



Connecting
Collections



July 31 – August 1, 2013

PRESERVATION BOOT CAMP

DISASTER PREPAREDNESS: PLANNING

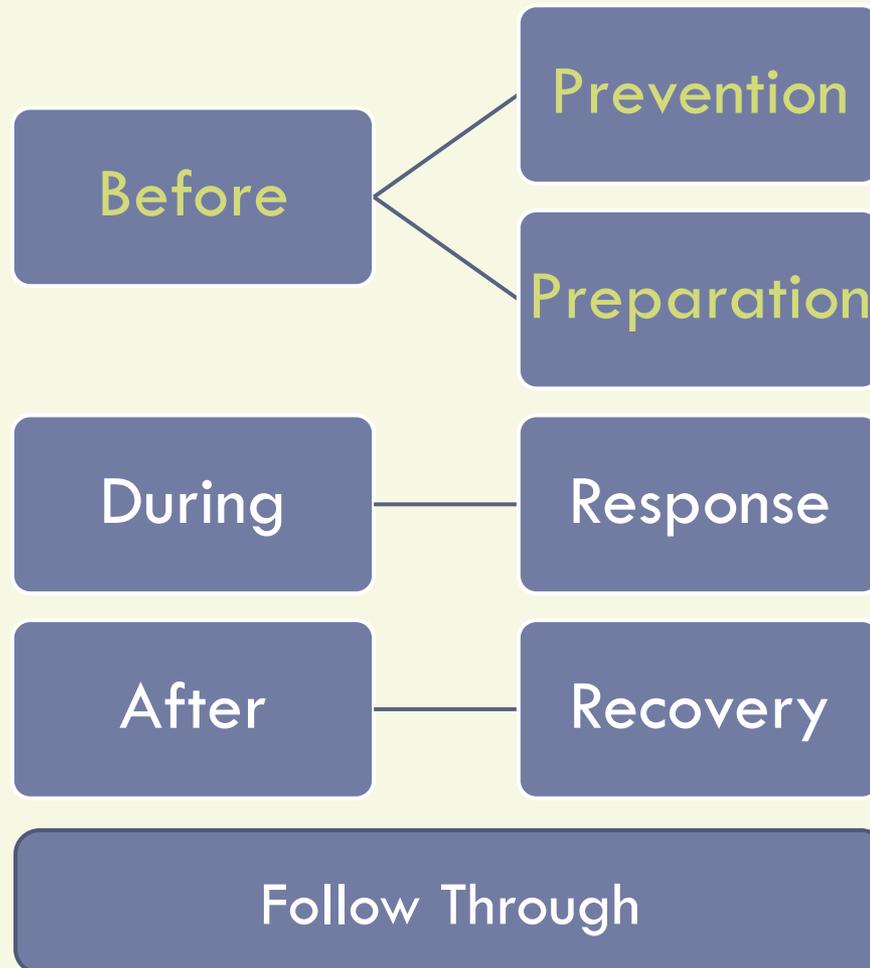
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This workshop is adapted from a program developed by – and is presented courtesy of – the Western States and Territories Preservation Assistance Service (WESTPAS)

Western States and Territories
WESTPAS
Preservation Assistance Service

*Helping preserve libraries and archives throughout
the Western and Pacific states & territories*

Key Steps in Disaster Preparedness



Preparedness makes good sense ...

Helps to minimize damage

Expedites response & recovery

Saves time, trouble & expense

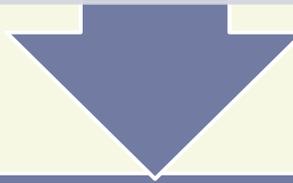
Replaces chaos with thoughtful response & recovery

Allows for prompt resumption of service

Definitions

Prevention

Actions that prevent an emergency from happening & reduce harm to people, collections, property in event of unavoidable emergencies



Preparation

Actions such as gathering supplies & equipment, locating emergency contacts, prepare & train personnel to manage emergencies

Definitions

Response

- Actions immediately after emergency that provide temporary care for people, collections & property and prevent avoidable casualties & property damage

Salvage

- Actions taken to evacuate or retrieve collections & property from damaged areas and to restore collections as close as possible to their original condition

Recovery

- Actions taken after emergency to return to normal operations

Key Components of a Plan

- Communications
- Emergency Systems Locations
- Defined Team Roles
- Action Steps
- Salvage Priorities
- Salvage Procedures
- Insurance



Key Components of a Plan

□ Emergency Response Plan

- Introduction
- Risk Assessment
- Mitigation Strategies
- Discovery/Flip Chart
- Media Relations
- Collection Priorities
- Response
 - Immediate
 - Emergency roles
 - Assessing situation
 - Organizing efforts
- Restoration Activities
- Financial Support

□ Appendices

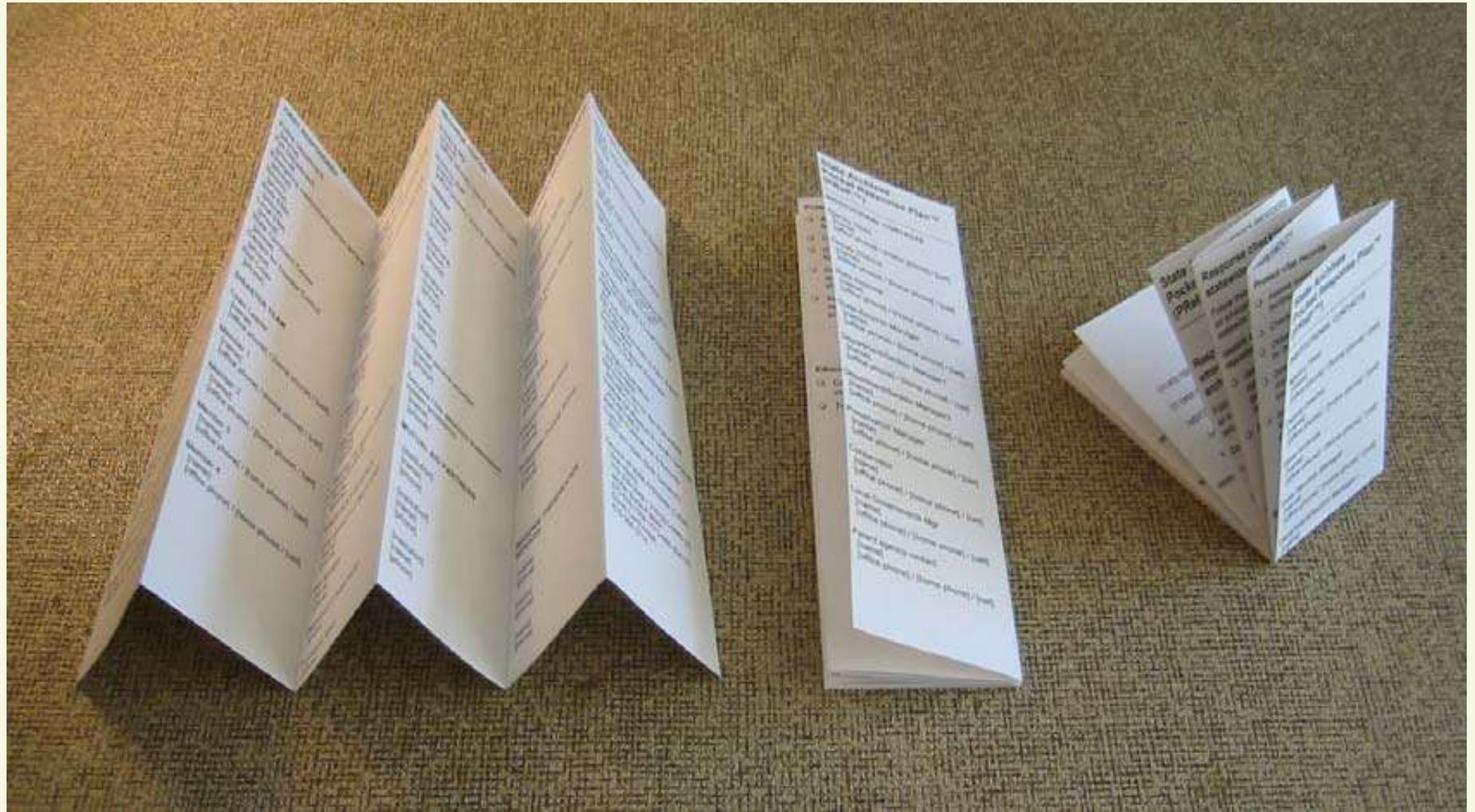
- Building plans
- Maintenance checklist
- Shut off's
- Emergency phone lists
- Supplies
- List of Providers
- Sample press releases
- Incident forms
- Salvage information/priorities
- Salvage procedures
- MSDS forms

Pocket Response Plan (PReP)TM



- makes essential information easily accessible
- pocket size / fits in envelope
- cost effective / easy to update

A plan in the pocket is a plan in hand!



Pocket Response Plan (PReP)TM

SIDE A: COMMUNICATIONS

- Institutional Contacts
- Building Utilities
- First Responders
- Emergency Recovery Services
- Regional Contacts
- Staff Phone Tree

Pocket Response Plan (PReP)TM

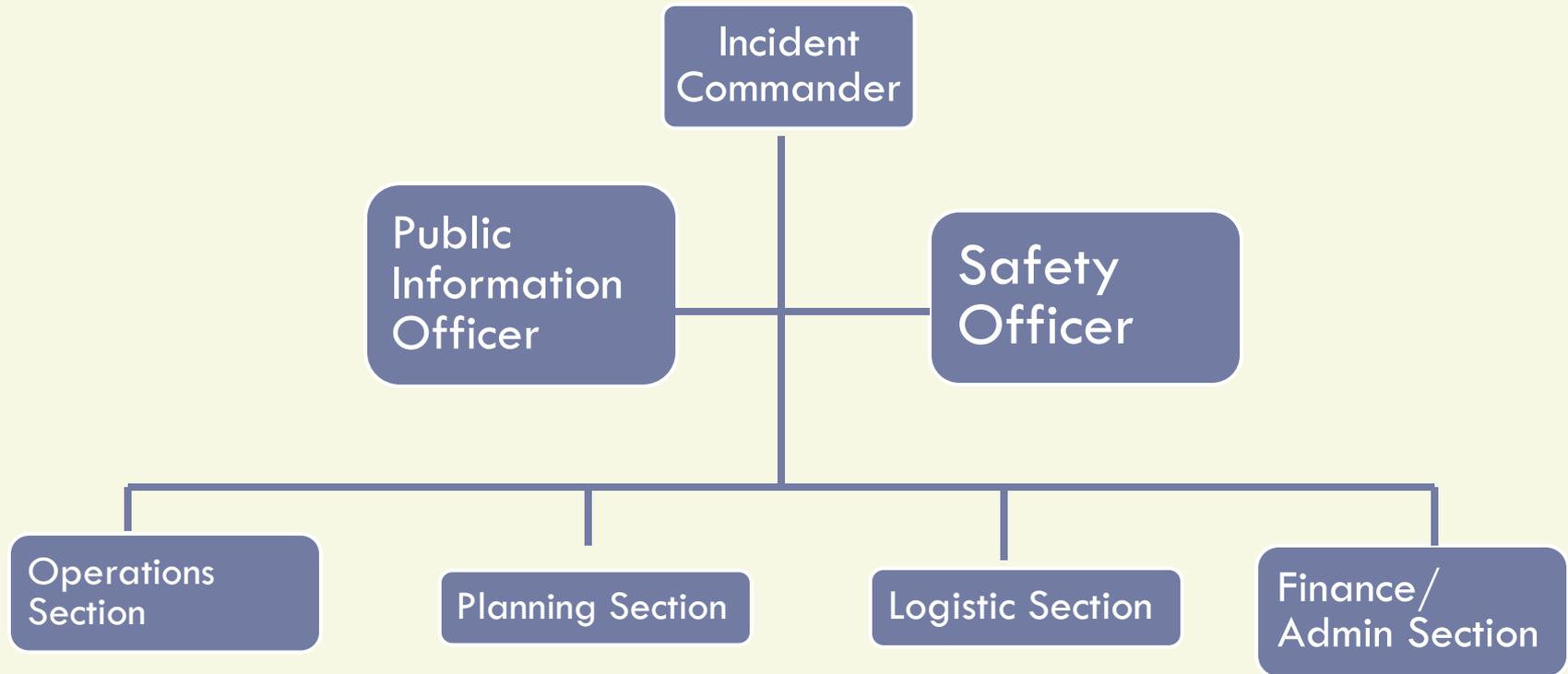
SIDE B: ACTIONS

- Immediate Response
- Assessment
- Communication
- Collection Salvage
- Collection Priorities

Customize Your Plan



Incident Command System



Insurance, why should you care?

- Insurance is the most common way to transfer risks away from one party to another.
- Even if an institution does not or cannot insure the museum collection, insurance will be necessary for incoming / outgoing loans.
- In colleges and universities, the *library collection* is almost always the highest-valued “property” of the institution.
- In other types of libraries, there is a much higher value in the collection than is usually realized when acquisition & processing costs are factored in.

How is your Collection Insured?

Self Insurance - The process of assuming a financial risk by setting aside funds in advance for claims instead of paying an insurance company to take on the risk.

Fine Art Insurance – Also known as Museum Collections, Loans, and Exhibit Insurance or inland marine. Highly specialized, yet often less costly and offering broader coverage than general commercial property policies.

Commercial Property Insurance (includes General Liability Insurance - Many risks are often covered together under a commercial property policy. These risks may include bodily injury or property damage caused by direct or indirect actions of the insured.



Recovery Objectives

Safety for all those working at the library/museum/archives

**Reduce damage to the collections and the building
(and minimize cost)**

Record damage (for insurance and record-keeping purposes)

Stabilize the environment

Save as much of the collection as possible

Return to normal activities as soon as possible

RECOVERY METHOD

Cost

- Staff Time
- Services
- Insurance

Space

- Security
- Proximity
- Environment

Outcome

- Appearance
- Function
- Value/Significance

Health & Safety



**HUMAN SAFETY COMES BEFORE
THE CARE OF THE COLLECTIONS !**

- Account for all personnel
 - Care for injured
- Protect workers during recovery

**Consider the
building / collection
*guilty until proven innocent***

Health & Safety

Are you equipped with appropriate personal protective equipment (PPE)?

- Hardhat
- Boots
- Respirator/N95 or P100 particulate mask
- Gloves
- Protective goggles
- Apron



Salvage Priorities

Most Vulnerable Materials

- ❑ Paper, books, and some photographs (color processes more vulnerable than black & white)
- ❑ Parchment, vellum, semi-tanned or untanned leathers
- ❑ Basketry, bark, wood
- ❑ Ivory, bone, shell
- ❑ Paintings
- ❑ Textiles with fugitive dyes
- ❑ Anything with water-soluble or friable colors
- ❑ Finely constructed furniture, veneers, inlays
- ❑ Anything lacquered or gilded, painted surfaces
- ❑ Low-fired ceramics
- ❑ Iron or unstable archaeological metals
- ❑ Anything with mold growth

Least Vulnerable Materials

- ❑ Metals other than iron or unstable archaeological metals
- ❑ Most glass
- ❑ Non-porous ceramics
- ❑ Non-porous stone

Other Salvage Considerations

- Historical/Scholarly Importance
- Financial Value
- Community Icons
- Central to Mission
- Essential Records
- Replaceable?
- Loans
- Accession/Bibliographic Records
- Staff/Personnel Records
- Computers



Disaster Response Supplies & Equipment

- Documentation Tools
(clipboards, pencils, forms, camera)
- Cleaning Supplies
- Personal Protective Equipment
- Packing and Drying Materials



Vendors & Services

- ❑ Archival Suppliers
- ❑ Carpenter
- ❑ Computer and Data Recovery
- ❑ Commercial Recovery Service
- ❑ Conservators
- ❑ Electrician
- ❑ Elevator Company
- ❑ Engineer
- ❑ Freezer Storage/ Freeze Drying
- ❑ Fire Detection and Suppression Company
- ❑ Generator rental
- ❑ Glass Company/ Boarding Service
- ❑ HAZMAT Company
- ❑ HVAC Service
- ❑ Insurance Agent
- ❑ Janitorial Service
- ❑ Landlord
- ❑ Legal Counsel
- ❑ Locksmith
- ❑ Mycologist
- ❑ Pest Control
- ❑ Plumber
- ❑ Riggers
- ❑ Roofer
- ❑ Security Service
- ❑ Storage Facility

Freezing buys time ...

- ❑ “Buys time” to make decisions
- ❑ Only response for some materials
- ❑ Inhibits mold growth
- ❑ Does not affect inks



BUT...

- ❑ Special equipment needed
- ❑ Not suitable for all materials



Working with Commercial Recovery Services

- Be clear about the services you need
- If unsure, ask for detailed explanations
- Document with photos before contracted services start
- Request a sample batch be processed before signing an agreement
- Sign letter of agreement/contract that specifies treatments
- Consult local/regional networks for assistance & recommendations

Working with Commercial Recovery Services

➤ What a disaster recovery company should do?

- Listen
- Assess damages
- Consult / advise
- Perform recovery and rebuild services

➤ What they should **NOT** do?

- Take over
- Establish client priorities

Questions for a Commercial Recovery Service

- Experience working with libraries/archives/museums?
- Quality control measures? Guarantees?
- Your insurance coverage?
- Drying method? Other recovery services?
- Provide free estimates/samples?
- Work on-site? Subcontract?
- Shipping/transportation arrangements?

“Exercising” Your Emergency Plans



Purpose of a Drill

To test procedures -
looking for problems &
discussing solutions

- ❖ Drills should **teach success**, not failure
- ❖ **Build confidence**, not apprehension



Why Exercise?

- Reveal planning weaknesses
- Reveal resource gaps
- Improve coordination
- Clarify roles & responsibilities
- Improve individual performance & confidence
- Cohesive emergency management team
- Provide input to revise & update plan

Sample Scenarios

- ❖ Torrential rains are expected to hit in 3 hours with widespread flash flooding
- ❖ An earthquake hits while the museum is holding an opening
- ❖ A crazed person is shouting obscenities & begins splashing collections with an unknown liquid
- ❖ A basement storing collections is filling with water & electricity is still on



FUNCTIONAL EXERCISE



FUNCTIONAL EXERCISE



FUNCTIONAL EXERCISE



FUNCTIONAL EXERCISE

Keys to a Successful Exercise

- Top level support & involvement
- Good exercise design team & leader
- Positive learning plan & clear objectives
- Realistic scenario
- Thorough preparation & attention to detail

Keys to a Successful Exercise

- Clear intro & instructions at start of exercise
- Chance for participants to comment during critique
- Follow-up on what went well plus actions to improve plans, procedures, facilities, etc.

What hinders disaster preparedness?

psychologically difficult

overwhelming nature

“it can’t happen to us”

financial/personnel resources

not a priority

lack of administrative support

Questions?

