

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

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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.