

## HDRS Emergency Plan Review Criteria

- Names of keyholders / emergency contacts and an outline of management structure / roles in a disaster (to include contact details for ERU)
- Floor plans
- Priority lists
- Evidence of own disaster kit (even if small)
- Contact / policy details for insurers of buildings and collections
- Separate provision of certificate for Public Liability
- Information as to responsibility of building (landlord / council) and liaison with host authority/organisation and their provision for emergency (if appropriate)
- Temporary accommodation list
- Salvage information per collection type
- Risk assessment form for health and safety
- Threat assessment for building
- Named person for review and interval for updating
- Evidence of offsite copy
- Evidence of training regime and circulation of plan
- List of salvage suppliers
- Set of instructions for initial reaction to fire, flood, theft, vandalism
- Out of hours procedure
- Liaison with local emergency services (council liaison separate)
- Confirmation of offsite copy of accession register and other key documents

- Contents page and layout.
- These will be categorised as follows (but the categorisation will only go to the MDO and you, not the plan author)
  - i. exceeds accreditation standards
  - ii. meets accreditation standards but would be improved by x
  - iii. does not meet accreditation standards

Supplied courtesy of Emma Dadson, Harwell Document Restoration Services