

Checklists for Emergency Preparedness and Response for Manuscripts Repositories

Action	Status
All staff members are aware of their roles and responsibilities in case of an emergency or disaster	
A directory of contacts exists and is displayed prominent locations with updated contact details	
Initial contact has been made with local emergency responders for familiarising them with evacuation routs and key areas that need attention in an emergency or disaster	
Emergency contact tree exists and available to staff	
A well-equipped first aid kit is available in the museum and is checked and restocked regularly	
Basic emergency supplies exist such as tarpaulin sheets, cordoning tape, flashlights, gloves, masks, etc.	
Fire extinguishers are in functional condition and staff members are familiar with their usage	
Key areas with valuable collections are secure with backup security arrangements	
Fire detection system installed in all key areas	
Basic security systems-both automated and manual installed	
A diagrammatic representation of the building layout with exit paths marked for each floor located near main circulation areas	
Exit routs that are simple, clearly represented and easy to understand	
All main circulation paths adhere to National and State Building standards and Building Bye-Laws and free from obstruction and are universally accessible as far as possible	
All evacuation plans should have designated refuge areas for people as well as objects within the museum complex and within the vicinity	
Emergency lighting should be provided on main circulation routs	
All emergency exits and fire doors and fire towers should be operational and kept free of obstruction	
Designation of a refuge area where people can gather once they are evacuated	
Procedure for people once they are gathered in the refuge area	
Emergency Signage is installed in identified locations, near emergency exits and adheres to BIS	
All staff members are familiar with the evacuation plan and pathways and the refuge areas	
Evacuation plan has been tested through multiple drills	

Checklist for Buildings and Infrastructure Assessment for Manuscripts Repositories

Building Checklist	
Nature of disaster/emergency	
Date and Time	
Is the disaster/emergency ongoing	
Has the emergency response phase been completed	
Who has declared it safe for re-entry	
What is the extent of damage	
Are there structural concerns	
Are there structural concerns	
Are there any continuing agents of risk	
Are all spaces easily accessible	