

Creating a Call List for your Facility's Disaster Plan

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Emergency & Disaster Response Plan

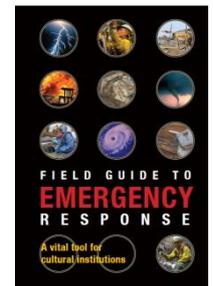
Most important part of the plan is not necessarily the end product! It's the knowledge gained from the process of creating it:

- Building systems (HVAC, etc.)
- Staff capabilities
- Local and regional vendors

In the event of an emergency, it is good to have the plan to refer to, but you will have to be resourceful and flexible.

Getting Started with the Plan

- American Alliance of Museums (AAM)
- Foundation American Institute for Conservation of Historic and Artistic Works (FAIC) conservation-us.org
- *Field Guide to Emergency Response*
- Minnesota Historical Society
- dplan.org



Call List Hierarchy

- First Responders
- Smaller organizations
 - Staff, Board & Volunteers
- Larger organizations
 - Departments according to policy
- Utilities

Organization and/or Department Call Tree

- Start inside organization and/or department
 - staff that have responsibility for areas that would be affected
 - staff that have a stake in areas that would be affected
- Include
 - board members
 - key contacts for stakeholders
 - county and city

Building Your Response Team

- Try to match role functions with individual skills (*Field Guide has excellent role descriptions)
- All roles may not be needed depending on size of event
- In a small organization, one person might need to take on more than one role
- In a large event, several people may need to be assigned to each role, or need backups
- Take geography of staff into consideration
- Have a backup listed for each position on team

Choosing your Team Leader

- Might not be your Executive Director
- Think about personalities and have a frank discussion among staff about real life reactions to emergency/crisis situations – its OK to have an emotional response
- Could be a person with good leadership skills on staff or on Board of Directors, or a volunteer

Build Relationships with First Responders

- Meet with Local First Responders – Fire and Police
- Offer a walk-through of your facility to familiarize them and to discover any concerns they might identify

Pocket Response Plan Part 1

Side 1

- Institutional Contacts
 - First Responders
 - Disaster Team
- On-site disaster supplies locations
- Emergency Service Providers
 - Mutual Aid Partners

Pocket Response Plan Part 2

Side 2

- Response Checklist
- Collections Assessments
 - Gather Supplies
 - Priorities
 - Recovery
 - Salvage

Pocket Response Plan Part 3

- Ability to store information in one convenient place
- Fold up for easy storage
- Keep in water-proof sleeve
- Give to board members, volunteers, staff and anyone who will be vital in an emergency

Insurance

- Know who your adjuster will be in event of an emergency/disaster claim, have that name and # on your call list with insurance company information.
- Document! If it isn't documented, written down, photographed, IT DOESN'T EXIST!

Contractors and Suppliers

- Make the contacts beforehand with restoration/recovery and supplies vendors/contractors
- Establish contracts/accounts if necessary to be first on their list of customers in a community-wide disaster

Aid Agencies and Professional Consultants

- Minnesota Historical Society
- MALHM Mutual Assistance
- National Heritage Responders
- Midwest Art Conservation Center

Safety First!

- Remain calm
- Even with a minor event, Stop, Look, and Listen: look for electrical hazards such as cords in water, frayed wires, downed power lines; and the smell or sound of leaking gas
- Never enter a damaged building or area without the permission of authorities
- Wear protective gear: rubber boots, safety glasses, respirator masks, gloves, hard hat
- Bring a means of communication with: 2-way radio or walkie-talkie

Train your staff

- Inform staff who are on your call list that they are on your call list!
- Review plan with staff
- Show where supplies are located
- Run a drill - go through the steps for a small event response and larger event response

UPDATE!!!

- Useless if contact information is not current!!
- MayDay, initiative to encourage heritage organizations to devote attention to disaster response plan, reviewing procedures, and training staff and do at least ONE thing for emergency preparedness on May 1st



MayDay

SAVING OUR ARCHIVES
MAY 1 • 2018

Emergency Management Courses

Courses in Emergency Management
available FREE from FEMA:

<http://training.fema.gov/IS/>

Disaster Scenerio

1. Water pipe broke in the storage area
2. Snakes are invading your storage area
3. A fire took out your office area
4. The museum was broken into
5. A tornado destroyed one of your buildings on the museum grounds

Contact Us

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Original presentation created by Lisa Vedaa the Collections Curator at the Historical & Cultural Society of Clay County in Moorhead, MN