

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – TABLE OF CONTENTS



TABLE OF CONTENTS

I.	Purpose of a Disaster Plan	page 1
II.	Governance	page 1
III.	Plan Review, Dissemination, and Development	page 1
IV.	Disaster Plan Responsibility Assignments	page 2
V.	Asset Identification	page 3
VI.	Salvage Priorities	page 4
VII.	Risk Identification	page 5
VIII.	Risk Mitigation Strategies (Ongoing & Pre-Disaster)	
	A. High Winds	page 6
	B. Tornado or Severe Thunderstorm	page 7
	C. Drought	page 8
	D. Loss of Irrigation	page 9
	E. Fire	page 10
	F. Ice Storm, Snow Storm, Temperature Swings.....	page 11
	G. Failure of Automated Controls	page 12
	H. Loss of Rare Plants or Plant Records	page 13
	I. Information Technology (IT) Hazards	page 14
	J. Bomb Threat	page 15
	K. Active Shooter	page 16
IX.	Post-Disaster Reaction, Recovery, and Evaluation	page 17
X.	Appendices	
	Appendix 1: LGBG/LGNR Internal Communication List	
	Appendix 2: LGBG All Staff Contact List	
	Appendix 3: LGBG Alarms and Utilities Map	
	Appendix 4: LGNR Irrigation Map	
	Appendix 5: LGBG Network Diagram	
	Appendix 6: LGBG Physical and Virtual Server List	
	Appendix 7: Living Collections Contractors/Vendors	
	Appendix 8: Living Collections Post-Disaster Resources	
	Appendix 9: Non-Living Collections Contractors/Vendors	
	Appendix 10: Non-Living Collections Post-Disaster Resources	
	Appendix 11: Facilities Contractors/Vendors	
	Appendix 12: IT Contractors/Vendors	
	Appendix 13: Disaster Impact Report Form	
	Appendix 14: Bomb Threat Procedures and Checklist	
	Appendix 15: Active Shooter Pocket Card	

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – ADMINISTRATION



I. Purpose of a Disaster Plan

The purpose of a Disaster Plan is to organize, clarify, and disseminate information and procedures that serve to protect the Living Collections, Non-Living Collections and other assets and resources at Lewis Ginter Botanical Garden (hereafter the Garden) and Lewis Ginter Nature Reserve (hereafter the Reserve) in the event of a disaster event.

II. Governance

The Disaster Plan is approved by the President and Chief Executive Officer and the Board of Directors. The Chief Operating Officer, Director of Horticulture, Director of Facilities, Director of Education and Exhibitions, at the direction of the President and CEO, shall be responsible for implementing this policy. He/she may utilize the Horticulture, Operations, and/or Security staff, other staff members, and various experts as appropriate.

III. Plan Review, Dissemination, and Development

- Review Schedule
 - Annual contact information review. The Plant Records Curator will conduct an annual review of the contact list and make any changes to those lists as necessary.
 - Bi-annual comprehensive plan review. The Plant Records Curator will initiate a comprehensive bi-annual review of all processes and procedures in collaboration with Chief Operating Officer, Director of Horticulture, Director of Facilities, and Director of Education and Exhibitions. This process will begin in January of even-numbered years and will be routed to the Horticulture, Educations and Exhibitions (HEE) committee in March of that same year. The HEE committee will report policy revision and renewal to Board of Directors.
 - Biannual reviews should include:
 - Inviting local emergency responders and/or horticultural contacts to “walk through” the areas
 - A test of the plan and adjustments of any identified weaknesses
 - Evaluation of any actual disaster event responses
- Dissemination Guidelines
 - The Disaster Plan will be saved in the Shared Drive and posted on the Staff Dash.
 - After each update, a PDF copy of the updated plan will be made available to all staff through the Staff Dash, and Shared Drive.
 - Managers should Share with new hires during on-boarding.
 - Review with all staff annually, or more often, as appropriate.
- Plan Development Strategies
 - Investigate agreements with local, regional, and out-of-region organizations and businesses that could help the Garden and Reserve prepare or recover if necessary.
 - Initiate relationships with local university extension offices and county agencies to find regional disaster research and planning materials for horticulture/arboriculture.

LEWIS GINTER BOTANICAL GARDEN DISASTER PLAN – STAFF RESPONSIBILITY



IV. Disaster Plan Responsibility Assignments

The following abbreviations will be used for the remainder of this document:

LGBG	Lewis Ginter Botanical Garden	DoEE	Director of Education and Exhibitions
LGNR	Lewis Ginter Nature Reserve	LAM	Library and Archives Manager
P&CEO	President & Chief Executive Officer	FR	Facility Rentals
COO	Chief Operating Officer	RAD	Restaurant Associates Director
FC	Finance Comptroller	MoV	Manager of Volunteers
DoPRM	Director of PR & Marketing	Hort	Horticulture Staff
DoH	Director of Horticulture	Ops	Operations & Facilities Staff
DoF	Director of Facilities	EE	Education & Exhibitions Staff
IT	Information Technology	IC	Incident Commander
LC	Living Collections	NLC	Non-Living Collections

NOTE: If any staff member is unable to fulfill their disaster plan responsibility assignments, their acting replacement or designee will be charged with the task(s) at hand.

Pre-Disaster:

- COO notifies CEO, DoH, DoF, and RAD of potential disaster threat and timeline.
- COO, with support from DoH, DoF, and RAD, activates preparation plans for disaster.
- DoH and DoF are responsible for safeguarding highest priorities.

Post-Disaster:

- DoH and DoF are responsible for safeguarding highest priorities. DoH, DoF, or designee(s) will be the first person back on scene following a disaster to assume the role of Incident Commander (IC) and is to remain in that role until relieved by a person in higher authority (if necessary).
- The IC will carry out the following, keeping human safety and security paramount and adhering to the detailed Reaction, Recovery and Evaluation Protocols listed in Section IX.
 - Participate in, delegate and assign property-wide conditions assessment, including safety hazards and property damages
 - Communicate above assessments to P&CEO, FC, DoPRM
 - Establish communication needs with FC to relay to insurance company
 - Coordinate internal and public messaging requirements (DoPRM)
 - When possible to do so safely, prioritize recovery plans and coordinate clean-up efforts
- DoH and/or LGBG Horticulturists will assess the LGBG living collections as assigned.
- DoH and/or LGNR Gardeners will assess the LGNR living collections as assigned.
- DoF will assess LGBG structures and facilities and/or assigned as needed.
- LAM will assess LGBG non-living collections as assigned.
- Mindful of Identified Assets (Section V.) and detailed Salvage Priorities (Section VI.), salvage efforts for LC, NLC, IT and Facilities assets will be prioritized as follows:
 - Level 1: highest priority; inspect/recover 1st, as soon as it is safe to do so
 - Level 2: inspect/recover 2nd, after Level 1 assets are secure and it is safe
 - Level 3: inspect/recover 3rd, after Level 1 and Level 2 assets are secure and it is safe
 - Level 4: inspect/recover 4th, after Level 1 – Level 3 assets are secure and it is safe
 - Level 5: lowest priority; inspect or recover last

LEWIS GINTER BOTANICAL GARDEN DISASTER PLAN – ASSET IDENTIFICATION



V. Asset Identification

A. Living Collections: Items of high value or worth

- Conservatory collections (orchids, palms, bromeliads, aroids, cacti & succulents)
- Orchid collection (greenhouse and Conservatory)
- Rhododendron (LGBG, LGNR)
- Magnolia (LGBG, LGNR, greenhouse)
- Sarracenia (LGBG West Island)
- Legacy trees (pending; a complete list of Legacy Trees is currently being researched)

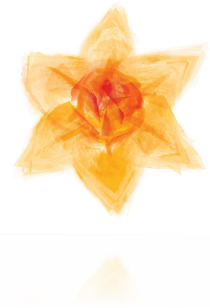
B. Non-Living Collections: Items of high value or worth

- Descubes Botanical Illustration Collection (4 cabinets, main archive room)
- Lee Park/Bessie Marshall Watercolor Collection (boxed & framed, herbarium room)
- Lewis Ginter's passport and prayer book (main archive room)
- Reichenbachia Chromolithographs (two cabinets, main archive room)
- Rare book collection (three book cases in main archive room)

C. Facilities: Assets of high value or worth

- Historic structures with intrinsic value due to their irreplaceability (Bloemendaal House, Carriage House and, to a lesser extent, Locbury House)
- Structures that serve to protect valuable or important collections or assets (Kelly Education Center, Robins Visitor Center, Conservatory and greenhouse).
- Institutional hard-copy records essential to continuity of operations (payroll and personnel files in Lakeside House, Advancement files from Bloemendaal House).
- Equipment that is either remarkably difficult or costly to replace (Matica C330 embossing machine in Plant Records Office, lower level of the KEC)

LEWIS GINTER BOTANICAL GARDEN DISASTER PLAN – SALVAGE PRIORITIES



VI. Salvage Priorities

A. Living Collections: Salvage Priority Levels

Level 1

- Federally listed species, state listed species, candidates for listing
- Rare plants from extirpated populations

Level 2

- Rare plants (Chris Migliaccio & Mt. Holyoke College Botanic Gardens donations)
- Rare cultivars
- Unique hybrids (Bill Smith magnolia hybrids)
- Plants from the plant taxa of focus, as identified by the Living Collections Policy
- Charismatic focal plants

Level 3

- Accessioned specimens and labeled specimens
- Plants of known provenance not listed above (JC Raulston Arboretum)

Level 4

- Specimens that will not be accessioned, per the Living Collections Policy (annuals, etc.)
- Plants in unmaintained areas or plants of unknown provenance

B. Non-Living Collections: Salvage Priority Levels

The Kelly Education Center has three spaces within the basement that house archival, object and rare book collections. Some items in the collection are unique and, thus, irreplaceable. In general, recovery priorities for collections follow the priority structure below.

Level 1 – Closest

Level 2 – Most valuable

Level 3 – Most vulnerable

Level 4 – Least damaged

Level 5 – Most damaged

If recovery efforts are limited, recovery will focus on the Items of High Value or Worth (Section V.)

C. Facilities: Salvage Priority Levels

Level 1 – Safety

Level 2 – MEP Assessment and recovery

Level 3 – Building recovery priority (see Section V. Asset Identification)

Level 4 – Employee work space assessment and prioritization

Level 5 – Temporary office plan

D. IT: Salvage Priority Levels

Level 1 – Critical servers (domain controllers, point of sales server & workstations)

Level 2 – Secondary Servers

- Databases, including: finance, advancement, horticulture, irrigation server, greenhouse temperature system, PlantsPlus
- Wireless devices

Level 3 - Individual workstations, peripherals, including: wireless devices, printers and MFDs

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – RISK IDENTIFICATION



VII. Risk Identification

These hazards are identified as possible threats to the Garden's and Reserve's people, assets, and collections:

A. High winds

B. Tornado or severe thunderstorm

C. Drought

D. Loss of irrigation

E. Fire

F. Ice storm, snow storm, or extreme temperature swings

G. Failure of automated climate controls in glass houses

H. Loss of rare plants or plant records

I. IT Hazards

- Cyberattack/ransomware
- Power outage – short term/long term
- Computer viruses and malware
- Hardware/server failure

J. Bomb threat

K. Active shooter

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – HIGH WINDS



VIII. Risk Mitigation Strategies

On the following pages, mitigation strategies (both ongoing and in the face of imminent event) are detailed for each of the hazards, disasters, or emergencies listed previously.

A. Risk Mitigation Strategies – High Winds

High winds are defined by the [National Weather Service](#) as sustained winds of 31-39 mph for an hour or more and/or wind gusts of 46-57mph for any duration.

In case of imminent high winds, when directed by COO, staff will take the following actions:

- Turn over benches (Hort)
- Secure plants 1-gallon or smaller by moving indoors or clustering (Hort)
- Secure large potted plants by clustering, staking or moving indoors (Hort)
- Check events calendar; cancel events as needed (FR, E&E)
- Drop or break down tents (Ops)
- Greenhouse and Conservatory doors and vents set to manual-shut (Hort)

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – TORNADO/THUNDERSTORM



B. Risk Mitigation Strategies – Tornado or Severe Thunderstorm

A tornado is defined by the [National Weather Service](#) as “a violently rotating column of air touching the ground, usually attached to the base of a thunderstorm.” During tornadoes, staff can expect winds reaching a speed of 300 miles per hour, strong downburst winds, hail, and debris.

During **severe thunderstorms**, staff and visitors should be moved inside to prepare for worsening conditions and should avoid windows and glass surfaces and take refuge in doorways, under desks, tables or other barriers.

During **tornado watches**, staff, visitors, and rental event attendees should be brought inside to prepare for escalating conditions.

During **tornado warnings**, all staff, guests, and event attendees should be moved to one of the following basements, depending on their location: RVC, KEC, Conservatory, Lockbury House, Woodman Road House, Bloemendaal House and Carriage House.

In case of imminent tornado or severe thunderstorm, when directed by COO, staff will take the following actions:

- Turn over benches (Hort)
- Secure plants 1-gallon or smaller by moving indoors or clustering (Hort)
- Secure large potted plants by clustering, staking or moving indoors (Hort)
- Check events calendar; cancel events as needed (FR, E&E)
- Drop or break down tents (Ops)
- Set Greenhouse and Conservatory doors and vents to manual-shut (Hort)
- Cut power to systems that may be damaged by lightning strike (Ops)
- Power off computers (all staff)
- Prepare, gas up, and centrally stage cleanup equipment, i.e. chainsaws, leafblowers, etc. (Hort)
- Sweep the Garden grounds and buildings, warning staff and guests of danger and encouraging them to seek shelter immediately (all staff)

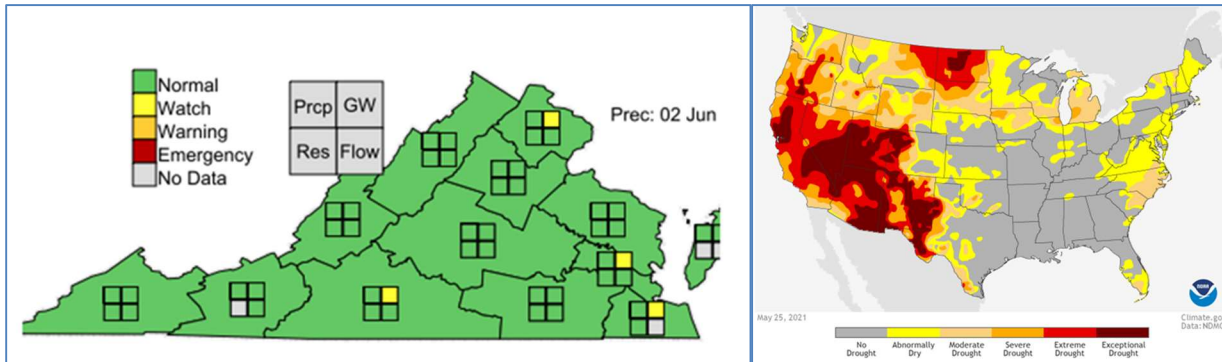
LEWIS GINTER BOTANICAL GARDEN DISASTER PLAN – DROUGHT



C. Risk Mitigation Strategies – Drought

Primary source for current drought status is Virginia DEQ Office of Water Supply [Drought | Virginia DEQ](#) (updated hourly, focuses on hydrological drought in a water year; image below, left).

Additional source for drought status is the NOAA Drought Monitor Data Snapshot [Drought Monitor | NOAA Climate.gov](#) (updated weekly, focuses on shorter-term metrics; image below, right).



Ongoing drought stress mitigation strategies:

- Maintain mulch around plantings and trees (Hort)
- Maintain 10 yards of mulch on-hand to use as needed to minimize drought stress (Hort)
- Reduce soil compaction damage by limiting access of any heavy machinery (Hort, Ops)
- Regularly monitor levels of irrigation lake (Hort)
- Check irrigation pump preventative maintenance and operability (Hort, Ops)
- Maintain irrigation systems (Hort)
- Maintain irrigation lakes (Hort)

In case of severe drought, when directed by COO, staff will take the following actions:

- Ensure 10 yards of mulch are onsite, to use as needed (Hort)
- Increase frequency of field inspection for stressed plants (Hort)
- Install water bags to high-value trees (Hort)
- Increase frequency of monitoring of irrigation lake levels; if more water is needed, it can be acquired either by renting a meter with the Henrico County Department of Public Utilities or by contracting a water truck from a private vendor (Hort). See appendix for vendors.

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – LOSS OF IRRIGATION



D. Risk Mitigation Strategies – Loss of Irrigation

In case of loss of irrigation or failure of impoundment, due to mechanical breakdown in the irrigation lake pump house or failure of the berms or impoundment around the irrigation lakes, when directed by the COO, staff will take the following actions:

- If an irrigation lake berm failed, call Virginia Department of Conservation and Recreation, Division of Dam Safety and Floodplain Management 804.371.6095 to report the failure.
- If the pump from the irrigation lakes failed, call Pro Pump & Controls to contract repairs.
- If the irrigation lines are broken, call Montgomery Irrigation to contract repairs.
- To refill water in the irrigation lakes, the Garden can rent a water meter from Henrico County or secure a water tanker truck from a private vendor. See Appendix X: Living Collections Vendors.
- In the case of extended inability to irrigate gardens, see Drought Stress Mitigation Strategies on previous page.

In case of loss of irrigation ability in the Conservatory or Greenhouse, due to an issue with the public water supply that feeds those structures, DoH or DoF will take the following actions:

- Call the Henrico County Department of Public Utilities 804.501.4275 to secure repairs.
- Inform the DoF and/or COO, as needed.

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – FIRE



E. Risk Mitigation Strategies – Fire

Ongoing fire mitigation strategies:

- Review location of fire extinguishers in every building (DoF)
- Ensure fire suppression systems and fire extinguishers are maintained (DoF)
- Be prepared to call 911 for the Henrico County Division of Fire (LGBG) or Goochland County Fire-Rescue and Emergency Services (LGNR)

In case of fire emergency, staff will take the following actions:

- If a small, localized fire, attempt to extinguish it with the nearest fire extinguisher; notify COO and DoF, then follow incident reporting protocol.
- If NOT a small, localized fire, call 911 immediately
- Pull nearest fire alarm
- Evacuate the building(s)
- Inform staff via radio Channel 1, 2, and 3, declare the emergency, and direct all staff to go to Channel 1 until the emergency is over
- As needed, guide emergency responders to the building(s) of concern

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – ICE/SNOW/FREEZING TEMPS



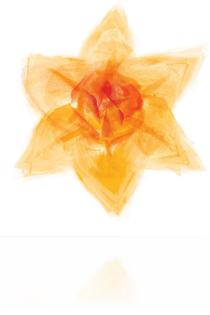
F. Risk Mitigation Strategies – Ice Storm, Snow Storm, Fluctuating Temperatures

In the case of imminent ice storm, snow storm or extreme temperature swings, (freezing temps to mid-70F in 24 hours), staff should take the following actions:

- Apply additional mulch to marginal or recently-installed plants (Hort)
- Use floating row covers to protect exposed containers in nursery (Hort)
- Check automated climate control sensors, settings, operability (Hort, Ops)
- Use irrigation and hose bib cut-offs to prevent pipe damage (Hort, Ops)
- Notify staff if any interior facility faucets need to be left dripping, especially in the older structures (DoF)
- Greenhouse and Conservatory doors and vents set to manual-shut, if appropriate (Hort)
- Prepare, gas up, and centrally stage cleanup equipment, i.e. chainsaws, leafblowers, etc. (Hort)
- Prepare buckets of salt/sand and stage in the KEC Prep Room (Ops)
- Stage any necessary spreading tools or equipment in the KEC Prep Room (Ops)
- Stage snow shovels and other snow-clearing tools in the KEC Prep Room (Ops/Hort)

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – AUTOMATED CONTROLS



G. Risk Mitigation Strategies – Failure of Automated Controls

Ongoing mitigation strategies to prevent failure of automated controls in Greenhouse and Conservatory:

- Ensure routine Preventative Maintenance (PM) of Greenhouse and Conservatory (Hort, Ops)
- Visually inspect components, glass, motors, shade cloths, pumps, etc. routinely (Hort)
- Report any structural or mechanical defects to DoH and DoF as soon as possible (Hort)
- Ensure maintenance tickets are addressed in a timely manner (Ops)

In the case of imminent disaster or weather events, staff should:

- Inspect component operability and create maintenance tickets as needed (Horts)
- Use manual controls as necessary to mitigate any plant damage, i.e., manually shut all vents when there's a pending hurricane (Horts)

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – RARE PLANTS/RECORDS



H. Risk Mitigation Strategies – Loss of Rare Plants or Plant Records

Ongoing mitigation strategies to preserve rare plant material and protect plant records:

- Create redundant backups of rare plants by propagating rare plants in the Living Collection (esp. plants that are listed, rare, unique, and/or an accessioned plant of interest).
- Locate such propagated plants in multiple locations (i.e. another property, garden, or private residence).
- Ensure records of rare plant propagation and multi-site redundancy records are delivered to Plant Records Curator.

Pending mitigation strategies to preserve plant records:

- Accessions are redundantly labeled using more than one method (accession number marked on tag in pot or buried in ground, accession number on metal accession tag on plant or in pot, and/or accession number marked on display label when appropriate).
- Centralize LGNR plant records with LGBG records in IrisBG. Currently, records on newly-acquired plant material are still maintained on the outdated PlantsPlus software onsite at the Reserve. The most recent backup was in April 2019. A current 2021 backup should be and future acquisitions should be routed through the Plant Records Curator.

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – IT COMPROMISE



I. Risk Mitigation Strategies – Information Technology Compromise

Ongoing IT security and mitigation strategies:

- The Garden employs a three-layer backup strategy:
 1. On-site Backups: the Microsoft System Center Data Protection Manager (DPM) runs on a 4-hour cycle for replication with a one month retention (based on storage).
 2. Off-site backups: using iBackup, a backup is stored in a remote location in the Cloud.
 3. On-premise imaging: a tool called Macrium Reflect provides a snapshot of each server in order for quicker restore.
- Data center security: the Garden's server room/data center is located in a secure room with limited access. Climate in the data center is managed with an independent AC unit that controls temperature and humidity.
- Vigilant anti-virus protection: the Garden maintains ESET anti-virus and anti-spyware protection on all workstations and servers. Updates are deployed on a regular basis through a Cloud-based console.
- Software updates: the Network Engineer performs system maintenance, regular upgrades and updates to server software and hardware. Servers are configured to download and install MS Windows security updates and patches from a centralized source.
- Hardware-based firewall: a SonicWALL firewall serves as the first line of defense for all internet traffic coming to the garden. It tests for malicious intent before delivering to the end user to prevent unauthorized access to network systems.
- Virtual Private Networks (VPN): a VPN tunnel provides a specific layer of security to address all remote users, requiring credentials in order to cross a tunnel to access servers.
- Network Ports: access to network ports is closed off to the public, with any accessible ports to 3rd party partners limited to specific IP address ranges.
- User Passwords: passwords must meet a complex structure and be unique per user. Users are required to change passwords every 6 months.
- VLANs (Virtual Local Area Networks): the Garden's VLAN is comprised of multiple lanes which segment network traffic, applying security by assigning specific permissions and managing bandwidth based on user need.

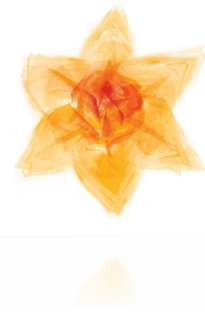
Pending IT risk mitigation strategies:

- Multi-Factor Authentication (MFA): MFA dual authentication method requires the user to provide two or more verification factors to gain access to a resource such as an application, online account, or a VPN (implementation 2021).
- Spam filtering: the Barracuda Spam Filtering tool will provide anti-phishing, anti-malware, anti-virus protection for new email services, plus detailed reporting (2021).
- Windows supplementary update server: the existing server will be repurposed to serve to control the release and rollback of Windows updates and security patches (2021).
- Workstation upgrades: replace significant number of existing workstations which have reached end of life (2022).
- Operating System (OS) upgrade: update OS for all workstations to Windows 11 (2022/2023).

If there is a compromise of IT security, staff should immediately inform the IT manager.

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – BOMB THREAT



J. Risk Mitigation Strategies – Bomb Threat

Ongoing bomb threat mitigation strategies:

- Regard every threat as real.
- Familiarize staff with Bomb Threat Procedures and Bomb Threat Checklist. (Appendix 14)
- Practice receiving emergency procedures, including receiving phone threats.
- Review location of fire extinguishers in every building. (Ops)
- Ensure fire suppression systems and fire extinguishers are maintained. (Ops)
- Be prepared to call 911 for the Henrico County Division of Fire (LGBG) or Goochland County Fire-Rescue and Emergency Services (LGNR).

In case of bomb threat via phone, staff will take the following actions:

- While still receiving the phone threat, reference and fill out the Bomb Threat Procedures and Checklist (Appendix 14):
 - Remain calm.
 - Listen very carefully.
 - Try to get another person on the line or listening somehow to the call to take notes.
 - Ask the caller to repeat the message; keep the caller on the line as long as possible.
 - Try to find out: **who** the caller is, **what** their intentions are, **where** the device is located, **when** it is supposed to go off, **why** they are making a threat, **how** the bomb is planted.
 - Listen for: gender, age (child, elderly), accent or speech pattern, background noise, etc.
- After the caller terminates the call, **DO NOT HANG UP.**
- Use another phone to immediately notify COO on their cell phone. **DO NOT LEAVE A MESSAGE.** If COO does not answer, send a text message, then call DoF and P&CEO.
- Do not transmit from the suspected location of the device. If you are in the immediate vicinity of a suspected device (approximately one yard), leave that location immediately.
- **DO NOT USE A RADIO, WALKIE-TALKIE, or CELL PHONE** to report the threat. Radio signals from these items could potentially trigger a device, if used in close proximity to the device.
- Call 911 and evacuate the buildings.
- Evacuation of staff and guests should be done immediately after the 911 call, via leadership contact first, then broadly with a high-priority All Staff email with the following:

“Lewis Ginter Botanical Garden is reporting an emergency; we need to evacuate the buildings and grounds. All guests and staff should exit the Garden via the back gate at Woodman Road or move to the farthest stretches of the Garden such as the grassy area in Parking Lot C.”

- The COO will activate and coordinate emergency response with guidance from first responders.

In case of bomb threat via mail or other means, staff will notify the COO immediately and proceed with the following:

- The COO will call 911 and activate and coordinate emergency response and action based on guidance from first responders.
- Inform staff if/when first responders are expected.
- If evacuation is necessary, evacuation of staff and guests should be done immediately after the 911 call, via leadership contact first, then broadly with a high-priority All Staff email using the bolded warning language above.

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – ACTIVE SHOOTER



K. Risk Mitigation Strategies – Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms. These events are unpredictable and evolve quickly; law enforcement is usually required to end an active shooter situation.

Ongoing active shooter threat mitigation strategies:

- Familiarize staff with Active Shooter Pocket Card (Appendix 15).
- Practice the emergency procedures below, which are taken directly from Appendix 15.
- Regularly remind staff to:
 - Be aware of their environment and any possible dangers.
 - Always take note of the nearest exits in any facility.
 - Be prepared to call 911 and relay important information about a situation.

In case of active shooter situation, staff will take the following actions:

- **Run.** Leave belongings. Keep hands visible.
- **Hide.** Stay out of shooter's view. Block entry to hiding place. Lock doors. Silence cell phones.
- **Fight.** Fight as a last resort and only if your life is in danger.
- **Call 911** if it is safe to do so. Try to have the following information for law enforcement:
 - Location of active shooter
 - Number of shooters
 - Physical description of shooters
 - Number and type of weapons held by shooters
 - Number of potential victims at the location

When law enforcement arrives, staff should:

- Remain calm and follow instructions.
- Put down any items in your hands (such as bags, purses, jackets).
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward the officers.
- Avoid pointing, screaming, or yelling.
- Do not stop to ask officers for help or directions when evacuating.

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – REACT, RECOVER, EVALUATE



IX. After a Disaster: Reaction, Recovery, and Evaluation Protocols

- Make the Garden and Reserve grounds safe for staff, volunteers, and visitors.
 - Caution-tape off any paths or areas deemed unsafe (Hort, Ops)
 - Communicate pathway and section closings to Visitor Services (Ops)
 - Assess damage to and/or operability of greenhouse and Conservatory (Hort)
 - Contract/schedule repair vendors; communicate work to staff (Ops)

- Communicate changes or cancellations to normal operating procedures.
 - Inform guests of any interruption of normal operating hours (DoPRM)
 - Inform rental or education clients of any cancellations of events (FR, DoEE)
 - Inform volunteer crews of any changes to volunteer scheduling (MoV)

- Remove, rehabilitate and/or replace living collection.
 - Remove dangerous trees/structures – contract and schedule tree work (Hort)
 - Use best pruning practices and other horticulturally appropriate triage measures on damaged plants
 - Consider removal or renovation of Level 4 plants
 - Communicate any living collection removals to Plant Records Curator

 - Replace lost plant material, as appropriate (Hort)
 - If a redundant specimen is kept at another site, use it as replacement
 - If the damaged specimen is Level 1 – Level 3, source replacement plants
 - Communicate changes or purchases to Plant Records Curator

- Record and report damages, as needed, to COO (DoH, DoF, LAM).

- COO will compile information and reports from Garden Leadership.

- COO will complete appropriate section(s) of Disaster Impact Report (Appendix 13).

- All relevant information will be compiled by FC for distribution to insurance, etc.

Approved:

Brian Trader, PhD
President and CEO

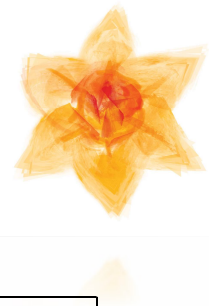
Date

Matt Bruning, Chair
Horticulture, Education and Engagement Committee

Date

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – INTERNAL PHONE LIST

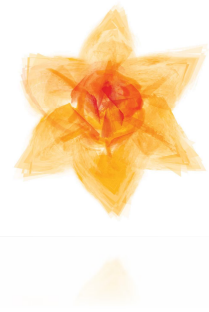


Appendix 1: LGBG/LGNR Internal Communication List

<p>Brian Trader, PhD, President and CEO (cell) 804.262.9887 x343</p> <p>Beth Monroe, PR & Marketing Director (cell) 804.262.9887, x316</p> <p>Mitzi Schifflett, Finance Comptroller (cell) 804.262.9887 x350</p>	
<p>LEWIS GINTER BOTANICAL GARDEN 1800 Lakeside Ave., Richmond VA 23228</p> <p>Kim Dove, Chief Operating Officer (cell) 804.262.9887 x301</p> <p>Ken Myers, Director of Facilities (cell) 804.266.9046 (home)</p> <p>Devin Brunn, Maintenance Coordinator (cell)</p> <p>John Morse, Director of Horticulture (cell)</p> <p>Dean Dietrich, Greenhouse Horticulturist (cell)</p> <p>Ryan Olsen, Conservatory Horticulturist (cell)</p> <p>Michele Whiteside, Facility Sales & Events Manager (cell) 804.262.9887 x224 (office)</p> <p>JD McDonald, Restaurant Associates Director (cell)</p>	<p>LEWIS GINTER NATURE RESERVE 18168 Dogwood Trail Road, Rockville, VA 23146</p> <p>John Morse, Director of Horticulture</p> <p>Wes Morgan, LGNR Lead Gardener</p> <p>Oscar Gamez, LGNR Gardener (cell)</p> <p>Roy & Elizabeth Cosby, Owners & Residents (home)</p>

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – ALL STAFF CONTACT LIST



Appendix 2: LGBG All Staff Contact List

ADMINISTRATION

Brian Trader	343	President and CEO	(cell)
Kim Dove	301	COO	
Bartley Mullin	334	Board Liaison & Executive Associate	

ADVANCEMENT

Alice Baker	294	Director of Advancement	
Courtney Elliott	311	Associate Director of Advancement	
Laura Smith	344	Database Manager	
Lynda Perry	339	Advancement Communications Mgr.	
Emily King	338	Membership Services Coordinator	
Robert Covington	337	Membership Services Coordinator	

EDUCATION AND EXHIBITIONS

Kristin Thoroman	275	Director of Education and Exhibitions	
Beth Anne Enright	250	Guest Engagement Specialist	
Ellyn Parker	326	Exhibitions Manager	
Katarina Spears	342	Library & Archives Manager	
Kelsey Deans	239	Children's Educator	
Kristen Brown	297	Project Coordinator	
Laura Lee Folman	322	Children's Education Assistant	
Megan Compton	320	Adult Education Assistant	
Mitra Bryant	254	Children's Ed. Program Developer	
Phyllis Laslett	328	Adult Education Manager	

FACILITY RENTAL

Michele Whiteside	224	Facility Sales & Events Manager	
Jaclyn Wilkins	345	Wedding & Private Event Coord.	

LEWIS GINTER BOTANICAL GARDEN DISASTER PLAN –ALL STAFF CONTACT LIST



FINANCE

Mitzi Shifflett	350	Comptroller
	314	Human Resource Manager
Won Rinthalukay	317	Accounts Payable Coordinator

GARDEN SHOP

Tricia Wherry	324	Garden Shop Manager
Vikki Wilson	348	Garden Shop Outdoor Buyer
Hannah Kaplan	283	Garden Shop Assistant

GUEST SERVICES

Robin Gregson	278	Guest Services Manager
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HORTICULTURE

John Morse	241	Director of Horticulture
Dean Dietrich	331	Horticulturist
Elizabeth Fogel	361	Senior Horticulturist
Jason Hechler	333	Horticulturist
Laurel Matthew	332	Senior Horticulturist
Laurie McMinn	333	Horticulturist
Lesley Madigan	333	Seasonal Gardener
Megan Lacey	333	Horticulturist
Menaka Dewasinghe	333	Gardener
Pam Wood	333	Seasonal Gardener
Ryan Olsen	333	Horticulturist
Shannon Smith	361	Senior Horticulturist
Steve Reardon	333	Gardener

HOUSEKEEPING

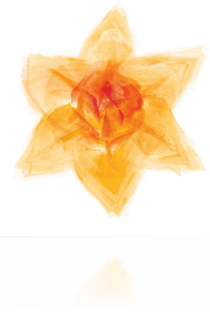
Latochia Clary		Housekeeping Supervisor
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INFORMATION TECHNOLOGY

Georgine Muc	248	IT Manager
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LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – ALL STAFF CONTACT LIST



MAINTENANCE

Devin Brunn	n/a	Maintenance Coordinator
Ken Myers	n/a	Director of Facilities

RESTAURANT ASSOCIATES

James McDonald	226	Director of Dining Services
Anne Haapala	347	Executive Chef
Cassandra Sutherlin	246	Catering Manager
Ryan Mitchell	352	Operations Manager

HORTICULTURE

Simon Fisher	n/a	Operations Assistants
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PR & MARKETING

Beth Monroe	316	Director of PR & Marketing
Claudine Reyes	321	Visual Media Specialist
Jennifer Gough		PR Intern jgough@mymail.vcu.edu
Jonah Holland		Digital Content Manager

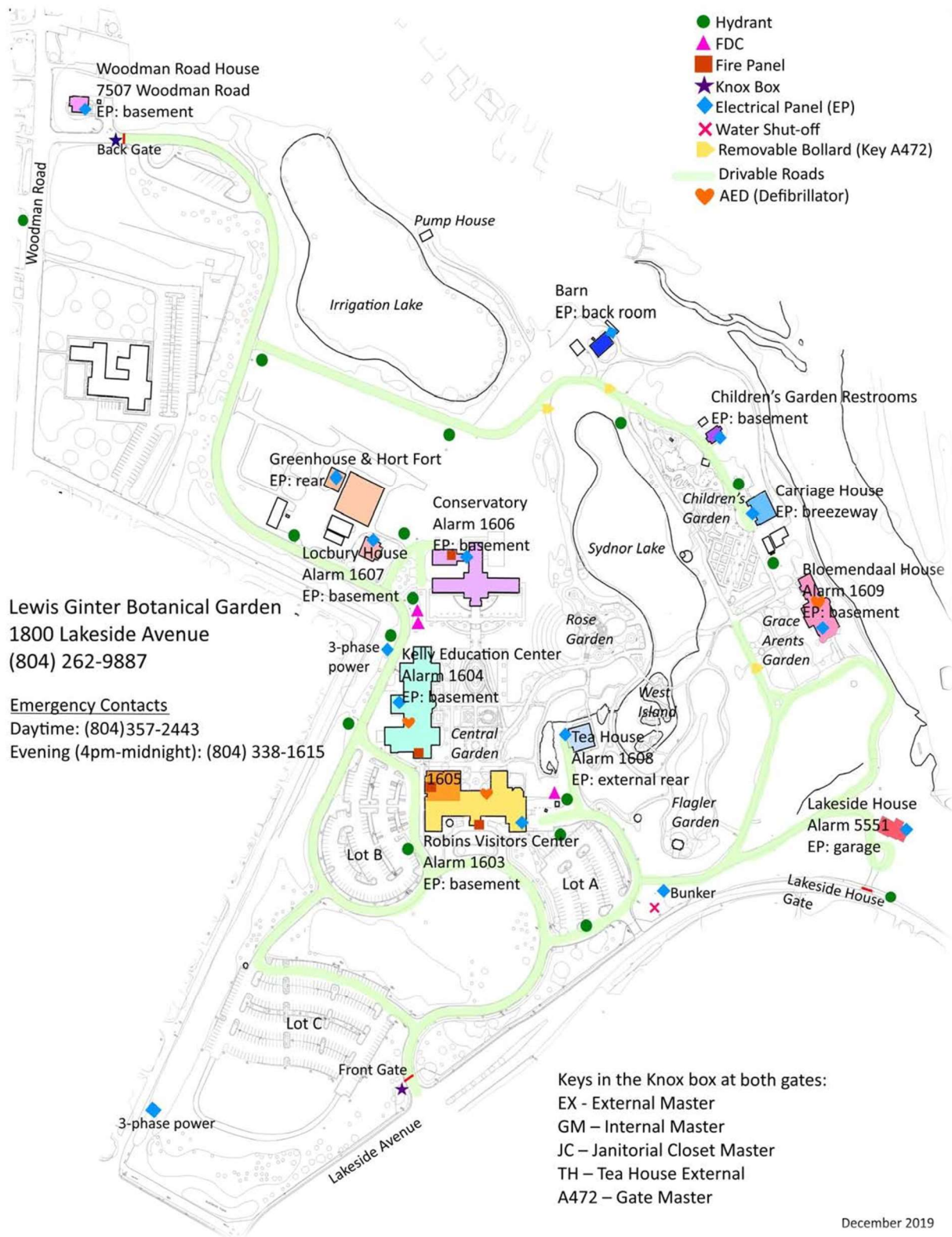
VOLUNTEERS

Karen Clowers	335	Manager of Volunteers
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LEWIS GINTER BOTANICAL GARDEN DISASTER PLAN – LGBG ALARMS/UTILITIES



Appendix 3: LGBG Alarms and Utilities Map



LEWIS GINTER BOTANICAL GARDEN DISASTER PLAN – NETWORK DIAGRAM



Appendix 5: LGBG Network Diagram

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN –SERVER LIST



Appendix 6: LGBG Physical and Virtual Server List

PC Name	IP Address	Purpose
Physical Servers		
LGBGDPM01	###.###.###	Backup server and storage
LGBGFS01 (decommissioned)		WSUS Server shortly
LGBG-VM01		Virtual Server Host
LGBGVM02		Virtual Server Host
LGBG-VM03		Virtual Server Host
LGBG-VM04		Virtual Server Host
LGBg-VM5		Virtual Server Host
LGBG-DC1		Active Directory - Domain Controller group policies, users accounts card catalogue of users
LGBGAD02		Secondary Domain Controller, located in Bloemendaal House
LGBG-Files		File Share (S,P,L,U)
<i>LGBG-WAPC</i>		Unifi Controller for WAPS
<i>LGBG-MIP02</i>		MIP Accounting software / Abilia
<i>LGBG-IRIS01</i>		IrisBG Plant Records Database
<i>LGBG-DMS</i>		Dell Management Server
<i>LGBG-HELPDESK</i>		Service Desk Ticketing Software
<i>LGBG-PDQ</i>		<i>PDQ deploy and inventory software</i>
<i>LGBGRDS02</i>		Remote Desktop Server
<i>Plants Plus</i>		Windows 7 PC for PlantsPlus
<i>LGBGREAP01</i>		Raiser's Edge Database
<i>LGBGREWB02</i>		Raiser's Edge Web
<i>LGBGtoro</i>		Toro Irrigation software
<i>LGBG-Print</i>		Print server
<i>LGBG-Sandbox</i>		Sandbox for helpdesk & software testing
<i>LGBGTAM02</i>		TAM Point of Sale

LEWIS GINTER BOTANICAL GARDEN DISASTER PLAN – LC CONTRACTORS



Appendix 7: Living Collections Contractors/Vendors

<p>LEWIS GINTER BOTANICAL GARDEN 1800 Lakeside Ave., Richmond VA 23228</p> <p>SMALL TREE WORK: Ryan Olsen, Hort. Steve Reardon, ISA Avery Crain, Gardener </p> <p>LARGE TREE WORK: Davey Tree 804.288.2602 (office) Alec Selz, Sales Arborist alec.selz@davey.com</p> <p>GROUNDS/TURF: Ruppert Landscaping 804.229.3189 Michael Lyne, Field Manager</p> <p>HVAC: James River Air 804.358.9333 Anthony, Mechanic 804.624.7587</p> <p>GLASS HOUSE REPAIRS: Rough Brothers 513.242.0310 (main) Ryan Dempsey, Account Manager 513.618.7246 (office) (cell)</p> <p>NURSERY SUPPLIES: Griffin Greenhouse 862.233.3454 5612 Pride Rd., Richmond, VA 23224</p> <p>IRRIGATION REPAIRS: Montgomery Irrigation 804.303.2004</p> <p>IRRIGATION LAKE PUMP: Pro Pump & Controls 502.633.0677</p> <p>WATER: Henrico Co. Utilities 804.501.4275</p> <p>WATER DELIVERY: Water King, Inc. 862.236.3555</p> <p>SNOW-PLOWING: BWS Landscaping 804.204.1568</p>	<p>LEWIS GINTER NATURE RESERVE 18168 Dogwood Trail, Rockville, VA 23146</p> <p>LARGE TREE WORK: Mountain Road Tree Service and Landscaping 804.475.9216 15431 Mountain Rd., Montpelier, VA</p> <p>HEAT PUMP/MECH: Barksdale Mech. 804.690.3484 PO Box 386, Montpelier, VA</p> <p>WELL WORK: Royall Pump & Well Co, Inc. Joshua Hogston, Manager 804.598.8147</p> <p>WATER: Goochland Co. Dept. of Public Utilities 804.556.5835 804.556.5349 (weekend, after hours)</p> <p>WATER DELIVERY: Water King, Inc. 862.236.3555</p> <p>SNOW-PLOWING: BWS Landscaping 804.204.1568</p>
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LEWIS GINTER BOTANICAL GARDEN DISASTER PLAN – LC RESOURCES



Appendix 8: Living Collections Post-Disaster Resources

Karen Clowers, Manager of Volunteers

Phone

Email

CVNLA (Central Virginia Nursery and Landscape Association)

Phone

Email

Virginia Native Plant Society, State Contact

Phone

Email

Azalea Society of America, Northern Virginia Chapter

Phone

Email

LEWIS GINTER BOTANICAL GARDEN 1800 Lakeside Ave., Richmond VA 23228 Extension Master Gardeners and/or Virginia Cooperative Extension City of Richmond Main Office: 804.786.4150	LEWIS GINTER NATURE RESERVE 18168 Dogwood Trail Road, Rockville, VA 23146 Extension Master Gardeners and/or Virginia Cooperative Extension Goochland County Main Office: 804.556.5841
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LEWIS GINTER BOTANICAL GARDEN DISASTER PLAN – NLC CONTRACTORS



Appendix 9: Non-Living Collections Contractors/Vendors

There is an emergency salvage supply kit located in the Lora M. Robins Library librarian's office, containing hard hats, newsprint, freezer paper, tarps, flashlights, tape, rubber gloves, extension cords, nylon line, etc.

FREEZER FACILITIES:

Radford Cold Storage | 804.644.2671
4808 Radford Ave., Richmond, VA
www.richmondcold.com

FREEZER FACILITIES:

Lineage Logistics | 804.232.1266
2900 Cofer Rd., Richmond, VA

REFRIGERATED TRUCKS:

Mid-Atlantic Transportation
Refrigeration | 804.798.2040
11073 Washington H., Glen Allen, VA

STORAGE CONTAINERS:

Commonwealth Trailer | 804.798.1099
711 North Washington Highway
Ashland, VA 23005
855.933.1718

STORAGE CONTAINERS:

SmartBox | 804.282.9944
2100 Dabney Road, Richmond, VA
877.627.8269

CRATES & BOXES:

Lowe's | 804.219.0640
1640 West Broad St., Richmond, VA

Home Depot | 804.289.6020
6501 West Broad St., Richmond, VA

ELECTRIC FANS & PUMPS:

Rental Works | 804.288.0018
6520 W. Broad Street, Richmond, VA

Sunbelt Rentals | 804.364.3026
Branch #166
12570 Broad Street, Richmond, VA

DEHUMIDIFIERS & GENERATORS:

Rental Works | 804.288.0018
6520 W. Broad Street, Richmond, VA

Sunbelt Rentals | 804.364.3026
Branch #166
12570 Broad Street, Richmond, VA
800.667.9328

PORTABLE HVAC:

Sunbelt Rentals | 804.364.3026
800.667.9328

DOLLIES & PALLETS:

Interstate Pallet | 804.226.0229
3707 Nine Mile Rd., Richmond, VA

Recycled Pallets | 804.730.4218
8029 Industrial Park Rd.,
Mechanicsville, VA 23116

LEWIS GINTER BOTANICAL GARDEN DISASTER PLAN – NLC RESOURCES



Appendix 10: Non-Living Collections Post-Disaster Resources

The following are selected conservators from the Richmond and Virginia area, who may serve as initial contacts in an emergency or disaster scenario. An asterisk (*) indicates the named disaster response volunteer is a member of the Virginia Conservation Association. Many conservators in private practice work from their home or have made their home telephone numbers available for this list. ***These contact numbers are to be used by Garden staff only in the event of a disaster that affects Non-Living Collections. These numbers are NOT to be publicly distributed.***

<p>ARCHITECTURAL MATERIALS:</p> <p>Name Address Phone number(s)</p> <p>Name Address Phone number(s)</p> <p>BOOKS AND PAPER:</p> <p>Name Address Phone number(s)</p> <p>Name Address Phone number(s)</p>	<p>COSTUME/TEXTILES:</p> <p>Name Address Phone number(s)</p> <p>FURNITURE:</p> <p>Name Address Phone number(s)</p> <p>PAINTINGS & FRAMES:</p> <p>Name Address Phone number(s)</p>	<p>PHOTOGRAPHIC MATERIALS:</p> <p>Name Address Phone number(s)</p> <p>METALS, SCULPTURE:</p> <p>Name Address Phone number(s)</p>
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Additional information is available from the American Institute for Conservation (AIC) at (202) 452-95

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – FACILITIES VENDORS



Appendix 11: Facilities Contractors/Vendors

<p>ALARM SYSTEM MONITORING: Fire & Life Safety America (FLSA) 800.560.9425 804.222.1381 Kenneth, Technician 804.497.1102</p> <p>SECURITY & FIRE ALARM SYSTEM EQUIPMENT & REPAIR: BFPE 804.447.2900</p> <p>KITCHEN FIRE SUPPRESSION: Safety First 804.232.2958</p> <p>BUILDING AUTOMATION: Mid-Atlantic Controls 804.262.4923 Matt Wells, Technician 804.426.0176 (cell) 804.502.0871</p> <p>ELECTRICITY: Dominion/VA Power 888.667.3000</p> <p>ELECTRICAL: Abbott and Harris 804.363.3241 Chewing & Wilmer 804.231.7373 (24-hour emergency)</p> <p>GENERATORS: Carter Machinery 804.837.4966 804.814.1558 (after hours service)</p> <p>HVAC PM/SERVICE (Primary): James River Air 804.358.9333 Wade, Service Tech. 804.393.3702</p> <p>NATURAL GAS: City of Richmond Dept. of Public Utilities 804.646.4646</p> <p>PROPANE: Quarles 877.444.3835 (main) 804.355.7104 (local office)</p>	<p>PLUMBING (Primary): James River Air 804.358.9333 Wade, Service Tech. 804.393.3702</p> <p>PHONE: Pritchett Comm. 804.264.7888 Willie 804.855.4457</p> <p>PHONE SERVICE: Verizon 800.837.4966 Account #556-674-669-0001-68</p> <p>ELEVATOR MAINTENANCE: Thyssen-Krupp 804.355.9792 800.492.3285 (24-hour emergency)</p> <p>RUG CLEANING: B&L Flooring 804.405.3808</p> <p>ROOFING: Davidson Roofing 804.357.0086 NW Martin & Co. 804.648.2811 Cross Timbers Roofing 804.441.1773 R.W. Harper & Co. 804.233.6550 Saunders Roofing 804.353.9919</p> <p>SNOW-PLOWING: BWS Landscaping 804.204.1568</p> <p>WATER/SEWER: Henrico Co. Utilities 804.501.4275</p> <p>WATER PLAY: Southern Playground 757.943.1225</p> <p>WELDING: West End Machine 804.266.9631</p>
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LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – IT CONTRACTORS



Appendix 12: IT Contractors/Vendors

Responsibility for the healthy and maintenance of the Garden’s network rests with Strategy Café (information below). This vendor can also provide assistance during disaster recovery and additional technical support for urgent and high-level issues.

PRIMARY CONTACT:

Name
Address
Phone number(s)

MFD, LASER PRINTERS:

Name
Address
Phone number(s)

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – DISASTER IMPACT REPORT



Appendix 13: Disaster Impact Report

- In the case of a disaster or incident, in accordance with the LGBG Disaster Plan, the DoF, DoH or designee, will serve as Incident Commander (IC).
- The IC is to participate in, delegate and/or assign property-wide damage assessments.
- The IC should complete this form and submit it, along with any additional information or photographs, to the COO as soon after the disaster or incident as is safe and practicable.
- This form is a tool that should be used to report damages to the COO, leadership, insurance, and other stakeholders. It will also serve to inform disaster plan reviews and improvements.

Mark the type of incident or disaster you are reporting on this form:		
<input type="checkbox"/> High Winds	<input type="checkbox"/> Impoundment Failure	<input type="checkbox"/> Loss of Rare Plants
<input type="checkbox"/> Tornado	<input type="checkbox"/> Fire	<input type="checkbox"/> Bomb/Bomb Threat
<input type="checkbox"/> Severe Thunderstorm	<input type="checkbox"/> Ice Storm	<input type="checkbox"/> IT Compromise
<input type="checkbox"/> Drought	<input type="checkbox"/> Snow Storm	<input type="checkbox"/> Other:
<input type="checkbox"/> Loss of Irrigation	<input type="checkbox"/> Climate Control Failure	<input type="checkbox"/> Other:

After completion of this form, attach all additional documents or photographs, and submit to COO, with a courtesy copy to FC. Fill in the following when submission is complete.

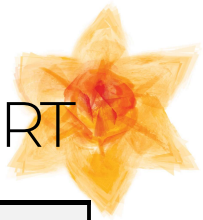
Submitted to COO, cc: FC, by _____ (name) on _____ (date/time)

List mitigating actions taken *before* the disaster:

List damages that are of primary concern to: staff and guest safety, are of the highest level of salvage priority, or are otherwise of paramount concern:

LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN – DISASTER IMPACT REPORT



Note salvage or clean-up priorities and/or schedules:

List losses to Living or Non-Living Collections, Facilities, or IT, esp. losses or damages to items noted as identified assets (Section V.).

Lessons learned: note anything that could be improved in the disaster response, i.e. communication improvement, tools or resources that would have been useful in that situation, issues with contact information, concerns about staff availability, etc.

LEWIS GINTER BOTANICAL GARDEN DISASTER PLAN – BOMB THREAT PROCEDURES



Appendix 14: Bomb Threat Procedures and Checklist

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

** Refer to your local bomb threat emergency response plan for evacuation criteria*

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov



BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information: _____

LEWIS GINTER BOTANICAL GARDEN DISASTER PLAN – ACTIVE SHOOTER CARD



Appendix 15: Active Shooter Pocket Card

COPING

WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

Contact your building management or human resources department for more information and training on active shooter response in your workplace.

PROFILE

OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

CHARACTERISTICS

OF AN ACTIVE SHOOTER SITUATION

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation



CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location



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LEWIS GINTER BOTANICAL GARDEN

DISASTER PLAN

Approved September 28, 2021