

Overview: What Disaster Planning Entails

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Webinar Goals

Disaster planning essentials

- Terminology
- Suggested plan contents
- Building relationships
- Planning resources



2

A Public Trust at Risk

The Heritage Health Index is the first comprehensive survey ever conducted of the condition and preservation needs of our nation's collections. The survey was conceived and implemented by the nonprofit organization Heritage Preservation in partnership with the Federal Institute of Museums and Library Services.

Over 4.8 Billion Artifacts are held in public trust by more than 30,000 institutions.

These artifacts include the richness and diversity of our heritage and include our books and manuscripts, photographic documents, small objects, human remains, and archaeological artifacts, and natural science specimens.

These artifacts are at risk. The consequences of neglect are dire. Without proper care, these artifacts will be lost to future generations. The consequences of neglect are dire. Without proper care, these artifacts will be lost to future generations.



<http://www.heritagepreservation.org/HHI/index.html>

3


Catastrophic Vulnerability

Collections Are Vulnerable to Swift and Catastrophic Loss

Every collection institution should have an emergency plan that includes the collection, staff, and the building. The plan should be tested to ensure it works.

4.8 billion items of books, cultural, and scientific objects are at risk. Without proper care, these artifacts will be lost to future generations.

A broken hot water pipe flooded a room in the National Archives. The water was so hot that it caused the books to catch fire. The damage was so severe that the room had to be closed for several weeks.



4



Czech Republic & Slovak Museum & Library

Burst pipe or sprinkler setoff




Czech Museum




6

Nuweetooun Tomaquag Indian Memorial Museum

ROARING BROOK




INACCESSIBILITY



7


Cutty Sark

4 AM GMT



Cutty Sark £700,000 raised in first 48 hours


3PM GMT




8

Redwood Library

Structural failure





9

Redwood Library

Priceless historical artifacts damaged in weekend blaze

During an extensive renovation, Newport's Redwood Library & Athenaeum had sent much of its collection to a Massachusetts storage center, where the fire occurred.

BY RICHARD SALIT
Journal Staff Writer

NEWPORT — Cheryl French never imagined it could come to this. On Saturday, the director of the historic Redwood Library & Athenaeum found herself wading in several inches of freezing water in a Massachusetts storage facility, the smell of smoke pungent in the air.

Swamp leaves sat at her feet and piles of rare books were gone, along with the floor, surrounded by fire hoses. What was the library's greatest treasure? The answer is: priceless. What happened to the

French's collection? The answer: the Redwood Library & Athenaeum's original collection of biographies and other rare books, including the original of the first edition of the Declaration of Independence. Over the next 24 hours, she would discover a deputy fire chief to let her continue her attempt to rescue the books. And she would learn more about saving the damaged artifacts than she ever could to know, not at the time in these rare, damaged artifacts to save them.

ARTIFACTS, AID



10

The Disaster Mantra




The Hitchhiker's Guide to the Galaxy

Be Calm
Be Flexible
Be Deliberate

11

Terminology

- **Emergency**
 - Unforeseen occurrence that calls for immediate action
- **Disaster**
 - Sudden, unplanned event that produces great material damage, loss and distress



12

Terminology

Hazard

- a condition that presents the potential for harm
- Natural
- Environmental
- Industrial or technical
- Accidental
- Human

Risk

- the probability or chance that a particular hazard will lead to injury, loss, or damage

13

Risk Management

Probability and effect

	High Probability	Low Probability
High Effect	Flood Fire Burst water pipe Hurricane	Earthquake Nuclear fallout Civil unrest Pandemic flu
Low Effect	Leaking pipe/tap/toilet Theft Vandalism	Shelf collapse Theft Vacuum malfunction

14

Emergency Management

1. Mitigation/
Prevention
2. Preparedness
3. Response
4. Recovery



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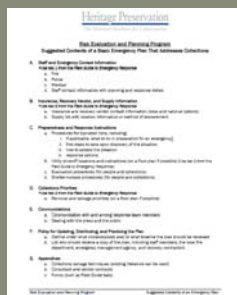
Why is planning important?

- Likelihood of emergencies happening
- Protection of cultural resources
- Continuity of institution's mission
- Professional responsibility
- Reduces financial costs of response
- Often a legal responsibility



16

Suggested Contents of a Plan



17

Contents of a Basic Plan

- Emergency contact information
- Insurance, vendor and supply information
- Preparedness & response instructions
- Collection priorities
- Communications
- Policy for review and plan updates
- Appendices

18

A. Staff & Emergency Contacts

- Fire
- Police
- Medical
- Staff
 - Planning & Response teams



19

B. Support Needs

- Insurance
- Recovery Vendors
 - Disaster recovery firms
 - Specialty conservators
- Supply Information



20

C. Preparedness & Response Instructions

- Procedures for response
- Utility shutoffs
- Evacuation procedures
- Shelter in place



21

D. Collection Priorities

- Removal and Salvage
 - Vital institutional information
 - Items on loan
 - Unique or mission critical
 - Primary research
 - Prone to damage if untreated



22

E. Communications

- Communication with and among staff
 - Phone tree
 - Supplemental equipment
- Public relations
 - Press
 - Social media sites



23

F. Policies

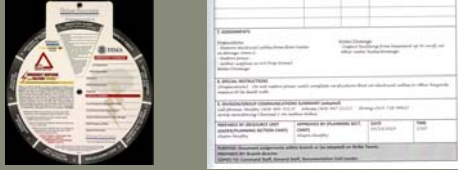
- Plan reviews & updates
 - Circumstances
 - Timeline
 - Training
- Distribution
 - Staff
 - First responders
 - Recovery vendors



24

G. Appendices

- Salvage techniques
- Consultant & vendor contracts
- Documentation forms




25

Resources



26

Planning Resources



<http://www.heritagepreservation.org/PROGRAMS/TFresources.html>

27

Heritage Preservation Disaster Resources



Field Guide to
Emergency Response




Emergency Response
& Salvage Wheel



Emergency Response
& Salvage Wheel
App

28


Pocket Response Plan



<http://www.statearchivists.org/prepare/framework/prep.htm>

29

PREP Communications Side A



30

PREP Action Side B

<p>NOTE 1: <i>As shown here, the use of the scale to provide data for comparison of the degree of different concerns are well supported in a number of other non-researcher libraries. Since almost always the highest level of concern is about collections, retention, and the future of the library, it is almost likely that the most important issues you face in the library are the retention and future of the library and not the future of the library.</i></p>					
<p>Instructional Program and the Library</p> <p>1. Instructional Program</p> <p>2. Instructional Program</p> <p>3. Instructional Program</p> <p>4. Instructional Program</p> <p>5. Instructional Program</p> <p>6. Instructional Program</p> <p>7. Instructional Program</p> <p>8. Instructional Program</p> <p>9. Instructional Program</p> <p>10. Instructional Program</p> <p>11. Instructional Program</p> <p>12. Instructional Program</p> <p>13. Instructional Program</p> <p>14. Instructional Program</p> <p>15. Instructional Program</p> <p>16. Instructional Program</p> <p>17. Instructional Program</p> <p>18. Instructional Program</p> <p>19. Instructional Program</p> <p>20. Instructional Program</p> <p>21. Instructional Program</p> <p>22. Instructional Program</p> <p>23. Instructional Program</p> <p>24. Instructional Program</p> <p>25. Instructional Program</p> <p>26. Instructional Program</p> <p>27. Instructional Program</p> <p>28. Instructional Program</p> <p>29. Instructional Program</p> <p>30. 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First Responders



Are you on your EMA's radar?

Do your first responders know your needs?



Who are your first responders?

- Local Emergency Management
- Public Works Dept.
- Fire Department
- Mayor or Community Administrator's office
- Police Department
- National Guard
- Emergency Medical Technicians
- Coast Guard

How do you find them?

- Blue Pages in the phone book
 - Local emergency management office
 - Fire Department
 - Police Department
- FEMA at ready.gov
- American Red Cross
www.redcross.org
- National Voluntary Organization Active in Disaster
www.nvoad.org

International Tennis
Hall of Fame & Museum



Wind-driven fire



Questions & Answers

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- What Lurks Within: Identifying Hazards within Your Collections

38

<http://www.heritagepreservation.org/REPP/tools.html>

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