

**ILLINOIS STATE MUSEUM
EMERGENCY BOARD MEETING
February 21, 2025, 10:00 a.m.
Webex**

Attending: Officers: Chair Jonah Rice, Vice Chair Sara Phalen, and Secretary Tamira Brennan; **Board Members:** John Barker, Mike Murphy, and Director Natalie Phelps Finnie; **Illinois State Museum Staff:** Jenn Edginton and Meghan Lindstrom; **Department of Natural Resources Staff:** George Sisk; **Illinois State Museum Society Staff:** Jamila Wicks.

I. Welcome

Chair Jonah Rice called the meeting to order at 10:01 a.m.

II. Roll Call

Meghan Lindstrom called the roll and a quorum was present.

III. New Business

Disaster Preparedness Plan and Disaster Recovery Plan

Jenn Edginton presented the Disaster Preparedness Plan and the Disaster Recovery Plan, the only outstanding unapproved documents required for consideration for reaccreditation from the American Alliance of Museums (AAM). The Museum had an older Disaster Plan which was updated and broadened by Doris Bailey, ISM's Operations Manager, and Robert Sill, the Director of Collections and Research. Jenn explained how the plans meet AAM requirements and provide guidance on how staff and visitors should respond during and after disasters.

Jamila Wicks joined at 10:04 a.m.

Jenn emphasized the Museum's need for extensive recovery and salvage plans to protect the collections. Individual salvage plans are being developed for each collection range but are beyond the scope of the current Disaster Recovery Plan.

Jenn invited the Board members to discuss the plans.

Jonah asked if all emergency exits were appropriately marked in Museum facilities. Jenn confirmed all exits are marked and the signs are actively monitored to ensure they function correctly.

Jonah commended the thoroughness of the plans and the wide variety of disasters they cover.

George Sisk stated he had spent considerable time reviewing the plans and AAM did not provide a specific checklist for the contents. He had no issues with the content of the plans from legal or ethical perspectives.

Jenn stated that the Office of Law Enforcement had also reviewed the plans and found them to be very thorough. She further explained the Plans are aligned with the plans written for the Department of Natural Resources and the Central Management System. The Plans were also compared to those of other museums which have received accreditation to identify any potential gaps.

Jonah asked if the Museum would need mutual assistance agreements considering it is in a metropolitan area. Jenn confirmed the Museum did not need such agreements but had a strong relationship with the Office of Law Enforcement and Conservation Police will attend large events at Museum facilities. The flagship Museum is part of the Capitol Complex so Secretary of State Police patrol the area, monitor the Museum's alarm system, and will respond if contacted by Museum staff.

Tamira Brennan asked if the salvage professionals and external suppliers listed in the Recovery Plan were in established vendor relationships with the Museum or if the Museum would need to make an emergency purchase order in the event of a major disaster. Jenn stated she was unsure if all the vendors were in the State's procurement system but they do have relationships with the Museum. All vendors had also been contacted before sending the Plans for approval to ensure they were still in business.

Mike Murphy commended the Plans be available in different formats and in many locations. He asked where copies would be stored and who would have access to them. Jenn stated that copies of the Plans will be stored at each front desk and she will work with the guards and building managers to distribute the Plans throughout the larger buildings. Mike asked if the Plans would be stored anywhere offsite. Jenn confirmed copies of the Plans could also be stored at the primary Department of Natural Resources building. Sara Phalen recommended smaller copies of emergency contacts be carried by all response coordinators.

Jonah asked if there would be a legal requirement to train staff on disaster preparedness. George confirmed there was no legal requirement but he would recommend staff be trained and he would work with Jenn on that.

Jonah asked for a motion to approve the Plans. Mike moved, John seconded, and the Plans were approved unanimously.

IV. Old Business

Jonah asked for old business.

Jenn confirmed the Board had previously recommended approval for the Strategic Plan, the Ethics Statement, and the Collection Policy. With the recommendation for approval of the Disaster Plans all documents are ready to be submitted to AAM for reaccreditation.

V. Public Comment

None present.

VI. Adjournment

Jonah asked for a motion to adjourn. Mike moved to adjourn, Tamira seconded, and the meeting was adjourned at 10:18 a.m.