Museum Presentation

Intermuseum Conservation Association
What is an Emergency?

• Any unplanned event that can cause deaths or significant injuries to employees, customers or the public; or that can shut down your business, disrupt operations, cause physical or environmental damage, or threaten the facility’s financial standing or public image.
Emergency Management

- What is it?
  - Process of preparing for, mitigating, responding to and recovering from an emergency

- Components:
  - Planning
  - Training
  - Testing equipment
  - Coordinating activities with the community

- Requirements:
  - Upper management support
  - Chief executive authorizes planning and directs senior management participation

- Positive aspects:
  - Helps organizations fulfill moral responsibility to protect employees, the community and environment
  - Enhances organization’s ability to recover from financial losses, damages to property or business interruption
  - Reduces exposure to civil or criminal liability if there is an accident
  - May reduce insurance premiums
Emergency Management

- Steps:
  - Form the team:
    - Obtain input from:
      - Upper management
      - Line management
      - Human Resources
      - Labor
      - Engineering and maintenance
      - Public information officer
      - Security
      - Community relations
      - Sales and marketing
      - Legal
      - Finance and purchasing
  - Establish Authority
  - Issue a Mission Statement
  - Establish a Schedule and Budget
Emergency Management

- Analyze Capabilities and Hazards
  • Review Internal Plans and Policies
    - Evacuation plan
    - Fire protection plan
    - Safety and health program
    - Insurance programs
    - Finance and purchasing procedures
    - Employee manuals
    - Risk management plan
- Meet with Outside Groups (also identify external resources)
  • Community emergency management office
  • Mayor or community administrator’s office
  • Local Emergency Planning Committee
  • Fire Department
  • Police Department
  • Emergency Medical Services
  • American Red Cross
  • Utility companies
  • Neighboring businesses
Emergency Management

- Conduct a Vulnerability Analysis
  - List Potential Emergencies
    - Emergencies that could occur within your facility
    - Emergencies that could occur in your community
    - Factors to Consider
      - Historical
      - Geographical
      - Human Error
      - Physical (result from facility design or construction)
  - Estimate Probability
    - Rate likelihood of each emergency’s occurrence
    - Use scale of 1 to 5 (1 is lowest priority)
  - Assess Potential Human Impact (death or injury)
    - Use scale of 1 to 5 (1 is lowest priority)
  - Assess Potential Property Impact
  - Assess Potential Business Impact
    - Business interruption
    - Employees unable to report to work
    - Visitors unable to reach facility
  - Assess Internal and External Resources
    - Weak resources, use 5; strong resources, use 1
    - Total scores for each emergency
    - The lower the score the better
Emergency Management

- Develop the Plan
  - Executive Summary
  - Emergency Management Elements
    - Direction and control
    - Communications
    - Property protection
    - Recovery and restoration
    - Administration and logistics
Emergency Management

- Emergency Response Procedures
  - Specific procedures may be needed for bomb threats or natural disasters, and for functions such as:
    - Warning employees and visitors
    - Communication with personnel and safety responders
    - Shutting down operations
    - Protecting vital records
Emergency Management

- Support Documents (DVD or CD)
  - Emergency call lists
  - Building and site maps:
    - Utility shutoffs
    - Water main valves
    - Gas main valves
    - Gas lines
    - Electrical cutoffs
    - Electrical substations
    - Storm drains
    - Sewer lines
    - Building locations
Emergency Management

- Floor plans
- Alarms
- Fire extinguishers
- Fire suppression systems
- Exits
- Stairways
- Designated escape routes
- Restricted areas
- Hazardous materials (includes cleaning supplies)
- High-value items
Emergency Management

• Write the Plan:
  – Assign members of planning group sections to write
• Establish a Training Schedule
• Coordinate with Outside Organizations
• Review, Conduct Training and Revise
• Distribute the Plan:
  – Chief executive and senior managers
  – Community emergency response agencies (appropriate sections)
  – Have key personnel keep a copy of plan in their homes
Emergency Management

• Integrate the Plan Into Organizational Operations
  – Act on recommendations of vulnerability analysis
  – Introduce the plan into organizational operations

• Conduct Training

• Evaluate and Modify the Plan