

## 3.20 Disaster Plan (Full)

3.20 ■ Please submit a copy of the museum's Disaster Plan.

■ This is a Minimum Standard for Full Accreditation.

Please enclose formally approved documents along with your Application Form.

### ■ Requirements

- (i) Applicants must submit a Disaster Plan for the museum.
- (ii) The Disaster Plan must be reviewed every three years. In the event of a disaster or emergency, or any structural alteration, applicants must review the Disaster Plan and procedures and revise if necessary.
- (iii) Applicants must submit evidence that the Disaster Plan has been formally approved by the governing body. A signed and dated minute approval should be obtained after each review. It should clearly indicate the formal adoption of the Disaster Plan by the governing body.
- (iv) A Fire Safety Manual must be attached to the Disaster Plan.

### ■ Guidelines

- A. Prior to drafting the Disaster Plan, museums should conduct a risk assessment. This includes:
  - a) **Maintenance:** Ensure that the building is well maintained to reduce the possibility of a disaster occurring.
  - b) Ensure that all systems such as alarm systems, emergency lighting, generators, fire detectors, fire extinguishers, 'hot' phone lines, security cameras are checked regularly. Record the dates when they are checked and when a malfunction was repaired.
  - c) Security: Consult the Gardaí (crime prevention section). Follow their recommendations.
  - d) Fire: Consult the Fire Service. Follow recommendations.
  - e) Flood: Avoid storing artefacts in the basement. If this is unavoidable, try to store them a few inches above the floor.
- B. **The Disaster Plan:**
  - a) Appoint someone with overall responsibility for responding to an emergency. Appoint a deputy. Form a 'disaster team'.
  - b) List the phone numbers of the key holder(s), emergency services, including medical services, staff, suppliers and conservators. Update regularly.
  - c) Draw up a salvage priority list the most important artefacts in the collection and try to have them photographed. Keep a copy off-site. Ensure security of lists.
  - d) Select alternative accommodation in the event of needing to evacuate the collection. Arrange for transportation thereto. Select freeze-drying facilities. Prepare a list of conservators.
  - e) Draw up a set of emergency procedures. In consultation with the Fire Service, select an assembly point away from the building.
  - f) A Fire Safety Manual should be attached to the Disaster Plan.
- C. **Actions:** As a follow-on from drafting the plan, museums should:
  - a) Hold regular disaster team meetings (at least every six months).
  - b) Carry out regular evacuation drills.
  - c) Stock disaster bin/s with key supplies to enable swift disaster response in-house.
- D. Please see Factsheet 4: **Drawing up a Disaster Plan** for further details