



Know Your Risks: Preventing Disasters!

Kansas Museum Association

Nov 6, 2014

Sponsored by

Kansas Cultural Heritage Emergency Response

Know Your Risks: Preventing Disasters!

KCHERN

(Kansas Cultural Heritage Emergency Response Network)

was formed at the end of the 2009 IMLS Statewide Connecting to Collections Grant. This statewide organization has an informative website, listserv and council. KCHERN is dedicated to promoting emergency preparedness, response and training. They are this session's sponsor.

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Website:

<http://kansaschern.wordpress.com/>

Listserv

Send to listproc@ku.edu

Leave the subject line blank

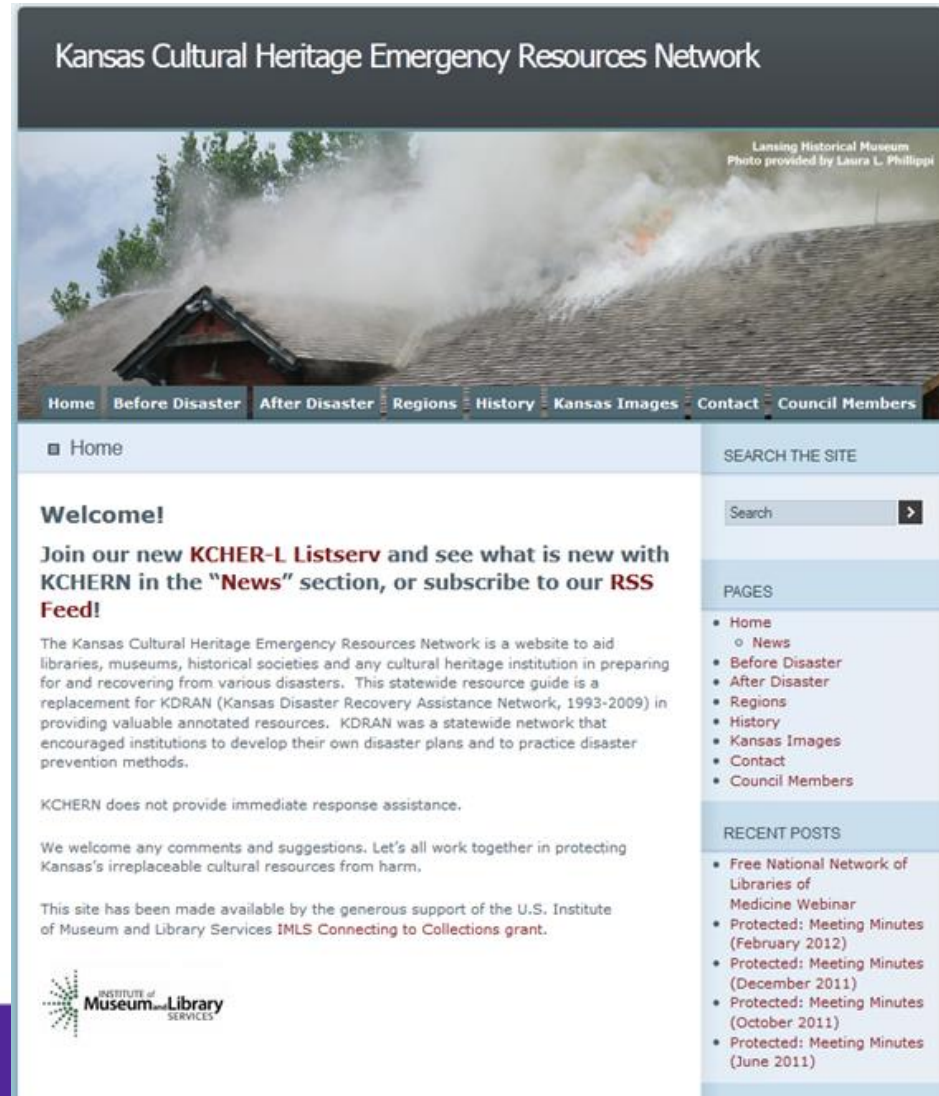
sub kcher-l firstname lastname

For example: sub kcher-l john doe

Do not use a sig file by emailing

Facebook Page

[http://www.facebook.com/pages/K
chern/273797082668399](http://www.facebook.com/pages/Kansas-Cultural-Heritage-Emergency-Resources-Network/273797082668399)



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KCHERN COUNCIL

Kathryn Talbot (K-State Libraries)

Gloria Creed-Dikeogu (Ottawa University-Library)

Darrell Garwood (Kansas State Historical Society)

Greg Gaul (Topeka and Shawnee County)

Chris Griffin (Prairie Museum of Art and History)

Jamin Landavazo (Kansas Museums Association)

Matthew Pannkuk (Seward County Community College Library)

Caleb May (Meade Public Library)

Morgan O.H. McCune (Pittsburg State University)

Rachel Pannabecker (Kauffman Museum)

Cindy Roupe (State Library of Kansas)

Kyle Sederstrom (University of Kansas)

Amanda Wahlmeier (Concordia)

Nikaela Zimmerman (Kansas Museum of History)

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PAST KCHERN COUNCIL

Karen Anderson (High Plains Museum)

Tammy Hanna January (Museum Community Rep)

Sheryle Dunbar (Butler Community College)

Matt Eaton (Education Coordinator/ Curator Abilene)

Chris Griffin (Prairie Museum of Art and History)

Pattie Johnston (Lawrence Public Library)

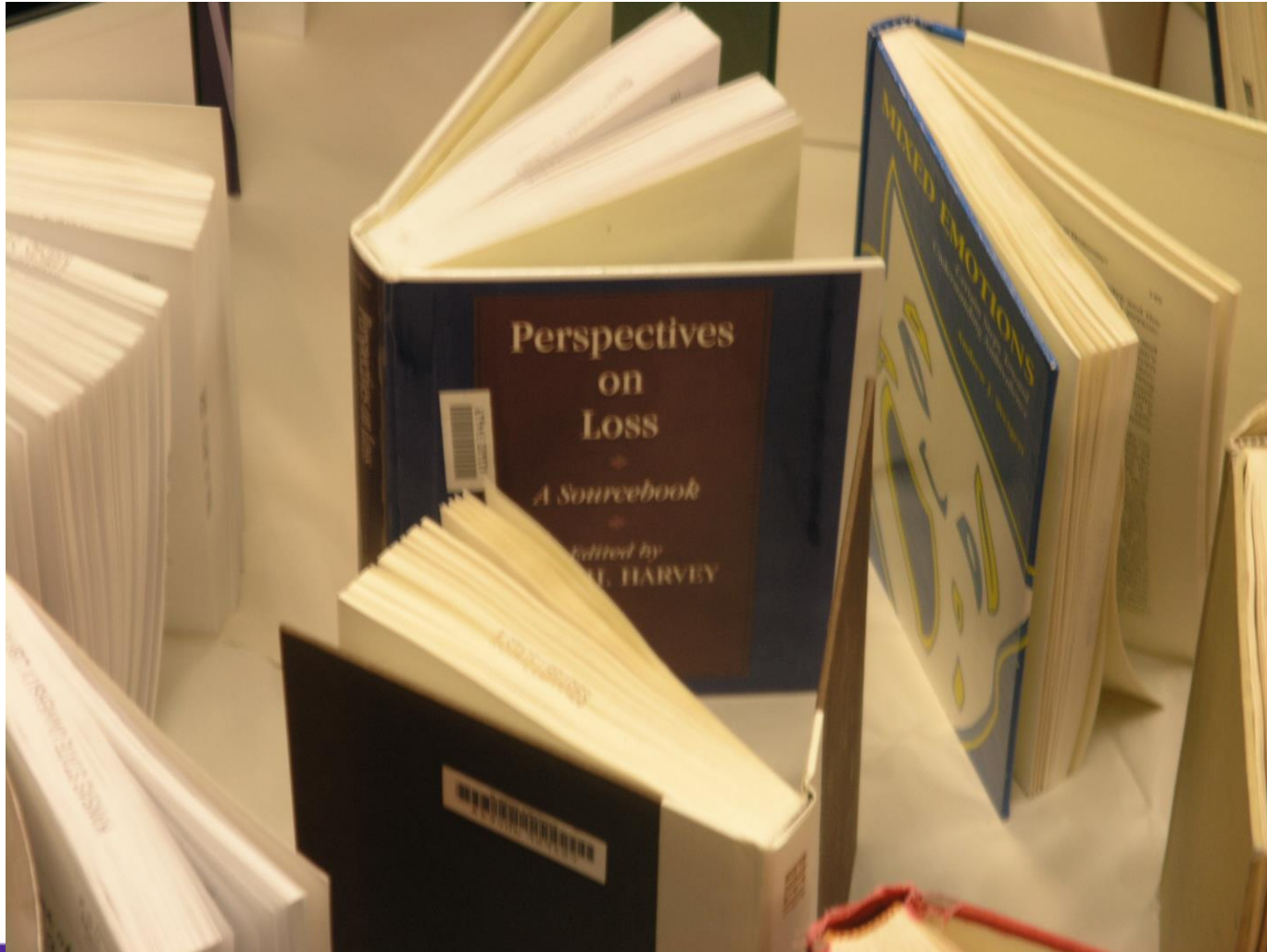
Kate Rogge (Franklin County Historical Society)

Jennifer Toelle (Smoky Hill Museum)

Eunice M. Schroeder (Stevens County Library Director)

Roberta Woodrick (University of Kansas)

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Natural causes

- Earthquakes- fall:2011 or recent
- Severe Weather or Tornado
- Fires
- Floods

Man-made disasters

- Computer system failure
- Fire
- Accidental sprinkler activation
- Bomb Threats
- Chemical accidents
- Pest Invasions
- Transportation accidents



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“It’s important to remember the payoff—every dollar spent on mitigation/prevention saves an average of four dollars on recovery!”

(*COSTEP Starter Kit, Handbook for Cultural Community, 2009*).

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Property Risks

- Buildings
- Furniture and office equipment
- Electronic Data
- Collection Materials
- Motor Vehicles
- Property of Others- ILS

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Getting to Know your building

- Walk through your building(s) but with fresh eyes
- How long has that water stain been present?



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What to ask your Maintenance/Facility personnel

- Building age? Connecting editions? Any new construction?
- Any issues you should be concerned about?
- How old is your HVAC (Heating Ventilation and Air Conditioning)systems? Roof?

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- Do you have a regular maintenance schedule for HVAC, etc?
- When was the last time things were inspected?



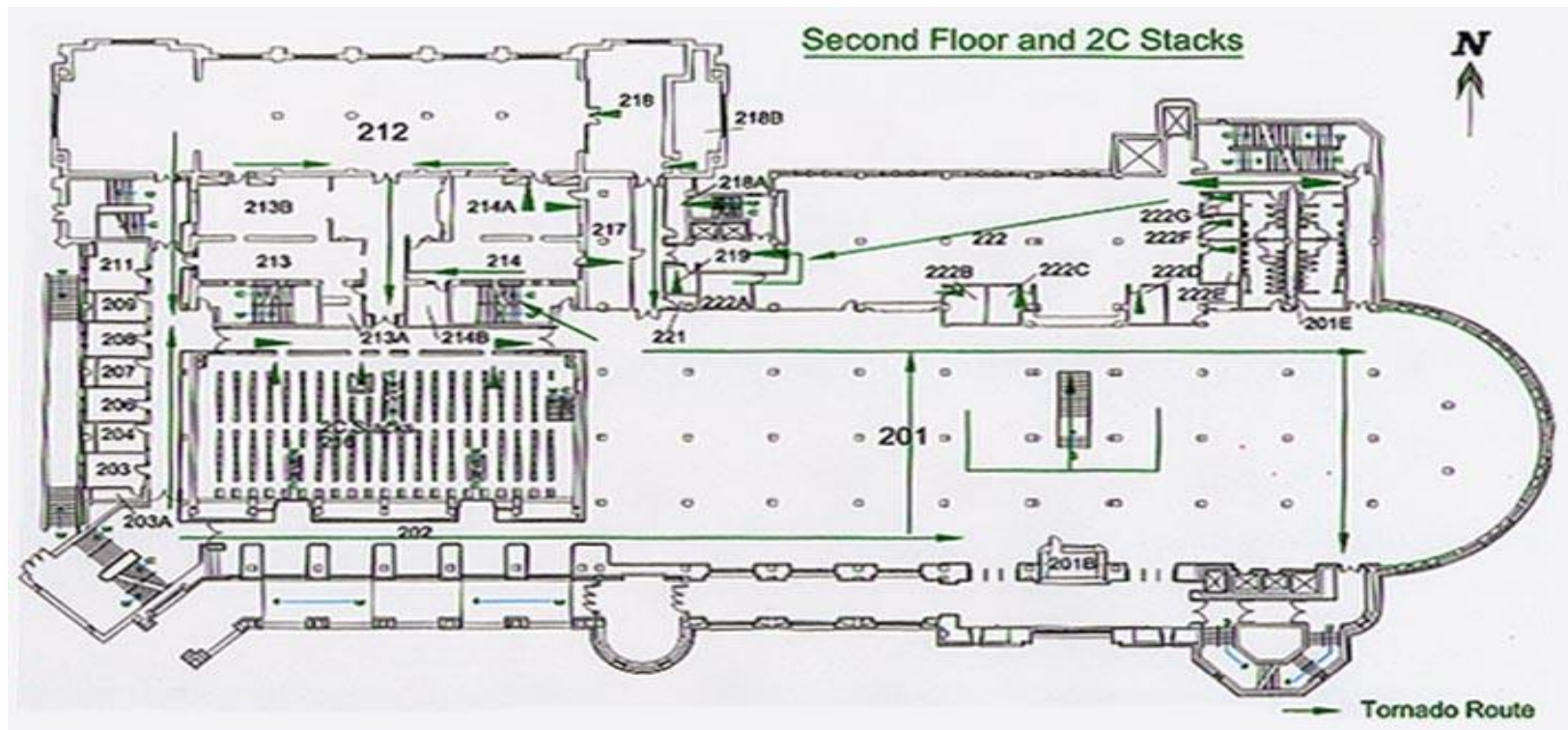
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What to ask your Maintenance/Facility personnel

- What is their utilization expectancy-HVAC, roof, sump-pump, etc.?
- Where is the equipment in relationship to collections?
- Do you know where the water shut-off valve is located and how to shut it off?

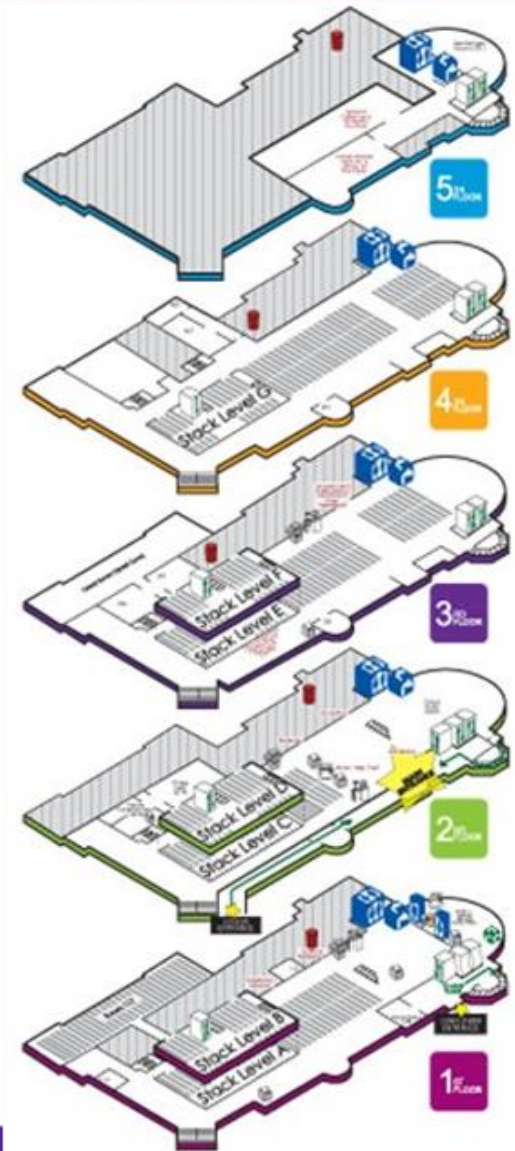
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Floor Plans



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- Annotate floor plan- disaster supply locations, problem areas, water shut offs, HVAC unit coverage,



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Inside your Building

- Go through collections, offices, equipment rooms



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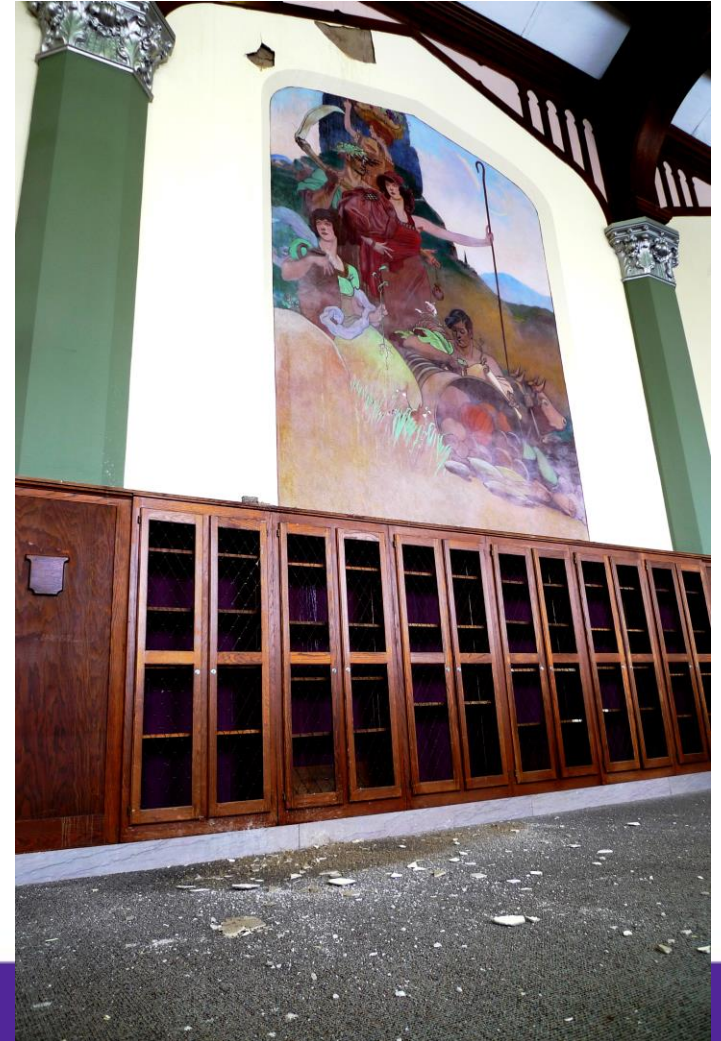
Inside your building

- Are you exits unobstructed?
- Inspect electrical wiring in your building
- Avoid direct sunlight on collections

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Inside your building

- Does your building have special areas- murals, or artwork?
- How are you protecting them?



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Inside your Building- Shelving

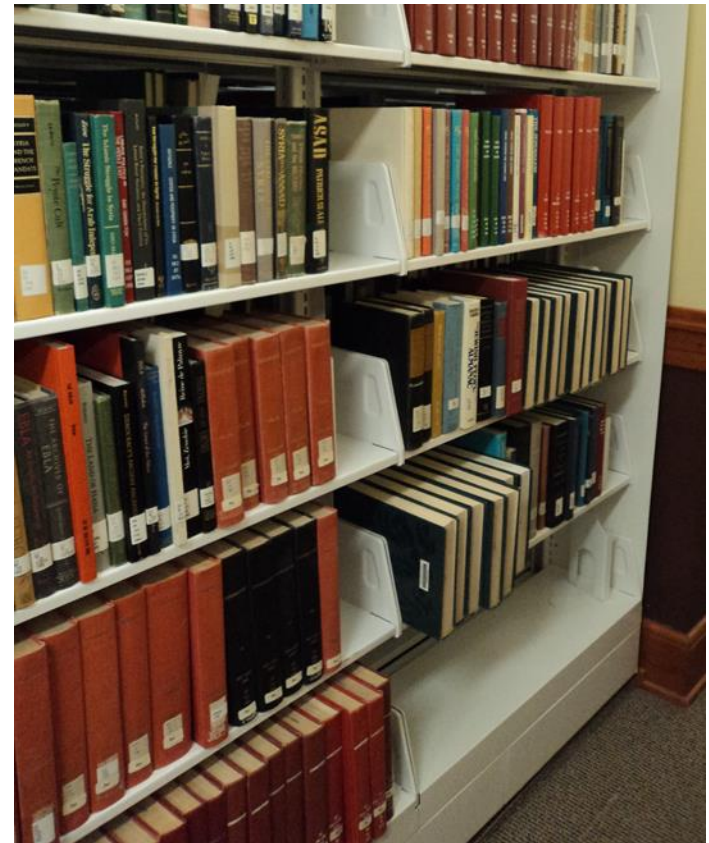


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Inside your Building- Shelving



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Inside your Building

- Do you have adequate security?
- How many staff members have keys to the building?
- Does the Administrator have the only set of master keys?
- Do you tattle tape/have security gates?

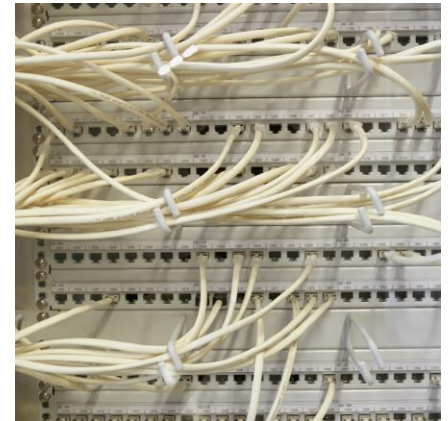
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- If you have a special collections/reading room policy? Is the lay out conducive for casual surveillance?
- - Do you allow bags? Pens? Do they have to register?

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Electronic Risks

- Virus detections
- Protect access to electronic files by password
- Set up firewalls
- Do you have a back-up plan or multiple copies in multiple locations
- Uninterruptable power supply for crucial systems



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Digital Preservation



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Outside your building

- Book drops-
attached to your
building



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Outside your building

- Lighting outside your building
- Locks /alarms on all window and doors?
- Closing/ opening procedures?

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Outside your Building

- Drainage



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Outside your Building

- Space around your building- rocks, trees, shrubbery, flowers, etc.



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Outside your Building

- Roof
- Doors- close properly



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Outside your building

- Condition of windows or doors
- Masonry/ Stone repairs needed?



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Insurance

- Is the building covered as well as collections?
- What information does the company need?
- Do you have to use certain restoration companies?
- Is your institution pre registered with a disaster recovery service?

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Why do you need a disaster plan?

- A. WuShock (WSU) needs paper for airplanes.
- B. Staff has guidance in a stressful situation.
- C. Emergency crew can locate priceless collections.
- D. Reduces risk to collections- change things before a disaster can happen
- E. Answers B through D

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Water Risks



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Leaks

- Burst pipes, clogged drainage, moisture seepage
- Look for stained ceiling tiles, carpets, peeling paint or plaster, rotting wood

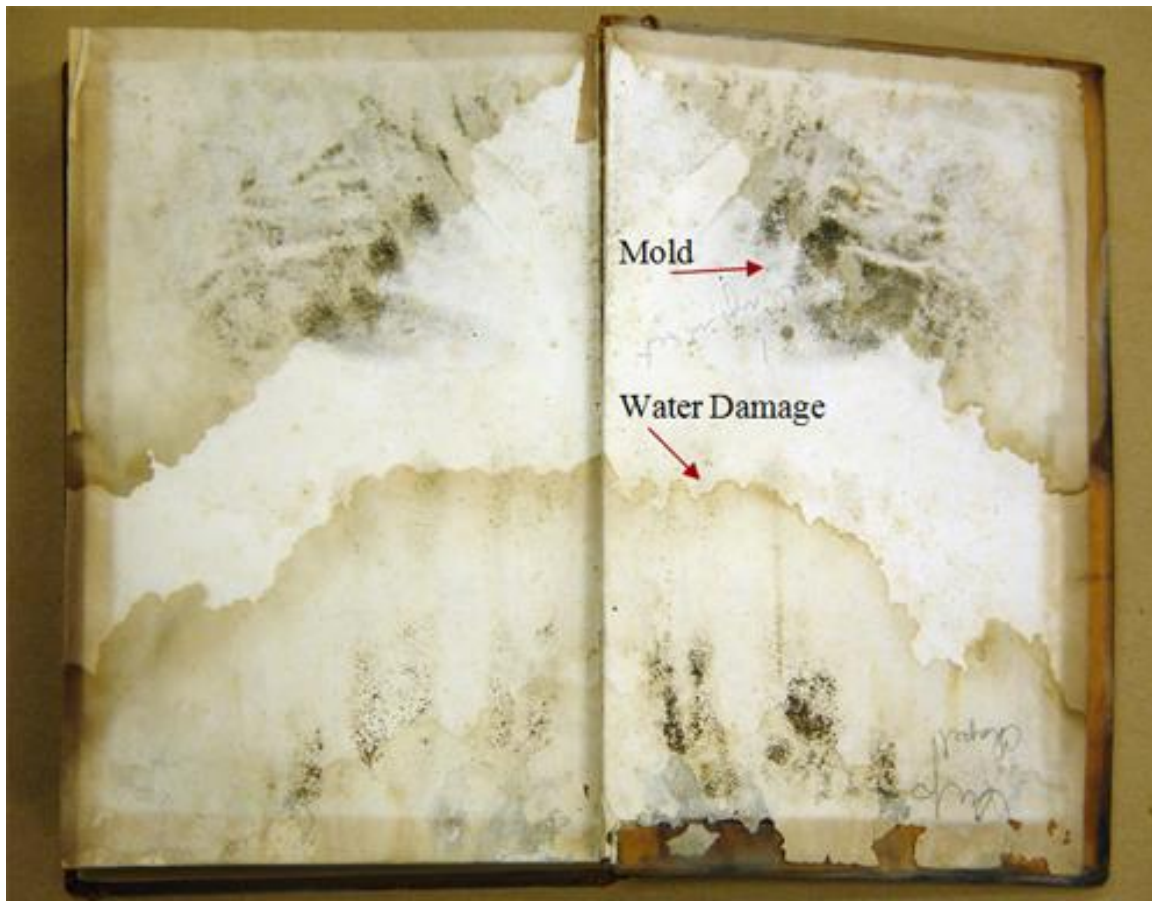


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- Monitor know trouble spots
- Conduct regular walk through,
- Install a water alarm,
- Budget for repairs,
- Be prepared- emergency planning (MAYDAY)

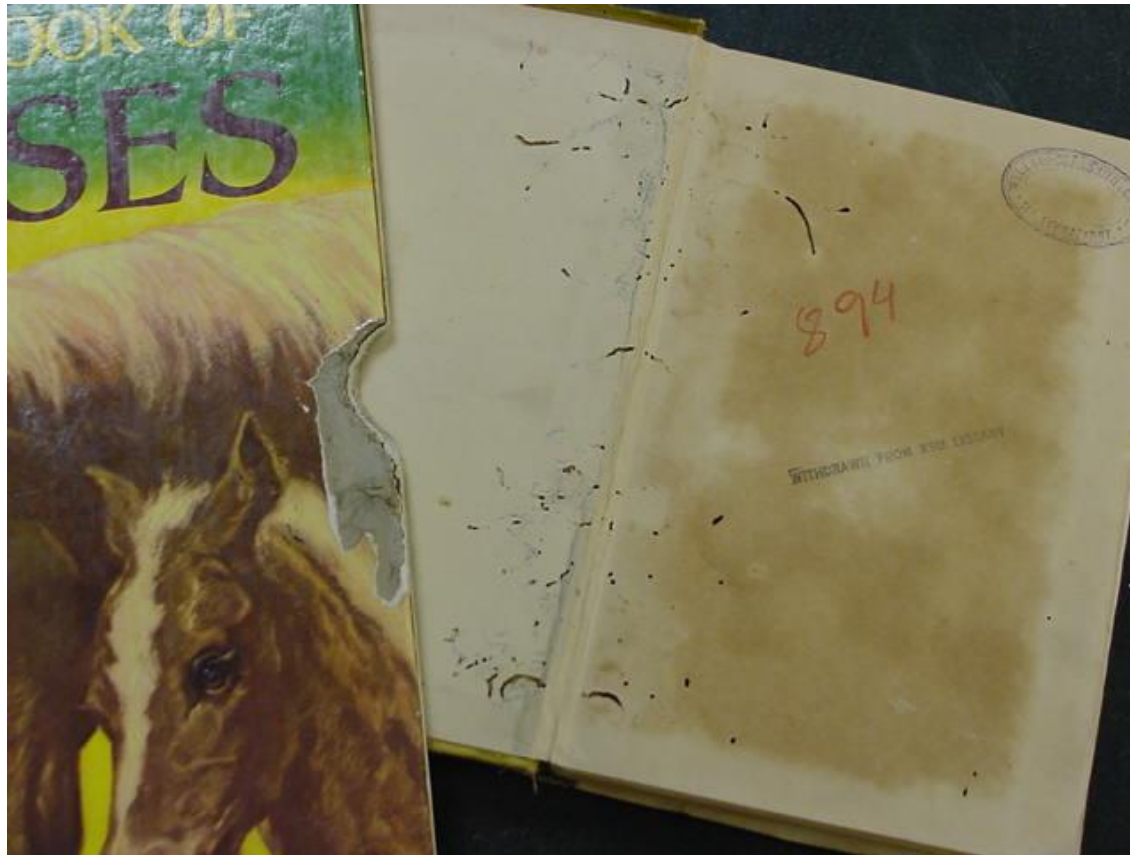
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Mold



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Pests



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Pests

- Evidence of pest damage-carcasses, droppings, mold
- Monitor with traps,
- Control RH, temp



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Environmental Controls

- Be as consistent as possible.
- Paper and textiles are hydroscopic.
- Temp 70F and 50 RH
- You have to balance patrons and collections.



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Fire Protection



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How often does a fire happen in libraries in the United States?

- A. Every two days
- B. Every month
- C. Every week
- D. Every day

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- What fire suppression or detection system do you have ?
- Where is it installed- all or part of the buildings?
- Are they inspected on a regular basis?
- Who is alerted when the system is activated?

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What is the leading cause of fires in libraries?

- A. Arson
- B. Electrical
- C. Equipment
- D. Big Jay, the Jayhawk, (KU) coming to town.

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Fire Prevention

- Lighting in close proximity to shelving
- Fire Doors
- Combustible chemicals- paints, thinner, etc.
- Clutter close to electrical outlets/equipment
- Power strips, kitchen appliances unplugged nightly?

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Fire Prevention

- Where fire detection monitors are placed?
- Have the fire department visit



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In the event of emergency

- A. Immediately take vacation so you can deal with it after being refreshed
- B. Immediately go into the building without waiting for safety clearance
- C. Stop, Breathe and make a plan with staff
- D. Feel overwhelmed, cry and do nothing

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Staff and building resources



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Activities performed after risk assessments include:

- Annual revision of the disaster plan/ building assessments
- Change in policies and procedures
- Review of the disaster management team
- Retraining of staff
- Modification of the facilities

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Free Assessment Contact

Name: Chuck Clanahan, CPP

Institution: U.S. Department of Homeland Security,
Office of Infrastructure Protection

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Cell: (785) 213-8699

Email : chuck.clanahan@dhs.gov

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Where can I go more networking and more Information?

- A. KCHERN
- B. Corky the Hornet (ESU) has the buzz on everything!
- C. Museum System
- D. Answers A & C

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KCHERN needs your input

- What would help your institution or area or the state?
- How could we assist in starting regional networks?
- What topics would you like more training? How would like that training?

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MayDay

SAVING OUR HERITAGE

MAY 1 • 2014

• HISTORICAL SOCIETIES

PREPAREDNESS PROTECTS OUR HERITAGE

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Questions?

Contact

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