Preparing for Extreme Weather: Fire and Hurricane

The always existing hurricane season

Chakira Santiago Gracia
Museum Collections Manager
Museum of History, Anthropology and Art
University of Puerto Rico
In the last 3 months as an Island...

EARTHQUAKES

DROUGHT / HEAT WAVE

HURRICANE SEASON 2022

COVID-19
Disaster Management Cycle
1851: the first recorded hurricane in the region.

1928: First strong hurricane in the island San Felipe.

1941: using as a reference the novel "The Storm" by George Steward, the military start using feminine names - to communicate the weather updates more effectively to the community.

1979: The National Meteorology Service - now the NWS - National Weather Service start using the name altering of feminine and masculine names.

The HS usually runs from June 1st to November 30th.

The peak in the Caribbean region is late August - to first week of October.
**Pre – Season: Mitigation**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>WIND SPEED / MPH</th>
<th>DAMAGE</th>
<th>STORM SURGE / FEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY 1</td>
<td>74-95 MPH</td>
<td>MINIMAL</td>
<td>4-5</td>
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<tr>
<td>CATEGORY 2</td>
<td>96-110 MPH</td>
<td>MODERATE</td>
<td>6-8</td>
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<tr>
<td>CATEGORY 3</td>
<td>111-129 MPH</td>
<td>EXTENSIVE</td>
<td>9-12</td>
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<tr>
<td>CATEGORY 4</td>
<td>130-156 MPH</td>
<td>EXTREME</td>
<td>13-18</td>
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<tr>
<td>CATEGORY 5</td>
<td>157+ MPH</td>
<td>CATASTROPHIC</td>
<td>19+</td>
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</tbody>
</table>

TIP #1 What this means for you and your area? - EDUCATION
GIS: Geographic Information Systems
USGS: United States Geological Survey
**Pre - Season: Mitigation**

- Know your reliable resources for Weather Updates:
  - NOAA, Hurricane Center
  - Radio Stations
- Emergency Disaster Office / Area
  - Emergency Plans
  - Statewide / Local / Museum
**Pre – Season : Preparation**

Prioritize Emergencies

Actual Capabilities

Training and Plan Update

Even when we have an active “emergency risks”, knowing what is the **PRIORITY** is important. Having this in mind make the staff organize the task ahead.

**Q&A**

- **Preventive Procedures**
- How may staff do you have for each type of emergency?
- Equipment? Supplies?
- Outside help?
- What do I need?

**EMERGENCY EVALUATION PLA**
**Pre – Season : Preparation**

Template for Pocket Response Plan (PREP™)

**SIDE A (Communications).** Use this side to collect phone numbers for the individuals and organizations you are most likely to need to talk to in the first minutes and hours after an emergency occurs. Staff, emergency responders, facility managers, utilities, vendors, and assistance organizations.

<table>
<thead>
<tr>
<th><strong>INSTITUTIONAL CONTACTS</strong></th>
<th><strong>STATE ARCHIVES</strong></th>
<th><strong>ARCHIVES FACILITY</strong></th>
<th><strong>RECORDS CENTER</strong></th>
<th><strong>EMERGENCY SERVICE PROVIDERS</strong></th>
<th><strong>OTHER CONTACTS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Archives</strong>&lt;br&gt; [Name]&lt;br&gt; [Office phone] / [Home phone] / [Cell]</td>
<td><strong>Security</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>Utilities</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>Utilities</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>Dehumidification Services (buildings)</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>Local Govt association(s)</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
</tr>
<tr>
<td><strong>State Records Management</strong>&lt;br&gt; [Name]&lt;br&gt; [Office phone] / [Home phone] / [Cell]</td>
<td><strong>State DMA</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>Telephone</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>Telephone</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>Document Recovery Services</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>National Archives Regional Office</strong>&lt;br&gt; [Phone]</td>
</tr>
<tr>
<td><strong>Department/Section Manager</strong>&lt;br&gt; 1&lt;br&gt; [Name]&lt;br&gt; [Office phone] / [Home phone] / [Cell]</td>
<td><strong>State Command Center</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>Water</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>Water</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>Thawing/Freezing Equipment</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>National Archives (Washington DC)</strong>&lt;br&gt; 866-222-5273&lt;br&gt; [Toll for Ann Sackwell]</td>
</tr>
<tr>
<td><strong>Department/Section Manager</strong>&lt;br&gt; 2&lt;br&gt; [Name]&lt;br&gt; [Office phone] / [Home phone] / [Cell]</td>
<td><strong>Police</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>Internet provider</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>Internet provider</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>Freezer Space</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>Natl Endowment for the Humanities</strong>&lt;br&gt; 800-NEH-1121</td>
</tr>
<tr>
<td><strong>Local Governments Mgr</strong>&lt;br&gt; [Name]&lt;br&gt; [Office phone] / [Home phone] / [Cell]</td>
<td><strong>Centers for Disease Control</strong>&lt;br&gt; [Phone]</td>
<td><strong>State Govt Officials</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>State Govt Officials</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>ASHRAE</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>American Association for State &amp; Local History</strong>&lt;br&gt; 615-320-3205</td>
</tr>
<tr>
<td><strong>Parent agency contact</strong>&lt;br&gt; [Name]&lt;br&gt; [Office phone] / [Home phone] / [Cell]</td>
<td><strong>Red Cross</strong>&lt;br&gt; [Phone]</td>
<td><strong>Civil Information Officer/IT Dept</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>Civil Information Officer/IT Dept</strong>&lt;br&gt; [Name]&lt;br&gt; [Phone]</td>
<td><strong>AHFMA International</strong>&lt;br&gt; 800-422-2762</td>
<td><strong>National Association of Government Archives &amp; Records Administrators</strong>&lt;br&gt; 212-508-8000</td>
</tr>
</tbody>
</table>

Print on 8 1/2 x 14” paper. Trim on outside lines to 12 1/8” x 8 1/4”, fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2 1/8” x 3 3/4”. Insert in PREP™ Tyvek™ envelope for protection. © 2006 Council of State Archivists (CoSA)

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## State Archives Pocket Response Plan™ (PReP™)

### Response checklist for emergency in a state archives or records facility

#### Follow these steps as you respond to an emergency in the state archives or records center.

**Coordinate your Archives response**
- Recognize and define the emergency
- Notify public authorities and first responders
- Ensure that all staff and visitors are safe and accounted for
- Contact risk manager and insurance agent
- Activate the Disaster Plan
- Activate the Disaster Team
- Activate Archive command center
- Establish communication with staff, public

**Phone tree**
(customize to fit your repository)

### Assessment, salvage, recovery
- Ensure that all hazards are cleared before entry
- Assess and document damage to holdings, building, information systems
- What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?
- What areas have been affected?
- What is the nature of the e?
- How much of the collection has been affected?
- What types of materials have been damaged?
- Are critical information systems functional / safe?
- Maintain security
- Stabilize the environment at your facility
- Identify and gather emergency supplies
- Locations:
  - Contact all partners
  - Contact suitable emergency service providers
  - Begin salvage
  - Contact news media
  - Report status to constituents

### Response checklist for statewide response

#### Follow these steps as you respond to an emergency with a region or state image:

**Identify and contact agencies or repositories that might be affected**
- Use directories to locate state agency field offices, local governments, and archival repositories
- Establish mechanism for local governments to call in and for state archives to reach out using the dedicated toll-free number provided by FEMA (see last column)
- Account for all affected repositories
- Determine if state ARM is holding a copy of affected organizations’ emergency response plans

**Establish and maintain channels of communication**
- Make contact with state and local EMA (emergency management agencies)
- Post staff at EMA Command Center
- Contact CoSA to schedule “meet me” call on the toll-free line
- Establish communication with appropriate local government networks
- Post emergency information and instructions on _______ Web site
- Contact NARA Regional Archives
- Establish communication with FEMA and NARA offices

**Provide or coordinate emergency services**
- Obtain appropriate permissions to enter disaster site from public safety authorities, public health department
- Deliver services to repositories in need
- Connect institutions in need with services (send vendor list from state ARM emergency plan)
- Recruit volunteers
- Provide supplies
- Facilitate trips
- Conduct assessments
- Assist with public relations
- Provide recovery assistance
- Contact outside emergency services providers
- Confirm funding sources for emergency services

**Educate and train responders**
- Coordinate deployment of staff and volunteers to affected areas
- Train response and salvage crews

**Protect vital records or those containing sensitive or personal data**
- Assess status of secure storage facilities
- Check condition of vital records
- Obtain appropriate storage space for threatened vital records
- Determine if microfilm or other duplicates of vital records are stored elsewhere
- Assist affected agency or repository to establish salvage priorities

### Using the FEMA Conference Line
800-320-4330

The toll-free conference line may be used by any state archives and/or records management agency for records-related planning or response purposes.

To schedule a call on the line, contact a CoSA representative:
- Vikki Walsh 315-335-0278 / 315-321-0549
- Jennifer Britts-Fredrich 573-655-7068 / 573-650-3041
- David Comstock 675-864-3714

The CoSA representative will relay your request to FEMA staff who will lock in the schedule for the calls (to prevent overlap of conferences) and maintain a log of all conference line activity.

CoSA will provide you with the pin number that call participants will use to connect to the conference call.

The toll-free line is for official use only, either (1) during emergencies and disasters or (2) for coordination calls for planning purposes.

The conference call line can hold up to 50 separate callers at one time. There is no maximum time limit on the length of a conference call; however each conference should be properly scheduled so that no conflicts with other uses of the conference number.
Reference Icons
MHAA Emergency Plan

**HEALTH THREATS**

**Enviromental Threats**
- Saharan Dust Event

**Human Levels Threats**
- Outbreak
- Epidemic
- Pandemic

**Contactos de Emergencia, Sistema de Notificación, Contactos de Emergencia del Personal**
- Roles de Emergencia
- Plan de Comunicación en Crisis
- Inundaciones
- Incendio
- Terremoto
- Tormenta Tropical y/o Huracán
- Apagón de Energía Eléctrica
- Apagón y/o Malfunción de Aire Acondicionado
- Filtraciones de Agua

<table>
<thead>
<tr>
<th>HEALTH THREATS</th>
<th>Sustancias Químicas y/o Material Peligroso</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Colapso Estructural</td>
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<td></td>
<td>Emergencias Médicas</td>
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<td>Vandalismo</td>
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<td>Alteración al Orden Público</td>
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<td>Amenaza de Bomba</td>
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<td></td>
<td>Acecho, Hostigamiento y/o Violencia Sexual</td>
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<td></td>
<td>Procedimientos de Desalojo</td>
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</tbody>
</table>
Salvage and recommended procedures

<table>
<thead>
<tr>
<th>Trainings</th>
<th>Procedimientos de Desalojo, Personas con Discapacidad</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Antes de proceder a procesos de salvamento</td>
</tr>
<tr>
<td></td>
<td>Daño por agua, obras en papel</td>
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<td></td>
<td>Daño por agua, fotografía y dispositivas</td>
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<td></td>
<td>Daño por agua, scrapbook</td>
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<td></td>
<td>Daño por agua, libros</td>
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<td>Daño por agua, record electrónico</td>
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<td>Daño por agua, pintura</td>
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<td>Daño por agua, textiles</td>
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<td></td>
<td>Daño por agua, cuero y cuero crudo (rawhide)</td>
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<td>Daño por agua, metal</td>
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<td>Daño por agua, madera</td>
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<td>Daño por agua, material óseo y caracol</td>
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<td>Daño por agua, plástico</td>
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<td>Daño por agua, cerámica</td>
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<td>Daño por agua, cristal</td>
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<td>Daño por agua, lítica</td>
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<td></td>
<td>Daños de fuego, cenizas y/o hollín</td>
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<td></td>
<td>Salvamento para Moko</td>
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<td></td>
<td>Durante y después de procedimientos salvamento</td>
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<td>Adiestramientos de Emergencias</td>
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<td>Disaster Kits</td>
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</table>
** Pre – Season: Preparation

TIP #2: Checklist everything

- Materials: Disaster kits
- Documents
- Volunteers for pre / after
- Resources : food, water
- Mental Health
**Pre - Season: Preparation**

Example:
Outdoor sculptures: cover to protect the most for incoming debris

Materials: plastic sheeting, tape and stretch wrap

TIP #3 Start from outside / inside - when having volunteers
**The Season: Event / Response**

**TIP #4 DOCUMENTS in the cloud and in your office / house / disaster kit**

**DOCUMENTS**

- Call tree :)
- Collection location plans (various copies but limited)
- Inventories
- Condition Report forms
- Damage Assessment Forms:
  - Institutional
  - FEMA standards

**nothing beats a good excel sheet**
Understanding the actual threat

- Time to activate your disaster emergency plan
- Talk among staff actual situation not only museum wise but home wise.
- Reinforce communication system (it's a most believe me)
**The Season: Event / Response**

Understanding your actual threat

**AFTER**

- Power Loss
- Flooding due to storm surge; broken pipes
- Structural damages
- After events: more rain, extreme heat!!!!!!!!!!

TIP #5: For extra big windows use paper to deflect sun/sunshine in the indoor area.

TIP #6: Use expandible foam to seal doors and other areas that are possible water leakage from underneath.
**Post Event : / Recovery**

**RECOVERY**

It can take from 6 to 5 years (and counting) after a catastrophic one

Know your local Cultural Emergency Group

Alliance for Cultural Emergencies of Puerto Rico

TIP #7: Check your "people" be mindful of everyone's situation

Books

National groups
Thank You!  
Gracias

¡Muchas gracias por su atención!

Chakira Santiago Gracia  
Museum Collections Manager  
Museum of History, Anthropology and Art  
University of Puerto Rico

chakira.santiago1@upr.edu