



DISASTER PREPAREDNESS WORKING GROUP

2023-2024 Final Report

Working Group Members

- Rosemary Barbour, Nova Scotia Archives
- Cindy Bergeron, Dalhousie University
- Joanne Boudreau, Fultz House Museum
- Ayla-Monic Fox, Nova Scotia Archives
- Joanne Hunt, Colchester Historeum
- Elizabeth Jordan, Saint Mary's Genealogy Research Centre
- Sarah Little, Canadian Museum of Immigration at Pier 21
- Pauline MacLean, Highland Village Museum
- Anita Price, independent consultant
- Wendy Robichaud, Esther Clark Wright Archives, Acadia University
- Alina Ruiz, Mount Saint Vincent University Archives
- Jasmine MacNeil, Nova Scotia Archives
- Sharon Murray, ex officio, Council of Nova Scotia Archives
- Heidi Schiller, ex officio, Council of Nova Scotia Archives

Project Objective

The Disaster Preparedness Working Group (DPWG) first met on July 25, 2023, to discuss and plan the CNSA's **Disaster Preparedness Project (DPP)**. According to the Group's terms of reference, the original goal of the project was to refresh and augment our Disaster Recovery Supply Depots and expand our disaster-preparedness supports for members, for which we had received a generous grant of \$30,000 from the Nova Scotia Department of Communities, Culture, Tourism and Heritage.

After weighing the various options, in the group's second meeting on August 17, 2023, the DPWG decided that instead of creating additional supply depots, our members needed to have disaster supplies on-hand at all times, so they can protect and rescue their collections if/when disaster strikes. We therefore pivoted the project to creating and disseminating Disaster Kits to as many member-institutions as we could afford.

Disaster Kits for Member Institutions

The contents of the kits for members were agreed-upon in the DPWG meeting on September 7 (see the list [here](#)) following which our Archives Advisor, Sharon Murray, and Interim Member Services Assistant, Heidi Schiller, began ordering and purchasing supplies, which included countless trips to Canadian Tire and Home Depot stores across and beyond HRM.

We knew that the volume of supplies needed to create kits for many/most of our member institutions would cost more than the \$30,000 the CNSA had been granted from CCTH for this project. As such, we appealed to our members, asking if those that wanted a kit could pitch in towards its cost, which was estimated to be \$500 per kit. Our members opened their hearts and chequebooks and offered just over \$8000 in total, most of which was redeemed in the 2023-2024 fiscal year.

Since many of our members attend ANSM’s regional heritage group meetings, Sharon decided to set their fall meetings as a deadline, which were scheduled for late October and early November. This gave her and Heidi less than two months to source all the supplies and orchestrate assembly of all 70+ kits. Two ‘assembly parties’ were held on October 12 and 13 to which not just members of the DPWG but also staff of the Halifax Municipal Archives and Nova Scotia Archives lent a helping hand.

While creating the kits was a feat, getting them into the hands of members was another. Sharon rented a UHaul, and from October 23 to November 4, was either on the road to all corners of the province, or was tracking and packing-up the next round of kits. Heidi, meanwhile, kept the CNSA-ship afloat. By early November, most of kits had been delivered to members or were left at nearby member sites for pick-up. While not the end of the Disaster Preparedness Project at large, this marked a mammoth milestone.

Project Financials

Expense	CCTH Funds	CNSA Funds
Supplies for 74 Disaster Kits for CNSA Members	\$30,000	\$9,291.44
Kit deliveries		\$2,009.78
Member Services Assistant: 200 hours @ \$23.50 + 12% MERCs		\$5,264.00
Archives Advisor: 275 hours @ \$34.40 + 12% MERCs		\$10,595.20
Contributions from CNSA Members toward their Disaster Kits		-\$8,470.48
Total	\$30,000	\$18,689.94
Total Project Expense	\$48,689.94	

Many thanks to the Nova Scotia Archives

In addition to the dedication and time given by members of the DPWG and financial contributions from members, this project would not have been possible without the support and assistance of the **Nova Scotia Archives**. Huge thanks to Patti Bannister for allowing us to take-over the Akins Room for several months, and to Rebecca Mazzorana for placing multiple Uline orders on our behalf. What’s more, many of the staff as well as Danny and Karen, the Concierges, helped lug shipments of supplies to the Akins Room from our cars and/or the loading bay, assisted with assembling the 74 kits, and then helped move and pack the kits into the U-Haul over the two weeks of deliveries.

The DPP Continues!

While the DPWG will officially dissolve as of our AGM, this is not the end of the road for the DPP. Phase II of the project is already underway, and continued disaster supports for members will become a responsibility of the Preservation Committee, which we will reignite in 2024-2025.

Respectfully submitted,
 Sharon Murray, Archives Advisor
 On behalf of the DPWG