

## Working in Collaboration!

Protecting the Past - RI is a collaborative project of cultural heritage and emergency management organizations led by the Rhode Island Office of Library and Information Services.

### Project Partners:

Preserve Rhode Island

RI Emergency Management Agency

RI Historical Preservation and Heritage Commission

RI State Archives

RI State Risk Manager

with support from the Federal Emergency Management Agency, Region I

## What's next? COSTEP

### **COORDINATED STATEWIDE EMERGENCY PREPAREDNESS:**

*An Emergency Management Framework for Cultural Resources*

The COSTEP framework is an action plan for building alliances between cultural institutions and emergency management agencies. Every state has standard emergency management systems already in place on multiple levels – federal, state, tribal and local – to protect and preserve life and property. COSTEP RI will help integrate cultural resources into existing state-level emergency management structures and protocols. So when – not if – disaster strikes, your institution is not left out of the recovery process.

COSTEP RI will strengthen Rhode Island's emergency planning process. You'll learn how institutions like yours can communicate, collaborate, and coordinate with state and local agencies to prepare for a widespread disaster.

Upcoming regional meetings to bring the cultural community together with the emergency management community will be facilitated by Protecting the Past-RI for:

March | Blackstone Valley

May | Southwestern Rhode Island

September | Central/Urban Rhode Island

October | Bristol County

For details contact Theresa Woodmansee, Project Manager, at (401) 253-1691 or by email at [theresa.woodmansee@gmail.com](mailto:theresa.woodmansee@gmail.com)

DISASTER PLANNING FOR STEWARDS OF RHODE ISLAND'S CULTURAL & HERITAGE COLLECTIONS



INSTITUTE of  
Museum and Library  
SERVICES

*Protecting the Past*  
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Office of Library & Information Services  
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Providence, RI 02908

# Protecting the Past Rhode Island

## DISASTER PLANNING FOR STEWARDS OF RHODE ISLAND'S CULTURAL & HERITAGE COLLECTIONS

Establish a disaster plan  
Train for disaster response & recovery  
Connect with first responders

Protecting the Past - RI is funded by a grant to the Rhode Island Office of Library and Information Services (OLIS) from the Institute of Museum and Library Services as part of the Connecting to Collection: Statewide Planning and Implementation Grant program

## PROTECTING THE PAST - RI

The mission of Protecting the Past - RI is to build and sustain alliances for communication and collaboration between the cultural heritage community and emergency management community to prepare for, mitigate against, respond to, and recover from events that may adversely impact the cultural resources of Rhode Island.

**Audience:** Staff and volunteers from cultural heritage institutions of all sizes such as museums, historical and preservation societies, libraries, archives, municipal records offices, armories, historic landscapes and others that are part of Rhode Island's cultural heritage.

**RI.dPlan Template:** To create a RI.dPlan for your institution go to <http://tinyurl.com/RIdPlan>

**Registration for Workshops:** All programs are free, but require advance registration. Space is limited. Register for workshops at <http://tinyurl.com/PtPRIed>

**Trainers:** Alex Allardt, ArtCare Resources, Donia Conn, the Education and Outreach Coordinator for the Northeast Document Conservation Center, the organization that designed the original dPlan™, and Lori Foley, Vice President of Emergency Programs, Heritage Preservation.

**For more information** contact Theresa Woodmansee, Project Manager, at (401) 253-1691 or [theresa.woodmansee@gmail.com](mailto:theresa.woodmansee@gmail.com)

### Step 1: Create a Disaster Plan with RI.dPlan

Why do you need a disaster plan? Experience has proven that a little thought and preparation can save the core of your collection, safeguard your property, and save lives. Here in Rhode Island disasters can impact our entire state, from flooding to hurricanes to severe winter weather. Other disasters can be local but just as devastating, such as a broken pipe or a toilet that overflowed for two days when your building was closed. In any circumstance you and your staff/volunteers need a disaster plan to successfully deal with the resulting problem(s).

**RI.dPlan is a FREE online template** that guides you through a customized, comprehensive disaster plan for your collections and building(s). RI.dPlan can serve the needs of institutions with or without preservation staff, library and museum systems that need separate but related plans for multiple locations, and municipal offices with heritage collections. Participants gain a thorough understanding of disaster planning and begin hands-on work on their RI.dPlan in a computer lab. We encourage you to register for the pro-

gram with a partner from your institution, but single trainees are accepted.

**Upcoming 2012 RI.dPlan workshops:** (each has a.m. and p.m. sessions)

Wednesday, February 22nd | Newport Public Library  
Wednesday, March 28th | Cumberland Public Library  
Thursday, May 10th | Westerly Public Library  
Tuesday, June 5th | West Warwick Public Library

### Step 2: Attend Workshops

#### Disaster Response Planning and Preparation Workshop

Specifically designed to train those responsible for cultural heritage materials, this workshop defines key elements in preparing for a disaster. Learn from professional conservators what the threats are to your collection and how to mitigate them. Exercises and a case study will help you pull together the plan.

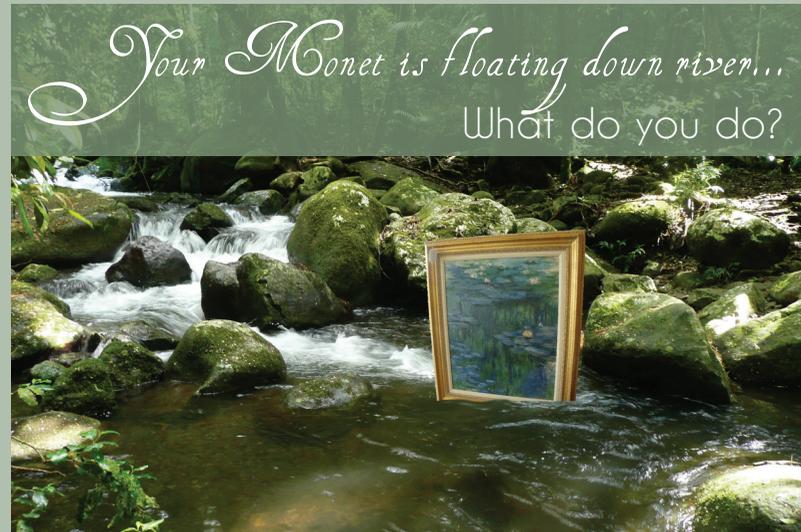
After the workshop you will know how to:

- cooperate with first responders,
- assess the incident and plan re-entry to your site, and
- organize your response team and communication plan.

If you have a disaster plan, review it before this training. If not, start a plan by attending a RI.dPlan training scheduled under *Step 1: Create a Disaster Plan with RI.dPlan*.

**Upcoming 2012 workshops:**

April 18 | Providence  
June | TBD  
August | TBD



#### Response and Triage of Wet Materials: Hands-on Practice Workshop

Now that you have spent time learning about disaster response in a classroom setting, you are ready for practical experience. This class is an opportunity to work with professional conservators to see what happens to books, documents, photographs, textiles, furniture, porcelain, digital media, and other non-paper collection items when they are exposed to water and other hazardous materials. Most importantly, you will then know what to do if it happens to your collections! The workshop combines lecture on response techniques with an interactive team assessment activity and familiarizes participants with various salvage strategies employed for different media.

**Prerequisite:** Disaster Response Planning and Preparation Workshop.

**Upcoming 2012 workshops:**

May 23 | Cranston  
July | TBD  
September 18 | Cranston

### Step 3: Test Your Disaster Plan

You've completed your disaster plan. Congratulations! But it's worthless if you place it on a shelf and forget about it. It needs to be tested to ensure that it provides the proper guidance and doesn't leave out important contacts or information. The only way to test your plan – short of a real disaster – is to exercise it.

In a tabletop exercise, simulated emergency situations are presented and, in a low-stress and informal environment, participants use their disaster plan to resolve problems and issues. We encourage you to register for the program with a partner from your institution, but single trainees are accepted.

**Prerequisite:** A completed plan or one that is currently being updated.

**Upcoming 2012 Tabletop Exercises:**

April 30th | Blackstone Valley  
May 1st | Newport County  
June | Southwestern Rhode Island  
October | Central/Urban Rhode Island  
December | Bristol County

For details contact Theresa Woodmansee, Project Manager, at (401) 253-1691 or [theresa.woodmansee@gmail.com](mailto:theresa.woodmansee@gmail.com).