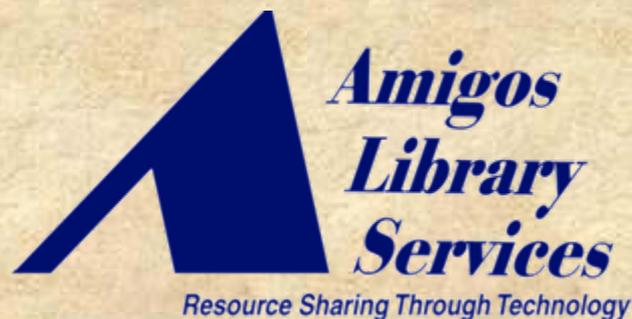


*Planning for the Unexpected:  
A Common Sense Approach to  
Emergency Preparedness*

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**Imaging & Preservation Service**



# *Emergency Preparedness, Response & Recovery:*

- ❖ **Planning for, limiting and recovering from events that cause destruction to**
  - **People**
  - **Collections**
  - **Buildings**

# *Terminology*

## ❖ **Disaster**

- **Sudden calamitous event producing great material damage, loss and distress**

## ❖ **Emergency**

- **An unforeseen combination or circumstance or the resulting state that calls for immediate action**

# *Terminology*

## ❖ **Mitigation**

- **To moderate, to make or become less severe or intense.**
- **Steps taken during or immediately after an emergency to lessen its effect.**

## ❖ **Risks, Hazards, Vulnerabilities**

- **Interchangeable terms for conditions which could cause an emergency or disaster**

# *Preparedness Is Caring For and Protecting*

- ❖ **Collections**
- ❖ **Staff**
- ❖ **Users**

# *Today's Goals*

- ❖ **Begin to identify potential risks and vulnerabilities**
- ❖ **Building relationships**
- ❖ **Supplies for your emergency**
- ❖ **Things to consider during the emergency**
- ❖ **Getting back to business of usual**

# *Components of Risk Assessment*

- ❖ **Location Risk Assessment**
- ❖ **Institutional Emergency History**
- ❖ **Facility Risk Assessment**

# *Risk Assessment: Location*

**Assess your institution's vulnerability to the following destructive forces on a scale of 1- 5:**

- ❖ **5= Strong probability/Has Occurred**
- ❖ **4=Slightly Probable**
- ❖ **3=Possible**
- ❖ **2=Remotely possible**
- ❖ **1=Improbable**

# *Destructive Forces:*

- ❖ Severe weather
- ❖ Tornado
- ❖ Flooding
- ❖ Hurricane
- ❖ Earthquake
- ❖ Fire
- ❖ Bomb Threat
- ❖ Terrorism
- ❖ Pest Invasion
- ❖ Vandalism
- ❖ Hazardous materials
- ❖ Chemical accidents
- ❖ Transportation Accidents

# *Risk Assessment: Facilities*

**Rate your institution for these common problems on the following scale:**

- ❖ **5=Ongoing area of concern**
- ❖ **4=Definite risk**
- ❖ **3=Possible risk**
- ❖ **2=Not a risk at this time**
- ❖ **1=Not applicable**

## *Disasters:*

- ❖ **Leaky/damaged roof**
- ❖ **Clogged/damaged gutters**
- ❖ **Old plumbing/pipes**
- ❖ **Unmaintained heating system**
- ❖ **Faulty/Inadequate wiring**
- ❖ **Inadequate or no smoke/heat detectors**
- ❖ **Inadequate or no fire suppression**

# *Facilities Assessment*

- ❖ **Architecture**
- ❖ **Drainage**
- ❖ **Protection From Fire**
- ❖ **Protection From Water**
- ❖ **HVAC**
- ❖ **Security**
- ❖ **Housekeeping**
- ❖ **Construction**
- ❖ **Insurance**

# *Facilities Information*

- ❖ **Utilities**
- ❖ **Fire Suppression**
- ❖ **Water Detectors**
- ❖ **Keys**
- ❖ **Fire Extinguishers**
- ❖ **Smoke Detectors**
- ❖ **Radios**
- ❖ **First Aid Kits**

# *Emergency History*

## ❖ **Past problems**

- **Risk of Ailment (situational)**
- **Runs in family (inherent)**
- **History (previous incidents)**

## ❖ **Assessment helps to:**

- **Try to correct problems**
- **Protect from future occurrence as best as possible**

# *Exercise: Emergency History*

- ❖ **Date**
- ❖ **Event**
- ❖ **Area Affected**
- ❖ **Damage**

# *Assessing your Collections*

- ❖ **Current Conditions & Locations**
- ❖ **Inventories**
- ❖ **Insurance Coverage**
- ❖ **Ownership Issues**
- ❖ **Items on Loan**

# *Assessing People*

## ❖ **Staff**

- **Family Obligations**
- **Personal Reasons**
- **Mental Stability**

## ❖ **Volunteers**

## ❖ **Board of Directors**

## ❖ **Public**

# *Planning Process*

- ❖ **You can limit damage by being prepared**
  - **Establish authority**
  - **Establish planning team**
  - **Assess risks**
  - **Develop plan**
  - **Implement the plan**
  - **Practice**

# *Emergency Services*

- ❖ **First Responders**
- ❖ **Maintenance/Utilities**
- ❖ **Recovery Assistance**
- ❖ **Conservators/Specialists**
- ❖ **Freezers**
- ❖ **Disaster Recovery Service**
- ❖ **Insurance**
- ❖ **Other**

# *MEDICAL EMERGENCY!!!!*

**Your faithful retired volunteer Fred has just been discovered unconscious on the floor in the main exhibit area which is currently full of 5<sup>th</sup> Graders.**

**You send someone to call 911 and then you.....what?**

# *Salvage Priorities*

- ❖ **A pre-planned list of salvage priorities is necessary in case of a disaster**
- ❖ **Determining priorities should be a cooperative effort**
- ❖ **Some items are legally mandated**
- ❖ **Consider value to institution**
- ❖ **Fragile media**

# *SALVAGE DILEMMA!!!*

**Zeus has smote your building.**

**Flood Waters have receded and you and one other co-worker have been cleared to enter the building for 30 minutes.**

**What do you do  
and/or  
what do you get?**

# *Salvage Supplies*

- ❖ **Important to have before you need them**
- ❖ **Do not allow to become depleted**
- ❖ **Store in clean plastic trash can with lid duct-taped on**
- ❖ **Keep several cans in strategic areas of facility**

# *Salvage Supplies*

- ❖ Paper Towels – plain white for interleaving
- ❖ Freezer paper—wrapping
- ❖ Rubber gloves—handling yucky stuff!
- ❖ Plastic milk crates—holes in sides allow materials to dry out; allow easier freezing
- ❖ Mylar polyester sheets—used to separate wet paper
- ❖ Blank newsprint—alternative wrapping material

# *Disaster Supplies: Strategies*

- ❖ **Need for cooperation between institutions**
  - **Cooperation amplifies purchasing power**
- ❖ **Multiple sites for storing supplies**
- ❖ **Disaster Wheel from Heritage Preservation, Washington DC**
  - **Available in English and Spanish**

# *Getting Back to Work*

- ❖ **Continuity of Operation planning (COOP)**
- ❖ **Business Impact**
- ❖ **Location**
- ❖ **Supplies**
- ❖ **Collections**
- ❖ **People**

# *EVACUATION!!!*

**A dangerous infestation of man-eating squirrels has caused massive damage and the area has been evacuated.**

**The squirrels have retreated and half of your staff has said they will not return out of fear.**

**Meanwhile – your board of directors has issued a statement that you will be opening in a week.....**

## *So – What Now?*

- ❖ **Perform a Risk Analysis**
- ❖ **Perform a Business Impact Study**
- ❖ **Review Organizational Policies**
- ❖ **Draft Continuity & Disaster Recovery Plan**
- ❖ **Practice Your Plan & Procedures**
- ❖ **Audit your Plan Annually**

*Remember to Plan, Plan, Plan*

**THANK YOU!!**

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