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Commission



Emergency Preparedness
and Response

Texas Historic Records
Advisory Board

Week 3:
Contact Lists and Salvage Priorities

Objectives

- ❖ By the end of today's session you will be able to:
 - ❖ Determine who should be on your contact lists
 - ❖ Identify external resources you can call on in a large emergency
 - ❖ Determine your salvage priorities for your collection
 - ❖ Create maps of your facility for your plan

On Today's Agenda

- ❖ Recap of Last Week
- ❖ Internal Contacts
- ❖ External Contacts
- ❖ Salvage Priorities
- ❖ Mapping Your Facility

What Did We Learn Last Week?

- ❖ Preliminary Research
- ❖ Templates
- ❖ Risk Assessment
 - ❖ Geographic
 - ❖ Facilities
- ❖ Emergency History



Any Lingering Questions?

Internal Contacts

- ❖ Emergency Team
- ❖ Finances
- ❖ Communications Team



Key Contacts - Emergency Team

- ❖ Team members
- ❖ Back ups
- ❖ Facilities staff
- ❖ Anyone trained in salvage procedures

Key Contacts - Finances

- ❖ Who can authorize purchases?
- ❖ Who has access to checks/cash?

Key Contacts - Communications

- ❖ Web / social media
- ❖ Public relations
- ❖ Designated press spokesperson

Some of the most important calls to make

How Do You Reach Your Staff?

A phone tree will let you reach staff efficiently



External Contacts - First Responders

- ❖ Fire
- ❖ Police
- ❖ EMTs



External Contacts - Security

- ❖ Security can:
 - ❖ Provide increased patrols when your building is compromised.
 - ❖ Help monitor site access.
 - ❖ Provide security training to staff and volunteers.



External Contacts - Maintenance and Utilities

- ❖ Gas
- ❖ Electric
- ❖ Water
- ❖ Janitorial Service
- ❖ Plumber
- ❖ Electrician
- ❖ Locksmith
- ❖ Carpenter
- ❖ Exterminator

External Contacts - Conservators and Specialists

- ❖ Ideally include a conservator for every type of material you collect.
- ❖ Paper
- ❖ Photo
- ❖ A/V
- ❖ Data Recovery Firm



External Contacts - Freezers

- ❖ Commercial freezer space
- ❖ Campus science labs
- ❖ Local restaurants?
- ❖ Donated freezer trucks

External Contacts - Insurance

- ❖ Include
 - ❖ Company name
 - ❖ Agent name
 - ❖ Policy number
 - ❖ Instructions for filing a claim
- ❖ Never enter a major disaster site without contacting your insurance agent first



Investopedia

External Contacts - Anyone Else?

- ❖ Lawyer
- ❖ Architect
- ❖ Accountant
- ❖ Anyone else you want to include

Disaster Recovery Services

- ❖ Provide a wide range of recovery services:
 - ❖ Clean up
 - ❖ Freeze drying
 - ❖ Mold remediation



Belfor

Make sure your vendor has experience with cultural heritage institutions

A Crucial Tip

Disaster Recovery Services

- ❖ Make sure you have a contract.
- ❖ Check references.
- ❖ Determine a scope of work ahead of time.
- ❖ Are you covered by an agreement for another agency?



National Heritage Responders

Put this number in your emergency plan. Maybe even program it into your cell phone.

National Heritage Responders

- ❖ Deployments
- ❖ Tip Sheets



TX-CERA

- ◇ Texas Collections Emergency Response Alliance
- ◇ All-volunteer group of museum and library professionals
- ◇ Serves the cultural heritage community of Texas through education and response to mitigate damage and loss to collections threatened by disasters.
- ◇ Coordinates its activities with local, county, state and federal agencies.
- ◇ <https://txcera.org/contact-us/>



Texas Resources

- ◇ Texas Historic Records Advisory Board
- ◇ Texas State Library and Archives Commission
- ◇ Both may have information on grant opportunities and other resources after disaster strikes.



Governmental Agencies

- ◇ Provide information, training, response and support.
- ◇ Offices at national, state and local levels.
- ◇ Worth introducing yourself, particularly at the local level.



Setting Priorities

❖ What Do You Save First?



Michigan Tech University

Key Questions for Setting Salvage Priorities

- ❖ Is it critical for ongoing operations?
- ❖ Can it be replaced?
- ❖ What is the replacement cost?
- ❖ Is it available in another format?
- ❖ Is it available in another collection?
- ❖ What is the value to the collection?
- ❖ Is it particularly vulnerable to water damage?

Vulnerable Materials in Collections

- * Water-soluble media
- * Daguerreotypes and tintypes
- * Coated papers
- * Works of art on paper
- * Scrapbooks, newspapers, photographs
- * Low-fired ceramics
- * Bone, shell, ivory, horn
- * Beadwork
- * Feathers, leather, skin, fur, rawhide
- * Basketry
- * Wood and plant material
- * Textiles
- * Metals (if water emergency)
- * Fluid preserved collections

Things to Show on a Floor Plan

- ❖ Evacuation routes
 - ❖ Post these too!
- ❖ Key equipment and cutoffs
 - ❖ HVAC
 - ❖ Water
 - ❖ Power
- ❖ Fire suppression equipment
- ❖ Locations of emergency supplies

What Questions Do You Have?



Homework for Next Week

- ❖ Create your phone tree.
- ❖ Create your list of external contacts.
- ❖ Make preliminary lists of salvage priorities.
- ❖ Map your collection.



Thank you!

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Feel free to e-mail this week as you have questions! I'm here to help!



Emergency Preparedness Selected Resources



Texas Historic Records Advisory Board (THRAB)

<https://www.tsl.texas.gov/thrab>

Texas State Library and Archives Commission

<https://www.tsl.texas.gov>

Organizations

National Heritage Responders

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

FEMA

<http://www.fema.gov>

TX-CERA

<http://www.txcera.org>

Texas Division of Emergency Management

<https://www.dps.texas.gov/dem/>

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

www.dplan.org

CoSA Pocket Response Plan

<https://www.statearchivists.org/programs/emergency-preparedness/emergency-preparedness-resources/pocket-response-plantm-prep-tm-english-template/>

California Preservation Program Emergency Resources

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

National Park Service Conserve-o-Grams

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

AIC YouTube Channel

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

Professional Associations

American Institute for Conservation of Historic and Artistic Works

www.conservation-us.org

Society of American Archivists

www.archivists.org

Society of Southwest Archivists

www.southwestarchivists.org