

# TOP TEN EMERGENCY PREPAREDNESS TIPS

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New England Museums Association

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## WHO AM I?

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

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## EMERGENCIES ARE NOT A MATTER OF IF

- Emergencies are a matter of when



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

## FLOOD



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## 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.

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

## PLUS SO MANY MORE

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## 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.

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## REBECCA'S TOP TEN TIPS FOR EMERGENCY PREPAREDNESS

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### 1. CHOOSE THE RIGHT TEAM



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## 2. DON'T REINVENT THE WHEEL

- [dPlan.org](http://dPlan.org)
- Council of State Archivists Pocket Response Plan
- California Preservation Template
- Many excellent examples online

Use Plan™	FIRST RESPONERS	ARCHIVES FACILITY	RECORDS CENTER
FACTS	Police Department [phone]	Building Manager [name] [office phone] / [home phone] / [cell]	Building Mgr [name] [office phone]
Head	Fire Department [phone]	Building Staff [name] [office phone] / [home phone] / [cell]	Building Staff [name] [office phone]
Head	Emergency medical/ambulance service [phone]	Utilities	Utilities
Head	Security [phone]	Electric/gas [name] [phone]	Electric/gas [name] [phone]
Head	State Archivist [phone]	Telephone [name] [phone]	Telephone [name] [phone]
Head	Local OSHA [phone]	Water [name] [phone]	Water [name] [phone]
Head	State Command Center [phone]	Internet provider [name] [phone]	Internet provider [name] [phone]
Head	State Police [phone]	Elevators [name] [phone]	Elevators [name] [phone]
Head	Highway Patrol [phone]	Security / fire system provider(s) [name] [phone]	Security / fire [name] [phone]
Head	State Health Department [phone]		
Head	Red Cross [phone]		
Head	DISASTER TEAM		
Head	Team Leader [name] [office phone] / [home phone] / [cell]		
Head	Member 1 [name] [office phone] / [home phone] / [cell]		
Head	Member 2 [name] [office phone] / [home phone] / [cell]		
Head	Member 3 [name] [office phone] / [home phone] / [cell]		
Head	Member 4 [name] [office phone] / [home phone] / [cell]		
Head	Member 5 [name] [office phone] / [home phone] / [cell]		
Head	Member 6 [name] [office phone] / [home phone] / [cell]		
Head	Member 7 [name] [office phone] / [home phone] / [cell]		
Head	Member 8 [name] [office phone] / [home phone] / [cell]		
Head	Member 9 [name] [office phone] / [home phone] / [cell]		
Head	Member 10 [name] [office 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
<b>1. EXTERIOR: Natural disasters</b>						
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

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**8. KEEP EMERGENCY  
SUPPLIES ON  
HAND**

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**9. TRAIN YOUR STAFF**

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**10. KEEP YOUR  
PLAN  
UPDATED**

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**WHAT QUESTIONS DO YOU  
HAVE?**

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

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**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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foundation  
for advancement  
in conservation  
**Protecting Cultural  
Heritage**



## PLEASE STAY IN TOUCH

- [www.culturalheritage.org](http://www.culturalheritage.org)
- [rebecca@elderpreservation.com](mailto:rebecca@elderpreservation.com)

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# Emergency Preparedness Selected Resources



## Organizations

National Heritage Responders

<https://www.culturalheritage.org/resources/emergencies/national-heritage-responders>

FEMA

<http://www.fema.gov>

Northeast Document Conservation Center

[www.nedcc.org](http://www.nedcc.org)

## Publications

Field Guide to Emergency Response

<https://store.culturalheritage.org/site/index.php?app=ecom&ns=prodshow&ref=FAIC-2>

Emergency Response and Salvage Wheel

<http://store.conservation-us.org/site/index.php?app=ecom&ns=prodshow&ref=FAIC-1>

## Websites

dPlan.org

<https://www.dplan.org>

CoSA Pocket Response Plan

<https://www.statearchivists.org/research-resources/emergency-preparedness/pocket-response-templates>

California Preservation Program Emergency Resources

[https://calpreservation.org/information\\_resources/emergency-prep-and-response/](https://calpreservation.org/information_resources/emergency-prep-and-response/)

FEMA Incident Command Training

<https://training.fema.gov/nims/>

WAAC's Salvage at a Glance Chart

[http://hosted.lib.uiowa.edu/flood/salvage\\_chart.html](http://hosted.lib.uiowa.edu/flood/salvage_chart.html)

National Park Service Conserve-o-Grams

[https://www.nps.gov/museum/publications/conserveogram/cons\\_toc.html](https://www.nps.gov/museum/publications/conserveogram/cons_toc.html)

Health and Safety in Emergency Response Wiki

[http://www.conservation-wiki.com/wiki/Health %26 Safety: Health and Safety in Emergency Response](http://www.conservation-wiki.com/wiki/Health_%26_Safety:_Health_and_Safety_in_Emergency_Response)

National Heritage Responders Tip Sheets

<https://www.culturalheritage.org/resources/emergencies/national-heritage-responders/tip-sheets>

NEDCC Preservation Leaflets

<https://www.nedcc.org/free-resources/preservation-leaflets/overview>

Emergency! If You're First

<https://www.culturalheritage.org/docs/default-source/resources/emergency-resources/guides/emergency-if-you're-first.pdf?sfvrsn=4>

Connecting to Collections Care

[www.connectingtocollections.org](http://www.connectingtocollections.org)

AIC YouTube Channel

<https://www.youtube.com/user/aiconservation/playlists>