



Guide to Creating a Disaster Plan ***Disaster Plan Lockup Workshops 2011-2012***

Participants to bring:

1. Standard facilities report
2. Architectural maps
3. Incident forms (damage assessment form)
4. Collections policy
5. Staff list
6. Training chart
7. Gallery inventories/gallery maps
8. Ethics policy
9. Open/closing procedures
10. Emergency procedures
11. Laptop

Decisions to be made before arrival to workshop

1. Team leader
2. Develop timeline for disaster plan completion
3. Brainstorm list of employees and volunteers with their areas of knowledge
4. Research previous disasters
5. Decide who will be the response coordinator and trainer (Christina to develop chart?)
6. Decide who will be the staff contact coordinator
7. Chain of command
8. Know what hazardous materials are in the building

I. Developing the introduction to your plan during the workshop

II. Planning and preparation

A. Disaster Planning Team

1. Team Leader

Are you the person who has been appointed to be the Team Leader?

Do you have the ability and time to follow through and make sure this plan is complete?

Is there someone else in the museum who would be better for this job?

Can you make on the spot decisions?

Do you have knowledge of numerous departments and areas in the museum?

2. Other members of the team

Think about others who would be good to assist in the development of this plan.

Who would complement you in this process?

Who is reliable?

Who would support you and also nudge you towards completion?

3. Other responsibilities

Previous disasters: Think about other disasters that are likely to happen to your museum. You will want to devote most of your time and your plan to the disasters that are most likely to your institution.

Coordinator and Trainer: Is it already someone's responsibility to arrange for staff training for fire extinguisher use, CPR, first aid, etc? would it be wise to ask that person to take on the additional duties? Is there someone else to do this?

Is there are schedule or chart already developed that you can bring with you?

Building/Floor representative: Is there someone who is responsible for executing fire drills and evacuation practice drills? Has a person been assigned to each area of the museum to make sure areas are clear of personnel and visitors?

Staff contact coordinator: Is your staff list up-to-date? Have one printed and circulate around the museum for everyone to approve and/or update before you come to the workshop. Should contain the following information for each person:

- First and last name
- Job Title
- Work phone and extension
- Work email
- Home phone (if there is no land line make a note of this)
- Cell phone
- Home email

Do you have emergency contacts for your staff?

If you can not get in touch with a staff member, do you know who to contact?

Do you have a phone tree that has already been developed?

B. Current policies

Locate the following policies to bring to the workshop

1. Museum ethics policy
2. Collections Policy- including deaccession policies
3. Found-in-Collections policy
4. Bring any associated forms

C. Staff

Have an idea of what the chain of command should look like or decide groups for areas of expertise for certain disasters

D. Contact lists

1. Phone tree (see above)
2. Emergency services
Walk and/or drive around your museum; where are the emergency services located?
How many fire hydrants are around your museum? How far is the police station? How far is the fire house? What emergency services are familiar with your institution?
Do you have a knox box?
3. Maintenance - does your museum use any of the following types of maintenance companies? Find the contact information for each one:
 - a. Security monitoring company
 - b. Plumber
 - c. Electrician
 - d. Carpenter
 - e. Legal advisor
 - f. Insurance policy for both building and art
 - g. Locksmith
 - h. Glazier
 - i. Exterminator
 - j. Debris removal company
4. Utilities
Maintain a list of these as well
 - a. Gas company
 - b. Electric company
 - c. Water utility
 - d. Telephone company
 - e. Fire Supression
 - f. Climate controlled systems
5. Emergency recovery services for your area
 - a. FEMA
 - b. Red Cross
 - c. City/ County emergency management
 - d. Health department

- e. Commercial freezing company
- f. Salvage company
- g. Fire/ flood clean up & restoration company (Servpro)

E. Prevention

Think about how disasters can be avoided in your museum through proper use and care of collections, tools and hazardous materials. It is also wise to have the proper preventative maintenance for your systems.

What types of potentially hazardous items do you have in your collections?

Guns, bullets, other explosive materials. Cellulose nitrate film?

Do you store gasoline powered tools in the museum?

What types of hazardous materials are in use in the museum? How are they stored?

Do you have your HVAC, plumbing, and elevators inspected regularly?

F. Facilities information

Walk around your museum look at the facility. Does your museum have any of the following items? Where are the following items in the museum?

- a. Evacuation routes
- b. Emergency shut offs for water, gas, and electricity
- c. Water pipes
- d. Water pipes
- e. Sprinkler
- f. Gaseous (Halon) Fire Extinguishing systems
- g. Smoke detector
- h. Fire hoses
- i. Fire alarm pull boxes
- j. Portable fire extinguishers
- k. Carbon Monoxide detector
- l. Climate control systems
- m. Hazardous materials
- n. Fire doors/ emergency exit doors
- o. Emergency lights
- p. Emergency supplies
- q. First aid materials
- r. Priority collections and materials

G. Fire Protection

See if you can visit the local fire department. Or have them come to your museum. Find out what the fire rating is for your museum. What is the maximum occupancy? Where are the fire doors? Have they ever been to your museum? Consider inviting them for a free day. Let them explore the museum as a visitor. Have them inspect the museum.

H. Security

1. What type (s) of security are in place in your museum? When were they installed?
How are the guards hired? Is there a background check?
2. Who has alarm code information?

3. Are certain people NOT allowed in certain areas?
4. Do you have a safe or vault? Who has access to it? Who has the code? Has a locksmith inspected it? Is it fireproof?
5. Do you use log-in sheets? Are visitors given temporary badges?
6. Do you use metal detectors? What is the policy if it goes off?
7. Who has keys to the building?

III. Disaster

- A. What types of disaster has your museum encountered already? What happened? How was it handled? Who was there? What did they learn from it? What policies were developed from it? Has there been a theft? Has there been vandalism? Has someone been hurt?
Natural disasters, Minor disasters
- B. Recovery Teams
Who will be the team leader?
Where will supplies be purchased?
Who will organize the work crew?
Or Volunteers?
Who is in charge of technology?
Who has the knowledge to check the building for damage?
Who is in charge of security?
Who will speak to the public on behalf of the museum?
- C. Salvage priorities
 1. Institutional records
 2. Collections
What is important? What can be moved? What is the most valuable? What belongs to someone else?
- D. Contingency Plans
 1. How will staff continue to operate?
 2. How will museum continue to operate?
- E. Emergency Procedures
What emergency procedures are in place?
When where they developed? When were they last updated?

IV. Supplies

- What supplies are already on hand at the museum?
Who are the suppliers?
Where are they located?

Forms

- What forms are already in use that would be good to use?
When where they developed? Do they need to be updated?
Who has the original?
Are they easy to use and understand?