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.
Emergency Management Cycle

- Mitigation
- Preparedness
- Response
- Recovery
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.
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!

<table>
<thead>
<tr>
<th>NATURAL DISASTERS</th>
<th>MANMADE DISASTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fire/wildfires</td>
<td>• Vandalism/arson</td>
</tr>
<tr>
<td>• Smoke/ash</td>
<td>• Water leaks/sewage</td>
</tr>
<tr>
<td>• Earthquake</td>
<td>• Electrical/construction accidents</td>
</tr>
<tr>
<td>• Flood/rain storms</td>
<td>• Bombs/terrorists</td>
</tr>
<tr>
<td>• Tornado/high winds</td>
<td>• Chemical explosions</td>
</tr>
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<td>• Tsunami</td>
<td></td>
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<td>• Volcano</td>
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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.
Who Should Be Involved in the Risk Assessment?

- All Staff
- Board
- First Responders
- Outside Assessor
Conducting a Risk Assessment

**LOCATION**
Vulnerability based on physical location

**FACILITIES**
Common problem areas that can increase vulnerability
Conducting a Risk Assessment

<table>
<thead>
<tr>
<th>Emergency Event History</th>
<th>Example</th>
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</thead>
<tbody>
<tr>
<td>• Type of event</td>
<td>• March 2012, water leak</td>
</tr>
<tr>
<td>• Cause</td>
<td>• Leaky roof in NE corner of building</td>
</tr>
<tr>
<td>• Resulting damage</td>
<td>• 3 boxes of collections slightly damp</td>
</tr>
<tr>
<td>• When it happened</td>
<td>• Noticed with in 12 hours and collections air dried</td>
</tr>
<tr>
<td>• Duration</td>
<td></td>
</tr>
</tbody>
</table>
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

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

BINDERS/BOUND
Choosing a Format for your Disaster Plan

- 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

• LYRASIS
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.
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
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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