

Canadian Conservation Institute Workshop

WORKSHOP MODULES

Response Ready? Developing an Emergency Response Plan for Heritage Institutions

The Association of Newfoundland and Labrador Archives (ANLA) and the Museums Association of Newfoundland and Labrador (MANL) invite our members to register for ***Response Ready? Developing an Emergency Response Plan for Heritage Institutions***, an online workshop presented by The Canadian Conservation Institute (CCI). This virtual workshop comprises five highly interactive modules, each composed of two virtual, 60-minute workshop sessions. As an active participant, you will learn about the objectives of emergency response, and the key components that make up a plan that is suitable for heritage institutions.

Technology Check / Meet & Greet: Tuesday, October 31, 2023 (10:30 – 11:30 NST)

Module 1. Developing an Emergency Response Team for Heritage Institutions

Tuesday, 7 November 2023 & Thursday, 16 November 2023 (10:30 – 11:30 NST)

- **Complete** a simple risk assessment of the emergency hazards that could impact your institution and collection.
- **Prepare** Immediate Response Procedures suitable for your institution for those hazards that should have them & add them to your ER Response Plan.

Module 2. Developing Immediate Emergency Response Procedures for Heritage Institutions

Tuesday, 5 December 2023 & Thursday, 14 December 2023 (10:30 – 11:30 NST)

- **Identify** all-hazards actions that meet the emergency objectives for emergency response.
- **Prepare** All-Hazards Response Procedures suitable for your institution and add them to your Emergency Response Plan.

Module 3. Developing All-hazards Response Procedures for Heritage Institutions

Tuesday, 9 January 2024 & Thursday, 18 January 2024 (10:30 – 11:30 NST)

- **Decide** on the size and structure of an Incident Management Team for your institution.
- **Select** individuals with the expertise & skills suitable for incident response management roles & add their contact information to your ER Response Plan.

Module 4. Collections Salvage and Recovery Strategies for Heritage Institutions

Tuesday, 6 February 2024 & Thursday, 15 February 2024 (10:30 – 11:30 NST)

- **Identify** salvage priorities for your collection.
- **Prepare** procedures for your emergency response plan to guide salvage and recovery.
- **Conduct** a damage assessment, and prepare an emergency response action plan using a scenario exercise.

Module 5. Providing Resources for Effective Emergency Response

Tuesday, 5 March 2024 & Thursday, 14 March 2024 (10:30 – 11:30 NST)

- **Determine** supplies & equipment that your institution may need for emergency response and list them with sources in your Emergency Response Plan.
- **Prepare** floor/site plans and add them to your Emergency Response Plan.
- **Conduct** a simple emergency scenario exercise with your Emergency Response Team.

Final Session

Tuesday, 26 March 2024 (10:30 – 11:30 NST)

For more information, please contact:

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