

# PLANNING MATTERS

## EMERGENCY PLAN

### TEMPLATE 2



SCOTTISH  
COUNCIL ON  
ARCHIVES



National  
Records of  
Scotland

## TEMPLATE 2

# EMERGENCY PLAN

**NAME OF ORGANISATION**

**ADDRESS**

**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	

# Contents

<b>Part 1</b>	<b>DOCUMENTATION CONTROL AND STRUCTURE</b>	<b>4</b>
<b>Part 2</b>	<b>EVACUATION PROCEDURES</b>	<b>7</b>
<b>Part 3</b>	<b>INCIDENT RESPONSE</b>	<b>9</b>
	Emergency Plan Crib Sheet	
	Initial Plan Summary	
	Briefing the Emergency Services and Briefing staff	
	Incident Response Structure	
	Collections Salvage and Recovery Structure	
	Major Incident Management Structure	
	Priorities/ Allocation of roles depending on number of staff and volunteers on site	
	Accommodation for Response	
	Contact Details - Staff	
	Responding to a Call out	
	Contact details: Supplier, Contractors, Agencies	
	Apps and Social Media and Media Statement	
	Roles and Responsibilities	
	Incident Coordinator	
	Communications Officer	
	Buildings and Security Coordinator	
	Welfare and Safety Officer	
	Media and IT	
	Specific Incidents	
	Incident management team (IMT) for major incident: role and meeting agenda	
<b>Part 4</b>	<b>SALVAGE AND RECOVERY</b>	<b>35</b>
	Salvage and Recovery Crib Sheet	
	Flowchart 1: Summary – Salvage Procedures	
	Flowchart 2: Summary – Procedures at Recovery Area	
	Archives Salvage and Recovery Coordinator	
	Salvage Coordinator	
	Recovery Coordinator	

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

**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

### 1.0 DOCUMENT SCOPE AND CONTROL

#### 1.1 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

#### 1.2 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.

#### 1.3 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			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

## 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

## 2.0 EVACUATION PROCEDURES - Part 2

### 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]*.

### 2.2

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

## 5.0 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

- a. Evacuate the premises by the nearest route
- b. ensure that disabled people are helped to safety
- c. 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

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

2

Call out procedure

Call out lists in Emergency Plan

3

Essential phone numbers

4

Other useful numbers

5

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

6 Emergency Rendezvous Points (RVP)

Site	Primary	Secondary

7

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

8

Accommodation

Areas will be allocated by the Incident Coordinator for Control Point, Rest Area, Sorting Area etc:  
See 'Accommodation For Response' Form

9

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.

10

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.

11

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.

12

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

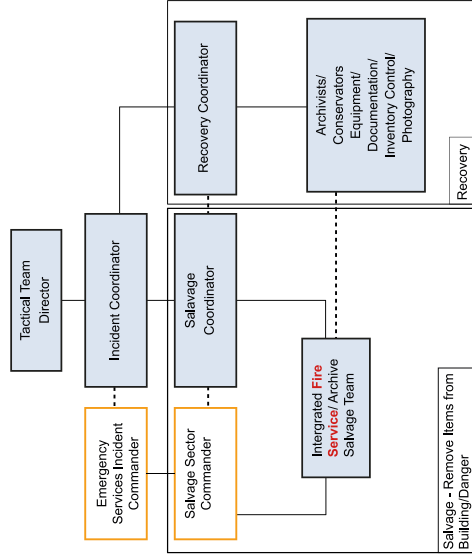
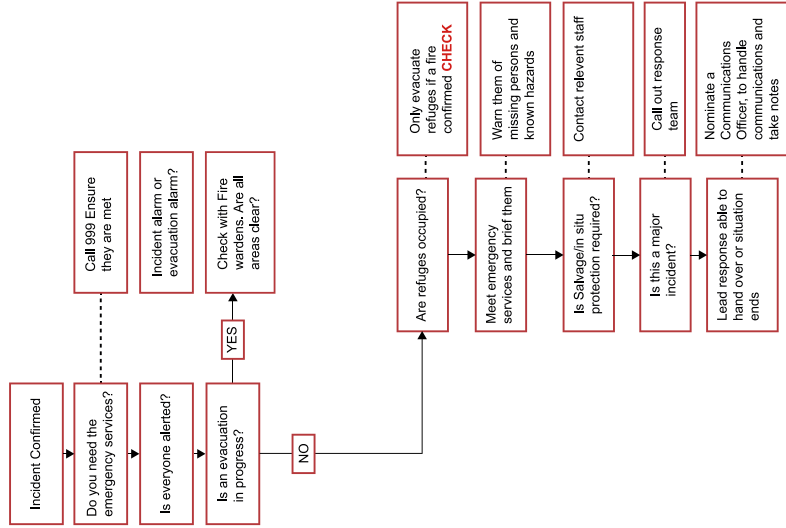
PUT SAFETY FIRST

DO NOT TAKE RISKS  
STOP WHEN TIRED

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



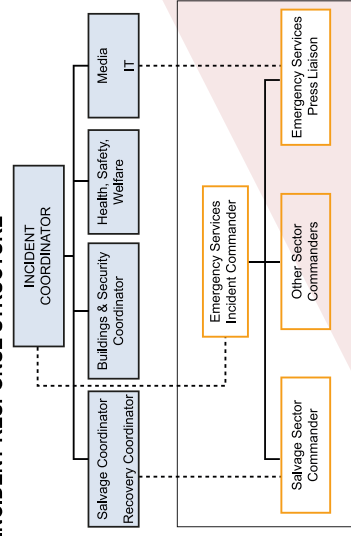
INITIAL PLAN SUMMARY



SALVAGE

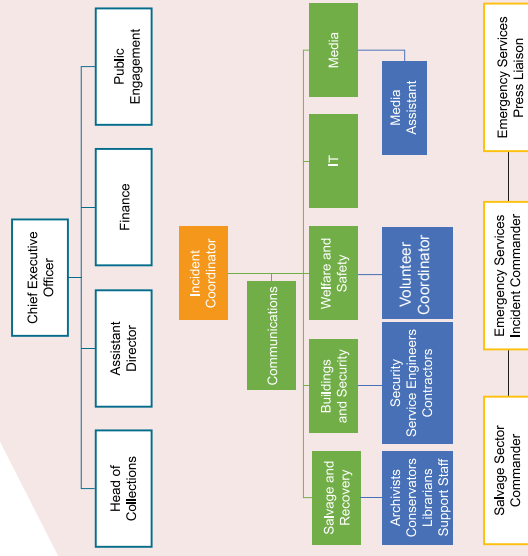
Wait until salvage area is safe to enter  
WORK IN AT LEAST PAIRS [Appropriate PPE]  
Ensure names recorded at Entry Control  
Assess and plan salvage  
Consider priority items first & items which may be at greater risk and prioritise  
Ensure that a safe area to move items to has been identified and is being prepared  
Photograph the scene before moving items  
Secure against looting once moved

INCIDENT RESPONSE STRUCTURE



DISASTER STORES - locations  
General equipment:  
Archives Emergency Equipment


MAJOR INCIDENT RESPONSE

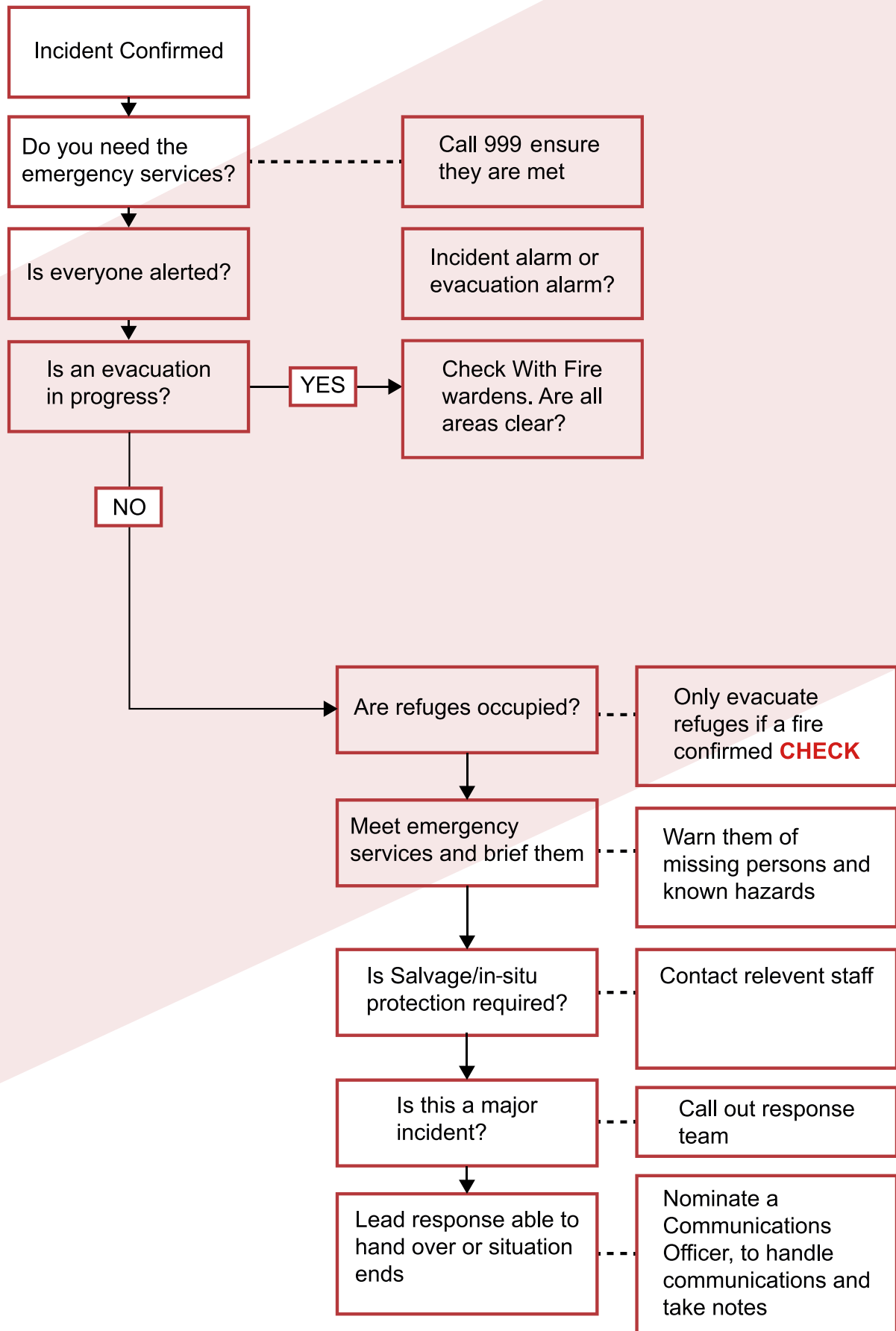


**Strategic Team: Senior Incident Management Team (IMT)**  
Provide strategic direction  
Maintain overall control & acquire financial approval  
Determine organisational policy  
Agree organisational priorities  
Coordinate post-incident recovery operations  
Coordinate the needs of appropriate business 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

**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

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 (IMT approves 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			

## INITIAL PLAN SUMMARY



## 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.]

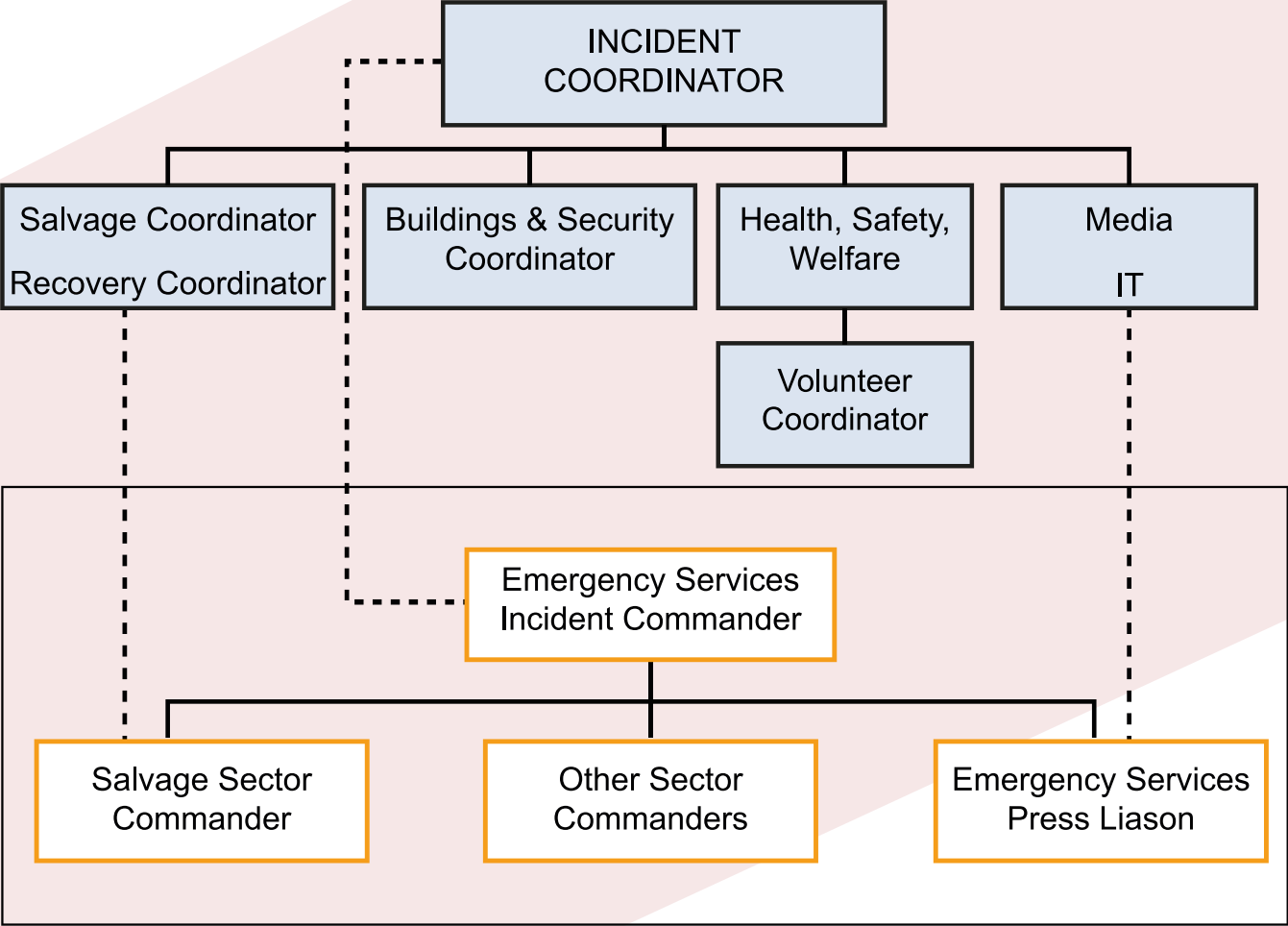
No phones/ cameras to be taken into areas containing sensitive material, as classified by GDPR, unless user authorised in advance

Only Media person to send out messages on social media

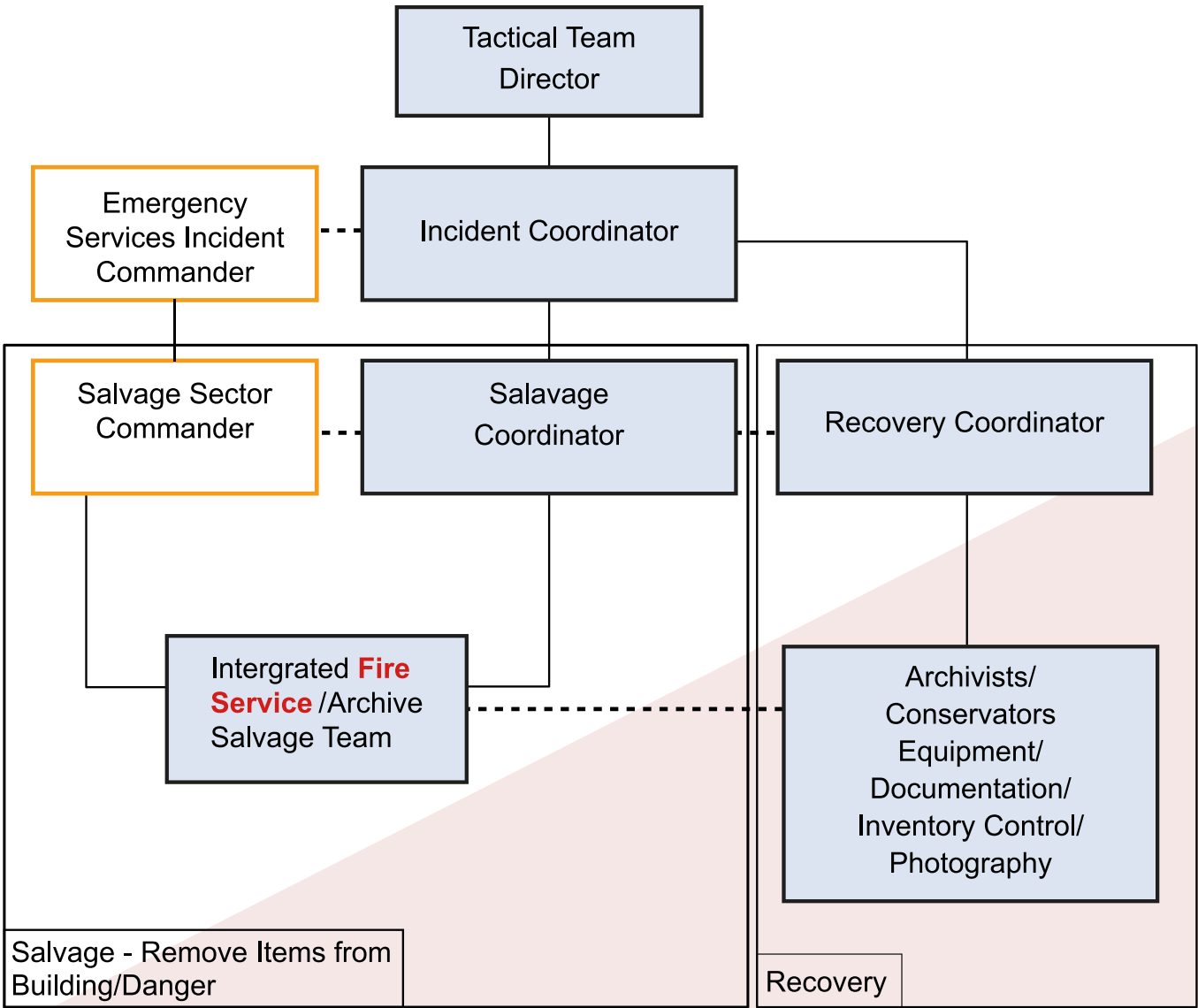
Only Media person to brief the media, and send out statements, unless approved in advance by the Incident Coordinator/ Executive Management

INCIDENT RESPONSE STRUCTURE

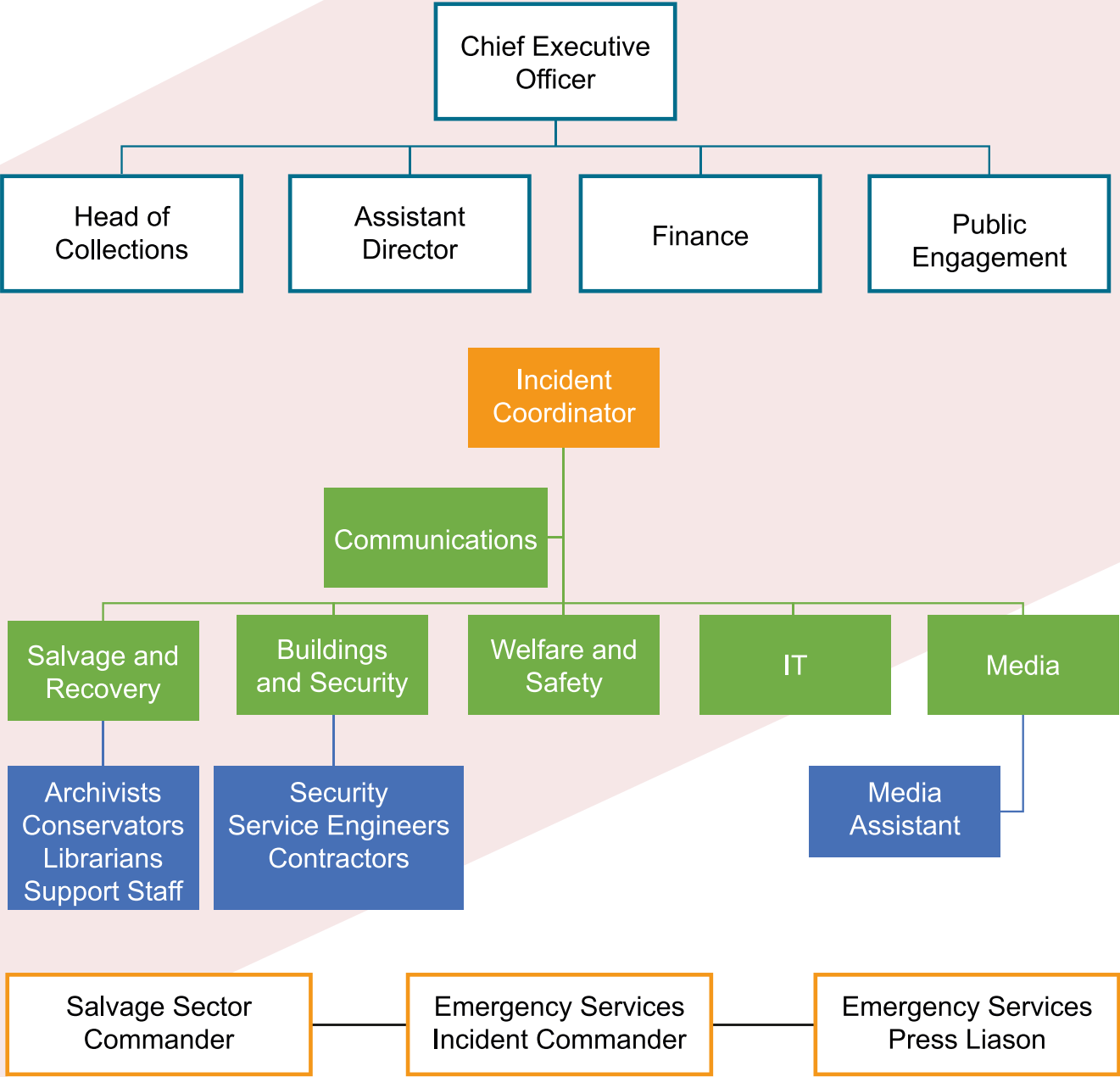
Volunteer  
Coordinator



COLLECTIONS SALVAGE AND RECOVERY STRUCTURE









COLLECTIONS SALVAGE AND RECOVERY STRUCTURE



## 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 Summary Call for back-up Meet and brief Emergency Services when they arrive [Follow Lone Working Policy]
	As Above + Follow Initial Plan Summary. 1 person to brief Emergency Services and delegate aspects of the role to colleague Communications: 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 Safety Wait for enough people to arrive to carry out salvage of collection items

## COLLECTIONS SALVAGE AND RECOVERY STRUCTURE

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



## CONTACT DETAILS - Staff

Person	Possible Role(s)	Job title	Contact details	GDPR Clearance Y/N

## CONTACT DETAILS - Insurers

Type of Cover	Policy Number	Insurer	Emergency Contact details	Details/exclusions excess

## 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	<a href="http://www.metoffice.gov.uk/public/weather">www.metoffice.gov.uk/public/weather</a>
Ready Scotland	<a href="http://www.readyscotland.org/are-you-ready/smartphone-app/">www.readyscotland.org/are-you-ready/smartphone-app/</a>
SSE	<a href="http://www.sse[d.co.uk/powertrack">www.sse[d.co.uk/powertrack</a>
Travel Line	<a href="http://www.travelinescotland.com/cms/content/Apps.xhtml">www.travelinescotland.com/cms/content/Apps.xhtml</a>
Social Media	
Met Office	<a href="https://twitter.com/metoffice">https://twitter.com/metoffice</a>
Police Scotland	<a href="https://twitter.com/policescotland">https://twitter.com/policescotland</a>
	<a href="https://facebook.com/PoliceScotland">https://facebook.com/PoliceScotland</a>
Ready Scotland	<a href="https://twitter.com/readyscotland">https://twitter.com/readyscotland</a>
Scottish Environment Protection Agency	<a href="https://twitter.com/ScottishEPA">https://twitter.com/ScottishEPA</a> <a href="https://facebook.com/ScottishEnvironmentProtectionAgency">https://facebook.com/ScottishEnvironmentProtectionAgency</a>
Scottish Fire and Rescue Service	<a href="https://twitter.com/fire_scot">@fire_scot</a>
SSE in Scotland	<a href="https://twitter.com/hydroPD">https://twitter.com/hydroPD</a>
Traffic Scotland	<a href="https://twitter.com/trafficscotland">https://twitter.com/trafficscotland</a>

## 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.

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

## 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			
<b>Stakeholders</b>			
Lenders			
Trustees			

## 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. <i>See Forms provided.</i>	
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; liaise with insurers, loss adjustors and stakeholders	

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 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.

### 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

## 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 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:	✓
<ul style="list-style-type: none"><li>• Nature and extent of the incident and actions taken</li><li>• Health and safety risk assessment</li></ul>	
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	

## 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
<b>BUILDING COLLAPSE</b>	Evacuate to assembly point Isolate water and gas, and electrics if safe to do so Cordon off the area Building manager/ surveyor/ structural engineer to assess damage	
<b>EXPLOSION</b>	Call Emergency Services Evacuate Isolate gas and electricity, if safe to do so Activate Plan	
<b>FIRE</b>  <b>See Fire/ Emergency Evacuation Plan</b>	Fire alarm activated Evacuate to assembly point Roll call, and Fire Wardens report Keep access clear for SFRS, including access to water sources Isolate gas and electricity Activate Plan Meet, and brief, SFRS on arrival and pass over site and floor plans, and information about priority collections, when requested	
<b>FLOOD</b>	If flooding expected check flood alerts for progress Evacuate to assembly point, if at risk Isolate electricity, gas and water Call SFRS if situation at risk of becoming life threatening Activate Plan	If possible, raise items to higher levels, protect items that may be at risk If flooding occurs: salvage and recover collections Ventilate building, bring in 24 hr security if power lost Where necessary raise occasional floor board to aid drying
<b>LANDSLIDE</b>	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	
<b>LIGHTNING STRIKE</b>	Evacuate Isolate water, gas and electricity Building Manager/ Surveyor/ Structural Engineer to assess damage	

	INITIAL RESPONSE	SECONDARY RESPONSE
<b>FIREARMS AND WEAPONS ATTACK - SHOOTER</b>	<p><b>STAY SAFE: RUN, HIDE, TELL</b></p> <p>Escape if you can, otherwise hide</p> <p>Find cover behind substantial brickwork, reinforced walls</p> <p>Be aware of your exits</p> <p>Keep silent, silence phone</p> <p>Lock yourself in/ barricade door</p> <p>Move away from door</p> <p>TELL: Call 999 – If you can't speak, listen to the instructions of the operator [Location, descriptions, casualties, etc]</p> <p><b>Armed police response:</b> Follow officer's instructions, remain calm, keep hands in view, move slowly</p> <p><b>Officers may:</b> 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</p>	
<b>STORM DAMAGE</b>	<p><i>Depending on severity and extent:</i></p> <p>Evacuate, if people at risk, to assembly point. Isolate water and gas, and electrics if near affected area, and safe to do so</p> <p>Building manager/ surveyor/ structural engineer to assess damage</p>	
<b>UTILITIES FAILURE</b>	<p>Contact suppliers</p> <p>Evacuate if building not safe</p>	
<b>WATER LEAK/ WATER INGRESS</b>	<p>If not safe to be in the area, Evacuate</p> <p>Isolate water, and electricity if any risk</p> <p>Identify source</p> <p>Contact building manager/ surveyor to assess whether ceiling is sound, (if source from above), if any doubt about whether safe to work in the area</p> <p>Water may be contaminated</p>	<p>Beware! Water may be contaminated</p> <p>Wear appropriate PPE</p> <p>Use leak diverters, absorbent materials, squeegees, to prevent water spreading</p> <p>Check surrounding areas</p> <p>Photograph scene</p> <p>Protect in situ/raise/ move collections at risk</p> <p>Clear away water</p>
<b>WILDFIRE</b>	<p>Monitor news and Met Office, Police Scotland, Traffic Scotland for updates on progress of the fire</p> <p>Monitor whether access roads remain clear, for emergency services if required, and transport routes for staff</p>	<p>Close windows and doors</p> <p>Consider shutting off ventilation/ air condition systems if threatened by ash/ soot particles</p> <p>Check filters on any systems with external air intake after risk has passed, and replace if required</p>

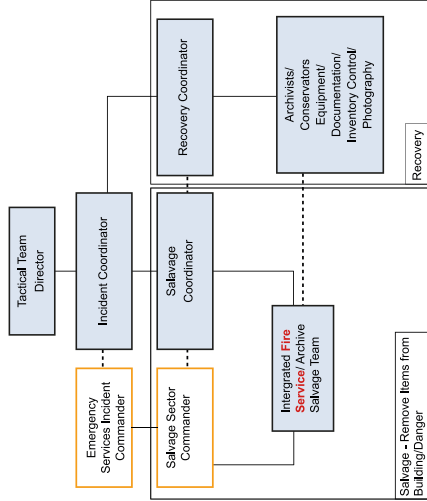
## **INCIDENT MANAGEMENT TEAM (IMT) FOR MAJOR INCIDENT: Role**

- 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**

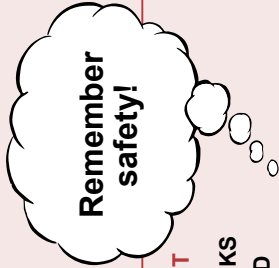
- Present situation
- Immediate actions needed
- Reminders
- Life safety first priority
- Use Event Log
- Use an Expense Log
- Complete staffing schedules
- Identify resources required
- Validate recurring meeting times
- Assess impact and communication issues
- Gather facts, set priorities, and implement response and recovery plans
- Review and validate recovery strategy

COLLECTIONS SALVAGE & RECOVERY STRUCTURE



Insert organisation's logo

ARCHIVES  
SALVAGE AND RECOVERY



**PUT SAFETY FIRST**  
**DO NOT TAKE RISKS**  
**STOP WHEN TIRED**  
**WORK IN AT LEAST PAIRS**

ESSENTIAL PHONE NUMBERS


TRAVEL TIMES


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 handle 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 excess water from ceramics, metalwork and furniture  
Telephone conservators for advice

PACKING OBJECTS

Pack items ready for storage/transport off site  
Number crates/boxes and put 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 individual 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)



## BOOKS:

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- Wet books: Keep shut pack spine down in crates, if sodden. If dyes are running, or binding separating, pack in individual polythene bags
- Dry books: Place flat in crates or strong carrying bags
- *If dry: brush clean with shaving brush or sponge.*
- *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:

- If too large or heavy to move place on polythene covered wooden blocks, and cover with polythene [Water]
- 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

- Tables: Lift by the structural member 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:

- 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 stack*

## WORKS OF ART ON PAPER:

- 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 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*

## PLASTICS

- BEWARE: May be toxic or acidic - wear protective gloves. May be heavy or dissolve
- *Separate the parts, drain and remove any 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*

## 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*

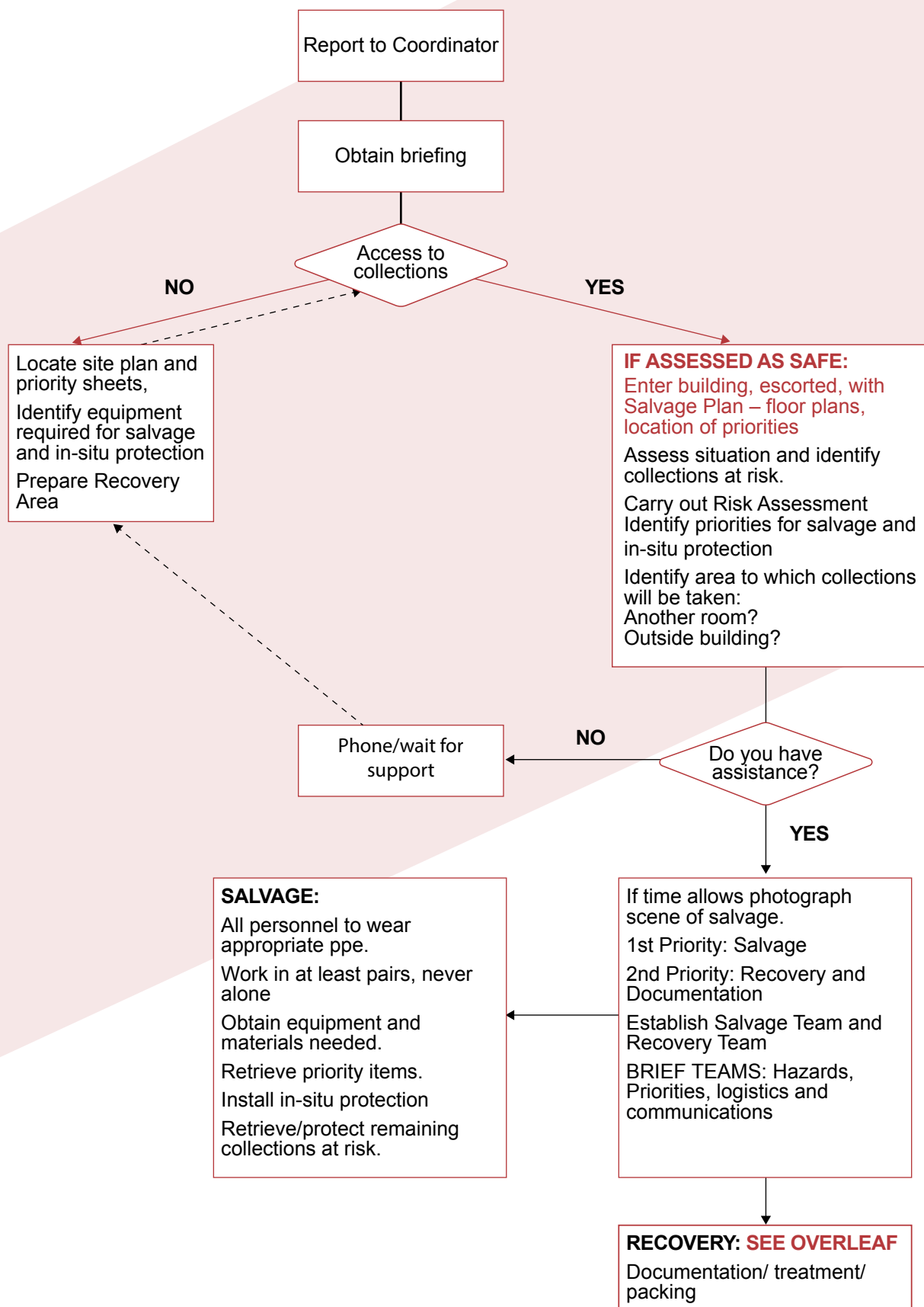
## STONE, SCULPTURE AND PLASTERWORK:

- 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
- *If wet: place on polythene and wooden blocks, to allow air movement.*

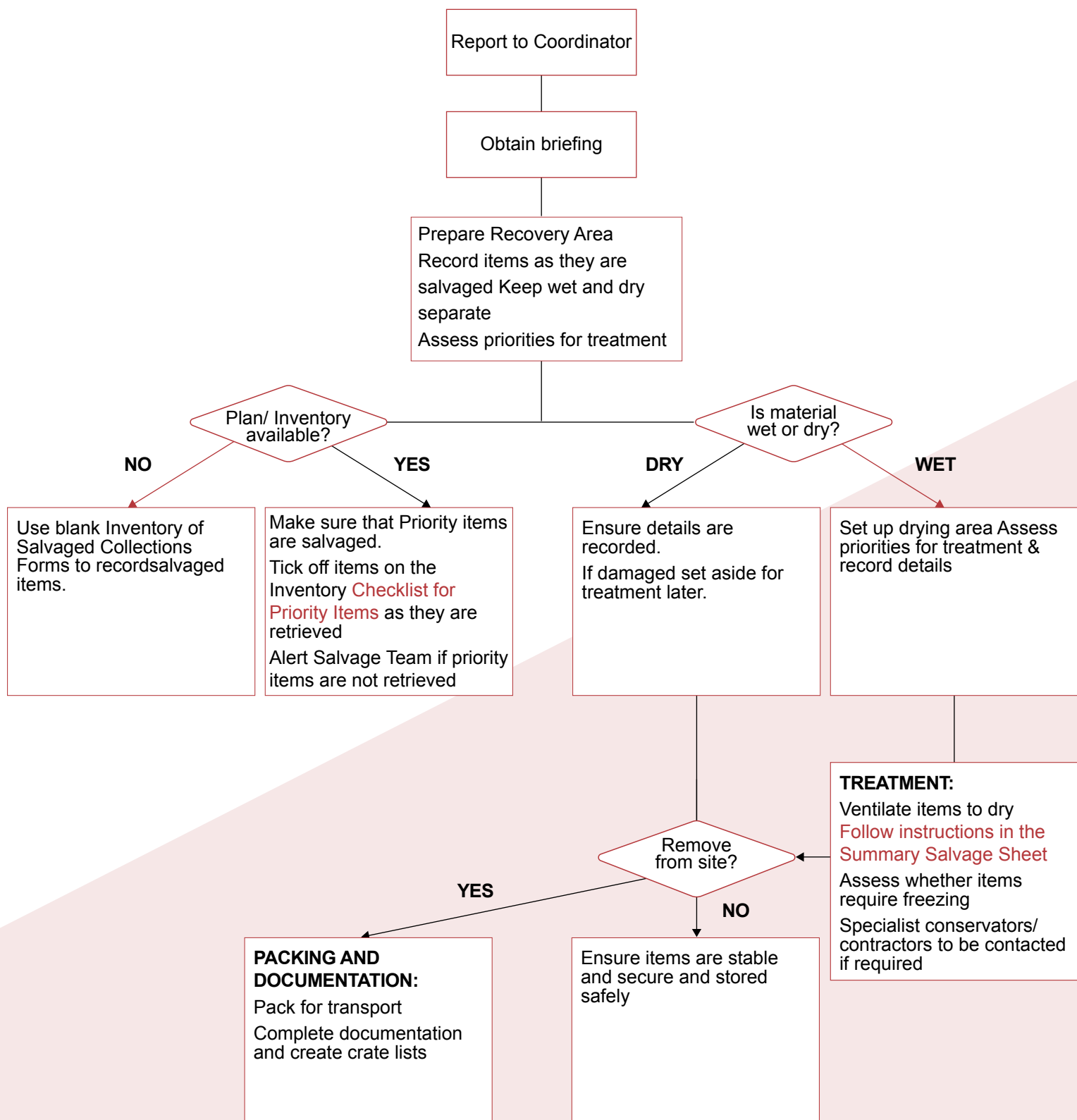
## TEXTILES:

- 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*

## FLOWCHART 1: SUMMARY - SALVAGE PROCEDURES



## FLOWCHART 2: SUMMARY - PROCEDURES AT RECOVERY AREA



## 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

## 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:	
<ul style="list-style-type: none"> <li>• Areas and collections affected</li> <li>• Health and safety risk assessment including manual handling, and potential hazards associated with the collection, and the need to take regular breaks</li> <li>• Implications of GDPR for salvage, treatment and storage of material</li> <li>• Monitor the safety and welfare of team members</li> <li>• Maintain radio contact and appoint 'runners' as required</li> </ul>	
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:	
<ul style="list-style-type: none"> <li>• Allocate separate areas for wet and dry items</li> <li>• Obtain equipment and materials, including tables</li> <li>• If dealing with wet material, cover tables with polythene/ blotting paper</li> <li>• 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</li> </ul>	
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.	
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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.	
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## 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 Coordinator	✓
--	---

Obtain the list of Priority items, loans and the inventory	
--	--

Ensure 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

<b>Site:</b>		<b>Date:</b>	
<b>1.</b>	<b>Is the damage area safe to enter? Y/N</b>		
<b>2.</b>	<b>Who authorised safe entrance on the site?</b>		
	Name:		
<b>3.</b>	<b>Who is responsible for assessing the safety of the site?</b>		
	Name:		
<b>4.</b>	<b>Cause of damage?</b> <i>Tick all that apply</i>		
	Water <input type="checkbox"/>	Fire <input type="checkbox"/>	Structural failure <input type="checkbox"/> Building work <input type="checkbox"/>
	Other:		
<b>5.</b>	<b>Type of damage?</b> <i>Tick all that apply</i>		
	<b>Water</b> Damp <input type="checkbox"/> Wet <input type="checkbox"/> High Humidity <input type="checkbox"/> Mould <input type="checkbox"/> Mud/Silt <input type="checkbox"/>		
	Clean water <input type="checkbox"/>	Dirty Water <input type="checkbox"/>	Water from sewage <input type="checkbox"/>
	Other contaminated water:		
	<b>Fire</b> Smoke <input type="checkbox"/>	Soot <input type="checkbox"/>	Charring <input type="checkbox"/> Brittleness from heat <input type="checkbox"/>
	Other:		
	<b>Structural</b> Ceiling <input type="checkbox"/>	Roof <input type="checkbox"/>	Walls <input type="checkbox"/> Floor <input type="checkbox"/>
	Other:		
<b>6.</b>	<b>Which area has been affected? What is the size of area affected?</b>		
<b>7.</b>	<b>How much of the collection has been affected?</b>		

<b>8. Are the site or collections easily accessible? Y/N</b>								
<b>9. What is impeding access?</b>								
<b>10. What type of materials/objects has been affected? <i>Tick all that apply</i></b>								
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		
Digital Media		Manuscripts		Plastics/ Modern Materials				
Other:								
<b>11. Can the objects be treated in situ? Y/N</b>								
<b>12. What materials and equipment are needed for in-situ protection and salvage?</b>								

<p><b>13. Can the damaged objects be moved? Y/N</b></p> <p>If no: Are they too large? Are they too damaged? Are they fixed?</p>	
<p><b>14. What objects/collections are priorities for salvage (check the Priority List)</b></p> <p><i>Consider Priority List status, Vulnerability, and Accessibility</i></p>	
<p><b>15. Can objects be salvaged using in-house resources or is external help required?</b></p>	
<p><b>16. What sort of assistance will be needed?</b></p> <p>Conservators <input type="checkbox"/> HDRS (Harwell Document Restoration Services) <input type="checkbox"/></p> <p>Plumber <input type="checkbox"/> Electrician <input type="checkbox"/> Locksmith <input type="checkbox"/> Engineer <input type="checkbox"/> Joiner <input type="checkbox"/></p> <p>Building dryers <input type="checkbox"/> Removal Company <input type="checkbox"/> Specialist Cleaners <input type="checkbox"/> Glazier <input type="checkbox"/></p>	
<p><b>Other/ Notes:</b></p>	

**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)

<b>Please Note: One form per collection: Large collections – note by classification</b>			
Name of Collection:		Grade 1 Collection: (Yes/No)	
Note first & last Reference Nos			
<b>LOCATION</b>			
	Strong Room No.	Bay No.	Shelf No.
<b>QUANTITY OF RECORDS</b>			
No. of boxes	No. of volumes	No. of Maps/plans	
<b>RECORD TYPE</b> (Please tick appropriate boxes)			
Loose papers <input type="checkbox"/>	Files <input type="checkbox"/>	Bound volumes <input type="checkbox"/>	Guard books <input type="checkbox"/>
Maps/plans <input type="checkbox"/>	Parchments <input type="checkbox"/>	Photographs <input type="checkbox"/>	Photographic albums <input type="checkbox"/>
Photographic negatives <input type="checkbox"/>	Glass plate negatives <input type="checkbox"/>	Microfilm <input type="checkbox"/>	Seals <input type="checkbox"/>
Other: (please specify)			
<b>DAMAGE SUSTAINED</b>			
None <input type="checkbox"/>	Contaminated <input type="checkbox"/>	Water <input type="checkbox"/>	Fire <input type="checkbox"/>
Smoke/soot <input type="checkbox"/>	Mould <input type="checkbox"/>	Insect <input type="checkbox"/>	Rodent <input type="checkbox"/>
Box only <input type="checkbox"/>			
<b>RECORDS SENT TO RECOVERY AREA</b> (use separate lists if necessary and attach to form)			
<b>Salvage Treatment</b> (please tick appropriate box)			
Interleaved with absorbent paper <input type="checkbox"/>	Air dried in wind tunnel <input type="checkbox"/>	Packed for freezing <input type="checkbox"/>	
<p>Extract from PRONI Disaster Plan Template</p> <p><a href="https://collectionstrust.org.uk/resource/preservation-of-records-disaster-plan/">https://collectionstrust.org.uk/resource/preservation-of-records-disaster-plan/</a></p>			

## SALVAGE REPORT FORM (Part 2)

<b>Please Note: One form per collection</b>			
<b>RECORDS SENT FOR FREEZING</b>			
Name of freezer facility			
No. of crates			
Crate Nos <i>(continue on separate sheet if necessary and attach to form)</i>			
List of records sent for freezing <i>(continue on separate sheet if necessary and attach to form)</i>		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			
<b>RECORDS SENT TO SPECIALIST TREATMENT</b>			
Name of specialist company			
No. of crates			
<b>RECORD TYPE</b> <i>(Please tick appropriate boxes)</i>			
Loose papers <input type="checkbox"/>	Files <input type="checkbox"/>	Bound volumes <input type="checkbox"/>	Guard books <input type="checkbox"/>
Maps/plans <input type="checkbox"/>	Parchments <input type="checkbox"/>	Photographs <input type="checkbox"/>	Photographic albums <input type="checkbox"/>
Photographic negatives <input type="checkbox"/>	Glass plate negatives <input type="checkbox"/>	Microfilm <input type="checkbox"/>	Seals <input type="checkbox"/>
Other: (please specify)			
<b>List of records sent for specialist treatment</b> <i>(continue on separate sheet if necessary and attach to form)</i>			
<b>RECORDS RETURNED FROM SPECIALIST TREATMENT</b>			
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
<b>ABSORBENT MATERIALS</b>		
Absorbent cushions/ pillows		
Absorbent sausages [ Pig socks}		
Blotting paper		
Multisorb [super absorbent blotting paper]		
Paper / Kitchen towel (white)		
<b>CARRYING EQUIPMENT</b>		
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		
<b>DOCUMENTATION</b>		
Adhesive labels		
Clipboards		
Paper		
Pens, assorted including permanent markers		
Tally board/ White board and pens		
Tie-on labels		
Tyvek labels		
<b>MISCELLANEOUS</b>		
Analogue phone		
Clothes pegs		
Cotton tape		
Drying line/ Fishing line		
Dustsheets		
Electric fans – or access to them		
Floor squeegees		
Freezer paper		

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		
<b>PACKING MATERIALS</b>		
Acid free tissue		
Bubblewrap; cut to fit crates		
Freezer bags		
Plastic bags: assorted sizes		
Tyvek		
<b>PERSONAL PROTECTIVE EQUIPMENT</b>		
Gloves: vinyl/nitrile		
Gloves: rigger - white		
Hard hats		
Head torches		
Hi-viz waistcoat/vest		
Protective boots/ shoes steel capped		
Waterproofs/ Tyvek overalls		
<b>TOOLS</b> - Assorted hand tools, including Brushes		
Scissors		
Screwdrivers		
Stapler		
Wire cutters		



## CONTACT DETAILS: CONTRACTORS/ SUPPLIERS/ CONSERVATORS

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

### 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#.W9\\_9KPZ2suU](http://www.conservation-us.org/emergencies/ers-app#.W9_9KPZ2suU)

## 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	<ul style="list-style-type: none"> <li>• May need to wrap before moving as fragile</li> <li>• Rinse if necessary</li> <li>• Pat dry, then air-dry on blotter</li> </ul>
Basketry	Medium	Wet/ damp	<ul style="list-style-type: none"> <li>• Lift from base</li> <li>• Rinse surface deposits if required</li> <li>• Blot and then air-dry slowly using fans</li> <li>• Use paper towels to retain shape</li> </ul>
Books	High	Wet  Damp	<ul style="list-style-type: none"> <li>• Keep as found – open or shut</li> <li>• Bag / wrap for freezing if immediate drying not possible (sample bags / polythene)</li> <li>• Get specialist advice</li> <li>• Open gently – do not prise open</li> <li>• Interleave with blotting paper</li> <li>• Dry in wind tunnel</li> <li>• Pamphlets can be dried on a line</li> </ul>
Ceramics	Low	Wet/ damp	<ul style="list-style-type: none"> <li>• Prioritise unglazed for treatment and lay on blotters to dry using fans</li> <li>• Glazed can be rinsed if necessary, then patted dry with paper towels.</li> <li>• Leave in cool room with fans to dry</li> </ul>
Furniture	Medium	Wet/ damp	<ul style="list-style-type: none"> <li>• Dry slowly</li> <li>• Can use padded clamps on veneers</li> <li>• Place on polythene covered blocks if possible</li> <li>• Remove drawers</li> </ul>
Glass negatives	High	Wet/ damp	<ul style="list-style-type: none"> <li>• Dry vertically on the long sides, preferably in racks</li> <li>• If broken or blistering, dry flat image side up</li> </ul>
Leather	High	Wet/ damp	<ul style="list-style-type: none"> <li>• Can be rinsed if required when still wet</li> <li>• Can be frozen but not lower than -10°C</li> <li>• Blot dry and pad out / interleave with absorbent materials</li> </ul>
Metals	High	Wet/ damp	<ul style="list-style-type: none"> <li>• Blot surface dry then air dry using fans</li> <li>• Can be dried in a warmer area as no mould risk</li> </ul>
Natural history	High	Wet/ damp	<ul style="list-style-type: none"> <li>• Some can be frozen</li> <li>• Air-dry in area with good ventilation</li> </ul>
Paintings (oil on canvas)	High	Wet  Damp	<ul style="list-style-type: none"> <li>• If paint is flaking, dry face up</li> <li>• Place on raised blocks to increase ventilation</li> <li>• Remove from frame (but not stretcher). Label frame</li> <li>• Insert blotting paper between canvas and stretcher</li> <li>• Dry face up while on blocks</li> <li>• Blot excess water from frames and dry slowly</li> </ul>

Paintings (watercolour)	<b>High</b>	Wet Damp	<ul style="list-style-type: none"> <li>• Remove from frames</li> <li>• Retain all documentation and label frame</li> <li>• Interleave with blotting paper</li> <li>• Air-dry flat</li> </ul>
Paper	<b>High</b>	Wet Damp	<ul style="list-style-type: none"> <li>• Support with Melinex to lift</li> <li>• Freeze if immediate drying is not possible</li> <li>• Support when lifting</li> <li>• Air-dry flat with ventilation</li> </ul>
Photographs	<b>High</b>	Wet/ damp	<ul style="list-style-type: none"> <li>• Don't touch the emulsion surface</li> <li>• Can be rinsed if soiled (might help to separate if stuck together)</li> <li>• Attach to clothes lines for air-drying / lay flat image side up</li> <li>• Most not suitable for freezing</li> </ul>
Plasterwork and sculpture	<b>High</b>	Wet/ damp	<ul style="list-style-type: none"> <li>• Porous so can absorb water and corrode internal fixtures</li> <li>• Blot with paper towels</li> <li>• Can cover in cotton wool (change regularly)</li> </ul>
Stone	<b>Low</b>	Wet/ damp	<ul style="list-style-type: none"> <li>• Air-dry on blotters</li> <li>• Smooth surface can be blotted dry with paper towels</li> <li>• Rough or applied surface should not be blotted</li> <li>• If salts start to form, seek advice immediately and slow dry by covering with polythene or Tyvek sheet</li> </ul>
Textiles	<b>Medium</b>	Wet/ damp	<ul style="list-style-type: none"> <li>• Move on sheets of polythene, rolled if required</li> <li>• Place on towels / blotters</li> <li>• Do not place anything on top of rugs or carpets</li> <li>• Other textiles can have towels or blotters placed on top</li> <li>• Change blotters regularly</li> <li>• Consider freezing as they will take a long time to dry and take up a lot of space</li> </ul>

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 60°. 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. <b>WIND TUNNEL SUITABLE.</b>	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 72 hours 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 <b>prioritise for treatment. Danger of pages sticking together.</b>	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. <b>NB this is very time-consuming.</b> Consult HDRS / Conservator as to whether attempts should be made to separate pages which have already stuck. <b>NOT WIND TUNNEL SUITABLE.</b>	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. <b>If saturated, this is not likely to be successful, so freeze. NOT WIND TUNNEL SUITABLE</b>	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. <b>WIND TUNNEL SUITABLE.</b>	Enclosures and case can be frozen and dried – CDs cannot. Try to rig up a rack and dry CDs vertically. <b>DO NOT FREEZE AV material.</b>
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. <b>NOT WIND TUNNEL SUITABLE.</b>	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. <b>NB Large items may be better dried in situ rather than be moved too far.</b> 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. <b>NOT WIND TUNNEL SUITABLE.</b>	Air-drying only option - consult with conservator

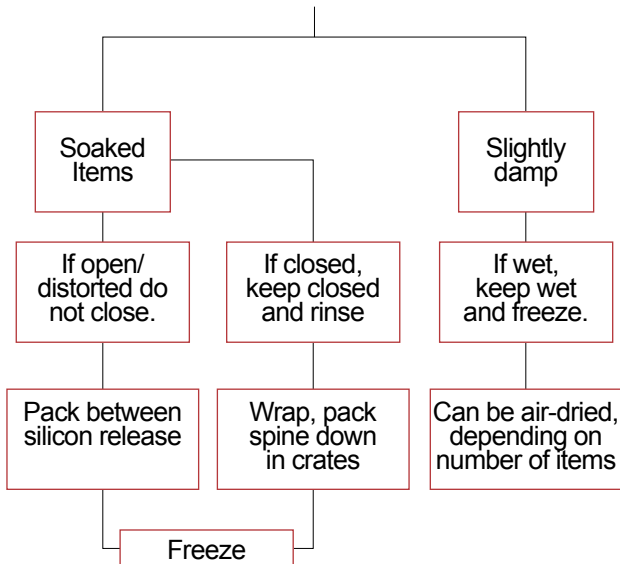
Microfiche	Remove microfiche by taking drawers from the cabinet, rather than individual sheets.	Remove from sleeves but retain sleeve for the transfer of info. Either lay flat or clip to line with rust-proof clips. Keep fiche wet that you are intending to air-dry but can't get to within 4 hours. <b>WIND TUNNEL SUITABLE.</b>	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. <b>WIND TUNNEL SUITABLE.</b>	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 with water-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. <b>NOT WIND TUNNEL SUITABLE AS CANNOT BENEFIT.</b>	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 negatives MEDIUM – 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 ( <i>not glass plate negatives</i> ). 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. <b>WIND TUNNEL SUITABLE.</b>	Freeze if quantity is large for specialist drying, but NOT glass plate negatives which must be air-dried.
Vellum and parchment 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). <b>NOT WIND TUNNEL SUITABLE.</b>	Freeze if necessary ( <i>although not illuminated manuscript as the gilding may lift</i> ). 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. <b>NOT WIND TUNNEL SUITABLE.</b>	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. <b>NOT WIND TUNNEL SUITABLE.</b>	Note any pre-existing rust stains as this may help Conservator. Air-drying only real option.

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. <b>WIND TUNNEL SUITABLE IF NOT FRAGILE.</b>	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. <b>NOT WIND TUNNEL SUITABLE.</b>	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. <b>HIGH FIRED WIND TUNNEL SUITABLE. LOW FIRED, NOT.</b>	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. <b>WIND TUNNEL SUITABLE.</b>	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. <b>WIND TUNNEL SUITABLE.</b>	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. <b>WIND TUNNEL SUITABLE.</b>	Air-drying only option
Leather	Provide support and lift from underneath.	Pad out to maintain shape, and air-dry with fans. <b>NOT WIND TUNNEL SUITABLE.</b>	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. <b>NOT WIND TUNNEL SUITABLE.</b>	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. <b>NOT WIND TUNNEL SUITABLE.</b>	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. <b>NOT WIND TUNNEL SUITABLE.</b>	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. <b>NOT WIND TUNNEL SUITABLE.</b>	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. <b>NOT WIND TUNNEL SUITABLE.</b>	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. <b>NOT WIND TUNNEL SUITABLE.</b>	Air-drying only option.

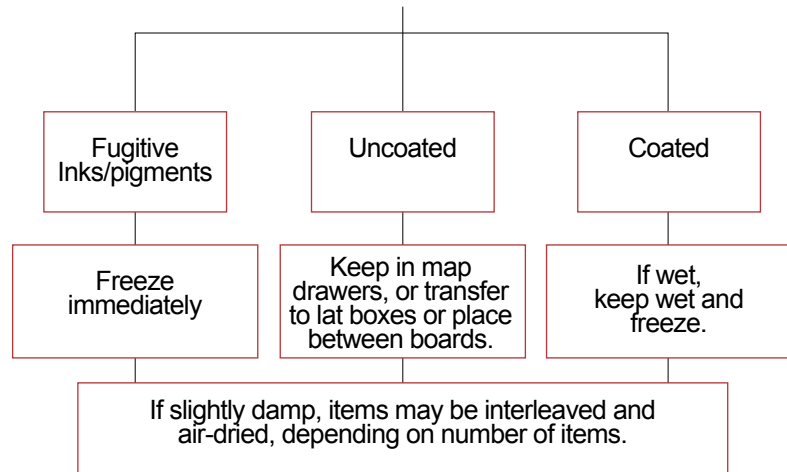


## PRONI, Extract from EP template

### BOOKS



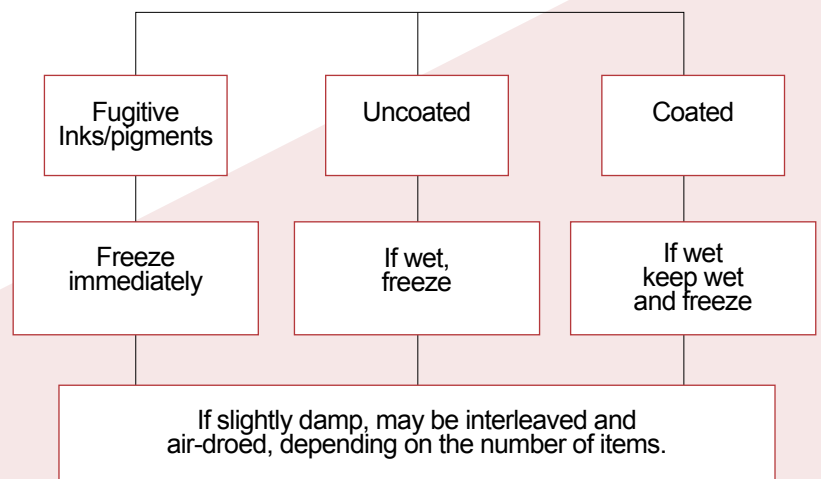
### MAPS AND OUTSIZE DOCUMENTS



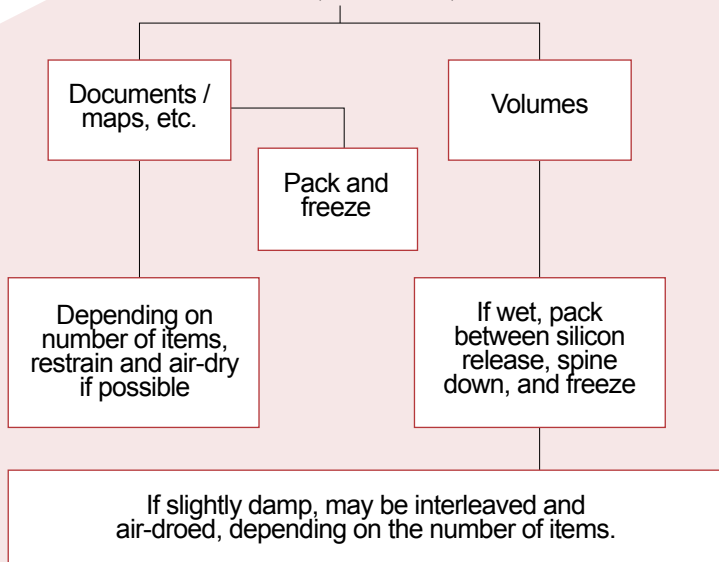
### MICROFILMS



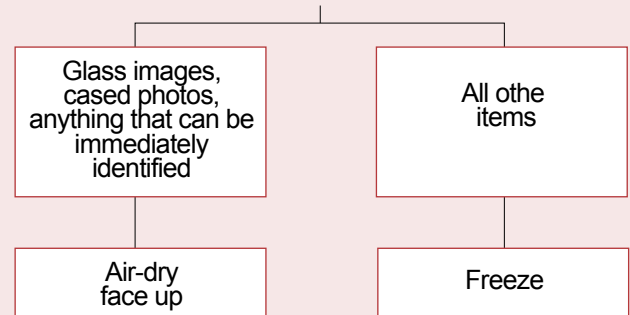
### PAPER (LOOSE LEAF ITEMS)



### PARCHMENT, LEATHER, VELLUM



### PHOTOGRAPHS / NEGATIVES



# 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

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

	Explosive (Symbol: exploding bomb)
	Flammable (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)

### KEY

Flammable Liquids	
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	

## 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.


## 1. PRIORITY ITEMS/ COLLECTIONS

## 2. ASSOCIATED FORMS FOR SALVAGE

[illegible]

## PRIORITY ITEMS – LOANS

[illegible]

LOCATION - NAME	
PRIORITY 1	
<div><div>← mm →</div><div>mm</div></div>	
<div><div></div><div>Weight: Light</div></div>	<div>REMOVAL</div>

# SALVAGE: PRIORITY OBJECTS


## ROOM PLAN


12 / 12 / 2016


2


3


6


 Interdiction d'entrée


 Interdiction d'entrée


 Interdiction d'entrée


 Interdiction d'entrée

 Interdiction d'entrée

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 Interdiction d'entrée


## FLOOR PLAN


12 / 12 / 2016


2


3


6


 Interdiction d'entrée


 Interdiction d'entrée


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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



# APPENDIX: C

## FORMS

### INITIAL DAMAGE ASSESSMENT OF THE BUILDING

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	
<b>ACTION PLAN</b>	
Contractors needed	



INCIDENT / DECISIONS/ COMMUNICATIONS LOG		
Date:	Recorder:	Sheet No. .... of ....

Date:

Recorder:

Sheet No. .... of ....

[illegible]

## 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)

## ENTRY/EXIT LOG

Date:

**Recorder:**

Sheet No. .... of ....

Name

## Time In

## Time Out

## Location

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 (IMT approves 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	

## INITIAL RISK ASSESSMENT CHECKLIST

INITIAL RISK ASSESSMENT CHECKLIST	Y/N/Dont 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?		

**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**

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/ debris	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/slippy and routes around the site. Hard hat with headlamp to be worn if dark/ poor light. First aiders to be on site.		

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 <b>Measures appropriate to the scale of mould growth and spore count.</b> <b>Likely to be higher several days/ weeks after an incident involving water if water trapped in undetected and unventilated areas.</b>		
			<b>DURING INITIAL RESPONSE:</b> 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.  <b>SEVERE: PPE:</b> Disposable respirator/ face fitted mask EN 149 FFP3 or non-disposable half mask respirator to EN 140 with disposable P3 filter. Tyvek overalls. Eye protection: safety goggles to EN 166. Gloves: Nitrile/ vinyl/ neoprene Monitor mould spore count with an air aspirator. Those known to be allergic to mould not permitted to work in infected areas.		

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

## INVENTORY OF SALVAGED ITEMS

[illegible]



NG PLANNING PLANNING P  
RS MATTERS MATTERS M  
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SCOTTISH  
COUNCIL ON  
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National  
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Scotland