

Overview: What Disaster Planning Entails

### **A Public Trust at Risk: The Heritage health Index Report on the State of America's Collections**

The Heritage Health Index, the first comprehensive survey to assess the condition and preservation needs of U.S. collections, attracted major media attention and is a useful resources to raise awareness of governing boards, local and state decision-makers, and community funders about the preservation of collections. The full report with appendices, selected data, resources and a downloadable PowerPoint presentation are posted on

<http://www.heritagepreservation.org/hhi/>

### **Resources for Emergency Planning and Preparedness, Heritage Preservation**

A lengthy list of resources for planning for collection emergencies in the in the Know Your Risks section of the Heritage Preservation section on Resources for Emergency Planning and Preparedness

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

A collection of one-page documents efforts section of REEP.

### **Steps for Developing a Plan, Heritage Preservation.**

A easy to follow one page process that outlines and organizes the steps to make a plan.

[http://www.heritagepreservation.org/REPP/docs/REPP\\_Steps\\_for\\_Developing\\_EPlan.pdf](http://www.heritagepreservation.org/REPP/docs/REPP_Steps_for_Developing_EPlan.pdf)

### **Suggested contents of a Basic Emergency Plan that Addresses Collections, Heritage Preservation**

Part of the risk evaluation and planning program, this free online pdf file is a single page online that identifies 7 essential types of information to include in your emergency plan.

[http://www.heritagepreservation.org/REPP/docs/REPP\\_Sugg\\_EPlan\\_Contents.pdf](http://www.heritagepreservation.org/REPP/docs/REPP_Sugg_EPlan_Contents.pdf)

### **Steal This Handbook! A Template For Creating a Museum's Emergency Preparedness Plan**

This handbook covers all aspects of emergency preparedness, response and recovery and includes both major disasters and everyday, potentially dangerous situations. Chapters deal with: How to organize an emergency plan, Standards for collections care and museum operations mitigating the effects of an emergency, Procedures to follow during, immediately after, and in recovery from an emergency Stabilization techniques for damaged collection materials and buildings, Detailed appendices including resource lists, incident forms, and collection priorities.

This spiral bound handbook, 250 pages in length. \$25.00 at <http://www.e-junkie.com/seregistrars/product/447006.php>

### **Disaster Response and Recovery, National Park Service**

Conserve O Gram 21/9, Be Prepared: Develop a Museum Emergency Operations Plan,

Conserve O Gram 21/10 Museum Staff Emergency Procedure: A sample Emergency Telephone List

Conserve O Gram 21/11 Museum Staff Emergency Procedures: A Sample Emergency “Flip Chart”

These short focused leaflets provide guidelines and helpful resources for learning more about emergency planning for life safety and collections

[http://www.cr.nps.gov/museum/publications/conserveogram/cons\\_toc.html](http://www.cr.nps.gov/museum/publications/conserveogram/cons_toc.html)

### **Emergency Response and Salvage Wheel, Heritage Preservation**

Heritage Preservation sells a hands-on tool that outlines steps that facilitate disaster response and salvage.

[www.heritagepreservation.org/catalog/wheel1.htm](http://www.heritagepreservation.org/catalog/wheel1.htm)

### **Field Guide to Emergency Response, Heritage Preservation**

This water resistant spiral bound booklet can help anyone respond with the best professional step-by-step advice on what to do immediately after a disaster. This handbook explains initial steps to take, essential response functions, and conditions you are likely to encounter. The instructional DVD illustrates typical problems after a disaster and demonstrates basic salvage techniques

<http://www.heritagepreservation.org/catalog/product.asp?IntProdID=33>

### **Tips for Working with First Responders, Heritage Preservation**

This poster is available as a free download from Heritage Preservation. It identifies topics to discuss with your first responders and the kinds of questions they might have in return. It is a useful tool to build these important relationships in order to maximize the protection of your cultural resources.

[http://www.heritagepreservation.org/lessons/HPR\\_Emergency\\_Poster8.5x11.pdf](http://www.heritagepreservation.org/lessons/HPR_Emergency_Poster8.5x11.pdf)

### **Worksheet for Outlining a Disaster Plan, Northeast Document Conservation Center (NEDCC)**

This template guides a museum in identifying equipment and services needed for disaster preparedness and recovery, setting salvage priorities and scheduling drills. It also includes checklists of tasks that should be completed on a daily and weekly basis.

[www.nedcc.org/resources/leaflets/3Emergency\\_Management/04DisasterPlanWorksheet.php](http://www.nedcc.org/resources/leaflets/3Emergency_Management/04DisasterPlanWorksheet.php)

### **dPlan, Northeast Document Conservation Center (NEDCC) and the Massachusetts Board of Library Commissioners**

dPlan is a free online program that helps institutions write comprehensive disaster plans. The program provides easy-to-use templates that allow museums of all sizes to develop a customized plan with checklists; salvage priorities; preventive maintenance schedules; contact information for personnel, insurance and IT help; and a list of emergency supplies and services.

[www.dplan.org/](http://www.dplan.org/)