[*This is a template. Adapt this document to correspond to your own guidelines, working practices, logo and policies.*]

*June 2019*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*museum name and address*]

**EMERGENCY PLAN**

No: … of … copies

Date: ­­­ / /

To be Updated by: / /

Location : This book is kept in……

This Plan contains confidential information. Please Keep It Safe.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FIRST CONTACTS** | | | | | | | | |
| Position | Name | | Address | | | Phone | | Mobile |
|  |  | |  | | |  | |  |
|  |  | |  | | |  | |  |
|  |  | |  | | |  | |  |
|  |  | |  | | |  | |  |
| **USEFUL NUMBERS** | | | | | | | | |
| Contact | | Organisation | | Reference | Phone | | Mobile | |
|  | | Police | |  |  | |  | |
|  | | Electricity | |  |  | |  | |
|  | | Gas | |  |  | |  | |
|  | | Water | |  |  | |  | |
|  | | Insurance | |  |  | |  | |
|  | | Electrician | |  |  | |  | |
|  | | Plumber | |  |  | |  | |
|  | | Glazier | |  |  | |  | |
|  | | Locksmith | |  |  | |  | |

### **CONTENTS**

1

|  |  |
| --- | --- |
|  | Page |
| Introduction |  |
| **Key Holders** |  |
| **Staff Contacts** |  |
| **Plans of the museum premises** |  |
| **What to do in case of:** |  |
| Accident or Illness |  |
| Assault |  |
| Missing Person |  |
| Vandalism |  |
| Theft/Burglary |  |
| Gas Leak |  |
| Oil Leak |  |
| Fire |  |
| Flood/ Water leak |  |
| Storm damage |  |
| Bomb Threat |  |
|  |  |
| **Resources – In the museum** |  |
| First Aid – where it is, what’s in it |  |
| Emergencies Kit – where it is, what’s in it, how to use it |  |
| Museum documentation – where all copies are |  |
|  |  |
| **Resources – Outside the museum** |  |
| Council |  |
| Transport |  |
| Storage |  |
|  |  |
| **Organisations** |  |
|  |  |
| **Dealing with the Aftermath** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Introduction**

2

[*museum context for readers*]

**Key Holders**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Address** | **Comments** | **Phone** | **Mobile** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Staff Contacts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Address** | **Skill** | **Phone** | **Mobile** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | 3 |  |  |

Plans of the museum premises

[*museum premises plans*]

[*Include doors, windows, lifts, stairs and escalators, valves and stopcocks, fuse boxes, electrical sockets, fire equipment, hazards, trapdoors, vents, first aid equipment, emergency stores, radiators, etc. Anything that could be useful or harmful.*

*Include all buildings which house objects from the collection.*]

**What to do in case of**

Accident/Illness

Assault

Missing Person

Vandalism

Theft/Burglary

Gas Leak

Oil Leak

Fire

Flood/ Water leak

Storm damage

Security Risk (e.g. broken window or door )

Bomb Threat

Vehicle Crash**Resources**

4

**Within the museum:**

First Aid Kit [*where it is, what’s in it*]

Emergencies Kit [*where it is, what’s in it, how to use it*]

**Outside the museum:**

Council

Transport

Storage

**Organisations**

|  |  |  |
| --- | --- | --- |
| **Name** | **What they can provide** | **Who to contact** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

5

**Dealing with the Aftermath**

After the emergency has been dealt with and people and the building are safe, you may need to deal with objects which are damaged or at risk. At this stage you are aiming to prevent:

* further damage to the objects,
* the loss of objects or parts of objects and
* the loss of information

**You will need**

* A clean, dry, secure area to work, preferably with tables and chairs and lighting.
* Personal protective equipment such as gloves, overalls/housecoat, dust mask
* Documentation materials such as paper, HB or B pencils (NOT pens), a camera, labels (Tyvek labels are waterproof)
* Packing materials – trays, boxes, polythene sheeting
* Paper towel and rubbish bags (for the dirty paper towel)
* A vacuum cleaner, handbrush and pan to keep the area clean
* Bin bags for disposal of old packaging materials and debris
* Advice from a conservator – call one as soon as possible, especially if objects were wet

**Recording**

* If possible, photograph objects in situ before they are moved. Even a sketch may help.
* Label each object with an emergency number, again, if possible while in situ.
* Photograph each object with its emergency number
* Write a description of the item (noting its emergency number and any other identification)
* Attach the label to the object with cotton tape or string, or place it in a tray or box with the object.
* Do not use staples, paperclips, pins or sticky tape on the objects.
* Do not use pens.

**Handling:**

* Handle the objects with extra care. They may have been damaged during the emergency and may be more fragile or more hazardous to you than before (e.g. sharp edges, poisonous substances).
* Pick objects up from underneath using both hands.
* Do not attempt to clean the objects, unless instructed by a conservator.
* Do not rub, wipe or brush the surface of the object.
* Pad or support dry objects with acid-free tissue or polythene foam.

6

**Keep wet objects separate:**

* Wet material may need to be wrapped and frozen rapidly to prevent mould growth.
* Keep them cold and call a conservator.
* Handle wet objects with great care – they will be heavier and less able to support themselves.
* Do not open wet books.
* Place wet items on clean paper towel to absorb moisture. Change it frequently.
* Do not attempt to dry items with heat.

7