

**Emergency Response and Disaster Planning Workshop
at the Addison Gallery of American Art, Phillips Academy**

March 20–22, 2018

Day 1 –Tuesday, March 20th 2018

8:00am-9:15am **Registration/ Light Breakfast**
Location: Underwood Registration of Attendees
(PA)- ALL ID pick up; vendor show & tell/booths

Vendors will be invited to set up information tables/booths that participants can visit during the registration and lunch periods on the first day.

9:15am-9:45am **Welcome and Introductions**

9:45am-10:30am **Keynote Speaker**

10:30am-11:15am **Objectives for workshop & Day 1 + Self-assessment exercise**
Worksheet-based exercise that will allow participants to assess their institution’s current level of disaster preparedness and to do a preliminary risk assessment.

11:15am-11:30am **Travel to next presentation**

11:30am-12:15pm **Groups A & B: Disaster Response - Case Studies Panel**
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.

Groups C & D: Recovery & Rehabilitation - Vendor Panel
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.

12:15pm-12:30pm **Travel to lunch location**

12:30pm-1:15pm **Lunch – Sponsored by Peabody Museum**
Vendor show & tell/booths

1:15pm-1:30pm **Travel to next presentation**

1:30pm-2:15pm **Groups A & B: Recovery & Rehabilitation - Vendor Panel**
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.

Groups C & D: Disaster Response -Case Studies Panel

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.

2:15pm-2:30pm

Travel to next presentation

2:30pm-3:15pm

Groups A & B: Why a Disaster Plan? - Presentation and Q&A

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.

Groups C & D: Triage and Prioritization – Presentation and Q&A

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.

3:15pm-3:30pm

Travel to next presentation

3:30pm-4:15pm

Groups A & B: Triage and Prioritization – Presentation and Q&A

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.

Groups C & D: Why a Disaster Plan? - Presentation and Q&A

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.

4:15pm-4:30pm

Travel to next presentation

4:30pm-5:00pm

Information Processing Exercise

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.

5:30pm- 7:30pm

Dinner – Sponsored by Acuity-VCT – “Protecting Rare Books and Libraries”

Day 2 Wednesday, March 21st 2018

8:00am-9:00am	Light Breakfast – Sponsored by _____
9:00am-9:15am	Day 2 Introduction
9:15am-9:30am	Travel to next presentation
9:30am-10:45am	Disaster Clinics Group A-Salvage of Artwork - Paintings: <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> Disaster Clinics Group B-Mitigating Fire and Water Damage: Disaster Clinics Group C-Salvage of Books, Paper, and Audiovisual Materials: <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> Disaster Clinics Group D-Integrated Pest Management:
10:45am-11:00am	Travel to next presentation Disaster Clinics Group A-Mitigating Fire and Water Damage Disaster Clinics Group B-Salvage of Books, Paper, and Audiovisual Materials Disaster Clinics Group C-Integrated Pest Management Disaster Clinics Group D-Salvage of Artwork- Paintings
12:15pm-12:30pm	Lunch
1:15pm-1:30pm	Travel to next presentation Disaster Clinics Group A-Salvage of Books, Paper, and Audiovisual Materials Disaster Clinics Group B- Integrated Pest Management Disaster Clinics Group C-Salvage of Artwork- Paintings Disaster Clinics Group D-Mitigating Fire and Water Damage-
2:45pm-3:00pm	Travel to next presentation Disaster Clinics Group A-Integrated Pest Management Disaster Clinics Group B-Salvage of Artwork- Paintings Disaster Clinics Group C-Mitigating Fire and Water Damage Disaster Clinics Group D-Salvage of Books, Paper, and Audiovisual Materials
4:15pm-4:30pm	Travel to next presentation
4:30pm-5:45pm	Disaster Response Training Stations <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>
6:00pm- 7:30pm	Dinner

Day 3 Thursday, March 22nd 2018

8:00am-9:00am	Light Breakfast
9:00am-10:30am	Live Scenarios Andover Fire Department Andover Fire Department to conduct full scale scenario at Addison Gallery. Simulated fire above Gallery 9 attic area. Heated tent set up outside AGAA front steps where Chief Mansfield will be doing live commentary of first responder's actions and step by step walkthrough as AFD goes through live training session. Simulated Smoke on MLC roof. Some Participants to act in simulated injuries during fire evacuation. AFD to triage.
10:30am-10:45am	Travel to next presentation
10:45am-11:45am	Group A- Live Fire Extinguisher Training Group B- Q & A with the AFD Fire Chief Mansfield Group C- Next Steps Boot Camp NEDCC Group D- AGAA Triage Scenario
11:45am-12:00pm	Travel to lunch location
12:00pm-12:45pm	Lunch
12:45pm-1:00pm	Travel to next presentation [see descriptions of sessions on the next page]
1:00pm-2:00pm	Group A- Q & A with the AFD Fire Chief Mansfield Group B- Next Steps Boot Camp NEDCC Group C- AGAA Triage Scenario Group D- Live Fire Extinguisher training
2:00pm-2:10pm	Travel to next presentation
2:10pm-3:10pm	Group A- Next Steps Boot Camp NEDCC Group B- AGAA Triage Scenario Group C- Live Fire Extinguisher training Group D- Q & A with the AFD Fire Chief Mansfield
3:10pm-3:20pm	Travel to next presentation
3:20pm- 4:20pm	Group A- AGAA Triage Scenario Group B- Live Fire Extinguisher training Group C- Q & A with the AFD Fire Chief Mansfield Group D- Next Steps Boot Camp NEDCC
4:20pm-4:35pm	Travel to next presentation
4:35pm-5:00pm	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.

Q & A with the AFD Fire Chief Mansfield

Topics include: Scene Safety, Role of 1st 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 enjoy warm beverages while learning 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 1st 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.