DISASTER RESPONSE IN CULTURAL INSTITUTIONS:
A WORKSHOP FOR LIBRARY, ARCHIVES, AND MUSEUM STUDENTS
Agenda
March 31, 2012

1:00 - 1:15  Introduction
1:15 – 1:45  Guest Speaker Christa Deacy-Quinn
1:45 - 2:15  Before the Disaster: Mitigation and Preparedness
2:15 - 2:30  Break
2:30 - 3:00  During the Disaster: Elements of Emergency Response
3:00 - 3:45  Table Top Exercise
3:45 - 4:00  Debriefing and Final Questions
What is emergency management?

- The planning and actions to prevent and be prepared for emergencies and to deal with them effectively.
How do you define an emergency/disaster?

- “Any incident which threatens human safety and/or damages or threatens to damage or destroy, an archive’s/library’s/museum’s building, collections, contents, facilities or services” Graham Matthews
Large or small...
Florence Flood of 1966

Santa Croce

Photograph by David Lees
Florence Flood of 1966

Photograph by David Lees
What Emergencies Might Your Institution Encounter?

- Water, water, everywhere
- Fire
- Vandalism/Theft
- Storms, all sorts
- Earthquake
BEFORE THE DISASTER: MITIGATION AND PREPAREDNESS

Getting Organized
Before a Disaster Strikes
Elements of Emergency Management

Don’t forget to rinse and repeat!
Mitigation

- The process of preventing or minimizing the losses and damages that emergencies can cause

- Disaster Prevention and Protection Checklist at www.lyrasis.org
Preparedness

- Planning to effectively respond to emergencies and disasters and successfully recover affected materials.
- Getting organized to respond to an emergency, should one occur.
The Top Ten Things to Do Before a Disaster Strikes
adapted from a list by Julie Page

1. Prepare a disaster/emergency plan that covers people and collections
The Top Ten Things to Do Before a Disaster Strikes
adapted from a list by Julie Page

2. Survey your building for risks – “risk assessment”
The Top Ten Things to Do Before a Disaster Strikes
adapted from a list by Julie Page

3. Have a communication plan
The Top Ten Things to Do Before a Disaster Strikes
adapted from a list by Julie Page

4. Prepare a first response action list that includes your emergency response team
The Top Ten Things to Do Before a Disaster Strikes
adapted from a list by Julie Page

5. Organize emergency contact information for all staff (including volunteers and interns)
6. Establish salvage priorities
7. Create collections disaster supply kits
8. Understand your insurance coverage and funding options
9. Establish collaborative relationships
10. Train staff in response and recovery
The All Important Plan...

- Emergency/disaster plans contain guidelines and procedures for responding to a variety of events
The All Important Plan...

- Should be in different formats, and keep in multiple locations
- Good news: You don’t have to reinvent the wheel!
- http://www.library.cornell.edu/preservation/emergencies/index.html
- http://www.dplan.org
What about Our Vital Records?

- A “vital record” is the recorded information that is essential for the continuation or reconstruction of an agency.
- Catalogs, accession files, deeds of gifts, computer software, employee records, insurance, emergency plans, any other information essential to restoring operations.
Identifying Vital Records

- Be selective and protect only that information that is absolutely necessary to conduct emergency operations, normal agency functions, or protect the rights and interests of the library and individuals.
Identifying Vital Records

- Conduct an inventory
Methods of Protection

- Duplication
- Dispersal
Methods of Protection

- On-Site Storage
- Off-Site Storage
Vital Records in an Emergency

- Vitals records are always a top salvage priority
- Duplicates increase likelihood of vital records surviving
- If vital records are damaged, salvage using techniques covered in next section!
An important part of emergency response!
DURING THE DISASTER: ELEMENTS OF EMERGENCY RESPONSE

Getting Organized During an Emergency
Emergency Management

- Mitigation
- Preparedness
- Recovery
- Response
Response

1. Life Safety
2. Incident Stabilization
3. Property Preservation (i.e. collections salvage)
Recovery

- Returning facilities and services to normal
1970 Laguna Wild Fire

Why should you know about ICS?

- ICS is flexible and can be used for incidents of any type, scope, and complexity (even a non-emergency event)

- Learning about ICS will help you understand how first responders operate and will help create an integrated response should a wide-spread disaster occur
ICS Principles

- **Chain of Command**
  - Refers to the orderly line of authority within the ranks of the incident management organization

- **Unity of Command**
  - Means that every individual has a designated supervisor to whom he or she reports at the scene of the incident

*There can be only one!*
ICS Principles

- Uses Common Terminology
  - Helps to define organizational functions, incident facilities, resource descriptions, and position titles

- Unified Command
  - Allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability
ICS Principles

- **Span of Control**
  - Only 3-7 Subordinates or Resources per Supervisor

- **Modular Command**
  - Incident Commander will appoint other positions as needed
ICS Organization

COMMAND STAFF

- Incident Commander
- Safety
- Information
- Liaison
- Operations
- Planning
- Logistics
- Finance and Administration
ICS Organization

- **Strike Teams**
  - A set number of resources of the same kind and type with common communications operating under the direct supervision of a Strike Team Leader.

- **Task Forces**
  - A combination of mixed resources with common communications operating under the direct supervision of a Task Force Leader.
ICS Organization

Sample Strike Teams and Task Forces

- Search & Rescue Strike Team
- Medical Aid Strike Team
- Perimeter Security Strike Team
  - Damage Assessment Task Force
  - Shelter and Feeding Task Force
  - Public Works Task Force

Visual 5.12
General Staff Functions
ICS Organization: Collections Response

Identification and Retrieval Team

Packaging and Drying Team
Identification and Retrieval Team

- Searches for and identifies damaged materials
- Sort material according to damage and treatment needed
- Transport materials to recovery area
- Records what is being removed from site and where it is being sent
Identification and Retrieval Team

- Team Leader
- Record Keeper
- Sorter
- Transporter
- Priorities Identifier
Packaging and Drying Team

- Make more detailed decisions about treatment techniques
- Air dry wet materials
- Pack wet materials for freezing
- Rinse soiled materials
- Label materials in air drying areas and in boxes
Packaging and Drying Team

- Team Leader
- Air Dying
- Record Keeper
- Rinsing
- Packer
Planning Ahead

- The Collections Response Team may not immediately be allowed into the emergency site

*Use this time to get the team together and create an Incident Action Plan!*
Conducting an Assessment/Re-entry Guidelines

1. Has everyone known/believed to be inside the building accounted for?

2. Has permission been given by civil authorities to re-enter?
Conducting an Assessment/Re-entry Guidelines

3. Are utilities safe for use?

4. Do you have a buddy?

3. Are you equipped with the appropriate personal protective equipment?
Conducting an Assessment/Re-entry Guidelines

6. Do you have means of communication?

7. Do you have means for quick initial documentation?
Stabilizing the Environment

- Stop water at source
- Lower temperature and humidity
- Mop up or pump out standing water
- Maintain security
Stabilizing the Environment

Molded saddle, Old Spanish Fort Museum, Pascagoula, Mississippi: 26 September 2005, © AASLH Mississippi Team 1
The Emotional Response

- Be kind
- Take breaks
- Be aware of changes in behavior
- Talk it out – debrief after an event

http://www.citizencorps.gov/cert/videos/DisasterPsychology/index.shtm
Prioritizing the Salvage

- Always have a salvage priorities list prior to an emergency.
Prioritizing the Salvage

- Any material threatened with imminent damage or destruction
- Wet material lying on floor or on the top shelves
- Wet or damp material on lower shelves
- Wet or damp material on upper shelves
Salvage Techniques for Paper: Air Drying
Salvage Techniques for Paper: Freezing

Walk-In Freezer for emergencies, pest management, and collections storage, April 2011, Photo courtesy Nora Lockshin.
Salvage Techniques for Paper: What to Expect

- Mold growth is possible
- Cockling, bleeding, staining
- Wet paper will be fragile – use supports
Salvage Techniques for Photographs: Freeze and/or Air Dry
Salvage Techniques for Microfilm, Magnetic Media, and Computer Discs
Salvage Tips to Remember

- Be Safe
- If you can, freeze to buy time
- Ask for help – have a contact list of conservators
- Objects will never look the same

Vacuum Freeze Dried folders and photographs, April 2011, Photo courtesy Sarah Stauderman.
Table Top Exercise Time!

- A fun and simple way to think about how you would respond in an emergency