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WE HAVE ALMOST 200 OF YOU GUYS
LOGGED IN RIGHT NOW, WHICH IS
FANTASTIC.

I'M GOING TO QUICKLY GO THROUGH
SOME LOGISTICS AND WE'LL TRY TO
POWER THROUGH THIS AND GET RIGHT
TO THE PRESENTATION.

SO FOR THIS FIRST COURSE WE'LL
HAVE A TOTAL OF FOUR WEBINARS.
TODAY'S WEBINAR IS, OF COURSE,
OVERVIEW: WHAT DISASTER PLANNING
ENTAILS."

SO EACH WEBINAR IS 90 MINUTES
LONG.

OUR SECOND WEBINAR WILL BE THIS
THURSDAY, THE SEVENTH, AT 2:00
P.M. AND THEN WE'LL HAVE TWO
MORE ON TUESDAY THE 12th AND
THURSDAY THE 14th AT 2:00 P.M.
AS I MENTIONED, TURNOUT HAS BEEN
FANTASTIC WHICH DOES PRESENT A
LITTLE BIT OF A LOGISTICAL
CHALLENGE IN TRACKING EVERYONE'S
PARTICIPATION IT'S IMPORTANT
THAT WE KEEP TRACK OF OUR
PARTICIPANTS AND REPORT BACK TO
I.M.L.S. ON HOW THIS PROJECT IS
GOING, THE EFFECTIVENESS AND
IMPACT OF IT AND TO ALSO
DEMONSTRATE THAT FUNDING FOR
PROGRAMS LIKE THESE IMPORTANT
FOR THE FUTURE SO I'M GOING TO
GO THROUGH SOME BASIC THINGS TO
MAKE RECORD KEEPING A LITTLE BIT
EASIER, TO MAKE LIFE EASIER FOR
YOU ALL.

SO THE FIRST YEAR WHAT YOU'LL
SEE ON YOUR SCREEN WHAT YOU
SHOULD HAVE SEEN WHEN YOU
REGISTERED FOR THIS COURSE.

SO FOR THIS PARTICULAR COURSE
YOU SHOULD HAVE REGISTERED AT

LEAST ONE WEEK BEFORE OUR START TODAY AND, OF COURSE, NOW REGISTRATION HAS CLOSED SO ONCE YOU REGISTER AND THIS REGISTRATION PAGE IS THREE PAGES LONG YOU'LL GET THROWN INTO OUR DATABASE WHERE WE ARE ABLE TO TRACK ATTENDANCE AND YOUR PERMISSION FORM ALONG WITH YOUR CONTACT INFORMATION AND HOME WORK ASSIGNMENTS.

SO IF YOU'RE NOT REGISTERED WE DON'T REALLY HAVE AN EFFECTIVE WAY TO TRACK YOUR PARTICIPATION. WE DON'T REALLY EVEN HAVE A WAY TO CONTACT YOU SO IF THIS PAGE DOESN'T LOOK FAMILIAR AND YOU DON'T RECALL FILLING OUT THREE PAGES OF INFORMATION PLEASE CONTACT US AS SOON AS POSSIBLE SO WE CAN GET YOU SCARED AWAY. SO ANOTHER THING WE ASKED YOU TO TURN IN WAS A PERMISSION FORM. THIS PERMISSION FORM IS REQUIRED TO EARN A CERTIFICATE OF COMPLETION AND IT'S DUE ALONG WITH ALL OF THE OTHER REQUIREMENTS NO LATER THAN FEBRUARY 21.

A LINK TO THIS PERMISSION FORM CAN BE FOUND ON OUR REGISTRATION PAGE.

SO OUR RECORDS INDICATE THAT EVERYONE WHO REGISTERED FOR THIS ONLINE COURSE, WE'RE MISSING ABOUT HALF OF OUR PERMISSION FORMS SO MAKE SURE TO TURN THAT IN BY THE END OF THE MONTH.

SO JUST A FEW MORE THINGS ABOUT EARNING A CERTIFICATE.

OF COURSE YOU HAVE TO REGISTER. WE NEED YOUR PERMISSION FORM BUT THERE ARE A COUPLE OF OTHER THINGS WE'RE ASKING FOR.

WE'RE ASKING FOR YOU TO ATTEND EACH WEBINAR SO WE'LL TAKE ATTENDANCE ABOUT HALF AN HOUR

INTO THIS WEBINAR AND THE WAY WE TAKE ATTENDANCE IS WHEN YOU LOGGED IN TODAY YOU ENTERED YOUR FIRST AND LAST NAME.

ANDEN IN A HALF HOUR WE GRAB ALL THOSE FIRST AND LAST NAMES AND WRITE YOU DOWN AS HAVING ATTENDED.

SO IF YOU'RE WATCHING WITH A GROUP, I KNOW WE HAVE A COUPLE GROUP MEMBERS.

AT THE END -- TOWARDS THE END OF THIS WEBINAR WE'LL GO AHEAD AND TAKE GROUP ATTENDANCE.

WE'LL ASK YOU TO PUT EVERYONE'S NAME IN WHO'S WATCHING WITH YOU WHO DID NOT ENTER IN THEIR NAME TO LOG INTO THE SESSION.

IF YOU MUST MISS A WEBINAR LET US KNOW AND I'LL PUT UP AN E-MAIL ADDRESS IN A SECOND.

WITHIN 24 HOURS OF THIS LIVE WEBINAR WE WILL SEND YOU A LINK TO THE RECORDINGS SO IF YOU MISSED IT YOU CAN WATCH IT AGAIN OR IF YOU WANT TO GO BACK AND LEARN MORE ABOUT SOMETHING YOU CAN GO BACK AND DO THAT.

SO WE ARE NOT POSTING THE RECORDINGS JUST YET TO THE WEB SITE.

WE'RE GOING TO SAVE THAT UNTIL THE END OF THE MONTH.

SO OUR FINAL REQUIREMENT IS HOME WORK WHICH WE HAVE SET UP IN SURVEY MONKEY AND WE'LL GO INTO HOME WORK IN JUST A SECOND.

JUST A REMINDER: ALL OF THESE THINGS ARE DUE BY FEBRUARY 21.

AND TO FIND MORE INFORMATION FROM THERE THIS COURSE AND LINKS TO ALL THE HOME WORK ASSIGNMENTS THERE IS A COURSE PAGE WHICH YOU'LL SEE AT THE ABOVE LINK SO IF YOU NEED ANYTHING IT WILL BE ON THAT PAGE.

LINKS TO THE HOME WORK

ASSIGNMENT AND RESOURCES WE MENTIONED IN THIS WEBINAR. SO BACK TO HOME WORK FOR JUST A SECOND.

DON'T PANIC ABOUT HOME WORK, IT'S REALLY PASS OR FAIL. WE'RE JUST LOOKING THAT YOU'VE DONE IT AND MAKING SURE WE'RE COMMUNICATING THE CONCEPT EFFECTIVELY.

IT SHOULD TAKE ABOUT TEN MINUTES TO COMPLETE AND YOU'LL SUBMIT THE HOME WORK ASSIGNMENT THROUGH SURVEY MONKEY TO HERITAGE PRESERVATION MIKE SURE TO PUT YOUR FIRST AND LAST NAME IN AS YOU REGISTERED SO WE CAN MATCH YOU TO OUR DATABASE.

THE SAME IS TRUE WHEN YOU LOG INTO THE WEBINAR.

OKAY, SO THE ONLINE COMMUNITY, SOME OF YOU HAVE PROBABLY ALREADY BECOME MEMBERS.

MEMBERSHIP TO THE ONLINE COMMUNITY IS NOT REQUIRED YOU'LL NEVER NEED A USER NAME OR PASSWORD TO JOIN IN ON THESE WEBINARS OR TO REGISTER FOR COURSES IN THE FUTURE BUT YOU'RE MORE THAN WELCOME TO JOIN -- YOU'LL SEE THE LOG IN ON THE RIGHT-HAND CORNER OF OUR WEB SITE AND BECOMING A MEMBER GIVES YOU ACCESS TO OUR DISCUSSION BOARD SO YOU CAN POSE QUESTIONS AND RESPOND TO QUESTIONS THAT OTHER FOLKS HAVE.

THE COMMUNITY NOW HAS MORE THAN 2,500 MEMBERS INCLUDING COLLECTIONS AND CONSERVATION PROFESSIONALS BUT PLEASE NOTE YOU DON'T TO BECOME A MEMBER TO PARTICIPATE IN THE WEBINARS AND TO REGISTER FOR THE COURSES.

WE ARE ALSO REALLY EXCITED. IF YOU ARE A CERTIFIED ARCHIVIST, THIS COURSE QUALIFIES

FOR CERTIFICATION CREDITS AND YOU CAN CHECK THEIR WEB SITE FOR MORE INFORMATION ABOUT THAT.

WE'VE BEEN TOLD THIS PARTICULAR COURSE IS GOOD FOR TWO.

SO I KNOW THAT'S A LOT OF STUFF.

IF YOU HAVE ANY QUESTIONS ABOUT EARNING A CERTIFICATE OF COMPLETION SEND US AN E-MAIL.

YOU DON'T NEED TO EARN A CERTIFICATE OF COMPLETION IF YOU'RE JUST INTERESTED IN

LEARNING THIS INFORMATION FEEL FREE TO WATCH ALONG BUT IF YOU ARE INTERESTED WE DO DOCTOR V THOSE REQUIREMENTS.

ALL RIGHT, WE CAN MOVE ON TO OUR TOPIC!

SO I'M GOING TO FOR NOW MOVE AWAY THIS "SAY HELLO" BOX AND YOU WILL SEE IN ITS PLACE A Q&A BOX.

AS MIKE SAID, THAT'S A MODERATED Q&A BOX SO IF YOU HAVE TECHNICAL ISSUES YOU CAN WRITE YOUR QUESTION IN THERE AND WE'LL KEEP IT PRIVATE BETWEEN US IF IT'S A COMMENT FOR THE ENTIRE GROUP WE'LL PUBLISH IT AND IF WE PUBLISH IT YOU'LL SEE YOUR QUESTION TWICE.

DON'T WORRY, YOU'RE NOT SPAMMING THE Q&A.

YOU WILL SEE YOUR COMMENT TWICE BUT NO ONE ELSE WILL.

SO TODAY I AM SO PLEASED TO WELCOME OUR INSTRUCTOR ALEX ALLARDT.

ALEX IS THE PRINCIPAL AND MANAGING DIRECTOR OF AN INDEPENDENT MUSEUM CONSULTANCY FIRM BASED IN NEWPORT, RHODE ISLAND.

IN HER CAREER SHE HAS HEADED THE OBJECTS CONSERVATION LABORATORY AT PACIFIC REGIONAL CONSERVATION CENTER IN HONOLULU AND HEADED

THE CONSERVATION LABORATORY AT
THE HARVARD UNIVERSITY'S PEABODY
MUSEUM OF ARCHAEOLOGY ANDETTE
NOTHINGFY.

IN 2004 SHE BECAME A CERTIFIED
MEMBER OF THE AMERICAN INSTITUTE
FOR CONSTELLATION COLLECTIONS
EMERGENCY RESPONSE TEAM AND
SINCE THEN HAS BEEN TEACHING
CULTURAL RESOURCE EMERGENCY
MANAGEMENT.

SO I'M GOING TO PULL OVER YOUR
POWERPOINT AND PASS THINGS OVER
TO YOU.

>> THANK YOU, JENNY.

I SEE THE POWERPOINT.

THIS IS VERY IMPRESSIVE.

GOOD DAY TO EVERYBODY!

WELCOME TO THE WEBINAR!

I HOPE YOU'RE TOASTY AND WARM
AND NOT EXPERIENCING ANY EXTREME
WEATHER EVENTS OR DISASTERS OUT
THERE.

WELCOME EVERYBODY FROM SWEDEN TO
HAWAII TO MEXICO AND NEW ZEALAND
I SAW SOME FAR FLUNG MEMBERS.
THANK YOU FOR JOINING IN AND
WELCOME TO EVERYBODY.

I'M -- IN THE CONTINENTAL U.S.,
TOO.

THIS WEBINAR IS A SERIES OF FOUR
AND I HOPE TO BUILD YOUR
CONFIDENCE AND FOCUS YOUR EFFORT
TO START PLANING IN ANTICIPATION
OF CREATING A DISASTER PLAN FOR
YOUR COLLECTION.

TODAY'S WEBINAR IS JUST AN
OVERVIEW.

I'LL TOUCH ON THE HIGH POINTS.
DISASTER PLANNING IS MORE
COMMONLY A FULL DAY OR EVEN A
MULTIDAY OF WORKSHOPS.

SOT I KNOW CREATING A DISASTER
PLAN CAN SEEM PRETTY DAUNTING
IT'S ALWAYS ON THE TO-DO LIST
BUT NEVER MAKES IT TO THE TOP.
RECENT EVENTS SUCH AS HURRICANE

SANDY IN THE EAST AND THE WILDFIRES IN THE WEST AND THE TORNADOS IN THE SOUTHEAST UNDERSCORE THE NEED FOR A PLAN. I'M HOPING TO GET YOU A BETTER UNDERSTANDING OF THE INFORMATION AND RESOURCES AND HOW TO GO ABOUT FINDING THE INFORMATION NEEDED FOR A PLAN.

WE'LL STOP ALONG THE WAY FOR QUESTIONS SO STAY TUNED AND GET YOUR QUESTIONS READY.

THIS WEBINAR INTRODUCES THE TERMINOLOGY OF DISASTER PLANNING.

IT'S GOING TO DISCUSS KEY ELEMENTS, KEY COMPONENTS OF A DISASTER PLAN AND IDENTIFIES THE VARIOUS PUZZLE PIECES THAT YOU CAN PUT TOGETHER TO MAKE A REAL PLAN.

I'M ALSO GOING TO ALERT YOU TO THE IMPORTANCE OF ESTABLISHING A RELATIONSHIP WITH YOUR LOCAL EMERGENCY RESPONDERS AND HOW TO FIND THEM IN YOUR COMMUNITY.

A LAST SECTION PROVIDES A RANGE OF RESOURCES THAT CAN HELP JUMP START THE PLANNING PROCESS FOR YOU.

NOW YOU MAY BE SEEING OR HEARING THE WORDS "EMERGENCY" AND "DISASTER" USED INTERCHANGEABLY THROUGHOUT THE WEBINAR.

I'LL BE USING THE WORDS "EMERGENCY" AND "DISASTER" INTERCHANGEABLY.

AS RARELY RARELY CAN I SAY THERE'S AN INCIDENT THAT AFFECTS COLLECTIONS THAT'S NOT A DISASTER AND SIMULTANEOUSLY AN EMERGENCY AS FURTHER ENCOURAGEMENT, IF YOU LIKE THIS WEBINAR SERIES, THE NEXT WEBINAR SERIES IN MARCH, PROTECTING YOUR COLLECTIONS WRITING A DISASTER RESPONSE PLAN WILL HELP YOU PUT

THE PUZZLE PIECES YOU'LL LEARN THROUGH THESE FOUR CLASSES TOGETHER WHEN YOU NEED IT THE MOST.

WHEN YOU NEED TO RESPOND TO A DISASTER.

SO LET ME START WITH AN OVERVIEW TO BRING EVERYONE UP TO SPEED ON THE HISTORY OF INITIATIVE FOR DISASTER PLANNING FOR CULTURAL RESOURCES, AT LEAST HERE IN THE UNITED STATES.

A REPORT PUBLISHED IN 2005 BY HERITAGE PRESERVATION CALLED "A PUBLIC TRUST AT RISK: THE HERITAGE HEALTH INDEX REPORT ON THE STATE OF AMERICA'S COLLECTION" WAS THE FIRST COMPREHENSIVE SURVEY TO ASSESS THE CONDITION AND PRESERVATION NEEDS OF U.S. COLLECTION.

THE STUDY IDENTIFIED 4.8 BILLION-- THAT'S WITH A "B", LADIES AND GENTLEMEN-- \$4.8 BILLION ARTIFACTS ARE HELD IN PUBLIC TRUST BY MORE THAN 30,000 ARCHIVES, HISTORICAL SOCIETIES, LIBRARIES, MUSEUMS AND ARCHAEOLOGICAL REPOSITORIES IN THE UNITED STATES.

THE REPORT ALSO FOUND -- AND THIS IS THE XI US THE FOR OUR CLASSES THAT ALL COLLECTIONS IN THE COUNTRY ARE AT RISK FOR CATASTROPHIC LOSS DUE TO MAN-MADE AND NATURAL DISASTERS. INSTITUTIONS THAT PREPARE FOR EMERGENCIES DRAMATICALLY IMPROVE THE CHANCES THAT THEIR COLLECTIONS WILL SURVIVE.

A MAIN RECOMMENDATION OF THE REPORT WAS THAT EVERY COLLECTING INSTITUTION NEEDS TO DEVELOP BOTH A PLAN TO PROTECT ITS COLLECTION AND TRAIN STAFF TO CARRY IT OUT.

THE RECOMMENDATION WAS THE

RESULT OF LEARNING THE DISMAL
STATE OF PREPAREDNESS FOR
PROTECTING OUR CULTURAL
RESOURCES ACROSS THE UNITED
STATES.

>>

WHAT THEY DOCUMENTED WAS THAT
80% OF COLLECTING INSTITUTIONS
DO NOT HAVE AN EMERGENCY PLAN
THAT INCLUDES STAFF TRAINED TO
CARRY OUT A RESPONSE THAT
INCLUDES CONNECTION -- A
COLLECTION.

WE'RE CONNECTING TO COLLECTIONS
HERE.

SO HERE'S MY FIRST TIP FOR THE
DAY.

FOR THOSE OF YOU THAT WANT TO
MAKE A CASE TO YOUR ORGANIZATION
THE HERITAGE HEALTH INDEX
PROVIDES AN EXCELLENT
OPPORTUNITY FOR INSTITUTIONS TO
EDUCATE STAFF, GOVERNING BOARDS,
LOCAL AND STATE DECISION MAKERS
AND COMMUNITY FUNDERS ABOUT THE
PRESERVATION OF COLLECTIONS AND
THE NEED FOR DISASTER PLANNING.
THIS RESOURCE IS AVAILABLE AT
HERITAGE PRESERVATION WEB SITE
AS A FREE DOWN LODE.

SO IN ADDITION TO THE SUMMARY
REPORT YOU CAN FIND INFORMATION
ON THE FULL REPORT BY SECTION,
CASE STUDIES AND SELECTED DATA.
FOR RIGHT NOW, LET'S DO A POLL,
JENNY, TO FIND OUT WHAT TYPE OF
COLLECTING INSTITUTIONS WE HAVE
REPRESENTED TODAY AND IF ANY OF
THEM A PLAN OR A PARTIAL PLAN OR
PLAN THEY'RE HAPPY WITH WITH
TRAINED STAFF TO CARRY IT OUT.
OKAY, JENNY?

>>

>> OKAY, SO WE'VE GOT OUR FIRST
QUESTION OVER, WHAT KIND OF
COLLECTING INSTITUTION DO YOU
REPRESENT?

WE'LL LET EVERYONE FILL THAT OUT
AND I'M TRYING NOT TO COVER THE
CLOSED CAPTIONING BOX, I'M GOING
TO DRAG THE SECOND QUESTION,
DOES YOUR INSTITUTION HAVE A
WRITTEN DISASTER PLAN INCLUDES
COLLECTION?

>>

SO WE'LL LET THOSE RUN REALLY
QUICKLY AND FOR OUR FIRST
QUESTION ABOUT THE TYPE OF
INSTITUTION IT LOOKS LIKE MORE
COMMONLY ARCHIVES ARE ON BOARD
WITH US TODAY FOLLOWED BY AN
ACADEMIC LIBRARY: I'M GOING TO
MOVE THIS FIRST QUESTION OUT OF
THE WAY AND OUR SECOND QUESTION
ABOUT WHETHER OR NOT YOU HAVE A
DISASTER PLAN.

IT LOOKS LIKE THE OVERWHELMING
RESPONSE IS NO.

SO ABOUT 103 PEOPLE HAVE
ANSWERED NO.

71 SAY YES AND ABOUT 23 SAY
THEY'RE NOT SURE.

OUR NEXT QUESTION IF YOU
ANSWERED YES TO THIS FIRST ONE,
THERE ARE 106 PEOPLE, DOES YOUR
INSTITUTION ALSO HAVE STAFF
TRAINED TO CARRY IT OUT?
AND WE'LL GO AHEAD AND LET YOU
GUYS HAVE AN OPPORTUNITY TO FILL
THAT OUT.

>>

IT'S A MIX.

IT LOOKS LIKE A PRETTY GOOD
SPLIT BETWEEN YES AND NO.

>>

OKAY, LET ME MOVE THESE OFF.
THANK YOU GUYS.

>> THANK YOU, JENNY, AND THANK
YOU EVERYBODY FOR TAKING THE
POLL!

IT LOOKS AS THOUGH WE'VE REALLY
RUN THE GAMUT HERE.

WE HAVE LOTS OF ARCHIVES AND
LIBRARIES AND LOTS OF HISTORICAL

SOCIETIES AND SOME OF THOSE LESS POPULAR KINDS OF ORGANIZATIONS. I'M REALLY GLAD EVERYBODY'S ON BOARD AND I'M HOPING THAT WE'RE GOING TO BE ABLE TO GIVE EVERYBODY A PIECE OF INFORMATION THOSE OF YOU THAT HAVE PLANS THIS WILL BE A GOOD WAY TO TEST HOW WELL YOUR PLANS ARE REALLY DOING, OR AT LEAST HOW YOU CAN EXPAND UPON THEM AND THOSE OF YOU THAT DON'T HAVE A PLAN ARE JUST BEGINNING TO THINK ABOUT IT OR A PLAN'S NOT FLUID IN YOUR HEAD I THINK WE'LL MAKE SOME PROGRESS WITH THIS.

SO IT SHOWS SERVE IN GOOD COMPANY AND YOU'VE COME TO THE RIGHT CLASS.

LET'S GET GOING HERE.

ALL RIGHT: I THINK I CAN SAFELY SAY THAT WE HAVE ALL HEARD ABOUT EXTREME WEATHER EVENTS IN OUR NEWSCAST.

IT'S NOT BECAUSE WE HAVE A DERTH OF OTHER HEADLINING NEWS, IT'S THAT SCIENTISTS ARE INDICATING THE FREQUENCY AND INTENSITY OF COSTLY TYPES OF EXTREME EVENTS ARE LIKELY TO WORSEN WITH CLIMATE CHANGE.

WE ALSO HAVE TO FACE AN INCREASE IN MAN MADE HAZARDS AS OUR POPULATIONS EXPAND AND THE DEMAND ON THE INFRASTRUCTURE IN OUR COMMUNITY GROWS.

SO HOW DOES THIS TRANSLATE FOR CULTURAL HERITAGE RESOURCES?

THE BIG QUESTION I HAVE FOR YOU IS ARE YOU READY FOR A A DISASTER TO VISIT YOU?

HAVE YOU TESTED YOUR PLAN.

SO NO REASON IS ABOVE BEING AFFECTED BY SOME FORM OF WATER. LEER TWO EXAMPLES: ONE MAN MADE AND ONE OF NATURAL CAUSES.

YOUR WATER INCIDENT COULD BE A

MALFUNCTIONING SPRINKLER HEAD
GOING OFF SPRAYING 50 TO 80
GALLONS PER MINUTE AT ABOUT 300
POUNDS PER SECOND OR A FLOOD HAS
AFFECTED THE CZECH REPUBLIC AND
SLOVAK MUSEUM IN CEDAR RAPIDS,
IOWA, IN 2008.

THEY RECENTLY REOPENED LATE IN
TWELVE.

SO WOULD YOU BE READY FOR EITHER
OF THESE EVENTS?

A GOOD PLAN WILL HELP YOU
ADDRESS THIS KIND OF DISASTER
NOT ONLY FOR THE FACILITY AND
THE COLLECTIONS, FOR BEING
CLOSED TO THE PUBLIC FOR THAT
LONG.

IMAGINE HAVING TO PAY YOUR STAFF
FOR THAT LONG.

AND WHAT WOULD YOU IF YOU CAN'T
GET THERE FROM HERE?

THIS IS FROM THE MORE RECENT
2011 FLOODING IN RHODE ISLAND AT
AN INDIAN MEMORIAL MUSEUM.

THE SLEEPY LITTLE TWO FOOT WIDE
BROOK WHICH DRIES UP IN THE
SUMMER IS, THEY DISCOVERED,
ANDLY NAMED "ROARING BROOK.

" DURING THIS TORRENTIAL
MULTIDAY FREEZING RAIN MARCH
WEATHER EVENT-- AND I WILL SAY
THE SIZE AND LENGTH OF WHICH NO
ONE COULD REMEMBER HAVING
HAPPENED IN THE PAST 30 YEARS--
WELL, THIS TINY TRICKLE OF A
BROOK TURNED INTO A MONSTER.
IT EXCEEDED ANY PREVIOUSLY KNOWN
HEIGHT, FLOODED THE BUILDINGS
YOU SEE IN THE DISTANCE,
IMMERSED COLLECTIONS ANDER TO
THE ROAD UP SO MUCH THAT STAFF
AND VEHICLES COULD NOT GET THERE
FOR A WEEK FOR ANY RESPONSE AND
RECOVERY EFFORT.

IF YOU HAVE COMPLETED A RISK
EVALUATION AND PREPAREIVE THE
PLAN IT MIGHT HAVE HELPED YOU

RESPOND IF THIS HAD HAPPENED TO YOUR SITE.

BUT ARE YOU COMFORTABLE THAT MAYBE YOU COULD RESPOND TO SOMETHING LIKE THAT?

HERE'S ANOTHER EXAMPLE THAT I THINK IS PRETTY IMPRESSIVE.

THE REFITTING OF THE CUTTY SARK IN ENGLAND WAS THE CAUSE OF THIS BLAZING FAIR THAT DID GREAT DAMAGE TO THE SNIP 2008.

THEY HAD A RISK MITIGATION PLAN AS PART OF THEIR DISASTER PLAN WHICH INCLUDED REMOVING ORIGINAL TIMBERS AS THEY WERE TAKEN OFF TO ANOTHER LOCATION.

THEY ALSO WERE READY WITH A SOCIAL MEDIA PLAN THAT THEY ACTIVATED WITHIN JUST A FEW HOURS OF THE INITIAL PRE-DAWN RESPONSE.

THEY RAISED AN IMPRESSIVE AMOUNT OF MONEY WITHIN THE FIRST TWO DAYS AND ENOUGH MONEY WITH SEVERAL WEEKS TO COMPLETE THE REBUILDING AND THE RESTORATION. WITH A PLAN, YOU COULD BE READY FOR PUBLIC RELATIONS AND FUND RAISING IN THE FACE OF AN EMERGENCY DO YOU THINK YOU COULD BE THAT READY?

>>

OR HOW WOULD YOU LIKE TO BE THE FIRST TO FIND THIS?

STRUCTURAL FAILURES IN THE 18th CENTURY PLASTER CAUSED THE CEILING TO FALL DOWN AND ALL OVER THE COLLECTIONS ON THE FIRST FLOOR IN THE REDWOOD LIBRARY AND ATHENAEUM, THE COUNTRY'S OLDEST PRIVATE LENDING LIBRARY WITH A SIGNIFICANT SPECIAL COLLECTION OF RARE BOOKS AND FINE ART.

A LARGE PORTION OF THEIR COLLECTION IS ON DISPLAY AND WAS DAMAGED OR CONTAMINATED BY THE

PLASTER.

THIS MULTIMILLION DOLLAR RESPONSE AND RECOVERY EFFORT REQUIRED RELOCATING THE WORKING COLLECTION TO ANOTHER SITE IN THE COMMUNITY FOR THE CONTINUING USE OF PATRONS AS WELL AS THE RELOCATION OF ALL LIBRARY SPECIAL COLLECTION HOLDINGS TO OFF SITE STORAGE OR FOR EXTENSIVE CONSERVATION WORK. THE RECOVERY PERIOD TOOK SEVERAL YEARS AND NOT ONLY THAT THE DAY BEFORE THE SPECIAL COLLECTIONS WERE DUE TO RETURN FROM OFF SITE STORAGE THE FINE ARTS STORAGE FACILITY CAUGHT FIRE ON A FREEZING SNOWY SUNNY MORNING IN DECEMBER.

COLLECTIONS WERE WET FROM AND THERE WAS GREAT CONCERN BECAUSE OF T COLLECTIONS HAD NOT BEEN SPECIFICALLY PACKAGED FOR STORAGE TO RESIST WATER. THE RECOVERY FROM THIS DISASTER TOOK ANOTHER SEVERAL MILLION DOLLARS AND A SERIES OF YEARS.

>>

THIS IS NOT MEANT TO ALARM YOU BUT TO ALERT YOU THAT DISASTERS, INDEED, DO HAPPEN EVERYDAY IN OUR CULTURAL RESOURCES ACROSS THE COUNTRY AND WHEN THEY HAPPEN WHETHER YOU'RE PREPARED OR TOTALLY UNPREPARED, REMEMBER THAT A PLAN WILL HELP YOU NOT PANIC.

A GOOD PLAN WILL HELP YOU TO BE FLEXIBLE AND DELIBERATE IN YOUR ACTIONS TO RESPOND TO WHATEVER THE INCIDENT IS SO HOW DO YOU MAKE A PLAN.

WE HAVE SO MANY DIVERSE TYPES OF INSTITUTIONS AND SO MANY DIFFERENT MATERIALS AND COLLECTIONS BEING REPRESENTED I'D LIKE TO START BY CONSIDERING

SOME TERMINOLOGY THAT WE ALL
HOLD IN COMMON.

SO LET'S DO THAT FIRST.

>>

THESE TWO TERMS "EMERGENCY AND
DISASTER" PROVIDE YOU A STARTING
POINT FOR SHARED UNDERSTANDING
WITH SITE RESPONDERS-- THAT'S
YOU-- AND THE EMERGENCY
MANAGEMENT FIRST RESPONDERS.

THESE ARE TERMS THAT WILL BE
USED FREQUENTLY IN THIS WEBINAR.
ALL OF YOUR PLANS ARE BUILT UPON
THE COMMON DEFINITION THAT AN
EMERGENCY IS AN UNFORESEEN
OCCURRENCE THAT CALLS FOR
IMMEDIATE ACTION.

THIS INCLUDES MANY VARIABLES
INCLUDING LIFE SAFETY CONCERNS
SUCH AS A VISITOR WHO TRIPS AND
FALLS OR EVEN THE LIGHTS OUT IN
HALF OF THE STADIUM AT NEW
ORLEANS IN THE SUPER BOWL THIS
LAST SUNDAY.

THAT WAS DEFINITELY AN
EMERGENCY.

AN EMERGENCY ALSO APPLIES TO
COLLECTIONS SUCH AS THE PAINTING
THAT FALLS FROM THE WALL WHEN
THAT VISITOR TRIPPED AND FELL.
A DISASTER, HOWEVER, ENCOMPASSS
A LARGER BUBBLE OF DEFINITION
THAT MORE BROADLY INCLUDES ANY
SUDDEN UNPLANNED EVENT THAT
PRODUCES GREAT MATERIAL DAMAGE,
LOSS, AND DISTRESS.

OF COURSE, NEWSWORTHY DISASTERS
THAT ARE ALSO EMERGENCIES
INCLUDE THE HURRICANES KATRINA
AND SANDY AS WELL AS
INSTITUTIONAL FIRES OR, AS IN
THE REDWOOD CASE, STRUCTURAL
FAILURES IN THAT BUILDING.

>>

TWO MORE TERMS ARE HAZARD AND
RISK.

A HAZARD IS A CONDITION THAT

PRESENTS THE POTENTIAL FOR HARM.
HAZARDS COME IN MANY FORM.
THEY CAN ORIGINATE FROM NATURAL,
ENVIRONMENTAL, INDUSTRIAL, OR
TECHNICAL CAUSES.

THEY CAN BE UNPREDICTABLE,
ACCIDENTAL OR HUMAN INFLUENCED.
THE NEXT CLASS ON THURSDAY WILL
RAISE AWARENESS ON DIFFERENT
KINDS OF HAZARDS TO CONSIDER IN
YOUR EVALUATION THAT YOU MIGHT
CONFRONT AT YOUR INSTITUTION.
THE OTHER TERMS I WILL BE USING
THE RISK.

RISK IS THE PROBABILITY OR
CHANCE THAT A PARTICULAR HAZARD
WILL LEAD TO INJURY, LOSS, OR
DAMAGE.

SO ALL HAZARDS-- AND WE ARE
FOCUSING ON MAN-MADE AND NATURAL
HAZARDS IN THIS CLASS SERIES--
HAVE A RISK OR PROBABILITY OF
HAPPENING.

RISK MANAGEMENT IS HOW YOU GO
ABOUT EVALUATING THE EFFECT OF
HAZARDS WHAT WHAT KIND OF EFFECT
THEY HAVE ON COLLECTION, THE
PROBABILITY OF IT HAPPENING AND
HOW YOU CAN BEST APPLY AVAILABLE
RESOURCES TO MINIMIZE A CHANCE
THAT THOSE HAZARDS WILL
NEGATIVELY IMPACT YOUR
COLLECTION.

THAT MEANS THAT THE GOAL OF RISK
MANAGEMENT FOR THE PRESERVATION
OF OUR COLLECTION IS TO IDENTIFY
YOUR COLLECTION HAZARDS, THE
CHANCE OF THEM HAPPENING AND
ASSESS THE IMPACT THEY HAVE ON
COLLECTIONS TO IDENTIFY WHICH
ONES HAVE THE MOST DAMAGING AND
COSTLY EFFECTS FOR RECOVERY.

A RISK MANAGEMENT APPROACH TO
DISASTER PLANNING PROVIDES A
REASONED METHOD FOR CONSIDERING
THE MOST DIFFICULT DECISION WE
FACE: HOW LIMITED RESOURCES CAN

BEST BE APPLIED TO THE PROTECTION OF COLLECTIONS AND IN THIS SLIDE I THINK -- I HOPE YOU CAN SEE HOW SOME KINDS OF HAZARDS HAVE BEEN IDENTIFIED AND THEN THE PEOPLE WHO THOUGHT ABOUT THEM BEGAN TO RANK THEM. SO THINK ABOUT THIS WHEN WE'RE BEGINNING TO IDENTIFY HAZARDS. YOU DON'T TO WORRY ABOUT IT NOW BUT WE'RE LOOKING AT WHICH ONES HAVE A HIGH PROBABILITY AND WHICH ONES HAVE A LOW PROBABILITY.

IN ADDITION, WHEN YOU'RE THINKING OF PROBABILITY, THINK ABOUT WHAT THEY DO IF THEY HIT YOUR SITE.

FOR INSTANCE, A FLOOD.

IF YOU WERE TO HAVE A FLOOD IT WOULD MOST LIKELY DO AN ENORMOUS AMOUNT OF DAMAGE.

SO YOU PUT THAT IN THE HIGH PROBABILITY BOX THERE.

BUT WHAT'S A LOW PROBABILITY OF HAPPENING?

THAT HAS A LOW EFFECT?

WELL, MAYBE YOUR VACUUM BACK FIRES AND SENDS ALL THAT DUST OUT AND ABOUT.

WELL, HOW OFTEN DOES THAT HAPPEN?

NOT VERY OFTEN?

AND WHAT KIND OF DAMAGE DOES IT DO TO YOUR COLLECTIONS?

WELL, YOU CAN PROBABLY CLEAN IT UP IN JUST A FEW MINUTES WITHOUT A LOT OF RESOURCES.

SO THIS IS JUST A WAY OF HOW YOU BEGIN TO STRUCTURE LOOKING AT WHERE ALL YOUR HAZARDS ARE AND HOW IMPORTANT THEY ARE AND WHICH ONES DO YOU REALLY PRIORITIZE. HOW DO YOU GO ABOUT PRIORITIZING THEM?

BUT WE'LL GET INTO THAT IN THE WEBINAR NUMBER FOUR.

SO I JUST WANT TO INTRODUCE THE CONCEPT OF RISK MANAGEMENT TO YOU.

ALL RIGHT?

SO WE'LL BE PROVIDING RISK MANAGEMENT TOOLS AND EXAMPLES TO MITIGATE THE PROBABILITY IN WEBINAR FOUR.

ONE OTHER BIG TERM I WANT TO TRY -- I WANT TO INTRODUCE YOU TO AND GET YOU USED TO IS THE TERM EMERGENCY MANAGEMENT.

WE USE A LOT IN THIS WEBINAR. EMERGENCY MANAGEMENT IS A DYNAMIC PROCESS THE WHEEL SHAPE ILLUSTRATES THAT THE PROCESS IS THAT OF CONTINUAL EVOLUTION.

IT ALWAYS IS TURNING, IT'S ALWAYS MOVING AND THERE'S REALLY NO TRUE FINISH LINE IF YOU TAKE EMERGENCY MANAGEMENT SERIOUSLY.

THE PROCESS INVOLVES FOUR PHASES: MITIGATION, PREPAREDNESS RESPONSE AND RECOVERY.

ONE PHASE IS PREPAREDNESS.

PREPAREDNESS TAKES THE FORM OF PLANS AND PROCEDURES DESIGNED TO SAVE LIVES AND MINIMIZE DAMAGE WHEN AN INCIDENT OCCURS.

PLANNING, TRAINING AND DISASTER DRILLS ARE THE ESSENTIAL ELEMENTS OF PREPAREDNESS THESE ACTIVITIES ENSURE WHEN DISASTER STRIKES YOU WILL BE ABLE TO PROVIDE THE BEST RESPONSE POSSIBLE.

WHEN DISASTER STRIKES THE BEST PROTECTION IS KNOWING WHAT TO DO.

AND OUR WEBINAR, THESE THREE SERIES -- THE FOUR CLASSES IN THE SERIES IS ONE PART OF THE PREPAREDNESS PHASE BUT WE WILL BE REFERRING TO THE OTHER PHASES SO PREPAREDNESS ROLLS INTO A RESPONSE PHASE AND THE RESPONSE PHASE IS DEFINED AS THE ACTIONS

TAKEN TO SAVE LIVES AND PREVENT FURTHER DAMAGE TO YOUR COLLECTIONS AND FACILITY IN A DISASTER EMERGENCY SITUATION RESPONSE IS PUTTING PREPAREDNESS PLAN INTO ACTION.

FOR COLLECTIONS IT INCLUDES SAFETY, SITE STABILIZATION AND COLLECTION ASSESSMENT AND TRIAGE IT'S COMMONLY THE FIRST TWO, THREE, FOUR, FIVE DAYS OF AN INCIDENT AND IS THE PHASE BEFORE YOU TURN TO RECOVERY.

RECOVERY IS DEFINED AS THE ACTIONS TAKEN TO RETURN YOUR FACILITY AND THE COLLECTIONS TO NORMAL FOLLOWING A DISASTER. THAT MEANS CONSERVATION, REPAIRING, REPLACING OR REBUILDING.

THOSE ARE EXAMPLES OF RECOVERY. AND OFTEN THE RECOVERY PHASE IS COMMONLY VERY LENGTHY.

AS WE'VE LEARNED FROM OUR RECENT HURRICANES AND IF YOU REMEMBER BACK TO THE SLIDES ON THE REDWOOD OR THE SLOVAK MUSEUM. IT'S TAKEN THEM THREE, FOUR, FIVE YEARS TO FULLY RECOVER FROM THE INITIAL INCIDENT.

AND THE LAST PHASE -- I SHOULDN'T SAY LAST BUT THE LAST ONE IN THE WHEEL THAT WILL START THE WHEEL MOVING AROUND AGAIN -- IS MITIGATION.

MITIGATION IS THE CORNERSTONE OF EMERGENCY MANAGEMENT.

IT'S THE CONTINUING EFFORTS TO REDUCE OR ELIMINATE LONG-TERM RISK TO PEOPLE, PROPERTY, AND COLLECTIONS FROM NATURAL HAZARDS AND THEIR EFFECTS.

THROUGH EFFECTIVE MID-NEGOTIATION PRACTICES WE CAN ENSURE THAT WE LESSON OUR CHANCES OF HAVING TO RESPOND TO A SIMILAR DISASTER AGAIN.

SO MITIGATION PRACTICES INCLUDE
FIRE SAFETY AND PREVENTION,
WATER PREVENTION.
MOLD PREVENTION AND PEST
MANAGEMENT.

QUITE OFTEN IT HAPPENS AT THE
END OF A DISASTER WHEN YOU'RE
SUPPOSED TO GET EVERYBODY AROUND
THE TABLE AND SAY, OKAY WHAT DID
WE DO WRONG AND WHAT DID WE DO
OKAY?

THIS IS WHEN YOU BEGIN TO TWEAK
AND MAKE YOUR PLAN BETTER
BECAUSE ONCE YOU DO THAT THEN
YOU HAVE TO ROLL RIGHT BACK INTO
THE PREPAREDNESS PHASE WHERE YOU
UPDATE YOUR PLANS, YOU EXPAND
THE INSTRUCTIONS AND YOU PARTAKE
IN TRAINING DRILLS TO REINFORCE
THE NEW TASK THAT YOU'VE
DISCOVERED AS A RESULT OF YOUR
EVALUATIONS DURING THE
MITIGATION PHASE.

>>

SO WHY IS PLANNING IMPORTANT?
WELL, IN FACT, THERE IS A
SIGNIFICANT RISK THAT SOME TYPE
OF HAZARD WILL CAUSE A DISASTER
AT SOME TIME IN THE FUTURE AT
YOUR SITE.

IDENTIFYING, UNDERSTANDING AND
PREPARING FOR THOSE RISKS ARE
VITAL PARTS OF MUSEUM MANAGEMENT
AND ARE AT THE HEART OF YOUR JOB
RESPONSIBILITIES.

HAVING A STRONG DISASTER PLAN
ADDRESSES THOSE RISKS LOWERS THE
LIKELIHOOD OF EMERGENCIES
HAPPENING AND HELPS YOU AS
CULTURAL STEWARDS SAFEGUARD THE
COLLECTIONS AND THE STORIES THEY
TELL.

A PLAN ALSO HAS FINANCIAL
BENEFITS AS IT MITIGATES AGAINST
INSURANCE CLAIMS AND COSTLY
CONSERVATION COSTS INVOLVED WITH
RESPONSE AND RECOVERY.

FOLLOWING THE GUIDELINES OF THE AMERICAN ALLIANCE OF MUSEUMS, A DISASTER PLAN IS ALSO ONE OF FIVE CORE DOCUMENTS THAT ARE FUNDAMENTAL FOR BASIC PROFESSIONAL MUSEUM OPERATIONS. HAVING A PLAN EMBODIES CORE MUSEUM PRACTICES WHETHER YOU ARE A TRUSTEE, EDUCATOR, FACILITIES MANAGER, A DIRECTOR, CUSTODIAN, COLLECTION MANAGER OR WORK IN HUMAN RESOURCES.

A PLAN IS IMPORTANT BECAUSE COLLECTIONS ARE THE HEART OF THE MISSION OF YOUR ORGANIZATION.

THEY ARE THE REASON YOUR ORGANIZATIONS EXIST.

HOW WOULD YOU TELL YOUR STORIES IF YOUR COLLECTIONS WERE RUINED BY A DISASTER?

SO PROTECT YOUR JOB.

>>

NOW LET'S TURN TO LEARNING ABOUT THE PARTS TO A PLAN.

I'M GOING TO GO OVER IT IN THE NEXT PORTION OF THE WEBINAR AND REFERENCE THIS OUTLINE THAT IS IN YOUR RESOURCE PACKET.

YOU CAN LOOK AT IT AFTER THE WEBINAR TO REFRESH YOUR MEMORY AND SHARE WITH COLLEAGUES.

IT'S NAMED "SUGGESTED CONTENTS OF A BASIC EMERGENCY PLAN."

IT'S BEEN PRODUCED BY HERITAGE PRESERVATION AND IT'S A SINGLE PAGE P.D.F. FILE THAT IDENTIFIES THE TYPES OF INFORMATION TO INCLUDE IN YOUR DISASTER PLAN.

SO LOOKING AT THAT -- AT THE PLAN, THESE ARE THE SEVEN ESSENTIAL ELEMENTS THAT TAILOR A PLAN TO YOUR INSTITUTION'S FACILITIES AND THE SPECIFIC CIRCUMSTANCES.

A PLAN SHOULD BE FLEXIBLE ENOUGH TO COVER ALL THREATS OR HAZARDS AMORELLO HAVEN'T TO THE

INSTITUTION.

IT PROVIDES THE CURRENT EMERGENCY CONTACT INFORMATION TO ACTIVATE A RESPONSE AND TO PROTECT STAFF AND VISITORS WELL YOUR VARIOUS STRUCTURES AND COLLECTIONS.

A PLAN ALSO SPECIFY THOUSAND PROTECT, EVACUATE, OR RECOVER COLLECTIONS IN THE EVENT OF A DISASTER.

IT ALSO IDENTIFIES PERSONNEL RESPONSIBLE FOR IMPLEMENTATION AND MAY IDENTIFY SOME PROCEDURAL POLICIES AND INCLUDE DOCUMENTS NEEDED AS A RESPONSE UNFOLDS.

NOW, THIS IS REALLY MEANT -- THIS IS REALLY MEANT TO BE ABOVEVIEW.

DON'T WORRY IF THIS SEEMS LIKE TOO MUCH INFORMATION AT THE MOMENT.

THIS IS SIMPLY MEANT TO ORIENT YOU AND FAMILIARIZE YOU WITH THE TYPES OF

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INFORMATION YOU WILL BE ASKED TO GATHER LATER ON.

BECAUSE WE'RE GOING TO GO OVER THESE IN A BIT MORE DETAIL IN THE FOLLOWING SLIDES.

THEN WE'LL TAKE QUESTIONS.

NOW, ALL EMERGENCY PLANS NEED TO INCLUDE STAFF AND EMERGENCY CONTACTS.

WHENEVER THE ALARM OR AN INCIDENT OCCURS A CRITICAL FUNCTION IS TO CALL YOUR FIRST RESPONDERS AND EVACUATE YOUR STAFF.

LIFE SAFETY ALWAYS COMES FIRST.

911 MAY BE ALL YOU NEED, BUT YOUR PLAN WILL ALSO IDENTIFY OTHER NUMBERS IF NEEDED IF AN

INCIDENT OCCURS OFF HOURS, FOR INSTANCE, WOULD YOU -- YOU WILL NEED TO INFORM YOUR STAFF. HAVING A STAFF NOTIFICATION PROCEDURE WITH CURRENT CONTACT INFORMATION IS PART OF A GOOD EMERGENCY PLAN.

>>

YOUR EMERGENCY PLAN NEEDS TO INCLUDE CONTACT INFORMATION FOR YOUR INSURANCE AGENT AND SPECIALTY VENDORS WHO MAY NEED TO BE IMMEDIATELY AVAILABLE. OR AT LEAST ALERTED TO THE SITUATION AND BE ON CALL SUCH AS CONSERVATORS OR DISASTER RECOVERY FIRM.

A LIST OF VENDORS FOR SUPPLY INFORMATION IS ALSO BASIC INFORMATION.

THIS CAN INCLUDE ANYTHING FROM PERSONAL PROTECTIVE EQUIPMENT SUCH AS HARD HATS AND GLOVES AND MASKS TO POP-UP TENTS TO ESTABLISH AN OPERATIONS CENTER TO GENERATORS TO THE MORE MUNDANE SUCH AS PLYWOOD AND PLASTIC SHEETING.

YOU CAN LEARN ABOUT EMERGENCY SUPPLIES IN THE UPCOMING MARGE MARCH WEBINAR ON A DISASTER RESPONSE PLAN WITH JULIE PAGE SO THERE'S NO NEED TO THINK ABOUT MAKING A LIST RIGHT NOW.

JUST KNOW IT'S ONE OF THOSE ELEMENTS NEEDED IN A PLAN.

A THIRD PART ARE INSTRUCTIONS. THEY'RE THE MEAT AND POTATOES OF A PLAN THEY WILL OUTLINE THE FIRST STEPS TO TAKE UPON DISCOVERY OF THE INCIDENT INCLUDING EVACUATION OF VISITORS AND STAFF TO A REPORTING POINT. SOMETIMES IN THE EVENT OF SEVERE WEATHER INFORMATION WHEN INSTRUCTIONS ARE NEEDED FOR PEOPLE TO SHELTER IN PLACE

OVERNIGHT YOU NEED FLOOR PLANS TO PROVIDE INFORMATION TO FIRST RESPONDERS FOR PASSAGE WAYS AND ROOMS BUT ALSO THE LOCATIONS OF BUILDING UTILITIES AND MECHANICALS.

ALARM PANELS AND EVEN YOUR EXIT DOORS THEY NEED TO BE READY TO HAND OVER TO YOUR FIRST RESPONDERS AND THEY WOULD LOVE IF THEY WERE LAMINATED. INSTRUCTIONS ALSO INCLUDE HOW TO GO ABOUT ASSESSING AND RESPONDING TO FACILITY AND COLLECTION NEEDS SO HOW WILL YOU GO ABOUT TRIAGING, SALVAGING, WHERE ARE YOU GOING TO -- HOW DO YOU HANDLE THIS CANS? WHAT GOES FIRST?"

THOSE KINDS OF INSTRUCTIONS. A FOURTH ELEMENT IS KNOWING YOUR SALVAGE PRIORITIES.

THIS IS VERY IMPORTANT TO AN EFFECTIVE RESPONSE HAVING A PRE-DETERMINED LIST OF THE MOST VALUABLE COLLECTIONS OR INDIVIDUAL PIECES OF YOUR SMALL SITE, KNOWING WHAT YOU WANT TO SALVAGE WILL EFFECTIVELY FOCUS YOUR RESPONSE EFFORTS IN A TIMELY MANNER AND SAVE COSTLY RESOURCES HAVING A LIST AND NOT RESPONDING THROUGH THAT KNEE-JERK REACTION IS REALLY, REALLY HELPFUL.

PRIORITY COLLECTIONS USUALLY ARE COLLECTION RECORDS AND VITAL INSTITUTIONAL INFORMATION.

THIS MEANS YOUR COLLECTION MANAGEMENT DATABASE OR CATALOGS IF YOU HAVE HARD COPIES AND OFTEN CERTAIN FINANCIAL AND PERSONNEL RECORDS.

COLLECTION LOANS ARE ALSO PRIORITIES.

AND YOU WILL HAVE TO NOTIFY OWNERS IMMEDIATELY AND SEEK

PERMISSION TO PROCEED WITH RECOVERY EFFORTS.

ANOTHER REASON YOU NEED THAT COLLECTION MANAGEMENT DATABASE. OTHER PRIORITY COLLECTIONS COMMONLY -- OH, THEY CAN BE ICONS OF YOUR SITE THAT ARE MISSION CRITICAL AND CONNECTIONS YOU HAVE WITH THE PUBLIC OR THE TYPES OF COLLECTIONS PRONE TO IRREVERSIBLE DAMAGE BY MOLD IF LEFT UNTREATED.

BUT THAT'S FOR YOU TO DECIDE.

>>

NOW, ANOTHER ELEMENT IN THE PLAN A PLAN ALSO DETAILS HOW YOU WILL COMMUNICATE WITH AND AMONG STAFF.

HOW WILL YOU DO THIS?

WILL A PHONE TREE SUIT YOUR NEEDS.

WHAT IF THE CELL TOWERS OR PHONE LINES ARE DOWN?

WHAT IF AN INCIDENT OCCURS WHEN STAFF ARE COMING TO WORK?

WILL YOU POST INFORMATION IF YOU NEED TO BE REDIRECTED.

DO YOU NEED WALKIE-TALKIES OR OTHER SPECIAL COMMUNICATION EQUIPMENT TO ENSURE YOU CAN COMMUNICATE AS YOUR RESPONSE EVOLVES?

WHERE WILL YOU CHARGE CELL PHONES.

YOUR PLAN CAN DETAIL THE ANSWERS TO ALL OF THESE.

DON'T FORGET PUBLIC RELATIONS. PUBLIC RELATIONS AND YOUR SOCIAL MEDIA PRESENCE ARE CRITICAL COMMUNICATION COMPONENTS OF YOUR EMERGENCY PLAN.

REMEMBER, YOU WANT TO BE IN CHARGE OF THE MEDIA, YOU DON'T WANT THE MEDIA TO BE IN CHARGE OF YOU OR PUT YOUR INSTITUTION AT RISK THAT ARE DISTRACTIONS FROM YOUR RECOVERY EFFORTS.

TO MAKE YOUR PLAN SUSTAINABLE
AND NOT JUST A PERFECT SUITABLE
DOOR STOP.

A SECTION THAT IDENTIFIES UNDER
WHAT CIRCUMSTANCES OR TIMELINE
THE PLAN SHOULD BE REVIEWED IS
ADVISABLE.

A POLICY SCHEDULING AN ANNUAL
REVIEW OR TRAINING EVENT
PROVIDES STRUCTURED
OPPORTUNITIES TO UPDATE CONTACT
INFORMATION OR PRACTICE DRILLS
THAT HELP KEEP THE PLAN FLUID IN
EVERYONE'S HEAD.

IT'S ALSO HELPFUL FOR CONTINUITY
IF A POLICY COVERS WHO WILL
UPDATE THE PLAN AND WHO
RECEIVES A -- A COST CAN
INCLUDE NOT ONLY SPECIFIC STAFF
TASKS WITH RESPONSE OR RECOVERY
RESPONSIBILITIES BUT IT COULD BE
YOUR LOCAL FIRE DEPARTMENT,
EMERGENCY MANAGEMENT AGENCY AND
ON OCCASIONALLY YOUR RECOVERY
CONTRACTORS IF YOU'RE VERY CLEAR
AS TO WHAT YOUR PRIORITY
COLLECTIONS REALLY ARE.

AND THE FINAL NEXT THE PLAN
CONTAINS SUPPORTING INFORMATION.
IT CAN INCLUDE THE TYPES OF
INFORMATION THAT NEED TO BE
EASILY ACCESSIBLE AND READILY AT
HAND.

THIS COULD INCLUDE VENDOR
CONTRACTS, SALVAGE TECHNIQUES,
CRITICAL PASSWORDS AND
DOCUMENTATION FORMS.

THESE HELP ROUND OUT A
COMPREHENSIVE DISASTER PLAN.
SOME MAY NOT INCLUDE THESE
ELEMENTS.

WHICH EVER ELEMENTS YOU DECIDE
TO INCLUDE INTO YOUR PLAN WILL
ASSIST YOU AND RESPONDING
EFFECTIVELY AND EFFICIENTLY IN
WAYS THAT MINIMIZE DAMAGE AND
THE NEED FOR COSTLY RECOVERY

SERVICES.

SO HOW ABOUT A BREAK FOR
QUESTIONS.

JENNY, DO YOU HAVE ANY QUESTIONS
THAT ANYBODY WOULD LIKE TO ASK
OR SHOULD WE MOVE ON?

>>

WE DO!

WE HAVE A FEW QUESTIONS.

ONE OF THE QUESTIONS-- AND I
BELIEVE IT CAME UP WHEN WE WERE
TALKING ABOUT FUND-RAISERS WITH
THE CUTTY SARK-- AND AMY HAD A
QUESTION ABOUT SHOULDN'T
INSURANCE POLICIES COVER A
DISASTER?

SO THERE WAS CONVERSATIONS
HAPPENING ABOUT WHAT INSURANCE
COVERS AND WHAT WHAT THEY DON'T
COVER

>> WELL, WHAT THEY COVER IS WHAT
YOU'RE WILLING TO PAY FOR.

SO ONE OF THE VERY IMPORTANT
RELATIONSHIPS AND CONVERSATIONS
YOU NEED STOVE WITH YOUR
INSURANCE AGENT ANDSY WHAT WILL
YOU REALLY COVER HERE AND HOW
QUICKLY WILL YOU HAND ME SOME
MONEY?

ONE OF THE VERY INTERESTING AND
HELPFUL ASPECTS OF THE
RELATIONSHIP WITH THE REDWOOD
LIBRARY WAS THAT THEIR INSURANCE
COMPANY, WHICH WAS CHUBB, THEY
HANDED OVER \$50,000 TO BE ABLE
TO USE RIGHT THEN AND THERE SO
THE LIBRARY COULD DECIDE WHERE
THEY WERE GOING TO ASSIGN THE
MONEY RIGHT AWAY.

THEY COULD GO OUT AND HIRE
VENDORS BECAUSE NONE OF THOSE
VENDORS WERE GOING TO COME ON
SITE WITHOUT A GUARANTEE THAT
THEY WERE GOING TO BE PAID.
AND THERE WAS VERY IMMEDIATE
NEEDS THAT NEEDED TO BE DONE
THAT REQUIRED CASH OUT OF POCKET

MANY DISASTERS WILL HAVE THAT.
SO IF YOU DON'T HAVE ENOUGH
MONEY ON THE SIDE TO COVER BASIC
EXPENSES AS YOUR START-UP PHASE
YOU USUALLY WITH A GOOD
RELATIONSHIP WITH YOUR INSURANCE
COMPANY WILL BE ABLE TO RECEIVE
THAT.

BUT IF YOU AREN'T COVERED YOU
WON'T GET IT.

SO FIND OUT CAREFULLY WHAT
ACTUALLY IS COVERED AND WHAT
KINDS OF INCIDENCES THEY WILL
COVER.

FOR INSTANCE IF IT'S A TROPICAL
STORM AND YOU HAD DAMAGE BUT
WASN'T A DECLARED HURRICANE THAT
IN SOME INSURANCE CLASSIFICATION
MAKES A VERY BIG DIFFERENCE AS
TO WHAT THEY ACTUALLY WILL COVER
SO IT'S KNOWING YOUR AGENT AND
MAKING SURE HE'LL GO TO BAT FOR
YOU.

HE OR SHE IS A VERY VALUABLE
ADVOCATE FOR YOU.

SO I HOPE THAT HELPS ANSWER THE
QUESTION.

>> WE HAVE ONE QUESTION FROM
KIMBERLY.

SHE SAYS WE CURRENTLY ENSURE
INCOMING LOANS BUT THAT'S ABOUT
IT.

>> YOU WOULD HAVE TO LOOK AT
YOUR OWN POLICY.

I'M NOT FAMILIAR WITH YOUR
POLICY SO WITHOUT READING IT OR
TALKING TO YOUR AGENT OR HOW
IT'S ACCOUNTED FOR I DON'T KNOW.
BUT I THAT WOULD BE A
CONVERSATION TO HAVE WITH YOUR
RISK MANAGEMENT DEPARTMENT.

>> GREAT, THANK YOU.

WE HAVE ANOTHER QUESTION ABOUT
IS THEFT CONSIDERED A DISASTER?

>> THEFT CAN BE CONSIDERED A
DISASTER BY ALL MEANS.

IF IT'S A VERY VALUABLE PIECE

AND IT'S STAY ICON OF YOUR ORGANIZATION IT CAN -- IT DEFINITELY IS AN EMERGENCY IF IT CREATES A LOT OF MATERIAL LOSS THEN AS IT IMPACTS YOUR IT WOULD BE A DISASTER.

>> OKAY, WE HAVE ANOTHER QUESTION FROM LEANNE AND I THINK YOU MIGHT GET TO THIS IN ANOTHER WEB AND A HALF SHE'S CURIOUS IF YOU HAVE A SITE STORAGE OF PLANS AND RECORDS IS RECOMMENDED.

>>

>> WELL, LOTS OF US HAVE FIBBER MCGEE'S CLOSETS SO WE HAVE TO -- DO TO LIMITED SPACE WE HAVE TO FIND OVER PLACES TO PUT OUR STORAGE SO YOU NEED TO EVALUATE THE HAZARDS AND THE RISK OF AN INCIDENT HAPPENING IN THAT OFF SITE STORAGE.

THAT'S SOMETHING YOU CAN EVALUATE AND PUT IT ON YOUR HORIZON.

MAKE SURE IT'S PART OF YOUR QUESTIONS AND ANSWERS THAT YOU WILL ADDRESS DEFINITELY HAVING OFF SIDE STORAGE REQUIRES A DISASTER PLAN IN CASE SOMETHING HAPPENS HERE.

YOU NEED TO FIND OUT THE INFORMATION THAT WOULD IMPACT THAT PLAN SO YOU CAN FIGURE OUT PROCEDURES TO GO AHEAD WITH IT. DOES THAT HELP, I POPE?

PERFECT.

WE HAVE ANOTHER QUESTION ABOUT INSURANCE SO LET'S JUMP BACK TO THAT QUICKLY.

IT'S A DIFFICULT QUESTION BUT IT'S COME UP IN THE PAST.

ROBERT IS CURIOUS OUT OF SOUTH CAROLINA HOW DO WE DETERMINE COSTS FOR ITEMS THAT ARE NOT REPLACEABLE OR ARE UNIQUE.

HOW IS THE COST QUANTIFIED FOR THOSE OBJECTS?

>> WELL, THAT'S OUTSIDE OF THIS PARTICULAR WEBINAR BUT MY UNDERSTANDING FROM COLLECTION MANAGERS IS THAT QUITE OFTEN WHAT SOME ORGANIZATIONS DO IS HAVE A BLANKET POLICY SO THEY TAKE MAYBE THE TOP -- THE VALUE OF THE TOP TEN ITEMS THEY HAVE IN THEIR COLLECTION AND CREATE A POLICY THAT WILL COVER THAT AMOUNT OF MONEY.

THEY TAKE THE RISK THAT THEIR ENTIRE ORGANIZATION WILL NOT GO UP IN FIRE AND THAT ANY INCIDENT THEY HAVE WILL BE COVERED WELL UNDER THAT AMOUNT OF MONEY.

THAT'S REALLY A QUESTION TO ADDRESS THE REGISTRARS AND THE COLLECTION MANAGEMENT FIELD. IT'S A LITTLE OUTSIDE OF MY FIELD.

>> I HAVE ANOTHER QUESTION FROM CHRISTIE WHO SAID SHE'S AN OUTREACH MANAGER SHE'S INTERESTED IN MORE FOR P.R. AND SOCIAL MEDIA DURING DISASTER AND WE CAN COMPILE SOMETHING BUT YOU HAVE A THE TOP OF YOUR HEAD IS THAT SOMETHING THAT EXISTS HOW TO RESPOND AFTER A DISASTER VIA WEB SITE AND SOCIAL MEDIA?

NOW I HAVE CERTAIN FORMS WE USE IN OUR TABLE TOP EXERCISES. I CAN FIND THOSE FORMS.

OFF FILL IN THE BLANK FORM THAT SAYS DISASTER HAPPENED AT SUCH AND SUCH A TIME.

YOU WANT TO MAKE SURE THAT EVERY STAFF PERSON ANYBODY ON SITE KNOWS WHAT ANYBODY ASKS THEM THAT ONLY ONE PERSON IS RESPONSIBLE FOR ANSWERING PUBLIC RELATIONS INFORMATION.

SO I WILL LOOK INTO SOME TEMPLATES THAT CAN BE USED AND WE'LL POST THEM ON THE WEB SITE FOR YOU.

>> THANK YOU, ALEX AND WE HAVE QUESTIONS FROM SOUTH CAROLINA ABOUT WHAT YOU THINK OUR CULTURAL INSTITUTION IS DOING ANYTHING IN REGARDS TO THE DISASTER RECOVERY PLANNING OF GLOBAL WARMING EVENTS IN MIND?

>> WELL, WE'RE HAVING THESE WEBINARS!

WE'RE TRYING TO GET PREPARED!
WE'RE TRYING TO RAISE THE FLAG WITH THAT.

I'M NOT QUITE SURE HOW TO GO ABOUT ANSWERING THAT QUESTION. IT'S A VERY BROAD QUESTION. BUT THE MORE HERITAGE PRESERVATION IS REACHING OUT THE CULTURAL INSTITUTIONS ARE TRYING TO WORK TOGETHER THROUGH THE AMERICAN ASSOCIATION OF MUSEUMS, ALLIANCE OF MUSEUMS, THEY JUST CHANGED THEIR NAMES.

THE DIFFERENT LIBRARY GROUPS ARE WORKING TOGETHER AND THERE'S BEEN QUITE A MOVEMENT TO TRY TO REACH OUT TO YOUR SISTER INSTITUTIONS BOTH LOCALLY AND AT A DISTANCE TO MAKE UP BUDDY SYSTEMS.

SO YOU CAN WORK TOGETHER IN A RESPONSE TO A DISASTER.

>> THAT'S ALL WE HAVE FOR NOW. AS SOON AS WE GET BACK TO THE PRESENTATIONS KEEP THE QUESTIONS COMING AND I WE'LL ASK THEM DURING OUR NEXT BREAK.

>> TERRIFIC.

LET'S MOVE ON TO SOME RESOURCES AND MAYBE SOME OF THESE QUESTIONS YOU WILL FIND THE ANSWERS TO IN SOME OF THESE RESOURCES.

I KNOW IT SEEMS INTIMIDATE BUT DON'T FEEL YOU HAVE TO REINVENT THE WHEEL.

FEAR NOT.

AS MANY OF V WALKED THE PATH

BEFORE YOU AND MARKED THE TRAIL
SO YOUR CHANCE OF GETTING LOST
IS REALLY MINIMIZED.

PLANS COME IN MANY DIFFERENT
FORMATS, FROM ONE PAGE PLANS TO
MORE INVOLVED NOTEBOOKS TO PLANS
MAINTAINED AND AVAILABLE ONLINE
THE IMPORTANCE IS TO START A
PLAN AND BUILD UPON YOUR EFFORTS
INCREMENTALLY.

SO YOU'RE PROBABLY SAYING OKAY,
LADY, WHERE DO YOU BEGIN?
NEAR ARE THE THREE STEPS THAT I
SUGGEST.

FIRST, GATHER SOME STAFF
TOGETHER AND EVEN VOLUNTEERS
FROM ACROSS YOUR ORGANIZATION TO
CREATE A PLANNING GROUP.
THE TASK YOU WANT TO GIVE
EVERYBODY TO GATHER THE NEEDED
INSTITUTIONAL INFORMATION SUCH
AS PHONE NUMBERS, FLOOR PLANS,
UTILITY INFORMATION, COLLECTION
INFORMATION, PREPARE THAT MEDIA
KIT AND SO FORTH.

IT'S MUCH EASIER IF YOU CAN
DIVIDE UP THE TASK BETWEEN A
NUMBER OF HELPERS.

IF YOU CAN DRAW UPON STAFF THAT
HAVE DIFFERENT EXPERTISE IT CAN
ALSO BE HELPFUL.

FOR INSTANCE YOUR FACILITY
PERSON PROBABLY KNOWS RIGHT
WHERE THE FLOOR PLANS ARE AND
CAN MARK THE LOCATIONS OF THE
UTILITIES AND SHUTOFF VALVES.
SO DIVIDE AND CONQUER.

MAKE A LIST OF THE KINDS OF
INFORMATION, GIVE EVERYBODY A
COUPLE LITTLE TASKS, HAVE THEM
COME BACK AND JUST ACCUMULATE
THEM AND GATHER THEM ALL
TOGETHER ON THE TABLE.

THE SECOND STEP IS TO TARGET A
TIME PERIOD IN WHICH TO GATHER
THIS INFORMATION.

SIX TO TEN WEEKS OFTEN WORKS.

YOU CAN DO IT IN MUCH LESS AMOUNT OF TIME IF YOU CAN STAY FOCUSED AS LONG AS THERE'S A TASK MASTER TO SEND EVERYBODY REMINDERS AND TO CORRAL IT ALL TOGETHER.

THE THIRD STEP IS TO FAMILIARIZE YOUR PLANNING TEAM WITH AVAILABLE RESOURCES.

THERE ARE MANY RESOURCES ON DISASTER PLANNING.

COMMON ONES ARE SHOWN IN THIS IMAGE.

WE'RE GOING TO TALK ABOUT A FEW MORE AS WE GO THROUGH.

FOR THOSE OF YOU IN THE SOUTHEAST, SPIRAL RING BINDER THAT SAYS "STEAL THIS HANDBOOK" THE RESOURCE IS IN YOUR RESOURCE PACKET.

AND IT'S A PRETTY COMPREHENSIVE PLAN THAT IS PUT TOGETHER BY OUR LIBRARY COLLEAGUES SO IT MAY BE SOMETHING THAT IS REALLY HELPFUL TO YOU.

BUT FRANKLY ONE OF THE MOST HELPFUL ONLINE RESOURCES IS THE RISK EVALUATION AND PREPAREDNESS PLANNING PROGRAM AT HERITAGE PRESERVATION RIGHT HERE.

THEY PROVIDE TRAINING TO MUSEUMS AND SCIENCE CENTERS AND EVERYBODY HAS A CULTURAL RESOURCE AND THEY HOST ONE OF YOUR BEST ONE STOP SHOPPING WEB SITE FOR DISASTER PLANNING RESOURCES.

FOLLOW THE WEB ADDRESS AND IT WILL BRING YOU THE PAGE YOU SEE ON THE SCREEN.

CLICK ON THE PLANNING AND PREPAREDNESS RESOURCES HEADING CIRCLED THERE AND IT TAKES YOU TO ANOTHER PAGE FULL OF HELPFUL RESOURCES LISTED BY TOPICAL HEADINGS.

IF YOU GET THERE, IF YOU WANT TO

EXPLORE AFTER THIS WEBINAR ONCE YOU GET TO THAT PAGE LOOK UNDER THE PLAN FOR COLLECTIONS EMERGENCIES TAB AND YOU'LL FIND THE INFORMATION AND TOOLS TO HELP YOU PLAN.

YOU CAN FIND LOTS OF INFORMATION UNDER THE TABITHA SAYS KNOW YOUR RISKS, GETTING TO KNOW YOUR FIRST RESPONDERS.

MANY OF THESE ARE FREE DOWN LOADS.

WE'LL BE USING THEM LATER NONTHIS WEBINAR SERIES SO YOU DON'T NEED TO GET TO THEM RIGHT NOW BUT BECOME FAMILIAR WITH THEM IF YOU PLAN ON CONTINUING IN THE WEBINAR SERIES NOW TWO HARD COPY RESOURCES THAT I THINK ARE GOOD FOR EVERYBODY IS BUT ESPECIALLY FOR THE SMALLER TINSS ARE THE HERITAGE PRESERVATION DISASTER WHEEL AND THE FIELD GUIDE TO EMERGENCY RESPONSE.

THE USER FRIENDLY EMERGENCY RESPONSE AND SALVAGE WHEEL IS NOT AA CUSTOMIZED PLAN PER SE BUT IT'S A VALUABLE TOOL WHETHER YOU HAVE A PLAN OR NOT.

IT'S A GOOD PLACE TO START PULLING TOGETHER INFORMATION AS IT OUTLINES THE KEY INFORMATION TO GET YOU GOING.

IT'S ALSO MEANT TO HANG ON THE BACK OF YOUR DOOR AS A GRAB-AND-GO REFERENCE TOOL FOR AN INCIDENT RESPONSE REGARDLESS OF WHETHER IT'S POPCORN BURNING IN THE MICROWAVE OR YOU LEFT A WINDOW AND IT STARTED TO RAIN OR IT'S A TRUE EVACUATION RESPONSE AND YOU HAVE TO LEAVE THE BUILDING DUE TO THE FIRE ALARMS. ONE IS AN IMMEDIATE NEEDS FOR EVACUATION WITH A SPACE FOR EMERGENCY CONTACT NUMBERS.

SOMETHING YOU ALREADY KNOW YOU

NEED TO GET.

AND THE OTHER SIDE HAS ESSENTIAL INFORMATION ON HOW TO HANDLE AND TRIAGE A RANGE OF MATERIALS.

IT'S ALSO AVAILABLE AS A FREE DOWNLOAD FOR A IT WILL DEVICES RUNNING ON I.O.S. 5.1 AND LATER. THERE'S A FREE ANDROID VERSION AVAILABLE THROUGH GOOGLE PLAY AND IT'S ALSO AVAILABLE FOR BLACKBERRIES.

ANOTHER IS A FIELD GUIDE TO EMERGENCY RESPONSE COMPLETE WITH C.D.

THE STURDY COPY IN A SPIRAL BIND PROVIDES CLEAR AND PRACTICAL ADVICE OUTLINING IN A FORMAT THAT IS VERY USEFUL FOR PLANNING AS WELL AS IMPLEMENTATION DURING A RESPONSE.

VERY GOOD WAY TO ORGANIZE THE INFORMATION AND TO SEE WHAT YOU NEED TO GATHER.

THOSE ARE TOOL GOOD TOOLS THAT I THINK SHOULD BE ON YOUR TABLE AT LEAST FOR THE PLANNING TEAM TO LOOK AT TO SEE WHAT THEY LIKE AND WHAT THEY DON'T LIKE.

NOW MY PERSONAL FAVORITE WHEN IT COMES TO MAKING A DISASTER PLAN OR RESPONSE PLAN IS THIS FREE ONLINE TEMPLATE CALLED THE POCKET RESPONSE PLAN OR PREP. IT'S CONCISE AND HIGHLY PORTABLE IT PRINTS ON BOTH SIDES OF A LEGAL SIZE SHEET OF PAPER AND FOLDS INTO A CREDIT CARD SIZE TYVEK ENVELOPE WHICH FITS INTO YOUR WALLET.

THIS LETS STAFF HAVE MULTIPLE COPIES IN MULTIPLE LOCATIONS FROM THE FRIDGE TO THE GLOVE COMPARTMENT TO YOUR WALLET TO YOUR DESK DRAWER TO INSIDE YOUR SHOE IF YOU WANT TO DO IT THAT MUCH.

IT'S EASILY ADAPTABLE FOR ALL

TYPES OF CULTURAL RESOURCES, WHETHER YOU'RE A LIBRARY OR A MUSEUM OR A SCIENCE SCIENTIST. ON ONE SIDE IS THE EMERGENCY COMMUNICATION DIRECTORY WITH CONTACT INFORMATION FOR STAFF, IS FIRST RESPONDERS, EMERGENCY SERVICES, IS UTILITIES, VENDORS AND SUPPLIERS, DISASTER TEAMS AND OTHER ESSENTIAL INDIVIDUALS AND AGENCIES.

SECOND SIDE OF THIS HANDY LITTLE PIECE OF PAPER CONTAINS AN EMERGENCY RESPONSE CHECKLIST, AN ORGANIZED LIST OF THOSE ACTIONS THAT EACH INDIVIDUAL SHOULD TAKE DURING THE FIRST 24 TO 72 HOURS FOLLOWING A DISASTER.

FOR SMALL ORGANIZATIONS THAT WOULD RELY HEAVILY ON OUTSIDE VENDORS TO HELP THEM WITH COLLECTION NEEDS THIS CAN WORK AS THE HEART OF YOUR DISASTER PLAN.

FOR LARGER INSTITUTIONS THE PREP IS MEANT TO COMPLIMENT NOT REPLACE YOUR DISASTER PLAN. BUT REGARDLESS OF YOUR SIZE IT ENSURES THAT MANAGERS AND STAFF HAVE THE MOST ESSENTIAL INFORMATION WITH THEM TAUT.

NOW HERITAGE PRESERVATION WILL BE HOSTING A WEBINAR SERIES ON HOW TO FILL OUT AND CUSTOMIZE THIS FORM.

IT'S GOING TO BE HOSTED BY JULIE PAGE AND IT'S PART OF HER RESPONSE SERIES.

SO LOOK FOR THAT.

HOWEVER ALL INCIDENTS ARE LOCAL AND ALL INCIDENTS RELIE ON OUR LOCAL EMERGENCY MANAGERS TO HELP US.

IN ADDITION TO THE BENEFITS OF THESE BY AER AND ONLINE RESOURCES, ONE OF YOUR BEST SUPPORTING RESOURCES ARE YOUR

FIRST RESPONDERS.

ARE YOU ON YOUR EMERGENCY
MANAGER'S RADAR?

IF YOU HAVE A GOOD RELATIONSHIP
WITH YOUR LOCAL EMERGENCY
RESPONSIBILITYERS AND KNOW HOW
THEIR SYSTEM AND PRACTICE WORK
YOU CAN HELP THEM KEEP YOUR
STAFF AND COLLECTIONS SAFE.
NOW EVERY CITY AND TOWN HAS A
PLAN.

HERE THE EMERGENCY MANAGER HAS
MADE A TOWN MODEL WITH MANY
BUILDINGS THAT HE USES FOR TABLE
TOP EXERCISES.

HE ADDED TWO MORE LAST YEAR FOR
THE LOCAL HISTORICAL SOCIETY IN
TOWN'S LIBRARY AFTER MEETING THE
ADMINISTRATORS AND LEARNING MORE
ABOUT THE SPECIAL NEEDS.

FIND OUT IF THEY KNOW WHO YOU
ARE.

BECAUSE REMEMBER THAT A RESPONSE
IS REALLY A TWO WAY STREET.

DO THEY KNOW HOW TO COMMUNICATE
AND ORGANIZE THEIR RESPONSE?

DO YOU KNOW WHAT THEY DO WHEN
THEY COME TO YOUR SITE?

DO YOUR FIRST RESPONDERS KNOW
YOUR NEEDS?

ARE THEY FAMILIAR WITH YOUR
BUILDINGS AND YOUR COLLECTIONS?

DO THEY KNOW YOUR PRIORITY
COLLECTIONS?

WORKING BEFORE A DISASTER WITH
FIRST RESPONDERS IS REALLY
IMPORTANT.

AND I HOPE YOU CAN SEE IN THESE
IMAGES-- ALTHOUGH WELL
INTENDED-- THESE FIRST
RESPONDERS WERE MORE THAN
CONFUSED AS TO HOW TO HANDLE OR
WHAT TO DO TO SAVE OR STORE OR
HANDLE THIS IMPORTANT PAINTING.
YOU MAY NOT BE SURE WHO YOUR
FIRST RESPONDERS ARE.

YOU CAN START WITH YOUR LOCAL

EMERGENCY MANAGEMENT OFFICE
WHICH IN SMALL TOWNS AROUND AND
RURAL AREAS IS A RESPONSIBILITY
OF THE FIRE OR POLICE
DEPARTMENT.

SOMETIMES IN A LARGER TOWN AND
IN MOST CITIES THERE'S A STAFF
POSITION EMERGENCY MANAGER SO IF
YOU HAVE A CITY HALL IT MIGHT BE
A STAFF POSITION WITHIN THAT
PARTICULAR LOCATION.

NOW, OTHER FIRST RESPONDERS WHO
MAY ASSIST IN EXTRA LARGE OR
LARGE DISASTERS THEY'RE GOING TO
BE PEOPLE LIKE YOUR EMERGENCY
MEDICAL TECHNICIANS, THE
NATIONAL GUARD, AND IF YOU LIVE
NEAR WATER THE COAST GUARD, FOR
INSTANCE, I LIVE ON AN ISLAND
AND THE COAST GUARD IS THE FIRST
RESPONDER TASKED WITH SUPPORTING
EVACUATION NEEDS.

SO OUR CULTURAL RESOURCES HERE
IN NEWPORT HAVE A RELATION WITH
THEM IN CASE WE NEED TO EVACUATE
SOMETHING REALLY QUICKLY BECAUSE
OUR BRIDGES ARE CLOSED DOWN AND
WE NEED TO GET IT TO THE
MAINLAND TO GET IT TO COLD
STORAGE OR WE NEED IT TO BE
FROZEN.

NOW, YOU MAY WONDER HOW DO YOU
FIND THEM?

THE MOST DIRECT WAY IS LOOKING
IN THE LOCAL EMERGENCY
MANAGEMENT OFFICE IN THE BLUE
PAGES IN THE PHONE BOOK.

FOR THOSE OF YOU WHO LIVE IN
VILLAGES AND SMALL TOWNS OR
RURAL AREAS, CONTACTING YOUR
LOCAL POLICE OR FIRE STATION AND
ASKING FOR THE NAME AND CONTACT
INFORMATION FOR THE LOCAL
EMERGENCY MANAGER WILL CONNECT
YOU WITH THAT PERSON RESPONSIBLE
FOR EMERGENCY MANAGEMENT IN YOUR
AREA.

THE POLICE OR FIRE CHIEF IS ALSO YOUR EMERGENCY MANAGER IN YOUR SMALLER TOWNS AND VILLAGES OR IN YOUR -- EVEN IF YOUR REGION. NOW FIRST RESPONDERS ARE TRAINED IN A LARGE RANGE OF SPECIAL SKILLS.

TO LEARN MORE ABOUT FIRST RESPONDERS AND THE DIFFERENT JOBS THEY DO OR HOW YOU CAN HELP THEM YOU CAN EXPLORE THE WEB SITE FOR THE FEDERAL EMERGENCY MANAGEMENT AGENCY YOU CAN ALSO LOOK AT THE RED CROSS AND AN ORGANIZATION CALLED THE NATIONAL VOLUNTARY ORGANIZATION ACTIVE IN DISASTER.

THE CHAPTER MEETINGS ARE THE RED CROSS AND NATIONAL VOLUNTARY ORGANIZATION PROVIDE OPPORTUNITIES TO MEET MORE FIRST RESPONDERS.

YOU CAN LEARN ABOUT THE DIFFERENT RANGE OF SKILLS THEY HAVE AND HEAR ABOUT OTHER WAYS THAT EVEN YOU CAN BE INVOLVED TO PROTECT YOUR COMMUNITY AND YOUR INSTITUTION.

PUCK GO TO -- YOU CAN GO TO www.ready.gov TO FIND CONTACTS IN YOUR AREA, TOO.

NOW, THE IMPORTANCE OF WORKING WITH FIRST RESPONDERS, IT REMINDS ME OF THIS 1993 FIRE. THE CAUSE DID NOT START IN THIS LANDMARK HISTORIC BUILDING.

A FIRE FROM THE RESTAURANT NEXT DOOR JUMPED ON TO THE ROOF DUE TO UNUSUALLY HIGH WINDS COMING FROM AN ODD DIRECTION.

THE FIRE DEPARTMENT WAS NOTIFIED ABOUT 9:00 A.M.

THIS INSTITUTION DID NOT HAVE A WRITTEN PLAN.

THEY DIDN'T REALLY IS A FORMAL PLAN AND HAD A WORKING FACE TO FACE RELATIONSHIP WITH THEIR

INSURANCE REPRESENTATIVE AND A LOCAL CONSERVATOR.

THE CURATOR WAS ON JURY DUTY 40 MILES AWAY AND FOUND OUT ABOUT IT DURING A LUNCH BREAK WHEN THE -- WHEN WATCHING THE NEWS IN THE COURTHOUSE.

AT 1:00 P.M. THE DIRECTOR CALLED ME AS THE CONSERVATOR ASKED ME WHAT TO DO.

SHE WAS PANICKED AND DIDN'T KNOW WHAT TO DO.

I IRONICALLY WAS IN PHILADELPHIA AT A CONSERVATION CONVERSATION WITH A THEME ON EMERGENCY RESPONSE AND RECOVERY.

ON CONTACT IS THE DIRECTOR AND OWNOR OF BOSTON FACE FINANCIAL COMPANY WITH ONE FOOT IN RECOVERY OPERATIONS.

IRONICALLY THE OWNER AND I HAD JUST CONVERSED OVER LUNCH ABOUT THEIR INTEREST IN COLLABORATIVE ARRANGEMENT FOR RECOVERY SUPPLIES AND SERVICES FOR THE MANY LANDMARK NEWPORT SITES. THE UP SHOT IS, THOUGH, THAT WITH ONLY A HANDFUL OF HOURS AND BEFORE THE FIRE MARSHAL RELEASED THE SITE BACK TO THE MUSEUM THERE WAS A RIGGER, A RIGGING TEAM AND TRUCKS TO REMOVE COLLECTIONS FOR TRIAGE AND OFF SITE FREEZER AND DRY STORAGE.

I ALSO WANT TO ADD THAT THE FIRST RESPONDERS, BECAUSE THEY ARE EMERGENCY MANAGERS IN NEWPORT AND NEWPORT, RHODE ISLAND, AS ONE OF THE LARGEST NUMBER OF WOODEN BUILDINGS CLOSELY -- HISTORIC WOODEN BUILDINGS IN THE COUNTRY ARE TRAINING IN THEIR OWN TECHNIQUE ON WOODEN BUILDINGS.

ANYWAY, THEY WERE PREPARED TO PROTECT COLLECTIONS UPON ENTRY THEY CAME IN WITH MOVING

BLANKETS AND USED SPECIAL MIST NOZZLES FOR THE PROTECTIONS OF THE BUILDING, THE FABRIC AND THE COLLECTIONS THEMSELVES.

WHAT I REALLY WANT YOU TO KNOW IS THAT WHILE THIS SITE HAD NO FORMAL PLAN THEY DID HAVE ACTIVE RELATIONSHIPS WITH THE FIRST RESPONDERS AND PRIMARY SUPPORT VENDORS.

THESE REASONS -- THESE RELATIONSHIPS, I SHOULD SAY, WITH THE REASON A RESPONSE WAS INITIATED IN A TIMELY FASHION AND WHY THEY HAVE SO SUCCESSFULLY RISEN FROM THE ASHES OF THIS FIRE.

>>

SO I HOPE THE WEBINAR HAS HELPED CLARIFY THE PIECES OF THE DISASTER PLANNING PUZZLE BUT BEFORE I FINISH UP WITH A SUMMARY OF THE NEXT WEBINAR LET'S BREAK FOR SOME QUESTIONS. JENNY, CAN YOU PASS ME ON SOME QUESTIONS?

>> OF COURSE, WE DON'T HAVE MANY BUT I HAVE A GREAT ONE FROM LEANNE, SHE SAYS HER MUSEUM HAS AN OFFER FROM A PROFESSIONAL IN EMERGENCY MANAGEMENT THAT WILL HELP WRITE A PLAN FOR US THAT HAS NO MUSEUM SPECIFIC EXPERIENCE.

SHE'S WONDERING IS IT WORTH IT TO USE THIS RESOURCE?

>> I WOULD DO -- I WOULD SUGGEST SHE DO HER OWN HOME WORK FIRST. MOST LIKELY IN THEY HAVE NO MUSEUM EXPERIENCE THEY WILL NOT AT ALL UNDERSTAND YOUR SPECIFIC NEEDS.

MUSEUMS AND LIBRARIES NEED SPECIALTY KINDS OF DISASTER RECOVERY VENDORS, NOT THE KIND OF VENDORS -- DISASTER RECOVERY VENDORS THAT YOU MIGHT USE FOR

YOUR HOUSE.

NOT THE SURF PROS AND THE
RESIDENTIAL OR COMMERCIAL
DISASTER RECOVERY VENDORS.
YOU NEED THE SPECIALTY VENDORS
WHO UNDERSTAND ABOUT THE SPECIAL
NEEDS OF YOUR COLLECTIONS,
WHETHER THEY'RE FINE ART,
WHETHER THEY'RE LIBRARIES, HOW
DO YOU GO ABOUT DEEP FREEZING OR
PUTTING THEM THROUGH A FREEZER
WHEN DO YOU DO THAT, HOW DO YOU
HANDLE THINGS?

WHAT ARE THE HAZARDS IN THE
COLLECTIONS?

AND SO I WOULD SUGGEST -- GOING
A LITTLE MORE THROUGH THESE
WEBINARS AND SEEING YOUR OTHER
OPTIONS WOULD BE A PRUDENT
COURSE OF ACTION.

>> GREAT, THANK YOU, ALEX.
THAT WAS OUR ONLY QUESTION SO
FAR SO, FOLKS, PLEASE KEEP THEM
COMING AND ALEX IF YOU WANT TO
DO AN OVERVIEW OF THE NEXT
COURSES COMING UP I WILL
ORGANIZE SOME MORE QUESTIONS FOR
YOU.

>> ALL RIGHT!

WELL, ON THURSDAY I'M GOING TO
BE TALKING ABOUT NATURAL HAZARDS
IN YOUR -- OUTSIDE OF YOUR
COLLECTIONS.

NATURAL HAZARDS THAT ARE
EXTERNAL TO YOUR BUILDING SO I'M
GOING TO BE TALKING ABOUT
WHETHER WEATHER-RELATED HAZARDS
AND MAN-MADE HAZARDS AND
BEGINNING TO TALK ABOUT HOW TO
RANK THEM AND HOW TO IDENTIFY
THEM.

I'M GOING TO HAVE RESOURCES FOR
THEM.

IT HAS SOME FUN ONLINE RESOURCES
TO GO FIGURE OUT SO REALLY WHAT
IS OUTSIDE OF MY WINDOW THAT
MIGHT AFFECT MY COLLECTION?

SOME ARE OBVIOUS BUT SOME MAY NOT BE SO OBVIOUS FOR YOU. THEN ON THE FOLLOWING TUESDAY WE'RE GOING TO BE TALKING ABOUT HAZARDS IN YOUR COLLECTIONS AND I ENCOURAGE LIBRARY PROFESSIONALS TO TUNE INTO THIS AS WELL AS THE COLLECTION -- 3-D COLLECTION FINE ART MUSEUM HISTORICAL PEOPLE, THE SYSTEMATIC SCIENCE COLLECTIONS PEOPLE TO TUNE INTO THIS BECAUSE IF YOU ALL WANT TO WORK WITH YOUR COLLEAGUES AROUND THE COUNTRY OR EVEN YOUR COLLEAGUES WITH SISTER INSTITUTIONS LOCALLY OR EVEN IF YOU'RE CONNECTED WITH YOUR YOUR HOME HISTORICAL SOCIETY BECAUSE YOU VALUE THE STORIES YOUR COMMUNITY HAS TO SHARE THIS HAS A LOT OF INFORMATION ON WHAT MAKES A HAZARD IN A COLLECTION. AND WHAT DO WE LOOK FOR AND, GEE HOW DO WE PROTECT OURSELVES AND WHAT REALLY DURZ LURK INSIDE MY COLLECTIONS? WHAT'S THE RISKY BUSINESS IN THERE? SO THAT'S GOING TO BE ON THAT FOLLOWING TUESDAY WE'LL WIND IT UP WITH NOW THAT -- THROUGH THESE DIFFERENT SESSIONS THAT YOU'VE IDENTIFIED WHAT ARE YOUR HAZARDS ARE, WE'RE GOING TO LEARN HOW TO RANK THOSE HAZARDS HOW TO PRIORITIZE THEM ACCORDING TO YOUR OWN LIMITS RESOURCES AND GIVE YOU A WHOLE LIST OF TIPS AND A CHECKLIST FOR YOU TO USE SO YOU CAN DO SOME SELF-ASSESSMENTS AND FIND SOME EASY THINGS TO DO. LOW-COST, NO-COST THINGS TO DO THAT WILL LOWER YOUR RISK AND GIVE YOU TIPS FOR PLANNING FOR THE BIGGER MITIGATION EFFORTS

THAT YOU MIGHT NEED TO MAKE AN ARGUMENT FOR.

SO I'M HOPING EVERYBODY WILL JOIN IN AND I LOOK FORWARD TO QUESTIONS AND I HOPE EVERYBODY WILL ENJOY IT.

>> GREAT, THANK YOU, ALEX.

I DO HAVE A FEW QUESTIONS FROM OUR GROUP SO WE HAVE ONE THAT A COUPLE PEOPLE WERE CURIOUS ABOUT.

ROBERT IS WONDERING, DO YOU KNOW ANY GRANTS SPECIFICALLY FOR PROFESSIONAL HELP IN ASSESSING PLAN?

>> WELL, I DON'T KNOW IF HE'S HAD ONE OF THE CONSERVATION ASSESSMENT PLANS DONE IN THE PAST SEVEN YEARS.

THAT PROGRAM IS A VERY GOOD WAY TO BRING BOTH A COLLECTION PROFESSIONAL AND IF YOU'RE IN A HISTORIC BUILDING TO YOUR SITE TO HELP YOU IDENTIFY A VARIETY OF RISKS AND THEN TO HELP MAKE A SHORT, MEDIUM, AND LONG-RANGE PLAN WITH ACTION STEPS FOR HOW YOU CAN BEGIN TO ADDRESS THEM.

I BELIEVE ALSO THE N.E.H. PROGRAM FOR SMALLER INSTITUTIONS ALSO WILL SUPPORT FUNDING FOR DISASTER PLANNING.

OTHER THAN THAT I WOULD LOOK AT SOME LOCAL RESOURCES AND SEE IF YOU HAVE ANYTHING THAT'S LOCALLY BASED.

I'M NOT FAMILIAR WITH HIS AREA SO I CAN'T HELP HIM WITH THAT. I ONLY KNOW THOSE THINGS MOSTLY IN NEW ENGLAND WHICH IS WHERE I'M GENERALLY BASED WHEN IT COMES TO FUND-RAISING.

>> SO I HAVE A -- MORE OF A STATEMENT BUT I'D LIKE YOUR OPINION ON IT, ALEX.

KEN IN NORTH CAROLINA SAYS IN RURAL NORTH CAROLINA OUR FIRE

DEPARTMENTS ARE VOLUNTEER GROUPS
AND THESE GUYS LITERALLY LAUGH
AT REQUESTS FOR SPECIALIZED CARE
HE SAYS "WE HAVE HAVE TO TRAIN
THE EMERGENCY SERVICES."

DO YOU HAVE ANY REP
DECONTAMINATIONS ON HOW TO
APPROACH A GROUP LIKE THAT WHO
MIGHT NOT BE OPEN TO WORKING
WITH THEIR CULTURAL INSTITUTIONS
>> WELL, I'M GOING TO GIVE SOME
TIPS IN THE NEXT -- I THINK IT'S
THE NEXT WEAPON FAR ON HOW TO
CONNECT BETTER WITH YOUR FIRST
RESPONDERS.

AND THERE'S A WHOLE WORK SHEET
THAT WE HAVE.

A WHOLE POSTER YOU CAN USE SO
THERE'S A WHOLE SERIES OF THINGS
THAT YOU CAN DO FROM -- WELL,
JUST FROM CALLING THEM UP TO
TAKING YOUR INFORMATION TO JUST
ASKING THEM IF THEY'D COME AND
SHOW YOU 40 TO DO YOUR -- HOW TO
WORK YOUR DIFFERENT FIRE
EXTINGUISHER.

I THINK WE'LL GIVE YOU TIPS IN
THE NEXT WEBINAR THAT I HOPE
WILL BE USEFUL.

IF YOU CAN GO EN MASSE, IF YOU
CAN GO AS A -- IF THERE'S
ANOTHER CULTURAL ORGANIZATION
AND YOU CAN BOTH GO TOGETHER YOU
CAN EVEN TAKE THEM THE HERITAGE
HEALTH INDEX.

YOU CAN PRINT THAT OUT AND GIVE
THAT AS SOME INFORMATION.

TELL THEM HOW IMPORTANT YOU ARE
TO THE COMMUNITY AND WHAT WOULD
HAPPEN IF YOUR RESOURCES WERE
LOST.

HOW WOULD YOUR COMMUNITY TELL
ITS STORY?

FIND OUT WHAT KIND OF ICON YOU
HAVE AND BRING THAT TO THEIR
ATTENTION.

ANOTHER TIMES IT WORKS IS GIVE

THEM ALL A FAMILY MEMBERSHIP TO YOUR ORGANIZATION AND INVITE THEM TO COME.

THAT WAY THEY GET A LITTLE MORE ENGAGED, YOU BECOME A LITTLE MORE VISIBLE TO THEM AND THEY LEARN A LITTLE BIT MORE ABOUT YOU AND JUST THROUGH OSMOSIS YOU BECOME A LILT MORE IMPORTANT. MAYBE THAT MIGHT HELP.

>> AND WE DID HAVE THE RECOMMEND DIGGS OF INVITING THEM TO A FISH FRY.

>> ALL RIGHT!

ALL RIGHT!

THAT SOUNDS GOOD.

CAN I COME TO?

(LAUGHS)

WE ONLY DO COOKIES AT THIS END.

>> SO LORI FOLEY RECOMMENDED IN RESPONSE TO SOMEONE WHO'S CURIOUS ABOUT FINDING SOMEONE TO REVIEW THEIR DISASTER PLAN SHE SAYS LOCAL FIRST RESPONDERS ARE USUALLY-- AS WE'VE SEEN NOT IN ALL CASES-- EAGER TO EVALUATE YOUR DISASTER PLAN FROM A SAFETY POINT OF VIEW.

THEY WOULDN'T KNOW ABOUT YOUR COLLECTIONS.

BUT IT WOULD BE A GREAT START.

I JUST WANTED TO POINT THAT COMMENT OUT.

AND TO GET TO OUR NEXT QUESTION-- AND THIS IS FROM CHRISTINE HARPER AND THIS IS GREAT BECAUSE IT'S GOING TO COME UP IN YOUR HOME WORK ASSIGNMENT-- SHE'S CURIOUS ONCE ONE BEGINS TO WORK ON A DISASTER PLAN WHAT A REASONABLE TIME FRAME FOR ITS COMPLETION?

>> I THINK FOR THE PLANNING PHASE I'M GOING TO SUGGEST THAT YOU PLAN ON MAYBE SIX WEEKS TO PULL IT ALL TOGETHER THEN JUST WORK ON IT INCREMENTALLY.

JUST TAKE ONE SECTION A MONTH AT A TIME OR SO.

GIVE YOURSELF A DEADLINE.

WITHOUT A DEADLINE YOU PROBABLY WON'T HAVE THE INCENTIVE TO GET TO IT.

IT WILL ALWAYS BECOME THE WAY THESE DISASTER PLANS ARE.

IT ALWAYS GETS PUSHED ASIDE FOR SOMETHING ELSE THAT COMES TO YOUR ATTENTION SO GIVE YOURSELF AND EVERYBODY ELSE A DEADLINE

>> WE HAVE ANOTHER QUESTION FROM SHARON AND YOU ADDRESSED IT A LITTLE BIT.

SHE'S CURIOUS HOW DO YOU GET STAFF AND BOARD MEMBERS TO UNDERSTAND THE IMPORTANCE OF A DISASTER RESPONSE AND RECOVERY PLAN?

I KNOW YOU MENTIONED PROVIDING THE HERITAGE HEALTH INDEX.

DO YOU HAVE RECOMMENDATIONS ON GETTING THOSE FOLKS ON BOARD?

XWL

>> FOR YOUR TRUSTEES TALKING MONEY IS HELPFUL.

SO THAT'S A QUESTION OF TALKING TO YOUR INSURANCE PERSON.

HOW MUCH IT WOULD COST TO RECOVER FROM A FIRE.

WHAT IT WOULD DAMAGE -- HOW IT WOULD DAMAGE YOUR REP

DECONTAMINATION OR HOW IT WOULD DISTRACT YOUR TRUSTEES AND DISTRACT YOUR ORGANIZATION FROM THEIR MISSION AND THE PROGRAMS THEY ARE TRYING TO DO NOW.

FOR STAFF IT'S REALLY HELPFUL IF IT COMES FROM THE DIRECTOR WHO SAYS WE REALLY IS TO DO THIS.

SO IF YOU'RE WITH AN ORGANIZATION THAT'S INTERESTED IN CORE MUSEUM AND LIBRARY STANDARDS THAT REALLY IS A CORE DOCUMENT FOR MOST PROFESSIONALS TODAY IS TO HAVE THAT.

>> OKAY, I HAVE A QUESTION FROM ROBERT AND ROBERT, I'M NOT SURE WHAT THAT IS IN REASONS TO. HE'S CURIOUS ON HOW YOU LOCATE A COLLECTIONS PROFESSIONAL. ROBERT IF YOU WANT TO SPECIFY, FEEL FREE TO TYPE THAT IN.

ALEX DO YOU HAVE ANY RECOMMENDATIONS ON HOW TO FIND A COLLECTIONS PROFESSIONAL?

>> DO YOU MEAN FOR COLLECTION CARE OR DO YOU MEAN FOR COLLECTION MANAGEMENT?

IF YOU MEAN FOR COLLECTION CARE YOU CAN GO TO THE AMERICAN INSTITUTE FOR CONSERVATION WEB SITE AND IN THE UPPER RIGHT-HAND CORNER THERE'S A PICTURE THAT SAYS "FIND A CONSERVATOR" AND IF YOU CLICK ON THAT IT WILL BRING YOU A SEARCH PAGE WHERE YOU CAN FILL OUT A LITTLE FORM THAT SAYS WHAT ARE YOU HUNTING FOR AND WHERE ARE YOU AND HOW FAR AWAY ARE YOU WILLING TO SEARCH? 20 MILES, 50 MILES, A HUNDRED MILES."

AND YOU CLICK THE SUBMIT BUTTON AND IT WILL COME UP WITH A LIST OF CONSERVATIONAL PROFESSIONALS IN PRIVATE PRACTICE, INDEPENDENT PROFESSIONALS WHO HAVE THIS PARTICULAR QUALIFICATIONS YOU'RE HUNTING FOR

>> I HOPE THAT ANSWERS YOUR QUESTION, ROBERT, HE WAS REFERENCING HAVING A PROFESSIONAL ON HAND TO REVIEW THE PLAN.

SO SO WIN ABOUT TEN MORE MINUTES LEFT IN THIS WEBINAR AND I'M GOING TO PULL OVER A LINK TO THE HOME WORK ASSIGNMENT.

EACH HOME WORK ASSIGN SYSTEM REQUIRED TO EARN THAT CERTIFICATE OF COMPLETION SO HERE'S THE LINK TO THAT HOME

WORK ASSIGNMENT THROUGH SURVEY MONKEY.

ALL THESE LINKS WE MENTIONED TODAY INCLUDING A LINK TO ITS HOME WORK ASSIGNMENT YOU'LL ALWAYS FIND ON THE HOME PAGE SO MAKE SURE TO ALWAYS CHECK THERE. I'M ALSO GOING TO PULL IN OUR GROUP LOG IN SO IF YOU DID NOT ENTER YOUR FIRST AND LAST NAME IN LOGGING ON TO THIS WEBINAR I ASSUME YOU'RE WATCHING WITH OTHER FOLKS SO I'M GOING TO ASK YOUR GROUP LEADER IF YOU ARE INTERESTED IN EARNING A CERTIFICATE OF COMPLETION AND WOULD LIKE TO BE MARKED AS HAVING ATTENDED TO GO AHEAD AND JUST MARK YOUR NAME DOWN. IF YOU'RE WATCHING BY YOURSELF YOU DON'T NEED TO TYPE YOUR NAME IN, WE GOT YOU, YOU'RE SET. AND FEEL FREE TO KEEP QUESTIONS COMING, WE HAVE ABOUT TEN MORE MINUTES.

>>

ALEX, I HAVE PULLED OVER -- WE HAVE THREE QUESTIONS ON THIS HOME WORK ASSIGNMENT AND I HAVE PULLED A FEW OVER.

I WAS WONDERING -- I WAS WONDERING -- I KNOW THIS MIGHT BE CONSIDERED CHEATING BUT I THOUGHT IT MIGHT BE NICE TO SEE. IF YOU HAVE TIME LEFT OVER IF YOU WANT TO JUST DO A SHORT OVERVIEW ON HOW IN QUESTION ONE IN YOUR EXPERIENCE IN THE PAST WHAT HAPPENED SOME KEY STAFF AND BOARD MEMBERS THAT HAVE BEEN ON EMERGENCY PLANNING COMMITTEES.

>> WELL, I WOULD SAY FRIENDLY FACES WHO LIKE TO WORK WITH YOU. (LAUGHS)

THAT'S ALWAYS A GOOD THING TO DO.

AND THEN GO FROM THERE.

I REALLY -- IF I HAVE THE OPPORTUNITY I'D LIKE TO HAVE MY PUBLIC RELATIONS PERSON BECAUSE MY PUBLIC RELATIONS PERSON WILL PROBABLY HAVE A MEDIA KIT THAT'S PRETTY MUCH GOOD TO GO.

THE FACILITY MANAGER USUALLY KNOWS WHERE THOSE PLANS ARE AND IT WILL TAKE HIM 20 MINUTES OF HIS TIME AND ASKING 20 MINUTES PEOPLE CAN GIVE YOU 20 MINUTES. THEY'RE AFRAID OF GOING OH, MY GOD, WE'RE GOING TO GO THROUGH SO MANY MEETINGS!

I DON'T WANT TO GO THROUGH A MEETING!

THAT'S NOT WHAT YOU'RE ASKING THEM TO DO.

JUST ASK THEM FOR A SHORT AMOUNT OF TIME AND FIND THIS ONE PIECE OF INFORMATION.

THAT'S WHY IT'S HELPFUL TO TAKE THOSE ELEMENTS AND BREAK DOWN THE INFORMATION SO WE HAVE FACILITIES.

YOUR COLLECTION PERSON PROBABLY KNOWS WHERE THE COLLECTION MANAGEMENT DATABASE IS AND MAYBE THOSE PASSWORDS IF YOU HAVE A HUMAN RESOURCE PERSON OR SOMEBODY IN CHARGE OF STAFF, PERSONNEL, THEY PROBABLY HAVE CONTACT INFORMATION THAT THEY CAN GIVE.

AND IT'S ALWAYS NICE TO HAVE YOUR DIRECTOR OR YOUR SENIOR ADMINISTRATOR AT LEAST ON BOARD BECAUSE THEY MIGHT BE ABLE TO MAYBE PUSH ON THE TABLE WITH A THUMB A LITTLE BIT AND GIVE YOU A LITTLE SUPPORT TO MOVE THIS ALONG.

I HOPE THAT GIVES SOME INSIGHT.
>> PERFECT.

WE HAVE A QUESTION FOR NICOLE. SHE SAYS WHAT IF DUE TO AN INVESTIGATION SUCH AS AN ARSON

YOU'RE UNABLE TO ACCESS YOUR
RESPONSIBILITY FOR LONG DURATION
AS IN A WEEK OR MONTH.
HOW DOES THIS CHANGE YOUR PLAN?
HOW WOULD IT AFFECT YOUR
PLANNING?

>> WELL, IT GIVES YOU A LOT MORE
TIME TO PLAN, THAT'S FOR SURE!
HA WHAT YOU'D HAVE TO DO IS YOU
CAN GET INFORMATION FROM YOUR
FIRE MARSHAL OR WHOEVER YOUR
EMERGENCY MANAGER IS AND IF YOU
HAVE A GOOD RELATIONSHIP WITH
THEM THEY CAN -- IN FACT,
THERE'S -- IF YOU HAVE A GOOD
RELATIONSHIP WITH THEM THEY
SOMETIMES CAN LET YOU IN, AT
LEAST TO DO AN ASSESSMENT.
SO IF THEY WILL GIVE YOU ACCESS
AND YOU UNDERSTAND THAT YOU
AREN'T ALLOWED TO TOUCH ANYTHING
MAYBE YOU HAVE TO WEAR SPECIAL
BOOTIES YOU CAN AT LEAST HAVE A
TEN-MINUTE WALK THROW DO YOUR
ASSESSMENT TO TAKE YOUR PICK
SCHOORS YOU CAN COME OUT AND
THEN YOU KNOW HOW TO BEGIN TO
PLAN BECAUSE YOU'VE BEEN ABLE TO
SEE WHAT COLLECTIONS OR WHAT
ROOM HAVE BEEN AFFECTED AND THEN
YOU CAN BEGIN TO SET UP TO
TRIAGE OR SET UP THE KINDS OF
SUPPLIES YOU NEED SO WHEN YOU DO
HAVE EXCESS YOUR FEET ARE
HITTING THE GROUND AND YOU'RE
READY TO GO!

>> GREAT, THANK YOU, ALEX.
I THINK THAT'S ALL THE QUESTIONS
WE HAVE TODAY AND HOPEFULLY I'VE
GOT EVERYONE WHO IS WATCHING
WITH A GROUP SO WE'LL GO AHEAD
AND LET YOU GUYS GET BACK TO
YOUR DAY.
THE NEXT COURSE IS THURSDAY AT
2:00.
YOU'LL ENTER THE MEETING ROOM
EXACTLY AS YOU'VE DONE NOW.

KEEP IN MIND THAT COURSE WEB
PAGE WILL HAVE ALL THIS
INFORMATION AVAILABLE TO YOU.
AND YOU HAVE SIGNED UP TO BECOME
A MEMBER OF THE ONLINE COMMUNITY
FEEL FREE TO CONTINUE THE
CONVERSATION AND DISCUSSION ON
THESE TOPICS IN THE DISCUSSION
BOARD.

THANK YOU GUYS, HAVE A FANTASTIC
AFTERNOON AND THANK YOU ALEX!

>> WELL, THANK YOU VERY MUCH,
JENNY.

AND THANK YOU, MIKE!

I LOOK FORWARD TO NEXT WEEK --
NO, THURSDAY!

>>