

What Is A Pocket Response Resource?

Instructions for Arts and Cultural Organizations

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What it is:

- A concise emergency resource that can be tucked in your pocket or stored on your device for immediate access to emergency contact information and emergency response actions.
- A template which your arts/cultural organization, of any size or type, can easily customize, update, reproduce, and distribute.
- An initial element of your more detailed and holistic preparedness plan. It's a great place to start, and a great exercise to get your team engaged in thinking about emergency planning in a way that's approachable, and quickly results in a useable document.

What it's not:

- It is not a readiness, emergency, or disaster **plan**. A plan is a combination of documents, processes, policies, trainings and drills that has been developed by an internal team and is familiar to all key staff and volunteers.
- It is not a replacement for training and drills for staff and volunteers who may need to immediately respond to an emergency. Preparing and training provide the 'muscle memory' to swing into action right away.
- It is not the place to stop! Visit www.ArtsReady.org or www.dPlan.org for more information and resources to build out your complete preparedness plan.

How to fill it out:

1. Less is more. You may be tempted to load up this document with information that seems convenient to include. Don't! Users need to easily find exactly the information they need in the critical minutes and hours after an emergency. And, adding too much information will expand the document to three pages.
2. Based on your particular computer, device, or operating system, the PRR may display differently. You may need to make some minor adjustments to ensure your PRR covers only two pages.
3. Fill out a separate Response Document for each of your buildings/locations.
4. Consider security. You may need to include sensitive information in this document, which can be risky in wide distribution. (Examples include personal contact information, institutional financial and security information, facility access points and security details, etc.)
5. If your organization has multiple facilities/buildings on a campus/complex, staff from each facility should work together. Complete those items which are common across the organization, including the institutional contacts and responses, and then tailor the remainder to specific locations.

Side A (Contacts)

Use this side to list everyone who may need to be informed or activated in an emergency.

6. Include Institutional Contacts (internal), External Contacts, and Partner Contacts (resident companies, touring artist/company manager for individual productions/runs).

7. Create a Response Team. The Response Team is the key to successfully handling the emergency. This team must be familiar with their duties/responsibilities before a crisis occurs. The designated Team Leader (who does not necessarily need to be the executive director), can be any authorized individual through whom all information flows. Guidance on recommended Response Team roles is at www.ArtsReady.org and www.dPlan.org
8. Your external contacts should include:
 - a. those you need NOW, immediately in an emergency (First Responders, safety-related vendors and utilities);
 - b. those you'll need TODAY/TOMORROW in the aftermath (insurance, local/state/federal authorities);
 - c. and those you'll need SOON in your recovery mode (vendors for replacement/restoration, etc.).
9. Your contacts should include business and after-hours cell/email information for:
 - a. institutional contacts (your internal people);
 - b. external contacts (responders, vendors);
 - c. and partner contacts (resident companies, renters, etc.).
10. A Battle Buddy is a colleague or peer organization with whom you have an agreement to assist each other in an emergency. Your agreement may include providing an alternate facility for one another.

Side B (Actions)

Use this side to provide step-by-step instructions for personnel who will respond to a crisis affecting your own institution. This document is NOT intended to be a substitute for a comprehensive emergency plan. Instead, it should distill the tasks to be taken in the first minutes and hours after an event occurs.

11. If your facility or programs have unique characteristics (historic structure, serving primarily youth, presents sensory-friendly activities, etc.) adapt as necessary. This resource is designed primarily for indoor venues. For outdoor spaces/festivals, adapt accordingly.
12. "Objects, artifacts, collections, and assets" refer to all of your artistic and historic assets: archives, artifacts, artwork and displays, audiovisual media, books, costumes, documents and files, electronic/computer equipment, instruments, merchandise, photographs, props, sets, sheet music, supply inventory, and special equipment.
13. Select fields and entries that are relevant to your organization, and delete the rest.

Final steps

14. Print on 8.5" x 11" paper. Trim on outside lines, fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that the final folded document is the size of a credit card.
15. Insert in a PReP™ Tyvek® envelope for protection, available from CoSA:
<https://www.statearchivists.org/programs/emergency-preparedness/emergency-preparedness-resources/pocket-response-plantm-prep-tm-envelopes/>
16. The *Pocket Response Resource* should be thoroughly reviewed ahead of time by anyone who will be using it.
17. If at all practical, customize your PRR for individual productions, runs, or special events (e.g. touring artist/company manager, renter's contact information, etc.).
18. Review and update the *Resource* frequently.
19. Coming in early 2021 vz: Subscribe to the ArtsReady 2.0 or dPlan online planning tools for access to more resources, tools, and templates to develop your full readiness/disaster plan.

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