

In preparing for battle I have always found that plans are useless,
but planning is indispensable.

Dwight D. Eisenhower, US general & president (1890 -1969)

Requirement 1.9

Clear, workable emergency plan

'The museum must be able to respond effectively to emergency or disaster situations. It must have an emergency plan, relating to all buildings that house collections and services, which includes or refers to:

- 1.9.1 arrangements for the workforce, visitors and collections
- 1.9.2 risk assessments of threats
- 1.9.3 information about how emergency plans are authorised, maintained, communicated, tested and made available to the workforce and emergency services
- 1.9.4 evidence of how the museum works with the emergency services, and of any other relevant emergency plans
- 1.9.5 an effective procedure for reviewing the emergency plan'



Requirements for Extent of the Plan

It must include arrangements for:

- All buildings that house collections (such as off-site stores and offices) (1.9.1)
- Evacuation procedures for staff, visitors and priority objects (1.9.1)
- Salvage procedures, during and after the emergency (1.9.1)



Requirements for Development of the Plan

It must be informed by:

- a risk assessment (from threats such as fire, water, theft, vandalism, pests, etc) (1.9.2)
- Have input from the emergency services, and/or other relevant emergency plans (1.9.4)



Requirements for Maintenance/Use of the Plan

It must provide information about:

- How the plan is authorised, maintained, communicated, tested and made available to the workforce and emergency services (1.9.3)
- How it is reviewed and when (every 3 years minimum) (1.9.5)



1.9 Clear, workable emergency plan

Please click [here](#) for guidance.

Please confirm that your emergency plan is available for inspection

* Date the plan was last reviewed Year

* Please explain how your plan has been developed, disseminated and tested. (No more than 200 words.)

Word count: 0

Please confirm whether the plan cover all of the following areas:

- * Arrangements for the workforce, visitors and collections Yes No
- * Risk assessments of threats Yes No
- * Information about how emergency plans are authorised, maintained, communicated, tested and made available to the workforce and emergency services Yes No
- * Evidence of how the museum works with the emergency services, and of any other relevant emergency plans Yes No
- * An effective procedure for reviewing the emergency plan Yes No



FAQs from the Assessment Team

- Is there a sufficient and appropriate training plan to support the implementation and use of the emergency plan?
- How is the plan communicated to the workforce?
- How often is the plan tested, and what format is used, for example, walk through, scenario, presence of emergency services?
- How is the plan informed by and communicated to local emergency services?
- What are the review procedures for this plan? If a procedure is not in place, can you please outline plans to create one in the future?



1.9 'Required Actions and 'Areas for Improvement' (from sample of museums)

Required Actions:

Develop a clear and workable Emergency Plan: 4 museums

Develop a clear and workable Emergency Plan when re-open: 6 museums

Areas for Improvement:

1.9.1 Arrangements for the workforce, visitors and collections (salvage lists, photos, plans – 6 museums; include all relevant buildings – 5 museums)

1.9.2 Undertake risk assessment of threats: 6 museums

1.9.3 Information about how emergency plans are communicated (3 museums) and tested (2 museums)

1.9.4 Evidence of how the museum works with the emergency services (2 museums)/ other relevant emergency plans

1.9.5 An effective procedure for reviewing the emergency plan

SEWS Region Support:

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South East Museums website southeastmuseums.org/resources

SEWS Museums Salvage Kits (contact Prev Cons Officer or MDO at mdo.office@brighton-hove.gov.uk)

Join the SMP or Sussex Museums Group's Harwell Priority User Agreement – sharing the annual cost. Details from Haidee Thomas or SMG Sec.

