

Create Your Cultural Organizational Disaster Plan Workshop

Museum Association of Arizona

Arizona Alliance for Response





Arizona Alliance for Response (AzAFR)

The American Institute for Conservation's **Alliance for Response** (AFR) initiative brings together cultural heritage and emergency management professionals to develop partnerships and undertake collaborative local planning, response and recovery projects for floods, hurricanes, fires, and other disasters can harm or destroy irreplaceable cultural and historical collections.

An inaugural **Planning Forum** took place at S'edav Va'aki Museum in January 2025 with over 60 participants from museums, libraries, archives, state and county emergency managers, and first responders.

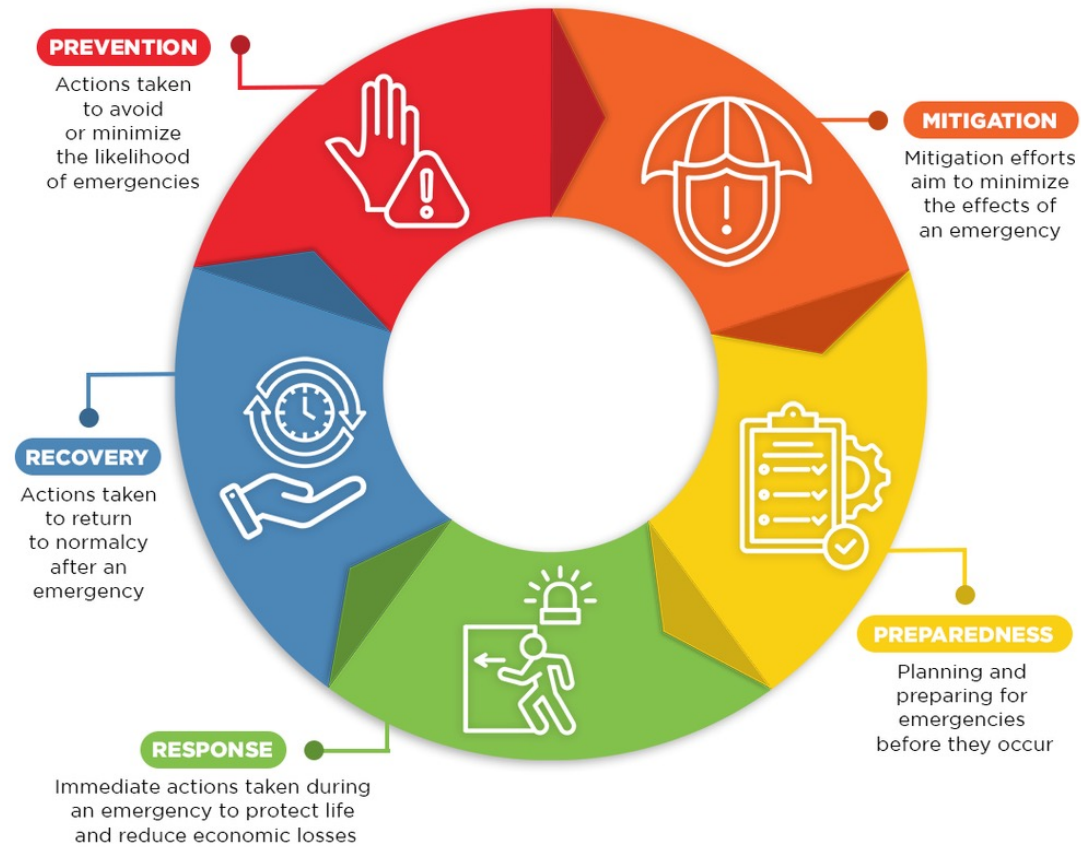
A **Steering Committee** comprised of library, museum, conservation, and emergency planning professionals meets monthly.

Current projects include workshops on writing an institutional disaster plan, an online community listserv, and the development of a list of resources for planning and responding to disasters.

Contact: ArizonaAFR@gmail.com

What is a disaster plan?

5 COMPONENTS OF AN EMERGENCY PLAN



Why are disaster plans important?



Rebecca Hagen

What does a disaster plan include?

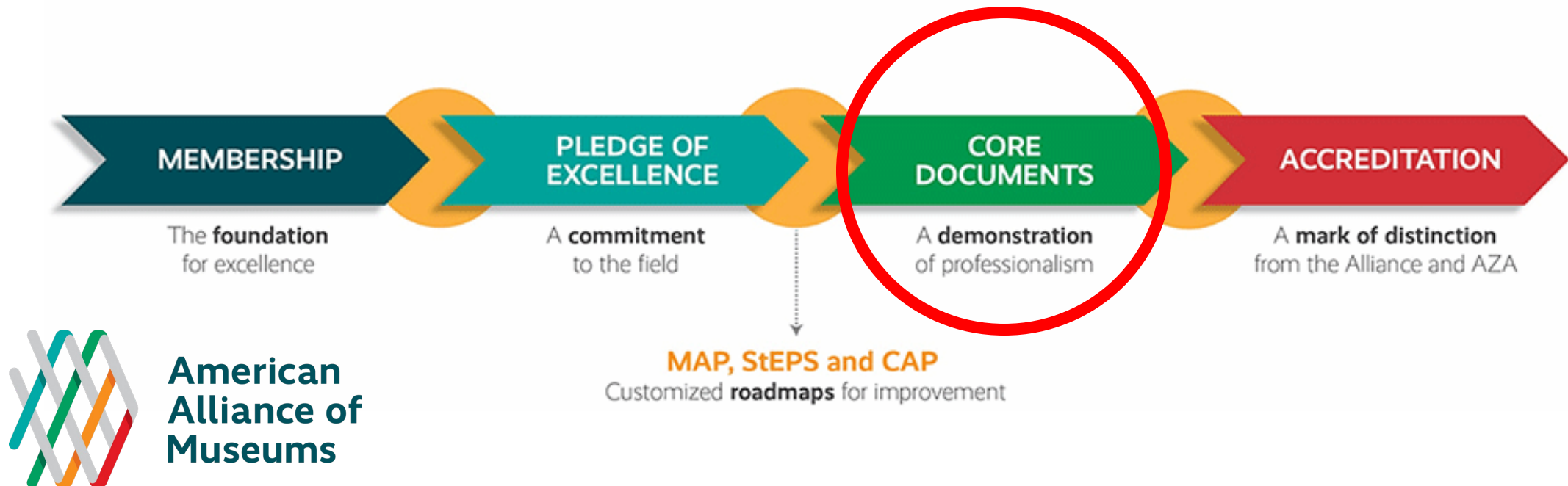


- Preparedness, prevention, and risk management
- Emergency contact information
- Disaster preparation procedures
- Response procedures
- Clean-up and salvage procedures
- Evacuation plans
- Facility information
- Supplies
- Communications
- Forms and checklists

AAM Accreditation & Disaster Planning

The Continuum of Excellence

Supporting and celebrating your museum's commitment to standards



AAM Required Elements of a Disaster Plan

- Includes preparedness and response plans for all relevant emergencies and threats
- Addresses the needs of staff, visitors, structures, and collections
- Specifies how to protect, evacuate, and recover collections in the event of a disaster
- Includes evacuation routes and assembly areas for people
- Assigns individual responsibilities for implementation during emergencies
- Lists contact information for relevant emergency and recovery services
- Includes floorplans
- Bears date of last revision

Accreditation Peer Reviewer Requirements

- Verify 5 Core Documents
- Complete on-site assessment and answer questions such as:
 - Are the environmental conditions appropriate?
 - Are they being secured and monitored?
 - Are they taking the appropriate measures to ensure the safety and security of the people, collections, and buildings?
 - Are they taking appropriate measures to protect itself against potential risk and loss?

The Process



- Create a team or committee to develop the disaster plan
- Read resources and review sample plans
- Assess and document risks and hazards
- Prepare for disaster
- Take risk management measures
- Outline emergency responses, establish chain of command, and appoint emergency coordinators
- Address the needs of the collections
- Review and revise the plan regularly



Fireproofing the Getty and Getty Villa

Fox 11 Los Angeles

Ready *or not*

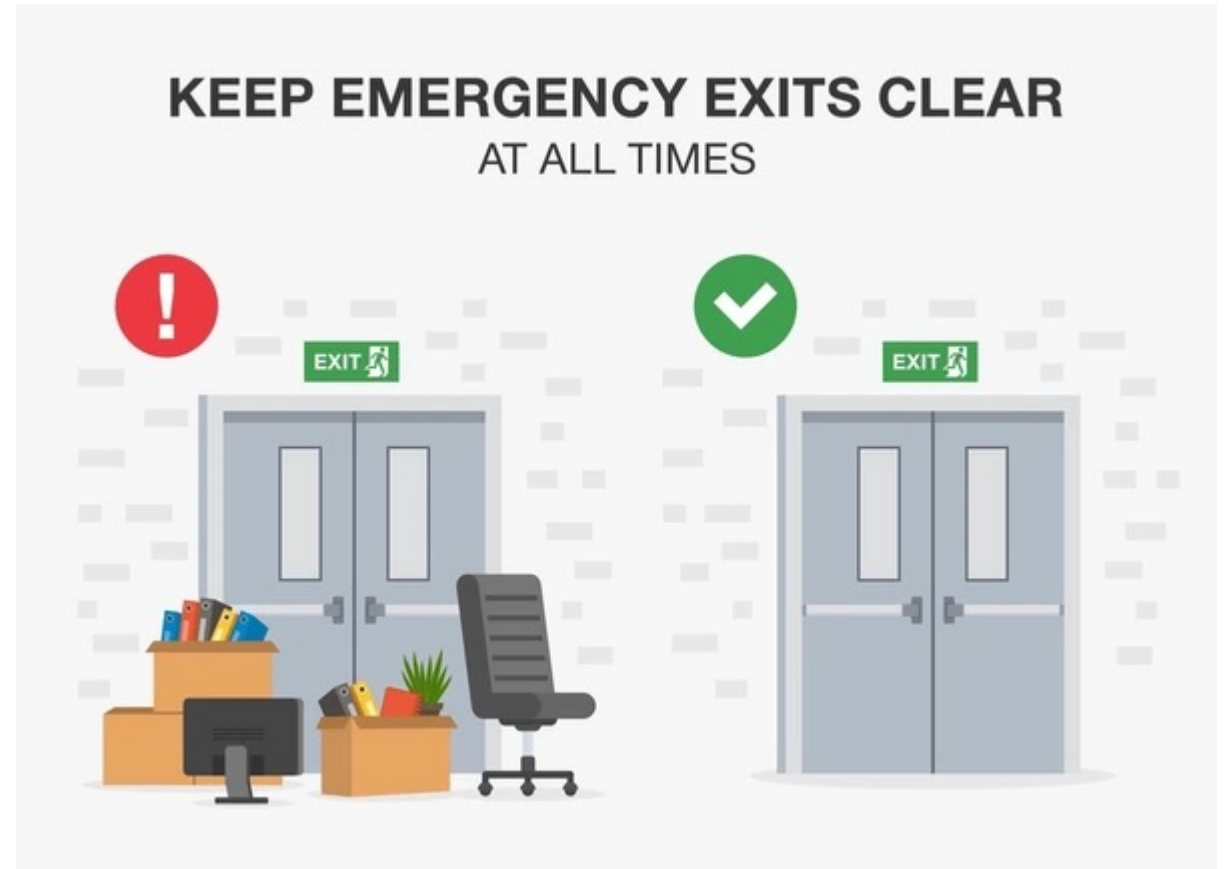
Learning from Templates & Case Studies

Janice Klein
Executive Director, MAA

- According to FEMA and the U.S. Small Business Administration (SBA), approximately 40% to 50% of businesses never reopen after a major disaster, such as a fire. Furthermore, of those that do manage to reopen, another 25% fail within one year. Within two years, over 90% of disaster-impacted businesses may fail.

Fire Hazards

- Blocked Exits



Sprinkler Systems & Alarm Systems

Sprinkler systems and fire alarm systems must be serviced annually.

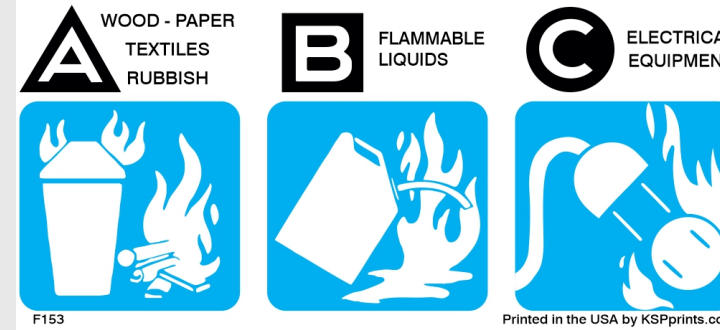
Fire sprinklers are highly reliable, automatic systems. They drastically reduce fire-related deaths and property loss. Contrary to movie myths, only the sprinkler head directly over the heat source activates, not the entire system, minimizing water damage.

Sprinklers use far less water (about 13–26 gallons/minute) to control a fire compared to a fire department hose (roughly 125+ gallons/minute).

The purpose of fire alarm systems is to alert occupants of a building and emergency responders in the event of a fire. The systems work by monitoring the building for signs of a fire. This can include smoke or heat. The system will then initiate a response to evacuate the building and notify authorities.

Fire Extinguishers

- **Effectiveness:** Portable extinguishers put out about 94% of fires they are used on, usually within the first two minutes.
- **PASS Technique:** Remember **P**ull the pin, **A**im at the base of the fire, **S**queeze the handle, **S**weep from side to side.
- Only fight a fire if it is small, you have a clear escape path, and you have already called 911.



Flammable Liquids

- Flammable liquids should be stored in their original containers and away from sources of ignition.
- Storage of over 25 gallons of flammable liquids require a storage cabinet.





Blocked Sprinkler Heads

A MINIMUM OF 18"
CLEARANCE MUST BE
MAINTAINED BELOW
SPRINKLER HEADS

 **CAUTION**



**All storage must
be 18 inches
below sprinklers.**

Occupant Load



- The occupancy load of a building is the total number of people allowed in a room or space within a building and is calculated based on the intended use of that space.
- Some rooms or spaces within a building may have multiple uses, resulting in different occupant loads. For example, if a room is arranged with tables and chairs, more space will be required to allow sufficient egress around the tables, reducing the number of people that can safely exit the room in an emergency. However, the same room arranged with rows of chairs would allow for more people because it would provide sufficient egress between the rows.
- Occupant load should be posted in a conspicuous place.

Exit Signs & Emergency Lights

- Exit signs are an essential part of a building's fire safety system. They help people find their way to the nearest exit in an emergency. Exit signs must be illuminated so people can easily see them during a power outage or other emergency.
- Emergency lighting kicks in when normal lighting fails due to a power outage, fire, or other emergency. These lights are designed to provide enough illumination for occupants to exit



Electrical Panels

Electrical panels shall be easily accessible and combustible materials shall not be stored within 3 feet. The working space shall not be less than the width of the panel. Electrical rooms shall be identified.



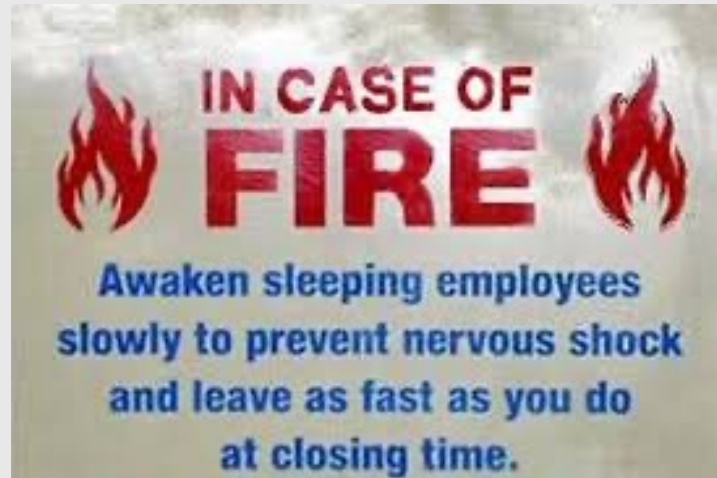
Knox Box

- A Knox Box is a secure, wall-mounted safe installed on commercial buildings that allows fire departments to gain immediate access during emergencies without breaking doors or windows. These boxes store keys, access cards, or hazardous material information and are accessed using a master key held only by the fire department.



IN CASE OF FIRE:

Please leave the building before
posting it on social media.



Questions?

Break



"Well, I think that Bob's Disaster Recovery Plan
seems to cover everything."

Cartoonist: [Shaun McCallig](#), 2021

Emergency Management



Emergency Management coordinates and integrates all activities necessary to **mitigate against, prepare for, respond to, and recover from** threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

Emergency Management Contacts

- State of Arizona
- County
- Municipal
- University

John Padilla CEM, CBCP, MEP
Emergency Management Program Manager



Resources - Emergency Plans

Emergency Operations Plan - Outlines how an organization or community will respond to potential hazards or threats. It identifies the **who, what, when, why**, and **how** of an emergency response, ensuring that all involved have a clear understanding of processes and communication guidelines.

- Emergency Support Function (ESF) 11 – Agriculture and Natural Resources
- Recovery Support Function (RSF) 6 – Natural and Cultural Resources

Hazard Mitigation Plan - Identifies natural disaster risks and outlines long-term actions to reduce potential losses to people, property, and the economy.

Resources – Volunteer Organizations



Voluntary Organizations Active in Disaster (VOAD): Arizona VOAD is an association of organizations that lead response efforts, communicate urgent needs to the wider National VOAD network, and provides assistance to communities affected by disaster. By adhering to the 4 Cs (Cooperation, Communication, Coordination, and Collaboration), Arizona VOAD effectively provides relief.

Community Organizations Active in Disaster (COADs): work within the Arizona VOAD structure at the local level. COADs are coalitions of local community organizations that work together during the preparedness, response, and recovery phases of a disaster to streamline the coordination of services. COADs function as an intermediary between local government and COAD members to enhance communication and avoid duplication of efforts. COAD members step in to assist with unmet needs and help the community recover after a disaster.



FEMA Classes

Independent Study

(FEMA Emergency Management Institute)

IS-100c Introduction to the Incident Command System

IS-200 ICS for Single Resources and Initial Action Incidents

IS-700b An Introduction to the National Incident Management System

IS-800d National Response Framework, an Introduction

Instructor Led

(Arizona Department of Emergency & Military Affairs)

G-300 Expanding Incidents for Operational First Responders

G-400 Incident Command System, Advanced General Staff

NOW WHAT? BUILDING YOUR RESPONSE



Heather Sutherland, Director of Security and Visitor Services – The Heard Museum

YOU KNOW YOUR RISKS / NOW BUILD YOUR RESPONSE



- **Risk identifies the problem**
- **Response turns it into action**



- **Actions**
- **Roles**
- **Supplies**

WHAT'S YOUR PLAN?

WHO DOES WHAT?

WHAT DO YOU NEED?

IT STARTS LIKE THIS...



- Leak discovered
- Collections at risk
- Decisions needed now

WATER COMES FROM EVERYWHERE

- ✓ Weather
- ✓ Sprinklers
- ✓ Plumbing
- ✓ HVAC
- ✓ Sewage backup



RIGHT NOW — THINK ABOUT YOUR INSTITUTION



- First move?
- Who's in charge?
- What do you need?

THIS IS YOUR PLAN

- First actions
- Clear roles
- Known priorities



IF IT'S COMPLICATED, IT
WON'T WORK



YOU CAN'T SAVE EVERYTHING FIRST



Priority collections

Most vulnerable materials

Immediate threats

What is irreplaceable

What can wait

THIS IS NOT CONSERVATION

CONSERVATION



- Careful treatment
- Expert analysis
- Long-term preservation
- Prevent further deterioration

VS.

EMERGENCY RESPONSE



- Stabilize
- Protect
- Document
- Move to safety

THIS IS WHERE PLANS BECOME REAL



Test the Plan!

EMERGENCY KITS



THIS KIT GETS USED EVERY MONSOON SEASON



- Rain happens
- Leaks happen
- Be ready
- Check Inventory

THE FIRST 15 MINUTES MATTER MOST

- Act quickly
- Limit damage
- Protect collections



DON'T FIGURE IT OUT IN THE MOMENT / PLAN NOW



- Plan now
- Test the Plan
- Update the Plan
- Train staff
- Keep supplies ready
- Inventory Supplies

Getting Started



- 01 STAY CALM
- 02 MAKE A PLAN
- 03 QUICK AND EASY
- 04 SUPPLIES
- 05 JUMP IN

Disaster Plan

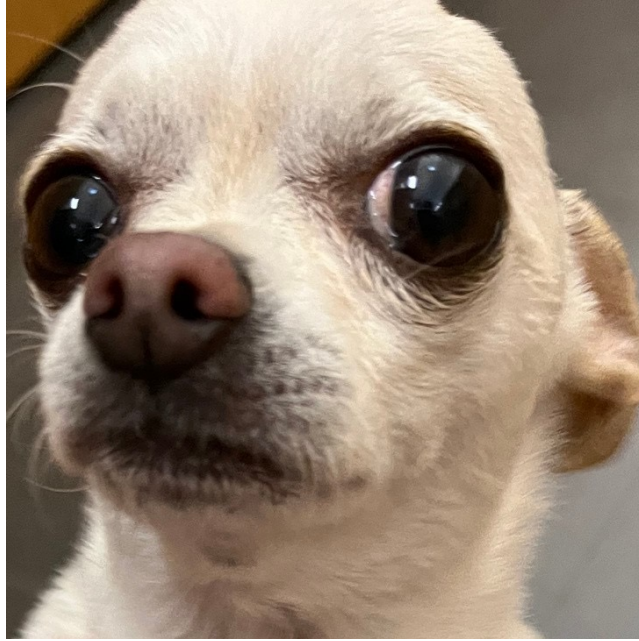


Group drill practicing evacuating the archives.

Organizing and labeling boxes to be evacuated.



Final Thoughts



Peanut

You are **NEVER** behind. You can do this!!

Start with your highest priority items.

Go for the low hanging fruit.



Taylor Swift



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