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