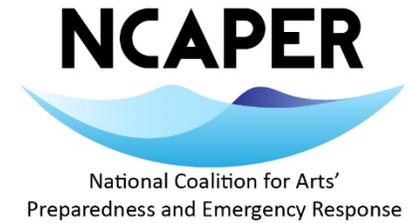




Before Disaster Strikes: Be ArtsReady

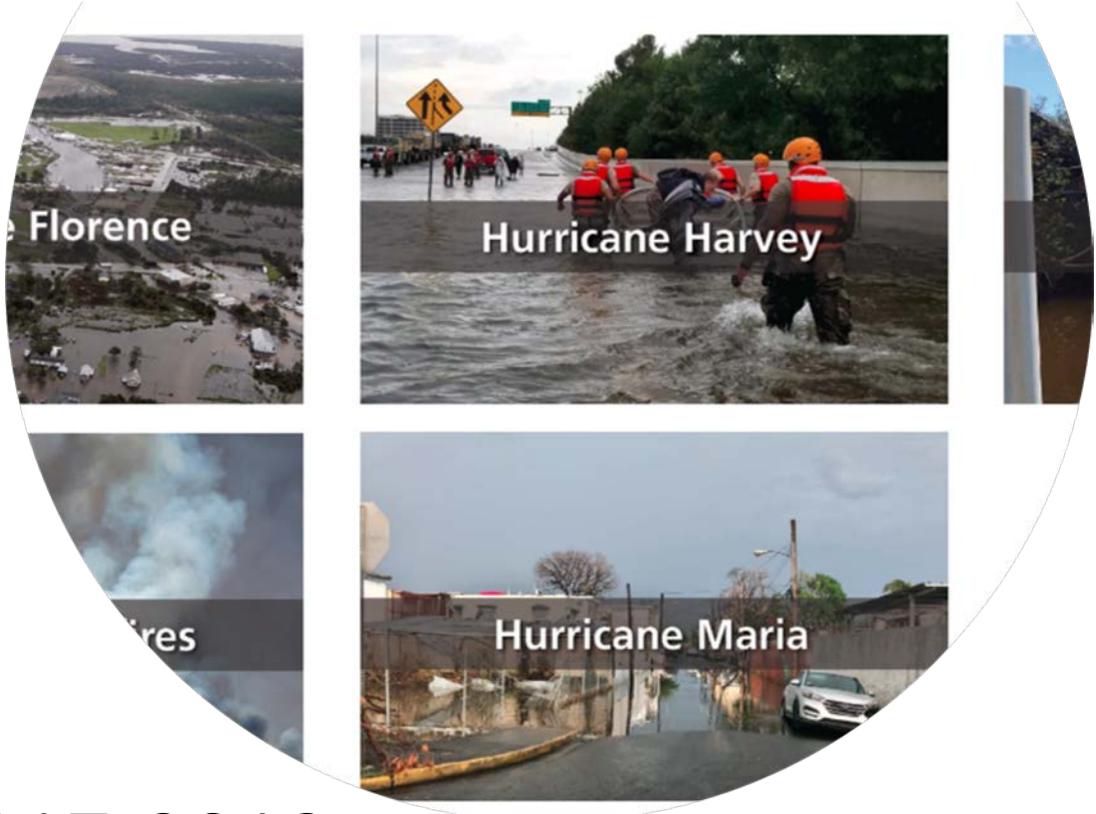
Delaware Arts Summit

Monday, October 28, 2019 10:15 – 11:30 AM



Presenter

Janet "Jan" Newcomb,
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Preparedness & Emergency Response (NCAPER);
and Performing Arts Coordinator, Performing Arts
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2017-2019:
An unprecedented series of events

**A wide
variety of
disasters –
both natural and
man-made
& some new
approaches**

Just since 2017...

- Hurricanes and flooding in Houston, Louisiana, Mississippi, Florida, Puerto Rico, US Virgin Islands, North Carolina & South Carolina
- Wildfires and mudslides throughout the West;
- Mass Shootings – Las Vegas, Pittsburgh, Florida, Charleston, Texas, Ohio, etc.

Many of these disasters affected performing and visual artists and arts organizations, libraries, archives, museums, and historical societies.

New approaches in disaster planning:

All-Hazards Plans

Whole Community Planning Across Arts and Culture

Dealing with disasters & crises over 40 years

HAZARDS



RISKS

① **Stalkers**

② **Regional flooding due to Hurricanes**

③ **Loss of major donors of a series**

④ **Roof collapse after excessive rain**

⑤ **Surprise 8-inch snow storm**

⑥ **Car crashing into office**

⑦ **Bomb threat during a performance**

⑧ **Clogged furnace**

▪ Danger to staff & students; no egress

▪ Devastating loss of life and property

▪ No reserve funds; no messaging plan

▪ Library in jeopardy; no reserve funds

▪ Cost of cancelling concert - \$50,000

▪ No access to office & files

▪ No plan or training for evacuation



Lessons Learned

- Get help assessing security.
- Know the state law.
- Develop incident management protocols.
- Rehearse what to do and how to evacuate.



Tales from Agnes

presented by



2 Regional Flooding Lesson Learned:

Know your vendors &
insurance policy



③ Loss of a donor

Lessons Learned

- Establish a reserve fund to mitigate unanticipated financial damage
- Create a crisis communication plan to inform patrons and other donors



4 Ducks
swimming on
Roof which
collapses due to
excessive rain
Lessons Learned

- **Know your lease liabilities**
- **Have a collections protection plan**

A photograph of a snowy winter scene. In the foreground, there is a large, snow-covered evergreen tree on the right side, with long icicles hanging from its branches. To the left, there are bare, snow-covered trees. The background shows a snow-covered landscape with utility poles and power lines. The sky is overcast and grey.

5 Regional Snow Storm on the day of performance

Lesson Learned:

- Publish a ticket refund policy
- Create a communication for audience & performers decision-making protocols for staff

⑥ Out of control car crashes into orchestra office two weeks before concert

Lessons Learned

- Designate an alternative workplace
- Back-up files to an accessible off-site





7 Bomb
Threat during
performance

Lesson Learned:
Have an
evacuation plan

⑧ Clogged flue



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Lesson Learned:
Schedule regular inspections to
to uncover Hazardous
Workplace conditions

The background of the entire image is a collage of US one-dollar bills, oriented in various directions. The bills are slightly faded and overlapping, creating a textured, financial backdrop. The text is overlaid on this background.

IT PAYS TO PREPARE

**Every \$1 Invested in Disaster
Mitigation Saves \$6***

**National Institute of Building Sciences, [The Natural Hazard Mitigation Saves: 2017 Interim Report](#)*



www.ncaper.org



www.performingartsreadiness.org



www.artsready.org



www.cerfplus.org



Arts Partners Promoting Readiness





NCAPER is a voluntary task force of national, regional, state and local arts organizations, public agencies, and foundations formed in 2006 in response to the significant losses and devastation suffered by artists and creative economies in the wake of 21st Century disasters.



*National Coalition
for Arts'
Preparedness &
Emergency
Response*

Project Components

- Service Reach:
 - Producing and presenting organizations
 - Organizations with and without facilities
- Outreach and Community Engagement
- Information Resources
- Training and Conference Programming
- Templates and Tools
- Circuit Rider Project
- Sub-Grants for Disaster Networks and Disaster Planning



Arts 2.0 READY.org

ArtsReady 2.0 is an updated, intuitive online emergency preparedness tool that is usable and functional regardless of an organization's size, scope or discipline. It offers customized plan elements for your organization, including a mobile app for incident management.



ArtsReady 2.0

Upgraded online preparedness planning tool launches late 2019

Improvements: production of documents, templates; flexibility to go as deeply as you want/can

All present can receive a one-year free subscription



What is Readiness? - Being in a posture to be resilient and prepared for whatever crisis or emergency may arise.

A Readiness Plan is a combination of documents, processes, and training that formulates what your organization will do should the unexpected occur. It's an organizational muscle that you train and strengthen over time...*and it's never done!*



Why Use the "All-Hazards" Planning Approach?

Rather than trying to anticipate all possible crises, no matter the cause, you determine your backup plans, policies and procedures for all critical business functions.

Objectives of an All Hazards Disaster Plan

- Identify and protect staff, artists, audience members, priority assets and vital records
- Reduce the risk of disaster
- Improve capability to resume operations after a disaster
- Increase ability to recover from damage to or loss of assets





What is Your Level of Readiness in the following Critical Area?

PEOPLE

Do you have emergency plans for Staff, Volunteers, Audience?



What is Your Level of Readiness in the following Critical Area?

Facility or Facilities

Whether you own, rent, or tour, or are part of a parent organization.



What is Your Level of Readiness in the following Critical Area?

IT

Consider Hardware and Software
back-up and contingencies



What is Your Level of Readiness in the following Critical Area?

Communications

Prepare & manage "stakeholder" messaging to participants, donors, the media, and general public



What is Your Level of Readiness in the following Critical Area?

Programming

Your mission activities -
Performances/screenings/readings,
educational activities, touring, exhibits,
grantmaking



What is Your Level of Readiness in the following Critical Area?

Finance

Includes insurance, box office, donations, vendor information



What is Your Level of Readiness in the following Critical Area?

Collections

Includes sets, costumes, musical libraries, legacy print materials such as programs & production posters



What is Your Level of Readiness in the following Critical Area?

Training

For different scenarios – involving chain of command, staff, volunteers, board of directors, etc.



What is Your Level of Readiness in the following Critical Area?

Community

Battle buddies in different regions,
cultural preparedness networking,
resource updates



Plan to Plan NOW

Step 1 - Determine who'll be on your readiness planning team.

Individuals who can help complete the risk assessment, and will be crucial in implementing your plan, will optimally be brought into the process early. Bring your master calendar, so that you can make good choices about when it's realistic to undertake readiness actions such as trainings and documentation.



Plan to Plan NOW

Step 2 – Begin collecting your Critical Stuff

ArtsReady 2.0 will help you centralize and organize material and information you may need to quickly access in a crisis, so start to gather emergency contact lists, insurance policies, banking information, evacuation instructions and maps, IT processes and protocols, and the like. Even if you never have a crisis, you'll be glad this crucial material is organized and up-to-date.



Plan to Plan NOW

Step 3 – Visit www.ArtsReady.org

Find more resources including *Conversation Guides* to help you discuss readiness planning at a staff meeting, Board meeting or with other departments. Sign up for a [Free ArtsReady membership](#) and be the first to hear about the release of ArtsReady 2.0. And visit www.performingartsreadiness.org; www.ncaper.org for more resources.



Discussion/Q&A



THANK YOU!

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