

Heritage Emergency National Task Force (HENTF)

Working Group Charter

Mission and Goals

Working Groups (WGs) are created to address specific issues that require the attention of a single-purpose entity within HENTF. WG members serve the full term needed unless co-chairs and Smithsonian backbone staff specify a rotation schedule for members. Changes to the terms and conditions can be made by agreement among WG co-chairs and the Smithsonian backbone staff.

The **Smithsonian backbone staff** – consisting of the HENTF administrator and 2 Smithsonian Cultural Rescue Initiative (SCRI) staff selected by the SCRI director – oversee operations, coordinate administrative needs, and report to the HENTF steering committee and membership. All WG activities, plans of action and reports, questionnaires, and other materials must first be reviewed and approved by the backbone staff to ensure close coordination.

Co-Chair Responsibilities

The composition of each WG must consist of at least two co-chairs (one from the HENTF steering committee and one from the general HENTF membership). The co-chairs in consultation with the backbone staff should:

- Regularly review the current members, their level of activity and their term length, along with recommending term rotations and/or new members
- Set the tone for WG work
- Ensure that members have the information they need to do their jobs
- Frequently consult with and report to backbone staff
- Convey operational and logistical needs to backbone staff
- Assign work to members, set agendas, and run meetings
- Submit quarterly updates on activities to be published in HENTF email updates/eblasts
- Initiate and lead an annual evaluation, a process in which members review their accomplishments in relation to committee goals and reflect on areas that need improvement

Member Responsibilities

The total number of members in each committee should remain manageable, generally no more than eight (8) persons to a WG. On occasion, when the workload demands additional assistance, members may be added for limited terms until a specific term is completed. The members should:

- Make a serious commitment to participate actively in the work of the WG, including substantive participation in meetings and discussions
- Volunteer for and willingly accept assignments and complete them on time
- Stay informed about committee and WG matters, prepare for meetings, and review and comment on minutes and reports
- Get to know other members and build a collegial working relationship that contributes to consensus
- Actively participate in annual evaluation

Communications Working Group

The purpose of the Communications Working Group is to create and maintain tools that will help Heritage Emergency National Task Force (HENTF) members: 1) obtain situational awareness during emergencies and disasters; 2) share resources with their constituents and gather damage assessments as needed; 3) empower constituents to effectively communicate with the public about cultural heritage and disasters.

These goals build upon each other and will best be achieved by focusing on each objective in chronological order. The Communications Working Group will need to stay abreast of new communications tools and integrate those resources into their project work.

The Communications Working Group will collaborate with other HENTF Working Groups to address related goals.

Goals for Year 1

Year 1 will focus on obtaining situational awareness during emergencies and disasters.

Outcome 1: Review the tools currently in use by HENTF members to achieve situational awareness during emergencies and disasters.

- Distribute a survey to all HENTF members to understand what tools are in use
- Summarize the findings of that survey and identify patterns

Outcome 2: Identify what emergency-related information is of priority to HENTF members.

- Pull details from survey to determine the information priorities
- Interview a sample of HENTF members for qualitative descriptions of their priorities

Outcome 3: Create procedures for sharing information about member activities.

- Stand up new platforms for situational awareness (such as conference calls for all members, secure online platforms, etc.)
- Create a guide for HENTF member representatives so they understand how to report their organization's activities and request assistance

Working group members may break into sub-committees to propose solutions.

Asset Mapping Working Group

The purpose of the Asset Mapping WG is to develop, coordinate, and strengthen effective outreach networks to support cultural institutions from the threats of disasters and emergencies. It will work to maximize the implementation of existing datasets of domestic cultural institutions – and encourage the development of new datasets where none exists – to provide timely support and advice to cultural institutions in need or at risk. It will collaborate and coordinate with state, tribal, and territorial cultural agencies to identify the extent and severity of damage suffered by cultural institutions.

The Asset Mapping Working Group will collaborate with other HENTF Working Groups to address related goals.

Goals for Year 1:

Outcome 1:

Review and vet existing datasets and maps of cultural institutions (such as Smithsonian Cultural Rescue Initiative's Virtual Student Federal Service [SCRI VSFS] intern work); AIC NHR Data, NPS Cultural Resource Spatial Data, and other data from HENTF members), and then provide the data to OEHP's GIS Coordinator, who would then create maps of geolocated institutions. Pilot maps can be created based on the states already "covered" by the VSFS interns. After refinement, work would continue on a state-by-state basis as disasters are declared. When these maps are developed, they can be mounted on the HENTF Dashboard (still under development) when disasters are declared.

Outcome 2:

Assess and evaluate procedures and protocol of State Historic Preservation Offices (SHPOs) and existing disaster response outreach organizations (including but not limited to Alliance for Response, National Heritage Responders, and National Voluntary Organizations Active in Disaster). What are the gaps in the response work of these organizations and how could the datasets and maps contribute to their efforts?

Outcome 3:

Determine and coordinate best practices for outreach and damage assessment efforts before, during, and after emergency situations. Closer coordination between HENTF constituents will help streamline outreach and assessment processes. How can HENTF members access and use these datasets and maps?

Working group members may break into sub-committees to propose solutions.

Resource Development Working Group

The purpose of the Resource Development WG is to examine existing resources and identify challenges in disseminating disaster preparedness, response, recovery, and mitigation resources before, during, and after emergency situations. Development of a resource toolkit will support institutional resilience and streamline/standardize/simplify HENTF messaging.

One element of the toolkit might be a roadmap to grants/grant-writing. This part will be more challenging and dynamic, as individual grants change over time. A roadmap might include federal and private sources, how to apply for DUNS/Grants.gov, and an overview of the public assistance process. Working group members might identify areas where workshops, mentorships, webinars, or other training might be appropriate.

The toolkit might include:

Resources for organizational preparedness (Performing Arts Readiness, AFR, etc.)

Resources for collection preparedness (organized by institution or collection type, to include information on development of emergency kits, etc.)

Preparedness checklists for imminent threats (similar to what Lori sends before hurricanes)

Boilerplate post-disaster e-mail/links/phone numbers to send afterwards (NHR, RAP, etc.)

Roadmap to FEMA PA

Roadmap to Federal Grants

Roadmap to Private Grants

Goals for Year 1:

Outcome 1:

Identify and categorize existing resources. Much of this exists on HENTF website and elsewhere, but how can we organize and categorize it to make it easier for small to mid-size institutions to implement? What are the key links, phone numbers, and contacts that we send to institutions after every disaster? How can these resources be standardized but still customizable?

WG members will volunteer to work on pre-identified topics such as library resources, etc. Information may be shared via Google drive or other platform.

Outcome 2:

Identify major challenges associated with post-disaster grant writing (collected from SCRI sessions?) Do existing resources help prepare organizations seeking grant support before, during, and after an emergency? If not, where are the gaps?

WG members will volunteer to contact field coordinators, funders, applicants, and others to identify known challenges associated with seeking funding post-disaster.

Outcome 3:

Synthesize information gathered regarding existing resources and known challenges to identify short-, medium-, and long-term solutions.

Working group members may break into sub-committees to propose solutions.

Draft Updated 6/10/2019