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Emergency Preparedness and Response

Texas Historic Records
Advisory Board

Week 2: Risk Assessment and Choosing a Plan Template

Objectives

- ❖ By the end of today's session you will be able to:
 - ❖ Assess your risks to determine what types of emergencies are most likely to affect your archives.
 - ❖ Research emergency plans.
 - ❖ Choose a template for your emergency plan.

On Today's Agenda

- ❖ Recap of Last Week
- ❖ Preliminary Research
- ❖ Emergency Plan Templates
- ❖ Risk Assessment

What Did We Learn Last Week?

- ❖ Types of Emergencies
 - ❖ Flood
 - ❖ Fire
 - ❖ So many more
- ❖ The Planning Process
- ❖ Who Is on Your Team?
- ❖ Working with First Responders



Any Lingering Questions?

Preliminary Research

An Important Thing to Remember

❖ There is no need to reinvent the wheel!



Places to Research

- ❖ ALA Lib Guides
- ❖ Connecting to Collections Care
- ❖ Many books and articles

My Favorite Way to Research

- ❖ Read other people's disaster plans
- ❖ Many posted online
- ❖ Ask your colleagues with plans to share

Choose a Template

- ❖ CoSA Pocket Response Plan (PRoP)
- ❖ Field Guide to Emergency Response
- ❖ California Preservation Template
- ❖ dPlan.org
- ❖ Something else?

dPlan.org

- ◇ Extremely detailed
- ◇ Requires the most preparation time
- ◇ Fully automated, including update reminders
- ◇ Updated version due soon



If none of these work for you...

Keep researching! Or make your own!

Risk Assessment

Risk Assessment

- ❖ If we know what can go wrong, we can prepare for it.
- ❖ A detailed risk assessment will help you figure out your vulnerabilities and mitigate them.

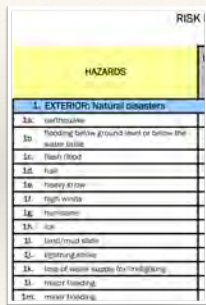


Three Major Components

- ❖ Geographical Risk Assessment
- ❖ Facility Risk Assessment
- ❖ Institutional Disaster History

My Favorite Risk Assessment Tool

- ❖ FAIC Risk Evaluation and Planning Program
- ❖ Site Questionnaire
- ❖ Risk Prioritization Worksheet
- ❖ Walk Through Checklist



Geographic Risk Assessment

- ❖ Helps determine your vulnerability to:
 - ❖ Natural disasters
 - ❖ Incidents in the surrounding community
 - ❖ Incidents inside your building

Let's Try It Out

The REPP Version

RISK EVALUATION AND PLANNING PROGRAM
Risk Prioritization Worksheet

HAZARDS	Likelihood of Occurrence (1-5)	Severity of Consequence (1-5)	Risk Rating	Comments
I. EXTERIOR Natural conditions				
1a. Earthquake	X	4	High	0
1b. Windstorm (hurricane, typhoon, storm or severe wind)	X	4	High	0
1c. Flood (river, lake)	X	4	High	0
1d. Tornado	X	4	High	0
1e. Heavy rain	X	4	High	0
1f. High winds	X	4	High	0
1g. Hail	X	4	High	0
1h. Ice	X	4	High	0
1i. Volcanic eruption	X	4	High	0
1j. Lightning strike	X	4	High	0
1k. Wildfire (nearby forest, brush, etc.)	X	4	High	0
1l. Other (specify)	X	4	High	0

Facility Risk Assessment

- ❖ This looks at specific issues with your building's infrastructure.
- ❖ If you have more than one building, perform for each.
- ❖ Invite your facilities manager to do walkthrough with you.
- ❖ Invite the fire department to do a fire safety walkthrough.

Facilities Assessment - Architecture

- ❖ Building Construction
- ❖ Roof
- ❖ Windows, Skylights and Doors
- ❖ Basements
- ❖ Cracks or Seepage



Facilities Assessment - Drainage

- ❖ How is water drained?
- ❖ Is water directed away from the building?
- ❖ Is the water draining properly?



Facilities Assessment - Protection from Fire

- ❖ Fire Extinguishers
- ❖ Fire Suppression and Detection Systems
- ❖ Fire Alarm System
- ❖ Fire Marshal Inspections
- ❖ Appliance Use and Condition



Facilities Assessment - Protection from Water

- ❖ Pipe Leaks/Plumbing Problems
- ❖ Water Detectors
- ❖ Sump Pumps
- ❖ Valuable Materials Stored Above Ground
- ❖ Staff Knowledge/ Access to Water Main Shut-off and Mechanical Rooms



Facilities Assessment - HVAC

- ❖ Type of HVAC System
- ❖ Maintenance
- ❖ Filter Change Schedule
- ❖ Drip Pan Inspection
- ❖ Evidence of Mold or Leaks
- ❖ Schedule of Operation
- ❖ Storage in Mechanical Rooms



Wikimedia Commons

Facilities Assessment - Security

- ❖ Locks and Alarms
- ❖ Security Panel
- ❖ Closing Procedures
- ❖ Exterior Lighting
- ❖ Contact with Security or Police



Facilities Assessment - Housekeeping

- ❖ Safe Storage of Cleaning Supplies
- ❖ Pest Management Strategies
- ❖ Food and Drink Policies
- ❖ Plants
- ❖ Trash Removal



Facilities Assessment - Construction

- ❖ Responsibility for Fire Safety
- ❖ Fire Guards Used for Welding/Cutting
- ❖ Debris Removal



Facilities Assessment - Insurance

- ❖ Policy Update
- ❖ What Is Covered?
- ❖ Replacement Costs Specified
- ❖ Claim Procedures
- ❖ Data Backup Procedures

Emergency History

- ❖ If it's happened once, it can happen again.
- ❖ Can you fix past problems?
- ❖ Can you create strategies for minimizing unfixable problems?
- ❖ Don't forget to ask people who have worked in your building the longest.

What Questions Do You Have?



Homework for Next Week

- ♦ Research and choose a template
- ♦ Download REPP worksheets and complete them.



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/conservoogram/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