

cut on dotted lines

fold

instructions

DIRECTIONS

Gather 3 or more players
 Assign a moderator or rotate moderator role with each turn
 If more than 5 players, double up
 Deal 5 response cards to each player
 Place remaining cards into a draw pile
 Moderator reads a **scenario** card aloud (minus the suggested resources and actions)
 Players choose best **resource/response** card from their hands, turn in to moderator, and draw a new card
 Moderator reads all responses aloud inviting discussion, chooses best response, and player with best response keeps scenario card
 Discard used response cards to the bottom of the draw pile

At conclusion of game, player with most scenario cards wins, but really, everyone prepared to steward collections thru disasters is a winner!

“Master the Disaster” was designed as a training aid for cultural institutions’ disaster preparedness, response, and recovery.

This project is not intended for commercial distribution. Non-profits and educational institutions are welcome to download and use the game freely as intended.

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scenario 1

MOLD OUTBREAK

A routine check of storage areas reveals green fuzzy active mold on several book ranges. Further investigation shows condensation running down exterior masonry walls.

Resources: PPE, respirator, HEPA vacuum, dehumidifier, disinfectant

Actions: isolate/quarantine, dry materials onsite, outsource for conservation, HVAC maintenance, no contact between exterior walls and shelved materials, monitor for further outbreaks, regular housekeeping

INSECT/RODENT INFESTATION

After a regional power outage lasting several days, trash and foodstuffs spoiled, and vermin have made themselves at home. Electricity is restored, but the infestation is rampant.

Resources: PPE, HEPA vacuum, disinfectant, sticky traps, garbage bags, mops and buckets

Actions: Integrated Pest Management, thorough cleaning, triage for freezer storage, outsource for conservation, monitor for future outbreaks, check sewer traps, remove vegetation "superhighways," seal cracks/caulk

scenario 2

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scenario 3

BOMB THREAT

An employee discovers a suspicious package at the main desk. Recent threats following a controversial exhibit have everyone on high alert. The phone rings, and the caller warns of a bomb set to detonate.

Resources: FBI Bomb Threat Checklist, 1st Aid Kit, Phone tree, Press kit

Actions: Take threat seriously, sound alarm to evacuate building, move personnel 100 yards away from building to designated meeting place, call police, leave search and disposal to bomb squad, increase security

scenario 5

WILDFIRE

A wildfire burns out of control in the surrounding hillsides. Winds could shift at any time, but an institution closer to the blaze and for which you have a reciprocal arrangement calls for help now.

Resources: fireproof safes and vaults, drought-proof landscaping, masonry and metal construction, automatic fire suppression

Actions: life safety 1st, follow directives from emergency personnel, evacuate calmly, hose down exterior if time permits, store copies of important documents offsite, prioritize collections before disaster

HURRICANE

A hurricane strengthens off the coast and will reach landfall in 5 days where the storm will stall, creating massive flooding and destruction. Evacuation orders are expected in 48 hours.

Resources: Tarp, plastic sheeting, tape, pallets, essential documents, sandbags, moving equipment

Actions: Secure potential projectiles, move "Save 1st" items from lower floors, elevate items 4-6', evacuate to alternate storage facility/partner institution outside region, shut off utilities

scenario 4

FLOOD

Torrential rains have caused a reservoir upriver to breach. After floodwaters recede, the offsite storage facility is a mess of toppled shelving, mud and debris.

Resources: PPE, shovels, dumpster, documents, freezer trucks, fans, volunteers, crates and freezer paper, buckets, hoses

Actions: wait for "all clear" to enter building, assess and document damage, stabilize environment, set up staging area, triage for salvage/total loss, freeze what can't be rinsed and dried in 48 hours

scenario 6

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scenario 7

BLIZZARD/ICE STORM

A powerful winter storm creates an ice dam on an aging roof. When spring thaw arrives, ceiling leaks are discovered all over the building including public, office, and storage areas

Resources: buckets, mops, plastic sheeting, tape, essential documents, clothes line, signage

Actions: isolate/quarantine areas, stabilize environment, cover/move materials out of harms way, document all actions, dry materials onsite or pack and send for vacuum freeze drying

TORNADO

The National Weather Service upgraded a tornado watch to a warning. The facility has only a handful of staff in the evenings. A large public event is occurring in the auditorium with several high value artifacts on temporary, unsecured display.

Resources: Life Safety 1st! Bullhorn or public address system, walkie-talkies, first aid, food & water

Actions: Direct people to safety (lowest floor, central, away from windows) leave unsecured artifacts (all item locations and insurance updates should happen prior to exhibit), enlist capable volunteers

scenario 8

scenario 9

CHEMICAL SPILL

A tractor trailer collision at a nearby intersection causes a chemical spill and poisonous gas cloud. Road blocks are set up and everyone in the area is directed to shelter in place, but several employees are desperate to leave and check on their loved ones.

Resources: 1st aid, public address system, food & water

Actions: Take threat seriously, switch air handling system to recirculating/close air intake vents, wait for all clear to exit building

SMOKE/FIRE/ARSON

Renovations in a crawl space inadvertently spark a smoldering fire that goes undetected for hours. Miraculously, the building was unoccupied and collections storage escaped the inferno, but there is extensive smoke and water damage.

Resources: PPE, priority documents, soot sponges, plastic sheeting, fans, toweling, HEPA vacuum, soft brushes

Actions: wait for "all clear" to enter building, assess and document damage, stabilize environment, set up staging area, triage for salvage/total loss, air filtration, freeze what can't be dried in 48 hours

scenario 10

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scenario 11

EARTHQUAKE

A powerful earthquake topples the main building. When tremors stop, employees emerge traumatized from shelter sought in doorways, stairwells, and under desks and tables.

Resources: First aid, public address system, personnel and visitor logs, food & water, signage

Actions: Gather outside in designated area, attend to injured, take stock of missing/unmovable injured and location, relay information to emergency responders

scenario 13

POWER OUTAGE/SYSTEM FAILURE

Years of budget cutbacks and deferred maintenance have left the HVAC system broken again. In fact, parts are no longer available and Summer's heat and humidity have set in with no repair in sight.

Resources: Portable air conditioning units, dehumidiers, circulating fans

Actions: Evacuate collections: line up conditioned space offsite or refrigerated trucks, and prepare to pack and move) or cool and dehumidify with portable units

VOLCANO

A dormant volcano awakens spewing hot ash high into the atmosphere, prevailing winds shift covering everything in ash for miles. Lava flows steadily approach.

Resources: fireproof safes and vaults, electronic records and back-up copies available elsewhere,

Actions: life safety first--evacuate OR shelter in place as directed, set HVAC to recirculate/no outside air, gather 1st aid, food & water

scenario 12

PANDEMIC

A mysterious virus has overtaken the world. Only half of available workforce is healthy enough for duty, meanwhile, the government is mandating stay-at-home orders for all non-essential personnel.

Resources: Phone tree/online communication systems, back-up data, contingency plans

Actions: Life Safety 1st, scale/adjust services to match workforce, designate essential personnel for onsite presence, audio/video walk-thru facilities

scenario 14