



Smithsonian Institution Archives

## Disaster Preparedness Records, 1978-2002

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Smithsonian Institution Archives  
Washington, D.C.  
Contact us at [osiaref@si.edu](mailto:osiaref@si.edu)

# Table of Contents

Collection Overview .....	1
Administrative Information .....	1
Descriptive Entry.....	1
Names and Subjects .....	1
Container Listing .....	2

## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Disaster Preparedness Records
<b>Identifier:</b>	Accession 03-065
<b>Date:</b>	1978-2002
<b>Extent:</b>	2.5 cu. ft. (2 record storage boxes) (1 document box)
<b>Creator::</b>	Smithsonian Institution. Office of Protection Services
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Accession 03-065, Smithsonian Institution, Office of Protection Services, Disaster Preparedness Records

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## Descriptive Entry

This accession consists of the records of Priscilla A. Terry, Disaster Preparedness Coordinator, documenting disaster preparedness for Smithsonian museums, offices, and facilities. Materials include correspondence, memoranda, and notes; disaster preparedness response plans and procedures; training and staff orientation meeting information; and emergency organizational flow charts.

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## Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

### Subjects:

Emergency management  
Employees -- Training of

### Types of Materials:

Manuscripts  
Video recordings

### Names:

Terry, Priscilla A.

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## Container Listing

### Box 1

- |            |   |
|------------|---|
| Box 1 of 3 | Smithsonian "Castle" Building: Disaster Preparedness Plan, 1993 (3 folders)         |
| Box 1 of 3 | Smithsonian "Castle" Building: Disaster Preparedness Plan, Customized Version, 1993 |
| Box 1 of 3 | Smithsonian "Castle" Building: Disaster Preparedness Plan, Full Plan, 1993          |
| Box 1 of 3 | National Museum of American History: Staff Disaster Preparedness Procedures, 1992   |
| Box 1 of 3 | National Museum of American History: Staff Disaster Preparedness Procedures, 1999   |
| Box 1 of 3 | National Museum of Natural History: Staff Disaster Preparedness Procedures, 1992    |
| Box 1 of 3 | National Museum of Natural History: Staff Disaster Preparedness Procedures, 1999    |
| Box 1 of 3 | Staff Disaster Preparedness Procedures (Prism version), 2001                        |
| Box 1 of 3 | National Museum American History: Disaster Preparedness Plan, 1992 (3 folders)      |
| Box 1 of 3 | Disaster Recovery Trailer Training Lesson Plan, 1992                                |
| Box 1 of 3 | Off-Site Facility Disaster Preparedness: Organizational Structure Flow Charts       |
| Box 1 of 3 | National Museum of American Art: Table-Top Orientation, 1994                        |
| Box 1 of 3 | Hurricane Disaster Exercise, 1999   |
| Box 1 of 3 | Disaster Preparedness Organizational Structures, 1991-1995                          |
| Box 1 of 3 | Disaster Preparedness Functional Responsibilities                                   |
| Box 1 of 3 | Smithsonian "Castle" Building: Table-Top Objectives                                 |
| Box 1 of 3 | Disaster Preparedness Checklist, 1993   |

- Box 1 of 3 Flood Damage Reduction Survey, 1988-1991
- Box 1 of 3 Flood Damage Reduction Program, 1992-1993
- Box 1 of 3 Security Operations and Procedures for America's Smithsonian, 1995-1997
- Box 1 of 3 Firearms Training System, 1995
- Box 1 of 3 Office of Protection Services: Entry Level Training, Instructor's Manual, 1997
- Box 1 of 3 Office of Protection Services: Entry Level Training, Student Manual, 1997
- Box 1 of 3 The Quadrangle: Staff Emergency Preparedness Manual, 1999
- Box 1 of 3 Bomb Threat Information, 1995-1997
- Box 1 of 3 Evacuation Notice, 1995
- Box 1 of 3 Continuity of Operations Planning, 2001
- Box 1 of 3 Office of Contracting and Property Management: Emergency Operating Procedures, 1991
- Box 1 of 3 Office of Plant Services: Emergency Operating Procedures, 1991
- Box 1 of 3 Office of Physical Plant: Emergency Operating Procedures, 2001-2002
- Box 1 of 3 Hazardous Waste Emergency Procedures, 1990
- Box 1 of 3 Victor Building Disaster Management Plan, 2002
- Box 1 of 3 Smithsonian Marine Station at Link Port: Emergency Procedures, 1987

Box 2

- Box 2 of 3 National Museum of American History: Disaster Response Plan, 1999-2002
- Box 2 of 3 National Museum of American History: Emergency Preparedness Plan for Collections and Tangible Assets, 1991
- Box 2 of 3 National Air & Space Museum: Disaster Preparedness Orientation, 1992

- Box 2 of 3 National Air & Space Museum: Emergency/Disaster Management Plan (Part One), 2002 (3 folders)
- Box 2 of 3 Fumigation Facility Emergency Operations Plan, 1986
- Box 2 of 3 The Quadrangle: Staff Emergency Evacuation Plans, 1998
- Box 2 of 3 South Quadrangle Emergency Self-Protection Plan
- Box 2 of 3 Greenhouse/Nursery Division Disaster Preparedness Plan, 1990
- Box 2 of 3 Smithsonian Tropical Research Institute Orientation and Disaster Preparedness Assistance Visit, 1987
- Box 2 of 3 Paul E. Garber Facility: Disaster Preparedness Plan, 2000 (3 folders)
- Box 2 of 3 Developing a Disaster Preparedness Plan, 1986
- Box 2 of 3 Memoranda, 1978-1992 (2 folders)
- Box 2 of 3 Museum Emergency Response System, 1986
- Box 2 of 3 Museum Emergency Response System, 1987
- Box 2 of 3 Museum Emergency Response System, 1988
- Box 2 of 3 Cultural Facility Emergency Response System, 1988
- Box 2 of 3 Museum Emergency Response System: Master Copy
- Box 2 of 3 Developing a Disaster Preparedness Plan for Cultural Facilities, 1991
- Box 2 of 3 National Museum of the American Indian: Disaster Preparedness Orientation, 1998
- Box 2 of 3 Assessing Potential Threats to the Smithsonian Institution, 2001
- Box 2 of 3 Y2K Emergency Contingency Plans, 1999
- Box 2 of 3 Education on Fire and Clean Up After Disaster, 1989
- Box 2 of 3 Updating Smithsonian Directive for Disaster Preparedness, 2001

- Box 2 of 3                    Smithsonian Emergency Operations Center, 1997
- Box 2 of 3                    Continuity Planning Task Force Meeting, 1999
- Box 2 of 3                    Smithsonian Disaster Preparedness Program: Five Year Plan, 1996-1997
- Box 2 of 3                    Unit Status Report, 2002

Box 3

- Box 3 of 3                    America's Smithsonian Exhibit: Disaster Recovery Plan, 1996
- Box 3 of 3                    Office of the Treasurer: Emergency Contingency Plan for Local Area Network, 2002
- Box 3 of 3                    Museum Support Center: Emergency Evacuation Plan
- Box 3 of 3                    Smithsonian Institution Disaster Preparedness Plan, 1991
- Box 3 of 3                    Tornado Damage to the Paul E. Garber Facility, 1992 (videotape)