

VOLUME 2 -APPENDIX 11
(MUSEUMS/VALUED COLLECTIONS FACILITIES)
TO
ANNEX E (PLANNED RESPONSE ACTIVITIES-UA OPERATIONAL SUPPORT)

INTRODUCTION

The University of Arizona Museums and Collections Facilities (referred hereafter as the Consortium) have a unique mission that supports education, research and community outreach through the care of collections many of which are held in public trust. Museums, libraries and other related facilities are responsible for management and preservation of valued collections. The fragile, historic, and irreplaceable nature of these collections require that special attention be given to security, storage, handling and maintaining stable environmental conditions. In the case of the Arizona State Museum the buildings themselves are listed on the National Register for Historic Places.

Examples of valued collections:

- Arizona State Museum's expansive collections are among the most significant resources in the world for the study of Southwestern cultures. The museum's holdings consist of archaeological, ethnographic, paper and photograph collections. One of these collections comprises 20,000 whole ceramic vessels spanning 2000 years of life in the American desert Southwest and northern Mexico. It is the largest and most comprehensive collection of its kind and holds the status of an Official Project of the 'Save America's Treasure' Program (a public/private partnership between the White House and National Trust for Historic Preservation).
- UA Museum of Art's collection is one of the finest among universities of the western United States with over 5,000 artworks spanning from 500 BC to the present. This includes fifty European paintings and sculptures from the 14th through the 19th centuries donated by the Kress Foundation, over sixty sculptures by Jacques Lipchitz, and artworks by such well known artists as Tintoretto, Tiepolo, Durer, Rembrandt, Rodin, Matisse, Moran, Audubon, Hopper, Hiroshige, Toulouse-Lautrec, O'Keeffe, Pollock, Dixon, Russell, Rothko, Remington, Miro, Picasso, and hundreds more.
- The Center for Creative Photography holds more archives and individual works by twentieth-century North American photographers than any other museum in the nation, and includes the archives of over sixty major photographers—Ansel Adams, Richard Avedon, Lola Alvarez Bravo, Louise Dahl-Wolfe, Aaron Siskind, W. Eugene Smith, Edward Weston, and Garry

Winogrand among them—whose prints are the centerpiece of an art collection numbering over 60,000 by 2,000 + artists.

OBJECTIVE

To provide an emergency response planning document which conveys the sentiment and goals and planned actions of a consortium of members which house, maintain, teach and conduct research involving valued collections.

The Consortium meets periodically to share best practices and procedures for security and emergency situations. The nature of each collection within the consortium differs. However, the basic principles of security and preservation are common to all. The value of these collections necessitates extraordinary efforts to insure recovery and preservation at the expense of a rapid return to routine business procedures. The Consortium has designated the following priorities within their disaster plans:

- Human Safety (employees, students, volunteers, visitors).
- Security for buildings and collections on a 24/7 basis.
- Restoration of electricity and HVAC system to provide stable environment for collections.
- Mitigation of conditions that affect preservation of respective collections.
- Availability of specialized expertise for all collections including curators, conservators and registrars.
- Availability of specialized services and supplies.
- Access to collections and records (paper and electronic).
- Preservation of collections materials.
- Maintenance and backup of collections data.
- Mitigation of conditions that affect normal operations and routine business.
- Provision for customer service and collection access to University students, researchers and the public.

Current Consortium Members: Museum of Art, Center for Creative Photography, Arizona State Museum, College of Pharmacy-Pharmacy Museum, Arizona Student Union-Bookstore and Union Gallery, Jim Click Hall of Champions, Main and Branch Libraries, Flandrau Science Center and Planetarium, Centennial Hall, Ecology & Evolutionary Biology, Biological Sciences West, and College of Architecture.

PLAN ORGANIZATION

Continual Readiness (Preparedness)

Potential risks to collections include, but are not limited to, system failures, theft, water damage and fire. By the nature of their mission individual Members of the Consortium (referred hereafter as Members) require that emergency/disaster preparedness, response & recovery plans (referred hereafter as Plan) be in place for their collection/facility in order to deal with such events should they occur. All Plans will

address 1) safety of people, 2) security and preservation of buildings and collections, and 3) establishment of organizational viability. Members should ensure that faculty, staff, students and other regular building users are familiar with their respective Plan, and should hold evacuation drills and disaster-training drills, with up-to-date training in CPR, first aid, and use of fire extinguishers. Consortium Members will make their plans available to other Members as a cross-reference.

Key components of each plan should include:

- Communication Procedures and Phone Trees: The Consortium has developed a phone tree that will be shared by its Members and within the University community to facilitate communication in the event of an emergency or disaster (attached). Likewise, Members will develop internal phone trees for their own facilities. Phone trees should have both vertical and lateral structure to allow for flow of information in different directions. Phone trees should be updated quarterly.
- Designation of Emergency Response Team.
- Description of Potential Risks and Hazards (see Appendix B).
- Procedures and Systems to Mitigate Potential Risks and Hazards.
- Procedures for Emergency/Disaster Response-Human Safety.
- Procedures for Quick Response to Prevent or Minimize Damage to Collections.
- Procedures for Emergency/Disaster Recovery (Preservation/Salvage).
- Determination of Collections Priorities (for Recovery purposes).
- Procedures for the Security and Preservation of Buildings and Collections.
- Procedures for Documentation of Damage/Loss.
- Resource Lists: Members will develop a 'Resource List' of service providers, emergency supplies, equipment vendors and their locations. The UA Library, Museum of Art and Arizona State Museum have significant lists on file currently. Lists will identify resources at Member and other University sites, within the city and county, as well as local off-campus suppliers and regional museum specialists.
- Off-site Storage Locations: In the event of a disaster it may be necessary to relocate all or part of a Member's collection from their facility to a 'safe' place at other Member's site or elsewhere in order to prevent damage or loss.

Member Plans will identify default locations for their collections and inform other Members of this plan.

NOTE: In addition to preparing and maintaining Emergency/Disaster Preparedness, Response and Recovery Plans, Members routinely employ standard Preventive Conservation measures to ensure the Preservation of their collections (attached).

PRE-DISASTER

In the event of an impending emergency/disaster the following actions will be taken:

- Alert building occupants and appropriate parties of potential hazards.
- Activate phone trees as a notification system.
- Move/secure vital records or high priority items.
- Prepare for cooperative efforts with other Consortium Members.
- Activate plan to protect collections and facilities.
- Notify UA Facilities Management to turn off utilities if necessary.
- Ensure back up for all computer information.
- Use resource list to locate suppliers and equipment needs.
- Cover shelves, cabinets, and storage units/equipment with heavy plastic.
- Move outdoor objects indoors, or cover and secure in place.
- Document current condition using cameras, video tape recorders and other technologies.
- Listen to radio and television for updates on outside conditions such as impending storms or warnings by authorities.
- In case of evacuation take critical documents from building including lists of staff, phone trees, insurance and financial data, inventory and Emergency/Disaster RESPONSE Plan.

DISASTER IMPACT

In the event that an emergency/disaster occurs the following actions will be taken:

- Activate Emergency/Disaster RESPONSE Plan.
- Remain calm and secure human safety.
- Alert building occupants of potential hazards.
- Call 911 for emergency medical services if life threatening situation.
- Secure building and collections from theft or vandalism.
- Gather building occupants off-site at pre-designated location for head count.
- Do not reenter the building until declared safe by security/emergency officials.
- Take direction from first responders (Fire Department, Medical Personnel, Risk Management, UAPD, Police Department, SWAT teams).

POST-EMERGENCY/DISASTER RECOVERY

Immediate: (First 48 hours)

- See to health and safety needs of building occupants and visitors.
- Activate Member's Internal Phone Tree for notification.
- Review Emergency/Disaster RECOVERY Plan.
- Notify spokesperson for the media to report conditions and need for help.
- Implement Consortium Phone Tree/ Request for Help (volunteers).
- Report hazardous problems to UA Facilities Management for utility assessment (e.g. downed power line, burst pipes, electrical problem, gas leak).
- Allow first responders to take control, assess and mitigate damages.
- Provide 24/7 security of the facility and collections.
- Maintain contact with UA Risk Management and UA Facilities.
- Conduct temporary building repairs.

Intermediate: (Collections Oriented)

- Gather Emergency Recovery Team offsite to assign tasks.
- Implement Emergency/Disaster RECOVERY Plan.
- Consult with conservators, curators, and registrars.
- Implement Documentation Procedures (written, photographic, video) before any salvage or moving begins and continue through all stages of Salvage/Recovery.
- Conduct Condition Assessment of damage to building and collections.
- Establish salvage priorities by groups of materials/collections.
- Establish a 'Command Center' with necessary equipment (computers, photocopier, walkie-talkies, cellular phones).
- Create a secure Recovery/Salvage area ensuring proper environmental conditions if possible.
- Implement Recovery/Salvage Procedures (objects, documents, equipment, etc.)
- Contact peer institutions and other professional expertise for help.
- Maintain communication with spokesperson.
- If required contact service providers for generator, freezer, drying or freeze-drying services.
- Arrange for repair of security systems, computers and utility connections.
- Verify financial resources: amount and terms of insurance, government help.

Long-Term Recovery:

- Identify and repair structural hazards.
- Hazardous Materials Removal and Abatement. (lead, asbestos, etc.)

- Restore building environment (temperature and relative humidity) to stable and appropriate levels.
- If necessary, secure Off-Site Storage (ensuring stable and appropriate environmental conditions).
- Continue Object, Document, Magnetic Media and Equipment recovery.
- Begin Clean-Up and Interventive Conservation Procedures.
- Address water damage (air-drying, dehumidification, freeze-drying).
- Address fire damage (ash and soot removal).
- Mold Remediation.
- Return to normal operations ASAP.