**Emergency Action Plan (EAP) Worksheet**

**Preparedness**

Locations of Building Utilities, Emergency Systems, and Equipment

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Emergency Supplies

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Emergency Services

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recovery Assistance

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**Emergency Procedures**

General Evacuation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tornado & Severe Storm

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ice and Snowstorm

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical Emergency

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Flooding

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Power Failure

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Equipment or Systems Failure

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Violence and Criminal Activity

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Bomb Threat

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Active Shooter

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTES:**

**Collections Salvage**

Assessment Terminology

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Technique Terminology

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General Salvage Practices

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Stabilization

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Damage Assessment

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Removal

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Staging

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Restore the Area

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Collections Salvage Procedures

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**Salvage of Water Damaged Historic and General Collections**

Materials list

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Damp & Slightly Wet Books

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wet/Saturated Books

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leather or Vellum Bound Books

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Books with Coated Paper

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Oversized Volumes

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maps/Paper Records

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Microfilm

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computers

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CDs and DVDs

**Salvage of Mold Damaged Historic and General Collections**

Dry book covers

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dry book pages

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wet book pages

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Collection Salvage Supplies

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Continuity of Operations Plan (COOP) Worksheet**

***Continuity of Operations Plan (COOP)***

***1. Essential Functions and Critical Operations***

Complete the Function/Operation table below, listing all functions and operations needed to keep your organization operating (consider support needed for sustaining necessary staffing levels, including payroll and other routine functions). Prioritize functions/operations using the following criteria:

* Critical – function/operation cannot be delayed.
* Important – function/operation can be delayed but should be resumed as soon as possible.
* Non-essential – function/operation can be delayed until normal operations resume.

|  |  |  |
| --- | --- | --- |
| **FUNCTION/OPERATION TABLE** | | |
| Function/Operation | Frequency | Priority |
|  | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. |

Focusing only on those functions/operations identified as critical, complete the Essential Functions Matrix below-considering staffing and resources needed (including physical, Information technology, equipment, etc.):

|  |  |  |  |
| --- | --- | --- | --- |
| **ESSENTIAL FUNCTIONS MATRIX** | | | |
| Priority | Essential/Critical Functions | Staff Responsible (note Succession in next table) | Resources Needed to Sustain / Reactive Quickly |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |

***2. Orders of Succession***

|  |  |
| --- | --- |
| **ORDERS OF SUCCESSION** |  |
| Position Title | Successors |
|  | 1. |
| 2. |
| 3. |
|  | 1. |
| 2. |
| 3. |
|  | 1. |
| 2. |
| 3. |
|  | 1. |
| 2. |
| 3. |
|  | 1. |
| 2. |
| 3. |

***3. Delegation of Authority***

|  |  |  |  |
| --- | --- | --- | --- |
| **DELEGATION OF AUTHORITY** | | | |
| Area of Authority | Designated Authority | Conditions | Responsibilities & Limitations |
|  | 1. |  |  |
| 2. |
| 3. |
|  | 1. |  |  |
| 2. |
| 3. |
|  | 1. |  |  |
| 2. |
| 3. |
|  | 1. |  |  |
| 2. |
| 3. |
|  | 1. |  |  |
| 2. |
| 3. |

***4. Alternate Facilities***

Alternate facilities are locations other than the normal facility used to carry out essential functions in an emergency. Alternate facilities should provide:

* Sufficient space and equipment.
* Capability to perform essential functions within 12 hours for up to 30 days.
* Logistical support and infrastructure systems.
* Communications and information technology.
* Computer equipment and software.
* Appropriate distance from the original location (Note: this may vary depending upon the incident that caused COOP activation).

|  |  |  |
| --- | --- | --- |
| **ALTERNATE FACILITIES** | | |
| Facility Name |  |  |
| Street Address |  |  |
| City, State, Zip |  |  |
| Telephone Number |  |  |
| Point of Contact Name |  |  |
| Telephone # |  |  |
| E-Mail Address |  |  |
| **SITE DETAILS** | | |
| Staffing Capacity |  |  |
| Equipment/Supplies in Place |  |  |
| Additional Equipment/Supplies Needed |  |  |
| Information Technology Systems |  |  |
| Anticipated Set-Up Time |  |  |
| Other: |  |  |
| Notes: |  |  |
| Other: |  |  |
| Notes: |  |  |

***5. Continuity Communications***

Continuity communications provide the capability to perform essential functions until normal operations can be resumed. This includes the equipment, resources, and access needed to:

* Support essential functions.
* Communicate internally (staff, board, volunteers).
* Connect externally with emergency management, other organizations, agencies, clients, and the public (as needed).
* Ensure access to data, systems, and services.

**Notes:**