



Museums Emergency Programme  
Programa de Urgencia en los Museos  
Programme d'urgence dans les musées



## Museums Emergency Programme

### Survey Questionnaire

Name of museum / institution:

\_\_\_\_\_

Type of museum:

\_\_\_\_\_

Name of Director of museum / institution:

\_\_\_\_\_

Address:

\_\_\_\_\_

City:

\_\_\_\_\_

Post code:

Country:

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Fax:

\_\_\_\_\_

E-mail:

Web site:

\_\_\_\_\_

Name and position of person completing the questionnaire:

\_\_\_\_\_

Language(s) used in museum:

Official language(s) of country:

**PART I**

**If the questions below do not concern your institution, please disregard and proceed to Part II.**

1. How many people does the museum employ?

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2. Is the museum located

a) In an area where there is a high risk of natural disasters?

( ) YES ( ) NO

Type of disasters concerned (tick boxes) :

Flooding ( )

Earthquakes ( )

Tidal waves ( )

Hurricanes ( )

Other (specify)

b) In a political conflict zone? ( ) YES ( ) NO

3. Is there a complete inventory of the collections? ( ) YES ( ) NO

4. Are the museum premises regularly inspected? ( ) YES ( ) NO

5. Does the museum have an evacuation plan :

a) For collections ( ) YES ( ) NO

b) For equipment ( ) YES ( ) NO

c) For people: - visitors ( ) YES ( ) NO

- staff ( ) YES ( ) NO

6. Has the museum ever experienced a disaster? ( ) YES ( ) NO

If yes, state the year(s) and the nature of the disaster(s):

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7. Has a disaster response and/or risk prevention officer been appointed from amongst the museum staff? ( ) YES ( ) NO

Details of disaster response and/or risk prevention officer:

Name:

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Title:

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If any, please specify the training received in risk prevention and disaster response:

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8. Has the museum set up a risk prevention and disaster response programme? ( ) YES ( ) NO

If yes, which of the following aspects have been taken into account (tick boxes):

- a) Ecological implications ( )
- b) Community involvement ( )
- c) Local traditional techniques and methods ( )
- d) Other ( )

Please give details.

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9. Has the museum compiled a list or lists of the objects belonging to collections stating salvaging priorities? ( ) YES ( ) NO

If yes, please indicate criteria used to establish the list:

- a) Cost ( )
- b) Importance to collections ( )
- c) Fragility ( )
- d) Vulnerability to particular types of damage ( )
- e) Accessibility ( )
- f) Maneuverability (size, weight, etc.) ( )
- g) Other criteria (give details): \_\_\_\_\_ ( )

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10. Is there a place in which emergency conservation treatment of collections can be carried out?

- a) In the museum ( ) YES ( ) NO
- b) Off-site ( ) YES ( ) NO

11. Can the collections be evacuated to secure premises off-site in the event of a disaster in the museum? ( ) YES ( ) NO

12. If the museum has produced any of the following materials related to disaster preparedness and response, please provide references and if possible, send originals, copies or abstracts.

a) Literature (books, essays, articles, etc.)

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b) Didactic material (books, videos, slides, etc.)

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c) Other

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**PART II**

**13.** Could you recommend any interesting literature and didactic material related to disasters (non) preparedness and (non) response (in your country or elsewhere)? Please provide complete references.

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**14.** Do you know of any organisations and/or experts in your country or region involved in disaster preparedness and response? Please provide contact details.

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**15.** Do you know of an interesting experience related to disaster (non) preparedness and (non) response (in your country or elsewhere) that could serve as a case study? Please provide summary information and indicate contact person or institution.

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