

**Agenda and Workshop Session Descriptions**  
**3-day Disaster Planning Workshop at Phillips Academy**  
**March 20 – 22, 2018**

<b>Day 1 –Tuesday, March 20<sup>th</sup> 2018</b>
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<b>8:00am-9:15am</b> Davis Hall	<b>Registration, Group Assignment and Light Breakfast</b> <i>Participants will be able to visit vendor information tables/booths</i>
<b>9:15am-9:45am</b>	<b>Welcome and Introductions</b>
<b>9:45am-10:30am</b>	<b>Keynote Speaker</b>
<b>10:30am-11:15am</b>	<b>Objectives for workshop &amp; Day 1 + Self-assessment exercise</b> <i>Worksheet-based exercise that will allow participants to assess their institution’s current level of disaster preparedness and to do a preliminary risk assessment.</i>
<b>11:15am-11:30am</b>	<b>Travel to next presentation</b>
<b>11:30am-12:15pm</b> Peabody Room 1	<b>Groups A &amp; B: Disaster Response - Case Studies Panel</b> <i>Panel discussions by representatives from approximately three institutions. Each will share a unique or remarkable aspect from a recent disaster response effort at their facility.</i>
<b>School Room</b>	<b>Groups C &amp; D: Recovery &amp; Rehabilitation - Vendor Panel</b> <i>Panel discussions by representatives from approximately four vendors or agencies. Each will discuss a specific aspect of disaster recovery, vendor methods, and how vendors work with clients.</i>
<b>12:15pm-12:30pm</b>	<b>Travel to lunch</b>
<b>12:30pm-1:15pm</b> Davis Hall	<b>Lunch – Sponsored by Peabody Museum</b> <b>Vendor show &amp; tell/booths</b>
<b>1:15pm-1:30pm</b>	<b>Travel to next presentation</b>
<b>1:30pm-2:15pm</b> School Room	<b>Groups A &amp; B: Recovery &amp; Rehabilitation - Vendor Panel</b>
<b>Peabody Room 1</b>	<b>Groups C &amp; D: Disaster Response -Case Studies Panel</b>
<b>2:15pm-2:30pm</b>	<b>Travel to next presentation</b>
<b>2:30pm-3:15pm</b> Underwood	<b>Groups A &amp; B: Why a Disaster Plan? - Presentation and Q&amp;A</b> <i>Presentation on the basics of why and how institutions do disaster planning as well as how to create and implement a disaster plan. Sample plans will be shared either during the presentation or in the workshop packets.</i>

<b>Addison MLC</b>	<b>Groups C &amp; D: Triage and Prioritization</b> – Presentation and Q&A <i>Presentation on the criteria that institutions use to prioritize their collections for salvage and conservation when a disaster strikes. The risks associated with specific formats will be discussed and will form the basis for a small group exercise on prioritization.</i>
<b>3:15pm-3:30pm</b>	<b>Travel to next presentation</b>
<b>3:30pm-4:15pm Addison MLC</b>	<b>Groups A &amp; B: Triage and Prioritization</b> – Presentation and Q&A
<b>Underwood</b>	<b>Groups C &amp; D: Why a Disaster Plan?</b> - Presentation and Q&A
<b>4:15pm-4:30pm</b>	<b>Travel to next presentation</b>
<b>4:30pm-5:00pm Kemper</b>	<b>Information Processing Exercise</b> <i>Participant exercise designed to help them process the information they learned during the day, to determine what they should share with colleagues at their home institutions, and what items need clarification or further exploration. Participants will work in pairs to develop a personal list of Action Items.</i>
<b>5:30pm- 7:30pm Davis Hall</b>	<b>Dinner</b> – Sponsored by Acuity-VCT – “Protecting Rare Books and Libraries”

<b>Day 2 Wednesday, March 21<sup>st</sup> 2018</b>
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<b>8:00am-9:00am Davis Hall</b>	<b>Light Breakfast</b>
<b>9:00am-9:15am</b>	<b>Day 2 Introduction</b>
<b>9:15am-9:30am</b>	<b>Travel to group clinic</b>
<b>9:30am-10:45am McKeen Hall</b>	<b>Disaster Clinics Group A-Salvage of Artwork - Paintings:</b> <i>Presentation on salvage procedures for in-house disaster response for artwork, specifically paintings. Actual examples of damaged items will be shown to participants.</i>
<b>School Rm</b>	<b>Disaster Clinics Group B-Mitigating Fire and Water Damage:</b> <i>Water damage restoration, fire damage restoration and mold removal.</i>
<b>Abbot Studio</b>	<b>Disaster Clinics Group C-Salvage of Books, Paper, and Audiovisual Materials:</b> <i>Presentation on salvage procedures for in-house disaster response for paper-based, media, and electronic collections. Actual examples of damaged items will be shown to participants.</i>
<b>Peabody Rm1</b>	<b>Disaster Clinics Group D-Integrated Pest Management:</b> <i>Identification of damage, remediation, monitoring and prevention.</i>
<b>10:45am-11:00am</b>	<b>Travel to next group clinic</b>

<b>School Room</b>	<b>Disaster Clinics</b> Group A-Mitigating Fire and Water Damage
<b>Abbot Studio</b>	<b>Disaster Clinics</b> Group B-Salvage of Books, Paper, and Audiovisual Materials
<b>Peabody Room 1</b>	<b>Disaster Clinics</b> Group C-Integrated Pest Management
<b>McKeen Hall</b>	<b>Disaster Clinics</b> Group D-Salvage of Artwork- Paintings
<b>12:15pm-12:30pm</b>	<b>Lunch</b>
<b>1:15pm-1:30pm</b>	<b>Travel to next group clinic</b>
<b>Abbot Studio</b>	<b>Disaster Clinics</b> Group A-Salvage of Books, Paper, and Audiovisual Materials
<b>Peabody Room 1</b>	<b>Disaster Clinics</b> Group B- Integrated Pest Management
<b>McKeen Hall</b>	<b>Disaster Clinics</b> Group C-Salvage of Artwork- Paintings
<b>School Room</b>	<b>Disaster Clinics</b> Group D-Mitigating Fire and Water Damage-
<b>2:45pm-3:00pm</b>	<b>Travel to next group clinic</b>
<b>Peabody Room 1</b>	<b>Disaster Clinics</b> Group A-Integrated Pest Management
<b>McKeen Hall</b>	<b>Disaster Clinics</b> Group B-Salvage of Artwork- Paintings
<b>School Room</b>	<b>Disaster Clinics</b> Group C-Mitigating Fire and Water Damage
<b>Abbot Studio</b>	<b>Disaster Clinics</b> Group D-Salvage of Books, Paper, and Audiovisual Materials
<b>4:15pm-4:30pm</b>	<b>Travel to next presentation</b>
<b>4:45pm-5:45pm</b>	<b>Disaster Response Training Stations</b>
<b>Underwood &amp; Addison</b>	<i>Presenters will staff "training stations" that allow participants to observe and then try specific disaster response actions with wet paper, wet media, wet artwork, and wet objects. Participants will also practice packing out, be introduced to (and able to handle) Personal Protective Equipment (PPE), and view (and handle) supplies in a Disaster Response Kit.</i>
<b>6:00pm- 7:30pm</b>	<b>Dinner</b>
<b>Davis Hall</b>	

<b>Day 3 Thursday, March 22<sup>nd</sup> 2018</b>
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<b>8:00am-9:00am</b>	<b>Light Breakfast</b>
<b>Davis Hall</b>	
<b>9:00am-9:15am</b>	<b>Travel to group workshop</b>
<b>9:15am-10:30am</b>	<b>Workshops</b>
<b>Peabody Parking</b>	<b>Group A- Live Fire Extinguisher Training - Simplex</b>
<b>Underwood</b>	<b>Group B- Presentation/Q &amp; A: AFD Fire Chief Mansfield</b>
<b>Unobsky</b>	<b>Group C- Next Steps Boot Camp NEDCC</b>
<b>Addison</b>	<b>Group D- AGAA Triage Scenario</b>
<b>10:30am-10:45am</b>	<b>Travel to group workshop</b>

10:45am-12:00pm Underwood Unobsky Addison Peabody Parking	Workshops Group A- Presentation/Q & A: AFD Fire Chief Mansfield Group B- Next Steps Boot Camp NEDCC Group C- AGAA Triage Scenario Group D- Live Fire Extinguisher Training - Simplex
12:00pm-12:15pm	Travel to lunch location
12:15pm-1:00pm Davis Hall	Lunch
1:00pm-1:15pm	Travel to next group workshop
1:15pm-2:30pm Unobsky Addison Peabody Parking Underwood	Workshops Group A- Next Steps Boot Camp NEDCC Group B- AGAA Triage Scenario Group C- Live Fire Extinguisher Training - Simplex Group D- Presentation/Q & A: AFD Fire Chief Mansfield
2:30pm-2:45pm	Travel to next group workshop
2:45pm- 4:00pm Addison Peabody Parking Underwood Unobsky	Workshops Group A- AGAA Triage Scenario Group B- Live Fire Extinguisher Training - Simplex Group C- Presentation/Q & A: AFD Fire Chief Mansfield Group D- Next Steps Boot Camp NEDCC
4:00pm-4:15pm	Travel to next presentation
4:15pm-5:00pm Kemper	Workshop evaluations and closing remarks

**Description of Day 3 Sessions:**

**Next Steps Boot Camp**

*Facilitated working period during which participants will be encouraged to take concrete next steps. These might include using their laptop or mobile email account to schedule meetings with coworkers to discuss disaster planning, organizing their workshop notes, drafting a presentation of workshop content for coworkers, using their laptop to explore disaster planning tools, etc. During the work period, staff members will provide one-on-one feedback to participants who have submitted their institution's disaster plan for review. "Walk-ins" who did not submit in advance but have created a draft during the Workshop days will also receive feedback.*

**Presentation/Q & A: AFD Fire Chief Mansfield**

*Topics include: Scene Safety, Role of 1<sup>st</sup> Responders, Working in Challenging Environments, Safe Evacuations, Safe Zones, and Incident Command*

**Live Fire Extinguisher training- Simplex**

*Fire extinguisher training is an important part of your fire prevention program. Participants will learn the use and limitations of portable fire extinguishers as well as the hazards associated with fighting fires. Note: Each participant will attempt to extinguish a live fire during this session.*

**AGAA Triage Scenario**

*Witness 1<sup>st</sup> hand the aftermath of a disaster as your group works together to prioritize salvage items and triage important cultural artifacts. Participants will work with real objects in this hands-on mock disaster scenario.*