NOTICE

Authorization to Reproduce Risk Evaluation and Planning Program Materials

Any person may reproduce any portion of this material subject to the following conditions:

- The material may be used for non-commercial purposes only.
- The material may not be modified in any way.
- Any copy of any portion of the material must credit the Foundation for Advancement in Conservation and the Risk Evaluation and Planning Program.

Please direct questions regarding authorized use of these materials to emergencies@culturalheritage.org
Risk Evaluation and Planning Program
Suggested Contents of a Basic Emergency Plan That Addresses Collections

A. Staff and Emergency Contact Information
   *Use tab 1 from the Field Guide to Emergency Response
   a. Fire
   b. Police
   c. Medical
   d. Staff contact information with planning and response duties

B. Insurance, Recovery Vendor, and Supply Information
   *Use tab 3 from the Field Guide to Emergency Response
   a. Insurance and recovery vendor contact information (local and national options)
   b. Supply list with location information or method of procurement

C. Preparedness and Response Instructions
   a. Procedures for top-rated risks, including:
      i. if applicable, what to do in preparation for an emergency
      ii. first steps to take upon discovery of the situation
      iii. how to assess the situation
      iv. response options
   b. Utility shut-off locations and instructions (on a floor plan if possible) (Use tab 2 from the Field Guide to Emergency Response)
   c. Evacuation procedures (for people and collections)
   d. Shelter-in-place procedures (for people and collections)

D. Collections Priorities
   *Use tab 2 from the Field Guide to Emergency Response
   a. Removal and salvage priorities (on a floor plan if possible)

E. Communications
   a. Communication with and among response team members
   b. Dealing with the press and the public

F. Policy for Updating, Distributing, and Practicing the Plan
   a. Outline under what circumstances and/or what timeline the plan should be reviewed
   b. List who should receive a copy of the plan, including staff members, the local fire department, emergency management agency, and recovery contractors

G. Appendices
   a. Collections salvage techniques (existing literature can be used)
   b. Consultant and vendor contracts
   c. Forms (such as Field Guide tabs)