**PLANNING MATTERS**

**EMERGENCY PLAN**

 **TEMPLATE 2**

****

## TEMPLATE 2

**2**

**EMERGENCY PLAN**

## NAME OF ORGANISATION ADDRESS

**ADDRESS:**

**GPS LOCATION**

**GPS LOCATION:**

[Insert image of the building or logo]

## Supporting documents:

Risk Assessment and Management Training

Long-Term Recovery and Business Continuity EP Plan Crib Sheet

EP Salvage and Recovery Crib Sheet Asbestos Register

|  |  |
| --- | --- |
| Date issued |  |
| Author(s) |  |
| Version No. |  |
| Review Date |  |
| Person responsible for review |  |

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|  | Buildings and Security Coordinator |  |
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|  | Recovery Coordinator |  |

## 3

**4**

Equipment Coordinator Documentation - Registrar

Collections damage assessment checklist/ planning sheet Salvage report form (part 1)

Salvage report form (part 2) Salvage equipment and materials Salvage of materials: - examples

NTS salvage guidelines for object by material

Harwell Document Restoration Services – Salvage guidelines PRONI, Extract from EP template – Salvage guidelines

Appendix SITE AND FLOOR PLANS 64

Site Plans Floor Plans

[Isolation points for utilities: gas, water and electrics](#_TOC_250000)

Appendix PRIORTIY ITEMS / COLLECTIONS 68

Priority items/boxes for salvage/in-situ protection Priority items - Loans

Priority items – Individual cards

Inventory checklist for salvaged priority items/boxes

## Appendix FORMS 75

Initial damage assessment of the building Incident/ Communications/ Decisions Log

Attendance on site – Registration and Allocation of Roles Entry/ Exit Log

Initial Risk Assessment Checklist Hazards Risk Assessment Inventory of salvaged items

Sample template for working through decision making process for Incident Management Team meetings - for major incident

## PART 1: DOCUMENTATION CONTROL, STRUCTURE AND OUTLINE PROCEDURES

* 1. **DOCUMENT SCOPE AND CONTROL**
	2. *The Emergency Plan - Scope*

This document sets out the procedures and arrangements in place to ensure effective response to an incident. There are six sections: Contents; Documentation Control, Structure and Outline Procedures; Evacuation Procedures; Incident Response; Salvage and Recovery; Appendices. The Emergency Plan is supplemented by the Risk Assessment and Management; Training, and Business Continuity and Long-Term Recovery (Collections) documents. It is advisable to complete as many sections as possible and consult with other colleagues as appropriate. For example, Facilities or Estates Managers might be consulted regarding Asbestos

The Emergency Plan complements the following documents: [*Delete or amend as appropriate*]

* The Fire Safety Risk Assessment for the site
* The Fire Evacuation Plan for the site, for the evacuation of people
* The Business Continuity Plan

Information is summarised in the EP (Emergency Plan) Crib Sheet and the Salvage and Recovery Crib Sheet.

Additional supporting documents:

* Risk Assessment and Management
* Training
* Business Continuity and Long-Term Recovery
* Asbestos Register
	1. *Review*

The Emergency Plan is renewed annually and updated following an incident or training event where a need to revise the plan has been identified.

* 1. *Document Control: Distribution & Copies*

Secure hard copies of the plan are held in the following locations:

* A
* B

## Distribution List

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Job Title** | **Issue Date** |
| 1 |  |  |  |
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**5**

**6**

**Amendment Log**

All requests for amendments should be sent to [Name of person with responsibility]

It is the responsibility of the holder of this plan to insert amendments when circulated and record the details on this page.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Page No.** | **Amendment** | **Date** | **Amended by: Name** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

## The Inventory and/or catalogue

Secure copies of the inventory/catalogue are held in the following locations:

* A
* B

## EVACUATION PROCEDURES - Part 2

* 1. *Alert States - Threat levels*

Each day the current threat level, ranging from LOW to CRITICAL, as set by the Joint Terrorism Analysis Centre and Security Service is displayed at [*insert the location for your organisation*].

Evacuation procedures are given for staff and for visitors and can be found in the Fire Evacuation Plan for the site. Essential elements are duplicated in this plan.

## 3.0 INCIDENT RESPONSE - Part 3

**4.0 SALVAGE and RECOVERY - Part 4**

* 1. **APPENDICES**

**Part 2: EVACUATION PROCEDURES**

The organisation may already have an Evacuation Plan for staff, visitors and volunteers, which will be activated in the event of the alarm being raised.

This is a requirement of the Fire Risk Assessment. Cross reference organisation’s Fire Evacuation Plan.

**EMERGENCY EVACUATION PROCEDURES**

**IN CASE OF FIRE OR OTHER EMERGENCY:**

* + 1. **Raise the alarm by breaking the nearest fire alarm break-glass call point**
		2. **Evacuate the premises by the nearest route**
		3. **Tackle the fire, if safe to do so, without taking any risks.**
		4. **Call the Fire Brigade by dialling 999**

**ON HEARING THE ALARM**

* + - 1. **Evacuate the premises by the nearest route**
			2. **ensure that disabled people are helped to safety**
			3. **Report to the assembly Point at**

**DO NOT**

1. **Do not stop to collect personal belongings**
2. **Do not re-enter the building until authorised to do so**
3. **Do not use lifts unless disabled and lift is checked and declared safe to use**

## 7

**Archives [***Name of institution***]**

1. **Activating Major Incident Plan** Incident Coordinator to declare MI where additional support/back up is required:

Eg: Major fire/flood Explosion, Terrorist attack Major security breach Structural collapse Infrastructure failure

1. **Call out procedure**

Call out lists in Emergency Plan

1. **Essential phone numbers**

1. **Other useful numbers**

1. **Out of hours/off site call out**

Remember to bring: Identity card or pass PPE if kept at home

EP, Salvage Plan, Contact lists if copy kept at home

Mobile phone and charger, back-up battery

Bottled water and snacks if at hand Digital camera, laptop if at hand

Wear warm outdoor clothing

Ensure you have enough petrol for journey Report to Incident Control

Ensure your attendance is logged

1. **Emergency Rendezvous Points (RVP)**

|  |  |  |
| --- | --- | --- |
| **Site** | **Primary** | **Secondary** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Briefing the Emergency Services** They will require answers to the following: Is everyone accounted for?

Is anyone missing? Casualties? Number and type? Type of incident?

Location of incident?

Are there any hazards? Where? Safe access routes?

If fire: location of fire hydrants? Shut offs? If able to salvage: which items to be salvaged and the locations?

**They will need the following:**

Site plans, Floor plans, Salvage Plan/Priorities

1. **Accommodation**

Areas will be allocated by the Incident Coordinator for Control Point, Rest Area, Sorting Area etc:

See’ Accommodation For Response’ Form

1. **Welfare and Safety**

In response to a major incident a Rest Area and First Aid Point should be identified. The role of Welfare & Safety Officer to be allocated to monitor those attending.

A risk assessment to be completed before staff begin salvage. Welfare & Safety Officer to ensure that people remain hydrated, fed and take regular breaks.

1. **Salvage and Damage Control**

The initial salvage may be carried out by the SFRS, after receiving information about priorities. To be briefed by the Archives Salvage Coordinator.

Recovery Coordinator to prepare area to receive collections.

See Salvage and Recovery Crib Sheet.

1. **Media Strategy**

All communications with the press and media to be through the Media Coordinator. If approached for comment refer the person to the Media Coordinator.Do not discuss the situation within earshot of strangers and act confidently.

**ACCOMMODATION FOR RESPONSE FORM**

|  |  |
| --- | --- |
| **Assembly Area** Wherepeople will gather when called in | **A:****B:**  |
| **Control Point** Private, withphones and IT | **A:****B:**  |
| **Emergency Services** RVP,Marshalling Area, Holding Area |  |
| **Rest Area** With kettle and kitchen | **A:****B:**  |
| **First Aid Point** | **A:****B:**  |
| **Sorting Area** Large areain central location | **A:****B:**  |
| **Storage for unaffected material**Secure area | **A:****B:**  |
| **Treatment area**Large areawith good ventilation | **A:****B:**  |
| **Packing****area** Vehicle access | **A:****B:**  |

1. **Communications & Record Keeping** It is essential to record key events, decisions and key radio communications. Appoint Communications Officer to record events & support Incident Coordinator.

Those in key roles to also record information when possible.

Record:

Major decisions

Events such as arrival of emergency services

**Consider: Who? When? Why?**

**Strategic Team**

Chief Executive Officer (Chair) Chief Financial Officer

Head Archivist/ Head of Collections

**Tactical Team**

Incident Coordinator

Salvage & Recovery Coordinator Building & Security Coordinator Welfare and Safety Officer Media Coordinator

IT Incident Officer

**Operational Team**

Salvage Coordinator

Archivists, Conservators, Registrar Technicians and Support Staff Salvage Teams – Recovery Teams Security staff

Service engineers and Contractors

**PUT SAFETY FIRST** DO NOT TAKE RISKS STOP WHEN TIRED

## 8



|  |
| --- |
| Sample template for working through decision making process at IMT meetings - for major incident |
| Control No | Current situation: Damage Assessment | Impact description Risk Elements | Recommended resolution - Current plan or revised actions | Resources requirements | Priority (HML) | Approve Y/N (IMTapproves or not) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Meeting with IMT | 1. IMT - discuss recommendations
2. IMT - approve recommendations
3. Develop action plan to deliver recommended action
 |
|  | Action Plan | Assigned to | Milestones/ Deliverable | ET to implement | Status | Resource required |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**DISASTER STORES - locations General equipment:**

**SALVAGE**

Wait until salvage area Is safe to enter

WORK IN AT LEAST PAIRS [Appropriate PPE]

Ensure names recorded at Entry Control Assess and plan salvage

Consider priority items first & items which may be at greater risk and prioritise

Ensure that a safe area to move items to has been identified and is being prepared

Photograph the scene before moving items Secure against looting once moved

**IMT - Meeting Agenda**

Present situation

Immediate actions needed reminders Life safety first priority

Use Event Log

Use an Expense Log Complete staffing schedules Identify resources required

Validate recurring meeting times Assess impact & communication issues

Gather facts, set priorities, and implement response and recovery plans

Review & validate recovery strategy

**Strategic Team: Senior Incident Management Team (IMT)**

Provide strategic direction

Maintain overall control & acquire financial approval Determine organisational policy

Agree organisational priorities

Coordinate post-incident recovery operations Coordinate the needs of appropriate business recovery teams and support functions

Allocate resources to support continuity of planned activities

Maintain a record of organisational response Receive regular updates from teams

Manage human resource requirements

Manage internal & external communications Adjudicate on conflicting demands

Confirm finance needs

**Archives Emergency Equipment**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

Volunteer Coordinator

## 9

**INITIAL PLAN SUMMARY**

**10**

Is Salvage/in-situ protection required?

**i**

Is this a major incident?

Lead response able to

•

hand over or situation ends

Check With Fire wardens. Are all areas clear?

Nominate a Communications Officer, to handle communications and take notes

Call out response team

Contact relevent staff

Call 999 ensure they are met

Incident Confirmed

Do you need the emergency services?

Is everyone alerted?

Incident alarm or evacuation alarm?

Is an evacuation in progress?

►

**i**

Meet emergency services and brief them

*l*

Are refuges occupied?

Only evacuate refuges if a fire confirmed **CHECK**

Warn them of missing persons and known hazards

## BRIEFING THE EMERGENCY SERVICES

They will need answers to the following:

Is everyone accounted for? Is anyone missing?

Any casualties? Number and type? Location of incident?

Are there any hazards? Where? Safe access routes?

If fire: location of fire hydrants? Shut offs?

If able to salvage: which items to be salvaged and the locations? They will need: Site plans, Floor plans, Salvage plan/priorities

## BRIEFING STAFF

The type of incident, scale and areas affected The location of welfare/ rest area, water and food

Health and Safety: risk assessment, potential risks and hazards, restricted areas Evacuation procedures, evacuation signal

Reporting structure

## Phone protocol and procedures:

All staff to be extremely careful about use of phones/ cameras

Photographs/videos of salvage and recovery to be taken only by those approved in advance to do so. [Photographs/ video to be taken where essential for insurance purposes and to compile a record.]

No phones/ cameras to be taken into areas containing sensitive material, as classified by GDPR, unless user authorised in advance

Only Media person to send out messages on social media

Only Media person to brief the media, and send out statements, unless approved in advance by the Incident Coordinator/ Executive Management

## 11

**INCIDENT RESPONSE STRUCTURE**

**12**

**INCIDENT COORDINATOR**

Salvage Coordinator

Recovery Coordinator

Buildings & Security Coordinator

Health, Safety, Welfare

Media

IT

Volunteer Coordinator

 . Emergency Services

Incident Commander

Emergency Services Press Liason

Other Sector Commanders

Salvage Sector Commander

## COLLECTIONS SALVAGE AND RECOVERY STRUCTURE

**13**

Tactical Team Director

- - -

Salvage

- - - - - - - - - Coordinator

Archivists/

- - - - - - - - - - - - - - - - - - . Conservators

Equipment/ Documentation/ Inventory Control/ Photography

Integrated **Fire Service**/Archive

Salvage Team

. Recovery Coordinator

- - - Incident Coordinator

Recovery

Salvage - Remove Items from Building/Danger

|  |
| --- |
| Emergency Services Incident Commander |
|  |  |
| Salvage Sector Commander- - - - |

## COLLECTIONS SALVAGE AND RECOVERY STRUCTURE

**14**

|  |  |  |
| --- | --- | --- |
|  | Chief Executive Officer |  |
|  |  |
|  |  |  |  |  |
| Head of Collections |  | Assistant Director |  | Finance |  | Public Engagement |

Archivists

Conservators

Librarians

Support Staff

Security

Service Engineers

Contractors

Media Assistant

Communications

IT

Media

Welfare and Safety

Buildings and Security

Salvage and Recovery

Incident Coordinator

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Salvage Sector Commander |  | Emergency Services Incident Commander |  | Emergency Services Press Liaison |
|  |  |

**PRIORITIES/ ALLOCATION OF ROLES DEPENDING ON NUMBER OF STAFF AND VOLUNTEERS ON SITE**

**The following are indicative suggested numbers and this will vary depending on scale of incident.**

|  |  |
| --- | --- |
| **No. of People** | **Priorities / Allocation of Roles** |
|  | Raise alarm with Emergency Services Follow Initial Plan SummaryCall for back-upMeet and brief Emergency Services when they arrive [Follow Lone Working Policy] |
|    | As Above +Follow Initial Plan Summary. 1 person to briefEmergency Services and delegate aspects of the role to colleagueCommunications: 1 person to meet staff and brief staff as they arrive; assist Incident Coordinator call for back up, including Collections support; brief senior staff; brief Buildings and Services Coordinator; draft media statement |
|     | As Above +1 person to start to consider the needs of the collection- Collections Recovery/Salvage Coordinator: |
|      | As Above +2 people to consider collections requirements and start to prepare: Collections Recovery and Salvage Coordinator |
|       | As Above +Incident Coordinator/Salvage Coordinator to hand over information about priority items to the SFRS if requested. Continue to prepare to Salvage. Arrange where items will be taken to: on site/off site, transport requirements etc. |
| **+** | As Above +Assign additional roles as people arrive, including Welfare and SafetyWait for enough people to arrive to carry out salvage of collection items |

**15**

**16**

**COLLECTIONS SALVAGE AND RECOVERY STRUCTURE**

|  |  |  |
| --- | --- | --- |
| **ACCOMMODATION** | **Assembly Area** Where people will gather when called in | **A:** **B:**  |
| **Control Point** Private, with phones and IT | **A:** **B:**  |
| **Rest Area** With kettle and kitchen | **A:** **B:**  |
|  | **A:**  |
| **First Aid Point** |  |
|  | **B:**  |
| **Sorting Area**Large areain central location | **A:** **B:**  |
| **Storage for unaffected material** Secure area | **A:** **B:**  |
| **Recovery / Treatment area** Large area with good ventilation | **A:** **B:**  |
| **Packing area**Vehicle access | **A:**  |
|  | **B:**  |
| **Emergency** | **A:**  |
| **Services**RVP, Marshalling Area, Holding Area | **B:**  |

**CONTACT DETAILS - Staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person** | **Possible Role(s)** | **Job title** | **Contact details** | **GDPR****Clearance Y/N** |
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**CONTACT DETAILS - Insurers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Cover** | **Policy Number** | **Insurer** | **Emergency Contact details** | **Details/exclusions excess** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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**17**

**18**

**RESPONDING TO A CALL OUT**

* 1. If you are called to attend you should go to [named location] where you will be briefed on the nature and scale of the incident and assigned roles as appropriate.
	2. Ensure access for emergency services is kept clear, particularly when parking your vehicle.
	3. Staff who respond should bring the following:
		+ Identity card or pass
		+ Suitable clothing for the time of year
		+ PPE (Personal Protective Equipment) if kept at home: Wellington boots, Overalls etc
		+ Fully charged mobile phone
		+ Flask of hot coffee, etc.

## CHECKLIST

|  |  |
| --- | --- |
| **WHEN CALLED OUT: Time of call:** | **Tick** |
| Ask for details of the type of incident you will be attending, and start to rehearse in your mind what you might face on arrival and your priority action, and what steps you will need to take |  |
| Load bag with protective clothing and high visibility vest and salvage equipment/materials into the car - if kept at home |  |
| Pack charged mobile phone, contact lists and digital camera |  |
| Take ID card or pass |  |
| Take Emergency Plan/Salvage Plan/Contacts list if kept at home |  |
| Ensure that the car has enough petrol to get to the site |  |
| **ARRIVING ON SITE: Time of arrival:** |  |
| Locate the incident commander of the emergency services - if first on the scene |  |
| Ensure that your attendance is logged |  |
| Put on protective clothing and high visibility vest, and wear ID card or pass |  |
| Find out the extent of the incident and whether it is yet under control |  |
| Locate, and activate, site Response Plan and Salvage Plan if you are the first to arrive |  |

Adapted from Checklist in the EMMS REDS Team Handbook

## APPS AND SOCIAL MEDIA

**Useful Apps**

|  |  |
| --- | --- |
| **Useful Apps** |  |
| Met Office Weather | [www.metoffice.gov.uk/public/weather](http://www.metoffice.gov.uk/public/weather%20)  |
| Ready Scotland | [www.readyscotland.org/are-you-ready](http://www.readyscotland.org/are-you-ready) |
| SSE | [www.ssen.co.uk/powertrack](http://www.ssen.co.uk/powertrack)  |
| Travel Line | [www.travelinescotland.com/cms/content/Apps.xhtml](http://www.travelinescotland.com/cms/content/Apps.xhtml)  |
|  |  |
| **Social Media** |  |
| Met Office | <https://twitter.com/metoffice>  |
| Police Scotland | <https://twitter.com/policescotland>  |
|  | <https://facebook.com/PoliceScotland>  |
| Ready Scotland | <https://twitter.com/readyscotland>  |
| Scottish Environment Protection Agency | <https://twitter.com/ScottishEPA> <https://facebook.com/ScottishEnvironmentProtectionAgency>  |
| Scottish Fire and Rescue Service | <https://twitter.com/fire_scot>  |
| SSE in Scotland | <https://twitter.com/hydroPD>  |
| Traffic Scotland | <https://twitter.com/trafficscotland>  |

## MEDIA STATEMENT

**Where possible only the nominated person to speak to the media. The statement below can be adapted for use, as an initial statement:**

An incident [fire/flood...] occurred in last night/ early this morning.

The Scottish Fire and Rescue Service/ Emergency Services have been on site and have worked hard to limit the damage.

The Emergency Plan has been activated and we are working hard to salvage the collections. The building is likely to be closed for the rest of the week/ next few days/ other time period. Further information will be issued tomorrow/ later today.

## 19

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|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Phone number(s)** | **Contact name** | **Website** |
| Scottish Government: Ready Scotland – Preparing for Emergencies BBC news |  |  | [www.readyscotland.org](http://www.readyscotland.org/)[www.bbc.co.uk/news](http://www.bbc.co.uk/news) |
| Business resilience: Ready Scotland – My Business |  |  | [www.readyscotland.org/my](http://www.readyscotland.org/my)- business |
| Weather: Met Office |  |  | [www.metoffice.gov.uk](http://www.metoffice.gov.uk/) |
| Community Resilience: Ready Scotland – Community |  |  | [www.readyscotland.org/my](http://www.readyscotland.org/my)- community |
| Police: Police Scotland |  |  | [www.scotland.police.uk](http://www.scotland.police.uk/) |
| Scottish Fire andRescue Service |  |  | [www.firescotland.gov.uk](http://www.firescotland.gov.uk/) |
| Health: NHS Pandemic Flu |  |  | [www.nhs.uk/conditions/pand](http://www.nhs.uk/conditions/pand)emic-flu |
| Environment: Scottish Environment Protection Agency (SEPA) |  |  | [www.sepa.org.uk](http://www.sepa.org.uk/) |
| Flooding: FloodingScotland |  |  | [www.floodlinescotland.org.uk](http://www.floodlinescotland.org.uk/) |
| National Records ofScotland |  |  | [www.nrscotland.gov.uk](http://www.nrscotland.gov.uk/) |
| Scottish Council on Archives |  |  | [www.scottisharchives.org.uk](http://www.scottisharchives.org.uk/) |
| **Utilities** |  |  |  |
| Electricity Scottish Power Energy Networks |  |  | [www.spenergynetworks.co.uk](http://www.spenergynetworks.co.uk/) |
| Scottish and Southern Energy Distribution |  |  | [www.ssepd.co.uk](http://www.ssepd.co.uk/) |
| Gas Scottish Gas Networks |  |  | [www.sgn.co.uk](http://www.sgn.co.uk/) |
| Water Scottish Water |  |  | [www.scottishwater.co.uk](http://www.scottishwater.co.uk/) |
| Telecommunications:British Telecom |  |  | [www.bt.com](http://www.bt.com/) |
| Transportation: |  |  |  |
| Traffic Scotland |  |  | https://trafficscotland.org |
| Travel Line Scotland |  |  | [www.travelinescotland.com](http://www.travelinescotland.com/) |
|  |  |  |  |
| **Voluntary Sector** |  |  |  |
| Ready Scotland – Voluntary Response |  |  | [www.readyscotland.org/vol](http://www.readyscotland.org/vol) tary-response/ |
| British Red Cross |  |  | [www.redcross.org.uk](http://www.redcross.org.uk/) |

**CONTACT DETAILS - Suppliers, Contractors, Agencies**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Phone number - Emergency/Out of hours** | **Phone number** | **Name(s)** |
| Local police |  |  |  |
| Local fire service |  |  |  |
| Electricity company |  |  |  |
| Gas Company |  |  |  |
| Water company |  |  |  |
| Telephone company |  |  |  |
| Fire Alarm company |  |  |  |
| Intruder Alarm company |  |  |  |
| Data Protection Officer |  |  |  |
| Red Cross - Local |  |  |  |
| Electrician |  |  |  |
| Plumber |  |  |  |
| Surveyor |  |  |  |
| Structural engineer |  |  |  |
| Maintenance company |  |  |  |
| Joiner |  |  |  |
| Glaziers |  |  |  |
| Roofers |  |  |  |
| Heating/ Boiler engineer |  |  |  |
| H&S adviser[for contaminants] |  |  |  |
| Local Resilience Forum |  |  |  |
| Equipment Hire |  |  |  |
| Locksmith |  |  |  |
| Art handlers |  |  |  |
| 24/7 Security company |  |  |  |
| Storage company |  |  |  |
| Storage temporary: Pre-arranged |  |  |  |
|  |  |  |  |
| **Stakeholders** |  |  |  |
| Lenders |  |  |  |
| Trustees |  |  |  |

**21**

**22**

**ROLES AND RESPONSIBILITIES**

*Incident Coordinator*

Manage the incident, and liaise with the emergency services, if on site. Assess situation and activate the plan. Appoint staff to roles/teams, delegate tasks. Maintain overall responsibility for Health and Safety. Assisted by Communications Officer record key incidents, decisions and radio communications. Ensure insurers and stakeholders are informed. Ensure compliance with GDPR.

*Communications Officer*

Provide support for the Incident Coordinator and record all key decisions, communications, incidents, and the names of those present and roles assigned. Report directly to the Incident Coordinator.

*Buildings & Security Coordinator*

Assess the safety of the building structure, manage services, and ensure that the security of the collection and the building is maintained. Liaise with Building Control. Report to the Incident Coordinator. Maintain radio contact.

*Welfare And Safety Officer*

Ensure that risks have been assessed, safe procedures are followed, welfare is provided and monitor the welfare and safety of those responding. Report directly to the Incident Coordinator.

*Volunteer Coordinator*

Ensure that any volunteers are managed effectively. This role could be combined with other roles, such as the Welfare and Safety Officer role, depending on the volume of volunteers.

*Media*

Prepare statements for the media, liaising with the SFRS media person, deal with enquiries, and, where appropriate for the organisation, be the main spokesperson for the incident. Report directly to the Incident Coordinator

*Archives Salvage and Recovery Coordinator*

Appointed when have large number of people responding and need to retain an overview of salvage and recovery areas.

Direct all aspects of the salvage/storage/initial treatment and packing of the collection, through the Salvage and Recovery Coordinators. Report to Incident Coordinator.

*Salvage Coordinator*

Salvage, or protect in situ, archive collections. Direct Salvage Team, and liaise with the SFRS Salvage Sector, Commander in the event of a major incident. Report to the Incident Coordinator, or, if appointed the Salvage and Recovery Coordinator

*Recovery Coordinator*

Assess/ triage items that have been salvaged, treat where necessary, pack and ensure that items are documented. Report to Incident Coordinator, or if appointed, the Salvage and Recovery Coordinator.

*Documentation - Registrar*

Keep track of archives. Maintain compliance with GDPR. Report to the Recovery Coordinator

*Equipment Coordinator*

Ensure that equipment and materials are available for salvage and recovery. Be responsible for issuing equipment and materials, where the organisation has a dedicated Emergency Equipment store. Identify additional requirements, and obtain.

## INCIDENT COORDINATOR

Manage the incident, and liaise with the emergency services, if on site. Assess situation and activate the plan. Appoint staff to roles/teams, delegate tasks. Maintain overall responsibility for Health and Safety. Assisted by Communications Officer, record key incidents, decisions and radio communications. Ensure insurers and stakeholders are informed. Ensure compliance with GDPR.

|  |  |
| --- | --- |
| **ACTION CHECKLIST** |  |
| Refer to Initial Plan Summary and Emergency Plan Crib Sheet |  |
| If situation requires, ensure safe evacuation of people complete |  |
| If safe, assess the incident, identify cause and take action to prevent escalation and mitigate damage and loss |  |
| Call emergency services if required |  |
| Ensure access is clear for the emergency services |  |
| Brief the emergency services on their arrival, or delegate role |  |
| Give floor and room plans to SFRS when requested |  |
| Contact staff and call out additional staff and contractors if required |  |
| Inform Data Protection Officer of the extent of the damage if sensitive material affected or at risk |  |
| Identify areas for: control point, rest area, first aid, sorting area for collections, treatment area (recovery), storage and record locations |  |
| Appoint a Communications Officer to act as support for Incident Coordination, and to record key radio communications, decisions, incidents and names of those allocated roles |  |
| Allocate roles as staff respond |  |
| Identify hazards and carry out a risk assessment, or delegate role. *See Forms provided.* |  |
| Brief staff on the situation, and the risk assessment, as they respond. As staff respond delegate briefing role to those in key roles. |  |
| Ensure that security of the site is maintained |  |
| Ensure that insurers and stakeholders, including trustees, are informed |  |
| Provide updates for the Media Officer, where possible and appropriate |  |
| Maintain an overview of the situation, through direct updates, and radio communications with those in key roles, and through liaison with the emergency services. Continually reassess priorities and resources. |  |
| After the initial response: ensure staff welfare is monitored and support provided; liaisewith insurers, loss adjustors and stakeholders |  |

## 23

**24**

**COMMUNICATIONS OFFICER**

Provide support for the Incident Coordinator and record all key decisions, communications, incidents, and the names of those present and roles assigned. Report directly to the Incident Coordinator.

|  |  |
| --- | --- |
| **ACTION CHECKLIST** |  |
| Obtain documentation forms and log key radio communications, decisions, incidents and roles assigned. |  |
| Ensure there is a procedure in place to record attendance on site |  |
| Provide support for the Incident Coordinator |  |
| Make phone calls to insurers, contractors and others, when requested to do so |  |

## BUILDINGS AND SECURITY COODINATOR

Assess the safety of the building structure, manage services, and ensure that the security of the collection and the building is maintained. Liaise with Building Control. Report to the Incident Coordinator. Maintain radio contact.

|  |  |
| --- | --- |
| **ACTION CHECKLIST** |  |
| Obtain a briefing from the Incident Coordinator: areas and collections affected, if already known. |  |
| Isolate services if they present a risk: water, electricity and gas supplies, heating; ventilation; air conditioning; |  |
| Barrier or rope off affected area if hazardous |  |
| Carry out a damage assessment of the building and utility services, If extent of incident not known. Report findings to the Incident Coordinator. [Use ‘Initial damage assessment of the building form’ to record findings.]* Identify affected floors, rooms, collections
* Are access routes clear?
* Are the following affected? Utilities, security and fire systems?
* What are the hazards?
* List, and take, actions required to deal with the situation
 |  |
| Call in a surveyor/ structural engineer, if required, to assess stability of the building and whether safe for staff to salvage |  |
| Identify assets at risk, identify the threat, review security measures, introduce additional measures if required, e.g., staff to patrol. Liaise with police and ensure that access to the site is controlled, and there is a system in place to check ID/ passes. |  |
| Contact utilities and call out other contractors as situation requires, in order to restore essential services, and to maintain security, having reported the situation to the Incident Coordinator |  |
| Work very closely with the Incident Coordinator and provide support to Salvage and Recovery |  |
| Ensure there is a system in place to record the arrival of staff responding to assist |  |
| Ensure that an Entry/ Exit point is set up and names of those entering/ exiting is recorded when permission is given for staff to salvage |  |
| Ensure that movement of items is being recorded by the Documentation Officer/ Registrar and that the areas collections are taken to are secure |  |
| Take actions necessary to provide temporary lighting, power, boarding, temporary security measures, and electric fans, dehumidifiers in the Recovery Area, if required |  |
| Ultimately, after initial phases ensure damage to building and services is repaired and risk assessment for the building reviewed and necessary improvements made |  |

## 25

**26**

**WELFARE AND SAFETY OFFICER**

Ensure that risks have been assessed, safe procedures are followed, welfare is provided and monitor the welfare and safety of those responding. Report directly to the Incident Coordinator.

|  |  |
| --- | --- |
| **ACTION CHECKLIST** |  |
| Obtain a briefing from the Incident Coordinator:* Areas and collections affected
* Health and safety risk assessment including manual handling, and potential hazards associated with the collection, restricted areas, and the need to take regular breaks
 |  |
| * Implications of GDPR for salvage, treatment and storage of material
 |  |
| Set up the Rest Area for staff welfare, with access to food and water |  |
| Ensure that a risk assessment has been completed for response [Incident Coordinator's responsibility - may delegate.] |  |
| Record names of First Aiders |  |
| If permission is given by the SFRS for staff to go into the inner cordon to salvage ensure that an Entry/Exit board has been set up, at the cordon, and names of those entering/ leaving are logged. Ensure that that those carrying out salvage are working in at least pairs. |  |
| Monitor staff responding for appropriate PPE (Personal Protective Equipment) and correct handling procedures |  |
| Monitor well-being of staff, including tiredness, and ensure that adequate breaks are taken, and that they, and you, eat regularly and drink enough water. |  |
| Ensure that the Red Cross have been contacted if additional support is needed, for food, hot drinks |  |
| Debrief at end of each day with Incident Coordinator, team leaders and those responding |  |
| In the event of a major incident if staff are present on site for a number of days: ensure there is a mechanism in place to enable staff stay in touch with their families/ friends |  |
| Liase with Volunteer Coordinator |  |

## MEDIA

Prepare statements for the media, liaising with the SFRS media person, deal with enquiries, and, where appropriate for the organisation, be the main spokesperson for the incident. Report directly to the Incident Coordinator.

|  |  |
| --- | --- |
| **ACTION CHECKLIST** |  |
| Obtain a briefing from the Incident Coordinator:* Nature and extent of the incident and actions taken
* Health and safety risk assessment
 |  |
| Identify a space to work from |  |
| Liaise with the Incident Co-ordinator and Emergency Services to agree statements and media messages |  |
| Prepare, and disseminate, statements, bulletins, social media messages: updates, access arrangements |  |
| Brief spokesperson if not the spokesperson yourself |  |
| If appropriate: identify a space/ gathering point for the media |  |
| Report regularly to the Incident Coordinator |  |
| Keep a log of actions taken |  |
| After the incident those responsible for PR continue to monitor the media, and send out updates to keep users and stakeholders informed during the long-term recovery phase |  |

## IT

Assess, protect and restore access to IT Systems and recover data. Manage IT staff and contractors. Report directly to the Incident Coordinator.

|  |  |
| --- | --- |
| **ACTION CHECKLIST**Assess damage to the IT Systems |  |
| Report on extent of damage to the Incident Coordinator. Call in staff and contractors, where appropriate, to restore systems, having received authorisation, if required |  |
| Carry out recovery procedures |  |
| Test the system and advise users when systems available for use |  |
| Keep a record of actions taken |  |

## 27

**28**

**SPECIFIC INCIDENTS**

**Note:** *If your organisation has an existing Fire/ Emergency Evacuation Plan which details action to take it should be referenced here.*

|  |  |  |
| --- | --- | --- |
|  | **INITIAL RESPONSE** | **SECONDARY RESPONSE** |
| **BUILDING COLLAPSE** | Evacuate to assembly pointIsolate water and gas, and electrics if safe to do soCordon off the areaBuilding manager/ surveyor/ structural engineer to assess damage |  |
| **EXPLOSION** | Call Emergency Services EvacuateIsolate gas and electricity, if safe to do soActivate Plan |  |
| **FIRE****See Fire/ Emergency Evacuation Plan** | Fire alarm activated Evacuate to assembly pointRoll call, and Fire Wardens reportKeep access clear for SFRS, including access to water sourcesIsolate gas and electricity Activate PlanMeet, and brief, SFRS on arrival and pass over site and floor plans, and information about priority collections, when requested |  |
| **FLOOD** | If flooding expected check flood alerts for progressEvacuate to assembly point, if at risk Isolate electricity, gas and waterCall SFRS if situation at risk of becoming life threateningActivate Plan | If possible, raise items to higher levels, protect items that may be at riskIf flooding occurs: salvage and recover collectionsVentilate building, bring in 24 hr security if power lostWhere necessary raise occasional floor board to aid drying |
| **LANDSLIDE** | Monitor news and Met Office, Police Scotland, Traffic Scotland for updates, to determine whether access roads remain clear, for emergency services if required, and transport routes for staff |  |
| **LIGHTNING STRIKE** | EvacuateIsolate water, gas and electricityBuilding Manager/ Surveyor/ Structural Engineer to assess damage |  |

|  |  |  |
| --- | --- | --- |
|  | **INITIAL RESPONSE** | **SECONDARY RESPONSE** |
| **FIREARMS AND WEAPONS ATTACK - SHOOTER** | **STAY SAFE: RUN, HIDE, TELL**Escape if you can, otherwise hideFind cover behind substantial brickwork, reinforced wallsBe aware of your exits Keep silent, silence phoneLock yourself in/ barricade door Move away from doorTELL: Call 999 – If you can’t speak, listen to the instructions of the operator [Location, descriptions, casualties, etc]**Armed police response:** Follow officer’s instructions, remain calm, keep hands in view, move slowly**Officers may:** point guns at you, treat you firmly, question you, be unable to distinguish you from the attacker, officers will evacuate you when it is safe to do so |  |
| **STORM DAMAGE** | *Depending on severity and extent:* Evacuate, if people at risk, to assembly point. Isolate water and gas, and electrics if near affected area, and safe to do soBuilding manager/ surveyor/ structural engineer to assess damage |  |
| **UTILITIES FAILURE** | Contact suppliersEvacuate if building not safe |  |
| **WATER LEAK/ WATER INGRESS** | If not safe to be in the area, Evacuate Isolate water, and electricity if any risk Identify sourceContact building manager/ surveyor to assess whether ceiling is sound,(if source from above), if any doubt about whether safe to work in the areaWater may be contaminated | Beware! Water may be contaminatedWear appropriate PPEUse leak diverters, absorbent materials, squeegees, to prevent water spreadingCheck surrounding areas Photograph sceneProtect in situ/raise/ move collections at riskClear away water |
| **WILDFIRE** | Monitor news and Met Office, Police Scotland, Traffic Scotland for updates on progress of the fireMonitor whether access roads remain clear, for emergency services if required, and transport routes for staff | Close windows and doorsConsider shutting off ventilation/ air condition systems if threatened by ash/ soot particlesCheck filters on any systems with external air intake after risk has passed, and replace if required |

## 29

**30**

**INCIDENT MANAGEMENT TEAM (IMT) FOR MAJOR INCIDENT: Role**

Provide strategic direction

Maintain overall control and acquire financial approval Determine organisational policy

Agree organisational priorities

Coordinate post-incident recovery operations

Coordinate the needs of appropriate business recovery teams and support functions Allocate resources to support continuity of planned activities

Maintain a record of organisational response Receive regular updates from teams Manage human resource requirements

Manage internal and external communications Adjudicate on conflicting demands

Confirm finance needs

## IMT MEETING AGENDA

Present situation Immediate actions needed Reminders

Life safety first priority Use Event Log

Use an Expense Log Complete staffing schedules Identify resources required

Validate recurring meeting times

Assess impact and communication issues

Gather facts, set priorities, and implement response and recovery plans Review and validate recovery strategy

**Part 4: SALVAGE AND RECOVERY**

**COLLECTIONS SALVAGE & RECOVERY STRUCTURE**

*Insert organisation’s logo*

**ARCHIVES SALVAGE AND RECOVERY**

## Remember safety!

**PUT SAFETY FIRST**

**DO NOT TAKE RISKS STOP WHEN TIRED**

**WORK IN AT LEAST PAIRS**

**ESSENTIAL PHONE NUMBERS**

**TRAVEL TIMES**

|  |  |  |
| --- | --- | --- |
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|   |  |  |

**Equipment STORES - locations General equipment:**

**Archives Emergency Equipment**

**SALVAGE**

Wait until salvage area Is safe to enter

WORK IN AT LEAST PAIRS [Appropriate PPE]

Ensure names recorded at Entry Control Assess and plan salvage

Consider priority items first and items which may be at greater risk and prioritise

Ensure that a safe area to move items to has been identified and is being prepared

Photograph the scene before moving items Secure against looting once moved

**SALVAGE, AND IN-SITU PROTECTION**

Check site salvage plan and identify priority items Follow instructions on the priority object sheets Don personal protective equipment

Collect materials and equipment you know you will need from the store

Handle and lift items safely: for yourself and for the items

Determine order in which items need to be moved Install in situ protection as required

Move objects to the safe area having determined the safest route

Keep fragments of broken objects together Keep wet and dry objects separate

**HANDLING OBJECTS DURING SALVAGE**

Stop and think before you take any action! Wear personal protective equipment

Work in at least pairs when salvaging

Wet objects: wear rigger/ vinyl /nitrile gloves Dry objects: wear rigger/ vinyl /nitrile gloves Lift only one object at a time

Use crates, trolleys, tray, boxes and lifting straps where possible

Lift only what you can hadle and don’t overload crates

**DOCUMENTATION**

**KEEPING TRACK OF COLLECTIONS IS CRUCIAL**

Ensure that all priority items are retrieved Record items as they are salvaged

Before any item is removed from site ensure documentation has been completed

**AT THE RECOVERY AREA**

Prepare tables etc for small items Keep wet and dry items separate Keep packaging materials in one place

Set up location for inventory cards, priority sheets and transport forms

Keep vulnerable items such as paintings separately KEEP AREA SECURE

**IMMEDIATE TREATMENT**

Identify items that will need urgent attention and keep together

WAIT BEFORE TAKING ANY FURTHER ACTION IF A CONSERVATOR WILL BE WITH YOU QUICKLY

If the conservator will be a few hours use paper towels to blot/wipe off ecess water from ceramics, metalwork and furniture

Telephone conservators for advice

**PACKING OBJECTS**

Pack items ready for storage/transport off site

Number crates/boxes and but object lists inside box and attach duplicate list to the outside of the crate

Tie labels, pre-prepared, onto larger items

**BOOKS:**

* Remove the most important books first
* Next priority those with vellum bindings
* Pack dry and wet books separately, and if possible separate damp items
* Books should be taken from the bottom shelf first, then work up. IF the shelves are UNSTABLE work from the top shelf down
* Wet books: Keep shut and pack spine down in crates, if sodden. If dyes are running, or binding separating, pack in indvidual polythene bags
* Dry books: Place flat in crates or strong carrying bags
* *If dry: brush clean with shaving brush.*
* *If damp: stand on end, fan out to dry on polythene (or place flat if won’t stand)*


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**BOOKS:**

* Tables: Lift by the structural member
* Remove the most important books first
* Next prioritise those with vellum bindings
* Pack dry and wet books separatelt, and if possible separate damp items
* Books should be taken from the bottom shelf first, then work up. IF the shelves are

UNSTABLE work from the top shelf down

* Wet books: Keep shut pack spine down in crates, if sodden. If dyes are running, or binding separating, pack in indvidual

polythene bags

* Dry books: Place flat in crates or strong carrying bags
* *If dry: brush clean with shaving brush or*

*sponge.*

beneath the top

* Keep hands away from any upholstery/ fringing
* *If wet: blot dry with kitchen roll/ absorbent materials*

## METALWORK:

* Small objects: treat as SMALL MISC ITEMS
* Cover fixed or large objects with Tyvek/ dustsheets, or polythene [Water]
* Use trolleys to move heavy items
* *If wet: blot with kitchen roll*
* *Ferrous metals can be sprayed with WD40 to prevent rusting*

## PAINTINGS:

* *If damp: stand on end, fan out to dry on polythene (or place flat if won’t stand),*

*and interleave pages with blotting paper, every 0.5cm. Change when damp/wet*

* *If wet: brush off loose dirt, put in freezer bag, or wrap in freezer paper, and label.*

*Place in freezer*

* *Books with clay coated paper, interleave with silicon release paper, if necessary, to separate pages, or pack for freezing*

## DOCUMENTS AND PARCHMENT:

Keep in boxes to move if possible.

•

If boxes wet, place whole box in a crate

* *Place face up, flat, on blotting paper to dry*
* *Parchment as above, with edges weighted*

*down, to keep flat when drying*

* *If possible, remove staples etc, but*

 *maintain page order*

* *Pages can be sandwiched between sheets*

 *of blotting paper*

* *Do not attempt to separate sodden clumps*
* *Allow to dry a little then separate bundles*

## FURNITURE:

* Hold paintings by the sides and supported underneath
* Never lift a painting by the top of the frame: the joints may give
* Never lift a painting by the stretcher: your fingers may go through the canvas
* Keep your hands still on the frame. If the frame is wet the mouldings and gilding will be soft and sticky
* Carry with the painted side towards you
* Use picture slings to move large paintings
* Wrap in polythene if raining
* If painting cannot be removed protect from water by draping polythene in front

and behind

* At the recovery area stack paintings using T bars/bubblewrap corners, back to back

and front to front, resting on wooden blocks, battens or bubblewrap

* *If wet and there is space: lay horizontal face up on polythene covered wooden blocks, to aid drying*
* *If wet and no space: keep vertical, but do not*
* If too large or heavy to move place on polythene covered wooden blocks, and

*stack*

## WORKS OF ART ON PAPER:

cover with polythene [Water]

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* Use webbing straps to lift heavy items
* Remove drawers to reduce weight and carry separately

Drawers with contents: remove drawers and carry with contents in the drawers

•

* Tie or lock cupboard doors shut
* Lift chairs by seats or legs
* Cover items with polythene to take outside if raining if there is time
* Do not lift furniture by the handles
* Give priority to pastels and images on parchment or vellum
* Leave in frames and act on conservation advice within 24 hours
* At recovery area stack framed paintings face to face and back to back, interleaving with foam, bubblewrap or card
* *If damp/wet: lay flat, face up on blotter/ blotting paper to dry*

## PHOTOGRAPHS:

* + Wear surgical gloves at all times
	+ Prepare a safe area with drying lines, absorbent and wax papers, polythene, crates, buckets, clean water
	+ Divide material: dry/wet/damp/at risk
	+ Do not allow photos to dry in contact with another surface
	+ *Air dry loose prints face up on blotters*
	+ *Keep Recovery Area cool, ventilate with fans*
	+ *Keep immersion time of wet photos to a minimum*
	+ *Wet framed prints – keep in cool, dry area. In extremis remove from frames and dry*

## SMALL MISCELLANEOUS ITEMS: e.g.: CERAMICS, GLASS, SMALL ORGANIC ITEMS

Before lifting check for detachable parts, and remove separately

•

Interleave with bubble wrap/acid free tissue and pack in crates

•

* + Place heavy items at the bottom of crates
	+ Separate items using pre-cut bubble wrap Make sure that objects are separated by packing material

•

*High fired ceramics: blot dry with kitchen roll, without rubbing the surface*

•

*Gilded, painted and unfired or low fired ceramics: lay out on blotting paper to dry*

•

## STONE, SCULPTURE AND PLASTERWORK:

*face up on blotting paper. Stop if sticking to glazing*

* + *Leave prints in mounts*

*Albums: fan out and air-dry upright. Do NOT interleave*

* + *Glass negatives: prop on long edge, without touching emulsion surface. If broken dry emulsion side up on blotter*
	+ *Plastic film: dry vertically suspended from line, held by plastic peg at top, avoiding image, and weighted by plastic peg from the bottom*
	+ Use trolleys and barrows to move where convenient
	+ Larger items: if possible, move to near a wall and put polythene underneath to prevent absorbing water from the floor
	+ Protect with polythene [Water]
	+ Do NOT use polythene where risk of fire
	+ Fire: use protective framework or flame- retardant cover where made in advance
	+ Statuary: store upright on battens
	+ Tabletops and large flat pieces: store on side

## PLASTICS

* + BEWARE: May be toxic or acidic - wear protective gloves. May be heavy or dissolve
	+ *Separate the parts, drain and remove any*
	+ *If wet: place on polythene and wooden blocks, to allow air movement.*

## TEXTILES:

*batteries*

* + *If wet: blot dry with kitchen roll - air dry*
	+ *Store away from direct sunlight*

## SCIENTIFIC INSTRUMENTS, CLOCKS AND WATCHES

* + BEWARE of hazardous materials
	+ Large, heavy or fixed clocks or instruments: move only as a last resort
	+ Protect clocks with polythene sheeting
	+ Clocks/ instruments: lift from underneath
	+ Ensure parts do not become separated and are labelled as soon as practicable
	+ Always lift scientific instruments from a point of greater mass/lesser vulnerability
	+ *If wet, separate the clocks and instruments from cases as soon as possible. Label cases, store cool/dry area on table/pallet*
	+ *Wet clocks, watches and instrument mechanisms should be labelled and laid out on table in warm/dry area ready for immediate treatment*
	+ Wet textiles are heavy
	+ Avoid excess folding. Put polythene or bubble wrap between layers and along folds
	+ Textiles can be carried over extended arms to avoid further folding
	+ Polythene and bubble wrap can be used as a carrying support
	+ Roll carpets pile out. Plastic drainpipe provides a good support
	+ If textiles cannot be removed, roll and put them by a wall and cover with polythene. If possible, put on blocks to keep them off the floor
	+ *Blot wet textiles with absorbent materials: kitchen roll, absorbent cushions/ pillows*
	+ *To dry: place flat on bread crates, with fan, to aid air movement*
	+ *Pad out folds in uniforms/costume with polyester/nylon netting*

## 33

**FLOWCHART 1: SUMMARY - SALVAGE PROCEDURES**

Report to Coordinator

Obtain briefing

Access to collections

**NO**

**YES**

**34**

Locate site plan and priority sheets,

Identify equipment required for salvage and in-situ protection

Prepare Recovery Area

**IF ASSESSED AS SAFE:**

Enter building, escorted, with Salvage Plan – floor plans, location of priorities

Assess situation and identify collections at risk.

Carry out Risk Assessment Identify priorities for salvage and in-situ protection

Identify area to which collections will be taken:

Another room? Outside building?

**NO**

Phone/wait for support

Do you have assistance?

**YES**

**SALVAGE:**

All personnel to wear appropriate ppe.

Work in at least pairs, never alone

Obtain equipment and materials needed.

Retrieve priority items. Install in-situ protection

Retrieve/protect remaining collections at risk.

|  |  |
| --- | --- |
|  | If time allows photograph scene of salvage. |
| 1st Priority: Salvage |
| 2nd Priority: Recovery and Documentation |
| Establish Salvage Team and Recovery Team |
|  |
| BRIEF TEAMS: Hazards, Priorities, logistics and communications |
|  |  |

**RECOVERY: SEE OVERLEAF**

Documentation/ treatment/ packing

## FLOWCHART 2: SUMMARY - PROCEDURES AT RECOVERY AREA

Report to Coordinator

Obtain briefing

Prepare Recovery Area Record items as they are salvaged Keep wet and dry separate

Assess priorities for treatment

Plan/ Inventory available?

Is material wet or dry?

**NO YES DRY WET**

Use blank Inventory of Salvaged Collections Forms to recordsalvaged items.

Make sure that Priority items are salvaged.

Tick off items on the Inventory Checklist for

Priority Items as they are retrieved

Alert Salvage Team if priority items are not retrieved

Ensure details are recorded.

If damaged set aside for treatment later.

Set up drying area Assess priorities for treatment & record details

**YES**

**PACKING AND DOCUMENTATION:**

Pack for transport

Complete documentation and create crate lists

Remove from site?

**NO**

Ensure items are stable and secure and stored safely

**TREATMENT:**

Ventilate items to dry Follow instructions in the Summary Salvage Sheet

Assess whether items require freezing

Specialist conservators/ contractors to be contacted if required

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**ARCHIVES SALVAGE AND RECOVERY COORDINATOR**

Direct all aspects of the salvage/storage/initial treatment and packing of the collection, through the Salvage and Recovery Coordinators. Report to Incident Coordinator.

|  |  |
| --- | --- |
| **ACTION CHECKLIST** |  |
| Obtain a briefing from the Incident Coordinator, and brief Salvage and Recovery Coordinators:* Areas and collections affected
* Health and safety risk assessment including manual handling, and potential hazards associated with the collection, and the need to take regular breaks
* Implications of GDPR for salvage, storage and treatment of material
* Monitor the safety and welfare of team members
* Maintain radio contact and appoint runners as required
 |  |
| Quickly gather information and develop an initial strategy based on personnel and resources available and the extent and nature of the emergency. |  |
| Appoint Salvage, and Recovery, Coordinators, and assign staff to Salvage and Recovery Teams. |  |
| Carry out a Collections Damage Assessment and assess the priorities for action, or delegate to the Salvage Coordinator. If time allows use the Collections Damage Assessment Form to record details. |  |
| If time, photograph salvage scene before items are moved/ removed. |  |
| Ensure that emergency equipment and materials are available and request additional resources as required, through the Equipment Coordinator |  |
| Decide whether additional facilities/equipment such as freezing facilities, fans, and dehumidifiers may be required and make necessary arrangements. |  |
| Identify a suitable area for sorting, storage and treatment (Recovery) in conjunction with the Incident Coordinator |  |
| Continue to monitor progress and call in additional contractors/ suppliers/ freelance conservators where required |  |
| Maintain radio contact, and keep an incident log to include significant events, actions and personnel assignments |  |

## SALVAGE COORDINATOR

Salvage, or protect in situ, archive collections. Direct Salvage Team and liaise with the SFRS Salvage Sector Commander in the event of a major incident. Report to the Incident Coordinator, or, if appointed, the Salvage and Recovery Coordinator. If you are a smaller organisation and there is a risk that too many responsibilities could be placed on one person, senior management should be advised.

|  |  |
| --- | --- |
| **ACTION CHECKLIST** |  |
| Obtain a briefing from the Incident Coordinator/ Salvage and Recovery Coordinator, and brief Salvage Team on:* Areas and collections affected
* Health and safety risk assessment including PPE, manual handling, and potential hazards associated with the collection, and the need to take regular breaks
* Implications of GDPR for salvage and storage of material
* Monitor the safety and welfare of team members
* Maintain radio contact and appoint runners as required
 |  |
| Carry out a Collections Damage Assessment, if not already completed, and assess the priorities for action, equipment and material required, scale of damage and any additional resources required, including people. If time allows use the Damage Assessment Form to record details. |  |
| Try to make a decision early on about whether the incident can be dealt with in-house or whether external assistance is required. |  |
| When the SFRS are present, liaise with the SFRS Salvage Sector Commander. When requested pass information about the priority items to the SFRS Salvage Sector Commander. |  |
| If the SFRS give permission for you/Salvage Team to go beyond their cordon ensure that an Entry/Exit [Tally] Board has been set up and that names are logged going in and out of the cordon. |  |
| Ensure salvage scene is photographed before collections are moved, where possible |  |
| Obtain equipment, trolleys, and materials from the equipment store |  |
| Ensure that those salvaging are wearing PPE and working in at least pairs. Monitor team members for tiredness and safety, and ensure adequate breaks are taken |  |
| Monitor how long it is taking to salvage, and whether extra help is needed. If so ensure contractors/ conservators/ Emergency Response Network are contacted |  |
| Relay information to the Recovery Coordinator, to help the Recovery Team prepare and adapt to incoming material |  |
| Maintain radio contact |  |

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**RECOVERY COORDINATOR**

Assess/ triage items that have been salvaged, treat where necessary, pack and ensure that items are documented. Report to Incident Coordinator, or, if appointed, the Salvage and Recovery Coordinator.

|  |  |
| --- | --- |
| **ACTION CHECKLIST** |  |
| Obtain a briefing from the Incident Coordinator, and brief Recovery Team, and Documentation, on:* Areas and collections affected
* Health and safety risk assessment including manual handling, and potential hazards associated with the collection, and the need to take regular breaks
* Implications of GDPR for salvage, treatment and storage of material
* Monitor the safety and welfare of team members
* Maintain radio contact and appoint ‘runners’ as required
 |  |
| Obtain copies of the Inventory Checklist of Priority items, and list of loans: in order to help prepare for influx of salvaged items |  |
| Assist Archives Salvage and Recovery Coordinator/Incident Coordinator to identify suitable Safe Area for sorting items, and storage, and Recovery Area for treatment, if planned areas are out of bounds |  |
| Allocate roles to team members. If there are enough people, set up Wet and Dry teams, each with a leader |  |
| Prepare Recovery Area to receive salvaged items:* Allocate separate areas for wet and dry items
* Obtain equipment and materials, including tables
* If dealing with wet material, cover tables with polythene/ blotting paper
* If dealing with wet material, set up fans and a wind tunnel to aid drying and to help prevent mould growth, and ventilate the room
 |  |
| Assess quantity of material that requires treatment and, if beyond the capacity of the staff available, or the space available, inform Incident Coordinator/ Salvage and Recovery Coordinator: contact HDRS, and other contractors, conservators and Emergency Network. |  |
| Continue to monitor how long it is taking to process material, and whether extra help is needed. If so, ensure contractors/ conservators/ Emergency Response Network are contacted. Monitor space too. |  |
| Check with Documentation-Registrar that Priority items, and loans, have been retrieved or protected in situ. If not alert the Salvage Coordinator. |  |
| Assess items quickly: whether wet/dry and keep in separate areas |  |
| Start to treat items that are particularly vulnerable to further damage. |  |
| Identify any additional equipment and material requirements and ensure that items are obtained/ ordered, in liaison with the Equipment Coordinator, |  |
| Ensure that items are stored safely |  |
| Ensure that security of the collection is maintained. |  |
| Identify objects which are so damaged that they require conservation, and alert conservators. |  |

|  |  |
| --- | --- |
|  |  |
| Monitor the workload of Documentation-Registrar. If assessed as necessary re-deploy people to assist. |  |
| **If** items are going to be removed from site pack for transport, ensure documentation is completed [Documentation-Registrar], including crate lists. |  |
| After the initial phase continue to monitor environmental conditions in the storage and recovery areas. Be alert to the possibility of mould growth and use fans to aid air movement. |  |

## DOCUMENTATION - REGISTRAR

Keep track of archives. Maintain compliance with GDPR. Report to the Recovery Coordinator

|  |  |
| --- | --- |
| **ACTION CHECKLIST** |  |
| Seek guidance from the Data Protection Officer/Lead, if an area containing sensitive records is affected, to ensure that sensitive records remain secure during retrieval, in liaison with the Archivist and the Building and Security CoordinatorObtain the list of Priority items, loans and the inventoryEnsure that the Priority items, and loans, have been retrieved and logged, using the inventory Checklist of Priority Items/ Boxes, and list of Priority Loans to tick off priority items |  |
| Alert Salvage Team Leader/ Salvage and Recovery Coordinator if priority items, or loans, have not been retrieved |  |
| Use blank copies of the Inventory of Salvaged Contents Form to record items as they are salvaged, where there is no access to the inventory, or speed is of the essence |  |
| Ensure that lists are made of items which are crated for removal off site for treatment or safe storage |  |
| If items are to be transported off site ensure that documentation procedures are followed and movement has been recorded |  |
| Record change of location on the database, when possible |  |
| As people become available enlist support |  |

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**EQUIPMENT COORDINATOR**

Ensure that equipment and materials are available for salvage and recovery. Issue equipment and materials, where the organisation has a dedicated Emergency Equipment stores/ supplies. Identify additional requirements and obtain. It is important to have finance approval for exceptional circumstances to purchase supplies quickly.

|  |  |
| --- | --- |
| **ACTION CHECKLIST** |  |
| Issue emergency equipment, PPE and materials, from the Emergency Equipment store, where applicable |  |
| Identify any additional equipment and material requirements and ensure that items are obtained: ordered, collected, or borrowed from other organisations within the Emergency Network. |  |
| Keep a record of equipment and materials used |  |
| Where applicable arrange temporary site accommodation, with the Building and Security Coordinator, for collections. |  |
| Liaise with SFRS if equipment and materials are available on their tenders for temporary use, e.g., tarpaulins, emergency lighting |  |
| Maintain radio contact |  |

## COLLECTIONS DAMAGE ASSESSMENT CHECKLIST/ PLANNING SHEET

|  |
| --- |
| **Site: Date:** |
| **1. Is the damage area safe to enter? Y/N** |  |
| **2. Who authorised safe entrance on the site?** |  |
| Name: |  |
| **3. Who is responsible for assessing the safety of the site?** |  |
| Name: |  |
| **4. Cause of damage?** *Tick all that apply*Water Fire Structural failure Building workOther: |  |
| **5. Type of damage?** *Tick all that apply***Water** Damp Wet High Humidity Mould Mud/Silt Clean water Dirty Water Water from sewageOther contaminated water: |  |
| **Fire** Smoke Soot Charring Brittlenessfrom heatOther: |  |
| **Structural** Ceiling Roof Walls Floor Other: |  |
| **6. Which area has been affected? What is the size of area affected?** |  |
|  |  |
| **7. How much of the collection has been affected?** |  |
|  |  |

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| --- | --- |
| **8. Are the site or collections easily accessible? Y/N** |  |
| **9. What is impeding access?** |  |
|  |  |
| **10. What type of materials/objects has been affected?** | *Tick all that* | *apply* |  |
| *Basketry Drawings Medals* | *Prints* |  |
| *Bone Files/Records Metal objects* | *Textiles* |
| *Books Furniture Microfilm* | *Watercolours* |
| *Carpets Gilded frames Paintings* | *Wooden frames* |
| *Ceramics Glass Paper* | *Wooden objects* |
| *Clocks Ivory Photographs* | *Composite Artefacts* |
| *Plastics/**Digital Media Manuscripts Modern Materials* |  |
| Other: |  |
| **11. Can the objects be treated in situ? Y/N** |  |
| **12. What materials and equipment are needed for in-situ protection and salvage?** |  |
|  |  |

|  |  |
| --- | --- |
| **13. Can the damaged objects be moved? Y/N**If no: Are they too large? Are they too damaged? Are they fixed? |  |
| **14. What objects/collections are priorities for salvage *(check the Priority List)****Consider Priority List status, Vulnerability, and Accessibility* |  |
|  |  |
| **15. Can objects be salvaged using in-house resources or is external help required?** |  |
| **16. What sort of assistance will be needed?**Conservators HDRS (Harwell Document Restoration Services)Plumber Electrician Locksmith Engineer Joiner Glazier |  |
| **Other/ Notes:** |  |

Building dryers

Removal Company

Specialist Cleaners

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| --- | --- |
| **17. What supplies and equipment will be needed for:**Packaging? Transport? Air-drying? Freezing?Vacuum packing? Other: |  |
| **18. Other observations and comments/ Bullet point plan:** |  |
| **Assessors:**Salvage Coordinator:Recovery Coordinator:Date: |  |

**SALVAGE REPORT FORM (Part 1)**

|  |
| --- |
| ***Please Note: One form per collection: Large collections – note by classification*** |
| Name of Collection: | Grade | 1 | Collection: | (Yes/No) |
| Note first & last Reference Nos |  |
| **LOCATION** |
|  | Strong Room No. | Bay No. | Shelf No. |
| **QUANTITY OF RECORDS** |  |
| No. of boxes | No. of volumes | No. of Maps/plans |
| **RECORD TYPE*****(Please tick appropriate boxes)*** |
| Loose papers | Files | Bound volumes | Guard books |
| Maps/plans | Parchments | Photographs | Photographic albums |
| Photographic negatives | Glass plate negatives | Microfilm | Seals |
| Other: (please specify) |  |  |  |
| **DAMAGE SUSTAINED** |
| NoneSmoke/sootBox only | ContaminatedMould | WaterInsect | FireRodent |
| **RECORDS SENT TO RECOVERY AREA*****(use separate lists if necessary and attach to form)*** |
| **Salvage Treatment*****(please tick appropriate box)*** |
| Interleaved with absorbent paper Air dried in wind tunnel Packed for freezing |
| Extract from PRONI Disaster Plan Template***https://collectionstrust.org.uk/resource/preservation-of-records-disaster-plan/*** |

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**SALVAGE REPORT FORM (Part 2)**

|  |
| --- |
| ***Please Note: One form per collection*** |
| **RECORDS SENT FOR FREEZING** |
| Name of freezer facility |  |
| No. of crates |  |
| Crate Nos *(continue on separate sheet if necessary and attach to form)* |
| List of records sent for freezing*(continue on separate sheet if necessary and attach to form)* | No. of boxes |
| Records returned from freezer facility | No. of boxes |
| Check lists completed? | Yes/No | All records accounted for? | Yes/No |
| If No - Please clarify |
| **RECORDS SENT TO SPECIALIST TREATMENT** |
| Name of specialist company |  |
| No. of crates |  |
| **RECORD TYPE*****(Please tick appropriate boxes)*** |
| Loose papers Files Bound volumes Guard booksMaps/plans Parchments Photographs Photographic albumsPhotographic negatives Glass plate negatives Microfilm Seals Other: (please specify) |
| **List of records sent for specialist treatment***(continue on separate sheet if necessary and attach to form)* |
| **RECORDS RETURNED FROM SPECIALIST TREATMENT** |
| Check lists completed? | Yes/No | All records accounted for? | Yes/No |
| If No - Please clarify |
| Extract from PRONI Emergency Plan Template |

**SALVAGE EQUIPMENT AND MATERIALS** [To be adapted and made site specific]

**LOCATION OF EQUIPMENT STORE(S):**

|  |  |  |
| --- | --- | --- |
| **EQUIPMENT/ MATERIALS** | **QUANTITY PURCHASED** | **DATE PURCHASED** |
| **ABSORBENT MATERIALS** |  |  |
| Absorbent cushions/ pillows |  |  |
| Absorbent sausages [ Pig socks} |  |  |
| Blotting paper |  |  |
| Multisorb [super absorbent blotting paper] |  |  |
| Paper / Kitchen towel (white) |  |  |
|  |  |  |
| **CARRYING EQUIPMENT** |  |  |
| Bread and Bakery trays |  |  |
| Carrying Straps Crates |  |  |
| Crates - folding |  |  |
| Dustbins |  |  |
| Heavy duty carrier bags |  |  |
| Plastic rollers trays |  |  |
| Velcro straps/ lengths |  |  |
| Webbing – 2” and webbing with buckles |  |  |
|  |  |  |
| **DOCUMENTATION** |  |  |
| Adhesive labels |  |  |
| Clipboards |  |  |
| Paper |  |  |
| Pens, assorted including permanent markers |  |  |
| Tally board/ White board and pens |  |  |
| Tie-on labels |  |  |
| Tyvek labels |  |  |
|  |  |  |
| **MISCELLANEOUS** |  |  |
| Analogue phone |  |  |
| Clothes pegs |  |  |
| Cotton tape |  |  |
| Drying line/ Fishing line |  |  |
| Dustsheets |  |  |
| Electric fans – or access to them |  |  |
| Floor squeegees |  |  |
| Freezer paper |  |  |

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| --- | --- | --- |
| Hazard warning tape |  |  |
| Megaphone |  |  |
| Melinex |  |  |
| Nylon netting |  |  |
| Parcel tape |  |  |
| Plastic aprons |  |  |
| Plastic buckets |  |  |
| Plastic shovels |  |  |
| Plastozote |  |  |
| Polythene sheets |  |  |
| Portable lighting |  |  |
| Smoke sponges |  |  |
| Tarpaulins |  |  |
| T bars – for storing paintings safely |  |  |
| Wash bottle |  |  |
| Wet Vac |  |  |
| Wooden blocks with polythene stapled to them – to raise items |  |  |
| Wooden dowels and wedges |  |  |
|  |  |  |
| **PACKING MATERIALS** |  |  |
| Acid free tissue |  |  |
| Bubblewrap; cut to fit crates |  |  |
| Freezer bags |  |  |
| Plastic bags: assorted sizes |  |  |
| Tyvek |  |  |
|  |  |  |
| **PERSONAL PROTECTIVE EQUIPMENT** |  |  |
| Gloves: vinyl/nitrile |  |  |
| Gloves: rigger - white |  |  |
| Hard hats |  |  |
| Head torches |  |  |
| Hi-viz waistcoat/vest |  |  |
| Protective boots/ shoes steel capped |  |  |
| Waterproofs/ Tyvek overalls |  |  |
|  |  |  |
| **TOOLS** - Assorted hand tools, including Brushes |  |  |
| Scissors |  |  |
| Screwdrivers |  |  |
| Stapler |  |  |
| Wire cutters |  |  |

**CONTACT DETAILS: CONTRACTORS/ SUPPLIERS/ CONSERVATORS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SERVICE SUPPLIED** | **ADDRESS/ EMAIL ADDRESS** | **NAME** | **PHONE NUMBERS** |
| **CONSERVATORS** |  |  |  |
| Archives |  |  |  |
| Books |  |  |  |
| Ceramics |  |  |  |
| Furniture |  |  |  |
| Paintings |  |  |  |
| Paper |  |  |  |
| Photographs |  |  |  |
| Stone |  |  |  |
| Textiles |  |  |  |
| General |  |  |  |
|  |  |  |  |
| **SERVICES** |  |  |  |
| **HDRS - Harwell** |  |  |  |
| Freeze drying |  |  |  |
| Freezer lorries |  |  |  |
| Removal |  |  |  |
| Storage |  |  |  |
| Security |  |  |  |
| Blast freezing |  |  |  |
| Specialist recovery |  |  |  |
|  |  |  |  |
| **SUPPLIERS** |  |  |  |
| 24 hour hire plant firm |  |  |  |
| Builders suppliers |  |  |  |
| Crate hire |  |  |  |
| Absorbent materials |  |  |  |
| Conservation materials |  |  |  |
|  |  |  |  |
| **EMERGENCY NETWORK** |  |  |  |
| **SUPPORT CONTACTS** |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SALVAGE OF MATERIALS: - EXAMPLES**

NTS

Harwell Document Restoration Services PRONI

American Institute for Conservation Heritage Preservation = Emergency Response Wheel and APP <http://www.conservation-us.org/emergencies/ers-app#.W>9\_9KPZ2suU

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**NATIONAL TRUST SCOTLAND SALVAGE GUIDELINES FOR OBJECT BY MATERIAL**

**- Edited Oil Paintings- High**

These guidelines should be reproduced and distributed to everyone involved in the salvage operation in order to aid decision making for the first aid treatment of objects. Distribution of the salvage guidelines, and answering any questions relating to them arising during the salvage operation, is the responsibility of the Salvage Coordinator (usually the Group Conservator).

|  |  |  |  |
| --- | --- | --- | --- |
| **Material** | **Priority** | **Problem** | **Treatment** |
| Bone, shell, ivory | **Medium** | Wet/ damp | * May need to wrap before moving as fragile
* Rinse if necessary
* Pat dry, then air-dry on blotter
 |
| Basketry | **Medium** | Wet/ damp | * Lift from base
* Rinse surface deposits if required
* Blot and then air-dry slowly using fans
* Use paper towels to retain shape
 |
| Books | **High** | WetDamp | * Keep as found – open or shut
* Bag / wrap for freezing if immediate

drying not possible (sample bags / polythene)* Get specialist advice
* Open gently – do not prise open
* Interleave with blotting paper
* Dry in wind tunnel
* Pamphlets can be dried on a line
 |
| Ceramics | **Low** | Wet/ damp | * Prioritise unglazed for treatment and lay on blotters to dry using fans
* Glazed can be rinsed if necessary, then patted dry with paper towels.
* Leave in cool room with fans to dry
 |
| Furniture | **Medium** | Wet/ damp | * Dry slowly
* Can use padded clamps on veneers
* Place on polythene covered blocks if possible
* Remove drawers
 |
| Glass negatives | **High** | Wet/ damp | * Dry vertically on the long sides, preferably in racks
* If broken or blistering, dry flat image side up
 |
| Leather | **High** | Wet/ damp | * Can be rinsed if required when still wet
* Can be frozen but not lower than -10°C
* Blot dry and pad out / interleave with absorbent materials
 |
| Metals | **High** | Wet/ damp | * Blot surface dry then air dry using fans
* Can be dried in a warmer area as no mould risk
 |
| Natural history | **High** | Wet/ damp | * Some can be frozen
* Air-dry in area with good ventilation
 |
| Paintings(oil on canvas) | **High** | Wet Damp | * If paint is flaking, dry face up
* Place on raised blocks to increase ventilation
* Remove from frame (but not stretcher). Label frame
* Insert blotting paper between canvas and stretcher

Dry face up while on blocks* Blot excess water from frames and dry slowly
 |

|  |  |  |  |
| --- | --- | --- | --- |
| Paintings (watercolour) | **High** | Wet Damp | * Remove from frames
* Retain all documentation and label frame
* Interleave with blotting paper
* Air-dry flat
 |
| Paper | **High** | Wet Damp | * Support with Melinex to lift
* Freeze if immediate drying is not possible
* Support when lifting
* Air-dry flat with ventilation
 |
| Photographs | **High** | Wet/ damp | * Don’t touch the emulsion surface
* Can be rinsed if soiled (might help to separate if stuck together)
* Attach to clothes lines for air-drying / lay flat image side up
* Most not suitable for freezing
 |
| Plasterwork and sculpture | **High** | Wet/ damp | * Porous so can absorb water and corrode internal fixtures
* Blot with paper towels
* Can cover in cotton wool (change regularly)
 |
| Stone | **Low** | Wet/ damp | * Air-dry on blotters
* Smooth surface can be blotted dry with paper towels
* Rough or applied surface should not be blotted
* If salts start to form, seek advice immediately and slow dry by covering with polythene

or Tyvek sheet |
| Textiles | **Medium** | Wet/ damp | * Move on sheets of polythene, rolled if required
* Place on towels / blotters
* Do not place anything on top of rugs or carpets
* Other textiles can have towels or blotters placed on top
* Change blotters regularly
* Consider freezing as they will take a long time to dry and take up a lot of space
 |

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| --- | --- | --- | --- |
| **Material** | **Salvage/movement** | **If treated on-site** | **If large quantity** |
| Archive boxes | Support base of box, slide off shelf. Check whether contents wet beyond base item.If YES treat objects as detailed to right.If NO, overturn contents if possible and rebox (to expose bottom-most item and allow to air-dry), transfer original label and monitor for 24 hours.Freeze if still wet after 24 hours. | Remove contents from the box and treat as per format.Keep box contents fastidiously in order. | If you have reboxed already, no need to crate unless new box weakened. If in original box, transfer to a plastic crate and transfer to freezers if objects can be frozen |
| Books - modern printed | Push from shelf, don’t pull.If spines / boards / title plates detaching, place all in a polythene bag.Isolate with polythene bags any volumes with leaching dyes.Pack flat in crates, larger items at bottom for transfer.Do not open / close unnecessarily – transfer open books as found to assessment area.Do not overpack crates as crates will be too heavy to lift and the weight on the bottommost books will be too severe. | On blotting paper base, place books upright, fanned open to 60o. If wet inside, interleave with blotter or newsprint at the endpapers and within the text block (no more than 4 sheets per inch of text block to avoid distortion). Air-dry in wind-tunnel or on blotter on the floor / tops of tables. Remember to keep moving the book on the base of blotter so water will continue to desorb. Remove any dust-jackets.Keep area cool.**WIND TUNNEL SUITABLE.** | No need to interleave in text block with blotter. Place any volumes with weak boards / spine / leaching dyes into polythene bags.For all other volumes this is not necessary but an option if time permits (i.e. whole operation can be completed within 72hours of the initial wetting)..Consult with conservator for fine bindings |
| Books with coated papers and photograph albums | As modern printed above, but pack books upright in crate for transfer and **prioritise for treatment. Danger of pages sticking together.** | Stand volumes on blotter, but do not use blotter or newsprint to interleave. Carefully separate out each wet page to prevent adhesion. Interleave with silicone paper if necessary to prevent pages touching on each page. **NB this is very time- consuming.** Consult HDRS / Conservator as to whether attempts should be made to separate pages which have already stuck.**NOT WIND TUNNEL SUITABLE.** | Freeze as quickly as possible, packing vertically in crates. Ensure that it is made clear to HDRS that these volumes are coated. |
| Books - large format bound newspapers | Keep flat and move horizontally, on boards if too large for crates | Dry flat, interleaving 20% of the text block, changing the blotter frequently.**If saturated, this is not likely to be successful, so freeze. NOT WIND TUNNEL SUITABLE** | Keep flat if possible and shrink-wrap onto boards for security, or stack vertically. |
| Compact discs, DVDs and records | Pack vertically in crates in sleeves. Take care not to scratch surfaces. | Air-dry on blotter, or on lines (tape through CD central hole), separating CD from enclosures, case, but keep material together. If dirty, rinse disc with distilled water but do not rub as this may scratch. **WIND TUNNEL SUITABLE.** | Enclosures and case can be frozen and dried – CDs cannot. Try to rig up a rack and dry CDs vertically.DO NOT FREEZE AVmaterial. |
| Framed artwork (glass) | Prioritise for treatment. Remove from fixings.Hold item upright and with one hand in the centre of the bottom frame member and the other between half and two thirds of the way up the side member.Larger items should be lifted by two people, supporting base and side of frame (never handle from the top). Transport vertically, in crates if necessary, never image to image, always image to back, and separated if possible with bubble wrap (bubbles towards back board, not the image). Line base of crate with bubble wrap (bubbles down). | Remove from frames unless artwork is stuck to glass (in which case, dry image side down, backing paper removed and consult a conservator). Do not separate from stretcher. If glass is broken and removable, remove it, but if cracked, try to tape over the breaks as glass may damage image, then lay face down.**NOT WIND TUNNEL SUITABLE.** | Prints can usually be frozen, but best to deframe unless the quantity in the 1000s where deframing may be very time- consuming.Always consult with a conservator when large quantities of paintings affected. |
| Framed artwork (no glass) | As glazed artwork above.**NB Large items may be better dried in situ rather than be moved too far.**Collect loose fragments of paint . | Remove frames but keep on any stretchers. Face up, air-dry on blotter. Avoid sunlight. Do not touch the surface of the painting. Keep horizontal. Collect any flaking paint.**NOT WIND TUNNEL SUITABLE.** | Air-drying only option - consult with conservator |

|  |  |  |  |
| --- | --- | --- | --- |
| Microfiche | Remove microfiche by taking drawers from the cabinet, rather than individual sheets. | Remove from sleeves but retain sleeve for the transfer of info. Either lay flat or clip to line with rust-proof clips. Keep fiche wet that you are intending to air-dry but can’t get to within 4 hours.**WIND TUNNEL SUITABLE.** | Freeze in drawers or transfer to shallow crates, vertically, keeping just one layer. |
| Microfilm reels and film | Check whether contents of box are dry by opening box, wiping outside first with paper towels to prevent ingress when opening. If dry, separate box from film but keep together. If wet, tie carton up and transfer to crates full of water. | Do not attempt to treat onsite. Whilst it is technically feasible, as the tape requires washing, this should be done professionally.**WIND TUNNEL SUITABLE.** | Contact a microfilm lab or film processor to rewash. Keep wet in the meantime, preferably in crates or bags of water but if not possible,self-seal bags with air excluded. |
| Paper- uncoated paper | Individual sheets should be lifted from surface using melinex to lift (rather than fingers).Paper is very weak and can tear.Prioritise records withwater-soluble inks for treatment. | Lay flat on blotter, transferring with melinex if necessary. Turn documents regularly to encourage drying on both sides, unless water-soluble ink which should be kept face up at all times.If space restricted, create layers: blotter- records – blotter – records – blotter (like a triple decker sandwich). Keep changing blotter.**NOT WIND TUNNEL SUITABLE AS CANNOT BENEFIT.** | Place into crates. Packed flat. No need to interleave unless in folders with leaching dyes. |
| Photographs | HIGH PRIORITY – ambrotypes, daguerreotypes, tintypes, silver gelatine glass plate negatives, wet collodion glass plate negatives, cyanotypes MEDIUM colour prints and film, silver gelatine prints and negativesMEDIUM – LOW priority albumen prints and salted paper prints. Transfer in existing enclosures and boxes, do not touch emulsion | Remove from enclosures (usually best to cut away sleeve).Don’t touch or blot surfaces.Air-dry in dust-free environment image side up or hang, clipping non-image areas.If you are aiming to air-dry, keep wet prior to treatment in crates of water to prevent adhesions *(not glass plate negatives)*.If dirty, place in shallow tray full of distilled water and agitate for 15 minutes black and white / 10 minutes colour, then remove and air-dry.If advised by a conservator, attempt to separate adhered photos under water. For negatives only, if particulates are on the surface, you can gently brush the surface under water.**WIND TUNNEL SUITABLE.** | Freeze if quantity is large for specialist drying, but NOT glass plate negatives which must be air-dried. |
| Vellum andparchment documents, manuscripts | Transfer to drying area in existing enclosures and bring to the immediate attention of the Conservator.Support any pendant seals. | Area should be kept as cool as possible and drying should be controlled so that item retains its shape.On blotter, lay flat, face up.Edges should be weighted, and tension checked every 15 minutes by a Conservator. Item can be covered with blotter /release / bondina if there is no risk of ink-migration.Once the item is almost dry, weights can be removed, items placed between blotters and weighted overall to complete drying.It is not advisable to create ‘stacks’ of parchment for drying (unlike modern papers).**NOT WIND TUNNEL SUITABLE.** | Freeze if necessary *(although not illuminated manuscript as the gilding may lift)*.Freeze- vacuum drying is possible but batch thawing and air-drying will be the preferable method (although the restoration time is likely to be longer). |
| Video and audio cassettes | Check if casings have kept tape clean and dry.If dry tape but wet box, separate but keep together and air-dry enclosure.If wet, keep vertical without separating and transfer. | Rinse tapes in distilled water still wound, then air-dry by supporting reels vertically or laying on sheets of clean blotter, taking care to keep material together.**NOT WIND TUNNEL SUITABLE.** | Transfer to Harwell without freezing but with immediate authorisation for treatment.Bag if possible. |
| Sculpture and plasterwork | Move only smaller pieces (sackbarrow lined with plywood, using webbing).Put large pieces on plinths if water remains on floor. | High risk of corrosion of fixings. Pat dry with towels.If very wet, cover with layer of cotton wool to desorb moisture, replacing cotton wool frequently. Air-dry keeping area cool.Collect all damaged pieces. Watch out for powdery deposits.**NOT WIND TUNNEL SUITABLE.** | Note any pre-existing rust stains as this may help Conservator.Air-drying only real option. |

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| Textiles | Keep item fully supported – carry on taut polythene. Very large items may be better dried in situ. Be careful to separate out any items which are bleeding dye.Do not stack. | Spread on polythene with towels or blotter on top.Gently press and pat dry with towels continuously.Replace saturated and damp blotter and towels on base. (Items with pile should have nothing placed on top of them, and should be placed pile side up) .Reshape whilst damp.Don’t unfold delicate wet fabrics without a conservator. Air-dry with fans.Only hang if advised to by a conservator - keep items flat.**WIND TUNNEL SUITABLE IF NOT FRAGILE.** | Freeze, keeping in original boxes. Drain away as much moisture as possible and isolate any items which are bleeding dyes. If not already separated, try to separate with release paper or polythene. |
| Wooden items | Furniture – keep drawers in place but remove contents – raise large items on blocks covered in polythene.Some items may be too heavy to remove.Hold veneer in place with weights.Lift from lowest load bearing member, with sufficient people. | Small carved items –air-dry slowly in a controlled area, keeping area cool.Furniture and complex items.High risk of cracking or splitting due to fast-drying.Consult a furniture restoration specialist. White haze etc can be conserved at a later stage.**NOT WIND TUNNEL SUITABLE.** | Centralise all materials to an area where the humidity and temperature can be controlled so that drying can be managed. |
| Ceramics | High risk of breakage. Collect all fragments (jiffy bags very helpful). Heavier items at the bottom, using bubble-wrap or fast foam. | Pat dry – do not rub. Air-dry using fans.Do not wash low-fired ceramics as they will absorb more moisture and dirty water. Glazed items can be washed, washing away from cracks.**HIGH FIRED WIND TUNNEL SUITABLE. LOW FIRED, NOT.** | Air-drying only option but prioritise low fired porous ceramics such as terracotta, over glazed ceramics. |
| Glass | High risk of breakage. Collect all fragments (jiffy bags very helpful).Heavier items at the bottom, using bubble-wrap or fast foam. | Pat dry, do not rub, air-dry using fans. Consult with a Conservator over washing if water is dirty.**WIND TUNNEL SUITABLE.** | Air-drying only option but glass quite robust so can be a lower priority. |
| Stone | Keep containers flat. | Smooth surface – blot dry.If rough / applied finish, do not blot – just allow to air-dry naturally.**WIND TUNNEL SUITABLE.** | Air-drying only option |
| Metal | Use gloves when handling. | Blot with lint-free with towels.Air-dry and ensure that condensation doesn’t form.Observe for corrosion signs.**WIND TUNNEL SUITABLE.** | Air-drying only option |
| Leather | Provide support and lift from underneath. | Pad out to maintain shape, and air-dry with fans.**NOT WIND TUNNEL SUITABLE.** | Submerge or freeze (very major incident) but thaw to be dry. |
| Basketware | Lift from underneath, keeping lids etc on to keep shape.Be aware of risks of physical damage in crates | Pad out to maintain shape and air-dry slowly.**NOT WIND TUNNEL SUITABLE.** | Air-drying only option. |
| Bone / Ivory | Handle with care and in case of bone, be aware for human remains and sensitivities.Avoid sudden sharp jolting movements. | Air-dry with fans.**NOT WIND TUNNEL SUITABLE.** | Air-drying only option. |
| Taxidermy | Handle with caution – risks of arsenic and other substances | Keep each item separate and air-dry slowly but consult specialist.**NOT WIND TUNNEL SUITABLE.** | Consult specialist |
| Herbarium specimens | Handle with care and avoid jolting movements.Do not pack cases on top of one another | Open boxes, air-dry with good ventilation.**NOT WIND TUNNEL SUITABLE.** | Air-drying only option. |
| Pinned insects | Handle with care and avoid jolting movements.Do not pack cases on top of one another | Open boxes, air-dry with good ventilation.**NOT WIND TUNNEL SUITABLE.** | Air-drying only option. |
| Geological / palaeo specimens | Move in original boxes if possible.Fragile, avoiding sudden jolting movements | Air-dry slowly.Use ties to hold fragile or repaired specimens whilst drying.**NOT WIND TUNNEL SUITABLE.** | Air-drying only option. |

**Harwell Document Restoration Services**

## PRONI, Extract from EP template

**BOOKS MAPS AND OUTSIZE DOCUMENTS**

Coated

Wrap, pack spine down in crates

If closed, keep closed and rinse

If open/ distorted do not close

Slightly damp

Soaked items

If wet, keep wet and freeze.

Pack between silicon release

Can be air-dried, depending on number of items

Freeze

pack down tes

Wrap, spine

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Soakk Item

Fugitive Inks/pigments

Freeze immediately

If wet, keep wet and

freeze.

If slightly damp, items may be interleaved and air-dried, depending on number of items.

Keep in map drawers, or transfer to lat boxes or place between boards.

ted

Coa

Uncoated

**MICROFILMS PAPER (LOOSE LEAF ITEMS)**

Coated

Fugitive Inks/pigments

ted

Coa

Uncoated

Rinse film on spool if necessary

Keep in boxes if possible

If wet keep wet and freeze

Freeze immediately

wet

wet freeze

If keep and

If wet, freeze

Pack in lined crates and keep wet.

If slightly damp, may be interleaved and air-dried, depending on the number of items.

Send to microfilm processor for washing and drying if necessary.

**PARCHMENT, LEATHER, VELLUM PHOTOGRAPHS / NEGATIVES**

All other items

Documents / maps, etc.

Depending on number of items, restrain and air-dry if possible

Pack and freeze

Volumes

If wet, pack between silicon release, spine down, and freeze

Glass images, cased photos, anything that can be immediately identified

Air-dry face up

All other items

Freeze

If slightly damp, may be interleaved and air-dried, depending on the number of items.

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**APPENDIX: A**

**SITE AND FLOOR PLANS**

**INSERT SITE PLANS WITH THE FOLLOWING MARKED UP:**

* + - Assembly point
		- Vehicle access
		- Indicate height restrictions if arches low
		- Fire hydrants/ water sources
		- Location of underground cellars/ cavities unable to support the weight of emergency vehicles
		- Hazards
		- Rest area
		- Emergency equipment store(s)
		- Preferred Safe Areas for sorting and Recovery Areas for treatment
		- Media area

## INSERT FLOOR PLANS WITH THE FOLLOWING MARKED UP:

* Fire Exits, Escape routes
* Shutoffs
* Fire Safety eg., compartmentation, fire extinguishers
* Hazards
* Equipment stores

Explosive

(Symbol: exploding bomb)

Flammable

*The Legend below is used to mark up the plans*

## KEY

Flammable Liquids

**FL**

(Symbol: flame)

Oxidising

(Symbol: flame over circle)

Corrosive

(Symbol: Corrosion)

Acute toxicity

(Symbol: Skull and crossbones)

Hazardous to the environment (Symbol: Dead tree and fish)

Health hazard/Hazardous to the ozone layer (Symbol: Exclamation mark)

Serious health hazard (Symbol: health hazard)

Gas under pressure (Symbol: Gas cylinder)

Water Extinguisher Powder Extinguisher CO2 Extinguisher Foam Extinguisher Fire Blanket

Break Glass Point Smoke Detector Fire Hose Reel

Electric Distribution Board Fire Alarm Sounder

Fire Alarm Panel Heat Detector Illuminated Exit Sign Escape Route

**W**

**P C F**

**FB**

**SD**

**EDB**

**FAS**

**EDB**

**HD**

**EXIT**


## ISOLATION POINTS FOR UTILITIES: GAS, WATER and ELECTRICS

Insert information about location of the isolation points for Gas, Water and Electrics: include photographs of the locations, and instructions for isolating each, and note any tools required.

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**APPENDIX: B**

1. **PRIORITY ITEMS/ COLLECTIONS**

**Note: Where it is not possible to identify individual priority items, record location on floor plans, of the priority collections.**

1. **ASSOCIATED FORMS FOR SALVAGE**

**PRIORITY ITEMS/BOXES FOR SALVAGE/IN-SITU PROTECTION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Location/ Room** | **Object type** | **Description** | **Quantity** | **Bay No.** | **Shelf No.** | **Ref. No.** |
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**PRIORITY ITEMS – LOANS**

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| **Lender** | **Object** | **Location** | **Date In** |
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**PRIORITY 1**

**LOCATION - NAME**

mm

mm

**REMOVAL**

Weight: Light

**SALVAGE: PRIORITY OBJECTS**

**ROOM PLAN**

**FLOOR PLAN**

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**INVENTORY CHECKLIST FOR SALVAGED PRIORITY ITEMS/BOXES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Present TICK** | **Image/Box No.** | **Room** | **Object type** | **Inventory number** | **Description** | **Treatment required?** | **Treated Y/N** | **Location** |
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| **Present TICK** | **Image/Box No.** | **Room** | **Object type** | **Inventory number** | **Description** | **Treatment required?** | **Treated Y/N** | **Location** |
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**APPENDIX: C FORMS**

**INITIAL DAMAGE ASSESSMENT OF THE BUILDING**

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| **INITIAL DAMAGE ASSESSMENT OF THE BUILDING** |
|  | Date: | Assessor: |
|  | Floors affected |  |
|  | Rooms affected |  |
|  | Damage to building |  |
|  | Damage to collections? | Y/N |
|  | Access routes clear? | Y/N |
|  | Security systems affected? | Y/N |
|  | Fire detection affected? | Y/N |
|  | Fire alarms affected? | Y/N |
|  | Is temporary protection required? | Y/N |
|  | Is temporary lighting required? | Y/N |
|  | HAZARDS |  |
|  | **ACTION PLAN** |  |
|  | Contractors needed |  |
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| **INCIDENT / DECISIONS/ COMMUNICATIONS LOG** |
| Date: | Recorder: | Sheet No. .... of .... |

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| **Time** | **Description** |
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| **ATTENDANCE ON SITE – Registration and Allocation of Roles** |
| **Date:** | **Recorder:** | **Sheet No. .... of ....** |
| **Name:** | **Role allocated** | **ID?****Y/N** | **Vehicle details** | **Time arrived** | **Time left** | **Time on site (Hrs)** |
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| **ENTRY/EXIT LOG** |
| **Date:** | **Recorder:** | **Sheet No. .... of ....** |
| **Name** | **Time In** | **Time Out** | **Location** |
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| **Incident Management Team (IMT) for major incident - role and meeting agenda template** |
| Control No. | Current situation: Damage Assessment | Impact description Risk Elements | Recommended resolution- Current plan or revised actions | Resources requirements | Priority (HML) | Approve Y/N (IMTapproves or not) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Meeting with IMT | 1. IMT - discuss recommendations
2. IMT - approve recommendations
3. Develop action plan to deliver recommended action
 |
|  | Action Plan | Assigned to | Milestones/Deliverable | ET to implement | Status | Resource required |
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**INITIAL RISK ASSESSMENT CHECKLIST**

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| **INITIAL RISK ASSESSMENT CHECKLIST** | **Y/N/Don’t Know** | **Actions to rectify** |
| Has the building been evacuated? |  |  |
| Has there been a roll call? |  |  |
| Is anyone missing? |  |  |
| Any casualties? |  |  |
| Have the emergency services been called? |  |  |
| Has a cordon been installed? |  |  |
| Has a Control Point been established? |  |  |
| Is there a procedure for logging attendance on site? |  |  |
| Have the names of First Aiders been recorded? |  |  |
| Has a Welfare and Safety person been appointed? |  |  |
| Have the names of those attending been recorded, and the roles allocated? Use form provided |  |  |
| Is a Tally Board available, to be set up when able to salvage? If not use Entry/Exit Form |  |  |
| Have those responding received a briefing?Risk assessment – hazards, manual handling, areas off limits |  |  |
| Are staff responding properly equipped? Appropriate PPE? |  |  |
| Are sensitive records at risk? |  |  |
| Has the Data Protection Officer been contacted? |  |  |

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**HAZARDS RISK ASSESSMENT: To be re- written in accordance with an organisations standard format.**

**REASON FOR ASSESSMENT: Salvage after fire/ flood/ mould outbreak/ explosion/ Other Amend as appropriate**

**Severity of Hazard: 1-5 Low to Very high Likelihood of event: 1-5 Very unlikely to Very Probable**

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| --- | --- | --- | --- | --- | --- |
| **Hazard** | **Worst Outcome** | **Groups at risk** | **Current control measures** | **Estimation of risk Severity x Likelihood = Risk Score** | **Further controls required** |
| Fire | Fatality | Site staff Volunteers | Full briefing before salvage/recovery. All to be aware of the evacuation signal: three blasts on the Acme thunderer.Normal fire precautions to be observed.All portable electrical items to have ‘in date’ Portable Appliance Test. |  |  |
| Water | Fatality | Site staff Volunteers | Full briefing before salvage/recovery.Ensure that electricity has been switched off, if there is a risk of electrocution, and that permission has been given for staff to enter the building. |  |  |
| Falling objects/ deris | Fatality | Site staff Volunteers | Full briefing before salvage/recovery.Ensure that electricity has been switched off, if there is a risk of electrocution, and that permission has been given for staff to enter the building. |  |  |
| Fatigue/ Stress | Fatality | Site staff Volunteers | Full briefing before salvage/recovery.All participants to be aware of possibility. Leader(s) to monitor all team members. Drinking water to be available.Rest area to be designated and food to be available if incident is prolonged.Breaks to be taken every 1.5 hours or when tired. |  |  |
| Moving vehicles | Fatality | Site staff Volunteers | Full briefing before salvage/recovery. Keep to walkways where identified. Wear fluorescent tabard/ jacket. |  |  |
| Trips/ slips/ falls | Major Injury | Site staff Volunteers | Full briefing before salvage/recovery.Teams to familiarise themselves with area of task, including steps, surfaces that might be wet/slippery and routes around the site.Hard hat with headlamp to be worn if dark/ poor light. First aiders to be on site. |  |  |

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| Manual Handling | Minor injury | Site staff Volunteers | Full briefing before salvage/recovery.Basic instruction in manual handling techniques.Team Leader to ensure sufficient personnel for the item to be moved.Appropriate gloves/footwear to be worn. Lifting and carrying equipment to be used. |  |  |
| Cuts/ abrasions etc, from broken items or use of tools | Minor injury | Site staff Volunteers | Full briefing before salvage/recovery. Gloves to be worn. Safety knives to be used.First aid to be available on site. |  |  |
| Mould spores | Minor injury | Site staff Volunteers | Full briefing before salvage/recovery**Measures appropriate to the scale of mould growth and spore count.****Likely to be higher several days/ weeks after an incident involving water if water trapped in undetected and unventilated areas.** |  |  |
|  |  |  | **DURING INITIAL RESPONSE:**Dry collections as quickly, as is safely possible for the objects. Ventilate areas where wet/ damp collections are situated.Monitor collections for mould growth. Remove from site objects requiring freezing as quickly as possible.**SEVERE: PPE:**Disposable respirator/ face fitted mask EN 149 FFP3 ornon-disposable half mask respirator to EN 140 with disposable P3 filter. Tyvek overalls.Eye protection: safety goggles to EN 166. Gloves: Nitrile/ vinyl/ neopreneMonitor mould spore count with an air aspirator.Those known to be allergic to mould not permitted to work in infected areas. |  |  |

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| **Assessment carried out by** |  | **Date of previous assessment** |  |
| **Job title** |  | **Date of this assessment** |  |
| **Signed** |  | **Next assessment before** |  |

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**INVENTORY OF SALVAGED ITEMS**

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| **Present TICK** | **Type** | **Inventory No./****Box No.** | **Description** | **Original location** | **1st Aid Required?** | **Treated?** | **Pack?** | **Crate No.** | **New location** | **Date moved from site** |
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