Agenda

1. What is dPlan|ArtsReady?
2. Pocket Response Resource
3. dPlan|ArtsReady
dPlan|ArtsReady is an updated, intuitive online emergency preparedness tool for the arts and cultural heritage sectors... that is usable and functional regardless of an organization’s size, scope or discipline.
Assessing Risks

Please consider and rate the risks in the lists below. Consider which events are most likely to occur and which would have the most serious consequences.

Rate each risk on the following scale:
1 = serious risk
2 = moderate risk
3 = minimal risk
4 = not a risk

Natural Hazards

Save changes ✓ I am finished with this page

1 Hurricane Tell Me More
Provide additional details on your institution’s risk, and/or list additional actions that should be taken:
There is a moderate risk, but precautions can be taken being of the slow-moving nature of hurricanes. The building will be closed and evacuated, valuable materials will be...
**Immediate Response and Checklist for Recovery**

**STEP 1: IMMEDIATE RESPONSE**

**Notification:**
- In operation: make Public Announcement for evacuation (note that for public announcement by 1) when an emergency interrupts your operations or operations must be halted
- When threat is imminent, place is required
- First Responders (contact info on other side)
- Response Team Leader (contact info on other side)

**Human Safety & Belongings Security:**
- Address personal or medical emergencies
- Ensure all staff and visitors are safe and accounted for
- Maintain security of building and property

**Additional Notifications, as appropriate:**
- Institutional Contacts
- deadly Contacts & Utilities
- New safety, contact neighbors, friends, landlord, etc.
- Staff phone
- Management contact of guest artist or company

**STEP 2: COMMUNICATION**

- Activate the Readiness/Disaster Plan's emergency response actions
- Establish communication with appropriate local & regional emergency management
- Contact your Communications and Public Relations Officer, if staff already done
- Post emergency information and instructions on the institutional website and through social media

**ASSESSMENT**

- Evacuate through proper authorities that all hazards are cleared before entering building
- Notify the instructions of your Response Team
- Document damage with photos, videos, and notes
- Assess damage to collections and assets, building, office, and information systems
- What areas affected, in what way, and to what degree?
- What types of materials are damaged?
- Are critical information systems functional? Safe?
- Maintain security of assets
- Relocate the temperature and humidity at your facility
- Complete the Incident Report form in your Readiness/Disaster Plan
- Gather emergency response supplies

**OTHER**

- Use this section for information about security, chain of custody, locations of keys, utility shut-off, access to loading docks, etc., or paste in additional instructions, e.g., for response to an active shooter, disruptive person, or earthquake. You may need to add positions for those addressing bombing/explosive, alcohol, firearms, recording/photography.

**DESIGNATED ASSEMBLY AREA:**

Describe where people should go following an evacuation.

**AREAS OF REFUGE:**

Describe where people should go in shelter-in-place.

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*This document should be completed using the Pocket Response Resource Instructions at [www.mendc.org/dplan](http://www.mendc.org/dplan) or [www.artsready.org](http://www.artsready.org)*
PRR Guides & Resources

ArtsReady and dPlan are pleased to offer this curated and annotated library of free emergency-planning resources. Click the topic categories to begin your exploration. Have more emergency planning questions? Contact NEDCC or NCAPER staff.

TOPIC CATEGORIES

1. Current Topics
2. People
3. Facilities
4. IT
5. Communication
6. Programs
7. Finance
8. Collections and Assets
9. Community
10. Training/Drills

https://www.nedcc.org/dplan

5. Communication

5-1 Emergency Communication Checklist (preparemybusiness.org)

This 2-page checklist clearly documents the information you need to gather for your crisis communications plan.

5-2 Crisis Communication Plan (ready.gov)

Messaging is important in an emergency situation. This webpage details the audiences with which you may need to communicate, how to provide the information each audience needs, the ways in which different responding departments and agencies interact, and the resources you will need for crisis communication.
dPlan – subscription version
Subscription Rates

Payment is accepted in U.S. Dollars only, and a credit card number is required for all account registrations.

Individual organization

1 year subscription $59.40 ($4.95/month)

Bulk purchase – 10% discount

Please contact info@dplan.org to arrange a bulk purchase, e.g. a consortium purchasing on behalf of its members or a state agency purchasing on behalf of state institutions.

Arts organizations

A limited number of free 1-year subscriptions are available to arts organizations. Please contact info@dplan.org. Note that a credit card number is required for all account registrations, even though your amount due will be $0.
- 90 questions across 9 Critical Areas of preparedness – you indicate risk level and readiness level for each
"Not Ready" + "Serious" = Danger List

The entire Risk Assessment (with all questions and answers) can be viewed within the tool, printed, saved as PDF, or downloaded as CSV.

Risk Assessment can be archived within the tool and completed again later to show progress.
• 90 questions across 9 Critical Areas of preparedness – you indicate risk level and readiness level for each

• Create and assign preparedness tasks, and add deadlines
Your most valuable assets (artwork, collections, equipment, costumes/inventory) are stored in such a way as to minimize theft and damage from water.

Risk Level

- Moderate
- High

Readiness

- Not Ready
- Ready

Enter notes here

Add an Action Item

Title

- Key inventory

Description

- Update the key inventory spreadsheet

Priority

- High

Critical Area

- Facilities

Due Date

- March 2022

Assigned To

- Assignee

Create Action Item
• User sees their Action Items on their dashboard
• Full list can be filtered and sorted
• Full list can be exported as a CSV or PDF file
• Items can be marked complete
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk Assessment</td>
<td>• 90 questions across 9 Critical Areas of preparedness – you indicate risk level and readiness level for each</td>
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<tr>
<td>Action Items</td>
<td>• Create and assign preparedness tasks, and add deadlines</td>
</tr>
<tr>
<td>Critical Stuff</td>
<td>• Save all your critical documentation here</td>
</tr>
<tr>
<td>Guides &amp; Resources</td>
<td></td>
</tr>
<tr>
<td>Reports</td>
<td></td>
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</table>
Senior Center
alternate collection storage in ballroom

<table>
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<tr>
<th>Critical Area</th>
<th>Facilities</th>
</tr>
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<tbody>
<tr>
<td>Place Nickname: Senior Center</td>
<td></td>
</tr>
<tr>
<td>Place Type: Additional Venue/Building</td>
<td></td>
</tr>
<tr>
<td>City: Abington</td>
<td></td>
</tr>
<tr>
<td>State: Massachusetts</td>
<td></td>
</tr>
<tr>
<td>Zip Code: 02351</td>
<td></td>
</tr>
<tr>
<td>Notes: MOU on file to provide alternate collection storage</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name: Abington Senior Center</td>
</tr>
<tr>
<td>Name: Yolanda Weslowski</td>
</tr>
<tr>
<td>Job Title: Program Manager</td>
</tr>
<tr>
<td>Work Email: <a href="mailto:yweslowski@abington.gov">yweslowski@abington.gov</a></td>
</tr>
<tr>
<td>Work Phone: 656-789-0123 (main)</td>
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Electrician

<table>
<thead>
<tr>
<th>Critical Area</th>
<th>Facilities</th>
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</thead>
<tbody>
<tr>
<td>Name: Don Nouell</td>
<td></td>
</tr>
<tr>
<td>Work Email: <a href="mailto:don@nouell.com">don@nouell.com</a></td>
<td></td>
</tr>
<tr>
<td>Work Phone: 123-456-7890 (24 hours/day)</td>
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<tr>
<td>Job Title: Master Electrician, Owner</td>
</tr>
<tr>
<td>Type: Independent Contractor/Guest Artist</td>
</tr>
<tr>
<td>Organization Name: Nouell Electric</td>
</tr>
<tr>
<td>Alternate Email: <a href="mailto:dnelectric@comcast.net">dnelectric@comcast.net</a></td>
</tr>
<tr>
<td>Alternate Phone: 989-765-4321 (Lake house)</td>
</tr>
<tr>
<td>City: Andover</td>
</tr>
<tr>
<td>State: Massachusetts</td>
</tr>
<tr>
<td>Zip Code: 01810</td>
</tr>
<tr>
<td>Section</td>
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<td>Emergency Succession Plan</td>
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<td>Reopening Archives, Libraries and Museums (REALM) Information Hub</td>
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**Emergency Succession Plan**

An emergency succession plan covers the sudden and unexpected absences of your executive director(s). This four-page sample plan emphasizes identifying the key leadership functions carried by the executive, identifying the agency managers best qualified to step in, and prescribing the cross-training necessary to prepare the back-up managers.

**Reopening Archives, Libraries and Museums (REALM) Information Hub**

As libraries and museums around the country begin to resume operations and reopen facilities to the public, there is need for clear information to support the handling of core museum, library, and archival materials. The REALM project has conducted research on how long the COVID-19 virus survives on materials that are prevalent in libraries, archives, and museums. The project is continuing to produce and distribute science-based COVID-19 information that can aid local decision-making regarding operations of these organizations.
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<td>• A curated library of annotated resources, link, and tools for preparedness and response</td>
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<td>Reports</td>
<td>• Choose from 10 reports to export as CSV or PDF</td>
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Medical Emergency Procedures

Follow these instructions and use the following list of first responders when responding to a medical emergency.

- Follow the Basic First Aid procedures described below.
- Call 911 or first responders if needed by the patient or if required by your institution's guidelines.
- Report the incident to a supervisor or facility manager.

First Responders

Fire Commander

Name: Jess Hernandez  
Work Email: jhernandez@fd.dubuque.gov  
Work Phone: 688-456-3210 (office)  
Response Team Member: No  
Job Title: Fire Commander  
Type: First Responder  
Organization Name: Dubuque Fire Department  
Alternate Email: jhem@gmail.com  
Alternate Phone: 854-789-3210 (DFD non-emergency)  
City: Dubuque  
State: Iowa  
Zip Code: 68542

Unconscious Victim

If the victim is unconscious, perform rescue breathing. (Rescue breathing is explained later in this section.) If the victim's heart has stopped beating, perform cardiopulmonary resuscitation (CPR) if you have been properly trained to do so.
Pre-launch, visit: https://www.nedcc.org/dplan

Preview video: https://youtu.be/d1V1ZR0xJ8

Visit www.nedcc.org/dplan-help for helpful tips and FAQs

E-News List: https://www.nedcc.org/about/contact/sign-up-for-news