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Helping Each Other: An Overview of the Florida Connecting to Collections' Developing Emergency Plans Program

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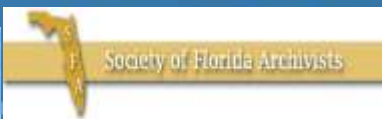
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Helping Each Other: An Overview of the Florida Connecting to Collections' Developing Emergency Plans Program

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Partnership



FLORIDA DEPARTMENT OF STATE



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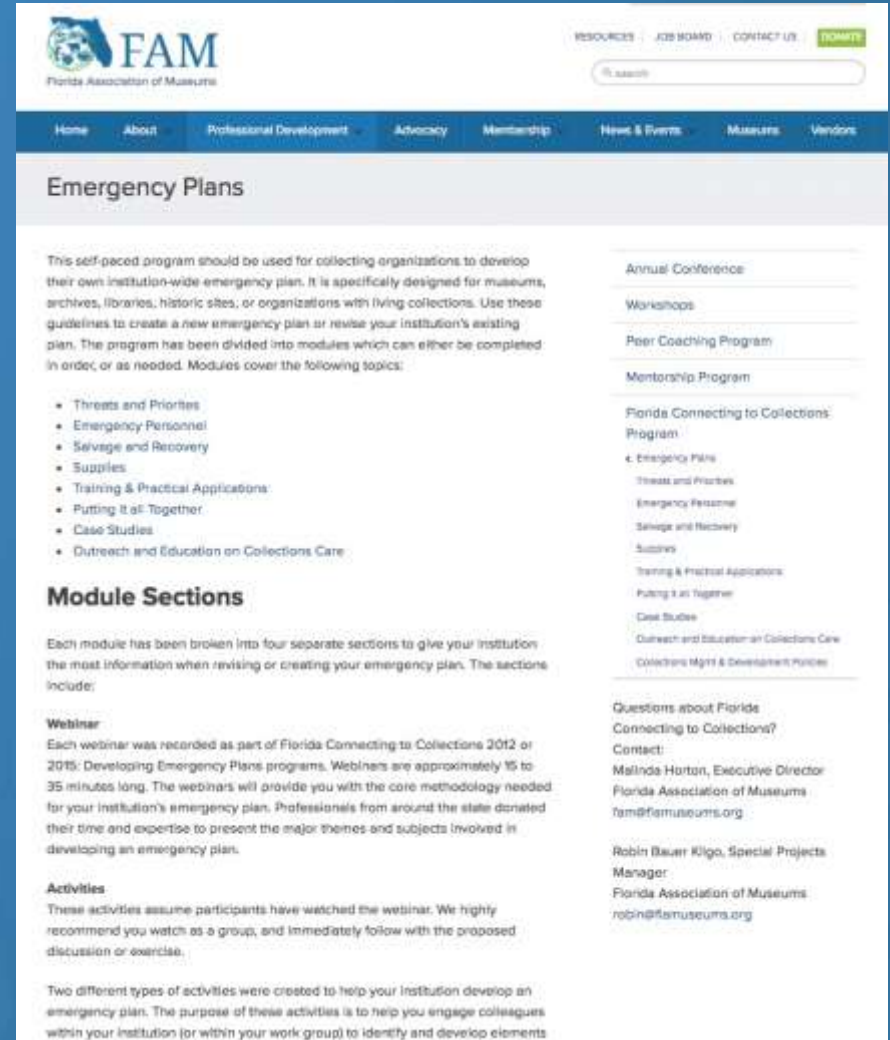


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FL C2C 2015 – Developing ER Plans

● Emergency Plans

- 8 Modules
- Webinars
- Activities
- Discussion Questions
- Practical Activities
- Samples
- Online Resources



The screenshot shows the FAM (Florida Association of Museums) website. The header includes the FAM logo and navigation links for Resources, Job Board, Contact Us, and Donate. A search bar is also present. The main navigation menu includes Home, About, Professional Development, Advocacy, Membership, News & Events, Museums, and Vendors. The page title is "Emergency Plans".

This self-paced program should be used for collecting organizations 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 modules which can either be completed in order, or as needed. Modules cover the following topics:

- Threats and Priorities
- Emergency Personnel
- Salvage and Recovery
- Supplies
- Training & Practical Applications
- Putting it all Together
- Case Studies
- Outreach and Education on Collections Care

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 or 2015: Developing Emergency Plans programs. 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

Annual Conference
Workshops
Peer Coaching Program
Mentorship Program
Florida Connecting to Collections Program
• Emergency Plans
Threats and Priorities
Emergency Personnel
Salvage and Recovery
Supplies
Training & Practical Applications
Putting it all Together
Case Studies
Outreach and Education on Collections Care
Collections Mgmt & Development Funders

Questions about Florida Connecting to Collections?
Contact:
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<http://flamuseums.org/professional-development/florida-connecting-to-collections-program/emergency-plans/>



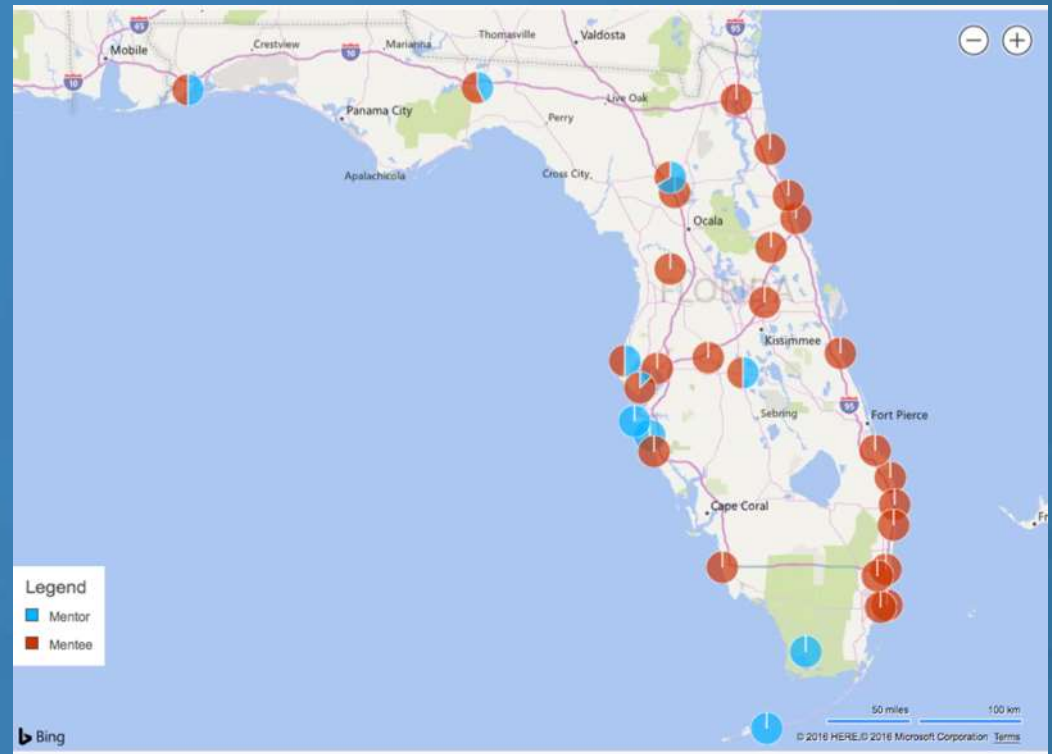
FL C2C 2015 – Developing ER Plans

77 Participants

- 13 Mentors
- 64 Mentees

51 Organizations

- 12 Archive/Special Collections
- 3 Archaeological



Same Process in 3/4 Regions

- Each module = 2 workshops
- Workshop 1 held at mentor organizations
 - Content based with an emphasis on webinars and in-person discussion groups
- Workshop 2 held at mentee organizations
 - Participate in Collections Care Enhancement – Involving Boards (CCE-IB)
 - Practical Activity based upon subjects covered in Workshop 1

On-line Community

The screenshot displays the Florida Association of Museums (FAM) network-maker.com website. The browser address bar shows the URL florida-association-of-museums.network-maker.com. The page features a navigation menu with options: Home, My Profile, Members, Groups, Events, Forum, Toolkit, News, Photos, and Videos.

On the left, there is a sign-in section with the following fields and options:

- Not a member? [Sign up Now!](#)
- Sign In
- Email:
- Password:
- Keep me signed in
-
- [Forgot Your Password?](#)
- (Facebook icon)

The main content area shows a user profile for **Robin Kilgo** (Help | Logout) with options: Manage Account, Launch Admin, and Invite Contacts. Below the profile is a section for **Florida Connecting to Collections**, described as an "Online Platform for the Florida Connecting to Collections Program" owned by Robin Kilgo. This is a private group with no map yet and 1 event listed: "FL Connecting to Collections - Collections Policies Workshop Module".

On the right side of the group page, there are several sections:

- Actions:** Edit Group, Edit Location, Upload Picture, Upload a Video, Invite Friends, Create Event, Message All Members, Delete Group, Unfeature Group.
- About:** Online Platform for the Florida Connecting to Collections Program.
- Latest Activity:** No recent activity...
- Forum:** A list of discussion topics:
 - FL C2C -Module #1-Discussion Question #5-Disposal (CREATE TOPIC - No replies yet)
 - FL C2C -Module #1-Discussion Question #4-Accessions (- 3 replies in total)
 - FL C2C -Module #1-Discussion Question #2-Scope of Collections (- 3 replies in total)

<http://florida-association-of-museums.network-maker.com/>



FAM/FLC2C-Webinar on You Tube



Search for "Florida Association of Museums"



12 views



2017 – CMP/CDP-Schedule

Module 1: Policies vs. Plans vs. Procedures/Scope of Collections/Acquisitions & Accessions – Deaccessions & Disposals

Workshop #1: December 9, 2016

Webinar/In-Person Discussions

Mid-Module Webinar: Abandoned Property/FIC

Workshop #2: January 20, 2017

Collections Assessment/Practical Exercise

Module 2: Loans/Documentation/Inventory and Audits

Workshop #1: February 24, 2017

Webinar/In-Person Discussions

Mid-Module-Webinar: Insurance/Risk Management

Workshop #2: April 7, 2017

Collections Assessment/Practical Exercise

****Now Enrolling!!**

Module 3: Access and Use/Collections Care/Intellectual Property

Workshop #1: May 22, 2017

Webinar/In-Person Discussions

*Mid-Module Potential Webinars: Digitization or Integrated Pest Management

Workshop #2: June 23, 2017

Collections Assessment/Practical Exercise

Module 4: Putting your Document Together & Special Topics

Workshop #1: August 4, 2017

Webinar/In-Person Discussions

*Mid-Module Potential Webinars: Sustainability or Code of Ethics

Workshop #2: September 1, 2017

Online Writers Workshop



Elements of an Emergency Plan



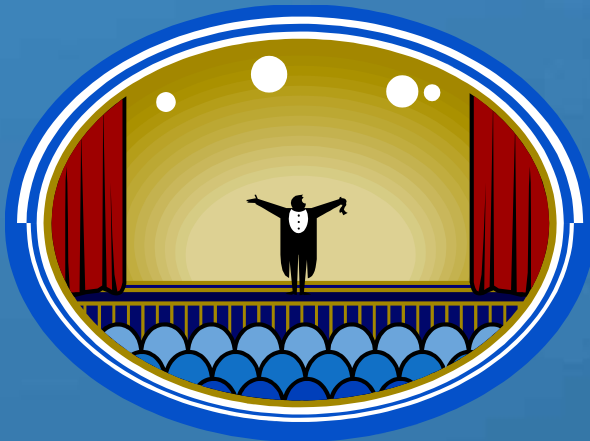
Parts of Plan

1. Introduction/ Instructions
2. Delegation of Authority
3. Emergency Teams
4. Emergency Contact List/Phone Tree
5. Summary of Hazards/Threats
6. Evacuation Guidelines
7. Action Plans for Identified Threats
8. Priority List
9. Communication/ Documentation
10. Collection Salvage/Recovery
11. Supplies
12. Additional Supplies/Resources
13. Training
14. Review Schedule

1. Introduction/Instructions

- Policy Statement

- Sets the stage. Describes to all readers and users of plan just what will be covered in the plan and what was involved in the creation.

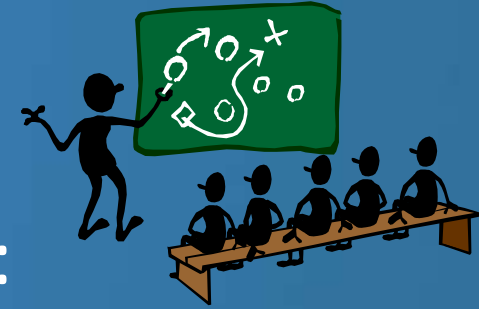


2. Delegation of Authority



- Director must :
 - Designate responsibility and provide support
 - Select most qualified personnel to organize staff in a coordinated effort
 - Involve all staff in preparedness and response planning process
 - Share information
- Team approach-enhances planning effort and staff morale
- Identify risks and priorities

3. Emergency Teams



- Team Responsible for Preparedness:
 - Establish and review priorities for protection and recovery
 - Review Emergency and Response Plan annually
 - Review building logs semiannually to look for patterns where preventative measures should be taken and to determine whether any unresolved issues should be addressed.
 - Present and attend disaster training and response workshops.

4. Emergency Contact List/Phone Tree



- Example

EMERGENCY CONTACT LIST

In addition to members of the Disaster Coordination Team, the following persons should be contacted in the event of an emergency to alert members of their Department:

<u>NAME</u>	<u>OFFICE</u>	<u>HOME</u>	<u>CELL</u>
Head Librarian	555-5555	876-1234	
Assistant Librarian	555-5557	876-1243	
Reference Desk	555-5558	876-1222	
Department of Scientific Computing	123-4567	876-1233	

5. Summary of Hazards/Threats

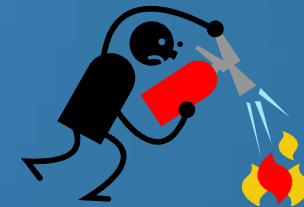
- Formalized list of the types of hazards that can occur at your particular facility.



5. Summary of Hazards/Threats

● Lists commonly include the following:

- Fire
- Flooding or Water Damage
- Medical Emergency
- Power failure
- Pest and mold outbreak
- Bomb threat
- Severe storm
- Hurricane
- Active shooter/workplace violence



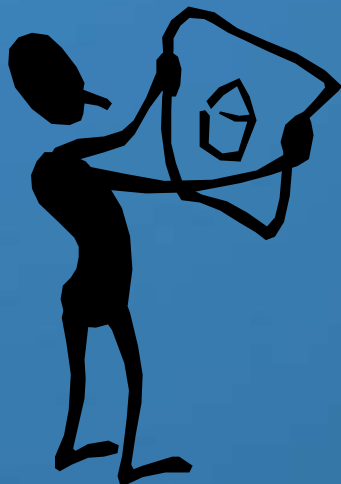
6. Evacuation Guidelines

- Actions that will take place whenever institution will need to be evacuated during a time of threat or hazard.
- Should be created in consultation with emergency responders.

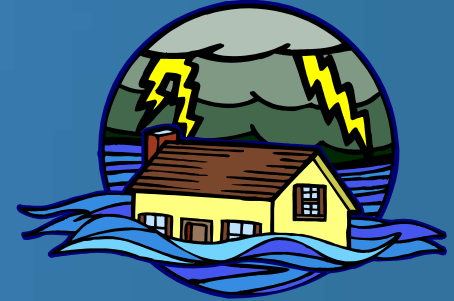


7. Action Plans for Identified Threats

- Plans and activities that will take place when threats and hazards have been identified by governing authority.
- Should be based upon threats and hazards that were listed earlier in plan.



7. Action Plans for Identified Threats



● Example:

● Flooding or Water Damage

- Notify Supervisor in charge with the location and severity of the leak.
- Do not walk in standing water – it may be electrified or contaminated.
- If there is any possible danger, evacuate the area.
- Take only those steps needed to avoid or reduce immediate water damage.
- Cover shelf ranges with plastic sheeting; carefully move materials out of the imminent danger.

8. Priority List

- **Priority One**-High priority materials:
 - Irreplaceable, unique and rare collection material,
 - Strong collections,
 - Heavily-used collections.
- **Priority Two**-Core collection materials
- **Priority Three**-Lesser priority materials, characterized as follows:
 - Materials owned or accessed in another format
 - Subject areas where currency is most important
 - Subject areas that not heavily used/marginal value and interest.



9. Communication/Documentation

- Communication with the Response Team is the most important job you have.
 - Need system for communicating with the outside world: emergency responders, administrators, contractors and the press.
 - Keep staff informed about the disaster as response and salvage progresses.
 - Coordinate all communication going to media liaison.



9. Communication/Documentation

- Documentation also essential role in emergency planning.
 - Keep accurate records for proof of loss for state/federal assistance, insurance claims.
 - May also be used for future fund-raising and to assist with media coverage.
 - Helps establish salvage priorities
 - Assists with post-disaster analysis.
 - Keep track of staffing needs and staff time used.



10. Collection Salvage/Recovery

- Salvage involves retrieving your organization's damaged collections from areas affected by the emergency as well as protecting collections at risk of damage.
- Salvage should be carried out systematically based on well thought-out collections priorities.



10. Collection Salvage/Recovery

- Specific steps involved in salvage:

1. Set Salvage Priorities
2. Determine Needed Resources
3. Instruct Staff
4. Triage – sort items based on salvage priorities
5. Relocate Material for Salvage
6. Be systematic, flexible, and stay organized
7. Pack and Label Boxes
8. Keep proper documentation



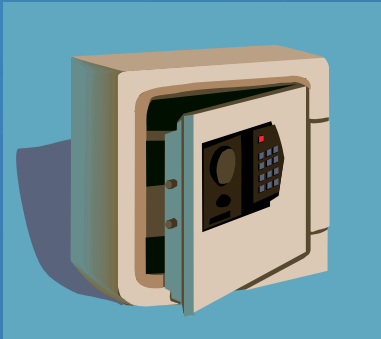
11. Supplies

- Check what supplies and equipment you actually have on hand. Home improvement, office supply and discount department stores have the supplies needed immediately.
- Assemble them near the disaster site.
- Assess need for additional supplies and services with Response Team Leader and Salvage Coordinator.



11. Supplies

- Arrange a secure storage location for supplies.
- Establish and maintain clear lines of communication with contractors.
- Continue to monitor the need for supplies throughout the response and salvage phases.



12. Additional Supplies/Resources

- Also good to have a list of outside suppliers on hand when you get in an emergency.



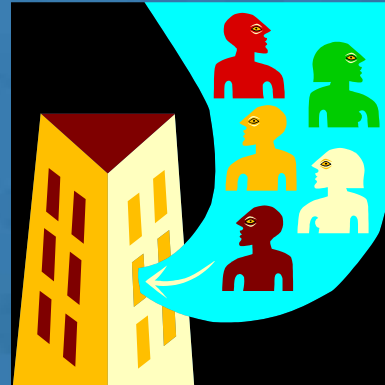
13. Training

- Provide guidance and support
- Make sure employees and volunteers have knowledge and skills to respond effectively, efficiently, and appropriately in an emergency situation.
- Regularly conduct drills, debriefings, and training sessions



13. Training

- Training helps cultivate teamwork
- Involve ALL staff in emergency training
- Most staff members need to practice evacuation procedures, basic object handling, and salvage techniques.



14. Review Schedule

- Annual review of the Emergency and Response Plan
- Review priorities for protection and recovery



Q & A

