

**RHODE ISLAND COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (RI-CEMP)  
RHODE ISLAND EMERGENCY SUPPORT FUNCTION (RI-ESF) ANNEX #18**

<b>EMERGENCY SUPPORT FUNCTION: CULTURAL AND HISTORIC RESOURCES</b>	
<b>ESF COORDINATING AGENCY:</b> RI Emergency Management Agency	<b>PRIMARY AGENCY:</b> RI Historical Preservation & Heritage Commission RI Office of Library and Information Service
<b>SUPPORT AGENCIES:</b> RI Department of Administration DOA, RI State Risk Manager RI Supreme Court Judicial Records Center	<b>PRIVATE SUPPORT:</b> NAME/NONE
<b>VOLUNTEER SUPPORT:</b> NAME/NONE	<b>FEDERAL COUNTERPART:</b> NAME/NONE

**1.0. INTRODUCTION**

**1.1. Purpose**

This annex to the Agricultural and Natural Resources Annex coordinates federal, state, local, voluntary, and private-non-profit resources to assist, preserve, and protect public, tribal, cultural, and historic institutions and resources before, during, and after natural or man-made emergencies or disasters.

For RI-ESF #18 purposes, cultural resources and historic properties are defined as:

**Cultural Resources:** Individual objects and collections with artistic, educational, historic, scientific, or social importance to a community. They might be housed in libraries, archives, museums, public records repositories, historic properties, or other repositories. They might include furniture, textiles, archaeological specimens, works of art, books, archives, collections of living plants and animals, etc.

**Historic Properties:** Any archaeological and historic sites, districts, buildings, landscapes, or structures included in or eligible for the National Register of Historic Places maintained by the Secretary of the Interior. Includes artifacts, records, and remains that are related to or located within the properties.

**1.2. Scope**

The Rhode Island Emergency Operations Plan (EOP) defines the framework for emergency management activities in the State. This annex augments the EOP by addressing the specialized knowledge, skills, and procedures required in order to support the needs of cultural and historic institutions and resources during an emergency. In support of this goal, This annex will define a structure for carrying out the following activities:

- Identifying hazards and assessing risks associated with a natural, accidental, or intentional event as they pertain to Cultural Resources and Historic Properties, and providing guidance to institutions on mitigation steps to take prior to an event.
- Identifying specific hazards to cultural resources and historic properties (sites, collections, artifacts, and other items of cultural and historic significance) in the event of an emergency or disaster.
- Promoting mitigation and preparedness among stewards of cultural resources and historic properties, in coordination with the efforts of the emergency management community.
- Acting as a central source for disaster response information and cooperative response coordination and connecting affected institutions to appropriate disaster recovery services through remote assistance and/or on-site consultation.
- Coordinating initial assessment of damage and degree of risk with supporting and other relevant agencies.

- Disseminating information via the Rhode Island Emergency Management Agency (RIEMA) Public Information Officer to the general public through public service announcements, etc. Providing efficient reporting of emergency situations in conformity with local command and control structure.
- Coordinating emergency response/assistance to organizations responsible for the care and preservation of culturally and historically significant resources and properties when and if the emergency is beyond the response capacity or resources of the organization.
- Making responders aware of hazards in cultural institutions during an emergency.
- Providing guidance for the prioritization of available emergency response resources.
- Providing a coordinated response for the allocation of supplies, technical assistance and the activation of trained personnel.
- Providing guidance and, if necessary, coordination and assistance in long-term recovery strategies.

### 1.3. Policies

### 1.4. Organization

- The organizational structure of this ESF is led by the Rhode Island \_\_\_\_\_ - Division of \_\_\_\_\_ with support from other state agencies and volunteer organizations. The staffing pattern and level will be dependent upon the severity of the emergency.
- Mission Assignments will be assigned through the State Emergency Operations Center.

## 2.0 SITUATION AND ASSUMPTIONS

### 2.1. Situation

While addressing human safety concerns, attention must be paid to the role of cultural resources and historic properties in restoring communities to their previous condition as much as is possible. These steps can have a significant psychological, social, civic, and economic influence on the municipality.

Functional continuity of the State of Rhode Island is dependent on cultural resources and historic properties and institutions, whose holdings provide our public identity, memory, history, and economic health. The State is home to a vast number of historic sites and houses, libraries, archives, museums, historical societies and other buildings/institutions of cultural or historical significance, many of these of national importance. Public and private historic resources are the ultimate responsibility of their respective caretakers. All cultural institutions are responsible for their own internal disaster mitigation and preparedness planning. This process should include a current institutional disaster plan and an updated Cultural Resources Inventory Form on file with the local Emergency Management Director (EMD) and RIEMA. This plan is expected to be enacted if at all possible prior to external assistance.

Cultural and historical repositories and historic properties may be open seven days a week including evenings, and at the time of an emergency may be populated by staff, of schoolchildren, and other members of the general public, including those with special needs.

The repositories may hold collections that contain hazardous materials that require special response and handling.

A significant natural or man-made emergency/disaster can quickly overwhelm the response capabilities of individual cultural/historic institutions and local governments. Exposure to hazardous materials and conditions in a natural or man-made disaster can have long-term, irreversible effects upon documents and cultural and historic resources of unique cultural and historic significance. Such an emergency necessitates the need for a comprehensive plan to address potential long-term harm as quickly and effectively as is reasonably possible utilizing local resources to assist organizations and individuals in the proper and timely execution of their own disaster response plans.

Coordinated state and/or federal assistance will be necessary to augment local resources when appropriate. This annex will be engaged when the magnitude of the emergency/disaster is such that it is beyond the capabilities and physical resources of the individual institutions and local resources.

## 2.2. Planning Assumptions

The following circumstances have been assumed to be true for planning purposes. During an emergency or disaster, expeditious changes to the execution of the plan will need to be made as the facts of the event become known.

- Damage to utility, transportation, and communications infrastructure will impact emergency notification and response systems.
- All appropriate Rhode Island state agencies and departments will be involved in emergency operations, consistent with their functions and responsibilities, with respect to emergency/disaster cultural and historic resources issues.
- Coordination with local governments and ESF leads will be required to meet emergency needs successfully.
- This annex will assist in the impact assessment process as needed or required.
- State, local, and federal governments, as well as private sector and volunteer agencies assigned responsibilities involving emergency cultural and historic resources issues will have established operating procedures specifying their emergency support service actions and will be able to communicate and coordinate these actions in an emergency to utilize available capabilities as effectively as possible.

## 3.0 CONCEPT OF OPERATIONS

### 3.1. General

It is assumed (but not required) that the following activities have occurred prior to activation of this annex:

- Local government has taken all necessary actions to respond to the emergency prior to requesting assistance from the State of Rhode Island.
- Local government has called upon its local resources, including implementing mutual aid and cooperative agreements for additional services and personnel.
- Local government has coordinated directly with the local cultural community to provide for an organized flow of information regarding damage to cultural heritage resources following a disaster. This coordination includes designating one or more direct contacts in the cultural community to serve as conduits of this information to emergency management.

- Upon request from RIEMA, OLIS, RIHPHC and the State Archives will make agency liaisons available to report to the EOC for coordination and implementation of cultural and historic resources–related requests for assistance.
- Agency liaisons will staff a work station, identify which support agencies are needed, if any, and take the necessary steps to ensure that support agencies are activated or placed on standby, as needed.
- As the primary agencies for all activities under this *Appendix*, OLIS, RIHPHC and State Archives will then ensure that all agencies assigned to the *Appendix*, in coordination with RIEMA, will respond to requests for assistance.
- All support agencies and organizations will be notified and tasked to provide 24-hour representation as necessary. Each support agency and organization is responsible for securing sufficient program staff to report to and support the EOC and to carry out the activities tasked to their organization on a continuous basis.
- Individuals representing organizations that are staffing the EOC should have extensive knowledge of the resources and capabilities of their respective agencies and organizations and have access to the appropriate authority for committing such resources
- Agencies and organizations functioning under This annex will retain operational control of their own resources in the field.

### 3.2. Notification

RIEMA Executive Director will notify the RIESF points of contact for each activated organization or agency to report to the State Emergency Operations Center through the SEOC Operations Section for coordination and implementation of the appropriate CEMP ESF Annexes. Each RIESF organization and agency is responsible for securing sufficient staff on a continuous basis to support and to carry out the activities tasked to their agency and provided situational awareness.

### 3.3. Activities

#### a. Prevention Actions

#### b. Preparedness Actions

OLIS will support the pre-screening of public libraries to serve as Disaster Recovery Centers (DRCs) for FEMA operations for Individual Assistance and Small Business Assistance after a federally-declared disaster.

OLIS and its partners in the Institute of Museum and Library Services funded Protecting the Past-RI initiative created a COSTEP Rhode Island which:

- Promotes communication and coordination between the cultural and emergency management communities. This will include the development and maintenance of local command and control structures that includes stewards of cultural resources and historic properties and emergency managers.
- Conducts outreach to stewards of cultural resources and historic properties to promote institutional planning. Such planning is understood to include assembling the human, financial, capital and technological resources and

networks necessary to create and maintain an institutional culture that engages in hazard mitigation, emergency preparedness, and response.

- Promotes emergency preparedness training including but not limited to training in the Incident Command System (ICS), other FEMA training and RIEMA training.
- Assists with locating secure and climatically stable storage facilities for items of historical and cultural significance that must be evacuated from their traditional storage facilities.
- Assist with locating essential materials and equipment required to stabilize, conserve and secure items of historical and cultural significance.
- Develops memoranda of understanding with appropriate partners and vendors.

#### c. Response Actions

- **Pre-Impact** - Immediately following notification to activate the response phase of the Appendix, RIEMA, OLIS, RIHPHC and the State Archives will complete the following actions commensurate with emergency priorities within the state and based on the availability of resources:
  - RIEMA, OLIS, RIHPHC, and the State Archives will notify the appropriate support agencies to begin mobilization of resources and personnel and to commence operations.
  - Provide appropriate staff to the EOC.
  - Maintain communications with the EOC, obtain status reports, and keep the EOC informed of progress.
- **Initial Response** - Immediately following notification by the RIEMA, OLIS, RIHPHC and the State Archives to commence response actions, each support agency will complete the following actions:
  - Staff agency facilities first, as necessary, in accordance with each agency's disaster recovery plan.
  - Provide for replacements of each agency's staff.
  - Provide for on-going needs assessment relative to each agency's designated area of responsibility, expertise and support to the state
  - Identify personnel and resources for field assessment and response/recovery teams as necessary.
  - The EOC may be staffed on a 24-hour schedule to interface and communicate with other organizations and prioritize response/recovery assistance requests.
  - All volunteer agencies not referenced above will coordinate directly with RIEMA, OLIS, RIHPHC and the State Archives, through ESF 6, as necessary.
- **Ongoing Response** -

#### d. Recovery Actions

RIEMA, OLIS, RIHPHC and the State Archives will coordinate through local command and control structures to determine the specific needs and priorities of the cultural resources and historic properties. RIEMA, OLIS, RIHPHC and the State Archives will identify, mobilize, and deploy

response team(s) to the emergency/disaster areas as needed and will coordinate with other ESF primary and support agencies represented at the EOC to provide support to aid in recovery efforts. RIEMA, OLIS, RIHPHC and the State Archives will request assistance from support agencies and other relevant organizations as necessary.

RIEMA, OLIS, RIHPHC and the State Archives will provide support and facilitate recovery actions in the following areas:

- Coordination and communication among preservation professionals regarding resources and materials.
- Locating secure and climatically stable storage facilities for items of historical and cultural significance that must be evacuated from their traditional storage facilities.
- Locating essential materials and equipment required to stabilize, conserve and secure items of historical and cultural significance.
- Providing referrals to secure cultural and historically significant sites and collections against further damage through natural or man-made threats such as power loss or vandalism.
- Convening conference calls to discuss the status of recovery efforts and enable representatives of cultural institutions and historic properties to connect with emergency management directors.
- Deploying available resources, supplies, and trained personnel.
- Monitoring conditions at the emergency/disaster areas.

#### e. Mitigation Actions

Identify potential hazard impacts to cultural resources and historic properties infrastructure and collaborate to develop or recommend hazard mitigation plans, protocols, procedures, projects, and/or policies to prevent or mitigate their effects. Provide input to the State Hazard Mitigation Plan as needed.

## 4.0 ROLES AND RESPONSIBILITIES

### 4.1. Responsibilities of Primary Agencies

#### a. Prior to Activation

- Develop written procedures and resources to implement the responsibilities outlined in the EOP and this annex.
- Develop and maintain a list of support agencies and organizations, their points of contact, and their responsibilities.
- Develop memoranda of understanding with appropriate partners and vendors.
- Conduct review of the annex annually in November.

#### b. During Activation

- Report to the EOC as directed by RIEMA.

#### c. After Activation

- 

### 4.2. Responsibilities of Support Agencies

All agencies who have not been designated as the lead prime agency at the time of RIESF's activation will assume a support agency role. The depth and breadth of the support agency

responsibilities will be dependent upon the nature of the emergency, but a full range of responsibilities for each responsible/support agency is detailed below.

NOTE: Agency responsibilities are always dependent on proper vetting of resource request and the individual agency's ability to provide the requested resource given current operational needs.

- Respond to the EOC as directed by lead agencies.

Participate in the implementation of the responsibilities outlined in the EOP and this annex. Support the lead agencies by providing and maintaining a list of supplemental resources that can assist in emergency preparedness, response, recovery, and mitigation

a. Support Agency Name

- 

## **5.0. ADMINISTRATION AND LOGISTICS**

### 5.1. Staffing

Activated RIESFs are responsible for designating at least two personnel to act as SEOC liaisons. As such, each ESF liaison will be drawn from all RIESF primary agencies. Each liaison will be knowledgeable about the resources and capabilities of their respective agencies as well as their support agencies in general. Each should also have access to the appropriate authorities for committing said resources and capabilities.

### 5.2. Mutual Aid, Memorandum of Agreement or Understanding (*date sign/expired*)

### 5.3. Annex Review and Maintenance

This annex will be reviewed yearly by participating agencies and organizations in a manner conforming to the review and maintenance guidelines contained in the State CEMP Basic Plan.

## **6.0. REFERENCES AND TRAINING**

- 

6.1 Core Capability Relationship to National Response Framework

6.2 Individual and/or agency training requirements