# *ARE YOU READY? Workshop Resources*

WESTPAS Workshops – westpas.org/course_docs.html

## WEB RESOURCES

## Western States & Territories Preservation Assistance Service
### westpas.org

Participating states and territories: Alaska, American Samoa, California, Colorado, Guam, Hawai'i, Idaho, Montana, Nevada, Northern Marianas Islands, Oregon, Utah, Washington, and Wyoming.
Provides 24/7 disaster assistance number **888-905-7737** for help in the event of a collection disaster.
 "Disaster Vulnerability Assessment" as well as Appendices and PReP template for disaster workshop available online: **westpas.org/course_docs.html**   For information contact: **info@westpas.org**

## California Preservation Program
### calpreservation.org

Provides preservation related resources for libraries and other cultural institutions in California.  The Emergency Planning & Response section includes a Template Disaster Plan, Disaster Exercise, links to resources, and developing regional disaster networks. For links to California Preservation & Disaster networks see: **www.calpreservation.org** "Resources".  Disaster or preservation related questions may be sent to: **info@calpreservation.org**

## COSTEP: Coordinated Statewide Emergency Preparedness
### www.nedcc.org/disaster/costep.php

The COSTEP framework is an action plan for building alliances between cultural institutions and emergency management agencies. It helps integrate cultural resources into existing state-level emergency management structures and protocols.

## Council of State Archivists (CoSA)
### www.statearchivists.org/prepare

CoSA's Emergency Preparedness Initiative, including the *original* Pocket Response Plan™ (PReP™) and documents supporting Intergovernmental Preparedness for Essential Records (IPER).

## Disaster Mitigation Planning Assistance
### matrix.msu.edu/~disaster

The database allows you to search by state, multiple states, nationally and by type of service, supply or expert. Results can be downloaded into Excel for easy updating of your institution's disaster plan.

## Heritage Preservation
### www.heritagepreservation.org

The organization has a number of online and print resources and national programs to assist with emergency preparedness:  *Alliance for Response* is a program to build bridges between cultural heritage and emergency response communities before disaster happens, with Toolkits, including a 'Forum Planning Handbook': **www.heritagepreservation.org/afr**  *Risk Evaluation & Planning Program (REPP)* provides aids for cultural institutions in carrying out risk evaluation: **www.heritagepreservation.org/repp**   Additional resources: *Cooperative Disaster Networks* **www.heritagepreservation.org/PROGRAMS/TFDisasterNetworks.html** and *Resources for Emergency Planning & Preparedness* **www.heritagepreservation.org/PROGRAMS/TFPlanPrepare.html**

## Library of Congress
### www.loc.gov/preserv/emergprep

Emergency Preparedness resources, including *Level of Collections Emergency Scenarios.* See also the *Charter of Library Mutual Disaster Assistance*: **www.loc.gov/flicc/preservation/Model_MutualAssistanceCharter.pdf**

**Northeast Document Conservation Center (NEDCC)**
      www.nedcc.org

General preservation web site with a Disaster Assistance and links to its *Emergency Management Technical Leaflets*.  Provides dPlan™: The Online Disaster-Planning Tool, free disaster plan template: **www.dplan.org** & *Assessing Preservation Needs* "Surveying the Building": **www.nedcc.org/resources/downloads/apnssg.pdf**


## RECOMMENDED APP


Heritage Emergency National Task Force. ***Emergency Response and Salvage Wheel*** is available free of charge as a mobile app. The app, *ERS: Emergency Response and Salvage*, is currently available for Apple, Android, and BlackBerry users. For app and the original *Emergency Response and Salvage Wheel* order information see: **www.heritagepreservation.org/wheel**


## ADDITIONAL PUBLICATIONS


Breighner, Mary. **Risk and Insurance Management Manual for Libraries.** ALA, 2005

Resource to guide best course in selection for protection of assets for libraries and to gain an essential understanding of risk management in preventing losses. Includes sample policies and checklists.


Carmicheal, David W. **Implementing the Incident Command System at the Institutional Level: A Handbook for Libraries, Archives, Museums, and Other Cultural Institutions.**  Heritage Preservation and RescuingRecords.com, 2010

Excellent resource for explaining how to adopt the ICS as a temporary management structure whenever "business as usual" won't get the job done.


Dorge, Valerie and Sharon L. Jones (comps.)  **Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions**. Los Angeles: The Getty Conservation Institute, 1999    **www.getty.edu/conservation/publications_resources/pdf_publications/emergency.html**

Free download provides excellent planning and implementation information for all cultural institutions. Takes a unique approach by including "Questions to Consider" and "Suggested Exercises" focusing on testing your plan. Gives many examples for tabletops and other exercises.


Heritage Preservation. **Field Guide to Emergency Response.** Washington: Heritage Preservation, 2006

Water resistant spiral bound booklet can help anyone respond with the best professional step-by-step advice on what to do immediately after a disaster. Explains initial steps to take, essential response functions, and conditions you are likely to encounter. Instructional DVD illustrates typical problems after a disaster, demonstrating basic salvage techniques. **https://www.heritagepreservation.org/catalog**


Long, Jane S. "Emergency Preparedness and the Power of Partnerships"
*International Preservation News*, No. 49, December 2009:6-9  **www.ifla.org/files/pac/ipn/49-december-2009.pdf**
Excellent review of national partnership activities, including the Alliance for Response initiative.


Thenell, Jan. **The Library's Crisis Communications Planner**: **A PR Guide to Handling Every Emergency.**  ALA, 2004

Communications basics in this step-by-step guide, for communicating to critical contacts in times of crisis.