GRANITE INSURANCE

EMPOWERING. YOU.

Disaster Recovery Plan

Date:_____ **| Review Cycle:** Annual **| Location:**_____

1. Immediate Response (First 0-48 hours)

- **Life Safety First:** Evacuate staff and visitors. Do not re-enter the site/vault until cleared by fire marshals or structural engineers.
- **Stabilize Environment:** If safe, turn off water mains and HVAC to prevent mold bloom. In flooding, use pumps/sandbags; in fire, do not "mop up" ash (it can be abrasive).
- **The "No-Touch" Rule:** Do not move artifacts until the **Insurance Adjuster** or **Site Conservator** gives the green light, unless the item is in active danger of furhter destruction.

2. Insurance & Documentation (Crucial for Claims)

- **Visual Record:** Take 360 degree photos/video of every room before cleanup begins. Focus on water lines, soot patterns, and structural cracks.
- **Initial Incident Report:** Document the exact time, cause (e.g., pipe burst vs. storm), and initial extent of damage.
- **Contact Broker/Carrier:** Call the 24-hour claims line immediately. Assign one staff member as the **Insurance Liaison** to track all claim numbers and adjuster visits.

3. Salvage & Triage (Prioritization)

Use a **Color-Code System** for artifacts:

- **Red (Priority 1):** Irreplaceable, high-value, or highly sensitive (e.g., organic materials, paper, textiles, "Star" artifacts).
- **Yellow (Priority 2):** Stable materials needing cleaning (e.g., ceramics, stone, metal).
- **Green (Priority 3):** Non-collection items (e.g., office furniture, gift shop stock).

Salvage Tactics:

- **Wet Paper/Textiles:** Interleave with acid-free paper and freeze (unless it's vellum/parchment) to stop mold.
- **Archaeological Metals:** Keep in a stable, dry environment; do not attempt to "scrub" corrosion.
- **The "Wet Bag" Method:** For sites with massive flooding, use heavy-duty crates to move items to a climate-controlled rehabilitation zone.

GRANITE INSURANCE

EMPOWERING. YOU.

Disaster Recovery Plan

4. Continuity of Operations (COOP)

- **Alternative Storage:** Identify a pre-arranged secure warehouse (with climate control) if the primary vault is compromised.
- **Security Post:** If doors/fences are down, hire **armed or 24/7 security** immediately. This cost is usually reimbursable under "Extra Expense" insurance.
- **Digital Backup:** Activate off-site cloud servers to access the **Collections Management System (CMS)** and donor databases.

5. Professional Stabilization

- **Consult FEMA EHP:** If the site is federally funded or a registered landmark, contact the **FEMA Historic Preservation Specialist** before performing major structural alterations.
- **Hire Specialized Restoration:** Do not use standard janitorial services for artifact soot/water removal. Use firms like **BELFOR** or **Blackmon Mooring** that have Fine Art divisions.

6. Financial Recovery

- **Expense Tracking:** Create a dedicated Disaster Accounting Code. Track every cent spent on plywood, masks, overtime, and rental equipment.
- **Proof of Loss:** Work with the Registrar to match damaged items against the **Pre-Disaster Appraisal**.

Emergency Contacts

- **Insurance Broker:** _____
- **Lead Conservator:** _____
- **FEMA/SHPO Liaison:** _____
- **Specialized Salvage Firm:** _____