

DHPS | NY

DOCUMENTARY HERITAGE & PRESERVATION SERVICES

FOR NEW YORK

Thanks for joining us! Today's presentation will begin shortly.

Please check your audio and video settings.
You should currently hear music in the background.

If you have questions or want to report any technical issues,
contact us at info@dhpsny.org or (215) 545-0613.



DHPS | NY

Documentary Heritage & Preservation Services

FOR NEW YORK

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 Library

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
1784

New York State Archives

CONSERVATION CENTER
for art & historic artifacts

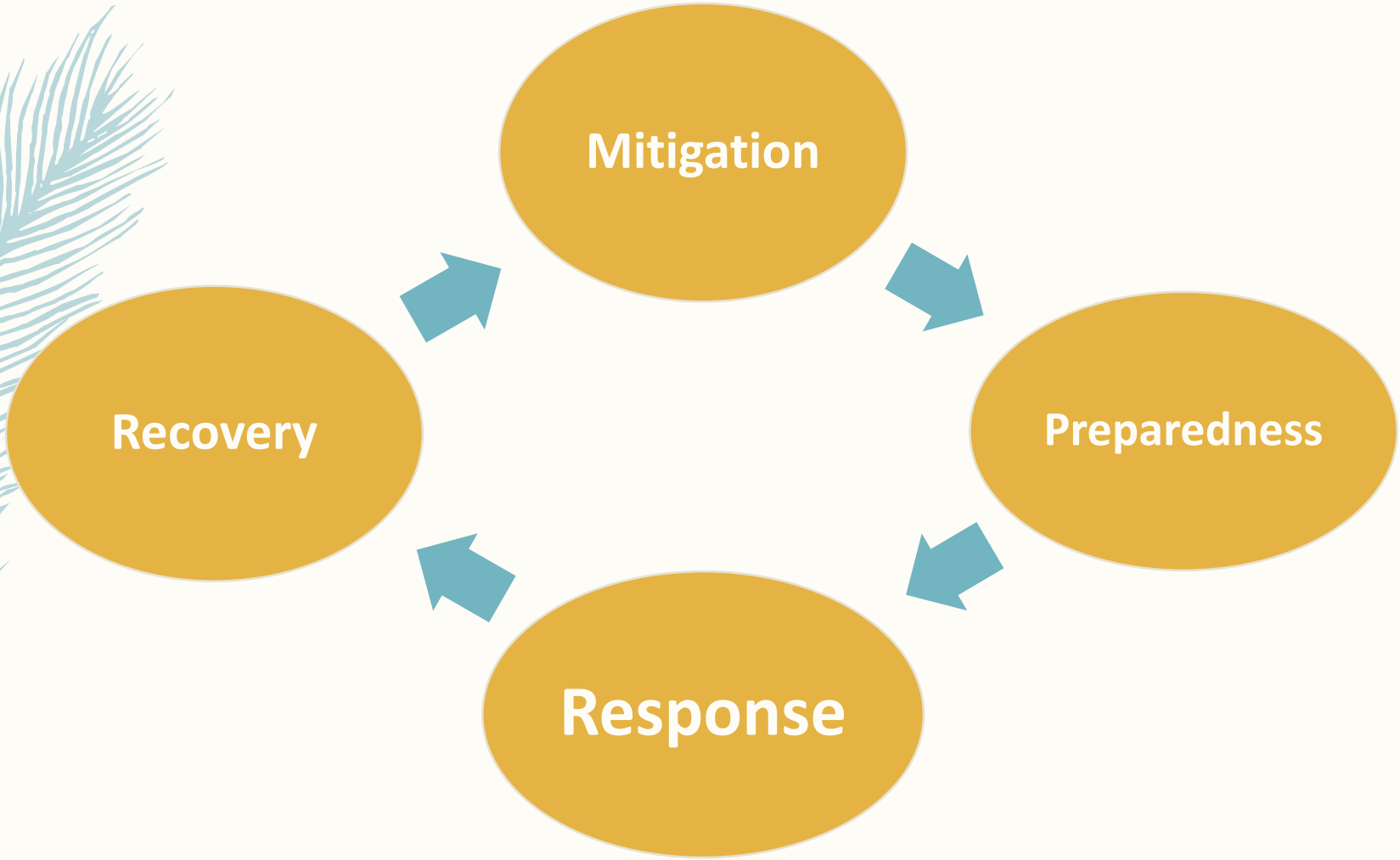
DHPS | NY
DOCUMENTARY HERITAGE & PRESERVATION SERVICES
FOR NEW YORK

Emergency Preparedness Basics:

Getting Started



Emergency Management Cycle



Emergency vs. Disaster

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

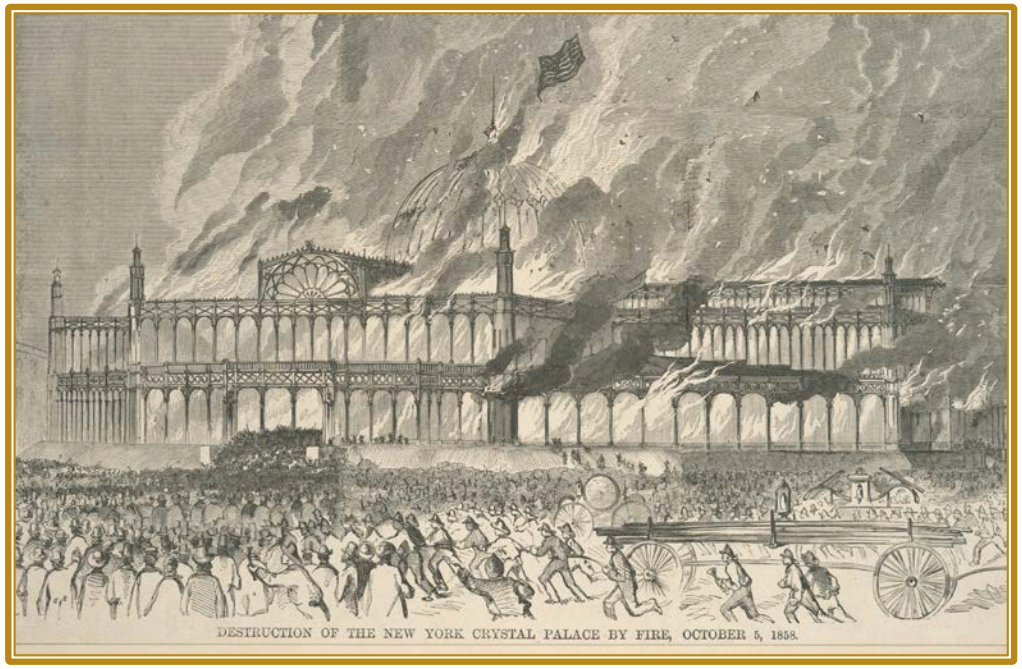


An unanticipated or threatening event that requires immediate action.



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

Risk Assessment



It CAN happen to you!



NATURAL DISASTERS

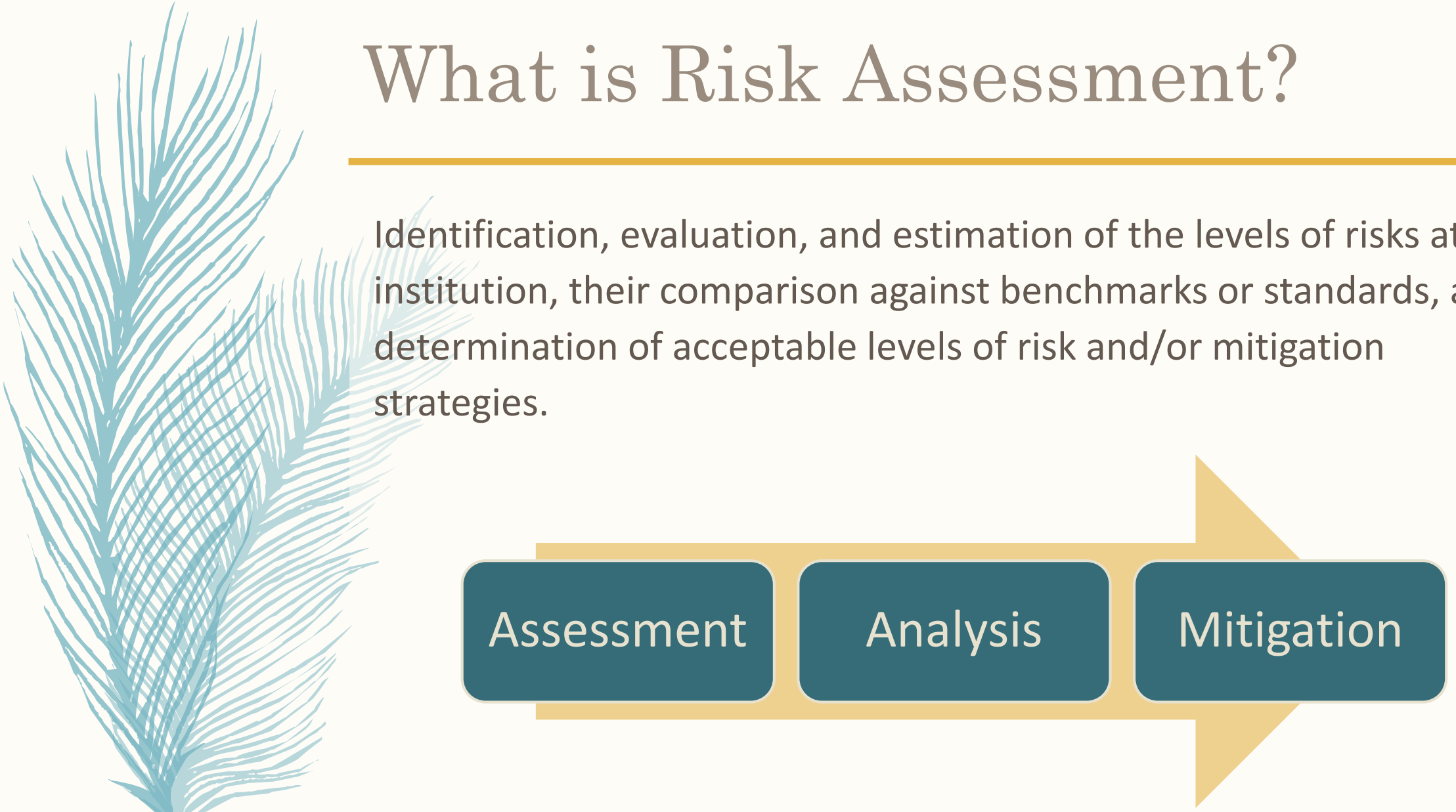
- Fire/wildfires
- Smoke/ash
- Earthquake
- Flood/rain storms
- Tornado/high winds
- Tsunami
- Volcano

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.





- Objects on floor
- Lack of housing/boxes
- Blocked pathways
  - Particularly framed objects with glass





- Materials on floor
- Materials in improper housing
- Water marks
- Spalling
- Current fire extinguishers

Who Should Be Involved in the Risk Assessment?



- All Staff
- Board
- First Responders
- Outside Assessor

Risk Assessment

- Minor – pipe or roof leak.
- Moderate to Severe – broken water main, fire, flooding.
- Catastrophic – an event that affects the community. Major flood, hurricane, tornado or earthquake.



Interior flood in a West Texas library, 2016

Conducting a Risk Assessment

Emergency Event History

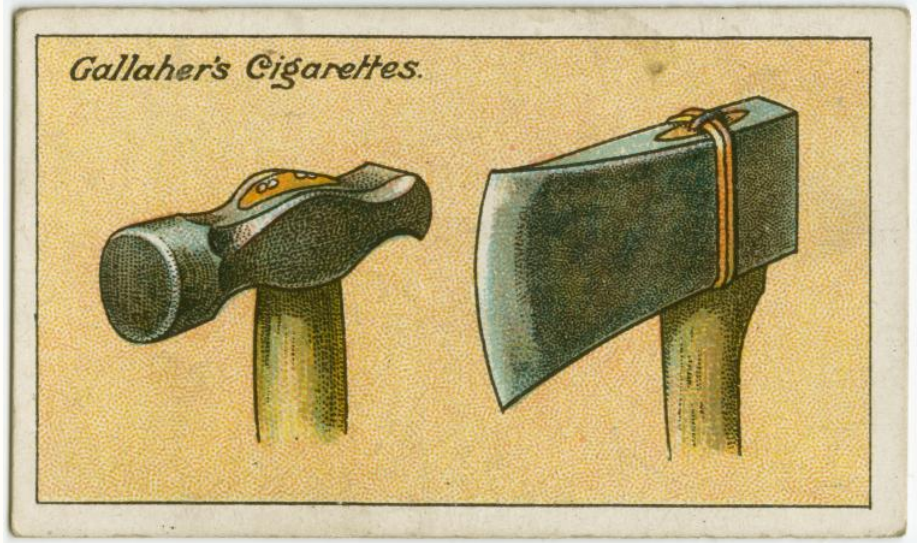
- Type of event
- Cause
- Resulting damage
- When it happened
- Duration

Example

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

Tools for Risk Assessment

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



Risk Management Early Prevention







1. Stacks at LSU Middleton Library
2. Rolling racks at Theodore Payne Foundation
3. Flood sock under door



Don’t Panic….

PReP!

Pocket Response Plan (PReP)™

CoSA
Council of State Archivists



- An organized list of actions each individual should take within the first 24 – 72 hours
- Ensures managers and staff have the most essential information with them at all times
- The PReP is meant to complement, not replace, an agency's disaster plan.
- Offers templates for:
  - State Archives & Records Management
  - Other government agencies
  - Generic version
  - Spanish and Portuguese translations




EMERGENCY LIST
Date revised:7/30/2009
1. CHECK TØ MAKE SURE AREA IS SAFE FOR STAFF, and staff a
notified of emergency and
accounted for.
Call SECURITY if neede
x2294 M-F 8-5
After hours: 408-295-260
Creative Security Disp
2. IF ANYONE IS HURT OR AT RISK GET MEDICAL AID, POL
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: Contacts

[Name] Library/Museum

Pocket Response Plan for Collections

Date revised:

INSTITUTIONAL CONTACTS

Director
[name]
[office phone] / [home phone] / [cell] / [email] / [home email]

Assistant Director
[name]
[office phone] / [home phone] / [cell] / [email] / [home email]

Emergency Manager
[name]
[office phone] / [home phone] / [cell]
[email] / [home email]

Financial Services / Accountant
[name]
[office phone] / [home phone] / [cell] / [email] / [home email]

Facilities / Building Manager
[name]
[office phone] / [home phone] / [cell]

Security
[name]
[office phone] / [home phone] / [cell]

Environmental Health & Safety
[name]
[office phone] / [home phone] / [cell]

Janitorial Services
[name]
[office phone] / [home phone] / [cell]

INSTITUTIONAL CONTACTS (con't)

Risk Manager
[name]
[office phone] / [home phone] / [cell] / [email] / [home email]

Insurance Contact / Agent
[name]
[office phone] / [home phone] / [cell] / [email] / [home email]

Public Relations Officer
[name]
[office phone] / [home phone] / [cell] / [email] / [home email]

Information Technology Officer / IT
[name]
[office phone] /[home phone] / [cell] / [email] / [home email]

Registrar / Special Collections
[name]
[office phone] /[home phone] / [cell] / [email] / [home email]

DISASTER TEAM

Team Leader
[name]
[office phone] / [home phone] / [cell] / [email] / [home email]

Member 1
[name]
[office phone] / [home phone] / [cell] / [email] / [home email]

Member 2
[name]
[office phone] / [home phone] / [cell] / [email] / [home email]

Member 3
[name]
[office phone] / [home phone] / [cell] / [email] / [home email]

BUILDING UTILTIES

Water – Fire Sprinklers
[phone]

Water – Potable
[phone]

Plumber
[phone]

Electricity
[phone]

Gas
[phone]

Telephone
[phone]

Elevators
[phone]

Security System
[phone]

Fire Suppression (other)
[phone]

FIRST RESPONDERS

Fire Department
[phone]

Emergency Medical / Ambulance
[phone]

Police Department / Law Enforcement
[phone]

City Emergency Management
[phone]

County Emergency Management
[phone]

NY Office of Emergency Services
[phone]

Health Department
[phone]

Red Cross
[phone]

FEMA

Disaster Assistance
800-621-FEMA

Environment & Historic Preservation-Region
x

EMERGENCY RECOVERY SERVICES

American Institute for Conservation
AIC-National Heritage Responders:
202-661-8068 24hr. assistance number
AIC "Find a Conservator"
http://www.conservation-us.org
"Resource Center"
202-452-9545

Conservator 1 (specialization)
[name]
[phone]

Conservator 2 (specialization)
[name]
[phone]

Refrigerated Trucking Service
[name]
[phone]

Freezer Storage
[name]
[phone

Commercial Recovery Service
(dehumidification, freeze drying, A/V)
[name]
[phone]

Data Recovery Service
[name]
[phone]

Industrial Hygienist / Mold Testing Lab
[name]
[phone]

Exterminator / Fumigation Service
[name]
[phone]

Structural Architect
[name]
[phone]

REGIONAL CONTACTS

New York State Division for Historic Preservation
518-237-8643

Museum Association of New York
831-471-9970

New York State Library: Library Development
518-474-7890

New York State Archives: General
518-474-6926

Northeast Document Conservation Center, Andover, MA
978-470-1010

Conservation Center for Art and Historic Artifacts, Philadelphia, PA
215-545-0613

Disaster Mitigation Planning Assistance
(for suppl/services/experts)
resources.conservation-us.org/disaster

Listing of companies, products, and experts does not constitute a recommendation.

STAFF PHONE TREE

Human Resources
[name]
[office phone] / [home phone] / [cell] / [email] / [home email]

Emergency Services Resources

- **American Institute for Conservation's (AIC) find a conservator**

http://www.conservation-us.org/membership/find-a-conservator

- **National Heritage Responders (NHR) Team**

http://www.conservation-us.org/emergencies/national-heritage-responders

- **Conservation Center for Art & Historic Artifacts**

https://ccaha.org/resources/national-resource-guide-disaster-preparedness

- **Belfor**

https://www.belfor.com

- **Emlab**

https://www.emlab.com

Side B: Actions

Pocket Response Plan™ (PReP™)

Response checklist for emergency in an archives or records facility

Follow these steps as you respond to an emergency in the archives or records center.

Coordinate your Archives response

- ❍ Recognize and define the emergency
- ❍ Notify public authorities and first responders
- ❍ Ensure that all staff and visitors are safe and accounted for
- ❍ Contact risk manager and insurance agent
- ❍ Activate the Disaster Plan
- ❍ Activate the Disaster Team
- ❍ Activate Archives command center
- ❍ Establish communication with staff, public

Phone tree

[customize to fit your repository]

Assessment, salvage, recovery

- ❍ Ensure that all hazards are cleared before entry
- ❍ Assess and document damage to holdings, building, information systems
  - ❍ What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?
  - ❍ What areas have been affected?
  - ❍ What is the nature of the e?
  - ❍ How much of the collection has been affected?
  - ❍ What types of materials have been damaged?
- ❍ Are critical information systems functional / safe?
- ❍ Maintain security
- ❍ Stabilize the environment at your facility
- ❍ Identify and gather emergency supplies
  - ❍ Locations:
- ❍ Contact aid partners
- ❍ Contact outside emergency service providers
- ❍ Begin salvage
- ❍ Contact news media
- ❍ Report status to constituents

Response checklist for statewide response

Follow these steps as you respond to an emergency with a regional or statewide impact.

Identify and contact agencies or repositories that might be affected

- ❍ Use directories to locate field offices, local governments, and archival repositories
- ❍ Establish mechanism for local governments to call in and for state archives to reach out using the dedicated toll-free number provided by FEMA (see last column)
- ❍ Account for all affected repositories
- ❍ Determine if state ARM is holding a copy of affected organizations' emergency response plans

Establish and maintain channels of communication

- ❍ Make contact with state and local EMA (emergency management agency)
- ❍ Post staff at EMA Command Center
- ❍ Have state archivist contact CoSA to schedule "meet me" call on the toll-free line
- ❍ Establish communication with appropriate local government networks
- ❍ Post emergency information and instructions on _____Web site
- ❍ Contact NARA Regional Archives
- ❍ Establish communication with FEMA, other NARA officials
- ❍ Contact risk manager and insurance agent
- ❍ Contact the news media

Provide or coordinate emergency services

- ❍ Obtain appropriate permissions to enter disaster site from public safety authorities, public health department
- ❍ Deliver services to repositories in need:
  - ❍ Connect institutions in need with services (send vendor/supplier list from state ARM emergency plan)
  - ❍ Recruit volunteers
  - ❍ Provide supplies
  - ❍ Facilitate trips
  - ❍ Conduct assessments
  - ❍ Assist with public relations
  - ❍ Provide recovery assistance
- ❍ Contact outside emergency service providers
- ❍ Confirm funding sources for emergency services

Protect vital records or those containing sensitive or personal data

- ❍ Assess status of secure storage facilities
- ❍ Check condition of vital records
- ❍ Obtain appropriate storage space for threatened vital records
- ❍ Determine if microfilm or other duplicates of vital records are stored elsewhere
- ❍ Assist affected agency or repository to establish salvage priorities

Educate and train responders

- ❍ Coordinate deployment of staff and volunteers to affected areas
- ❍ Train response and salvage crews

Using the FEMA Conference Line: Contact your state archivist

FEMA has established a toll-free conference line that may be used by any state archives and/or records management agency for records-related disaster planning or response purposes.

Your state archivist can make a request to use this line on your behalf or on behalf of a group of archivists or archival institutions in your state.

A directory of all state archivists is available at www.statearchivists.org/statearchivists.htm or call CoSA at 319-338-0248 for contact information.

The conference line number is 800-320-4330.

To schedule a call on the line and obtain a pin number, contact your state archivist and have him or her contact a CoSA representative:

The CoSA representative will relay the request to FEMA staff who will lock in the schedule for the calls (to prevent overlap of conferences) and maintain a log of all conference line activity.

Once scheduled, your state archivist will then provide you with the **pin number** that call participants will use to connect to the conference call.

The toll-free line is for official use only, either (1) during emergencies and disasters or (2) for coordination calls for planning purposes.

The conference call line can hold up to 50 separate callers at one time. There is no maximum time limit on the length of a conference call; however each conference should be properly scheduled so there are no conflicts with other's use of the conference number.

Side B: Actions (Capital District Template)

Immediate Response and Checklist for Collections Recovery

IMMEDIATE RESPONSE

Notification (as appropriate):

- First Responders
  - Ensure that all staff and visitors are safe and accounted for
  - Maintain security of building and collections
- Institutional Contacts
- Building Utilities
- If shared facility, make contact
- Activate the Disaster Plan's emergency response actions
- Activate the Disaster Team if collection damage
- Follow other Communication steps

ASSESSMENT

Ensure through proper authorities that all hazards are cleared before entering building

- Health & safety first; protect staff
- Document with photos, videos, notes
- Assess damage to collections, building, information systems
  - What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?
  - What areas are affected?
  - How much of the collection is damaged?
  - What types of materials are damaged?
  - Are critical information systems functional / safe?

COMMUNICATION

Establish and maintain channels of communication

- Establish communication with appropriate local & regional emergency management
- Communicate with staff using the Phone Tree
- Contact risk manager and insurance agent
- Contact the public relations officer
- Contact CPP, Regional Contacts, conservators
- Contact outside Emergency Recovery Services
- Confirm funding sources for emergency services as needed
- Contact regional libraries to ensure continued services to constituents
- Report status to administration and public
- Post emergency information and instructions on the institutional website
- Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer)

COLLECTION SALVAGE

Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage

- Identify and gather emergency supplies
- Identify secure, dry location for pack-out and air-drying
- Recruit staff / volunteers
- Wear appropriate safety protection
- Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities

COLLECTION PRIORITIES

First Priority Collections:

Second Priority Collections:

Files/Equipment:

Other:

MAJOR DISASTERS: INCIDENT COMMAND SYSTEM

ICS authority structure:

- Incident Commander: Responsible for overall management of the incident
- Public Information Officer: Responsible for communication with media/public
- Safety Officer: Monitors safety of the incident in regards to both the facility and the responders
- Liaison Officer: Coordinates with representatives of cooperating agencies
- Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event
- Operations Section Chief: Ensures that the IAP is enacted
- Logistics Section Chief: Responsible for all support needs to enact the IAP
- Finance/Administration Section Chief: Manages all financial aspects of the incident

SITUATION REPORT

Know these answers when speaking with insurance and Emergency Response

--Who is in charge?
--What is the safety status?
--What has happened and the cause?
--What are the hazards?
--Who discovered and reported the damage?
--What has been done so far?
--Can the staff handle the situation initially?
--Is relocation of some/all of the collection required?
--Who is handling the media?

WATER RESPONSE

- Stop the source, remove standing water
- Cover collections with plastic sheeting
- Remove materials from water path. Move collections higher on shelves or onto tables/book trucks

WATER RESPONSE

- Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, artwork, film, etc.)
- Stabilize the environment (cool, dry, circulating air optimal)

WATER RESPONSE

- Quick response is essential to prevent mold growth and irreversible damage to collections
- Obtain refrigerated trucks, freezer storage

WATER RESPONSE

- Organize staff / volunteers to load priority materials into freezer based on material type
- Organize staff / volunteers to air-dry materials that should not be frozen

Create Your Contacts List

- Key staff or board members.
- Insurance provider – include policy information, type of coverage.
- Emergency Providers – Fire Department, Police, Hospital, EMS.
- Essentials – Electric Co., Gas Co., Water Co., Telephone, Health Dept., Insurance, Preservation professional, disaster recovery service.
- Use guidelines that already exist – American Institution for Conservation, Amigos, CCAHA, and more.



Human Safety



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

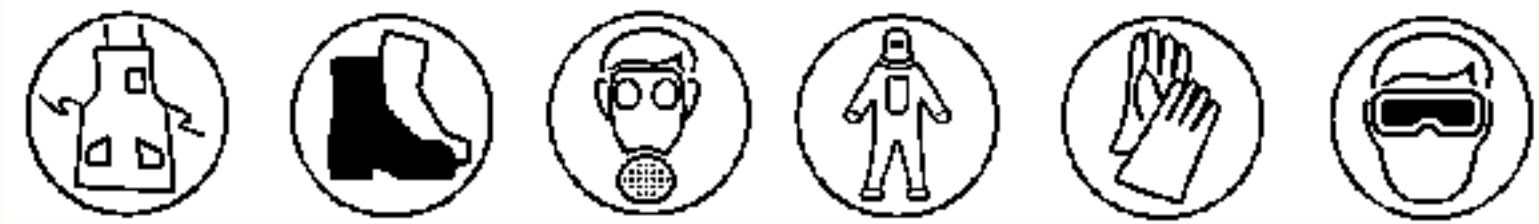
Evacuation procedures



Health & Safety

Are you equipped with appropriate personal protective equipment (PPE)?

- Hardhat
- Boots
- Respirator/N95 or P100 Particulate Mask
- Gloves
- Protective Goggles
- Apron



Disposable Dust/Particulate Masks



N95 or N100

- Non-Oily Scenarios
- 95% or 100% Efficiency
- $2-$60 Home Depot



P100

- Oil Proof (Good for Soot)
- 100% Efficiency
- $8-$50 Home Depot

Look for double-strap models for best fit

Other PPE

- Nitrile All-Purpose Gloves
- Polyethylene Aprons, preferable with pockets
- Splash Goggles



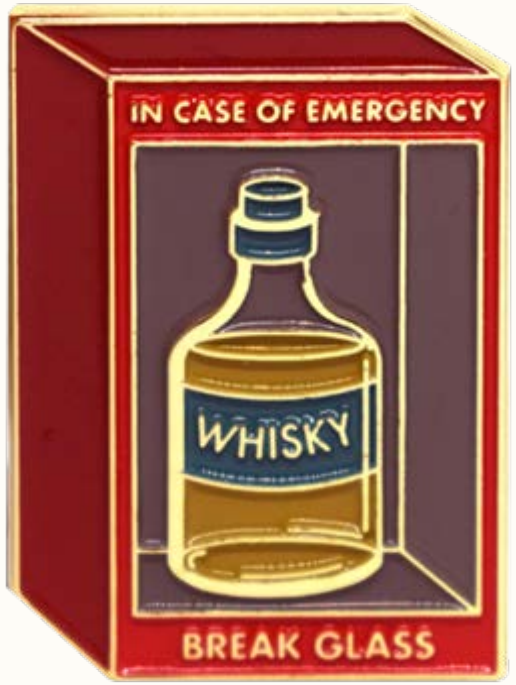


"Asbestos clothing for hazardous work" - NYPL





Emergency Kit



Disaster Supplies: React Pak ($240-$300)



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

www.protext.net, www.universityproducts.com, www.gaylord.com

Disaster Supply Kits DIY (UCSD)





- Trash can on wheels: $200
- Custom cart built and stocked using NEH Preservation Assistance Grant
- Designate for DISASTER ONLY
- Inventory at least annually!



Collection

Priorities

What Do I Save First?

- Essential records – inventories, electronic storage devices, financial, and personnel.
- Items and collections that support your institution's mission, services, and programs.
- Materials borrowed from other institutions
- Items and collections of that are rare, or of historic or monetary value.



#1 Archives

Evacuation Instructions:
Safety first! Comply with emergency response officials' instructions.
If you can safely do so, please follow the following procedure for removal of documents.

2 people are best for this task
Move van or car to handicap parking spot
Keep archives on racks
Roll racks out the front door down the handicap ramp to the handicap space.
Load archives into vehicle
Handle carefully!
Drive to safe location – keep documents in vehicle.

Notify: Kitty 626-716-5925, Andrew 310-528-4433 or Cassy 818-636-6045

Example of emergency instructions from the Theodore Payne Foundation

Rating Priorities



HIGH

Collections most frequently used, vital records without back-ups, unique, irreplaceable & most important, collection materials critical to ongoing operations

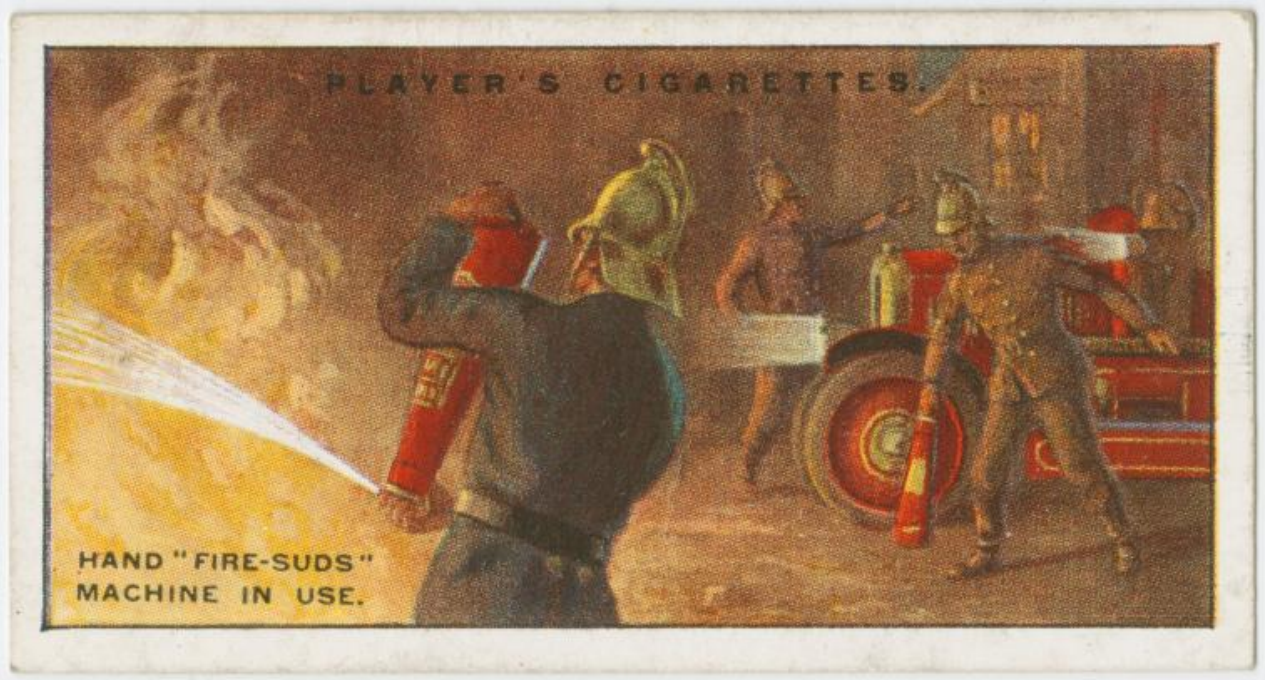
MEDIUM

Important, but replaceable with costs exceeding salvage expense

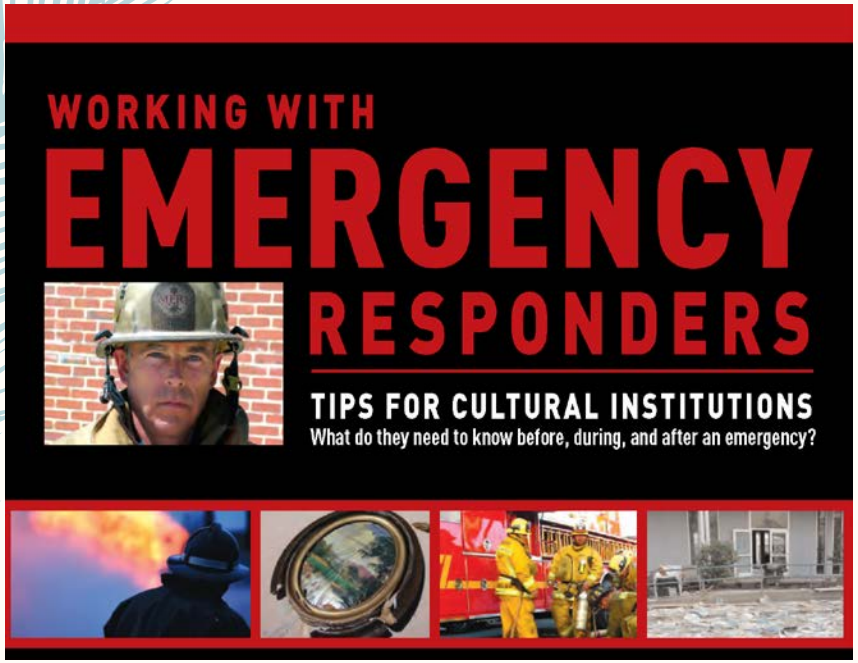
LOW

May have high monetary value, but are low in other measures

Resources



Tips for Cultural Organizations working with Emergency Personnel



- Don’t wait for them to contact you
- Exchange business cards
- Understand each others roles and responsibilities
- Ask questions
- **Learn the lingo**

http://www.conservation-us.org/docs/default-source/emergency-resources/working_with_emergency_responders

Funding Resources

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



Alliance for Response (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

- 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



Forming partnerships



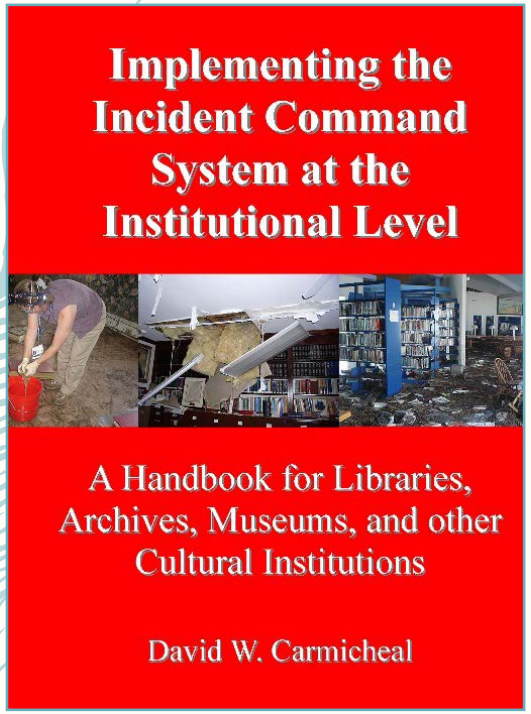
- Buy supplies
- Share the expense of large items (generators, wet/dry vacuum, etc.)
- Build a network of responders
- Joint training sessions
- Collaborate on grants
- Shared off-site storage

CCAHA and DHPSNY

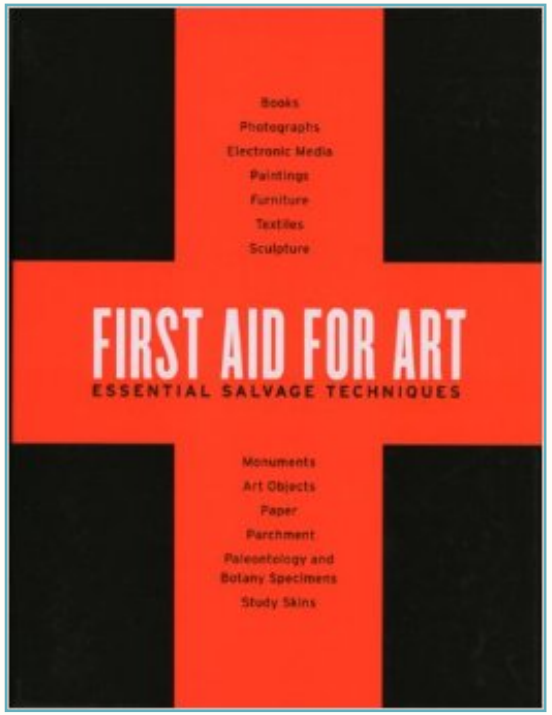
Technical Bulletins

- Emergency Supply Kits
- Emergency Management Cycle
- Essential Terms for Emergency Management
- An Introduction to the Incident Command System
- Developing Cooperative Disaster Networks for Cultural Institutions
- Salvaging Photographs
- Salvaging Books
- Salvaging Art on Paper
- National Resource Guide for Disaster Preparedness

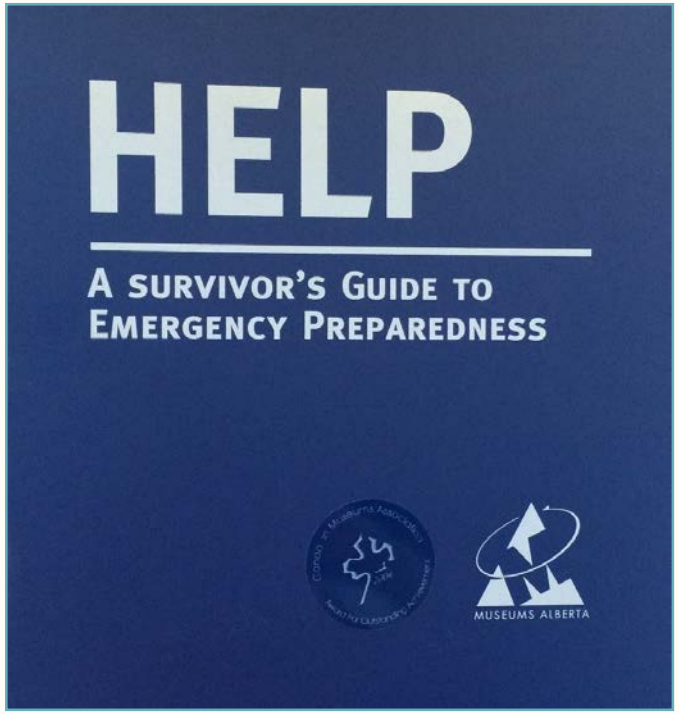
Further Reading



Implementing the Incident Command System
David W. Carmichael



First Aid for Art: Essential Salvage Techniques
Jane K. Hutchins



HELP: A Survivor's Guide to Emergency Preparedness
Alberta Museums Association

Thank You!

Amelia Parks
215 545-0613
aparks@dhpsny.org

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Documentary Heritage & Preservation Services
FOR NEW YORK