

Fine Arts & Continuity of Operations Plans (COOP)

1 Mission

It is the mission of the Fine Arts Program to provide national leadership and policy direction for the portfolio of fine arts assets under GSA's stewardship [the Fine Arts Collection] to insure their location, preservation, accessibility, understanding, and appreciation, in order to insure superior workplaces for federal agencies and the public they serve. We are located in the Design Excellence & the Arts Division (PMB), Office of the Chief Architect.

Vision

By preserving the legacy of federal art and the built environment, the Fine Arts Program inspires a future of creative freedom and expression in our American democracy.

- The **Fine Arts Collection** includes commissioned civic works of art that enhance the architecture of federal buildings; portable works of art commissioned under the federal patronage of the New Deal; and Art in Architecture (AiA) maquettes (design models).
- The **Regional Fine Arts Officer (RFAO)** should be notified of any project that will impact artwork in the Fine Arts Collection, including Art in Architecture installations. See attached list for names, addresses, and telephone numbers of RFAOs.
- The **Fine Arts Program *Desk Guide*** contains policy and guidance for the acceptance and disposal of fine art. The Desk Guide also provides procedures for the inventory, inspection, conservation, and loan of artwork; for exhibition, interpretation and educational programs; for emergency planning; and for the removal, relocation and deaccessioning of artwork in the Fine Arts Collection. The *Desk Guide* should be consulted for acquisition and relocation of artwork. The *Desk Guide* is available on the Fine Arts WEB site at www.gsa.gov/finearts.

Legal Authorities & References

- The Occupant Emergency Plan (OEP) 44 CFR 101-2 focuses on protecting life and property in federally occupied space under certain emergency conditions, and directs the formation of an occupant emergency organization to perform OEP tasks.
- The National Security Emergency Preparedness (NSEP) Handbook, ADM P 2400.11B focuses on the role of GSA in providing support for domestic emergency operations in which there is federal involvement.

The NSEP Handbook provides guidance for the GSA role in the broad context of federal response to major disasters or emergencies, while the OEP focuses on getting federal employees and others safely out of a facility under a variety of threat conditions. In general, implementation of the OEP is the first step in responding to an emergency condition that affects a GSA site. The activity or site-specific COOP provides a bridge between these two key documents, in that it focuses on each GSA element's responsibility to continue essential functions under emergency conditions, including emergency relocation to an alternate site.

Policy

It is the policy of GSA to respond quickly at all levels in the event of an emergency in order to continue essential operations.

Objectives of Fine Arts Component of COOP

GSA's Fine Arts Collection represents the history, ideals, and culture of our country. To insure its protection and preservation for future generations it is necessary to maintain an accurate record of the current identification, location, condition, and appropriate contact for works of art in the collection.

Each location that has works of art from GSA's Fine Arts Collection should notify the Regional Emergency Coordinator to determine if a Fine Arts Component should be included in the COOP.

Central Office/Fine Arts Program Responsibilities

1. Insure that Fine Arts databases are kept current of exact location, condition, and contacts for artwork in emergency situations.
2. Provide accurate listing of artwork in specific facilities as requested or required.
3. Notify proper authorities of any theft, damage, natural disasters, etc.

Regional Responsibilities

1. Determine if COOP plans exist and insure that protection of artwork in emergency situations is adequately addressed. See Chapter 9.3 of Fine Arts Desk Guide for requirements.
2. Check once a year to insure that plans are current and identified personnel are still available.
3. Copies of the Fine Arts Component of the COOP plan should be maintained in:
 - the regional office with the Regional Fine Arts Officer,
 - the central office in the central archives,
 - and with the local appointed staff member.
4. Notify central office of any theft, damage, natural disasters, etc.

Objectives of Emergency Planning

The primary objectives of emergency planning are as follows:

1. To anticipate and, if possible, to avoid emergencies.
2. To retain control when an emergency occurs.
3. To recover control as quickly as possible if control is lost.¹

It is important to anticipate and identify special circumstances, situations, or geographic areas that create potential hazards and provide protective measures or training, for example, earthquakes, floods, annual parades, etc.

Protective measures fall into the following four categories that are summarized below:

- *mitigating measures*
- *preparedness measures*
- *response measures*
- *recovery measures*

Before

Mitigating measures seek to eliminate the hazards that threaten the collection or to reduce the effect those hazards would have if they ever are manifested. Mitigation necessarily takes place in advance of something happening.

Preparedness measures are put in place so that responsible personnel can act appropriately during an emergency, particularly if a disaster might be imminent and they might be able to avert it or minimize consequent damage. Preparedness includes staff training and the development of call up lists, resource lists, and stockpiles of supplies and equipment. Some preparedness measures must be put in place before anything happens, while others come into play only as an emergency develops.

GSA Actions

The Fine Arts Component of the COOP should:

1. Appoint a local responsible party (fine arts officer, asset manager, facility manger).
2. Prioritize assets at each site.
3. Identify emergency personnel and telephone number (local museum professional, local conservator).

During

Response measures are taken when a disaster strikes without warning, when mitigating and preparedness measures have failed to prevent a disaster or when measures have been taken but damage has occurred anyway. The purpose of response measures is the prevention of further damage to collections and to stabilize those that have been damaged so that they do not deteriorate further before they can receive attention from professional conservators. Response measures attempt to retain or to reestablish control over the situation.

GSA Actions

The Fine Arts Component of the COOP should:

1. Define procedures for removing portable works of art from emergency situations and place in a secure location (local museum, university gallery).
2. Secure installed artwork at site. Protect, cover, wrap or enclose artwork from an emergency situation if possible.
3. Notify appropriate personnel of actions taken:
 - a) Facility manager,
 - b) Regional Fine Arts Officer/Fine Arts Program,
 - c) and Federal Protective Service.

After

Recovery measures occur after an event has happened. They are designed to enable the return to normality in an orderly, phased, reasoned, and methodical fashion. Recovery measures begin when the disaster situation has stabilized and professionals have evaluated the damage and suggested further, long-term actions. Recovery can be a long process, taking years in some cases. Recovery measures solidify control over the situation.²

GSA Actions

The Fine Arts Component of the COOP should:

1. Salvage all parts of artwork. Retrieve package or label any pieces or parts of artwork.
2. Assess damage to artwork. Complete Fine Arts Damage Report.
3. Contact emergency local conservator for professional assessment/stabilization.
4. Report all damage and current location of artwork to Regional Fine Arts Officer, Fine Arts Program, and Commissioner, PBS.

In order to make information on the Fine Arts Collection available to the largest possible audience, images and identification data for works of art from the Fine Arts Collection installed in GSA buildings, statistics, and publications are available through GSA's Home Page on the Internet. Information is updated on a regular basis. The Internet address is www.gsa.gov/finearts.

Further
Information

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¹ National Park Service, Museum Handbook, Part I, Chapter 10, page 2.

² National Park Service, Museum Handbook, Part I, Chapter 10, page 9 (from NPS 28, Cultural Resource Management Guideline).