

TOP TEN EMERGENCY PREPAREDNESS TIPS

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WHO AM I?

- Preservation consultant in private practice
- National Heritage Responders Coordinator
- Over fifteen years experience in emergency preparedness

EMERGENCIES ARE NOT A MATTER OF IF

- Emergencies are a matter of when



- ▶ Materials get wet and dirty.
- ▶ Shelving can collapse.
- ▶ Media runs.
- ▶ Floods are a health hazard.

FLOOD





FIRE

- ▶ Fires cause burning, charring, soot and water damage.
- ▶ Fire hoses spray water at 150 psi and 1250 gal/minute.
- ▶ Sprinklers release 15 gallons of water per minute per head.

- Tornado
- Insect Infestation
- Earthquake
- Mold Outbreak
- Transportation Accident
- Hazardous Materials Accident
- Severe Weather
- Vandalism

PLUS SO MANY MORE

THREE RULES OF EMERGENCIES

- Emergencies happen on weekends and holidays.
- Emergencies happen when key staff are on vacation.
- Small man-made emergencies are more likely than large natural disasters.

REBECCA'S TOP TEN TIPS FOR EMERGENCY PREPAREDNESS

1. CHOOSE THE RIGHT TEAM



2. DON'T REINVENT THE WHEEL

- dPlan.org
- Council of State Archivists Pocket Response Plan
- California Preservation Template
- Many excellent examples online

Use Plan™	FIRST RESPONDER	ARCHIVES FACILITY	RECORDS CENTER
FACTS	Police Department (phone)	Building Manager (name)	Building Manager (name)
Head	Fire Department (phone)	(office phone) / (home phone) / (cell)	(office phone)
(phone) / (cell)	Emergency medical/ambulance service (phone)	Building Staff (name)	Building Staff (name)
	Security (phone)	(office phone) / (home phone) / (cell)	(office phone)
	State Police (phone)	Utilities	Utilities
1000) / (cell)	Local OSHA (phone)	Electric/gas (name)	Electric/gas (name)
	State Command Center (phone)	Telephone (name)	Telephone (name)
nd) / (cell)	State Police (phone)	Water (name)	Water (name)
	Highway Patrol (phone)	Internet provider (name)	Internet provider (name)
4) / (cell)	Shelby County Health Department (phone)	Elevators (name)	Elevators (name)
	Red Cross (phone)	Security / fire system provider(s) (name)	Security / fire system provider(s) (name)
7) / (cell)	DISASTER TEAM		
	Team Leader (name)		
(phone) / (home phone) / (cell)	Member 1 (name)		
(phone) / (home phone) / (cell)	Member 2 (name)		
(phone) / (home phone) / (cell)	Member 3 (name)		
(phone) / (home phone) / (cell)	Member 4 (name)		
(phone) / (home phone) / (cell)			

RISK EVALUATION AND PLANNING PROGRAM

Risk Prioritization Worksheet

HAZARDS	Likelihood of Occurrence (1-5)	multiplied by	Severity of Damage (1-5)	equals	Risk Rating	Comments
1. EXTERIOR: Natural disasters						
1a. earthquake		X		equals	0	
1b. flooding below ground level or below the water table		X		equals	0	
1c. flash flood		X		equals	0	
1d. hail		X		equals	0	
1e. heavy snow		X		equals	0	
1f. high winds		X		equals	0	
1g. hurricane						

3. ASSESS YOUR RISKS

4. CREATE YOUR CONTACT LISTS



5. CALL ON THE NHR



202-661-8068







**8. KEEP EMERGENCY
SUPPLIES ON
HAND**



9. TRAIN YOUR STAFF



**10. KEEP YOUR
PLAN
UPDATED**

**WHAT QUESTIONS DO YOU
HAVE?**

**WANT MORE HELP ON YOUR
EMERGENCY PLAN?**

NEMA EMERGENCY PLANNING CLASS

- Six weeks starting January 15, 2021
- Pre-recorded lectures and live discussions
- \$125
- Register at <https://learning.culturalheritage.org/pr/REPP2022>



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PLEASE STAY IN TOUCH

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