

## **Considerations When Creating a Disaster Plan**

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### **Preparedness**

Who is going to write a disaster plan? With whose authority?

### **Risk Assessment**

What are the most likely calamities to occur?

What can be done to prevent them or minimize their consequences?

How critical is it to resume operations?

### **Authority**

Who has the authority to authorize the use of money?

Who has the authority to direct staff / recovery workers to do what, when, and in what order?

Who is going to establish the recovery protocols for the collection?

### **Safety First**

Is the building stable and safe to enter? Who can make that determination?

Is it safe to turn on that light switch? Where is the gas shut off?

Is it safe to be walking into that wet room? Where is the electrical shut off?

### **Security**

How are you going to establish barriers to keep collections from walking away?

### **Public Relations**

Who is going to speak to the press?

How are they going to put a positive spin on a negative event?

Who is going to speak with the staff and keep them informed?

### **First Response**

What is the extent of damage?

Who are you going to call? Is there an institutional telephone tree?

Who can turn off that leaking water pipe?

Is it a culinary water line? Where is culinary water shut off?

Is it a fire suppression water line? Where is fire suppression shut off?

Who has keys to *all* of the doors?

Do you need to hire a consultant? Who?

Do you need to hire a commercial disaster recovery firm? Who?

### **Documentation**

Who is going to take photographs of the damage and recovery for insurance purposes?

### **Disaster Recovery Priorities**

Do collections need to be moved somewhere dry and secure? What are the priorities for salvage?

### **Money**

Who is authorized to spend money? What is the process?

Has the insurance agent/risk manager been contacted? What type of insure is there? Liability?

Building and contents? Collections? Self insured? What are the limits of coverage?

### **Supplies**

Where can you get plastic sheeting in a hurry to cope with an active leak?

Trucks/boxes/etc.? A commercial freezer facility?