Emergency Planning
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What we will cover today
• Stages of Emergency Planning
• Types of emergencies
• Why plan for emergencies?
• What makes a good Emergency Plan
• How to test a plan.
• What is requires for Accreditation and Benchmarks.

Stages of Emergency Planning
• Assessment
• Prevention
• Preparedness
• Reaction
• Recovery
• Review

Types of Emergency
• Fire
• Flood
• Water leaks
• Theft
• Vandalism
• Earthquake
• Hurricane
• Tornado
• Terrorism
• Storm Damage
• Building collapse
• Chemical leak
• Mould outbreak
• Landslide
• Gas Leak
• Metal Theft
• Pandemic

A survey carried out between 2005-2006 showed 30% of museums in the UK had experienced a ‘disaster’ in the past 5 years, 21% had experienced more than one...

Bomb incident/ terrorist threat 3%
Fire 10%
Other (building collapse, IT/power failure) 68%
Thieves/ break-in/ burglary 6%
Vandalism 11%
Water damage 6%

Bomb incident/ terrorist threat 2%
Fire 6%
Other (building collapse, IT/power failure) 11%
Thieves/ break-in/ burglary 10%
Vandalism 3%
Water damage 5%
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www.bbc.co.uk/news/uk-44359651
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- Water damage 11%

Theft
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- Water damage 68%

How do you plan for the unexpected?
‘Although the events of September 11 were caused by an unprecedented act of terror, we found that standard, proven emergency management plans and responses turned out to be the most effective way of dealing with the disaster.’

(heritage Preservation 2002, p.20)

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Fire

- March 2015 Battersea Art Centre
- Cumbing Museum
- April 2015 Clandon Park
- May 2014 Glasgow School of Arts
- Notre Dame

Image - New York Times
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Flood

Increased rainfall
Prevention

• Maintenance
• Building work
• Detection
Questions?

Preparedness

The Emergency Plan

The Emergency Plan is nearly ready...

Emergency Planning is...

- Boring
- A waste of time...
  - It will never happen
  - You would not be allowed in
  - You can’t plan for everything
- Not my responsibility
- Hard to prioritise.
What makes a good plan?

- Information you need to deal with an emergency presented in a way that is easy to find and use.
- Better to have a good plan today, than a perfect plan tomorrow...
- Preparing the plan is part of the process
- ‘I have always found that plans are useless, but planning is indispensable.’ Eisenhower
- Plans that are considered fit for purpose have contributions from a variety of roles in the museum.

What should be in an emergency plan?

Contacts

- Staff
- Salvage team
- Press/communications team
- Visitor Services
- Utilities
- Tradespeople
- Specialists
- Other local museums

Plans

- Decent size A3/A2
- Laminated
- 2 copies
- Clear – only useful information
- Clearly labelled
- One of site with info on access, fire hydrants
- One of each floor of building – compartmentation/stopcock, electrical main switches.

Priority Objects

Priority/Grab Sheet

Roles
Other

- Salvage and first aid for collections
- Pre-prepared logs – communication, entry.
- Inventory sheets
- Equipment lists
- Pre-prepared risk assessments
- Briefing for social media/ press/ website
- Steps for after an incident.

What should be in an emergency plan?

Harwell Template (short) Emergency Plan

Contents
1. Introduction
2. Emergency Management Team
3. Alarm raising procedures: During Opening Hours. Outside of Opening Hours
4. Starting Salvage
5. Salvage and Incident Management Guidelines for Emergency Response Co-ordinator
6 Salvage and Incident Management Guidelines for Collections Salvage Leader

Appendices
A Personnel Contact lists
B Priority Lists
C Floor Plans
D Emergency Equipment
E External Suppliers and Utilities
F Salvage and treatment guidelines per object
G Health and Safety, Risk assessment Form
H Damage Record Form
I Incident log form
J IT recovery procedures
K Alarm Reset instructions
L Utilities Isolation

Questions?