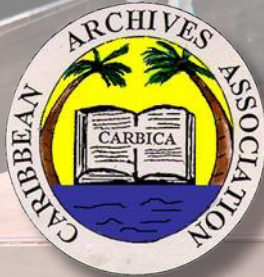


CARIBBEAN ARCHIVES AT RISK

WORKING CONFERENCE

**JULY 30 - AUGUST 3, 2018
ST. MAARTEN**

SEE PAGE 24



My Emergency Preparedness Plan

CREATE YOUR OWN PERSONAL PLAN + CHECKLIST

I have made a plan to **communicate with family members** through this out-of-state contact and have asked my family to keep this name and number with them at all times.

Name: _____

Phone number: _____

I plan **not to evacuate** and will go to a friend's or family member's home in the area. I have notified them and made all of the appropriate arrangements.

Name: _____

Address: _____

Phone number: _____

I plan **to evacuate** and will go to a friend's or family member's home outside of the area. I have notified them and made all of the appropriate arrangements.

Name: _____

Address: _____

Phone number: _____

I plan to go to a **public shelter**. City: _____

I have stated my preference for a hotel as follows: _____
Name of hotel/motel: _____

Phone number: _____

Location and city: _____

July 2018

Alternate location: _____

Name of hotel/motel: _____

Phone number: _____

If our family is separated and we need to regroup, the following location is where **we will meet**: _____

I have made plans for my **special needs** family members. My plans are the following: _____

I have made **plans for my pets**. My plans are the following: _____

I have completed my **property inventory** and placed it in a safe waterproof place. Location: _____

I have made an assessment of my **insurance needs**. I have the following:

_____ Homeowners insurance _____ Wind and hail insurance

_____ Flood insurance _____ Renters insurance

_____ Insurance information: Name of company, agent, phone number and address: _____

I have completed the necessary **precautions** for the following:

_____ Exterior windows _____ Large windows and glass doors

CARBICA News



Frontcover: St. Maarten Office after Hurricane Irma
Backcover: Haitian Art painted by / art haitien peint par: E. Pierre



www.carbica.org

CARBICA News is the Newsletter of the Caribbean Regional Branch of the International Council on Archives. It is published twice a year and distributed to CARBICA members by mail. Communications Committee Editors: Max Scriwanek, Stanley Griffin, Stephanie Dargaud. Please submit your content to: scriwanek@nationalarchives.cw. Layout : Max Scriwanek.

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Category A: US\$ 150
Category B: US\$ 100

Category C: US\$ 75
Category D: US\$ 30

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About CARBICA:

The mission of the International Council on Archives (ICA) is to promote the preservation and use of archives around the world. In pursuing this mission, ICA works for the protection and enhancement of the memory of the world and to improve communication while respecting cultural diversity. The Caribbean Regional Branch (CARBICA) is responsible for carrying out the policy and programmes of ICA in its region, where these are relevant to CARBICA members.

The 2014-2018 Officers

President : Rita Tjien Foooh, (National Archivist Suriname)

Vice President: Avril Belfon (Government Archivist Trinidad and Tobago)

Secretary: Karla Hayward (former National Archivist Bermuda)

Treasurer a.i. : Avril Belfon (Government Archivist Trinidad and Tobago)

À propos de CARBICA

La mission du Conseil international des archives (ICA) est de promouvoir la conservation et l'utilisation des archives dans le monde entier. Dans la poursuite de cette mission, l'ICA s'efforce de protéger et de valoriser la mémoire du monde et d'améliorer la communication tout en respectant la diversité culturelle. La Direction régionale des Caraïbes (CARBICA) est responsable de l'exécution de la politique et des programmes de l'ICA dans sa région, où elles sont pertinentes pour les membres de CARBICA

Les administrateurs de 2014-2018:

Président: Rita Tjien Foooh, (National Archivist Suriname)

Vice-Président: Avril Belfon (Government Archivist Trinidad and Tobago)

Secrétaire: Karla Hayward (former National Archivist Bermuda)

Trésorier a.i.: Avril Belfon (Government Archivist Trinidad and Tobago)



Upcoming Events:

July, 30-August 3:

CARBICA Workshop
'Archives at Risk'
St. Maarten

À Venir:

30 juillet -3 août:

Atelier CARBICA
'Archives en danger'
Saint-Martin



In this Issue:

Cette édition est en anglais seulement

notre traductrice Valérie Martens-Monier est en vacances

From our President	5
Damage assessment missions to islands most affected by the 2017 hurricanes Irma and Maria (St Maarten, Dominica and the British Virgin Islands)	6
New Orleans Initiative "Alliance for Response"	13
Regional Approaches to Disaster Response & Recovery A Working Conference to be held at Sint Maarten 30th July – 3rd August 2018	24





From our President

Dear CARBICAns,

In recent months the CARBICA Executive Committee have been involved in several activities varying from the damage assessment in Dominica and British Virgin Island to preparing the working conference Disaster Recovery & Heritage Preservation to be held on Sint Maarten from 30 July to 3 August 2018. Regional policy makers, emergency responders and cultural heritage stewards will meet for the first time following the catastrophic hurricane season of 2017 to exchange priorities and methods that will ensure the best possible outcomes for the regional protection not only of people and property but also of cultural heritage.

This will be the first time CARBICA will organize a working conference for all heritage professionals in the region. During the working conference CARBICA will also launch the Caribbean Heritage Protection network in the region to coordinate the support/assistance when needed during a disaster in our region. Last year we observed that it really was a huge challenge to connect and to coordinate the support to our colleagues after the hurricanes. To overcome these challenges we need to join the Caribbean Heritage Protection network.

CARBICAns, now is the time to act! I do hope to see and meet you all in Sint Maarten.

The online registration is now open for all heritage professionals. Kindly share the information with your colleagues.

Rita Tjien Fooh
President CARBICA- rita.tjienfooh@gmail.com





Damage assessment missions to islands most affected by the 2017 hurricanes Irma and Maria (St Maarten, Dominica and the British Virgin Islands)

**Valérie Martens-Monier, National Archives,
Curaçao**

A couple of months after hurricane Irma passed over St Maarten, I was sent there on a fact finding mission supported by the Dutch Ministry of Culture and Science (OCW) and the National Archives in the Hague. The mission was to assess the damage made to cultural heritage and archives, to evaluate what the needs were in order to send material and/or expertise to the island. After reading this report, CARBICA asked me to make an assessment of the situation and needs on two islands which were badly hit by the hurricanes: Dominica and the British Virgin Islands (BVI). This second mission took place in April 2018.

Here are general observations made during my tours, from describing the aftermath of the hurricanes, their impact on the islands, the efforts made for recovery, the state of preparedness to disaster and the issues around preservation of cultural heritage.

Type of damage

St Maarten was hit by hurricane Irma, Dominica suffered from hurricane Maria and the BVI were battered first by Irma followed 2 weeks later by Maria, both category 5 hurricanes. The destruction was massive.

All the islands had to face similar traumatic situations. First of all, they were surprised by the force of these hurricanes which started off as category 3 but turned into a very catastrophic category 5 a few hours before they hit the islands. Preparations were made to some extent but in many cases, not sufficiently because the sense of urgency was not always present. Government's reaction and announcements were not always according to the plan.

Hurricane Irma was characterized by heavy continuous wind, blowing sea water onto land, knocking down trees, exploding windows and tearing off roofs. The wind was so strong it lifted cars, trucks and even fully loaded containers or ships over several meters over land as if they were twigs. For instance in St Maarten, a con-



Government Administration Building, St. Maarten

tainer used as temporary storage unit ended up in a pond and all documents were lost. Hurricane Maria was strong and came along with heavy rainfall. On the BVI people said that Irma started destruction and Maria finished it off with the constant showers.

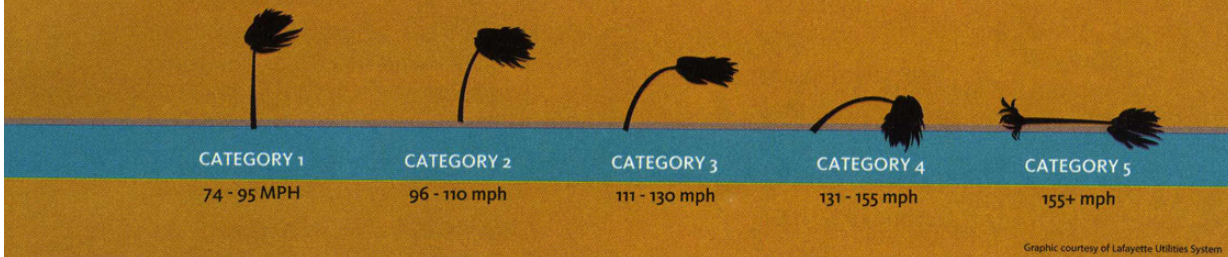
Debris carried by the wind caused also tremendous damage on their path. Islands with mountains saw the development of small tornadoes which caused the most destruction in very visible patterns. The constant rainfall during or following the hurricane consequently flooded certain areas, soaked houses

where roofs were missing, caused rivers to overflow and landslides.

After the storm, roads were covered with debris and transport was impossible. The population had no access to water nor electricity. After six months there were still areas that didn't have any electricity. St Maarten has started putting part of its electrical network underground, in order to be able to recover power sooner after a hurricane but most islands I've seen, still have their wires on poles above ground.



Hurricanes, no matter how weak, are dangerous. The combination of storm surge, wind and other contributing factors determines a hurricane's destructive power. To compare the disaster potential of sustained wind, emergency forces utilize the Saffir-Simpson scale of wind speeds that help them predict potential hazards. The National Oceanic and Atmospheric Administration's (NOAA) forecasters use the Saffir-Simpson Scale.



Impact of hurricanes

The hurricanes usually cause physical destruction followed by severe water damage. The heavy winds carry water (salty sea water or muddy river water) which enter buildings sideways through crushed windows. When a roof is missing, water can seep through to lower floors along walls and joints (even concrete walls) and stagnate causing small flooding which increases the Relative Humidity (RH) and triggers mold growth on walls and eventually documents. Mold will grow on humid or wet documents within 48 hours especially in tropical climate which is warm and moist.

After such a catastrophic event, the foremost preoccupation is of course to save lives, check on family and friends and secure homes. Only then, one can start thinking about work and getting back to offices, but transport must be available. On all three

islands, which are mountainous, roads are scarce and often winding along the hills. They can collapse through landslides, like in Dominica, or be blocked by fallen trees or other large debris, denying access to entire neighborhoods.

Another obstructing factor was that damaged buildings were not always safe to enter and clearance needed to be given by higher authorities which caused extra delay. Therefore days and sometimes weeks have passed before employees could get into action and start recovery. Employees in Dominica have been taking risks in order to save books from a library, but safety is also an important issue during salvage.

Recovery

Recovery operations consist mainly of drying wet documents as quickly as possible and it is crucial that they occur within the first days after the storm to avoid mold growth. To buy some time,

one can freeze wet documents and then focus on drying damp records first. The damp records can be dried using fans or in many creative ways like hanging on a line or fanning out. (picture)

But after a storm, electricity is often not available and freezers or fans cannot be used unless an alternative power supply is existing. In the BVI, a freezer was used for soaked documents but they had been wet for weeks before they were frozen and had already shown signs of mold growth.

In order to dry frozen documents, knowledge and specific equipment (like Vacuum freeze drying units) is needed but was not available on any of the islands visited. Certain arrangements can be made with freezing facilities and should be integrated in disaster preparedness and recovery plans, but all depends on the assumption that electricity is available. Another question is, will these companies accept freezing documents that might already be moldy, even if they are wrapped up in bags? Often, the freezers are used for food!

Health hazard

Food can certainly not come in contact with mold but people should not be exposed to mold either. On all the islands, employees creating or archiving records and collection caretakers have been facing serious health hazards by having to work in mold infested rooms and handling moldy documents.

Setting up tents can also be a way to isolate mold infested objects and to create working areas. It is of utmost importance that the necessary materials and equipment be available to protect the health of the staff: gloves, masks, overalls and separate working areas. This is achieved by disaster planning and investing in emergency kits.





Building issues

Museums and government offices (where archives are formed) are frequently housed in old historical buildings. They are for instance old homes, warehouses or churches. They are also to be found in recent constructions. None of these buildings were conceived to withstand category 5 hurricanes. This is the reason why they suffered much damage and massive loss of documents and artefacts.

Having said that, it was interesting to see that some traditional building methods have sustained the storm better than hurricane proof designed constructions. Fort Shirley in Portsmouth, Dominica was rebuilt using traditional building techniques and is situated on a rock overlooking the sea. It withstood the storm very well, thus much can be learnt from studying old building techniques in the tropics.

Basic preservation

Preserving documents is achieved by creating layers of protection around them. It starts by choosing a strong building in a safe location (risk assessment). This building should have proper climate control insuring stable temperature and humidity day and night. Sturdy cabinets or even vaults (like in the government complex in the BVI) can house archival boxes wherein documents are easier to find and to handle.

These basic preservation needs are known by a few and are applied with minimal budget in most national archives I've seen. Unfortunately these archives consist of a room or two, which are full and have no space to grow. None of the islands have a separate repository for their national archives, except for St Martin (French side) who has suffered tremendously.

These preventive measures are generally not applied for government records that might become archives. Museums don't have climate control nor do storage units containing historical documents or artefacts.

Training

In order to achieve better awareness and preparedness, qualified staff is necessary. Archival studies and education in preservation and conservation for instance are long programs from 2 to 4 years, at least, and must be followed abroad. It is often impossible for staff members to finance and stay away for so long. There are nevertheless shorter trainings available (one employee from Dominica will follow a one year program in the UK) and hopefully in the future more workshops and education given on some of the Caribbean islands will be available for the local population. CARBICA can play a major role in setting up such activities and is currently planning a disaster preparedness workshop this summer on St Maarten. The demand is there for sure, as I have met very enthusiastic people who are eager to learn.

Security

Another issue is that security is not always present inside or in front of buildings containing heritage. If museums display rare and valuable artefacts, they should be protected from theft and secured in vitrines that are not easily opened. Also guards should be present and the building should have a good security system.

Looting is also a serious problem to address after a disaster. All the islands have been facing plundering of shops after the hurricanes and fortunately looters are more interested in flat screens and Gucci bags than museum artefacts or old documents.

The more the awareness will grow on cultural heritage and its value, the more these documents will need to be protected, not only from natural aging and disasters but also from theft.

Cultural heritage

Cultural heritage is quite recognizable in terms of historical buildings, museums, traditions and folklore. But very few people see the value of history in books or hand written documents from the past. Old photographs, when exhibited, will trigger a lot of interest but more has to be done in terms of education to increase the sense of awareness towards value and preservation.

Advocacy for cultural heritage and history was the theme of a previous CARBICA newsletter. It is an important factor when preparing for a disaster, as one has to determine what is valuable and needs to be protected.

Disaster preparedness

National disaster management programs are implemented by government departments and in Dominica a Ministry has even been renamed Ministry of Environment, Climate **Resilience, Disaster Management and Urban Renewal**.



During this mission, it also became clear that salvaging cultural heritage and records of historical value stands very low on the list of priorities when it comes to post disaster management.

Government officials generally agreed that historical and cultural artifacts and documents should be given more attention within the National Disaster Plan and be properly integrated in the recovery phase. Many records could have been saved with better planning, communication and training.

Fortunately, I have met such wonderful people, so devoted to preserve and save their cultural heritage. Hopefully they will keep up the good work, but they need more financial and political support.



Report on the New Orleans Initiative “New Orleans Alliance for Response” June 5-6, 2018

M.A. Scriwanek

Objective

With a view to setting up a “Caribbean Heritage Network”, (July 30th St. Maarten) New Orleans CARBICA member, Dr. Emilie Leumas, has invited CARBICA to participate in the New Orleans Alliance for Response workshop / conference, in New Orleans from 5-6 June 2018. The program was provided by the New Orleans Preservation Coalition (NOPC). On behalf of CARBICA, M. Scriwanek, executive member of the CARBICA board, participated in the workshop.

The Caribbean Heritage Network and the Alliance for Response (Afr) Groups in the United States are initiatives after devastating hurricanes in the Caribbean and Gulf States and the pace of these disasters are becoming the “new normal”. Damage is reported to be in the billions of dollars and protection of heritage will be a responsibility of the expert groups and organizations that manage them.

The Organizers

The New Orleans Preservation Coalition (NOPC) developed from a recommendation in a 2014 IMLS strategic planning grant for



collaborative preservation services. The findings of this consultation recommended we “bring together cultural heritage and emergency management professionals at the local level, where virtually all initial disaster response occurs.” A model for such networks exists through the Alliance for Response (AfR), which has over twenty local alliances across the United States, the latest one formed in the Mississippi Gulf Coast.

Since the ending of the grant in 2015, the NOPC planning committee has been meeting regularly to establish its own presence and organizational footing (mission, by-laws, record keeping, and logo). We plan to officially launch the NOPC as an education and training organization simultaneously with our New Orleans Alliance for Response (NOAR) kick off forum in June 2018.

Organizers willing to help the Caribbean Heritage Network One of the Key note speakers and authority (“godfather”) in this field of work is **Tom Clareson**. He is Project Director of the Performing Arts Readiness project, funded by the Andrew W. Mellon Foundation to help performing arts organizations nationwide learn how to protect their assets, sustain operations, and be prepared for emergencies. He also serves as Senior Consultant for Digital & Preservation Services at LYRASIS, consulting and teaching on preservation, disaster preparedness, digitization, digital preservation, special collections/archives, remote storage, funding, strategic planning, and advocacy for libraries, archives, and museums. Tom is willing to come over or otherwise support the St. Maarten initiative at the end of July.

Emilie “Lee” Leumas, PhD, CA, CRM, Director/Archivist of the Archdiocese of New Orleans is a CARBICA-member and liaison with the Caribbean. The saying “Leaders stand up in times of Disaster” goes for Emilie. With practical field experience during



Tom Clareson, Amy Schwartzman and Emilie Leumas

and after the Katrina disaster, Emilie now functions as ICA-expert on Disaster Management and Response and helped CARBICA during the February 2017 Workshop “Archives at Risk” in Grenada. Emilie is actively involved in the organization of the CARBICA Workshop at St. Maarten at the end of July.

the June 5, 2018 Program:

- | | |
|-----------|--|
| 8:30 | Registration |
| 9:00-9:15 | Welcoming Remarks and Introductions
Jennifer Waxman, Archives Manager, National WWII Museum |
| 9:15-9:30 | Alliance for Response: History and Purpose |

	Jessica Unger, Emergency Programs Coordinator, Foundation for the American Institute for Conservation of Historic and Artistic Works		ers, what should cultural heritage institutions' staff know about emergency responders? What challenges are you facing in your organization regarding emergency management and response? Small groups (15 mins) Whole group discussion (15 mins)
9:30-10:00	Keynote Address Ryan Mast, Director, Office of Resilience & Sustainability, City of New Orleans		
10:00-10:15	Break	1:45-2:00	Break
10:15-11:15	Katrina, Culture, and Recovery Lee Leumas, Archivist, Archdiocese of New Orleans (chair), Irene Wainwright, Archivist (retired), Louisiana Division/City Archives, NOPL Wayne Everard, Archivist (retired), Louisiana Division/City Archives, NOPL Givonna Joseph, Louisiana Philharmonic Orchestra (formerly), OperaCréole, Bob Snead, Executive Director, Antenna Gallery	2:00-2:45	Local Support and Funding Sources, Then and Now Jennifer Waxman, Archives Manager, National WWII Museum, Shantrell Austin, Director of Strategic Initiatives, Louisiana Endowment for the Humanities, Brenda Gunn, Associate University Librarian for Archives and Special Collections, co-founder SAA National Disaster Recovery Fund for Archives Carol Bebel, Co-Founder and Executive Director, Ashé Cultural Arts Center
11:15-12:00	Disaster Response and Recovery on the State and Federal Level Tanya Gulliver-Garcia, Associate Director of Programs and Planning, Foundation for Louisiana (chair), Lori Foley, Heritage Emergency National Task Force, FEMA, DHS Allison Hadley, Recovery Operations Manager, GOHSEP, Ellen Ibert, Senior Problem Resolution Officer for Environmental & Historic Preservation Concerns, GOHSEP	2:45-3:30	Regional Alliance for Response networks: TX-CERA Steve Pine, Texas Cultural Emergency Response Alliance
12:00-1:15	Lunch with Operation BBQ Relief	3:30 – 4:00	Debrief and wrap up Tom Clareson, Senior Consultant for Digital & Preservation Services, Project Director, Performing Arts Readiness project, LYRISIS
1:15-1:45	Group Talk and Thought: First Responders and Emergency Management Chris Harter, Director, Amistad Research Center (chair) for cultural heritage institutions, what should emergency responders know about your collections? For first respond-		
			A few headings from the presentations:



“Lessons learned must not become lessons lost”

- “Happy to work alongside this group on preparedness” and the successful AFR Groups across the country have had Emergency Management Allies.
- Whole Community Preparedness – the importance of the arts and culture in this community means it would not be complete without them.
- A Culture of Preparedness – build into all planning
- Landmark organizations that reopened
- Only 5 people in the room raised their hands, indicating they have hurricane preparedness kits – take care of yourself and your organization
- Volunteer Organizations Active in Disaster (VOAD) in New Orleans to include NOAR/NOPC
- “Our Plan for Recovery” – ownership
- “Lessons learned must not become lessons lost”

“Alliance for Response Groups (AFR) need Emergency Management Allies”

What NOPL did after Katrina:

- Temperature and Relative Humidity Monitors
- Emergency Preparedness Manuals overhauled; special section on archive
- Re-entry kits in critical areas of the building
- Contract in place with recovery company
- What can you do in your organization

Important to note is that the Historical Archives of New Orleans did NOT struck major damage, due to architectural design of the building in the sixties. Although the archives are stored in a basement, it was not under water during the Katrina disaster.

From the Arts Community

“Keep looking for Hope”

The Arts section did a major advocacy effort this Workshop. The importance of having a vibrant art and culture in your community was stressed several times during the two days of this Workshop. The most striking “human interest stories” were from this Art section. Artist produce and promote works of art. A city where musicians are silent, painters don’t create and historians don’t tell and write, is a city without energy. The arts section can help alleviate stress and anxiety in shelters. It breaks the silence, it brings back creativity, color and spirit in the society. Landmarks in a society are crucial for its citizens for reference and a sense of homecoming. A wrap up:

- “Keep looking for Hope”
- Critical Activities:
 - Singer and musician safety – evacuation planning
 - Concern about ‘tools of the trade’ – instruments, props etc.
 - Keeping the programs, business records, legacy
 - Call for Discussion of the “needs of the artists in the city” – address needs of individual artists – HUGE issue nationwide
 - Draw-a-thon goes from therapeutic activity to a community fixture!



- “Writing the book” on community recovery
- What are the themes that connect the city?
- Get the disciplines to start talking together more
- Digitize your collection beforehand (see AMAL app)

Disaster Response and Recovery on the State and Federal Level

Most of the content is only applicable to US organizations. The lessons for CARBICA and others are:

- Documenting your records (If any claim is declared admissible, documentation is important);
- These holds for deeds, legal records, documentation of damage, invoices etc.)
- File your insurance claim within 30 days (another reason why documenting is important)
- Insurance money is used to repay your mortgage. It can still leave you with nothing to rebuild.
- AMAL app can be used to digitize (document) your collection. Emilie will show this in St. Maarten

Break out

“Where are collections?”

When an emergency strikes your institution, you know to contact emergency services. But will you know the responders who arrive, who is in charge, and how to communicate your priorities? Likewise, will the first responders know which collections are most important, how to handle them safely, and where hazardous materials are located? Addressing these issues before disaster strikes can significantly increase your chances of a successful recovery.

At Alliance for Response Forums around the country, emergency responders and cultural heritage stewards have been sitting down together, explaining their priorities and methods, and designing ways to ensure the best possible outcomes for collecting institutions in emergencies.

This was the most interactive part of the June 5th Workshop. Groups were split in smaller groups of 4-5 participants, discussing these 4 questions together with a representative of the First Responder Groups (Fire Squad, Police, Coast Guard etc.) The 4 questions were:

1. For cultural heritage institutions, what should emergency responders know about your collections?
2. For performing arts organizations, what should emergency responders know about your organization?
3. For emergency responders, what should the staff of cultural and performing arts institutions know about emergency responders?
4. What challenges are you facing in your organization regarding emergency management response?

Important info from the break outs – what every organization should know:

- Where are collections? – can be in people’s homes
- What are your priority materials, vital records?
- Share plans with responders
- Doing walk-throughs
- “Fire pack” of info including floor plans etc.
- Key control (master keys?)
- EXERCISE your plans
- Active Shooter Training in Demand
- Ease the re-entry process
- Life safety is no. 1





Brenda Gunn, second from the left, at the mic, explaining the criteria for funding

Local Support and Funding Sources, Then and Now

“National Recovery Fund for Archives”

In this section the most interesting part for CARBICA was Brenda Gunn’s initiative to start a Disaster Fund. It is eligible to apply for grants for “any repository that holds archival records or special collections, on the condition that it need to be a member of SSA or SAA. Grant monies may be used for the direct recovery

of damaged or at-risk archival materials; such services as freeze drying, storage, transportation of materials, and rental facilities; supplies, including acid free boxes and folders, storage cartons, cleaning materials, plastic milk crates, and protective gear; and to defray the costs for volunteers or other laborers who assist with the recovery”. It is only valid for US States and US territories. Info can be seen online at: <https://www2.archivists.org/news/2008/national-disaster-recovery-fund-for-archives>. Her initiative has been picked up by ICA. The grants CARBICA gave to French St. Maarten and BVI were inspired on Brenda Gunn’s initiative.

Texas Experience with Regional Alliance:
Steve Pine, Texas Cultural Emergency Response Alliance

“Critical Mass” is necessary to sustain a viable Coalition

Steve Pine’s testimonial of the Alliance for Response Group in Texas after Hurricane Harvey (2017).

- Must have a critical mass to succeed with the Alliance
- Alliance on Institutional Level, not just persons



PREPARE + PREVENT + RESPOND + RECOVER + MITIGATE

Important Terms You Should Know

PARISH EMERGENCY OPERATIONS CENTER (EOC):

The facility that provides coordination and control of all emergency response and recovery activities for the Parish during declared emergencies.

EMERGENCY ALERT SYSTEM (EAS): A state-of-the-art digital system designed to give emergency information and instructions from Federal, State and local authorities. The system is interfaced with the cable television system as well as radio and television stations. When activated, it broadcasts the latest information on weather reports, road conditions, evacuations, shelter locations and reentry information.

EVACUATION ORDER: The most important instruction you will receive from local government officials. When appropriate, the *State of Louisiana Evacuation Plan* goes into effect. This plan may require, depending on predicted impact, the evacuation of everyone in south Louisiana in vulnerable areas.

EYE: The low-pressure center of a tropical cyclone or hurricane. Though the most intense area of the storm surrounds it, winds are normally calm and sometimes the sky clears.

EYE WALL: The ring of thunderstorms that surrounds a storm's eye. The heaviest rain, strongest winds and worst turbulence are normally in the eye wall.

FLASH FLOOD: A flood that occurs within a few hours (usually less than six [6]) of heavy or excessive rainfall or dam or levee failure.

GALE: Sustained wind speeds from 39 to 54 miles per hour (mph) (34 to 47 knots).

HURRICANE: A severe tropical cyclone with sustained winds over 74 mph (64 knots).

KNOT(S): Unit of speed used in aviation and marine activities. One (1) knot is equal to 1.15 mph.

STORM SURGE: A rise of the sea level along the shore that builds up as a storm (usually a hurricane) moves over water. It is a result of the winds of the storm and low atmospheric pressures.

STORM TRACK: The path that a low-pressure area follows.

TORNADO: A violently rotating column of air classified into three (3) main groups; weak – wind speeds up to 110 mph; strong – wind speeds 110 to 205 mph; and violent – wind speeds 205 to perhaps 320 mph.

TROPICAL OR SUBTROPICAL DEPRESSION: Cyclones that have maximum sustained winds of 38 mph (33 knots) or less. These are referred to as low-pressure systems in public advisories and statements.

TROPICAL STORM: Tropical cyclone that has maximum sustained winds from 39 to 73 mph (34 to 63 knots).

WARNING: Issued when a particular weather or flood hazard is “imminent” or already occurring (e.g., tornado warning or flash flood warning). A warning is used for conditions posing a threat to life or property.

WATCH: Forecast issued in advance to alert the public of the possibility of a particular weather-related hazard (tornado watch, flash flood watch). It is intended to provide enough lead time so those who need to set their plans in motion can do so.



Contact Information

7667 Independence Boulevard
Baton Rouge, Louisiana 70806
(225) 925-7500
Fax (225) 925-7501
gohsep.la.gov



Emergency Supply Checklist

FOOD (3-DAY SUPPLY)

- fruit: canned, dried, roll-ups
- meats: canned or dried
- vegetables: canned
- powdered milk
- juices: canned or bottled
- water: bottled
- peanut butter
- crackers
- soup: canned
- high-energy bars

BABY SUPPLIES

- diapers, baby wipes
- milk, food, formula
- clothes
- disposable bottles and liners
- blankets, sheets, bed liners
- medications
- portable crib
- toys

PERSONAL ITEMS

- soap, toothbrush, deodorant
- towels and washcloths
- sewing kit
- shampoo
- feminine hygiene items
- shaving kit
- mirror
- eyeglasses and contact lenses
- special items needed for the elderly and disabled

CHILDREN'S SUPPLIES

- quiet toys
- coloring books
- crayons
- puzzles
- books
- CD/MP3 player
- extra batteries

SANITARY ITEMS

- portable toilet
- plastic garbage bags
- paper towels, toilet paper
- liquid detergent
- disinfectant

CLOTHING + BEDDING

- rain gear
- sleeping bags, blankets and pillows
- extra shoes and work boots
- extra clothes

COMMUNICATION EQUIPMENT

- battery-operated radio
- extra batteries
- NOAA weather radio
- cellular phone and charger
- non-cordless phone

LIGHTING

- waterproof flashlights
- battery-powered lantern
- extra batteries

CLEANUP SUPPLIES

- washing detergents
- mops, brooms, etc.
- buckets, extra hose
- old blankets, towels, rags
- large plastic garbage bags and ties
- rubber gloves
- bleach, disinfectants
- camera to photograph home before cleanup

PAPERS + VALUABLES

- extra set of car keys
- evacuation route maps
- driver's license or some form of identification
- Social Security cards
- passport
- birth certificates
- vehicle registration papers
- proof of residence (deed or lease)
- marriage records
- death records
- computer backups
- small valuables
- extra cash
- credit cards
- wills
- insurance policies
- medical and vaccination records
- other important papers (e.g., stocks, bonds, mortgages, deeds, wills, recent tax returns, etc.)
- checking and savings account information
- household inventory (photo or video)
- pet veterinary records
- books, stationery, pens and pencils

SAFETY SUPPLIES

- fire extinguisher
- waterproof matches
- insect repellents
- work gloves
- utility knife
- shovel, hand saw, ax
- hammer, nails, pliers, shut-off wrench
- tarp, duct tape
- small boat
- chain saw
- generator/fuel
- wet/dry vacuum
- extra oil, gas
- jumper cables
- compass
- written instructions on how to turn off utilities (gas, water, electricity)

PRESCRIPTIONS

- medications (7-day supply)
- list of each family member's prescriptions, medications, dosage and schedule
- copy of health insurance cards and prescriptions

Don't forget pet supplies (collar, leash, ID, food, waste supplies).

EXTERNAL MEDICATIONS

- antibiotic ointment
- antibacterial soap
- baking soda
- hydrogen peroxide
- calamine lotion
- betadine
- lip balm
- rubbing alcohol
- sunblock

INTERNAL MEDICATIONS

- aspirin/acetaminophen
- sore throat lozenges and spray
- laxative/anti-diarrhea
- eyedrops
- antacids
- nose spray
- vitamins
- cough medicine
- eardrops

FIRST AID SUPPLIES

- first aid handbook
- scissors
- tweezers
- thermometer
- first aid tape
- gauze rolls
- large nonstick pads
- bandages, such as Band-Aids™
- arm sling
- snakebite kit
- cotton swabs
- ice/heat packs
- latex gloves
- safety pins

COOKING EQUIPMENT

- gas or barbecue grill
- extra propane gas
- lighter fluid/charcoal
- Sterno™ stove
- cooking utensils
- manual can opener
- bottle opener
- disposable eating utensils
- disposable plates and cups
- paper towels
- ice chest
- plastic storage bags



Family Preparation

PREPARE FOR AN EMERGENCY

- Know what emergencies or disasters are **most likely to occur** in your area and have a emergency kit pre-assembled.
- Inquire about **emergency plans** at places where your family spends time: work, daycare and school, faith organizations, sports events and commuting.
- **Refill prescriptions** so that you always have a seven (7) day supply.
- **Identify responsibilities** for each member of your household and plan to work together as a team.
- Know the difference between different weather **alerts** such as **watches** and **warnings** and what actions to take for each.
- Learn about your community's **warning signals** and frequently monitor television, NOAA radio, Internet and mobile apps.
 - >> Don't wait until the storm approaches to download your apps.
- If there is a chance you will have to evacuate, turn the refrigerator and freezer to the **coldest setting** and keep them closed as much as possible so that food will last longer if the power goes out.
- **Listen to local officials** and be ready to evacuate. Know your evacuation routes and emergency shelters and checkpoints. Notify someone outside the disaster area of your plans.

IMPORTANT PAPERS INVENTORY

Create a personal file containing information about your possessions and keep it in a secure place, such as a **safe deposit box** or **waterproof container**. Consider including copies of the following for each family member:

- Driver's license(s).
- Vehicle registration and proof of insurance.
- Insurance policies (life, health, property).
- Medical and vaccination records including medicine or food allergies and other specific health conditions.
- Copies of prescription medicine labels.
- Birth and marriage certificates.
- Tax or other important business and personal records.
- Wills.

- Veterinary and vaccination records for pets and livestock.
- Photos of your home and possessions.

EMERGENCY FUNDS

- Several factors should be considered as to how disasters will affect your family financially. You should be prepared to sustain yourself and your family away from your home for **several days** or, in a worst-case scenario, **several weeks** or even **months**. Be advised, government agencies may not be able to react as quickly as you think they should.
- **Evacuation expenses** include fuel, restaurants and your stay in hotels. When deciding how much cash to bring for each day, keep those three (3) items in mind and plan accordingly.
- Average **pet boarding costs** are different for each animal depending on size and special needs.
- You should budget enough money to pay for a **month's supply** of prescription medicines.
- During a disaster, credit and other bank card use may be limited due to loss of power and other disaster-related factors. Get more **cash** than you think will be necessary.

FOR MORE INFORMATION VISIT:

getgameplan.org/planFamilyStp02.htm and [ready.gov](#)



Pets

DISASTER PREPAREDNESS FOR PETS

Make sure you have:

- **Food and water** for at least three (3) days for each pet.
- Food and water bowls and a manual can opener.
- Depending on the pet, pack litter and litter box or newspapers, paper towels, plastic trash bags, grooming items and household bleach.
- Don't forget **pet medications** and medical records stored in a waterproof container, a first aid kit and a pet first aid book.
- Sturdy leashes, harnesses and carriers to transport pets safely and to ensure that your pets cannot escape. A carrier should be large enough for the animal to stand comfortably, turn around and lie down. Your pet may have to stay in the carrier for hours. Be sure to have a secure carrier with no loose objects. Include blankets or towels for bedding and warmth and other special items.
- Bring pet toys and the pet's bed, if you can easily take it, to reduce stress.
- **Current photos** and descriptions of your pets to help others identify them in case you and your pets become separated, and to prove that they are yours.

- Make a copy of feeding schedules, **medical conditions**, behavior problems and the name and telephone number of your veterinarian in case you have to board your pets or place them in foster care.
- The Louisiana Department of Agriculture and Forestry and its non-governmental partners work year around to support local response to disasters. Animal shelters may be available through your Parish evacuation plan; contact your local Office of Homeland Security and Emergency Preparedness. The location of your evacuation destination may or may not accept pets, so call ahead and check. All hazards disaster preparedness information is available at ldaf.state.la.us.
- Remember, animal ownership is a responsibility! Be ready to take care of your whole family.



FOR MORE INFORMATION ON DISASTER PREPAREDNESS FOR YOUR PETS VISIT: getgameplan.org/planFamilyStp02z.htm or the Louisiana Society for Prevention of Cruelty to Animals (LA SPCA) website LA-SPCA.org or call 504-368-5191



Business Preparation

PREPARE YOUR BUSINESS FOR A DISASTER

- Document employee roles and responsibilities during a crisis situation.
- **Conduct a drill** to make sure your staff understands their roles and to test your emergency plan and continuity systems.
- Ask your vendors what their disaster preparedness plans are so you will know how your supply chain will be protected.
- Ensure vital records are protected.
 - >> **Review** your off-site backup record storage.
 - >> Place irreplaceable paperwork and digital storage media in a fireproof, waterproof box.

Consider having a "Go Box" with:

- A hard copy of your emergency plan.
- A copy of a primary, secondary and out-of-area contact information for employees and key stakeholders.
- A copy of insurance policies and agent contact information.
- A copy of contact information for emergency vendors (contractors, plumbers, electricians, mold remediation, etc.).
- Laptops and portable backup media for critical business information.
- Important documents (such as finance records and an assets inventory).
- General office supplies and special forms that you may need to do business at an alternate location.

SECURE THE PREMISES

- **Move** computers and copiers away from large windows.
- **Cover** and **elevate** inventory.
- **Anchor** large equipment, cabinets and shelves to walls or floors.
- **Move** or store equipment, furniture and valuable files on the upper level of multistory buildings.
 - >> OR place equipment on concrete blocks at least 12 inches above projected flood elevations.
- **Cover** doors and windows.

THE NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

fema.gov/national-flood-insurance-program

Almost 40 percent of small businesses never reopen their doors following a disaster because just a few inches of water can cause tens of thousands of dollars in damage. Between 2006 and 2010, the average

commercial flood claim amounted to just over \$85,000.

Flood insurance is the best way to protect yourself from devastating financial loss. Find the flood risk for your business now using our *One-Step Flood Risk Profile* at floodsmart.gov.

Flood insurance is available to homeowners, renters, condo owners/renters and commercial owners/renters. Costs vary depending on how much insurance is purchased, what it covers and the property's flood risk. Coverage for your building and contents is available. Talk to your agent today about insuring your business and its contents. Typically, there's a **30-day waiting period** from date of purchase before your policy goes into effect. That means *now* is the best time to buy flood insurance.

The Louisiana Business Emergency Operations

Center (LA BEOC) supports the coordination of activities and resources of businesses and volunteer organizations with the State's Emergency Operations Center (SEOC) during emergencies. The LA BEOC provides situational awareness and identifies critical supply chains of goods and services likely to be needed in response to a disaster or emergency. To find out about the benefits of registering with the LA BEOC go to labeoc.org.

Reentering an area may be difficult following a disaster. Access control is carried out using a **tiered approach**. For information go to lsp.org, click on Alerts, then on Emergency Information and then Louisiana Statewide Credentialing/Access Program. Also be sure to check with your Parish to see if they have specific **reentry requirements and permits**.

FOR MORE INFORMATION ON BUSINESS PREPAREDNESS AND DISASTER PLANNING VISIT:
getagameplan.org/planBusiness.htm

To download a copy of the small-business disaster preparedness guide *From Risk To Resiliency* go to gohsep.la.gov/RESOURCES/OVERVIEW/PUBLICATIONS

ready.gov/planning
fema.gov/protect-your-property-or-business-disaster
readyrating.org
disastersafety.org/open-for-business

Look for new GetaGamePlan app available **May 2016**.

see it. suspect it. REPORT IT.

Prevention

HOMELAND SECURITY BEGINS WITH HOMETOWN SECURITY

If you see something **suspicious** taking place, **report** that behavior or activity to local law enforcement. Factors such as race, ethnicity, national origin or religious affiliation alone are not suspicious. For that reason, the public should report only suspicious behavior and situations (e.g., an unattended backpack in a public place or someone trying to break into a restricted area) rather than beliefs, thoughts, ideas, expressions, associations or speech unrelated to terrorism or other criminal activity. Only reports that **indicate relevant criminal activity** will be shared with Federal partners.



Fusion Centers manage the flow of information and intelligence across local, State, Tribal and Federal agencies.

In Louisiana, the Fusion Center is coordinated by State Police (LSP) through the Department of Public Safety (DPS) and consists of a number of law enforcement,

public safety and governmental partners. The public plays a **vital role** in providing information about potential acts of terrorism and terrorist organizations to these centers. Visit the la-safe.org web site to learn more about the Louisiana State Analytical and Fusion Exchange (LA-SAFE).

LOUISIANA'S PRIMARY DOMESTIC + INTERNATIONAL CONCERNS

- Cyber crime
- Drug trafficking organizations
- Gangs
- Immigration smuggling

- Sexual predators
- Suspicious activity
- Transnational + national criminal organizations
- Terrorism

TWO (2) WAYS TO REPORT SUSPICIOUS OR CRIMINAL ACTIVITY

There are **two (2) ways** to report **suspicious** or **criminal activity**:

- Contact Louisiana State Police (LSP) Suspicious Activity Hotline: 1-800-434-8007 or visit lsp.org/help.html.
- Use the **See Send app**.

Please remember, in case of an emergency, **always dial 9-1-1**.



SEE SEND APP

The *See Something Send Something* app is the preeminent nationwide suspicious activity reporting (SAR) tool for citizens to help in the fight against terrorism. *See Something Send*

Something has information to educate you on **what to look for** and **when to submit suspicious activity reports** along with how to receive important alerts. The SAR tool connects you to a nationwide network of Intelligence Centers by routing tips to the correct center for analysis.

Visit **iTunes** or **Google Play** to download the **SEE SEND** app. It's **FREE**.

Building Networks

The June 6 workshop on the development of networks and partnerships between the heritage and performing arts and the emergency response and preparedness sector, case studies were presented of the Pennsylvania Cultural Resilience Network and CultureAID in New York City. These presentations were helpful in guiding on how to start your own, or join an existing, cooperative disaster network.

Center based or cell based networks have a different impact on how fast “pulses” go through the entire network. Organizing your network therefor is important.

The presentations were guided by multiple examples on Internet sites:

The Pennsylvania Cultural Resilience Network:

- <https://www.facebook.com/PACulturalResponse>
- <http://ccaha.org/PaCRN>

CultureAID:

- <http://cultureaidnyc.org>

Government Networks and Resources:

- Voluntary Organizations Active in Disasters (VOADs) <https://www.nvoad.org/>
- FEMA <https://www.fema.gov>

Collecting Institution / Cultural Heritage Networks and Resources

- Alliance for Response (AFR) <http://www.heritageemergency.org/initiatives/alliance-for-response/afr-home>
- National Heritage Responders (NHR) <https://www.conservation-us.org/emergencies/national-heritage-responders>
- Statewide Heritage Emergency Partnerships (SHEP) <http://www.heritageemergency.org/initiatives/state-heritage-emergency-partnerships/shep-home/>

Performing Arts Networks and Resources

- Performing Art Readiness (PAR) <http://performingartsreadiness.org/grants/>
- The National Coalition for Arts Preparedness and Emergency Response (NCAPER) <http://www.americansforthearts.org/by-program/networks-and-councils/local-arts-network/national-coalition-for-arts-preparedness-and-emergency-response>
- Arts Ready <https://www.artsready.org>
- CERF+ <https://cerfplus.org>
- NYFA Source Emergency Resources Database <http://source.nyfa.org/content/content/disasterresources/disasterresources.aspx>
- The Actors Fund <http://www.actorsfund.org/>



Regional Approaches to Disaster Response & Recovery A Working Conference to be held at Sint Maarten 30th July - 3rd August 2018



International and regional policy makers, emergency responders and cultural heritage stewards will meet for the first time following the catastrophic hurricane season of 2017 to exchange priorities and methods that will ensure the best possible outcomes for the regional protection not only of people and property but also of cultural heritage.

Please note you can Register Online for this event at the CARBICA website:

<http://carbica.org/News/Events/Disaster-Recovery/Register/>

Here you can find the entry requirements for St. Maarten, the Hotel accomodation list and here you can fill in your personal info, Dietary Requirements and flight schedule.

CARBICA managed to provide a super interesting program with a range of international experts.

MONDAY 30TH JULY	PLENARY SESSION
9:00- 9:10	Opening Remarks & Introduction of Dignitaries: Mrs. Rita Tjien Foo, CARBICA President
9:10- 9:20	Welcome: Hon. Mrs. Leona Romeo Marlin, Prime Minister of Sint Maarten
9:20- 9:30	Message from International Council on Archives: Mrs. Anthea Seles, Secretary General
9:30- 9:45	Message from UNESCO: Representative Regional Office, Kingston, Jamaica
9:45- 10:10	Keynote Speaker: CARICOM Representative

10:10– 10:30	Refreshment Break
10:30– 12:00	<p>REGIONAL RESPONSES/CHALLENGES TO THE PROTECTION OF HERITAGE 2017 Moderated by Mr. Max Scriwanek, Director, National Archives of Curacao</p> <p>CIVIL AUTHORITY RESPONSE (15 minutes each): - CARICOM: Caribbean Community Climate Change Centre Representative;</p> <p>-OECS: Organisation of Eastern Caribbean States Representative</p> <p>- CDEMA: Caribbean Disaster Emergency Management Agency Director</p> <p>- Blue Shield: Association of National Committees of the Blue Shield Representative</p> <p>CULTURAL ORGANISATIONS' RESPONSE (15 minutes each):</p> <p>- CARBICA: Caribbean Branch of the International Council on Archives</p> <p>- ACURIL: Association of Caribbean University, Research and Institutional Libraries Representative</p> <p>- ICCROM: International Centre for the study of the Preservation and Restoration of Cultural Property.</p>

12:00 – 1:00	Lunch break
1:00 – 4:15	ISLAND RESPONSES/CHALLENGES TO THE PROTECTION OF HERITAGE 2017: Moderated by Mr. Max Scriwanek, Director, National Archives of Curacao
1:00 – 2:30	<p>Case studies : (15 minutes each)</p> <p>-British Virgin Islands: Christopher Varlack, Chief of Archives & Records</p> <p>-Haiti: Jean Wilfried Bertrand : National Archives Haiti</p> <p>- Puerto Rico: Director, Archivo General de Puerto Rico</p> <p>- Sint Maarten: Alfonso Blijden, Manager, Department of Records & Information Management</p> <p>- Saint Martin: Ms. Stéphanie Dargaud, Directrice des Archives territoriales et du patrimoine</p> <p>Dominica: Mrs. Vernanda Raymond, Chief Librarian</p>
2:30 – 2:45	Audience Q & A
2:45 - 3:00	Afternoon Tea
3:00 - 3:15	<p>Conservation Case Study: (15 minutes)</p> <p>CARBICA's First Aid Programme: Observations on Visits to British Virgin Islands and the Commonwealth of Dominica, April 2018</p>



3:15-4:15	Summation of Presentations: Response and Challenges - EGL With Audience Q & A if time allows
7:00	Cocktail Reception hosted by CARBICA
	Days 2 & 3 are aimed at cultural heritage stewards and first responders. Sessions focus on practical measures to prepare and respond to natural and man-made disasters.
TUESDAY 31 JULY	WORKING SESSIONS
	Facilitors: Dr. Emilie G. Leumas, Expert Group on Emergency Management & Disaster Preparedness (ICA)
9:00 – 12:00	Morning Session: Initial damage and risk assessment for cultural heritage custodians; salvage priorities; response techniques; recovery and resources
12:00 – 1:00	LUNCH BREAK

1:00 – 4:00	Afternoon Session: Advance preparation - disaster readiness and supplies with a focus on preventive measures (packing/storage etcetera) for libraries, archives, museums; monuments and sites
WED. 1 AUGUST	WORKING SESSIONS Presenters: Samuel Franco Arce
9:00 – 12:00	Morning Session: Post disaster first aid to cultural heritage custodians: mitigation/stabilization measures.
12:00 – 1:00	Lunch Break
1:00 – 4:00	Afternoon Session: Putting it all together: Disaster management planning for cultural institutions; development of disaster management plans

THURSDAY 2 AUGUST	CLOSING SESSIONS Day 4, the final day of the conference, is aimed at cultural heritage stewards and civil authorities charged with developing and administering policies and procedures for regional disaster readiness and response. Presenters: Dr. Emilie G. Leumas, ICA Expert Group on Emergency Management & Disaster Preparedness
9:00 – 12:00	Presentation of coordinated approach to emergency planning Development of a Caribbean Heritage Protection (CHP) network
12:00 – 1:00	Lunch Break
1:00 – 4:00	Development of a Memorandum of Agreement between the parties taking part in the Caribbean Heritage Protection Network AND regional/national emergency responders
4:00 – 4:30	CLOSING REMARKS & VOTE OF THANKS TO ATTENDEES

Registration: (just click on link below)

<http://carbica.org/News/Events/Disaster-Recovery/Register/>

Online registration is open to all until July 23rd, 2018. To confirm your attendance, please complete the online form.

The requested information is important, especially for the booking of hotel rooms.

For further questions, please send an email to Karla Hayworth (khayward@northrock.bm) or Avril Belfon (avril.belfon@archives.gov.tt)

We will make the hotel reservations according to the dates provided on your registration form.

Details regarding your stay and billing will be provided to you directly by email.

Conference Venue: Government administration building.

Transportation: the fee depends on where the participants will be staying. It is \$6.00 from the airport to Colebay/Simpsonbay per person and \$7.00 from the airport to Philipsburg. Per person per trip.

Contact Information:

Local contact: Alfonso Blijden (rolandoblij@yahoo.com)





CARBICA News

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