



Jump-start your Emergency Plan: Collections Emergency Preparedness Benchmarks

Freely inspired by the Harvard Library Collection Emergency Preparedness Benchmarks

PLANNING Goals		met	partly met	not met	Comments
Basic	A Collections Emergency Response Plan has been developed and is current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Responsibility for drafting the Emergency Response Plan has been assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Responsibility for regularly updating and coordinating annual updates on the Emergency Response Plan has been assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The Emergency Response Plan has been approved and has institutional support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Insurance procedures, documentation and coverage limitations are familiar and filed in an accessible location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Good	There is a security plan to control access to secure areas during an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	There is a recovery plan describing processes to return the collections, building and staff to normal operations after an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	A Collection Risk Assessment based on value and vulnerability of collection items has been established and reviewed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Best	Copies of the following documents are stored both offsite and on the cloud: <ul style="list-style-type: none"> Emergency Plan Call Tree and Communication Plan 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Our Security Plan is updated during construction that affects access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The institution is a member of the BC HERN and is connected with other members in the local BC HERN zone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COMMUNICATION Goals		met	partly met	not met	Comments
Basic	An Emergency Call Tree has been developed and responsibility for updating it has been assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The Emergency Call Tree is distributed to all staff members in the institution and to any other relevant externals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Good	Past emergency events are recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Best	The Communication Plan and Contact List are posted in a central location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The contact list is updated quarterly and as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Someone is responsible for updating the Contact List.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SPACE & FACILITY Goals					
Basic	Emergency alarm systems are installed (smoke detectors, fire alarms and moisture sensors).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Sprinklers are installed and maintained in your storage area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Alarm systems are tested regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Floor plans for all buildings have been compiled and are available in case of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	A Collection Risk Assessment has been completed to identify risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Building areas with known risks are patrolled regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Good	Spaces into the building have been identified in case of salvage activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Museum tours have been given or scheduled for the Local Fire Department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Floor plans are annotated with the locations of collection storage areas, emergency supplies and emergency equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	An Emergency Collections Tracking System has been developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Leak detection alarms are installed in collection storage spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Best	Floor plans are annotated with the locations of high priority items for salvage. **Note: If there is a security concern, develop a strategy to make this information available in time of emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Updated Collections Risk Assessments are performed prior to, during and after construction, renovation, or reconfiguration events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

STAFF TRAINING & PREPAREDNESS Goals		met	partly met	not met	Comments
Basic	Emergency supplies and equipment are located on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Museum staff are educated about building areas with potential risks to the collections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Emergency first response procedures have been defined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Staff members are aware of the plan procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Staff members know the location of the water shut-off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The locations of emergency supplies and how to access them are publicized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Good	Supplies are replenished after each emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Staff member has been identified to maintain/replenish the emergency response supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Emergency team roles have been assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Practice drills for staff and other responders are carried out annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Best	BC HERN Emergency Salvage Training has been undertaken.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	In-museum training drills for the Collections Emergency Team is organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Specific material types salvage procedures have been developed and documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notes					

Date: _____

