TOP TEN EMERGENCY PREPAREDNESS TIPS

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WHO AM I?
- Preservation consultant in private practice
- National Heritage Responders Coordinator
- Over fifteen years experience in emergency preparedness

EMERGENCIES ARE NOT A MATTER OF IF
- Emergencies are a matter of when
FLOOD
- Materials get wet and dirty.
- Shelving can collapse.
- Media runs.
- Floods are a health hazard.

FIRE
- Fires cause burning, charring, soot and water damage.
- Fire hoses spray water at 150 psi and 1250 gpm per minute.
- Sprinklers release 15 gallons of water per minute per head.

PLUS SO MANY MORE
- Tornado
- Insect Infestation
- Earthquake
- Mold Outbreak
- Transportation Accident
- Hazardous Materials Accident
- Severe Weather
- Vandalism
THREE RULES OF EMERGENCIES

- Emergencies happen on weekends and holidays.
- Emergencies happen when key staff are on vacation.
- Small man-made emergencies are more likely than large natural disasters.

REBECCA’S TOP TEN TIPS FOR EMERGENCY PREPAREDNESS

1. CHOOSE THE RIGHT TEAM
2. DON’T REINVENT THE WHEEL

- dPlan.org
- Council of State Archivists Pocket Response Plan
- California Preservation Template
- Many excellent examples online

3. ASSESS YOUR RISKS

<table>
<thead>
<tr>
<th>HAZARDS</th>
<th>Likelihood of Occurrence (1-5)</th>
<th>Severity of Damage (1-5)</th>
<th>Risk Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Extremes: Natural disasters</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1a. Wind &amp; lightning</td>
<td>X</td>
<td>mild</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1b. Flooding below ground level or below the water table</td>
<td>X</td>
<td>mild</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1c. Earthquake</td>
<td>X</td>
<td>mild</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1d. Flood</td>
<td>X</td>
<td>mild</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1e. Tornado</td>
<td>X</td>
<td>mild</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Fire hazards</td>
<td>X</td>
<td>moderate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Other hazards</td>
<td>X</td>
<td>severe</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. CREATE YOUR CONTACT LISTS
5. **CALL ON THE NHR**

![NHR Logo](image1)

NHR 202-661-8068

6. **INVOLVE YOUR FIRST RESPONDERS**

![First Responder](image2)

7. **CREATE A LIST OF SALVAGE PRIORITIES**

![Salvage Priorities](image3)
8. Keep emergency supplies on hand

9. Train your staff

10. Keep your plan updated
WHAT QUESTIONS DO YOU HAVE?

WANT MORE HELP ON YOUR EMERGENCY PLAN?

NEMA EMERGENCY PLANNING CLASS

- Six weeks starting January 15, 2021
- Pre-recorded lectures and live discussions
- $125
- Register at https://learning.culturalheritage.org/p/REP2022
PLEASE STAY IN TOUCH

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