

tributed in some fashion to at least the first three of those enduring monuments to our existence as a species.

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Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions. VALERIE DORGE and SHARON L. JONES. Los Angeles: The Getty Conservation Institute, 1999. 272 p. ISBN 0-89236-529-3.

The Getty Conservation Institute has been known for producing and publishing a number of fine conservation texts, many of which are used in today's conservation education programmes. This guide, compiled by Valerie Dorge and Sharon Jones, is no exception. Though many may feel there is a flood of disaster preparedness manuals available for reference and education, this one is of particular use for the larger institution.

The manual is intended to guide all levels of staff through the creation and implementation process of a new preparedness plan, beginning with an introduction on how to use the book, and a list of terms to know. The manual is divided into three parts, with a number of chapters in each part. Part one is titled "For the Director," and gives a detailed overview of exactly what an "Emergency Preparedness and Response Plan" entails and how to go about developing it. It explains what everyone's roles and responsibilities should be in developing and implementing the plan, and gives a number of good examples from other institutions to show the importance of having such a plan in place. It then goes into specific details as to the role the director should take in the development of an emergency plan, outlines important tasks with questions to consider for each one, and presents the immediate steps which are to be taken to put the planning process in motion.

Part two, titled "For the Emergency Preparedness Manager," contains chapters three through five. Chapter three explains the roles of the emergency preparedness manager and the emergency preparedness committee. Chapter four covers the importance of communication, both with staff and response personnel, and with the public. Chapter five stresses the importance of training all staff members, and gives suggestions on how to offer staff training. Throughout this section of the manual, tasks are outlined step by step, and suggested exercises and questions are presented for consideration when completing the development stage of an emergency plan.

The third part of the manual is titled "For the Departmental Team Leaders," and is divided into four chapters, each of which is geared towards four different teams. These teams are safety and security, collections, buildings and maintenance, and administration and records. The role of each team, the

reports each team needs to prepare for the development of the emergency plan, and the set tasks are fully explained to aid the teams in fulfilling their roles. This section also includes suggested exercises and questions.

At the end of each chapter is a summary of what was covered and what the reader should have learned from it. The book concludes with a series of eleven appendices which include samples from other institutions. These examples include a list of emergency plan teams, tables of contents from emergency planning manuals, procedures for a variety of sections of emergency planning manuals, job descriptions for team leaders, supply lists, and so on. Finally, an international list of conservation organizations, emergency organizations, museums, and other related professional organizations has been included to guide the users of this manual to other possible resources and aid in developing their own emergency plan.

In conclusion, the manual is a very thorough and comprehensive guide to developing an emergency plan. Though it is geared mainly towards museums (as evidenced by the appendices), with examples provided by museums in the United States, it can be easily applied to mid-to-large archives. Some of the suggested exercises would not be useful for an archives, and it would not prove to be overly helpful to small archives, as much of the information would simply not be applicable to a smaller institution. However, overall the manual is a useful guide to aid archival institutions in developing their emergency plan, and thoroughly explains the roles of all staff members in the development and planning process.

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