

DOLLAR MUSEUM

Emergency Response and Disaster Recovery Plan

Issue 7, 7th November 2018

Dollar Museum

Emergency Response and Disaster Recovery Plan

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1.0 Introduction

This document sets out the actions to be taken in the event of an emergency situation and to mitigate risk to the Museum collection. Appendix 3 gives information on sources of specialist support, which can be used to assist recovery when a serious event results in damage to the collection. The document requires that, where practical, emergency support arrangements should be formally entered into with specialist organisations.

This plan is to be reviewed by the Trustees periodically (3-yearly minimum), or sooner. The Hon. Curator will be the Museum's Incident Controller, the Trust Chairperson or other nominee to deputise in the Hon. Curator's absence.

Appendix 3 also makes reference to the Museums Services Directory and use of the Internet. These are essential sources of advice and guidance for use when recovering and salvaging damaged artefacts and documents in the immediate aftermath of a disaster incident. One copy of the Directory is held by the Incident Controller and another copy is in the folder at the reception desk.

The Insurers must be contacted by the Hon. Treasurer to advise of any incident and to initiate the insurance claim process. The Insurer may require a Loss Adjuster to attend the premises; the Hon. Treasurer will deal with this visit.

All museum key holders and members of the Emergency Response Team are to be issued with a paper copy of this document and should be familiar with its contents. The duty committee member has access to a copy of this document at the Museum reception desk for use in an emergency. All Trustees and members of the Management Committee are to be familiar with its contents – the document is available electronically and is to be sent by email to all Trustees and all Members of the Management Committee when they join and when the document is updated.

All Trustees and members of the Museum Management Committee must be aware that the Museum is part of a larger residential building, which accommodates three individual flats. These may not always be occupied, but may be occupied by elderly or infirm people or younger people with children. It is therefore important that those in the Museum consider any other occupants' well being and safety should there be an emergency in the Museum.

A copy of this document will be lodged with Scottish Fire and Rescue Service: paper copies to Tillicoultry and Alloa and an electronic copy for Central Office.

2.0 Emergency Response Team (See Appendix 1)

The Museum Emergency Response Team is led by the Incident Controller. The team's names and contact phone numbers are listed at Appendix 1, together with other emergency, trade and service telephone contact numbers.

Where the emergency services are involved on site they will take control of the incident until such time as they are satisfied that no life-threatening situation remains and that a potential crime scene does not exist.

3.0 Alarm Raising Procedure

3.1 When the Museum is Open:

3.1.1 Fire:

- One or more of the Smoke Alarms sounds
- Immediately instruct visitors to evacuate the building - Communicate this instruction to your volunteer helper located on the other floor of the building
 - The ground floor to be evacuated via the museum entrance door
 - The first floor to be evacuated using the Fire Door leading to the evacuation stair, exiting the building via the entrance at the foot of the fire stair
 - The Intruder Alarm will sound when the Fire Door is opened - ignore it!
 - The volunteer helper is to exit the building and marshal all visitors at the assembly point on the other side of the Burn in front of the Golf Club House.
 - Carry out a rapid sweep of the building to ensure that no one is left in the premises - **at the same time look for any evidence of a fire.** Be alert, the smoke alarms may have been triggered by smoke from a fire in one of the adjoining flats.
 - On the first floor check the store if it is open and the office, all doors and windows should be closed as the areas are swept
 - On the ground floor check Grannie's Kitchen and the toilet
- **If a fire is discovered immediately phone 999 and call the Fire Brigade** - the Museum location is Castle Campbell Hall, 1 High Street, Dollar FK14 7AY
 - Only tackle a small fire yourself if you have had training, feel confident enough and are sure about the type of extinguisher to use, otherwise exit the building. If you do tackle the fire and efforts are not immediately successful, leave the building
 - **Never allow the fire to become between you and the exit**
- As you leave the building, if it is safe to do so, silence the Intruder Alarm (**enter the PIN at the control panel and press 'ent'**)
- Quickly alert residents in the adjoining flats and encourage them to evacuate their properties and to go to the assembly point
- Contact the Incident Controller or if not available any member of the Emergency Response Team and advise that the incident has occurred. Contact information is in Appendix 1 and at the reception desk.
- Make yourself known to the Fire Brigade when they arrive on the scene and assist with any information they may require

3.1.2 Suspected Gas Leak:

- **If Gas is smelt this may be indicative of a gas leak in the building**
- Do not turn on or off any light switches or other switches or use a mobile phone, which might cause a spark
- Immediately instruct visitors on both floors to evacuate the building via the ground floor entrance door and have your volunteer helper direct them to the assembly point leaving the entrance door open
- Go upstairs to the first floor and open the windows
- In the office close the Gas valve which is located under the desk on the window wall
- Turn off the Boiler power supply
- If the smell persists then notify residents in the adjoining flats and encourage them to

evacuate their premises

- Phone the Gas Emergency number (0800 111 999), give the Museum location, Castle Campbell Hall, 1 High Street, Dollar FK14 7A, report the smell and say that the Museum adjoins residential flats in the same building
- Contact the Incident Controller or if not available any member of the Emergency Response Team and advise that the incident has occurred. Contact information is in Appendix 1 and at the reception desk.

3.1.3 Flood or water leakage affecting the Museum:

- If on opening the Museum you find an area of the building flooded due to a leaking water pipe or a leak from the central heating system:
 - Do not allow visitors into the premises
 - If the leak is from a water pipe, turn off the stopcock in the water supply. This stopcock is located at ground level in the south east corner below the railway exhibition
 - If the leak is from the central heating system, turn all radiator thermostatic valves fully clockwise to close them
 - On the Boiler in the office upstairs, set the Boiler from the normal twice setting to Off
 - Contact the Incident Controller or if not available any member of the Emergency Response Team and advise that the incident has occurred. Contact information is in Appendix 1 and at the reception desk
 - If there is water lying in the vicinity of an operating electrical appliance do not stand in the water (there is danger of electrocution)
 - Try to keep water away from any floor-standing objects or displays
 - If water is leaking through the ceiling in the vicinity of lights turn the lights off in that area and cover any objects/documents or display material below with polythene sheeting from the emergency store
 - Do not move or attempt to dry any objects
 - When the Incident Controller arrives he/she will take control of the incident and any salvage activity

3.1.4 Utility failure:

If the electricity supply to the building fails the emergency lighting at exits and on the stair will come on (the battery life is approximately 2 hours) and all power will be off in the building

- Apologise to any visitors in the Museum. On a bright sunny day there is no need to evacuate the building
- Telephone the SP Energy Networks 0800 092 9290 and tell them you are at Dollar Museum location FK14 7AY and there is a power failure. If they are already aware of the problem they will tell you and you should ask when it will be restored
- Contact the Incident Controller or if not available any member of the Emergency Response Team and advise that the incident has occurred. Contact information is in Appendix 1 and at the reception desk
- If only part of the building lighting has failed, it is probable that a bulb has failed causing a circuit breaker to trip
- If the downstairs lighting has failed, open the cupboard by the stairs where the electricity consumer unit is located. Check if any of the switches (those marked as 'lighting') are in the off position. If so, switch to on and the lights should come on. If the upstairs lighting has failed, take a torch and enter the emergency escape lobby where the electricity consumer unit is in the wall cupboard. Follow the same procedure as for

downstairs.

- If the circuit breaker trips again, do not attempt to switch on again. Contact the Incident Controller or if not available any member of the Emergency Response Team and tell them of the problem. He/she will advise you what to do

If the water supply fails and the Museum is without water, apologise to any visitors and tell them that toilet facilities are not available

- Contact the Incident Controller or if not available any member of the Emergency Response Team and tell them of the situation

3.1.5 Fire Door Alarm sounds when the Museum is open:

- If the Alarm sounds whilst the Museum is open, it indicates that outer Fire Door upstairs has been opened. This could indicate that a theft has occurred or an attempt to divert the attention of those manning the Museum, possibly to enable a crime to be committed
- If you are downstairs, alert the volunteer helper upstairs and turn off the Alarm (**enter PIN and press 'ent'**). Lock the front door and remain inside. Then check the situation upstairs
- If you are upstairs and alerted by the Alarm, check the situation (i.e. is anything missing?). Evacuate visitors via the Fire Door, close the Fire Door, remain in the building and go downstairs
- If you are downstairs and an emergency develops on the ground floor (i.e. vandalism, attempted theft, etc.): Keep calm – and, without taking risks with your own safety, try to resolve the situation
- If the situation cannot be readily resolved, alert the volunteer helper upstairs and evacuate the building
- If the individual causing the emergency situation leaves the building, you should exit and lock the door and turn off the Alarm (**enter the PIN and press 'ent'**)
- If the individual remains, you should call the police (Phone 999)
- If there has been any kind of disturbance, the police should be notified and the building checked for any missing items

A spurious sounding of the Alarm whilst turned off could occur due to a random disconnect in the phone line - to silence (**enter the PIN on the control panel and press 'ent'**).

3.2 When the Museum is Unoccupied

3.2.1 The Alarm sounds and alerts the Monitoring Centre

- The alarm monitoring centre will notify one of the four key holders (listed in Appendix 1), who should pick up their **mobile phone**, a **torch** and their **copy of the Emergency Plan** and go at once to the Museum
- The responder should try to determine the cause of the alarm. The alarm may be due to a **Genuine Emergency**, set off by Break-in, Fire, Flood, etc., or may be a **False Alarm** caused by insects, falling paper, etc. inside the Museum
- **False Alarm:** If there are no signs of forced entry, the outer door is locked and no lights are on in the Museum, the responder should unlock the door, turn off the alarm (**enter PIN and press 'ent'**) and call the Monitoring Centre (ADT, tel. 0344 800 1999). The responder should also inform the Incident Controller that there had been Alarm call-out
- **Genuine Emergency:** If there are signs of Fire, Flood or Break-in, the responder should call the appropriate emergency service (Phone 999) and wait for the arrival of the Fire Service or Police. The responder should not enter the Museum before their arrival

The responder should contact the Monitoring Centre (ADT, tel. 0344 800 1999) and if, possible, the Incident Controller, who will contact the Museum Emergency Response Team if appropriate. Telephone numbers of the response team are listed at Appendix 1; other numbers which may be required in an emergency are also listed

3.2.2 Storm or Flood

- If weather forecasts indicate a severe storm with wind speeds capable of causing significant structural damage to buildings, or
- If the Scottish Environmental Protection Agency identify a serious risk of flooding in the Hillfoots Towns along the Devon Valley

The Incident Controller is to arrange for frequent checks to be made on the Museum building for roof or window damage and or to monitor flood levels developing in the Dollar Burn in the vicinity of the Mill Green and the North Bridge. Where it is seen that a substantive threat of inundation of the Museum is developing, the Emergency Response Team should be called and steps taken to protect the collection so far as is practical. The Emergency Response Team should be instructed to come to the Museum in warm waterproof clothing, boots, and gloves. (Bring flask with a hot drink and a snack).

4.0 Incident Assessment and Control

The action to be taken by the response team and the procedure for removal of the Museum collection, its salvage and treatment are given below

The Incident Controller will take responsibility for co-ordinating the Museum's immediate disaster response using such members of the Emergency Response Team as are available at the time.

When called, the members of the Emergency Response Team will meet at the Museum premises, review the extent of the emergency and take directions from the Incident Controller.

The Incident Controller is responsible for assessing any immediate Museum recovery activity and for liaison with the emergency services as necessary. During any emergency event the Incident Controller will keep a log of all actions taken over the course of the incident following the format given at Appendix 5. The Incident Controller will assess the severity of the incident (Category 3, 2 or 1) and initiate actions as detailed in Section 5.

All contact with the press and any statements to the media associated with the emergency must be authorised by the Chairman of Trustees or another member of the Incident Team in his/her absence.

5.0 Salvage and Incident Management

The Museum Collection other than that on display is retained in store; it comprises physical objects of various sizes and value, many of which could not be replaced, together with a substantial quantity of original documents and books, photographs, electronic data and artefacts.

The Hon. Curator maintains a list of objects of particular importance within the collection and their rescue from the building in a serious incident should be a priority. These are listed at Appendix 4 together with their storage locations which are also shown on the ground floor and first floor layout plans in section 7. The Collection, in particular its local history resources, is critical to the Museum's future development.

Material and equipment which may be required for salvage operations are listed in Appendix 2. Items in addition to those held in the emergency store and which cannot be loaned locally but are essential for salvage operations will be purchased, or hired as a charge on the Museum general funds. Funding for this purpose will be arranged between the Incident Controller and the Hon. Treasurer of the Trust.

5.1 Category 3

Emergency not life-threatening - puts some of the collection at risk but the Museum remains open:

As a result of the emergency incident, part of the collection may have to be moved elsewhere in the Museum or some of the collection may have to be removed from the premises to enable minor repair works to be carried out. The Incident Controller will decide on and implement the appropriate storage option.

The Chairman of Trustees will take responsibility for any repair works. Some part of the premises may continue to be available for use. This will be decided by the Hon Curator in conjunction with the Management Committee Chairman.

5.2 Category 2

Serious Emergency, not life-threatening but requiring salvage/relocation of the Collection:

A risk assessment using the format in Appendix 7 is to be completed prior to salvage of the collection from the Museum building.

It is assumed that the premises will be unusable whilst repair/remediation work is carried out. The Chairman of Trustees in association with the Museum's insurer will take responsibility for the management of all repair work.

Objects and documents listed in Appendix 4 are to be removed to safe storage as a priority. Any general objects on display in secure display cases, and where no internal damage is apparent, should be left in their display cases. For the wider collection the most appropriate option will be to remove to a local storage facility (see Appendix 1).

In preparing for relocation, the Hon Curator will make an initial assessment of any damaged articles and, where appropriate, seek expert guidance on treatment / repair / conservation.

The Hon. Curator must carry out periodic review of off-site storage options. The current arrangements are recorded in Appendix 3.

5.3 Category 1

Major emergency resulting in major damage to the building and requiring extensive salvage of the collection. In this event it is probable that only the Emergency Services will have access to the premises and no recovery of the collection will be possible until authorised by them.

A risk assessment using the form in Appendix 7 is to be completed prior to salvage of the collection from the Museum building.

The following will be required to deal with recovery of the collection:

- A fully equipped salvage team made up from Friends, volunteers and co-opted helpers. Material and equipment, which may be required, is listed at Appendix 2.
- Immediate safe storage - one or more 20ft x 8ft secure containers are to be hired and located in the museum car park (the local authority is to be notified when this is being implemented).
- Protective coverings, tarpaulins (borrow / hire), plastic sheeting (purchase) and plastic storage crates (hire) will be needed.
- Local rented secure storage, where objects can be sorted, recorded, labelled and receive initial remedial treatment. Wet items can be very unstable and most damage occurs during drying, they may be better left wet.
- A professional Conservator to advise on initial treatment and longer term conservation requirements.
- Access to a suitably equipped conservation facility with the necessary freeze-drying and dehumidifier facilities to deal with wet items and with the correct type of storage equipment.

Notes:

The Incident Controller will direct the salvage team and take responsibility for salvaging the collection and other assets in the building. In the event of a major fire incident the services of fire redemption professionals will be appropriate. The Chairman of Trustees will take responsibility in association with the Museum insurer for the management of all building restoration work.

Appendix 3 contains details of the current contingency arrangements.

6.0 Museum Sales Stock

The Friends of the Museum raise essential funds to support the Museum through the sale of bought-in goods; stock is retained in the premises.

The stock is stored in the cupboard under the shop counter and in the Emergency and Shop Store beside Granny's Kitchen. So far as is practical in a serious emergency, effort should be made to recover this stock from the premises. Recovery of the Collection must, however, be the priority.

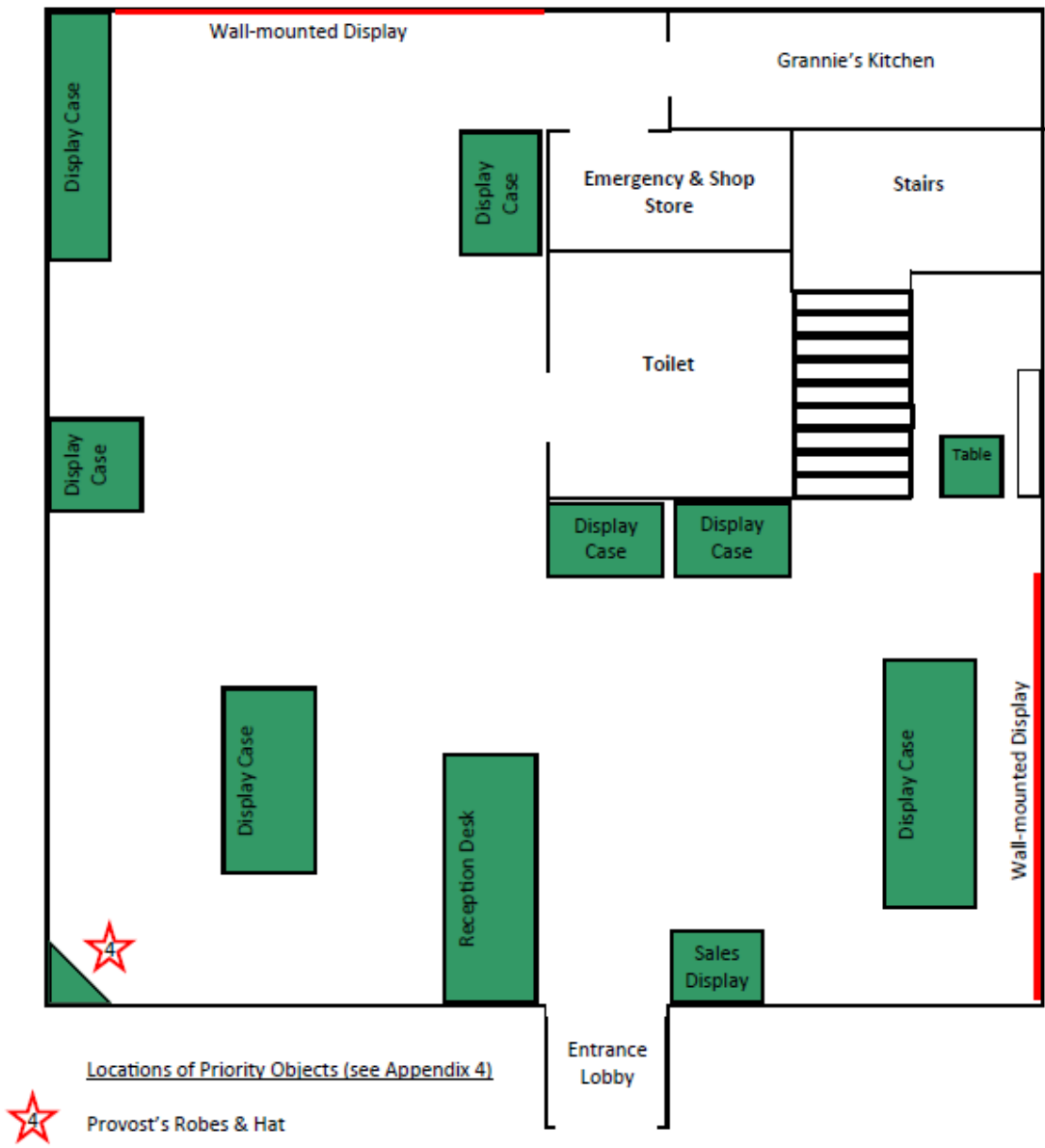
7.0 Premises Description

The Museum occupies ground and first floors, each of approximately 690 square feet floor area at the west end of the Castle Campbell Hall building adjoining three private flats, two at ground floor level and one at first floor level. The building has electricity, gas and water services installed, but no hazardous chemicals are stored in it.

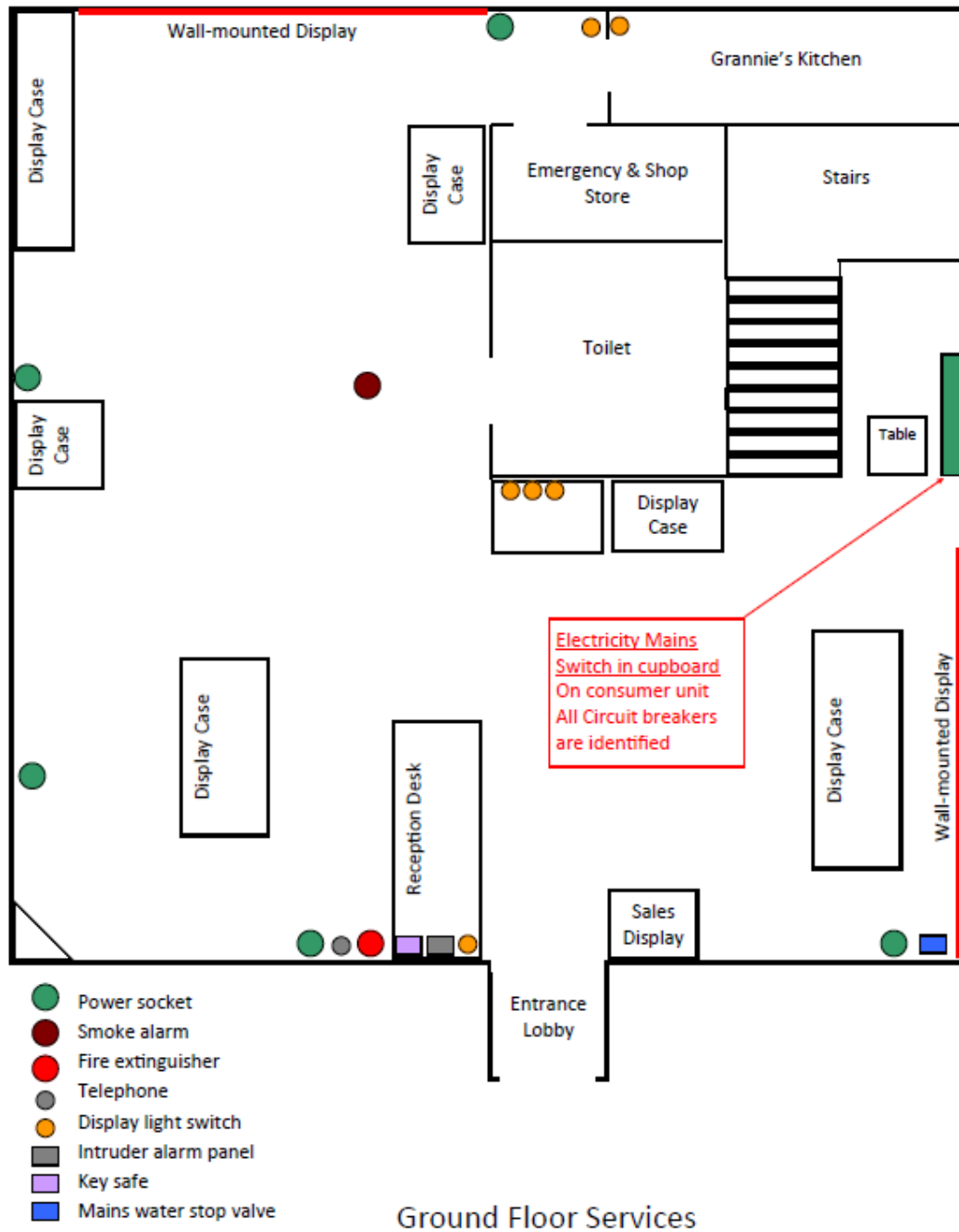
Museum Ground Floor

The ground floor provides 580 square feet of display space and integrated reception area, and also 110 square feet consisting of toilets, store and stairs. Museum goods for sale are accommodated in the cupboard below the display area beside the reception desk and stock is kept in the Emergency and Shop Store.

See layout plans on the following 2 pages:



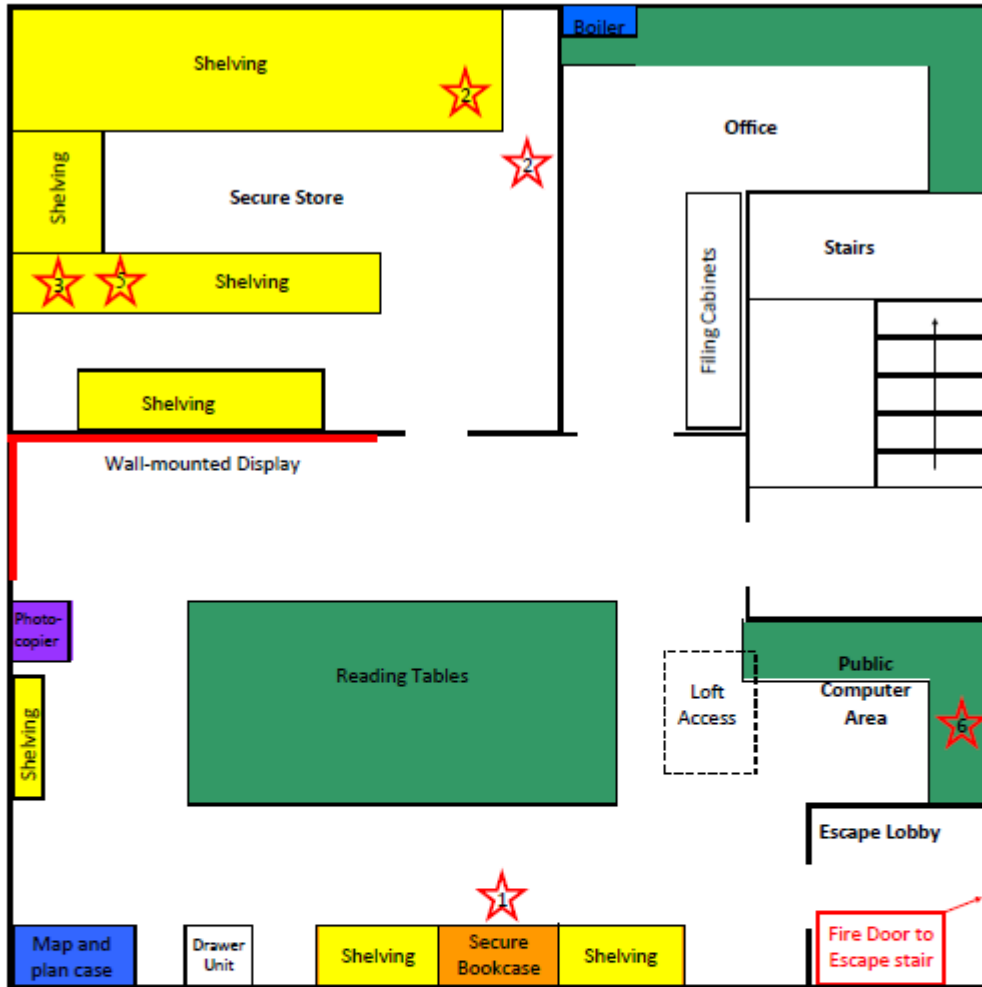
Ground Floor Layout



Museum First Floor

The first floor comprises secure storage of 170 square feet, a 335 square feet reading room, an 85 square feet office and 100 square feet for stairs and escape lobby. Two Museum computers are located on this floor. A gas-fired domestic heating boiler serving the entire Museum is installed at this level, water to the boiler is from the rising main and the premises have no water storage tanks or volume expansion vessels in either floor or roof space. A brick firebreak is installed in the roof space above, providing fire separation from the adjoining first-floor flat. Some long-term storage space is utilised in the roof space.

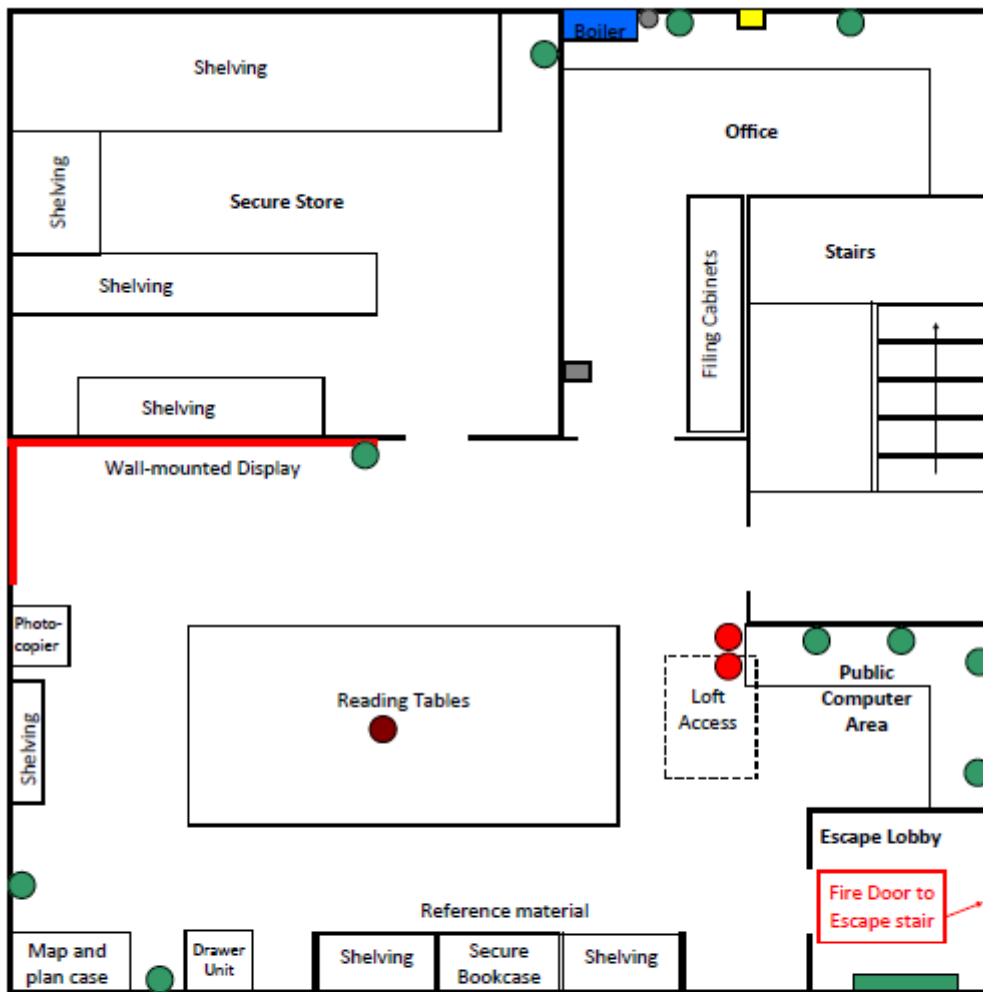
See layout plans on the following 2 pages:



Locations of Priority Objects (see Appendix 4)

-  Contents of shelves L4 & L5
-  Framed Samplers on wall and in shelf A3
-  Contents of shelves F3, F4, G3 & G4
-  Wooden Carved angel
-  Oil Portrait of Harry Bell

First Floor Layout



- Power socket
- Smoke alarm
- Fire extinguisher
- Telephone
- Intruder alarm cabinet
- Gas shut-off valve

All Circuit breakers are identified on consumer unit

First Floor Services

8.0 Recovery, Restoration and Debriefing

8.1 Recovery review meetings

A special general meeting of the Trustees will be convened, if possible, within one week of any major (Category 1) or serious (Category 2) incident to receive briefing on the incident. The Trustees will establish general agreement on future prospects for the Museum and initiate preparation of a detailed recovery programme.

This will be followed within three weeks by a special general meeting of the Friends of the Museum to establish their support to the principles of that programme. Thereafter the Trustees will meet every two weeks, or as often as considered necessary, to monitor implementation actions to achieve full recovery of normal Museum operation.

An ad-hoc meeting of Trustees will be convened immediately following a Category 3 incident to agree action where any minor repair work is necessary

8.2 Confidence building

The Dollar community will be kept informed of the recovery actions being taken. Regular newsletters will be issued to ensure the continued interest and financial support of the Friends of the Museum.

8.3 Sale of Museum goods

To maintain provision of albeit limited income to the Museum, outlet facilities should be sought locally to continue sales of Museum goods.

8.4 Temporary exhibition

A small exhibition of local interest should be set up to maintain local interest if a location is available. This could comprise old photographs selected from previous exhibitions. Coverage of this exhibition will be notified to the local press, the exhibition being manned on an ad-hoc basis.

9.0 Computer Data and Back-up Files

The Hon. Curator maintains a copy of the Museum Collection catalogue, including its storage and display locations, away from the Museum premises at all times. Regular back-ups are to be made of all data and image files, back-ups being stored by the Hon. Curator away from the Museum premises.

In the event that the Museum hardware is lost in any incident, sufficient of the Trustees have compatible PC's and software to reproduce files in support of any contingent exhibition arrangement or insurance requirement.

10.0 Insurance Arrangements

Adequate insurance cover of buildings, contents, stock and the collection is maintained by the Trustees to ensure adequate funding of the Museum's recovery following a Category 1 or Category 2 emergency event. Insured values must be reviewed annually to retain this position. Risk assessments should be checked and updated where necessary during periodic review of this document.

For contact details of the Museum's Insurance Broker, see Appendix 1.

11.0 Risk Assessment

A Risk Assessment form for use when salvage is required is given in Appendix 7.

12.0 Awareness / Training

All Trustees and Members of the Management Committee must be familiar with the requirements of this document. Trustees and members of the Management Committee who are key holders for response to alarm call-outs, must be issued with a copy of this document and ensure their contact details are kept up to date.

Key holders should meet once annually and enact an emergency response scenario led by the Incident Controller in order to practise the emergency and recovery process.

APPENDIX 1

Emergency Response Team

* Incident Controller, Hon. Curator and Chair of Museum Trust - Janet Carolan	Mobile	01259 742895 07375 649391
* Deputy Incident Controller – Bruce Neilson	Mobile	01259 743039 07817 076778
* Trustee - Val Toon		01259 742104
* Hon. Treasurer - Anne Sutherland	Mobile	01259 743239 07799 113949
Chairman Friends Committee: Cecilia Condal	Mobile	07712 841963

* Indicates key holder for alarm call-outs

Other Trustees and Friends Committee members will be called as necessary.

The above-named all hold entry keys. The Hon. Curator holds a set of all keys, including those to the NMS display case on the ground floor. A complete set of keys is kept in the Key-Safe adjacent to the reception desk. All key holders also have a key to the Key-Safe.

Useful contact - Susan Mills - Trustee Mobile 07765 053879

Other contact numbers:

ADT (Alarm Monitoring Centre)	0344 800 1999
Fire, Police, Ambulance	999
Gas emergency service	0800 111 999
Scottish Water emergency	0345 601 8855
Electricity emergency (SP Energy Networks)	0800 092 9290
Plumbers:	
Alec Simpson	07979 213553
Craig Prentice	01259 751081
Glazing/joinery Robert Herd	01259 743663
Locksmith Timpsons	01259 721237
Electrician Harry/Kevin Crawford	01259 742622
General builder Marshall Construction 24hour	01259 219500
Portacabins	0845 322 5224
Storage B Neilson's garage	01259 743039
Removal & storage Glen Transport	01259 750640
Dehumidifier hire HSS at Beatsons	01259 219555
SEPA flood/environmental damage	0845 988 1188
Insurance Broker Blackwell Green	0207 234 4764

APPENDIX 2

Emergency Response Kit

(The Trustees should be able to acquire most of these items from their own resources or by borrowing from local tradesmen)

First-aid kit
Hazard warning tape
Torches
Masks
Overalls
Gloves
Safety glasses
Tarpaulins
Roll of heavy-duty polythene
Supply of cheap absorbent material (old newspapers, towels)
Bin bags
Toolbox with screw drivers, hammer, pliers, crowbar
Scissors
Rope
String
Sellotape
Stanley knife
Buckets and mops/sponges
Absorbent cloth
Polythene bags
Plastic move crates
Bubble wrap
Envelopes
Waterproof labels and pens
Digital Camera

Could be useful:

Heavy-duty extension leads
Portable generator
Emergency lighting system
Lifting straps
Sealing kit
Wet and Dry vacuum cleaners
Wheelie bins

The following items are available in the emergency store on the Museum ground floor:

Newspapers, gloves, polythene sheeting, bin bags and torch. Items held in the emergency store may be added to without change to this document.

APPENDIX 3

Conservation and Salvage Contacts and Information

The Internet is a valuable source for gathering conservation and damage treatment information and related services. The Museums Galleries Scotland site has links to useful information. The Museums Services Directory has lists of services.

Emergency storage: David Taylor (Glen Transport) 01259 750640

Deep-freeze facilities: Refer to Museums Services Directory and internet

Freeze-dry facilities: Refer to Museums Services Directory and internet

Conservators: Refer to Museums Services Directory and internet

For accident risk reminders/precautions for salvage, refer to table on second page of this Appendix.

APPENDIX 3 (Continued)

Salvage Information First aid reminders, object types and treatments

Object	Priority / rate of deterioration	Handling / packing	Treatment
Framed artwork (no glass)	HIGH - First 15 mins = worst damage	Remove frames, not stretchers in safe place. Keep horizontal. Collect any flaking paint.	Air-dry paint side up slowly, out of sunlight.
Framed artwork (glass)	HIGH – risk of adhesions	Remove from frames unless glass is stuck to glass.	Air-dry slowly, image side up. If image stuck to glass, air-dry glass side down.
Photos	HIGH – risk of adhesions	Remove from enclosures (cut if necessary). Don't touch or blot surfaces. Rinse with cool clean water (15 mins colour; 30 mins black white and all negatives).	Air-dry in dust-free environment image side up or hang, clipping non-image areas. Freeze if quantity is large.
Glass plate negatives	HIGH	Handle with care fragile. Do not freeze	Air-dry on absorbent paper, but tilt slightly to improve drying rate.
Books	HIGH – fine bindings, MEDIUM – other books	Push books from shelf don't pull. If spine/boards are detaching, secure by bagging or cotton tape.	Air-dry if superficially wet, fanning to 90o. Freeze if quantity is large.
Paper	MEDIUM	Take care not to tear pages. Remove documents in original boxes if possible.	Air-dry on absorbent paper. Unfold as the item dries. Freeze if quantity is large.
Textiles	HIGH	Keep item fully supported. Do not unfold.	Rinse drain and blot items with cotton sheets/towels. Reshape. Freeze if quantity is large.
Wooden items	Medium	Keep drawers in place, remove content. Hold veneer in place with weights. Lift from bottom.	Rinse/sponge surfaces gently to clean. Air-dry slowly. Any white haze can be addressed later
Ceramics	HIGH –Terracotta, HIGH – low fired ceramics, MEDIUM – high fired	Breakage.	Pat dry – do not rub. Air-dry using fans
Glass	LOW	Breakage	Pat dry, without rubbing, then air-dry with fans.
Stone	LOW	Smooth surface, blot. If a rough/ applied finish, do not blot.	Air-dry using fans
Metal	MEDIUM – treat corroding metals first	Use gloves when handling. If surfaces are stable	Blot with lint free towels . Air-dry using fans.
Leather	HIGH	Handle with care. Provide support	Pad out with towelling to maintain shape, and air-dry with fans
Baskets	HIGH	Lift from the bottom of the object. Keep lid on	Pad out with towelling to maintain shape, and air-dry slowly.
Bone / ivory	HIGH	Handle with care – may be fragile	Air-dry with fans.
Taxidermy	HIGH	Avoid direct handling (arsenic)	Separate in crate with freezer paper/polythene. Air-dry slowly.
Herbarium specimens	HIGH	Avoid direct handling	Open boxes, air-dry with good ventilation.
Pinned insects	HIGH	Very fragile – handle with care	Ensure pins are supported. Air-dry with good ventilation
Geological specimens	MEDIUM (check for specific items)	Handle with care	Rinse Air-dry slowly.
Palaeo - specimens	MEDIUM	Handle with care	Air-dry slowly. Use ties to hold fragile or repaired specimens whilst drying.
Fluid preserved collections	HIGH	Avoid direct handling	Rinse with distilled water or preservative and transfer to new jar with fresh preservative.

APPENDIX 4

List of Priority Objects

(To be saved in a serious emergency – but only if they would otherwise be destroyed)

The keys to cases are in the Key Safe at the Reception Desk

In order of importance:

1. The contents of shelves L4 and L5 in the glass-fronted bookcase in the Reading room: box files with original documents.
2. Framed Samplers in the Store – hanging on the wall and in shelf A3.
3. The contents of shelves F3, F4, G3 and G4 in the Store: these are box files with original photographs and other documents.
4. The Provost's Robes and Hat in the glass-fronted case in the Downstairs exhibition area.
5. The wooden carved Angel is in the Store upstairs.
6. Oil portrait of Harry Bell in the upstairs exhibition area.
7. Other framed images/maps on display which can easily be removed.

DO NOT ATTEMPT TO TAKE ITEMS OUT OF OTHER CASES – THEY ARE PROBABLY SAFER THERE THAN BEING REMOVED. THE CASES ARE TOO HEAVY TO MOVE IN AN EMERGENCY.

APPENDIX 5

Incident Log Sheet

(For use by Incident Controller to record actions taken during an emergency event)

Date and time of occurrence:

Nature of incident:

This record will be helpful in any post incident review of how effective the immediate response to the incident was and what improvements should subsequently be made to the emergency arrangements

Action initiated (description):

Action taken by (name):

APPENDIX 6

Health and Safety During Salvage Operations

It is important that Health and Safety is given a high priority in a salvage situation. The aftermath of a fire or flood will be potentially hazardous and it is the responsibility of the Incident Controller to ensure that steps are taken to control the risk of anyone being injured in the course of the work.

In the event of a major incident, the Fire Brigade will be available to advise and you will not be permitted in the building if it is not structurally sound.

The Risk Assessment form at Appendix 7 should be completed before salvage begins. This will prompt consideration of the hazards so that the appropriate precautions can be taken.

Key Health and Safety steps will include:

- Ensure there is no risk from live electricity – the supply should be switched off until a qualified person has checked it
- Ensure there is no risk from standing water before Electricity is turned on
- Providing suitable personal protective equipment – gloves and boots will be a must
- Clearing of the floor from debris such as glass and twisted metal
- Use of equipment to help with manual handling and briefing staff on safe lifting techniques
- Ensure there is adequate lighting
- Identify any Hazardous items (i.e. arrowheads, taxidermy)
- Brief the salvage team before they enter the site and advise on areas where they can and cannot go
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- Ensure the team takes regular breaks to avoid tiredness and accidents

APPENDIX 7

Risk Assessment Form for Salvage Operations

Risk Assessment Form (page 1 of 3)

This form should be completed prior to the commencement of a salvage operation. The person filling in the form will need to enter the Museum, but should only do so when the Emergency Services permit entry. Risks and rating scores are included in the form to help as a starting point for a risk assessment of an emergency. Actual risks and rating scores should be determined and agreed according to the particular circumstances of the emergency being assessed.

An example form with all assessment boxes filled in for a notional emergency is included after this form. The example form should be used only as a guide for filling in this form in an actual emergency.

Salvage should not commence if adequate safeguards against hazards have not been implemented.

Risk Assessment date:

Person responsible for this assessment:

Reason for this risk assessment:

- Salvage after Fire in Adjoining Building
- Salvage after Fire in Museum Building
- Salvage after Water damage
- Other

Risk Assessment Form (page 2 of 3)	There is a Hazard from...	There is a risk that...	Likelihood 1-unlikely 2-possible 3-probable (a)	Severity 1-Minor 2-Moderate 3-Major (b)	Risk Rating (a x b)	To reduce the risk we will...	Residual Risk Rating after risk reduction measures	Our decision is we will...
1	Contaminated water	People will get sick	2	2	4	Wear protective gloves and clothing. Supply disinfectant & hand-wash		
2	Lifting heavy objects	People will injure themselves	2	3	6	Show correct lifting techniques Lift heavy objects in teams Obtain trolleys and barrows to move heavy objects over distance		
3	Poor lighting	People will not see other hazards	3	1	3	Rig temporary lights		
4	Slips and trips	People will injure themselves	2	2	4	Warn people never to hurry		
5	Flood water	Collection items will be damaged	2	1	2	Split resources to 1. Prevent further flooding, drain floodwater and mop up 2. Remove items that may be damaged		
6	Live electricity	People will get electrocuted	3	3	9	Switch off supply and secure to prevent re-engagement		
7	Falling debris	People will get injured	3	3	9	Obtain hard hats and remove loose debris before allowing others in		

Risk Assessment Form (page 3 of 3)	There is a Hazard from...	There is a risk that...	Likelihood 1-unlikely 2-possible 3-probable (a)	Severity 1-Minor 2-Moderate 3-Major (b)	Risk Rating (a x b)	To reduce the risk we will...	Residual Risk Rating after risk reduction measures	Our decision is we will...
8	Airborne particles	People will be unable to breathe freely	2	3	6	Use face masks Open windows and doors		
9	Broken glass	People will cut themselves	2	2	4	Use protective gloves		
10	Falling from a height	People will injure themselves	2	3	6	Obtain ladders and fence off with hazard tape		
11								
12								
13								
14								
15								

Example Risk Assessment Form	There is a Hazard from...	There is a risk that...	Likelihood 1-unlikely 2-possible 3-probable (a)	Severity 1-Minor 2-Moderate 3-Major (b)	Risk Rating (a x b)	To reduce the risk we will...	Residual Risk Rating after risk reduction measures	Our decision is we will...
1	Contaminated water	People will get sick	2	2	4	Wear protective gloves and clothing. Supply disinfectant & hand-wash	2	Continue to clear up
2	Lifting heavy objects	People will injure themselves	2	3	6	Show correct lifting techniques Lift heavy objects in teams Obtain trolleys and barrows to move heavy objects over distance	3	Continue to clear up
3	Poor lighting	People will not see other hazards	3	1	3	Rig temporary lights	2	Continue to clear up
4	Slips and trips	People will injure themselves	2	2	4	Warn people never to hurry	2	Continue to clear up
5	Flood water	Collection items will be damaged	2	1	2	Split resources to 1. Prevent further flooding, drain floodwater and mop up 2. Remove items that may be damaged	2	Continue to clear up
6	Live electricity	People will get electrocuted	3	3	9	Switch off supply and secure to prevent re-engagement	3	Continue to clear up ONLY if electricity supply can be switched off
7	Falling debris	People will get injured	3	3	9	Obtain hard hats and remove loose debris before allowing others in	6	Risk too high - get professional help
8	Airborne particles	People will be unable to breathe freely	2	3	6	Use face masks Open windows and doors	3	Continue to clear up ONLY with face masks
9	Broken glass	People will cut themselves	2	2	4	Use protective gloves	2	Continue to clear up
10	Falling from a height	People will injure themselves	2	3	6	Obtain ladders and fence off with hazard tape	6	Risk too high – obtain professional help