Virtual Roundtables on Response & Resilience

Emergency Management Planning and Preparedness

Curio 412
SOCIAL SECTOR CONSULTANCY

ALLIANCE
FOR RESPONSE

AE WORKS.

Organizations everywhere have experienced some form of disruption from the COVID-19 outbreak. This fast moving situation make reactive approaches to response difficult. We will discuss strategies, tools, and tips for emergency management and preparedness at your organization.

Our Partners:

Emma Pyle serves on the steering committee of Alliance for Response Pittsburgh and as a member of the Pennsylvania Cultural Response Network (PaCRN). She is trained as a Conservation Technician and works in the preservation lab at Carnegie Library of Pittsburgh. Her strengths include cleaning paper based materials, creating custom enclosures, and simple book repairs and structures. Emma is also a member of the Guild of Book Workers.

Herb Brychta, a Workplace Safety Expert Herb has experience in the military, healthcare sector and private industry in leadership roles with specific responsibilities for preparing organizations to face evolving emergency situations. He was directly involved in creating security, anti-terrorism, continuity of operations, and pandemic influenza plans. Herb leads the security risk management practice at AE Works.

Carolyn Keller is the founder of Curio412 and has have worked widely with nonprofits, foundations, and social sector businesses. She serves on the steering committee of Alliance for Response Pittsburgh and as a member of the Pennsylvania Cultural Resilience Network (PaCRN). She was recently named one of Pittsburgh's 30 Under 30 in 2019.

Our Mission:

The Alliance for Response Pittsburgh initiative provides a forum for information, cooperation, and communication among emergency management organizations, first responders, and cultural heritage institutions in the greater Pittsburgh and Southwestern Pennsylvania region. Our aim is to foster a cooperative approach to disaster preparedness, emergency management, and cultural heritage protection.

AE WORKS.

- Headquartered in Pittsburgh
- In business since 2007
- ENR Top Mid Atlantic Design Firm 3 consecutive years
- National firm with work in 26 states
- Team of 40+, average 15 years of experience
- Single-source solution for facility projects: Architecture, Engineering, Project Services and Security Risk Management
- Diverse project experience with national, publicly traded and leading-edge commercial clients, nonprofits, government and mission critical

WE TAME BUILDING COMPLEXITIES

A single-source solution that leverages the power of diversity and collaboration to add value throughout project life cycle.

ARCHITECTURE   ENGINEERING   PLANNING + STRATEGY   SECURITY RISK MANAGEMENT   PROJECT SERVICES

Agenda:

- Best Practices of Emergency Management
- Emergency Planning and Preparedness
- Emergency Response Resources

"**By failing to prepare you are preparing to fail**"

-   *Benjamin Franklin*

In Case of Emergency

An emergency is any incident, whether natural, technological, or human-caused, that requires responsive action to protect life or property.

FEMA

- Natural Disasters
  - Most common: Fires and Floods
  - Other: Hurricanes, Tornados, Earthquakes, Snow and Ice
- Biological
  - Poisons
  - Pandemics
- Chemical
  - Spills
- Active Threat
  - Active Shooter
  - Bomb Threats

Why Have an Emergency Management Plan?

- Measures taken **before** an emergency event can lessen and mitigate harm
  - Having working smoke detectors and walk-thrus with local fire dept
  - Communicating and practicing evacuation plans with staff and public
  - Posting local policies and distributing contact information for emergency personnel both online and in house
  - Practicing safety drills and evacuations on a regular basis

Why Have an Emergency Management Plan?

- Planned response **during** an emergency to take control of situation
  - Inform staff and safety personnel of current situation
  - Follow any evacuation plan put in place
  - Recognize and evaluate plan as needed, working with mutual aid organizations (fire dept, local government etc)
  - Take action to control damage and stabilize situation

Why Have an Emergency Management Plan?

- Take time to debrief **after** an emergency event to evaluate lessons learned
  - Assess personnel and property damage
  - Reach out to professionals (insurance, conservators etc) for recovery of lost inventory or collections
  - What information or policies can be updated? What worked well?
  - Is information being shared from one trusted source?

Lack of an emergency plan could lead to severe losses such as multiple casualties and possible financial collapse of the organization.

Emergency Management Cycle

The emergency management cycle from the Conservation Center for Art and Historic Artifacts (CCAHA). Ongoing process by which all organizations should:

- *Plan* for and reduce the impact of disasters
- *React* during and immediately following a disaster
- *Recover* after a disaster has occurred.

As a cyclical process, it is never complete.

Best Practices

- Conduct a Risk Assessment (Risk Evaluation and Planning Program)
- Develop an Emergency Management Plan
- Be Prepared with Supplies and Equipment
  - Emergency Supply Kits (guide from the CCAHA)
  - Remote work readiness - technology and equipment
- Review and Revise your Emergency Management Plan
- Follow Guidelines of Local Emergency Management Officials
- Practice!

Emergency Management Plan

Should include:

- Emergency contacts
- Contacts for local emergency response agencies
- Evacuation procedures and policies
- Guidelines for training, storage, electrical equipment, power failures, etc.
- Disaster plan for before, during, and after the greatest risks identified by your organization's risk assessment
- Floor plans and evacuation maps
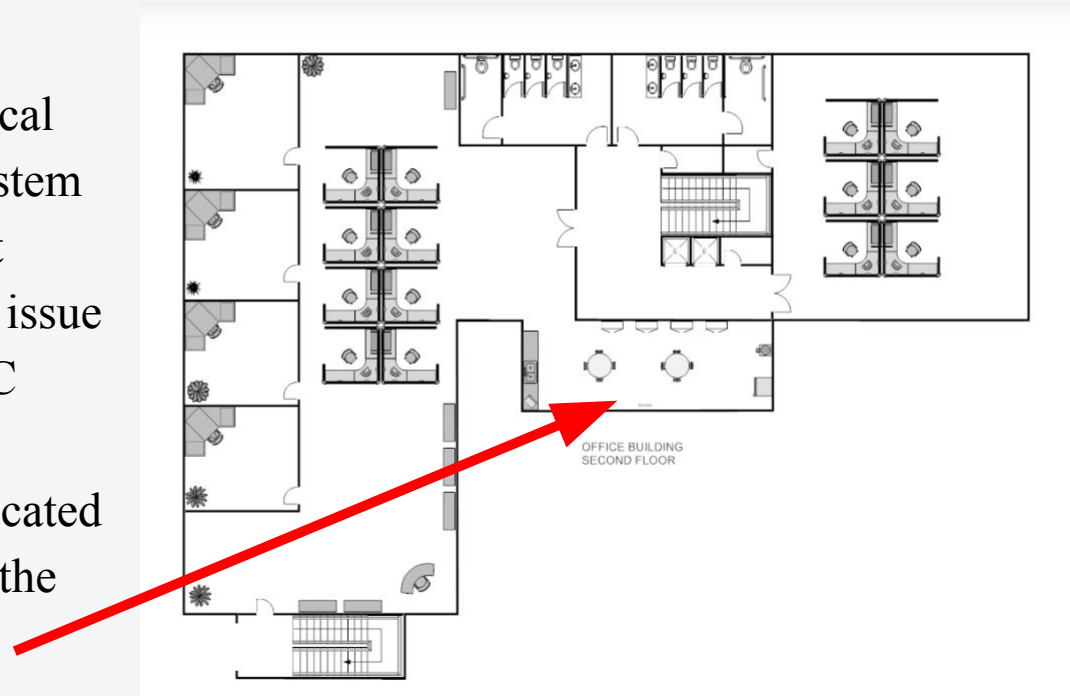
Emergency Management Plan

Development Steps:

- Identify your roles/ responsibilities in an emergency

- Create your response team

- Write your plan – use plain language, include photos/ step by step instructions, contact info for external support.

- Practice your plan

- Post printed copies

Emergency Management Plan

Step by step instructions:

1. In the event of a chemical incident or other air system contamination, the first person recognizing the issue is to shut off the HVAC system.

2. The cut off switch is located in the breaker panel in the kitchen.

OFFICE BUILDING
SECOND FLOOR

Emergency Management Plan

Step by step instructions:

3. This is the breaker panel.

3. Open the door and move Breaker #3 to the off position.

Continuity of Operations Plan (COOP)

- Developed by FEMA
  - Describes organization and mission
  - Outlines critical roles and actions
  - Assigns tasks and responsibilities
- FEMA's website outlines directives, templates and guidance for the purpose of continuity planning and emergency preparedness
  - COOP Template
  - Telework Exercise Template

Continuity of Operations Plan

Steps:

- ○ Identify your essential functions

- ○ Identify your essential support functions

- ○ Identify essential staff

- ○ Identify essential support systems

Continuity of Operations Plan

Steps:

- Functions remaining in place – follow emergency management plan

- Determine which functions can be relocated

- Develop infrastructure to support relocation

- Training and testing

Cleaning vs. Isolation Strategies: COVID-19 and collections

"It is not certain how long the virus that causes COVID-19 survives on surfaces, but it seems to behave like other coronaviruses. Studies suggest that coronaviruses may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment)."

- *World Health Organization (WHO)*

[Guidance on Public Health](#) - (COSTEP MA)

There is still very little known about how long the virus can survive on objects such as books, plastics and metals. Isolating materials from the public and limiting cross contamination may be best practice until there is more research available on disinfecting routines.

COVID-19 and OSHA

Employers are required to furnish employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm
OSHA General Duty Clause

When respirators are necessary to protect workers or where employers require respirator use, employers must implement a comprehensive respiratory protection program in accordance with the Respiratory Protection standard
29 CFR 1910.134

Resources for Readiness

General Readiness

- Allegheny County DHS
- Ready.gov
  - Business Emergency Response
  - Pandemic
- Emergency Alerts
- WHO - Pandemic Preparedness Plan
- CDC - How to Prepare
- EPA - Disinfectants
- CCAHA - cultural orgs

Emergency Plans

- AIC Risk Assessment
- CCAHA- Intro to Emergency Planning
- Pocket Response Plan Template
- D-Plan

Continuity of Operations

- FEMA Guidance on COOP
- Incident Command System

Tips for Planning and Preparedness

Emergency preparedness isn't about doomsday prepping. It's about being ready for the realistic events that can disrupt life at any time.

Preparation matters

- Know what you may face by practicing and drilling
- Learn evacuation routes
- Establish working relationships with experts
- Prepare for people who may need special attention
- Communicate with officials to stay informed before, during and after a disaster
- Have an emergency kit and know how to use it (or borrow a kit from AFR Pittsburgh)

Upcoming Sessions:

➢ Events Planning in Uncertainty - April 7 @ 11:00 AM

➢ How to Support Local Organizations - April 9 @ 1:00 PM

➢ Assessing and Responding to Financial Risk - April 14 @ 11:00 AM

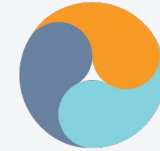➢ Community Resilience and Philanthropic Response - April 16 @ 1:00 PM

Let's talk...

Carolyn Keller
ckeller@curio412.com

AFR Pittsburgh Website

Emma Pyle
egailmeetz@gmail.com

Herb Byrchta
herb@ae-works.com

Virtual Roundtable

- How has COVID-19 affected your work life? What has been most effective in addressing pervasive challenges? What could have been done better?

- Which risks affect your organization most? What are some resources in place to assist you?

- Does your organization have a facilities manager or designated contact person for emergencies? How can you support them with what they may need?

Resources:

- [American Institute for Conservation - Risk Evaluation and Program Planning](#)
- [AFR Pittsburgh Disaster Supply Cache](#)
- [CCAHA-Emergency Management Cycle](#)
- [CCAHA-Emergency Supply Kits Guide](#)
- [CCAHA-Introduction to the Incident Command System](#)
- [CDC-How to Prepare](#)
- [CoSA-Pocket Response Plan Template](#)
- [dPlan-Online Disaster Preparedness Tool](#)
- [EPA-Disinfectants](#)
- [FEMA.gov](#)
- [FEMA-COOP Template](#)
- [Ready.gov](#)
- [WHO-Pandemic Preparedness Plan](#)