Webpage with all resources developed during Florida Connecting to Collections Year 1 available online as a self-paced Emergency Planning program at http://www.flamuseums.org/professional-development/connecting-to-collections/emergency-plans/

Emergency Plans

**Florida Connecting to Collections 2012: Developing Emergency Plans**  
This program is now a self-paced program that collecting organizations from around the state can use to develop their own institution-wide emergency plan. It is specifically designed for museums, archives, libraries, historic sites, or organizations with living collections. Use these guidelines to create a new emergency plan or revise your institution’s existing plan. The program has been divided into 12 modules which can either be completed in order, or as needed. Modules cover the following topics:

- Threats
- Priorities
- People Factor
- Elements of a Plan
- Working with Emergency Personnel
- Incident Command Systems (ICS)
- Artifact Salvage and Recovery
- Advocacy
- Case Studies: Aftermath, Disaster Response, and Plan Value
- Emergency Plan – A Living Document
- Training and Practical Applications
- Supplies

**Module Sections**

Each module has been broken into four separate sections to give your institution the most information when revising or creating your emergency plan. The sections include:

- Webinar
  Each webinar was recorded as part of Florida Connecting to Collections 2012: Developing Emergency Plans program. Webinars are approximately 15 to 35 minutes long. The webinars will provide you with the core methodology needed for your institution’s emergency plan. Professionals from around the state donated
their time and expertise to present the major themes and subjects involved in
developing an emergency plan.

Activities
These activities assume participants have watched the webinar. We highly
recommend you watch as a group, and immediately follow with the proposed
discussion or exercise.

Two different types of activities were created to help your institution develop an
emergency plan. The purpose of these activities is to help you engage colleagues
within your institution (or within your work group) to identify and develop elements
of the plan according to the particular circumstances of your organization.

- **Discussion Questions** will help you think about and address components of
  your plan and potential issues. These questions can also be shared with staff
  who are assisting you with your institution’s emergency plan.
- **Practical Exercises** are included in some of the modules via downloadable
  worksheets that will help you develop a section of your emergency plan. The
  practical exercises can also be distributed to staff for their input.

Samples
Participants in the 2012 Developing Emergency Plans program have provided
samples of plans they developed for their institutions. These sample plans were
created using the same methodology and sources now available for self-paced
participants.

Online Resources
Online resources from the Internet have been gathered to assist you as you
develop an emergency plan for your institution. Some resources are sample plans
from various organizations around the world. Others are resource documents that
you can use when revising only portions of your plan.

Regional Networks
As part of the Florida Connecting to Collections 2012: Developing Emergency
Plans program, regional networks were created to provide resources and support
for Florida institutions wanting to develop or revise their emergency plan. The
regional networks also provide recovery support to sister institutions when disaster
strikes. The current regional networks are:

- North Florida
- West-Central Florida
- North-Central Florida
- South Florida
Questions
If you have questions about Florida Connecting to Collections or developing Emergency Plans for your cultural institution please contact Malinda Horton, Executive Director of the Florida Association of Museums at FAM@FlaMuseums.org or Myriam Springuel, Program Manager at myriam@springuelconsulting.com.