

# MayDay: Helping Save Our Heritage

This May, set aside time to do at least ONE THING to be more prepared to respond to an emergency

Here are some simple ideas:

- If you have a disaster plan, dust it off and make sure it's up to date.
- If you don't have a plan, commit to creating one by making a timeline for developing it.
- Conduct a building evacuation drill, evaluate the results, and discuss ways to improve on your staff's performance.
- Update your staff contact information and create a wallet-size version of your emergency contact roster, e.g., Pocket Response Plan™ (PReP™).
- Assess risks to your collection. You can use the Risk Evaluation Planning Program.
- Identify and prioritize important collection materials.
- Eliminate hazards such as storage in hallways, blocked fire exits, or improper storage of paints, solvents, etc.
- Make a plan to install any needed safety systems.
- Plan to train and drill an in-house disaster team.
- Provide staff with easily accessible disaster response information, such as the Emergency Response and Salvage Wheel.
- Get to know your local firefighters and police—invite them to come tour your institution and give you pointers on safety and preparedness.
- Develop a timeline for writing a continuity of operations plan (COOP).
- Plan to take a course in risk assessment or disaster planning.

• ARCHIVES • HISTORIC PRESERVATION

MUSEUMS



**MayDay**

**SAVING OUR HERITAGE  
MAY 2019**

HISTORICAL SOCIETIES

PREPAREDNESS PROTECTS OUR HERITAGE

You can make a difference—help save our heritage!