



The Friends of Chain Bridge Forge

Emergency Planning Policy

Prepared By:	Geoff Taylor	
Business Name:	The Friends of Chain Bridge Forge	
Address:	Site Address: High Street Spalding Lincolnshire PE11 1TX	Postal Address: 107 Hawthorn Bank Spalding Lincolnshire PE11 1JQ
Tel. Number:	07960 587724	
E-mail	chainbridgeforge@googlemail.com	
Website		

When an emergency situation does arise all aspects of your museum's operations can be thrown in to chaos and staff can be overwhelmed by the task before them. Since the success of mitigating damage rests in the ability of the museum staff to act quickly, having a plan of action and the resources available for recovery are essential. A further benefit to the emergency preparedness planning process is that it requires that the museum consider the types of risks that the museum and the collection face and therefore provides an opportunity to mitigate these risks and prevent a disaster.

Emergency preparedness plans are often referred to as disaster plans and when researching resources these names can be interchangeable. The distinction is that a well executed emergency preparedness plan can turn a disaster into a well managed emergency situation with minimal effect on the museum and the collections.

The success of an emergency preparedness plan rests in having trained staff and an effective, realistic disaster plan. The plan should be clear and consistent. During an emergency, when immediate action is required, ambiguity can have detrimental effects on response and recovery efforts. All staff, and any of those that will be assisting in recovery, should be familiar with the plan. It is recommended that practice drills be performed to assist in the training. Each plan is as individual as the institution and should reflect the resources that are available.

Museum emergency preparedness plans should address these areas:

- performing risk assessments and reduction activities
- identifying Risks
- prioritizing response and recovery activities for the museum collection
- outlining and assigning tasks for the disaster response team
- outlining resources and support networks for the museum in an emergency
- creating a step by step disaster response plan
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- staff and volunteer training plans and schedules
- practices plans and schedules
- review schedules for the entire plan