CULTURAL PLACEKEEPING GUIDE

HOW TO CREATE A NETWORK FOR LOCAL EMERGENCY ACTION

—for arts agencies, arts and culture organizations, and artists—

Produced by CERF+
In collaboration with South Arts
For the National Coalition for Arts’ Preparedness and Emergency Response
Funding for this project was made possible through grants from the Joan Mitchell Foundation and the National Endowment for the Arts, with additional support from the NCAPER Steering Committee.

The information in this publication reflects best practices in the arts emergency field. However, NCAPER and its members do not warrant or guarantee the accuracy or sufficiency of the information provided and assume no liability for any loss or damage caused by errors or omissions in this publication.
CONTENTS

WHY CREATE A LOCAL CULTURAL PLACEKEEPING NETWORK? 1
The Impact of Past Disasters on Arts and Culture Communities 2
The Need for Coordinated Action to Advance Readiness and Resilience 6
The Power of a Community-Based Network Active During and Between Disasters 10
What are the Benefits? 10

2. BUILDING A CULTURAL PLACEKEEPING NETWORK 11
Emergency Management Basics 14
Readiness, Response and Recovery 14
Network Services 16
Communications 16
Other Services 17
A Facilitated Process 18
Are You Ready to Start? 19
Yes! 19
Not Quite, But Soon 19

3. 11 STEPS TO BUILDING A NETWORK 23
STEP 1: Assemble the Organizing Group 26
Inaugural Meeting 28
Community Outreach and Engagement 29
STEP 2: Determine Whom the Network Serves 30
STEP 3: Decide When the Network Will Operate 31
Triggering Events 32
STEP 4: Define Network Actions 33
STEP 5: Create a Communications Plan 34
STEP 6: Create Network Action Plans 35
Disaster Mobilization Plan 35
Recovery Action Plan 36
Service Action Plans 36
Ongoing Activities Plan 36
STEP 7: Draft a Statement of Purpose 36
STEP 8: Plan for Contingencies 37
STEP 9: Structure the Network 38
Define Membership 38
Reach Out to Potential Members 39
Provide a Means to Sign Up 40
Build Out Toward Other Sectors and Groups 40
STEP 10: Institutionalize the Network 41
Establish a Governance Structure and Protocol 42
STEP 11: Maintain the Network 43
APPENDIX

A. RESOURCES
Appendix A.1 Federal Government Emergency Management Infrastructure .................................................. 45
Appendix A.2 Sequence of Human Services Assistance ......................................................................................... 48
Appendix A.3 Arts and Culture Sector Emergency Management Resources .......................................................... 49
Appendix A.4 SoCal Disaster Preparedness 2013 Survey Results ...................................................................... 53

B. PLANNING WORKSHEETS
Appendix B.1 What Are Your Risks? ................................................................................................................... 55
Appendix B.2 Consequences of Risk and Post-Disaster Needs ............................................................................ 58
Appendix B.3 Organizing Your Network ............................................................................................................... 63
Appendix B.4 Network Services and Stages ......................................................................................................... 72
Appendix B.5 Communication Plan Study Sheets and Worksheets ....................................................................... 78
Appendix B.6 Contingency Planning for Network Operations ............................................................................. 90

C. SAMPLE PLANS AND DOCUMENTS
Appendix C.1 CultureAID Pre-Disaster Mobilization Plan .................................................................................. 93
Appendix C.2 CultureAID Disaster Plan: During and Immediately Post-Disaster .................................................. 95
Appendix C.3 CultureAID Post-Formation Ongoing Activities .......................................................................... 97
Appendix C.4 CultureAID Sample Steering Committee Collaboration Agreement ............................................. 99
Appendix C.5 CultureAID External Communication Guidelines ......................................................................... 105
Figure 5. 11 Steps to Building a Cultural Placekeeping Network