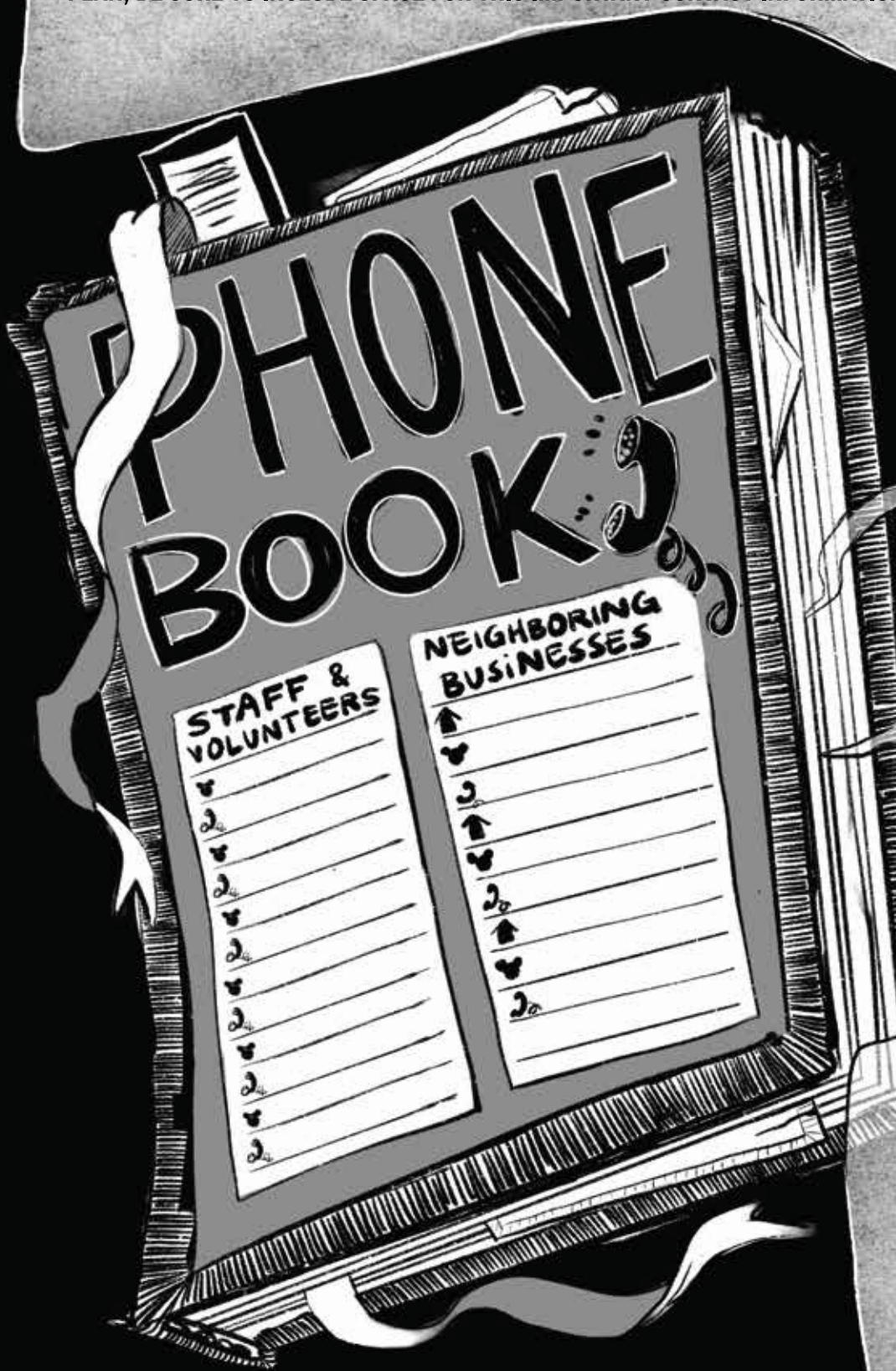


RATS! ANOTHER DISASTER

THE
PERFORMING
ARTS READINESS
WORKBOOK



DO YOU KNOW HOW TO REACH EACH PERSON IN YOUR ORGANIZATION IN THE EVENT OF A CRISIS? HERE'S A SPACE TO RECORD IMPORTANT PHONE NUMBERS INCLUDING YOUR STAFF AND VOLUNTEERS AND THE NAMES AND PHONE NUMBERS OF NEIGHBORING BUSINESSES. IF YOU ARE CREATING A MORE EXTENSIVE PLAN, BE SURE TO INCLUDE SPACE FOR THIS IMPORTANT CONTACT INFORMATION.



FILL OUT THIS PHONE TREE AND MAKE COPIES TO GIVE TO ALL OF YOUR STAFF AND VOLUNTEERS.

PHASE ONE: READINESS

WHETHER YOU ARE A LARGE OR SMALL ORGANIZATION, CREATING A CLEAR PLAN FOR HANDLING CRISIS SITUATIONS IS ESSENTIAL. BECAUSE ORGANIZATIONAL NEEDS CAN VARY, YOU MAY DECIDE THAT YOUR PLAN NEEDS TO BE VERY THOROUGH AND EXTENSIVE OR YOU MIGHT BE ABLE TO KEEP IT QUITE SIMPLE. THIS WORKBOOK WILL GUIDE YOU THROUGH SIMPLE STEPS AND GENERAL PRACTICES TO CREATE A PLAN THAT WILL HELP YOU AND YOUR STAFF BE MORE PREPARED WHEN DISASTER STRIKES.



MAKE A WALKTHROUGH OF YOUR SPACE

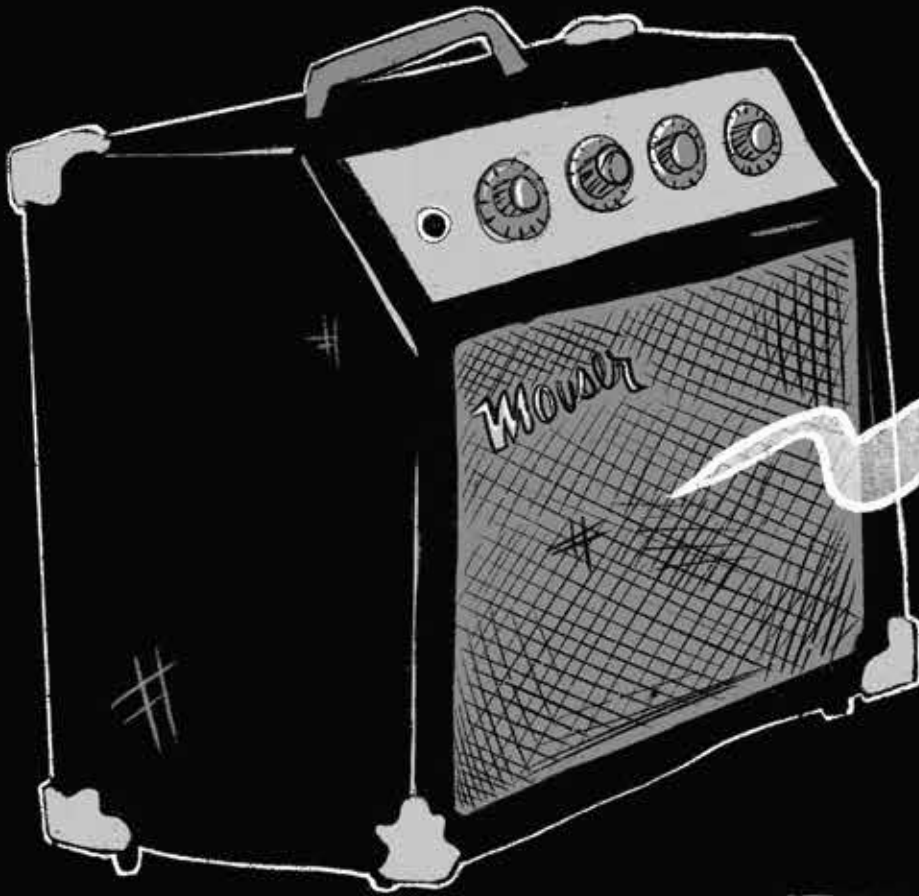
ASSETS AND ASSET PROTECTION

WHAT OTHER ASSETS DOES YOUR BUSINESS NEED TO CONSIDER?

BACK UP YOUR FILES WITH A CLOUD BASED SERVICE. ENSURE YOU HAVE AN UNINTERRUPTED POWER SUPPLY (UPS) BATTERY BACKUP IN CASE OF POWER OUTAGES. STORE YOUR LAPTOPS IN A WATERPROOF/SHOCKPROOF BAG.

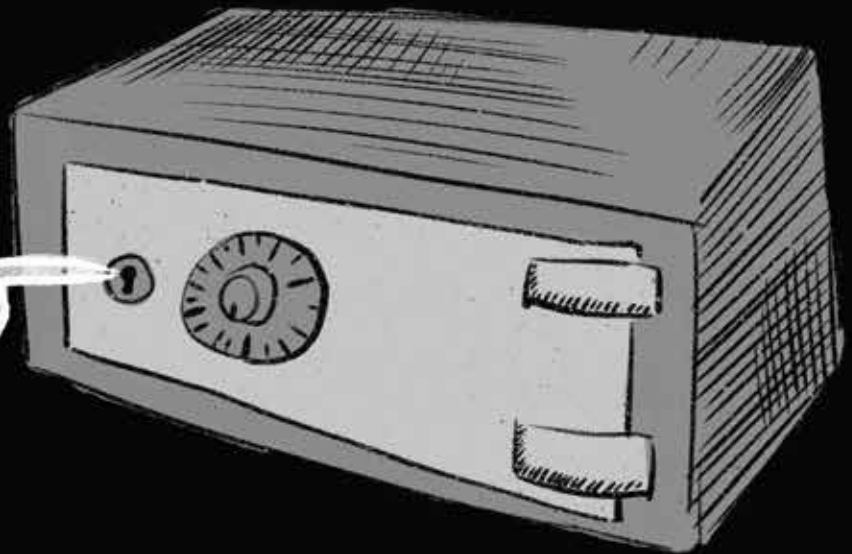


HAVE YOUR MOST VALUABLE ASSETS INSURED. STORE ARTWORK PROPERLY ACCORDING TO TYPE. STORE PLASTIC, TAPE ,AND OTHER PROTECTIVE ITEMS AS CLOSE AS POSSIBLE IN THE EVENT OF QUICK TRANSPORT.



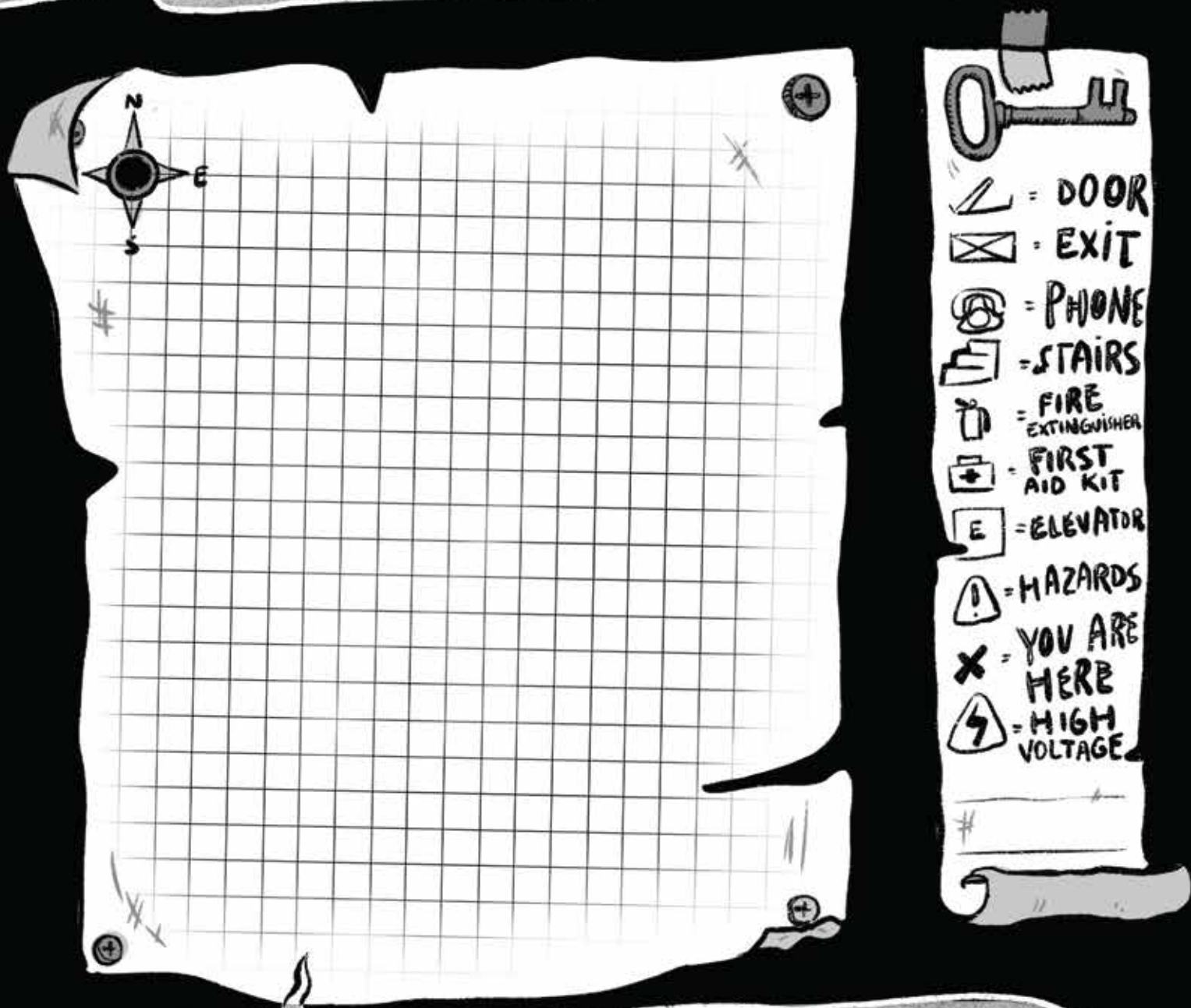
KEEP A DETAILED LIST OF ALL OF YOUR EQUIPMENT, INCLUDING AGE AND SERIAL NUMBERS. KEEP PHOTOGRAPHIC RECORDS AS WELL.

IN THE DIGITAL AGE, IT'S EASY TO FORGET THAT THERE MAY STILL BE HARD COPIES OF DOCUMENTS ON THE PREMISES. HAVE A FIREPROOF SAFE TO STORE DOCUMENTS SUCH AS DEEDS, SENSITIVE INFORMATION, AND CASH .



BE SURE TO KEEP AN ASSET LIST OF THE VALUABLE ASSETS IN YOUR ORGANIZATION. IT'S ALSO HANDY TO HAVE A LIST OF RELEVANT CONSERVATION AND PRESERVATION PROFESSIONALS FOR EACH MAJOR OBJECT TYPE OR SPECIAL COLLECTION THAT YOU OWN.

DRAW AN EXIT MAP



MAKE A FLOOR PLAN OF YOUR BUILDING, AND IN ADDITION TO ALL DOORS AND WINDOWS, BE SURE TO INCLUDE: EVACUATION ROUTES, RALLYING POINTS, PANIC BUTTONS, FIRE EXTINGUISHERS, SMOKE AND CARBON MONOXIDE DETECTORS, FIRE HOSES AND FIRE ALARM BOXES, SPRINKLERS, CLIMATE CONTROL SYSTEMS, HAZARDOUS MATERIALS, EMERGENCY SUPPLIES AND FIRST AID MATERIALS, PRIORITY COLLECTIONS, AND EMERGENCY SHUT OFFS FOR WATER, GAS, AND ELECTRICITY.



**MAKE A COPY
OF YOUR SITE
MAP & PHONE
SHEET FOR YOUR
TENANTS OR
ANYONE WHO USES
YOUR SPACE**

GOALS FOR CREATING AN EMERGENCY PLAN

WHAT ARE YOUR GOALS FOR CREATING A DISASTER PLAN? WHAT'S IMPORTANT TO YOUR UNIQUE ORGANIZATION? THINKING ABOUT IT NOW WILL HELP YOU BEGIN TO FORMAT A DISASTER GUIDE THAT WORKS FOR THE SIZE AND SCOPE OF YOUR ORGANIZATION. HERE IS A GENERAL FRAMEWORK OF WHAT YOU MIGHT WANT TO PRIORITIZE.

**SAFETY
OF PATRONS,
STAFF, &
VOLUNTEERS**

**PROTECTING
ASSETS**

CONTAINMENT

**ASSESS
IMPACT**

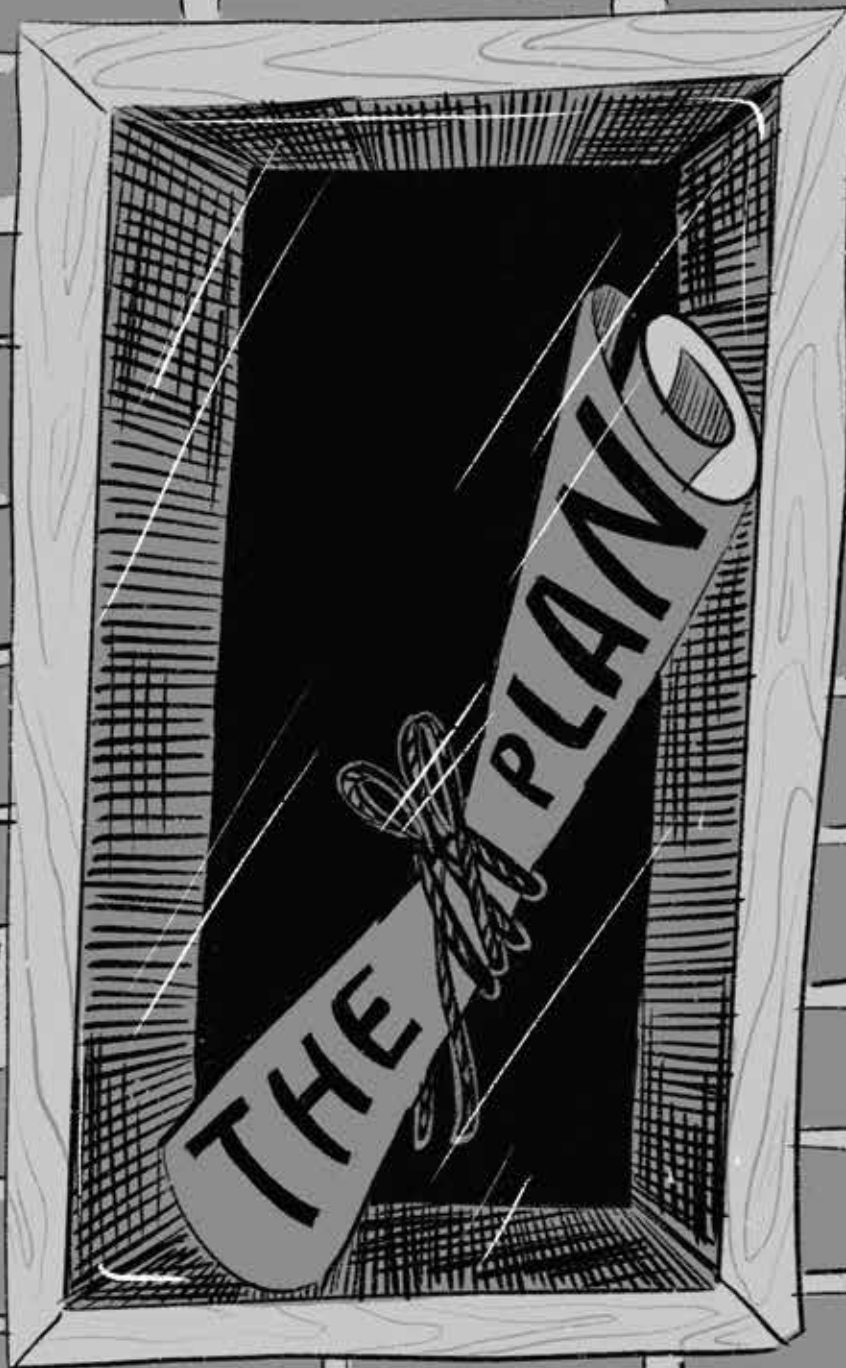
**COMMAND,
CONTROL, &
COMMUNICATION**

**RETURN
TO
NORMAL**



PHASE 2: RESPONSE

IN CASE OF EMERGENCY
BREAK GLASS



NATURAL DISASTERS



- FLOODS
- SEVERE WINTER STORMS
- EARTHQUAKES
- TSUNAMIS
- FIRES

FIRES CAN SPREAD UNPREDICTABLY FAST AND CAN BE HARD TO CONTROL. IN THE EVENT OF A FIRE ON YOUR PREMISES, FOLLOW THE R.A.C.E. AND P.A.S.S. PROTOCOLS: REMOVE ANY PERSONS FROM THE IMMEDIATE SCENE. ACTIVATE THE ALARM OR CALL 911. CONFINE THE AREA BY CLOSING ALL DOORS. THEN, IF IT IS SAFE TO DO SO, EXTINGUISH. PULL THE CLIP FROM THE EXTINGUISHER, AIM AT THE BASE OF THE FIRE, SQUEEZE THE HANDLE, AND SWEEP SIDE TO SIDE. IF THE FIRE IS LARGER THAN A TRASH CAN IT MAY BE TOO LARGE FOR AN EXTINGUISHER. EVACUATE THE AREA FOLLOWING EMERGENCY MAPS. IF THERE IS A LOT OF SMOKE, STAY CLOSE TO THE FLOOR. TOUCH DOORS BEFORE OPENING, AND DO NOT OPEN IF HOT. FOR A GREASE FIRE IN A KITCHEN, SMOTHER IT WITH A LID OR WET TOWEL. SOME EXTINGUISHERS ARE NOT MADE TO HANDLE A GREASE FIRE, AND MAY MAKE THEM WORSE.

IN THE EVENT OF AN EARTHQUAKE, TAKE SHELTER UNDER THE NEAREST STURDY OBJECT, SUCH AS A TABLE OR DESK. IF THIS ISN'T POSSIBLE, MAKE YOURSELF AS SMALL AS YOU CAN AND PROTECT YOUR HEAD AND NECK. STAY AWAY FROM WINDOWS, BOOKCASES, CABINETS, AND OTHER HEAVY OBJECTS THAT COULD FALL OR SHATTER. COVER YOUR NOSE AND MOUTH TO AVOID BREATHING DUST AND DEBRIS. ONLY LEAVE THE BUILDING WHEN THE SHAKING HAS STOPPED. IF YOU ARE OUTSIDE, MOVE AWAY FROM POWER LINES TO AN OPEN AREA. BE PREPARED FOR AFTERSHOCKS. TURN ON THE RADIO OR CHECK THE NEWS FOR INFORMATION AND POSSIBLE TSUNAMI WARNINGS.

A TSUNAMI IS CAUSED BY A LARGE DISPLACEMENT OF OCEAN WATER DUE TO EARTHQUAKES, VOLCANIC ERUPTIONS, OR UNDERWATER EXPLOSIONS, RESULTING IN TIDALS WAVES WHICH MAY BE AS HIGH AS 100 FEET CRASHING ONTO THE SHORE. SURGES OF WAVES FROM A TSUNAMI CAN LAST AS LONG AS 12 HOURS OR MORE, AND CAN OCCUR WITHIN MINUTES OF WARNING SIGNS, SUCH AS WATER RECEDING UNUSUALLY FAR. POST A TOPOGRAPHICAL MAP IN YOUR WORKPLACE CLEARLY SHOWING WHICH AREAS ARE MARKED AS A TSUNAMI ZONE, AND HOW TO GET TO THE NEAREST SAFE HIGH POINT. TSUNAMI WARNINGS ARE OFTEN ISSUED VIA TEXT MESSAGES, RADIO BROADCAST WARNINGS, OR SIRENS. ONCE EVACUATED, BE SURE TO WAIT FOR YOUR LOCAL AGENCIES' ALL-CLEAR NOTIFICATIONS BEFORE RETURNING TO THE HAZARD ZONE AREA.

THREATS & SOCIAL & DISASTERS

- RIOTS/CIVIL
DISTURBANCE
- ACTIVE
SHOOTER
- BOMB
THREAT
- THEFT &
VANDALISM
- CYBER
ATTACK
- THREATS
OF VIOLENCE



ALL THREATS OF VIOLENCE SHOULD ALWAYS BE TAKEN SERIOUSLY AND REPORTED TO THE POLICE IMMEDIATELY. IF THERE IS DANGER, REMOVE YOURSELF AND OTHERS AS QUICKLY AND AS SAFELY AS POSSIBLE. GATHER YOUR PERSONAL BELONGINGS ONLY IF IT IS SAFE TO DO SO. SPEAK WITH A CALMING VOICE AND GIVE DIRECT INSTRUCTIONS. HOLD TRAININGS FOR YOUR STAFF AND VOLUNTEERS TO HELP YOUR PEOPLE HAVE MORE CONFIDENCE TO NAVIGATE A CRISIS SAFELY.

IF THERE IS A BOMB THREAT, TRY TO GET AS MUCH INFORMATION AS POSSIBLE. ASK QUESTIONS LIKE WHERE IS IT, WHO PLACED IT, AND WHY. NOTICE THE CALLERS VOICE AND MANNER OF SPEAKING. EVACUATE THE BUILDING UNTIL THE POLICE OR AUTHORITIES HAVE DEEMED IT SAFE. IN THE EVENT OF AN ACTIVE SHOOTER, QUICKLY DETERMINE THE BEST WAY TO PROTECT YOURSELF. GET OUT, ALERT OTHERS, KEEP YOUR HANDS FREE AND VISIBLE, AND LEAVE YOUR BELONGINGS. IF YOU CAN'T ESCAPE, FIND A PLACE TO HIDE. LOCK OR BLOCK THE DOORS, CLOSE THE CURTAINS OR COVER THE WINDOWS, AND SILENCE YOUR PHONE. CALL 911 AND DO NOT HANG UP FIRST. YOU MAY NEED TO ACT WITH PHYSICAL AGGRESSION TO DEFEND YOURSELF IF THE SHOOTER ENTERS YOUR HIDING SPACE.

CYBER ATTACKS ARE MORE COMMON THAN YOU MAY KNOW. DATA HAS BECOME MANY ORGANIZATIONS MOST VALUABLE ASSET, SO ENSURING THE PROTECTION OF YOUR DATA HAS BECOME MORE VITAL THAN EVER. BE SURE YOU ARE PROTECTED FROM CYBER ATTACKS BY CONTROLLING WHO HAS ACCESS, USING A 2FA AUTHENTICATION, USING STRONG PASSWORD PROTECTION, AND RUNNING AUTOMATED MONITORING. NEVER SHARE PASSWORDS OR ANY OTHER SENSITIVE INFORMATION VIA EMAIL OR TEXT. CLOUD BASED PASSWORD PROTECTION SITES ARE AVAILABLE TO SAFELY STORE SHARED PASSWORDS. BE AWARE OF PHISHING EMAILS, WHICH ARE CLEVERLY DISGUISED TO FOOL YOU. DON'T CLICK ON A LINK IN AN EMAIL UNLESS YOU KNOW THE SENDER. IF YOU ARE UNSURE OF A LINKS AUTHENTICITY, YOU CAN HOVER OVER IT TO SEE THE FULL URL BEFORE CLICKING.

OTHER TYPES OF DISASTERS

- INJURY
- CHEMICAL
SPILL
- GAS LEAK
- POWER
OUTAGE
- SEWER
SYSTEM
BACKUP



IN ANY EMERGENCY, IT IS IMPORTANT TO STAY CALM AND NOT TO PANIC. ASSESS THE SITUATION, AND GET HELP AS SOON AS POSSIBLE. IF AN INJURY OCCURS IN YOUR PLACE OF WORK, ARE YOU PREPARED? BE SURE YOUR FIRST AID KITS ARE STOCKED. DON'T MOVE AN INJURED VICTIM UNLESS THERE IS AN IMMEDIATE DANGER SUCH AS FIRE OR POISONOUS GAS. IF THE VICTIM IS UNCONSCIOUS OR NOT BREATHING, CALL 911 IMMEDIATELY.

KEEP AN EMERGENCY SPILL KIT ON YOUR PREMISES IF YOU WORK WITH CHEMICALS. IN THE EVENT OF A SPILL, THE FIRST STEP IS TO IDENTIFY THE CHEMICALS, AND PREVENT FIRE OR EXPLOSIONS FROM OCCURRING IF FLAMMABLE. COMMUNICATE TO EVERYONE IN THE AREA, AND EVACUATE IF NEEDED. CONTAIN THE AREA OF THE SPILL. IF A PERSON HAS BEEN SPLASHED, THEY SHOULD RINSE IN A SHOWER OR WITH AN EYEWASH FOR 15 MINUTES. PREVENT THE SPILL FROM SPREADING BY USING ABSORBENT MATERIALS FROM YOUR SPILL KIT. IF THERE IS SOIL OR WATER CONTAMINATION, CALL THE NATIONAL RESPONSE CENTER AT 1-800-424-8802.

PHASE 3: RECOVERY

A MAJOR CRISIS OR DISASTER WILL AFFECT MORE THAN JUST YOUR ORGANIZATION, AND YOU MIGHT HAVE SOME UNIQUE ASSETS OR ABILITIES TO HELP THE COMMUNITY PULL TOGETHER. CONSIDER WHAT YOU HAVE TO OFFER SO THAT YOU'LL BE READY TO LEND A HAND WHEN THE NEED ARISES AND PROVIDE HELP WHERE IT WILL BE MOST BENEFICIAL. THINK OF ASSETS YOU CAN SHARE, ACTIVITIES YOU COULD OFFER TO THE COMMUNITY FOR RECOVERY, SPACE YOU COULD OFFER FOR FOOD PREP, DISTRIBUTION OF FOOD/SUPPLIES, EMERGENCY MEETINGS, OR A PLACE FOR EMERGENCY WORKERS TO REST OR SLEEP. MAKE A LIST ON THE NEXT PAGE FOR EASY REFERENCE.



WHAT CAN YOU OFFER OTHERS?



**BUILD AN
EMERGENCY
PACK**

**MEDICATIONS,
MOIST TOWELETTES,
LOCAL MAPS,
NON-PERISHABLE
FOODS, GARBAGE
BAGS, DUST
MASK**

**CELL
PHONE
& CHARGER,
BABY AND
PET
SUPPLIES,
SLEEPING
BAG**

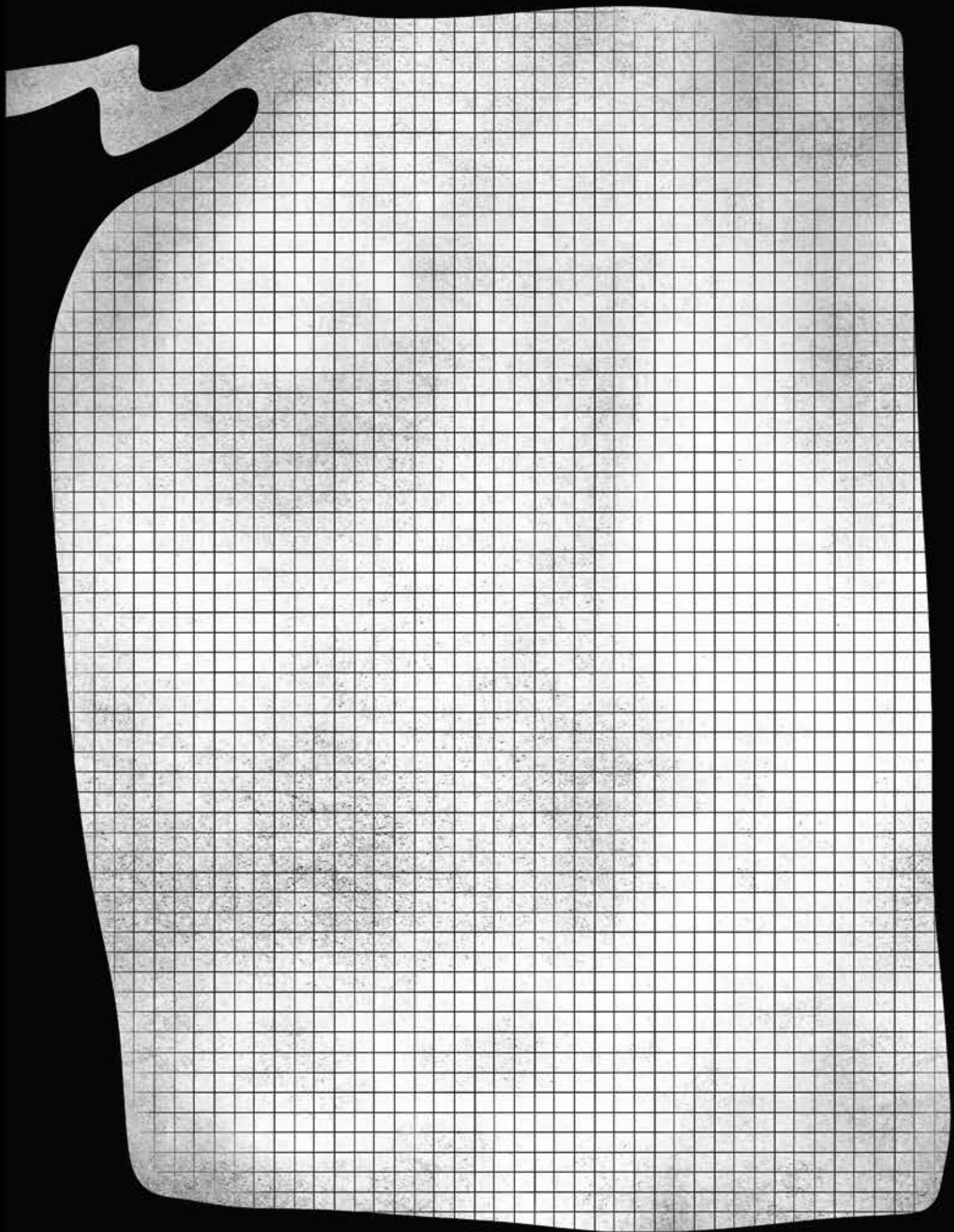
**ONE
GALLON
OF WATER
PER
PERSON
PER
DAY**

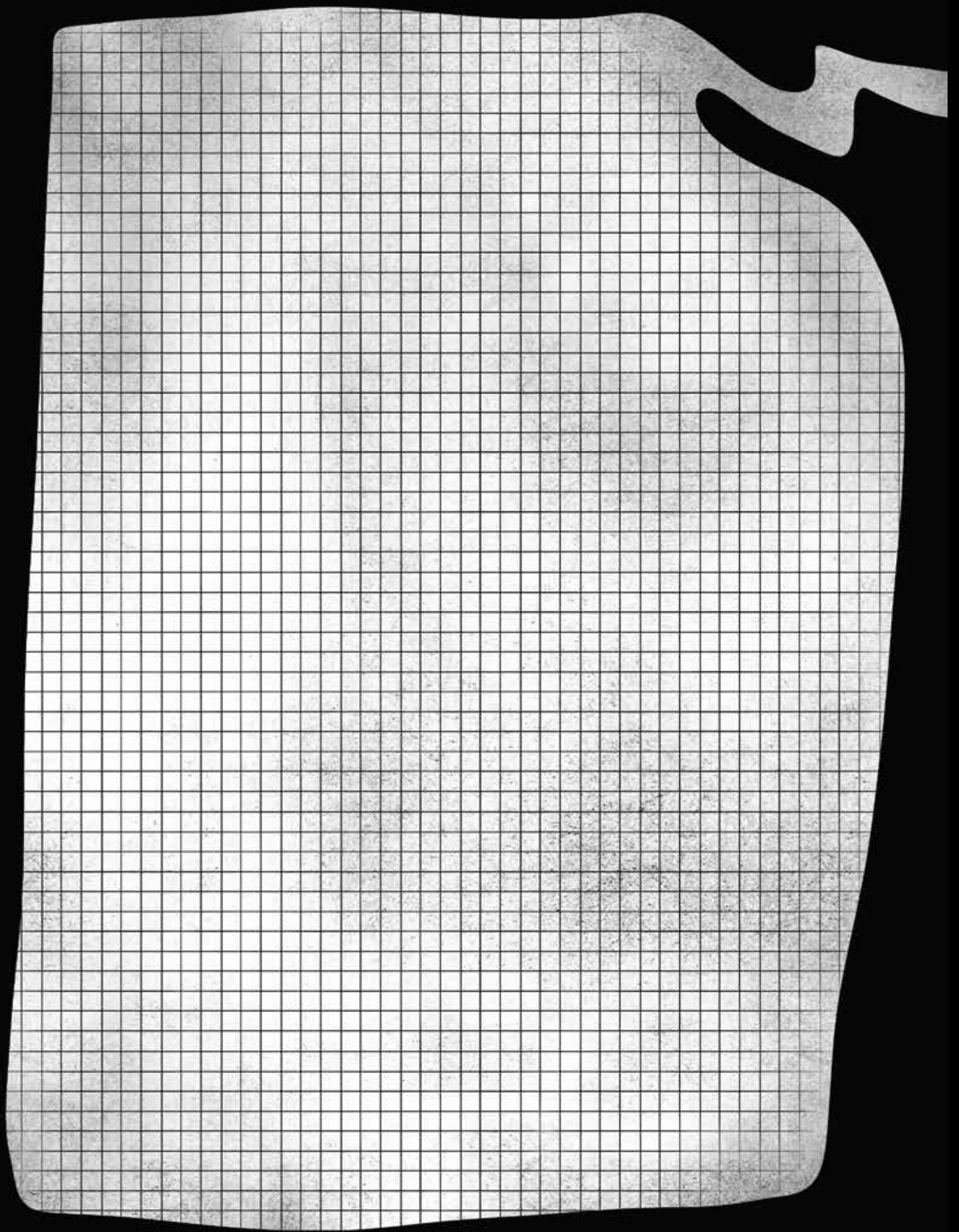
**BATTERY
POWERED OR
HAND CRANK
RADIO**

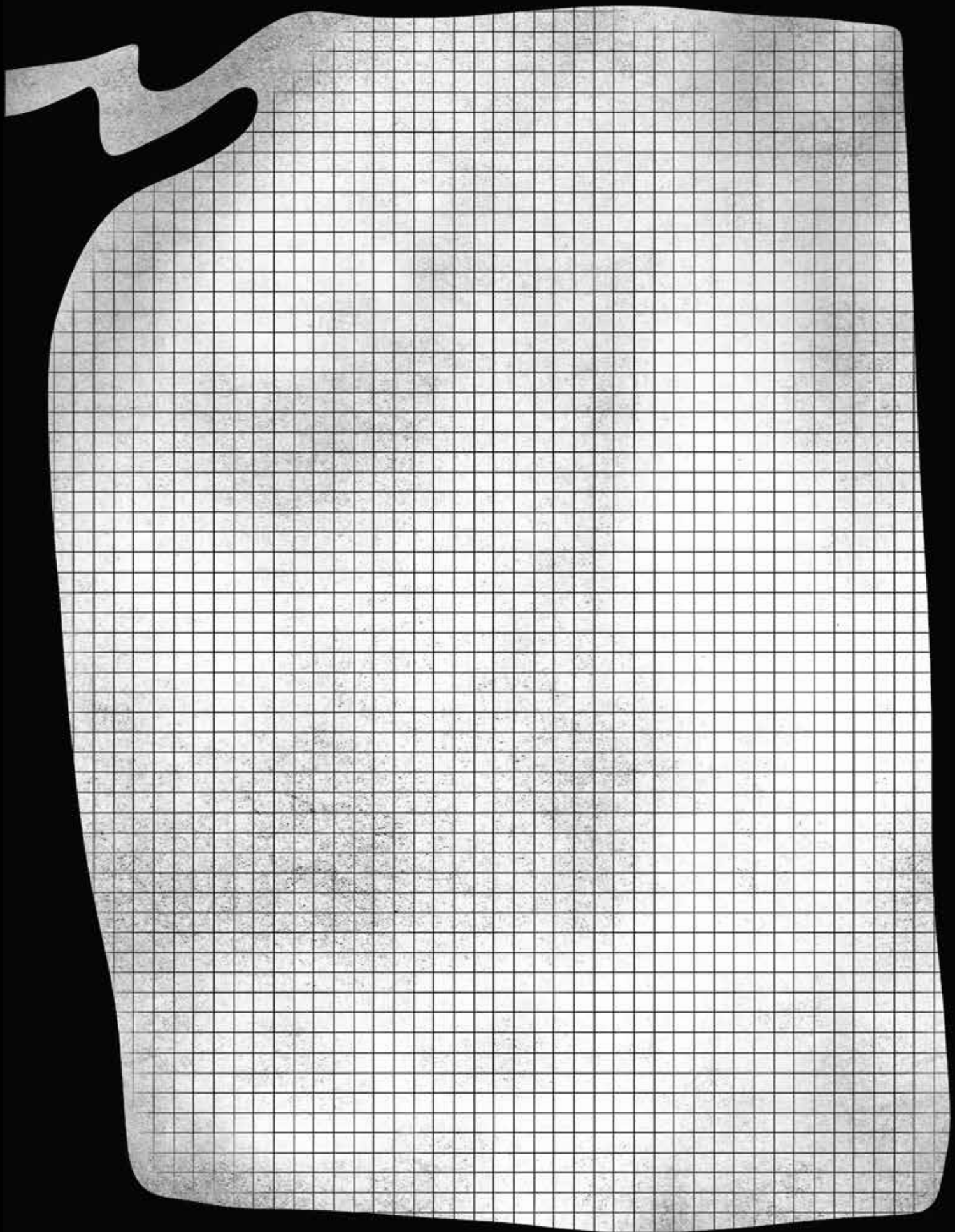
**FIRST AID KIT,
BATTERIES,
WRENCH & PLIERS,
WHISTLE, TAPE & TARP**

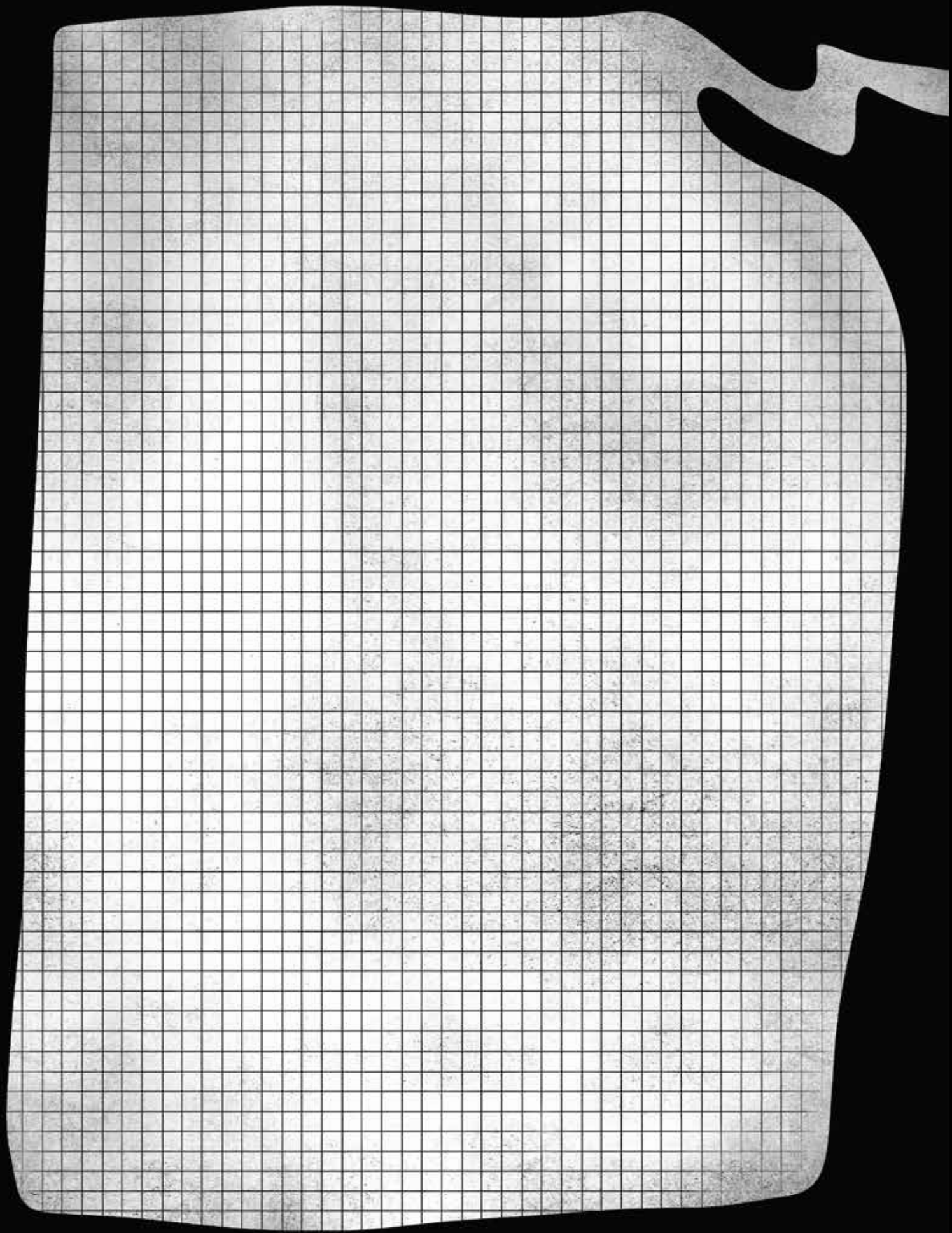


NOTES











ILLUSTRATED BY MIR DE SILVA

TEXT AND COMPOSITION BY CARISSA KEVA



**PERFORMING
ARTS READINESS**
a community served by ✦ LYRASIS



A DIGITAL VERSION OF THIS BOOK IS AVAILABLE AT HUMBOLDTCREATIVEALLIANCE.ORG