

### **Staff Training Scenarios**

These scenarios were created for institutions to think about and practice the application of their emergency plans. They can be used as table-top exercises, where staff discuss and work through the scenario theoretically, or as a functional exercise, where staff act out the scenario and conduct mock emergency responses. Both methods are valuable. Choose the method that works best for your staff and facility.

Gather staff members who have designated roles in the emergency plan, as well as staff members located in the phone tree. Have one staff member read out the scenario and provide additional information when necessary. Allow for discussion before moving to the next development in the scenario and feel free to add more detail to these exercises to make them more applicable to your staff, facility and collection. Keep notes during your discussion that may help develop or improve upon the emergency plan.

### *IMMINENT FLOOD*

It is a dreary Tuesday in late spring. It has been raining heavily over the last few days and local water levels are on the rise. A flood is likely to occur within the next 48 hours and will affect the basement and main floor of the facility. The Executive Director is out of town on holiday.

- Define roles and responsibilities
- What risks does this scenario pose to the collection?
- Explain the steps to be taken
- What resources are needed? Where will they come from?

At 10:00 am on Wednesday, water begins to seep into the basement.

- Define roles and responsibilities
- Who needs to be contacted?
- Explain the steps to be taken
- What resources are needed? Where will they come from?
- What is the type of flooring? Is there standing water, or is there a drain?

A state of emergency is called at 1:00 pm. Emergency responders are evacuating the area surrounding the building.

- Define roles and responsibilities
- Explain the steps to be taken
- What resources are needed? Where will they come from?
- Is there a budget in place for supplies?

By Friday, the rain has subsided and water levels begin to recede. At 12:00 pm, the state of emergency has been lifted and you may return to the facility. There is 1 metre of standing water in the basement.

- Define roles and responsibilities
- Explain the steps to be taken
- What resources are needed? Where will they come from?
- Where will you process damaged collections?
- Do you external assistance? Is there insurance coverage or an emergency budget in place?

Follow up questions:

- How well did the actions match what is outlined in the emergency plan?
- Did the exercise demonstrate any gaps in the emergency plan?
- Are there any suggestions for improving the emergency response?

## *FIRE*

Identify a time of year to use for this scenario. At 2:00 pm on a Wednesday afternoon an electrical outlet overloads in one of the staff offices and has started an electrical fire. The main area affected is the staff offices, but the fire and smoke are spreading to other areas of the building.

- Inform staff to evacuate to designated areas
- Define roles and responsibilities
- Explain the steps to be taken to ensure the safety of staff, and researchers
- Does the collection need to be evacuated? Can it be?
- What resources are needed? Where will they come from?
- What risks does this scenario create for your collections?

The fire department arrives at 2:10 pm. At 2:30 pm, the fire is still ablaze and the fire department asks what items you would like them to evacuate for you.

- Explain the steps to be taken
- Where will the records be stored when they are removed from the building? Where will they be processed?
- What supplies or equipment will you need? Where will they come from?
- Is there a supply budget in place?

At 5:00 pm the fire department advises that the fire is out and announce the building is safe. Essential staff are allowed to assess the damage with fire service supervision. Water from sprinklers (if applicable) and firefighting efforts have affected the office space and two shelves housing archival material. Smoke and soot damage is also a concern for records not directly affected by the sprinklers or firefighters. The building's electricity has been affected and will require rewiring.

- Define roles and responsibilities
- Explain the steps to be taken
- What resources are needed? Where will they come from?
- Where will you process damaged collections?
- Do you need to implement the business continuity plan in this situation?
- Is there insurance coverage and in what capacity?

Follow up questions:

- How well did the actions match what is outlined in the emergency plan?
- Did the exercise demonstrate any gaps in the emergency plan?
- Are there any suggestions for improving the emergency response?

*LEAK*

Identify a specific space in your building and a time of year to use for this scenario. At 11:00 pm on a Monday, an alarm has gone off in the building and will not reset. Water is suspected to be in the building.

- What does your emergency plan call for?
- Define roles and responsibilities
- Explain the steps to be taken

After investigation, a pipe seal failed on a ceiling pipe in your storage space. Although public services are unaffected, three open shelves underneath the pipe are being sprayed with water.

- Define roles and responsibilities
- Explain the steps to be taken
- What resources are needed? Where will they come from?

The water has been turned off. The water is not toxic. Three shelving units of textual records and photographic material have been negatively affected by the water.

- Define roles and responsibilities
- Explain the steps to be taken
- What resources are needed? Where will they come from?
- Is there insurance coverage and in what capacity?
- Where will you process damaged collections?
- How will you remove the water from the floor?
- Can the records be salvaged?

Follow up questions:

- How well did the actions match what is outlined in the emergency plan?
- Did the exercise demonstrate any gaps in the emergency plan?
- Are there any suggestions for improving the emergency response?