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**Protecting Cultural
Heritage**

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Risk Evaluation and Planning Program **Steps for Developing an Emergency Plan**

1. Review emergency plan development suggestions provided in your risk evaluation report.
2. Look at the *Field Guide to Emergency Response*; it outlines what you can expect when disaster hits. Take note of the responsibilities of response team members.
3. Organize a planning team. People who are likely to be response team members should be included.
4. Review existing planning templates like dPlan™ and the Pocket Response Plan™ to determine the desired format. Do you want a flip-chart, a page per scenario, or a manual? See www.heritageemergency.org for resources.
5. Develop a timetable. Set a deadline for submitting a basic emergency plan to your director. Also develop a longer-range approach for expanding parts of the plan based on your needs.
6. Develop the plan. Assign the writing of sections to team members. Designate an editor who can also integrate the parts into the selected format.
7. Review the basic plan. All staff should have a chance to review the plan, even if they are not on the plan development team.
8. Edit and finalize the basic plan with the head of your institution.
9. Train staff on implementation of the plan. Make sure everyone is aware that a plan exists, where they can find it, and what their responsibilities are when it comes time to put the plan into action.
10. Share copies of the plan with local emergency responders, including your Emergency Awareness Assessor.
11. Drill and practice the plan. Devise scenarios or drills to test the plan's effectiveness. Invite your Emergency Awareness Assessor or other local emergency services to participate in the drill.
12. Review and revise the plan based on outcomes of the drill.
13. Continue drilling and revising the plan on a schedule and as changes are made to staffing, collections, or the facility.