



DHPS | NY

DOCUMENTARY HERITAGE
& PRESERVATION SERVICES
FOR NEW YORK

Emergency Planning and Preparedness: An Introduction to Basics

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Documentary Heritage and Preservation Services for New York is a five year initiative to deliver collections-related training, preservation surveys, archival assessments, and other services to the historical records community in New York.





*New York State
Archives*



DHPS | NY

DOCUMENTARY HERITAGE
& PRESERVATION SERVICES

FOR NEW YORK

Website: dhpsny.org

New
York State
Library



CONSERVATION
CENTER

for art & historic artifacts

Emergency Management Cycle



Emergency vs. Disaster

An emergency can become a disaster if immediate action is not taken to protect staff, visitors & collections



An unanticipated or threatening event that requires immediate action



An emergency that gets out of control. Large-scale calamity that requires immediate action. May result in significant loss, damage or destruction.

Health & Safety



HUMAN SAFETY COMES BEFORE THE CARE OF THE COLLECTIONS!

- Account for all personnel
 - Care for injured
- Protect workers during recovery

Consider the building / collection *guilty until proven innocent*

It CAN happen to you!

NATURAL DISASTERS

- Fire/wildfires
- Smoke/ash
- Earthquake
- Flood/rain storms
- Tornado/high winds
- Tsunami
- Volcano

MANMADE DISASTERS

- Vandalism/arson
- Water leaks/sewage
- Electrical/construction accidents
- Bombs/terrorists
- Chemical explosions

What is Risk Assessment?

Identification, evaluation, and estimation of the levels of risks at an institution, their comparison against benchmarks or standards, and determination of acceptable levels of risk and/or mitigation strategies.

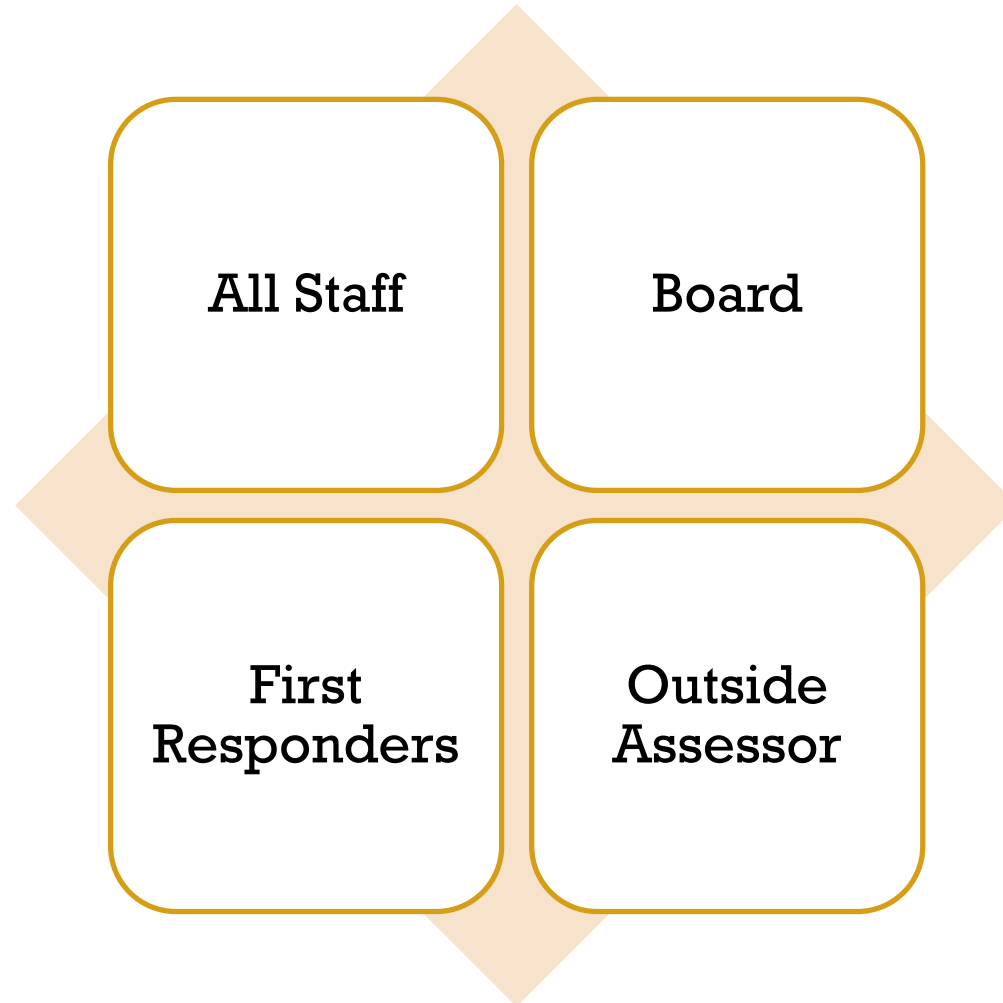
Assessment

Analysis

Mitigation



Who Should Be Involved in the Risk Assessment?



Conducting a Risk Assessment



LOCATION

Vulnerability based
on physical location



FACILITIES

Common problem
areas that can
increase vulnerability

Conducting a Risk Assessment

Emergency Event History

- Type of event
- Cause
- Resulting damage
- When it happened
- Duration

Example

- March 2012, water leak
- Leaky roof in NE corner of building
- 3 boxes of collections slightly damp
- Noticed within 12 hours and collections air dried



Tools for Risk Assessment

- Heritage Preservation's Risk Evaluation and Planning Program
- University of California's Library Risk Management Tool
- Nonprofit Risk Management Center

Risk Management

For risks you can't avoid,
do the following:

- Reduce the risk as much as possible
- Reduce the impact as much as possible
- Prepare well for the event should it occur (e.g., response and recovery plans)

Compiling your Emergency Plan

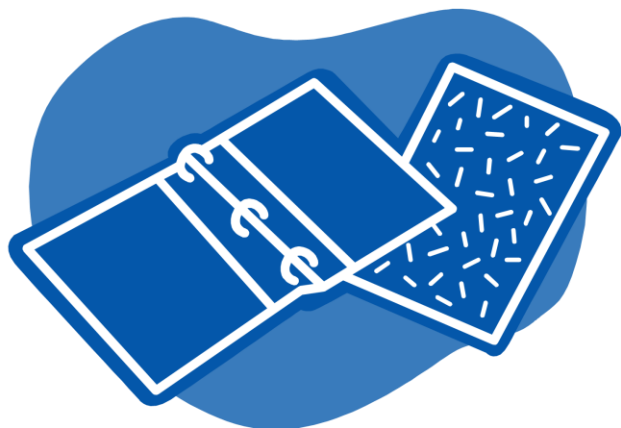


- Take a “phased” approach
- Set realistic goals/timeline
- Track your progress
- Keep the contents clear, reliable & up-to-date
- Get help from colleagues
- Use regional resource people & the Web

<http://www.heritageemergency.org>

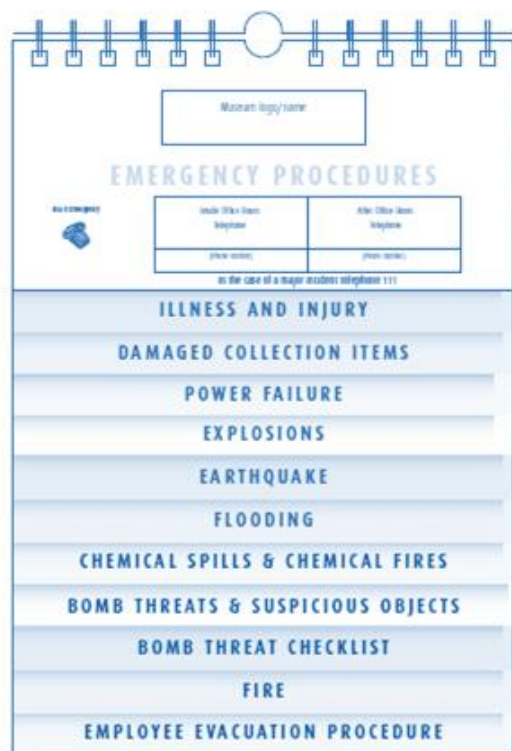
Choosing a Format for your Disaster Plan

BINDER/BOUND



- Contents scalable to needs
- 3-ring for easy access to a topic
- Cost effective/easy to update
- Easy to produce in house

Choosing a Format for your Disaster Plan



FLIP CHART

- Easily displayed/accessible
- Spiral bound for easy access to a topic
- Cost effective

Emergency Preparedness & Response Plan



Table of Contents:

I. Introduction

II. Emergency Response & Incident Stabilization

III. Collections Salvage

IV. Restoration

V. Appendices

Emergency Preparedness & Response Plan

II. Emergency Response & Incident Stabilization

- A. Emergency Response Chain-of-Command & Contacts
- B. Emergency Command Center Procedures
- C. Crisis Communication Instructions
- D. Emergency Situations & Responses
 - 1. Medical
 - 2. Facilities
 - 3. Environmental
 - 4. Personal Property & Crime
 - 5. Lost Child
 - 6. Psychological Crisis
 - 7. Collections Property
- E. Evacuation & Shelter-In-Place Procedures
- D. Incident Stabilization

Emergency Preparedness & Response Plan

III. Collections Salvage

A. Damage Assessment

B. Salvage Priorities

C. Documentation

D. Supplies

E. Vendors & Services

F. Salvage Glossary

G. Salvage Procedures (Listed Alphabetically by
Materials Type)

Emergency Preparedness & Response Plan

IV. Restoration

A. Post-Disaster Evaluation

B. Post-Disaster Report



Emergency Preparedness & Response Plan

V. Appendices

A. Maps

B. Forms

C. Lists



Emergency Preparedness & Response Plan



A. Maps

1. Life Safety Equipment Map
2. Evacuation Assembly Point Map
3. Fire Evacuation Plans
4. Tornado Shelter Assembly Maps
5. Prioritized Listing of Collection Salvage – Photo Guide
6. Collections Salvage Priorities Map

Emergency Preparedness & Response Plan



B. Forms

1. Rapid Collections Assessment Form
2. Incident Report Forms
3. Bomb Threat Form
4. Box Labels
5. Inventory Form

Emergency Preparedness & Response Plan



C. Lists

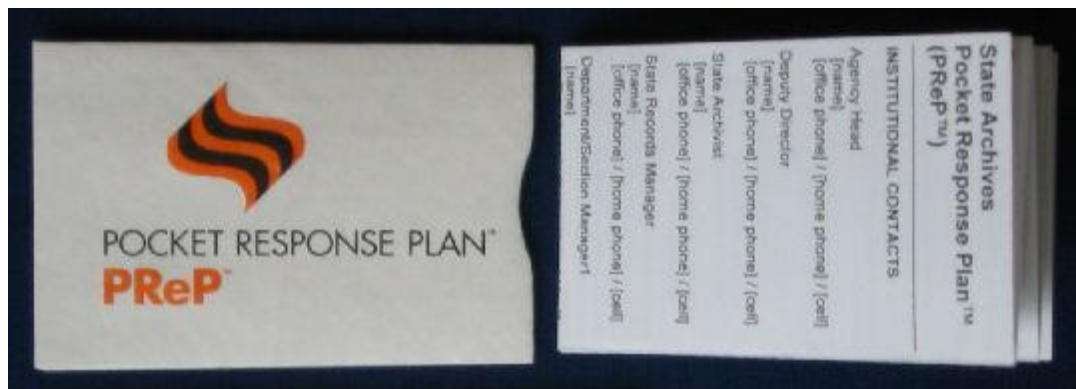
1. Emergency Plan Distribution List
2. Insurance Policy Information
3. Information Technology Inventory
4. Staff Chain-of-Command List
5. Staff Contact List
6. Vendors & Services Contact List



Creating a Disaster Plan Resources

- NEDCC's dPlan
- California Preservation Program
- WebJunction: Disaster Plans for Libraries
- Getty's Building an Emergency Plan
- LYRISIS

Pocket Response Plan (PReP)™



- Makes essential information easily accessible
- Pocket size/fits in envelope
- Cost effective/easy to update

A plan in the pocket is a plan in hand!



CoSA

Council of State Archivists



EMERGENCY LIST

Date revised: 7/30/2009

1. CHECK TO MAKE SURE AREA IS SAFE

FOR STAFF, and staff are notified of emergency and accounted for.

Call SECURITY if needed

x2294 M-F 8-5

After hours: 408-295-2600

Creative Security Dispatch

2. IF ANYONE IS HURT OR AT RISK GET MEDICAL AID, POLICE, FIRE, ETC. FIRST:

Dial 9 Before 911

if you need local dispatch, poison control, etc. call 9-411 and ask to be connected through.

Pocket Response Plan (PReP)™

SIDE A: COMMUNICATIONS

- Institutional Contacts
- Building Utilities
- First Responders
- Emergency Recovery Services
- Regional Contacts
- Staff Phone Tree



Emergency Services Resources

- AIC's find a conservator
- National Heritage Responders (NHR) Team
- Conservation Center for Art & Historic Artifacts
- Belfor
- Emlab

Pocket Response Plan (PReP)™

SIDE B: ACTIONS

- Immediate Response
- Assessment
- Collection Salvage
- Communication
- FEMA Information
- Collection Priorities



Funding Resources

- Alliance for Response
- NEH's Preservation Assistance Grants
- CCAHA's NEH Risk Assessment Program
- FEMA's Hazard Mitigation Program
- DHPSNY Workshops

Alliance for Response (AFR)



About AFR



- Established in 2003 through Heritage Preservation, now lead by the FAIC with NEH funding
- Has reached more than 800 museums, libraries, archives, and other collecting institutions in 23 regions

AFR Projects

Examples

- Atlanta: Local Listserv
- Boston: FEMA Hazard Mitigation Grant
- Galveston-Houston: Training Events
- Raleigh: Response hotline
- Seattle: Mutual Aid Agreements
- Denver: Wildfire Notification System
- Pittsburgh: Supply Cache



NEH's Preservation Assistance Grants

What it is:

- For small to mid-sized institutions
- Up to \$6,000, no match required

How to use it:

- Hire a consultant
- Purchase supplies

Disaster Supplies: React Pak (\$220-\$250)



PPE/Safety

8 aprons, 8 pairs vinyl gloves, 2 pairs stretch plastic boots, 2 dust masks, barricade tape

Cleaning

Paper towels, 2 large cellulose sponges, mop and handle, mop bucket, 2 heavy-duty trash bags

Documentation

Clipboard, lined pad, 2 pencils, 100 3" x 5" cards, china marker, waterproof flashlight, 2 alkaline D-cell batteries

Packing

Polyethylene sheeting, duct tape with dispenser, polyethylene deli wrap, Coroplast "Rescube," nylon cable ties

Disaster Supply Kits DIY (UCSD)



- Trash can on wheels: \$100-\$125
- Custom cart built and stocked using NEH Preservation Assistance Grant
- Designate for DISASTER ONLY
- Inventory at least annually!

“Exercising” Your Emergency Plans



Purpose of a Drill

To test procedures -
looking for problems & discussing solutions

- ❖ Drills should ***teach success***, not failure
- ❖ ***Build confidence***, not apprehension

Why Exercise?

- Reveal planning weaknesses
- Reveal resource gaps
- Improve coordination
- Clarify roles & responsibilities
- Improve individual performance & confidence
- Cohesive emergency management team
- Provide input to revise & update plan





Sample Scenarios

- ❖ Torrential rains are expected to hit in 3 hours with widespread flash flooding
- ❖ An earthquake hits while the museum is holding an opening
- ❖ A crazed person is shouting obscenities & begins splashing collections with an unknown liquid
- ❖ A basement storing collections is filling with water & electricity is still on



TABLETOP EXERCISE



FUNCTIONAL EXERCISE



FUNCTIONAL EXERCISE

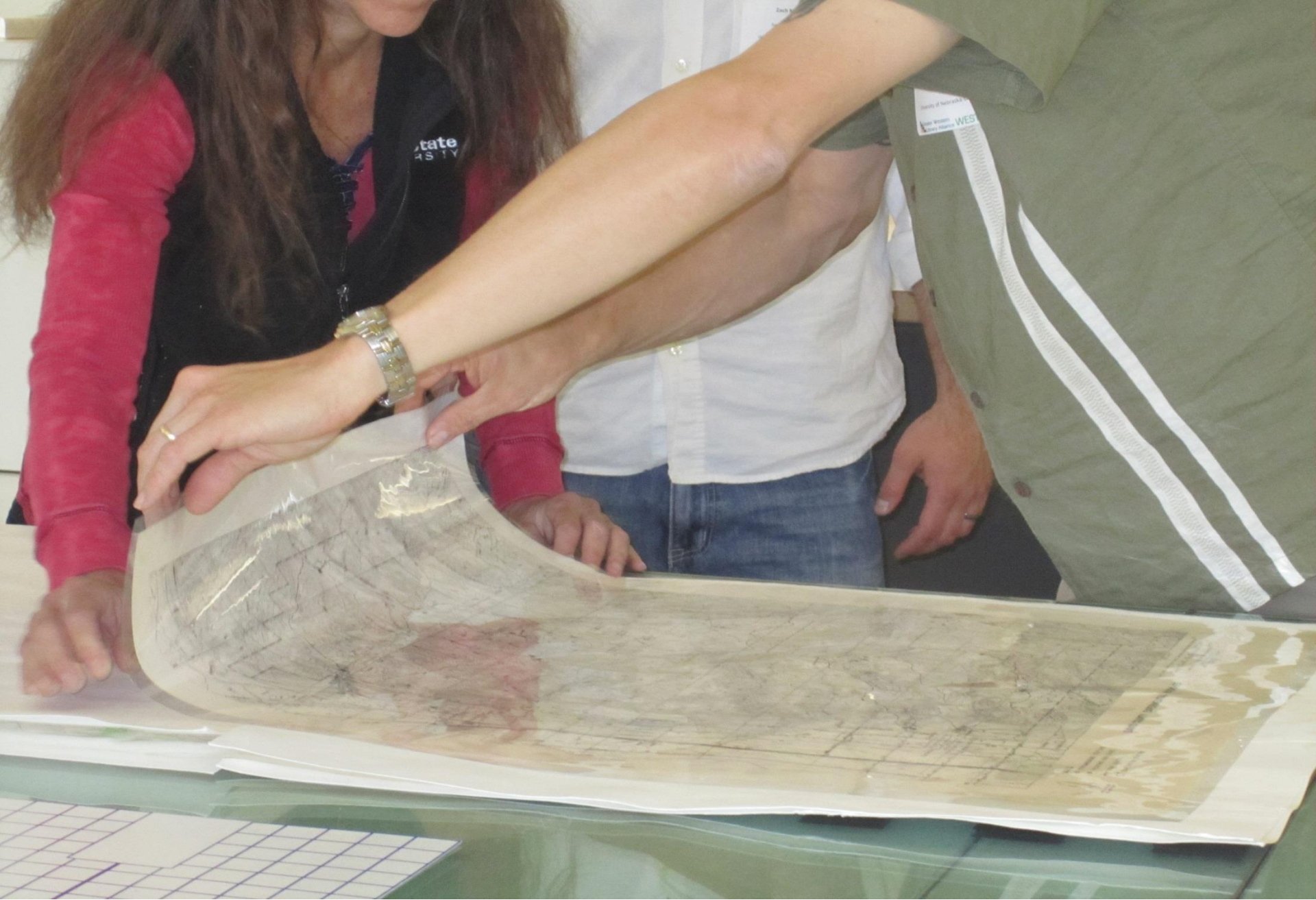


National Preparedness Month





FUNCTIONAL EXERCISE



FUNCTIONAL EXERCISE

Keys to a Successful Exercise

- Top level support and involvement
- Good exercise design team & leader
- Positive learning plan & clean objectives
- Realistic scenario
- Thorough preparation & attention to detail
- Clear intro & instructions at start of exercise
- Chance for participants to comment during critique
- Follow-up on what went well plus actions to improve plans, procedures, facilities, etc.



Emergency Event Debriefing



Information gathering
Assessment of response
The human factor



Questions?

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