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Helping Each Other: An Overview of the Florida Connecting to Collections' Developing Emergency Plans Program

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Helping Each Other: An Overview of the Florida Connecting to Collections' Developing Emergency Plans Program

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Partnership



















FAM C2C Project Team



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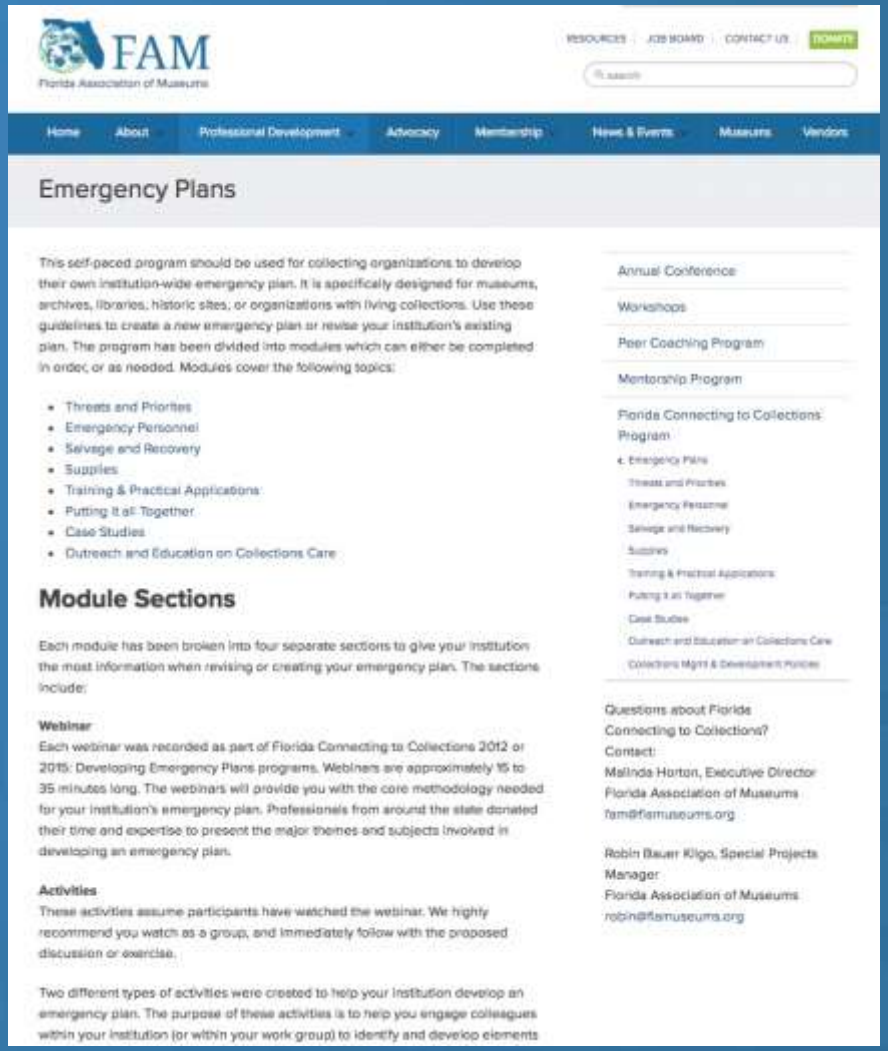
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FL C2C 2015 – Developing ER Plans

- Emergency Plans
  - 8 Modules
  - Webinars
  - Activities
    - Discussion Questions
    - Practical Activities
  - Samples
  - Online Resources



http://flamuseums.org/professional-development/florida-connecting-to-collections-program/emergency-plans/

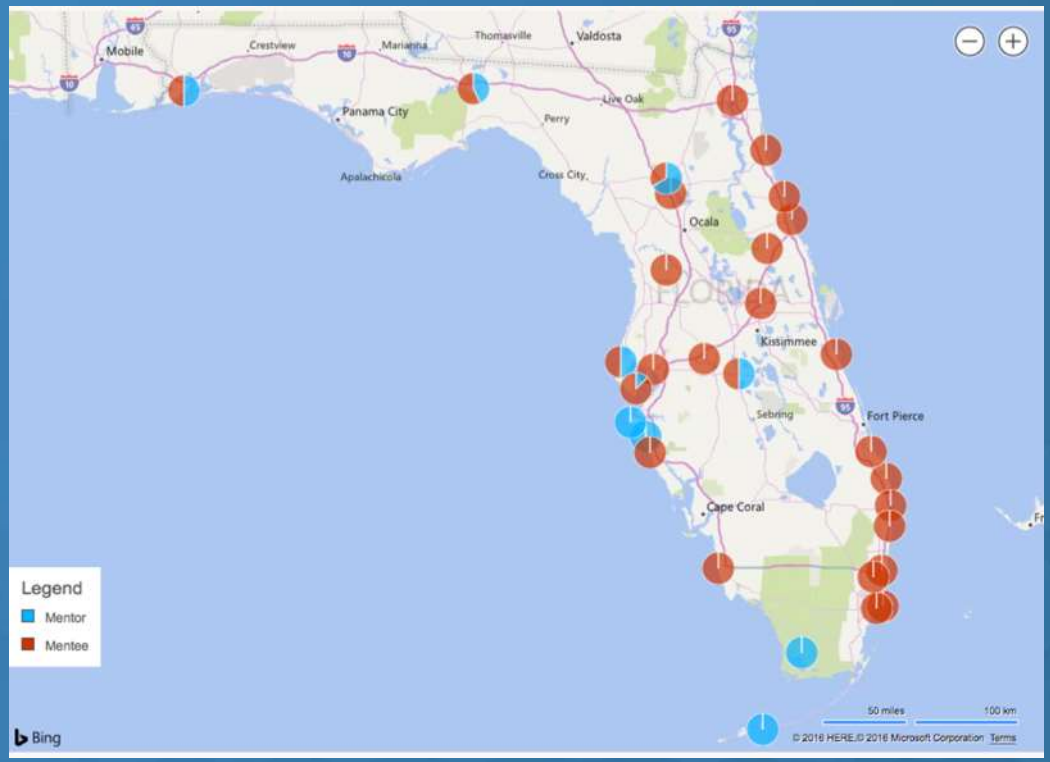
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FL C2C 2015 – Developing ER Plans

77 Participants
- **13 Mentors**
- **64 Mentees**

51 Organizations
- **12 Archive/Special Collections**
- **3 Archaeological**



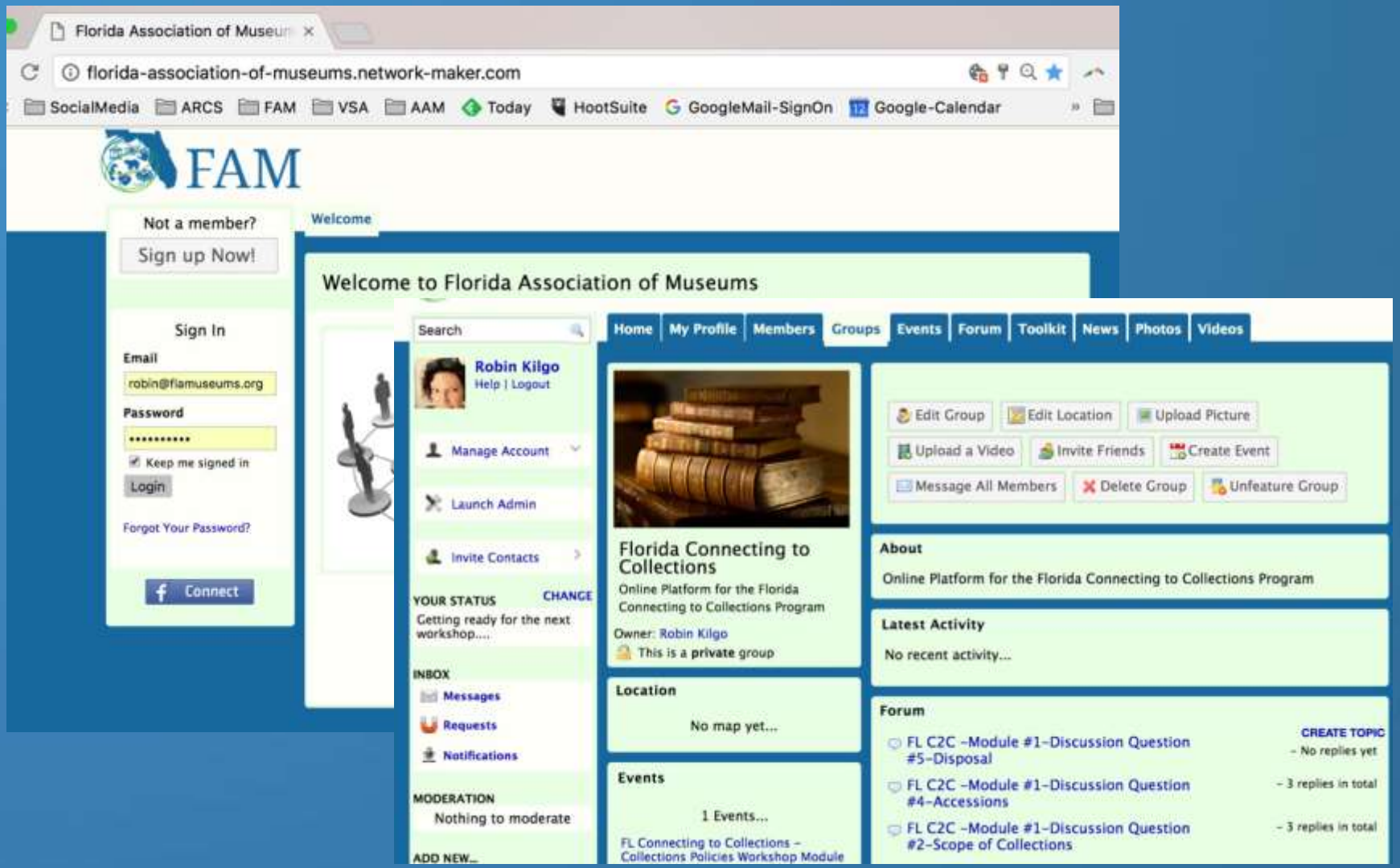
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Same Process in 3/4 Regions

- Each module = 2 workshops
- Workshop 1 held at mentor organizations
  - Content based with an emphasis on webinars and in-person discussion groups
- Workshop 2 held at mentee organizations
  - Participate in Collections Care Enhancement – Involving Boards (CCE-IB)
  - Practical Activity based upon subjects covered in Workshop 1

On-line Community



http://florida-association-of-museums.network-maker.com/

FAM/FLC2C-Webinar on You Tube



Search for “Florida Association of Museums”





2017 – CMP/CDP-Schedule

Module 1: Policies vs. Plans vs. Procedures/Scope of Collections/Acquisitions & Accessions – Deaccessions & Disposals

Workshop #1: December 9, 2016

Webinar/In-Person Discussions

Mid-Module Webinar: Abandoned Property/FIC

Workshop #2: January 20, 2017

Collections Assessment/Practical Exercise

Module 2: **Loans/Documentation/Inventory and Audits**

Workshop #1: February 24, 2017

Webinar/In-Person Discussions

Mid-Module-Webinar: Insurance/Risk Management

Workshop #2: April 7, 2017

Collections Assessment/Practical Exercise

****Now Enrolling!!**

Module 3: Access and Use/Collections Care/Intellectual Property

Workshop #1: May 22, 2017

Webinar/In-Person Discussions

*Mid-Module Potential Webinars: Digitization or Integrated Pest Management

Workshop #2: June 23, 2017

Collections Assessment/Practical Exercise

Module 4: Putting your Document Together & Special Topics

Workshop #1: August 4, 2017

Webinar/In-Person Discussions

*Mid-Module Potential Webinars: Sustainability or Code of Ethics

Workshop #2: September 1, 2017

Online Writers Workshop

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Elements of an Emergency Plan

Parts of Plan

1. Introduction/ Instructions
2. Delegation of Authority
3. Emergency Teams
4. Emergency Contact List/Phone Tree
5. Summary of Hazards/Threats
6. Evacuation Guidelines
7. Action Plans for Identified Threats
8. Priority List
9. Communication/ Documentation
10. Collection Salvage/Recovery
11. Supplies
12. Additional Supplies/Resources
13. Training
14. Review Schedule

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1. Introduction/Instructions

- Policy Statement
  - Sets the stage. Describes to all readers and users of plan just what will be covered in the plan and what was involved in the creation.



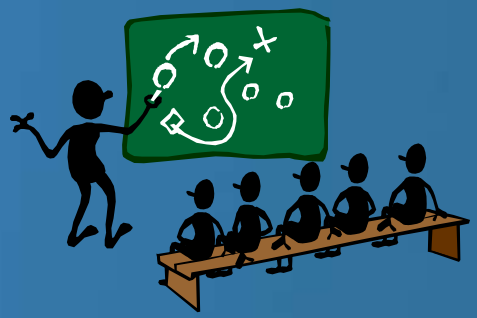


2. Delegation of Authority



- Director must :
  - Designate responsibility and provide support
  - Select most qualified personnel to organize staff in a coordinated effort
  - Involve all staff in preparedness and response planning process
  - Share information
- Team approach-enhances planning effort and staff morale
- Identify risks and priorities

3. Emergency Teams



- Team Responsible for Preparedness:
  - Establish and review priorities for protection and recovery
  - Review Emergency and Response Plan annually
  - Review building logs semiannually to look for patterns where preventative measures should be taken and to determine whether any unresolved issues should be addressed.
  - Present and attend disaster training and response workshops.

4. Emergency Contact List/Phone Tree



- Example

EMERGENCY CONTACT LIST

In addition to members of the Disaster Coordination Team, the following persons should be contacted in the event of an emergency to alert members of their Department:

NAME	OFFICE	HOME	CELL
Head Librarian	555-5555	876-1234	
Assistant Librarian	555-5557	876-1243	
Reference Desk	555-5558	876-1222	
Department of Scientific Computing	123-4567	876-1233	

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5. Summary of Hazards/Threats

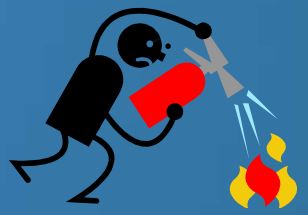
- Formalized list of the types of hazards that can occur at your particular facility.





5. Summary of Hazards/Threats

- Lists commonly include the following:
  - Fire
  - Flooding or Water Damage
  - Medical Emergency
  - Power failure
  - Pest and mold outbreak
  - Bomb threat
  - Severe storm
  - Hurricane
  - Active shooter/workplace violence





6. Evacuation Guidelines

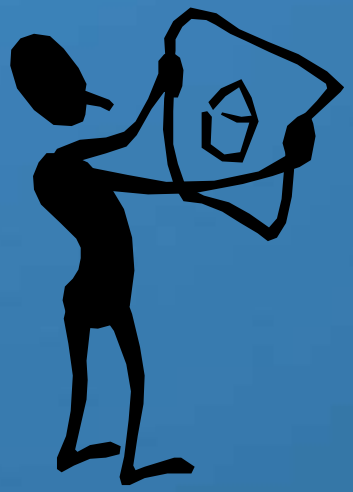
- Actions that will take place whenever institution will need to be evacuated during a time of threat or hazard.
- Should be created in consultation with emergency responders.





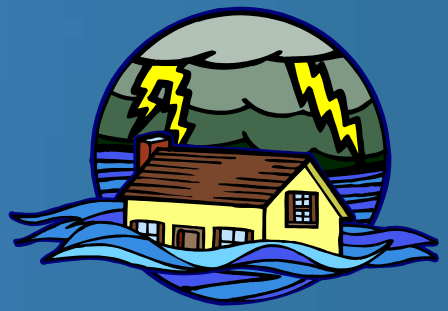
7. Action Plans for Identified Threats

- Plans and activities that will take place when threats and hazards have been identified by governing authority.
- Should be based upon threats and hazards that were listed earlier in plan.





7. Action Plans for Identified Threats



- Example:
  - Flooding or Water Damage
    - Notify Supervisor in charge with the location and severity of the leak.
    - Do not walk in standing water – it may be electrified or contaminated.
    - If there is any possible danger, evacuate the area.
    - Take only those steps needed to avoid or reduce immediate water damage.
    - Cover shelf ranges with plastic sheeting; carefully move materials out of the imminent danger.

8. Priority List

- **Priority One**-High priority materials:
  - Irreplaceable, unique and rare collection material,
  - Strong collections,
  - Heavily-used collections.



- **Priority Two**-Core collection materials

- **Priority Three**-Lesser priority materials, characterized as follows:
  - Materials owned or accessed in another format
  - Subject areas where currency is most important
  - Subject areas that not heavily used/marginal value and interest.

9. Communication/Documentation

- Communication with the Response Team is the most important job you have.
  - Need system for communicating with the outside world: emergency responders, administrators, contractors and the press.
  - Keep staff informed about the disaster as response and salvage progresses.
  - Coordinate all communication going to media liaison.





9. Communication/Documentation

- Documentation also essential role in emergency planning.
  - Keep accurate records for proof of loss for state/federal assistance, insurance claims.
  - May also be used for future fund-raising and to assist with media coverage.
  - Helps establish salvage priorities
  - Assists with post-disaster analysis.
  - Keep track of staffing needs and staff time used.





10. Collection Salvage/Recovery

- Salvage involves retrieving your organization's damaged collections from areas affected by the emergency as well as protecting collections at risk of damage.

- Salvage should be carried out systematically based on well thought-out collections priorities.



10. Collection Salvage/Recovery

- Specific steps involved in salvage:
  1. Set Salvage Priorities
  2. Determine Needed Resources
  3. Instruct Staff
  4. Triage – sort items based on salvage priorities
  5. Relocate Material for Salvage
  6. Be systematic, flexible, and stay organized
  7. Pack and Label Boxes
  8. Keep proper documentation



11. Supplies

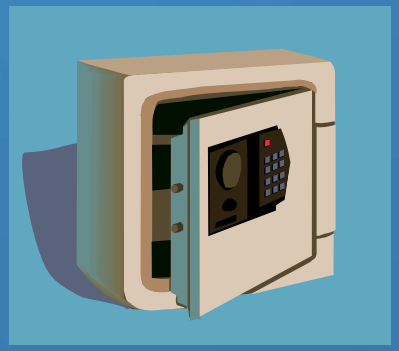
- Check what supplies and equipment you actually have on hand. Home improvement, office supply and discount department stores have the supplies needed immediately.
- Assemble them near the disaster site.
- Assess need for additional supplies and services with Response Team Leader and Salvage Coordinator.





11. Supplies

- Arrange a secure storage location for supplies.
- Establish and maintain clear lines of communication with contractors.
- Continue to monitor the need for supplies throughout the response and salvage phases.





12. Additional Supplies/Resources

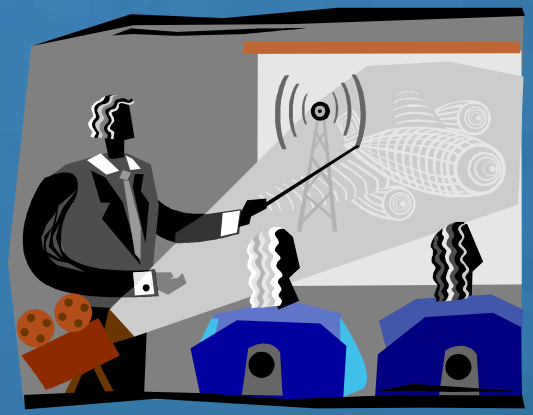
- Also good to have a list of outside suppliers on hand when you get in an emergency.





13. Training

- Provide guidance and support
- Make sure employees and volunteers have knowledge and skills to respond effectively, efficiently, and appropriately in an emergency situation.
- Regularly conduct drills, debriefings, and training sessions



13. Training

- Training helps cultivate teamwork
- Involve ALL staff in emergency training
- Most staff members need to practice evacuation procedures, basic object handling, and salvage techniques.





14. Review Schedule

- Annual review of the Emergency and Response Plan
- Review priorities for protection and recovery





Q & A

