Disaster Response & Recovery

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Connecting to New York’s Collections

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Be Disaster Ready!
Benefits of a Disaster Plan

• Prevent or mitigate disasters
• Prepare for the most likely emergencies
• Respond quickly to minimize damage if a disaster happens
• Recover effectively from a disaster while continuing to provide services to your community.
Indentifying Risks

• what are the main threats to your collections
• what can be done to mitigate those threats
• what are the collections that are most critical to your institution and its mission
• what would be irreplaceable after an emergency.
Two Types of Disasters

Natural disasters

Man-made disasters
Risks Associated with Your Building
Risks Associated with Your Building
Risk during Renovation
Hazards in Your Collections
Hazardous materials mitigation

– Inventory hazardous materials and conduct a visual inspection for any visual changes or odors

– Store hazardous materials appropriately and clearly label them as hazardous or potentially hazardous

– Inform the local fire marshal of these items and their location in your institution

– Always wear the appropriate personal protective gear when handling these materials

– And get expert advice to keep you, your staff, your collections and your building safe.
Conserve O Gram

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Hazardous Materials In Your Collection

Invite Fire Dept. for a Tour

• share your disaster plan with fire marshal
• point out areas of concern
• indicate location of high priority salvage items
• ask them if they have any concerns regarding your building or collections.
Response & Recovery Plan

- disaster response team information
- salvaging information technology tools
- library relocation plan
- salvage priorities for collections & institutional records
- evacuation and emergency procedures
- command center/temporary work space
- copies of insurance policies
Effective Emergency Response

- Floor plans with location of high priority collection items
- List of emergency resources/suppliers
- An outline of staff roles and responsibilities
- Emergency contacts and call list
- Evacuation procedures
- Forms/checklists to document the disaster
- Press release templates
Members of Disaster Response Team

- Disaster Team Leader
- Administrator/Supplies Coordinator
- Collections Recovery Specialist
- Subject Specialist/Department Head
- Work Crew Coordinator
- Technology Coordinator
- Building Recovery Coordinator
- Security Coordinator
- Public Relations Coordinator
- Documentation Coordinator
Disaster Supplies

- Absorbent paper
- Brooms and dustpans
- Camera
- Clipboards, paper, pencils
- Construction materials
- Dehumidifier
- Dry chemical sponges
- Extension cords
- First aid kit
- Flashlights
- Freezer or wax paper
- Gloves
- Hard hats
- Heavy plastic sheeting
- Ladders
- Metal book trucks
- Mops, buckets, sponges
- Paper towels
- Plastic (milk) crates
- Plastic buckets and trash cans
- Plastic garbage bags
- Plastic sheeting
- Polyethylene bags (various sizes)
- Protective masks/glasses
- Rubber and/or plastic aprons
- Rubber boots
- Safety glasses
- Sponges
- Sturdy boxes
- Tool kit (crowbar, hammer, pliers, screwdriver)
Setting Priorities

..that sound means its time to give the wheel a final spin...

AFTER 3 YEARS OF DEBATE, THE PROJECT STEERING COMMITTEE CAME UP WITH THIS?
Setting Collection Priorities

- collecting parameters from collection management policy
- collections directly relating to your mission statement
- department heads create priority list for their collections.
- institution-wide collection priority list created from departmental lists
Containerization for Quick Retrieval
Guidelines for Setting Collection Priorities

- Use
- Uniqueness
- Legal responsibility for retaining records
- Availability of replacements
- Cost of replacement vs. cost of salvage
- Scholarly value
- Value to Institution
- Formats that are vulnerable to damage
- Length of time in adverse conditions
- Loan items
Floor Plan to Indicate Priority Collections
What would you choose to save?
What can you do?

Where do you need outside help?
When is it trash?
Protect Yourself
Handle with Care
Remove dirt and debris with care.
Mold
Air-drying
Paper and Books
Framed Artwork
Photographs
Textiles
Furniture
• **BASKETS:**
  Pad with uninked newsprint, keep lids on, and dry slowly.

• **LEATHER:**
  Shape, pad with absorbent material, and air dry.

• **BONE/IVORY:**
  Dab to absorb excess water and place under plastic sheeting to slow drying.

• **METAL:**
  Dry metal as quickly as possible, using fans and/or sun.
Sound & Video Recordings
Heritage Preservation
Streaming Disaster Recovery Videos

https://www.heritagepreservation.org/programs/TFRespRecover.html
I think we may need to update our disaster recovery plan. This one suggests we all run around in circles shouting ‘What do we do?!’ ‘What do we do?!!’
AIC-CERT AMERICAN INSTITUTE FOR CONSERVATION COLLECTIONS EMERGENCY RESPONSE TEAM

SALVAGING THE PAST FOR OUR FUTURE

AMERICA'S TREASURES AT RISK

From hurricanes and earthquakes to fires and leaking sprinkler systems, disasters can strike anywhere at anytime, and can pose threats to public health and safety, to infrastructure, and to America's cultural heritage. The Heritage Health Index, conducted by Heritage Preservation and the Institute for Museum and Library Services in 2005, found that 80% of collecting institutions in the U.S. did not have an emergency plan that included collections, with staff trained to carry it out. Even with a plan in place, museums, libraries, and archives can easily be overwhelmed by a catastrophic event, especially a regional disaster that also affects the personal lives of staff, their families, and the community at large. AIC-CERT can provide volunteer expertise for advice, coordination of salvage efforts, assessments, and referrals for a broad range of cultural materials.

AIC-CERT AT WORK

“Thank you for everything you and your staff has done to help Iowa museums during the last couple of months. Your offers of assistance in the form of AIC-CERT teams, supplies, and general advice were, and still are, greatly appreciated. Thank you for everything you have done to ease this distressing situation and help Iowa museums on the road to recovery.” — Cynthia Sweet, Executive Director, Iowa Museum Association

“I want to thank the AIC for the wonderful team of conservators who visited Galveston earlier this month. They rendered an invaluable service to us. The on-site advice was practical, offering us suggestions we had the capacity to implement. Please extend to all three of our team members our thanks.” — Betty Massey, Executive Director, Mary Moody Northen Endowment (Moody Mansion).

For 24-hour assistance, call (202) 661-8068

SUPPORT
We invite you to support this important resource for America’s collections. Although team members volunteer their time, FAIC must pay for their travel, lodging, meals, and supplies, as well as the overall management of the program. Visit www.conservation-us.org/donate to make a secure contribution online, or mail a check (made payable to FAIC) to: AIC-CERT, 1556 15th Street NW, Suite 320, Washington, DC 20005

FAIC is a 501(c)3 foundation organized to undertake and underwrite programs and initiatives to advance the conservation profession nationally and internationally in all its facets, and to apply the expertise of the profession in addressing the nation’s artistic, cultural, and historic preservation priorities globally. Contributions are fully tax-deductible as allowed by law.
Regional Conservation Centers

Regional Alliance for Preservation
www.rap-arcc.org

Eastern Seaboard Members:
• Conservation Center for Art & Historic Artifacts
• National Park Service, Division of Conservation
• Northeast Document Conservation Center
• Peebles Island Resource Center
• The Textile Conservation Workshop
• Williamstown Art Conservation Center

Midwest Members
• The Gerald R. Ford Conservation Center
• Intermuseum Conservation Association
• Midwest Art Conservation Center
http://www.heritagepreservation.org
Heritage Preservation
Emergency National Task Force

Its primary goals are to:

• Help cultural heritage institutions and sites to prepare for emergencies and obtain needed resources when disaster strikes.

• Encourage the incorporation of cultural and historic assets into disaster planning and mitigation efforts at all levels of government.

• Facilitate a more effective and coordinated response to all kinds of emergencies, including catastrophic events.

• Assist the public in recovering treasured heirlooms damaged by disasters
Preparing to Preserve: An Action Plan to Integrate Historic Preservation into Tribal, State, and Local Emergency Management Plans

Includes two flyers:
• an Emergency Planning Model Checklist for Historic Preservation
Before and After Disasters
Federal Funding for Cultural Institutions
FEMA 533/September 2005
Additional Professional Resources

American Institute for Conservation (AIC) Disaster Response and Recovery

American Library Association Disaster Preparedness and Recovery

Institute of Museum and Library Services (IMLS) Connecting to Collections Online Resource: Respond to an Emergency

Library of Congress Preserving Treasures After A Disaster

LYRASIS Disaster Response and Recovery

National Center for Preservation Technology and Training (NCPTT) Disaster Recovery

National Park Service Wet Recovery

National Trust for Historic Preservation Disaster Response
http://www.heritagepreservation.org/afr/NewYorkCity/
New York State Resources

• New York City’s Department of Cultural Affairs, “Disaster Recovery and Rebuilding Resources for the Cultural Community”

• Museumwise on Disaster Response Resources
  http://www.upstatehistory.org/resources/disaster-response-resources

• MoMA Hurricane Sandy: Conservation Resources
  http://www.moma.org/explore/collection/conservation/recovery
http://www.fema.gov/response-recovery
General Work Eligibility

- Must be a direct result of the declared disaster event.
- Must be located in the designated disaster area (usually done by county)
- Must be the legal responsibility of an applicant.
- Assistance must not be available from another federal agency (DOI/PE)
Before a Weather Event Occurs:

• Know what's coming your way. Track the storm at NOAA
• Keep contact information for key staff, services, and resources with you at all times.
• Review your emergency response plan and take it home with you.
• Back up your electronic records and store the back up off site.
• Move priority collections out of basements and off floors.
• Gather plastic sheeting for covering collections, files, and computer equipment stored in vulnerable locations.
• Move vital records and high priority items away from windows and below-ground areas into water-resistant areas.
• Know location/procedures for shutting off water, gas, and electricity.
• Move outdoor objects indoors or secure in place.
• Clean gutters.
• Hold a planning meeting before the storm hits
Getting Ready

• Identify risks to your building and collection
• Mitigate those risks
• Create a Disaster Response Team
• Set Collection and Institutional Records
• Salvage Priorities
• Become familiar with basic triage for collection salvaging
• Know who can help you on the local, state and national level
The show must go on!
Contact Information

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