

<p><i>The Dudley Foundation</i></p> <p>Pocket Response Resource</p> <p>Date revised: 01/01/2024</p> <hr/> <p>LOCATION OF COMPLETE EMERGENCY PLAN Museum computer file; Notebook with key security in office; Dudley Farm website</p> <hr/> <p>INSTITUTIONAL CONTACTS</p> <p>Main Office : 203-457-0770 NGDudleyfarm@gmail.com</p> <p>Museum Director Beth Payne OFFICE: 203-457-0770 Home: 203-689-5969 Cell: 203-584-1516 Director@dudleyfarm.com; Bethpayne47@gmail.com</p> <p>Foundation President Maria Trumpler 203-500-6356 203-395-2780 Maria.trumpler@yale.edu</p> <p>Buildings & Grounds Chair Don Homer 203-457-0107 Cell: Dehomer002@gmail.com</p> <p>Public Relations Chair: Sharon Bloom 203-395-2789 Sharonbloom925@gmail.com</p> <p>Treasurer: Bill Black 203-457-1459 203-494-3531 dragonflyfarm@att.net</p> <p>Tenant: Donna Cook 860-398-3663</p>	<p>RESPONSE TEAM</p> <p>Team Leader Maria Trumpler Home: 203-500-6356 Cell: 203-395-2780 Maria.trumpler@yale.edu</p> <p>Members Beth Payne OFFICE: 203-457-0770 Home: 203-689-5969 Cell: 203-584-1516 Director@dudleyfarm.com; Bethpayne47@gmail.com</p> <p>Don Homer Home: 203-457-0107 Cell: 203-500-7679 Dehomer002@gmail.com</p> <p>Bill Black Home: 203-457-1459 Cell: 203-494-3531 dragonflyfarm@att.net</p> <p>Buster Scranton Home: 203-457-1304 Cell: 203-214-7083 olscranton@comcast.net</p> <p>Other Contacts:</p> <p>Community Garden: Judy Stone: 203/457-1643</p> <p>Munger Barn Rental: Janet Dudley 203/453-6760 Cell: 203/215-6309</p> <p>Livestock: Schuyler Beeman: 203-640-3278</p> <p>Market Manager: Mary Murphy Taylor 203-37906354</p>	<p>BUILDING CONTACTS</p> <p>Facilities / Building Don Homer Home: 203-457-0107 Cell: 203-500-7679 Dehomer002@gmail.com</p> <p>Tenant Donna Cook 860-398-3663</p> <p>Electric – Eversource Emergency: 800-286-2000</p> <p>Regular: 888-783-6617</p> <p>Janitorial Services Rowell Cleaning 203-245-8647]</p> <p>Plumber Peter White Plumbing 203-245-2807</p> <p>Security Shoreline Security 203-453-6535</p> <p>Telephone Comcast 800-391-3000 Acc't #: 8773 40 505 0523124</p> <p>Water – Testing lab: Environmental Consulting Lab 203-245-0568</p>	<p>FIRST RESPONDERS</p> <p>Emergency 9-1-1</p> <p>Ambulance / Emergency Medical 9-1-1</p> <p>Fire Department Emergency: 9-1-1 203-453-8000</p> <p>Health Department 203-453-8118</p> <p>Police Department / Law Enforcement Emergency: 9-1-1 203-453-8061</p> <p>CT Office of Emergency Services tel:8605097975</p> <hr/> <p>OTHER CONTACTS</p> <p>NEDCC Collections Emergency Hotline 1-855-245-8303</p> <p>Professional associations:</p> <p>American Association for State and Local History (AASLH)</p> <p>Association for Living History, Farm and Agricultural Museums (ALHFAM)</p> <p>Connecticut League of History Organizations (CLHO)</p> <p>Connecticut Trust for Historic Preservation</p> <p>Guilford Preservation Alliance</p> <p>New England Museum Association (NEMA)</p> <p>Agricultural History Society</p> <p>Small Museum Association</p>	<p>EMERGENCY RECOVERY SERVICES</p> <p>Collections Conservator Kathy Craughwell-Varda, Director of Conservation ConneCTion, CSL.ConservationConnection@ct.gov</p> <p>Pest Control Service Modern Pest Control 888-896-4434</p> <p>FEMA Disaster Assistance 800-621-FEMA</p> <p>Insurance Agent Farm Family Casualty Insurance Co. Special Farm Package “10” Policy # 0601G1913 Agent: James Lyman 6 Way Rd Ste 201 Middlefield, CT 860/349-7064</p> <p>Structural Architect / Building Engineer [name] [phone]</p> <p>Supplies / Hardware Store – Local [name] [address] [phone]</p> <p>Temporary Storage [name] [phone]</p>
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Immediate Response and Checklist for Recovery

SITUATION REPORT

Know these answers when speaking with First Responders and Insurance Agents:

-- Address and/or closest cross streets for emergency site: 2351 Durham Rd, Guilford

-- Who is in charge? Maria Trumpler, Foundation President

-- What is the safety status?

-- What has happened and the cause?

-- Are people injured?

-- What are the hazards?

-- Who discovered and reported the damage?

-- What has been done so far?

-- Can the staff handle the situation initially?

-- Who is handling the media?

Notes:

DESIGNATED ASSEMBLY AREA:

Munger Barn;

North Guilford Fire House

STEP 1: IMMEDIATE RESPONSE

Notification:

- First Responders (contact info on other side)
- Response Team Leader (contact info on other side)

Human Safety & Building Security:

- Address personal or medical emergencies
- Ensure that all staff and visitors are safe and accounted for
- Maintain security of building and assets

Additional Notifications, as appropriate:

Specify if contact info is on other side

- Institutional Contacts
- Building Contacts & Utilities
- Contact renters, community garden coordinator

STEP 2: COMMUNICATION

- Activate the Response Team or follow plan's emergency response actions
- Establish communication with appropriate local & regional emergency management
- Contact your Communications and Public Relations Chair, who can post emergency information and instructions on the organization's website and social media, as appropriate
(Beth, Sharon, Ray)

ASSESSMENT

- Ensure through proper authorities that all hazards are cleared before entering building
- Follow the instructions of your Response Team
- Document damage with photos, videos, and notes
- Assess damage to collections and assets, buildings, offices, and information systems
 - What areas affected, in what way, and to what degree?
 - What types of materials are damaged?
 - Are critical information systems functional / safe?
- Maintain security of assets
- Stabilize the temperature and humidity at your facility as able
- Complete the Incident Report form in your Disaster Plan

OTHER

Refer to Disaster Plan for Details., particularly pp. 70-71

