

Philadelphia Stewardship Program
Track III: Vulnerability Assessment and Emergency Planning

It has come to the forefront in recent years that there is great potential for cultural collections to incur damage from large scale disasters, such as fires, hurricanes, and earthquakes. Roof leaks, pest infestations, mold blooms, thefts, aging mechanical systems, and other localized emergencies can also greatly affect collections materials.

Being prepared and identifying the potential threats to one's institution are the best ways of mitigating risks to cultural collections. According to *Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions*, published by the Getty Conservation Institute, the first step in creating a disaster plan is "to prepare a report identifying what natural or human-caused emergencies may threaten the institution." This report is usually referred to as a vulnerability assessment. Organizations cannot move ahead to the development of a disaster plan without a clear-eyed understanding of the areas where their institution is most vulnerable to loss and damage.

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The Conservation Center for Art and Historic Artifacts (CCAHA) is seeking applicants to participate in Track III of the Philadelphia Stewardship Program. Track III of the program focuses on emergency planning needs. Organizations selected to participate in Track III will work with a CCAHA consultant to prepare a vulnerability assessment. The vulnerability assessment will identify natural or man-made emergencies that may threaten the collections and outlines strategies for mitigation. During the on-site consultation, CCAHA staff will review and examine the institution's environment, history, location, structural needs, pest control, fire protection, security procedures, local resources, and training requirements. Insurance considerations, collections documentation, and collections salvage priorities are also addressed. The written report provides observations, recommendations, and resources to serve as a guide in the development of a comprehensive disaster plan for the institution.

Upon receiving the assessment institutions will be required to complete an emergency response plan. CCAHA staff will be available as a resource and to review the completed plan. Once the emergency plan has been completed and board approved, the institution will have the opportunity to apply for a \$1,000 grant to purchase emergency supplies or train staff in emergency preparedness.

By participating in Track III of the Stewardship Program institutions will:

- Gain insight on institutional vulnerabilities that could be affected at the time of an emergency.
- Have assistance in identifying methods of mitigating risks where possible.
- Have access to CCAHA staff during the process of developing an emergency response plan.
- Opportunity to apply for a \$1,000 grant for emergency supplies or staff emergency training.

Criteria for Participation

To be considered for participation in Track III of the Philadelphia Stewardship Program, an organization must be located within the counties of **Bucks, Camden, Chester, Delaware, Montgomery, or Philadelphia**, and have historic collections that are available to the public. Preference will be given to organizations that:

- have collections that are unique or of significant historical or artifactual value;
- demonstrate a willingness to develop and maintain a preservation program; and
- commit to attending several educational programs.

The Track III requires a 12-month commitment. Because the elements of the program will involve some staff time, organizations are expected to allocate adequate resources to the program. A staff member who will coordinate the planning initiative must be identified.

Once they have completed a board approved emergency plan, all organizations participating in the program will be eligible to apply for up to \$1,000 in restricted funding to purchase emergency supplies or for staff emergency training.

In addition to receiving the free vulnerability assessment, staff at participating organizations must attend one educational program offered by CCAHA on such subjects as housekeeping, pest management, environmental monitoring, and basic archival management, as well as fundraising for preservation and conservation. These programs, which are part of the Collections Care Training Series, will be offered at a discount for participants in the Stewardship Program.

Track III of the Philadelphia Stewardship Program is recommended for any institution that does not have an emergency plan or for institutions with out of date plans. Organizations that are unsure about their eligibility for this program should contact CCAHA to discuss participation in Track III of the program.

Application Process

We urge you to consider applying for participation in Track III of the Stewardship Program. To apply, please download an application from our website at www.ccaha.org or request an application package from CCAHA's Preservation Services Office at:

Preservation Services Office
Conservation Center for Art and Historic Artifacts
264 South 23rd Street
Philadelphia, PA 19103
Tel: (215) 545-0613
Fax: (215) 735-9313
E-mail: psoc@ccaaha.org
Web site: www.ccaha.org

THE DEADLINE FOR APPLICATION IS

March 12, 2010

All application materials must be received by this date.

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Established in 1977, the mission of the **Conservation Center for Art and Historic Artifacts** (CCAHA) is to provide expertise and leadership in the preservation of the world's cultural heritage. CCAHA is a non-profit conservation laboratory serving other non-profit cultural, educational, and research institutions, as well as private individuals and organizations. CCAHA specializes in the treatment of works of art and historic artifacts

on paper. It also offers on-site consultation services; educational programs and seminars; internships, fellowships, and apprenticeships; and emergency conservation assistance.

The *Philadelphia Stewardship Program* is funded by the **William Penn Foundation** which strives to improve the quality of life in the Greater Philadelphia region through efforts that foster rich cultural expression, strengthen children's futures, and deepen connections to nature and community. In partnership with others, the William Penn Foundations works to advance a vital, just, and caring community.