

Museum Collections Management Advanced

November 29, 2010 – December 3, 2010

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: November 3, 2010

To: Supervisor

From: **Department of Parks and Recreation**
William Penn Mott Jr. Training Center

Subject: Employee Attendance at Formal Training
Museum Collections Management Advanced Group 2

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee, after discussion with supervisor, must login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and logs in to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Tina L. Williams
Department Training Officer

Attachment
cc: Participant

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***Mission Statement
Training Section***

***The mission of the Training Section is to improve
organizational and individual performance through
consulting, collaboration, training, and development.***

MOTT TRAINING CENTER STAFF

Tina L. Williams.....Department Training Officer

Pat Bost Office Manager

Alex K. Peabody..... (Acting) Academy Coordinator

Chuck Combs.....Training Specialist

Dave GalantiTraining Specialist

Sara M. SkinnerTraining Specialist

Karyn Lombard..... Training Specialist

Matt Cardinet..... Cadet Training Officer

Dan Kraft.....Cadet Training Officer

Pamela Yaeger Assistant Program Coordinator

Bill Spencer Assistant Program Coordinator

Edith Alhambra..... Assistant Program Coordinator

Eric MarksProgram Assistant

Rogers WilliamsProgram Assistant

THE MISSION

of the California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center and other locations including Marconi Conference Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). You should print a copy of the syllabus to bring with you to class. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)

3. TRAVEL: Arrange your travel to and from the training through your District or Office. (No reimbursement for travel expense - including per diem costs - will be approved for travel not specifically authorized in advance by the District Superintendent.) Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6. The Mott Training Center does not have the capability to provide transportation to/from Monterey Airport.

The cost of your travel (air fair, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of the training.

4. HOUSING: Housing will be assigned to you on a shared-room basis and will be available from 3:00 p.m. on the date of arrival to 12:00 noon on the date of departure. The Department provides your room and board expenses at the Mott Training Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Please advise the Department Training Officer no later than one week before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar housing. In the event of an emergency, staff must know your room assignment, therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in Asilomar's Administration Building. Quiet hour for lodge living areas is 10:00 p.m.

Please Note: You may be assigned a room at a motel while attending training. If so you may be asked to present a valid credit or debit card while checking in to your room. Many motels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. Please be prepared to handle this appropriately.

5. **ENROLLMENT OR HOUSING CANCELLATION POLICY:** To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Specialist assigned to the course requesting to remove the participant. If you do not need lodging or must change or cancel your reservation for lodging, you must contact the Mott Training Center or Training Specialist assigned to the course at least 72 hours prior to your date of arrival. Lodging, registration, and associated fees will be charged to the employee's District or Section/Office if a training cancellation is received with less than 72 hours notice.

The Mott Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

6. OFF-GROUNDS ACCOMMODATIONS: When authorized to stay off-grounds by the Department Training Officer, the Mott Training Center will pickup the cost of your room and meals at the current DPR Asilomar rate. If you stay off grounds and have meals on grounds, the Mott Training Center will authorize only what the Department pays Asilomar for lodging.
7. MEALS: Meals will be provided, semi-cafeteria style, from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:15 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, notify the Asilomar Chef at 831-372-8016 no later than one week before your scheduled arrival.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. Please contact either Asilomar staff upon check in, or Mott Training Center staff upon your arrival, for instructions on arranging a transport.

8. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, not including optional items, will be worn daily by all uniformed employees during formal training sessions **unless otherwise specified in the Program Attendance Checklist**. Non-uniformed employees shall wear professional business attire.

Because we are on the conference grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

9. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the Mott Training Center (Live Oak, Tree Tops, and Deer Lodge). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Mott Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
10. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Mott Training Center shall be in a safe condition and stored in one of the following locations: your room safe in Live Oak, Tree Tops, or Deer Lodge, one of the Mott Training Center's safes in the Whitehead Room or secured in your vehicle.
11. ALCOHOLIC BEVERAGES: Participants shall not possess or consume alcoholic beverages in common areas (living room) while on the Asilomar Conference Grounds unless provided and hosted by Concessionaire ARAMARK.
12. SMOKING: Smoking is not permitted in the Mott Training Center or in any lodge or guest room on the Asilomar Conference Grounds.

13. **TRAINING CENTER:** The Mott Training Center is located on Asilomar Conference Grounds, part of Asilomar State Beach. The Conference Grounds are operated for our Department by a concessionaire, and all lodging and food services are provided to us by employees of the concessionaire. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and concessionaire. None of us can expect preferential treatment for any reason and, as a departmental employee, you will be expected to join in our continuing effort toward an effective relationship with each Asilomar concession staff member. On occasion, non-departmental groups may be staying in the same lodges. It is imperative that you represent the Department well on and off duty.
14. **REGISTRATION:** When you arrive at Asilomar Conference Grounds, go directly to the front desk at the Asilomar Administration Building for your room key and dining room ticket. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.
15. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
16. **TRAINING SECTION STAFF:** Sara M. Skinner is your Training Specialist and has been assigned the responsibility for your training group. The staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Section Staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section Staff will do all within their power to make your training experience pleasant and meaningful.
17. **TRAINING MATERIALS:** May be made available to you at both your unit and the Mott Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Copies of DAM and DOM will be available to you for self-study. Bring your own pens and pencils.
18. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
19. **COLLEGE CREDIT:** Most training programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an

accredited program, you will receive either a letter grade or a credit/no-credit designation.

20. **MPC STUDENT ID:** If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birthdate.

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReq&Program=REPORT-SR-FIND-SSN>

Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.

21. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Mott Training Center. Any questions regarding use of a State vehicle while at the Mott Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Mott Training Center.
22. **BICYCLES:** If you bring your bicycle, store it in the bicycle shed next to the Mott Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The Mott Training Center has a limited number of bicycles available for your use. Prior to your use, you are required to complete a safety inspection and sign a waiver which is posted in the bicycle shed.
23. **MAIL:** Mail forwarded to you during your time at the Center should be addressed to you in care of:

Department of Parks and Recreation
WILLIAM PENN MOTT JR. TRAINING CENTER
P. O. Box 699, Pacific Grove, CA 93950
24. **CELL PHONES:** As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.
25. **FAX:** The Mott Training Center's FAX number is (831) 649-2824.
26. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call the Center at (831) 649-2954. Calls after 5:00 p.m. or during weekends should be made to (831) 372-8016, Asilomar Conference Grounds, and the caller

should tell the switchboard operator you are with a California State Parks training group. **Please Note: There are no longer pay telephones outside of the Mott Training Center. There are pay telephones located at the Asilomar Administration Building.**

27. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments.
28. RECREATION: Facilities available on grounds include a heated swimming pool, ping-pong and pool tables, and a volleyball court. The Monterey area offers horseback riding, golf, tennis, racquetball, deep sea fishing, and many historical landmarks and scenic sights to explore.
29. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.
30. COFFEE BREAK REFRESHMENTS: Will be available throughout each session. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the William Penn Mott Jr. Training Center, the following list is provided:

- _____ 1. Read and understand the program syllabus prior to your arrival at the Training Center.

- _____ 2. Complete the following pre-training assignments:
 - See pre-training assignment on page 8 of the syllabus.

 - Review the Post-Training Assignment page in this syllabus with your supervisor.

- _____ 3. Arrange your travel through your Unit/Office.

- _____ 4. Remember to bring the following with you to training:
 - Your unit's organizational chart and your current duty statement. This information is available from your supervisor.

 - Program syllabus.

 - Professional business attire (**uniforms are not required for this program**).

 - Coffee cup, reusable water bottle, alarm clock, pens, and pencils.

PRE-TRAINING ASSIGNMENT

1. Identify one park unit or facility that your collections disaster plan will address.
2. Complete as much as possible of **Side A** of “Pocket Response Plan for Collections,” a Word document that will be emailed to all participants from course coordinator, Wendy Franklin. Print three copies of your Pocket Response Plan for Collections document and bring it with you to training.
3. Be prepared to discuss your top three collection priorities – what would you evacuate or salvage first?

POST-TRAINING ASSIGNMENT

Ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed).

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

MUSEUM COLLECTIONS MANAGEMENT ADVANCED GROUP 2 – AGENDA
November 29, 2010 – December 3, 2010

Sunday

November 28

1500- Registration: *(Check-in at the Asilomar Administration Building)* All

Monday

November 29

0800-0900 Introduction and Orientation Lombard/Franklin
 0900-1000 New Technology in Museum Collections Management Facilities McGuire/Ronning
 1000-1100 The State of Museums in California DeWald
 1100-1130 Preservation Metrics: Beyond Data Gathering and Graphs to Action Steps McGuire
 1130-1200 Finding Support for Museum Collection Projects Lamb
 1200-1300 Lunch
 1300-1400 Exposé: Putting Your TMS Records Online with eMuseum Yeung
 1400-1500 The New DOM 2000: Revised Museum Collection Management Policy Hennem/Aguilar
 1500-1700 Measuring Success: MCFI Surveys and Reports Carruthers

Tuesday

November 30

0800-0900 Resources in the Department Archives Aguilar
 0900-1000 Disaster Preparedness Overview Page
 1000-1200 Pocket Response Plan for Collections (PReP) Page/Quist
 1200-1300 Lunch
 1300-1400 Disaster Scenario Page
 1400-1500 Key Steps in Disaster Preparedness Page
 1500-1700 Developing Your Disaster Plan Page/Quist

Wednesday

December 1

0800-0900 Incident Command System Overview Pelonio
 0900-1000 Incident Command System in Action Pelonio/Corey
 Quist/Page
 1000-1100 Refining Your Disaster Plan Page/Franklin
 1100-1200 Preparing for a Flood
 1200-1300 Lunch
 1300-1400 Fire Suppression in the Wildland Urban Interface Hart
 1400-1500 Thermo-Gels Systems and Demonstration Hart
 1500-1700 Salvage of Wet Materials Page

MUSEUM COLLECTIONS MANAGEMENT ADVANCED GROUP 2 – AGENDA
November 29, 2010 – December 3, 2010

Thursday

December 2

0800-1100	Table-top Exercise	Page
1100-1200	Assessing Damage	Page
1200-1300	Lunch	
1300-1400	Case Study: Angel Island Archives	Franklin/Metraux/Lee
1400-1700	Shipping Containers: The Solution for Your Collection? (Includes Field Trip to Monterey District, leaving at 1500)	Quist/Swiden/ Metraux

Friday

December 3

0800-1100	Identifying Threats to Your Collections from Mold, Insects, and Rodents	Quist/Swiden/ Metraux
1000-1100	Training Your Team Back at Home	Franklin
1100-1200	Evaluations and Wrap-up	Franklin/Lombard

MUSEUMS COLLECTIONS MANAGEMENT ADVANCED

36 HOURS

PROGRAM OUTLINE

Hours

<u>INTRODUCTION, ORIENTATION, CONCLUSION, AND EVALUATION</u>	2
<u>MUSEUM COLLECTION MANAGEMENT</u>	13
New Technology in Museum Collections Management Facilities	
The State of Museums in California	
Preservation Metrics: Beyond Data Gathering	
Finding Support for Museum Collection Projects	
Exposé: Putting your TMS Records Online with eMuseum	
Resources in the Department Archives	
The New DOM 2000: Revised Policy	
Measuring Success: MCFI Surveys and Reports	
Shipping Containers: The Solution for Your Collection?	
Identifying Threats to your Collections	
<u>DISASTER PREPAREDNESS FOR MUSEUM COLLECTIONS</u>	21
Disaster Preparedness Overview	
Pocket Response Plan for Collections	
Disaster Scenario	
Key Steps in Disaster Preparedness	
Developing Your Disaster Plan	
Incident Command System Overview	
Incident Command System in Action	
Refining Your Disaster Plan	
Preparing for a Flood	
Fire Suppression in the Wildland Urban Interface	
Thermo-Gel Systems and Demonstration	
Salvage of Wet Materials	
Table-top Exercise	
Assessing Damage	
Case Study: Angel Island Archives	
Training Your Team Back at Home	
TOTAL HOURS	36

MUSEUM COLLECTIONS MANAGEMENT ADVANCED

INTRODUCTION AND ORIENTATION

Purpose: Participants will meet each other and the program coordinators. Review program content, and share expectations. Class registration materials will be completed.

Performance Objectives: By the close of the session the participant will

1. Discuss the course content, expectations of class participation, and means of evaluation.
2. Complete Monterey Peninsula College registration forms and other Training Center requirements.

NEW TECHNOLOGY IN MUSEUM COLLECTION FACILITIES

Purpose: Inform participants of new methods for improving museum facility environments to enhance preservation of museum collections through lecture, visuals and discussion with instructors.

Performance Objectives: By the close of the session the participant will

1. Recognize the risks and benefits of geothermal heating and cooling systems in museum facilities.
2. Describe current methods for achieving a preservation environment in museum storage areas.

THE STATE OF MUSEUMS IN CALIFORNIA

Purpose: Give state park collection managers a statewide context for museum issues and trends through an interactive presentation.

Performance Objectives: By the close of the session the participant will

1. Identify trends facing museums and their communities in California.
2. Discuss opportunities for state park curators and collection managers to participate in the broader context of museums in California.

PRESERVATION METRICS: BEYOND DATA GATHERING AND GRAPHS TO ACTION STEPS

Purpose: Demonstrate “Preservation Metrics” and provide examples of this tool, developed to turn the raw data of environmental recording into easily understood and actionable estimates of the impact of temperature and humidity on museum collections.

Performance Objectives: By the close of the session the participant will

1. Use the web-based “Preservation Calculator,” to quantify the risks to the museum collection from variations in temperature and humidity.
2. Recognize how Preservation Metrics provides a means for collections managers to efficiently analyze data, and engage facility managers and other decision makers in an understanding of the impact of climate conditions on museum collections.
3. Demonstrate the principles of stewardship and the philosophy of service.

FINDING SUPPORT FOR MUSEUM COLLECTION PROJECTS

Purpose: Review methods of funding cultural projects and provide examples of funding sources for museum collection projects.

Performance Objectives: By the close of the session the participant will

1. Discuss internal funding sources that are available to support museum collection projects in State Parks.
2. Identify candidate projects and corresponding funding sources.

EXPOSÉ: PUTTING YOUR TMS RECORDS ONLINE WITH eMUSEUM

Purpose: Demonstrate the new California State Parks online Museum Collections program and review guidelines on how to prepare records for publication online.

Performance Objectives: By the close of the session the participant will

1. Recognize how to locate the California State Parks eMuseum website and search for records.
2. Identify the relationship between the Department’s TMS database and eMuseum.
3. Discuss the data fields and image formats required in TMS records before publishing to eMuseum.

4. Identify the method for proposing TMS records for inclusion in eMuseum.

RESOURCES IN THE DEPARTMENT ARCHIVES

Purpose: Review the collections and resources available in the California State Parks Archives.

Performance Objectives: By the close of the session the participant will

1. Discuss the mission, holdings, and collecting goals of the Department Archives.
2. Describe how to locate resources in the Digital Documents Library.

THE NEW DOM 2000: REVISED MUSEUM COLLECTIONS MANAGEMENT POLICY

Purpose: Review portions of the revised DOM Chapter 2000 draft and develop plans for proposed changes to the Department's museum collections management policy.

Performance Objectives: By the close of the session the participant will

1. Discuss upcoming changes to the Department's museum collections management policy.
2. Provide revisions to the Department's museum collections management policy.

MEASURING SUCCESS: MCFI SURVEYS AND REPORTS

Purpose: Demonstrate the online Museum Collections Facility Index (MCFI) database. Critique the existing MCFI survey, and develop plans for proposed changes to the MCFI survey questions.

Performance Objectives: By the close of the session the participant will

1. Use reports from the online MCFI program.
2. Discuss how the MCFI reports can serve as a guide to planning facility improvements.
3. Propose revisions to the MCFI survey questions.

DISASTER PREPAREDNESS OVERVIEW

Purpose: Review the Disaster Preparedness curriculum and provide examples of the need for disaster preparedness. Discuss goals and expectations for the following three days of instruction.

Performance Objectives: By the close of the session the participant will

1. Recognize the need for a disaster response plan for museum collections.
2. Discuss the agenda of disaster preparedness sessions and expectations for the next three days of the course.

POCKET RESPONSE PLAN FOR COLLECTIONS (PREP)

Purpose: Review the Pocket Response Plan (PReP) disaster plan template and provide examples of how it is used by museums and other cultural institutions.

Performance Objectives: By the close of the session the participant will

1. Discuss the history and development of the Pocket Response Plan (PReP) template.
2. Recognize how the PReP is used in state park museum collections and other institutions.
3. Discuss the pre-training assignment to complete a portion of the PReP.
4. Identify critical communications and actions for a collections emergency.

DISASTER SCENARIO

Purpose: Participants will use a case-study to understand the immediate risks and resource needs in a museum collection threatened by an approaching disaster.

Performance Objectives: By the close of the session the participant will

1. Compose a prioritized list of actions to address a museum collection emergency.
2. Evaluate the group's response to the case study and discuss emergency response alternatives with the entire class.

KEY STEPS IN DISASTER PREPAREDNESS

Purpose: Review the essential resources to have in place before a disaster strikes.

Discuss steps to take to prepare for a disaster impacting museum collections.

Performance Objectives: By the close of the session the participant will

1. Analyze their readiness to respond to a disaster impacting museum collections.
2. Compose a list of key steps to take at their own park unit.

DEVELOPING YOUR DISASTER PLAN

Purpose: Review the use of appendices for PReP disaster plan. Develop key appendices for the disaster plan, including specific information about the park location and collections.

Performance Objectives: By the close of the session the participant will

1. Discuss how appendices are used to supplement the basic disaster plan.
2. Diagram and list location of emergency systems.
3. Propose priorities for pre-disaster and post-disaster actions.
4. Prepare a disaster plan draft for review by instructors.

INCIDENT COMMAND SYSTEM OVERVIEW

Purpose: Present the Incident Command System (ICS) through lecture and visuals, and discuss how California State Parks uses ICS to address emergencies that threaten museum collections.

Performance Objectives: By the close of the session the participant will

1. Restate the purpose of the ICS and why it is effective for managing response to emergencies.
2. Describe the organization and structure of the ICS.
3. Recognize the roles and responsibilities of the ICS staff.
4. Identify the role of a curator or collection manager if assigned to an incident.

INCIDENT COMMAND SYSTEM IN ACTION

Purpose: To share knowledge gained from incidents that have occurred in California State Parks and other cultural sites. A panel of speakers will present case studies of ICS-managed incidents that have impacted cultural resources, and engage the class in discussion of other examples.

Performance Objectives: By the close of the session the participant will

1. Compare several examples of ICS-managed incidents.
2. Discuss the protocol for working within the ICS structure.
3. Analyze the effectiveness of protecting museum collections in an ICS-managed incident.

Panel Members:

Julie Page (Moderator), our principal instructor for the Museum Collections Management Advanced course. Julie is a nationally known instructor for emergency preparedness in libraries and museums.

John Pelonio, Superintendent of Emergency Services, Law Enforcement and Emergency Services (LEES) Division.

Kris Quist, Museum Curator II, Monterey District.

Chris Corey, Associate Archaeologist, Archaeology, History and Museums (AHM) Division.

REFINING YOUR DISASTER PLAN

Purpose: Review instructor's critique of participants' draft disaster plans. Develop final drafts of individual disaster plans.

Performance Objectives: By the close of the session the participant will

1. Discuss critiques of disaster plans.
2. Compose final draft of disaster plan based on feedback from instructors and class participants.

PREPARING FOR A FLOOD

Purpose: Review and discuss the effects of water on museum objects and archival collections.

Performance Objectives: By the close of the session the participant will

1. Review and discuss the condition of selected objects and documents to be soaked in water.
2. Identify resources to use for response to a water emergency.

FIRE SUPPRESSION IN THE WILDLAND URBAN INTERFACE

Purpose: Introduce participants, through lecture and visuals, to the available options for protecting historic structures from wildfire, including vegetation management, water, Class A foam, and Class A gel.

Performance Objectives: By the close of the session the participant will

1. Recognize the Department's responsibility for protecting historic and non-historic facilities from wildfire.
2. Compare the characteristics of Class A foam and gel, and their advantages and risks.
3. Restate how Class A foam or gel could be used to protect a State Park facility.

THERMO-GEL SYSTEMS AND DEMONSTRATION

Purpose: Demonstrate thermo-gel Class A gel properties with appropriate safety measures in place.

Performance Objectives: By the close of the session the participant will

1. Recognize the properties of Class A gel and see it works.
2. Discuss various types of gel delivery systems and their uses in various park settings.

SALVAGE OF WET MATERIALS

Purpose: Practice salvage methods and procedures for artifacts, documents, and non-print media.

Performance Objectives: By the close of the session the participant will

1. Participate in hands-on salvage drills with wet and muddy materials.
2. Apply techniques for cleaning and drying wet artifacts and documents.
3. Review current resources with information on salvage methods.

TABLE-TOP EXERCISE

Purpose: Critique disaster plans drafted by participants. Use a simulated emergency to role-play practice of decision-making skills during an emergency.

Performance Objectives: By the close of the session the participant will

1. Identify key roles in addressing a collection emergency.
2. Assess weaknesses in their own draft disaster plans.
3. Evaluate and revise draft disaster plans.

ASSESSING DAMAGE

Purpose: Present strategies for assessing damage to museum collections that have been impacted by a disaster.

Performance Objectives: By the close of the session the participant will

1. Recognize and know how to use the Rapid Collections Assessment form from Heritage Preservation's Field Guide to Emergency Response.
2. Discuss how to prioritize damaged objects and documents for treatment.

CASE STUDY: ANGEL ISLAND ARCHIVES

Purpose: Using a recent incident as a case study, present the causes, responses, and solutions to a collections disaster.

Performance Objectives: By the close of the session the participant will

1. Discuss the 2010 incident of flooding in the Angel Island State Park archives.
2. Evaluate the incident and its outcomes using material presented in earlier course sessions.

SHIPPING CONTAINERS: THE SOLUTION FOR YOUR COLLECTION?

Purpose: Present shipping containers as an alternative storage method for museum collections at risk in state park units.

Performance Objectives: By the close of the session the participant will

1. Recognize the features, costs, benefits, and risks of using insulated shipping containers as artifact storage facilities.
2. Discuss the installations of shipping containers at several park units.
3. Inspect and evaluate the effectiveness of Monterey District's shipping containers with an on-site visit to the installation at the Monterey District Office.

IDENTIFYING THREATS TO YOUR COLLECTIONS FROM MOLD, INSECTS, AND RODENTS

Purpose: Review common threats to collections, identify typical threats, and present appropriate actions and preventive measures to take to protect the collections.

Performance Objectives: By the close of the session the participant will

1. Identify the signs of mold, insect, and rodent infestations.
2. Discuss measures to prevent and correct such problems.
3. Recognize when and where to turn for help in serious situations.

TRAINING YOUR TEAM BACK AT HOME

Purpose: Present methods and discuss techniques for training park unit staff and volunteers to implement the disaster plan effectively.

Performance Objectives: By the close of the session the participant will

1. Recognize the value of exercising a disaster plan with park staff, volunteers, and community members.
2. Discuss the advantages of both table-top and functional exercises as training tools.
3. Describe key steps for a successful exercise.

WRAP-UP AND EVALUATIONS

Purpose: Participants will critique the course and presentation.

Performance Objectives: By the close of the session the participant will

1. Evaluate individual course sessions and instructors.
2. Evaluate the overall course content and presentation.

location map for
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