

In Case of Emergency ...

Top Ten Tips for State Arts Agencies

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Chattanooga TN

Sphere of Impact

- Your agency may be affected
 - An area of your state may be affected
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Emergency Preparedness

□ Key Concept:

Think about redundancy

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1 - Office Safety Plan in place

- Use a professional from state emergency office or fire marshal for a staff training/office assessment
- Have a designated safety officer in your office to keep information/training/drilling current
- Have staff trained in first aid and CPR
- Have a building evacuation plan and drill it. Designate person to handle evacuation of any guests or people with disabilities.
- Have laminated emergency contact cards for all staff in a place they're easy to grab
- Have working, battery operated flashlights & radios in strategic spots
- Make sure everyone knows how to dial 911 through the state phone system
- Assign Accountability partners – backup staff

#2 - Crisis communications team in place

- ❑ Someone designates that the agency is in emergency status (e.g. deciding the office will be closed due to hazardous conditions)
- ❑ Someone leads communications (has contact lists prepared, prepares and releases statements, uses media to help get word to constituents)
- ❑ Someone is “hub” for the field, to ensure that a clear ascertainment of the field’s status is known, and to get consistent information back out to constituents

#3 -

Communications/Notifications

- ❑ Have current contact lists offsite (paper and Web based) and a process for contacting them
 - ❑ State government – know ahead of time who you should contact (Lt. Gov., cabinet director, fire marshal, insurance dept., human resources, etc.)
 - ❑ Emergency designator triggers staff communications – use a phone/email tree
 - ❑ Commission/council contacts – get them in the loop early, they can let their area know what's going on if your office is not operational
 - ❑ Have updated grantee contact lists if you need to let them know status of grant payments etc.
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#4 - Data Protection

- ❑ Have two people who can restart/restore your system (with passwords, admin privileges, and training)
 - ❑ Have regular (at least weekly) data backups, securely stored offsite, with 2 people trained to recover/restore data
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#5 - Insurance Review

- Document all agency assets regularly (on paper and photos/images)
 - Ensure that art collections, artwork on loan and traveling exhibits are covered
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#6 - Have a hub person designated for the field

- Centralized staffer to field community requests and assess the emergency status
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#7 - State Partnerships

- Know what other state agencies offer emergency assistance; get to know them before an emergency so they are familiar with arts issues (e.g. self-employed artists don't fit the normal "small business" paradigm)
 - Emergency Management Agency
 - Dept of Labor
 - Development districts/workforce areas or other special divisions of your state
 - Align with other cultural state agencies in an effort to battle redundancy in support and assistance. Communicate with them regularly (a la Culture Club).
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#8 - Web site resources

- Designate a portion of your site for info/updates
 - Collect and use existing links
 - Post any NEA, state government, etc. designated emergency funds
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#9 - Consider Readiness training and tools

Readiness/Business Continuity planning can help limit the effects of an emergency. Find good examples in your state/area and share them. Start asking grant applicants about their readiness

#10 - Check in on the first
nine steps annually

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- Sallye Killebrew, Arts Recovery Coordinator, Mississippi Arts Commission, skillebrew@arts.state.ms.us, (601) 359-6075
 - Mollie Lakin-Hayes, Deputy Director, Southern Arts Federation, mlakinhayes@southarts.org, (404) 874-7244 x 31
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