Emergency and Disaster Preparedness

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Welcome!
Welcome from Laura Huerta Migus
Deputy Director, Office of Museum Services
Institute of Museum and Library Services
Frances Burg
Chief of Staff
Association of Science and Technology Centers (ASTC)

Keni Sturgeon
Director of Strategic Initiatives
Association of Children’s Museums (ACM)
Today’s Speakers

• Laura Huerta Migus, Institute of Museum and Library Services
• Keni Sturgeon, ACM
• Frances Burg, ASTC
• Mike Jacabacci, VP of Operations, Stepping Stones Museum for Children
• Ramon Davis, Planning Section Chief, Smithsonian Institution Office of Emergency Management
What is an emergency or disaster plan?
Developing/updating your plan
Resources and Partners
Member perspective: Mike Jacabacci
Smithsonian perspective: Ramon Davis
Funding opportunity!
What is an emergency or disaster plan? *And, why it’s important.*

- Written plan that includes measures and considerations to prevent harm and respond in the case of an emergency or disaster
- Essential to tailor your plan to your unique facility, location, and audience
- At community-based organizations like museums, preparation can help prevent harm and reduce adverse community impact
Content

• Safety policy
• Preventative safety measures + location of supplies
• Evacuation plan
• Key contact information
• Safety responsibilities + communications plan
• Specific procedures to take in response to various situations
Specific Procedures

Technological Hazards
- Fire
- Power/water outage
- Natural gas leak
- Mechanical failure (HVAC)
- Hazardous waste or chemical spill
- Information breach/cybersecurity

Human Hazards
- Accidents
- Medical event
- Vandalism/theft
- Civil disturbance
- Bomb threat
- Active shooter
- Lost person or abduction

Natural Hazards
- Storms
- Geological - (earthquake, tsunami, landslide)
- Pandemic
Resources to Develop/Update a Plan

- American Alliance of Museums
- The Getty Conservation Institute
- Homeland Security
- OSHA
- Ready
- FEMA
Process

Gather input from staff, visitors, partners → Risk and Hazard assessment

Collaborate with partners → Write/Update Plan

Communicate policies to team → Conduct frequent trainings
A few key considerations

• Your location and surroundings, including affiliation with a larger organization

• State and local laws
  • Gun carry (site + parking lots)
  • Signage requirements
  • Background checks/arrest records

• Mirror familiar processes and language
  • E.g., local schools
  • Script language for staff
Mike Jacabacci
Vice President, Operations
Stepping Stones Museum for Children
Norwalk, Connecticut
Cultivating Partnerships

CONNECT WITH:

✓ Local law enforcement
✓ Fire Service
✓ Emergency management officials
✓ Department of Homeland Security

*Cultivating partnerships is paramount to a successful safety plan and a unified response.
Incident Prevention and Awareness
Protecting Your Everyday Life

If You See Something, Say Something® - Staff Training

• Recognizing the signs
• Examples of real life suspicious activity
• Train staff to develop a heightened sense of awareness
• The 5Ws - who, what, when, where and why
• Procedures for reporting suspicious activity
• Become a DHS Partner
Prevention and Awareness
Protecting Your Everyday Life

- Employee Vigilance - Power of Hello
- The OHNO approach -

1. **Observe**
   - Stay vigilant of your surroundings

2. **Initiate a Hello**
   - Acknowledging a risk can deter a potential threat

3. **Navigate the Risk**
   - Determine if the behavior you observed is threatening or suspicious

4. **Obtain Help**
   - Obtain help from management or authorities

*Used effectively, the right words can be a powerful tool.*
Incident Prevention and Awareness
Protecting Your Everyday Life

TAKE THE CHALLENGE
Incident Prevention and Awareness

Protecting Your Everyday Life
Developing and Managing Sensitive Safety and Security Documents

- Uncontrolled documentation vs. Controlled documentation - what's the difference and why?
- Creating a controlled document system
- Choosing a cloud-base platform to manage sensitive documents
- Document management
CISA Resources

CISA Office of Security Program Online

• Department of Homeland Security Website
• Active Shooter Preparedness
• Employee Vigilance - Power of Hello
• De-Escalation Series
• What to Do - Bomb Threat
• Hometown Security
• Insider Threat Mitigation
Ramon Davis
Planning Section Chief
Smithsonian Institution Office of Emergency Management
Washington, DC
Planning for emergencies: Things to consider

- Don’t overthink it: You know more than you realize (past experience & expertise).
- Policy (authority, program structure/guidelines) - Plans (operational - how you organize and coordinate across organizational lines) - Procedures (tactical/action - hazard specific)
- The planning process is the most important part.
- There is no perfect “plan”: The 85% solution is better than no plan...
- Templates/guides: Plenty available - pick what works for you.
- Priority: Inherent responsibility; determines investment.
- Engage/communicate: Goals & expectations; learn/educate; capabilities/limitations; build trust
- Start small: Start with common events (weather?); begin with a core group.
- Contextualize threats: What does this mean to my function, my organization?
- Continuous process: The world changes...your plans/procedures should too.
- Build partnerships and learn together (Local public safety agencies, peers)
IMLS Museum Grant Programs

Museums for America
Helping museums advance their missions
Awards of $5,000-$250,000

Museums Empowered
Special Initiative to support professional development
Awards of $5,000-$250,000

Inspire!
Special Initiative for small museums
Awards of $5,000-$50,000

1:1 Cost Share Required in Some Categories
## IMLS Museum Grant Programs – Project Categories

### Museums for America
- Lifelong Learning
- Community Engagement
- Collections Stewardship and Access

### Inspire! Grants for Small Museums
- Lifelong Learning
- Institutional Capacity
- Collections Stewardship and Access

### Museums Empowered
- Digital Technology
- Diversity and Inclusion
- Evaluation
- Organizational Management
Questions?

Please submit questions in the Q + A box!

The webinar recording and resources will be shared with registrants later this week.