
The Alberta Museums Association’s updated edition of this award-winning guide helps collecting organizations prepare for, respond to, and recover from emergencies.

Over 300 pages, it offers expert, up-to-date guidance, and is designed to be a hands-on reference book to be used for different points on the emergency preparedness planning and response cycle.

- **Practical**: Offers a guide to policy and plan development, templates, sample forms and documents, checklists, and other easy-to-use tools.
- **Informed by experience**: Features case studies from museums and cultural organizations across North America.
- **Comprehensive**: Addresses all aspects of organizational response, including strategic communications, collections salvage, and staff and volunteer training.

**ABOUT THIS BOOK:**

**Editor:** Crystal Willie is a cultural sector consultant with Purple Aspen Inc. She has 20 years of experience working with museums and not-for-profits in management and governance. She is a project manager, editor, and writer and provides policy writing and emergency planning services for cultural sector organizations. Crystal is also the editor of the Alberta Museums Association’s signature publication, the *Standard Practices Handbook for Museums, 3rd Edition*.

**Publisher:** Alberta Museums Association. HELP! is funded through the Museum Flood Funding Program, a multi-year initiative supported by Alberta Culture and Tourism, which provides assistance to museums affected by the June 2013 floods, and ensures at-risk museums are able to mitigate potential damage in the event of future flooding emergencies. The AMA appreciates the Government of Alberta’s commitment to assisting flood-affected cultural institutions.

**Contributors:** The Manual’s new and up-dated contents have been peer reviewed and are based on extensive new research, featuring resources developed by respected museum and archive professionals. Contributors include:

- Heather Beerling
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- Alexandra Hatcher
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“NMC’s experience of the 2013 floods impacted every aspect of our organization — not just the collections. Thorough, up-to-date, and easy-to-use, this is an excellent guide to preparing for and dealing with everything from flooding to bomb threats, and is a publication that all museums can benefit from.”

– JESSE MOFFATT, Director of Collections, National Music Centre, Calgary, Alberta
Four chapters, addressing a comprehensive range of topics, such as:

**Chapter 1: Planning**
Emergency preparedness framework, emergency preparedness documents - planning documents and policies, museum leadership, forming an emergency response team

**Chapter 2: Preparedness**
Implementing your plan, training, drills and table top exercises, emergency supplies and equipment, vital records, business continuity, chain of command, emergency operations centre, insurance planning and policies, collections prioritization, collections storage, procedures for evacuation of people and collections, shelter in place and lockdown plans, security, first aid, and many other emergency situations

**Chapter 3: Response**
Human safety first, crisis communications, insurance, contractors, health and safety, re-entry, damage and hazard assessment, salvage space, mental health and wellbeing, planning for recovery

**Chapter 4: Recovery**
Operational continuity and assessment, damage to collections by category, stabilization - freezing and drying, salvage recommendations by object type, disposal of damaged collections, building recovery, and evaluation

**FEATURES:**
- 8 case studies from across North America
- Practical checklists and training tools
- Template policy and plan for emergency response
  - Close-ups on Alberta health and safety legislation and security considerations
- Detailed reference lists for additional sources of information
- Over 50 different tools, templates, checklists and forms that can be adapted and used at your museum, such as:
  - Emergency response team structure charts
  - Emergency responder and other key contact lists
  - Emergency response team meeting record
  - Emergency supplies and equipment lists
  - Procedures for bomb threats, missing / found children
  - Collections and building damage assessment
  - Salvage guides by object type
  - Salvage tag template
  - Condition report form
  - Re-entry checklist

Online companion resources include:
- Podcasts
- Videos
- Customizable forms and templates