



Disaster Planning and Emergency Preparedness Skill Share
October 10, 2024

This document includes disaster preparedness and response tips and resources recommended by skill share presenters and participants.

Disaster Preparedness and Response Tips

- Human safety comes first!
- Use water alarms with email or phone alerts.
- Have plans to evacuate researchers.
- Understand that staff close to your building may be affected by the disaster themselves, and they may be involved in community response as well.
- Be prepared for a water event even on the upper floors of a building, not just in the basement.
- Keep collection material and institutional records off the floor! There's no safe floor space for collections.
- Use disaster remediation companies that have experience handling cultural heritage collections.
- Have a phone chain! Know who to call and have a personal number to get in touch with them in an emergency.
- Create a [pocket response resource \(PRR or PrEP\)](#) to use as a quick response guide. It consolidates important phone numbers and first steps for disaster response.
- Look into what emergency planning and response resources are available at your institution. You may have emergency management staff or preservation/conservation staff who can guide you.

- Be careful when entering a building affected by a disaster. Look to emergency responders for the okay to enter the building. Don't step into standing water with the power on!
- Conduct regular walkthroughs inside and outside of your building(s) so you notice problem areas before they create or contribute to an emergency situation.
- Have emergency kits and supplies on hand for water clean up, human safety, and/or collection salvage.

Resource List

- COSTEP MA: <https://mbhc.state.ma.us/costepma/> (trainings and resources)
 - Establishing Relationships with Disaster Recovery Vendors: <https://mbhc.state.ma.us/costepma/wp-content/uploads/2013/03/0d886-establishing-relationships-with-disaster-recovery-vendors.pdf>
- PReP Plan Template: <https://www.statearchivists.org/research-resources/emergency-preparedness/pocket-responce-templates>
- VACDaRN (Vermont Arts & Culture Disaster and Resilience Network): <https://vacdam.org>
- NEDCC
 - Emergency Management leaflets: <https://www.nedcc.org/free-resources/preservation-leaflets/overview#section3>
 - Disaster Assistance resources, hotlines, and vendor list: <https://www.nedcc.org/free-resources/disaster-assistance/>
 - dPlan: <https://www.nedcc.org/free-resources/disaster-assistance/dplan-artsready>
- FAIC (Foundation for Advancement in Conservation):
 - Risk Evaluation and Planning Program: <https://www.culturalheritage.org/resources/emergencies/risk-evaluation-and-planning-program>
 - Alliance for Response networks: <https://www.culturalheritage.org/resources/emergencies/alliance-for-response>
 - Salvage and Response Tip Sheets: <https://www.culturalheritage.org/resources/emergencies/national-heritage-responders/tip-sheets>

- Society of American Archivists (SAA)
 - Emergency Advice Hotlines: <https://www2.archivists.org/groups/regional-archival-associations-consortium-raac/emergency-advice-hotlines>
 - Flood Recovery Resources: <https://www2.archivists.org/initiatives/mayday-saving-our-archives/flood-recovery-resources>
 - National Disaster Recovery Fund for Archives (NDRFA): <https://www2.archivists.org/groups/saa-foundation-board-of-directors/national-disaster-recovery-fund-for-archives>

- FEMA
 - How to Build a Kit for Emergencies: <https://www.fema.gov/press-release/20210318/how-build-kit-emergencies>
 - Save your Family Treasures: <https://www.fema.gov/disaster/recover/save-family-treasures>

- HENTF (Heritage Emergency National Task Force), joint FEMA and Smithsonian initiative:
 - <https://www.fema.gov/emergency-managers/practitioners/environmental-historic/heritage-task-force>
 - Heritage Emergency and Response Training (HEART): <https://culturalrescue.si.edu/what-we-do/resilience/heritage-emergency-and-response-training-heart>
 - Working With Emergency Responders

- Harvard Library
 - Recommended Emergency Supplies: <https://preservation.library.harvard.edu/recommended-emergency-supplies>
 - Collections Emergency Preparedness Benchmarks: https://preservation.library.harvard.edu/files/library-preservation/files/epp_benchmarks-fillable_2015-09-30.pdf

- National Park Service (NPS)
 - Guidelines on Flood Adaptation for Rehabilitating Historic Buildings: <https://www.nps.gov/orgs/1739/upload/flood-adaptation-guidelines-2021.pdf>
 - “An Emergency Cart for Salvaging Water-Damaged Objects”: <https://www.nps.gov/museum/publications/conserveogram/21-02.pdf>