

Preservation Newsletter—May, 2019

MayDay—be prepared!

Protecting our collections is one of our fundamental responsibilities as archivists, librarians, and museum professionals. It's very easy to put off disaster planning activities as we focus on priorities and concerns that in the moment seem as vital as any active fire—but on May 1 every year we can set aside a few minutes to do one or two simple things that could have a huge impact on your organization's ability to respond in the event of an emergency that threatens collections:

- Review your organization's disaster preparedness and response plan
- Note the locations of fire exits and fire extinguishers in your work area and in the stacks
- Print the phone numbers for CJH security and your organization's disaster response point person and put them next to the phone at your desk and in the stacks and save them on your mobile phone
- Review published disaster response resources for collections materials provided by the National Park Service (https://www.nps.gov/museum/publications/conservation/cons_toc.html) or Lyris (<https://www.lyris.org/services/Pages/Response-and-Recovery.aspx>)
- Sign up for a risk assessment or disaster planning workshop
- Eliminate known hazards in the stacks and work areas such as blocked exit routes, collections stored directly on the floor, or paints and solvents being stored improperly
- Make sure that the emergency flashlights in your workspace and stacks are in working condition

A fun MayDay activity would be to **review the newly updated Center for Jewish History Disaster Preparedness Plan**, available on our Wikipedia page

http://wiki.cjh.org/index.php/Disaster_Planning_%26_Response

or in pdf format on the Preservation cloud drive

<https://drive.google.com/open?id=11RQtWTVvKLR0x9LNKf3CHpQghjAaV2Or->

This document outlines the response planned for protecting collections materials stored in the C-level labs, Reading Room, Berg Room, and CJH-controlled exhibit spaces in the event of a disaster. You should store the .pdf document on your phone or other mobile device so that you have access to it in case you are offsite or our wifi is down during an event.

Today, Luda and I will be celebrating MayDay by inventorying the contents of the disaster supply cubes stored throughout the building. Happy May 1!

The Werner J. and Gisella Levi Cahnman Preservation Laboratory