

The Slater Area Historical Association (SAHA)

SAHA's need for a **Disaster Preparedness and Emergency Response Plan** is to ensure that we will be equipped to manage and recover from even the worst-case scenarios. Our responsibility is to assess and manage risk, protect property and human life, and recover from natural and manmade disasters.

Resources

We must care for the resources placed in our trust for the public by those who have made item and monetary contributions. Those resources consist of:

- buildings, grounds, mechanical equipment and maintenance supplies
- monitors and alarms
- collections and artifacts on display and in storage
- office equipment, supplies, cameras, projectors and televisions
- books, manuals, binders and historical documents
- volunteer staff, visitors, guests and neighbors
- Merchandise

Threats and Response

Natural: Wind, rain, lightning, and hail are considered threats that may result in building and window damage, water damage to the interior and to the collections, and damage to electrical equipment.

Mechanical: HVAC equipment may be compromised by a power failure or by mechanical failure. Water damage is possible from any broken line or from a sump pump failure. Kitchen and bathroom sinks and toilets can fail resulting in water damage.

Biological and Human: A contagious illness may cause the closing of SAHA until local, county or state health departments consider it is safe to reopen. Hazardous materials spills from neighboring businesses are a possible threat.

Manmade: Vandalism may result in damage to buildings, grounds, outdoor signs and displays. Vandalism may also result in theft.

Response: Recovery is in the form of insurance coverage. Security camera coverage relays instant information to two member directors at all times. Checking on the property is a routine provided by the staff members who are trained to look for typical problems incurred by natural disasters as well as unexpected events. Threats caused by human interaction or manmade problems will be dealt with according to the event.

Contact information for utility companies, service companies, contractors, fire, police, medical and health departments to be called in an emergency is posted on an office bulletin board. This list is also provided to each SAHA Director to keep off site.

Threats and responses while buildings are occupied

Fire Emergencies: There are four doors marked as exits with clear passageways. They are located to allow for egress to all four sides of the property. Floor plans are posted with the exit doors, fire extinguishers and outdoor gathering locations noted. Fire extinguishers are inspected annually. Smoke alarms and flashlights have batteries replaced annually. The member director in charge of the day's event is responsible for directing a safe response.

Medical Emergencies: Calling 911 is the first response to any medical emergency. Obtaining follow-up information about the person in need of services will be the responsibility of the member director in charge.

Weather Emergencies: Severe weather may dictate that those in the building seek shelter in the basement as instructed by the member director in charge. Power failure is a common threat. Contact with an outside party will ensure rescue personnel are notified if needed.

Threats to the collections and artifacts

There is no known way to protect the innumerable pieces of donated or borrowed items on permanent display or stored for exhibits. The vast majority of physical items are irreplaceable. Keeping copies of computerized inventories and documents at an off site location will ensure that records are retrievable.

The Slater Area Historical Association (SAHA) has committed to provide this Disaster Preparedness and Emergency Response Plan as entrusted below. This is not a legal document but rather a guideline to ensure best efforts to protect property and personnel.

Floor Plans and Emergency Response Contacts are attached

PROMULGATION

This Disaster Preparedness and Emergency Response Plan for SAHA was adopted by the Board of Directors on _____

This Disaster Preparedness and Emergency Response Plan for SAHA was reviewed and updated by the Board of Directors on _____