

## **MUSEUM LONDON**

### **BOARD POLICY**

#### ***EMERGENCY AND DISASTER PLANNING***

##### **Preamble**

The preparation of an effective response to emergencies and disasters is a critical component of Museum London's plans for the protection of its human and physical resources and the long-term care of its collections.

##### **Policy**

The physical safety of Museum London's employees, volunteers and visitors is Museum London's first priority in any emergency and disaster planning. Beyond this priority, every reasonable effort will be made to protect and salvage the collections.

Museum London will:

- Establish, maintain and review every three years, revising as appropriate, safeguards against fire, theft, flood and other hazards.
- Develop a series of management practices and procedures for implementation in the event of an emergency and disaster.
- Ensure that employees and volunteers are regularly informed and trained on the emergency and disaster plan practices and procedures.

Museum London's *Emergency and Disaster Plan* will:

- Identify risks.
- Establish procedures for the reduction of risks and losses and for emergency response actions, including the evacuation of the building.
- Designate individuals responsible for emergency and disaster action and identify their roles and responsibilities in planning and in responding to emergencies and disasters.
- Address the recovery and salvage of Museum London's collections and other physical assets in the event of a disaster.
- Provide for the public relations response in the event of an emergency or disaster.

**Last Revised Date:** 28 February 2018

**MONITORING:**

**Adherence**

The Executive Director will report annually to the Board on any areas of non-adherence.

**Policy Review**

*Method:* Internal Report

*Responsibility:* Policy Committee

*Minimum Frequency:* Four Years