HENTF Members Briefing Notes

19 November 2020 • 2:00 – 3:30 pm EDT • via Zoom

Convened by HENTF’s co-sponsors:
FEMA’s Office of Environmental Planning & Historic Preservation and the
Smithsonian Cultural Rescue Initiative

AGENDA

2:00 Welcome
Corine Wegener, Director, Smithsonian Cultural Rescue Initiative (SCRI)
Lori Foley, Coordinator, Heritage Emergency National Task Force (HENTF), FEMA

HENTF Updates
Lori Foley

Poll question: HENTF Engagement
1. I have signed up to receive the HENTF News Brief.
   Yes – 68%
   No – 32%

The HENTF News Brief will be used to share info about disasters and new resources of interest. Also a way to highlight the work of your organization or agency in protecting cultural heritage. Sign up!

With only 11 days remaining of the official hurricane season, Iota is the 30th named storm of 2020. So far this year, there have been 108 major disaster declarations and 59 emergency declaration, including COVID-19 declarations for all states and territories and some tribes.

HENTF staff does not have the bandwidth to address every single disaster. Therefore, it is incumbent upon all of us to do our part in addressing the ones of greatest severity with the potential to impact cultural and historic resources.

Poll question: HENTF Disaster Coordination Calls
2. SELECT ALL THAT APPLY. I participated in the following HENTF coordination calls:
   14 Sept – IA derecho – 32%
   21 Sept – TX Hurricane Laura – 8%
   24 Sept – LA Hurricane Laura – 28%
   5 Oct – IA derecho – 32%
   15 Oct – OR wildfires – 28%
   None of the above – 48%

Coordination calls are a way to connect state entities with subject matter experts from the HENTF membership. Participation in calls will help the states understand the resources available and the experts who can deliver them.

Poll question: Damage Reports
3. Do you collect damage reports and share them with the HENTF Coordinator?
   Yes, always. – 0%
   Yes, sometimes. – 15%
   Yes, but rarely. – 15%
   No. – 70%
Vast majority never reach out to collect damage reports and share with HENTF Coordinator. How can we improve upon inter-group communications to ensure that we can obtain info from the ground? From HQ, we might hear of odd instances, but we rely on what’s happening on the ground. You are the middle person who can convey, from the ground up to HENTF and federal level, if assistance is necessary.

Reach out to your constituents or members in the following states and ask if they suffered damage, ask if they need assistance, ask if they know of an institution that suffered damage: AL (from Sally or Zeta), LA (from Laura and Delta), MS or GA (from Zeta), OR and CA (from devastating wildfires).

The Virtual Student Federal Service (VSFS) interns at SCRI have been compiling state lists of cultural institutions and arts organizations. If you have members or constituents in the following states, please pass Lori your list(s) so they can be incorporated into the master list(s): OK, NJ, DE, AZ.

2:20  

**HENTF Working Group Updates**  
Nana Kaneko, SCRI Program Manager for Cultural Disaster Analysis  

Minutes from all three working groups are posted to the HENTF Members Portal. Password protected; email hentf@si.edu to request access.

**Asset Mapping**  
Andrew Robb, Library of Congress, co-chair with Deidre McCarthy, NPS  

A lot of ideas come from coordination calls from affected states following a disaster declaration. At that stage we know something has happened in a particular area. We can begin to reach out to organizations that may have been affected. We don’t have to wait for them to contact us; we can begin gathering resources so we can respond effectively OR we can find them and ask them if they need assistance. Much assistance can be provided remotely or virtually; may not have to deploy people. Or can tailor deployment on what we know.

Our charge: to advocate for generation and sustainment of these lists at state level. Don’t want to be in the business of owning lists. Currently the WG is having fruitful discussions on how to work with states and FEMA regions to do this better, e.g., to incorporate list upkeep into state mitigation or local EM plans.

White paper is WG charge: to identify/develop best practices, identify gaps, move forward helping everybody in as common a way as possible across states, tribes, territories.

**Poll questions: Asset Mapping**  
1. SELECT ALL THAT APPLY. What sector or sectors does your organization represent?
   
   a. Historic Preservation – 44%  
   b. Archaeological Sites and Resources – 19%  
   c. Museums – **56%**  
   d. Libraries – 48%  
   e. Archives – 41%  
   f. Arts Organization/Artist Community – 22%  
   g. Arts and Humanities Stewardship – 22%  
   h. Emergency Management – 19%  
   i. Tribal – 26%  
   j. Government Administration – **not noted**
2. SELECT ALL THAT APPLY. How would you describe your use of GIS technology?

   - My organization uses GIS. – 30%
   - I use GIS regularly for work. – 11%
   - I have some experience with GIS. – 26%
   - I have no experience with GIS. – 52%

3. Does your organization have a dataset listing arts organizations, cultural institutions, or historic properties/sites/organizations?

   - Yes – 59%
   - No – 41%

4. If you answered Yes to #3, would you be willing to share your list with HENTF to assist in the creation of state- or territory-specific lists of institutions and properties?

   - Yes – 52%
   - No – 48%

Communications
Sid Caesar, iTEMA

Interested in not just one-way but two-way communication between everyone in the field and everyone who could use the info that is coming from emails, surveys, reports, etc. Today: concentrating on outgoing messaging.

2 sets of poll questions:
Set 1: Concentrating on when HENTF in general (or Lori specifically) sends out emails and other important info – how does that go from you to your partners and collaborators and those around you where you work? Is that an easy process or not?

Poll questions: Communications, 1 of 2
1. Do you forward Lori’s "HENTF Action Requested" emails?
   - Yes, always. – 38%
   - Yes, sometimes. – 29%
   - Yes, but rarely. – 4%
   - No. – 29%
   - I am not permitted to forward emails from outside my organization. – 0%

2. Can you forward the HENTF ACTION emails yourself, or do you need to get approval?
   - I can forward the emails on my own. – 92%
   - I need approval from 1 other person to forward the emails. – 0%
   - I need approval from 2 or more people to forward the emails. – 4%
   - I am not permitted to forward emails from outside my organization. – 4%

3. If you do forward the HENTF ACTION emails, do you notify Lori via email or cc her?
   - I send an email to Lori. – 8%
   - I cc: Lori. – 12%
   - I do not let Lori know that info was forwarded. – 63%
   - I do not forward emails. – 17%
4. Do you know how information from the HENTF ACTION emails is being used by the people/groups you share it with?

   Yes, always. – 17%
   Yes, sometimes. – 12%
   Yes, but rarely. – 21%
   No. – 50%

*From Chat box:*
2 similar comments: I don't forward emails but repackage them and send them in our organization's regular newsletter/social media. So, I share the information, but not through forwarding the direct message from Lori.

*Set 2:*
Don’t know how to measure when messages go out from Lori, esp. if there are specific emergency messages, how to capture info to see how far and wide broadcast goes. Concern: they’re not going as far as we need them to go.

In every organization, communication is always one of the first problems in a disaster.

**Poll questions: Communications, 2 of 2**

1. Do you forward HENTF emails without modification?
   
   Yes, always. – 56%
   Yes, sometimes. – 22%
   Yes, but rarely. – 0%
   No. – 22%

2. Does your organization have its own template for sending out ALERTS/emergency response messages?
   
   Yes. – 22%
   No. – 71%
   I don't know. – 7%

3. If your organization employs its own messaging template(s) for emergencies, could you share them with the Communications WG (*[snells@si.edu](mailto:snells@si.edu)*)?
   
   Yes. – 8%
   No. – 25%
   I don't know. I’ll have to check. – 67%

Sid: WG will work on developing additional set of suggestions for HENTF to ensure that the message goes out, it’s easy to understand, easy to digest, and especially when there’s a request for info, such as assessments, that that info gets back to someone who could use it.

**Resource Development**

Elaina Gregg, Foundation for Advancement in Conservation

Main priority – identifying gaps in resources and resource distribution. Talking about guidance and information resources, not funding. Working to organize existing resources based on when organizations and individuals need that info.
Added a link to a Google doc in Chat where the RDWG is collecting resources: https://docs.google.com/document/d/1GketMdYR5YWgrURzrBvTbDZoRGxwPhRl2pqdkN36YYI/edit?usp=sharing. Asking members to add resources that they use by January 15. RDWG will follow up with messaging.

Poll questions: Resource Development
1. Which category is most lacking in information or guidance for cultural institutions and arts organizations?
   - Preparedness – 22%
   - Response – 17%
   - Recovery – 26%
   - Mitigation – **35%**

2. Which category offers you access to the most information or guidance?
   - Preparedness – **65%**
   - Response – 14%
   - Recovery – 4%
   - Mitigation – 17%

*In next question, "resources" refer to guidance and information, NOT $$.*

3. SELECT ALL THAT APPLY. Would you like to have more resources to address the disaster timeline: [Participants unable to choose more than one]
   - Months before an event – **43%**
   - 1 week before an event – 13%
   - 24 hours before an event – 9%
   - 24 hours after an event – 13%
   - 1 week after an event – 9%
   - Months after an event – 13%

*From the Chat box:*
Our organization is learning a bit on the fly as to how we distribute information as we try to be more proactive. High brass is cautious with mass distributions as a professional member organization.
Lori Foley: Understandable. If we can at least get some parameters established or ways to make it easy for "high brass" to see and green-light announcements, that would be great.

4. Do you receive requests from your constituents for disaster-related resources?
   - Yes – **61%**
   - No – 39%

5. What resources do your constituents need more of?
   - Preparedness resources – 15%
   - Immediate collections care – 30%
   - FEMA Public Assistance/Individual Assistance – **35%**
   - Other (enter your answer in the Chat box) – **20%**

*Other from the Chat box:*
- What to do when your museum/cultural institution may be closing permanently
• Disaster assessment training and individuals willing to assist (less than 10% of those trained)

2:40

HENTF Working Group Breakout Discussions and Reporting Out

Asset Mapping
Good examples from PR, some more recent activities, both in recovery & response, at state and federal level. Need to balance data-quality issues: are we too aspirational, or do we have something useful? Across EM cycle, data can help with mitigation, preparedness, and of course response & recovery, when people need technical assistance of all kinds. Good discussion for collecting best practices.

If anybody in community is interested in contributing lists, reach out to Andrew or Lori. If you have examples on mapping cultural assets – good and bad – also reach out to us. Will help us with our white paper.

Communications
In communicating messages from HENTF, many elements are important:
• Title in subject line
• Length of message, esp. when thinking of sharing it with other partners
• Making a determination of whether message is routine or current event/emergency, no-notice disaster event
• Timing of when message is released

Resource Development
• When asked where people are searching for resources, HENTF came up repeatedly
• Variety of resource formats would be helpful: one-pagers, interactive tools, podcasts, and videos
• State-by-state one-pager with necessary contact info would be helpful
• While water-based event resources are saturated, need more resources on other disasters – earthquakes, fires
• Will be consolidating data from polls and breakout to guide how resources will be organized

Lori: We’ll take comments and constructive criticism and recommendations to heart. Will build out and incorporate suggestions; will come up with more activities in the future.

Partner Update
Jan Newcomb, NCAPER: Received NEA grant and matching Mellon Foundation funds to create field guide on FEMA and SBA services for artists and arts organizations. Will be helpful to everyone. Many people have misconceptions of what is and is not available; will cover what to do, how to apply. Final product: downloadable document. Bids are out.

Lori: Topic for discussion at next briefing – colleges and universities that might be forced to close as a result of finances. Disposition of GLAM (gallery, library, archives, museum) collections is very problematic.
Bethany Hawkins, AASLH: AASLH is going to be releasing a white paper, “When a History Museum Closes,” in the next few weeks on our website at www.aaslh.org.
3:15  **Wrap-up and reminders (Lori)**
What can you do as a HENTF member?
- Volunteer to participate in a HENTF Working Group.
- Send Lori your members lists for OK, NJ, DE, and AZ.
- Reach out to your colleagues in affected states to inquire about damage and pass info (even if it’s “no damage”) to Lori or to hentf@si.edu.
- Please act when Lori asks for your assistance. (Deleting the message doesn’t count.)
- We’ll reconvene in February for our next briefing.
- Join me in thanking:
  - The SCRI team, specifically Liz Kirby and Nana Kaneko for shepherding the WGs, and Colleen Carroll for getting us through the Zoom meeting.
  - The WG co-chairs, who did the heavy lifting for this briefing: Andrew Robb, Sid Caesar, and Elaina Gregg.

3:30  **Adjourn**