



U.S. Department of the Interior Interior Museum Program Using the Emergency Management Plan Template

Departmental Requirement

411 DM 1 requires that every bureau/office unit that manages museum property must develop an Emergency Management Plan (EMP). The EMP identifies risks and vulnerabilities to museum property from events such as fires, earthquakes, floods, tornadoes, or civil disturbances. The EMP pertains to each bureau/office facility and non-bureau facility housing museum property and must be reviewed every five years and updated, if necessary.

The Museum Emergency Management Plan Template

This template was initially developed by the National Park Service and was revised in 2015 for all DOI units. Although its use is not required, a number of DOI units have utilized the template in recent years and found it to be an effective tool for developing and implementing a new or revised EMP. The template features sample language and other information that museum staff can revise to meet their unit's needs. Examples include: lists of emergency personnel, agencies, and other contacts; each contact's telephone number; and floor plans and maps noting evacuation routes and the locations of priority collections, emergency supplies, equipment, and utilities.

Organization of the EMP Template

The template consists of a title page, an approvals page, a table of contents, an introduction, eleven sections, and four appendices. The format is as follows:

Introduction

- General information concerning the unit and its museum collection.

Section 1: Emergency Numbers

- Emergency responders (police, fire, ambulance, HAZMAT, etc.)
- Local utility providers
- Unit staff who will respond to an emergency
- Other individuals who may provide assistance (staff from other DOI units, area museums, conservators, and contractors)

Section 2: Floor Plans

- Emergency evacuation routes
- Locations of fire extinguishers, first aid kits, AEDs, supply caches, etc.
- Locations of priority collections

Section 3: Mechanical/Utility Shut-off Information

- Floor plans and/or maps noting all mechanical system and utility shut-offs
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Section 4: Response Team

- List of all unit personnel on the response team, by emergency response position
- Includes all contact information

Section 5: Emergency Response Procedures

- Procedures for responding to all threats identified in the unit-wide EMP

Section 6: Equipment and Supplies

- List of all museum emergency response supplies and equipment at the unit
- Includes supply cache locations and an annual inventory form

Section 7: Curatorial Response Procedures

- Procedures for responding to all threats to the museum collection and museum facilities, as identified in the Museum EMP

Section 8: Museum Collection Priority Lists

- Prioritized list of objects and archival materials that may require added protection or immediate salvage in case of a disaster
- Include special concerns, precautions, or evacuation techniques
- Note locations of priority collections

Section 9: Disaster Recovery Object Form

- Record damage to objects
- Note treatment needs

Section 10: Post-Emergency Critique

- Complete the form following all emergency responses, drills, and exercises

Section 11: Emergency Training

- Discuss this section with law enforcement, safety, fire management, and maintenance staffs to develop an effective training and evaluation program
- Use the resources and references in Appendix IV, as needed

Appendix I: Prevention Checklists

- Add a checklist whenever necessary.
- Discuss this section with regional/bureau/DOI law enforcement, safety, fire management, and maintenance staffs to determine inspection times and frequencies
- Complete the checklists annually and remind other staff to complete their assigned checklist items

Appendix II: Risks to Collections

- Review the survey every five years or whenever the situation changes.

Appendix III: Reference Materials — Museum Collection Salvage Procedures and Resources

- NPS *Conserve O Gram series*, “Salvage at a Glance”
- NEDCC *Technical Leaflet*, “Emergency Salvage of Moldy Books and Paper”
- These reference materials proved invaluable during past DOI emergency response efforts
- Add additional resources, as needed

Appendix IV: Reference Materials and Resources for Emergency Training and Evaluation

- This appendix includes training aids developed by the Library of Congress:
 - Scenarios for Collection Emergencies
 - Table Top Planning Scenarios
- Add other training materials, as needed