

A DISASTER PLAN

For Museums

This document is designed to assist museums in preparing for emergency situations which may threaten the safety of persons, collections and facilities. Whether your institution has a minimal amount of time to devote to emergency planning or is undertaking a comprehensive planning project, this disaster plan can help you to gather vital information which will be invaluable in the event of an emergency. Use this document as it is, or use selected parts. It may be reproduced without permission, provided that the Amigos Preservation Service is credited.

DISASTER PLAN

Institution: _____

Date of current revision: _____

IN-HOUSE EMERGENCY TEAM

	<u>Name</u>	<u>Office Ph.</u>	<u>Home Ph.</u>	<u>Cell Phone</u>
Administrator	_____			

Disaster Team Leader	_____			
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Building Maintenance	_____			
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Disaster Team:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Department Head:

Department Head:

Department Head:

Department Head:

Department Head:

FACILITIES: LOCATIONS OF EMERGENCY SYSTEMS

Building: _____

List locations and attach floor plan (use letters to indicate locations on floor plan).

A. Main Utilities

1. Main water shut-off valve: _____
2. Sprinkler shut-off valve: _____
3. Main electrical cut-off switch: _____
4. Main gas shut-off: _____
5. Heating/cooling system controls: _____

B. Fire Suppression Systems (by room or area)

1. Sprinklers: _____
2. Halon: _____
3. Other: _____

C. Water Detectors _____

D. Keys

Key boxes: _____

Individuals with master and/or special keys (attach list with names, titles, and keys in possession)

E. Fire Extinguishers (Label by number according to type)

1. Type A - Wood, paper, combustibles
2. Type B - Gasoline, flammable liquid
3. Type C - Electrical
4. Type ABC - Combination

F. Fire Alarm Pull Boxes (use floor plan)

G. Smoke and Heat Detectors (use floor plan)

H. Radios

1. Transistor radios (for news): _____
2. Two-way radio (for communication): _____

I. First Aid Kits _____

J. Public Address System _____

K. Nearest Civil Defense Shelter _____

EMERGENCY SERVICES

Company/Service and Name of Contact

Phone #

Security _____

Fire Dept. _____

Police/Sheriff _____

Ambulance _____

Civil Defense _____

Other _____

Maintenance/Utilities:

Janitorial Service _____

Plumber _____

Electrician _____

Locksmith _____

Carpenter _____

Gas Company _____

Electric Company _____

Water Utility _____

Recovery Assistance:

Preservation Resource Amigos Imaging and Preservation Service (800) 843-8482

Preservation Resource _____

Conservators/Specialists:

Paper & Book _____

Photographs _____

Computer Records _____

EMERGENCY SERVICES (continued)

Conservators/Specialists: (con't)

Textiles _____

Objects _____

Paintings _____

Architecture _____

Wooden Artifacts _____

Local Freezer (1): _____

Local Freezer (2): _____

Disaster Recovery Service: _____

Account pre-established? _____ Account Number: _____

Services available: __ Water Recovery __ Freezer __ Vacuum Freeze Dryer
 __ Fire Recovery __ Mold Fumigation __ Envir. Control

Disaster Recovery Service: _____

Account pre-established? _____ Account Number: _____

Services available: __ Water Recovery __ Freezer __ Vacuum Freeze Dryer
 __ Fire Recovery __ Mold Fumigation __ Envir. Control

Exterminator: _____

Other Services: _____

Insurance (Attach copy of insurance policy)

Insurance Company: _____

Agent/Contact: _____

Policy Number: _____

Self-Insured? _____ If yes, list contact:

Other

Legal Advisor: _____

Architect: _____

Historic Buildings: Texas Historic Commission Division of Architecture (512) 463-6094

COLLECTION SALVAGE SUPPLIES

On-Site Location or Off-Site Source

(Source's Phone #)

- ___ Cotton swabs _____
- ___ Distilled water _____
- ___ Freezer bags (all sizes) _____
- ___ Freezer or wax paper _____
- ___ Gloves, nitrile or latex _____
- ___ Interfacing (Pellon) _____
- ___ Masks _____
- ___ Milk crates, plastic _____
- ___ Mylar polyester sheets _____
- ___ Newsprint, blank _____
- ___ Notepads & clipboards _____
- ___ Nylon monofilament (fishing) line _____
- ___ Paper towels (no dyes) _____
- ___ Plastic clips/clothespins _____
- ___ Plastic screening (fine mesh) _____
- ___ Shallow plastic trays _____
- ___ Soft natural bristle brushes _____
- ___ Sponges _____

EQUIPMENT & SUPPLIES

On-Site Location or Off-Site Source

(Source's Phone #)

- ___ Aprons, smocks _____
- ___ Book trucks, metal _____
- ___ Boots, rubber _____
- ___ Brooms _____
- ___ Buckets & trash cans, plastic _____
- ___ Camera (to document damage) _____
- ___ Dehumidifiers _____
- ___ Extension cords, grounded _____
- ___ Fans _____
- ___ Flashlights _____
- ___ Forklift _____
- ___ Generator, portable _____
- ___ Hard hats _____
- ___ Lighting, portable _____
- ___ Mops, pails _____
- ___ Pallets _____
- ___ Paper towels _____
- ___ Plastic sheeting, heavy _____
(stored w/ scissors, tape)
- ___ Refrigerator trucks _____
- ___ Rubber gloves _____
- ___ Safety glasses _____
- ___ Sponges, industrial _____
- ___ Sponges, natural rubber _____
- ___ Sponges, soot _____

___ Sump pump, portable _____

___ Tables, portable _____

___ Trash bags, plastic _____

___ Vacuum, wet _____

___ Water hoses _____

___ Water-proof clothing _____

Other:

ATTACHMENTS

- ___ 1. List of **SALVAGE PRIORITIES** for each department, area and/or office.
- ___ 2. **EMERGENCY PROCEDURES** and **EVACUATION PLAN**.
- ___ 3. Copy of **INSURANCE POLICY**.
- ___ 4. Copy of **DISASTER RECOVERY VENDOR CONTRACT**.
- ___ 5. Other **EMERGENCY PLANNING** and **RECOVERY DOCUMENTS**:

LOCATIONS WHERE THIS PLAN IS ON FILE

In-House:

Off-Site:
