

Today's seminar will begin shortly.

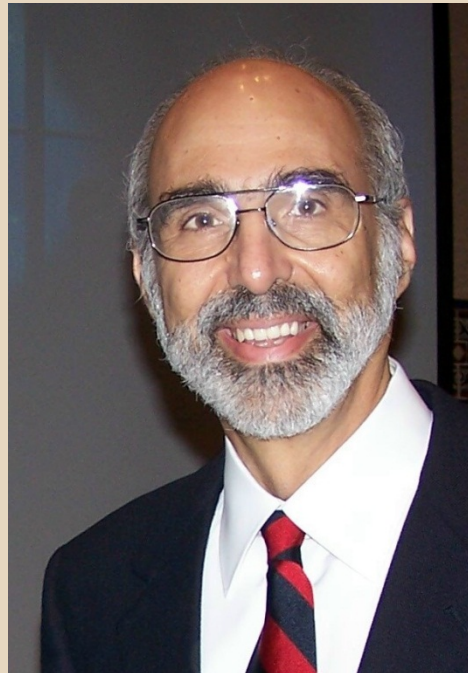
Please complete your phone connection now:

1. **Dial the toll free number:** 1-866-275-3495.
2. **Enter the meeting number** *4671867* on your phone keypad. Enter the star (*) key before and after the meeting number.
3. **Identify yourself.** Please complete your connection following the system prompts to synchronize your phone line and web identity.

Welcome

National Assembly of
State Arts Agencies

KNOWLEDGE ★ REPRESENTATION ★ COMMUNITY



Jonathan Katz
Chief Executive Officer

State Arts Agency Preparedness and Response

If you have just arrived, please complete your connection following the system prompts to synchronize your phone line and web identity.

Your Hosts

National Assembly of
State Arts Agencies

KNOWLEDGE ★ REPRESENTATION ★ COMMUNITY



Sue Struve

Communications Manager



Eric Giles

Learning Services Manager

If you have just arrived, please complete your connection following the system prompts to synchronize your phone line and web identity.

Tech Tips

- **View all participants** in the roster to the right.
- **Use the Chat box at any time** to submit a question or get technical help.
- **During the Q&A break**, presenters will answer chat questions.

If you have just arrived, please complete your connection following the system prompts to synchronize your phone line and web identity.



Bonnie Koba

Arts in Education
Program Manager
Connecticut Office of the Arts



Rod Frantz

Co-Director
Create Here Now
Connecticut Office of the Arts



Sallye Killebrew

Interim Executive Director
Mississippi Arts Commission



Mollie Lakin-Hayes

**Director, ArtsReady
Deputy Director, South Arts**



- **Presence / Relationships**
- **Needs and Capacity Assessment**
- **Action**
- **Sustainability and Follow-up**



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Presence / Relationships



- "We are here."
- Contact closest local connection
- Strongest local ties
- Partners



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Needs and Capacity Assessment



What are "normal" operations and structure?

What resources are available?

What needs to be done?

- immediate
- short term
- long term

Who can do it?

What can be done within the structure provided?



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Action



- Organize an action team.
- Develop an action plan.
- Clarify roles and responsibilities.
- Implement the plan.



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Sustainability and Follow-up



- Ongoing communications
- Regular check-ins
- Progress assessments
- Support needed



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Ohr-O'Keefe Museum of Art
before Hurricane Katrina . . .

What Is a Crisis?

Any situation that threatens an organization 's safety, integrity, reputation or funding

If a crisis happens tomorrow, do you have a plan?

Before the crisis:

1. Your plan is a **proactive document** that spells out a specific list of actions to follow during a crisis.
2. Name your organization's **spokesperson**, who will handle any media announcements and public statements. Make sure that person has all necessary contact information stored in a safe location.
3. **Store preproduced materials** such as key messages, customized press releases, talking points, fact sheets, bios and checklists. Include necessary contact information.
4. **PRACTICE!** Review contact sheets periodically. Review the overall plan and discuss possible changes. Review emergency area personnel contact information.

During the crisis:

1. Alert the head of the organization as well as the spokesperson.
2. Collect the facts.
3. Assess the situation quickly and inform key groups: staff, board and immediate constituents affected by the crisis.
4. Create an action plan; prepare for the media.

After the crisis:

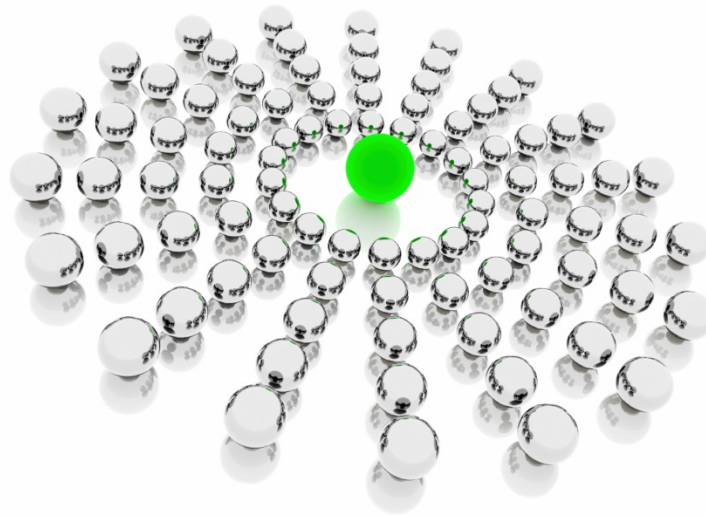
1. Debrief; learn from the crisis.
2. Recognize and thank all who helped, even those outside the organization.
3. Celebrate success and capitalize on goodwill.
4. Follow up with the media.



. . . and after . . .

SAA's Role in a Crisis

Response team/
point person



Advocate and
conduit

Prepare to Be a Leader



- Preparation
- Best practices and lessons learned

SAAAs and the Arts in Resilience and Healing



ArtsReady Resources

https://www.artsready.org/page/useful_links

Public Arts Agency Resources



ArtsReady Resources

For Public Arts Agencies:

[Essential Guidelines for Arts Responders](#) From the The National Coalition for Arts Preparedness and Emergency Response

[Reflections a Year Later](#) An interview with Hal Partlow from the Tennessee Arts Commission.

[ArtsReady's "What is Readiness" and "12 Steps" Handouts](#) The basics on readiness, from ArtsReady.

[South Carolina Arts Commission Resource Page](#) Links to tools and resources to prepare for potentially damaging winds, flooding and long-term power outages; a sample of a SAA resource page for constituents.

[New Orleans Post-Gulf Oil Spill Assessment](#) Courtesy of the Louisiana Cultural Economy Foundation

[National Endowment for the Arts Readiness, Response, and Recovery](#) tools and links.

[Sample Plan](#) Courtesy of the Mississippi Arts Commission.

[Sample Emergency Grants Application](#) From the Joan Mitchell Foundation

Did we miss something great? [Let us know!](#)

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Audience Questions

Use the Chat box.

Resources



Follow-up e-mail
www.nasaa-arts.org

Thanks for participating!

Questions or comments about this session?
Contact NASAA Learning Services Manager Eric Giles:
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Many thanks to NASAA's member states and today's guests for making this session possible. The work of NASAA and of state arts agencies is supported and strengthened in many ways through funding and programming partnerships with the National Endowment for the Arts.