

Western States and Territories
WESTPAS
Preservation Assistance Service

DISASTER VULNERABILITY ASSESSMENT

Introduction. While the self-assessment you are about to undertake cannot substitute for an assessment from a surveyor trained to systematically discover and evaluate the wide range of threats that can leave institutions vulnerable to damage and loss of collections, the following questions are designed to alert you to major hazards and gaps in preparedness from which heritage institutions commonly suffer.

For the upcoming WESTPAS "ARE YOU READY?" workshop, focus your attention on the main building (if you have more than one building) where collections are stored. Questions that leave you uncertain about "what," "when," or "who" should be explored with appropriate colleagues before arriving at the workshop. You may discover your workshop colleagues have answers to share and perhaps problems in common that can be worked on collaboratively following the workshop.

Please answer the questions to the best of your ability and bring a second copy of your completed questionnaire to the workshop for the WESTPAS trainer. If the trainers find trends among the needs of participating institutions, future WESTPAS workshops can be designed to help address them.

1.0 INSTITUTIONAL INFORMATION

- 1.1 Your institution: _____
- 1.2 Your institution's address: _____
- 1.3 Your name: _____ Title: _____
- Telephone number: _____ E-mail address: _____

2.0 REGIONAL VULNERABILITY

- 2.1 What potential natural hazards threaten your collections? [Please check all that apply]
- | | | |
|--|--|--|
| <input type="checkbox"/> Earthquake | <input type="checkbox"/> Tsunami | <input type="checkbox"/> Wind (high or gale force) |
| <input type="checkbox"/> Hurricane / typhoon | <input type="checkbox"/> Tornado / cyclone | <input type="checkbox"/> Mud slides |
| <input type="checkbox"/> Lightning strikes | <input type="checkbox"/> Wild fires | <input type="checkbox"/> Volcanic activity |
| _____ | _____ | _____ |
- 2.2 What potential manmade hazards threaten your collections? [Please check all that apply]
- | | |
|--|---|
| <input type="checkbox"/> Arson (fire) | <input type="checkbox"/> Military installation (accident/threat) |
| <input type="checkbox"/> Dam (flood) | <input type="checkbox"/> Power plant/oil refinery (industrial disaster) |
| <input type="checkbox"/> Nearby railroad/trucking line (pollution and vibration) | |
| <input type="checkbox"/> Terrorist/criminal activity (that threaten collections) | |
| _____ | _____ |
- 2.3 Is the building in which your collections are housed located on a floodplain? _____
- If yes, 100 year floodplain? _____ 500 year floodplain? _____
- Source of information: _____

3.0 BUILDING VULNERABILITY (i.e., the major building in which your collections are housed)

- 3.1 Is there a history of recurring problems in the building? [please check all that apply]
- | | |
|--|--|
| <input type="checkbox"/> Basement flooding | <input type="checkbox"/> Damp/wet basement |
| <input type="checkbox"/> Plumbing leaks/failures | <input type="checkbox"/> Roof/window leaks |
| <input type="checkbox"/> Window condensation | <input type="checkbox"/> Wall condensation |

☐ Mold/mildew ☐ Cold water pipe condensation
☐ Electrical shorts/fires ☐ Structural defects
☐ Pests (insects/rodents) ☐ Other: _____

- 3.2 Is there a regular program of building maintenance? _____
 Who is responsible (name, title)? _____
- 3.3 Does your building have regular fire safety inspections by official personnel? _____
- 3.4 Are the collections protected by an automatic fire **suppression** system? _____
- 3.5 Are the collections protected by an automatic fire **detection** (smoke or heat) system? _____
 Is it monitored 24/7? _____
- 3.6 Are your fire detection and/or suppression systems tested on a schedule? _____
- 3.7 Do the collection storage areas have portable "ABC" fire extinguishers? _____
 Are the inspection dates current? _____
- 3.8 Are the collection storage areas protected by an automatic water detection system? _____
 Is it monitored 24/7? _____
- 3.9 Do the collection storage areas have an automatic intrusion detection system? _____
 Is it monitored 24/7? _____
- 3.10 Do the collection storage areas have perimeter security during open hours? _____
 After hours? _____
- 3.11 Does the building have an emergency lighting system? _____
 Do you have access to an emergency generator? ____ Inspected on a regular schedule? _____
- 3.12 Are emergency exits blocked or automatic fire doors non-functioning? _____
- 3.13 Are collection storage units and shelving braced (e.g., top/ cross bracing within sections, welded frames, bolted to floor or wall)? _____

4.0 COLLECTION VULNERABILITY

- 4.1 Have collection materials been damaged by any of the above-named hazards in the past ten years?
 _____ [List the events and causes on a separate sheet]
- 4.2 Are ALL collection materials stored at least 4" above the floor? _____
- 4.3 Are valuable collections stored below grade/basements? _____
- 4.4 Are valuable items stored in individual protective enclosures/boxes? _____
- 4.5 Other than fire suppression pipes, are there water pipes (e.g., heating, cooling, drinking water, waste water, labs) located above collection storage? _____
- 4.6 Has the collection suffered unexplained lost materials (e.g., theft)? _____
- 4.7 Is there a current "inventory" of the collection? _____
 Has the inventory been used to check for losses? _____
 What percentage of collections not included in the inventory _____%

4.8 If the inventory is in electronic form, is a copy of the back up stored off site? _____

5.0 ORGANIZATIONAL VULNERABILITY

- 5.1 Does the director have the authority to initiate and authorize expenditures for a disaster response and salvage operation for the collection? _____
In the director's absence, does someone else have the needed authority? _____
- 5.2 Has the institution identified and pre-approved a preferred emergency recovery company? _____
- 5.3 Does the institution carry insurance coverage for:
Buildings? _____ Contents/equipment? _____ Collections? _____
- 5.4 Has the institution's emergency plan for collections been reviewed within the last year? _____
- 5.5 Have collection salvage priorities been established? _____
Are these salvage priorities mapped on floor plans? _____
- 5.6 Have the records essential to operations (e.g., payroll records, administrative records, collection inventory records) been prioritized for salvage? _____
- 5.7 If the institution borrows objects from other institutions, are they prioritized for salvage? _____
- 5.8 Do you maintain emergency supplies for protection and salvage of the collections? _____
Do you know what the supplies are? _____ Where they are stored? _____
- 5.9 Have regional freezer services been identified (if collections get wet)? _____
Can the services be contacted 7 days/week to arrange receipt of shipments? _____
- 5.10 Have local and regional sources for transport boxes and rental trucks been identified? _____
- 5.11 Have preservation/conservation experts been identified who could consult on recovery issues following a disaster? _____
- 5.12 Are staff trained in emergency response for collections? [Refer to the hazards listed in section 2. Regional Vulnerability] _____
- 5.13 Are recyclable materials and trash removed in a timely manner? _____
- 5.14 Are extension cords, multi-socket adaptors, hot plates, coffee makers, space heaters, or other appliances with potential to cause fires in evidence? _____
- 5.15 Are custodial supplies, painting supplies, fuel (for equipment) or household cleaners stored inside the building? _____ Are flammable supplies stored in fire proof cabinets? _____