



Emergency Prep During Construction: A Risk Assessment Addendum

Construction projects in cultural institutions increase and change the risk to collections and cultural property. Although each construction project is unique to their institution, these questions will help an institution better prepare for any potential emergency. This document is meant to act as an addendum to the institutions' [Risk Assessment](#) to plan for the unexpected that comes with a construction project.

1. Physical Force
 - a. Will construction materials be staged and/or manipulated near/adjacent to your facility?
 - b. How close will construction-related activities be to your collections storage areas and exhibition spaces? Will you be monitoring for vibration?
Check this out:
<https://www.arcsinfo.org/programs/past-webinars/2018-vibration-webinar>
 - c. Have you relocated and/or taken precautionary steps (temporary barriers, etc.) to protect works in danger of being affected by the construction project?
2. Thieves, Vandals
 - a. How will access control be adjusted and maintained throughout the construction project? Will this cover staff and contractor/construction personnel?
 - b. How will you maintain your routine risk mitigation activities (e.g. inventory, IPM, etc.) throughout the construction period?
 - c. Who will regularly inspect construction areas for possible security-related issues?
3. Fire
 - a. Have you checked the functionality of your current fire detection and suppression systems?
 - b. Will any construction related activities take any portion of your current systems off-line? If so, do you have a plan in place to provide for appropriate protections throughout?
 - c. Have enhanced monitoring measures been implemented - such as fire watches - during potentially dangerous activities such as welding, new systems integration, etc.? Set up walk-throughs to determine all heat elements are off at the end of construction shifts?
4. Water
 - a. Is any construction work happening near pipes or water mains?

- b. Will the construction require hoses to be brought in and will this impact collections spaces?
 - c. Could construction trigger fire suppression systems (particularly wet pipes) and will you have access to on/off valves?
 - d. Will there be hot work near any of your pipes that could cause your fire suppression to go off?
- 5. Pests
 - a. Will materials be brought in with the potential to contain pests? Will this require treatment or separate storage spaces for these materials?
Check this out:
https://www.arcsinfo.org/content/documents/emergency_ipm_infographic_2021.04.01.pdf
 - b. Will construction require exterior doors or windows to be open for long periods of time? Can plastic sheeting be put up to minimize pest access?
 - c. Do outside contractors know where they can and cannot eat/store food and do you need additional IPM in these spaces?
 - d. Will construction disturb pests on grounds or in walls causing an infestation?
- 6. Pollutants
 - a. How will dust, dirt, plaster, etc. be contained during construction? Will dust impact your fire suppression systems?
 - b. Can your construction company give information about the materials they anticipate using and encountering during construction and how this will impact air quality/safety?
 - c. In the event of an emergency, will the response team need masks, gloves or other protective gear as a result of construction?
- 7. Light
 - a. Will you be moving your collection to a different location in your building with different levels of light? i.e. more windows?
 - b. Do you have enough lighting in the construction areas for physical safety without negatively impacting collections?
- 8. Incorrect Temperature/Humidity
 - a. Will walls, ceiling or floors be altered and therefore affect temperature in the space?
 - b. Will the project include work to the HVAC? Or stress your HVAC? Will the HVAC be offline for an extended period of time?
 - c.
- 9. Custodial Neglect/Dissociation
 - a. Will you be relocating any of your artifacts? If so, do you have a plan for inventory control?
 - b. Who will maintain the inventory control throughout the project?
 - c. Will you need to update your maps in your emergency plan?
- 10. Don't forget!
 - a. Think about how construction could impact your recovery in the event of an emergency:
 - i. Can response volunteers safely move through spaces?
 - ii. Will power, water or clean spaces be limited in some areas of the building?

- iii. Will you be able to access your emergency supply bins and move them as needed?

Check this out:

https://www.google.com/url?q=https://www.arcsinfo.org/content/documents/emergency_supply_program_development_manual.pdf&sa=D&source=docs&ust=1639422537958000&usg=AOvVaw2m-OUsBRrhvXjzrYoKbW1A

- iv. In the event of an emergency, do you have plenty of flashlights/emergency lighting to safely maneuver through darker spaces?
- v. How will construction impact your ability to safely move artifacts through spaces, including potentially out of the building? Will hallways be narrower or blocked? Will elevators be accessible? Will you have access to loading docks? Will fewer staff members be on site to assist?