

Developing a Disaster Plan

Identify Scope of Plan

Which buildings/sites/departments are to be included?
Which specimens to be included - Collections and Galleries?
Additional items to be included? – Libraries, Archives?
IT Data and hardware to be included?

Carry out a Risk Assessment

Review history of disasters in museum/community
What are the potential disasters?
How likely are they to happen?
What would the impact of them likely to be?
What are the Health and Safety issues associated with a disaster?

Reduce/Remove Risks where possible

Prepare an action plan and costs/resources needed to remove risks
Identify and implement any measures or general maintenance routines which could minimise the effect of a disaster (regular cleaning of cupboard tops, positioning of priority specimens on higher shelves).

Identify Items for Salvage

Items should be prioritised into three groups (high, medium and low) and they should be identifiable on a floor plan. Details of the specimens, their numbers, locations and any relevant info (i.e very large) should be collected for inclusion in the Disaster Plan.

Create a Crisis Management Team

This team may already exist as part of a Business Continuity Plan. If it does, ensure that the following roles are included:

- Crisis Coordinator
- Communications/PR
- Security
- Building Recovery
- Salvage Manager

Define responsibilities for each of these and identify who will fulfil these roles.

Create a Salvage Team

This may be a museum wide team and/or department/building level teams. Depending on the scale of the incident several teams may be needed and may have to work together. Building plans which are colour coded by department can be useful to help salvage coordination.

Teams should include members who are knowledgeable about the collections. It may be necessary to create a core team with additional members for a larger scale incident. Collect names, contact numbers and travel time/home location information from all team members.

Establish Support Network

Other museums in area where expertise and equipment could be shared

Creation of Disaster Plan

Create a Disaster Plan ensuring all the required information on the checklist is included, as well as any forms that are required (Damage Record Forms, Incident Assessment Forms). Please refer to the SYNTHESYS disaster plan checklist.

Main areas to cover will be:

Emergency Procedures

Ensure procedures are in place to contact all relevant people in the event of a disaster – i.e. the Emergency Services and the Crisis Management Team. Ensure all staff know what to do/where to go/who to contact.

Identify Access Requirements

How will the Salvage Team get access to the specimens? Are there specific keys for certain areas, if so detail these, who holds them, and how they can be acquired at short notice. Gather floor plans and mark locations of specimens, exits and any other relevant info.

Contacts

List contact numbers for team members, relevant departments, and emergency numbers. It may not be possible to hold supplies of all disaster related equipment, in which case external suppliers should be identified who can provide necessary equipment, facilities or advice at short notice. It may be necessary to create contracts with some of these suppliers. Ensure that all contact information is current and create a list including names, numbers, addresses and websites.

Procedures

Procedures will be needed to guide the teams through the whole disaster process, from assessment of the damage, through to sorting, packing, treatment and post disaster cleanup. Detail how the salvage operation will take place (who, what equipment – sorting etc).

Detail how salvaged specimens will be treated, this will include general guidelines for handling and moving objects as well as specific treatment for certain collections (i.e. Spirit collections). Information should also include items which should not be frozen, location of freezers (with maps if necessary), how to handle potentially dangerous items, and what to do after salvage to ensure that the environment is suitable for re-housing collections.

Equipment

The size of the museum will dictate how many stores/cupboard or trolleys will be needed. Ensure that there are enough, and they are spread throughout the building, it may be beneficial to have a static store as well as movable ones (i.e. trolleys) Identify and list what equipment will be needed for salvage.

Identify Areas for Recovery Operations

Identify rooms/areas that can be used for sorting, storage, packing and treatment of specimens. Also staff areas such as for rest, first aid and catering may be needed. It may be useful to have locations in alternative departments/buildings or even other museums in case of a large scale disaster

Stock Salvage Stores/Trolleys

- Label the locations for stores/trolleys
- Gather/purchase equipment
- Ensure specialist kit is available where necessary (chemical spills kits)

Training

Train all members of the Salvage Team/Crisis Team on their responsibilities and give them copies of the Disaster Plan

Ensure all current staff are aware of what to do and who to contact in the event of a disaster and give them a copy of the summary sheet

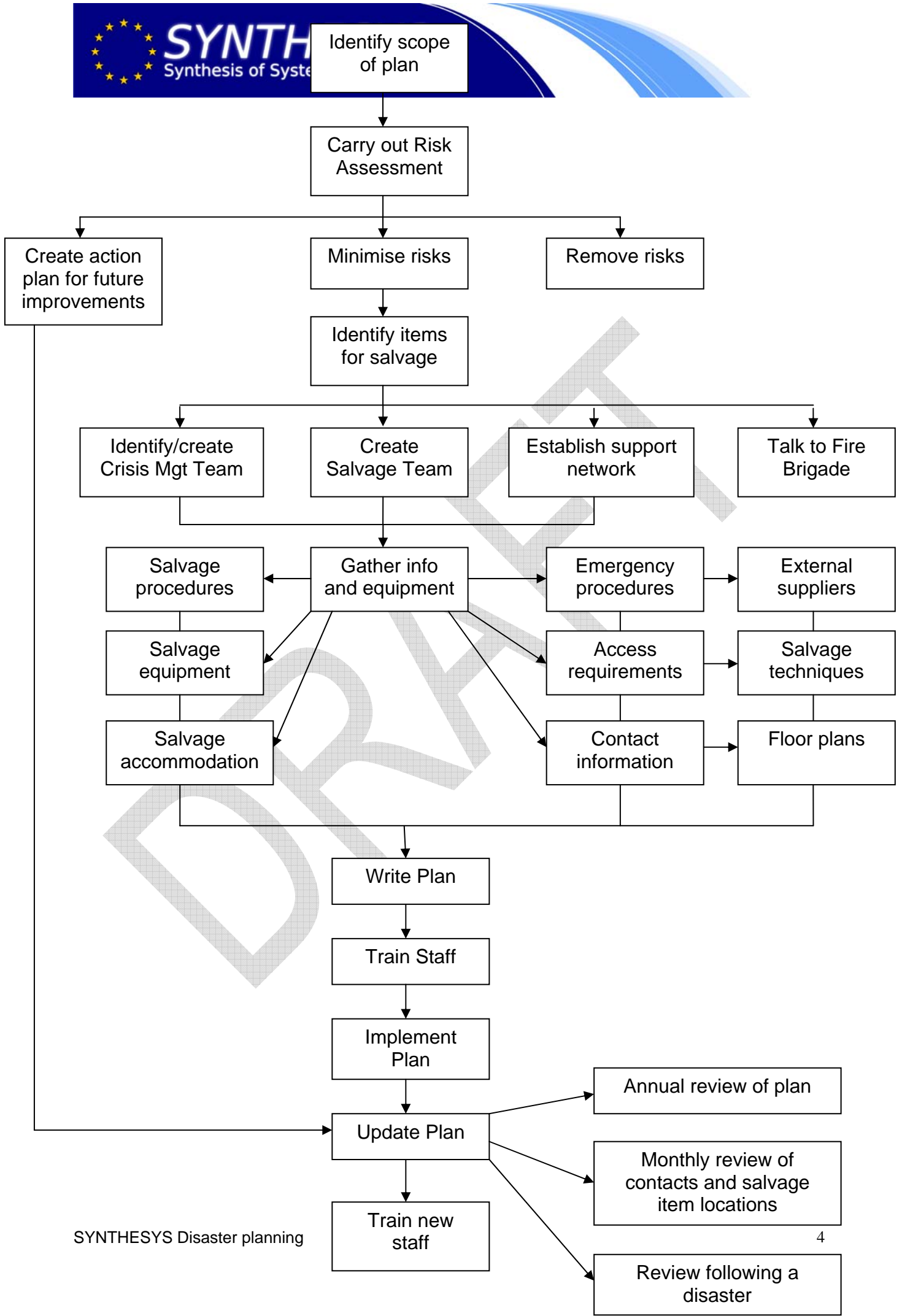
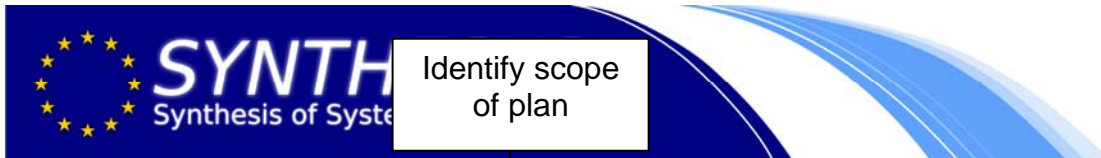
Ensure summary sheets are given to new starters at their induction and they are briefed on what to do and who to who to contact in the event of a disaster

Updates

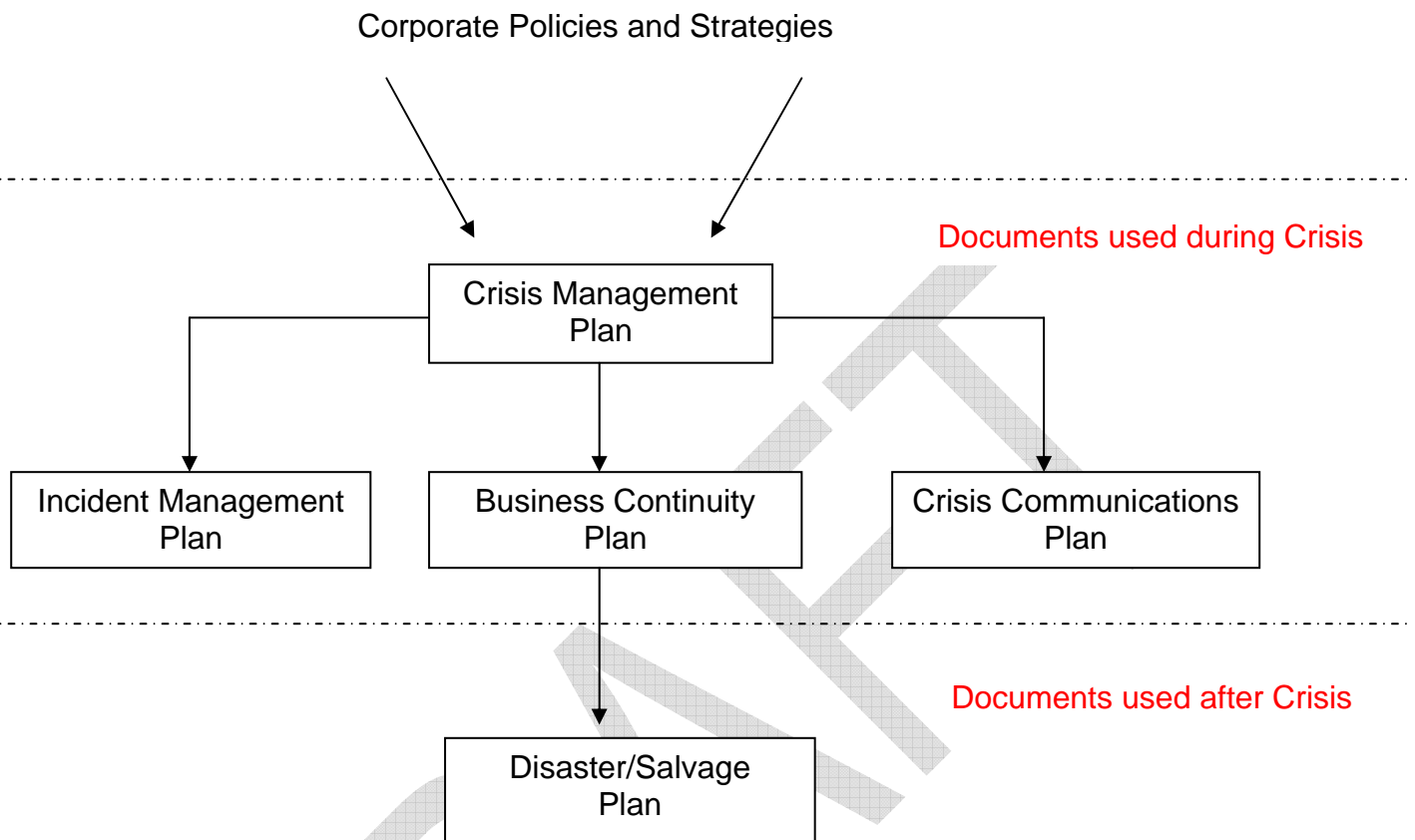
Ensure a procedure is in place to keep the plan up to date in regards the following:

- New collections/specimens acquired (including loans)
- Specimens removed from the collections/galleries
- Changes of locations of specimens (new exhibitions)
- Salvage/Crisis Team members who leave the museum
- New staff/numbers who will become members of the teams
- Change of address, phone numbers of team members

Below is a flow chart detailing how to develop a disaster/salvage plan.



Below is a flow chart detailing how to develop a crisis plan.



Copies of the

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