HENTF Annual Members Meeting Notes

Strengthening the Role of HENTF Members

Smithsonian Castle Library • Washington, DC • 13 June 2019

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

AGENDA

8:30 am  Check-in
Coffee and tea in the Smithsonian Castle Library

9:00 am  Welcome
Corine Wegener, Director, Smithsonian Cultural Rescue Initiative
Lori Foley, Administrator, Heritage Emergency National Task Force
Dr. Richard Kurin, Distinguished Scholar and Ambassador-at-Large, Smithsonian Institution

9:30 am  HENTF Member Introductions – Cori
Share name, title, and a few sentences about what your organization is and does, and what you would like to get out of this meeting. (See Participant List.)

Outcomes – Lori
• Understanding of:
  • HENTF actions during response and recovery
  • Actions that HENTF members can take individually and in collaboration with one another to support HENTF objectives
• Commitment to increase engagement in HENTF
• Commitment to increase engagement between HENTF federal agencies and HENTF private nonprofit entities

10:30 am  Break

10:45 am  HENTF Working Groups (WGs)
Background and Overview

Intro to HENTF Working Groups – Lori Foley, HENTF Administrator
• Drew up the following list of actions at 2017 annual meeting
  o HENTF serving as a clearinghouse
  o Address sustainability of HENTF
  o Define our capabilities, strengths, and gaps
  o Asset mapping
  o Member and public training
  o Planning
  o Partnerships
  o HENTF brand/identity and resource development
From these actions, some topics have emerged as priorities following disasters. HENTF steering committee has created 3 working groups (WGs) based on those priorities:

- Communications
- Asset Mapping
- Resource Development

This is a starting point; there will likely be additional/different working groups in the future. HENTF members are encouraged to step up and serve as co-chairs of the working groups. Co-chairs and SCRI have developed guidelines and outcomes for the first year of the working groups.

Refer to Working Group Charter and Descriptions

See also Working Group Overview Slides

COMMUNICATIONS WORKING GROUP – OVERVIEW

Co-chair: Jessica Unger, Foundation for Advancement in Conservation (FAIC)

- Technology will be an important tool to consider; the WG will need to stay abreast of technology used in crisis communication and throughout HENTF institutions and make sure those tools are being used effectively.

- Communication among all partners is essential to disaster response and will be an important project for this network. Additional opportunities for coordination with other working groups.

- First Goal: Situational awareness
  - As defined by FEMA: “the ability to identify, process, and comprehend the critical information about an incident—knowing what is going on around you—[requiring] continuous monitoring of relevant sources of information regarding actual incidents and developing hazards.”
  - The primary objective of the first year
o How to address situational awareness internally. Establish a system to understand what each of our network activities are, how to best respond to any unmet needs, and how to ensure that we are communicating effectively with our constituents.
  ▪ Some HENTF members have access to immediate and up-to-date info about an incident; others do not. Different pieces of the puzzle need to come together to create a more comprehensive view of the needs of an incident and how to best address them.

o As we move forward, a solid foundation of situational awareness among HENTF partners will help achieve subsequent goals.

- Effectively Sharing Resources & Gathering Damage Assessments
  o As other WGs establish what information should be shared with constituents, the Communications WG can determine a way to streamline that process and determine what tools will be most useful in doing so.

- Distributing and Gathering Information
  ▪ In the immediate aftermath of an event, what information is essential to share? A wealth of useful resources has been developed, yet sharing them in a digestible way and at an appropriate time can be a challenge. Work with Resource Development WG to determine the best time and way to share.
  ▪ What info do you need to gather from your constituents? Work with Asset Mapping Resource Group to coordinate targeted outreach to gather damage assessments and determine immediate needs.

- Public Relations & Advocacy
  o Building your organization’s – and your constituents’ – capacity to talk about the importance of protecting cultural heritage during emergencies and disasters
    ▪ Public relations toolkit
    ▪ Advocacy toolkit
    ▪ . . . highlighting your role in HENTF!

- YEAR ONE FOCUS: Situational Awareness
  o Review tools currently in use
  o Identify what emergency-related information is a priority to HENTF Members
  o Created procedures for sharing information
    ▪ MODEL: National Voluntary Organizations Active in Disaster (NVOAD)
      ▪ Cooperation
      ▪ Communication
      ▪ Coordination
      ▪ Collaboration
    ▪ Create a place where information lives

COMMUNICATIONS WORKING GROUP – MORNING DISCUSSION

Facilitator: Jessica Unger

Participating organizations: AAAM, AASLH, ATALM, CCAHA, CERF+, EDEN, IAEM, IMLS, NEH, NHA, SCRI, and Smithsonian–NCP

Question: How does everyone obtain situational awareness? It is the first 48 hours after a major weather event and you are monitoring from afar. Where do you go for information? Is it via a digital app? Or a
particular website? Do you call in? What tools are you using to get a sense of major disasters to understand what’s happening?

Answers:

- HENTF calls
- Communicating with Lori
- National Emergency Management Resource Center [NEMRC] Facebook group
- Emergency Managers Weekly Report [Facebook group]
- WebEOC (only available for certain groups, e.g., state employees)
- LiveSafe phone app – a commercial product that is used by governments and universities. Currently being used by the Smithsonian’s Office of Emergency Management
- IMLS [Institute of Museum and Library Services] – We contact our grantees in the area and see if a library could help in a pinch or change some of their funding/money to help another one.
- Social media
- Others look to when NEH Chairman’s Emergency Grants (up to $35K) are triggered. Helps to get a sense of the response level.
- Ready.gov has helped at a grassroots level
- Alliance for Response networks

Discussion:

- Wider discussion on how this Communications WG would work with the Resource Development WG. How can this group become a trusted voice? How can this established network tap into its resources?
- Example: FEMA Daily Operations Brief, which includes locations that are or may be affected, weather forecast, geological issues, and even goes into which states are doing pre-declaration damage assessments. Also refers to the state’s emergency management agency site but it might be hard to get information there because the staff would be consumed with response.
- When this group sends information out it needs to be in every format possible.
- Need to tailor information to multiple different needs. Discussion about an information triage system: Green, Amber, Red, and Black alert system.
- CERF+ – Sometimes there is a failure of communication between artists and the state’s Arts Council. When CERF+ reaches out to individual artists, it comes down to relational reports. There are some parts of the country where CERF+ has partners and constituents, and we can directly help. In others, such as the area affected by Hurricanes Michael and Florence, those communities were quiet, and it was tough figuring out what happened.
- Suggestion that any communications from this group should be proactive first, then reactive. Something could be sent out 2–3 weeks in advance to remind people of post-event resources. Keep it in prominent and easy-to-access places.
- Suggestion of a toolkit or a preparation checklist for small institutions
- National VOAD [Voluntary Organizations Active in Disaster] – FAIC is a member. They communicate via a standing biweekly call (every other Thursday at 3pm) and discuss current disasters. They use Yammer, which is similar to Facebook. Other VALs [Voluntary Agency Liaisons] and members of VOAD post updates to it.
- FAIC would like to create a situational awareness dashboard.
- IAEM [International Association of Emergency Managers] also recommends preemptive information, in-person, on-site. Talk to nonprofits and ask them if they are protecting the things that will keep them in business (e.g., records, business contracts, and/or customer database).
- CERF+ sends out tips but not sure how to check if people are reading it.
- Suggestion of some standard information that is plastered everywhere, like a magnet. (Connecting to Collections did an info-magnet.)
- Suggestion to look into local fire and police communications because they are the ones that will be contacted first when something happens. Mine them for data they have collected about cultural heritage institutions or communicate more about how they need to do walk-throughs at cultural institutions. Any kind of outreach with them is beneficial.
- Discussion of insurance companies and what they require – do disaster plans help insurance premiums?
- EDEN [Extension Disaster Education Network] has an app that it uses in the Dakotas and could be adapted for others.
- Suggestion of reaching out to meteorology groups – they can help us craft our proactive information better because they know the weather event timeline better.
- How can this group interact with the list used by FEMA’s Disaster Survivor Assistance Teams? They go door-to-door and are given a list of things to look for. They could record institutions, addresses, accessibility to it, observed damage, etc. They already have 6 categories.
- Suggestion of finding more case studies – who has responded to a disaster involving collections? Need to share their lessons learned. Interview them and share the results.
- Example from NHA [National Humanities Alliance]: We have resources, but they are primarily meant for pitching stories to the media that bring attention to a collection. We have a Humanities toolkit, which talks about pitching the humanities projects, after an event, as a way of bringing attention to a collection that may be under threat. We also have access to databases. We think about post-emergency outreach. Building support for the long term.

Identified issues:

- Filtering information or getting the right information to organizations that ask for it
- Identifying all of the cultural institutions in the area after the fact. You can go back in the tax records, but it’s difficult.
- Databases need to be managed and updated.
- Continual emphasis that property protection is not the first priority in a disaster situation
- There is not a networked system to tap – disparate groups exist, which makes targeting information difficult.
- Membership organizations in HENTF do not have a reporting tool.
- When requests do come in, they are fragmented and are not detailed. Sometimes the types of collections affected are not clearly articulated. No information on hazardous materials. Artists’ studios and conservation labs often have different and potentially hazardous materials to deal with.
- Bandwidth – FAIC doesn’t have the bandwidth to think about advocacy, but it wants to give a voice for the work that is happening and why it’s important. Also wants to diversify and not always rely on the same people.
ASSET MAPPING WORKING GROUP – OVERVIEW

Co-chair: Andrew Robb, Library of Congress

- WORKING GROUP
  - Develop, coordinate, and strengthen effective outreach networks to support cultural institutions from the threats of disasters and emergencies
  - Maximize the implementation of existing datasets of domestic cultural institutions
    - How do we bring them together? They are non-communicative now.
  - Encourage the development of new datasets where none exists.
  - Collaborate and coordinate with state, tribal, and territorial cultural agencies to identify the extent and severity of damage suffered by cultural institutions.
  - Need to be mindful of where we should focus our efforts to do the most good – AR advocates for focusing on small/medium institutions as they benefit from this kind of assistance, whereas larger institutions don’t necessarily need it.

- GOALS
  - Review and vet existing datasets and maps of cultural intuitions
    - Create maps with OEHP GIS coordinator and/or other federal mapping entities
  - Review how State Historic Preservation Officers (SHPOs) and existing disaster response outreach organizations respond to emergencies
    - Are there gaps? How can datasets and maps contribute to their efforts to fill these gaps?
  - Determine best practices for outreach and damage assessment
    - How can we coordinate our efforts? Is there a role for datasets and maps?

- EXAMPLE
  - Map of cultural institutions affected by recent flooding in Nebraska

ASSET MAPPING WORKING GROUP – MORNING DISCUSSION

Facilitator: Andrew Robb


AR: We’ve been talking about this since 2017 kick-off meeting; important to know where holes are. Are there things I didn’t talk about? Unfeasible things? Gap between ability to do this is getting smaller. This is doable; we need to figure out where we get started. Useful model is seeing what those ahead of us in historic preservation area have done. Section 106 legislation is a place where we can see if they have a good model.

Jaime Loichinger: Some states have pretty advanced GIS layers for historic properties, not sure how they interplay with other GIS layers. There are more states now that have that kind of info available.

AR: Down the road we can get into how granular to make distinctions regarding cultural assets.

Andi Mathis: Important to map artists and arts orgs because they’re the backbone of the arts sector, crucial to economic, social, and cultural cohesiveness. Need to know what kind of help they need. Connect to state arts agencies.
AR: Under the **National Disaster Recovery Framework**, part of federal planning process, natural and cultural resources are equivalent to ESF #11 on Response side. There is some tension and animosity about why we should be involved in this. People’s cultural resources are important to them after they establish that they are safe. Reaching out to the Whole Community in a consistent way is important. Need to reconcile lists as HENTF.

Dixie Booker-Lair: Exciting from FEMA perspective. It’s all doable. First step is collaboration with state and local governments and federal agencies to see if their data is sharable. Need to get MOUs on what can be shared. I sit at the NRCC [National Response Coordination Center], so when a disaster strikes, I’ll do GIS for them. That’s my second job. All the data that’s available for the disaster, I already have access to. That can be brought in. It’s just a matter of what do you want to see, what kind of data have you collected. Identifying forms you use and what some of those needs are. Standing up surveys, simple surveys that can hit an internal database. Need a database server located somewhere, copied to other parts of the nation. If one goes down hit by a disaster, we’ll have another one.

AR: Nebraska Museum Association gathered names of cultural institutions; state library system, historical societies, and archives are in those lists. Do people know we have those lists and what people are going to do with them? On a technical level, how do we maintain lists so that they remain accurate? What kinds of resources are needed?

DBL: That would be at the state level.

Erik Hein: States decided that there isn’t a comprehensive database. We’re focused on making sure that data is sharable. That way it’s up to people responsible for it, no duplication issue. Not possible at a national level. SHPOs are the official record keepers for their state. They’re going to have issues with releasing data to other people’s databases. Agreements in place enable qualified individual access, but there are criteria involved.

DBL: Best is to identify where those state authorities are, their contact info, need to go to the state for that authoritative data, and it’s per disaster.

EH: Every SHPO is different, might have broader cultural asset mapping capabilities. Many SHPOs are part of environmental resources or parks and rec, only have statutory authority mapped. Within a state, need to recognize there may be 5 or 6 different levels to go through, various service organizations.

AR: What is HENTF’s role in this? We could focus on an advocacy role reaching out to emergency managers and SHPOs, it may be incremental, on a historic structure side.

EH: We still have states that do not have operational GIS systems, entirely paper based, state laws, everything has to be on paper.

Jesse Lattig: Issue of digitization, need money and resources.

John Nelson: On oil spill side, dealt with this as well. Programmatic agreement for oil spills. When something occurs a SHPO will allow a trusted agent to share info with a party. There might be a programmatic agreement to get to existing info.

EH: We have that with FEMA already.

JN: We have existing resources, there are 2 things we need to access, existing things and created things.

Katelynn Averyt: We [Smithsonian Cultural Rescue Initiative] collected info through Lori’s HENTF coordination calls with state cultural agencies and associations. Asked if they have datasets to make available to us, and we
use those resources to conduct damage assessment outreach. We’ve taken datasets for Hurricanes Florence, Michael, and Midwest flooding, used interns to crosscheck datasets. Best resources have been local institutions. Gathering info in a timely matter is important. Frantically cleaning the data is not efficient.

AR: In Nebraska, there were a few problems following the flooding. Pointed out that we can go down this path, but if we’re spending resources that raise questions and is unnecessary, we return to the issue of advocating for a state-based dataset more consistently. But do we focus on places that have developed best practices? Interesting hearing everyone’s perspective. People wonder why LOC is coming to meetings. We have technical expertise, we’re a federal agency, but no staff to deploy. We need to be judicious; what are our aspirations and what are practical accomplishments?

EH: Advocating for digitization and mapping of data in general and that they’re up to a certain standard is key. Advocating for cross-platform capability is important. Advocating for funds for entities to get there has been our stumbling block.

JN: Pushing info to states is also needed. In NE flooding, contacted by SHPO, they had their data, but they were in a small agency away from emergency operations center. Didn’t have data FEMA was producing about high-water marks; we don’t have a layer to put over it. In WebEOC, a lot of that is available. Can that be accessed by state?

DBL: Yes, late 2017, we put out a Hurricane Incident Journal. You can look at things that are happening in pre-real time. We might have days before a hurricane and projections. They do a lot of analysis. That is freely available to the public and can be distributed to states. NOAA does weather risk, has layers in real time. All info is in real time.

KA: We’ve worked with hazard layer projections.

EH: Taken before accounting for cultural resources. We should be advocating for states to include cultural asset mapping.

AR: Massachussets has a very explicit set of data for cultural institutions as opposed to historic structures. From education point of view, describing these boundaries that they are practical and real, even when I go to these at a federal level, what does C for culture include? First goal: determine what we have and understand it.

DBL: We can develop our own applications for HENTF, state can use it as a resource. It’s really going to be a huge collaboration with the states. Identifying the data, what type of data do you have, what do you want to see first, and then grow the program from there. Critical first step is identifying the data, what do you want to see and do?

Lisa Palmer: Is it the local perspective or HENTF?

DBL: What does HENTF need and want to see? Asset mapping would be for HENTF. Still need to be careful about what to share, many legalities. Some states have to be specifically qualified to do data and not retain it for something else. Point to state, here’s the expert, this is who you need to go talk to.

AR: If people volunteer their info to you, is that OK?

DBL: Yes.

AR: We’d need someone to keep track of these agreements.
Annie Newman: Maybe there are several lists. One for privacy concerns. Advantage of having examples to share to show what’s possible. My concern is how is the environment evolving or shifting? All of those calculations may be off now and need to be recalculated. Saw a presentation by our state climatologist (DE), asked him what is the saturation? He was reassuring but said that in this one area the water level in one day was 6 inches more than it has ever been. Is that a new trend? We need to keep our eye on how the climate is changing in relation to those maps. What needs to be digitized? Where are our priorities?

DBL: Probably in high-flood areas.

AR: Flooding related to rivers was due to ice and groundwater issues.

Vicki Lee: We know there’s a museum or archives in this fluke of a strange weather occurrence. Get them info.

DBL: You can visually see that at a glance, pulling data live from authoritative sources. If you have your facilities mapped, all the other layers can be added onto it.

KA: Following Matthew, we worked with NOAA data to track storm surge and inland flooding, the path of the hurricane. If it’s layered, we were able to prioritize areas.

DBL: Seeing the before and after, there’s imagery available for that, a slider on a digital map to see the damage.

EH: What are we hoping to do with this info? Is it better to focus on making sure that institutions know how to reach HENTF or HENTF reaching them?

AR: That’s an important question. For the nonfederal agencies, you have lists. Maybe some of this is you need assistance/guidance on how you can put your info out there. Maybe we’re providing guidance about what that platform can be. What are the things we want to do? It’s frustrating to be on calls looking at declarations of varying levels and feeling like I can’t report out much about what I see as risks from my end. I see from a preparedness and response point of view, I have nothing to add.

LP: A pragmatic approach, from natural history perspective, would be useful if we can pinpoint all the collections. Some of us have loans to natural history collections. It would be useful to know the status of our items on loan and how we can assist.

AR: Datasets: there’s an issue about how we support people that want to take info that they already have and get it into a GIS system, what are the legal issues, learning from historic preservation.

EH: Our resources are locationally based.

LP: I work collaboratively with a lot of colleagues at small museums. If they lend their specimens and collections, it’s important info to have.

AR: Permissions point of view: it takes a lot of time to figure out where the library is, for example, if it’s on a research campus. I want to know where the collections are.

LP: We’ve had things lost in the mail going to places too, transportation. If I go to my colleagues and say do you want your info on a public website, and they say yes, how much pushback will they receive?

DBL: Do you want to share it with the public on that level. Is there a need to share it? You’re opening yourself up too much to legal problems.

LP: I just want to know where collections go to whether there are centralized repositories.
EH: I understand if you have assets, but as HENTF are we just going to contact them and ask if they need help? What are we doing? It would be easier to just amplify and say if something happens contact HENTF. That way they’re maintaining their data.

DBL: Lori has to reach out and send info to them, so having that mapped and automated is going to relieve her responsibilities.

KA: With our intern-based mapping, we prioritized organizations, then interns worked through Google Voice, calling institutions that may have been affected, conducting preliminary damage assessments in about 10 questions, and then asking if they needed extra help and assistance. Provided National Heritage Responders information, NCAPER information. Distributed our findings to those orgs so they could do their own reach-back. For NC and SC, we contacted over 700 institutions. For the most part, they were happy to hear from us.

VL: In a disaster, people don’t have time to call HENTF and say we need help. They’re busy emptying their basements. We’ve been doing this since Katrina and people don’t know these organizations exist. It’s a fallacy to think they will reach out to us. It took me years at Maryland State Archives to learn what a SHPO is. SHPO: State Historic Preservation Office/Officer. In PR, we met the SHPO when we were at the Museum of Art. They don’t have the time or resources.

AM: What happens if SHPO facilities are damaged and can’t get the info out? Would be important to have lists in advanced.

KA: Many lists only have names.

VL: Talking about nontraditional things: Theater companies only available through arts orgs. Issue in Haiti: went to radio station, has a collection of all local programming. Still need to check on that collection.

DBL: Social media will feed you that info if they know you exist. Already doing that inside FEMA, been established.

AR: From gap analysis part, data use and privacy issue, need consistency about how this works. HIPPA, we obviously need to have a better understanding of that landscape. NHR in theory we can deploy to places if we had the funds. We could pre-stage ourselves.

Connie Bodner: IMLS – we’re interested in where all the museums are.

KA: We used the IMLS Museum Data Files a lot.

CB: We started with the 990s, federal data files that are already out there with no privacy problem. We got caught up on how to define a museum. If we’re looking for anybody that says they’re a museum. Our goal is that because we made that data available, we’d want someone to write a grant proposal to work with the data for the benefit of the museum. Pull it in more mechanized ways.

AR: In that incremental way, lots of things will be going on. But that seems to be a low-hanging fruit activity. As a library we collect info and convey it all the time. I feel like I have some license, but if we’re sustaining something and using it in certain ways, it becomes an entirely different matter. What are the real legal constraints so that when we’re doing this for our own groups, we’re doing it in an informed way?

EH: We’re reconciling two different things. Data about cultural institutions and sensitivity issues from SHPO perspective. Historical buildings are usually not an issue. It’s individuals who’ve been contacted. The problem is archaeological resources.
AR: We’re trying to find a generic word that covers all of these things, maybe not only asset. Are we on the same page?

KA: Is there a response mechanism for SHPOs for archaeological resources?

EH: They handle that internally.

DBL: Not standardized across US.

LP: Many institutions are not covered. We should give everyone the benefit of the doubt. HENTF could say we’re here with resources.

DBL: Locating folks and mapping is the challenge.

LP: Natural history community is willing to help, may take time. I think there are large museums with financial constraints as well.

AR: Goes back to sustainability and updating info. What do we mean when we say small- or medium-size institution? That’s more of an anecdotal thing. Sometimes they need different things. We need to be aware of that in our outreach efforts, that it’s not a one size fits all.

DBL: You can’t have all the info you want to see on one map. You’ll have different levels, for those folks who are interested in looking into GIS, look up Map Journal. A good product to start with. Will have different tabs to flow through different data.

JN: Is there something we can provide with this info? If we do develop a stand-alone product, maybe provide hazard mapping overlays for small/medium-size institutions. That dataset could be available so a small museum without an emergency plan can determine what zone they’re in and how to prepare for specific hazards being in a high-risk area.

AR: That was the intention of the Washington state map, for preparedness purposes. Tsunami risk was not well understood in the city and schools were at risk. That was a part of what they were trying to do. HENTF has historically done preparedness things such as the Salvage Wheel and documents. Hurricane Katrina flipped that. What do we want to be focused on?

VL: It’s good to have something to offer in exchange. Whether its podcasts or webcasts, various resources easily available.

LP: If you’re at the Field Museum in Chicago they have collections outside the museum.

Jesse Lattig: Open-source heritage inventory and management systems are free and specifically designed for institutions, but it’s another system to learn. Standardization of data is a challenge. Useful to know what’s there.

AR: Thank you for coming from California; we are East Coast–centric. Earthquake risk is another obvious place where you’re not going to see it coming.

DBL: You’ll have the fault data and can have a target buffer zone.

JL: Hazard and vulnerability assessment is huge. How can we work with state offices?
RESOURCE DEVELOPMENT WORKING GROUP – OVERVIEW

Co-chair: Tatiana Ausema, National Endowment for the Humanities

• How we got here
  o Originally started as a grant-support WG looking at how HENTF can help overwhelmed institutions find and apply for funding, but quickly realized that before we can even start supporting these institutions, they would have questions on organizational preparedness, developing an emergency toolkit, Public Assistance, etc.
  o Decided to step back and look at what resources are currently out there and how HENTF can best promote existing resources, develop new ones where needed, and as a group standardize the materials that are pushed out during a disaster.
  o HENTF website has pulled together existing resources and broken them down into response and recovery, federal resources, resources for public and historic property owners, and planning and mitigation resources. How can HENTF help contextualize this information to make it less overwhelming following a disaster?
  o Each HENTF organization represented in the room has a tailored audience and resources available for them. How can we look across all these resources and organizations and provide easy-to-digest information?

• The WG Objective
  o To review existing resources and identify challenges in disseminating disaster preparedness response, recovery, and mitigation resources before, during, and after emergency situations
  o The RDWG will also identify gaps in existing resources and resource formats; look at methods to get the right resources to the right people at the right time, e.g.:
    ▪ Printed docs (in multiple languages)
    ▪ App
    ▪ Podcast
  o The outcomes of a HENTF toolkit to organize existing resources and offer ready-to-send material such as:
    ▪ Boilerplate post-emergency emails with links, phone numbers, and emails for key resources such as the National Heritage Responders
    ▪ Preparedness checklists for imminent threats
    ▪ A simplified overview of the Public Assistance Program and how it applies to cultural heritage institutions
    ▪ “Roadmaps” for applying to federal and private grant opportunities

• Activities for YEAR ONE
  o Identify and categorize existing resources
    ▪ What are the primary cultural heritage resources in the areas of disaster planning, response, recovery, and mitigation?
    ▪ Which resources are most appropriate for each phase of emergency management?
    ▪ How can these resources be organized and contextualized to support outreach and implementation?
    ▪ What constituencies are not well served by existing resources?
    ▪ What are the key resources to highlight after every disaster and how?
  o Identify the gaps and establish priorities
    ▪ What new resources might support HENTF’s mission?
- Possible formats for new resources
- What organization or individual has the appropriate knowledge to develop new resources?
- What resources will offer the greatest benefits to HENTF members and their constituents?

RESOURCE DEVELOPMENT WORKING GROUP – MORNING DISCUSSION

Facilitator: Tatiana Ausema

Participating organizations: AIC/FAIC, APT, CoSA, LOC, NAGARA, NATHPO, NEH, NFPA, SBA, USACE

- BUILDING CONSTRUCTION AND SAFETY
  - The State Department is developing training programs for what the building is going to exhibit before, during, and after a disaster so that collections managers and curators are familiar with it. They can know the environment, structure, electrical, etc. so they are prepared for the structural changes in the building.
    - How engineers can help perhaps in the design in collections as well
    - This fits into one of the gaps of resources.
    - Could HENTF provide resources for specific scenarios like fire, earthquake, hurricane, etc.? Either on a HENTF member website and linked or directly from HENTF?
  - Checklist for the building condition specifically
    - Regions and local chapters could get involved to assess and make the specific institutions and buildings aware of their condition.

- RESOURCES THAT WE NEED (GAPS)
  - Workflow for disaster that HENTF WG could establish/work on: some resource/number that you contact that then takes you along a specific web path to point to specific resources. It should be interactive.
  - Small and mid-size organizations need that support and resources to identify their own particular risks and prepare. How can this WG help?
  - GAP that this group can help with: the safety aspects
  - The 30-day timeline for Public Assistance can be incredibly challenging
    - Especially for small nonprofits
    - Checklist and roadmaps for these institutions so that they do not get overwhelmed or miss deadlines
    - Could be a good gap to fill
    - It would be easier for a nonprofit to put together this information with input from the federal government
      - Federal institutions are very limited and structured in what and when it can send out info.
      - HENTF, as a member organization, has a little more latitude in what it can send out and when.
  - GAP that needs to be filled: Communication ahead of time. Establishing emergency protocols in terms of communication, who to contact, how to contact, back-ups, etc.
• MODELS
  o Performing Arts Readiness, model that takes organizations through specific situations, could create a model for cultural heritage; there perhaps already is one.
    ▪ State Department and construction is mainly post-disaster
    ▪ Now developing pre-seismic activity anticipation of damage, pre-damage needs to be better developed
  o How standardized are resources that are disseminated in a disaster?
    ▪ Library of Congress emergency team phone
      • Standard form that is filled out, don’t have to answer the questions, but don’t have to know the answer; put out the query to the other experts, connect to that particular person within the network of experts. Goes into a Google spreadsheet that everyone can see, and the experts can assist where appropriate.
      • We could have a HENTF internal form, potentially to support all members.
    ▪ Distributing standardized, specific-enough information can be very difficult; don’t have a list of, for example, 500 museums in Nebraska
      ▪ Maintaining the list is a problem.
  o Do we need liaisons within representative organizations?
    ▪ Compiling the list is fairly simple, but again the problem is maintaining the list, having someone update contacts.
  o The purview of this group is to determine what resources and information to send out on those lists.
    ▪ Wildfire information difficult to come up with and pull together
      • Communication with health and safety groups and fire safety

• BUSINESS SIDE AND RESOURCES (Small Business Administration): Disasterassistance.gov
  o Already directing businesses and individuals to that portal.
  o That website does not have any information for cultural heritage institutions; should try to add resources for cultural institutions.
  o Disaster Assistance Improvement Program Working Group (DAIP)
    ▪ Always looking for additional and updated information and resources
    ▪ Would be great to have someone on the RD WG be the liaison to DAIP
  o SBA Disaster Loan / Public Assistance – can be confusing and challenging
  o SBA opens Business Recovery Centers following Presidential declarations
    ▪ HENTF could use those as well to distribute information, have one-on-one conversations. As least one center within 7 days (not fast enough for collections but can be useful for other recovery measures)
    ▪ Information resources for non-profits, one-on-one discussions
    ▪ SBA can invite other groups in as well to provide guidance and information
    ▪ SCRI has sent individuals to DRCs before but not fast enough to disseminate that information for collections

• ACCREDITATION
  o Adding questions about disaster plan and preparation to American Alliance of Museums (AAM) accreditation/review process could be useful
    ▪ Part of the Museum Assessment Program (MAP) (pre-accreditation)
    ▪ American Library Association (ALA): require that information to be taught?
• Generally taught as an elective class
• Can be incorporated into a collections management class within a library school
  - This could be something that this WG could contribute: pre-packaged information that could be incorporated into the curriculum
  - Schools working group in RSFLG (FEMA Recovery Support Function Leadership Group)
  - HENTF accreditation for museums?
  - Look at what is part of ALA, AAM accreditations as a start for determining what the gaps really are

• CODES – National Fire Protection Association (NFPA)
  o 914 (historic structures), 909 (museums, libraries, places of worship)
  o Now expanding past just fire protection, going into life safety; emergency plans are now going to be enforced as a part of 914 and soon to be added to 909
  o Useful to have guidance for museums for implementing and complying?
    - Who is really checking at very small institutions?
  o YES: helpful for this group to provide best practices, guidance, resources, etc., especially now that it will be code required
    - Need to make it seem achievable for these small organizations as well
    - How do we do that and how do we prioritize what happens at different points?
      * Start really high and then start chipping away
      * Most important: focus on pre-event activities (90%)  
  o Council of State Archivists (CoSA) did webinars for Puerto Rico and then made 6 videos, could be a useful resource to send out
  o SUBGROUP to review existing materials to determine what should be disseminated
    - How can we review, work with Communications WG to figure out why these resources are not reaching the right people at the right time?
  o Public service announcements (PSAs) – recordings on saving family treasures in Nebraska; offer to other states such as Iowas that could use that same consistent, clear, concise messaging

• TALKING POINTS
  o GAPS to fill: resources, especially for smaller institutions in pre-disaster prevention, during a disaster, and post disaster. Some of these gaps include providing structural and engineering information to the institutions and specifically to collections managers.
  o Preparedness and mitigation, response, recovery resources (different phases as a way to divide and disseminate these resources)
  o Think about what is appropriate for various institutions; many larger institutions are already prepared and have the necessary resources
  o Really target small and midsize institutions that need access to these resources
  o Collect all resources together, and then expand and identify the gaps
  o Identify internal-only resources that would be good to have as a template
  o Earthquake information; not a lot of info about building systems beyond health and safety
  o ALSO need to consider non-collections–based institutions, e.g., historical buildings, archaeological sites, built environments, performing arts
  o SUBGROUP within this group: where is the overlap among all of these types of sites? Come together to see what resources are needed by all, by some, etc.
  o Could create an outreach form to determine what works for certain groups
  o Curated list of resources that is HENTF approved/reviewed
The Working Groups through the Lens of a Disaster Scenario

Overview of Discussions and Introduction to Scenario

- What do you do?
- What would you like to do?
- What do you need to be able to do that?

Lori Foley introduced the disaster scenario, asking each group to consider: What would your Working Group need based on the various stages of the disaster cycle? Look at the disaster scenario provided in the packet through the lenses of mitigation, preparedness, response, and recovery, where response is immediate, and recovery can take months, years, or decades.

Throughout the response and recovery timeline, FEMA and its federal partners strive for a seamless transition from response to recovery. Please consider how your organization would be able to provide resources, what activities they could conduct, etc.

Refer to document Disaster Scenario – Response
WHAT HENTF DOES IN RESPONSE

HENTF seeks to answer the question: “What is the primary threat to cultural resources?” Where “cultural resources” is broadly defined and includes more than just archaeological sites and records, but also the contents of collecting institutions, such as museums, and could also include the building itself. HENTF focuses on finding out who has been affected—typically we don’t know who and where they are. The first step in identifying who has been affected is to reach out to state cultural agencies and associations, regional associations, arts organizations, etc. and ask who their constituents are and what they know.

Katelynn Averyt of SCRI explained how SCRI Virtual Student Federal Service (VSFS) interns help with data collection and outreach:

The Smithsonian Cultural Rescue Initiative (SCRI) works with several undergraduate and graduate VSFS interns during the academic year on the project “Assessing Damage to Cultural Heritage after Complex Emergencies.” The interns compile datasets using information gathered from state cultural organizations per Lori’s request, as well as from open data sources such as OSM (OpenStreetMap), AAM (American Alliance of Museums), and IMLS (Institute of Museum and Library Services) Museum Data Files. The interns then “clean” the data, organizing the information based on location and priority, removing duplicates, and ensuring accessibly. After the dataset has been cleaned and prioritized, interns call potentially affected cultural institutions using an outreach script to check on staff, buildings and collections, and conduct preliminary damage assessments where needed.

Throughout the data collection outreach effort, activities were coordinated, and information was shared with the Heritage Emergency National Task Force, the Foundation for Advancement in Conservation’s National Heritage Responders, and any additional state cultural organizations that would like to participate.

During the 2018–2019 academic year, SCRI’s VSFS interns responded to Hurricane Florence–related events in North Carolina and South Carolina, Hurricane Michael in Florida, and spring flooding in the Midwest.

Lori Foley explains that HENTF would then work closely with John Nelson, ESF #11 National Coordinator at the Dept. of the Interior’s Office of Environmental Policy and Compliance, to gain situational awareness through coordination calls.

Within your Working Group, discuss what your group would be doing.

COMMUNICATIONS WORKING GROUP – RESPONSE

Question: How would this working group respond/react?

Responses:

- Group recognizes that there are two populations in the scenario, which may mean tailoring different messaging and communication efforts
- Immediate health information first: seek shelter immediately, watch area, and take care of yourself
- Secondary information, which is also dependent on timing: implement preparedness measures (Example: staff at a library with pre-cut plastic sheeting could drape it over shelving before they left)
- HENTF community should submit information so group can have situational analysis.
- Identify things that organizations could do in certain timeframes, but be aware of importance of life safety.
- There needs to be coordination and collaboration with the Resources WG on what the Communications WG is sending out.
- Utilize the members database because the HENTF organizations are trusted entities. Especially after a disaster, there are scammers and people do not know who to give information to.
- Question about first responder community and where they factor in – When HENTF sends an alert, should first responders know that cultural organizations might be affected? Or is this the role of Alliance for Response and other cultural heritage emergency networks?
- Discussion of ESF #11 contact information
- Discussion of the established information services available: 911 is not the only outlet. EDEN uses 211, which is a social service agency. It communicates information but diverts away from the life-safety measures.
- Discussion of a script for 911 or 211 centers. Provide 4–5 bullets of information. Different recommendations for weather warnings or watches. Need to be succinct.
- It would be interesting to consider setting up a “-11” number for cultural organizations, but it also depends on the state. Different organizations monitor the -11 numbers (e.g., United Way oversees 211 in one state but not another).
- Everyone needs different information presented in different ways. Facebook pages can be easy to use, but how do you filter the information? How do you send information out through them that is helpful? Social media presence should be strong and people should rely on it. It needs to be built in advance. Should this group utilize specific crisis pages on Facebook?
- Suggested the CrisisCleanup.org model. Once an area has been declared at a certain disaster level, there are preliminary damage assessments and Google identifies the IP addresses, which then advertises through Facebook where people should go if their house has a tree fallen on it, etc. A VOAD can also go in, assess, and tag things.
- Example of data collection: EDEN uses Response Notes, which is a Qualtrics-supported form. It acts like Google Forms and is embedded on our website. They have trained over 400 delegates to fill these out, no matter how limited the information. The form is then emailed to everyone and actions are taken. It’s easy to build systems but it’s another to standardize.
- Understanding that there needs to be key messaging at specific points of time. Work with the Resources WG to remind people to get collections out of the area depending on how many hours are left, reminding them to activate preparation measures.

**ASSET MAPPING WORKING GROUP – RESPONSE**

John Nelson: In ESF #11 Response, I try to paint a picture to FEMA about natural and cultural resources. FEMA goes through different reporting requirements, trying to determine the current scenario and situation. In the immediate response, our goal is to try to gather information and prepare for recovery, in our bucket at DOI. There are immediate concerns like generators or records that we need to address. Try to facilitate response and recovery actions with FEMA using mission assignments. I work to educate FEMA and try to act on it as best as possible while understanding limitations.

AR: Is info getting to you? Are you requesting info?

JN: For me it would be useful to have a map to tell the story. Oftentimes we don’t have pinpoint accuracy – just that there are impacts to cultural resources. FEMA is moving towards dashboard approaches to visualize...
everything. It’s moving away from a written report to visual numbers and colors. Anything we can do, FEMA would like to see a visualization of these things.

AR: It could be from a dashboard point of view: you might have a yellow light for natural, green light for cultural, but need a way to assess and measure that.

JN: Top of report is just icons with colors.

Ann Hitchcock: What we would be able to do is that color-coded map of National Register properties. It will vary state by state. Because of Katrina, the integration, not all the states have the info available in the same way. But basically what we can do is this: GIS facility can do a map and they can plot the outline of what the predicted areas are. They can keep updating that. They can do the prediction and post-event. Prediction would help you prepare and contact the SHPO and organizations that would expect to be impacted. Then after it happens, you may lose contact but at least you’d have a pretty good idea of what was hit. Maybe you can do some mapping, the insurance industry constantly does area surveys, incident or no incident. So that’s not quite as easy and not so much us, but FEMA is having interagency conversations with them. They get aerial views so you can begin to assess the damage before getting on the ground.

AR: When you’re dealing with that assessment at the geographic location, you’re not getting into what’s in that location? Can that info be shared with HENTF?

AH: We share it with whomever wants it. Insurance agency collects addresses. Theoretically that’s what we can do right now. Where the storm is predicted and map National Register properties within that.

AR: That info about where the storm is going could be useful for other people.

AH: After it hits, it’s available for NOAA, which can adjust that map. It’s a pretty easy thing to do.

CB: I contact our IMLS grantees. On the library side, get in touch with state library agencies. We share Lori’s information. Sometimes we’ll pull a list from grants management database, but I get 75% kickbacks on that because it’s outdated. If there’s a connector to impacted area and ZIP Code that would be helpful. We’re not terribly nimble in response.

LP: I’m filling in for Cathy Hawks. From the member perspective, SPNHC [Society for the Preservation of Natural History Collections] doesn’t have paid staff. Cathy gets an email from Lori and we share it with the membership. We have colleagues in those areas that email us. We don’t know who’s actually in those areas.

KA: AAM [American Alliance of Museums] doesn’t have a strong database, not as comprehensive as you’d expect.

CB: IMLS [Institute of Museum and Library Services] has grant management and museum universe database datasets.

AN: COSLA [Chief Officers of State Library Agencies] has contact with libraries in the nation. It varies by state whether to work with society for museums. In DE, I have colleagues, state archivists, for the most part the historical societies. We act through a collections grant, linkages of the small museums and historical societies, provide training for those who want to digitize their objects. It would be super helpful to have the mapping tools to assess weather situation to help get the word out. On the library side, my interest is more in getting things digitized.
EH: Lori contacts our SHPO director. My members individually have agreements with FEMA that cover their release of data that they have mapped in their states. Sometimes that data is comprehensive, sometimes it’s piecemeal; includes National Register data, eligibility data. Not to say everything is listed in the National Register. We can share with FEMA National Register–eligible archaeological sites, cultural landscapes, information that is permissible to be shared. Some survey info is 25–30 years old. FEMA works with SHPO to deploy on-site survey to identify unidentified historical resources.

AR: On the Library of Congress side of things, we take care of our collections and we worry about things we have on loan. It leaves us in a place where we’re not directly affected. We don’t have a clear obligation to do anything either. Oftentimes we’re waiting for asks for assistance. We work with HENTF partners to assess situation and see what’s needed. With Harvey it was useful to work together to deal with contaminated water. We’re trying to be mindful of what’s happening in that location but also books, paper, and photos. From a technical-expertise side it seems we’d only care about damaged libraries, but most cultural institutions have those things. I’m not going to feel constrained to libraries. We’ll sometimes do trainings.

Donna DeFrancesco: At FEMA, our primary focus is supporting survivors. We house the National Response Coordination Center. We try to address 11 or so critical info requirements for by collecting data and in support of the region that’s affected, as well as trying to help feed the Senior Leadership Brief and actualize mission assignments with additional resources. Most of those requirements we get with coordination with our regional offices and through HENTF. The one requirement that needs more info is what cultural resources and historic properties are affected or at risk. We would like to be able to address a little more info about that.

AR: Is there more of that available for natural resources?

DD: We don’t have it on the natural side as well. We’re less concerned about the impact to natural resources and more about cultural properties in immediate response. Determining the the risk to people from natural hazards is a requirement we address. When we’re sheltering people, are those shelters in a floodplain? Are they at risk? Cultural and historic properties at risk.

AR: Is that risk info available for HENTF?

DD: Those briefs go back to Lori. The more clarity we can get on cultural properties, the better we can target what’s needed.

RESOURCE DEVELOPMENT WORKING GROUP – RESPONSE

- What is your organization doing now, what would you like to do, what do you need to be able to reach that level?
  - Library of Congress
    - For staff with preservation expertise, reach out to affected institutions: Are you OK? What do you need?
    - Also share the website to provide information that they might need
    - Might all do that individually rather than collaboratively
    - Email: Copy LOC members on it, include specific links that are necessary and direct
    - Andrew Robb watches the radar to see where storms are and shares that info
      - Ideally, share resources before event occurs
      - Don’t have the bandwidth to always be doing that
With an Asset map, would know where institutions are

- Foundation for Advancement in Conservation (FAIC)
  - For hurricanes, send a notice out with preparedness information and a hotline number, alert volunteers that there has been an incident, and wait for reports
  - Never did hear about institutions in the Florida Panhandle that needed help

- State Department
  - Would be good to overlay volunteers from the area and map them out
  - Learn how search and rescue efforts are established
  - Human capital resources
    - Know where people are and what they need

- National Endowment for the Arts (NEA)
  - Not a first responder
  - Contact state arts councils to see how they are
  - Talk to state arts agencies and let them know that after they assess and look for other funding, open to talking to them about funding
  - Don’t have a designated disaster fund
  - Forward emails from HENTF, FAIC, etc.

- National Endowment for the Humanities (NEH)
  - Don’t have specific emergency and disaster fund; look at the budget
  - Only allowed to respond to federally declared disasters
  - Fund state humanities councils

- TOOLKIT
  - Provide information to state councils so that they are not just waiting for the information from other institutions

- LARGER ISSUES
  - What is the order of operations? How do we know who to communicate with?
  - The biggest hurdle is not the information but the communication and figuring out who is there and how to contact them

- PSAs from Nebraska
  - Very exciting because information was cast to the broadest possible audience – provided outreach to people who we don’t know are there/can’t communicate with

- National Coalition for Arts’ Preparedness and Emergency Response (NCAPER)
  - ArtsReady as a tool
  - Precursor to Performing Arts Readiness

- Conservation Center for Art and Historic Artifacts (CCAHA)
  - Email blasts, mailing lists, social media
  - Very basic information out there
  - Provide number to AIC National Heritage Responders
  - 24-hr emergency communication phone number

- National Archives and Records Administration (NARA)
  - Information that is sent out is very limited in scope
  - Task force that is at least able to triage
  - Centralized communications kick off a series of operations
  - Learning since Katrina
  - NARA has resources on website for the public
- American Library Association (ALA) and Society of American Archivists (SAA)
  - Preservation Week and MayDay, public programming
  - All programming to help the public
- Council of State Archivists (CoSA)
  - Sponsored donations and relief, corporate sponsors
  - Emails from Red Cross, etc.

- Social Media
  - Private group with everyone you want to communicate with, with each having enough information that allows us to incorporate communication and asset mapping
- FEMA is there to support the State
  - Focus for cultural institutions
    - Debris removal
    - Reimbursement for repair and replacement of damaged facilities and collections
    - Helping the public understand the Public Assistance Program

**Response Report-out**

**COMMUNICATIONS**

James Hafferman, CERF+: People in warning or watch areas. Warning group is all about saving your life, getting out of the storm’s path, but we also recognize that during this period there’s opportunity to collaborate with the Resource Development working group. Messaging would come through text, email, phone calls, and we’d be working with HENTF to ensure first communication to HENTF members, and they would go to organizations to disseminate info to their constituents so it’s coming from a familiar voice. Need to communicate to first responders at local level. Info to state emergency managers that can filter down to local communities. Script to ensure consistent message so people know what to do and when to do it. Capitalize on strong social media presence. Begin to explore other models about needs and resources so HENTF can leverage that info.

**ASSET MAPPING**

John Nelson, DOI: We talked about what we currently do when it comes to asset mapping. We talked about the role we play in trying to get info to FEMA. Hazards that exist, real and historic data. Ability we currently have with existing datasets. Dashboard usage, color coding.

AR: There are some folks generating maps based on where risk is? Can that be shared back to HENTF members so they know where risk is?

LF: There are already overlaps, and in conversations it occurred to me that a lot of people were involved with Puerto Rico. We should convene a PR-specific meeting. Being able to share that info is vital.

**RESOURCE DEVELOPMENT**

Jeanne Drewes, LOC: Various people are sending out emails to contact colleagues, human capital they’re aware of, send eblasts, social media, mail from databases, looking at where there’ll be a disaster in advance. We’d like to have corporate sponsors we could call to donate supplies, to have more PSAs, so community understands what resources there could be, and just getting on the phone and calling colleagues. What are the areas outside of the disaster and who are the people that can be called on to help? Using Facebook to send out messages.
**Disaster Scenario: Recovery – Jump to Day 61**

**WHAT HENTF DOES IN RECOVERY**

- After 60 days, HENTF is still trying to identify cultural institutions in the affected areas
- What is the impact to tribal nations?
- Would be great to have asset map available for every county ahead of time, have a liaison at the state to continuously update that information
- Information about and tracking those in trouble
  - Are there those calling out for help whom we don’t hear?
- Direct institutions to salvage info and assistance from National Heritage Responders (NHR)
- SCRI works with Virtual Student Federal Service (VSFS) interns during the academic year
  - For damage reports, may conduct a phone bank in conjunction with state agencies and associations
- Continue to direct institutions to Public Assistance
- Following a Presidential disaster declaration, cultural heritage institutions have 30 days from the date of county disaster declaration to file a Request for Public Assistance (RPA)
  - Want to see more institutions get into the Public Assistance process
  - TEXAS: Following Hurricane Harvey, had HENTF liaison on the ground, NHR support, and Texas state network support
    - 300 institutions applied for Public Assistance, yet only 30 made it through the PA process, even though many more started but did not finish the process

LF: Next scenario, designated counties as of Nov. 15, shows state and FEMA priorities. Blue indicates county designations; pink, **Individual Assistance**; and yellow, **Public Assistance**. Our focus for cultural institutions is debris removal, emergency protective measures (sandbagging, evacuating collections to safer places). Louisiana has a great Public Assistance brochure, Florida is working on one.
COMMUNICATIONS WORKING GROUP – RECOVERY

- Group wants to understand the Individual Assistance and Public Assistance processes, which would be underway now. How would the group know if institutions have applied for help?
- Understanding the Public Assistance (PA) process is a challenge. It also relies on the state. PA is for public infrastructure or public institutions; entities need to provide a function that would normally be considered a government function, which is normally only helpful for nonprofit institutions. It’s also hard to explain how PA can help institutions and if they are even eligible. Maybe share examples of successful PA applications? Might be difficult with privacy issues.
- Discussion of the University of Texas at Austin phone-bank case study. Students called organizations in the Hurricane Harvey–affected area with a script to help assess the damage. There were challenges; many organizations were wary of sharing information. They didn’t have time to verify the source. More pre-event messaging needed to happen.
- IAEM shared an example that they sent postcards explaining the calling system and what organizations should expect. Through that program, they had an 80% increase in phone-call response.
- Further discussion of marketing HENTF and making it a recognizable symbol.
- NHA has a system they use for lobbying. People can send a text message to a number and it creates a letter for Congress. The system also reports the texter’s geo-locations which would be linked to Congressional districts.
- Recognizing the other challenges: stress and ROI. People we are communicating with have been dealing with loss at their institutions. Recognize that they are stressed, and it is challenging to absorb information. Redundant information is an advantage then. Need to assess which resources to invest in. We need to think from their perspective: they should ask, what is the ROI? Will participating in this activity lead to a positive outcome? How do we convince people? We have so many member organizations that have strong networks so we should capitalize on that.
- Strength of this group is that it offers peer-level support. With damaged collections, people feel this real burden. They are stewards of these collections and feel personal responsibility: we could offer a sympathetic ear to listen to that, offer resources to help.
- CERF+ is about to embark on a Disaster Prep Model. There needs to be regional activity that can feed up to a bigger group. Based on the hot spots. Wildfire region vs. floods.
- In addition to regional coordination, there also needs to be specialty coordination. Bringing those specialties together so they can connect with others. Zoos and botanical gardens do this already.
- Also explain how they can talk to the media, when the power is back on, about recovery in cultural sector. Impact on cultural sector. Just the long term. NHA covers this.
- Suggestion of a badge-of-honor system – like scouts’ badges – when organizations complete X amount of hours toward preparedness or planning.

ASSET MAPPING WORKING GROUP – RECOVERY

VL: Much like LOC, NARA [National Archives and Records Administration] doesn’t have presidential libraries or field offices in FL. In the other scenario with FEMA, we had both a presidential library and 3 records centers. We would check with the regional office out of TX, we would send out preparation info, and then keep an eye on things. We get some questions from the public or other archives. We have a [blanket purchase agreement] on our website that people can use as a template. 60 days out we would still be waiting for people to call us. Unless
John or someone from FEMA or DOI needed subject matter experts. We tend to be more nimble than LOC in terms of responding. If FEMA needs subject matter experts, we would probably send someone.

AH: What about vital and other county records?

VL: Only if they call us. Those would be state, not federal. If we got a federal request, we would respond.

AH: NARA played a big role in Katrina.

VL: I think they were federal court records. I think it was a FEMA request.

KA: 60 days out SCRI [Smithsonian Cultural Rescue Initiative] would still be helping to gather and crosscheck info, interns continue to do follow-up. It’s not just a one-off phone call. We work with John Nelson to help find Smithsonian experts to deploy on mission assignments. We’ve responded to PR and USVI. FEMA sets up DRCs [Disaster Recovery Centers] in the areas, we hold Saving Your Family Treasures workshops. We’ll take other SI staff to deploy to the area for about a week. They interact with the public.

JN: I don’t know how different we would be in response to recovery. We would be trying to gather info as fast as we could. Recovery for DOI is similar to response, just longer term in trying to bring in subject matter experts. It would be useful to try to create maps. I recognize there are challenges about data sharing and security.

AR: Would you still be stood up 2 months out?

JN: There is no end date or set transition date from response to recovery. We get mission assigned in PR to do things and we operate. If there’s still work to be done, it’ll be picked up by the recovery mission. PR and USVI were hopefully very unique situations. Different from FL or Carolinas or TX. They had more of an ability to respond.

AH: Recovery could be applied under response. Start mapping National Register properties that have actually been inspected, different colors for each. You would soon have a way to try to get to green on all of them. It’s under control. Maybe grants. For National Park Service, if you start to map where each of the sites were, apply that to grants programs, where money had gone down to the sites. We’re not doing that yet, but I think there’s potential. Start changing colors as you go to visit, do cost estimates, could do the same with museum collections. Need to have onsite visit to get that info.

AR: UFR [Unified Federal Review], could be a status.

AH: You could definitely map that. Unified Federal Review 106 compliance is trying to make common categorical exclusions. Need to make sure we’re not being redundant.

AN: As part of the mapping, helpful to know preparedness of the institution, criteria. If we know where they are, what else do we know?

AH: Could do mapping for all the grants being given. Could see how many grants have gone there.

KA: Part of AAM’s requirement is to have a disaster plan, could look at AAM-certified museums.

CB: NEH has emergency readiness grants. People are often wondering where grants come in. Recovery is where IMLS comes in. Sit in on NCR RSF [Natural and Cultural Resources Recovery Support Function] calls to see what we can do to help. Having a digital asset map will help us do what we do better. For Katrina we gave out some out-of-cycle awards, but this gets complicated. Generally, stay within grant cycle.

AH: Park Service often gets a special appropriation, but it comes way later.
EH: We’re 2 years out and no one has money for Harvey.

CB: There’s money there that nobody’s asking for.

DD: We don’t know collections. How many collections are there?

AR: Hundreds of thousands. From an institutional point of view, six figures.

CB: Our database has 33,000 locations identified as museums, but each could have 5 or more storage units in other locations.

DD: What is knowable?

KA: We have IMLS’s entire dataset, only done state by state, they’ve mapped all cultural institutions, arts organizations, historical societies, theater groups, galleries, arts centers. For NC, SC, part of FL, NE, each has 3–4,000 per state.

DD: The gap is the data of where the collections are.

AH: And whether they were impacted.

DD: We need a national base layer of collections.

KA: All cultural organizations we’ve talked to have expressed interest in having data available to them. Maintenance is a realistic expectation on our part, but state is willing to keep info and keep it current.

AR: Do we want continual baseline info to see progress?

AN: We need to get to the point of colors and icons of data. We do it and then each state needs to maintain it. It will vary from state to state to figure out who would do it. I wouldn’t get caught up in “we can’t do it because it’s too difficult.”

KA: For the who for each state, should be statewide emergency cultural organization. They have contacts with arts organizations, coordinating museum associations, and libraries.

EH: They’re in addition.

AH: We need to be sure to include social media.

RESOURCE DEVELOPMENT WORKING GROUP – RECOVERY

- List of specific people who have undergone specific types of training would be a great resource
  - People would need to sign a release form/volunteer to be a point of contact
  - Beyond National Heritage Responders, what are the resources/groups of people that we could utilize?
  - Legal ramifications would be complicated, background checks required?
  - What are the basic expectations and qualifications for volunteers?
  - National Heritage Responders, FAIC
    - Application and vetting
    - Inoculations, respirator fit-testing
    - Numbers have generally not been a huge issue; more an issue of who is nearby, especially in the Panhandle
Training local groups through Alliance for Response network
  - Utilize webinars
  - Keep track of who has responded, what their needs are, and how we have responded
    - Sometimes individual volunteers keep in contact and help them maneuver through the grant and proposal writing
    - Would be good to have some system to keep track, keep helping
  - NEA weekly or bi-weekly calls from organizations to keep track
  - Partnership/Mentorship model to match organizations in affected and non-affected areas

Materials that would make that relationship easier?
  - Facebook private group
    - This is assuming that there is service, but here we are 61 days out
    - Webinars and live teachings right on the platform
  - Redundancy issue
  - Set up mentorship for grant writing; some of that could be done from farther away
  - Checklist for what you need to have together before a disaster hits, information that you can provide for people farther away (such as in PR), know that more than one person has the password, etc.
  - Boilerplate information that you need for grants can all be gathered ahead of time

There is low bandwidth software out there, ability to send messages with poor service

Take care of your own
  - Check on mental health of the people that you deploy
  - Provide email blasts to address mental health, appreciation
  - Considerations for deployment and minimum training

FEMA may be able to bring federal conservators to assist specific institutions
  - FAIC can assist those not eligible for federal assistance

Consistency and continuity throughout communications

Pushing information out
  - Different learners process information differently; often content can be text heavy
  - Information that could be in videos or graphics, basic to advanced levels

Information regarding sites: send pictures to volunteers who will deploy

Augmented reality walk-through
  - To see something not the way that you are used to seeing it, how disorienting it is to see and navigate that space
  - Until you have the experience, it is hard to predict how you are going to react

Other resources that agencies would be trying to get out at this point in the process
  - Deadline for grants and funding would depend on where it fell in the cycle
  - American Institute for Conservation (AIC)
    - Collections Assessment for Preservation (CAP) program, apply any time, helps prioritize next steps and fundraising
    - Need a solid inventory; might be difficult if did not have that ahead of time
  - Architects and engineers
    - Working to correct any damage and retrofit so that that damage does not occur again
    - Need resources for how to navigate Section 106
  - National Trust for Historic Preservation
    - Looking for experts and contacts for specific types of materials
- FEMA
  - Identifying possible applicants, doing field assessments
- National Park Service
  - [Historic Preservation Fund](#) grant program funds disaster recovery specifically, goes through State Historic Preservation Office
- What are the grant opportunities and deadlines, including eligibility?
  - Federal and non-profit funders
  - Historic Preservation Fund
  - [Save America’s Treasures](#)
  - Congress occasionally shifts funds that are disaster specific and limited in scope from the Historic Preservation Fund
    - Takes a very long time to get to the people who need it, still no money for Harvey used yet

**Recovery Report-out**

**COMMUNICATIONS**

Need to get Public Assistance timeline out; 211 calls coming in, people asking for info. U of TX phone bank had an outreach script. Push notifications need to come from a trusted source – state emergency manager, Coast Guard, State, etc. to clarify it’s not a scam. Market HENTF, get the state/local/national organizations involved. Use a lobbying system, gives them geolocational info. Put survivors back in control, guide them on how to get info, and they can pull the info as needed. Target specialists.

**ASSET MAPPING**

There is a need for greater access to data, particularly access to location of collections and institutions. Should it exist in a single place like HENTF or through a network of partners? What type of data would that be? Primarily for the purpose of outreach and contact post-disaster. It’s a heavy lift to research if we don’t know where to go to search for that info. Cultural resource data is accessible by SHPOs, not often publicly available, only to agencies or individuals with credentials, but someday they may be available. How that info should play together is a mystery. Need to increase communication and access to locational data.

**RESOURCE DEVELOPMENT**

Mentorship to hook up affected institution with someone from outside who can help long term, continue conversation. Use Facebook communities with tips, Q&A, webinars. Need for psychological health info. Often, text-based material is heavy on content; could use more visual resources such as videos at basic and advanced levels to cater to varying needs. Create walk-through to train people to get a sense of the disruption, help people navigate Section 106. Provide info about getting money for historic preservation.

Anne Hitchcock: Historic Preservation Fund, Save America’s Treasures, supplemental for a particular incident such as Harvey or Maria, also managed under Historic Preservation Fund.

Erik Hein: Congress occasionally appropriates funds from Historic Preservation Fund for disaster recovery. Usually about $50 million, but it’s disaster specific. Submitted through SHPO and tribes, limited on what funds can be used for. Repairs for historic properties, pre-disaster planning and mitigation. Nothing proposed can adversely affect historic property.
Refer to document *Disaster Scenario – Mitigation / Preparedness*

**WHAT HENTF DOES IN MITIGATION AND PREPAREDNESS**

- Provides training
  - Heritage Emergency and Response Training (HEART): Emergency managers and first responders in the same room as cultural stewards to understand how they each work and what they need in a disaster
  - Every $1 spent on mitigation saves $7 on disaster recovery
- Let’s be proactive, not reactive.

*LF: For this portion of the scenario, working groups can address mitigation and/or preparedness.*

**COMMUNICATIONS WORKING GROUP – MITIGATION / PREPAREDNESS**

- Rebecca Elder, NHR coordinator, conducted a risk assessment workshop for ATALM [Association of Tribal Archives, Libraries, and Museums]. People were encouraged to walk through their facilities and take a hard look at the building itself and the collections within.
- HENTF member organizations have risk resources to share. FAIC has a risk assessment tool and Harvard has a Collections Emergency Preparedness Benchmarks document. These could be shared with members.
- The Library of Congress does a zombie apocalypse exercise every year. Andrew [Robb] is always bitten first to take him out of the equation.
- Recommendation to use social media posts. For example, September is National Preparedness Month. HENTF could send out 30 tips in 30 days.
- Recommendation to combine this with MayDay for an informational campaign. It happens before hurricane season and then returns in the middle of it – different ways for the messaging to stick.
- Make sure to capitalize on certain moments and communicate case studies and lessons learned. Also recognize organizations that are planning properly and demonstrate the reward that goes with that.
- Provide info from HENTF about long-term recovery and potential grants down the road. Understand short-term vs. long-term resources. Build a routine of messaging.
- Deliver messages via YouTube, counseling, on both preparedness and response, reiterating which numbers they can call.

**ASSET MAPPING WORKING GROUP – MITIGATION / PREPAREDNESS**

EH: Contact info very helpful in this process. GIS-based phone tree might be what would work.

AR: Use social media to watch what people are saying. Find out what people need and also ensure that they’re reaching out to us.

EH: Sending info ahead of time is key.

KA: Working groups can collaborate. Communications and Resource WGs develop info, we determine who to reach out to first. Don’t worry as much about outliers.
JN: The vision is a comprehensive app. Crowdsourcing, national map, alert different communities that we’re interested in cultural institutions. Take picture and add info, use crowdsourcing. Especially in areas prone to flooding.

EH: 2 models: FCC TCNS [Tower Construction Notification System] for Indian Tribes and Native Hawaiian Organizations, HUD’s TDAT [Tribal Directory Assessment Tool. Systems designed to deal with tribes. Both are opt-in systems where tribes register and note their areas of interest. Could be GIS or county based. They register and we can push info. It will automatically generate lists and create a contact mechanism so they can participate. Start using networks and partners to get word out to ask people to register and send them regular communication.

AH: Need to send at least quarterly updates.

JN: Under oil spill project trying to modernize TDAT to make it more dynamic by drawing things on it.

EH: When there’s not a disaster, do continuous outreach, get them into the notification system. County based, get their address, get geocoordinates.

AR: On a response level it’s about having relationships at that time.

EH: What tribes do we contact for a project?

CB: Addresses problem of finding storage areas.

EH: Could ask if they have multiple locations and get those addresses.

LP: Digital storage locations also need to be considered in addition to physical. A lot of our collections are inherently hazardous. Some of our collections contain radioactive material. Most collections have historic pesticides. Need to flag hazard collections.

EH: Could be part of a checklist.

VL: Opting in and getting occasional updates speaks to communications of a trusted source. Will take that info more seriously and have buy-in.

AR: Could scale as a pilot program to see how it works. How much support would you would for outreach? Not only about cultural property; also about safety.

LP: Smithsonian safety people, do we want to involve some institutional safety people?

EH: We could have multiple contacts at a single institution.

CB: Could use Connecting to Collections Care Online Community to get info out.

KA: We could gather and distribute list of local emergency managers. Cultural institutions are not aware of who they should reach out to first. We can give them the primary contacts. Pass that info to first responders.

LP: Important to raise awareness.

KA: Part of it could be encouraging emergency managers to meet with cultural institutions before disaster season.

AR: Resource maps in addition to asset maps. Also reaching out to people nearby to risk, not only at risk. Work on communications side to determine nearby people.
EH: Draw a bigger circle around disaster: you’re in the broader area be prepared to help.

AN: Resource list vs. asset mapping: we’ve seen this whole other topic – services available for homelessness, lists of agencies, hours, but can’t take advantage of it if it’s not mapped to see who’s closest. Need different visual formats. What are the emergency trends?

EH: Starting simple is the best way. Tribal system doesn’t require anyone else to hold location or data. Have people opt in for county-specific info.

**RESOURCE DEVELOPMENT WORKING GROUP – MITIGATION / PREPAREDNESS**

- Is it too late to do mitigation work at this point?
- If everyone is evacuating it is very difficult to complete preparedness checklist
  - Flooding and winds have to be a consideration factor
- Send out quick-and-easy tips about what to do
  - If you are evacuating, make sure you bring this specific information with you
  - Many institutions use buddy system
    - E.g., in advance of Katrina, one museum had moved almost everything north
    - How to set up this kind of procedure and prepare much longer in advance
- Mitigation resources can be shared much further in advance
  - Absorption snakes would go up to 8 ft
  - Flood doors, sand bags, flood gates
  - Move what you can – and fully documenting that move
  - Work on priority lists and other decision-making much further in advance; have a good disaster plan
  - Even just keeping your crates/tubs on hand
  - Does your staff have the training to move and pack?
  - Have you notified the emergency manager in your community/county/parish that you have valuables in the building? Do you have someone who can check the building if you can’t?
  - Should have disaster recovery company contracts in place ahead of time
    - What would a sample one-pager look like that has all the essential information about contract, pack-out, etc. AND checklist for countdown
  - Could share sample MOUs (Memoranda of Understanding) for safe storage and backup of electronic information
  - Put out advisories
  - Information about emergency kits and go bags already available from Alliance for Response DC
  - PDFs in addition to links so that information can be printed and is not dependent on Internet access
  - Checklist/PDF on re-entry after the storm
  - Where is your staff going to be after the storm?
  - Reminders to update contact information, restock emergency kits, etc.
  - HUMAN SAFETY COMES FIRST
  - Have a PLAN A and PLAN B; if evacuation to site A is not possible, what do you do?
  - Insurance resources and how to navigate before the storm; need to get insurance adjuster in before clean-up
    - Have insurance adjuster’s contact information; call immediately to schedule a site visit
Take pictures before and after, take photo of space before you leave
- Store somewhere else and have multiple paper copies in multiple locations
- Know where disaster plan is, who has a copy
- Checklist that you can do while you are waiting to go back in to the building

**Mitigation/Preparedness Report-out**

**COMMUNICATIONS**

People should be reminded of what they should be doing, relocating collections, national exercises from FEMA, suggest apocalypse training, how to plan. We should provide tips, define what a reasonable timeline looks like, figure number of volunteers needed and build into plan, offsite access to databases, what are your alternate plans if power is out, generator, recovery services, phone trees. HENTF members need to prepare a checklist. September is National Preparedness Month, put out 30 tips, a different tip every day. Look at case studies where institutions have moved on from short-term recovery. HENTF members could do outreach to find out needs, assessment of how our communication is going, what messaging we should send 6 weeks out. Need to set up community info workshops, need to work with Resource Development WG, make videos, get press involved, reward organizations for good planning.

**ASSET MAPPING**

We think we got somewhere. I was reminded of two systems: [FCC Tribal Notification System](https://www.fcc.gov/tribal) and [HUD TDAT](https://www.hud.gov), are both mechanisms for tribes to opt in to receive info for federal projects taking place in their areas of interest. It enables them to have the necessary consultation with federal agencies without having to disclose site-specific data. Opt-in communication system, use partners to help deploy invitation. Could have institutions, states, tribes, artists input contact info and whether they want to give locational data, develop GIS data to communicate based on areas of interest. Opportunity for people to opt in. Get their buy-in, builds relationship so contact info can be regularly updated. Reach people before a disaster hits. Two-way situation where we collect info for points of contact and include that info in what’s sent out. HENTF keeps the dataset.

LF: Pat Vacha convenes tribal emergency managers, first Thursday of every month. Sharing Personally Identifiable Information (PII) is an issue for FEMA.

**RESOURCE DEVELOPMENT**

Kept circling around idea of 30 hours. Lots of time for mitigation and preparedness. Short-term vs. long-term. Links up to Communications. Evacuation comes first. Resource that says take this contact info, grants for if you can’t get back to your site, info on collections, insurance info, checklists, buddy org that you can evacuate materials to, having a fact sheet on record keeping, plan for communicating with volunteers after the storm. Such resources are created by orgs, having them all concentrated in one space would be helpful. Create priorities through collections recovery, giving people guidance on how to do that. Longer-term planning, emergency plan, larger mitigation strategies, re-entering space after storm, things to do while waiting to go back into a facility, such as contacting insurance company. Longer-term, contact state preservation team and let them know about concerns, sample MOU for partnerships, send out reminders for updating contact info, emergency kits, evaluating collections for insurance.

LF: Many of those resources already exist, such as the [Field Guide to Emergency Response](https://fieldguide.culturalresources.org). Corralling that info is key.
Reflections and Closing Remarks

Facilitated by Cori Wegener

What working groups have emerged as a result? Did some sub-topics emerge?

We identified sub-groups, but after a certain stage. Once a piece is completed, future work could be further divided, possibly by size or type of institution.

Key differences between architectural built heritage and collections—how preparedness, response, and funding works and each requiring different sets of expertise.

We have such a wide range of expertise in this room and the annual meetings are helpful, but there might be a need for working groups to share expertise with one another more regularly. Goal is to push information out, but also to learn more about each other and not be so siloed.

What actions will you take when you return to your agency? Did anything emerge from the discussion that you would want to contribute more to?

Association of African American Museums – Taking back to the Board and our staff: put something on the website that provides resources for disaster preparation and planning

Conservation Center for Art and Historic Artifacts – Assign someone from my organization to be on the Resource Development Working Group

National Endowment for the Arts – Add questions to their application forms about disaster plans

SCRI – Search and rescue personnel becoming more aware of cultural resources and what kind of training we might be able to offer, similar to what colleagues are offering overseas

FAIC – Timing of sharing information and the resources that partners bring to the table, but figure out what we need to do to create digestible pieces of information and how to deliver it in a helpful way

LF: Please go back to your organizations and figure who can participate in each of these working groups. Need to start working on formation. Want to reach back to all members, including those not here today, to make sure everyone has the opportunity.

CW: Is this a good time to meet?

General consensus is YES.

CW: Would like to have a bigger room for next time and will aim for June next year.

LF: We will start sharing a HENTF newsletter. We don't want to generate content, so we'd look to you. We would circulate not just to members, but to anyone who is interested.

Will be using Constant Contact to push information to members only.

Working with FEMA IT to create a dashboard so that we can post disaster information for HENTF members to see. This can be used following declarations or in advance for situational awareness.

We'd like to start holding quarterly conference calls.
Stacy Bowe: Flyer in folder regarding HEART—scheduled for Dec 9 – 13. Meant for cultural stewards and emergency responders to train together and learn from one another. Comprehensive training, but focused primarily on response. Application period opens in early September. Some travel assistance will be available, and lodging will be covered. 25 participants. HEART alumni network aims to contribute to program via train-the-trainer.

Announcement will come out in September along with application process.

Mission is for trainees to bring knowledge learned back to their organization to help with disaster planning, implementation, and practice.

LF: Finally, many thanks to our three Working Group chairs, who did the yeoman’s share of work facilitating today’s discussions. Thanks to our SCRI scribes – Colleen, Nana, Sarah, Stacy, and Katelynn. Special thanks to Ella for working her magic on all things organizational and logistical. And thank you all for devoting your time and energy to today’s meeting.