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# Is your Museum ready for Emergencies/Disasters?

Robin Bauer Kilgo & Steve Detwiler



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# Introductions



# What do you have to fear in Florida?



Florida is susceptible to numerous hazards!



# What are your Museums vulnerable to?

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All of the above plus!



# What are your Museums vulnerable to?

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- [Mississippi Agricultural Museum Fire, Nov 14, 2015](#)
- [American Museum of Natural History Fire, Dec. 2014](#)
- [Tunisia Museum Terrorist Attack, March 2015](#)
- [Pelly Museum Fire, Saskatchewan, Canada, June 15, 2015](#)
- [Midway Museum Fire, San Diego, CA, July 15, 2015](#)
- [Kidspace Children's Museum-Injured Children, California July 29, 2015](#)
- [Cites des Sciences Museum Fire, Paris, France- Aug 20, 2015](#)
- [Ringve Museum Fire, Norway, Aug 3, 2015](#)

# What are your Museums vulnerable to?

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- Water pipes
- Pest Infestations
- Arson
- Burglary/Vandalism
- Catering operations
- Construction/renovation
- Demonstrations
- Facility failure
- Fire
- Hazardous chemical/waste spill
- Medical/trauma/injury/accident
- Neglected landscaping
- Power outage
- Special events
- Utility breakdowns

# 2015 Southeast Florida Art and Cultural Preparedness Survey

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- This was instituted by the Alliance for Response-Miami and designed the gauge the level of preparedness in Southeastern Florida.
- 17 individuals and organizations participated.
- We asked the following questions:
  - Does your organization/institution have an emergency plan?
  - Have you experienced an emergency and/or disaster in the past 5 years?
  - Have you trained your staff, boards and volunteers on the plan?
  - Does your organization/institution have a mutual aid agreements with other groups to safeguard your collections?

# 2015 Southeast Florida Art and Cultural Preparedness Survey Cont..

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- 88% of respondents said they have an emergency plan in place.
- 41% of respondents stated that have had an emergency/disaster and 58% said they had not.
- 64% of respondents said they have trained staff, volunteers, etc. 35% had not!
- None of the respondents had a mutual aid agreement with other organizations/institutions.
- One of the follow-up questions we asked is what training or exercises they would like offered:
  - ❑ 58%- Damage Assessment
  - ❑ 41%- Creating a Plan, Preservation and Incident Command Systems training
  - ❑ 29%- Creating a Business Continuity Plan



# Florida Connecting to Collections 2012-2014

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- Forums around the state
- Collections Survey
- WE LEARNED
  - ❑ Collections in Florida are at risk
  - ❑ 25% of collecting institutions have an emergency plan with staff ready to implement
  - ❑ Collections staff would like to know colleagues in their region for help in emergency, networking, resource sharing

# Do you have a emergency management plan?

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# Emergency Management Planning

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Before you create your plan, here are some things to do first:

- Meet with your local emergency manager and include him/her in the process!
- Look at the hazards in your community and facility. For community hazards review your county's local mitigation strategy.
- Assemble a planning team, it should include management, staff, vendors and contractors.
- Pull information from existing institutions plans and procedures, this will ensure consistency with other existing plans.

# Planning Resources

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- Florida Assoc. of Museums Emergency Planning: <http://www.flamuseums.org/professional-development/connecting-to-collections/emergency-plans/>
- The Getty, Building an Emergency Plan Guide: [http://www.getty.edu/conservation/publications\\_resources/pdf\\_publications/pdf/emergency\\_plan.pdf](http://www.getty.edu/conservation/publications_resources/pdf_publications/pdf/emergency_plan.pdf)
- Don't Panic! : An Archivist's Guide to Emergency Response – Lessons from the Smithsonian Institution to apply to your collections: <http://www.slideshare.net/SlArchives/dont-panic-an-archivists-guide-to-emergency-response-lessons-from-the-smithsonian-institution-to-apply-to-your-collections>
- Disaster Recovery Journal Sample Plans: <http://www.drj.com/resources/sample-plans.html>
- Prepare my Business: <http://www.preparemybusiness.org>
- Insurance Information Institute Business Recovery Planning: <http://www.iii.org/article/developing-small-business-disaster-recovery-plan-0>
- Studio Protector Planning Resources: <http://www.studioprotector.org/OnlineGuide/DisasterPlanning.aspx>
- Conservation OnLine, Disaster Plng and Response: <http://cool.conservation-us.org/bytopic/disasters/>
- National Park Service, Primer on Disaster Preparedness: <http://www.nps.gov/museum/publications/primer/primintro.html>

# Planning Resources

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- Nebraska State Historical Society, Are You Prepared? A Guide to Emergency Planning (includes sample action plans)  
[http://www.nebraskahistory.org/disaster/Emergency\\_Planning\\_Guide.pdf](http://www.nebraskahistory.org/disaster/Emergency_Planning_Guide.pdf)
- Northeast Document Conservation Center, Preservation Leaflets, Worksheet for Outlining a Disaster Plan  
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.4-worksheet-for-outlining-a-disaster-plan>
- National Park Service, Conserv-O-Gram  
[http://www.nps.gov/museum/publications/consveogram/cons\\_toc.html](http://www.nps.gov/museum/publications/consveogram/cons_toc.html)
- AIC – Collection Emergency Response Team <http://www.conservation-us.org/publications-resources/disaster-response-recovery/aic-cert#.Vd8tLdNViko>
- D-Plan <http://www.dplan.org/>
- Heritage Preservation (transitioning to FAIC) <http://heritagepreservation.org/>
- Minnesota Historical Society – Disaster Resources <http://www.mnhs.org/preserve/records/disresources.php>
- LYRISIS – Disaster Resources  
<https://www.lyrasis.org/LYRISIS%20Digital/Pages/Preservation%20Services/Disaster-Resources.aspx>

# How often do you last train and exercise your plan?

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# Training and Exercises

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- Emergency management and incident management training is always being offered through the State. Courses sponsored by the State are posted at: <http://trac.floridadisaster.org/trac/loginform.aspx>
- The counties also host their own training and exercises.
- All counties participate in the annual hurricane exercise.
- Exercising your disaster plans can be simply, here are two suggestions:
  - ❑ Host a brown bag event at work!
  - ❑ Work with your County Emergency Management Offices to include your institution in a future exercise.



# Training and Exercises

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- Table-tops

- ☐ Rescuing Records <http://www.rescuingrecords.com/xtabletop.html>

- Training Exercises

- ☐ California Preservation Program, Disaster Plan Exercise

- [http://calpreservation.org/information\\_resources/emergency-prep-and-response/disaster-plan-exercise/](http://calpreservation.org/information_resources/emergency-prep-and-response/disaster-plan-exercise/)

- ☐ Activities around your facility

- ☐ Find the fire extinguisher!

- ☐ Find the closest exits!



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**When did you last have an  
Emergency and/or Disaster?**

# Tips to being Ready

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- Implement a mass notification system (Phone Tree, Reverse 9-1-1).
- Identify multiple vendors before the next disaster.
- Maintain your institutions' websites and social media sites throughout a disaster.

Look after your employees post disaster:

- Fuel
- Disaster Relief Assistance
- Counseling



# Disaster Curfews and Access to Facilities

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- Every facility should have a designated assessment team.
- Following a disaster local and county officials will probably enact curfews in the impacted areas.
- All of the counties have guidance on what partners' employees should have on them when travelling during curfew hours.

The State of Florida recommends the following:

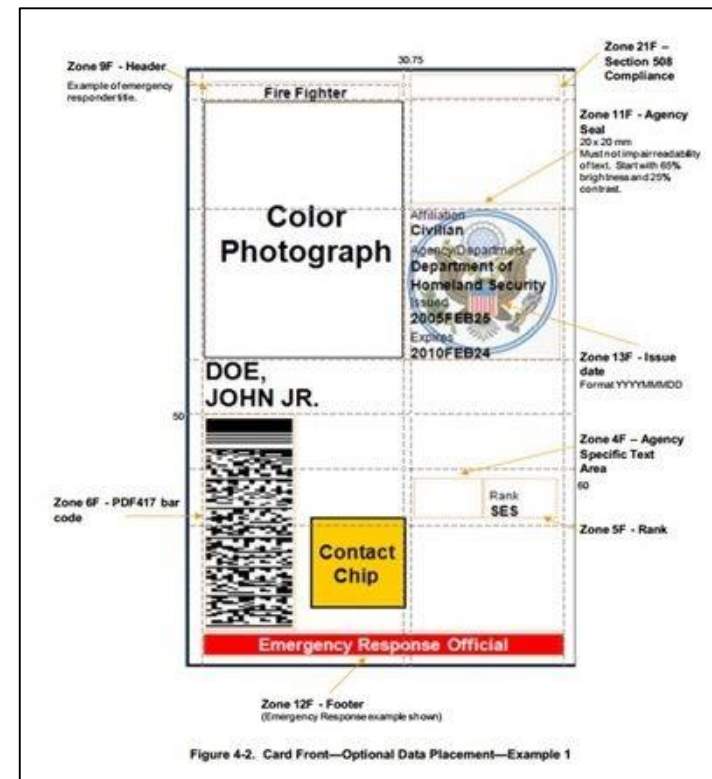
- Corporate Identification Card/Valid Driver's License
- Letter of Authorization



# Disaster Curfews and Access to Facilities Cont..

The Corporate Identification Card should contain the following information:

- Photo of the Employee
- Their Name
- Company Name
- Company Logo
- Issued and Expiration Date of ID Card



# Disaster Curfews and Access to Facilities Cont..

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The letter of authorization should be issued to each essential employee. The letter should contain the following information:

- Letter should be on the institution letterhead
- Their essential duty title and responsibilities
- Their duty station (list of facilities they may work from after a disaster)
- Issued and Expiration Date of the letter
- A 24-hour phone # so government officials can verify the letter

# Disaster Curfews and Access to Facilities Cont..

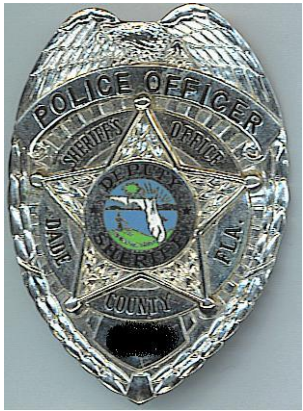
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If your employees are stopped by local law enforcement, remind them to:

- Be courteous and truthful to the police officer at all times.
- Have all necessary documentation:
  - ❑ Drivers License
  - ❑ Proof of Registration
  - ❑ Insurance Card
  - ❑ Company ID and Essential Employee Letter
- If the police officer refuses to let them pass don't argue with him/her, just follow their directions and contact your employer.



# Who do you collaborate with to be prepared?



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FLORIDA DEPARTMENT OF STATE



FLORIDA PUBLIC  
ARCHAEOLOGY  
NETWORK





# Benefits of Collaboration

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- Extra grants funds for infrastructure hardening!
- Technical assistance in developing plans and procedures!
- Access to training and exercises statewide!
- Technical assistance on life safety and preservation systems in your building!

# County Emergency Management Offices

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- Each of the 67 counties in the State have an emergency management office.
- These offices are responsible for overseeing preparedness activities before a disaster.
- During and after a disaster they are responsible for the effective direction, control and coordination through the county's Emergency Operations Center (EOC).
- The County EOC directs all response and recovery actions throughout each county during a disaster.
- Participating in the County's Local Mitigation Strategy can help you receive grant funding before and after a disaster.
- To find your county emergency manager please visit:  
[http://www.floridadisaster.org/county\\_em/county\\_list.htm](http://www.floridadisaster.org/county_em/county_list.htm)

# First Responders

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Depending on the county you are in, you may be serviced by various responders.

It is important to let the first responders know of special considerations at your museum:

- Security systems and staff (armed/unarmed)
- Pressurized storage areas
- Security Control Room location
- Types of collections you have and safety concerns
- Specialized Training (Fire Extinguisher Use, Active Shooter, etc)





# Alliance for Response-Miami

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# Mission and Goals

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The Alliance for Response (AFR) - Miami is dedicated to building a partnership between the art and cultural community and the first responder and emergency management community in Miami-Dade and Monroe counties. The goals of the Alliance are:

- To facilitate a partnership between the Alliance members, first responders and emergency managers in Miami-Dade and Monroe counties. This partnership is meant to enhance cooperation and understanding before the next emergency and/or disaster.
- To provide preparedness and outreach opportunities for both the art and cultural community, the first responders and the emergency management community.
- Develop a robust incident command structure for the Alliance to respond to large-scale emergencies and disasters.

# Membership

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We are a group of curators, archivists, librarians, preservation specialists, conservators, emergency management personnel, safety and security staff, and individuals with an interest in protecting cultural institutions and collections. Some of our members include:

- Miami-Dade County Cultural Affairs Department
- Wolfsonian-FIU
- Patricia and Phillip Frost Museum of Science
- Vizcaya Museum & Gardens
- Zoo Miami
- Rosa Lowinger & Associates
- Florida Connecting to Collection/Florida Association of Museums
- University of Miami
- Florida International University

# Membership Cont..

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The Alliance partners closely with the Miami-Dade & the Monroe County Office of Emergency Management. These agencies look to AFR Miami as a source of response and recovery information when emergencies impact cultural institutions.



# Recent Activities

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- Hosted a tabletop exercise for Alliance members in 2014.
- Alliance members participate in the annual ESF 18 (Business & Industry) virtual tabletop exercise.
- Conducted a survey of the art and cultural community to determine their preparedness level.
- Created and implemented the Alliance's first 3-year strategic plan.



# Outreach Activities

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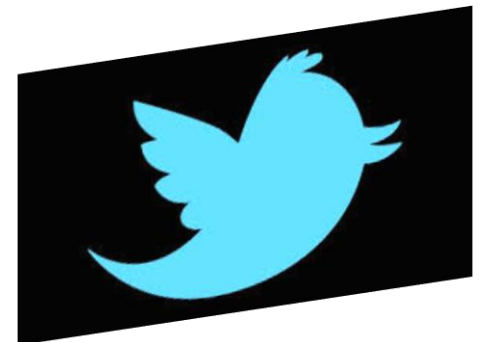
The Alliance for Response-Miami website is regularly updated to reflect our current activities. Please visit our website at:

[http://www.heritageemergency.org/?page\\_id=105](http://www.heritageemergency.org/?page_id=105)

We also maintain two social media pages. Through these pages we regularly share preparedness tips, upcoming training and member events and activities. These pages are:

➤ Facebook: [www.facebook.com/afrmiami](http://www.facebook.com/afrmiami)

➤ Twitter: [www.twitter.com/afrmiami](http://www.twitter.com/afrmiami)



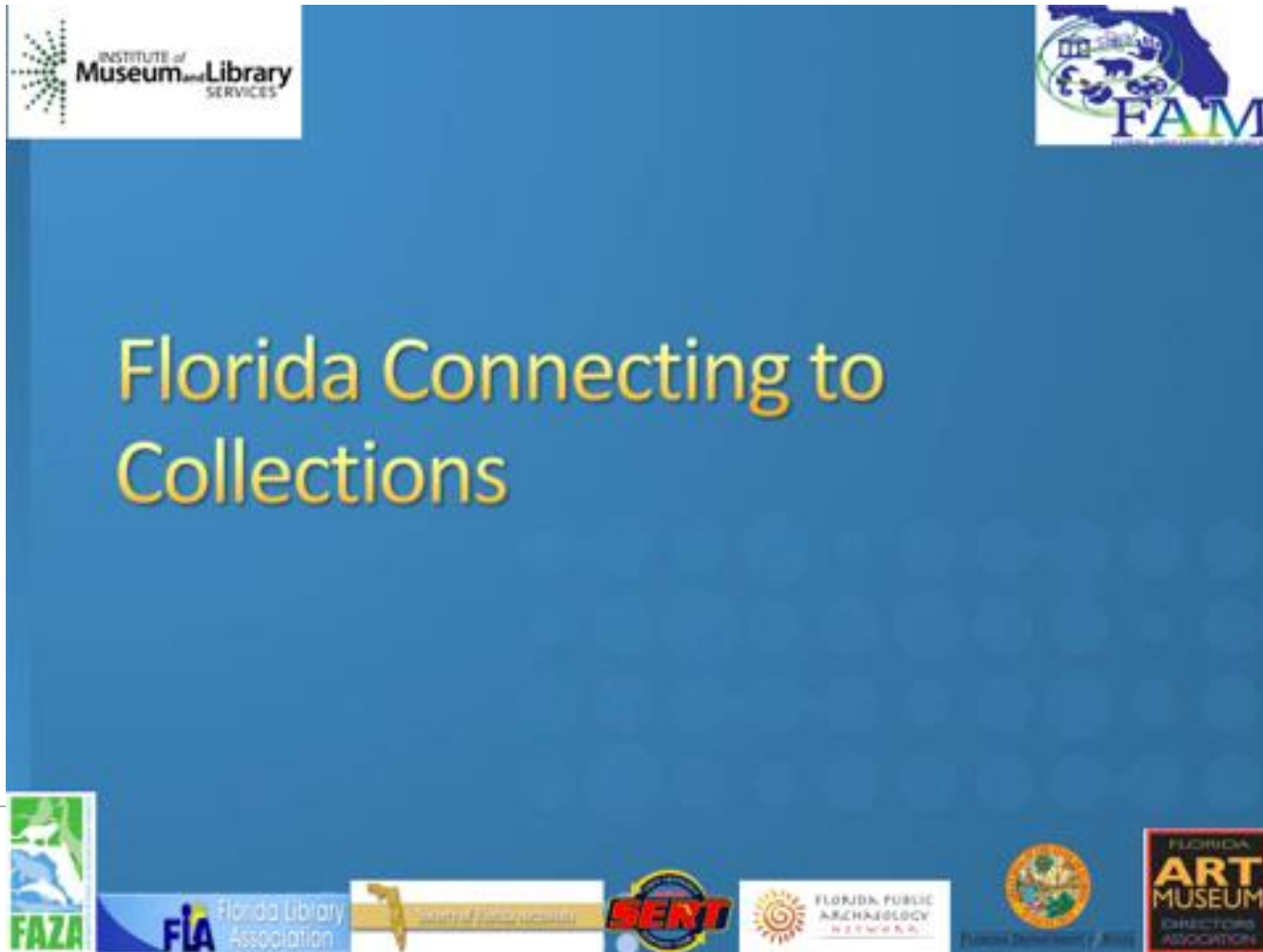
# Outreach Activities Cont...

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The Alliance also has a e-mail list server that regularly shares members news, upcoming training and AFR events.

You can sign-up at: <https://listserv.fiu.edu/cgi-bin/wa?A0=AFR-MIAMI>





The banner features a blue background with the title "Florida Connecting to Collections" in yellow text. Logos for the Institute of Museum and Library Services, FAM, FAZA, FIA, Florida Library Association, Florida Department of Education, SENT, Florida Public Archaeology Network, Florida Department of Agriculture, and Florida Art Museum are displayed along the bottom edge.

**Florida Connecting to Collections**

**INSTITUTE of Museum and Library SERVICES**

**FAM**

**FAZA**

**FIA** Florida Library Association

Florida Department of Education

**SENT**

FLORIDA PUBLIC ARCHAEOLOGY NETWORK

Florida Department of Agriculture

**FLORIDA ART MUSEUM** DIRECTORS ASSOCIATION

<http://flamuseums.org/professional-development/connecting-to-collections/>

# C2C Steering Committee

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- Grace Robinson, Gadsden Arts Center
- Vincent Luisi, Dunedin Historical Society
- Melissa Kendrick, Mel Fisher Maritime Heritage Museum
- Russell Daws, Tallahassee Museum
- Rosa Lowinger, Conservator, Rosa Lowinger and Associates
- Larry Killmar, Tampa's Lowry Park Zoo
- Jeana Brunson, Museum of Florida History
- Pam Doffek, Goldstein Library, FSU
- Tina Peak, Lake Wales Public Library
- Della Scott-Ireton, FI Public Archaeology Network
- Burt Altman, Society of Florida Archivists
- Kathy Turner Thompson, Citrus County Historical Society
- Norine Carroll, Archaeology Institute, UWF

# Process in Four Regions

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- Mentees write Emergency Management Plan with advice from Mentors
- 4 modules, each with 2 workshops, select which module helps you develop or improve your plan
- Mentees have “homework” before and between workshops to move their plan forward
- Mentors touch base with mentees between workshops
- All participate in on-line community

# Mentor-Mentee Groups

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- In-person discussions around the conference room table in all workshop locations. Also working groups to develop their plans.



# On-line Community

The screenshot shows a Google Groups forum page. At the top, there is a Google search bar with the text "Search for topics" and a search button. To the right of the search bar, there is a grid icon, a notification bell icon, and the user name "myriamspringue..". Below the search bar, there is a "Groups" section with a navigation bar containing a back arrow, a red "POST REPLY" button, a refresh icon, "1 of 7", and forward/backward arrows. The main content area displays a list of posts, each with a star icon, a user name, a message snippet, and a date. The sidebar on the left contains sections for "My groups" (Home, Starred), "Favorites" (with a yellow callout box: "Click on a group's star icon to add it to your favorites"), "Recently viewed" (listing "Florida C2C Developin...", "AbuDhabimuseumeduc...", "ADTCA Museum Course", "Google Groups Announ...", "Members of TMG"), and "Recently posted to" (listing "Florida C2C Developin...").

Google

Search for topics

myriamspringue..

Groups

POST REPLY

1 of 7

My groups

Home

Starred

▼ Favorites

Click on a group's star icon to add it to your favorites

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ADTCA Museum Course

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Members of TMG

▼ Recently posted to

Florida C2C Developin...

★ me Welcome everyone! My name is Myriam Springuel and I Jun 17

★ mvbarr I am Melanie Barr. I am representing the Micanopy Jun 24

★ stephaniechill Hello Everyone! I am answering for myself Jun 17

★ Kathy Turner Thompson I am Kathy Turner Thompson, Jun 24

★ gwynesmeg Hello everyone! I can't wait to meet you at Jun 17

★ Annette Shumway Hello Everyone! 1. Annette Shumway 2. I Jun 24

★ April Kirk Good afternoon! Thank you for including us in this Jun 17

★ Natasha Cuervo Good Afternoon, looking forward to meeting Jun 24

★ Madeline Sweeney Hi everyone! 1. Madeline Sweeney 2. I Jun 17

★ lauranemmers Laura Nemmers Self-employed. Laura Jun 17

# 4 Modules in 3 to 4 Regions

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- Each module = 2 workshops
  - ❑ Module 1: Threats and Priorities
    - ❑ June 26 and August 7, 2015
  - Module 2: Artifact Salvage and Recovery
    - ❑ October 2 and December 11, 2015
  - Module 3: Emergency Personnel
    - ❑ February 5 and April 8, 2016
  - Module 4: Involving Others and Putting it all Together
    - ❑ May 13 and June 25, 2016



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**Questions???**

# Thank you for your time!

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Robin Bauer Kilgo

Florida Connecting to Collection

Phone #: 954-661-8260

[rbkilgo@gmail.com](mailto:rbkilgo@gmail.com)

Steve Detwiler

Emergency Management Planner

Miami-Dade County OEM

Phone #: 305-468-5423

[steved@miamidade.gov](mailto:steved@miamidade.gov)