

# California Heritage Preservation Project

July 2015

## Plan of work

The project will be implemented by the California Preservation Program (CPP), a preservation training and consulting program for cultural and historic resource institutions supported by the California State Library, with participation from California State Archives and California State Parks. It will build on existing training tools and CHR networks that exist in several of these counties.

For each of the six counties (two counties combined in one instance), four sets of actions will be carried out, and outcomes documented, to achieve the project goals. With the exception of the first set of actions, each action set is centered around one or more in-person meetings to ensure that participants make progress toward project goals and build working relationships. For planning purposes, participation conservatively is estimated at 25 organizations per county.

1. Identify and confirm participation of stakeholders, including CHRs, county government, emergency management, public safety and state agencies; set up first of four facilitated, in-person, stakeholder meetings.

Outcomes:

- initial list of stakeholders
- steering committee of core stakeholder agencies
- 1<sup>st</sup> meeting site and date

2. Conduct meeting 1 with stakeholders to review project goals, start building working relationships, identify additional stakeholders to be contacted for participation, and review risk assessment survey template used to gather contact and asset information from all CHRs in the county.

Outcomes:

- group alignment toward project goals
- list of additional stakeholders to be contacted
- finalized survey instrument distributed to stakeholders
- plan for aggregating survey information for use by first responders and emergency services
- 2<sup>nd</sup> and 3<sup>rd</sup> meeting sites and dates

3. Conduct meetings 2 and 3 ( a two-day planning session with days 1 and 2 separated by a couple months to enable “homework” to be accomplished) to assist CHR participants to identify hazards, write disaster response plans, and salvage damaged collections. First responder and emergency services participants review information from surveys, aggregate information with available tools to inform decision making in emergencies, and recommend priorities for hazard mitigation based on survey responses.

Outcomes:

- site-specific emergency and floor plans for all stakeholder CHR organizations
- countywide information to guide first responders’ and emergency services’ decision making with regard to protecting CHRs
- draft list of recommendations for countywide mitigation of CHR hazards
- 4<sup>th</sup> meeting site and date

4. Conduct meeting 4 to test disaster response plans via tabletop exercises (TTX) to validate the ability of individual CHR institutions and countywide networks to guide disaster response and collection recovery activities. The TTXs include first responders, emergency services personnel, and other city/county personnel as appropriate. Develop disaster cultural assistance teams of CHR organizations coordinated with county emergency services.

Outcomes:

- exposure of first responders to the unique challenges and needs posed by incidents that occur at CHR facilities
- avoidance of duplication of effort by individual institutions
- augmentation of investments already made in disaster preparedness for heritage institutions
- shared leadership and coordinated actions toward disaster preparedness and risk reduction for CHRs
- a partnership plan for libraries in disaster recovery, with documentation, that produces a standard level of capability throughout California that may be deployed widely in the event of major disaster