

;;;;;;;;; This is a Montel file based on CCW\_BC,  
;;;;;;;;; which means you can punch it now.  
;;;;;;;;; Call 516-435-7422 to ask for modem

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;  
; 02/14/13 3:30 PM  
;  
;;;LEARNINGTIMES 2/14/2013

>> HI, EVERYBODY, THIS IS HOPE FROM LEARNING TIMES.

THANKS SO MUCH FOR JOINING US  
FOR OUR FINAL SESSION ON RISK  
EVALUATION, FIRST STEP IN  
DISASTER PLANNING.

THIS -- ALL THESE COURSES ARE  
BEING BROUGHT TO YOU BY HERITAGE  
PRESERVATION CONNECTING TO  
COLLECTIONS.

DON'T FORGET THERE'S THE  
WONDERFUL ONLINE COMMUNITY OF  
RESOURCES THAT YOU CAN TAKE  
ADVANTAGE OF, A LOT OF DIFFERENT  
TOPICS AS WELL I'M PROBABLYING A  
WHICH YOU'LY SORT OF JUMPING ON  
JENNY'S -- THE INFORMATION THAT  
JENNY'S GOING TO TALK ABOUT.  
SO WITHOUT FURTHER ADO, I'M  
GOING TO GO AND START THE  
RECORDING.

JUST PA QUICK REMINDER FOR ALL  
OF YOU THAT WHERE YOU SEE "SAY  
HELLO HERE" WHERE IT'S AN OPEN  
CHAT RIGHT NOW WE'RE GOING TO BE  
MOVING THAT WINDOW AWAY AS JENNY  
TURNS THINGS OVER TO ALEX AND  
THERE WILL BE A MODERATED Q&A  
WINDOW.

PLEASE FEEL FREE TO USE THAT  
WINDOW ASK QUESTION AND IF YOU  
NEED THYS PUT YOUR COMMENTS  
THERE AS WELL -- TECHNICAL  
ASSISTANCE PUT YOUR COMMENTS  
THERE AND WE'LL HELP YOU OUT AS

NEEDED.

SO I'M GOING TO START THE  
RECORDING.

JENNY, WHEREVER YOU'RE READY THE  
FLOOR IS YOURS.

>> SURE, THANK YOU SO MUCH,  
HOPE.

I'M SEEING SO MUCH LOVE IN THAT  
CHAT BOX TODAY SO KEEP YOUR  
HELLOS COMING.

WE ARE SLOWLY CREEPING UP TO 200  
PARTICIPANTS.

WELCOME BACK TO EVERYONE.

THANK YOU FOR JOINING US.

AS YOU KNOW, THIS IS OUR LAST  
WEBINAR IN THE COURSE, RISK  
EVALUATION, FIRST STEP IN  
DISASTER PLANNING AND YOU ALSO  
KNOW BY NOW THAT THE COURSE IS  
PART OF A LARGER SERIES CALLED  
"CARING FOR YESTERDAY'S  
TREASURES TODAY."

AND IT'S BEEN MADE POSSIBLE BY A  
LAURA BUSH 21st CENTURY  
LIBRARIAN GRANT PROGRAM FROM THE  
INSTITUTE OF MUSEUM AND LIBRARY  
SERVICES AND WE'RE HAPPY TO HAVE  
HOPE ON BOARD AND THE REST OF  
THE LEARNING TIMES TEAM PRODUCE  
THESE WEBINARS AND ALSO SUPPORT  
OUR WEB SITE.

SO THIS IS IT, GUYS, THE LAST  
WEBINAR!

IT'S A GREAT ONE AND WE KNOW  
YOU'LL GET A LOT OF GREAT  
INFORMATION FROM IT IT'S TITLED  
"AS SIMPLE AS 1-2-3, RANKING THE  
RISK TO YOUR COLLECTIONS."

AND WHILE I HAVE YOUR UNDIVIDED  
ATTENTION, I WILL GO THROUGH THE  
CERTIFICATE REQUIREMENTS ONE  
MORE TIME TO EARN A CERTIFICATE  
EVERYTHING HAS TO BE TURNED IN  
BY FEBRUARY 21 BY THE CLOSE OF  
BUSINESS WHICH FOR US IS 5:00  
P.M. EASTERN STANDARD TIME.

HERE'S WHAT WE'RE GOING TO LOOK

AT WHEN WE ARE PULLING PEOPLE FOR THE CERTIFICATE. WE ARE GOING TO LOOK TO SEE IF YOU'RE REGISTERED. THAT MEANS YOU SHOW UP IN OUR DATABASE AND WE HAVE YOUR E-MAIL AND MAILING ADDRESS SO WE CAN SEND YOU THAT CERTIFICATE. WE'RE GOING TO CHECK TO SEE IF YOUR PERMISSION FORM IS TURNED IN AND LAST BUT NOT LEAST WE'LL HE CAN DO SEE IF YOU'LL COMPLETED ALL FOUR HOME WORK ASSIGNMENTS. THEY WILL BE FOUND ON THE COURSE PAGE ALONG WITH THE GREAT POWER POINTS AND HANDOUTS AND OTHER RESOURCES THAT ARE MENTIONED. AND I'M WORKING ON GETTING THE GREAT RESOURCES THAT YOU GUYS MENTIONED IN OUR LAST WEBINAR. SO WHAT'S NEXT AFTER THIS? SO EITHER TODAY OR EARLY TOMORROW YOU SHOULD ALL GET AN E-MAIL FROM HERITAGE PRESERVATION WITH LINKS TO ALL THE HOME WORK ASSIGNMENTS AND A LINK TO ALL THE WEBINAR RECORDINGS. AGAIN, EVERYTHING IS DUE ON THE 21st, I ALMOST SAID 22nd, BUT EVERYTHING IS DUE ON THE 21st. ON THE 22nd SINCE THE COURSE WILL NOW HAVE CONCLUDED WE'LL POST ALL THOSE WEBINAR RECORDING LINKS ON THE COURSE PAGE SO THAT EVERYBODY CAN HAVE ACCESS TO THEM. AND THEN WE WILL ALSO START MAILING OUT THOSE CERTIFICATES. YOU WILL BE NOTIFIED WHEN YOUR CERTIFICATE IS IN THE MAIL. WE'LL MAKE SURE TO SEND YOU AN E-MAIL NOTIFICATION SO YOU KNOW IT'S ON ITS WAY TO YOU. AND THEN YOU'RE DONE. AT LEAST AT THIS COURSE.

WE ENCOURAGE YOU TO CONTACT US  
DOWN THE ROAD WITH STORIES AND  
HOW YOU'RE USING THIS  
INFORMATION AND WE JUST REALLY  
WOULD LOVE TO HEAR FROM YOU AND  
LET US KNOW WHAT YOU'RE UP TO  
AND IF THIS HAS HELPED YOU.  
YOU'RE WELCOME, OF COURSE, TO  
JOIN THE ONLINE COMMUNITY IF YOU  
HAVEN'T DONE SO ALREADY AND YOU  
CAN CONTINUE SOME OF THESE GREAT  
CONVERSATIONS ON THE DISCUSSION  
BOARD AND, OF COURSE, THERE'S  
STILL TIME TO REGISTER FOR OUR  
NEXT COURSE OUR NEXT COURSE IS  
WITH JULIE PAGE AND IT'S  
PROTECTING YOUR COLLECTIONS,  
RATING A DISASTER RESPONSE PLAN  
AND IT WILL GO OVER HOW TO WRITE  
ONE OF THE FOUR FACETS OF THE  
COMPREHENSIVE DISASTER PLAN,  
WHICH IS RESPONSE.  
SO WE HOPE YOU WILL SIGN UP AND  
JOIN US.  
OFF FANTASTIC FOUNDATION FOR  
THAT NEXT COURSE.  
AND WITHOUT FURTHER ADO WE'LL  
GET STARTED ON THIS LAST  
WEBINAR.  
I'M GOING TO GO AHEAD AND MOVE  
OVER THIS CHAT BOX AND YOU WILL  
SEE A MODERATED CHAT AND THAT'S  
SOMETHING WHERE WE WILL APPROVE  
ALL YOUR COMMENTS.  
WHEN YOU WRITE SOMETHING YOU'LL  
SEE IT ONCE AND WHEN I APPROVE  
IT YOU'LL SEE IT AGAIN.  
BUT DON'T WORRY, YOU'RE NOT  
DOUBLE POSTING.  
YOU ONLY SEE YOURS TWICE.  
THROUGHOUT THE PRESENTATION FEEL  
FREE TO ASK QUESTIONS AND I WILL  
STORE THEM AWAY AND POSE THEM TO  
ALEX AS SOON AS WE HAVE TIME TO.  
ALL RIGHT?  
ALEX, I'M GOING TO MOVE THIS OUT  
OF THE WAY AND MOVE YOUR

PRESENTATION.

>> THANK YOU, JENNY.

THAT LOOKS PRETTY COOL.

IT'S EVEN LARGE ON MY SCREEN.

I'M SO IMPRESS WITH THIS

TECHNOLOGY AND WELL COP

EVERYBODY.

HAPPY VALENTINE'S DAY.

I HOPE THERE'S LOVE IN THE AIR

AND I HOPE THERE'S AT LEAST

SPRING AROUND THE CORNER FROM MY  
POINT OF VIEW.

WE'RE STILL RECOVERING FROM OUR  
FRIENDLY BLIZZARD NEMO HERE.

SO LET'S GET ON WITH THE CLASS  
TODAY BECAUSE I GUESS WITH THIS  
CLASS WE'RE ROLLING TOWARDS THE  
CONCLUSION OF RISK EVALUATION OF  
YOUR COLLECTIONS.

IN THE PAST THREE RISK  
EVALUATION CLASSES YOU LEARNED  
ABOUT MAN MADE AND NATURAL  
HAZARDS AS WELL AS ABOUT THE  
COLLECTION HAZARDS.

THEY ALL, AS YOU NOW KNOW, CAN  
AFFECT YOUR BUILDING AND YOUR  
COLLECTIONS.

YOU'VE ALSO HEARD ABOUT THE TERM  
"RISK MANAGEMENT" AND HOW BY  
RANKING THE PROBABILITY AND THE  
EFFECT OF A HAZARD ON YOUR  
INSTITUTION YOU CAN BEGIN TO  
MAKE A REASONED DECISION ABOUT  
WHERE TO START TO REDUCE YOUR  
VULNERABILITIES TO HAZARDS IN  
THE FACE OF LIMITED RESOURCES.  
AND WE ALL HAVE LIMITED  
RESOURCES, I THINK.

ALSO IN THIS WEBINAR YOU'LL  
LEARN HOW TO PRIORITIZE THEM AND  
PREPARE TO TAKE NEXT STEPS.

SO LET'S SEE NOW.

REMEMBER THIS SLIDE ON THE FOUR  
FACES OF EMERGENCY MANAGEMENT?  
REMEMBER, TOO, THAT EMERGENCY  
MANAGEMENT IS A DYNAMIC CYCLICAL  
PROCESS THAT GATHERS MOMENTUM BY

MOVING THROUGH THE FOUR PHASES  
THAT YOU SEE HERE AROUND THE  
BALL.

SORT OF LIKE A SNOWBALL ROLLING  
DOWNHILL.

I'M GOING TO GIVE YOU A PUSH IN  
THIS WEBINAR TO GIVE YOUR  
EMERGENCY MANAGEMENT BALL ROLL  
BY HELPING YOU MOVE FROM  
PREPAREDNESS TO MITIGATION SO  
TODAY TODAY I'M GOING TO SHOW  
YOU TWO USEFUL TOOLS.

THE FIRST TOOL IS THE RISK  
PRIORITIZATION WORK SHEET.  
IT'S A MORE SOPHISTICATED MEANS  
OF CONDUCTING THE PROBABILITY  
AND EFFECT CHARTING THAT YOU DID  
FOR THE MAN MADE AND NATURAL  
HAZARDS IN WEBINARS TWO AND  
THREE.

THE WORK SHEET AS YOU FILL IT  
OUT WILL PRIORITIZE YOUR RISK TO  
SPECIFIC MAN MADE AND NATURAL  
HAZARDS AND FOR THOSE OF YOU WHO  
DON'T LIKE MATH OR ARE VISUAL  
LEARNERS IT EVEN DOES THE MATH  
FOR YOU AND MAKES A COLOR-COATED  
VISUAL.

PRETTY COOL.

A SECOND TOOL WE'RE GOING TO  
LOOK AT FROM THE HERITAGE  
PRESERVATION RISK EVALUATION AND  
PLANNING PROGRAM IS THE WALK  
THROUGH CHECKLIST.

THIS CHECKLIST OF QUESTIONS  
GUIDES YOU TO LOOK FOR  
VULNERABILITIES WITHIN AND  
AROUND YOUR SITE AND FACILITIES.  
THESE ARE I'MS THAT YOU REALLY  
IS A LOT MORE CONTROL OVER.  
AS I GO THROUGH EXAMPLES OF  
QUESTIONS ON THE CHECKLIST, I'LL  
SHARE TIPS AND IDEAS FOR SIMPLE  
AND ECONOMICAL MITIGATION  
MEASURES THAT YOU CAN PUT INTO  
PRACTICE AT YOUR OWN  
INSTITUTIONS.

THE TIPS WILL HELP YOU STEP UP  
FIRE PROTECTION, PROTECT  
COLLECTIONS AND ENSURE A SAFE  
EVACUATION.

WHETHER YOU CAN IMPLEMENT ONE OR  
MANY THEY ALL WILL HELP YOU TO  
FURTHER STRENGTHEN THE STEPS  
YOU'VE ALREADY TAKEN TO IDENTIFY  
AND LOWER THE RISKS OF HAZARDS  
THAT CAN IMPACT YOUR COLLECTIONS  
AND YOUR BUILDING AND YOUR SITE.  
NOW ALL THE TOOLS PLUS OTHER TIP  
FOR MITIGATION AND PLANNING ARE  
FREE DOWNLOADABLE RESOURCES AT  
THE HERITAGE PRESERVATION WEB  
SITE THROUGH THEIR RISK  
EVALUATION AND PLANNING PROGRAM.  
THIS IS THE WEB ADDRESS AND THE  
HOME PAGE THAT YOU SEE ON THE  
SCREEN HERE THE WORK SHEETS  
WE'RE GOING TO BE USING TODAY  
ARE P.D.F. FILES AND THEY'RE  
AVAILABLE IN THE RESOURCE  
PACKET.

BUT I ALSO THOUGHT I'D LIKE TO  
WALK YOU THROUGH THE PROCESS OF  
GETTING TO ALL THESE RESOURCES  
OFFERED BY HERITAGE  
PRESERVATION.

YOU'LL SIGN UP FOR JULIE'S CLASS  
AND THERE ARE A LOT OF REALLY  
WONDERFUL RESOURCES JUST ABOUT  
PROTECTING YOUR COLLECTIONS IN  
ALL DIFFERENT FACETS.

SO THERE'S SO MANY THAT THEY  
HAVE HERE, DON'T OVERLOOK ANY OF  
THESE HIDDEN GEMS AS YOU KEEP  
EXPANDING YOUR PLAN.

SO ONCE YOU GET TO THE HOME PAGE  
THAT YOU SEE HERE CLICK ON THE  
DISASTER PLANNING AND RESPONSES  
RESOURCES IN THE BLUE BOX ON THE  
LEFT.

IT'S CIRCLED IN RED, I HOPE YOU  
CAN SEE IT.

AND THAT WILL BRING YOU TO THIS  
PAGE WHERE YOU HAVE SOME

CHOICES.

TO FIND PLANNING RESOURCES,  
CLICK THE HEADING FOR "DISASTER  
PLANNING AND RESPONSE  
RESOURCES."

THAT'S THE ONE THAT I'VE CIRCLED  
IN RED.

YOU'LL PROBABLY GO TO RESPONSE  
AND RECOVERY RESOURCES IF YOU  
TAKE JULIE PAGE'S COURSE ON  
WRITING A DISASTER PLAN.  
ANYWAY, YOU CAN ALSO FOR OUR  
NEEDS CLICK ON PLANNING AND  
PREPARED RESOURCES IN THE BLUE  
BOX ON THE LEFT.

EITHER ONE WILL BRING YOU TO THE  
NEXT PAGE OR THE NEXT SLIDE.

YOU'LL ARRIVE AT THIS PAGE THAT  
CONTAINS INFORMATION AND TOOLS  
TO HELP YOUR INSTITUTION PLAN  
AND PREPARE FOR EMERGENCIES.

YOU'LL SEE A LOT OF HEADINGS.  
EACH HEADING HAS A DROPDOWN BOX  
WITH AVAILABLE RESOURCES.

MANY-- AND I MEAN A LOT-- OF  
RESOURCES ARE AVAILABLE AS FREE  
DOWN LOADS AT THE SITE AND NOT  
JUST THE ONES WE'LL BE LOOKING  
FOR TODAY.

WHEN YOU CLICK ON THE DIFFERENT  
HEADINGS INDIVIDUALLY YOU WILL  
FIND DROPDOWN BOXES WITH  
RESOURCES FOR DIFFERENT TOPICS.  
YOU CAN ALSO CLICK ON THE OPEN  
ALL TABS BUTTON THAT YOU SEE IN  
THE UPPER RIGHT AND THEY WILL  
OPEN ALL ONES, ALL OF THE  
HEADINGS WILL OPEN ALL AT ONCE.  
SO YOU CAN BECOME MORE FAMILIAR  
WITH EMERGENCY PLANNING AND  
FUNDING RESOURCES TRAINING STAFF  
AND VOLUNTEERS A LITTLE BIT ON  
GETTING TO KNOW YOUR LOCAL  
EMERGENCY RESPONDERS.

THERE'S EVEN A DROPDOWN BOX ON  
MAKING A CASE FOR EMERGENCY  
PREPAREDNESS.



I THINK ONE OF OUR PARTICIPANTS WAS STRUGGLING WITH THAT TOPIC EARLIER ON.

SO I REALLY RECOMMEND YOU EXPLORE ALL THE OTHER BOXES AND RESOURCES ON YOUR OWN.

BUT FOR TODAY I WILL JUST CLICK ON THE "KNOW YOUR RISK" HEADING. THAT'S THE ONE AT THE TOP THERE. FOR OUR WORK SHEETS ARE FOUND THERE.

YOU CAN SEE WHY THE DROPDOWN BOSTON RED SOX IS.

YOU CAN SEE A COUPLE OF DIFFERENT RESOURCES THERE.

FOR YOU HAVE A COUPLE OF DOCUMENTS FROM WHICH TO CHOOSE. YOU CAN SEE THE RESOURCE IN THE BOX THAT'S CALLED NATURAL HAZARDS GATEWAY, THAT RESOURCE WAS IN YOUR RESOURCE PACKET FOR THE WEBINAR ON NATURAL HAZARDS. I HOPE YOU'VE ALREADY EXPLORED IT BUT IF NOT BE SURE TO TRY IT OUT.

AND THIS WEBINAR, AS I SAID, WILL USE THE RISK EVALUATION AND PLANNING PROGRAM, TOOLS AND TIPS THAT I'VE CIRCLED IN BLACK THERE.

SO CLICK ON THAT, CLICK ON THE RISK EVALUATION AND PLANNING PROGRAM TOOLS AND TIPS AND YOU'LL COME TO ANOTHER PAGE THAT SORT OF LOOKS LIKE THIS.

SO YOU CAN ACCESS ALL OF YOUR TOOLS FROM HERE.

THEN YOU CAN ACCESS THEM IN A P.D.F. FORMAT AND YOU CAN SAVE THEM TO YOUR FILE.

WE'VE ALSO PLACED THESE P.D.F.s IN THE RESOURCE LIST FOR THIS WEBINAR THAT YOU CAN GO TO DIRECTLY.

I'VE RECOMMENDED TWO WORK SHEETS AND YOU CAN GET -- YOU CAN USE BOTH WORK SHEETS BY YOURSELF OR

AS AN EXERCISE WITH YOUR  
PLANNING TEAM.

OR EVEN BETTER IN COLLABORATION  
WITH YOUR AREA FIRST RESPONDERS  
AND EMERGENCY MANAGERS.

YOU MAY WANT TO -- IF YOU FEEL A  
LITTLE UNCOMFORTABLE THINKING  
ABOUT THAT, WORKING WITH THEM  
RIGHT DIRECTLY YOU COULD TRY TO  
FILL IT OUT YOURSELF AND THEN GO  
AND ASK THEM TO REVIEW IT AND GO  
OVER THE ISSUES YOU DON'T KNOW  
ANSWERS TO OR YOU'D LIKE TO  
LEARN MORE ABOUT.

NOW LET'S TAKE A LOOK AT THE  
FIRST WORK SHEET, THE ONE ON  
RISK PRIORIZATION.

IT LOOKS LIKE THIS.

IT'S THE ONE THAT IDENTIFIES  
NATURAL HAZARDS.

THIS WORK SHEET IS A TOOL TO  
HELP RATE THE HAZARDS BASED ON  
THE LIKELIHOOD OF OCCURRENCE AND  
THE SEVERITY OF POTENTIAL  
DAMAGE.

IT'S A MORE SOPHISTICATED  
VERSION OF THE PROBABILITY AND  
EFFECT CHART YOU FILLED OUT AS  
YOU WERE DOING YOUR HOME WORK IN  
WEBINAR TWO AND THREE.

THE HAZARDS EVALUATION WORK  
SHEETS COME WITH AN  
EASY-TO-UNDERSTAND INSTRUCTION  
SHEET ON HOW TO RANK THOSE  
HAZARDS.

JUST IN CASE YOU FORGET THE  
PROCESS LATER ON.

AND, AGAIN, AS WITH ALL WORK  
SHEETS, WE SUGGEST THAT YOU USE  
IT IN COLLABORATION FROM YOUR  
LOCAL EMERGENCY MANAGEMENT  
AGENCY OR YOUR FIRE DEPARTMENT.  
BUT IF YOU NEED TO -- BUT IF YOU  
FIND YOU NEED TO DO IT ALONE OR  
AS AN EXERCISE WITH YOUR  
PLANNING TEAM YOU WILL STILL  
RAISE YOUR OWN LEVEL AWARENESS

AND MAKE GOOD PROGRESS TOWARDS GATHERING IMPORTANT INFORMATION. NOW IN THIS IMAGE YOU CAN SEE THERE'S A LIST OF MAN MADE HAZARDS.

THE LIST OF HAZARDS SHOULD LOOK A BIT MORE FAMILIAR TO YOU NOW. IT MAY GIVE YOU HAZARDS YOU HAVEN'T CONSIDERED OR YOU MAY HAVE SOMETHING TO ADD TO THE OTHER BOX.

DOES ANYBODY HAVE ANYTHING TO ADD FOR THE OTHER BOX?

YOU SHOULD ALSO BE SEE ALONG THE TOP HEADING THERE ARE BOXES TO FILL OUT FOR THE LIKELIHOOD OF OCCURRENCE AND SEVERITY OF DAMAGE.

LIKELIHOOD OF OCCURRENCE CORRESPONDS TO PROBABILITY AND THE SEVERITY OF DAMAGE CORRESPONDS TO EFFECT AND THE CHART YOU USED IN THE PREVIOUS WEBINARS.

NOW, THE NEXT SLIDE HELPS EXPLAIN HOW TO FILL IT OUT SO LET'S TRY GOING THROUGH THAT. OKAY, FOR EACH HAZARD I WANT YOU TO RATE THE LIKELIHOOD OF OCCURRENCE USING A SCALE OF 1-5 WITH 1 BEING NOT LIKELY AND 5 BEING VERY LIKELY.

JUST GO DOWN THAT LIST AND JUST PUT IN YOUR NUMBERS.

WE'VE ALREADY PUT IN NUMBERS HERE BUT FOR YOU YOUR COLUMNS WILL BE BLANK IN THE COLUMN TO THE RIGHT OF THAT, TRAIT SEVERITY OF DAMAGE USING A SCALE OF 1-5, AGAIN, WITH 1 BEING NO DAMAGE AND 5 BEING HIGH DAMAGE. BY MULTIPLYING THE VALUES OF THE LIKELIHOOD OF OCCURRENCE AND THE SEVERITY OF DAMAGE COLUMNS YOU GET THE RISK RATING ON THE RISK PRIOR TOIZATION WORK SHEET.

IF YOU USE THIS VERSION THAT'S

AVAILABLE ON LINE THE X.L. FILE IS SET UP TO PERFORM THIS CALCULATION AUTOMATICALLY AND IT WILL COLOR CODE THE CELL BASED WITH THE RESULTING VALUE.

THAT'S WHAT SPIN USED HERE SO YOU CAN SEE THERE ARE RED BOXES AND GREEN BOXES AND YELLOW BOXES.

NOW THE RED RATINGS WHICH ARE THE NUMBERS 16-25 RECEIVED TOP PRIORITY FOR MITIGATION AND PLANNING.

THE YELLOW RATINGS, THOSE ARE NUMBERS 6-15, CAN BE ADDRESSED AFTER THE RED.

AND THEN THE GREEN RATINGS, THAT'S THE NUMBERS 1-5, HAVE LITTLE CHANCE OF OCCURRING IN THE REGION AND ARE LOW ON THE PRIORITY LIST FOR MITIGATION AND PLANNING.

THAT DOESN'T MEAN YOU SHOULD IGNORE THEM, IT JUST MEANS YOU DON'T HAVE TO GIVE THEM THE PRIORITY THAT YOU'RE GIVING TO THE RED AND THE YELLOW AREAS. SO LET ME TRY TO EXPLAIN THIS A BIT MORE.

LET'S LOOK AT NUMBER -- LET'S LOOK AT THE ONE FOR VOLCANIC ACTIVITY.

IT'S WAY DOWN ON THE BOTTOM. THIRD FROM THE BOTTOM.

IF YOU GO OVER I GUESS WE MUST BE SOMEPLACE THAT HAS NO VOLCANOS SO I'M GOING TO SAY WE'RE IN RHODE ISLAND WHERE I AM.

AND I KNOW WE HAVE NO VOLCANOS. SO I'M GOING TO PUT 1 BECAUSE WE HAVE ALMOST NO LIKELIHOOD OF OCCURRENCE AND I'M GOING TO GO OVER TO THE SEVERITY OF DAMAGE AND BECAUSE WE HAVE SO -- WE HAVE NO VOLCANOS HERE I'M GOING TO PUT A NUMBER 1 THERE.

THEN IF YOU MULTIPLY THOSE OUT IT MOVES OVER TO THE RISK RATING YOU GET A NUMBER ONE, WHICH IS A GREEN, MEANS "I DON'T HAVE MUCH TO DO, AT LEAST IN TERMS OF PRIORITIZING IT."

BUT IF I GO TO THE COLUMN RIGHT BELOW IT, WHICH SAYS "WIND DAMAGE FROM FLYING DEBRIS."

WELL, WHERE I'M LIVING I MUST BE IN A WIND TUNNEL BECAUSE MY LIKELIHOOD OF OCCURRENCE IS GOING TO BE A NUMBER 5.

I HAVE PUT THAT DOWN.

I'M IN A VERY WINDY AREA AND MAYBE WE GET A LOT OF TORNADOS HERE SO I'M GOING TO PUT A 5 AND MOVE OVER TO THE SEVERITY OF DAMAGE AND IN THAT COLUMN I'LL PUT A 4 SO WHEN I MULTIPLY THAT OUT, I GET A 20.

SO THAT'S ALL PART OF THE RED RATING BECAUSE THE RED RATINGS FALL BETWEEN 16 AND 25.

SO GO THROUGH THESE, JUST PUT IN YOUR NUMBERS, DO YOUR MULTIPLICATION OR USE THE ONE ONLINE AND IT WILL MULTIPLY IT AUTOMATICALLY FOR YOU.

PRIORITIZING YOUR HAZARDS THIS WAY, IT'S REALLY PART OF RISK MANAGEMENT APPROACH TO BUILDING AN EMERGENCY DISASTER PLAN. IT SHOWS YOU WHERE TO FIRST FOCUS YOUR RESOURCES FOR THE BEST USE OF YOUR RESOURCES.

SO JENNY, CAN YOU COME BACK ONLINE?

MAYBE THERE'S A POLL QUESTION AND LET'S SEE IF ANYBODY HAS ANY QUESTIONS ABOUT THE WORK SHEET.

>> WE DO, WE HAVE TWO GREAT QUESTIONS.

BUT LET ME START BY ASKING YOU GUYS A QUESTION, I'M GOING TO TURN THE TABLES.

WE ARE JUST CURIOUS IF YOU KNOW

HOW LONG IT WOULD TAKE FOR A  
FIRST RESPONDER TO ARRIVE ON  
YOUR SITE ONCE THEY RECEIVE A  
CALL.

YOU'VE GOT A COUPLE OPTIONS HERE  
1-5, 6-9, 10-12 AND THEN, OF  
COURSE, YOU'RE NOT SURE.

>>

>> WHICH IS NOT UNUSUAL.  
IT MAKES A GOOD PHONE CALL FOR  
YOUR FIRST RESPONDER.

"BY THE WAY, HOW LONG WOULD IT  
TAKE FOR YOU TO GET HERE?"

>>

>> ALL RIGHT, SO I'M SEEING A  
LOT OF PEOPLE SAYING 1-5, WHICH  
IS FANTASTIC.

AND THEN 6-9.

A FEW PEOPLE JUST DON'T KNOW,  
WHICH IS FINE.

>> IT'S A GOOD QUESTION.

>> UH-HUH.

>> IT'S ONE OF THE QUESTIONS IN  
YOUR WORK SHEET SO GOING FORWARD  
WITH YOUR CHECKLIST.

SO --

>> I'M GOING TO HIDE THIS THEN ALEX  
WE HAVE A FEW QUESTIONS FROM THE  
AUDIENCE ABOUT THE WORK SHEET.  
DENNIS HAS A QUESTION.

WHERE DO YOU GET AN IDEA OF THE  
SEVERITY OF DAMAGE?

HE SAYS I WOULD THINK THAT  
VOLCANOS WOULD BE HIGHLY  
DAMAGING.

>> YES, BUT IF YOU DON'T HAVE  
THEM IN YOUR AREA THEN YOU CAN  
WRITE A 1.

IF YOU HAVE VOLCANOS -- SAY  
YOU'RE IN HAWAII.

WELL, THEY HAVE LOTS OF VOLCANIC  
ACTIVITY.

BUT MOST OF THE VOLCANIC  
ACTIVITY IS ONLY ON THE BIG  
ISLAND.

SO IF YOU LIVED ON OAHU OR YOU  
LIVED ON MAUI YOUR VOLCANIC

ACTIVITY MAY NOT -- YOU MAY NOT BE AS AFFECTED BY IT.

MAYBE YOU'D GET AN EARTHQUAKE, BUT THAT'S SOMETHING TO ASK YOUR FIRST RESPONDERS.

I HOPE THAT HELPS.

>> AND THIS MIGHT BE A FOLLOW-UP.

KIM IS CURIOUS "DOESN'T SEVERITY OF DAMAGE REFLECT HOW SEVERE YOUR COLLECTIONS WOULD BE IMPACTED IF THE HAZARD OCCURRED?"

>> YES, IT DOES.

>> OKAY.

WE HAVE ANOTHER QUESTION.

LET'S SEE FROM BRYCE IN PORTLAND WHO SAYS "IF AN EVENT OCCURS RARELY BUT IS VERY LIKELY INEVITABLE LIKE AN EARTHQUAKE, SO IT'S A RARE OCCURRENCE BUT IT COULD HAPPEN, HOW DOES IT RATE ON THE LIKELIHOOD OF OCCURRENCE SCALE?"

>> WELL, IT DOESN'T OCCUR VERY OFTEN, SO I WOULD ADD -- I WOULD SAY SILD LOOK INTO YOUR RATINGS AND SEE HOW OFTEN YOU HAVE SEISMIC ACTIVITY AND YOU MIGHT PUT IT SOMEWHERE SAY A TWO, DEPENDS HOW MANY YOU GET AND HOW OFTEN YOU GET THEM.

MAYBE IT'S A 1 OR A 2.

THEN YOU WOULD HAVE TO LOOK AND SEE HISTORICALLY WHAT THE QUAKE LEVEL IS.

HOW STRONG A QUAKE DO YOU HAVE? FOR INSTANCE, HERE IN RHODE ISLAND WE DON'T HAVE MANY THAT ARE OVER 3.5 OR 4 WHICH MEANS OUR SEVERITY OF DAMAGE IS REALLY PRETTY LOW.

IT'S REALLY MORE IN A -- OUR LIKELIHOOD OF OCCURRENCE IS ABOUT A 1 AND OUR SEVERITY OF DAMAGE IS REALLY IN THE RANGE OF 1 OR 2.

BUT IF YOU HAVE -- OF COURSE WE JUST HAD THAT ONE ON THE EAST COAST WHERE THERE WERE SOME PROBLEMS.

SO IF YOU KNOW THAT YOU'VE HAD A HISTORY OF EARTHQUAKES AND THERE ARE EPICENTERS IN YOUR AREA TAKE THAT INTO CONSIDERATION.

SO IN VIRGINIA, FOR INSTANCE, THEY MIGHT SAY THE SEVERITY OF DAMAGE IS ABOUT A 3.

>> OKAY.

SO ANOTHER QUESTION FROM ROBERT WHO IS CURIOUS WHO COULD BE POTENTIALLY CONSULTED IF THEY WANT TO GET A BETTER MEASURE OF THE SEVERITY OF DAMAGE.

>> I WOULD ASK YOUR FIRST RESPONDERS OR I WOULD GO TO THE SEISMIC CHART IN THE UNITED STATES GEOLOGICAL SURVEY.

I THINK THAT'S THE NATURAL HAZARDS SECTION THAT WE HAVE.

YOU CAN CLICK ON RIGHT IN THIS NO YOUR RISK BOX AND YOU SHOULD BE ABLE TO FIND YOUR STATE INFORMATION THERE AND THEN THAT WILL GIVE YOU SOME INFORMATION. YOU'LL BE ABLE TO GET SOME CHARTS AND PICTURES OF YOUR STATE TO SEE WHERE THE EARTHQUAKES ARE AND HOW OFTEN THEY OCCUR AND HOW STRONG THEY ARE.

AND THEN YOU CAN LOOK AT HISTORICAL RECORDS TO SEE HOW MANY BUILDINGS HAVE FALLEN DOWN. PART OF THE LIKELIHOOD -- THE SEVERITY OF DAMAGE IS UNDERSTANDING HOW STRUCTURALLY SECURE YOUR BUILDING IS AND HOW YOUR COLLECTIONS ARE.

HAVE YOU STRAPPED YOUR COLLECTIONS TO THE WALL, THE SHELVING TO THE WALL.

IS YOUR BUILDING CONSTRUCTED WITH A CODE FOR SEISMIC SHAKE IT



IS WAY THEY ARE IN CALIFORNIA?  
YOU NEED TO THINK ABOUT THOSE  
THINGS WHEN YOU THINK ABOUT  
SEVERITY OF DAMAGE.

WHAT ARE THE OTHER ASPECTS THAT  
WILL INFLUENCE HOW MUCH IMPACT  
THIS MIGHT HAVE ON THE  
COLLECTIONS THEMSELVES.

>> GREAT.

I THINK IT'S GREAT YOU POINTED  
OUT STRUCTURE, TOO.

FIRM UTAH WE HAD -- THERE'S A  
LOT OF UNREINFORCED CONCRETE I  
THINK WAS THE NAME OF IT AND  
THAT MADE A HUGE IMPACT ON HOW A  
BUILDING WOULD BE AFFECTED BY AN  
EARTHQUAKE.

SO GREAT TO KEEP IN MIND.

>> LOOK WHAT HAPPENED TO HAITI  
BECAUSE THEIR BUILDING CODES --  
THEY DON'T HAVE ANY BUILDINGS  
CODES SO IT REALLY FALLS DOWN  
LIKE A DECK OF CARDS.

>> SO WE HAVE ANOTHER QUESTION,  
ONE FROM JOAN WHO'S CURIOUS IF  
YOU CAN ADD TO THE BOTTOM OF  
THIS LIST.

>> OH, YES, YOU CAN.

>> AND THEN TRISHA HAD A  
FOLLOW-UP QUESTION ON THIS  
CONVERSATION.

SO IF YOU HAVE A LOW LIKELIHOOD  
OF OCCURRENCE YOU SHOULD TAKE  
THAT INTO ACCOUNT WHEN RATING  
SEVERITY OF DAMAGE, IS THAT  
CORRECT?

>> YOU RATE THEM SEPARATELY SO  
YOU HAVE A LOW LIKELIHOOD OF  
OCCURRENCE AND YOU GO 1-5, IT  
SORT OF HAPPENS OR IT DOESN'T  
HAPPEN.

LIKE FOR US IT WE DON'T HAVE  
EARTHQUAKES VERY OFTEN HERE.  
WE DO HAVE THEM SO I'D RATE IT  
MAYBE A 1 OR 2.

THE SEVERITY OF DAMAGE FOR ME,  
WHEN THE EARTHQUAKES DO HAPPEN

IN RHODE ISLAND THEY ARE VERY LOW AND THERE IS MINIMAL DAMAGE HERE.

SO I WOULD PUT THE SEVERITY OF DAMAGE REFLECTING ON THE HISTORICAL IMPACT OF WHAT HAS HAPPENED ON THE LOW END ALSO. I'D PROBABLY SAY A 2.

>> SO TAKING INTO ACCOUNT WHAT HAS HAPPENED IN THE PAST AND TO YOUR SEVERITY RATING?

>> YES.

>> GREAT: ALL RIGHT, THAT'S IT, ALEX, IF YOU WANT TO MOVE ON.

>> ALL RIGHT, WELL, WE'LL MOVE ON TO THE OTHER WORK SHEET WHICH I'D LIKE YOU TO USE.

I HOPE YOU'LL FIND THIS FUN BECAUSE NOW THAT YOU'VE SEEN THE RISK PRIOR TOIZATION WORK SHEET AND HOW IT WORKS I WANT TO INTRODUCE YOU TO THIS TOOL THAT I BELIEVE IS HELP INFORMAL PRACTICAL WAYS.

SO THE SECOND TOOL IS THE WALK-THROUGH CHECKLIST. IT'S MEANT TO BE USED IN CONJUNCTION THE RISK PRIOR TOIZATION WORK SHEET. AND THIS WALK THROUGH CHECKLIST WILL IDENTIFY A VARIETY OF VULNERABLE CONDITIONS ON YOUR SITE OR IN YOUR BUILDING THAT MAY EXACERBATE THE INSTITUTION'S SUSCEPTIBILITY TO FIRE SECURITY AND WATER HAZARDS.

BY ANSWERING THESE QUESTIONS WITH A NO YOU WILL FIND DEFICIENCIES OR VULNERABILITIES WITHIN YOUR INSTITUTIONS. MR. OF THE VULNERABILITIES-- OR YOU CAN CALL THEM HAZARDS, TOO-- CAN BE ADDRESSED THROUGH LOW-COST OR NO-COST MEASURES SO THIS CHECKLIST OFFERS SIMPLE WAYS TO NIBBLE AWAY AT IMPROVING SAFETY AND LOWERING YOUR RISK TO

THOSE MAN-MADE AND NATURAL HAZARDS.

KEEP IN MIND THAT PREVENTION IS ALWAYS THE BEST DEFENSE.

THUS, AS YOU ADDRESS THEM YOU CAN GAIN CONFIDENCE IN KNOWING YOU WERE STRENGTHENING YOUR OVERALL EMERGENCY MANAGEMENT PLAN.

SO IT'S THIS WALK THROUGH CHECKLIST THAT'S DIVIDED INTO SECTIONS, POLICIES AND PRACTICES WITH QUESTIONS THAT ADDRESS YOUR GROUNDS, YOUR FIRST RESPONDER RELATIONSHIP.

OTHER SECTIONS TARGET QUESTIONS ON STAFF RESPONSIBILITIES AND TRAINING.

AND INSTITUTIONAL POLICIES AND BEST PRACTICES.

THERE'S A BIG SECOND SECTION IN THE WALK THROUGH CHECKLIST THAT PROMPTS DISCUSSION ON THE BUILDING EXTERIOR AND THE INTERIOR, COLLECTION STORAGE AND EXHIBIT AREAS AND GENERAL FIRE AND WATER RISK.

THESE QUESTIONS ALL WILL RAISE YOUR AWARENESS OF OFTEN OVERLOOKED CONDITIONS THAT CONTRIBUTE TO YOUR OVERALL INSTITUTION VULNERABILITY.

SO I'M JUST GOING TO GIVE YOU SOME EXAMPLES SO WE'RE GOING TO LOOK AT THIS FIRST ONE.

IS THE SITE REACHABLE BY FIRE TRUCKS AND OTHER EMERGENCY RESPONSE EQUIPMENT?

WE ALREADY ASKED YOU IF YOU KNOW THE RESPONSE TIME AND THEN THERE'S A QUESTION HERE ARE THE FIRE HYDRANTS VISIBLE, ACCESSIBLE AND OPERABLE?

SO LET ME GIVE YOU SOME EXAMPLES IN THE NEXT SLIDE HERE.

HERE WE GO.

SO AS I SAID, IN THE ASSOCIATION

ON EMERGENCY RESPONSE ACCESS AND RELATIONSHIPS THERE ARE QUESTIONS ASKED IF THE SITE IS REACHABLE BY FIRE TRUCKS ON ALL SIDES.

ARE THERE ANY IMPEDIMENTS THAT WOULD KEEP THEM FROM DRIVING RIGHT NEXT TO YOUR BUILDING? LOOK AROUND YOUR BUILDING AND SEE IF YOU HAVE FENCES OR IF YOU HAVE HEDGES OR TELEPHONE POLES OR WHAT CAN KEEP THEM FROM GETTING CLOSE.

ARE FIRE HYDRANTS VISIBLE AND ARE THEY CORRECTLY SIZED? ARE THEY OPERABLE?

IS THERE ENOUGH PRESSURE TO SUSTAIN FIREFIGHTING EFFORTS? WHERE ARE THE ALARM PANELS AND DO FIRST RESPONDERS HAVE KEYS TO A MASTER KEY BOX?

OR A KNOX BOX WHICH IS POSITIONED NEAR THE -- THEIR PREFERRED ENTRANCE.

SO ANSWERING THESE QUESTIONS AND FINDING THE ANSWERS TO THE UNKNOWN ANSWERS THAT YOU HAVE TO THESE QUESTIONS WILL MAKE FOR A TIMELY AND MORE EFFECTIVE RESPONSE BY YOUR FIRST RESPONDERS.

SO IN THESE IMAGES ALARM PANELS THAT WOULD TELL FIREMEN WHICH ALARM OR SPRINKLER HEAD HAS BEEN ACTIVATED IS LOCATED INSIDE THE BASEMENT DOOR HERE.

LET ME SEE IF I CAN -- HEY, LOOK AT THIS.

THE BASEMENT DOOR IS IN HERE. IT'S THROUGH THE SCREENING IN THE LAST IMAGE.

SO THIS -- SO THE FIREMEN HAVE TO ACTUALLY PULL THE SCREENING OFF TO GET THERE.

TO GET TO THE DOOR THAT'S UNDER THAT PORCH.

THIS GIVES THEM ACCESS TO THE

PANELS BUT IF IN A REALLY CRAMPED AND NARROW BASEMENT. IN ORDER TO COMBAT A FIRE OR WATER INCIDENT THE FIREMAN WOULD THEN NEED TO NAVIGATE IN SINGLE FILE WITH ALL THEIR EQUIPMENT ON, THE BASEMENT CORRIDORS AND THEN THEY'D HAVE TO CLIMB THESE NARROW WOODEN STAIRS TO GET TO THE FIRST FLOOR.

FIREMEN WHEN CONSULTED SAID, HMM WE'D PREFER OUR ENTRY POINT TO BE TO THE MAIN PORTION OF THE BUILDING AND THAT THE ALARM PANELS BE MORE EASILY ACCESSED AND NEARER TO THE MAIN DOOR.

THIS WOULD ALLOW THEM TO MAKE A BETTER STRATEGIC ENTRY INTO THE BUILDING BECAUSE THE FRONT DOOR ENTRY WOULD GIVE THEM THE OPPORTUNITY TO QUICKLY DIVIDE UP THE TEAM, ALLOWING SOME TO GO IN EITHER DIRECTION: SOME UPSTAIRS OR TO DESCEND TO THE BASEMENT.

AND SO THAT'S -- THAT WAS SOMETHING THEY POINTED OUT. AND IN THE OTHER IMAGE WHEN THE FIRE HYDRANT WAS NEW THEY FOUND IT WAS NEW AND PROPERLY SIZED BUT IN REALITY THE WATER PRESSURE IN THIS AREA OF TOWN IS OFTEN TOO LOW FOR SUSTAINED EFFORTS.

SO KNOWING THAT ALLOWS FIREMEN TO COME WITH ADDITIONAL PUMPING EQUIPMENT.

AND BECAUSE THE FRONT DOOR, THIS IS A HISTORIC HOUSE, BECAUSE THE FRONT DOOR WAS HISTORIC FIREMEN ALSO SUGGESTED A KNOX BOX BE INSTALLED DISCREETLY TO THE SIDE.

THAT'S A SPECIALTY SECURITY BOX. IT'S TAMPER PROOF INTO WHICH THE BUILDING KEYS CAN BE KEPT.

AND ONLY THE FIRE DEPARTMENT HOLD THE KEYS TO THE BOX.

LE WITH THE KEYS IN HAND, THE FIREMEN CAN OPEN THE FRONT DOOR RATHER THAN CHOP THROUGH THE DOOR.

SO IT'S A WAY FOR THEM TO ACCESS YOUR HOUSE OR BUILDING REALLY QUICKLY NOT HAVING TO WAIT AROUND FOR SOMEBODY TO HAND OVER KEYS OR HAVING TO DO SOMETHING DESTRUCTIVE TO GET INTO THE BUILDING.

HERE'S ANOTHER SECTION OF QUESTIONS ON OVERALL FIRE SAFETY.

THESE ARE SOME QUESTIONS THAT WOULD BE OF INTEREST TO BOTH STAFF IN YOUR INSTITUTION AND EMERGENCY RESPONDERS.

LET'S LOOK AT SOME EXAMPLES CONCERNING SPRINKLERS.

HOW OFTEN ARE IF EXTINGUISHERS CHECKED, BY THE WAY?

MANY PLACES CHECK ANNUALLY BUT A BEST PRACTICE IS MONTHLY IF YOU HAVE A FIRE HOSE CABINET IS IT INSPECTED AND ORDERLY ON A REGULAR SCHEDULE?

ARE FLASHLIGHTS IN STRATEGIC PLACES FOR YOU?

I FIND THE PLACING OF THEM WITH THE FIRE EXTINGUISHERS CAN BE A HELPFUL REMINDER OF WHERE THE EXTINGUISHERS ARE AND MAKES IT EASIER FOR WHOMEVER IS RESPONSIBLE FOR ENSURING THE BATTERIES ARE FRESH.

THAT'S JUST MY TIP.

IS THE SPRINKLER SYSTEM OPERABLE AND ACCESSIBLE?

DO YOU KNOW THAT?

HOW OFTEN IS IT CHECKED?

ARE THERE AREAS LIKE THE ATTIC OR MAINTENANCE SHOPS THAT ARE COMMONLY TUCKED?

DOES MORE THAN ONE HEAD GO OFF AT A TIME.

OR ARE THE SPRINKLER HEADS

INDIVIDUALLY ACTIVATED?

THIS WOULD GIVE YOU A CLUE AS TO HOW MUCH WATER WOULD IMPACT THOSE AREAS BY THE WAY YOU COULD ASK YOUR FIRST RESPONDERS TO SHOW YOU HOW TO SHUT THEM OFF, WHAT YOU MIGHT HAVE TO DO TO STOP THOSE PIPES FROM GOING OFF. IF ONE WENT OFF ACCIDENTALLY AND YOU HAPPEN TO BE THERE, IF YOU KNEW WHAT TO DO AND YOU HAD THE LITTLE CHALK THERE YOU COULD GET UP AND THERE AND STOP IT BUT YOU NEED SOMEBODY TO SHOW YOU HOW TO DO IT.

IN A RELATED QUERY, ARE SPRINKLER HEADS A MINIMUM OF 18 INCHES FROM THE NEAREST COLLECTION ITEM.

SO IN THE IMAGE ON THE RIGHT THE SPRINKLER HEADS WERE 14 INCHES AWAYS WHICH TECHNICALLY NOT UP TO CODE AND THAT WILL IMPACT HOW WELL THEY DELIVER THE SOURCE OF WATER.

BY THE WAY, THE PURPOSE OF THOSE TOP SHELVES IS TO HELP PROTECT ITEMS FROM THE FORCE OF THE WATER.

THOSE TOP SHELVES ARE REALLY NOT MEANT TO STORE ITEMS ON.

>>

A SERIES OF QUESTIONS WILL RAISE YOUR AWARENESS ON FIRE PREVENTION INITIATIVES, TOO. INCLUDING EVACUATION CONCERNS SUCH AS STAIRWELL ACCESSIBILITY, EMERGENCY LIGHTING UNITS, FIRE DOORS AND AUTOMATIC DOOR CLOSINGS THAT MAY BE PROGRAMMED INTO THE ALARM SYSTEM.

ASKING ADVICE FROM YOUR FIRST RESPONDER IS A GREAT WAY TO EDUCATE YOURSELF AND YOUR PLANNING TEAM ABOUT THE DETAILS OF FIRE CODES AND WHERE THEY'RE USED.

I'M ALWAYS INTRIGUED TO LEARN MORE ABOUT WHAT MAKES A FIRE DOOR RATING AND WHY CERTAIN PROTOCOLS ARE RECOMMENDED. THEY'VE ALWAYS BEEN A LITTLE MYSTERIOUS TO ME.

FOR EXAMPLE, THE DOOR ON THE LEFT, THE LEFT HAND IMAGE IS KEPT OPEN WITH A MAGNET. WHEN THE THE ALARM GOES OFF THE MAGNET IS RELEASED AUTOMATICALLY CLOSING THAT DOOR AND THAT'S A PROTOCOL THAT HELPS CONTAIN THE FIRE.

A SIMPLE PROTOCOL IF YOU DON'T HAVE SUCH HIGH TECH SYSTEMS IS TO TRAIN STAFF TO CLOSE THE DOORS AS THEY EVACUATE THE BUILDING.

THIS YOU SHOULD DO IN -- THIS TRAINING YOU CAN DO IN COLLABORATION WITH YOUR FIRST RESPONDERS.

AND WE'VE SEEN THE HAND CHECKING THE EXIT LIGHT BACKUP BATTERY BEFORE.

BUT ENSURING THE BATTERY IS FULLY CHARGED WILL DEFINITELY ENSURE A SAFE EVACUATION.

QUITE OFTEN THOSE BATTERIES RUN LOW AND IT'S A GOOD IDEA FOR EVEN YOU TO KNOW HOW TO CHECK THEM AND INSPECT THEM.

>>

NOW ANOTHER SERIES OF QUESTIONS CAN HELP WITH BEST PRACTICES AND MAYBE SENSITIVE INFORMATION. BECAUSE OFTEN OVERLOOKED IN RISK EVALUATIONS FOR DISASTERS ARE SECURITY RISKS AND THESE INCLUDE RISKS FROM PHYSICAL BREAK INNS AND RISK TO YOUR COLLECTION MANAGEMENT INFORMATION.

SO HERE'S A QUESTION FOR YOU TO CONSIDER: HOW WELL INVENTORIED ARE YOUR COLLECTIONS?

IF YOU DON'T KNOW WHAT'S IN YOUR



COLLECTION HOW CAN YOU ACCOUNT FOR IT DURING A DISASTER TRIAGE AND RECOVERY PROCESS?

SO WHEN WAS THE LAST TIME AN INVENTORY WAS UNDERTAKEN?

AND DO ANY OF YOU DO SPOT INVENTORY CHECKS?

>>

SO ON A RELATED ISSUE, DO YOU BACK UP YOUR COLLECTION MANAGEMENT DATABASE AND KEEP IT OFF SITE?

THIS IS A REALLY GOOD PRACTICE THAT ENSURES YOUR COLLECTION INFORMATION IS ALWAYS CURRENT AND AVAILABLE IN A RESPONSE TO AN INTEREST.

IF YOU'RE A SMALLER INS CONSTITUTION A PORTABLE EXTERMINABLE BACKUP DRIVE THAT'S A GOOD SOLUTION THAT'S OFTEN UNDER \$100.

DON'T FORGET TO HAVE TWO SO YOU CAN ROTATE THEM BETWEEN THE OFF SITE STORAGE SPACE AND YOUR DESKTOP.

AND VERY SMALL INSTITUTIONS, I'VE SEEN THOSE WHOA HAVE SUCCESSFULLY USED A FLASH DRIVE OR MEMORY STICK FOR SMALL COLLECTIONS UNTIL THEY GATHER THE FUNDS FOR THE EXTERNAL BACK UP DRIVE.

NOW, IN RELATION ALSO TO THIS, EVALUATION OF YOUR INTERNET ACCESS PROTOCOLS, THE LOCATION OF PASSWORDS AND YOUR ABILITY TO ACCESS COLLECTION MANAGEMENT INFORMATION FROM OFF SITE ARE TASKS YOU CAN OUTLINE AS PART OF YOUR PLANNING AND THAT WILL ENABLE YOU TO PREPARE TO BE RESPOND TO AN INCIDENT.

REMEMBER, TOO, THAT IF THE ELECTRICITY AND YOUR INTERNET PROVIDER GOES DOWN IN YOUR AREA OR YOUR REGION ACCESS TO

CLOUD-BASED STORAGE WILL NOT BE FEASIBLE THIS HAPPENED IN NEW ENGLAND WITH THE BLIZZARD THIS PAST WEEKEND SO A NUMBER OF INSTITUTIONS COULD NOT ACCESS THEIR COLLECTION MANAGEMENT FILES FOR, OH, WELL SOME OF THEM STILL ARE OUT SO IT'S BEEN ALMOST A WEEK AT THIS POINT. NOW FOR THOSE OF YOU WITH PAPER-BASED RECORDS, PUTTING THEM IN A TWO-HOUR FIRE-PROOF CABINET OR EVEN THROWING A FIRE BLANKET OVER THEM ON YOUR WAY OUT IS MY MITIGATION TIP FOR THE DAY -- FOR TODAY RIGHT NOW. ALL RIGHT, WE'LL MOVE TO THE NEXT SLIDE.

OTHER QUESTIONS IN THE CHECKLIST WILL DRAW YOUR ATTENTION TO HOW EFFECTIVE YOUR PEST MANAGEMENT PROGRAM IS.

PESTS AND RODENTS AREN'T SIMPLY A NUISANCE, THEY CAN SEVERELY AFFECT YOUR HEALTH AND THE HEALTH OF YOUR COLLECTIONS. AS YOU LEARNED IN THE BASICS OF COLLECTION CARE YOU DENTS AND PESTS BOTH MULTILEGGED AND TWO-LEGGED TYPE CANS DAMAGE YOUR COLLECTIONS WHILE SEEKING FOOD, SHELTER, OR EVEN MOISTURE THEY CAN ALSO EAT THROUGH YOUR ELECTRICAL WIRES AND CAUSE FIRES THAT WAY SO A GOOD PRACTICE IN THE WALK THROUGH IS TO LOOK FOR SIGNS OF PESTS AND SIGNS OF ENTRY.

TRACKING DOWN THE ENTRY POINTS ARE ALL PART OF YOUR MITIGATION INITIATIVES.

NOW, MOST MUSEUMS MAKE PERFECT RESORTS FOR PESTS.

THEY PROVIDE FOOD, WATER AND SHELTER IN AMPLE QUANTITIES AND FRANKLY ESPECIALLY STORAGE AREAS WITH LITTLE DISTURBANCE.

SO TO KEEP PESTS AT BAY,  
PEST-PROOF YOUR BUILDING AS  
CAREFULLY AS YOU CHILD PROOF  
YOUR HOUSE.

SO WHILE REFERRING TO THE WALK  
THROUGH CHECKLIST SEE IF YOUR  
DOOR SWEEPS PROVIDE TIGHT SEALS.  
IS THERE A PRACTICE TO CLOSE THE  
DUMPSTER LIDS?

IF YOU USE FIREWOOD, BE SURE TO  
STORE IT AT LEAST 20 FEET AWAY  
AND FIVE INCHES OFF THE GROUND.  
ANOTHER LOW-COST MITIGATION TIP  
IS TO SEAL CRACKS AND HOLES  
INCLUDING ENTRY POINTS FOR  
UTILITIES AND PIPES.

YOU CAN USE THE COTTON WOOL  
INSTEAD OF SOAP PADS THAT ARE  
GOING TO BE MADE OF IRON AND  
RUST, USE THE COTTON WOOL SCRUBY  
PADS THAT YOU CAN GET AND YOU  
CAN ALSO SEAL THEM WITH ONE OF  
THOSE EXPANDABLE FOAMS.

IS YOUR KITCHEN TRASH OR YOUR  
FOOD TRASH STORED IN SEALED  
CONTAINERS.

DO YOU REMOVE IT FROM THE  
BUILDING DAILY INCLUDING YOUR  
RECYCLEABLES?

ALL THOSE LITTLE SWEET DRINKS IN  
THE BOTTOM OF YOUR RECYCLEABLES,  
THEY'RE REALLY ATTRACTIVE TO  
TESTS.

AND IS YOUR DUMPSTER LID ALWAYS  
KEPT CLOSED OR IS IT OPEN  
PROVIDING A MENU OF CHOICES FOR  
RODENTS AND BIRDS?

SO IF YOU'RE INTERESTED IN OTHER  
STEPS TO BUILDING AN INTEGRATED  
PEST MANAGEMENT PLAN TO  
COMPLIMENT COMPLEMENT YOUR  
EMERGENCY PLAN MORE INFORMATION  
AVAILABLE S AVAILABLE AT THIS  
WEB SITE CALLED [www.museum  
pests.com](http://www.museumpests.com).

NOW A SECOND COMPONENT IN THE  
WALK THROUGH CHECKLIST EXAMINES

THE BUILDING EXTERIOR FOR SECURITY AND INTRUSION DETECTION AND THEN PROVIDES QUESTIONS TO ASSESS THE BUILDING ENVELOPE TO DETECT DEFICIENCIES THAT YOU CAN PROBABLY PREPARE PRETTY EASILY. SO HERE YOU CAN SEE THE QUESTIONS ARE HOW'S YOUR DRAINAGE SYSTEM? HOW'S THE COCKING? WHAT'S THE ROOF? IS IT FLAT OR PITCHED? ARE THERE LOCKS ON YOUR WINDOWS AND DOORS? SO I HAVE SOME EXAMPLES HERE THAT MIGHT FALL -- THAT WILL FALL UNDER THIS PARTICULAR SECTION ASSESSING THE LANDSCAPING HAZARDS AND PREPARING A DEFENSE OF LANDSCAPE IS PART OF MITIGATING SIGHT RISKS DUE TO FLOODING, HIGH WINDS OR EVEN FIRE. SO THE CHECKLIST QUESTIONS CAN GUIDE YOU TO CONSIDER YOUR PLANT SELECTION, THE SPACING OF THEM AND LAND FORMATION FEATURES THAT CAN CAPTURE WATER FROM SNOW AND RAINFALL. THOSE OF YOU WITH THE LUXURY OF GRAPHS, KEEPING A 12 TO 15-INCH STONE SPLASH CARD AND MAINTAINING A DOWN SPOUT PROVIDES A SIGNIFICANT DETERRENT AGAINST BOTH WATER EROSION AT THE FOUNDATION AND PESTS FINDING ENTRY INTO THE BUILDING. OVERHANGING TREES AND OVERGROWN SHRUBBERY PREVENT RISKS TO THE BUILDING ENVELOPE. TREES CAN FALL INTO BUILDINGS AND SHRUBBERY TOO CLOSE TO THE FOUNDATION CAN INVADE THE FOUNDATION OR PERIMETER DRAIN IN DRY CLIMATES, CONSIDER THE PLANTINGS AROUND THE FOUNDATION FOR DISEASE AND THEIR RESISTANCE

TO FIRE.

NOW, WHEN YOU DO AN EXTERIOR CHECK, BE SURE TO CHECK THE GUTTERS AND THE WINDOWS.

EVEN YOUR AIR CONDITIONER CAN PRESENT A RISK OF LEAKS THAT CAN SEEP INTO THE WINDOW SILL OR ERODE MORTAR IN THE WALL BELOW AND SEEP INTO THOSE SPACES IN THE INTERIOR WALL.

AND WHILE YOU MIGHT NOT SEE THEM FROM THE GROUND IF YOUR ROOFS ARE FLAT THEY CAN PRESENT A BIG RISK TO WATER INFILTRATION INTO THE COLLECTIONS EITHER THROUGH LEAKS OR BACKUPS.

SO DO YOU HAVE A SEASONAL MAINTENANCE PLAN TO CHECK THE DRAINS AND SCULPTERS?

CHECK AND SEE WITH YOUR CHECKLIST, IS THE ROOF MATERIAL BEGINNING TO CRACK AND NEED REPLACEMENT?

IS THERE A PRACTICE TO SHOVEL SNOW OFF THE FLAT ROOFS TO REDUCE THE RISK OF THEM COLLAPSING?

THAT WAS SOMETHING THAT OUR STATE WARNED US TO DO WITH NEMO SO WE WOULD HAVE NO CHRAPSZING BUILDINGS WHICH, FORTUNATELY, WE DIDN'T.

AS THE RAIN CAME IT MADE THE SNOW VERY, VERY HEAVY.

SO THESE ARE ALL LOW-COST MITIGATION TIPS THAT ARE IN YOUR CONTROL.

THEY'RE MOSTLY MUSCLE AND A LITTLE BIT OF LABOR HERE AND NOT A LOT OF MONEY.

SO, JENNY, I CLEARLY NEED TO TAKE SOMETHING TO DRINK. COULD YOU DO -- MAYBE LET'S DO A POLL ON THE KNOX BOXES AND SEE IF THERE ARE MORE QUESTIONS.

>> OF COURSE.

ALL RIGHT, SO WE HAVE ANOTHER

QUESTION FOR YOU GUYS.  
ALEX TALKED ABOUT KNOX BOXES.  
DOES YOUR INSTITUTION HAVE A  
KNOX BOX OR A PROCESS TO PROVIDE  
MASTER KEYS TO FIRST RESPONDERS  
IN YOUR ABSENCE?  
YES, NO, OR YOU'RE NOT SURE.  
I'LL GIVE YOU A SECOND TO FILL  
THAT OUT.

>>

A PRETTY EVEN MIX BETWEEN YES,  
NO, AND NOT SURE.

>> WELL, THAT'S INTERESTING.  
SO THE KNOX BOXES -- I THINK  
THEY RUN ABOUT \$200.

YOU CAN TALK TO YOUR FIRST  
RESPONDERS ABOUT THEM.

YOU CAN ASK THEM IF THEY WOULD  
RECOMMEND THEM.

AND DO MAKE SURE IF YOU DECIDE  
TO DO IT THAT YOU COLLABORATE  
WITH THEM AS TO WHERE YOU WANT  
THEM TO BE PUT.

I DID DO A SITE ASSESSMENT FOR A  
UNIVERSITY LIBRARY AND THE KNOX  
BOX WAS INSIDE THE VESTIBULE  
WHICH REALLY DIDN'T GIVE THE  
FIRST RESPONDERS ANY ACCESS  
BECAUSE THE BUILDING IS ALWAYS  
LOCKED, EVEN THE VESTIBULE.  
SO THEY HAD TO -- THEY ASKED FOR  
THEM TO RELOCATE IT, WHICH WE  
DID.

QUESTION, JENNY?

>> EVERYONE HAS A BURNING  
QUESTION AND I'M GOING TO JUST  
TOGGLE BACK REALLY QUICK.

WHAT IS THIS MAN SO PROUD OF  
THAT HE HAS CAUGHT?

EVERYONE WANTS TO KNOW.

(LAUGHTER)

WHAT ARE THESE ANIMALS?

>> WELL, WE HAVE RAT THERE IS,  
WE HAVE A BADGER, I THINK WE  
HAVE TWO BADGERS AND A WHOLE  
BUNCH OF RATS.

>> OH, GOODNESS.

SO A LOT OF PEOPLE WERE CORRECT.  
A LOT OF PEOPLE WERE SAYING  
BADGERS AND RATS.

SO GREAT PEST IDENTIFICATION.  
WE DO HAVE SOME OTHER QUESTIONS  
BESIDES PESTS.

COULD YOU EXPLAIN WHAT A FIRE  
BLANKET IS?

>> IT'S A BLANKET WITH A SPECIAL  
COATING ON IT.

SOMETIMES THEY'RE JUST PACKING  
BLANKETS SO THEY'RE SOMETHING  
THAT WILL HAVE A FIRE RESISTANT  
COATING ON THEM.

>> AND A FOLLOW-UP QUESTION  
ABOUT THE KNOX BOX.

IS IT A PRODUCT NAME OR A MAKE?

>> I THINK YOU CAN GET OTHER  
VERSIONS THAT AREN'T KNOX BOX,  
THAT'S A BRAND NAME, CORRECT?

>> THAT IS A BRAND NAME BECAUSE  
IT'S A REGISTERED TRADE NAME.  
BUT I BELIEVE -- THERE MAY BE  
OTHER VERSIONS OF THEM.

BUT THEY ARE TAMPER PROOF SO YOU  
CAN PUT THEM ON THE SIDE OF YOUR  
BUILDING.

THEY'RE USUALLY BLACK, PUT THEM  
A DISCREET PLACE AND YOUR SET OF  
KEYS -- IT GOES INSIDE THERE AND  
THEN THERE'S THE KEY FOR THE  
FIRST RESPONDER.

WHAT YOU NEED TO DO IS WHATEVER  
YOU CHANGE THE LOCKS OR KEYS IN  
YOUR BUILDING IS TO REMEMBER TO  
CHANGE THE KEYS IN THE LOCK BOX.

>> WE DID HAVE QUESTIONS WHEN WE  
WERE GOING OVER RESPONSE ACCESS.  
BETTY POINTED OUT THIS SEEMS  
LIKE A LOT OF INFORMATION FOR  
FIRST RESPONDERS TO RETAIN A FEW  
PEOPLE NOTED THEY HAVE  
INFORMATION -- THEY HAVE  
SUBMITTED INFORMATION OF THEIR  
INSTITUTION TO FIRST RESPONDERS  
AND IT'S KEPT ON FILE.

CAN WE TALK MORE ABOUT GETTING

THAT INFORMATION TO FIRST RESPONDERS?

SOMEONE EVEN MENTIONED THAT THERE IS -- THEIR FIRST RESPONDERS HAVE A DATABASE FOR THIS INFORMATION.

>> IN RHODE ISLAND WE HAVE A DATABASE FOR ALL OF OUR INSTITUTIONS SO THERE ARE STATE LEVEL EMERGENCY MANAGEMENT AGENCIES CAN ACTUALLY HAVE THAT ACCESS.

OUR LOCAL FIRST RESPONDERS CAN KEY INTO THAT IF THEY ARE AWARE OF IT.

BUT NOT ALL OF THEM ALWAYS IS AWARE OF THAT.

YOU CAN GO OVER THAT AND IT MAY HAVE CONTACT NUMBERS WITH THEM. WHAT IS MOST RESPONSIBILITY THAT YOU GO OVER AND WALK THROUGH THEM W THEM ONCE A YEAR TO CHECK YOUR FIRE EXTINGUISHERS AT LEAST ONCE A YEAR AND THEN REFRESH THEM AS TO WHERE THE KEYS ARE, WHERE YOUR PRIORITY COLLECTIONS ARE AND BRING THEM -- JUST REFRESH THEIR MEMORY BECAUSE THE MORE THEY HAVE OWNERSHIP OF YOUR SITE, WHILE THEY ARE PUBLIC SERVANTS AND ARE TO PAY ATTENTION TO EVERYBODY, IT'S THEIR RESPONSIBILITY TO KNOW WHAT HAPPENS IN THESE BUILDINGS. SO I HOPE THAT ANSWERED THE QUESTION.

JUST KEEP TALKING TO THEM. IT'S A LOT OF INFORMATION BUT IT'S WHAT THEY'RE TRAINED AND PAID RESPONSIBILITIES ARE ALL ABOUT.

>> KIM NOTED AND A FEW OTHER PEOPLE NOTED THAT THEY'RE IN A FEDERAL FACILITY OR ANOTHER FULL FACILITY AND THEY'VE BEEN TOLD THEY'RE NOT ALLOWED TO TURN OFF OR MANIPULATE ALARMS OR WATER



FEEDS.

THAT'S NOT SO MUCH A QUESTION AS I READ IT AND WE SAW IT AND THAT MAKES SENSE.

>> THAT'S VERY TRUE.

WHEN YOU ARE AN INSTITUTION WITHIN A LARGER GOVERNING AGENCY OR A LARGER INSTITUTION, SAY YOU'RE A MUSEUM WITHIN A UNIVERSITY OR YOUR LIBRARY WITHIN A UNIVERSITY OR AN AGENCY WITHIN A LARGER AGENCY.

QUITE OFTEN THERE ARE VERY STRICT PROTOCOLS AND THAT'S PART OF REACHING OUT TO YOUR SAFETY OFFICERS AND EMERGENCY MANAGERS TO SEE WHO'S RESPONSIBLE FOR WHAT AND WHAT THEY WANT YOU TO DO AND WHAT DO THEY NOT WANT YOU TO DO.

SO THAT'S ALL THE KIND OF NATIONAL GOES INTO YOUR PLAN.

>> ALEX, I'M NOT SURE IF YOU CAN ANSWER THIS QUESTION BUT JEANNINE IS CURIOUS IF THERE IS AN EQUIVALENT PIECE OF EQUIPMENT TO A FIRE HIGH GRANT DRANT IN RURAL AREAS.

SHE FOLLOWED UP THAT FIRST RESPONDERS COME WITH SPECIALIZED WATER TRUCKS AND PUMP FROM A DISTANT STREAM.

IS THERE ANYTHING ELSE THAT YOU KNOW OF?

>> NO, THE ONLY THING I KNOW OF IS THEY COME WITH THEIR OWN PUMPING MACHINES.

>> OKAY, WE HAD A QUESTION FROM ROBERT AND I THINK HE GOT A LOT OF ANSWERS BUT I'LL ASK YOU, ALEX.

HOW FREQUENTLY SHOULD SCUPPERS AND GUTTERS BE INSPECTED?

>> WELL, A BEST PRACTICE IS TO DO IT SEASONALLY, SO THAT'S FOUR TIMES A YEAR.

A BEST PRACTICE IS TO DO A

MAINTENANCE INSPECTION, WALK AROUND, DEFINITELY IN THE SPRING DEFINITELY IN THE FALL.

IT'S ALWAYS A GOOD IDEA IN JANUARY WHEN WE HAVE SOME SEVERE WEATHER YOU WANT TO CHECK IT OUT WE TRY TO SCHEDULE IT FOUR TIMES A YEAR BUT AT LEAST DEFINITELY IN THE SPRING AND FALL.

>> GREAT, MARIA HAD A FANTASTIC QUESTION.

ARE THERE -- IS THERE A MUSEUM FIRST RESPONDER NETWORK LIKE OTHER LOCAL MUSEUMS WHO CAN PITCH IN IF THERE IS A DISASTER?

>> WELL, IT WILL DEPEND ON YOUR AREA.

DIFFERENT AREAS ARE WORKING ON DEVELOPING BUDDY SYSTEMS, A BUDDY INSTITUTION.

SO YOU COULD -- I DON'T KNOW WHERE YOUR AREA IS, BUT YOU CAN REACH OUT IF YOU HAVE A REGIONAL MUSEUM ASSOCIATION OR LIBRARY ASSOCIATION YOU CAN CHECK THERE AND PICK UP THE PHONE AND TALK TO AN ORGANIZATION JUST DOWN THE STREET AND ASK IF THEY WOULD LIKE TO HAVE SOME SORT OF MEMORANDUM OF AGREEMENT SO YOU COULD WORK TOGETHER.

>> AND DOES A.I.C. CERT WITH THAT PLAY A ROLE?

>> IF YOU HAVE A SEVERE INCIDENT AND YOU AREN'T QUITE SURE WHAT TO DO OR HOW TO START YOU CAN USE THE A.I.C. HOTLINE AND THE PROFESSIONALS ON THE OTHER END WILL TALK YOU THROUGH YOUR FIRST STEPS AND PROVIDE INFORMATION ON WHERE TO HELP YOU FIND SOME RESOURCES.

ON VERY LARGE -- FOR VERY LARGE INCIDENTS ON OCCASION WE'RE ABLE TO FIND FINDING TO BRING AN ASSESSMENT TEAM OUT.

WE WILL NOT DO A TRIAGE OR

RECOVERY FOR YOU BUT THEY WILL HELP BY DOING A ONE OR TWO OR THREE-DAY USUALLY TRIAGE TO HELP YOU GET GOING AND SORT THROUGH WHAT YOUR PRIORITIES AND WHAT YOUR STEPS SHOULD BE.

BECAUSE IT IS A VOLUNTEER ORGANIZATION

>> OKAY, PERFECT.

THOSE ARE THE QUESTIONS WE HAVE FOR NOW, ALEX.

>> ALL RIGHT.

SO LET ME SEE HERE WE ARE, OKAY.

WE'RE GOING TO MOVE ON TO --

HERE'S SOME MORE QUESTIONS TO GET YOU LOOKING AT OTHER THINGS. FROM THE OUTSIDE OF THE BUILDING THE CHECKLIST WILL TAKE YOU INSIDE FOR A CLOSER LOOK.

HOPEFULLY FROM A DIFFERENT PERSPECTIVE OF YOUR STORAGE AND EXHIBIT SPACES IT WILL ALSO GUIDE YOU TO THE LOWER RISK AND AID IN A TIMELY RESPONSE.

SO HERE IS SOME QUESTIONS THAT HERE'S SOME SITUATIONS THAT THE CHECKLIST WILL DRAW YOUR ATTENTION TO AND YOU CAN ADD TO THEM DEPENDING ON WHAT YOUR SITUATION IS IN YOUR OWN INSTITUTION.

SO HERE ONE OF THE QUESTIONS IS: ARE PRIORITY COLLECTIONS STORED AWAY FROM WINDOWS?

NOW, THIS SIMPLE TIP LOWERS THE RISKS OF PEST INFESTATION BECAUSE PESTS ADULT INSECTS COMMONLY FLY TO THE WINDOWS AND THEN THEY'LL LAND ON THE COLLECTIONS AND SAY, OH, LIGHT AND DINNER, THIS IS PRETTY COOL. AND IT ALSO LOWERS THE RISKS OF COLLECTIONS GETTING WET IF THE WINDOW LEAKS OR CON SEINE DECONTAMINATION OCCURS ON THE GLASS.

AND THEN NOT TO MENTION IT

LOWERS THE RISK TO LIGHT DAMAGE,  
THAT AGENT OF DETERIORATION YOU  
LEARNED ABOUT IN THE BASIC  
COLLECTION CARE RISKS.

ANOTHER QUESTION THAT WILL BE  
PROMPTED IS: IS THE BOTTOM SHELF  
OF COLLECTION STORAGE RAISED OFF  
THE FLOOR?

RAISING THE SHELVING PROVIDES  
ACCESS FOR GOOD HOUSE KEEPING  
THAT REMOVES THE BUILDUP OF  
GRIME AND THOSE DUST BENNY'S THAT  
WE ALL SEEM TO GROW AND IN TURN  
AGAIN IT LOWERS THE RISK OF PEST  
COLONIZATION.

HIGHER SHELVES ALSO REDUCE YOUR  
VULNERABILITY TO A LEAK, A BURST  
PIPE OR FLOODING EVENT BECAUSE  
USUALLY YOU FIND YOUR LEAK  
WITHIN A COUPLE OF INCHES OF  
WATER ON THE FLOOR AND IF YOU  
HAVE A WATER ALARM IT WILL ALERT  
YOU EVEN SOONER.

SO THIS IS TO SHOW THE IMAGE ON  
THE RIGHT THAT EVEN THE BEST OF  
STORAGE ENVIRONMENTS-- AND WHO  
CAN BEAT THOSE CUSHY ANTI-TIP  
AND ANTI-ROLLING SUPPORTS FOR  
ALL THOSE CERAMICS.

EVEN THE BEST OF STORAGE  
ENVIRONMENTS CAN BE TWEAKED TO  
FIND RISK-LOWERING IMPROVEMENTS  
IF YOU KEEP AN OPEN EYE AND  
MIND.

THESE SHELVES NEED TO BE RAISED  
BUT THEY WERE ALSO SECURED TO  
THE WALLS AND LOWER THE SEISMIC  
RISK THAT WOULD CHALLENGE THIS  
SHELVING STABILITY.

SO EVEN THEY COULD MAKE SOME  
IMPROVEMENT HERE.

STORAGE ACCESSMENT.

OH, WELL THAT'S ALWAYS A PROBLEM  
I THINK FOR MOST OF US BECAUSE  
YOU KNOW INTERMIXED AND  
OVERCROWDED STORAGE ROOMS ARE A  
COMMON PROBLEM AS WE ALL BECOME

OVERWHELMED WITH CLUTTER CREEP  
AND EXPANDING COLLECTIONS.

THIS CHECKLIST SECTIONS WILL  
POSE QUESTIONS FOR YOU ABOUT  
ACCESSIBILITY.

LOTS OF OVERCROWDING INHIBITS  
FIREMEN FROM GAINING CONTROL  
OVER THE FIRE.

IT ALSO INHIBITS A QUICK  
RETRIEVAL OF PRIORITY  
COLLECTIONS.

GAINING PHYSICAL CONTROL OVER  
COLLECTIONS CAN SEEM  
INTIMIDATING BUT IS IMPORTANT TO  
MOVING YOUR DISASTER PLAN  
FORWARD AND BESIDES PROVIDING  
ENORMOUS BENEFITS TO REDUCE  
THESE VULNERABILITIES,  
ORGANIZING AND CULLING ARE FREE  
ACTIVITIES THAT YOU CAN  
IMPLEMENT YOURSELF AS YOUR OWN  
MITIGATION EFFORT.

>>

HERE'S SOME CHECKLIST QUESTIONS  
DIRECTED AT FACILITY  
INFRASTRUCTURE PROTOCOLS.

IF ALL YOUR -- IS ALL YOUR HARD  
EQUIPMENT PLUGGED INTO THE WALL  
OR DO YOU USE ELECTRICAL  
EXTENSION CORDS?

MULTIPLE EXTENSION CORDS OFF A  
SINGLE PLUG ARE NOT COMPLIANCE  
WITH ELECTRICAL CODES AND ALL  
EQUIPMENT HARDWARE LIKE YOUR  
DEHUMID FOYERS AND COPY  
MAGAZINES SHOULD HAVE DEDICATED  
WALL PLUGS SO IF YOU CAN GET  
THAT TO HAPPEN AND TAKE THEM  
OFTEN EVEN A SINGLE EXTENSION  
CORD YOU'LL BE MOVING FORWARD.  
SO THE CHECK LISTSS, IT HELPS YOU  
KNOW ALSO -- KNOW MORE ABOUT THE  
RISKS FROM THE PIPES THAT RUN  
THROUGH YOUR STORAGE AND EXHIBIT  
SPACES.

ARE YOUR PIPES LABEL SOD YOU  
KNOW WHAT ONES THROUGH THEM?

DO YOU KNOW IF IT'S HOT WATER,  
COLD WATER OR SEWAGE?

LABELING THEM IS TIME EFFICIENT  
IF YOU NEED TO TRACK DOWN THE  
SOURCES OF A LEAK SO THERE'S  
SOME STRAIGHTFORWARD TIPS THAT  
YOU CAN PROBABLY WORK ON WITH  
YOUR FACILITY MANAGER.

NOW, WE KNOW WATER AND FLOODS  
HAVE A HIGH EFFECT IF THEY DO  
OCCUR AND IF THEY GET TO  
COLLECTION.

ONE SECTION OF THE WALK THROUGH  
PROMPTS YOU TO THINK ABOUT OTHER  
TYPES OF WATER THREATS IN YOUR  
BUILDING.

HERE WE HAVE SOME QUESTIONS ON  
THE APPROPRIATE DEHUMID FOYERS  
AVAILABLE, ARE YOUR PIPES AND  
PLUMBING FREE OF LEAKS?

DO YOU HAVE WATER ALARMS OR  
DETECTORS IN PLACE?

THAT'S ALWAYS A GOOD MITIGATION  
TIP.

SO FOR EXAMPLE QUESTIONS WILL  
HAVE YOU INSPECT YOUR HEATING  
AND COOLING UNITS TO SEE WHERE  
THE OVERFLOW PIPE REALLY  
OVERFLOWS.

ARE THERE SIGNS OF ANY LEAKING  
OR SDPLOGS ARE THERE ANY WATER  
ALARMS IN COLLECTIONS STORAGE OR  
SENSITIVE AREAS THAT ARE PRONE  
TO LEAKING?

ALL OF THESE TIPS PROVIDE A  
DEFENSIVE PROTECTION THAT ALERTS  
YOU EARLY ON TO SOME WATER  
BEFORE IT GETS OUT OF CONTROL  
HERE ARE TWO EXAMPLE IN THE  
IMAGES ONLINE HERE.

IN THE LEFT IMAGE THE OVERHEAD  
PIPES IN THE STORAGE AREA WERE  
CORRODING AT A JOINT, INDICATING  
A LOW-LEVEL LEAK THAT WAS  
UNDETECTED BECAUSE THERE WASN'T  
A NOTABLE PUT ON THE FLOOR.  
NOBODY NOTICED IT BECAUSE THEY

HADN'T LOOKED UP AND THEY HADN'T SEEN ANY WET SPOTS.

BUT ONCE THEY DID LOOK UP AS A RESULT OF GOING THROUGH WITH THE CHECKLIST THEY FOUND REPLACING THE CONNECTOR WITH SIMPLE -- WAS SIMPLE AND INEXPENSIVE AND IT SAVED COLLECTIONS FROM A SUDDEN BURST PIPE THAT WAS SLOWLY CORRODING.

ON THE RIGHT THE DRIP PAN UNDER THE HEATING AND VENTILATION, THE AIR CONDITIONING UNIT HAD REGULARLY EXCEEDED CAPACITY BUT NO ONE REALLY KNEW WHY OR WHEN. BECAUSE NOBODY HAD SEEN IT HAPPEN AND THERE WAS NO ALARM HEARD.

IT TOOK FOUR YEARS FOR THE COLLECTION MANAGERS TO COLLECT THE MAINTENANCE PROCESS WHEN THE UNIT WAS BEING ANNUALLY FLUSHED WITH A MYSTERIOUS PATCH OF RECURRING FLAKING LASTER TWO STORIES DOWN IN COLLECTION STORAGE THEY TRACKED IT BACK AND FOUND THE LEAK.

THEY TRACKED IT BACK AS A RESULT OF LOOKING AT THEIR CALENDAR. AS THE OVERFLOW PIPE JUST NEEDED CLEANING AND WHAT HAPPENED WHEN THEY DID DO THE ANNUAL CLEANING OF THIS, THEY TILTED THE PAN FOR SOME REASON AND THEY DIDN'T REALIZE THAT ALL THE WATER WAS SPILLING OVER AND THAT IT WAS ACTUALLY GOING TO A CRACK IN THE FLOOR THAT WAS A LITTLE ABOUT THREE FEET AWAY AND THEN SLIPPING DOWN IN BETWEEN THE WALL.

SO EVENTUALLY THIS OVERFLOW PIPE WAS CLEAN AND THE PAN WAS REPLACED WITH A DEEPER FIBERGLASS ONE AND NOW THE FACILITY STAFF COORDINATE THEIR ANNUAL CLEANING TASKS WITH THE

COLLECTION MANAGEMENT STAFF.  
SO THE STAFF ARE ON ALERT TO  
LOOK FOR MORE WALL DAMAGE.  
SO THAT WAS AN INTERESTING WAY  
OF CONNECTING TO DIFFERENT  
FUNCTIONS AND COORDINATING  
CALENDARS WITH THOSE INSPECTIONS  
TO MAINTENANCE CHECKS.

NOW BATHROOMS AND PLUMING ARE  
ALSO HAZARDS TO EVALUATE DURING  
YOUR WALK THROUGH AND THERE WILL  
BE A NUMBER OF QUESTIONS THAT  
WILL PROMPT YOU TO LOOK FOR  
CERTAIN THINGS.

AGED PLUMING IS VULNERABLE TO  
CORRODING PIPINGS THAT CAN  
SPRING PINHOLE LEEKS.

SLOW-RUNNING OR BACKED UP TOILET  
CANS CREATE CLEANUP MESSSES THAT  
PREVENT NOT JUST WATER RISKS BUT  
HEALTH AND SAFETY RISKS.

CHECK TO SEE IF YOUR BATHROOM OR  
ANY BATHROOM PIPES ARE OVER  
SENSITIVE COLLECTION AREAS.

HERE IN RHODE ISLAND OUR PUBLIC  
BATHROOMS WERE OVER ONE OF OUR  
ETHNOGRAPHIC STORAGE ROOMS AND  
ONE LATE AFTERNOON SOME SCHOOL  
KIDS PLUGGED THE TOILETS AND  
THEY RAN OVER FOR ALMOST THE  
ENTIRE NIGHT AND FLOODED THE  
ENTIRE BASEMENT BELOW.

SO LOOK AND SEE, ARE THEY THE  
SOURCE OF LEAKS DORR THE COLD  
WATER PIPES IN YOUR BATHROOM  
FORM CONDENSATION THAT CAUSES  
MOLD GROWTH OR ATTRACTS PESTS.  
DEHUMID FOYERS, TOO, NEED TO BE  
AUTOMATICALLY DRAINED TO BLOCK  
THE RISK OF OVERFLOWING  
COLLECTION TANKS.

IF YOU USE DEHUE HEW MID-FOYERS  
ARE THOSE DRAINAGE TUBES  
SECURELY IN THE DRAIN HOLE?

ALL THESE ARE HAZARDS THAT HOW  
OFTEN TAKE TIME TO BECOME  
EVIDENT BUT THEY CAN HAVE FAR



REACHING EFFECTS INTO OTHER AREAS OF THE BUILDING BEFORE THE SOURCE OF THE WATER IS LOCATED SO AN ANNUAL SITE ASSESSMENT USING THIS CHECKLIST NOT JUST ONE TIME BUT EVERY YEAR WILL HELP IDENTIFY ANY NEW HAZARDS OR HAZARDS THAT ARE POPPING UP AS NEW FACETS THAT YOU -- THAT WEREN'T THERE LAST YEAR.

PLUS TAKE HEART THAT THE REPAIRS QUALIFY AS MITIGATION TASKS IN YOUR EMERGENCY DISASTER PLAN SO YOU CAN INDEED SAY YOU'RE MAKING PROGRESS.

SO WITH MORE WATER PROBLEMS HOW WELL IS YOUR BUILDING SEALED AGAINST WATER PENETRATING FROM EITHER THE OUTSIDE OR COMING UP THROUGH UNDERGROUND SOURCES? ARE THERE SIGNS OF FLAKING PAINT OR PLASTER ANYWHERE DOWN STAIRS OR UPSTAIRS?

IS MOLD A RECURRENT SUSPICIOUS PROBLEM ANYWHERE THAT YOU DON'T UNDERSTAND WHY IT'S THERE?

CAN YOU TRACK DOWN THE SIS OF MOISTURE?

IS THERE A BACK FLOW PROTECTION? A SPECIAL KIND OF VALVE AGAINST SEWAGE OR WATER WHERE IT CONNECTS WITH PUBLIC UTILITIES? WHEN THERE'S A FLOODING IN TOWN YOU REALLY DON'T WANT THE WATER FROM YOUR TOWN'S MUNICIPAL PIPES ALSO BACKING UP AND EMPTYING INTO YOUR BASEMENT SO LOOK TO SEE IF YOU HAVE A BACK FLOW VALVE.

IS THERE A PLUG FOR THAT WATER DRAIN?

WHERE ELSE CAN YOU LOOK FOR PLACES WATER OR SEWAGE CAN FLOW INTO YOUR FACILITIES?

SO PUT ON YOUR DETECTIVE HAT AND LOOK FOR THESE AND OTHER CLUES IN YOUR WALK AROUND.

THE QUESTIONS WILL HELP PROMPT SOME QUESTIONS FOR YOU.

THAT'S WHY HAVING A PLANNING TEAM WITH A VARIETY OF PEOPLE ON IT, TRY TO INCLUDE YOUR FACILITY MANAGER.

INCLUDE YOUR CURATOR, INCLUDE YOUR DIRECTOR.

INCLUDE, OF COURSE, YOUR COLLECTION MANAGEMENT STAFF BECAUSE EVERYBODY WILL HAVE A DIFFERENT PERSPECTIVE AND UNDERSTANDING OF WHAT YOU'RE LOOKING AT AND YOU'LL LEARN A LOT FROM EACH OTHER AND REALLY LEARN HOW TO WORK AS A TEAM.

>>

SO IN ADDITION TO COLLECTION STORAGE AND EXHIBIT SPACES THERE ARE MANY OTHER AREAS IN YOUR BUILDING THAT CAN HIDE HAZARDS. WHAT SORT OF CHEMICAL HAZARDS MIGHT YOU HAVE?

REMEMBER IN THE LAST WEBINAR I MENTIONED INEXPENSIVE MERCURY SPILL KITS AND HOW TO USE THEM? THEY COME IN SMALL BOXES WITH ALL THE SUPPLIES YOU NEED INCLUDING INSTRUCTIONS FOR MITIGATION AND DISPOSAL. BUT WHAT KIND OF SPILLAGE PROTOCOLS DO YOU HAVE AND IS ANYONE TRAINED TO CARRY THEM OUT?

IF YOU DON'T NEED TO ADDRESS HEAVY METAL HAZARDS HOW DO YOU KEEP YOUR SOLVENTS, PAINTS OR GASOLINE FOR SOME OF YOUR GAS POWERED EQUIPMENT?

WHAT DO YOUR MAINTENANCE AREAS LOOK LIKE?

ARE THE CANS OF SOLVENTS OF PAINTS AND VARNISHES CONTAINED IN A FIRE AND EXPLOSION-PROOF CABINET?

ARE OPEN OR PARTIALLY USED CONTAINERS CASUALLY LEFT AROUND

WORK SPACES?

IF YOU HAVE WELDING IN YOUR SITE  
ARE THE SAFETY -- STORAGE  
PROTOCOLS FOR THE SILL CARS  
FOLLOWED?

AS A BEST PRACTICE YOU HAVE A  
SAFETY PROGRAM THAT TEACH IT IS  
OCCUPATIONAL SAFETY AND HEALTH  
ADMINISTRATION OR THE OSHA  
PRACTICES TO ALL STAFF THAT  
HANDLE HAZARDOUS MATERIALS?  
DO YOU HAVE THINGS ON FILE SO  
PEOPLE KNOW WHAT THE HAZARDS  
THEY COULD BE HANDLING INVOLVE?  
DO ANY OF YOUR STORAGE AREAS  
LOOK LIKE THIS ONE?

THE GAS CONTAINERS HERE IN THE  
LEFT HAND IMAGE ARE KEPT WITHIN  
A WOODWORKING SHOP AND NEAR  
HEATERS AS A RESULT THEY  
INCREASE THE RISK OF FIRE.

A MITIGATION TIP IS TO REMOVE  
THEM FROM THE WORK SPACE TO A  
SEPARATE LOCATION AWAY FROM THE  
BUILDING.

A BETTER PRACTICE IS TO KEEP ALL  
FLAMMABLES IN A COMBUSTION PROOF  
CABINET.

IF YOU HAVE ONE IS IT VENTED TO  
THE SOUTH SIDE?

OFTEN THAT'S OVERLOOKED.

IF YOU ARE INTERESTED IN HOW TO  
GET A CABINET THE COMBUSTION  
PROOF CABINETS IN DIFFERENT  
SIZES CAN BE PURCHASED NEW  
THROUGH SAFETY COMPANIES OR YOU  
CAN GET THEM USED THROUGH  
SURPLUS INDUSTRIAL SHELVING OR  
SURPLUS SUPPLY NOW, MECHANICALS  
FOR HEATING PRESENT ONE OF THE  
GREATEST RISKS OF FIRE KEEPING  
THE AREA CLEAR OF FLAMMABLES IS  
PART OF THE FIRE CODE.

THE IMAGE ON THE LEFT HAS CLEAR  
INSTRUCTIONS.

THE MOWER AND OPEN SHED ARE  
STORED ADJACENT TO THEIR OIL

BURNER AND MIXED, AGAIN, WITH WOOD SUPPLIES FOR THE FACILITIES SHOP AND ALL THE PAINT THAT YOU CAN SEE IN THE BACKGROUND. THE WALK THROUGH CHECKLIST HELPED THIS ORGANIZATION RECOGNIZE THE HAZARD AND NOW THEY HAVE A FLAMMABLE CABINET FOR PAINTS AND VANISHES AND KEEP THE MOWER AND ITS GAS IN A SHED OUTSIDE OF THE BUILDING. AND OTHER AREAS YOU MAY IDENTIFY A LACK OF COMPLIANCE WITH YOUR ELECTRICAL CODES.

THESE ESPECIALLY DANGEROUS IN WOOD SHOP AND MAINTENANCE FACILITY ROOM WPL A CROWDED AND NOT WELL MAINTAINED.

THESE IMAGES SHOW AN ELECTRICAL BOX THAT IS UNLABELED AND NOT COMPLY DUE TO EMPTY BREAKER SPACES.

THAT IS A PRETTY EASY AND CHEAP FIX.

IN THE IMAGE ON THE RIGHT, HOWEVER, NOTE THE NOT FULLY ENGAGED ELECTRICAL PLUG.

IT IS AN EXPLOSIVE ACCIDENT WAITING TO HAPPEN.

A FIREBALL IGNITED BY THE DUST IS A HIGH RISK IF THE ELECTRICITY SHORTS DUE TO THE EXPRESSED PRONGS FORA SPARK IS EMITTED WHEN THE PLUG IS PULLED OUT.

AND THE REASON THIS IS POTENTIALLY SUCH A RISK, ESPECIALLY IN MAINTENANCE FACILITIES, IS QUITE OFTEN THEY OVERLOAD THE PLUGS.

THEY OVERLOAD THE SOCKETS. SO THE CHANCE OF SPARKS IS ESPECIALLY HIGH WHEN YOU'VE EXCEEDED YOUR CAPACITY AND YOU'RE REALLY PUSHING THE LIMIT.

>>

NOW WHAT ELSE HEIGHTEN IT IS

RISK OF FIRE?

HOW ARE YOUR CIRCUITS AND YOUR OTHER SPACES.

HOW OLD, BY THE WAY, ARE YOUR ELECTRICAL HOLIDAY DECORATIONS? THESE OLD HOLIDAY LIGHTS ARE ONE SUCH EXAMPLE.

THEY'VE BEEN DONATED OVER A NUMBER OF YEARS, THEY BURN HOT AND THEY NEED A HAZARDOUS NUMBER OF EXTENSION CORDS EACH PLUGGED INTO EACH OTHER WHICH EXCEEDS THE CAPACITY OF OLD CIRCUITRY. I'M NOT SURE OF THE FIRE CODE BUT I BELIEVE YOU'RE NOT ALLOWED -- IT'S OUTSIDE OF THE CODE TO PLUG MORE THAN TWO ELECTRICAL CORDS END TO END.

NOW AS AN ADDITIONAL NOTE AS YOU DO YOUR WALK THROUGH CHECK FOR THE POTENTIAL FOR OLD BUILDING MATERIALS.

BE AWARE OF LEAD PAINT, OLD CEILING TILES, TRANSFORMERS THAT MAY BE IN OLD ELEVATORS, FLUORESCENT LIGHT BALLASTS AND EVEN COATINGS INSULATING OLD SLEL WIRES.

BEING AWARE OF OLD BUILDING MATERIALS CAN HELP YOU IN RESPONSE TO AN INCIDENT AS THEY CAN RELEASE TOXIC SUBSTANCES.

SO YOU'LL WANT TO HAVE SOURCES TO TEST YOUR SOOT IN YOUR DISASTER PLANS SO YOU CAN -- IF SOMETHING DOES BURN YOU CAN JUST HAVE THE SOOT ANALYZED FOR ANY HAZARDOUS MATERIAL AS WELL AS FOR ITS P.H. SO, OKAY HERE WE ARE AT THE END OF THE WEBINAR BUT YET HERE WE ARE AT THE FACES OF THE EMERGENCY MANAGEMENT.

WE STARTED WITH A PREPAREDNESS PHASE AND WE'VE COME AROUND THE WHEEL TO MITIGATION.

YOU'VE LEARNED BEFORE DISASTER STRIKES IS A TIME FOR ASSESSMENT

YOU'VE TAKEN A CLOSER LOOK AT YOUR INSTITUTION IN ITS CURRENT SITUATION, BOTH THE COLLECTION AND THE BUILDING.

YOU'VE RECOGNIZED THE THREATS TO YOUR SITE WHOSE CAUSES ARE OUT OF YOUR HANDS SUCH AS THE NATURAL DISASTERS AND MAN MADE DISASTERS BUT YOU'VE BEGUN TO CONSIDER THE NATURE OF THESE THREATS SAND IMAGINE POSSIBLE SCENARIOS, WHAT WOULD OR WHAT COULD YOUR STAFF DO IN THESE SITUATIONS.

AND TODAY YOU'VE LEARNED HOW TO PRIORITIZE HAZARDS AND HOW TO MITIGATE THE PROBABILITY OF THEM HAPPENING TO YOU.

YOU'VE ALSO LEARNED THE MITIGATION TIPS TO HELP YOU BEGIN TO PROTECT YOUR SITE TO MOVE YOUR WHEEL OF THE EMERGENCY MANAGEMENT FORWARD.

SO WHAT ARE YOUR NEXT STEPS? FROM MY PERSPECTIVE THE NEXT STEP IS TO CONTINUE TO BUILD UPON YOUR EFFORTS AND ADD TO YOUR PLANNING INITIATIVES.

THE MATERIAL DEVELOPED DURING YOUR PLANNING AND PREPARATION TIME WILL HAVE IDENTIFIED VARIOUS STEPS TO BE TAKEN.

IF IT'S A STORM WARNING, YOU HAVE TO EVACUATE ALL VISITORS AND STAFF.

DO YOU NEED TO GET TO THE INSTITUTION TO MAKE SURE ALL THE DEFENSES AGAINST FLOODING ARE IN PLACE?

IF THERE'S AN INTERNAL FIRE, THE PLAN WILL SHOW WHERE THE FIRE EXTINGUISHERS AND EXITS ARE, RIGHT?

AND THE PRIORITY LIST OF OBJECTS WILL DETAIL WHICH OBJECTS SHOULD BE SAVED IF POSSIBLE IN THE ORDER OF SIGNIFICANCE.

IF THIS PART OF YOUR PLAN IN THE PREPAREDNESS PHASE IS THOROUGHLY RESEARCHED AND PREPARED BUT ALSO KEPT SIMPLE IT MAY WELL PREVENT A MINOR DISASTER FROM BECOMING A MAJOR ONE.

BUT WHAT ABOUT WHEN A DISASTER HAPPENS?

RESPONSE IS PUTTING ALL OF THESE PREPAREDNESS PLANS INTO ACTION. ALL THAT PREPARATION IS ABOUT TO PAY OFF.

THE COMMONLY -- IT'S COMMONLY THE FIRST 72 HOURS OF AN INCIDENT SO A SMALL LEAK HAS BEEN DISCOVERED IN THE OBJECT STORAGE ROOM.

YOU KNOW YOU'RE GOING TO GRAB THE DISASTER BIN AND GET THOSE SUPPLIES.

AND YOU'RE GOING TO CALL YOUR VENDORS IF YOU NEED TO.

YOU CAN LEARN MORE ABOUT HOW TO RESPOND TO AN INCIDENT WITH JULIE PAGE'S WEBINAR ON RESPONDING TO DISASTERS IN MARCH.

SO MY ENDING ADVICE IS TO KEEP THAT EMERGENCY MANAGEMENT WHEEL TURNING BY FLESHING OUT YOUR PLANS WITH THE HELP OF YOUR PLANNING TEAM AND TAKE THE NEXT COURSE ON PROTECTING YOUR COLLECTIONS, WRITING A DISASTER RESPONSE PLAN.

SO SIGN UP TO LEARN HOW TO WRITE A DISASTER PLAN.

SIGN UP TO LEARN HOW TO FILL OUT THAT POCKET RESPONSE PLAN AND HOW TO ORGANIZE, INSTRUCT, AND STRUCTURE AN EFFECTIVE RESPONSE. SO NOW I REALLY NEED SOME WATER TO DRINK HERE.

JENNY, IS THERE A POLL?

I'D BE GLAD TO TAKE ANY REMAINING QUESTIONS FROM ANYBODY CONCERNING ANY OF THE PAST

WEBINARS IN CASE THERE'S ANY  
BURNING QUESTIONS.  
AND THANK YOU ALL FOR HANGING  
OUT THERE WITH ME AND PUTTING UP  
WITH MY SLIS.

>> WE DO HAVE A POLL QUESTION.  
ALEX, I'M GOING TO PULL OVER  
YOUR LAST SLIDE WHICH HAS YOUR  
E-MAIL ADDRESS.  
IS IT OKAY FOR FOLKS TO CONTACT  
YOU IF THEY HAVE SOME QUESTIONS?

>> ABSOLUTELY.  
LET'S GET YOUR WATER.

WE HAVE A POLL.  
WE HAVE ONE MORE QUESTION FOR  
YOUR AUDIENCE.

HOW FAR OFF THE FLOOR IS YOUR  
LOWEST STORAGE SHELF?  
AND THEN I DO HAVE A FEW  
QUESTIONS.

>> NICE JOB, YOU GUYS.  
DOES ANYBODY HAVE ONE OF THOSE  
IROBOT SWEEPERS THAT IS LIKE A  
LITTLE AUTOMATIC ROBOT VACUUM  
CLEANER?  
GOES ON BY ITSELF AT NIGHT?  
IT'S ONE OF THE THINGS I LOVE TO  
USE.

IT HAS A RECHARGEABLE SO IT HAS  
A STATION IT BACKS INTO SO IT  
NEVER GETS LOST.

IT KNOWS WHEN IT'S SUPPOSED TO  
-- IT KNOWS WHEN THE BATTERIES  
ARE GOING DOWN SO IT MEMORIZES  
YOUR SPACE, IT GOES UNDER THE  
SHELF.

SO MAKE SURE YOUR SHELVES ARE  
TALL ENOUGH FOR IT TO GO UNDER  
AND IT MINIMIZES YOUR NEED FOR  
CONSTANT HOUSEKEEPING.  
AND YOU CAN TURN IT ON, SCHEDULE  
IT TO GO ON WHEN YOU AREN'T  
THERE.

>> LET ME GO AHEAD AND GET  
QUESTIONS.  
WE HAVE A ROOMBA, WE LIKE TO  
CALL IT D.J. ROOMBA.



IT'S A LIFESAVER.

I'M GOING TO HIDE THIS SO YOU  
HAVE THAT E-MAIL.

WE HAD A QUESTION EARLIER WHEN  
YOU WERE TALKING ABOUT

ELECTRICAL CODE VIOLATIONS.

SOMEONE WAS CURIOUS ABOUT POWER  
STRIPS.

WHAT ARE SOME OF THE REGULATIONS  
RELATED TO POWER STRIPS?

>> YOU'D HAVE TO FIND YOUR  
ELECTRICAL CODE WHERE YOU LIVE.  
IF YOU HAVE A POWER STRIP -- IT  
ALL DEPENDS ON THE KIND OF  
ELECTRICAL CORDING YOU HAVE IN  
YOUR BUILDING.

YOU CAN USE THOSE POWER STRIPS  
BUT IF YOUOR LOAD YOURING  
THROUGH THE WALL YOU CAN SHORT  
THINGS OUT BY HAVING TOO MUCH ON  
THERE.

>> OKAY, WE HAD A QUESTION FROM  
ROBERT AND WE MIGHT HAVE SOMEONE  
IN THE AUDIENCE WHO KNOWS ABOUT  
THIS.

HE'S CURIOUS HOW EFFECTIVE CAN  
THERMAL IMAGING BEING B AS A  
PROACTIVE MEASURE FOR EITHER  
DISASTER PREPAREDNESS OR  
LONG-TERM PRESERVATION?

HE SAYS BY THAT HE MEANS  
INTERPRETING PROBLEMS WITHIN THE  
BUILDING'S FABRIC AND HOW  
EXPENSIVE IS THAT?

>> I DON'T KNOW.

I KNOW AS A RESIDENT WE CAN --  
HERE IN RHODE ISLAND WE JUST  
CALL OUR RHODE ISLAND ENERGY  
COMPANY AND THEY HAVE A FEDERAL  
PROGRAM THAT THEY COME OUT WITH  
AN IMAGING SGOUN THEY CAN SEE  
WHERE YOUR HEAT IS LEAKING IT  
PROBABLY MIGHT HELP WORK IF YOU  
WERE TO HAVE A PIPE BECAUSE IT  
MIGHT HELP WITH THE DIFFERENTIAL  
BETWEEN THE TEMPERATURE THERE.  
IT WILL SHOW WHERE HEAT IS

LEAKING OUT OF THE BUILDING.  
THAT'S WHAT I THINK OF FOR  
THERMAL IMAGING.

>> ATE REN HAD A QUESTION.  
SHE'S CURIOUS, IS THE BACK FLOW  
VALVE SYSTEM EXPENSIVE TO HAVE  
INSTALLED THROUGHOUT A BUILDING?

>> WELL, NORMALLY YOU PUT IT  
RIGHT AT THE CONNECTION WITH  
YOUR MUNICIPAL WATER SUPPLY OR  
WHERE IT ENTERS YOUR BUILDING SO  
THERE'S USUALLY ONLY ONE OF THEM  
AND YOU WOULD HAVE TO SPEAK TO  
YOUR PLUMBER.

IT IS NOT INEXPENSIVE.  
I DO KNOW.

THAT AND IT ALSO DEPENDS ON WHAT  
YOUR LOOP IS FOR YOUR HEATING  
SYSTEM IF YOU -- IN NEW ENGLAND  
WE HAVE A LOT OF COLONIAL HOUSES  
WHICH HAVE A CONTINUAL LOOP FOR  
THE HEATING.

IT'S A QUESTION TO BRING TO YOUR  
PLUMBER AND ALSO A QUESTION TO  
BRING TO YOUR INSURANCE AGENT.  
SOMETIMES THEY SUPPORT IT.  
THEY WILL GIVE YOU A DISCOUNT.

>> WE HAVE A QUESTION FROM  
REBECCA.

SHE IS CURIOUS.

ARE THERE ANY SORT OF SYSTEMS  
THAT CAN BE KEYED INTO  
ENVIRONMENTAL SOFTWARE WITH  
SENSORS THAT CAN BE PLACED IN  
ROOMS ON THE FLOOR LEVEL TO  
ALERT FOR STANDING WATER.

AND A FEW PEOPLE HAVE MENTIONED  
THAT THEY HAVE WATER BUGS BUT,  
OF COURSE, THE ISSUE IS IF  
YOU'RE NOT AROUND YOU DON'TER  
THAT ALERT.

DO YOU HAVE ANY RECOMMENDATIONS?  
SOMETHING THAT MIGHT SEND A TEXT  
OR E-MAIL?

>> I AM NOT FAMILIAR WITH THAT.  
THAT'S A TECHNICAL ISSUE THAT I  
WOULD AGAIN ASK YOUR PLUMBER OR

I WOULD ALSO CAST IT OUT AS A QUESTION ONLINE IN THE CONNECTING TO COLLECTIONS COMMUNITY.

BECAUSE I KNOW THERE ARE ONES THAT ARE AUTOMATICALLY CLUED IN. THEY'RE AUTOMATICALLY WIRED IN BUT WHETHER THEY SEND A TEXT MESSAGE, I DON'T KNOW.

>> WE HAVE A QUESTION THAT WE TOUCHED ON EARLIER, I THINK. CATHERINE IS CURIOUS ON THE BACK OF THAT PRIORITIZATION WORK SHEET HOW SHOULD WE FILL IT OUT FOR A DISASTER THAT WOULD HAVE A NEGATIVE EFFECT IF IT DID HAPPEN BUT IT'S REALLY UNLIKELY, SO MUCH SO THAT IT'S NOT SOMETHING YOU WORRY ABOUT?

I'D SAY ONE FOR THE LIKELIHOOD OF IT HAPPENING AND YOU CAN SAY IF IT DOES HAPPEN IT WOULD BE A TRUE DISASTER THEN YOU'D PUT 5 BUT IF YOU MULTIPLY THAT OUT ONE TIMES 5 IS 5 WHICH MEANS ITS'S STILL A VERY LOW-LEVEL RISK TO YOU.

>> OKAY.

I'M GOING TO MOVE OVER. TO THE HOME WORK ASSIGNMENT FOR TODAY.

WE HAVE ABOUT TEN MORE MINUTES LEFT.

SO THIS IS THE FINAL HOME WORK ASSIGNMENT AND YOU WILL NOTICE THAT IT IS ACTUALLY FINAL EVALUATION FOR THIS COURSE WE WANTED TO GIVE YOU THE OPTION TO PROVIDE FEEDBACK HONESTLY SO YOU'LL NOTICE ON THE LAST QUESTION OF THIS HOME WORK ASSIGNMENT THERE'S A LINK TO AN ANONYMOUS FORM.

I ALSO APPARENTLY PUT THE WRONG LINK ON THAT LAST E-MAIL I SENT YOU.

YOU'LL HAVE THE E-MAIL WE SEND

OUT TODAY.

I'M ALSO GOING TO PULL OVER OUR  
GROUP LOG IN.

SO THIS IS FOLKS WATCHING WITH A  
GROUP, ONLY ONE PERSON LOGGED  
IN.

IF THAT GROUP LEADER COULD TYPE  
IN THE NAMES OF EVERYONE ELSE  
JOINING THEM AND IF YOU LOGGED  
IN AND YOU'RE BUY YOURSELF YOU  
DON'T NEED TO TELL US, THAT'S  
OKAY, WE GOT YOU MARKED DOWN.  
SO THOSE WERE ALL THE QUESTIONS  
THAT WE HAD BASED ON THIS  
WEBINAR SO I'M GOING TO LEAVE  
THE FLOOR OPEN FOR A BIT.

DOES ANYONE HAVE QUESTIONS ABOUT  
THIS ENTIRE COURSE?

ANYTHING THAT WE COVERED IN THE  
LAST AND I'LL PAUSE TO LET YOU  
GUYS TYPE.

>>

AND IT LOOKS LIKE THERE MAY BE  
NO QUESTIONS, ALEX.

>> ALL RIGHT!

>> YOU HAVE DONE SUCH A STELLAR  
JOB.

>> NO, IT'S BECAUSE IT'S  
VALENTINE'S DAY AND EVERYBODY  
FEELS LOVE IN THE AIR AND THEY  
HAVE TO GO GET THOSE TULIPS!

>> EVERYONE'S GOT A DATE.

>> I HAVE A QUESTION FROM  
JENNIFER WHO SAYS -- SHE SAYS I  
DON'T KNOW IF THIS IS THIS HAS  
BEEN COVERED YET BUT WE ARE  
LOCATED WITHIN 15 MILES OF A  
NUCLEAR PLANT.

SHE SAYS SHE'S NOT FOUND MANY  
RESOURCES ON NUCLEAR DISASTERS.  
DO YOU KNOW OF ANY?

>> WELL, THERE'S -- THERE HAVE  
BEEN A NUMBER OF THEM.

AND I -- BUT THEY'RE USUALLY LOW  
LEVEL AND THEY'VE BEEN CONTAINED  
LIKE THE THREE MILE ISLAND ONE  
IN PENNSYLVANIA.

THERE ARE THREE OR FOUR OF THEM WHERE THEY'VE BEEN DEACTIVATED. BASICALLY IF YOU HAVE YOU JUST NEED TO FIND OUT WHAT THE -- WELL, YOU NEED TO REALIZE THAT YOUR COLLECTIONS POTENTIALLY WILL BE -- YOU WILL NOT BE ABLE TO TOUCH THEM OR -- AND YOU WILL NEED TO HAVE THE NUCLEAR REGULATION COMMISSION COME IN BEFORE YOU CAN EVEN ENTER YOUR BUILDING TO SEE THAT IT'S SAFE. SEE IF YOU'RE UP WIND OR DOWNWIND.

THAT'S A GOOD THING.

>> NICOLE IN COLORADO IS CURIOUS FOR ACETATE FILM HOW RELIABLE ARE A.D. TEST STRIPS?

>> THEY'RE REALLY GREAT.

SO YOU CAN GET THOSE FROM IMAGE PERMANENCE INSTITUTE AND THEY ARE VERY RELIABLE AND VERY GOOD.

>> WE HAVE A COUPLE PEOPLE POSTING EXAMPLES OF WATER DETECTORS.

AND SINCE I DON'T HAVE ANY MORE QUESTIONS I'LL GO AHEAD AND JUST MAKE SOME FINAL ANNOUNCES.

ALL THE HOME WORK ASSIGNMENTS ARE ON THE WEB SITE AND OUR TIMELINE IS -- OF COURSE THE DEADLINE TO TURN EVERYTHING IN IS ON THE 21st.

ON THE 22nd WE HAVE WE HOPE TO HAVE WEBINAR RECORDINGS LINKS ON THE HOME PAGE SO EVERYONE CAN WATCH THEM AND WE'LL TURN OUT CERTIFICATES AND YOU WILL GET AN E-MAIL NOTIFICATION AS TO WHEN THAT HAS BEEN SENT.

ALEX, THANK YOU SO MUCH FOR HANGING IN THERE FOR FOUR WHOLE WEBINARS!

>> (LAUGHS)

>> AND THANK YOU TO EVERYONE WHO'S BEEN SHOWING UP EVERYDAY AND TURNING IN HOME WORK

ASSIGNMENTS.

YOU GUYS HAVE BEEN SUCH A  
FANTASTIC GROUP.

FEEL FREE TO E-MAIL US AT  
HERITAGE PRESERVATION.

JUST KEEP AN EYE ON THE WEB  
SITE, THE COURSE PAGE.

I'LL POST THE LINKS THAT WE  
MENTIONED ON TUESDAY AND THEN  
ALSO TODAY.

SO THANK YOU GUYS, HAVE A  
FANTASTIC AFTERNOON.

>>

FANTASTIC