



COSTEP MA

Coordinated Statewide
Emergency Preparedness

YOUR EMERGENCY MANAGEMENT PARTNER FOR CULTURAL RESOURCES

Cultural Resources Inventory Forms

The Cultural Resources Inventory Form is part of an ongoing effort led by COSTEP MA to incorporate cultural resources into municipal comprehensive emergency plans (CEMP). A similar form is available for municipal offices that hold records essential for bringing a community back online after a disaster. These forms can be downloaded from the COSTEP MA website: <http://www.mass.gov/mblc/costepma>

Emergency Management Directors (EMDs)

Forming a partnership with your local cultural resources in advance of a disaster can be extremely valuable. This will allow you to learn what assistance these entities might need in the event of a disaster. Moreover, you will learn what resources the cultural community is able to offer after a disaster to assist in response and recover efforts.

Cultural Resources

Opening lines of communication with your EMD is a vital first step in this partnership. Let them know that you are interested in working with them to help incorporate cultural entities into the CEMP and to find out how you might be able to help them. The information provided can alert them to your needs in the event of a disaster and show them what you might be able to offer during disaster response and recovery.

Please consider the following points before you fill out the Inventory form and begin communicating with your local EMD:

* After a disaster, what records will be crucial in getting your institution up and running again? What would we lose of our memories, our cultural identity, and our history if our cultural resources no longer existed? What assistance would you require to access your collections and to respond to and recover from a disaster?

* EMDs are responsible for updating and maintaining your city or town's emergency plan. Data from this form will be incorporated into your municipal plan. EMDs are not expected to deal with the specialized response and recovery of cultural resources; that is the responsibility of the cultural community. In the event of a disaster, it is the responsibility of the EMDs to ensure that cultural resources are not forgotten and to facilitate cultural resource staff gaining access to their institutions in a timely manner.

*Your EMD is NOT responsible for developing your institution's disaster plan; you are. For assistance in developing an institutional disaster plan, cultural organizations can confer with fellow institutions, professional associations, or use the Northeast Document Conservation Center's free online disaster-plan template, *dPlan*, at www.dplan.org.

This joint effort between the emergency management and cultural heritage communities will help protect the Commonwealth's cultural heritage for future generations and can only be accomplished by our working together. Thank you for your understanding, cooperation, and the efforts you have already undertaken toward accomplishing this goal.

MA Board of Library Commissioners

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