As Simple as 1-2-3: Ranking the Risks to Your Collections

Thursday, February 14, 2013
Alexandra Allardt
Principal and Managing Director
ArtCare Resources

Webinar Goals
- Preparedness tools
  - Risk prioritization worksheet
  - Walk-through checklist
- Mitigation tips

Risk Evaluation and Planning Program
www.heritagepreservation.org/REPP

Heritage Preservation Resources

Disaster Planning Resources

REPP Worksheets
As Simple as 1-2-3: Ranking the Risks to Your Collections

Worksheet & Tips

Risk Prioritization Worksheet

Man-Made Hazards

Determining the Risk Rating

Walk-through Checklist

Response Access

Basement access to alarm panels restricted by porch screening

Fire hydrants operable?

Webinar 4 of
Risk Evaluation: First Step in Disaster Planning
As Simple as 1-2-3: Ranking the Risks to Your Collections

Feb. 14, 2013

Webinar 4 of
Risk Evaluation: First Step in Disaster Planning

Walk-through Checklist

1. Fire Safety
   - Are smoke detectors in place and tested? (46)
   - Are fire extinguishers available? (47)
   - Are fire sprinklers and smoke detectors in good working order? (48)
   - Are fire exits and emergency lights in place? (49)

2. Emergency exit light testing
   - Are emergency exit lights working? (50)

3. Hardcopy collection files
   - Are files stored in fireproof cabinets? (51)

4. Database collection files
   - Are databases backed up regularly? (52)

Fire Safety

18" sprinkler-head distance from top shelf?

Best Practices

1. Give fire protection training to all employees.
2. Install smoke detectors in all areas.
3. Test fire extinguishers regularly.
4. Ensure emergency exit signs are visible.
5. Maintain fire escape routes.

Security

Integrated Pest Management
As Simple as 1-2-3: Ranking the Risks to Your Collections

**Pest Management**

- Museumpests.com

**Building Exterior**

- Foundation overgrowth impacts drainage.
- Overhanging diseased trees?
- Locate sources of leaks.
- Clear scuppers and gutters.

**Landscaping Hazards**

- French Drain redirect water.

**Building Maintenance**

- Priority collections near windows.
- Raise collection 4-6" off floor.

**Storage and Exhibit Areas**

- Collections, storage and exhibit areas:
  - Water damage:
    - Water damage:
      - Water damage:
        - Water damage:
          - Water damage:
            - Water damage:

**Storage Areas**

- Priority collections near windows.
- Raise collection 4-6" off floor.
As Simple as 1-2-3: Ranking the Risks to Your Collections

Feb. 14, 2013

Webinar 4 of
Risk Evaluation: First Step in Disaster Planning
Hazardous chemicals must be kept in approved containers.
As Simple as 1-2-3: Ranking the Risks to Your Collections

Thursday, February 14, 2013
alex@artcareresources.com
Alexandra Allardt
Principal and Managing Director
ArtCare Resources