of Trustees semi-annually on improvements, training sessions, and concerns

Participants:

- Director
- Emergency Response Team members: Emergency Plan Coordinator, Personnel Coordinator, Security Supervisor, Media Manager, and Building Supervisor
- Board of Trustees Liaison
- Volunteer Council Liaison
- First Responder Consultants (representatives from the community emergency response agencies)

DIRECTOR:

The Director of the Chester County Historical Society is ultimately responsible for the safety of visitors and staff and also for the care, preservation, and protection of the historically important and worthwhile collection. S/he is charged with the leadership of the emergency preparedness and response process. It is her/his duty to encourage and generate enthusiasm among the staff and Board of Trustees, to help them to be motivated about the institution and its collection. S/he must engender interest and focus in the process, provide support to the individual departments as well as staff who are directly involved with the Emergency Preparedness Committee and the Emergency Response Team. S/he is uniquely suited to collaborate with your counterparts at other regional institutions as well as with other professionals and experts in emergency planning and to also guide community outreach and collaborative efforts for emergency preparedness and response. Her/his dedication to the emergency preparedness process and supervision for its ongoing improvement are key to the success of this Emergency Preparedness Plan.

RESPONSIBILITIES:

- Maintain public and staff/volunteer safety (FIRST AND FOREMOST)
- Set an institution-wide emergency preparedness policy
- Designate responsibility and provide support
- Involve the entire institution, including the Board of Trustees in emergency preparedness
- Establish a budget (should include funding for CPR/First Aid training, additional training such as fire drills, disaster drills, etc., and also should contain funding for Emergency supplies including safety items such as first aid kits, bottled water, blankets, and also collections recovery supplies)
- Work with Emergency Plan Coordinator to fund and implement improvements as necessary based on periodic risk assessments
- Contact others for advice and support
- Involve the community and the news media (working with Media Manager)

CHECKLIST: DIRECTOR

- **Work closely with Emergency Plan Coordinator**
- **Communicate with the Board of Trustees** throughout the emergency as necessary
- **Direct the flow of information through the Media Manager**
- **Approve message** to the public
- **Keep insurance company apprised of the situation**
- **Coordinate and monitor temporary funding requirements**

NOTES:

EMERGENCY PLAN COORDINATOR – POSITION MAY BE DETERMINED BY SITUATION

The Emergency Plan Coordinator plays a leading role in the Emergency Preparedness Committee and the Emergency Response Team. While the Director serves as head motivator and supporter of emergency preparedness, this is the role in the process that makes it happen.

It is your responsibility to maintain a prepared team of responders and to oversee the updating of necessary information and the replenishing of response supplies as they are used or expire. The key to successfully fulfilling this position is to work with your deputies and to effectively delegate tasks related to this upkeep so that all will benefit from a shared knowledge of the Chester County Historical Society and its institutional needs. This Emergency Preparedness Notebook is a tool to store key information and to revisit important response planning methods, but nothing is more valuable than a well-informed, well-practiced team of responders and knowledgeable volunteers.

RESPONSIBILITIES:

- Maintain public and staff/volunteer safety (FIRST AND FOREMOST)
- Prioritize needed improvements based on risk assessments and work toward implementing said improvements as funding becomes available; coordinate these efforts with the Director
- Ensure that proper preparations, information, and resources are available in the case of an emergency (know who is responsible for which portion of this and where information and supplies are located)
- Declare Emergency Plan in effect; Declare end of Emergency
- Coordinate with First Responders
- Be in a designated, central location
- Coordinate with and inform Director and/or Board of Trustees Liaison
- Get reports from deputy coordinators
- Direct deputy coordinators and all operations during emergency status (Make the decisions)
- Inform Media Manager
- Decide whether or not to go back into building: Are First Responders authorizing re-entry? Does the team have proper/necessary protective equipment to re-enter the building? Has the building been properly assessed? Etc.

CHECKLIST: EMERGENCY PLAN COORDINATOR

- **Assess** the incident and **develop response strategies**
- **Declare Emergency Plan in effect** and initiate communications phone chain as necessary
- Take Immediate steps to **reduce risks**
- **Designate** a centrally located **command center** and be available to deputies from this location
- **Inform and consult with First Responders** (EMS, Police, and Fire)
- **Direct** response and operations
- Keep **chronological documentation** of events and actions taken
- **Receive reports** from deputies **and incorporate** this information into strategies
- **Inform staff/public** as necessary through the Media Manager
- **Declare end of Emergency**

NOTES:

PERSONNEL COORDINATOR – POSITION MAY BE DETERMINED BY SITUATION

The Personnel Coordinator of the Emergency Preparedness Committee member will work most closely with other staff members and volunteers. It is your responsibility to maintain the contact information for the Emergency Response Team and to have this information available to the Emergency Plan Coordinator should the plan go into effect.

You are also responsible to maintain emergency contact information for all staff and volunteers including “Who to call in an emergency,” and any medical information that they are willing to share (allergies, pre-existing medical conditions that may affect emergency medical treatment, and current prescription medicines, etc.). This information is critical to a swift and thorough response in the case of an emergency.

You are the organizer of people and will keep track of movements of injured persons to treatment facilities, serving as the contact person for the families of staff and volunteers who will need to be informed during an emergency on the whereabouts and conditions of their loved ones. You will also be responsible to screen the skills of and to direct volunteers to aid the other deputies on the Emergency Response Team, so that they can help in the initial recovery. Finally, as Personnel Coordinator, you are charged with monitoring the mental and physical conditions of the staff and volunteers you place to help make sure that no one overexerts nor overextends themselves.

RESPONSIBILITIES:

- Maintain contact lists for the Emergency Response Team and for any other staff and volunteers who may be involved in emergency response efforts (include primary home phones and secondary phones, such as mobile phones)
- Maintain emergency contact information for staff and volunteers in a file that can be taken quickly out of the building in the case of an evacuation (include who to call in case of an emergency, particularly in the event of an injury or some other medical emergency, and also include any information that staff and volunteers are willing to share on pre-existing medical conditions, allergies, insurance policy provider and policy numbers)
- Know where staff/volunteers are located in the building (the sign-in book should help this person to know who is in the building)
- Periodically re-assess risks in the institution policies and procedures as relate to staff, volunteers, and visitors for necessary improvements and make suggestions to the Emergency Plan Coordinator
- Keep track of movement of injured persons (ie to Hospitals, etc.) in case of an emergency
- Inform the Emergency Plan Coordinator on progress throughout the emergency
- Assign duties to staff and volunteers who are not already assigned in case of an emergency

CHECKLIST: PERSONNEL COORDINATOR

- If evacuating, take **contact information, emergency information, and sign-in book** with you
- **Check to see** if everyone has made it out of the building
- **Inform Emergency Plan Coordinator of any missing or injured persons and keep lists** of the movements of injured persons to medical facilities
- Keep chronological documentation of events and actions taken
- Be available as the contact person for the families of staff/volunteers to call during the emergency
- Establish a base of operations for personnel responding
- Assess the situation and develop response strategies
- Assemble screening information on personnel responders (include skills, strengths, weaknesses)
- Direct personnel responders (help place responders with security, buildings and maintenance, and collections response teams)
- Be mindful of how staff and volunteers are handling the situation both physically and emotionally, and encourage them to take breaks or go home to rest as necessary
- Be mindful of how **YOU** are feeling physically and emotionally and train someone to stand in for you when you need to take a break or go home to rest

NOTES:

SECURITY SUPERVISOR – POSITION MAY BE DETERMINED BY SITUATION

The Security Supervisor role on the Emergency Preparedness Committee is to help CCHS to be as prepared as possible to respond to human needs during an emergency.

By maintaining the Emergency Flip-book, maps of the locations of fire extinguishers and first-aid kits, and a solid supply of emergency devices and supplies, you are responsible for the mitigation of emergencies as much possible and for the safe evacuation of persons in the CCHS facilities if necessary.

Your team of core staff and volunteers will be the first to respond to the immediate needs of any person requiring assistance during an emergency. You will work closely with the Personnel Coordinator to ensure that the Emergency Plan Coordinator is well informed of the status of those who have evacuated and anyone who has not yet made it out of the building. Additionally you will work with the Media Manager to limit the movements and access of non-emergency, non-staff personnel, in order to maintain the security of the building and grounds.

RESPONSIBILITIES:

- Maintain and update Emergency/Evacuation Flipbook
- Maintain accurate maps of evacuation routes
- Maintain accurate maps and/or posted lists of fire extinguisher and first-aid kit locations
- Maintain all safety devices and supplies including but not limited to fire extinguishers, first-aid kits, emergency flashlights, blankets, and communications devices, emergency keys
- Monitor emergency response supply levels and replenishing/replacing as necessary (blankets, batteries, respirators, etc.)
- Coordinate with First Responder agencies for preventive training sessions (First Aid/CPR certification, Police and Fire officials on evacuation, etc.) [Responsibility shared with Collections Coordinator, so that Police and Fire personnel can become familiar with basic handling precautions and CCHS collection priorities]
- Periodically re-assess risks in the institution policies and procedures as relate to safety and security for necessary improvements and make suggestions to the Emergency Plan Coordinator
- Maintain a safe perimeter and work with authorities to minimize security risks in the event of an emergency

CHECKLIST: SECURITY SUPERVISOR

- If evacuation is necessary, implement quick floor sweeps to ensure a thorough evacuation of all visitors, staff, and volunteers (may need to have floor captains or monitors)
- Take safety supplies with you as you exit the building and/or obtain your supplies which are stored off-site
- Work with the Personnel Coordinator to assess whether or not everyone has been successfully evacuated
- Keep chronological documentation of events and actions taken
- Attend to injuries to the degree that you are able based on your First Aid and CPR training (remember to step aside as soon as someone more qualified steps in)
- Assess the situation and develop response strategies
- Restrict the movement of nonemergency personnel and limit public and media access to the site (work with the Media Manager), not only to keep them out of the way of the response effort and to secure the collections but to protect these persons from the risks of structural hazards of which they may not be aware
- Secure buildings and grounds (work with Buildings Supervisor as necessary and a core of staff/volunteers who have trained for security response)

NOTES:

COLLECTIONS COORDINATOR – POSITION MAY BE DETERMINED BY SITUATION

As Collections Coordinator you are the Emergency Preparedness Committee member who is responsible for the protection and preservation of the collections of the Chester County Historical Society.

To do this effectively, it is your responsibility to work closely with the curator, librarian and photo archivist at the CCHS. They have developed strategies to prevent emergencies involving collections materials as much as possible. By documenting the collections through written inventories, descriptions, and photographs, they are prioritizing those portions of the collection that are most valuable to the CCHS as a custodian of the rich history of Chester County and can also aid the Security Supervisor in adequately securing the collection.

These records are also useful in the event of an emergency for tracking object movement. It is your duty to develop and implement training activities in the handling of the Historical Society's collections and to include local authorities in these activities as much as possible so that they too will be informed of the needs of your collection in an emergency. In the event of a serious emergency that involves the entire institution, remember that human lives take precedence and the majority of your checklist duties will not begin until all safety and security issues have been assessed and handled.

During an emergency you can establish a center of operations where collections evacuated can be sorted. You will need to designate a "gatekeeper" who will serve as registrar and who will document the movement of objects. Once the First Responders and the Building Supervisor have given permission to re-enter the building, it will be your duty to ensure that your team of core staff and volunteers is equipped with the necessary protective clothing to carry out the rest of the collections recovery.

RESPONSIBILITIES:

- Work closely with the curator, librarian and photo archivist to organize collections priorities (which objects to evacuate first, if necessary and possible, and their handling requirements)
- Implement a training program for all staff, volunteers, and local authorities/First Responders who would be involved in emergencies on the proper handling of objects (you never know who will need to move an object in an emergency, for example, out from under a localized leak or away from rising water)
- Maintain inventories on the CCHS collection holdings, both written and photographic documentation on as much of the collection as possible, stored both on and off-site; this will be a valuable resource during recovery
- Establish housekeeping policies to mitigate against risks (infestation, damage due to improper handling, food/beverages, etc.)
- Direct aspects of operations having to do with the recovery of the collections
- Coordinate set-up of recovery/triage area including tables, tarps, etc.
- Maintain emergency response supplies necessary to collections recovery
- Monitor supply levels prior to and during emergency situations and replenish as necessary
- Supervise technical areas of collections recovery, including handling and triage treatment

CHECKLIST: COLLECTIONS COORDINATOR

- If evacuation is necessary, take portable copy of inventories with you as you leave the building as possible (if this is not possible, you will need to obtain your off-site records)
- If evacuation is necessary and time allows, evacuate highest priority objects as allowed by First Responders/Local Authorities
- Assess the situation, gather information, and report to Emergency Plan Coordinator to develop response strategies
- Keep chronological documentation of events and actions taken
- Establish a base of operations
- Set up a response/recovery area for triage and/or storage of collections materials as they are evacuated from affected areas
- Designate a “gatekeeper” who is responsible for registrarial duties to track the movement of objects, their state of triage, and who contacts outside conservators for help and/or advise during the process
- Do not re-enter the building until the First Responders say you may re-enter, and then ONLY AFTER a full assessment by the Building Supervisor has taken place
- Be mindful of how staff and volunteers are handling the situation both physically and emotionally, and encourage them to take breaks or go home to rest as necessary (Collections recovery can be very exhausting once it has begun in full-swing.)
- Be mindful of how YOU are feeling physically and emotionally and train someone to stand in for you when you need to take a break or go home to rest

NOTES:

MEDIA MANAGER – POSITION MAY BE DETERMINED BY SITUATION

The Media Manager serves an important communications role on the Emergency Preparedness Committee. Working closely with the Director, it is your responsibility to establish open lines of communication with local media outlets prior to any emergency at the Chester County Historical Society.

Representatives of the media should know ahead of time that you are the contact person for CCHS and that any requests for information and any information that they wish to convey to the CCHS should go to you. Establishing this prior to an emergency will help to reduce confusion during the response process. You will also need to prepare the outline for a written statement prior to an emergency. This will provide a framework for you to edit in the event of an emergency and will help you, the Director, and the Emergency Plan Coordinator to maintain an accurate public statement during the emergency response.

You will also be responsible for updating the Director and Emergency Plan Coordinator during the emergency, conveying questions from the press, and then briefing media representatives with updates and answers to their questions as information becomes available. In conveying information, you must be honest and you must work with the Director and Emergency Plan Coordinator to ensure that your statements are accurate and in the best interests of the CCHS.

RESPONSIBILITIES:

- Maintaining open lines of communication with local media outlets prior to any emergency
- Direct Police and Fire Department personnel to the Emergency Plan Coordinator
- Keep media and public out of the building
- Have a prepared statement (from Emergency Plan Coordinator, this must be checked with the Director and Board of Trustees Liaison)
- Brief journalists as necessary (HONEST, informative, non-incendiary briefings; be vague if necessary, “We are still assessing the situation...” and/or “I do not know at this time,” if you do not know something yet)
- Report to Emergency Plan Coordinator
- Gather, compile, and coordinate information
- Act as a liaison with outside agencies (after initial emergency situation)

CHECKLIST: MEDIA MANAGER

- Meet with Emergency Plan Coordinator and/or Director and Board of Trustees Liaison to gather and coordinate information
- Direct First Responders to the Emergency Plan Coordinator, direct volunteers to the Personnel Coordinator
- Edit prepared statement for approval from the Director and then give this statement to the public and media representatives
- Gather and disseminate information from external sources, such as the extent of the emergency that is not localized to the institution
- Assess accuracy of information
- Be accessible to the media and maintain control of their activities on-site following an emergency; document what is being asked by the media representatives and public
- Quickly gather information and develop additional response strategies, and coordinate statements with news releases from investigating agencies, such as fire and police departments
- Keep chronological documentation of events and actions taken
- Inform the public on how long CCHS will be closed, whether or not additional volunteers will be needed, and how people can help (volunteering, donations of money or supplies, etc.)

BUILDING SUPERVISOR – POSITON MAY BE DETERMINED BY SITUATION

The Building Supervisor's role on the Emergency Preparedness Committee deals directly with the buildings themselves, maintenance policies, and housekeeping practices.

You will need to work with a professional contractor, architect, and/or structural engineer to have a thorough assessment of the buildings prepared prior to an emergency. Diagrams of the locations of utilities control boxes and shut-off valves, as well as structural vulnerabilities and assets will be extremely helpful to First Responders as they attempt to help anyone still evacuating from the building.

Additionally, it is your responsibility to work with the Emergency Plan Coordinator, the Security Supervisor, and the Collections Coordinator to assess potential risks and issues in each of these areas and to improve policies in order to prevent emergencies as much as possible. Your knowledge of these areas will also help you when given permission to re-enter the building by First Responders when you must complete a general initial assessment and documentation survey of the facilities prior to allowing the other members of the Response Team to re-enter the building and complete their recovery responsibilities.

RESPONSIBILITIES:

- Thoroughly evaluate the building and systems to determine vulnerabilities and assets of the building before, during, and after an emergency/disaster
- Work closely with the Emergency Plan Coordinator, Security Supervisor, and Collections Coordinator to determine areas that need to be improved (safety of evacuation routes, safety of emergency shelter areas, storage and display areas for collections, housekeeping practices, building insurance issues, repair and maintenance record keeping, etc.)
- Establish a schedule for regular inspections and maintenance of the mechanical systems
- Work with First Responders prior to an emergency to familiarize them with the building layout and the locations of key utilities controls (electric boxes, gas and water shut-offs, etc.)
- Consult with a professional contractor, architect, and/or structural engineer as necessary to fill in the gaps of CCHS knowledge about its buildings and facilities
- Determine the structural stability and assess the safety of the building once First Responders have given initial permission to re-enter the site
- Work closely with the Emergency Plan Coordinator to determine which portions of response may commence and in which areas based on the safety of re-entry
- Know how to perform general initial assessment and documentation of damage for insurance and recovery purposes

CHECKLIST: BUILDING SUPERVISOR

- Assess the situation and work with the Emergency Plan Coordinator to develop strategies for response
- Keep chronological documentation of events and actions taken
- With the Emergency Plan Coordinator, consult with First Responders to determine when it is safe for you and your team to re-enter the building for the general initial survey of the conditions (written, photographic, and videographic documentation necessary)
- Based on your survey, determine which areas are safe to re-enter and what protective equipment is required for teams re-entering these areas
- Based on your survey, consult with the Emergency Plan Coordinator and the Director to determine what work will need to be contracted to stabilize the structure for recovery of collections materials and records
- Aid the Director in the long-term determination of what must be done to repair and reconstruct damaged portions of the facilities

CCHS Staff and Emergency Positions

Emergency Plan Coordinator

- 1.
- 2.
- 3.

Personnel Coordinator

- 1.
- 2.
- 3.

Security Supervisor

- 1.
- 2.
- 3.

Collections Coordinator

- 1.
- 2.
- 3.

Media Manager

- 1.
- 2.
- 3.

Building Supervisor

- 1.
- 2.
- 3.