

;
; 03/12/13 2:43 PM
;
;;;webinar

>> THANK YOU, SUSAN.
IT LOOKS LIKE WE'RE RECORDING
NOW.
I'LL GO AHEAD AND DO MY
INTRODUCTION.
WELCOME BACK EVERYONE AND THANK
YOU FOR JOINING US TODAY.
WE'RE ON OUR THIRD WEBINAR FOR
THE COURSE PROTECTION YOUR
COLLECTIONS, WRITING AND
DISASTER RESPONSE PLAN.
OF COURSE WE HAVE ANOTHER GREAT
WEBINAR FOR YOU.
PREP SITE.
AS YOU ALREADY KNOW THIS IS JUST
ONE COURSE IN THE SERIES CARING
FOR YESTERDAY'S TREASURES TODAY,
A PROJECT THAT'S BEEN MADE
POSSIBLE BY A -- AND WITH HELP
FROM LEARNING TIME.
IT LOOKS LIKE WE HAVE ANOTHER
GREAT CROWD TODAY.
WE'RE UP TO 198 PEOPLE WHO ARE
LOGGED IN I'M JUST TO QUICKLY
SHARE.
IF YOU WERE CURIOUS HOW MANY
PEOPLE ARE LOGGED IN, WHEN YOU
ENTER YOUR FIRST AND LAST NAME,
YOU SHOW UP ON OUR ATTENDANCE
LIST.
WE START YOU ALL HERE.
>> THIS MEETING IS NOW BEING
RECORDED.
>> LET ME MOVE THIS BACK OVER.
AND IT LOOKS LIKE WE'RE SLOWLY
CREEPING UP PAST 200.
>> IT LOOKS LIKE YOU'RE ALL
SAYING HELLO.
I'M GETTING MESSAGES ABOUT NOT
HAVING AUDIO.
>> IF YOU DON'T HAVE AUDIO MY

SUGGESTION IS TO CLOSE OUT AND
COME BACK IN AND TRY AGAIN.

WE DO KNOW THE AUDIO IS
STREAMING AND THE REST OF THE
AUDIENCE CAN HEAR IT JUST FINE.

>> I'M GOING TO GO AHEAD AND
KEEP GOING.

SO.

I WILL NOT ONLY ASK YOU TO SAY
HELLO BUT I WANT YOU TO SHARE
WITH THE GROUP IF YOU STARTED
WORKING ON PREP OR WORKING ON A
DRAFT OR REVISING A DRAFT, I
WOULD LIKE YOU TO SHARE NOW WHAT
THE REST OF THE GROUP WHAT
SUCCESSSES YOU'VE HAD OR ANY
ROADBLOCKS YOU MIGHT HAVE
ENCOUNTERED.

WE LOVE TO HEAR FROM ALL OF YOU
HOW THING ARE COMING ALONG.
WHILE YOU'RE DOING THAT LET ME
QUICKLY REVIEW LOGISTICS FOR THE
COURSE HAT SHOULD FOUND FAMILIAR
AT THIS POINT.

ALL RIGHT.

SO TODAY IS THE THIRD WEBINAR
AND OUR NEXT AND FINAL COURSE IS
THIS THURSDAY WHICH I WILL ALSO
MENTION IS MY BIRTHDAY MARCH
14TH AT 2:00 IN THE SAME PLACE.

IF YOU'RE INTERESTED IN A
CERTIFICATE, PLEASE BE
REGISTERED.

IF YOU ARE RECEIVING AN E-MAIL
THEN YOU'RE ALL SET.

YOU MUST TURN IN A PERMISSION
FORM BY THE END OF THE COURSE.
WE ASK YOU WATCH THESE WEBINARS
LIVE.

YOU WATCH THE RECORDING OF EACH
WEBINAR AND THE FINAL
REQUIREMENT IS COMPLETING ALL
FOUR HOMEWORK ASSIGNMENTS WHICH
WILL BE POSTED ON THE COURSE.
NOW EVERYTHING IS DUE ONE WEEK
AFTER OUR LAST WEBINAR.

I'M REALLY EXCITED AND IF YOU

NEED MORE MOTIVATION TO COMPLETE THE COURSE AND HOMEWORK ASSIGNMENTS, IN ADDITION TO THE PAPERWORK WE SENT OUT, WE'RE ALSO AWARDING OPTIONAL ON-LINE CREDENTIALS OR BADGES. THIS IS WHAT IT LOOKS LIKE IF YOU FINISH THIS COURSE. YOU CAN SHARE THIS ON YOUR LINK-IN PROFILE.

JULIE, IT LOOKS LIKE WE'RE GETTING A LOT OF FEEDBACK RIGHT NOW ON HOW THINGS ARE COMING ALONG I'M GOING TO PULL OVER A QUESTION WE HAD.

AND NOW WE WANT TO KNOW WHAT IS THE STATUS OF YOUR PREP SITE. WE HAVE COMPLETED, ALMOST COMPLETE, STARTED AND NO PROGRESS.

WE DO HAVE A LOT OF FOLKS WHO ARE SAYING STARTED SO THAT'S FANTASTIC.

THIS IS GREAT, YOU'VE ONLY BEEN AT IT A WEEK SO THAT'S IMPRESSIVE.

>> ALL RIGHT.

SO I'M GOING TO PULL THIS OVER. THANK YOU GUYS FOR RESPONDING, AND JULIE, I'M GOING TO PULL OVER YOUR PRESENTATION.

AND I AM NOW GOING TO MOVE OVER TO SAY HELLO HERE BOX.

AND YOU'LL SEE IN ITS PLACE A MODERATED CHAT.

SO WE WILL APPROVE ALL YOUR COMMENT AS THEY COME IN.

YOU'LL SEE YOUR COMMENT TWICE, ONCE WHEN YOU SUBMIT IT AND ONCE WHEN YOU APPROVE IT.

DON'T WORRY, THE REST OF THE GROUP ONLY SEES YOUR COMMENT ONCE.

SO FEEL FREE IN THIS NEW MODERATED CHAT TO ASK QUESTIONS.

IF YOU'RE HAVING ANY DIFFICULTIES FEEL FREE TO POST

THEM THERE.

THROUGHOUT THE PRESENTATION,
FEEL FREE TO TYPE IN QUESTIONS
AND WE'LL HOLD ON TO THEM AND
POSE THEM TO JULIE WHEN WE HAVE
BREAKS.

OH GOODNESS, YOUR POWER POINT
KEEPS MOVING IN FRONT OF ME.
IT LOOKS LIKE IT'S SET.

>> THANKS, JENNY.

WELCOME BACK EVERYBODY.

IT'S GREAT TO HAVE SO MANY OF
YOU PARTICIPATING AGAIN.

AND WE REALLY APPRECIATED HOW
MUCH AND HOW MANY OF YOU ARE
DOING THE HOMEWORK.

YOU'RE TAKING IT SERIOUSLY.

LIKE I SAID, MOST OF YOU HAVE
BEEN AT IT FOR LESS THAN A WEEK
SO THAT'S TERRIFIC.

I WANTED TO COMMENT ON A FEW OF
THE HOMEWORK.

I LOOKED AT YOUR HOMEWORK, LET'S
PUT IT THAT WAY AND SCAN THROUGH
EASILY TWO THIRDS OF YOU HAVE
BEEN TURNING IN THE HOMEWORK SO
THERE'S QUITE A BIT THERE.

SOME OF YOU VOICED SOME CONCERNS
ABOUT PERSONAL PHONE NUMBERS
BEING ON THE PREP THAT HAS WIDE
DISTRIBUTION, AND I UNDERSTAND
THAT.

ESPECIALLY IF YOU'RE A LARGER
INSTITUTION THERE'S MORE
CONCERNS.

YOU CAN DO A SEPARATE SHEET, AN
ADMINISTRATIVE VERSION
BASICALLY.

IF YOU WANT TO, YOU CAN EVEN
FOLD UP TWO PREPS IF THEY'RE NOT
PRINTED INTO THOSE TIE-BACK
ENVELOPES.

KEEP THAT IN MIND AS A
POSSIBILITY OR HAVING SOME OF
THE HOME NUMBERS OR HOME E-MAILS
OF ADMINISTRATORS MAYBE ON
SEPARATE LITTLE CARDS.

SO THAT EVERYONE ISN'T GETTING THEM.

THIS IS A COMMON THOUGHT BY SOME DIFFERENT INSTITUTIONS.

SOMEONE ALSO ASKED DO WE HAVE TO NOTIFY PEOPLE THAT WE PUT ON OUR PREP LIST TO LET THEM KNOW THAT THEY ARE IN FACT THERE.

YES.

I SUGGEST CERTAINLY IF THEY ARE 24 HOUR NUMBERS OR UTILITIES THAT KIND OF THING THEY ARE IMPORTANT.

BUT IF YOU PUT BOARD MEMBERS ON OR IF YOU PUT VOLUNTEERS LISTED OR YOU HAVE OUTSIDE OF YOUR IMMEDIATE INSTITUTION NAMES ON THERE, I WOULD SUGGEST YOU CHECK WITH THEM.

I'M ON DIFFERENT PEOPLE'S LIST. I RARELY EVER GET CONTACTED TO ASK IF MY PHONE NUMBER'S THE SAME, ANYTHING LIKE THAT.

SO KEEP IN MIND ALSO BEING IN CONTACT WITH FOLKS AND MAKE SURE EVERYTHING HASN'T BEEN UPDATED. SOME OF YOU SAID YOU HAD A HARD TIME GETTING YOUR SUPERVISOR ADMINISTRATIVE SUPPORT.

I HAVE SOME IDEAS ABOUT THAT AND I'LL HOLD THAT ASIDE.

SOME OF YOU SAID YOU WILL HOLD YOUR FIRST DISASTER TEAM MEETING ON APRIL 1ST.

I'M NOT SURE IF YOU'RE PULLING MY LEG OR IF YOU'RE REALLY DOING IT ON APRIL FOOL'S DAY.

I LIKE TO GIVE WORK SHOPS ON FRIDAY THE 13TH.

I GIVE A LOT OF DISASTER WORK SHOPS ON FRIDAY THE 13TH.

I THINK THAT HAS A CERTAIN RING TO IT SO THAT'S FINE, APRIL FOOL'S DAY.

GOOD DAY TO GO WITH IT.

LASTLY I WANTED TO SUMMARIZE A REALLY IMPORTANT CONCEPT I WANT

YOU ALL TO REMEMBER.

THIS PERSON SAID I HAVE TO KEEP REMINDING MYSELF THAT THE PREP IS A GUIDELINE AND I CAN CHANGE WHATEVER NEEDS TO BE CHANGED FOR MY SITUATION.

THANK YOU FOR THAT BECAUSE I THINK YOU TO NEED TO KEEP REMINDING YOURSELF THAT THIS IS NOW YOUR TOOL USE AS YOU WISH. WHAT WE'RE GOING TO BE COVERING TODAY, I HOPE YOU DOWN LOADED THE DOCUMENTS FOR TODAY'S WEBINAR.

WE'LL BE LOOKING AT WEB SIDE B AND APPENDICES 6-9 AS SUPPLEMENTS TO YOUR PLAN. IT WILL BE MOST HELPFUL FOR YOU IF YOU HAVE THOSE AVAILABLE PRINTED.

OKAY.

LET'S TAKE A LOOK.

SO PULL OUT YOUR PREP TEMPLATE FROM LAST WEEK'S SESSION AND WE'RE GOING TO USE IT TODAY SO KEEP IT HANDY.

IF YOU HAVEN'T ALREADY YOU MAY WANT TO DOWNLOAD THE FULL 8 AND-A-HALF BY 14 INCH VERSION AND PRINT IT.

IT'S IN THE DISASTER PLAN TEMPLATE DOWNLOADS AREA.

IT'S GREEN SHADED BOX ON THE COURSE WEBINAR PAGE I THINK IT'S LISTED AS THE FIRST DOWNLOAD.

TODAY WE'RE GOING TO GO THROUGH EACH OF THE HEADERS AS YOU SEE ON THE SCREEN AND THEY ALSO RUN ACROSS THE TOP OF THE PRESS ACTIONS.

REMEMBER KEEP MODIFYING PREP.

IT HOLDS ITS COLUMN SHAPE, YOU CAN EDIT IT, CHANGE THINGS, ELIMINATE THINGS, ADD FLOOR PLANS, IMAGES, ANYTHING YOU WANT TO DO TO CUSTOMIZE IT.

NOW I REAL I'D THIS IS JUST A

COPY OF THE TEMPLATE.

I REALIZE THE TEXT IS SMALL AND YOU MAY WANT TO GO FULL SCREEN TO SEE THE POWER POINT BETTER IF YOU DON'T HAVE THE HANDOUTS PRINTED OUT.

BUT IF YOU DO, YOU WILL LOSE THE CLOSED CAPTIONING AND LOSE THE CHAT.

I WANT TO REMIND YOU FULL SCREEN IS A TOGGLE BUTTON BACK AND FORTH TO GET IN AND OUT OF IT. EVERYTHING I'M GOING TO BE SHOWING YOU THAT IS TINY ON THE SLIDE IS ON YOUR PRINTED HANDOUT FOR MUCH CLEARER REFERENCE AFTERWARDS.

I WANT TO GET ACROSS THE KEY CONCEPTS.

I WANT TO INTRIGUE YOU ENOUGH TO USE THE FULL SIZE HANDOUTS FOR IDEAS AND MODELS.

LET'S TAKE A MORE DETAILED LOOK AT THE FIRST THREE COLUMNS ON THE ACTION SIDE.

HERE WE HAVE IMMEDIATE RESPONSE AWE SUSMENT AND COMMUNICATION ACROSS THE TOP AND THEN WATER RESPONSE IS RUNNING ALONG THE BOTTOM.

LET'S TAKE A LOOK AT THE FIRST COLUMN, IMMEDIATE RESPONSE COLUMN BECAUSE THIS CALLS OUT THE FIRST NOTIFICATION.

FIRST RESPONDER IS MENTIONED FIRST.

THIS IS THE TEAM USED, THE TERM USED THAT RELATES BACK TO SIDE A ON THE COMMUNICATIONS COLUMN WE CALLED THEM FIRST RESPONDERS. FIRE EMERGENCY MEDICAL POLICE. THERE'S BEEN A COME REMINDERS UNDER THE FIRST RESPONDERS THAT SAYS MAKE SURE ALL STAFF AND VISITORS ARE SAFE AND ACCOUNTED FOR.

REMEMBER THAT'S OUR LIFE SAFETY

FIRST.

AND THEN IT SAYS MAINTAINS
SECURITY OF BUILDING AND
COLLECTIONS.

THAT'S REALLY A TOP PRIORITY
RIGHT FROM THE BEGINNING.
REMEMBER YOU NEED TO SECURE THE
BUILDING TO PREVENT UNAUTHORIZED
ENTRY.

YOU NEED SECURITY REALLY FOR
BOTH THE BUILDING AND THE
COLLECTIONS.

NOW AN EXAMPLE.

IN THE EVENT OF AN EARTHQUAKE,
YOU MAY NEED TO PREVENTED PEOPLE
FROM GOING BACK INTO THE
BUILDING THAT HASN'T BEEN
CLEARED YET.

THEY MAY WANT TO RETRIEVE THEIR
PERSONAL ITEMS.

THEY LEFT THEIR CAR KEYS AND
PURSES ETCETERA.

THEY ARE NOT ABLE TO DO THAT
UNTIL A BUILDING'S BEEN CLEARED
IF THERE'S A POTENTIAL FOR
DAMAGE.

SO TALK WITH STAFF AHEAD OF TIME
ABOUT THIS.

FOR SECURITY, SET UP A PERIMETER
AROUND THE BUILDING OR HAVE
STAFF MANNING EACH ACCESS POINT.
THE FOLLOWING BULLETS LIST
INSTITUTIONAL CONTACTS BUILDING
UTILITIES, THESE REFER DIRECTLY
TO THE COLUMN HEADERS ON SIDE A
COMMUNICATION.

KEEP IN MIND WAYS TO LINK YOUR
ACTION SITE OF THE PREP WITH
YOUR COMMUNICATIONS SIDE AS YOU
WORK ON THIS.

NOW, FEAR NOT.

I'M NOT GOING TO GO THROUGH
EVERY SINGLE BULLET HERE.

YOU'RE PERFECTLY CAPABLE OF
AVOIDING AND EDITING THESE
SUGGESTED ACTIONS TO YOUR
SPECIFIC SITUATION.

THE SAMPLE TEMPLATES SHOWS SOME GREAT WAYS TO ADAPT THE ACTIONS LIST AS WELL.

NOW I DO WANTED TO POINT OUT IN RED I HAVE LISTED THERE EVACUATION SITE.

THIS IS YOUR MEETING PLACE.

THIS CAME UP AT THE LAST WEBINAR AND I APPRECIATE THE FACT THAT YOU CAUGHT THAT THIS KEY INFORMATION WAS MISSING FROM THE PREPARE.

YOU CAN ADD THE EVACUATION SITE ON THE LARGER SITE MAP.

THAT CAN BE HELPFUL.

I'VE SEEN A PREP WHERE A STAFF MEMBER LIVED NEARBY A HISTORICAL SOCIETY AND JUST A NORMAL EVACUATION SITUATION, THIS STAFF SIMPLY MET OUTSIDE THE BUILDING. NO BIG ISSUE AT A PREDETERMINED LOCATION.

IF THERE WAS SOMETHING MAJOR OR THEY HAD TO STAY OUT OF THE BUILDING LONGER, THEY WERE TO MEET AT THE STAFF MEMBER'S HOUSE.

AND THERE WAS A LITTLE MAN ADDED TO THE PREPARE WITH HOUSE AWE DRUG --

ADDRESS AND INSTRUCTIONS.

IT WAS AT HOME, IT WAS THERE FOR THEM TO REPORT THERE.

NOW YOU PROBABLY NOTICED ALSO THAT WATER RESPONSE IS RUNNING ALONG THE BOTTOM OF THE COLUMNS HERE AND IT RUNS OVER A COUPLE OTHERS.

THIS IS BECAUSE WATER'S SEVEN A PREVALENT RISK THAT OFTEN TAKING FAST ACTION CAN DRAMATICALLY LESSON THE IMPACT ON THE BUILDING AND COLLECTIONS.

THIS IS A LITTLE SERIES OF REMINDERS THAT'S INCLUDED.

BASICALLY IT'S BROKEN UP INTO THE ORDER OF ACTION.

YOU START ON THE LEFT WITH THE MORE IMMEDIATE THAT'S SAYING THE OBVIOUS THINGS LIKE STOP THE SOURCE OF THE WATER OR REMOVE MATERIALS FROM THE WATER'S TAP. I KNOW IT SEEMS OBVIOUS BUT IN THAT IMMEDIATE CHAOS IT CAN BE HELPFUL TO HAVE SOME VERY BASIC REMINDERS.

FOR EXAMPLE GOING TO THE BASEMENT.

IF THE WATER IS STARTING TO GO IN THAT DIRECTION MOVING THING OFF THE FLOOR, COVERING WITH PLASTIC SHEETING IF WATER WAS COMING FROM OVERHEAD.

ALL OF THESE THINGS COULD SAVE YOU CONSIDERABLE ADDITIONAL DAMAGE.

I THINK PREP WHERE THE DECISION'S MADE TO STAFF ALL OF THESE WATER RESPONSIBILITY BULLETS THIS ONE COLUMN.

THAT'S FINE TOO.

WHATEVER WORKS FOR YOU.

THE NEXT COLUMN IS ASSESSMENT THIS INFORMATION IS RELATIVELY SELF EXPLANATORY.

THE SECOND BULLET I WANTED TO POINT OUT WHICH SAYS TO DOCUMENT WITH PHOTOS, VIDEOS AND NOTES.

THIS IS A REALLY IMPORTANT ONE.

IT'S POSSIBLE YOU MAY ONLY GET INTO BUILDING ONCE AND THEN BE DELAYED FROM DOING FURTHER ASSESSMENT OF THE DAMAGE.

THIS CAN HAPPEN AFTER AN ACTION ENVIRONMENT THAT AFFECT THE BUILDING.

DO THE BEST YOU POSSIBLY CAN THAT FIRST TIME YOU GET IN.

TO ASSIST WITH ASSESSMENT, WE'LL COME BACK TO COMMUNICATIONS IN A MINUTE.

BUT TO ASSIST WITH ASSESSMENT, I HAVE A HANDOUT FOR YOU, IT'S APPENDIX SIX.

LET'S TAKE A LOOK AT THAT ONE QUICKLY.

DURING THE ASSESSMENT PROCESS, YOU NEED TO BE VERY DELIBERATIVE AND GO SLOWLY.

THE TIME YOU SPEND PLANNING YOUR APPROACH TO RESPONSE AND ORGANIZING THE ASSESSMENT PROCESS IS GOING TO DETERMINE HOW WELL THE REST OF THE RESPONSE AND RECOVERY GOES. NOW THERE'S GOING TO BE THIS SENSE OF URGENCY.

WE HAVE TO RACE IN AND SAVE COLLECTIONS.

QUITE FRANKLY IF YOU WERE IN THE BUILDING ORIGINALLY WHEN SOMETHING HAPPENED TO ACTUALLY STOP THE WATER OR TO MOVE THE MATERIALS.

THAT INITIAL DAMAGE HAS BEEN DONE.

SO NOW YOU NEED THE PLAN.

WHERE DO YOU USE THE PEOPLE RESOURCES TO DETERMINE JUST HOW BAD IT IS.

AND WHAT YOUR NEXT STEP SHOULD BE.

SO ALL ALONG THE WAY TO YOU STRESSING THAT HEALTH AND SAFETY WHICH SOMETIMES CAN BE FORGOTTEN IF WE RUSH INTO A SITUATION.

SO APPENDIX SIX IS AN ASSESSMENT FORM FROM THE FIELD GUIDE TO EMERGENCY RESPONSE.

IT'S A TOOL YOU CAN USE DURING THIS PROCESS.

THE FIRST PAGE ON THE LEFT GIVES YOU A WAY TO RECORD THE GENERAL INFORMATION ABOUT THE SITUATION, WHO IS INVOLVED, THAT KIND OF THING.

BUT I WANT TO CALL YOUR ATTENTION MORE TO THE PAGE TWO, THE RAPID COLLECTIONS ASSESSED WHICH IS ON THE BACKSIDE.

THIS FORM IS GOING TO HELP WITH ASSESSMENT OF THE COLLECTION DAMAGE, THE TYPES OF MATERIALS AFFECTED, THE NUMBERS INVOLVED, PRIORITY OF THOSE COLLECTIONS AND THE URGENCY OF SALVAGE. THIS HELPS YOU KIND OF GATHER AND THINK THROUGH AND GET A FEELING FOR HOW MUCH IS DAMAGED. YOU CAN MAKE MULTIPLE COPIES OF THIS FORM TO HAVE ON HAND WHEN IT HAPPENS. ONE FORM WILL BE GIVEN TO EACH TEAM.

THE MEMBER TEAMS GOING IN SHOULD HAVE AT LEAST TWO PEOPLE DO A TEAM.

EACH TEAM GOING IN TO DO AN ASSESSMENT WOULD BE HANDING ONE OF THESE FORMS.

THE POINT I WANT TO MAKE IS IT'S VERY IMPORTANT TO USE A FORM. YOU CAN USE WHEN YOU DEVELOP YOURSELF THAT'S FINE.

YOU JUST WANT EVERYONE GATHERING THE SAME INFORMATION IN THE SAME FORMAT.

DO YOU SEND IN TEAMS WITH A BLANK PAD OF PAPER.

THE RESULT WILL BE A MISHMASH OF INFORMATION BECOMES VERY DIFFICULT TO COMPILE.

AND THEN YOU HAVE A HARD TIME DETERMINING HOW MUCH HAS BEEN DAMAGED OR YOUR ABILITY TO DECIDE WHAT YOUR PRIORITY OF ACTION SHOULD BE.

SO THIS FORM, IF YOU WANT TO DEVELOP YOUR OWN THAT'S FINE.

ASSESSMENT TEAMS SHOULD ALSO BE PRESENTED TO PHOTOGRAPH, VIDEO TAPE THE DAMAGE.

A VIDEO IS GREAT BECAUSE YOU CAN PROVIDE AN ORAL COMMENTARY. YOU CAN BE SAYING WHAT YOU ARE SHOWING IN THE IMAGE AND WHERE THE DAMAGE IS LOCATED.

THESE DIGITAL IMAGES CAN BE

IMMEDIATELY DOWNLOADED TO A
LAPTOP FOR ANALYSIS.

IF IT'S VERY DARK INSIDE,
DIGITAL PHOTOS WITH A FLASH WILL
ALLOW YOU TO SEE MUCH MUCH MORE
THAN YOU CAN WITH A FLASHLIGHT
OR UNDER TEMPORARY LIGHTING.

VIDEO WITHOUT LIGHTING CAN BE
LESS HELPFUL WHEN IT'S VERY DARK
SO JUST KEEP THAT IN MIND.

SO BY LOOKING AT THE COMPLETED
ASSESSMENT FORM, YOU CAN THEN
EVALUATE DAMAGE TO YOUR PRIORITY
COLLECTIONS FIRST, MAKE
ADJUSTMENTS IF NECESSARY BASED
ON ACCESS TO PARTS OF THE
BUILDING.

YOU MAY NOT BE ABLE TO ACCESS A
LOCAL HISTORY ROOM OR AN EXHIBIT
AREA.

IF THESE WERE WHERE YOUR
PRIORITY COLLECTIONS ARE, THEN
WHAT ARE YOU GOING TO FOCUS ON
NEXT?

YOU HAVE TO REMAIN FLEXIBLE.
THIS IS DEFINITELY NOT THE TIME
TALK ABOUT COLLECTIONS AND OTHER
PRIORITIES FOR THE FIRST TIME.
IT DOESN'T WORK WHEN YOU'RE
STANDING IN WATER.

YOU CAN EVALUATE THE NUMBER OF
PERSONAL, HOW TO PROTO, IF YOU
NEED TO PULL IN A DISASTER
RECOVERY COMPANY, ETCETERA SO IT
HELPS YOU AT THAT POINT.

LET'S GO BACK NOW AND LOOK AT
THE COLUMN, THE COMMUNICATION
COLUMN, THE COLUMN ON THE RIGHT.
WE ALREADY TALKED EXTENSIVELY
ABOUT COMMUNICATIONS AT THE LAST
SESSION.

THIS COLUMN JUST HAS BASIC
REMINDERS OF ACTION AND YOU CAN
CHANGE.

IT'S PRETTY SELF EXPLANATORY.
I'M SURE YOU'RE GOING TO HAVE
OTHERS YOU WANT TO ADD.

SO WHATEVER WORKS FOR YOU.
JULIE, HOW ARE WE DOING, DO WE
HAVE SOME QUESTIONS.
>> WE DO, WE HAVE TWO QUESTIONS.
THE FIRST ONE IS FROM KATHY.
SHE'S CURIOUS HOW MUCH THE
ENVELOPES COST AND CAN YOU
REMIND US WHERE YOU CAN GET
THOSE.
>> YES, THE REMINDER IN FACT IS
ON THE BOMB OF THE TEMPLATE
PREPARE.
YOU CAN ORDER THEM FROM THE
COUNCIL OF THE STATE ARCHIVISTS
AND IT GIVES YOU THEIR WEBSITE
WHICH IS ALSO ON THE RESOURCES
HANDOUT FOR THIS WEBINAR SERIES.
AND THEY SELL THEM IN LITTLE
BACKS I THINK OF 10 AND I WANT
TO SAY MAYBE THEY'RE AROUND \$5,
I CAN'T REMEMBER EXACTLY.
IT'S A GREAT WAY TO ORDER THEM
IF YOU ONLY NEED A SMALL NUMBER.
I THINK THEY ARE IN BATCHES OF
TEN.
YOU CAN ALSO ORDER THEM FROM
ENVELOPE COMPANIES BUT BE
FOREWARNED, YOU HAVE TO ORDER
HUNDREDS AT A TIME.
SO THAT'S ANOTHER OPTION.
>> ONE MORE QUESTION FROM NICOLE
AND IT'S A GREAT ONE.
SHE'S CURIOUS ABOUT THE WRITTEN
PLAN.
YOU SAID YOU HAD MENTIONED
DURING THE SECOND WEBINAR TO
KEEP THINGS SYM PLUL.
SHE SAYS IT SEEMS WE ARE BEING
GIVEN LOTS OF RESOURCES AND
OPTIONS DURING AN EMERGENCY.
SO IT WOULD BE YOUR PLAN SAFE IN
A BINDER AND RESOURCES BOOK.
IT SEEMS LIKE HAVING THESE
SOURCES ALONG WITH A WRITTEN
PLAN AND ALL OF THE APPENDICES,
IT SEEMS LIKE A LOT OF DIFFERENT
PLACES TO HAVE THINGS AND COULD

BE CONFUSING.

SHE'S CURIOUS ARE THESE JUST OPTIONS, DO THEY SUPPLEMENT EACH OTHER OR IF YOU USE EVERYTHING, WILL YOU BE OVERWHELMED BY TOO MUCH INFORMATION.

>> WELL, I THINK YOU HAVE TO DECIDE ON THE SIZE OF YOUR INSOOTION -- INSTITUTION AND HOW MUCH YOU NEED.

IF YOU'RE SMALL HAVING THE FIELD GUIDE, THE DISASTER WHEEL, THE APP ON ANY SMART FLOOR PLUS YOUR FLOOR PLANS WILL GET YOU A HUGE LONG WAY.

THAT MAY BE ENOUGH FOR YOU.

I'M DEALING WITH SO MUCH DIFFERENT SIZES AND INSTITUTIONS HERE, YOU HAVE TO DECIDE WHAT MAKES SENSE FOR YOU.

IF YOU HAVE A RED NOTEBOOK I THINK THAT'S A GOOD WAY TO PULL THINGS TOGETHER IF YOU GET THE KINDS WITH THE POCKETS, YOU CAN PUT THE FIELD GUIDE IN THE FRONT, THE WHEEL POCKET IN THE BACK.

YOU CAN HAVE A FEW APPENDICES, COPY OF YOUR PREP PLAN AND EVERYBODY ELSE HAS THE PREP PLANS.

SO AND YOUR FLOOR PLANS CAN GO IN THERE AND YOU'LL JUST PICK AND CHOOSE FROM THESE OTHER APPEND SEE.

SMALLER YOU CAN GET MORE AND MORE ON TO THE PREP AND HAVE FEWER STAND-ALONE APPENDICES.

I KNOW SOME OF YOU HAVE MULTIPLE BRANCHES, DEALING WITH MULTIPLE PREP PLANS TO GO ALONG WITH IT.

THIS IS ALL YOUR CHOICE.

THINK FLEXIBLE, THINK WHAT WORKS FOR YOU IN HEAVING IN YOUR MIND, KEEP IT SIMPLE AND CONCISE AS YOU POSSIBLY CAN.

>> THANK YOU JULIE.

ONE MORE THAT POPS UP, SONIA IS CURIOUS WHERE WOULD YOU STORE A DISASTER KIT.

>> BY DISASTER THE KIT DO YOU MEAN DISASTER SUPPLIES, WE'LL TALK MORE ABOUT THAT IN SESSION FOUR.

IF YOU MEAN A KIT AND BINDER PLUS THESE OTHER RESOURCES YOU POSSIBLY NEED MULTIPLE COPIES, ONE ON SIDE ON A SHELF VERY VISIBLE.

ANOTHER ONE FOR PEA PEOPLE. YOU PROBABLY MEAN SUPPLIES WHEN YOU SAY KIT.

HOLD THAT FOR SESSION FOUR.

>> THAT'S IT JULIE, THANK YOU.

>> OKAY, GREAT.

>> LET'S GO ON THE NEXT COUPLE OF COLUMNS.

ON YOUR LEFT IS THE TEMPLATE. THE TWO COLUMNS FOR COLLECTION, SALVAGE AND COLLECTION PRIORITIES.

AND ONE FINAL LITTLE CHUNK THERE OF WATER RESPONSE IS AT THE BOTTOM OF THE CLUM.

THE COLLECTION SALVAGE COLUMN ON THE PREP IS VERY BASIC INFORMATION.

THIS WILL IN FACT BE A LARGE TOPIC FOR OUR LAST SESSION ON THURSDAY.

THE SUPPLEMENTARY MATERIAL ABOUT COLLECTION SALVAGE MUCH MORE EFFECTIVELY GOES INTO A BINDER, MULTIPLE PAGES OF INFORMATION YOU JUST REFER TO QUICKLY BASED ON THE FILED OF MATERIAL THAT'S DAMAGED.

I DON'T PLAN TO GO INTO MORE DETAIL RIGHT NOW.

I DO NOTICE THAT ON THE LAST BULLET, IT SAYS START COLLECTION SALVAGE GUIDED BY THE DISASTER PLAN DOCUMENTS AND RESPONSE PROTOCOLS.

THAT'S THE IMPORTANT THING AND THAT INCLUDES YOUR COLLECTION PRIORITIES.

THAT REMINDS YOU TO SHIFT OVER TO THOSE KIND OF DOCUMENTS.

WHAT I WANT TO FOCUS ON NOW IS THE NEXT COLUMN FOR COLLECTION PRIORITIES.

YOU HAVE KIND OF FOUR PROMPTS THERE OF THE MAIN CATEGORIES AS REMINDERS, BREAKOUT FOR FIRST AND SECOND PRIORITIES AND THEN THERE IS THE FILES AND EQUIPMENT AND THAT ALL ENCOMPASSING OTHER CATEGORY.

MORE ABOUT ESTABLISHING THESE PRIORITIES IN A FEW MINUTES BUT WHAT I WANT TO FOCUS ON NOW IS THE SAMPLE FROM THE RIGHT.

THIS IS FROM A SMALL HISTORICAL SOCIETY.

IT'S EFFECTIVE AND MAY WORK FOR YOU.

THE DETAIL IS SMALL ON THE SCREEN AND ON YOUR POWER POINT HANDOUT.

I WAS LAMENTING THIS FACT.

OPEN THE POWER POINTS SLIDE HANDOUT, YOU CAN DO THIS AFTER THE SESSION AND THEN GO TO THE PAGE WHERE THE SLIDE IMAGES AND THEN SELECT THE DISPLAY AT 200 OR 400% AND YOU WILL GET A GOOD DETAILED IMAGE ON THE SCREEN.

I TRIED THIS JUST TO MAKE SENSE TO MAKE SURE IT WOULD WORK.

AND SO KEEP THAT IN MIND.

THAT'S IT FOR MY TECHNICAL TIPS BUT I THINK THIS ONE IS A VERY USEFUL ONE.

LOOKING AT WHAT THE HISTORICAL SOCIETY HAS DONE WITH THE COLUMNS ON THE PREP, NOTICE UNDER COLLECTION SALVAGE THEY HAVE MOVED UP ALL THE WATER RESPONSE TO ONE COLUMN.

SO THEY PULLED THESE OFF RUNNING

ACROSS THE BOTTOM AND THEY HAVE,
LET ME SEE IF I CAN GET IT.
THEY STACKED THE BULLETS THEY
FELT WOULD BE MORE USEFUL FOR
THEM.

THIS IS A GOOD IDEA.
MAKE GOOD USE OF THIS PREP REAL
ESTATE.

IN THE MIDDLE COLUMN, THEY VERY
CLEVERLY, I LIKE THIS A LOT, PUT
AN IMAGE OF THE DISASTER
RESPONSE AND SALVAGE WHEEL AND
PUT A NOTE LOCATE THE SALVAGE
WHEEL WITH SUPPLIES.

OKAY.

SO A QUICK REMINDER WHEN YOU'RE
GETTING KIND OF PANICKY TO GO
PULL THAT OUT.

IF YOU WANT TO GET AN IMAGE OF
THE WHEEL JUST GO TO THE
HERITAGE PRESERVATION WEBSITE.

I'VE ALREADY GIVEN YOU THE URL
ON EARLIER RESOURCES LIST.

CLICK AND SAVE THE IMAGE TO TO
YOUR OWN COMPUTER, COPY IT INTO
THE PREP AND YOU'RE SET WITH A
NICE SMALL VISUAL OF THIS
IMPORTANT TOOL.

THE RIGHT HAND COLUMN HAS THEIR
PRIORITIES LISTED IN KIND OF
THREE COLOR GROUPINGS FOR FIRST,
SECOND AND THEN FILES AND
EQUIPMENT.

WHAT I LIKE ABOUT THIS IS THEY
HAVE USED AND REPEATED THESE
COLORS DOWN IN THE DOTS.

SO THEIR FIRST PRIORITY IN BLUE
ARE DOWN IN THE LOCATION WHERE
YOU FIND THEIR BLUE DOTS.

SO THIS IS KIND OF A NICE LITTLE
PHYSICAL REMINDER, AGAIN A QUICK
LOOK.

THEY ARE SMALL BUT THIS I THINK
IS VERY EFFECTIVE WAY TO DO IT.
SO REMEMBER THAT YOU ARE GOING
TO BE USING THE RESULTS OF YOUR
ASSISTANT DAMAGE COLLECTIONS AND

THIS LIST OF PRIORITIES TO THEN
INSTITUTE YOUR SALVAGE EFFORTS.
I HAVE ONE MORE EXAMPLE FOR YOU
WITH ANOTHER PREP.

THIS IS AN HISTORICAL MUSEUM ON
THE RIGHT.

THEIR FIRST AND SECOND
PRIORITIES WE'LL TAKE A LOOK
MAINLY AT WHAT THEY HAVE HERE.
THEIR FIRST AND SECOND
PRIORITIES ARE LISTED RIGHT OFF
VERY CLEARLY.

AND THEN I REALLY LIKE THEIR
SUMMARY STATEMENT THAT'S DOWN
HERE.

SO THEY HAVE A LIST AND THEN
THEY SAY FIRST PRIORITY ITEMS
ARE PACKED OUT FIRST UNLESS THEY
ARE NOT IN DANGER OR UNLESS IT'S
POSSIBLE TO ACCESS THEM.

SECOND PRIORITY ITEM IS SALVAGE
NEXT.

ALL OTHER MATERIALS ARE SAVED IF
POSSIBLE.

TIME AND CONDITIONS PERMITTING.

THIS IS I THINK A GREAT
STATEMENT AND IT'S A GOOD
REMINDER TO WHOEVER IS SITTING
THERE WITH A PREP TRYING TO
IMPLEMENT IT.

A LOT OF TIMES FOR THESE
HISTORICAL MUSEUMS THEY ARE
VOLUNTEERS.

THEY ALSO THEN HAVE JUST CLEAR
SIMPLE FLOOR PLANS.

THESE ARE HAND DRAWN AND
SCANNED.

YOUR FLOOR PLAN DOES NOT NEED TO
BE ELABORATE.

JUST CLEAR ENOUGH TO BE USED.
SOME OF YOU ON THE HOMEWORK SAID
I HAVE TO WORK OR FIND FLOOR
PLANS TO WORK ON THINGS.

IF YOU'RE A BIG BUILDING, IT MAY
BE MUCH MORE DIFFICULT FOR YOU
BUT I WANT TO REMIND YOU THAT
THEY JUST NEED TO BE CLEAR

ENOUGH TO BE USED.

NOW WHAT THEY'VE DONE THEN ALSO IS THEY'VE ADDED SOME FOATSZ O F -- PHOTOS OF SOME PRIORITY COLLECTIONS.

THEY ADDED ONE AND TWO AND THEN THIS RELATE TO WHAT THEY HAVE LISTED ON THEIR PRIORITY LIST. THEY HAVE A SMALL REMINDER TO LOCATE THE FIRE EXTINGUISHER AND THEY HAVE AN ICON ON THE MAP WITH THE FIRE EXTINGUISHER.

SO I HOPE THAT THESE TWO EXAMPLES ARE GOING TO GIVE YOU SOME MORE IDEAS OF WAYS YOU CAN INCORPORATE WHAT WE'VE BEEN LOOKING ON FOR THE PREP.

SO NOW LET'S TAKE A LOOK NEXT AT APPENDIX SEVEN, PULL THAT UP, WHICH IS GOING TO SUPPLEMENT YOUR COLLECTION PRIORITIES.

NOW WE ALREADY LOOKED AT WAYS TO OUTLINE PRIORITIES ON THE PREP. WE'LL GO AND FIGURE OUT HOW TO DETERMINE THOSE COLLECTION PRIORITIES IN THE FIRST PLACE. I PUT THE CART BEFORE THE HORSE HERE BY SHOWING YOU THE PREP FIRST BUT I THINK THAT IS MORE INTERESTING, LET'S PUT IT THAT WAY.

I HAVE A LOT OF PRIORITIES I CAN'T GET THE FIRST THING ON THE PREP.

WHAT DO I DO NOW.

NOW YOU HAVE APPENDIX -R7 ALONG WITH THE GUIDELINES ON THE LEFT AND THE TEMPLATE ON THE RIGHT. PROBABLY MANY OF YOU ALREADY HAVE WRITTEN COLLECTION SALVAGE PRIORITIES FOR OBJECTS COLLECTIONS RECORDS ANYTHING VITAL TO YOUR INSTITUTION.

THAT'S GREAT.

IF YOU ALREADY USED A NEW FORM YOU GOT THAT WRITTEN DOWN.

FOR THOSE WHO DON'T HAVE

PRIORITIES, THIS GUIDELINE SHEET ON THE LEFT WILL PROVIDE YOU WITH SOME GREAT INFORMATION TO HELP YOU PUT THEM TOGETHER. YOU CAN ASSEMBLE A TEAM OF PEOPLE THOSE THAT HAVE AN UNDERSTANDING OF THE INSTITUTIONAL MISSION AND THE COLLECTION AND YOU CAN ESTABLISH SOME CRITERIA.

I WANT TO POINT OUT THERE'S AN EXAMPLE OF CRITERIA LISTED OVER HERE THE BULLETS THE INFORMATION HERE IS FROM, AGAIN, THE FIELD GUIDE TO EMERGENCY RESPONSE. SO THERE'S SOME IDEAS LISTED THERE.

THERE ARE ALSO SUGGESTIONS FOR ESTABLISHING PRIORITIES. THERE'S A BULLETIN LIST THERE. NATIONAL PARK SERVICE IN THEIR MUSEUM HANDBOOK WHICH IS ON YOUR RESOURCES LIST.

THIS ALSO HAS SOME USEFUL INFORMATION ON ESTABLISHING PARTS.

YOU CAN LOOK AT ALL OF THESE FOR MORE DETAIL BECAUSE IT'S GOING TO DEPEND TOTALLY ON YOUR TYPE OF FLEXION YOUR MISSION, ETCETERA.

SO TAKE A LOOK.

REALLY THE CRITICAL THING IS TO GET SOMETHING DOWN IN WRITING. AND LET ME GIVE YOU A LITTLE BIT MORE HERE ON THE APPENDIX 7.

IF YOU DON'T HAVE THE INFORMATION, YOU MAY FIND IT USEFUL TO USE THIS TEMPLATE FORM.

IT'S JUST A WORD DOCUMENT AND IT'S DIVIDED UP INTO FOUR CATEGORIES.

ON THE SIDE WE SEE THE TWO FOR COLLECTIONS AND FOR GRAPHIC RECORDS.

SO IN THINKING ABOUT PRIORITIES

FOR MUSEUM COLLECTIONS, YOU MAY BE LOOKING AT ROBZ AND COLLECTIONS THAT ARE CENTRAL TO THE INSTITUTIONS.

MANDATES, MISSIONS, YOUR SERVICES, YOUR PROGRAMS.

YOU MAY CONSIDER ITEMS OF HIGHEST HURRICANE IKE SCHOLARLY OR MONETARY VALUE, OBJECTS OR COLLECTIONS THAT ARE IMPOSSIBLE OR DIFFICULT TO REPLACE.

FOR LIBRARIES, YOU MAY BE CONSIDERING YOUR EMPHASIS IN COLLECTING.

WHAT DO YOU NEED TO SUPPORT YOUR PROGRAMS.

MAYBE YOU HAVE FOREIGN LANGUAGE COLLECTIONS THAT ARE IMPORTANT TO YOUR USERS AND THEY ARE HARD TO REPLACE.

SO KNOW THAT PRESENT OF OTHER REGIONS OR OTHER LIBRARIES.

WHAT CAN YOU GET WITH LOANS OR USE OF ELECTRONIC JOURNALS.

SO FICTION IS REALLY EASIER TO REPLACE.

WHAT WOULD BE IRREPLACEABLE.

CONSIDER THE FORMAT.

WET, CLAY CODED PAPER.

IF ALLOWED TO DRY THEY STICK TOGETHER AND THEY CAN'T BE SEPARATED, THEY FUSE TOGETHER.

SO IMMEDIATE TREATMENT IS CRITICAL FREEZING THESE MATERIALS VERY QUICKLY BEFORE THEY START TO DRY IS CRITICAL OR INTERWEAVING TO KEEP THE PAGES TOGETHER.

MIXED MEDIA ALBUMS LIKE SCRAPBOOKS.

THESE NEED TO BE TREATED QUICKLY.

SO THEY MAY MOVE UP ON YOUR PRIORITY SCHEME OF THINGS.

FOR BIBLIOGRAPHIC, INCLUDING THINGS LIKE INVENTORY, REGISTRATION.

THIS IS QUITE IMPORTANT TO THE RECOVERY OPERATIONS AND FOR SOMETIMES IDENTIFYING THE ACTUAL LOCATION OF WHERE SOME OF COLLECTIONS ARE.

SO THINK OF THESE, THINK OF RECORDS, RETENTION AND DISPOSITION SCHEDULES, INVENTORIES.

AND ARE THERE ELECTRONIC BACK UPS FOR THESE AND WHERE IS THAT BACK UP, IS IT STORED ON SITE AND COULD IT BE AFFECTED BY YOUR DISASTERS.

THAT GIVES YOU SOME IDEAS FOR THIS SIDE.

WE HAVE THE OTHER SIDE, ADMINISTRATIVE RECORDS AND EQUIPMENT AND OTHER ADMINISTRATIVE WOULD INCLUDE PERSONNEL RECORDS.

SO THINK THROUGH THESE CATEGORIES AND THINK WHAT IS NOW IMPORTANT FOR YOU TO RECORD.

KEEP IN MIND ONE WAY TO USE THESE PRIORITIES ONCE YOU HAVE THEM WRITTEN DOWN IS TO LOOK PHYSICALLY WHERE YOUR PRIORITIES ARE LOCATED IN YOUR BUILDING. KIND OF MAP THEM.

THEN LOOK AT THE ASSESSMENTS OF YOUR MOST LIKELY RISKS AND DECIDE ANY OF THESE PRIORITY COLLECTIONS IS BETTER OFF LOCATED SOMEWHERE ELSE IN YOUR BUILDING LIKE IN BASEMENT OR MAYBE NOT RIGHT UNDER THE LEAKY SPOT IN THE ROOF OR MAYBE NOT BACK IN THE FAR CORNER WHERE YOU MAY NOT BE ABLE TO EVACUATE THEM IF YOU NEED TO.

SO TALK ABOUT THESE ISSUES, LOOK FOR IMPROVEMENTS THAT CAN BE MADE IN LOCATION AND THEIR PROTECTIVE HOUSING, ANYTHING PROACTIVE YOU CAN DO THROUGH YOUR EMERGENCY SYSTEMS AND YOUR

EARLY DETECTION.

COLLECTION PRIORITIES CAN ALSO BE USED TO DETERMINE LEVEL OF PROTECTION.

STAFF RANGES, THESE ARE ALL COVERED WITH PLASTICS, MATERIALS COULD BE MOVED OUT OF THE BASEMENT OFF THE FLOOR SO KEEP THAT IN MIND AS WELL.

ONE OPTION FOR PHYSICALLY MARKING PRIORITIES IS THAT YOU CAN USE REFLECTIVE TYPE OR SIMILAR ON FILES OR BOXES OR SHELVES.

SOMETHING THAT WOULD GLOW IN THE DARK EVEN IF POWER IS OUT.

SO IF YOU WERE SCANNING ALONG WITH A FLASHLIGHT ON YOUR HARD HAT, WOULD IT JUMP OUT WITH YOU WHERE SOME OF THESE PRIORITY THINGS ARE.

WE ALREADY TALKED TO PUTTING ON FORMATS.

KEEP IN MIND EARTHQUAKES AND THOSE METHOD SLIDES WE SAW IN THE FIRST SESSION, THE LOCATION OF WHAT YOU IDENTIFY MAY NOT END UP BEING WHERE YOU THINK IT WILL BE SO THAT RED TAPE MAY BE ON THE SHELF BUT THE ITEMS MAY BE SCATTERED.

SO JUST KEEP THAT IN MIND AS WELL.

BUT GET SOMETHING DOWN ON PAPER FOR PEOPLE TO REACT TO.

IF YOU ONLY HAVE A SMALL NUMBER OF MATERIALS THAT ARE DAMAGED, YOU'RE GOING TO LIKELY SAVE THEM ALL.

PRIORITIES HELP YOU WHEN YOU HAVE TO MAKE TOUGH DECISIONS OR DECIDE WHAT TO TAKE FIRST.

SO KEEP THAT IN MIND.

ANY QUESTIONS AT THIS POINT?

>> WE HAVE SEVERAL QUESTIONS ONE FROM AMY IN NEW YORK.

SHE'S CURIOUS FOR IN

SUBSTITUTIONS THAT HAVE SALVAGE PRIORITIES THAT INCLUDE SPECIFIC BOXES.

DO YOU RECOMMEND MARKING THE BOXES AND IF SO WHAT WOULD YOU RECOMMEND MARKING THEM WITH?

>> WELL I DID MENTION THE THING ABOUT PUTTING SOMETHING REFLECTIVE.

I'VE SEEN PEOPLE USE COLORED DOTS OR STICKERS SO THEY KNEW THAT RED WAS A FIRST PRIESHTD AND MAYBE BLUE WAS A SECOND WHATEVER.

THAT'S AN OPTION.

IF IT'S ON THE BOX YOU CAN MARK WITH ANYTHING.

I'VE USED SOMETHING THAT ISN'T WATER SOLUBLE INKS.

SO THE MARKERS WILL NOT RUN SO IF THE BOXES GET WET YOU DON'T LOSE THAT KIND OF INFORMATION.

I THINK THERE ARE A COUPLE OTHER HINTS ON THAT WIDE LINES FOR PRIORITIES SHEET.

>> PAM HAD A QUESTION.

SHE'S CURIOUS WOULD IT BE BETTER TO HAVE A HARD COPY OF YOUR PLAN AND THEN THE PLAN ON SOMETHING LIKE A JUMP DRIVE OR.

SB STICK.

>> YES.

I THINK HAVING AN ELECTRONIC VERSION AS WELL IS GREATS.

WE TALKED ABOUT IN SESSION ONE YOU DON'T WANT TO BE IN A SITUATION WHERE YOU ONLY HAVE IT ELECTRONICALLY ON A SERVER YOU MAY NOT BE ABLE TO ACCESS.

PUTTING IT ON A JULY DRIVE YOU CAN LOAD ON TO ANY COMPUTERS THAT'S A GREAT IDEA.

SO ANY KIND OF COMBINATION LIKE THAT CAN WORK WELL FOR YOU.

>> NICOLE HAD A QUESTION ABOUT MARKING PRIORITY OBJECTS.

SHE SAYS HOW DO YOU MARK

PRIORITY OBJECTS WITHOUT DAMAGING THE OBJECT AND I THINK WE WERE TALKING ABOUT BOXES IN GEORGE.

>> YES, I WAS TALKING MORE ABOUT PUTTING THEM ON THE OUT SIDE OF THE BOX OR MARKING THE OUTSIDE OF THE SHELF OR MARKING A RANGE OF SHELVING.

GOING THROUGH OBJECT BY OBJECT, YOU'RE NOT IN A LOT OF CASES GOING TO BE ABLE, YOU'RE NOT GOING TO BE PULLING THINGS AND RESCUING THINGS IN A SITUATION OBJECT BY OBJECT.

YOU'RE GOING TO BE TAKING THINGS IN CHUNKS IN AREAS.

IF YOU'RE DEALING WITH MUSEUM OBJECTS HOPE PHILLY IN SOME OF YOUR MORTGAGE AREAS YOU ARE ABLE TO IDENTIFY THEM FULLY SO YOU CAN FIND THEM.

I SEE NOW SOMETHING ABOUT WHAT IF THE OBJECT IS ALWAYS ON EXHIBIT.

WELL THEN IT'S GOING TO BE ON YOUR FLOOR PLAN THAT EXHIBIT CASE IS A HIGH PRIORITY.

DESCRIBE IT.

THAT'S OFTEN THE CASE WITH ARTWORK THAT'S ALWAYS ON THE WALL FOR EXAMPLE LISTING THOSE ON YOUR PRIORITY LIST AND THEN SAYING WHERE THEY ARE LOCATED.

>> ALL RIGHT, I THINK THAT'S IT JULIE.

LET'S GO ON AND LOOK AT THE FINAL COLUMN ON APPROACH SIDE B. THIS IS THE COMMAND SYSTEM, THE ICS STRUCTURE.

AND APPENDIX 8 GOES WITH IT. IT SHOWS IN MORE DETAIL ICS ORGANIZATION CHART.

THIS IS FROM FEMA, FROM THE FEDERAL EMERGENCY MANAGE.

AGENCY WEBSITE, THIS FLOW CHART AND THE CITATION FOR IT IS GIVEN

AT THE BOTTOM OF THE SHEET.
IN A MINUTE, JENNY'S GOING TO
ASK YOU A POLL QUESTION BUT
FIRST I WANTED TO TALK JUST A
BUILT ABOUT ICS, INCIDENT
COMMANDS SYSTEM.
THIS IS A SYSTEMATIC TOO MANY
USED FOR COMMAND AND CONTROL AND
COORDINATION OF AN EMERGENCY
RESPONSE.
IT'S GRATED INTO KIND OF A
COMMON ORGANIZATIONAL STRUCTURE
TO IMPROVE THE EMERGENCY
RESPONSE OPERATIONS NO MATTER
THE SIZE OR THE COMPLEXITY OF
THE INCIDENT.
AND IT'S BASED ON A FLEXIBLE
SCALABLE ORGANIZATION PROVIDING
KIND OF COMMON FRAMEWORK WITHIN
WHICH PEOPLE CAN WORK
EFFECTIVELY TOGETHER.
THIS IS A FIRST ON SCENE
STRUCTURE WHERE THE FIRST
RESPONDER ON THE SCENE TAKES
CHARGE UNTIL THE INCIDENT HAS
BEEN RESOLVED OR A MORE
QUALIFIED RESPONDER ARRIVES ON
THE SCENE.
SO THIS IS WHAT IS USED BY THE
EMERGENCY MANAGEMENT.
IT GREW OUT OF APPROACHES,
RESPONSES TO WILD FIRES AND TO
OTHER BIG INCIDENCES AND IT
ALLOWS FOR THIS COMMAND AND
CONTROL TO KEEP EVERYONE
ORGANIZED AND RESPONDING AN
EFFECTIVE MANNER.
JENNY IS GOING TO PULL OVER A
LITTLE POLL.
I HAVE A QUESTION FOR YOU.
HAVE YOU TAKEN AN ICS COURSE
EITHER ON-LINE OR IN A WORKSHOP.
THESE ARE OFFERED BY FEMA
ON-LINE.
I'M CURIOUS TO SEE THE
PERCENTAGE.
AND THEN MAYBE JENNY LEAVE THAT

ONE UP AND WE'LL PULL OVER THE OTHER ONE.

HAS YOUR INSTITUTION EVER USED THE ICS STRUCTURE FOR AN IMMEDIATE RESPONSE.

THIS IS ANOTHER YES AND NO. APPROACH.

LET'S SEE HERE.

WE'RE HOVERING AROUND 10% HAS TAKEN A COURSE.

THAT'S GREAT AND I WILL GIVE YOU A LITTLE MORE INFORMATION ON THAT.

I HIGHLY RECOMMEND THAT THOSE OF YOU IN A RESPONSE ROLE TAKE THE BASIC COURSES.

AND THEN HOW DOES YOUR INSTITUTION USE ICS FOR AN EMERGENCY RESPONSE.

ABOUT 10% OF YOU HAVE DONE THAT. SO THAT'S TERRIFIC TOO.

THIS IS SOMETHING TO LEARN MORE ABOUT.

AND THAT'S WHY IT'S INCLUDED ON THE PREP IS KIND OF AS A REMINDER.

MAKING AWARE THAT IN A MAJOR DISASTER YOU MAY NOT HAVE CONTROL OVER YOUR BUILDING OR WIDER AREA MAY HAVE ACCESS RESTRICTED.

FIRST RESPONDERS MAY HAVE IMPLEMENTED THIS EMERGENCY, THE ICS STRUCTURE FOR THEIR OWN COMMAND AND CONTROL.

SO THE MORE YOU UNDERSTAND ABOUT IT DURING A RESPONSE AND THE MORE YOU WORK AHEAD OF TIME TO ESTABLISH THESE RELATIONSHIPS WITH FIRST RESPONDERS, THE MORE LIKELY YOU WILL BE ABLE TO WORK WITH THEM AND TO SAVE AND SECURE YOUR BUILDING AND TO KEEP YOUR STAFF IN COLLECTIONS SAFE.

SO THIS TIES INTO THAT BUILDING RELATIONS.

I WILL TELL YOU IF SOME OF YOU

ARE GOING I STILL DON'T UNDERSTAND WHAT SHE'S TALKING ABOUT, IF YOU WANT A REALLY QUICK OVERVIEW IN NON-TECHNICAL TERMS GO TO WIKIPEDIA AND SEARCH INCIDENT COMMAND SYSTEM FOR A GOOD SUMMARY AND THAT WILL GIVE YOU THE OVERALL CONCEPTS. THE FEMA TRAINING WEBSITE THE LINK IS ON THE BOTTOM OF APPENDIX 8.

IT GIVES EXTENSIVE INFORMATION ABOUT ICS AND THAT'S WHERE YOU CAN FIND ABOUT THE ON-LINE SELF DIRECTED COURSES.

ICS 100 AND 200 ARE THE BASIC COURSES.

THEY ALSO HAVE MORE ADVANCED ONES BUT I REALLY DO ENCOURAGE THOSE OF YOU IN EMERGENCY RESPONSE ROLES TO TAKE AT LEAST ICS 100 AND 200.

IT'S ONLY A COUPLE HOURS AND IT'S FREE.

BEST THING TO HAVE.

TO HIGHLIGHT WAYS IN WHICH ICS CAN BE USED BY CULTURAL INSTITUTIONS AND ALMOST 10% OF YOU SAID YOU USED THAT.

THAT IS GREAT.

THERE'S A FABULOUS BOOK.

IT'S ALSO LISTED AT THE BOTTOM OF APPENDIX 8 AND IT IS ON YOUR RESOURCES LIST AS WELL.

IT IS BY DAVID CAR MICHAEL, IMPLEMENTING ICS AT THE INSTITUTIONAL LEVEL, A HANDBOOK FOR MUSEUMS, LIBRARIES AND OTHER CULTURAL INSTITUTIONS.

THIS IS A FAIRLY NEW BOOK. DRAMATICALLY BRINGS HOME THE WAYS IN WHICH CULTURAL INSTITUTIONS CAN USE THE ICS STRUCTURE.

IT INCLUDES EXAMPLES, SCENARIOS AND WAY TO INTEGRATE ICS INTO YOUR REGULAR TRAINING.

I RULE HIGHLY RECOMMEND IT.
IT'S VERY READABLE AND PRACTICAL
AND IT'S ON A TOPIC MORE OF US
SHOULD IMPLEMENT USING THE ICS
STRUCTURE TO HELP US ORGANIZE
OURSELVES.

ALSO ON THIS THESE LAST REPORTS.
IT'S KINDS OF TUCKED AT THE VERY
BOTTOM.

IT'S VERY USEFUL TO HAVE THIS
INFORMATION AT HAND SO THAT YOU
CAN START COMPILING IT AS SOON
AS POSSIBLE.

WHILE YOU ARE IN THE PROCESS OF
AN IMMEDIATE RESPONSE.

THIS IS KIND OF INFORMATION A
CONSULTANT WILL ASK YOU IF CALL
THEM.

IT'S THE KIND OF INFORMATION OR
ANYONE ELSE WORKING ON YOUR
NEGLIGENT RESPONSE NEEDS.

SO GATHER THE ANSWERS TO THESE
AS YOU GO ALONG.

YOU CAN PUT THEM ON TO A LARGER
PIECE OF PAPER YOU FILL IN.

THAT'S HOW WE USED TO HAND IT
OUT BUT I LIKE HAVING IT RIGHT
ON THE PREP BECAUSE IT CAN KIND
OF HELP YOU, HELP GUIDE YOU AND
INCLUDES SAFETY STATUS, HAZARDS.
IT HELPS YOU KEEP TRACK.

EVEN REMINDS YOU WHO IS HANDLING
THE MEDIA.

SOMETHING I HAVE BEEN STRESSING
THROUGHOUT THE WEBINARS THAT I
WANT TO COVER, IT'S CRITICALLY
IMPORTANT AND THAT IS
ESTABLISHING RELATIONSHIPS.

WE HAVE APPENDIX 9 WHICH IS TIPS
FOR WORKING WITH EMERGENCY
RESPONDERS.

THIS IS AN EXCELLENT OVERVIEW,
IT'S A TWO-SIDED SHEET.

YOU HAVE IT WITH YOUR HANDOUTS
AND IT LOOKS AT WAYS TO
ESTABLISH RELATIONSHIPS WITH
RESPONDERS AHEAD OF TIME AND HOW

TO ENGAGE THEM DURING AND AFTER AN EVENT.

SO IT'S KIND OF BROKEN UP INTO DIFFERENT CATEGORIES.

I JUST CAN'T STRESS HOW IMPORTANT AND BENEFICIAL THESE RELATIONSHIPS ARE.

YOU KNOW, ASK THESE FOLKS, HOW CAN WE MAKE YOUR JOB EASIER WHEN YOU RESPOND TO OUR SITE.

THIS IS, EVERYONE WANTS THEIR JOB TO BE EASIER.

FOR THOSE WHO MENTIONED IN THE LAST HOMEWORK YOU WERE LOOKING AT WAYS TO APPROACH THEM AND TO WORK WITH EMERGENCY RESPONDERS, LOOK AT THE QUESTIONS, LOOK AT THE QUESTIONS HERE.

AND SAY CAN YOU COME OVER AND MAKE YOUR JOB EASIER.

WE WANT TO LEARN FROM YOU AND FIND OUT HOW WE CAN BETTER PROTECT OUR ELECTIONS, HOW WE CAN HELP YOU WHEN YOU COME IN TO RESPOND TO AN INCIDENT.

WHEN THEY GET THERE, YOU CAN START POINTING OUT THE LOCATION OF WHERE YOUR MOST IMPORTANT COLLECTIONS ARE.

AND THEY WILL DO EVERYTHING THEY POSSIBLY CAN TO PROTECT THEM.

WHEN IT'S SAFE MAY BE ALLOWED TO GO IN WITH RESPONDERS TO MAKE A QUICK ASSESSMENT OF THE DAMAGE LOOK FOR WAYS TO KEEP UP ON THESE IDEAS.

PRESERVATION HAS BEEN WORKING WITH THE HERITAGE EMERGENCY NATIONAL TASK FORCE AND THEY'RE RESPONDING ALLIANCE FOR RESPONSE.

THIS IS A NATIONWIDE INITIATIVE WITH THE GOAL OF FOSTERING THE RELATIONSHIPS BETWEEN CULTURAL INSTITUTIONS AND FIRST RESPONDERS.

YOU CAN FIND OUT MORE ON THE

HERITAGE PRESERVATION WEBSITE
AND THERE ARE A NUMBER OVER
RESOURCES YOU CAN DOWNLOAD FROM
THE ALLIANCE FOR RESPONSE
SECTION INCLUDING THIS DOUBLE
SIDED TIP SHEET IF YOU WANT TO
HAVE IT IN A NICE COLOR YOU CAN
DOWNLOAD IT FROM THERE.

ONE THING ALSO IN WORKING WITH
RESPONDERS AND I KNOW THIS WAS
MENTIONED OR I SAW IT IN THE
CHAT, I REVIEWED THE CHAT FROM
SESSION TWO.

THERE WAS A LITTLE DISCUSSION
ABOUT LOCK BOXES FOR KEYS.
YOU MAY HAVE SOMETHING INSIDE
WHERE YOU KEEP KEY CONTROL OVER
THE KEYS THAT ARE INSIDE MAYBE
INTO SOME OF YOUR CLOSED AREAS
OR YOUR STORAGE AREAS, ETCETERA.
BUT ALSO THINK ABOUT THE IDEA OF
HAVING A LOCK BOX ON THE
OUTSIDE, A KEY BOX ON THE
OUTSIDE OF YOUR BUILDING.

A LOT OF THE BIG BUILDINGS AND
PUBLIC BUILDINGS HAVE THESE.
THEY ARE GENERALLY REFERRED TO
AS LOCK BOXES, KEY LOCK BOXES OR
THE TERM HAS BEEN ALLIED
KNOXBOX.

IT COMES FROM FORT KNOX.

I THINK THAT'S THE IDEA.

IT'S A KNOX BOX.

IT'S A BOX THAT IS ACCESSIBLE TO
RESPONDERS WITH A SPECIAL KEY.
AND SO THEY CAN GET IN, GET THE
KEY TO YOUR FRONT DOOR OR
WHATEVER.

OPEN YOUR FRONT DOOR, GO IN AND
CHECK.

SAY AN ALARM HAS GONE OFF AND
THEY'RE NOT SURE IF THERE'S
REALLY A FIRE.

THEY CAN USE THAT KEY, GET IN,
CHECK, THERE'S NO FIRE, THEY CAN
REPORT TO YOU, NO FIRE.

AND THEY CAN LOCK THE DOOR BACK

UP AND LEAVE.

IF YOU DON'T HAVE A WAY FOR THEM TO ACCESS FROM THE OUTSIDE, THEY CAN'T DETERMINE IF THERE'S A FIRE.

OBVIOUSLY IF THERE IS ONE YOU'RE NOT GOING TO CARE QUITE AS MUCH IF THEY BREAK SOMETHING BUT THEY MAY HAVE TO BREAK YOUR DOOR TO GET IN AND MAYBE DETERMINE IT WAS A FALSE ALARM.

SO THIS IS THE LOGIC, ONE OF THE LOGICS FOR HAVING THE KNOX BOX. HAD HE CAN GET QUICK A ACCESS RIGHT AWAY.

I WANTED TO FOLLOW THAT UP.

SO ASK THEM IF THEY COME AND WALK AROUND, ASK THEM ABOUT THAT.

ASK THEM TO SHOW YOU WHERE THE LOCK BOX IS FOR YOUR BUILDING. THERE MAY ALREADY BE ONE THERE. THERE MAY BE ONE IN A SHARED FACILITY AND NOT REALIZE IT. MAYBE YOU CAN ADD A KEY TO YOUR PARTICULAR OFFICES OR YOUR AREA INTO THAT KNOX BOX PROPERLY LABELED.

I KNOW PLACES TOO THAT'S FOLD UP, THEIR POCKET RESPONSE PLAN AND PUT IT INTO THE LOCK BOX OUTSIDE AS WELL.

I WISH WE HAD MORE TIME NOW TO TALK ABOUT WORKING WITH EMERGENCY RESPONDERS AND BUILDING THESE RELATIONSHIPS. IT'S REALLY SUCH AN IMPORTANT CRITICAL THING FOR YOU TO DO.

I DO WANT TO MENTION IN SESSION TWO OF THE WEBINAR ON RISK EVALUATION THAT WAS DONE LAST MONTH, IN HER SECOND SESSION SHE TALKED ABOUT BUILDING RELATIONSHIPS, GAVE SOME EXCELLENT EXAMPLES, AND SHE ALSO HAS RESOURCES ON THE SESSION 2 RESOURCE LIST FOR THE RISK

EVALUATION WEBINAR.

SO YOU CAN GO BACK AND YOU CAN
LOOK AT THAT IN THE, ON THE
ON-LINE COURSES SHEET.
WEB PAGE.

OKAY.

THAT KIND OF ENDS MY OVERVIEW OF
THE PREP FOR COLLECTIONS.

I WANT TO TALK KIND OF GENERALLY
ABOUT SOME DISASTER PREPAREDNESS
TOPICS, BUT FIRST LET'S TAKE A
LOOK AND SEE WHAT THE QUESTIONS
ARE, JENNY.

>> SURE, JULIE.

LET'S SEE.

WE HAVE ONE QUESTION FROM
AMANDA.

HER HISTORIC HOUSE IS FROM
FURNITURE AND DELICATE
ARTIFACTS.

WOULD YOU RECOMMEND PRIORITIZING
ITEMS THAT WERE EASY TO
TRANSPORT THAN EMERGENCY OR
THINGS THAT ARE MORE
HISTORICALLY SIGNIFICANT EVEN IF
THEY ARE HARD TO MOVE.

>> THAT'S A GOOD QUESTION.

I WORKED WITH CALIFORNIA STATE
PARKS IN MONTERREY AT THEIR
HISTORIC ADOBE HOUSES AND WHAT
THEY DID FOR THEIR FIRST AND
SECOND PRIORITIES FOR THE HOUSE,
IT WAS TWO STORIES, THEY DID A
MAP OF EACH FLOOR AND THEN THEY
PUT IMAGES OF ITEMS THAT WERE
THE HIGHEST PRIORITY AND I
NOTICED RIGHT OFF THAT THEY WERE
ALL RELATIVELY SMALL THINGS.
AND THEY SAID YES, THE PIANO IN
FACT IS QUITE A HIGH PRIORITY
BUT IN FACT NO ONE IS GOING TO
GET IT MOVED OUT IN AN
EMERGENCY.

SO THEY THOUGHT THIS THROUGH BUT
THE POINT I MADE TO THEM IS BUT
STILL TELL THE RESPONDERS THAT
PIANO IS AN IMPORTANT PRIORITY

BECAUSE THEY CAN THROW FIRE
BLANKETS AND OTHER PROTECTIVE
COVERINGS OVER THINGS.

AND SO IT'S KIND OF, THERE'S
KIND OF A DOUBLE POSSIBILITY
THERE.

SO KEEP THAT KIND OF THING IN
MIND.

BUT YES, OBVIOUSLY THINGS THAT
CAN MORE EASILY BE GOTTEN OUT.
OTHERWISE PEOPLE JUST START
GRABBING WHAT'S CLOSEST TO THE
DOOR.

WHAT YOU REALLY WANT TO DO IF
YOU HAVE TIME, AND IF YOU CAN
SAFELY DO IT, IS BE ABLE TO SEND
THEM DIRECTLY TO THE ITEMS THAT
ARE ACTUALLY REMOVABLE.

>> OKAY.

AND THEN TINA HAD A QUESTION.
SHE SAYS HOW DO WE KNOW IF THE
INFO WE SUPPLIED TO OUR FIRST
RESPONDERS, IF THAT INFORMATION
IS GETTING TO ALL THEIR
PERSONNEL.

>> THIS IS ALWAYS A PROBLEM
BECAUSE THERE'S A FAIR AMOUNT OF
TURNOVER ESPECIALLY AT FIBER
STATIONS.

THE ONE IDEA IS TO HAVE THEM
COME EVERY YEAR AND DO WALK
THROUGHS.

AND NOT JUST A WALK THROUGH
WHERE THEY'RE LOOKING FOR
POTENTIAL PROBLEMS AS FAR AS
FIRE CODE AND THIS KIND OF
THING.

THEY NEED TO DO THAT AS WELL.
BUT SOMETHING WHERE YOU TAKE
THEM MORE IN-DEPTH AND SHOW THEM
THE COLLECTION.

SOMETIMES THEY WILL DO THIS
WHERE THEY BEGIN TO FEEL AND THE
POINT'S BEEN MADE IT'S AN
IMPORTANT CULTURAL ASSET IN THE
COMMUNITY.

TO ASK THEM TO BRING IN THEIR

NEW FOLKS EVERY TIME THEY GET NEW FIREFIGHTERS FOR EXAMPLE AT A STATION TO COME, ALSO TO PARTICIPATE IN EXERCISES THAT MAY BE GOING UP.

WE HAVE A WEBINAR IN JUNE ON TRAINING.

AND THAT WILL INCLUDE SOME IDEAS FOR WAYS TO INTEGRATE WITH EMERGENCY MANAGEMENT IN REGULAR EXERCISES.

TRYING TO TIE INTO SOMETHING THEY DO.

FIRE DEPARTMENTS ALSO WILL PUT YOUR EMERGENCY PLAN, IF YOU PROVIDE IT TO THEM, ESPECIALLY A POCKET PLAN.

THEY LOVE SOMETHING LIKE THAT, AND FLOOR PLANS.

RIGHT INTO THEIR, WHAT ARE CALLED RUN BOOKS, IF THEY PULL TO THE SITE THEY CAN FIND OUT

ANY HAZARDS HERE, WHAT ARE THE ISSUES AND THINGS LIKE PRIORITIES BUT YOU HAVE TO SUPPLY THAT TO THEM.

THAT'S ANOTHER WAY.

THIS IS AGAIN ASKING HOW TO MAKE THEIR JOB EASIER WHEN THEY ARRIVE AT YOUR SITE.

THE MORE YOU CAN ENGAGE, THE MORE LIKELY THEY ARE TO KEEP THIS INFORMATION BEING PASSED ALONG.

OKAY.

>> AND THEN TINA HAD ANOTHER FOLLOW UP QUESTION, SHE SAYS SHE NEEDS FIVE KEYS TO GET BACK INTO THE COLLECTIONS.

IS THAT MANY KEYS REASONABLE FOR A LOCK BOX.

>> YES.

THEY COME IN DIFFERENT SIZES.

JUST MAKE SURE THEY ARE VERY CLEARLY LABELED AND LARGE ENOUGH TO BE SEEN IN THE DARK.

CLEARLY SOMEBODY DOESN'T WANT TO BE MESSING THROUGH LOTS OF KEY RINGS, BUT THAT'S NOT A PROBLEM.

>> AND THEN A QUESTION, I THINK WE HAD A VERSION OF OUR LAST COURSE, JANENE IS CURIOUS IF THERE'S TRAINING PROGRAMS TO ADJUST THE NEEDS OF SOLUTIONS BEFORE AND AFTER NEEDSOR FIRST RESPONDERS ESPECIALLY IN COMMUNITIES WHERE THEY TEND TO BE ALL VOLUNTEERS.

>> WELL, WHAT I WOULD RECOMMEND YOU DO IS GO TO SOME OF THE RESOURCES FOR THE ALLIANCE FOR RESPONSE SECTION ON THE HERITAGE PRESERVATION WEBSITE.

THIS CAN BE, THIS IS A HELPFUL RESOURCE.

ANOTHER ONE IS THE NORTHEAST DOCUMENT CONSERVATION CENTER IS LISTED ON YOUR, LET'S SEE. MAYBE I HAVE IT HERE SEPARATELY. NO, I DON'T.

IT DOESN'T LOOK LIKE.

IT'S LISTED ON YOUR RESOURCES LIST UNDER REGIONAL ALLIANCE FOR PRESERVATION.

ANY ECC HAS A LINK THERE TO CO-STEP, I'M SORRY I DIDN'T INCLUDE THAT.

MAYBE WE CAN GET THAT INTO YOUR THE AT THAT TIME HERE.

CO-STEP IS THE COORDINATED STATE-WIDE EMERGENCY PREPAREDNESS.

THIS IS A PROGRAM DEVELOPED BY NEDDC IT'S BEEN IMPLEMENTED IN MASSACHUSETTS AND LOOKED AT IN SOME OTHER STATES.

I THINK WE'RE IN PROCESS HOW FAR IT.

THIS IS A WAY TO INTEGRATE AND TRAIN AND GET THE BUY-IN FROM EMERGENCY MANAGEMENT WITHIN COMMUNITIES.

ACTUALLY I THINK SMART

COMMUNITIES HAVE A MUCH EASIER
JOB OF DOING THIS THAN LARGER
COMMUNITIES BECAUSE THEY CAN
PRETTY QUICKLY RELATE TO THESE
IMPORTANT COMMUNITY ASSETS.
THESE CULTURAL COLLECTION THAT
ARE THERE FOR THEIR FAMILIES,
THEIR KIDS.

IF YOU'RE REALLY LUCKY, THEIR
MOTHER OR WIFE ACTUALLY
VOLUNTEER AT YOUR ORGANIZATION.
AND THEN YOU ARE GOOD TO GO.
YOU'VE GOT THAT CONNECTION TO
MAKE IT IMPORTANT.

SO LOOK FOR WAYS TO JUST BRING
THEM IN AND TO GET BY AND JUST
GIVE THEM TICKETS.

DROP OFF TICKETS TO YOUR OPENING
OR ADMISSION TICKETS TO YOUR
LOCATION.

OR AN EVENT THAT'S GOING ON AT
YOUR LIBRARY.

AND INVITE THEM TO COME.

BRING THEIR FAMILY.

AND GET THEM ENGAGED.

SO I HOPE THAT ANSWERS THAT
QUESTION.

WE'LL HAVE MORE ABOUT IT AS FAR
AS THE TRAINING ASPECT AT THE
SESSION IN JUNE.

>> ALL RIGHT, THAT'S IT, JULIE.
THANK YOU.

>> OKAY, GOOD.

I WANT TO KIND OF WRAP UP WITH
KIND OF AN OVERVIEW OF KIND OF
WHAT HINDERS DISASTER
PREPAREDNESS.

BECAUSE I DON'T WANT YOU TO FALL
VICTIM TO WHAT I CALL DISASTER
PREPAREDNESS PITFALLS.

SO THIS CAN MAYBE HELP YOU TO
KIND OF TURN THIS AROUND.

I ALWAYS TRY TO DO THINGS IN A
POSITIVE MANNER.

BUT IT'S IMPORTANT TO JUST
REALIZE, AND SOME OF YOU MAY
HAVE ALREADY ARE SEEING SOME OF

THESE THINGS KIND OF THROWN IN
YOUR WAY AS YOU STARTED WORKING
ON YOUR PLANNING.

YOU KNOW, IT'S PSYCHOLOGICALLY
DIFFICULT.

WE'RE HUMAN.

IT'S PSYCHOLOGICALLY DIFFICULT
TO PREPARE FOR AN EVENT WE HOPE
WILL NEVER HAPPEN.

WE BASICALLY OPERATE ON A DENIAL
TYPE OF APPROACH.

SO JUST KEEP THAT IN MINE.

YOU'RE ALREADY DEALING WITH A
PSYCHOLOGICALLY DIFFICULT FOR
PEOPLE.

THEY'D RATHER JUST DECIDE IT'S
NOT GOING TO HAPPEN TO US.

YOU KNOW, IT CAN FEEL
OVERWHELMING AND WORKING ON
THIS, I HOPE I HAVEN'T
OVERWHELMED YOU, I HOPE BREAKING
THIS INTO SMALL CHUNKS, I HOPE
THE PREP LOOKS TO YOU LIKE
SOMETHING WOW THIS ISN'T
OVERWHELMING, THIS IS SOMETHING
I CAN GET GOING ON.

YOU KNOW, IT CAN'T HAPPEN TO US.
YES, BUT IT CAN.

I MEAN WE'VE SEEN ENOUGH.

WE'VE HEARD ENOUGH, WE KNOW.

IT'S LIKELY, IF IT HASN'T
ALREADY HAPPENED, IT'S GOING TO
HAPPEN SOMETIMES.

I LIKE TO SAY IF YOU THINK
PREPAREDNESS AND PLANNING IS
OVERWHELMING, JUST TRY DEALING
WITH A DISASTER WITHOUT HAVING
PREPARED.

NOW THAT'S MY DEFINITION OF
OVERWHELMING.

FINANCIAL AND PERSONAL
RESOURCES, IT WILL TAKE SOME.
SOME MAY NEED TO BE DIVERTED
FROM IMMEDIATE DAILY PRIORITIES.

I REALIZE THAT IS ALREADY
WORKING HARD, WEARING MULTIPLE
HATS, JUST TRYING TO DO DAY TO

DAY JOBS.

AND THERE WILL BE THE FEELING FROM SOME PEOPLE, YOU KNOW, THAT ISN'T MY JOB.

IT'S NOT MY JOB, I DON'T NEED TO, I DON'T NEED TO WORRY ABOUT IT.

BUT THIS BIG PART OF THIS IS GETTING THAT ADMINISTRATIVE BUY-IN.

THE NOT A PRIORITY, THERE IS A PROVIDER.

THERE IS A DEADLINE OF PREPAREDNESS ACTIONS.

IT'S JUST THAT WE DON'T KNOW THE DEADLINE, THAT WE WILL HAVE NO WARNING IN MOST CASES.

SO THAT'S ANOTHER THING TO KEEP IN MIND.

THERE IS A DEADLINE FORGETTING THIS WORK DONE.

LACK OF ADMINISTRATIVE SUPPORT IS A REAL BIG ONE.

ADMINISTRATIVE SUPPORT IS REALLY CRITICAL TO SUCCESSFUL PREVENTION AND PREPAREDNESS EFFORTS.

YOU NEED TO GET THAT SUPPORT.

SO PERSONNEL AND FINANCIAL RESOURCES CAN BE ALLOCATED.

SO IF YOU FIND YOURSELF NEEDING MORE REASONS TO CONVINCING YOUR ADMINISTRATORS, LET'S LOOK AT A FEW WAYS AND REASONING THAT MAY HELP YOU.

IT HELPS TO MINIMIZE DAMAGE.

IT EXPEDITE RESPONSE AND RECOVERY.

THERE WILL ALWAYS BE SOME CHAOS BUT HOW QUICKLY YOU CAN GET GOING IS GOING TO DEPEND ON HOW MUCH YOU PRESENTED AND TRAINED PEOPLE FOR IT.

AND IT ALLOWS FOR PROMPT PRODUCTION OF SERVICE.

THOSE THAT RELY ON INCOME FROM ADMISSION THIS IS IMPORTANT

BECAUSE IF YOU'RE CLOSED YOU
HAVE NO MONEY COMING IN.
RESUMPTION OF SERVICE AND
ACADEMIC LIBRARIES AND OTHER
LIBRARIES.
THIS IS CRITICAL FOR THE ONGOING
NATURE OF THE INSTITUTION AND
WHO YOU ARE SERVING.
THIS PREPAREDNESS WILL ALLOW FOR
PROMPT RESUMPTION OF SERVICE.
SO KEEP THESE THINGS IN MIND AND
MAYBE USE SOME OF THESE
ARGUMENTS.
LOOK FOR WAYS TO GIVE EXAMPLES,
AND GET ADMINISTRATORS BUYING
IN.
NOW, UNDER THE DISASTER
MITIGATION ACT OF 2000, EVERY
LOCAL COUNTY AND STATE
GOVERNMENT IS REQUIRED TO
DEVELOP AND ADOPT A HAZARD
MITIGATION PLAN IN ORDER TO BE
ELIGIBLE FOR PRE AND POST
DISASTER FUNDING.
GO BACK AND SEE HOW YOU CAN
INTEGRATE IT ALSO INTO YOUR
PLANNING PROCESS AND HELP WITH
GOING TO ADMINISTRATORS AND
SAYING HERE LOOK HERE ARE SOME
OF OUR REAL HIGH RISKS.
BECAUSE THEY CAN GET YOU MAPS,
FOR EXAMPLE FLOOD MAPS, THIS
KIND OF THING.
WHAT NATURAL RISK FOR YOUR
LOCATION ARE GOING TO BE THE
MOST LIKELY AND SOMETIMES THAT
CAN THEN, YOU CAN WORK WITH
ADMINISTRATORS TO SAY WOW WE ARE
IN A FLOOD PLAIN OR WE HAVE
THESE OTHER ISSUES.
IF THERE CONTINUES TO BE
RELUCTANCE TO PREPARE, FOCUS ON
WHAT THE INSTITUTION HAS ALREADY
DONE.
MAYBE THE BIGGER INSTITUTION HAS
DONE A DISASTER PLAN, THEN YOU
CAN A YOU NEED TO HAVE SOMETHING

THAT FITS INTO IT THAT RELATES
MORE TO YOUR COLLECTION.
SO LOOK AT STEPS THAT HAVE
ALREADY BEEN TAKEN TOO.
THE EMERGENCY PLAN, MAPS BEING
POSTED, FIRE DRILLS THAT ARE
AHEAD.
STAFF PREPAREDNESS ACTIONS THAT
HAVE BEEN TAKEN.
YOU BUILD ON PEOPLE EMERGENCIES
THAT YOU PROBABLY ALREADY
PREPARED FOR.
TO THEN LOOK AT THE WAYS TO
PREPARE FOR COLLECTIONS.
AND THEN THE RINGER IS WHEN ALL
ELSE FAILS JUST POINT OUT HOW
UNACCEPTABLE THE ALTERNATIVE IS.
PERMANENT LOSS, CHAOS AND
ACCOUNTABILITY.
THAT WILL BEGIN TO SPEAK TO
ADMINISTRATORS.
ADMINISTRATORS NEED TO BE
RESPONSIBLE STEWARDS OF THE
COLLECTION AND ITS ASSETS.
AND THAT YOU DON'T WANT TO READ
ABOUT YOUR INSTITUTION OR BE
QUOTED ON THE FRONT PAGE OF THE
PAPER WHEN SOMETHING HAS GONE
VERY WRONG.
SO I HOPE SOME OF THOSE WAYS
WILL GIVE YOU SOME IDEAS OF WAYS
TO GET THAT BUY-IN, THAT
ADMINISTRATIVE BUY-IN IF YOU
HAVEN'T ALREADY.
SO WITH THAT, I HAVE THIS LITTLE
GUY.
DON'T, PLEASE DON'T GET TOO
STRESSED.
AND JENNY, DO WE HAVE ANY MORE
QUESTIONS OR COMMENTS THAT WE
WANT TO DISCUSS?
>> WE DON'T RIGHT NOW.
SO I'M GOING TO GO AHEAD AND
PULL OVER GROUP ATTENDANCE AND
THE HOMEWORK.
IF YOU GUYS HAVE QUESTIONS FEEL
FREE TO TYPE IT IN THIS

COMMUNITY MUD -- POD AND WE'LL
GET TIGHT.

I'LL PULL OVER OUR HOMEWORK
ASSIGNMENT FOR THIS WEBINAR
NUMBER THREE.

FOLLOWING IT AT THAT LINK AND
THEN OF COURSE THE FIRST HOME
PAGE IS HERE.

THEN I WILL TAKE GROUP
ATTENDANCE RIGHT NOW.

IF YOU DIDN'T LOG IN, ENTER YOUR
FIRST AND LAST NAME.

I WILL ASK YOUR GROUP LEADER TO
GO AHEAD AND TYPE IN EVERYONE IN
YOUR GROUP SO WE CAN MARK YOU
DOWN AS HAVING BEEN HERE.

LET'S SEE.

>> MAYBE I'LL MENTION TOO THAT
SESSION FOUR ON THURSDAY WE'RE
GOING TO LOOK A LITTLE MORE AT
HEALTH AND SAFETY DURING A
RESPONSE AND SOME OF THE
PSYCHOLOGICAL CHALLENGE THAT GO
ALONG WITH IT, A RESPONSE.
ALSO WORKING WITH COMMERCIAL
RECOVERY SERVICES DISASTER
SUPPLIES AND EQUIPMENT AND SOME
RESOURCES TO HELP INFORM YOUR
COLLECTION SALVAGE DECISIONS.
THAT WILL KIND OF WRAP UP OUR
TIME SO LOOK FORWARD TO SEEING
YOU THERE.

>> ALICE OUR INSTRUCTOR IN OUR
LAST COURSE ACTUALLY MENTIONED
IN REGARD FOR TRAINING FOR FIRST
RESPONDERS.

SHE SAID WHAT'S NEW TO FIRST
RESPONDER IS MUSEUMS TRACK
SELECTIONS AS THEY TRACK
INFORMATION FOR ARSON AND MASS
CASUALTIES.

SO WE DO A LOT OF THE SAME TYPE
OF TRACKING THAT MAYBE FIRST
RESPONDERS AREN'T AWARE OF.

>> THAT'S GREAT.

KIND OF SPEAKING THEIR LINGO AND
RELATING IT TO SOMETHING THEY

UNDERSTAND.

I REMEMBER WHEN WE WERE TRYING TO GET A BETTER RESPONSE FROM FACILITIES AT THE UNIVERSITY WHERE I WAS AND WITH LEAKY PIPES AND DIFFERENT THINGS LIKE THIS. AND WE STARTED EQUATING IT TO WHAT THEY ACTUALLY HAD TO DO AND WHEN WE TOLD THEM THE VALUE OF THE, INSURED VALUE OF OUR COLLECTION, THAT'S WHEN THEY STOOD BACK AND TOOK NOTICE BECAUSE THEY COULD RELATE THAT COST AMOUNT TO WHAT IT COSTS FOR BUILDINGS ON CAMPUS.

JUST FOR THE COLLECTION, VALUE OF THE COLLECTION.

LOOK FOR A WAY TO TIE IN.

TO ME, THAT WAS WHEN THE LIGHTBULB FINALLY WENT ON WITH THEM AND I NEVER WOULD HAVE THOUGHT THAT VALUE WOULD HAVE, MONETARY VALUE WOULD HAVE FINALLY GOTTEN THEM, GOTTEN THEM ON BOARD.

SO LOOKING FOR WAYS LIKE ALICE SAID, TO REMIND THEM THE THINGS THAT WE TO THAT ARE SIMILAR TO WHAT THEY DO.

AND WE'RE BIG INTO PREVENTION.

>> THERE WAS A QUESTION HERE. SHE'S CURIOUS, CAN YOU TALK ABOUT SAFETY ISSUES AND SHARING THE LOCATION OF IMPORTANT COLLECTIONS.

>> SURE.

AND THIS IS LIKE PUTTING PERSONAL PHONE NUMBERS ON. YOU MAY NOT WANT EVERYONE TO HAVE THE LIST OF THE PRIORITIES ON A POCKET RESPONSE PLAN. THESE CAN BE DONE ON A SEPARATE DOCUMENT AND THEN REFERRED TO. SO IT MIGHT ON THE PREP SAY REFER TO THE COLLECTIONS PRIORITIES, IT IS HOUSED YOU KNOW IN PAPER WHEREVER IT'S

LOCATED AND HOW IT IS
ELECTRONALLY.

OR YOU MIGHT HAVE SOME, YOU
MIGHT HAVE SOME JUST GENERAL
OVERALL PRIORITIES.

AND THINK IN BROAD TERMS OF WHAT
YOU'D GO AFTER FIRST BUT SPECIAL
COLLECTIONS, LOCAL HISTORY
ROOMS, THINGS LIKE THAT YOU
MIGHT NOT WANT TO ACTUALLY HAVE
RED DOTS OUT IN THE PUBLIC OR
HAVE THEM MAPPED ON A MAP THAT
EVERYBODY CAN GO STRAIGHT TO.
SADLY, A LOT OF THEFT AND
CULTURAL INSTITUTIONS IS INSIDER
THEFT.

AND THAT'S THOSE WORKING IN THE
INSTITUTIONS OR VOLUNTEERING OR
STUDENT EMPLOYEES.

SO JUST KEEP THAT IN MIND.
ABSOLUTELY YOU NEED TO THINK
WHAT WILL WORK FOR YOU.

>> ALL RIGHT JULIE, I THINK
THAT'S ALL THE QUESTIONS WE
HAVE.

DID YOU HAVE ANYTHING ELSE TO
ADD FOR TODAY?

>> I THINK THAT'S IT.

IT'S BEEN A GOOD SESSION.

I LOOK FORWARD TO SEEING YOUR
HOMEWORK FOR TODAY'S SESSION.
REVIEWING THAT, SEE IF THERE ARE
ANY QUESTIONS THAT WE CAN
APPROACH NEXT TIME.

WE HAVE A LOT TO COVER NEXT
TIME.

I PROMISE YOU IT WILL BE A LOT
MORE, SOME MORE SLIDES AND
VISUAL IMAGES AND HOPEFULLY
ENGAGE YOU SOME MORE.

>> WELL, ON THAT I WILL JUST
REMIND YOU THAT THE FINAL CLASS
IS THURSDAY MARCH 14TH AT 2:00
IN THE SAME SPOT.

AND AGAIN YOU HAVE THE LINK TO
THE HOMEWORK AND THE COURSE HOME
PAGE.

THANK YOU GUYS FOR JOINING US
AND HAVE A FANTASTIC AFTERNOON.3