

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

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Webinar Goals

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



4 Phases of Emergency Management

Risk Evaluation and Planning Program

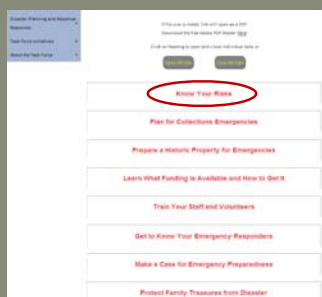
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Heritage Preservation Resources



Disaster Planning Resources



REPP Worksheets



Worksheet & Tips



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Risk Prioritization Worksheet

RISK EVALUATION AND PLANNING PROGRAM Risk Prioritization Worksheet					
HAZARDS	Likelihood of Occurrence (1-5)	Severity of Damage (1-5)	Score	Risk Rating	Comments
I. EXTERIOR Natural Hazards					
1a. Earthquake	1	5	5	High	
1b. Flooding (river ground level or below the water level)	2	5	10	High	
1c. Wind	3	5	15	High	
1d. Tornado	1	5	5	High	
1e. Heavy Snow	1	5	5	High	
1f. High Winds	3	5	15	High	
1g. Hurricane	3	5	15	High	
1h. Ice	1	5	5	High	
1i. Land Mud Slide	2	5	10	High	
1j. Lightning Strike	1	5	5	High	
1k. Loss of water supply for firefighting	1	5	5	High	
1l. Heavy Flooding	3	5	15	High	
1m. Storm Flooding	3	5	15	High	
1n. Storm Tide	3	5	15	High	
1o. Tides or other natural water phenomena	1	5	5	High	
1p. Tornado	1	5	5	High	
1q. Volcanic activity	1	5	5	High	
1r. Wind damage from flying debris	3	5	15	High	
1s. Wind damage from trees	3	5	15	High	

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Man-Made Hazards

HAZARDS	Likelihood of Occurrence (1-5)	Severity of Damage (1-5)	Score	Risk Rating	Comments
II. EXTERIOR Man-Made Hazards					
2a. Chemical Hazards (e.g., hazardous materials)	1	5	5	High	
2b. Biological Hazards (e.g., biohazards)	1	5	5	High	
2c. Radiological Hazards (e.g., nuclear power plants)	1	5	5	High	
2d. Explosive Hazards (e.g., explosives)	1	5	5	High	
2e. Fire Hazards (e.g., fire)	1	5	5	High	
2f. Electrical Hazards (e.g., power lines)	1	5	5	High	
2g. Mechanical Hazards (e.g., machinery)	1	5	5	High	
2h. Structural Hazards (e.g., buildings)	1	5	5	High	
2i. Transportation Hazards (e.g., vehicles)	1	5	5	High	
2j. Other Hazards (e.g., other)	1	5	5	High	
2k. Chemical Hazards (e.g., hazardous materials)	1	5	5	High	
2l. Biological Hazards (e.g., biohazards)	1	5	5	High	
2m. Radiological Hazards (e.g., nuclear power plants)	1	5	5	High	
2n. Explosive Hazards (e.g., explosives)	1	5	5	High	
2o. Fire Hazards (e.g., fire)	1	5	5	High	
2p. Electrical Hazards (e.g., power lines)	1	5	5	High	
2q. Mechanical Hazards (e.g., machinery)	1	5	5	High	
2r. Structural Hazards (e.g., buildings)	1	5	5	High	
2s. Transportation Hazards (e.g., vehicles)	1	5	5	High	
2t. Other Hazards (e.g., other)	1	5	5	High	

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Determining the Risk Rating

RISK EVALUATION AND PLANNING PROGRAM Risk Prioritization Worksheet					
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1s. Wind damage from trees	3	5	15	High	

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Walk-through Checklist

B. Emergency Response Access & External Relationships

B1. ☐ Yes ☐ No Is the site reachable by fire trucks and other emergency response equipment?

B2. ☐ Yes ☐ No What is the response time for fire, medical, and police services for an institutional event?

B3. ☐ Yes ☐ No ☐ n/a Is fire service access maintained and clear for a community-wide event?

B4. ☐ Yes ☐ No ☐ n/a Are fire hydrants:

☐ visible?

☐ accessible?

☐ operable?

B5. ☐ Yes ☐ No ☐ n/a Are fire department connections:

☐ visible?

☐ accessible?

☐ operable?

B6. ☐ Yes ☐ No ☐ n/a Is there a drafting supply nearby (e.g., lake, creek)?

B7. ☐ Yes ☐ No Do local emergency services conduct annual walk-throughs or inspections of the grounds and buildings?

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Response Access



Basement access to alarm panels restricted by porch screening



Fire hydrants operable?

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Walk-through Checklist

K. Fire Safety	
K1. <input type="checkbox"/> yes <input type="checkbox"/> no	Are appropriate detection systems in place and wired to a 24-hour monitoring station?
K2. <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> n/a Are detection systems tested regularly (at least semi-annually)?
K3. <input type="checkbox"/> yes <input type="checkbox"/> no	Is an automatic suppression system present and working?
K4. <input type="checkbox"/> yes <input type="checkbox"/> no	Are all openings in the floors, ceilings, and walls able to be closed or sealed to prevent fire from spreading?
K5. <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> n/a Are stairwell and hallway fire doors kept closed?
K6. <input type="checkbox"/> yes <input type="checkbox"/> no	Are stairwells and evacuation routes free of obstructions?
K7. <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> n/a Are fire escape stairs in good condition?
K8. <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> n/a Do emergency lighting units operate when tested?
K9. <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> n/a Are emergency lighting units tested monthly?
K10. <input type="checkbox"/> yes <input type="checkbox"/> no	Are exterior emergency exit routes kept clear of snow and ice?
K11. <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> n/a Are lighting levels properly maintained?
K12. <input type="checkbox"/> yes <input type="checkbox"/> no	Are illuminated exit signs lit and easy to see?
K13. <input type="checkbox"/> yes <input type="checkbox"/> no	Are portable fire extinguishers in proper locations?
K14. <input type="checkbox"/> yes <input type="checkbox"/> no	Are portable fire extinguishers fully charged and tagged?
K15. <input type="checkbox"/> yes <input type="checkbox"/> no	Are fire extinguishers inspected monthly?
K16. <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> n/a Is the sprinkler system operable and accessible?
K17. <input type="checkbox"/> yes <input type="checkbox"/> no	Is a space of at least 18 inches kept between sprinkler and the ceiling?
K18. <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> n/a Are fire hose cabinets easily visible and accessible?
K19. <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> n/a Are fire hose cabinets kept in good order?

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Fire Safety



18" sprinkler-head distance from top shelf?

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Fire Safety



Automatic fire door closings



Emergency exit light testings

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Best Practices

G. Best Practices	
G1. <input type="checkbox"/> yes <input type="checkbox"/> no	Does the institution maintain thorough collections accession and inventory documentation, including images?
G2. <input type="checkbox"/> yes <input type="checkbox"/> no	Are duplicates of the catalog and inventory maintained in a secure off-site location?
G3. <input type="checkbox"/> yes <input type="checkbox"/> no	Are backups of institutional financial and operational information maintained in a secure off-site location?
G6. <input type="checkbox"/> yes <input type="checkbox"/> no	Does the institution have a long-range conservation/preservation plan?
G7. <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> n/a Has a staff member been assigned the responsibility for implementation of the long-range conservation/preservation plan?
G8. <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> n/a Have emergency plans been tested, reviewed, and revised on an as-needed basis?
G9. <input type="checkbox"/> yes <input type="checkbox"/> no	Does the institution keep building and site drawings indicating the location of utility control valves?
G10. <input type="checkbox"/> yes <input type="checkbox"/> no	Does the institution routinely monitor for collections conditions?
G11. <input type="checkbox"/> yes <input type="checkbox"/> no	Does the institution routinely monitor for security?
G12. <input type="checkbox"/> yes <input type="checkbox"/> no	Does the institution borrow objects from other collections?
G13. <input type="checkbox"/> yes <input type="checkbox"/> no	When designing or installing new exhibits, are exit routes taken into account?
G14. <input type="checkbox"/> yes <input type="checkbox"/> no	When designing or installing new exhibits, is ease of object retrieval/removal in an emergency taken into consideration?
G15. <input type="checkbox"/> yes <input type="checkbox"/> no	Are special events permitted?

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Security



Hardcopy collection files



Database collection files

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Integrated Pest Management



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Pest Management



Museumpests.com

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Building Exterior

RISK EVALUATION AND PLANNING PROGRAM
Walk-through Checklist

Section 2: Building Information
Building Name: _____

H. Building Exterior

H1.	Yes	No	Ch/a	Is the building exterior well lighted?
H2.	Yes	No		Are there locks on all windows and doors?
H3.	Yes	No		Are there alarms on all windows and doors?
H4.	Yes	No	Ch/a	Is the building exterior well maintained 24 hours?
H5.	Yes	No		Is the roof sloped or pitched (not flat)?
H6.	Yes	No		Is the roof covering sound—no buckling, bubbles, leaks, cracks, or standing water?
H7.	Yes	No		Is roof and overhang flashing/caulking intact?
H8.	Yes	No		Is equipment properly anchored on roof?
H9.	Yes	No	Ch/a	Is the drainage system (pipes, gutters, downspouts, etc.) connected into sewer system?
H10.	Yes	No	Ch/a	Is the drainage system directed away from building footings?
H11.	Yes	No	Ch/a	Is there good drainage around doors?
H12.	Yes	No	Ch/a	Are caulking and sealants around windows and skylights sound?
H13.	Yes	No		Are walls free of cracks and seepage?
H14.	Yes	No	Ch/a	Does the building comply with seismic codes?
H15.	Yes	No		Does the building comply with fire codes?
H16.	Yes	No		Does the building comply with electrical codes?

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Landscaping Hazards



Foundation overgrowth impacts drainage.



French drains redirect water.



Overhanging diseased trees?

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Building Maintenance



Locate sources of leaks.



Clear scuppers and gutters.

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Storage and Exhibit Areas

J. Collections Storage and Exhibition Areas

J1.	Yes	No		Is storage furniture well braced?
J2.	Yes	No		Are shelving and other storage furniture 4 to 6 inches off the floor?
J3.	Yes	No		Are water pipes (both potable and fire suppression pipes) in the ceiling in the collections storage and exhibition areas?
J4.	Yes	No		Have water pipes (both potable and fire suppression pipes) in the ceiling in the collections storage and exhibition areas been tested?
J5.	Yes	No		Are collections storage areas equipped with:
	Yes	No		water alarms?
	Yes	No		drain pans?
J6.	Yes	No		Are exhibition areas equipped with:
	Yes	No		water alarms?
	Yes	No		drain pans?
J7.	Yes	No		Are all exits unobstructed?
J8.	Yes	No		Are priority collections stored away from windows?
J9.	Yes	No		Are exhibits and collections properly spaced (i.e., not overcrowded)?
J10.	Yes	No		Are exhibit case lights operating properly with no signs of overheating?
J11.	Yes	No		Is all exhibit furniture clear of exit routes and fire protection equipment?
J12.	Yes	No		Are electrical needs met properly (e.g., no extension cords used)?
J13.	Yes	No		Are salvage equipment and materials available from an easily accessible remote location?

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Storage Areas



Priority collections near windows



Raise collection 4-6" off floor

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Storage Accessibility



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Facility Practices



Electrical code violations



Labeled pipes

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Water Threats

L. Protection from Water Damage		
L1.	Yes	No
L2.	Yes	No
L3.	Yes	No
L4.	Yes	No
L5.	Yes	No
L6.	Yes	No
L7.	Yes	No
L8.	Yes	No
L9.	Yes	No
L10.	Yes	No
L11.	Yes	No
L12.	Yes	No
L13.	Yes	No
L14.	Yes	No
L15.	Yes	No

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Mechanical Leaks



Corrosion is a sign of a deficiency.

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Water Hazards



Overflowing dehumidifiers and old plumbing present hazards.

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Water Ingress



Mold and flaking walls indicate moisture.



Floor drains need plugs and back-flow valves.

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Indoor Hazards

M. Indoor Hazards	
M1. Dyes Cno	Are emergency measures in case of accidental spills posted?
M2. Dyes Cno	Is immediate clean-up of spills assigned to a staff member?
M3. Dyes Cno	Are spill clean-up supplies located on site?
M4. Dyes Cno	Are flammable/combustible liquids kept in approved safety containers?
M5. Dyes Cno	Are flammable/combustible liquids stored in an approved cabinet?
M6. Dyes Cno	Are safety cabinet vents clear of obstructions?
M7. Dyes Cno	Are soiled rags kept in an approved self-closing waste container?
M8. Dyes Cno	Are decorations for holidays or special events inspected for proper functioning when in use?
M9. Dyes Cno	Are decorations for holidays or special events stored in a safe place when not in use?
M10. Dyes Cno	
M11. Dyes Cno	

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Flammables



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Fire Safety



Hazardous chemicals must be kept in approved containers.

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Fire



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Electrical

ELECTRICAL CODES



FIRE HAZARDS



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Electrical Hazards

Non-code compliant



Safety & health risks



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Emergency Management

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



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