Be prepared:
Emergency planning toolkit for museums

December 2008

RENAISSANCE EAST OF ENGLAND
museums for changing lives

NORFOLK Museums
& Archaeology Service

Contents

Foreword

A few years ago NMAS and the Sainsbury Centre for Visual Arts were tackling their emergency plans. We were struck by the complexity of the process and resolved to try to help colleagues in smaller institutions by producing a version tailored to their needs. The outcome is this document, which has been piloted through workshops around the East of England.

An emergency in a museum includes any incident that threatens the survival of the collection. Episodes of water penetration, mould and pest infestation do seem to be on the increase and affect museums of all sizes. Relatively minor incidents can result in a lot of damage. We hope you never have to face an emergency of any kind, but if it does happen, having prepared a plan with the aid of this document will help you minimise the damage.

Help may still be available to you through Renaissance in tackling the emergency planning process. Please don't hesitate to contact us if you have any questions or comments. We very much hope that, also through Renaissance, practical support in responding to an emergency will soon become available in our region.

Cathy Proudlove
Head of Conservation
Norfolk Museums & Archaeology Service

December 2008

Introduction

Norfolk Museums and Archaeology Service has produced this emergency plan template to help make writing an emergency plan easier.

The template has been designed to be easy to use by simply inserting your own relevant information where prompted. As you are working through the template please add any further information you would find useful, and remove anything that does not apply to your institution. There are lists of information that can be cut and pasted to make each section specific to your institution. There are also guidance notes on how to create some sections.

The template has been designed so that a plan is produced for fire, flood and leak, for each room or area, both display and storage, on the site. The intention is to only have relevant and easy to find information to read if faced with an emergency. For example if you discover a flood in store 3, then all the information you need will be in that section, and you don't need to waste time looking through non-relevant information or worse, in a panic use the wrong information. The sections for pests, theft and vandalism, and security threats are single sections because the information will usually be the same whichever area the incident occurs in.

Any existing risk assessments, evacuation procedures, building maintenance programmes etc. can be included.

Appendix 1 guides you through the use of the template and we recommend that you read this first. As you work on your plan always remember that it needs to be useful for your specific institution.

If you have any queries or comments on this Emergency planning toolkit, or would like to know more about emergency planning and conservation training in the East of England, please contact:

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Norfolk Museums & Archaeology Service
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1. Institutional information

Name of institution	*(Insert name of your museum here)*
Date of completion (emergency plan)	*(Insert date here)*
Date of next update of plan	1 year from above date

List of locations where this plan is on file (on and off premises)

(Insert name of plan holder and location here) (on premises)

(Insert name of plan holder and location here) (off premises)

(*Continue to add further details if appropriate*)

Staff members with a copy of this emergency plan

(Insert name of plan holder and job title here)

(Insert name of plan holder and job title here)

(*Continue to add further details if appropriate*)

Staff members familiar with the contents of the emergency plan

(Insert name and job title here)

(Insert name and job title here)

(*Continue to add further details if appropriate*)

Location of salvage areas

(Insert details here):on site

(Insert details here):off site

(A*dd further details such as access arrangements if appropriate*)

2. Essential services at *(insert name of your museum here)*

2.1 Contact details

Electricity

- Supplier:
- Day tel:
- Out of hours tel:
- Customer Ref:

Gas

- Supplier
- Day tel:
- Out of hours tel:
- Customer Ref:

If you smell gas:
Call **Transco** (24 hour gas emergency service): 0800 111 999

Undertake the following procedures:

- **Don't** smoke or strike matches
- **Don't** turn electrical switches on or off
- **Do** put out naked flames
- **Do** open windows and doors
- **Do** keep people away from the affected area
- **Do** turn the meter off at the control valve

Water

- Supplier:
- Day tel:
- Out of hours tel:
- Customer Ref:

Insurance

- Insurance contact name:
- Day Tel:

- Mobile:
- Policy No:

Police

Local station:
- Day tel:
- Out of hours tel:

In an emergency dial 999

Fire Station

Local station:
- Day tel:
- Out of hours tel:

In an emergency dial 999

2.2 Service control points located in your museum:

(The following is only a guide and can be altered as appropriate)

Stop cocks (water)

Location: *(insert details here)*

Electricity mains switch

Location: *(insert details here)*

Fire alarm panel

Location: *(insert details here)*

Security alarm panel

Location: *(insert details here)*

Manhole

Location: *(insert details here)*

Fusebox / Circuit stop

Location: *(insert details here)*

2.3 Site plan

Insert floor plan of the museum (all public and non-public areas) here. Mark the service control points. Include the location of all break glass fire points, fire extinguishers and fire blankets. Colour code the information about the fire extinguishers to show what type of extinguisher it is (water, carbon dioxide, etc). Several additional copies of this plan can be produced, laminated and kept in the emergency plan. In the event of an emergency, the Fire Service will be able to identify where fire-fighting equipment is situated. You could also include any risk information that the fire brigade would need to know.

3. Emergency procedures at *(insert name of your museum here)*

3.1 Fire alarm and evacuation procedures

Fire alarm details

For this building:

- When the fire alarm sounds, it is in the form of *(insert details specific to your fire alarm here, e.g. a continuous ringing bell)*
- The fire alarm is tested routinely every *(insert name of day here)* at *(insert time here)*

Basic procedures

On discovering a fire:

- Raise the alarm by using the Break Glass call points situated around the building. This will inform other people in the building. *(Delete the following in accordance to the situation in your institution*:
- Do not attempt to use fire-fighting equipment (e.g. extinguishers), unless you have been **specifically trained** to do so and you feel confident that you can do so. Do not take personal risks.
- Do not attempt to rescue any objects whilst leaving the building, either from display or storage areas. Salvage should only commence once the Fire Brigade have the situation under control.
- Make your way to a Fire Exit, closing doors behind you if possible. Go to the designated assembly point outside *(insert the name of the fire assembly point here)*.

On hearing the fire alarm:

- Make your way to a Fire Exit, closing doors behind you if possible. Go to the designated assembly point outside *(insert the name of the fire assembly point here)*.
- Do not attempt to rescue any objects whilst leaving the building, either from display or storage areas. Salvage should only commence once the person in charge has undertaken a risk assessment.

Evacuation procedures

(Insert your evacuation procedure information here).

3.2 Key control procedures

The following table shows the sets of keys within the museum *(insert more rows if needed)*

Room name / no.

Key name / no.: *(Insert details here)*

Designated key holder's name: *(Insert details here)*

Key holder's home tel: *(Insert details here)*
Work tel: *(Insert details here)*
Mobile: *(Insert details here)*

Alternative key holder's name: *(Insert details here)*

Key holder's home tel: *(Insert details here)*
Work tel: *(Insert details here)*
Mobile: *(Insert details here)*

Room name / no.

(Insert as many sections as required)

Vehicle name / no.

(Think about any local authority, other museum, friends or neighbour's vehicles that you may be able to arrange to use in the event of an emergency)

Key name / no.: *(Insert details here)*

Designated key holder's name: *(Insert details here)*

(Continue to insert the same information as above)

4. Health & safety procedure during an emergency at *(insert name of your museum here)*

The person in charge must undertake dynamic risk assessments as required.

4.1 First aid

Staff members who are currently trained in first aid:

(Insert name here)

Job title: *(Insert details here)*
Museum department / section: *(Insert details here)*

Work tel: *(Insert details here)*
Mobile tel: *(Insert details here)*
First aider's home tel: *(Insert details here)*

Level of first aid training: *(Insert details here)*
Last training received: *(Insert details here)*
Training renewal date due: *(Insert details here)*

(Insert as many sections as appropriate)

4.2 First aid kits

First aid kits are situated in the following areas of the museum:

- *(insert room name and number here)*
- *(Insert as many sections as appropriate)*

In the case of an emergency, or as advised by a first aider
contact the emergency services: dial 999

4.3 Health and Safety during Salvage

Electricity

If you need to switch off your electricity supply and there is water present, get a qualified person to do it. **Do not** touch sources of electricity when standing in water. Backup lighting may need to be in place before salvage starts. The person in charge **must assess** the situation before you start salvage work

Flood water

Flood water can contain sewage, chemicals and animal waste:

- Wear waterproof outerwear, including gloves and wellington boots.
- A face mask and goggles are advised.
- If mould is present then the face mask must be of a grade that filters mould spores.
- Do not let flood water come into contact with open wounds or grazes: if it does, obtain an anti-tetanus injection as soon as possible if you don't have an up to date one, or are unsure.
- Always scrub and disinfect hands before eating.
- Do not work in deep or fast flowing water.
- Be aware of concealed hazards such as broken glass or slippery silt underfoot.
- Be aware of the effects of cold water over time e.g. reduced dexterity and mobility; regular breaks may be needed.

Fire

Fire can create dangerous environments by releasing hazardous chemicals. If you have identified these in advance, you may be able to salvage with the correct procedure and equipment.

5. Emergency response team

5.1 Contact details

Overall Co-ordinator

Name: *(Insert name here)*

Work tel: *(Insert number here)*
Home tel: *(Insert number here)*
Mobile: *(Insert number here)*

Specific Responsibility in Case of Emergency:

- Contacts insurers
- Stays in one place and is available to make decisions
- Undertakes continuous risk assessments
- Acts as, or appoints media contact
- Supports team leaders
- Records events or delegates

Deputy

Name: *(Insert name here)*

Work tel: *(Insert number here)*
Home tel: *(Insert number here)*
Mobile: *(Insert number here)*

Emergency Services Liaison

Name: *(Insert name here)*

Work tel: *(Insert number here)*
Home tel: *(Insert number here)*
Mobile: *(Insert number here)*

Specific Responsibility in Case of Emergency:

- Liaison with emergency services, Co-ordinator and Salvage Co-ordinator
- Responsible for security of site
- Responsible for control of access to the site

Deputy

Name: *(Insert name here)*

Work tel: *(Insert number here)*
Home tel: *(Insert number here)*
Mobile: *(Insert number here)*

(Continue to add details of emergency response team members here.)

6. Volunteer Response Team

6.1 Contact Details

Volunteer 1.

Name: *(Insert name here)*

Work tel: *(Insert number here)*
Home tel: *(Insert number here)*
Mobile: *(Insert number here)*

Any specialist knowledge/ skills/ contacts that may be used in the case of an emergency?

Volunteer 2.

Name: *(Insert name here)*

Work tel: *(Insert number here)*
Home tel: *(Insert number here)*
Mobile: *(Insert number here)*

Any specialist knowledge/ skills/ contacts that may be used in the case of an emergency?

(Continue to add details of volunteer emergency response team members here)

7. *(Insert name of room or area here)* Emergency plan

7.1 Fire

Basic procedures

On discovering a fire:

- Raise the alarm by using the Break Glass call points situated around the building. This will inform other people in the building.
- Do not attempt to use fire-fighting equipment (e.g. extinguishers), unless you have been **specifically trained** to do so and you feel confident that you can do so. Do not take personal risks.
- Make your way to a Fire Exit, closing doors behind you if possible. Go to the designated assembly point *(insert the name of the fire assembly point here)*.
- **Do not attempt to rescue any objects whilst leaving the building**, either from display or storage areas. Salvage should only commence once instructed.
- The Fire Brigade will investigate the situation and inform the Emergency Services Liaison when the building is safe to enter, and by whom.

On hearing the fire alarm:

- Make your way to a Fire Exit, closing doors behind you if possible. Go to the designated assembly point outside *(insert the name of the fire assembly point here)*.
- **Do not attempt to rescue any objects whilst leaving the building**, either from display or storage areas. Salvage should only commence once instructed.
- The Fire Brigade will investigate the situation and inform the Emergency Services Liaison when the building is safe to enter, and by whom.

Risks to objects

In the event of a fire, objects are at risk from the following:

- Being completely destroyed
- Being partially burnt
- Suffering from soot deposits
- Being water damaged from the fire fighting

Water damage resulting from fire fighting:

- Assess the objects that are most at risk / badly damaged. Take into consideration any that are on the **Priority for salvage floor plan**

Where are you going to move objects to? (i.e. treatment areas to assess their condition):

Either of the following:

- *(insert name of room or area)* (onto floor or table, both to be padded with blankets or foam, then covered in tissue if objects are dry OR blankets or foam and polythene if objects are damp/wet).
- *(insert name of alternative room or area)* (onto floor or table, both to be padded with blankets or foam, then covered in tissue if objects are dry OR blankets or foam and polythene if objects are damp/wet).

(Think about any local authority, other museum, friends or neighbour's buildings that you may be able to arrange to use in the event of a major emergency where you need to move collections off site)

IMPORTANT: dry objects must be kept away from damp/wet objects. This needs to be assessed as objects are taken to treatment areas. **Ideally** there should be two areas: dry treatment area **and** damp/wet treatment area.

- Prepare treatment areas **before** objects are moved.

What do you need to move the objects?:

- **Security screw drivers/ display case keys.** Cases should remain closed until you are ready to remove the objects.
- **Latex/ nitrile gloves** should be worn at all times when handling objects.
- **Scalpel/small scissors** (to remove objects that are tied onto mounts). Do all objects need to be removed from mounts or can they be moved as they are?
- **Trolleys** for moving boxes/crates.
- **Storage boxes/ crates for moving smaller objects**. If there are not enough, objects will have to be unpacked at the treatment area and the boxes re-used.

(Adapt this section for the specific room or area)

IMPORTANT: Wet/ damp organic materials (e.g. wood, leather, paper, textile) are at risk from mould growth. Objects should be air-dried within 48 hours to prevent mould growth. If there is a large volume of materials that cannot be dried within this time, undertake freezing (not suitable for all materials). **Contact a conservator (as recommended on your contacts list) who will advise on this.**

Follow the salvage notes for materials in this emergency pack, to see how materials should be treated after an emergency. Some materials require slow drying, as quick drying could cause serious damage.

Smoke damage:

- Ensure that a Conservator removes any soot as soon as possible as it is acidic.
- **loose soot:** remove carefully with a conservation vacuum (**do not** use a normal domestic vacuum cleaner), used at a lower suction power (fitted with gauze on the nozzle).
- **ingrained soot:** attempt to use a soot sponge (under the supervision of a conservator).
- **If the object is wet:** rinse with clear water.
- **If objects are dry:** send to the dry object treatment area. If damp / wet, send to the relevant treatment area.
- A conservator will advise on further treatments.

Documentation during salvage:

- Keeping track of objects as they move is very important.
- Use the **Recovery Sheet** to record basic information about each object.
- Labelling objects will help identify them.
- Digital photos can be taken to aid identification.
- Keep any detached labels with the objects (if possible). Paper labels can be tied to objects whilst they are in the treatment areas.

SEE NEXT SECTION FOR: SALVAGE NOTES (air-drying and dehumidifiers)

Salvage notes

Air-drying:

- Can be undertaken with objects laid out over an area.
- **Bread crates** (stackable) can be used to lay objects in, as they allow air to circulate.
- A **wind-tunnel** can be created to aid drying **but** is not for use with objects that require slow air-drying. For example, polythene sheets can be draped over tables and the objects laid out beneath the table. A fan can be placed underneath the table at one end **but** the air must not directly blow onto any objects. Objects that require quicker drying can be placed nearer the fan.

Dehumidifiers:

- Can be used in rooms to help dry out rooms that have been damaged by flooding (or are water damaged after a fire).
- If used, the doors and windows of that room must be closed.
- The dehumidifier(s) must be plumbed in/or be emptied regularly **but** they must not collect the water in open containers, as the moisture will just be recycled back into the room.
- Monitor the rate of drying, as drying too quickly can cause damage.

DO NOT ADD HEAT DUE TO INCREASED RISK OF MOULD GROWTH

SEE NEXT SECTION FOR: SALVAGE NOTES ON SPECIFIC MATERIALS

Salvage notes

- If objects are **dry:** keep them away from any damp/wet objects.
- If objects are **damp/ wet:** contact your Museums Development Officer who can provide you with the details of a Conservator, who will be able to advise you (if he/she has not been involved in the salvage).

Please refer to appendix 4 for salvage notes on different materials. The materials relating to this room / area can be copied from that document and pasted into this section

SEE FOLLOWING SECTION FOR: ADVICE ON MOULD

Mould

Mould can grow in less than **48 hours**, which is why objects should be air-dried or frozen (if suitable) within this time.

It is not possible to identify a mould and whether it is harmful without laboratory testing, so it is safer to treat all mould as if it were harmful. The effects of breathing in mould spores over time are cumulative, and can lead to health problems in later life. Always take precautions when mould is present.

- Wear **nitrile / latex gloves** when handling objects.
- Wear a **face-mask** that is suitable for use with mould spores and particulates.

Stopping mould growth:

- **Reduce humidity:** Mould can form at 65% relative humidity (RH) if there is poor ventilation. At 70-75% RH and above, mould will grow and remain active. **Use cold air fans to increase ventilation**.
- **Do not turn up the heat:** This will make it grow faster.
- **Dry or freeze wet collections:** This will not kill the mould but it will stop it growing until it can undergo conservation (not all objects can be frozen; check the materials list in this plan or ask the advice of a conservator).
- **Do not use bleach or domestic products:** These will cause additional damage and will not keep the mould from recurring.

7. *(Insert name of room or area here)* Emergency plan

7.2 Flood (water leak from above)

Basic procedures

On discovering a flood/water leak, speak to *(insert name of person who is responsible for the building maintenance)*, who will isolate water mains or stop the ingress of water.

Water leak (from above):
If water is dripping onto display cases:

- Assess the severity of the leak

And do **either** of the following:

- **Protect (cover) the case** with a large sheet of polythene and ensure that the water does not pool near the case base
- **Remove the object(s)** from the case **but** you must have all the equipment needed to hand **before** removing the case lid / opening the door of the case.

If objects need to be moved:

- Are some objects more at risk than others? (i.e. on a lower shelf or nearer the source of the leak)
- Are any of the objects at risk/affected on the **Priority for salvage floor plan**?

Where are you going to move objects to? (treatment areas to assess their condition):

Either of the following:

- *(insert the name of the area or room)* (onto floor or a table, which should be padded with blankets or foam, covered with acid-free tissue if objects are dry OR blankets and polythene if objects are damp/wet). Cordon off area, so people coming into room are kept away from objects.
- *(insert the name of an alternative area or room)* (onto floor or a table, which should be padded with blankets or foam, covered with acid-free tissue if objects are dry OR blankets and polythene if objects are damp/wet). Cordon off area, so people coming into room are kept away from objects.

(Think about any local authority, other museum, friends or neighbour's buildings that you may be able to arrange to use in the event of a major emergency where you need to move collections off site)

IMPORTANT: dry objects must be kept away from damp/wet objects. This needs to be assessed as objects are taken to treatment areas. **Ideally** there should be two areas: dry treatment area **and** damp/wet treatment area.

- Prepare treatment areas **before** objects are removed from cases.

What do you need to move the objects?:

- **Security screw drivers/ display case keys** **Important**: case lids to be left on/ doors to remain closed until objects are ready to be removed.
- **Latex/ nitrile gloves** to be worn when handling objects.
- **Scalpel/ small scissors** (to remove objects that are tied onto mounts). Do all objects need to be removed from mounts or can they be moved safely still attached to the mounts?
- **Trolleys** for moving boxes/ crates.
- **Boxes/ crates** for moving smaller objects. If there are not enough, objects will have to be unpacked at the treatment area and the boxes re-used.

(Adapt this section for the specific room or area)

SEE NEXT SECTION FOR: SALVAGE NOTES (air-drying and dehumidifiers)

Salvage notes

Air-drying:

- Can be undertaken with objects laid out over an area.
- **Bread crates** (stackable) can be used to lay objects in, as they allow air to circulate.
- A **wind-tunnel** can be created to aid drying **but** is not for use with objects that require slow air-drying. For example, polythene sheets can be draped over tables and the objects laid out beneath the table. A fan can be placed underneath the table at one end **but** the air must not directly blow onto any objects. Objects that require quicker drying can be placed nearer the fan.

Dehumidifiers:

- Can be used in rooms to help dry out rooms that have been damaged by flooding (or are water damaged after a fire).
- If used, the doors and windows of that room must be closed.
- The dehumidifier(s) must be plumbed in/or be emptied regularly **but** they must not collect the water in open containers, as the moisture will just be recycled back into the room.

DO NOT ADD HEAT DUE TO INCREASED RISK OF MOULD GROWTH

SEE NEXT SECTION FOR: SALVAGE NOTES (materials)

Salvage notes

- If objects are **dry:** keep them away from any damp/ wet objects
- If objects are **damp/ wet:** contact your Museums development Officer who can provide you with the details of a Conservator, who will be able to advise you (if he/she has not been involved in the salvage)

Please refer to appendix 4 for salvage notes on different materials. The materials relating to the each room / area can be copied from that document and paste into this section

SEE FOLLOWING SECTION FOR ADVICE ON MOULD

Mould

Mould can grow in less than **48 hours**, which is why objects should be air-dried or frozen (if suitable) within this time.

It is not possible to identify a mould and whether it is harmful without laboratory testing, so it is safer to treat all mould as if it were harmful. The effects of breathing in mould spores over time are cumulative, and can lead to health problems in later life. Always take precautions when mould is present.

- Wear **nitrile / latex gloves** when handling objects.
- Wear a **face-mask** that is suitable for use with mould spores and particulates.

Stopping mould growth:

- **Reduce humidity:** Mould can form at 65% relative humidity (RH) if there is poor ventilation. At 70-75% RH and above, mould will grow and remain active. **Use cold air fans to increase ventilation**.
- **Do not turn up the heat:** This will make it grow faster.
- **Dry or freeze wet collections:** This will not kill the mould but it will stop it growing until it can undergo conservation (not all objects can be frozen; check the materials list in this plan or ask the advice of a conservator).
- **Do not use bleach or domestic products:** These will cause additional damage and will not keep the mould from recurring.

7. *(Insert name of room or area here)* Emergency plan

7.3 Flood (Rising water)

Basic procedures

On discovering a flood, speak to *(insert to person who is responsible for the building maintenance)*, who will isolate water mains or stop the ingress of water.

Rising water:

- Assess the severity of the flood:
- How deep is the water?
- Is the water level still rising? If so, how fast?

(Add a few sentences here about the potential risk of severe flooding, whether it has been assessed as being serious etc. Also, whether it is likely that the flood waters will reach a height as to cause damage to objects.)

If objects need to be moved:

- Are some objects more at risk than others? (i.e. on a lower shelf or nearer the source of the flood)
- Are any of the objects at risk/affected on the **Priority for salvage floor plan**?

Where are you going to move objects to (treatment areas to assess their condition)?:

Either of the following (if unaffected/likely to be unaffected by flooding):

- *(insert the name of the area or room)* (onto floor or a table, which should be padded with blankets or foam, covered with acid-free tissue if objects are dry **or** blankets and polythene if objects are damp/wet). Cordon off area, so people coming into room are kept away from objects.
- *(insert the name of an alternative area or room)* (onto floor or a table, which should be padded with blankets or foam, covered with acid-free tissue if objects are dry **or** blankets and polythene if objects are damp/wet). Cordon off area, so people coming into room are kept away from objects.

- Prepare treatment areas **before** objects are removed from cases

(Think about any local authority, other museum, friends or neighbour's buildings that you may be able to arrange to use in the event of a major emergency where you need to move collections off site)

IMPORTANT: dry objects must be kept away from damp/wet objects. This needs to be assessed as objects are taken to treatment areas. **Ideally** there should be two areas: dry treatment area **and** damp/wet treatment area.

What do you need to move the objects?:

- **Wellington boots** (in correct size, otherwise tripping when handling objects is a risk).
- **Security screw drivers/ display case keys** **Important:** case lids to be left on / doors to remain closed until objects are ready to be removed.
- **Latex/ nitrile gloves** to be worn when handling objects.
- **Scalpel/ small scissors** (to remove objects that are tied onto mounts). Do all objects need to be removed from mounts or can they be moved safely still attached to the mounts?
- **Boxes/ crates** for moving smaller objects. If there are not enough, objects will have to be unpacked at the treatment area and the boxes re-used.
- **Trolleys** for moving grey bins/boxes (to be used in dry areas **only**).

(Adapt this section for the specific room or area)

If the flood in this area is serious:

- The person in charge must check Health and Safety procedures, and undertake risk assessments.
- The area may have to be pumped out by the Fire Brigade and salvage may not be able to start until the area is deemed safe. If this is the case, use the time to prepare salvage/treatment areas.
- Form a human-chain (if enough people are available) to move crates/objects. This saves person time and prevents congestion in tight areas.

SEE PREVIOUS SECTION FOR: FLOOD (water leak)

SEE NEXT SECTION FOR: SALVAGE NOTES (air-drying and dehumidifiers)

Salvage notes

Air-drying:

- Can be undertaken with objects laid out over an area.
- **Bread crates** (stackable) can be used to lay objects in, as they allow air to circulate.
- A **wind-tunnel** can be created to aid drying **but** is not for use with objects that require slow air-drying. For example, polythene sheets can be draped over tables and the objects laid out beneath the table. A fan can be placed underneath the table at one end **but** the air must not directly blow onto any objects. Objects that require quicker drying can be placed nearer the fan.

Dehumidifiers:

- Can be used in rooms to help dry out rooms that have been damaged by flooding (or are water damaged after a fire).
- If used, the doors and windows of that room must be closed.
- The dehumidifier(s) must be plumbed in/or be emptied regularly **but** they must not collect the water in open containers, as the moisture will just be recycled back into the room.

DO NOT ADD HEAT DUE TO INCREASED RISK OF MOULD GROWTH

SEE NEXT SECTION FOR: SALVAGE NOTES (materials)

Salvage notes

- If objects are **dry:** keep them away from any damp/ wet objects
- If objects are **damp/ wet:** contact your Museums development Officer who can provide you with the details of a Conservator, who will be able to advise you (if he/she has not been involved in the salvage)

Please refer to appendix 4 for salvage notes on different materials. The materials relating to the each room / area can be copied from that document and paste into this section

SEE FOLLOWING SECTION FOR ADVICE ON MOULD

Mould

Mould can grow in less than **48 hours**, which is why objects should be air-dried or frozen (if suitable) within this time.

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- Wear **nitrile / latex gloves** when handling objects.
- Wear a **face-mask** that is suitable for use with mould spores and particulates.

Stopping mould growth:

- **Reduce humidity:** Mould can form at 65% relative humidity (RH) if there is poor ventilation. At 70-75% RH and above, mould will grow and remain active. **Use cold air fans to increase ventilation**.
- **Do not turn up the heat:** This will make it grow faster.
- **Dry or freeze wet collections:** This will not kill the mould but it will stop it growing until it can undergo conservation (not all objects can be frozen; check the materials list in this plan or ask the advice of a conservator).
- **Do not use bleach or domestic products:** These will cause additional damage and will not keep the mould from recurring.

7.4 Priority for salvage floor plan

The floor plan for this room / area, showing pictures and descriptions of priority objects should be inserted here. See appendices 6 and 7 for guidance.