

NATIONAL SERVICES

TE PAERANGI

*Hono ki
Te Papa*

*Working together
with Te Papa*



MUSEUM

Disaster Preparedness

*Planning, resourcing
and stakeholder collaboration*

He Rauemi Resource Guide 36

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Introduction

Setting the stage for disaster preparedness

As kaitiaki and caretakers of treasured collections for the whole community and stakeholders, we have a priority to protect people, buildings, and collections. This means actively preparing for disasters, by understanding and managing the risks. Preparing for emergencies and using mitigation measures will help minimise harm and reduce risks.

Museums and whare taonga that avoid and reduce their own risks can also play an important role in supporting community resilience and a sense of connection when disasters do happen.

In this resource, you will find simple and achievable methods for emergency and disaster risk assessment, so you can prioritise actions and develop a customised plan that fits your circumstances, collections, staff, and facilities.

New Zealand's integrated approach to civil defence emergency management can be described by four areas of activity, known as the '4 Rs': reduction, readiness, response, and recovery.

[The 4 Rs » National Emergency Management Agency \(civildefence.govt.nz\)](https://www.civildefence.govt.nz)

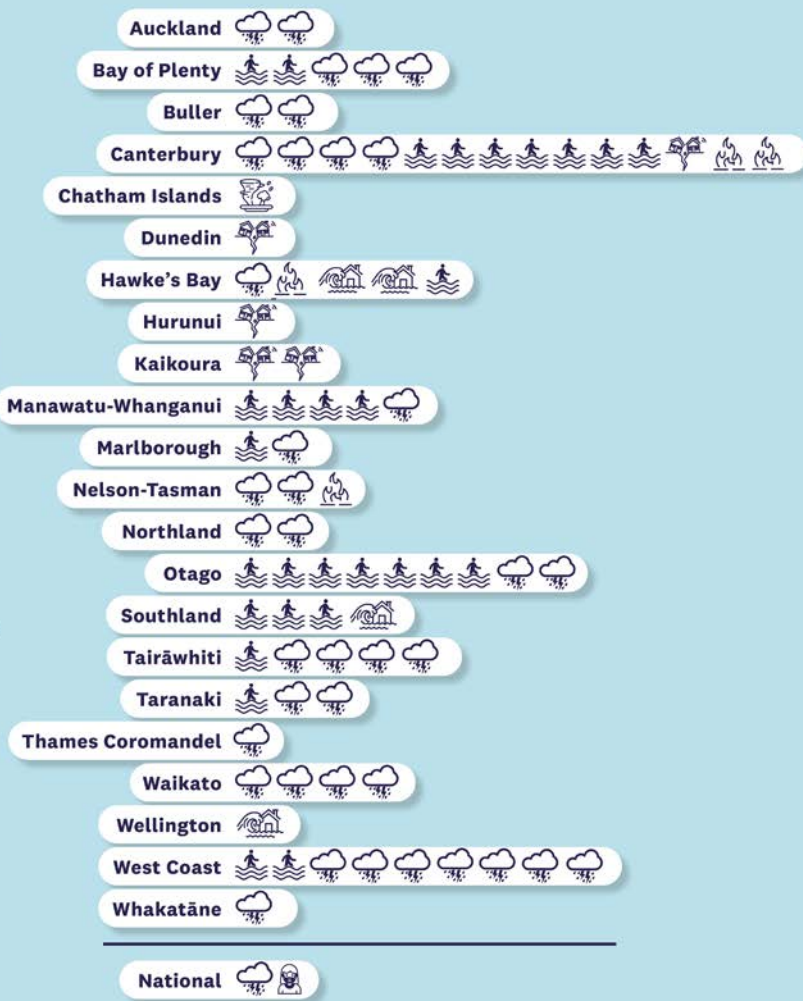
The United Nations Educational, Scientific, and Cultural Organisation lists priorities for actions to prevent and reduce risks as:

1. Understanding disaster risk
2. Strengthening disaster risk governance to manage disaster risk
3. Investing in disaster risk reduction for resilience
4. Enhancing disaster preparedness for effective responses and 'building back better' in recovery, rehabilitation, and reconstruction

Why prepare?

Resilience readiness: building a robust foundation

Since 2015, Aotearoa has experienced 84 states of emergency, including 40 severe weather events, 4 wildfires and 29 incidents of large-scale flooding



50%
Severe weather accounted for almost half the declarations

35%
of the incidents related to large scale flooding

Key

- Severe weather events
- Earthquake
- Tornado
- Pandemic
- Coastal hazards
- Fire
- Flood

Data sourced from 1 January 2015 - 31 October 2024 from www.civildefence.govt.nz



In 2010–11 and 2016, museum buildings and collections in the wider Canterbury region experienced significant damage from earthquakes. In 2023, consecutive flooding incidents saw Auckland Art Gallery staff salvaging 500 artworks from their collections basement, and marae across the Hawke’s Bay and Tairāwhiti racing to save precious taonga such as whāriki (mats).

As the impacts of climate change become more evident across all regions of Aotearoa, cultural heritage organisations must be prepared for the longer-term impacts of floods, fire, and landslides, alongside existing risks like earthquakes and eruptions.

As well, the COVID pandemic has affected museum operations, and larger-scale disasters are increasing in frequency and severity worldwide. Culture, cultural heritage, and associated mātauranga are at increasing risk, so assessing risks and developing a plan becomes more important.

Wigram Airforce Museum’s Collection Technician Elizabeth Mildon sorting wet and stuck together Press newspaper images that were water damaged following the 2011 Canterbury earthquake. Photo courtesy of Stuff.

The need for better disaster preparedness sits in a context of cultural resilience, so strengthening relationships with supportive organisations is critical to making good decisions and bouncing back when faced with difficult circumstances.

Risk reduction needs to be prioritised – so we are ready when events occur. We can’t exclude all risks, but we can manage them.

The Sendai Framework for Disaster Risk Reduction is an international agreement adopted at the Third UN World Conference on Disaster Risk Reduction on 18 March, 2015, in Sendai, Japan. The framework aims to significantly reduce disaster risk and loss of life, livelihoods, and health, and

the economic, physical, social, cultural, and environmental assets of individuals, enterprises, communities, and nations.

New Zealand's National Adaptation Plan 2022, [Urutau, ka taurikura: Kia tū pakari a Aotearoa](#)

[i ngā huringa āhuarangi – Adapt and thrive: Building a climate-resilient New Zealand](#), aims to ensure kaitiaki have access to information and advice to help them understand threats, reduce impacts, and adapt taonga and cultural assets.



Māori textiles conservator Rangi Te Kanawa doing localised surface cleaning with a brush vacuum and ethanol solution on whāriki to halt mould growth after flooding from Cyclone Gabrielle. To help dry out and kill the mould, conservation work was conducted in natural daylight. Photo courtesy of Rangatira Marae, Ngāti Wāhia hapū of Te Aitanga ā Māhaki.

2. To read New Zealand's National Adaption Plan see: environment.govt.nz/publications/aotearoa-new-zealands-first-national-adaptation-plan/

How does risk impact the cultural heritage sector?

Cultural heritage at risk: understanding the impacts

Risk is ‘the chance of something happening that will have a negative impact on what we are trying to do’, but many hazards and risks can be minimised with good planning.

Risk management means identifying the most significant risks, then planning and budgeting to manage them. Understanding risks through understanding your main hazards and vulnerabilities is an important step in preparing for when an emergency or disaster happens. There are many benefits to this, including improved credibility and staff morale, better security, lower insurance costs, and community outreach.

Ignoring risks and their possible impact could affect:

- collections, people, and buildings
- the health and safety of employees, customers, volunteers, and participants
- your reputation, credibility, and status
- confidence in your organisation
- your financial position
- plant, data, equipment, and the environment.

There are many systems for identifying and managing risks, and one of the best known is [The ABC Method: a risk management approach to the preservation of cultural heritage](#). See Resources below for more information.

Before we can effectively reduce risk and prepare for response and recovery, we must first thoroughly understand our risks. The goal is to assess the risks affecting our assets and then manage and mitigate them as effectively as possible with the resources available.

The New Zealand Standard for Risk Management describes six steps:

1. Understand the context
2. Identify the risks
3. Analyse the risk
4. Evaluate the risk
5. Manage or treat the risk
6. Monitor and review

3. Download the ABC Method manual: icrom.org/publication/abc-method-risk-management-approach-preservation-cultural-heritage

+ The Australian/New Zealand Standard for Risk Management (AS/NZS 4360:2004) is now part of ISO 31000:2009, the international standard for risk management.



Understand your context

Risk and disaster management is a governance responsibility.

Communication and consultation, within and outside, is needed throughout each stage. Casting a wide net will help with identifying risks and locating support in an emergency.

- Give your risk assessment breadth and be as inclusive as possible.
- Examine all hazards and vulnerabilities with support from staff, volunteers, and agencies.
- Start a support network and communicate with stakeholders and agencies about risks, your emergency/disaster plan, and how they can be involved.

- Enlisting support from these agencies will help them understand your institution, priorities, and constraints. Invite agencies to visit and learn how they can help, and share your floor plan with them.

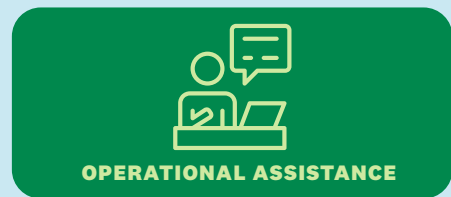
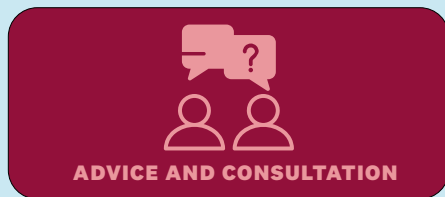
Who can you work with?

It is essential to develop a disaster preparedness plan in collaboration with the organisations and community groups that will be involved on the ground during an emergency. Building strong relationships with iwi and marae leaders, companies, and emergency management services is crucial, as this allows them to understand your organisation's needs and vulnerabilities. This understanding helps in creating a plan tailored to your building type, geographical location, collection, and local context and resources.

Who can you work with?

Be inclusive:

Assess all risks and threats and be prepared with support from the organisations listed below



- National Services Te Paerangi
- National Preservation Office
- Regional authority
- NZ Conservators of Cultural Materials Pū Manaaki Kahurangi
- Local council
- Ministry of Culture and Heritage Manatū Taonga
- Iwi
- Heritage NZ Pouhere Taonga
- Museums Aotearoa
- Natural Hazards Commission Toka Tū Ake

- NEMA Te Rākau Whakamarumarū
- Civil Defence
- St John Hato Hone
- NZ Police Ngā Pirihimana o Aotearoa
- Local freight companies
- FENZ Whakaratonga Iwi
- Freezer companies
- Insurers
- Utility companies
- Security companies



- Employee Assistance Programme
- WorkSafe Mahi Haumarū Aotearoa

Gather and record all information, resources, and contacts. This will eventually be part of your emergency planning document. Include information about what can be stood up in a local or national event.

Engaging early with iwi and hapū, through your governance group and leadership teams, is important for incorporating tikanga and ensuring culturally appropriate and reciprocal community responses in your planning, methods of operation, response strategies,

and training drills. Since your organisation has ongoing interactions with iwi, hapū, and hāpori Māori on the regular care, management, and display of taonga, integrating disaster planning through these existing relationships is achievable and mutually beneficial.

Civil Defence Emergency Management Ngā Whakahaere Whawhati Tata

[Civil Defence Emergency Management \(CDEM\)](#) works to coordinate and facilitate emergency management efforts at regional and local levels. It focuses on preparing for, responding to, and recovering from a wide range of emergencies, including natural disasters like earthquakes, floods, storms, and tsunami, as well as human-made incidents. Smaller emergencies involving a handful of properties are typically responded to by the Police, Council, and FENZ, though any event bigger than a block – whether it be a flooding event or toxic spill – warrants the attention of Civil Defence. CDEM staff and volunteers work closely with local authorities, emergency services, community organisations, and the public to develop plans, and provide education and training to respond to emergencies. CDEM has 16 regions which have their own regional plans:

[CDEM Groups » National Emergency Management Agency \(civildefence.govt.nz\)](#)

Using the 4Rs – reduction, readiness, response, and recovery, CDEM looks at ways that organisations can mitigate risks and helps them to test their plans. In a national emergency, the National Emergency Management Agency (NEMA) coordinates with CDEM groups at the local level to implement a unified response to mobilise resources, provide guidance and support, and facilitate communication and coordination among agencies.

Fire and Emergency New Zealand Whakarātonga Iwi

[Fire and Emergency New Zealand \(FENZ\)](#) work with organisations to create plans in the case of a fire or any event that requires evacuation. As first responders to a number of event types, from fires to earthquakes, they have expertise in making a potentially dangerous situation safe. Having worked in different emergency scenarios, they have experience in how these can play out, and are skilled in empowering organisations to understand emergency processes and develop the in-house resources and know-how needed to put in place a plan that works.

In a number of emergencies, they will have a pre-determined plan, though this can be modified after an onsite assessment. By providing documentation around site plans, the storage of objects of significance, and evacuation routes, they can better assist your organisation in an emergency to keep kaimahi safe and mitigate the risk to high value or significant items. By developing a plan together, they learn about what your organisation wants to protect and how that can be achieved. Once immediate threats are stabilised, Fire and Emergency needs to prioritise other activities, and will leave each organisation to manage its own outcomes, with support from insurers and community networks.

If you would like a Fire and Emergency team member to attend a board meeting, conduct a site visit, or work through a disaster plan, get in touch with your [local Fire and Emergency office](#).



Consider your organisation's role in the community

As you prepare your plan, think about the role you would like to play in the community. You may want to include access to expertise and resources, for example freezers or storage, if people come to you seeking support for flood-damaged items or kaimahi from other organisations and marae need a place to store large taonga. Because museums and galleries often have a loading dock, they can become an important place for the delivery of supplies, so work in with your local CDEM as to whether you would like your organisation to be a community hub during a disaster.

Volunteers at Kaiapoi Museum sort out their collections after the 2010 Christchurch earthquake in September. The Museum which was previously housed in the old Court House, reopened in the Ruataniwha Civic Centre in 2015. The Canterbury Cultural Collections Recovery Centre was created after the 2010-11 earthquakes to help support those museums that had been damaged. Storage and conservation units in the Air Force Museum of NZ, originally meant for aircraft, served as a temporary space to restore, rehabilitate and store damaged heritage collections from across museums following the earthquakes. Photo courtesy of BeckyFraserPhotos.

Analyse risks














Marae damaged or impacted by Cyclone Gabrielle



Map supplied courtesy of Heritage New Zealand Pouhere Taonga as of 4 April 2023.

What are the risks to museums?

RISKS TO BUILDING AND COLLECTION

-  Fire
-  Flood
-  Theft
-  Breakages
-  Pests
-  Cold temperatures/mould
-  Blocked chimney
-  Vandalism
-  Inappropriate cleaning/conservation
-  Heat and light
-  Protest
-  Object/information detachment
-  Knowledge loss

RISKS TO THE MUSEUM FROM OUTSIDE

-  Extreme weather events, climate change
-  Natural hazards
-  Political disruption, protest
-  Local, regional and international events
-  Accidents in surrounding area



RISKS TO ORGANISATION

-  Data breach
-  Lack of staffing
-  Lack of business plan
-  Lack of succession planning
-  Systems failures (IT)
-  Reputational damage
-  Poor management
-  Uninformed decisions

RISKS TO PEOPLE

-  Hazardous materials
-  Injuries
-  Heavy lifting
-  Safeguarding
-  Lone working
-  Mental health
-  Contaminated flood water

Identifying potential risks

Understanding your risks, the likelihood of adverse events occurring, and their likely impact, is a vital part of museum operations. What are the risks to buildings and collections in your location, and what could the impacts be? How can these be reduced? Setting priorities based on these findings will help make the best use of resources for avoiding or minimising damage or disruption. Risks can stem from large-scale disasters, emergencies, and smaller adverse events, or from gradual deterioration, including damage from pests or leaks. Analysing risk is a good opportunity to gain better knowledge of museum collections, buildings, and systems.

Firstly, reducing risks requires a clear awareness of the potential risks you may face.

What hazards and vulnerabilities create risk in your museum? These can relate to:

- the building and its surrounding environment (blocked gutters, overhanging trees, and so on)
- the environment inside the building
- natural light and artificial lighting
- storage and handling
- pest management
- fire and flood hazards
- security breaches and data losses
- natural events, extreme weather events, landslide, flood, fire, earthquake etc
- large-scale events, national and international, including war, pandemic, political disruption
- poor documentation, dissociation of records from objects, knowledge loss
- uninformed decisions (accessioning, deaccessioning without following policy)
- poor management, health and safety issues, harassment allegations
- reputational damage.

Evaluate risks

Risk evaluation: assessing the severity

Risk Prioritisation and Mitigation Worksheet

Every organisation has a unique risk profile. Completing a risk prioritisation and mitigation exercise will assist in evaluating and assessing the risks in your environment.

The Risk Evaluation and Planning Programme (REPP) includes a comprehensive risk matrix system to help evaluate risks.

[Download the Risk Prioritisation and Mitigation Worksheet](#)

HAZARDS	LIKELIHOOD OF OCCURRENCE (1-5)	MULTIPLIED BY	SEVERITY OF LIKELY DAMAGE (1-5)	EQUALS	RISK RATING (1-25)	COMMENTS
1. Environmental hazards						
damage from falling trees	1	X	1	=	1	e.g. Trees close to buildings maintained
dust	5	X	1	=	5	e.g Site monitored regularly
earthquake hazard	3	X	4	=	12	e.g. In our region there is a high level of risk and likelihood of damage from earthquake hazards
fire	4	X	4	=	16	e.g. We consider fire is our major risk

The [Risk Evaluation and Planning Programme \(REPP\)](#) is a system developed by a team of preservation and emergency professionals, supplemented by practical recommendations and resources. It has been republished with permission from the Foundation for Advancement of Conservation.

Every time we think about risk we have to consider both its chance of happening and its expected impact. If we think only about one or the other, we won't fully understand the risk: it is the combined effect that matters.

In the REPP excel sheet, [which can be downloaded](#), you will find a comprehensive list of risks. From this, you can identify priorities for reduction or mitigation. Gathering information from all sources during this process can also help increase staff and volunteer risk awareness.

Museum co-owner Noeline McGregor (right) and her daughter Christine Dykes survey damage from a fire which swept through the Central Southland Museum in Winton. Photo courtesy of Stuff.

What level of risk is acceptable?

The next step is deciding if the risk level is acceptable and how much control you have over the risk. Consider what the potential losses or benefits of an activity are. You may decide the potential loss or risk is so low it doesn't warrant time and resources to manage it. On the other hand, the consequences could be catastrophic.

Weigh up the cost-effectiveness of your risk reduction options. It may not be financially viable to install sprinklers to quickly extinguish a fire, but taking action to reduce risk by installing early warning fire alarms, interior fire doors, and extinguishers may be affordable to help prevent the spread of fire. Risk can also be reduced by thinking about the possible causes of fire, and mitigating those risks with advice from experts, such as insurance brokers or FENZ.



Manage or treat risks

Risk management strategies

Avoid, reduce, or remove risks as much as possible. Mitigation measures make something potentially less severe or damaging through having a plan and taking action. When risks cannot be reduced or removed, they can either be accepted or transferred through insurance. Insurance can be comprehensive or only cover your priority items, or it can include conservation cover for the assessment and treatment of damaged items (fine art insurance).

Tips for risk mitigation, reduction, and prevention:

- develop a culture of risk awareness and management
- ensure staff and volunteers are aware of risks and know how to avoid these
- know the main areas of risk and take steps to minimise the risk, or to detect any problems, as early as possible
- ensure staff are trained and prepared to play a positive role in preventing disasters
- get to know your building, collections, and storage areas well
- reduce environmental hazards, such as fire, water, pests, and theft through preventive conservation measures and good housekeeping practices.

Keep communication open:

- ensure good lines of communication with all staff and key staff likely to be involved in disaster prevention, response, and recovery

- consult with support agencies and experts
- communicate with insurance brokers about policies and mitigation measures.

Take care of security:

- keep security protocols up-to-date and actively used
- review security measures and audit regularly
- take care not to create any unnecessary or unacceptable new risks
- balance security, access, and preservation
- control access for contractors and back-of-house visits.

Please refer to the [NSTP Security Resource Guide](#) for more information.

Check buildings and systems regularly:

- regularly inspect, maintain, and repair buildings
- install fire suppression and security systems
- back up critical data and store copies offsite
- carry out an integrated pest management programme (IPM).

Plan ahead for a response, retrieval, and salvage:

- ensure that documentation is reliable and accurate. Create an inventory and documentation system that records the location, condition, and value of museum objects, and facilitates their identification

and retrieval in case of damage or loss

- prepare a salvage plan that prioritises the most important and vulnerable items, and provide guidelines for their safe handling, cleaning, drying, and stabilisation
- secure adequate resources and support for disaster preparedness, response, and recovery, such as funding, equipment, supplies, storage space, and professional assistance.

Have an evacuation plan:

- create a clear path to vital fire and HVAC control panels
- place torches throughout the facility and periodically check batteries
- post up-to-date floor plans and emergency exit routes at multiple locations throughout the facility
- create a map showing the location of all exits, hand-held fire extinguishers, sprinkler heads, and shut-off valves

- assign specific responsibilities to staff wardens to ensure safe evacuation of the building
- conduct CPR and first aid training for staff.

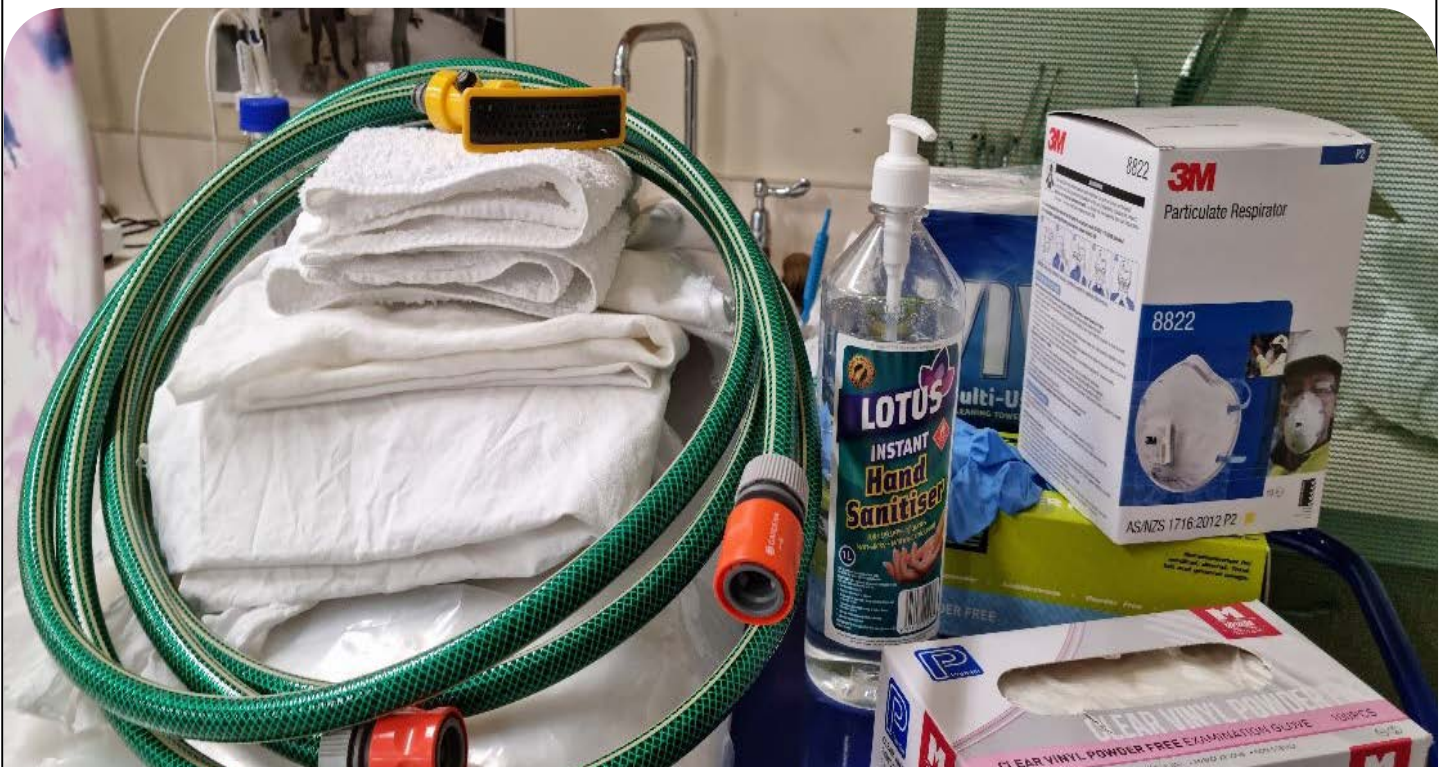
Improve fire protection:

- inspect and map smoke detectors
- install additional smoke detectors in seldom-visited areas of the building
- cover exposed outdoor electrical sockets
- consult with FENZ and a council building inspector on the need for additional fire extinguishers
- remove hazardous materials (paint, solvents, and so on) from the building, leaving only small quantities in a safety locker away from collections
- remove surplus flammable materials such as foams, cardboard, and rags.

Protect collections:

- organise collections storage to allow optimal coverage by the fire suppression system

An example of a simple disaster kit.



- prioritise collections for evacuation and salvage
- create an ‘emergency cart’ that contains basic emergency supplies like plastic sheeting, blotter paper, towels, mops, masks, and gloves (see complete list in Resources below).

Monitor, review, and adapt your procedures:

- assessing and managing risk is an ongoing process, which involves understanding the effectiveness of any actions you have taken so far and improving these by making adjustments
- review your risks, your changing situation, and your plan regularly.



The Sargeant Gallery | Te Whare o Rehua Whanganui experienced ground flooding following a severe rainfall which caused the Whanganui River to break its banks. The experience led to valuable lessons in disaster preparedness and response, ultimately contributing to the gallery’s successful relocation to a safer hilltop location at Pukenua Queen’s Park, where it now operates with improved preventive measures against both flooding and earthquakes. To see a case study of the measures that the team have undertaken to ensure the safety of its collection and staff, [see here](#). Photo courtesy of the Sarjeant Gallery.

Train your team

Team training: empowering your staff

Assign roles and responsibilities to the staff or volunteers who will be in charge of creating and implementing disaster preparation, planning, and response. Be aware that some people may be less able to assist in an emergency or may have other responsibilities. The team should be trained and equipped to handle different scenarios, to communicate effectively, and to coordinate with external agencies. Plan a variety of ways of communicating during emergencies in case one method fails. Organise leave and staff availability early to ensure someone is on call.

Regional cluster groups with experts, emergency services, and a common interest in heritage preservation can provide support through regular meetings and familiarisation visits. Training and practising various scenarios as a group and with experts is helpful. Courses will need to be relevant to each organisation.

Practise the plan

Devise scenarios or drills to test your plan with staff and volunteers. Invite local emergency services to participate. Review and revise the plan based on outcomes of the drill. Continue drilling and revising the plan on a schedule and as changes are made to staffing, collections, or the facility. Include feedback from anyone who has been involved, to make improvements.

Prioritise

Prioritising taonga and collection items for protection or retrieval will help you know what to do first if items need to be retrieved or moved. Priorities can be decided after assessing the significance of the items you hold. To weigh up what should be prioritised, it is important to look at a variety of factors, including the historic, artistic, aesthetic, research or scientific, spiritual or social value of an item. Other elements to consider can include its provenance, rarity, or representativeness, condition or completeness, interpretive uses, authenticity, and condition.

Some taonga and collections may hold special significance to community members. This may include archival and intangible cultural materials.

Collate your list in a spreadsheet that includes the accession numbers, basic details, storage location, handling needs, and status of the item (vital, valuable, or vulnerable). A floor plan can show you where these items are. Details of priority items should be kept secure and be available only to your disaster team members and the trusted agencies you have been working closely with.

Only when the risk assessment is complete are you ready to go ahead and develop the plan.



Harvested trees containing ancient carvings going into an insulated container. The trees were infected by a honey fungus, so to ensure their safety they were wrapped in Tyvek, to hold the bark in place, and treated with biocide and pesticides with the help of the Moriori community. The work was a collaboration between the [Hokotehi Moriori Trust](#) and Te Papa conservators. Photo by Nirmala Balram, Te Papa.

Write a plan

Crafting the plan: your disaster preparedness blueprint

A clear plan records the steps to take in case of a specific disaster, such as a power failure, flood, fire, earthquake, and so on. The plan also includes emergency contacts, floor plans, safety checklists, and the collection priority lists that were gathered in earlier steps.

The plan must relate to your own institutional situation, and can only be prepared after considering all risks. Planning and response should include the same group members. Note individual responsibilities but allow substitutions. Set a deadline for submitting a basic emergency plan to your director or governance body.

A longer-range approach can be used to expand parts of the plan gradually, based on your needs. All staff and volunteers should have a chance to review the plan. Edit and finalise the basic plan with feedback from your governance group. Make sure everyone is aware that a plan exists, ensure it is accessible on and offsite, and that staff and governance know where they can find it and what their responsibilities are when it is activated.

Review the planning template that can be found in Resources below. Decide the format that works for you. Do you want a flip-chart, a page per scenario, or a manual?

Taking care of people

People first: ensuring care and support

In all scenarios, addressing risks to people and their safety comes first.

Active identification of risks that could potentially harm people, assets, and collections, and the allocation of resources to reduce these risks, is vital to museum management. Be realistic about who can provide aid in an emergency, how they can be contacted, where they live, and what their other responsibilities are. Effects of disasters and emergencies may include trauma, and physical and mental health issues, as well as illnesses from contaminated flood water, soil, mould, waste and bio-toxins, and chemicals. Staff and volunteers need to be trained in what to expect, and governance bodies must prioritise measures to protect people.

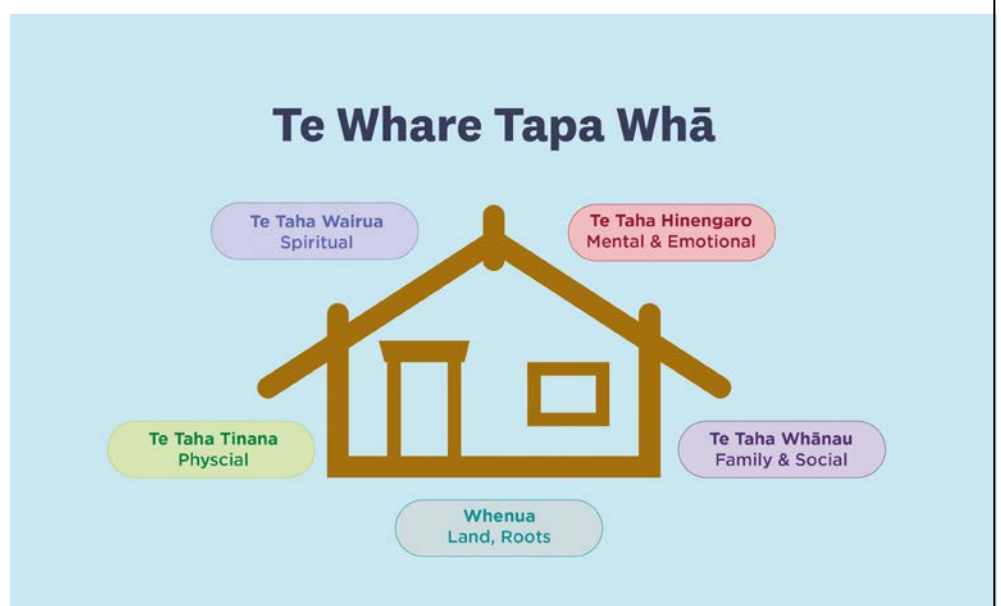
The Canterbury earthquakes were linked with persistent increases in anxiety symptoms, even seven years later, with post-traumatic stress disorder being the most common condition among survivors. Research, especially the [Christchurch Health and Development Study](#), highlights the enduring well-being challenges faced by survivors and emphasises the ongoing need for support.

Te Whare Tapa Whā is a model of health that represents health and wellbeing as a wharenui. It was developed by Māori health advocate and psychiatrist Sir Mason Durie.

The long haul

The response and recovery phase from emergencies and disasters can be very prolonged. Be prepared for it to take a long time. This may be because of the lack of connectivity and services like power, phone, internet, road access, funds and people to help immediately; the need for staff to focus on their own situation and whānau; lack of funding and resources and the overwhelming nature of some events which makes it most important to focus on the well-being and physical needs of people. Important decisions with long term implications may need to be made that include possible relocation of your organisation or parts of your collection for safekeeping, or managed retreat. These decisions will require consultation and working with many agencies and sector experts.

Know your limits and seek further support and advice for how to safeguard collections that need extra protection and care.



Resources and Reports

National Services Te Paerangi

[Disaster planning and recovery | Te Papa](#)

[National Services: Resources and Reports | Te Papa](#)

[Museums and Disaster Risk Reduction: Building resilience in museums, society, and nature | ICCROM](#)

[The ABC Method: a risk management approach to the preservation of cultural heritage | ICCROM](#)

[Local climate change risk assessments | Ministry for the Environment](#)

[Risk Evaluation Planning Programme \(REPP\) | AIC](#)

[Risk Management Guide | ICCROM](#)

[Risk Management Fact Sheet | Museum and Gallery Services, Queensland](#)

[Be prepared – guidelines for small museums writing a disaster preparedness plan | AICCM](#)

[National Disaster Resilience Strategy | Civil Defence](#)

[Urutau, ka taurikura: Kia tū pakari a Aotearoa i ngā huringa āhuarangi – Adapt and thrive: Building a climate-resilient New Zealand | Ministry for the Environment](#)

[Natural Hazards and Risks | GNS Science Te Pū Ao](#)

[Get your marae ready for an emergency | NEMA](#)

[Get your work ready for an emergency | NEMA](#)

Planning templates

[Health and Safety Flipchart | Te Papa](#)

Natural hazard maps

[Natural hazards in your area | Natural Hazards Portal](#)

Emergency supply and information checklist

Which of the following supplies and information can you find at your facility? As you make an inventory, consider the location of your supplies – can they be found easily? Are they stored in scattered locations? Is a key required to retrieve them? If the power is out, could you find or retrieve them?

[Disaster Planning Activity | American Alliance of Museums](#)

Practical resources

[Salvaging flood damaged books and paper](#)

[Salvaging water damaged kete and piupiu](#)

[Salvaging flood damaged paintings](#)

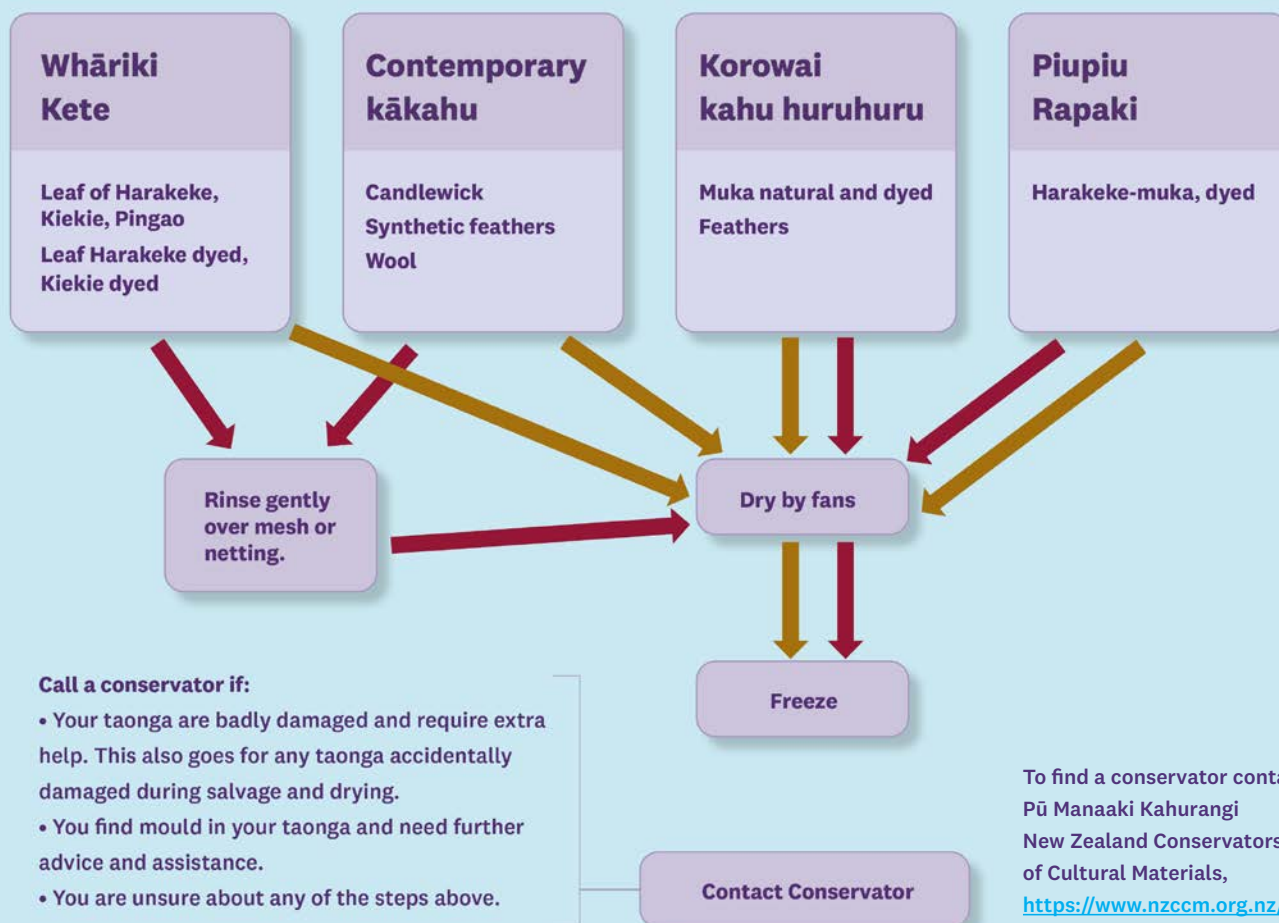
[Salvaging flood damaged whāriki](#)

Salvaging Flood-Damaged Raranga (Māori Textiles)

Condition

1. Heavily soiled and water damaged

2. Lightly soiled and water damaged



Checklist

Emergency Bin Contents

Protection for People

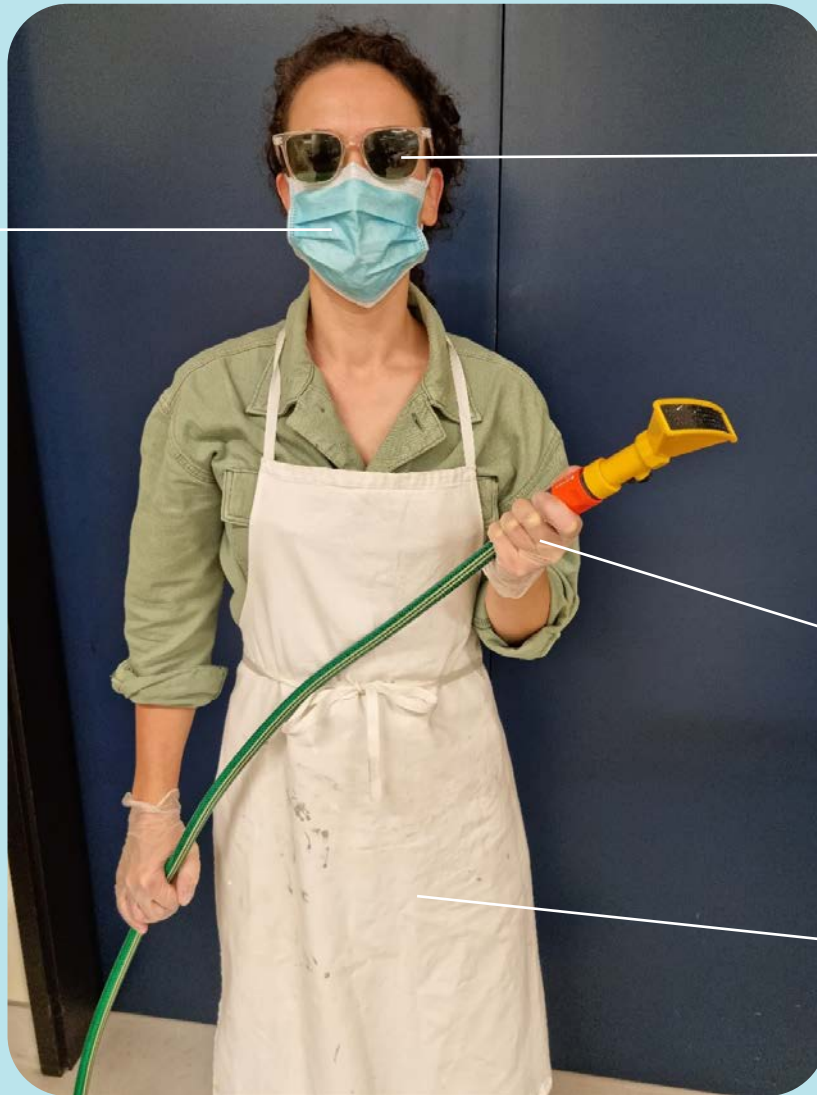
	First-aid kits (check contents)
	Gloves (rubber and leather)
	Rubber boots and aprons, or overalls
	Safety glasses
	Hard hats
	Masks

Personal protective outfit



Alternate personal protective outfit

Medical
mask



Sun glasses

Vinyl gloves

Apron

Phone Numbers/Communication

	Staff, volunteers, key board members and iwi representatives
	Phone tree (who will call whom?)
	Police/fire/emergency
	Contractors/services
	Insurance representative
	Radio/TV stations
	Conservation services
	Walkie-talkies or cell phone(s)

Basic Cleaning Supplies

	Plastic trash bags
	Plastic buckets and trash cans
	Rolls of paper towels
	Sponges/rags
	Mop
	Broom

Business Supplies

	Spare eftpos card and purchase orders
	Stationary and blank forms
	Duplicates of essential office records off-site (paper &/or electronic)

Facilities Repair and Access

	Torches
	Batteries
	Plywood to cover broken windows
	Basic tool kit (hammer, screwdrivers, nails, screws, saw)

Water and Humidity Control

	Plastic sheeting
	Scissors
	Tape (masking and duct)
	Dehumidifier
	A device that measures humidity such as a hygrometer
	Extension cords (long, grounded)
	Portable electric fans
	Wet/dry vacuum (ideally a HEPA vacuum with variable speed adjustment; or vacuum with HEPA filter)
	Residual current devices

Recovery Materials

	Written collections recovery procedures
	Duplicate records off-site
	Clipboards
	Indelible marking pens
	Laptop computer
	Camera and films
	Carts
	Plastic crates
	Plastic wrap
	Zip-lock baggies or equivalent
	Blank newsprint
	Freezer/wax paper

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