

**DYFED ARCHAEOLOGICAL TRUST**

**DISASTER MANAGEMENT PLAN**

**(INCLUDING HER DISASTER PLAN)**



Current since:

Adopted at the Management Committee [board] Meeting of: 19 July 2018

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**DYFED ARCHAEOLOGICAL TRUST  
DISASTER MANAGEMENT PLAN  
(INCLUDING HER DISASTER PLAN)**

This document has been prepared in order to ensure that Dyfed Archaeological Trust ('DAT') continues to operate in the event of a disaster. It is in four sections. The first section sets out key points of what to do in the event of a disaster, the second is Risk Assessment, the third a Disaster Plan and the fourth a Business Continuity Plan.

**KEY POINTS OF WHAT TO DO IN THE EVENT OF A DISASTER**

- **Don't panic**
- **Alert the Emergency Services (999)** follow normal evacuation procedures before doing anything else
- **Alert the Disaster Managers:**
  - DAT CEO (K Murphy 01558 825991 or 07597 299189)**
  - Office Manager (J Holland 01267 780815 or 07398136989)**
  - HER Officer (F Sage 07845 724419)**
- **Alert the Trust Chair:**
  - Judith Wainwright 07774 782996**
  - **Don't take risks** - nobody should enter any part of the building unless it is safe to do so and unless their presence is known to and approved by a member of the emergency services
  - **Protect yourself** - wear appropriate protective/high visibility clothing
  - **Don't attempt salvage by yourself.** Be wary of doing something unwise, and perhaps irreparable.
  - **Confirm who** will deal with the press/media enquiries
  - **Leave things where they are if they are not in any further danger**
- **Do not talk to the media – direct media enquiries to the Disaster Managers or Trust Chair**

## RISK ASSESSMENT

### Potential level of risk

High level of risk = total loss of offices and all equipment, materials and data within the building, and possible loss of life or serious injury. A risk of this severity would threaten the ability of DAT to operate in the short- and medium-term.

Medium/High level of risk = loss of part of the building and loss damage to equipment, materials and data. A risk of this severity would threaten the ability of DAT to operate in the short term and possibly medium term.

Medium level of risk = Loss and damage to some equipment, materials and data. Possible minor damage to building. A risk of this severity would threaten the ability of DAT to operate in the short term.

Low/medium level of risk = Some loss and damage to some equipment, materials and data. This should not affect DAT's ability to operate.

Low level of risk = Minor loss and damage to some equipment, materials and data. This would not affect DAT's ability to operate.

Risk Assessment Table

Risk	Nature of impact	Level of risk	Mitigation
Fire	Loss of personnel; loss of access to building; loss of computer equipment, loss of non-digital material; loss of specialist software; loss of artefacts	<b>High</b>	Smoke detectors, fire alarms and intruder alarms comply with standards. Fire extinguishers regularly tested. Staff are aware of emergency and evacuation procedures; all insurances are up-to-date. Implement Business Continuity Plan to enable continuity of service provision; Maintain register of software licences.
Flood	Loss of access to part of the building, loss of computer equipment, loss of non-digital material; loss of specialist software; possible loss of artefacts	Medium/High	Staff are aware of emergency and evacuation procedures; all insurances are up-to-date. Implement Business Continuity Plan to enable continuity of service provision; Maintain register of software licences
Severe weather damage	Loss of access to part of the building, loss of computer equipment, loss of non-digital material; loss of specialist software; possible loss of artefacts	Medium/High	Staff are aware of emergency and evacuation procedures; all insurances are up-to-date. Implement Business Continuity Plan to enable continuity of service provision; Maintain register of software licences; Implement Business Continuity Plan to enable continuity of service provision
Theft / Vandalism	Loss of some equipment and possibly digital and non-digital data.	Medium	Intruder alarms comply with standards; insurances are in place; digital back-up systems are in place; Implement Business Continuity Plan to enable continuity of service provision
Loss of digital data on main server due to Cyber Attack or similar	Temporary loss of digital data.	Medium	Back-up systems in place.

# **DISASTER PLAN**

## **What to do in the event of a Disaster**

### **Raise the Alarm**

**Alert the Emergency Services: Dial 999 and give details of the emergency**

### **Alert the Disaster Managers:**

Ken Murphy 01558 823705 or 07597 299189

Judith Holland 01267 780815 or 07398136989

Felicity Sage 07845 724419

### **Alert the Trust Chair:**

Judith Wainwright 07774 782996

**Don't take risks:** nobody should enter any part of the site unless it is safe to do so and unless their presence is known to and approved by a member of the emergency services.

All staff and visitors being 'exposed to serious and imminent danger' should be evacuated from the building and assemble at a safe meeting point.

### **What Disaster Managers should do on arrival:**

Liaise with the Emergency Services: seek and follow the advice of the Emergency Services before entering the building after a disaster.

Contact other members of DAT who may be able to help:

Jenna Smith 07712113883

Alice Pyper 01550 721088 mobile 07833 177942

Fran Murphy 01558 823705 07766 180376

### **Assess the scene and the damage**

Assess the extent of the damaged material

Stabilise the environment and break out emergency supplies and equipment where needed (see checklist in Section 7)

Secure undamaged material under immediate threat

Establish salvage areas where materials can be safely removed to, sorted and temporarily stored

Confirm who will deal with media/press enquiries

Consider arrangements for overnight security of Trust offices

### **Organise salvage teams**

Organise volunteers into different teams

Arrange protective/waterproof and high visibility clothing

Arrange heating and lighting equipment

Arrange rest breaks and refreshments for teams

Carry out salvage operations on basis of priorities in Section 4

**Devise a communication strategy**

Write a press release

Only disaster managers and Chair

## Salvage Priorities and Location

### High priority

Item	Room Location
HER Detailed Record Files	Rolling shelves: HER Store room
HER Project Archives	Rolling shelves: HER Store room
HER Plans and Elevations	Map tanks: HER store room
HER Photographic negatives and slides	Rolling shelves: HER Store room
Photographic prints without negatives	Rolling shelves: HER Store room
HER DVDs	HER Store Room
Working project archives/data	Staff offices on first floor
Artefacts from excavations	Finds store in boiler room and staff offices on first floor
DAT minute books and supporting documents	Locked cupboard in staff office 1 on ground floor.
Admin files and personnel files	On shelves and locked cupboards/filing cabinets in staff office 1 on ground floor.
Trust server	Photocopier room

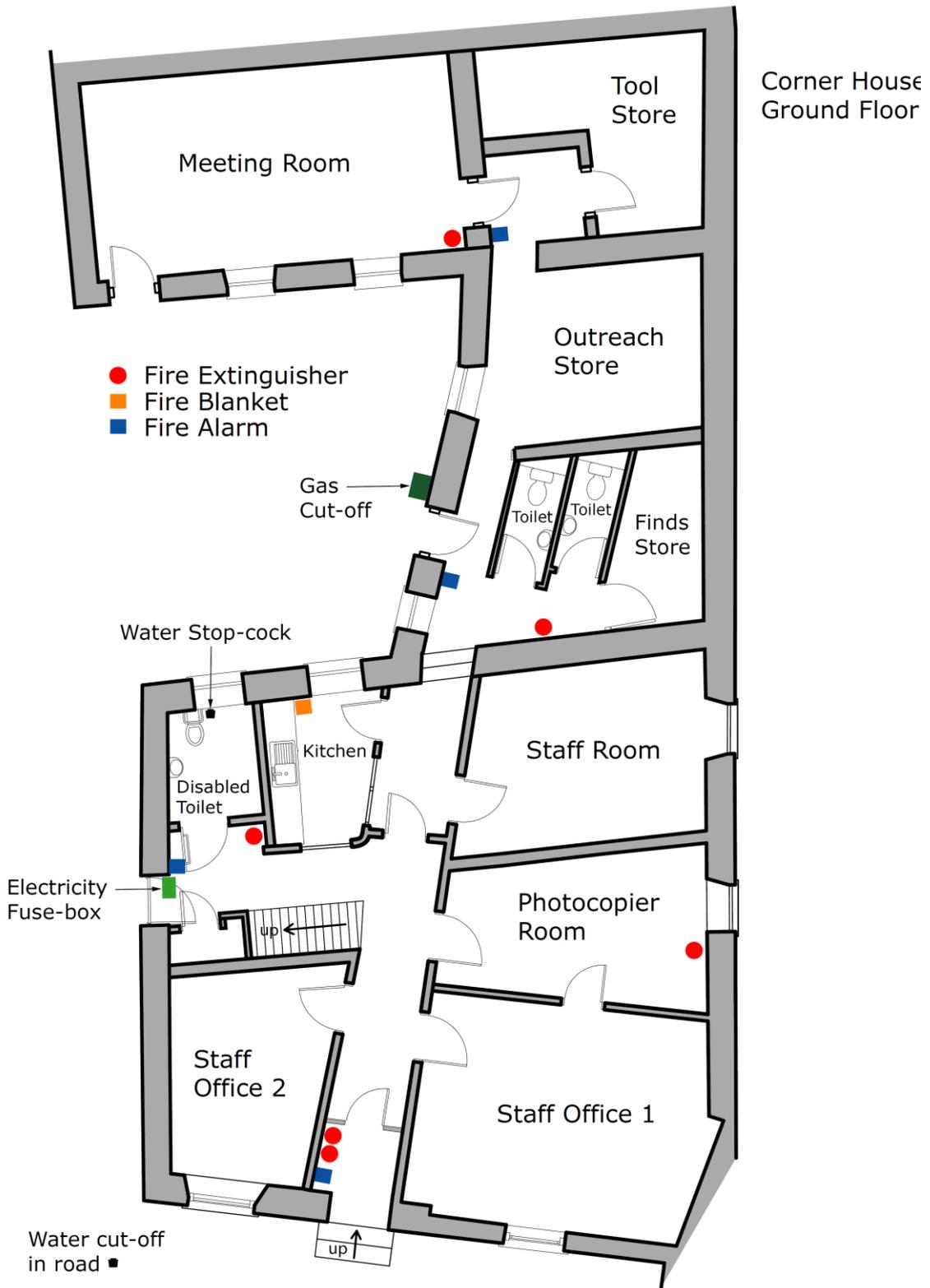
### Medium priority

Item and Priority	Room Location
DAT Reports	Rolling shelves: HER Store room
Development Control files	Rolling shelves: HER Store room
Tithe Maps	Plastic boxes: HER Store room
Aerial Photographs (Meridians, RAF)	Rolling shelves: HER Store room
Computer equipment	All staff offices
Survey equipment	Staff offices

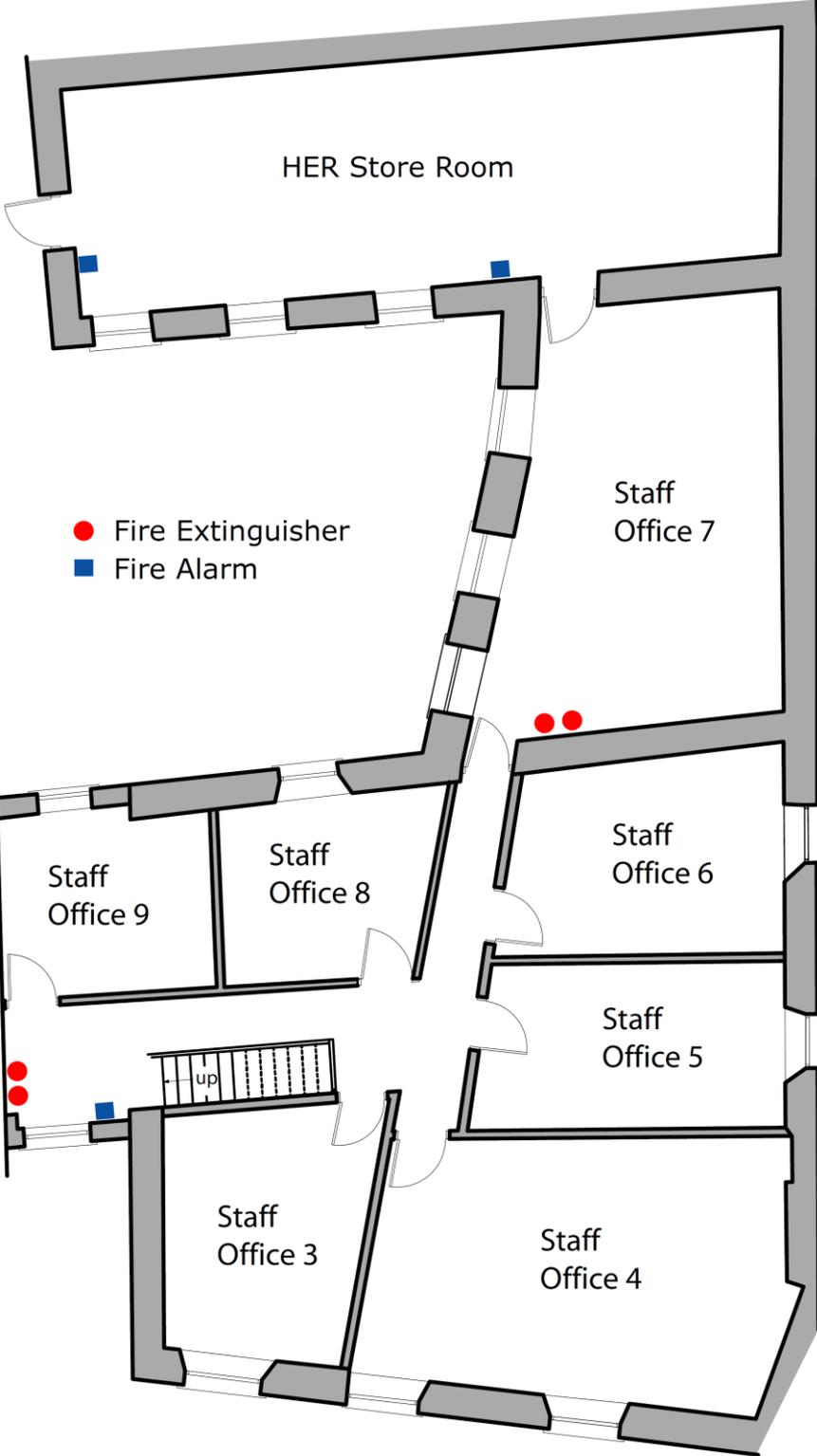
### Low priority

Item and Priority	Room Location
HER reference library and journals	Meeting room
Off-prints and articles	Rolling shelves: HER Store room
Exhibition material	Outreach store room ground floor
Office equipment	All offices
Excavation equipment	Tool store and cellar below outreach store

### Corner House floor plans



Corner House  
First Floor



- Fire Extinguisher
- Fire Alarm

## **Treatment of materials**

### **Emergency Treatment**

#### **Items lying immersed in water**

Remove to a dry place (except film negatives/microfilm, which should be kept immersed in clean water once wet).

#### **Keep wet items damp**

Do not assist any items to dry out, but allow water to drain off, until professional advice has been received. Do not artificially heat or blow-dry salvaged material. Do not attempt to close wet books or to unfold wet documents – leave them as found.

#### **Do not clean or wipe anything**

This may cause irreparable damage.

#### **Longer-term treatment**

Seek professional advice from conservators and archivists once materials are in a secure environment.

For more information on emergency treatment see:

<https://collectionstrust.org.uk/spectrum/procedures/emergency-planning-for-collections-spectrum-5-0/>

<https://collectionstrust.org.uk/spectrum/procedures/damage-and-loss-spectrum-5-0/>

## **Checklist of emergency equipment and materials**

### **Emergency Equipment and Materials**

There are currently no stockpiles of emergency equipment or materials.

The following are simply checklists of equipment and materials that it may be helpful to assemble at short notice in the case of an emergency.

#### **Protective clothing and materials**

Overalls/ waterproofs  
Dust masks  
Fire blankets  
Safety goggles  
Safety boots/ Wellington boots  
Protective gloves  
Fluorescent jackets/ vests  
Helmets  
Ear protectors

#### **Equipment**

Emergency lighting equipment  
Torch (check batteries regularly)  
LED headlights (check batteries regularly)  
Extension leads

First aid kit  
Tarpaulin/roll of plastic sheeting  
Rope/ string  
Personal injury forms and accident book  
Stanley knife  
Pipe sealing tape (water leaks)  
Hammer  
Pliers  
Screwdrivers  
Crowbar  
Clipboards  
Tie-on labels  
Duct tape

### **Wet recovery materials**

Mop  
Bucket  
Dustpan  
Cloths/ sponges  
Paper towels  
Brushes, long and short handled  
Blotting paper  
Water spray  
Carrying crates

### **Recording and Packing Materials**

Tissue paper (acid free)  
Bubble wrap  
Plastic bin bags  
Self-seal plastic bags  
Sticky tape  
Storage boxes  
Notepad  
Pencils  
Marker pens

## BUSINESS CONTINUITY PLAN

This section of the Disaster Plan sets out the current minimum requirements needed for DAT to operate and the minimum requirements in the event of a disaster– see table below. Although currently office space is a minimum requirement, in an emergency home working or the use of another physical space would be a short-term stop gap.

Process	Number of staff	Current minimum requirements	Minimum requirements in an emergency
Maintenance and enhancement of HER services	2	Office, computers, access to internet, server, emails and physical HER	Access to internet, server and emails
Provision of development control advice	2	Office, computers, access to internet, server and emails	Access to internet, server and emails
Provision of Heritage Management advice	2	Office, computers, access to internet, server and emails	Access to internet, server and emails
Outreach activities	2	Office, computers, access to internet, server, emails and some physical resources	Access to internet, server and emails
Administration of DAT	3	Office, computers, access to internet, server, emails and some physical resources	Access to internet, server and emails and ideally some physical resources
Provision of field services		Office, computers, access to internet, server, emails and physical resources, including tools and equipment	Access to internet, server, emails, physical resources, including tools and equipment, and possibly office space/storage

### Action Plan

**Note: record all actions**

#### **First 24 hours**

Arrange meeting of disaster managers and trustees

Agree response requirements

Agree initial impact of service delivery

Agree initial emergency procedures  
Contact DAT's insurers and get an assessor on site asap  
Contact DAT's IT support  
Contact all DAT staff  
Devise communication strategy

**Action over next 2 to 5 days**

Inform DAT clients of the situation  
Obtain permission from insurers to purchase/lease key equipment  
Arrange with IT support to supply new server and upload data from back-ups, and to supply staff PCs with access to the internet and email.  
Arrange with staff to work from home and set up computers in their homes with access to internet, emails and the server  
Seek out temporary office space/storage for retrieved documents  
Start to retrieve documents and equipment, if appropriate  
Seek out more permanent office space

**Long term**

Obtain quotations etc to restore the office

## **KEY PERSONNEL AND KEY CONTACTS**

### **Disaster Managers**

DAT CEO (K Murphy 01558 825991 or 07597 299189)  
Office Manager (J Holland 01267 780815 or 07398136989)  
HER Officer (F Sage 07845 724419)

### **Other Key DAT staff**

Jenna Smith 07712113883  
Alice Pyper 01550 721088 mobile 07833 177942  
Fran Murphy 01558 823705 07766 180376

### **DAT Chair**

Judith Wainwright 07774 782996

### **DAT Insurers**

Zurich  
Drayton House, Drayton Lane, Chichester, West Sussex, PO20 2EW  
Tel 01243 832011

### **DAT IT support**

Flotek [helpdesk@flotek.io](mailto:helpdesk@flotek.io)

### **Specialist conservation advice**

National Library of Wales, Aberystwyth 01970 632800  
Council for Museums, Cardiff 02920 225432  
National Museum Wales, Cardiff 02920 397951  
Royal Commission on the Ancient and Historical Monuments of Wales 01970  
621200  
Cardiff University Head of Conservation, 02920 874249