

# Introduction to Disaster Planning for collections

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Presented by Tegan Anthes

Supported by Museums & Galleries NSW



# Why a collection disaster plan?

The world has witnessed a tenfold increase in the number of natural disasters since the 1960's. ([visionofhumanity.org](http://visionofhumanity.org))

We must look for opportunities to reduce the exposure of communities to natural hazard events and increase the capacity of communities to prepare for and recover from their impacts. (Royal Commission into National Natural Disasters Arrangements Aust)



# What is a collection disaster plan





Provides critical guidance for organisations during and after a disaster to effectively respond and recover collection material.

Identified risks are prepared for or prevented which reduce the impact and damage to the collection.

The development of the plan strengthens staff knowledge on the collection, its management, and the building that houses the collection.



# Components of Collection Disaster Plan

1. Risks to collection  Risk assessment, risk register and use for the collection
2. Prevention of risks  Prevention or Controls - measures in place
3. Preparation for these risks  Preparation - priority list, resources - people and supplies.
4. Response and recovery  Response and Recovery - how this works



# Do you have Collection Disaster Plan ?

Yes	No
Is it current? Out of date? Draft format?	Thoughts on why - too hard, too time consuming?
Have you used your plan?	Do you have other collection management documents?
What do you find useful in the plan?	Have you responded to disasters in your museum?
What is not useful in the plan?	Thoughts on what would help your museum to create a disaster plan



# What is important

- ★ Knowing that there is a collection disaster plan
- ★ Knowing what to do in the event of an incident - guide to follow
- ★ Knowing who is responsible for what - who to call
- ★ Knowing what resources are available - where to go for help



- ❑ **Be Prepared**
- ❑ **ALIA plan**
- ❑ **Your plan?**

Let's look at these plans and supporting documents

- What is useful?
- What is confusing?
- What doesn't apply?



# Understanding risk

Aids in prevention and preparation

Examples:

## Immediate and catastrophic

- Major plumbing leak
- Major storm
- Bushfire
- Building fire

## Slow and incremental

- Light damage
- Poor storage - acidic materials
- Poor handling





# What are your risks?

- Natural
- Accidental
- Intentional
- Building works
- History of incidents
- Climate change

## 10 Agents of deterioration

Physical forces	Pollutants
Fire	Pests
Water	Light / UV
Criminals	Temperature
Dissociation	Relative Humidity



# Risk process

Identification - name the risk

Analyse - understand the risk - details, cause, effect.

Evaluate - likelihood and impact

Prevent or mitigate - current and future actions

Monitor and review - how well are these preventive measures working.

And then back to analyse.



# Risk Matrix

## Likelihood

Impact	Likelihood					
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Certain
1 Insignificant		1 Low	2 Low	3 Low	4 Moderate	5 Moderate
2 Minor		2 Low	4 Moderate	6 Moderate	8 High	10 High
3 Moderate		3 Low	6 Moderate	9 High	12 Extreme	15 Extreme
4 Major		4 Moderate	8 High	12 Extreme	16 Extreme	20 Extreme
5 Catastrophic		5 Moderate	10 High	15 Extreme	20 Extreme	25 Extreme



# Assigning value

<b>Likelihood - 1 to 5</b>	<b>Impact - 1 to 5</b>
<b>1 - Rare</b> - event may occur only in exceptional circumstances	<b>1- insignificant</b> - impact is of no consequence
<b>2 - Unlikely</b> - may occur 1 in 10 years	<b>2 - Minor</b> - impact is somewhat important
<b>3 - Possible</b> 1 in 3 years	<b>3 - Moderate</b> - impact is important and significant
<b>4 - Likely</b> the event may occur 1 per year	<b>4 - Major</b> - impact is very important or extremely serious
<b>5 - Almost certain</b> - currently occurring or multiple times a year.	<b>5 - Catastrophic</b> - impact is catastrophic



## Current risks - identified examples

- Water leaks in corner of .....
- Dust ingress in .....
- .
- .
- .
- **Bushfire**

# Prevention

What controls do you already have in place.

- ✓ Clean out guttering every 3 months
- ✓ Identified leaks and removed collection material
- ✓ Pest inspections
- ✓ Bushfire Survival plan



# Bushfire Survival Plan

## STEP 3: KNOW THE BUSH FIRE ALERT LEVELS

### WHEN A FIRE OCCURS

There are some simple things you can do around your property to prepare it against the risk of fire.

You need to prepare well beforehand as leaving it to the last minute is too late.



### ADVICE

A fire has started.  
There is no immediate danger.  
Stay up to date in case  
the situation changes.



### WATCH AND ACT

There is a heightened level of threat.  
Conditions are changing and you need  
to start taking action to protect you and  
your family.



### EMERGENCY WARNING

An Emergency Warning is the highest  
level of Bush Fire Alert. You may be  
in danger and need to take action  
immediately. Any delay now puts  
your life at risk.

[Download](#)





# Disaster Preparedness Calendar

# 2023



## JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
1 New Year's Day	2	3	4	5	6 Backup files & update computer security	7
8	9	10	11	12	13 General security inspection	14
15	16	17	18	19	20	21
22	23	24	25	26 Australia Day	27	28
29	30 Int'l Day of Education	31				

## FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3 Check disaster bin supplies	4
5	6	7	8	9	10 Check gutters	11
12	13	14 Library Lovers Day (ALIA)	15	16	17 Pest check	18
19	20 World Day of Social Justice	21 Int'l Mother Language Day	22	23	24	25
26	27	28				

## APRIL

## MAY



# Preparation

Components of preparation are :

Resources - people and equipment.

People - staff, contractors, external experts

Resources - onsite equipment, external companies, external sites.

Collection - understanding the materials and the priorities.



Preparation - Resources (people)

# Teamwork



# Team players - first responders salvage team

Role	First response	Recovery & Salvage
Disaster Leader	Directs actions, contacts team, informs stakeholders	Directs actions
Documentation	Records disaster scene, object damage, use of templates	Records movement of objects & salvage actions.
Assessment	Assess damage to objects - type, level, quantity	Determines salvage options - onsite, expert assistance
Building (security)	Assess building damage, prevent further damage and address security issues	Options for alternate locations for salvage
Materials & equipment	Use of disaster bin, cleaning supplies, tables	External suppliers, small to large equipment

# Team players - additional roles scale of disaster

Role	First response	Recovery & Salvage
Social media	What message on Social Media Plus - Inform stakeholders - Head Office, MGNSW, Council etc	Continues
Finance	Funds available for purchase equipment	Funds for larger expenses - rental of freezers, fans, dehumidifiers.
Volunteer coordinator	Contacts additional volunteer support	Coordinates roster for salvage operation
Salvage team	Only required to continue salvage operation	



## Preparation - Resources (equipment)

Disaster supplies bin - for use to respond to small scale disasters.  
Essential equipment to protect and document collection.

External equipment - larger equipment such as fans, dehumidifiers, freezers



# Disaster bins - supplies onsite

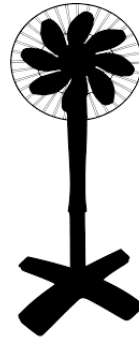
PPE	Water related	Documentation	Equipment/ tools
Gloves, masks	Buckets, mops	Pens, pencils, markers	Zip lock bags, garbage bags
Aprons, goggles	Chux, sponges	Paper, post it,	Packing tape, masking tape
Boots	Blotter, paper towel	Templates and forms	
	Absorbent snakes	Labels	Scissors, stanley knives
	Clothes line, pegs		Extension cords
First aid kit		Floor plans	Torches



# Resources - onsite and in use

Equipment that you may need access to but is in use regularly or too large for bin.

Trolleys	Exhibition equipment	HEPA Vac	Weights
Tyvek	Screwdrivers, pliers etc	Wet/dry vac	Solvents
Plastic sheeting	Old towels or sheets	Fans	Foam chocks
Plastic tubs	Bread trays		



# Offsite Resources - People and Equipment

People	Equipment
MGNSW and your networks	Fans, dehumidifiers,
Conservators - according to your collection needs	Storage facilities, gazebos,
Contractors - plumbers, electricians, maintenance	Freezers, generators,
Art handlers, transport, logistics	Tables, tubs, boxes





**Let's create  
our team and  
networks**



# Preparation - Collection priorities

This information will be used to make decisions during **Response** and **Recovery** phases.

Collection Priority list + Damage assessment forms.



# Preparation - Collection priorities

How to create a priority list.

Do you know your significant objects or collections?

*Significance 2.0*

*Significance Assessments*

*Significant statements*

*Collection database , lists*



Macarthur's Cloak - Narrandera Museum



# Significance 2.0

## Four primary criteria

- Historic
- Artistic or aesthetic
- Scientific or research potential
- Social or spiritual

## Comparative criteria

- Provenance
- Rarity or representativeness
- Condition or completeness
- Interpretive capacity



# Collection priority list

Priority #	Object Accession Number	Object Title	Material types	Size	Location	Security / Access
1	1986/255	Macarthur cloak	Wool, cotton silk	900 x 600 x 500	Room 1, Display cabinet 2	Key access

Priority # 1 = highly significant object

Priority # 2 = important object, of value to collection

Priority # 3 = props and non-collection material



**What are your  
collection  
priorities?**



# **Response - how to use your disaster plan for effective response**

What is response?

# Incident



FIRE, WATER LEAK, FLOODING, MOULD



# Safety



IS IT SAFE FOR YOU & OTHERS?



# Stabilise

IF SAFE - PROTECT COLLECTION FROM FURTHER  
DAMAGE. USE BUCKETS or PLASTIC SHEETING



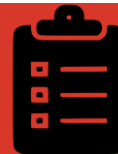
# Notify

CALL 1234



# Assess

PROVIDE DETAILS OF INCIDENT TO ASSIST  
WITH ASSESSMENT








# Response Steps



1. Disaster occurs
2. Disaster leader notified
3. Assess scale of disaster
4. Stabilise and protect collection
5. Call team
6. Detailed assessment
7. PLAN RECOVERY



# Response - what information is needed?

 <b>Disaster happens</b>	<b>Key decisions</b>	<b>Information required</b>
Disaster Leader notified 	Assessments	What type of Disaster? Still occurring? Is it stabilised? Where? What has been affected? Estimate of scale? Estimate of resources?
Team Notified 	Documentation Assessment Stabilise Planning	Collection priority list, assessment forms, floor plans, resources, equipment onsite/offsite.
Team - recovery	Triage Transport	Collection priority list, salvage guidelines, equipment onsite /offsite



Response flows into

Recovery



# Recovery

What does this look like?

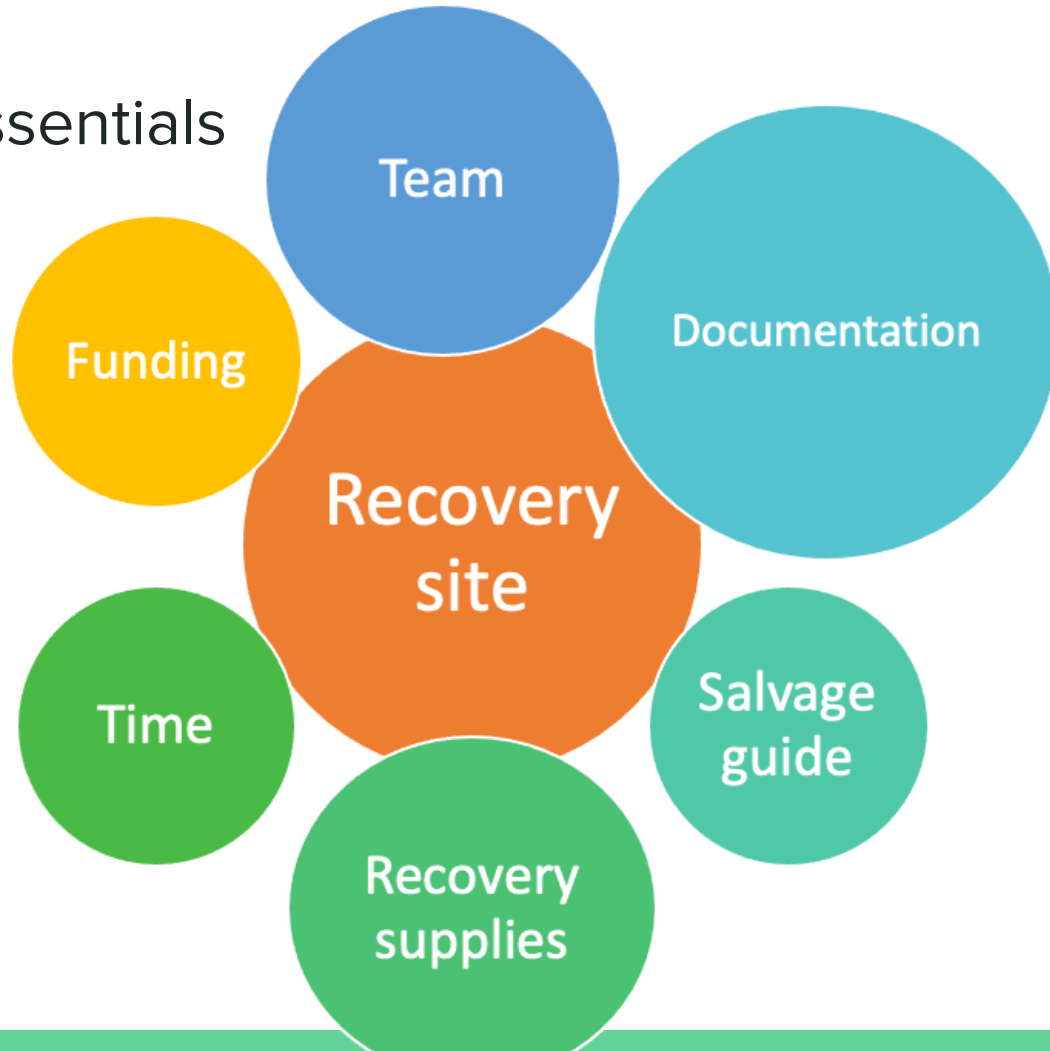


# Salvage is possible

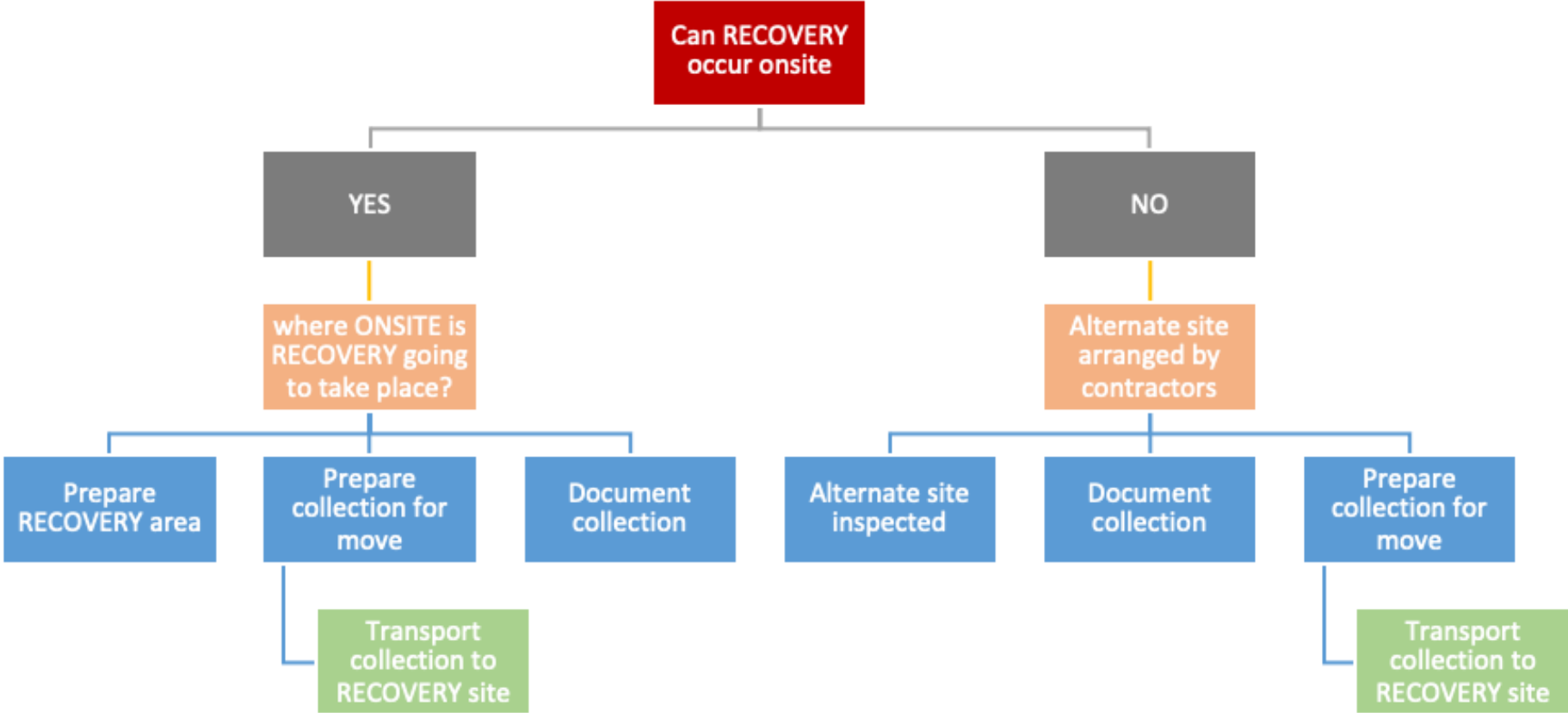
Eugowra Historical Museum collection  
during salvage



# Recovery - essentials



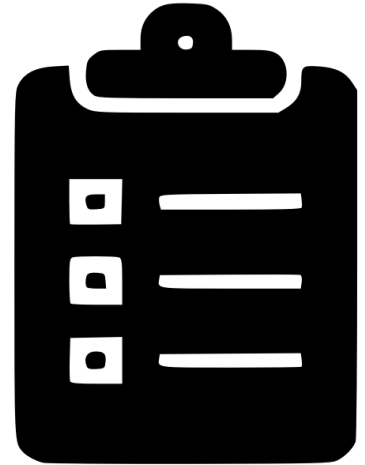
# Can Recovery occur onsite?



# Documentation - keeping track of your collection

- ❑ Damage assessment forms
- ❑ Checklists
- ❑ Templates
- ❑ Basic list

What is damaged? Where is it going? What will you do to it?





# Salvage Resources

All is not lost

AICCM Disasters page

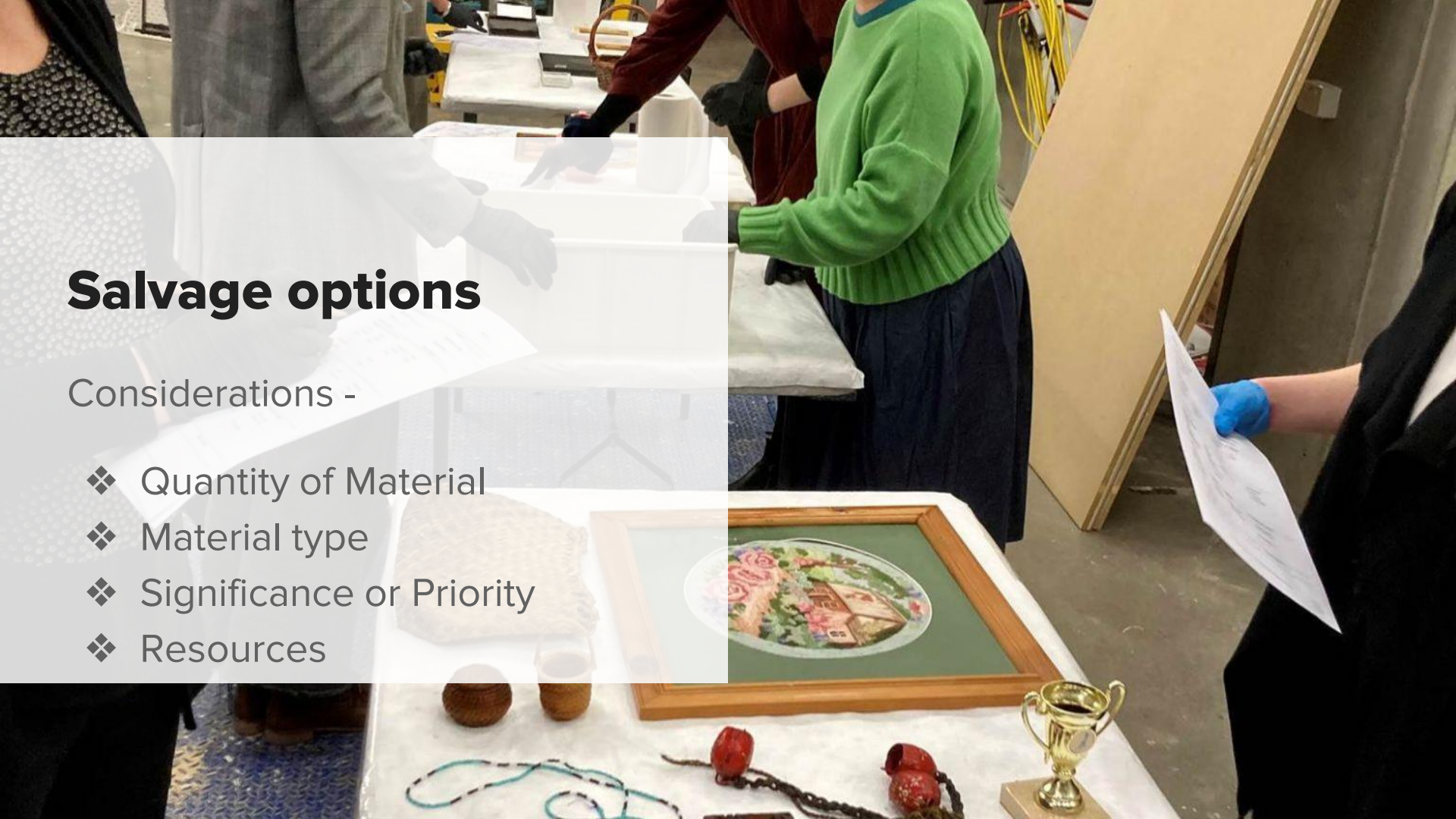
AIC - videos



# Salvage options

Considerations -

- ❖ Quantity of Material
- ❖ Material type
- ❖ Significance or Priority
- ❖ Resources



# Quick guide

Type of damage	Salvage options
Damp or slightly wet	Air dry Interleave
Wet, sodden	Air dry Interleave Freeze
Soot, smoke	Soot sponge Air flow
Burnt	Vacuum
Dust	Brush vacuum
Mould	Isolate - Air dry- Brush vacuum / Freeze



# Scenario – Dungog Museum

Overnight there was a severe storm in the region. Roofs were blown off, trees blown over and substantial rain has flooded the streets. The Dungog Museum has sustained some roof damage and water and debris has entered the building. The top floor rooms have flooded and water has also penetrated the one display room downstairs. The roads are completely flooded. The rain is predicted to remain for the next week, including high winds.

The time is 7:30am.

Volunteers came to check on the building and discovered the situation.



# Scenario – Dungog Museum

- What is your first steps and response?
- Use your roles and outline how each role will respond to this event?
- Where will you need support?
- What external contacts do you want to contact?
- What are your collection priorities?



Image from MGNSW website



- ❑ Establish your team
- ❑ Make contact with networks
- ❑ Create a priority list
- ❑ Make a plan!

## Key Takeaways



# Resources

01	<b>Plans &amp; templates</b>	<ul style="list-style-type: none"><li>● Be Prepared, ALIA Disaster plan,</li><li>● Create your own templates</li></ul>
02	<b>Networks &amp; support agencies</b>	<ul style="list-style-type: none"><li>● MGNSW</li><li>● AICCM</li><li>● AMAGA groups</li></ul>
03	<b>Collection</b>	<ul style="list-style-type: none"><li>● Significance 2.0</li><li>● Collection lists</li></ul>
04	<b>Supplies and Equipment</b>	<ul style="list-style-type: none"><li>● Bunnings</li><li>● Networks</li></ul>
05	<b>Salvage</b>	<ul style="list-style-type: none"><li>● AICCM</li><li>● All is not lost</li><li>● AIC, You tube</li></ul>





Thank you  
any questions?