



# Welcome to the Connecting to Collections Online Community!



# Featured Resource

[Connecting to Collections Online Community](#) [Log In](#) [Sign Up](#) [Visit](#)




[Home](#) [About](#) [Topics](#) [Discussions](#) [Calendar](#) [Meeting Room](#) [Help](#) [Contact](#)

You are here: [Home](#)

## MayDay!: Create a Game Plan

MayDay is coming! Join Lori Foley, Vice President of Emergency Programs at Heritage Preservation, and LeRae Umfleet, Chief of Collections Management at the North Carolina Department of Cultural Resources on Wednesday, April 18 at 1:00 pm EDT, as they share ...



# MayDay

### LOGIN


To start connecting please log in first. You can also [create an account](#).

Username


Password

Remember Me ☐ [Log In](#)

EVENTS CALENDAR



ACCESS MEETING ROOM



### Recent Discussions

[Who we are](#)[Programs](#)[Resources](#)[Preservation Calendar](#)[Our Members](#)[Support Us](#)[Bookstore](#)[For Kids!](#)[Task Force Home](#)[Sign Up For Our Mailing List](#)[Information on Major Disasters](#)[Disaster Planning and Response Resources](#)[Task Force Initiatives](#)[About the Task Force](#)

## MayDay

*Do One Thing for Emergency Preparedness*

• ARCHIVES • HISTORIC PRESERVATION

LIBRARIES • MUSEUMS



HISTORICAL SOCIETIES

PREPAREDNESS PROTECTS OUR HERITAGE

Each year, archives, libraries, museums, and arts and historic preservation organizations set aside May 1 to participate in MayDay, an initiative to protect cultural heritage from disasters. This year, make sure your institution is prepared!

It's easy to participate in MayDay. Last year, MayDay participants held fire safety sessions for staff and volunteers, stockpiled emergency supplies, and started or updated disaster plans. Use the resources below as inspiration for simple ways to help your organization become more prepared for an emergency.

Heritage Preservation has teamed up with [Gaylord Brothers](#) to offer exciting incentives for MayDay 2012 participants. Follow the link below for information on how to participate in this year's drawing.





**Lori Foley**

Vice President, Emergency Programs  
Heritage Preservation



**LeRae Umfleet**

Chief of Collections Management  
NC Department of Cultural Resources

• ARCHIVES • HISTORIC PRESERVATION

LIBRARIES • MUSEUMS



• HISTORICAL SOCIETIES

# MayDay

**SAVING OUR HERITAGE**  
**MAY 1 • 2012**

PREPAREDNESS PROTECTS OUR HERITAGE



# WORKING WITH **EMERGENCY RESPONDERS**



**TIPS FOR CULTURAL INSTITUTIONS**  
What do they need to know before, during, and after an emergency?



**In any major emergency, you will be working with local emergency responders to save and secure your institution. If you have a good relationship with your local emergency responders and know how their systems and practices work, you can help them keep your staff and collections safe.**

**HOW DO YOU BUILD A RELATIONSHIP WITH THEM?**

Emergency responders are dedicated to serving their community, and they will be interested in the contributions your institution makes to the quality of life.

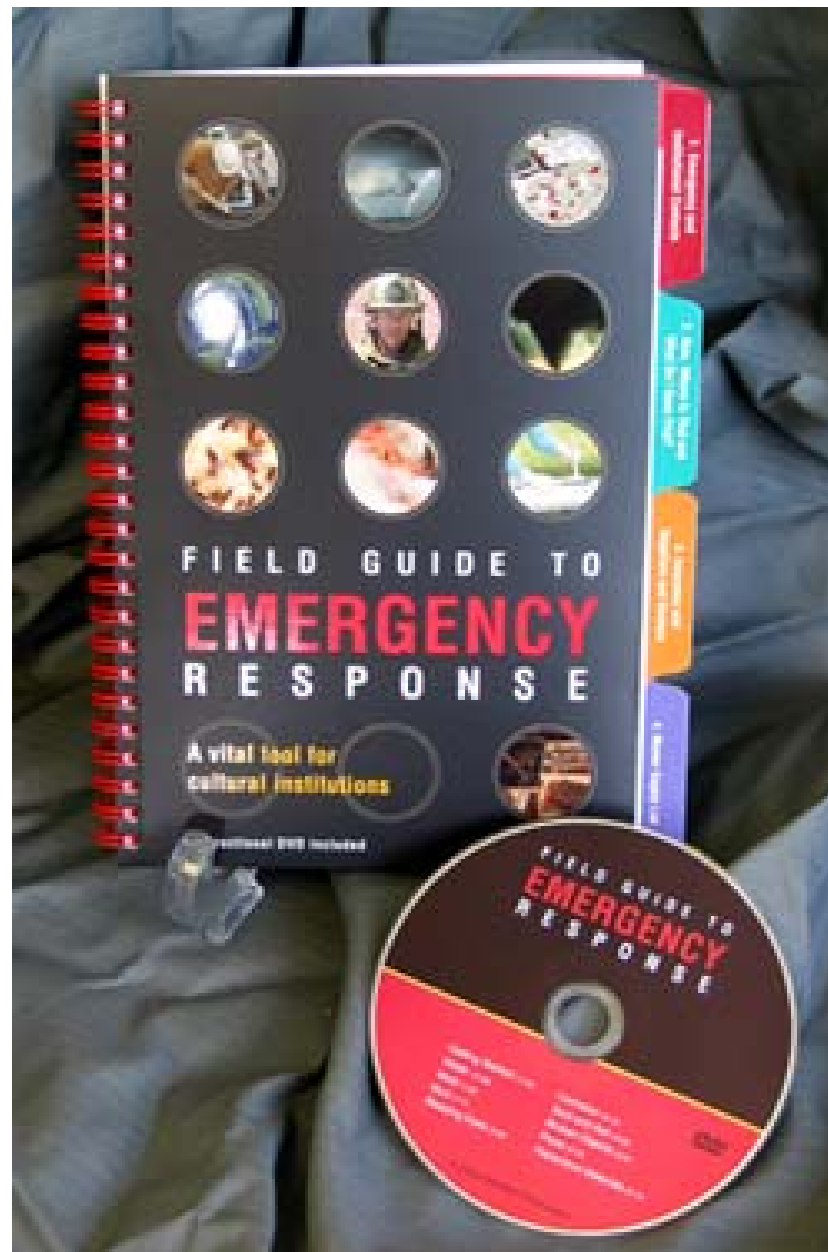
**SOME WAYS TO MAKE CONTACT:**

- Ask for help with site assessment and emergency planning.
- Have the police and fire department do a walk-through.
- Offer free tickets to your institution or hold an emergency responders appreciation night.
- Invite emergency responders to participate in your training and drills.
- Explore ways that staff members might volunteer with emergency responders.
- Suggest that the local emergency management agency stage a table top exercise at your institution.
- Take lunch/cookies to the fire station or police or sheriff's department. Remember that there may be three shifts.

**THINGS YOU CAN DO TO PAVE THE WAY:**

- Learn the basics of the Incident Command System. You can take training online at <http://training.fema.gov>.
- Understand the chain of command. The person in charge may change as your situation develops.
- Take local Community Emergency Response Training (CERT). Check with your local emergency management offices to find out when and where the training is held.
- Ask local emergency responders how they work and communicate.
- Review and become familiar with your community and state emergency response plans.
- List skills and resources you and your staff can offer to the emergency responders.
- Identify ways your institution could help the community in an emergency.







# www.heritagepreservation.org/PUBS/ FGforms.htm

## Disaster Supplies Shopping List

*From the Field Guide to Emergency Response*

No. needed	No. needed
<b>Home Improvement or Hardware Store</b>	
_____ Absorbent materials (e.g., rags, paper towels)	_____ Pumps
_____ Brushes, soft, natural bristle (e.g., paint brushes)	_____ Safety glasses
_____ Buckets	_____ Screening (fine mesh, fiberglass)
_____ Canned air	_____ Scrub brushes
_____ Carts	_____ Sponges (regular and soot)
_____ Caution tape	_____ Tape (duct, packing, masking)
_____ Clothesline or nylon rope	_____ Thermometer, hygrometer, etc.
_____ Dehumidifier	_____ Utility knives and extra blades
_____ Dollies	_____ Vacuum cleaner with HEPA filter
_____ Door wedges	_____ Walkie-talkies, two-way radios
_____ Emergency lighting	_____ Wet-dry vacuum
_____ Extension cords	
_____ Eyewash kits	
_____ Fans (floor and window)	<b>Discount Department Store</b>
_____ First aid kits	_____ Aprons, plastic
_____ Flashlights with extra bulbs and batteries	_____ Blankets
_____ Garden hose with spray attachment	_____ Bubble wrap
_____ Generator	_____ Cardboard boxes
_____ Gloves (disposable latex, nitrile, and rubber)	_____ Chairs, folding/portable
_____ Ground fault circuit interrupters and surge protectors	_____ Emergency lighting
_____ Hard hats	_____ Freezer bags
_____ Mops	_____ Freezer paper or double-sided waxed paper
_____ N95 masks	_____ Hair dryers
_____ NIOSH-compliant respirators for lead	_____ Milk crates
_____ Pallets	_____ Paper towels
_____ Plywood, Plexiglas, or other rigid board	_____ Plastic clips or clothespins
_____ Polyethylene sheeting or plastic tarps	_____ Plastic plates, cups, utensils
_____ Protective clothing (rubber boots, disposable overalls, leather gloves)	_____ Plastic trays, photo trays, or shallow dish pans
	_____ Polyethylene boxes
	_____ Tables, folding/portable
	_____ Toilet paper
	_____ Vacuum cleaner with HEPA filter
	_____ White cotton towels and sheets

## What Do I Save First?

Decide which objects, collections, and records are vital to your organization. These should be the highest priorities for salvage. For example:

- Objects and collections that are central to the institution's mandate, mission, services, and programs.
- Essential records—bibliographic (card catalogs, inventories, electronic storage devices), personnel, and financial.
- Items of high historic, scholarly, or monetary value.
- Objects and collections that are impossible or difficult to replace.

## Collections Priorities

Object/Collection	Location
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

## Data Recovery Priorities

Data	Location	Contact and Phone
1.		
2.		
3.		
4.		
5.		

*From the Field Guide to Emergency Response*

# Heritage Preservation

The National Institute for Conservation

[www.heritagepreservation.org](http://www.heritagepreservation.org)

## 1 DISASTER ALERT If you have advanced warning:

- People come first. Provide assistance. Note needs of people with disabilities.
- Move or secure vital records/high priority items if it can be done safely.
- Screw plywood over windows or use tape to reduce shattering.
- Verify master switch shut-off (water, gas, electricity) by trained staff.
- Move items away from windows and below ground storage into water-resistant areas:
  - Flooding: move items to higher floors.
  - Hurricane: avoid areas under roof.
- Wrap shelves, cabinets, other storage units in heavy plastic sealed with waterproof tape.
- Move outdoor objects indoors or secure.
- Take with you lists of staff, institutional/public officials, insurance and financial data, inventory, supplies, and emergency plan.
- Appoint a staff contact to give instructions on returning to work.

### EMERGENCY RESPONSE ACTION STEPS

Heritage  
Emergency  
National Task Force

## EMERGENCY RESPONSE AND SALVAGE WHEEL™

The first 48 hours can make the difference.

When a natural disaster or other emergency strikes, your collections can be lost. This **Emergency Response and Salvage Wheel™** will help you safeguard collections damaged by water, whether from flood, fire, earthquakes, severe storms or broken pipes. Use the wheel within 48 hours of an emergency when salvage steps are most critical. Emergency Response Action Steps are listed on this side. Salvage information and tips for specific collections are on the other side. These guidelines were developed by experts, but remember that this is an easy reference guide. After an emergency, consult with conservation or preservation specialists as soon as possible. **PLEASE:**

- Study the wheel now and discuss it with other staff. Everyone in your institution should be able to use it.
- Complete the telephone number section today; update it every six months.
- Learn more about emergency response resources in your community.
- Make sure your institution has an emergency preparedness and response plan. It will minimize collection loss.
- **SAFETY FIRST! EVACUATE THE BUILDING AT ONCE IF EMERGENCY AUTHORITIES DIRECT YOU TO.**



FEMA

### EMERGENCY NUMBERS

Fire Department

Police Department

Ambulance

Poison Control Center

Physician

### ESSENTIAL NUMBERS

Local Emergency Management Office

Local American Red Cross Chapter

Insurance Representative or Risk Manager

Staff Emergency Officer

Nearest Conservator

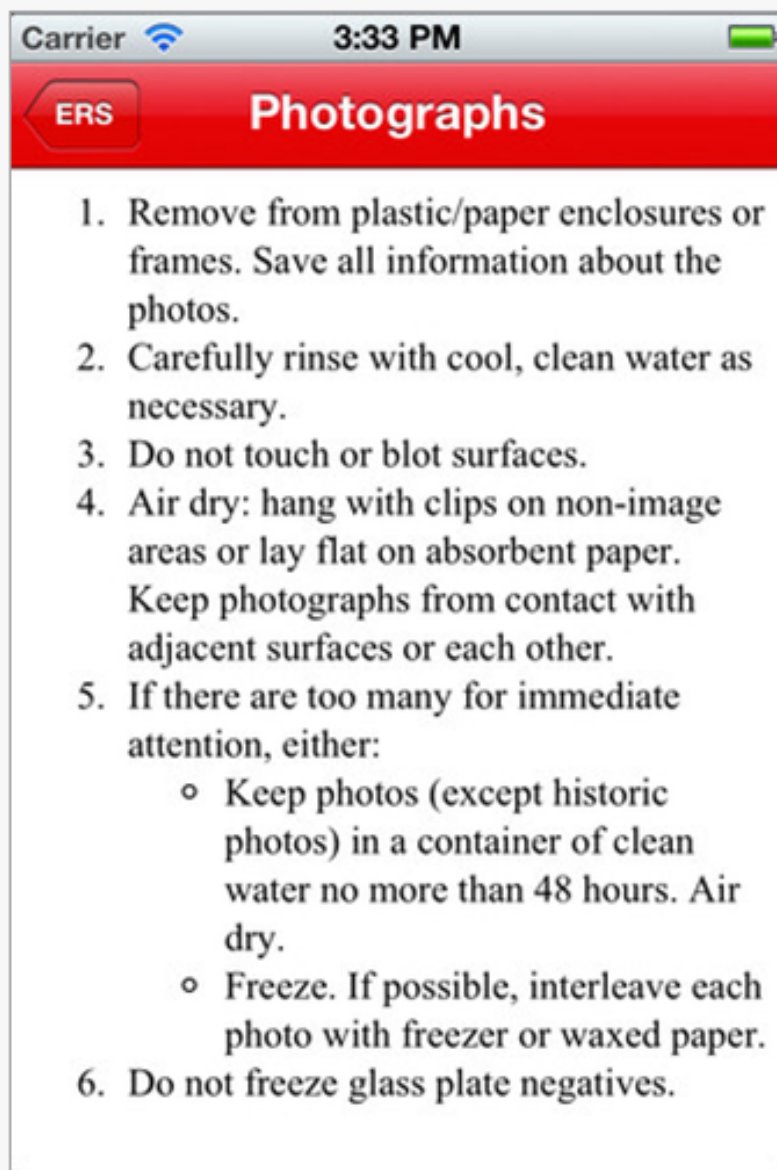
Heritage Preservation

[www.heritagepreservation.org](http://www.heritagepreservation.org)

© 2005, Heritage Preservation, Inc. All Rights Reserved. Sponsored by the Heritage Emergency National Task Force, an initiative of the Federal Emergency Management Agency and Heritage Preservation. First printing funded by the National Endowment for the Humanities.

Side 1

## iPhone Screenshots



# R&D

## “Rip off and Duplicate”

- ✓ Use effective strategies developed by other institutions or entities.
- ✓ Even a small MayDay 2012 activity will equal one step closer to preparedness.



INSTITUTE *of*  
**Museum** and **Library**  
SERVICES



North Carolina  
**Connecting  
to Collections**

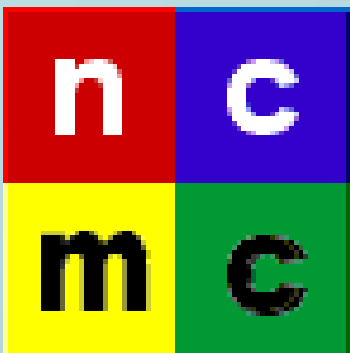


NORTH CAROLINA  
DEPARTMENT OF  
**CULTURAL  
RESOURCES**

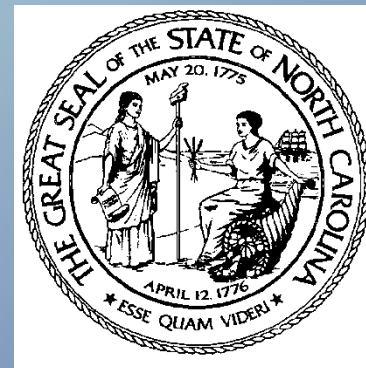
---

[WWW.NCCULTURE.COM](http://WWW.NCCULTURE.COM)





# Collaboration is our key to success



**ncpc** | **North Carolina Preservation Consortium**  
Preserving collections in libraries, museums, archives, and historic sites

**Cultural Resources  
Emergency Networks**

**MACREN**

**TACREN**



NORTH CAROLINA

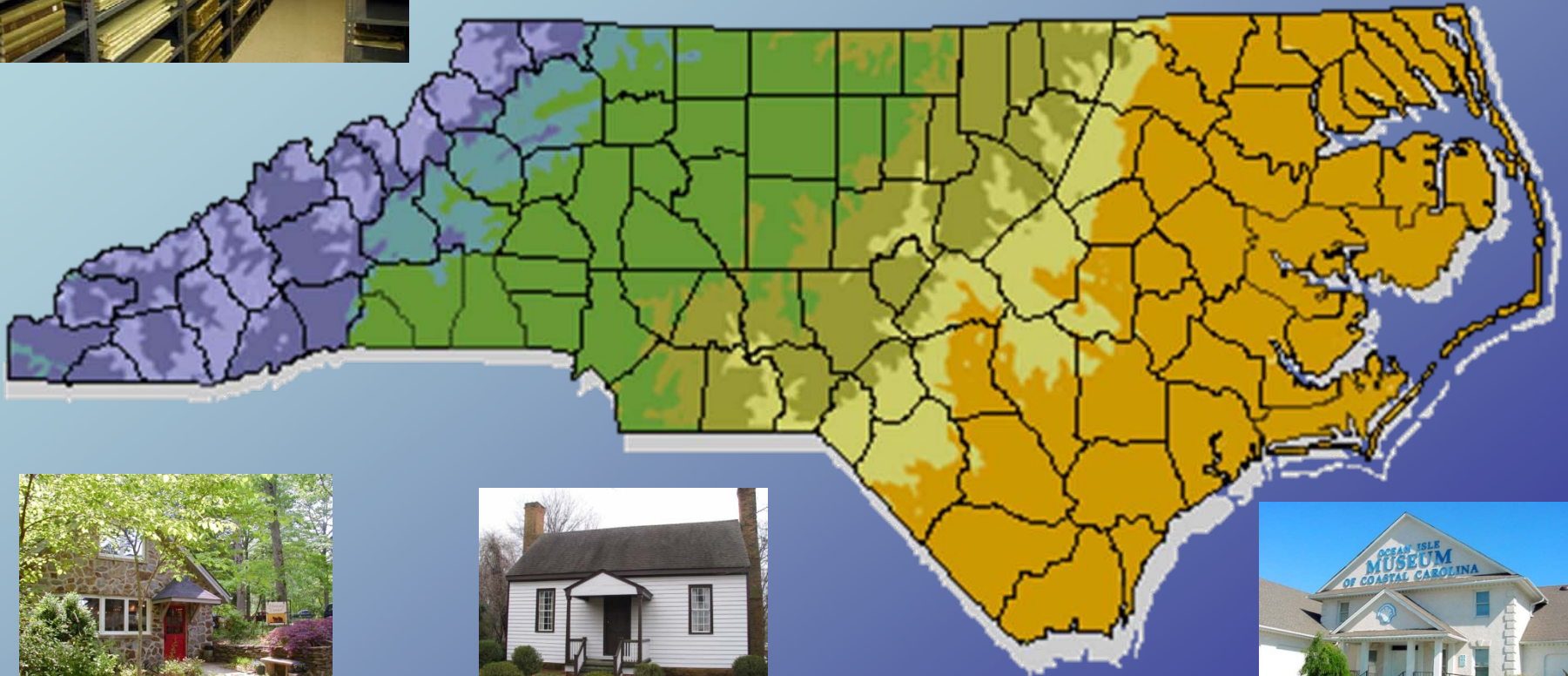
STATE HISTORICAL RECORDS ADVISORY BOARD

*"history for all the people"*





# 950 Institutions Across our State!



NC's cultural heritage institutions care for more than 13 million objects and more than 200 million linear feet of archival materials.





# Hurricane Irene

**220** Cultural Heritage Institutions in areas directly affected by Irene



- Libraries flooded
- Museums/galleries flooded
- Historic Sites - trees, fences, & structures damaged



# NC ECHO Survey:

## 72% of institutions have no disaster response plan







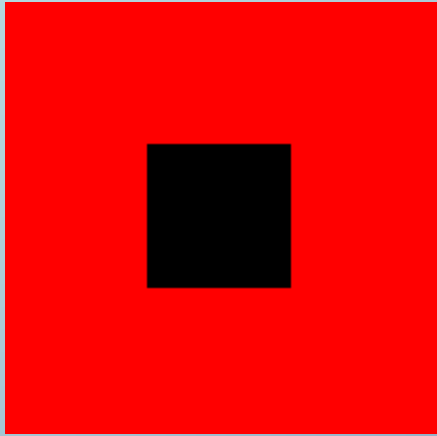
## C2C Survey: (2011)

45% of institutions  
have no disaster  
response plan

(victory?)

# A Hollow Victory....

- Is staff trained to implement your plan? **NO**
- Do you hold training events? **NO**
- Do you have salvage instructions? **NO**
- Do you have a response supply kit? **NO**
- Do you plan for saving electronic records? **NO**



(Hurricane warning flag)



# Break the cycle!

Training is key to stopping the decay of written plans and improving response.

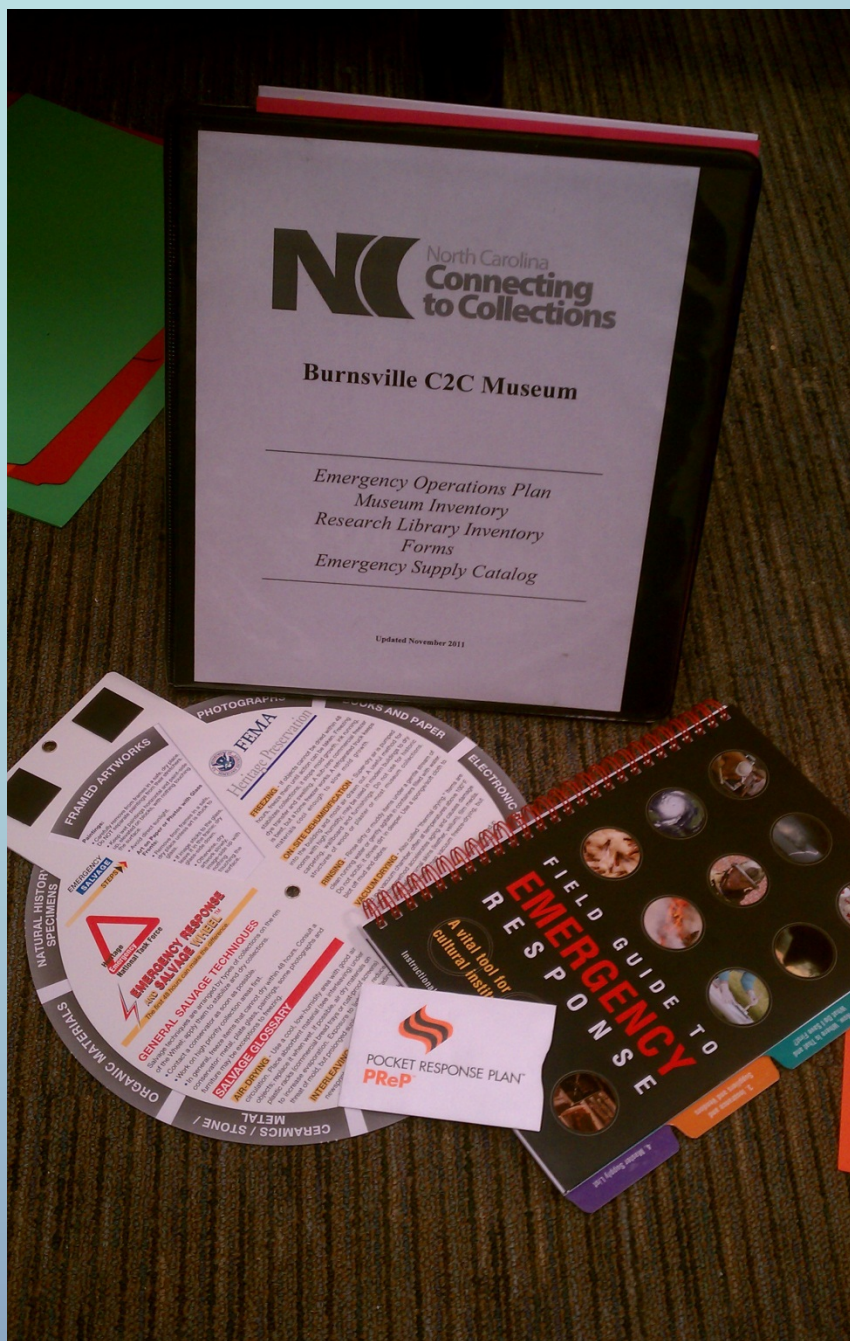




# “Burnsville C2C Museum”

## Breaking news:

The newly established Burnsville C2C Museum in Buxton experienced a devastating fire on February 6<sup>th</sup>. With the help of a well-written plan, an inventory, and a kit of response supplies, all collections were safely removed from the building.

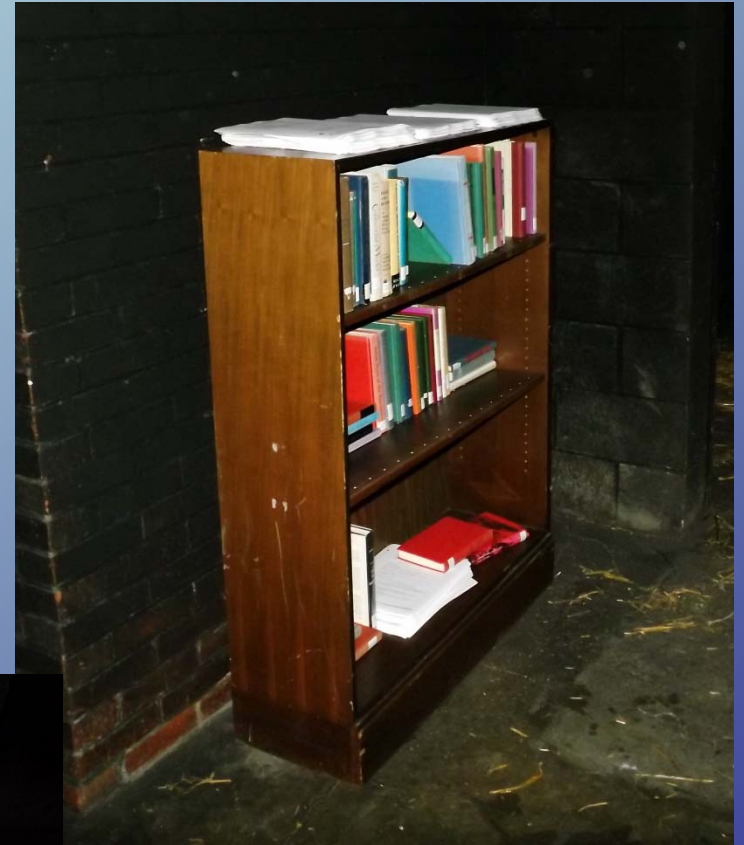


# Burnsville C2C Museum



A brick building...

plus exhibits



and reference / archives...



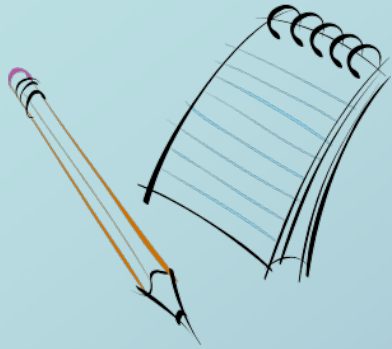


Equals a mess to manage  
after a fire and it's declared  
safe for staff to enter and  
begin salvage operations.....

# NC C2C MayDay 2012



A free severe weather spotting workshop led by the National Weather Service.



# MayDay R&D

(rip off and duplicate)

## **Break the cycle of unpreparedness!**

- Start a plan
- Dust off your plan and update it
- Schedule a fire drill or training exercise
- Send an email to start the ball rolling
- Survey storage, exhibit spaces, and/or stacks areas for hazards
- Buy the *Field Guide to Emergency Response*
- Download a new app



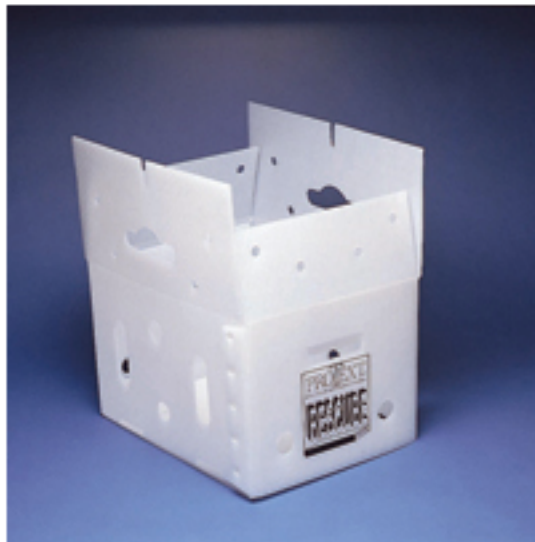
# MayDay Prizes

**Gaylord**  
Your Trusted Source®



## **Two Leak Alert Water Detectors**

Catch leaks before they spread! The Leak Alert Water Detector will sound a 95dB alarm for 72 hours as soon as it comes in contact with water. The detectors are fully automatic; just place on the floor near vulnerable collections.



## **Six Rescube® Disaster Recovery Cartons**

These easy to use, lightweight boxes are great to have on hand in an emergency situation. Made of durable corrugated polyethylene, Rescube® cartons are useful to transport and store water-soaked books or papers.



### **Collections Protection Kit**

Sealed in a six-gallon bucket, this kit is stocked with enough supplies for a two-person team to protect collections in a flood-related emergency. Among the essential items: sponges, triage tags, waterproof tarp, plastic sheeting, tape, light sticks, and a waterproof document pouch.

# Your Institution's Name Here!

**React Pak™**

Created by a disaster professional, the React Pak™ contains the basic supplies and equipment needed to cope with water damage. Contents include aprons, gloves, boots, mops, plastic sheeting, and a Rescue® Disaster Recovery Carton.