

TEAR-OUT 3.7 CCI EMERGENCY ACTION PLAN

Date: _____ Location: _____

INSTRUCTIONS:

- Circle the actions required from the lists provided.
- Once a task has been assigned, place a diagonal line through the action.
- Mark a second line, creating an "X" through the task once it has been completed.
- Check off the number of items affected.
- Check off the priority materials according to the circumstances and objects affected.
- Check off the resources required and assemble.

PROTECT PEOPLE	LIMIT THE DAMAGE		PRESERVE PROPERTY		RESOURCES
			COLLECTION	OTHER	
Evacuate Mop floor Provide PPE Rope off hazards Isolate mould	Tarp exposed shelves / cabinets Contain leaks Shut off water Raise objects Remove standing water Dehumidify Ventilate / reduce ventilation Monitor for mould Control entrance to area	SALVAGE	Clear aisles	Move vital records	<input type="checkbox"/> Buckets / mops <input type="checkbox"/> Polyethylene sheeting <input type="checkbox"/> Hazard indicators <input type="checkbox"/> Generator <input type="checkbox"/> Lighting <input type="checkbox"/> Dust masks <input type="checkbox"/> Gloves <input type="checkbox"/> Rubber boots <input type="checkbox"/> Full body coverall <input type="checkbox"/> Safety glasses <input type="checkbox"/> Dehumidifiers / fans <input type="checkbox"/> Crates / carts / dollies <input type="checkbox"/> Boxes <input type="checkbox"/> Resealable plastic bags / garbage bags <input type="checkbox"/> Newsprint / waxed paper / blotting paper <input type="checkbox"/> Off-site space <input type="checkbox"/> Vehicles <input type="checkbox"/> Freezer / freezer truck <input type="checkbox"/> Salvage team <input type="checkbox"/> Conservator <input type="checkbox"/> Restoration company
			Move affected objects	Move computers	
			Isolate mouldy objects	Move furniture	
			Pack wet objects		
			Pack wet objects	Remove damaged building materials	
			Buy time (freeze wet objects / keep wet)	Clean furniture	
			Clean soiled objects	Clean historic building elements	
	RECOVERY	Dry wet objects			
		Rehouse dry objects			
		Pack dry objects			
		PRIORITY MATERIALS			
		<input type="checkbox"/> Loan items	<input type="checkbox"/> Paintings / painted surfaces / polychrome		
		<input type="checkbox"/> High value items	<input type="checkbox"/> Gilding		
		<input type="checkbox"/> Soluble inks	<input type="checkbox"/> Stretched skins		
<input type="checkbox"/> Coated paper	<input type="checkbox"/> Veneer / marquetry				
<input type="checkbox"/> Leather / vellum bindings	<input type="checkbox"/> Gelatin sequins				
<input type="checkbox"/> Scrapbooks	<input type="checkbox"/> Soluble dyes				
<input type="checkbox"/> Sensitive photographs					
ITEMS AFFECTED					
<input type="checkbox"/> <200 <input type="checkbox"/> 200-500 <input type="checkbox"/> >500					

Government of Canada, Department of Canadian Heritage, Canadian Conservation Institute, "Emergency Action Plan," worksheet 10, v. 3 in *CCI Emergency Response Planning Workbook*, v. 6 (January 2018). Original reference Mark Emery, *Strategic Priority Action Plan Template*, IMS Alliance (2003), accessed October 26, 2017, http://www.imsalliance.com/assets/file/ActionPlanTemplate_000.pdf.

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