Step 1: Assess Your Risk

Perform a risk assessment to identify resources needed to facilitate an effective emergency response. These resources include responders. Each risk will possibly require different responders, making it important to understand the risks impacting your institution.

Step 2: Identify Responders

The term "responder" is wide ranging to include anyone who assist during an emergency. Appropriately we think of first responders (fire, police, and paramedics) initially as they are able to control and stabilize emergency incidents. However, responders can be from many different sources:

- Local Emergency Management Agencies
- Fire Departments
- Police Departments
- Emergency Medical Technicians
- Homeland Security
- National Guard
- Federal Emergency Management Agency
- Community Volunteer Groups
- Mental Health/Counseling Professionals
- Community Leaders/Business Owners
- Heritage Emergency National Task Force
- National Heritage Responders
- National Park Service
- Other Cultural Institutions
- Recovery Vendors
- Health and Safety Professionals
- Insurance Companies
- Structural Engineers
- Funders
- And More…

Step 3: Meet with All Responders

Generating a list of responders is helpful for your institution, however, relationships and agreements should be developed BEFORE and incident occurs. Work with responders to identify what services and help they can offer an institution in an emergency. Also identify what type of emergencies they are able to help with. By having meetings and tours prior to event, the results can be mutually beneficial. For example: Asking a community volunteer group to borrow their large freezer benefits the cultural institution and the community volunteer group is able to fulfill its mission by helping out.

Step 4: Utilize the Resources

Foundation for the American Institute for Conservation Online Store (store.culturalheritage.org)

- Emergency Response and Salvage Wheel (English and Spanish)
- Working with Emergency Responders poster

Alliance for Response

- Build Relationships With Emergency Responders, https://www.culturalheritage.org/resources/emergencies/alliance-for-response-home/tool-kit/build-relationships-with-emergency-responders
- Before Meeting with your Local Responders, https://www.culturalheritage.org/docs/default-source/resources/emergency-resources/alliance-for-response-documents/review-with-local-responders-rev.pdf

Risk Evaluation and Planning Program: https://www.culturalheritage.org/resources/emergencies/risk-evaluation-and-planning-program

Brainstorming Exercises

Relevant Responders

Group/Organization	Service/Benefits	Resources	Outreach	Contacted?
Ex: Fire Department	Ex: Extinguish Fire, life safety, object salvage and evacuation (Rigging)	Ex: Chemical hazard safety, fire extinguisher training	Visits to the institution for tours; proper water hose usage	Yes (yearly)
Ex: Rotary Club (community volunteer group)	Salvage and evacuation	Large freezer	Training four times a year on object handling and salvage	Yes
Ex: Funders (can be specific to which ones)	Provide money to recovery	Money (Have files on funders available and what information they need to provide support quickly.)	Regular tours of local funders; history of mitigation or preparedness grants with federal funders	No
EX: Local Emergency Planning Committee	Risk Assessment of region	GIS maps of historical sites; flood maps; include historical sites on emergency plan	Tour of institution and include a member of cultural heritage community in meetings	Yes

When to Contact Responders in an Emergency

Responder	Pre	Risk 1 (Flood)	Risk 2 (Fire)	Risk 3 (EQ)	Risk 4 (TA)	Risk 5 (CS)	Post
Fire Department	X	X	X	X	X	X	X
Community Volunteers	X	X	X				X
Funders	X						X