

Elements of a Plan – Practical Exercise

Scope: One of the most important elements of your plan will be the action plans you create to deal with various emergency scenarios. In this exercise, you will select three priority objects in your collection and exhibition space. You then create action plans for three common emergency scenarios that could happen at your institution. Upon completion of the exercise, you will have an action plan template for moderate and major level disasters. Make this template an integral part of your emergency plan and use it to prepare your staff and facility for additional emergency situations.

Instructions

Read each of the scenarios listed below. Then perform each of the four steps outlined to help you create and test your action plans.

Scenario #1: Water Leak in Collections Storage

A colleague has just told you that they have discovered a wet area in collections storage. The water is very near a priority object in the collection. What steps will you take to protect your priority object, notify staff, and keep visitors out of harm's way?

Scenario #2: Water Leak in Exhibition Space

Soon after you have dealt with the leak in your collection storage area, there is a report of a leak discovered in your exhibition space. The leak is located directly over one of your priority objects. What are the steps you are going to take to protect not only the priority object, but also other artifacts in your exhibition space? How are you going to handle visitors and staff who want access to the exhibition space?

Scenario #3: Fire!

It is a few weeks after the leaks at your institution. You notice the smell of smoke while working in your office. A staff member notifies you that smoke is coming from the room where custodial supplies are kept; just down the hall from collections storage. What steps are you going to take to secure the safety of visitors, staff, and your collections?

For each scenario, perform the following actions:

1. Select a priority object that is located in the scenario location. In order to compare the actions you will take, a different priority object should be chosen for each scenario.
2. Create an action plan for the priority object in each scenario. Compose the plans with simple statements or actions that can be referenced quickly when confronted with a hazard or threat. Use the examples found in the Online Resources section of the *Elements of a Plan Module* as templates. Your action plan should include how to:
 - a. Notify all appropriate staff to assist in the emergency situation
 - b. Secure area affected
 - c. Evacuate staff and visitors

- d. Assemble emergency team staff to deal with issue
 - e. Gather supplies and create salvage plan if needed
 - f. Find and eliminate cause of the problem
 - g. Eliminate hazard caused by the problem
 - h. Inspect building and collection for damage
 - i. Report any damage to insurance providers
3. Once you have completed the action plans, consider the following:
- a. Were additional steps needed for your action plans as the scenarios changed? Is there a pattern emerging for the initial steps of a response?
 - b. Identify the staff members who will assist you in carrying out these action plans. Think of ways you can communicate your action plans to these staff members (i.e. train colleagues) and how the plans can be tested for flaws (i.e. emergency drills).