**SAMPLE [INSTITUTION] Disaster Plan**

**NOTE: This guide is only a template for writing a disaster plan with examples specific to the Ford Conservation Center. It should NOT be used in the event of an emergency.**

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 **Emergency Call List:**

Name

Position

Phone Number

**First Responders**

**In case of emergency dial 911!**

Non-Emergency Numbers:

[Local] Police Department

[Phone Number]

[Local] Fire Department

 [Phone Number]

[Local] Emergency Medical/Ambulance Service

 [Phone Number]

State Emergency Management Agency

 402-471-7421

Nebraska Poison Control

 1-800-222-1222

Red Cross

 402-343-7700

Regional FEMA Office

 816-283-7061

**Emergency Supplies**

List your emergency supplies and general location of where they can be found:

**Flashlights rope/string**

**batteries un-printed newsprint paper**

**first aid kit rubber boots**

**buckets/tubs zip ties**

**mops disinfectant spray**

**plastic bags knee pads**

**sponges hard hats**

**hammer and nails caution tape**

**utility knife and blades soot sponges**

**tapes extension cords**

**power strip paper tags**

**safety vest dust mask**

**squeegees pencil sharpener**

**aprons**

**Emergency Procedures**

EVACUATION PROCEDURES

* Remain calm. Remember that human safety is always the highest priority.
* If it is safe to do so:
	+ Turn off electrical equipment.
	+ Close, but do not lock, doors.
	+ Assist anyone who requires help in leaving the building.
	+ Collect assigned log book(s).
* Evacuate in an orderly fashion through the nearest fire exit.
* **Assembly at a landmark away from the building.**
* Do not block street, driveway, or entrances.
* Check in with [Staff] and stay in the assembly area.

LEAKS, FLOODING, WATER DAMAGE

* If possible, determine the source of the water leak.
* If necessary, cut off the water.
* If necessary, call the people on the Emergency Call List.
* Protect collections from further damage –
	+ Move wet or vulnerable items to a dry, secure location.
* If water is coming from above, protect collections by covering them with plastic sheeting.
* If water is coming in on the floor, use carts to relocate materials to a safe area.
* Enter the event into the [INSTITUTION]’s “Leak Log”.
* Notify [Staff] of the event.

POWER OUTAGE

* Locate the nearest flashlights
* Evacuate immediately if you feel that it is unsafe to keep staff and patrons in the building, or if you are told to do so by the authorities.
* If you suspect the outage is only within your building, check the breaker boxes. Notify [Staff] if any are tripped.
* If you cannot determine the cause of the outage, call the local power company.
* Shut down computers and any other electrical equipment.
* The building may be closed if the power failure is expected to last for an extended time. In this case, staff will follow normal closing procedures.

FIRE

* If you see fire or smell smoke, activate the nearest fire alarm and call **911**.
* Evacuate the building.
* If there is any smoke, stay low to the floor and cover nose and mouth with a wet cloth. Feel any closed doors and **do not** open them if hot to the touch.
* If it is safe to do so:
	+ Determine the location and source of the fire.
	+ If the fire is no bigger than a small trash can, you may try to put it out with a fire extinguisher.
	+ If it is safe to do so, turn off computers and equipment, and close fire doors as you exit the building.
* From a safe location, contact the people on the **Emergency Call List**.

SMOKE & FUMES

* Quickly check the area to determine the cause of the smoke.
* Activate the nearest fire alarm and call **911**.
* Evacuate the building.

MEDICAL EMERGENCY/ACCIDENT

* Do not move an injured person unless they are in immediate danger.
* Call 911.
* If you are trained to, apply First Aid/CPR until help arrives.

THUNDERSTORMS/LIGHTNING

* When a thunderstorm watch is issued –
	+ All staff should prepare for a possible evacuation.
* When a thunderstorm warning is issued –
	+ Turn off computers and other electronic equipment.
	+ Close window shutters.
* During a thunderstorm –
	+ Stay indoors. If instructed, gather in the library.
	+ Do not handle any electrical equipment, telephones, or televisions during the storm because lightning could follow the wire.
	+ Avoid water faucets and sinks because metal pipes can transmit electricity.

TORNADO

**If a tornado watch is issued –**

* Prepare for a possible evacuation.
* Tie down or move loose objects from outside the building (bicycles, garbage cans).
* Move collections to an interior location away from windows.
* Turn off computers.

**If a tornado warning is issued, or a tornado is sighted –**

* Human safety is the highest priority.
* Stay indoors. Evacuate through the stairwells to a basement corridor or the most interior room.
* Staff “All Clear” given by [Staff] or [Staff]
	+ All staff members return to the first floor to check for damage and secure the area. Any damage is to be reported immediately to [Staff] or [Staff].
* Visitor “All Clear” given by [Staff] or [Staff]
	1. All visitors will be directed a safe area.

SEVERE WINTER STORM

## If a winter storm watch is issued –

* Check that the disaster kit is complete and that food, water, and/or batteries are not expired.
* If necessary, [Staff] will make a decision on closing the building. In the event of closure, staff and patrons will be informed and staff will follow standard closing procedures.

**During a winter storm –**

* If possible, staff members should not travel during a winter storm warning or a blizzard warning.
* Stay indoors and conserve fuel.
* After the storm, remove ice and snow from tree limbs, roof, etc. to prevent further damage.

CHEMICAL SPILL (In-House)

* If a chemical spill occurs, immediately flush with water any part of the body which has come in contact with the chemical.
* In the case of contact with caustic material or strong acids, call for medical assistance (911).
* Close the door behind the spill and stay clear of the area.
* Call 911 and give as many details as possible regarding the spill.
* If necessary, evacuate the building.
* If doing so does not endanger you, remove artifacts from the area. Otherwise, wait a safe distance from the spill until help arrives.

BOMB THREAT

### If you receive a bomb threat over the telephone –

* **Do not panic**.
* Be polite, interested, and listen carefully. Make notes if possible.
* Keep the caller talking as long as possible, and get as much information as possible. Keep asking questions until the caller refuses to answer or hangs up. The “Bomb Threat Form” has a list of questions to ask.

**Questions to ask include –**

* + When will the bomb detonate?
	+ Exactly where is the device?
	+ What does it look like?
	+ Who placed it, and when?
	+ Why was it placed there, and what do you want?
	+ Who are you, and why are you calling?
	+ Will you repeat this information for my supervisor?
* **Call the police immediately (another staff member may be able to do this while you are still on the phone)**.
* Immediately after hanging up telephone:
	+ Use the Call Trace Function by lifting the receiver and dialing \*57.
	+ Stay on the line and follow the instructions given.
	+ Hang up and then dial 911 and report a Bomb Threat.
	+ Also state that “Call Trace” function was accomplished.
* Write down as much detailed information as you can remember. Include any background noises you heard, the sex of the caller, the approximate age of the caller, the callers accent. Also write down the callers exact words as well as you can remember them.
* Evacuate staff and patrons immediately if you are instructed to do so by the authorities.

NUCLEAR POWER PLANT INCIDENT

**If an accident occurs and you are told to remain indoors –**

* Close and lock all doors.
* Gather duct tape, scissors, plastic sheeting, and cloth towels. Bring the weather radio.
* Turn off HVAC system.
* Go to the Basement Storage Room.
* Seal any vents with duct tape and plastic sheeting.
* Seal top and sides of door with duct tape.
* Place wet towel at the bottom of the door.
* If contaminants might have entered the building, breathe shallowly through a cloth or towel.
* Monitor the radio for updates.
* Do not eat or drink anything that might have become contaminated.
* **Do not** go outside until you receive instructions to do so but if you must go out, cover your mouth and nose. When you come in, shower, then change your clothing and shoes, and put the items you were wearing in a sealed plastic bag.

**If an accident occurs and you are told to evacuate –**

* **Evacuate immediately when told to do so. Take the disaster kit.**
* Listen to a battery-powered radio for information on evacuation routes.
* If there is time, close and lock doors and windows, turn off HVAC and close vents.

TERRORIST ATTACK

**If a building explosion occurs –**

* Remain calm, and get out as quickly as possible. **Do not** use the elevators.
* Stay away from windows, mirrors, or anything that might fall on you.
* If items are falling, shelter under sturdy furniture.
* Avoid using the telephone (except in a life-threatening situation) and **do not** use matches or lighters, in case of a gas leak.
* If there is a fire, stay low to the floor and cover nose and mouth with a wet cloth. Feel any closed doors and **do not** open them if hot to the touch.

**If a chemical attack occurs –**

* Staff who are fitted for respirators should put them on.
* If you are instructed to shelter in the building, seal all openings to the extent possible (e.g., close and lock windows and doors; turn off HVAC systems, close vents, and turn off fans). Fill sinks and containers with water in case the water supply becomes contaminated. Listen to a battery-powered radio for further information.
* If you are instructed to evacuate, follow the instructions of local authorities, sealing the building to the extent possible if there is time before leaving.

**If a biological attack occurs –**

* If you are instructed to shelter in your building by authorities, seal all openings to the extent possible (e.g., close and lock windows and doors; turn off HVAC systems, close vents, and turn off fans). This will help to prevent exposure. If you suspect that the water supply may be contaminated, boil water before drinking it. Listen to a battery powered radio for further information.
* If you are instructed to evacuate, follow the instructions of local authorities, sealing the building to the extent possible if there is time before leaving.
* If a biological attack has occurred and you develop symptoms of illness, consult medical personnel immediately and limit your exposure to others to prevent spreading the illness.

**Building Floor Plans**

INSERT IMAGE OF THE FLOOR PLANS FOR ALL BUILDING. MAKE SURE TO MARK LOCATIONS OF FIRE SUPRESSION SYSTEMS, ELECTRICAL EQUIPMENT, SYSTEM SHUT-OFFS AND EMERGENCY SUPPLIES.