

EMERGENCY PLANNING & POCKET PLANS

SARAH SMITH

**DIRECTOR OF COLLECTIONS FOR UNIVERSITY MUSEUMS AT FLORIDA TECH
RUTH FUNK CENTER FOR TEXTILE ARTS & FOOSANER ART MUSEUM**



FLORIDA ASSOCIATION OF MUSEUMS CONNECTING TO COLLECTIONS PROGRAM

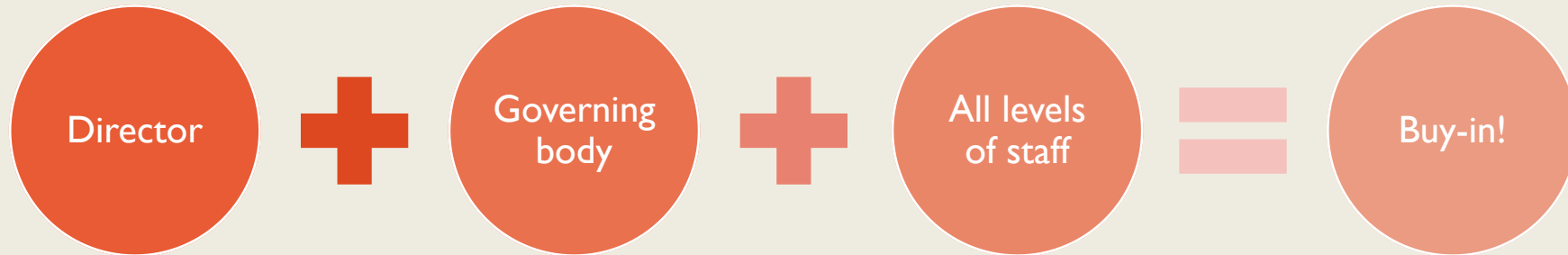
MODULES

- Threats and priorities
- Emergency personnel
- Salvage and recovery
- Supplies
- Training and practical application
- Putting it all together
- Case studies
- Outreach and education on collections care

SECTIONS

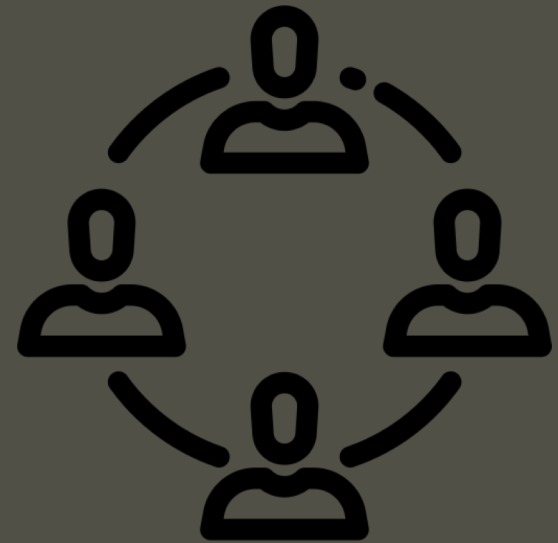
- Webinars
- Activities
- Discussion questions
- Practical exercises
- Resources

CREATE AN EMERGENCY PLANNING TEAM



- Greater potential for protecting human lives and property
- Greater safety awareness and preservation of assets
- Education and heightened staff awareness on professional and personal levels, leading to employee empowerment and higher staff morale
- Heightened security
- Higher ratings for risk management/insurance, which can lower premium costs
- Increased community recognition and outreach, including increased volunteer participation
- Greater community support, such as fundraising, for capital improvements
- Two-way exchange of information with the media, resulting in more accurate reporting and fulfillment of fiduciary responsibilities for board members, director, and staff

BENEFITS OF STAFF INVOLVEMENT



DELEGATE AUTHORITY & DEFINE ROLES

AUTHORITY

- Producing
- Implementing
- Activating
- Coordinating

Define responsibility and set guidelines

ROLES

- Emergency Plan Administer
- Response Team Leader
- Emergency Responder Liaison
- Health and Safety Coordinator
- Security and Facilities Coordinator
- Administrative and Financial Coordinator
- Supplies and Equipment Coordinator
- Communications Coordinator
- Assessment Coordinator
- Documentation Coordinator
- Salvage Coordinator

Emergency Response Role	Assigned Staff	Back Up
Response Team Leader	Director of Collections	Assistant Director and Curator
Emergency Responder Liason	Director of Security	Director of Collections
Health and Safety Coordinator	Director of Environmental and Regulatory Compliance	
Security and Facilities Coordinator	Director of Collections	Assistant Collections Manager
Administrative and Financial Coordinator	Executive Director and Chief Curator of University Museums	Assistant Director and Curator
Supplies and Equipment Coordinator	Assistant Collections Manager	Director of Collections
Communications Coordinator	Executive Director and Chief Curator of University Museums	Assistant Director and Curator
Assessment Coordinator	Assistant Collections Manager	Manager of Visitor Services
Documentation Coordinator	Manager of Visitor Services	Assistant Collections Manager
Salvage Coordinator	Director of Collections	Assistant Collections Manager

EMERGENCY PLANNING TEAM

RESPONSIBILITIES

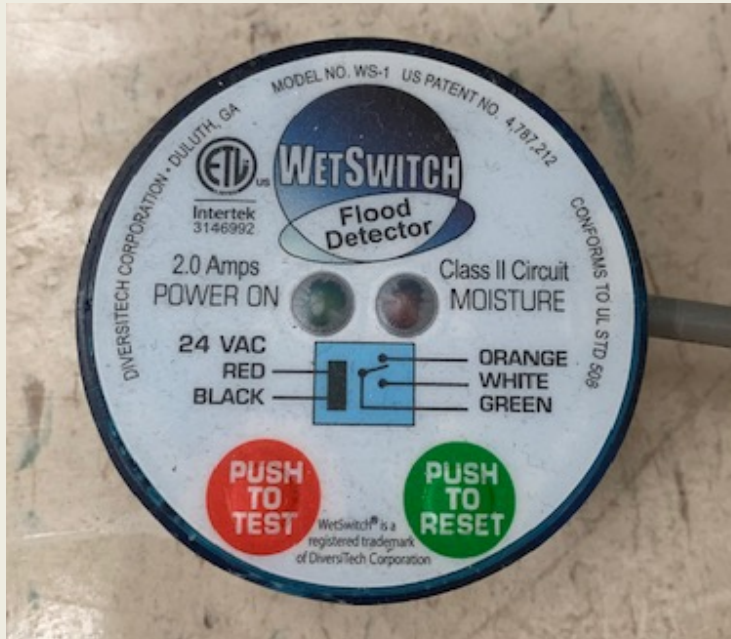
1. Conducting risk assessment to identify hazards and threats
2. Identifying priorities, assets, and vulnerabilities
3. Implementing preventive measures
4. Implementing preparedness measures
5. Developing a response plan
6. Developing recovery procedures
7. Writing the emergency plan



IMPLEMENT PREVENTATIVE MEASURES

PLAN

- Focus on preventing emergencies
- Reducing harm to humans and assets



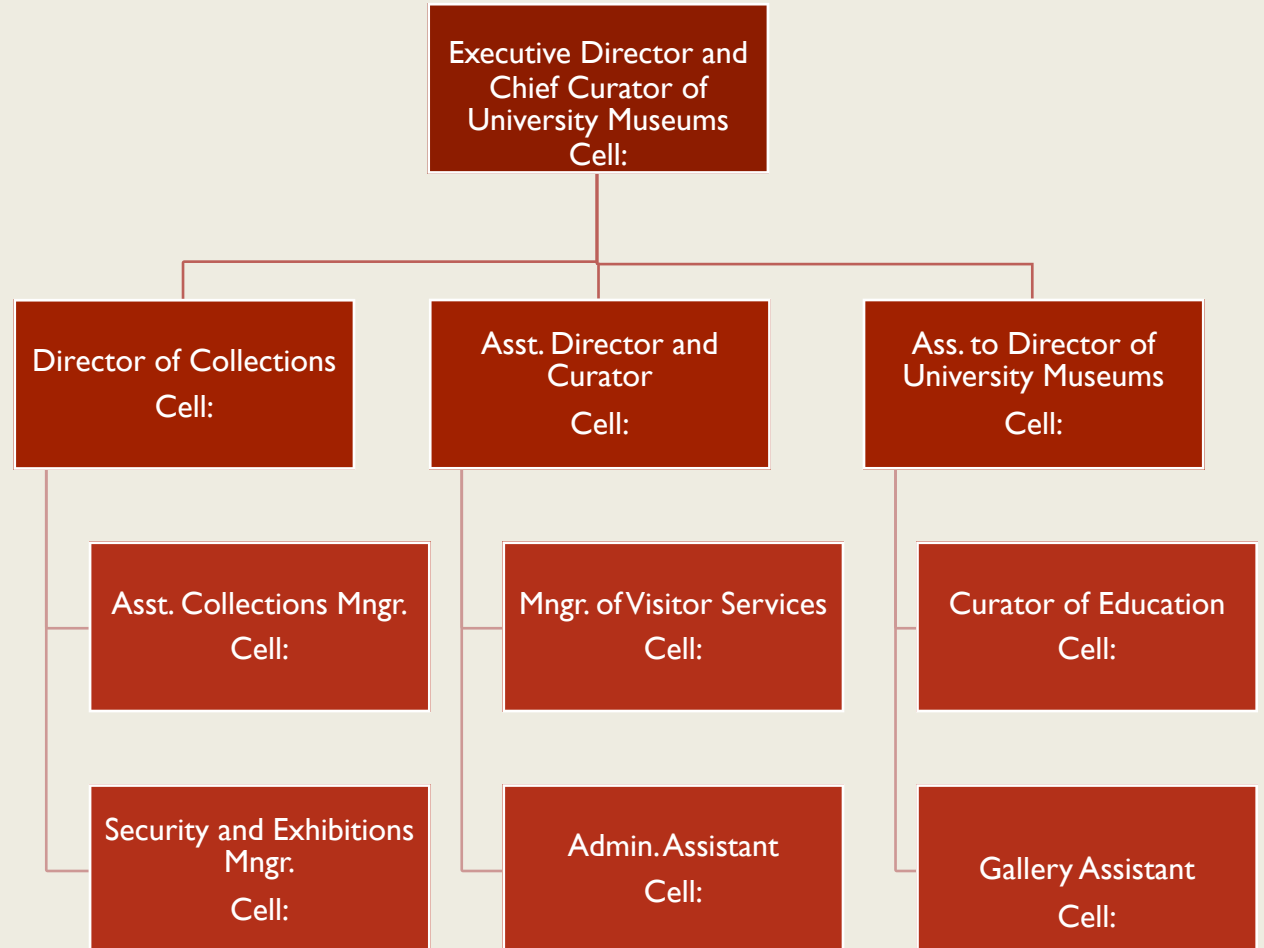
ACTION ITEMS

- Establish known-high water levels and place collections items above the threshold
- Bring electrical, sewage, and water systems up to reliable operating standards
- Fuel sources for emergency power

IMPLEMENT PREPAREDNESS MEASURES -COMMUNICATION

COMMUNICATION IS KEY

- Before
- During
- After
- Clarity on who can communicate
- Simple but important



IMPLEMENT PREPAREDNESS MEASURES -EMERGENCY PERSONNEL

C2C MODULE

- Incident command system (ICS)
- People factor
- Working with first responders

Webinars

- [Florida Connecting to Collections 2015 Emergency Plans: Incident Command Systems](#) presented by Robin Bauer Kilgo, Special Projects Manager, Florida Association of Museums.
- [Florida Connecting to Collections 2015 Emergency Plans: People Factor](#) presented by Dean DeBolt, University Archivist, University Archives & West Florida History Center, University of West Florida.
- [Florida Connecting to Collections 2015 Emergency Plans: Working with Emergency Personnel](#) presented by Steve Detwiler, Emergency Management Planner, Miami-Dade EOC.
- [Florida Connecting to Collections 2015 Emergency Plans: Tour of Miami-Dade Emergency Operations Center](#) presented by Steve Detwiler, Emergency Management Planner, Miami-Dade EOC.

IMPLEMENT PREPAREDNESS MEASURES -SUPPLIES

EMERGENCY PLAN

- Inventory list
- Where they are located
- Timeline for reviewing and refreshing





LIST OF SUPPLIES

On shelves of emergency cart

- Plastic sheeting (lower mil and higher mil)
- Bubble wrap
- Plastic bins for document storage
- Towels and sheets for textile salvage
- Coroplast for textile salvage
- Mesh screening for vacuuming
- Rubber boots
- Emergency Plan with laminated emergency signs

Inside of bin on emergency cart

- Flashlight(s)
- (2) small light/circulating fan combination
- Nitrile gloves
- Rubber gloves
- Tape measure
- N95 respirator
- Duct Tape
- Painter's Tape
- Scissors
- Brushes
- Plastic Bags
- Paper Towels
- Zip Ties
- Bleach Wipes
- Tool kit
- Rite-in-rain notebook
- 3 notepads
- Pencils
- Sharpie markers
- Rope
- Mylar
- Weather radio
- Megaphone with extra batteries
- Walkie talkies with extra batteries
- Lockable envelope with building plan and purchasing information

IMPLEMENT PREPAREDNESS MEASURES -DRILLS & TRAINING

DRILLS

- Fire
- Active shooter
- Evacuation
- Theft
- Bomb threat
- Power outage
- Medical
- Etc...

GOALS

- Enhance confidence
- Identify gaps and deficiencies in preparedness



DEVELOPING A RESPONSE PLAN

- **Facility Failure- Power Outage (Extended = 30 minutes or more)**
 - During **normal operations**, notify all appropriate staff of the situation (Director of Collections, Assistant Collections Manager, Assistant Director, and Executive Director and Chief Curator of University Museums) by word of mouth or referencing phone tree
 - Team Members evacuate any patrons/visitors inside the building
 - Flashlights are located in the main office supply cabinet, emergency supply cart, and front desk
 - Emergency kit at the front desk
 - Do not allow visitors to use the elevator, escort them out through the front door
 - Verify with exhibit checklist that all objects are there (if not, refer to “Theft” portion of emergency plan)
 - Lock galleries
 - Team Leader calls Facilities Department to place request
 - If power is out campus wide, Team Leader walks to Facilities Department to place request
 - Emergency Plan Administrator calls Security Department to check the premises
 - Back-up generator for collections storage
 - If power is out for more than 12 hours, inform exhibition lenders, and remove fragile objects from galleries and in place collections storage if possible
 - If power outage discovered **outside of normal operations** call the Emergency Plan Administrator (Security Department should call Executive Director and Chief Curator of University Museums)
 - Emergency Plan Administrator will notify appropriate staff and Executive Director and Chief Curator of University Museums
 - Security Department and museum staff will verify with exhibit checklist that all objects are located and check the premises in general

DEVELOPING RECOVERY PROCEDURES

RECOVERY TYPES

- Collections
- Data & telecommunications systems
- Financial
- Building

SALVAGE & RECOVERY

- Procedures come from identified threats
- From threats decide likely types of damage
- Identify types of objects likely to be affected
- Gather resources
- Review
- Decide on techniques
- Write procedures

FAM C2C RESOURCE

Artifact Salvage and Recovery – Practical Exercise

Scope: During the *Artifact and Salvage Module*, you were presented with the initial steps to salvage and recover various types of artifacts. In this exercise, you will identify the threats most likely to occur at your institution, and the artifact types in your collections. You will then determine what steps of salvage and recovery you will be able to support with the staff and supplies available to you. By completing this exercise, you can more easily slow the process of deterioration for artifacts in your institution's collections.

Instructions

1. Review the different threats you identified earlier in this program that are most likely to occur at your institution and list below. As a reminder, threats can vary from minor (such as a localized water leak), to moderate (such as a fire at your institution), to major (such as a hurricane or widespread flooding).

Threats

2. For each threat on your list, identify the types of damage most likely to occur to objects in your collection. Damage can vary, but some common examples include water, soot, and mold, among others.

Types of Damage

3. In the space below, identify the types of objects that are currently in your collection. Your list will be unique to your institution, but examples include books, paper, skins, photographs, paintings, inorganics, wood, furniture, textiles, and natural history collections.

Types of Objects

4. Now make a list of resources you will have available to you when a disaster occurs. Resources will include number of staff, staff expertise, and the ability to obtain emergency supplies.

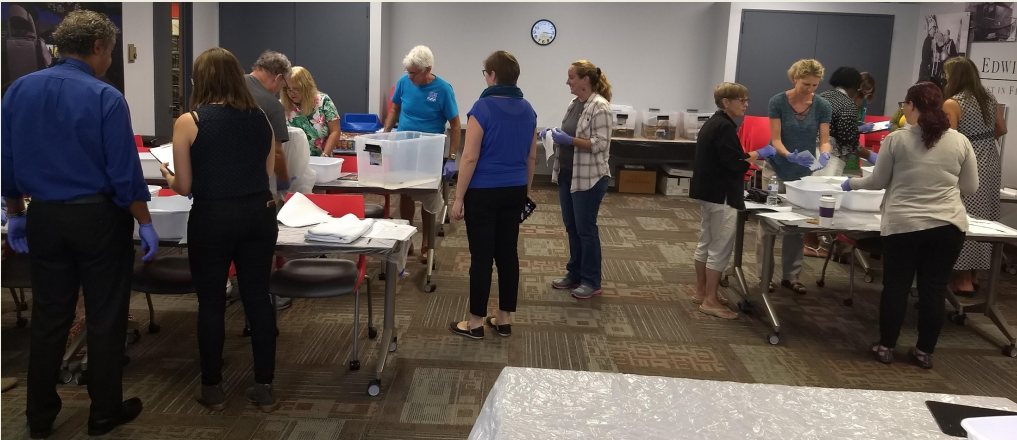
Resources

5. Review the techniques discussed in the two presentations, as well as the links listed in the Online Resources portion of the *Artifact Salvage and Recovery Module*.

6. Using the lists you created in Steps 3 and 4, decide which techniques can be used to slow the deterioration caused by the threats and damage identified in Steps 1 and 2.

7. Write down the techniques that can be adopted by your institution, and present to your staff for formal inclusion into your emergency plan.

SALVAGE & RECOVERY TRAINING



WATER EMERGENCY SCENARIO

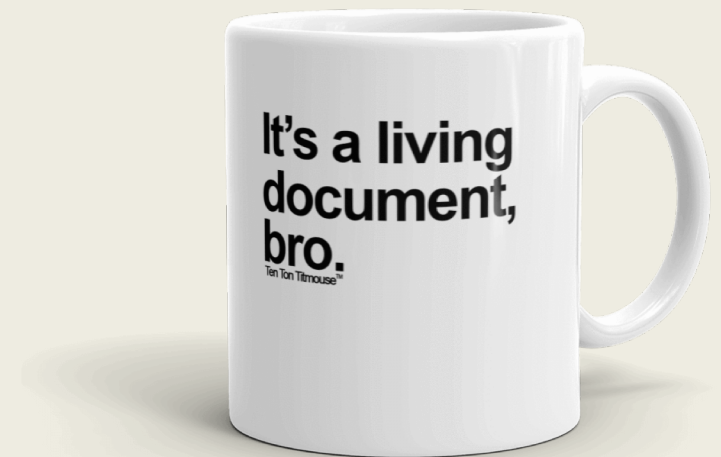
WRITE, REVISE, UPDATE, REVISE!

GENERAL STUFF

- Introduction statement
- Easy to read and understand
- Avoid jargon
- Short sentences
- Clearly define terms

LIVING DOCUMENT

- Updated and reviewed regularly
- Minimum of annually
- All staff



POCKET RESPONSE PLAN™ PREP™

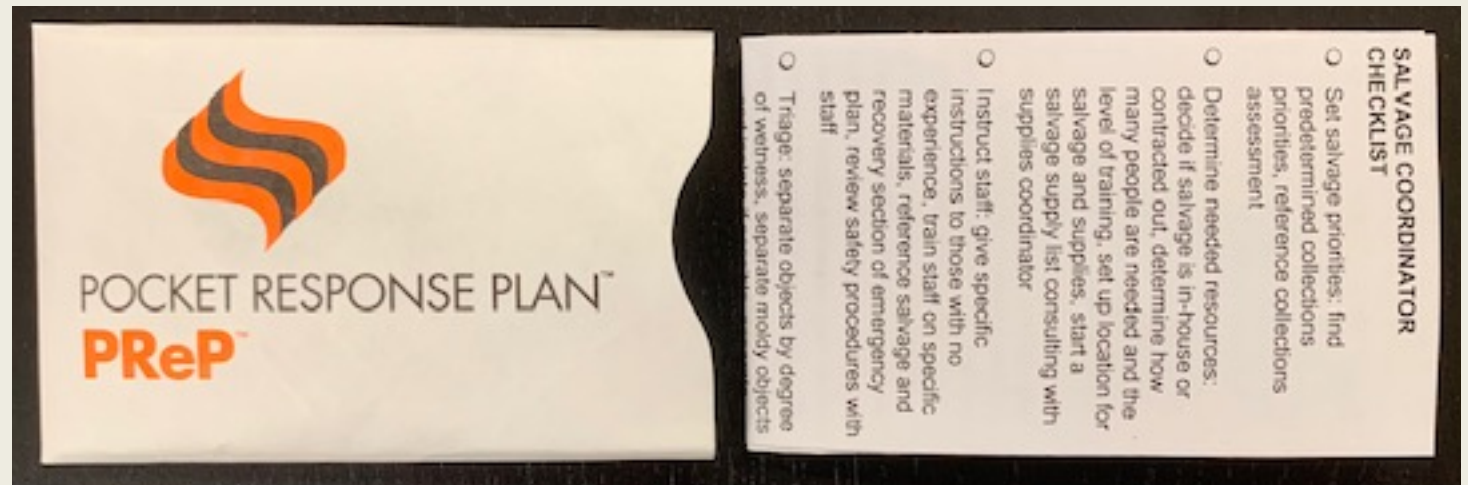


EMERGENCY COMMUNICATION DIRECTORY

- Staff
- First responders
- Emergency services
- Utilities
- Vendors and suppliers
- Disaster teams

EMERGENCY RESPONSE CHECKLIST

- List of actions for first 24-72 hours



MUSEUMS & LIBRARIES TEMPLATE

Template for Pocket Response Plan for Collections **SIDE A (Communications)**. Use this side to collect phone numbers for the individuals and organizations you are most likely to need to talk to in the first minutes and hours after an emergency occurs: staff, emergency responders, facility managers, utilities, vendors, and assistance organizations.

<p>[Name] Library/Archive</p> <p>Pocket Response Plan for Collections</p> <p>Date revised:</p> <hr/> <p>INSTITUTIONAL CONTACTS</p> <p>Director [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Assistant Director [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Emergency Manager [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Financial Services / Accountant [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Facilities / Building Manager [name] [office phone] / [home phone] / [cell]</p> <p>Security [name] [office phone] / [home phone] / [cell]</p> <p>Environmental Health & Safety [name] [office phone] / [home phone] / [cell]</p> <p>Janitorial Services [name] [office phone] / [home phone] / [cell]</p>	<p>INSTITUTIONAL CONTACTS (con't)</p> <p>Risk Manager [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Insurance Contact / Agent [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Public Relations Officer [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Information Technology Officer / IT [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Special Collections / Archives [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>DISASTER TEAM</p> <p>Team Leader [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Member 1 [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Member 2 [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Member 3 [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p>	<p>BUILDING UTILITIES</p> <p>Water – Fire Sprinklers [phone]</p> <p>Water – Potable [phone]</p> <p>Plumber [phone]</p> <p>Electricity [phone]</p> <p>Gas [phone]</p> <p>Telephone [phone]</p> <p>Elevators [phone]</p> <p>Security System [phone]</p> <p>Fire Suppression (other) [phone]</p>	<p>FIRST RESPONDERS</p> <p>Fire Department [phone]</p> <p>Emergency Medical / Ambulance [phone]</p> <p>Police Department / Law Enforcement [phone]</p> <p>City Emergency Management [phone]</p> <p>County Emergency Management [phone]</p> <p>State Office of Emergency Services [phone]</p> <p>Health Department [phone]</p> <p>Red Cross [phone]</p> <p>FEMA</p> <ul style="list-style-type: none"> Disaster Assistance 800-621-FE/MA Environment & Historic Preservation-Region [#] [phone] 	<p>EMERGENCY RECOVERY SERVICES</p> <p>WESTPAS-Western States & Territories Preservation Assist. Service 888-905-7737 (24/7 emergency #) info@westpas.org www.westpas.org</p> <p>American Institute for Conservation AIC-CERT:202-661-8068 24hr AIC "Find a Conservator" http://www.conservation-us.org "Resource Center" 202-452-9545</p> <p>Conservator 1 (specialization) [name] [phone]</p> <p>Conservator 2 (specialization) [name] [phone]</p> <p>Refrigerated Trucking Service [name] [phone]</p> <p>Freezer Storage [name] [phone]</p> <p>Commercial Recovery Service (dehumidification, freeze drying, AV) [name] [phone]</p> <p>Data Recovery Service [name] [phone]</p> <p>Industrial Hygienist / Mold Testing Lab [name] [phone]</p> <p>Exterminator / Fumigation Service [name] [phone]</p> <p>Structural Architect [name] [phone]</p>	<p>REGIONAL CONTACTS</p> <p>Trainer [phone] [WESTPAS email]</p> <p>[state] Office of Historic Preservation [phone]</p> <p>[state] State Library [phone]</p> <p>[state] State Archives [phone]</p> <p>STAFF PHONE TREE</p> <p>Human Resources [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p>
---	--	--	--	---	---

Print on 8 1/2" x 14" paper. Trim on outside lines to 12 1/2" x 6 3/4", fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2 1/8" x 3 1/2". Insert in PReP™ Tyvek® envelope for protection, available from CoSA <http://www.statearchivists.org/prepare> © 2006 Council of State Archivists (CoSA). Adapted by WESTPAS.

Pocket Response Plan™ (PRP™)

INSTITUTIONAL CONTACTS

Executive Director and Chief Curator of University Museums
Carla Funk
x8914 / 321.507.0474

Assistant Director and Curator
Keidra Navaroli
x8585 / 321.610.1085 / 407.864.3119

Director of Collections University Museums
Sarah Smith
x8575 / 850.502.1229

Assistant Collections Manager
Madeline Sweeney
x2058 / 256.520.0085

Manager of Visitor Services
Donna Sewell
x2145 / 321.298.4073

Administrative Assistant
Audrey Smith-King
x6129 / 321.725.2743 / 321.355.0532

Security Department
x8111 /

Risk and Compliance Manager
Fanak Baamand
x8855

Director of Environmental and Regulatory Compliance
Selvin McLean
x7715

Facilities Department
x8038 / Gabe cell:321.690.2072

Vice President for Marketing and Communications
Wes Sumner
x6218 /

Jose Marquez
(321) 412-0497

Kathie Elias
C:321.312.7624

Joanne Zito
C:772.532.4079

FIRST RESPONDERS

Police Department
911 / 321.608.6731

Fire Department
911 / 321.608.6000

Emergency medical/ambulance service
911

Security
321.674.8111

Florida Division of Emergency Management
850.413.9989 / 850-815-4000

Brevard County Emergency Management
321.637.6670

Florida Highway Patrol
911 / 347

Brevard County Sheriff's Office
321.253.6658

Centers for Disease Control
404.639-3311

Florida Department of Health in Brevard County
321.454.7111 / Report 321.454.7101

Red Cross
1.800.733.2767

Florida Power and Light
1.800.468.8243

Florida City Gas
888.352.5325

REGIONAL PRESERVATION SERVICES

Laura Nemmers
352.256.1780

Erin Mahaney
321.674.7632

Stephanie Antequino
407.902.2683

OTHER PRESERVATION CONTACTS

National Heritage Responders
202.661.8068

American Institute for Conservation
202.233.0800

Institute for Museum & Library Services
202.653.IMLS

Natl Endowment for the Humanities
800.NEH.1121

INSURANCE CONTACTS

*Call Risk and Compliance Manager first

Fine Art Insurance
Anne Rappa, Huntington T. Block Insurance Agency, Inc.
Ironshore Indemnity Insurance Company
212.479.4673

Property Insurance
Mary Singletary, AAI
Aon Risk Services
813.636.3500

QUICK ASSESSMENT GUIDE

- Cause of emergency/incident?
- Kind of incident?
- When/where incident discovered?

EMERGENCY SERVICE PROVIDERS

Conservator
Rachael Arenstein
917.796.1764

Conservator
Corey Riley Smith
646.483.4348

Conservator
Viviana Dominguez,
Art Conservation Lab
786-973-8138

Data Recovery Service
FIT Technology Support
x7284

Dehumidification Services (building)
FIT Facilities Department
x 8038

Document Recovery Services (freeze drying and freezer truck)
Document Reprocessors
1-800-437-9464

Polygon
(temporary climate solutions,
emergency drying services)
1-800-422-6379

Servpro (fire/water/mold)
321.777.5131

Exterminator
Truly Nolan
321.242.8800

Freezer Space
Document Reprocessors
1-800-437-9464

Industrial Hygienist (mold)
EE&G
321.255.0160

EMERGENCY RESPONSE TEAM ROLES

Response Team Leader
Director of Collections
Assistant Director

Emergency Responders/Team
Director of Security
Director of Collections

Security and Facilities Coordinator
Director of Collections
Assistant Collections Manager

Administrative and Outreach Coordinator
Director of University Museums
Assistant Director

Supplies and Equipment Coordinator
Assistant Collections Manager
Manager of Water Services

Communications Coordinator
Director of University Museums
Assistant Director

Assessment Coordinator
Assistant Collections Manager
Manager of Matter Services

Documentation Coordinator
Director of Collections
Assistant Director

WATER DAMAGE

Use pump or wet vacuums to remove water and use fans to promote air circulation.

Modify the environment in the damaged area. Attempt to lower the temperature and relative humidity of the affected area (pump out the water, use dehumidifiers) and provide adequate air circulation.

Provide adequate support, lifting objects carefully during transport and treatment.

Use containers to facilitate object transportation and freezing.
 Choose strong packing containers. Use cardboard boxes that are small enough to easily handle a heavy, wet load. They should be made from standard 200 pound test cardboard. Poke air holes in each box before filling. Use the same type and size container, if possible, to facilitate stacking and palleting.

When stacking and temporarily storing containers, allow room for air flow around all sides.

All labels should be kept with the objects. Protect broken edges of objects during transport and treatment.

Cover flat drying surfaces, such as tables and floors, with polyethylene sheeting.

Wipe surfaces dry after each use, and cover them with a layer of clean blotting materials.

Lay objects on clean blotting materials. Do not overlap objects or allow them to touch other objects. See material-specific sections for instructions on how to layout specific objects.

If the surface is stable, carefully blot all standing water from the object with available absorbent materials. Change blotting material frequently.

Air dry objects slowly, ensuring good air circulation around objects. Air flow can be increased by placing fans around objects, but not directly blowing on objects.

If possible, use direct sunlight to dry objects and prevent mold growth. Regularly monitor objects for mold growth, checking at least daily.

Ensure objects are completely dry before packing them for storage.

Textiles drying method

If object is partially wet, briefly submerge it in clean water, blot and air dry.

Pad out shaped items (hats and shoes) to correct form with absorbent materials. Do not undo buttons or any fasteners.
 Prevent adjacent materials from being damaged by running dyes. If dyes on part of a textile are bleeding onto other areas, cover with a cloth or blotter to draw dye out and away.

Isolate fasteners or embellishments made of metal, bone, leather, feathers, etc., to prevent them from rusting or absorbing/releasing dyes. Use blotter or Mylar.

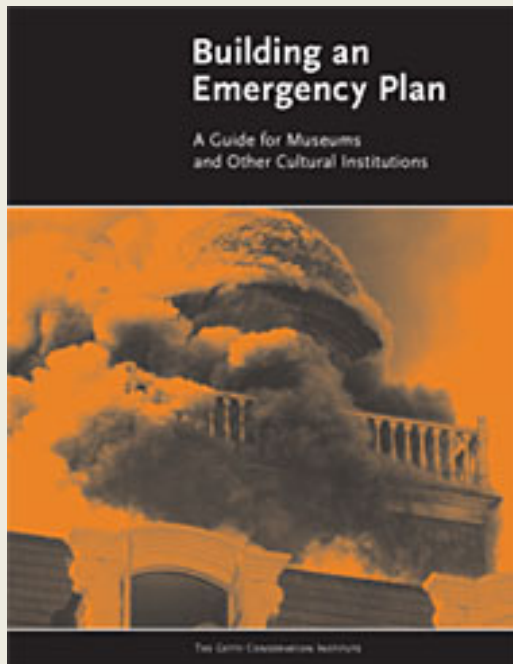
Blot off excess water, OK to roll up in towel to remove excess water. Do not twist.

Air drying is best. Dry in a single layer, or stuff out layers with light material, try to allow air circulation inside, if possible.

Quickly drying pieces is best for survival rates..

RESOURCES

- Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions; Compiled by Valerie Dorge and Sharon Jones; 1999
- PDF available online for free



- Florida Association of Museums
Connecting to Collections
- <http://flamuseums.org/professional-development/florida-connecting-to-collections-program/emergency-plans/>

FAM
Florida Association of Museums

Home About Professional Development Advocacy Membership

Emergency Plans

This self-paced program should be used for collecting organizations to develop their own institution-wide emergency plan. It is specifically designed for museums, archives, libraries, historic sites, or organizations with living collections. Use these guidelines to create a *new* emergency plan or *revise* your institution's existing plan. The program has been divided into modules which can either be completed in order, or as needed. Modules cover the following topics:

- Threats and Priorities
- Training & Practical Applications
- Emergency Personnel
- Putting it all Together
- Salvage and Recovery
- Case Studies
- Supplies
- Outreach and Education on Collections Care

CONCLUSION

