

# Manitoba Crafts Museum and Library

## DISASTER MANAGEMENT POLICY

**Revised:** Spring 2022

**Adopted:** September 7, 2022

**Responsibility:** Board of Directors

**To be reviewed:** 2<sup>nd</sup> quarter 2025



### 1.0 INTENT

This policy provided guidelines by which the collections and premises of the Manitoba Crafts Museum and Library (MCML) will be protected against disaster.

### 2.0 DEFINITION

**Disaster Management** includes actions taken to prevent, prepare, respond and recover from disasters that may affect MCML, its staff and collections, and the C2 Centre for Craft.

### 3.0 RESPONSIBILITY

Actions taken to safeguard the collections will be the responsibility of all MCML staff and volunteers led by the Curator and/or those staff whose responsibility it is to care for the collections.

### 4.0 PRINCIPLES OF DISASTER MANAGEMENT

- 4.1 MCML will develop, maintain and implement a Disaster Management Plan and ensure that all appropriate staff and volunteers are familiar with the procedures outlined in the plan.
- 4.2 The health and safety of all MCML staff and volunteers takes precedence over all other actions.
- 4.3 MCML staff and volunteers will recognize their limitations in the area of conservation and the expertise of professionals by consulting with qualified experts in all areas of conservation including, disaster response

and recovery.

- 4.4 MCML recognizes that preventive conservation is the most effective means of reducing and/or eliminating risks to its collections as well as reducing the effects of a disaster on its collections.

## **5.0 ROLES**

- 5.1 MCML will review and update the Disaster Management Plan on a regular basis (at least every three years), after all disasters and when new information or procedures become available.
- 5.2 It is the Curator's responsibility to remain abreast of advancements in the field.
- 5.3 MCML will provide training for the Curator and other staff and volunteers involved in disaster management either through in-house training or by attending specialist workshops.
- 5.4 MCML will develop and maintain relationships with outside organizations and experts as they relate to disaster response and recovery.

## **6.0 POLICY REVIEW**

This policy shall be reviewed every three years.

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President

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Date