Overview: What Disaster Planning Entails

Tuesday, February 5, 2013
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Disaster planning essentials
- Terminology
- Suggested plan contents
- Building relationships
- Planning resources

A Public Trust at Risk

Catastrophic Vulnerability

Institutions with No Emergency Plan with Staff Trained to Carry It Out

Czech Republic & Slovak Museum & Library

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

Webinar Goals

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

Burst pipe or sprinkler setoff

Czech Museum
Overview: What Disaster Planning Entails

Webinar 1 of
Risk Evaluation: First Step in Disaster Planning
Overview: What Disaster Planning Entails

Feb. 5, 2013

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

Risk Management

Risk Evaluation: First Step in Disaster Planning

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

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

Suggested Contents of a Plan

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
A. Staff & Emergency Contacts
- Fire
- Police
- Medical
- Staff
  - Planning & Response teams

B. Support Needs
- Insurance
- Recovery Vendors
  - Disaster recovery firms
  - Specialty conservators
- Supply Information

C. Preparedness & Response Instructions
- Procedures for response
- Utility shutoffs
- Evacuation procedures
- Shelter in place

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

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

F. Policies
- Plan reviews & updates
  - Circumstances
  - Timeline
  - Training
- Distribution
  - Staff
  - First responders
  - Recovery vendors
G. Appendices

- Salvage techniques
- Consultant & vendor contracts
- Documentation forms

Resources

- http://www.heritagepreservation.org/PROGRAMS/TFresources.html

Heritage Preservation Disaster Resources

- Field Guide to Emergency Response
- Emergency Response & Salvage Wheel
- Emergency Response & Salvage Wheel App

Pocket Response Plan


PREP Communications Side A
PREP Action Side B

First Responders
Are you on your EMA’s radar?

Do your first responders know your needs?

Who are your first responders?
- Local Emergency Management
- Fire Department
- Police Department
- Emergency Medical Technicians
- Public Works Dept.
- Mayor or Community Administrator’s office
- National Guard
- 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
Overview: What Disaster Planning Entails

Questions & Answers
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Risk Evaluation: First Step in Disaster Planning

February 7th, 2013
Thursday
2:00-3:30 PM EST

Earth, Wind & Fire: Identifying External Hazards to Your Collections

February 12th, 2013
Tuesday
2:00-3:30 PM EST

What Lurks Within: Identifying Hazards within Your Collections

February 14th, 2013
Thursday
2:00-3:30 PM EST

Simple as 1-2-3: Ranking the Risks to Your Collections
- Natural disasters
- Man influenced hazards

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

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