

Heritage Preservation

The National Institute for Conservation

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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)