

cut on dotted lines

playing card 45

BONUS!

**Fire Extinguisher Training
for all Staff**

Draw an extra card



playing card 46

BONUS!

**Media Spokesperson did not place blame
and stuck to basic facts**

Draw an extra card



playing card 47

LOSE A TURN!

**Deferred Maintenance of Mechanical
Systems**

Sit out this hand



playing card 48

TIPS for the MODERATOR:

Life Safety always comes first

Take time to formulate response before jumping into action

Freezing stops the clock and allows for remediation in a controlled environment

Disasters bring out the best and the worst

Never assign blame in the midst of a crisis

Ready? Respond, Recover!

cut on dotted lines

playing card 41

BONUS!

Phone Tree updated

Draw an extra card



playing card 42

BONUS!

Supply caches re-stocked

Draw an extra card



playing card 43

BONUS!

**Essential Documents backed-up
offsite / in the cloud**

Draw an extra card



playing card 44

BONUS!

First Aid Training Complete

Draw an extra card



cut on dotted lines

playing card 37

STABILIZE THE ENVIRONMENT

Quarantine/Isolate Area
Fresh Air & De-humidification
Remove standing water and moisture retention (wet carpet)
Heating/Cooling as needed
Remove Hazards

CONTRACT

Conservator/Professional Consultant
Freezer/Cold Storage
Remediation Company
Supplier/Vendor
Transportation

playing card 38

playing card 39

Pre-DISASTER READINESS

Fire and Pest Resistant Landscaping
Regular Housekeeping
Roof & Gutter Inspection
Save First Designations
System Maintenance: Fire Suppression / Detection

BONUS!

"Buddy System" in place

Draw an extra card



playing card 40

cut on dotted lines

playing card 33

PRACTICE DRILLS / MOCK DISASTERS

Phone Trees
First Aid
Evacuation/Shelter in Place
Salvage/Recovery Techniques
What to Save Lists

TRIAGE

Save 1st Priorities
Immediate Stabilization
Discard/Total Loss
Proceed to Salvage
Professional Conservation

playing card 34

playing card 35

RECORD

Activities & Locations
Property Decisions/Disposition
Status & Reports
Extent of Damage
Photo/Video/Audio Documentation

PROCURE

Supplies
Equipment
Personnel
Space/Facilities
Contractors

playing card 36

cut on dotted lines

playing card 29

SALVAGE ONSITE

Stabilize Environment
Air-Dry/De-humidify (goal at or below 50%RH)
Rinse or sponge (Do Not Scrub)
Pack for freezer transport
48 hour window for MOLD

SALVAGE OFFSITE

Vacuum freeze-drying
Freezing
(buys time, sub-zero best)
Professional Conservation Treatment
Thermal Drying
(less \$ but accelerates aging)
Refrigerate
(will slow mold, ink/dye transfer/swelling)

playing card 30

playing card 31

PREPAREDNESS

Shut off Utilities: power, water, gas
Cover with Tarps, Sheeting
Secure/anchor potential projectiles
Board windows & doors
Sandbag/Seal/Caulk

ADMINISTRATIVE

Review/Update Procedures
Review/Update Insurance Policy
Memorandum of Understanding
Negotiate Budgets and Contracts
Assign Team Leaders

playing card 32

cut on dotted lines

playing card 25

COMMUNICATION

**Designate Media Spokesperson
(Stick to facts, control narrative)
Electronic Updates & Alerts to Teams
Phone Trees
Signage/Bulletin Boards
Relay messages on foot**

BASE OF OPERATIONS / Incident Command

**Assign Duties/Team Leads
Communications Center
Hourly/Daily/Briefings
Procure Services
Procure Supplies**

playing card 26

playing card 27

TRANSPORT

**to higher ground
out of path of destruction
to cooperative institution
Human chain option
to offsite facility**

SECURITY

**Perimeter Checkpoints
Foot patrols
Lock Shop Re-keying/electronic access
Video Surveillance
Theft/Tamper Proof devices**

playing card 28

cut on dotted lines

playing card 21

LIFE SAFETY FIRST

Remain CALM
Attend to Injured
Evacuate as directed
Shelter in Place
Wait for "all clear" signal before re-entry/exit

ASSESS RISKS

Biological Hazards (mold, rodent, virus)
Broken Sewer or Gas Lines
Chemical Hazards (poison fumes, substances)
Electric Shock
Structural Integrity

playing card 22

playing card 23

ASSESS DAMAGE

Audio/Video/Photo Documentation
Estimate Treatment
Estimate Transport Time
Estimate Time to Stabilize Environment
Scope & Size of Affected Collections
Resources for triage & transport

PERSONNEL / HUMAN RESOURCE

Schedule Work Shifts
Set Clear Expectations/Roles
Food/Water/Sanitation
Sign-in/Sign-out Logs
Enforce rest periods/check-ins

playing card 24

cut on dotted lines

playing card 17

TRANSPORTATION

Cart/Dolley
Crates/Cartons
Hand Truck
Human Chain
Moving Van
Plastic Trays/Pallets

OFFICE SUPPLIES

Binders
Clipboards
Legal Pads
Paper & Folders
Pens & Pencils
Stapler & Tapes

playing card 18

playing card 19

EQUIPMENT, LARGE

Cherry Picker
Dumpster
Fork Lift
Freezer Truck
Generator
Sump Pump

WILD CARD!

**Select any Resource,
Readiness or Recovery Action**

Automatic winner of the round!

playing card 20

cut on dotted lines

playing card 13

HAND TOOLS

Hammer
Pliers
Scissors
Screw Driver
Utility Knife
Wire Cutter

SMALL EQUIPMENT

Brushes
Drill & Bits
Measuring Tape
Moisture Meter
Temperature & Humidity Gauge
Hair dryer

playing card 14

playing card 15

MISCELLANEOUS EQUIPMENT

Box fan
Crow Bar
Ladder
Sandbags
Shop Light
Shovel

MISCELLANEOUS SUPPLIES

Batteries
Buckets
Extension Cord
Fuel
Garden Hose
Power Strip

playing card 16

cut on dotted lines

playing card 9

SALVAGE AIDS

Brushes
Freezer/Waxed Paper
Newsprint
Paper Towels
Soot Sponges
Window Screens

HEALTH & SAFETY

Flash Lights
Food & Water
Head Lamps
Sanitation
Shop Lights
Tarps/Shelter

playing card 10

playing card 11

COMMUNICATION & SIGNAGE

Bullhorn
Caution Tape
Radios
Sandwich Board
Traffic Cones
Walkie Talkies

EQUIPMENT

Dehumidifier
Fans
Tables
Freezer
HEPA Vacuum
Wet/Dry Vacuum

playing card 12

cut on dotted lines

playing card 5

PACKING, SMALL ITEMS

Bubblewrap
Freezer Paper
Labels/Tags
Newsprint
Plastic Bags
Trays/Tubs/Bins

DOCUMENTS

Building/Floor Plans
Disaster Response Plan & Contacts
FBI Bomb Threat Checklist
Insurance Policy
Inventories/Save First Lists
Media/Press Kit/Talking Points

playing card 6

playing card 7

CLEAN UP

Broom & dustpan
Disinfectant
Garbage Bin/Liner
Mop & Bucket
Paper Towels
Rags/Sponges

DRYING

Blotters/Paper Towels
Clothes Line/Pins
Desiccants
Fan/Dehumidifier
Fishing line/clips
Spun Polyester

playing card 8

cut on dotted lines

playing card 1

PROTECTIVE CLOTHING

Apron/Lab Coat/Smock
Boots: rubber, steel-toe
Fire resistant shirt and pants
Gloves: leather, rubber
Hat/Visor
Safety Vest

PERSONAL PROTECTIVE EQUIPMENT

Gloves: nitrile/vinyl/latex
Hard Hat
N95 mask
Respirator
Safety Goggles/Face Shield
Tyvek Suit

playing card 2

playing card 3

DOCUMENTATION

Camera/videorecorder
Clipboards & Legal Pads
Labels/Stickers
Pens/Pencils/Markers
Templates, spreadsheets

PACKING, LARGE ITEMS

Blankets, moving
Cords/Strapping
Crates
Pallets
Plastic sheeting
String Tags

playing card 4