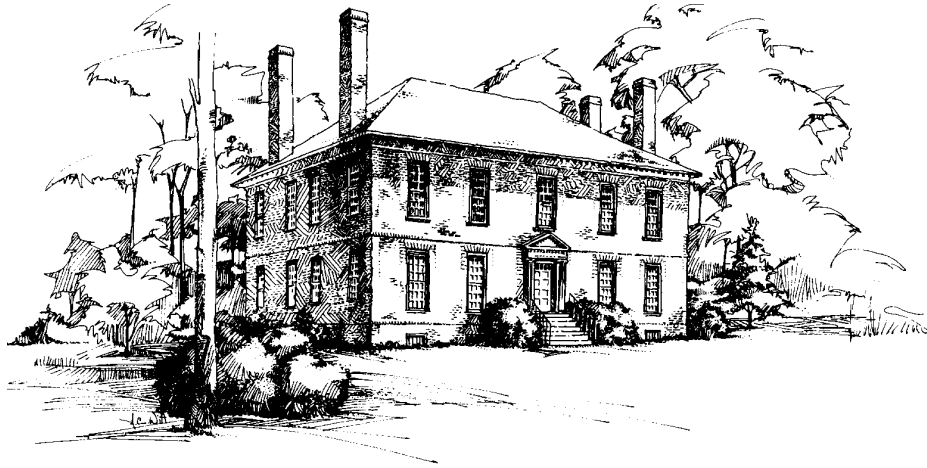


Wilton House Museum

Emergency Preparedness and Response Manual



Last Revised: March, 2023

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A special note on volunteers and emergencies

Our volunteers can provide very important services in the event of emergency situations. They are the ones who will be on tour with visitors if there is a fire in the house. They will be answering the phone if a bomb threat is called in. They will be present if someone trips on the front steps of the house. In general, they will in many cases be the first person on the scene in a problem situation.

It is important that they are made aware of our adopted procedures for handling these situations and what is expected of them. We also need to reaffirm our faith in their ability to cope with situations for which we have prepared them. Their actions could determine the difference between a problem and a disaster.

Here are a few guidelines that should prove helpful to the volunteer corps in the handling of emergency situations.

1. **Don't panic-** The best way to handle any problem is to try and remain calm. A panic reaction to a problem will only compound it and could create new problems that could have been avoided.
2. **Seek Assistance-** If help is needed, call for it. It is the responsibility of the staff to deal with disaster situations. They have been trained for it, so let them handle these things when they arise.
3. **Provide Assistance-** If asked to do something by the staff member in the course of an emergency, please do your best to comply. The biggest responsibility shared by staff and volunteers is the protection of the general public. Our visitors come first. It is then the staff's responsibility to see to the protection of the volunteers.
4. **Spread Order-** If you are calm and professional in the face of a problem, our visitors will behave likewise in most cases. Do your job and calmly lead or direct guests away from dangerous areas and they will react in an orderly fashion.
5. **Common Sense-** Protect our visitors and protect yourself. Let the staff and emergency services worry about the rest. It is their job.

I. Contacts

Staff

Joseph Rizzo
Executive Director
W: (804) 282-5936 ext. 2
C: (716) 481-3076
E: jrizzo@wiltonhm.org

Erica Blake
Director of Visitor Experience
W: (804) 282-5936 ext. 4
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Elizabeth Gosack-Fleming
Operations Manager
W: (804) 282-5936 ext. 3
C: (804) 356-0439
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Christopher Gangloff
Registrar Administrator
W: (804) 282-5936 ext. 7
C: (804) 205-8619
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Erica Borey
Collections Manager & Archivist
W: (804) 282-5936 ext. 5
C: (804) 291-7660
E: eborey@wiltonhm.org

Dames

Liza Sackson
NSCDA-VA President

Margaret Reynolds
Museum Board Chair

Contractors

Aces (software brains that control HVAC) (804) 264-2911
Bay Diesel (generator) (804) 230-3495
EMC (HVAC company) (804) 359-9624
after hours emergency (804) 359-9625
Woodfin Oil (generator fuel) (804) 730-5000
Johnson Controls: (800) 435-3750
Watson Electrical (804) 550-4881
Phones (Seacom): (804) 262-0052
IT (Michael Gray): (804) 726-6550
Cleaning (Herbert Watkins): (804) 389-9762

Utilities

Fire/Ambulance/Police: 911
Non-emergency Number: (804) 646-5100
Gas Department(City): (804) 646-7000
Water Department(City): (804) 646-7000
Electric (Dominion VA Power): (888) 366-4357
Non-emergency line: (804) 646-5100

Essential Vendors

Pest Control (EUI Unlimited):	(804) 550-5657
Window Cleaning/replacement- Paul Jordan:	(804) 683-4978
Gutters (RW Harper):	(804) 233-6550
Chimneys (Southern Brick):	(804) 355-7826
Virginia Conservation Association:	(757) 727-5553
Fabric/Paper Conservator- Pam Young:	(757) 565-8761
Furniture Conservator- Bill Ivey:	(804) 358-7545
Painting Conservator- Scott Nolley:	(804) 226-1970
Textile Conservator- Claudia Walpole:	(434) 973-9070
Clock Conservator – Doug Whitesell:	(540) 687-5550
Freezer facility (Lineage Logistics):	(804) 232-1266
Archival and Museum Supplies (Gaylord):	(800) 448-6160
Fire Extinguishers (Fire Protection Equip. Co.):	(804) 262-1594
Work Environment Assoc. (Mold and Mildew Testing)	(804) 409-8228
Virginia Conservation Association (Kate Ridgeway, Prez.).....	(804) 482-6442

II. SECURITY PROCEDURES

AAE Security Systems provides 24-hour security for Wilton House Museum and the Dependency through keypads at the main entrances to each building that, when armed, can be triggered by 98 different alarm codes corresponding to a series of motion detectors throughout both buildings, all exterior doors of both buildings, all first floor windows in the museum, and the second floor windows over the front and back door to the museum.

A. Using Security Codes

Authorized staff must be able to disarm an armed building upon arrival, or arm a disarmed building prior to leaving. In order to do so, she will enter her 4-digit alarm code, followed by either 'Off' or 'Away', followed the number representing the area she intends to arm/disarm, given below, followed by 'ready'.

1. Wilton House
2. Dependency
3. Collections Storage

Examples:

Disarming the museum = XXXX (personal code), 1 (Off), 1 (Wilton House), * (Ready)

Arming storage = XXXX (personal code), 2 (Away), 3 (Collections Storage), * (Ready)

WALKING PAST SOMEONE BEFORE THEY FINISH DISARMING THE BUILDING WILL TRIGGER A SILENT ALARM.

B. Bypassing Alarms

****DISARMED****

If, when attempting to arm the system the keypad displays hit * for faults , you must either respond to the fault or bypass it. A list of each alarm code and its corresponding alarm is located near the keypad at the museum entrance.

C. Emergency Code

In the event of an unforeseen emergency when no staff member is available and someone must be given access to Wilton, **4444** is a changeable code that can be given to an individual who does not normally have one. It does not trigger any alarms.

The code panels also have 'FIRE', 'MEDICAL', and 'POLICE' emergency buttons that will emit a loud alarm and immediately send the appropriate emergency service when pressed for a few seconds.

D. Duress Code

The duress code, **0215**, is for use in a dangerous situation when overtly signaling for help is inadvisable, such as during an armed robbery. Entering the duress code will appear to turn off all alarms, but it will also silently notify AAE Security, who will immediately send police.

E. Silent Alarms

There are four silent alarms throughout the museum building. Pulling any of the silent alarms will trigger the security system to send the police without first calling. They are located:

1. Next to the museum north door
2. In the hallway to the Master bedroom under the window ledge

3. Portable “watch” in Visitor Services desk (#3)
4. Portable “necklace” in Operation Manager’s desk
5. Portable “necklace” in Registrar’s office

The stationary silent alarms have special keys to reset them, located in the fire alarm box in the hallway between the Chamber and Apartment.

F. Responding to Alarms

Failing to enter the code to deactivate the alarm properly will alert AAE Security Systems, who will respond to a tripped alarm by calling museum/NSCDA-VA staff in the order given below. If the alarm is triggered in error, answer the phone and provide the password, “Mrs. Cox”. If AAE fails to reach someone, they will go to the next person on the list. If they get to the end of the list and no one answers the phone, or if someone answers but provides the incorrect password, the police will be dispatched to respond to the alarm.

1. Operations Manager and Wilton House Museum phone lines
2. Executive Director
3. Director of Visitor Service.

If AAE provides notification of an alarm, please consult the following scenarios:

1. Motion detector alarm triggered **without** exterior door or window alarm triggered → instruct them to disregard. Check ring cameras to confirm there is no threat.
2. Door to dependency triggered during museum hours → instruct AAE to disregard, call museum docent and ask them to direct any rental people to leave and shut the doors. Check ring cameras to confirm there is no threat.
3. Door or window triggered after museum hours **without** motion detector alarms triggered → instruct them to disregard but continue monitoring. Check ring cameras to confirm there is no threat.
4. Door or window and motion detector(s) triggered → check ring cameras and stay away until the police arrive.
5. Chiller fault after museum hours → mass text to all staff so that someone who is available can come restart it.

G. Landline Communication

In the event of an emergency, all desk phones can be paged from any other desk phone by pressing ‘#0’. Communication is one-way. Specific offices can also be reached from any other desk phone. Each office has one, and there is one in the first floor of the museum by the entrance to the Apartment, and on the second floor museum in the NW storage room closet.

White phones at the visitor services desk and in the registrar’s office in the Dependency are available for regular use, or in case of an emergency press the red button.

H. Ring Cameras

Several cameras connected through the Ring app record all activity on the grounds and basement level of the Dependency and can be accessed through a Wilton shared account. There are no cameras in offices or tour or storage areas due to privacy concerns of visitors and staff. Alarms for movement triggered by any of the cameras can be toggled on or off for each staff member according to their preference and job duties.

I. Electric Gate

The electric gate can be opened/closed remotely through the myQ app on staff phones. If necessary, it can be opened manually by turning the gate switch to off and pulling/pushing the bars.

III. HURRICANE

First Phase: Early Warning Preparations- When the National Weather Service issues a **HURRICANE WATCH** indicating a warning period of 48 hours or more, the following steps should be put in motion by order of the Executive Director:

A. Site Preparation

1. All yards, grounds, planted areas, and green spaces will be cleared of loose debris and dead growth that might be thrown around by high winds.
2. Construction materials on site will be stacked together, covered with tarpaulins and staked down as necessary.
3. Storm drains on the grounds and city storm drains on adjoining streets will be examined and cleared of debris.
4. An exterior examination of all buildings will be performed to check for improperly functioning doors and windows, and for roof and structural deficiencies.
5. Verify that the Generator fuel tank is full.

B. Structure Preparation

1. A visual inspection of emergency supplies will be conducted by the staff and missing or expired supplies will be purchased
2. All security and fire systems are tested regularly by the designated contractors. The Operations Manager and/or Collections Manager should check walkie-talkies and flashlights during a hurricane watch.
3. The Executive Director/Operations Manager and designated service companies will inspect all HVAC systems and drains, especially the proper functioning of the basement sump pump at the main house.
4. The Operations Manager will insure sufficient quantities of petty cash for emergency use.
5. The Collections Manager should locate materials necessary to remove or protect endangered items in historic structures.

C. Staff Preparation

1. The Executive Director will meet with the staff to review emergency plans and meet with their personnel to go over assigned responsibilities.

Second Phase: Storm Imminent Preparations- When the National Weather Service issues a **HURRICANE WARNING** indicating the imminent threat of a hurricane to our area with eighteen hours or less of lead time the following should be undertaken:

A. Structures

1. All storm shutters for the main house should be closed and secured. Shutters, blinds, and drapes in the various structures of the complex should be closed and secured.
2. The Collections Manager will remove endangered artifacts from areas of exposure in the Museum and Storage. Also, exhibits will be covered, moved or otherwise protected. See section IX-b for a list of objects in each room to be moved.

3. Vulnerable furniture near the windows and fireplaces should be moved to the interior walls of the house. Consider lining all interior window sills and fireplaces with absorbent padding/towels.
4. Garden furniture at Museum will be removed to inside the Dependency.

B. Staff Action

1. The Executive Director will meet as needed with staff to ensure that preparations are proceeding smoothly.
2. The Executive Director will decide when/whether to close the museum.
3. Once closed, the Operations Manager will update the phone system and the Director of Education will update the website.
4. Office personnel should attend to the securing of files and electronic data within their own areas.

Third Phase: Immediately Prior to the Storm- These are last minute items that should be attended to immediately prior to evacuating the site.

A. Staff Notification to Evacuate

1. If there are visitors during time of sudden high winds and/or heavy rain, escort them to the basement. Account for all guests and staff. If possible, have one staff member stay with all visitors while other staff close the house upstairs.

B. Final Facilities Check

1. Turn off or disconnect all nonessential electrical equipment. See section IV. Power Outage.
2. Secure all buildings and lock all gates.
3. Evacuate site as instructed at the Executive Director's discretion.
 - a. In the event of a minor storm it might be necessary for security or administrative personnel to remain on site. In that event, such personnel will need to follow regular security routines to the best of their ability without undue exposure to hazardous situations.

III-A. SEVERE WEATHER

- A. Thunderstorms – The primary threats faced in thunderstorms are wind and lightning.
 - 1. Secure loose materials on the grounds so they will not blow around.
 - 2. Go to a place of safety.
 - 3. Tours in the museum should descend to the basement and remain there until the storm passes. Guests in the Dependency should descend to the meeting hall and remain there until the storm passes.
- B. Lightning Response
 - 1. In severe thunderstorms landline telephone usage should be limited to short calls.
 - 2. If there is strong lightning, employees may be instructed to turn off computer equipment.
- C. Flood
 - 1. All of the surrounding streets flood badly. Employees coming into work under flood conditions should keep this in mind.
 - 2. All of the parking lots are very high, so cars parked there should be well protected.
 - 3. Clean storm drains are the best protection against flooding. Report clogged drains to the Operations Manager. The sump pump and storm drains at the Main House should be carefully monitored to make sure there is no build-up of water there.
 - 4. If the basement of the main house floods, push water into the sump pump drain along the north wall of the visitor's center and into two drains in the equipment room. The visitor's center sump pump can be accessed via a false bottom in the rightmost cabinet of the closet on the northwest wall.
 - 5. Emergency water shutoffs are located in the northwest floor of the visitor's center, as well as west of the front gate by the large green irrigation bag. A water key is located in the equipment room by the bathroom and in the shed.

III-B. RIDING OUT THE STORM

If you are placed in a position where remaining with the museum through a storm is necessary or advisable, there are some specialized instructions that should be followed.

A. Rounds

1. Before the storm hits, make rounds as carefully and as frequently as possible looking for anything that may have been missed in earlier preparations.
2. Once the storm is in progress, remain in the basement of the museum. This is where the potential for problems is the greatest and therefore requires the greatest attention. It is also one of the strongest structures in the complex.
3. Frequently check the following trouble spots in the house.
 - a. Fireplaces for flooding.
 - b. Doors for leakage and damage.
 - c. Windows and shutters for leakage and damage.
 - d. North wall of the basement for leakage.
 - e. East and West basement entrances for leakage.
4. If you notice hazardous situations while making rounds, like sheet metal blowing across the lawn, do not attempt to correct this situation yourself. Be mindful of who it may impact and notify the appropriate parties, i.e. CSX (800-232-0144), Neighborhood Association (ckpolk@me.com), Dept. of Public Works (311).

B. Damage to Collection

1. If the storm has damaged the structure in such a way that the elements present an immediate threat to the interior of the house and/or collection items, addressing the threat in order to prevent further damage takes priority over any potential damage an individual object may incur through the process of addressing that threat.
 - a. Cut off the source of damage as well as you can with a tarp, duct tape, absorbent padding, and/or any other means necessary. Damage caused by the use of such items will be less than the damage incurred by wind and rain.
 - b. Remove objects in the immediate area first. Try to keep them isolated from unaffected objects.
 - c. Remove all objects in the room and close the door
 - d. Notify the Collections Manager

IV. POWER OUTAGE

In the event of a sudden power outage, power will switch over to the generator. If this occurs, turn off the breakers indicated in Appendix 6, to save fuel. If the outage is anticipated and/or prolonged, unplug all **non**essential electrical equipment.

Essential electrical equipment: Do not disable unless generator is in danger of running out of fuel.

- Server
- HVAC systems in Equipment Room
- De-Humidifier Storage (only necessary if hot/wet weather)
- HVAC computer in Classroom (not monitor)

Generator:

The generator will detect a power outage and take over providing electricity. The fuel gauge is visible on the south side from above and should be checked periodically.

Chiller:

In the event of a power outage, the chiller must be manually restarted. Unlock the left panel on the side facing the dependency with a flathead screwdriver or similar tool. Instructions for restarting are on the inside of the panel.

V. FIRE

The most potentially disastrous situation the museum faces is the loss of a structure to a major fire. All employees should be constantly vigilant to the possibility of circumstances that could result in a fire. To help eliminate some of the potential for a fire we have certain guidelines we follow in our daily operation.

- A. Smoking is prohibited throughout the property. This rule applies to employees, contractors, visitors, and the public at large.
 - B. Flammable liquids, and equipment requiring the use of such are not stored in historic structures.
 - C. The use of open flame equipment by contractors in effecting repairs will be closely monitored.
 - D. Since fire prevention is the business of all employees, please make sure you are fully familiar with the following information concerning fire procedures.
- A. Reporting
 - 1. Fires reported by the alarm
 - a. AAE will notify the fire department automatically.
 - b. During business hours, the alarm company will then notify the administrative office. Staff will investigate the report and if invalid, may request a cancellation of the call to the fire department.
 - 2. Fires discovered by employees
 - a. Notify someone else. Do not attempt to fight a fire by yourself.
 - b. One employee should handle notification of the fire department and another monitor the fire and begin evacuation.
 - c. If you are instructed by another employee to notify the fire department, that becomes your prime responsibility.
 - d. If you are the only employee on duty and completely alone in the complex, notification takes place over everything except getting to safety.
 - 3. Notification process
 - a. Phone 911 and calmly report the exact position of the fire.
 - b. Proceed to the nearest street entrance to the fire and wait there to direct the fire department to the source of the blaze.
 - B. Evacuating
 - a. If notified of a fire in your area—
 - 1. Calmly evacuate quickly to another area of the property
 - 2. If not already done, notify the fire department
 - 3. Remain together as a group
 - b. If notified of a fire in another area—
 - 1. Remain where you are. If your services are needed you will be easier to find.
 - c. Fire Fighting
 - 1. Extinguishers are located throughout the complex, **but should only be used if the fire blocks the only available exit.**
 - 2. When using extinguisher, remember “**PASS**” – Pull pin from handle, Aim at base of fire, Squeeze handle and Sweep from side to side.

Fire Extinguisher Locations

Museum:

Basement offices: Lobby

First Floor of Museum: Stairway to Basement

Second Floor of Museum: Nursery closet

Dependency:

Meeting Hall (lower level): Kitchen

First Floor: By alarm by front door

Second Floor: By storage door

VI. INJURY

A first aid kit is located in the basement lobby to the hallway and under the Director of Education's desk. In the Dependency there is a first aid kit under the Operation Manager's desk. These should periodically be inventoried and restocked, if necessary.

A. Visitors and Volunteers

1. Notify senior staff person on-site.
2. Reassure the visitor, and ask if they need assistance.
3. Provide requested assistance if possible.
4. Do not verbally apologize for or accept any responsibility for the accident.
5. Encourage the injured to seek medical assistance in the presence of witnesses.
6. An *Accident Report Form*, located in the docent sign-in book, will be completed at the scene of the incident by the senior staff person present.
7. Remember that our first concern is for the well-being of our visitors.

B. Staff

1. Injuries should be reported to the employee's immediate supervisor.
2. Where appropriate, emergency medical treatment should be sought.
3. Following the accident, an *E-1 Employer's First Report of Injury or Illness* form will be completed. Copies will be forwarded to the Virginia Workers' Compensation Commission, the museum's insurance company, and agent.
4. Follow-up forms will be prepared as needed.

VII. ACTIVE SHOOTER

Per the US Dept. of Homeland Security: An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

In brief: RUN, HIDE, FIGHT.

A. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

B. Hide

1. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
 - Be out of the active shooter's view
 - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
 - Not trap you or restrict your options for movement
2. To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture
3. If the active shooter is nearby:
 - Lock the door
 - Silence your cell phone
 - Turn off any source of noise (i.e., radios, televisions)
 - Hide behind large items (i.e., cabinets, desks)
 - Remain quiet
4. If evacuation and hiding out are not possible:
 - Remain calm
 - Dial 911, if possible, to alert police to the active shooter's location
 - If you cannot speak, leave the line open and allow the dispatcher to listen

C. **Fight!** Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons

- Yelling
- Committing to your actions

D. How to respond when law enforcement arrives

1. Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.
 - Officers usually arrive in teams of four (4)
 - Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
 - Officers may be armed with rifles, shotguns, handguns
 - Officers may use pepper spray or tear gas to control the situation
 - Officers may shout commands, and may push individuals to the ground for their safety
2. How to react when law enforcement arrives:
 - Remain calm, and follow officers' instructions
 - Put down any items in your hands (i.e., bags, jackets)
 - Immediately raise hands and spread fingers
 - Keep hands visible at all times
 - Avoid making quick movements toward officers such as holding on to them for safety
 - Avoid pointing, screaming and/or yelling
 - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
3. Information to provide to law enforcement or 911 operator:
 - Location of the active shooter
 - Number of shooters, if more than one
 - Physical description of shooter/s
 - Number and type of weapons held by the shooter/s
 - Number of potential victims at the location
4. The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.
5. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

VIII. PANDEMIC

This emergency pandemic response was developed in response to [COVID-19](#), but may be applied to any outbreak of contagious illness. Staff and volunteers are reminded to practice safe hygiene habits, such as washing hands, not touching your face, and avoiding others when ill or in the role of caretaker.

In the interest of limiting the spread of socially communicable disease, the following precautions may be taken during periods of heightened concern regarding pandemic illnesses. Communication of changes to routine operations will follow per the emergency communication list ([Appendix 1](#)).

- A. Limiting spread through cleaning & sanitizing surfaces
 - a. Visitor Service staff will clean regularly touched surfaces (doorknobs, hand rails, touch screens, etc.) at the end of each day during which tours occurred, or after each tour if deemed prudent.
 - b. When giving tours, docents are reminded to instruct visitors to avoid touching surfaces in the museum; most museum objects are not easily or safely disinfected, and so may harbor germs that can endanger our visitors when touched. Exceptions include the stair railing, window seats, reproduction chairs, and any exhibit-related props, such as stanchions or vitrines, which will be cleaned regularly.
 - c. Collections and Visitor Service staff will clean the stair railing, window seats, reproduction chairs, and exhibit-related props with a solution of soap and water at the end of each day during which tours occurred, or after each tour if deemed prudent.
- B. Working from home
 - a. The Executive Director may make the decision to keep the museum open, but request that all non-essential personnel work from home. Essential personnel include at least two staff, one of whom is qualified to give tours.
 - b. An employee may decide for herself whether to work from home according to her best judgment, and is welcome to do so if able.
- C. Closing the museum
 - a. The Executive Director may make the decision to close the museum for a certain period of time. All employees should work from home.
 - b. If closed, the Education Director will share the revised hours with the public on all relevant forums.
- D. Cancelling events
 - a. The Executive Director may decide to cancel programs or events in order to prevent the spread of contagious illness. Cancellations should occur enough in advance of an event in order to provide notification to attendees.
 - b. In the event of a cancellation, the organizing staff is responsible for updating contractors or vendors, and the Director of Education will share the information on the relevant forums so that all attendees understand the change.
- E. Sick leave
 - a. All staff have access to paid sick days according to their hourly or salaried schedule. Consult the Personnel Policy to determine your access to sick leave.
 - b. If you feel you are sick or contagious, please do not come to the museum, event, or program.

IX. MISCELLANEOUS

A. Bomb Threats

1. When a call comes in remain calm.
2. Try to make written notes of exactly what is said.
3. Ask questions. The more the caller says, the more likely you are to hear an important piece of information.
4. Immediately notify the senior staff person on-site or from the Emergency Notification List, Appendix 1.
5. During public hours, an orderly evacuation will be initiated. See Evacuation Guide Appendix 4.
6. Notify the police department.

B. Earthquake

1. Remain calm and proceed to the nearest doorway or indoor wall (museum), or get underneath a sturdy table (offices or dependency).
2. Ask other staff/visitors to do the same.
3. Wait for a few minutes after shaking stops. There may be an aftershock or falling objects unbalanced by the shaking.

C. Data Loss / Hack

1. If you think you may have been hacked/downloaded a virus/opened a suspicious email you must IMMEDIATELY disconnect your machine. Unplug it as quickly as you can to prevent the spread of the problem. Do not take the time to finish an email, bookmark a page, logout, etc.
2. Contact Liz and/or our IT contract.

D. Gas Leak

1. A gas leak is detectable by the tell-tale smell of Sulphur. If you notice such a smell, evacuate the building.
2. Call public works to report a gas leak
3. Call EMC to come repair the damaged pipe.

X. MEDIA RELATIONS DURING A CRISIS

The Executive Director is the only authorized spokesperson for the museum. He/She may choose to channel messages through another designated staff person. The museum will give out only factual information, doing so as it is received. No speculations will be made. The spokesperson will correct any false information given out by outside agencies who may also be on the scene. The museum will strive to cooperate with the press, helping its members get the information they need in order to do their job. However, any information which could be legally damaging to an individual or the museum will be kept confidential.

I. For all personnel:

- A. Alert the Executive Director and public relations person immediately. They should receive the following details, if applicable:
 - What the problem is;
 - How it began;
 - What's happening now;
 - Which outside agencies have been called in;
 - When all the facts will be available;
 - Whether procedures for clearing the area of spectators and unauthorized persons have been put into effect;
 - Whether the press has been called or is present.
- B. Refer all inquiries to the designated spokesperson.
- C. **UNDER NO CIRCUMSTANCES SHOULD STAFF SPEAK TO OUTSIDERS (PRESS OR OTHERS) ON BEHALF OF THE MUSEUM IN ANY EMERGENCY OR CRISIS.** Do NOT answer or make statements to the press or outsiders and do NOT say "no comment". Politely tell the press or outsiders that their questions will be answered as soon as possible.
- D. Establish a media center, if the crisis warrants one. If the media will be arriving on the scene, there should be a place to which they should be directed- a safe place from which they can watch progress in solving the crisis and also receive up-to-date and accurate progress from the spokesperson. This will be in the administrative office or Dependency if practical considering the situation.
- E. Keep a log of information that has been released. All facts given to the media should be logged to show when and how the information became known and when and to whom it was released. Track questions received.
- F. Do not release names of any affected parties. Law enforcement officials or other outside agencies may release names prematurely, without the knowledge or consent of museum officials. However, it is imperative that this information not come from the museum spokesperson.
- G. Don't speculate. If you don't know the answer, a simple, "We do not know at this time" is sufficient.
- H. Avoid minimizing the effects. No matter how minor the incident may seem, it may be serious to the injured, their families and other members of the museum's constituency.

XI. Evacuation

XI-A. Personnel

Routes for evacuation from each building are marked on the map, located in Appendix 3. Below are listed the holding points for staff, volunteers and visitors. These are the places that evacuees should proceed to in the event of a fire or other emergency.

Museum: The holding area for persons evacuating the museum due to fire is the upper parking lot. The holding area for persons evacuating the museum due to other causes is the lower floor/meeting hall in the dependency building to the east of the museum.

Dependency: The holding area for persons evacuating the dependency building due to fire is the upper parking lot. The holding area for persons evacuating the dependency for other causes is the basement/administrative office of the museum, to the west of the dependency.

XI-B. Vulnerable Objects

Objects of different media respond to rapid changes in temperature and humidity differently. The most vulnerable are leather and paper. The least vulnerable are ceramics and glass. If the emergency requires prioritization of efforts, focus on more vulnerable items first. Going room to room, follow this procedure:

1. Box all small objects
2. Cover objects that cannot be moved with polyethylene sheeting (e.g. mirrors)
3. Close furniture and move it away from windows
4. Remove objects from closets

XII. Disaster Recovery

As soon as practical, staff members should report to work at their regularly scheduled times unless directed otherwise. **Everyone will be notified about emergency situations through the “Employee Notification Plan” as outlined in Appendix 1.**

The Richmond Museum Emergency Support Team (MEST) is a cooperative assembly of representatives from Richmond Virginia metro area museums, libraries, and archives established for the purpose of mutual aid in preparing for, and responding to, emergency and disaster incidents affecting participating institutions. MEST should be contacted if the scale of the recovery exceeds the abilities of staff and volunteers alone.

As many teams as possible/necessary will be formed to deal with disaster recovery, depending on the scope of the disaster and damage to the collection. Each team will consist of a recovery director, a recorder, and a photographer, as well as other volunteers to enact recovery procedures per the recovery director’s instructions. Their respective duties are as follows:

Recovery Director:

- Work to get temperature close to 65°F and RH close to 50%
- Delegate responsibilities and train untrained volunteers in object handling
- Prepare workspace and direct any in-house damage assessment and mitigation
- Decide what needs to go to conservator and ensure it is properly packed

Recorder:

- Numbers and labels packaged objects and records their condition and steps taken to address damage
- Keep track of time spent recovering for later use in insurance claims or grants

Photographer:

- Document damaged areas and damaged objects, for both insurance and conservation

Other volunteers:

- Prepare place to clean/dry damaged objects
- Wrap and package damaged objects
- Move packaged objects to central location for sorting
- Sort objects and transport to designated location depending on level of damage & object type

The recovery process will depend upon the nature of the disaster: objects may be waterlogged/molding, burnt/flaking, infested with pests and/or broken/crushed. The recovery will follow these basic steps:

1. Isolate damaged area
2. Document damage
3. Individually wrap all pieces of damaged object with tag or label.
4. Pack objects based on material, type of damage sustained, and severity of damage.
5. Place packed objects in lower passage to sort for transportation to conservation, cleaning on site, or storage

The following pages detail what to do if objects have gotten wet, one of the most likely disaster scenarios that also has steps the non-conservator staff can do to mitigate damage.

a. Paper/Books

Priority:	Freeze or dry within 48 hours. Paper must not be allowed to air dry in a clump or it will permanently block together. If pages are slightly damp and separable, interleave pages before items have an opportunity to dry. If saturated, coated paper must be frozen as soon as possible for treatment by a conservator.
Handling precautions:	Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers. Oversized books need to be fully supported and may need to be moved one at a time.
Supplies needed:	blotter paper, bookends, dehumidifier, fans, masking tape, freezer, sponges, plywood sheets
Procedure:	<ol style="list-style-type: none">1. Closed books that are muddy should be rinsed before drying.2. Air drying is suitable for <100 books that are not thoroughly soaked. Requires space to spread the books out. Books are stood upright and gently fanned open to dry. Keep the air moving at all times using fans directed away from the volumes. Use dehumidifiers as needed to keep RH at or below 50%.2. Oversize volumes must lay flat and should be turned when the blotter is changed. Pages should be interleaved with sheets of uninked newsprint or blotting paper that is slightly larger than the book leaf, and changed as they become saturated.3. Freeze drying is suitable for books that are very wet. Pack and ship to drying facility. Separate books with freezer paper, pack spine-down in milk crates, plastic boxes, or cardboard boxes lined with plastic sheeting. Pack carefully and ship to a drying facility; volumes packed with distortions will retain them permanently.

b. Paper – Framed or Matted

Priority:	Wet paper must be frozen or air-dried within 48 hours. Framed and matted items must be disassembled prior to air drying or freezing
Handling precautions:	Caution must be exercised so as not to puncture or tear the wet paper in the process of removing the frame and mounting materials.
Packing Method:	Move items only after a place has been prepared to receive them.
Supplies Needed:	blotter paper, plastic bags, labels, mat-board, pliers, screwdriver, scissors, masking tape.
Procedure:	<ol style="list-style-type: none">1. Place frame face down on a smooth, flat surface covered with blotter paper or plastic bubble pack.1. Carefully remove dust seal and hardware, placing metal pieces in a labeled container.2. Gently push up on the glazing (glass or plexi covering face of object) to see if paper is adhered to it or the rabbet (inside lip) of frame. If so, leave as is and consult with a conservator.3. If not, place a piece of board (matboard, plexi, etc) over the back of the object. Using two hands, invert framed assemblage so that the glazing and image are face up. Gently lift off the frame and glazing.4. If the glazing is broken, place masking tape over the breaks. Keep glazing face down and gently remove paper from the back. If pieces of glass have dropped behind rest of glazing, hold frame vertically to remove the mat and/or paper.5. To remove item from its mat, place image face up. Lift window mat-board and detach paper from back mat by carefully cutting hinges. If the object is attached firmly to the mat, do not attempt to remove. Proceed to drying as Paper/Books

c. Photographs

Priority:	<u>within 24 hours</u> : ambrotypes, daguerreotypes, tintypes, glass plate negatives <u>within 48 hours</u> : color prints and film, silver gelatin prints and negatives
Handling precautions:	Do not touch emulsion; hold by the edges or margins. Always lay it emulsion side up.
Packing method:	If photos and/or negatives are allowed to partially dry while in contact with each other, they will stick together. Maintain wetness until drying process can take place by packing photos in containers of fresh cold water.
Supplies needed:	blotter paper, cheese cloth, distilled water, fans, dehumidifier, plastic trays, scissors, bubble wrap, clothes line, squeegee, plastic bags, rust-proof or plastic clips, sponges, soft bristle brushes, drying racks
Procedure:	<ol style="list-style-type: none">1. Carefully remove prints and negatives from their enclosures. Pay close attention to labeling.2. <u>Cased photographs</u> – carefully open the case and place the photograph face up on blotters. Do not attempt to disassemble the components, remove debris, or wash the photograph. If water or debris is trapped within the assemblage, contact a conservator.3. <u>Uncased images</u> – Air dry emulsion side up on clean absorbent blotters. Remove and retain cover slips from glass slides. Do not attempt to clean debris from images.4. <u>Black and white prints</u> – Place prints in a tray and fill with cool water (60-70°). Agitate the tray and change the water several times maintaining water temperature. After 15 minutes, drain the water and air dry. Reduce washing time for deteriorated and card-mounted prints.5. <u>Color prints</u> – same for black and white, with only 10 minutes washing time. Reduce for deteriorated prints.6. <u>Negatives, silver gelatin</u> - Soak the films in clean, cool water for 30 mins. Use caution to avoid reticulation. If there are particulates on the film, rinse for 10-15 mins while gently brushing surfaces under water with a soft bristle brush, then wash for an additional 15 mins. Rinse with Kodak Photo Flo solution, ½ oz per 1 gallon water.7. <u>Glass plate negatives</u> – collodion – Do not wash or expose plates to further moisture; if any image remains, air dry immediately, emulsion side up.8. <u>Kodachrome transparencies</u> – was as described for silver gelatin negatives9. <u>Ektachrome transparencies</u> – was as described for silver gelatin negatives, omitting the Photo Flo, then dry. Consult a photo conservator as they may require stabilization.10. <u>Color negatives</u> – was as described for silver gelatin, omitting Photo Flo, then dry. Consult a photo conservator after transparencies have dried, as they may require stabilization.11. <u>Prints and films</u> - Dry film by hanging on a clothesline at room temperature in a dust free area. Lay glass plates and prints emulsion side up on a clean absorbent blotter.12. <u>Photo albums</u> – air dry with sheets of blotter between each leaf. Change blotter paper as it becomes damp or wet. If album can be dismantled, separate the leaves and air dry on clean blotters, periodically turning pages to promote drying. If drying cannot proceed immediately, wrap the volume in plastic and freeze.13. Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain humidity at or below 50% RH.

d. Textiles

Priority:	Dry archaeological textiles and those with bleeding dyes asap, all others within 48 hours to prevent mold growth.
Handling precautions:	Handle wet textile objects only when necessary and as little as possible, as they can be extremely weakened by contact with water. Support wet textile objects thoroughly when moving them with either a solid support or a sling, as the weight of the water increases the possibility of damage. Wet hanging costumes should not be rehung. Don not unfold or spread out wet textiles or stack them on top of one another.
Packing Method:	If large space needed, clean floor and use floor space. Table and floor surfaces should be covered with clean polyethylene sheeting, and then with clean blotters or other absorbent material. Fans can be used to increase air circulation and speed drying.
Supplies Needed:	Terry cloth toweling, blotters, sponges, fans, cheesecloth, muslin or boards for carrying, fabric for sling
Procedure:	<ol style="list-style-type: none">1. Textiles with bleeding dyes should be dried first. Concentrate drying on areas that are bleeding. Hair driers on low heat can be used. Cover the bleeding textile with cheesecloth and be sure it is in close contact with the surface until the textile is dry or transferred to a conservator.2. Excess water can be removed from very wet textiles in good condition by gentle blotting with sponges. Absorbent materials such as blotters and terry cloth toweling should then be placed on top of the objects, removed when saturated, and replaced with dry ones.3. When the textiles have dried to an appreciable level, they can be gently handled to open out folds and expose new areas to the air.4. Costumes can be padded out slightly with acid-free tissue, polyester batting, or nylon tulle to speed drying and prevent creasing.

e. Wood

Priority:	Begin drying within 48 hours to prevent mold growth. Polychromed objects require immediate attention; consult a conservator
Handling precautions:	Move objects only after a place is prepared to receive them. Lift from the bottom of an object, chairs from the seat, tables from the apron.
Packing Method:	Partially wet objects can be packed with dry blotting materials such as uninked newsprint or acid-free blotters to remove as much moisture as possible. Thoroughly wet, unpainted objects should be wrapped with blotting materials, then polyethylene sheeting to retain moisture, since fast drying will cause irreversible damage.
Supplies Needed:	sponges, clean towels, paper towels, or uninked newsprint, polyethylene sheeting, pallets, dehumidifier, soft-bristle brush
Procedure:	<ol style="list-style-type: none">1. Rinse or sponge with clear water to remove mud/dirt before drying. Do not wipe or scour as grit will damage finish. Use a soft bristle brush to clean carvings and crevices. If mud as dried, dampen with a sponge and remove with a wooden spatula, then rinse. Remove wet contents and paper liners from drawers and shelves.1. Absorb excess moisture with sponges, clean towels, paper towels, or uninked newsprint. Blot, do not wipe, to avoid scratching the surface.2. Air dry using fans to keep air moving without blowing directly on the pieces. Tent the pieces with polyethylene sheeting to slow the drying process. Raise items off the floor on trestles, pallets, or lumber to allow air to circulate on all sides. Open doors and drawers slightly to allow air to circulate inside the items.3. Use portable dehumidifiers to slowly remove moisture from the area and objects. Drying quickly will cause warping and cracking. Bring RH back down to 50-55%.

f. Paintings

Priority:	Begin drying within 48 hours to prevent mold growth
Handling precautions:	Move items only after a place has been prepared to receive them. If the frame is unstable, remove from painting, pad corners with corrugated cardboard, bubble wrap, or unused newsprint and transport to area dealing with wood objects.
Packing Method:	Pad corners of frame with corrugated cardboard, bubble wrap, or newsprint. Transport paintings vertically; stand/lean upright with corrugated cardboard between paintings to prevent painted surfaces from touching rough surface.
Supplies Needed:	Blotter paper, portable dehumidifier, corrugated cardboard, bubble wrap, or unused newsprint, fans, stretcher/strainer
Procedure:	<ol style="list-style-type: none">1. Remove painting from frame. See Paper: Framed or Matted4. Prepare a horizontal bed of blotter paper and unused newsprint equal in thickness to the paint layer, with top most layer of strong clean tissue. Lay painting still on stretcher/strainer face down on this surface. Remove any remaining backing or labels from the painting to expose wet canvas. Retain and tag all associated labels, parts and/or components that are removed or detached from the painting or frame.5. Place cut-to-fit blotters or unused newsprint against this back and apply a slight amount of pressure so that it makes good contact with the entire exposed canvas surface. Repeatedly change backing blotter, but do not change facing material.6. When dry to the touch, remove backing blotter and pick up painting. If the facing tissue is still attached, do not attempt to remove it as it may hold the paint surface together until it can be consolidated by a conservator.7. Consult paintings conservator for questions/problems8. Air dry slowly, using fans to keep air moving without blowing directly on the pieces. Use portable dehumidifiers to slowly remove moisture from the area/objects. Bring RH down to 50%.

g. Organic (Bone, hair, horn, ivory, shell)

Priority:	Begin drying within 48 hours to prevent mold growth.
Handling precautions:	Move items only after a place has been prepared to receive them.
Packing Method:	Individually wrap or plastic bag objects since these materials may tend to split and fragment into small pieces when wet or damp. Pack each object on damp absorbent materials.
Supplies Needed:	Plastic sheeting/bags, portable dehumidifier, clear water, fans, sponges, clean towels, paper towels, or unused newsprint, pallets or lumber
Procedure:	<ol style="list-style-type: none">1. Rinse or sponge with clear water to remove mud and dirt before drying.2. Use dry sponges, clean or paper towels, or unused newsprint to absorb excess moisture3. Air dry slowly, using fans to keep air moving without blowing directly on the pieces. Raise items off the floor on pallets or lumber to allow air to circulate underneath the items.4. Use portable dehumidifiers to slowly remove moisture from the area/objects. Bring RH down to 50%.

h. Metal (brass/bronze)

Priority:	Unstable metals (actively corroding) should be treated within 48 hours since they can suffer long-term damage from exposure to water. Stable and treated artifacts may be treated last.
Handling precautions:	Move items only after a place has been prepared to receive them.
Packing Method:	Water sensitive artifacts, such as copper alloys (brass) should be packed with silica gel in individual containers. Metal artifacts with leather or textile pieces must be wrapped quickly to retain the moisture. Previously treated objects may exhibit 'flash' rusting if coated with wax. These objects should be packed with silica gel to stabilize the rust until they can receive treatment by a conservator. The same is true for objects treated or coated with an acrylic resin.
Supplies Needed:	Silica gel, plastic wrapping materials or bags, soft bristle brushes, fans, blotting material, portable dehumidifier, clear water, heat gun.
Procedure:	<ol style="list-style-type: none">1. Mud or dirt can be gently removed with clear water and a soft-bristle brush.6. Blotting material can be used to absorb excess moisture. Exchange wet for dry blotting material at least once daily until artifacts are dry. Check daily for increased corrosion, shrinkage, or fragmentation.7. Air dry using fans to keep air moving without blowing directly on the artifacts. Raise items off the floor or work surfaces to allow air to circulate underneath the items.8. Use portable dehumidifiers to slowly remove moisture from the object or area. Bring the RH down to at least 50%, 30-35% is more optimal.

i. Ceramics (sun-baked)

Priority:	Begin drying within 48 hours to prevent mold growth and softening if objects have been saturated.
Handling precautions:	Reconstructed vessels may become unstable at the joints, especially if water permeable adhesives were used. Keep pieces together in a plastic bag or box. Be careful to retain provenance information.
Packing Method:	Some low-fired ceramic objects may contain soluble salts that will migrate to the surface when the object dries, causing loss of surface detail due to recrystallization and subsequent spalling. Separate low-fired ceramics and keep moist by packing in damp toweling and plastic bags.
Supplies Needed:	Boxes or plastic bags, blotting material, damp toweling, soft bristle brushes, portable dehumidifier, fans
Procedure:	<ol style="list-style-type: none">1. Have a place set up where pieces can be laid out for maximum air flow to allow for even drying. Place objects on raised screening to distribute air flow. Consult a conservator for low-fired objects containing salt.2. Use blotting material to absorb excess moisture. Gently brush off excess mud and dirt if it can easily be distinguished from the object.3. Dry slowly with fans blowing above the surface of the objects.4. Use a portable dehumidifier to slowly bring the RH down to 50%.

j. Glass, Ceramics (fired), Stone, Metals (silver, iron)

Priority: These materials can be dealt with last since they generally will suffer little damage from short-term exposure to water.

Handling precautions: Move items only after a place has been prepared for them.

Packing Method: Varies by material; water has no bearing

Supplies Needed: clear water, fans, heater or hair dryer, dehumidifier, pallets, sponges, clean towels, paper towels, or unused newsprint.

Procedure:

1. Mud or dirt can be gently removed with clear water and a soft-bristle brush.
2. Sponges, clean towels, paper towels, or unused newsprint may be used to absorb excess moisture. Exchange wet for dry blotting material at least daily until items are dry. Check daily for mold growth.
3. Air dry using fans to keep air moving without blowing directly on the pieces. Raise items off the floor on pallets to allow air to circulate underneath the items.
4. Metal objects can be dried with heat (90-100°F in an oven, or with a hair dryer)
5. Use portable dehumidifiers to slowly remove moisture from the area/objects, down to 50%.

APPENDIX 1
EMERGENCY NOTIFICATION LIST

In the event of an emergency situation which requires notification of the entire staff and Board, the following list will provide the quickest means to relay information:

Executive Director	calls	Staff President Museum Board Chair Security system
President	calls	Executive Board Members/ VA Society Board Members
Museum Board Chair	calls	Museum Board Members
Collections Manager	calls	Disaster recovery volunteers and vendors MEST Interns (if applicable)
Operations Manager	calls	Facilities Staff Relevant contractors
Education Director	calls	Docent and volunteer staff Interns (if applicable)

APPENDIX 2

UTILITIES LOCATIONS and DISCONNECTS

Museum:

1. All mechanical/HVAC/security equipment is housed in the Mechanical Room, located to the right of the bottom of the stairs of the east entrance. All turn-off valves are clearly labeled, as are all circuit breakers (see Appendix 6).
2. The circuit breaker for the chiller is located in this room as well.
3. The main gas line meters for the Museum and the Dependency are to the left, facing the east door, under the east window of the Master Chamber.
4. The water main turn off is in the northwest corner of the classroom in the Museum basement under the red wood panel.
5. The exhaust fan #1 is plugged into the ceiling in the equipment room near the wall on the west side of the gate.

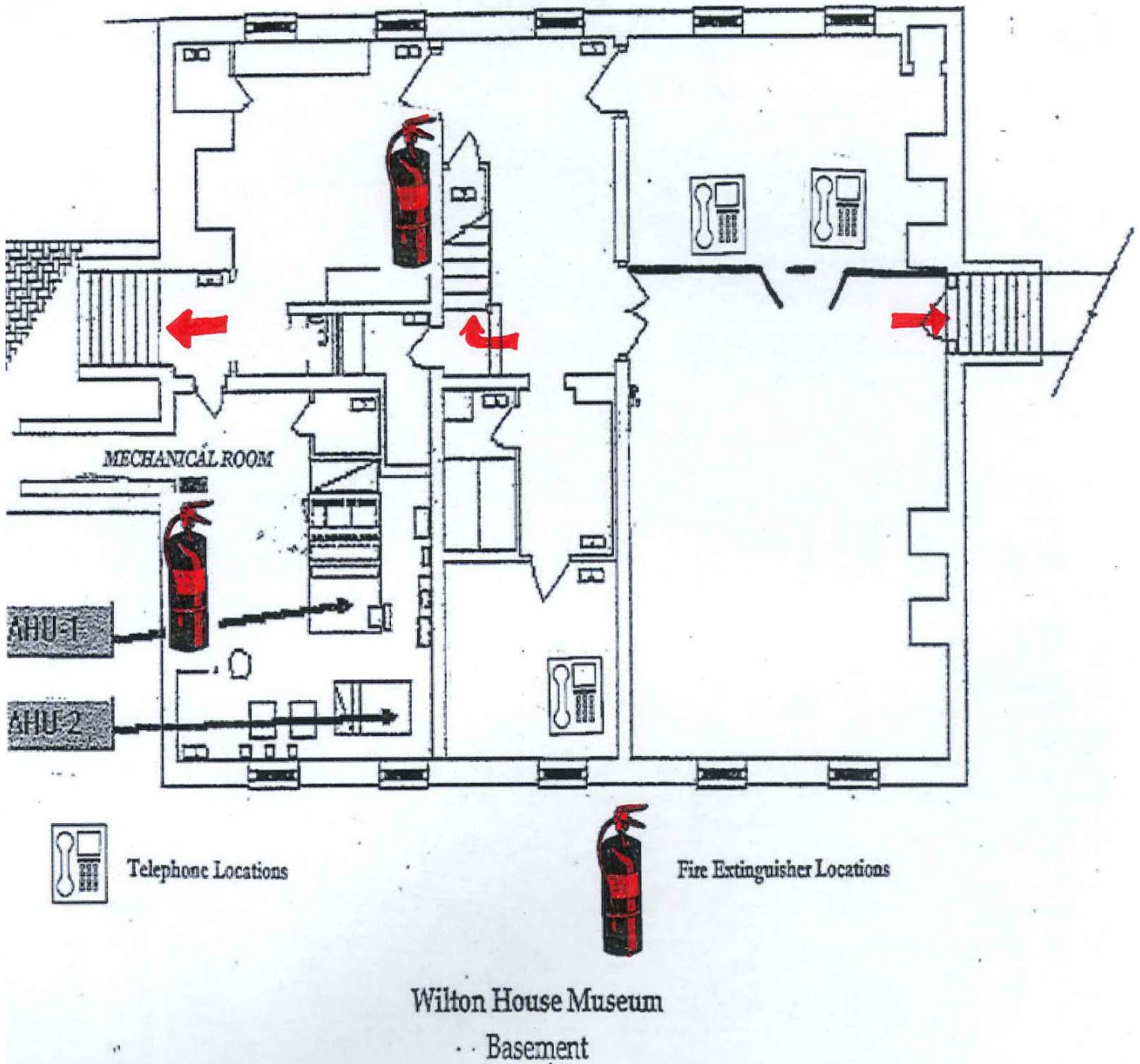
Gardens and Grounds: The water key is in the shed. The key to the shed is in the lockbox outside of the ED's office.

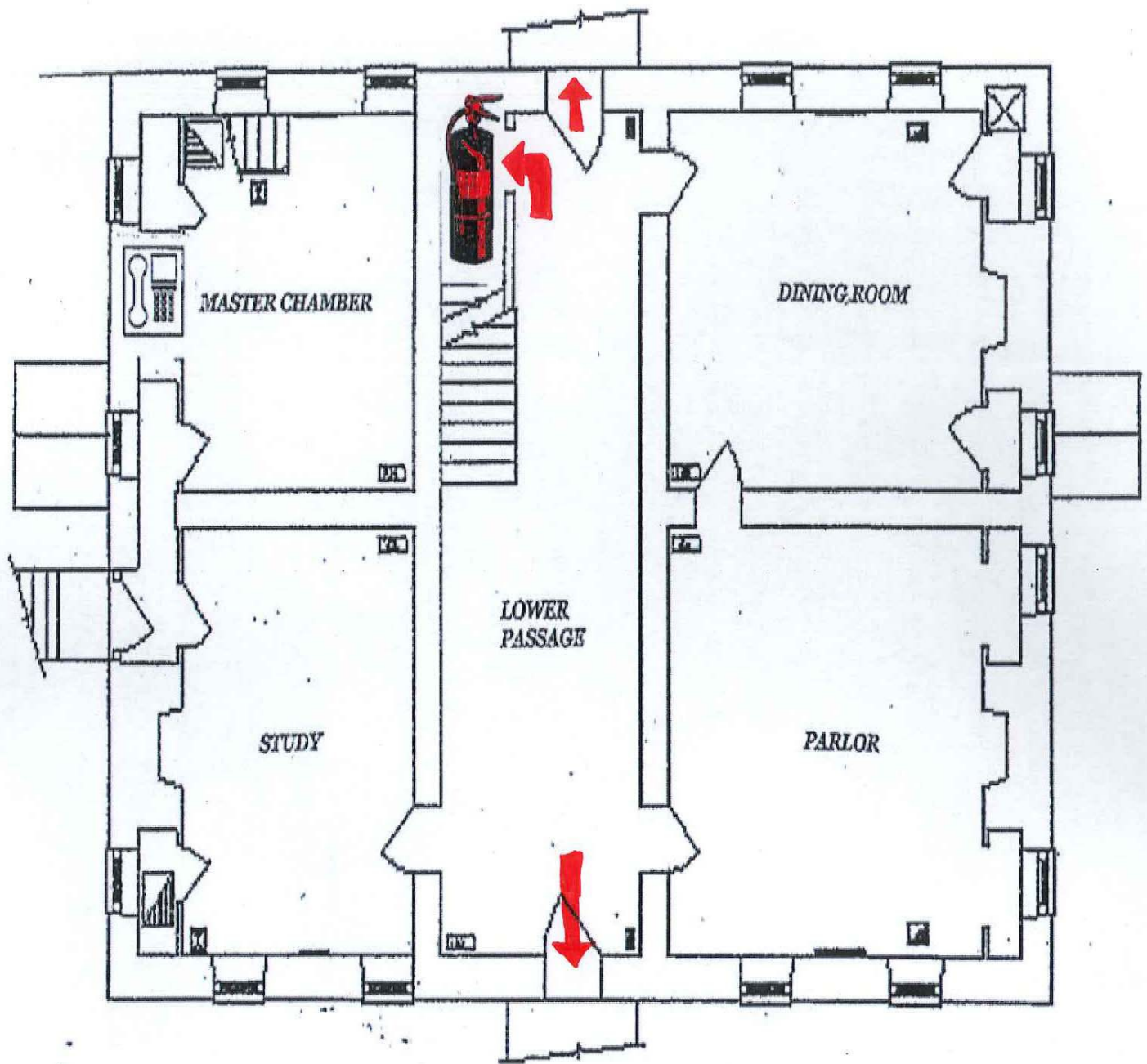
1. The sprinkler system shut-offs are located in the brick equipment yard next to the lower parking lot, alongside the Dependency.
2. The main water line valves are located to the right, facing the museum from the upper parking lot.
3. The chiller is located outside and to the rear of the Dependency, behind the fence.

Dependency:

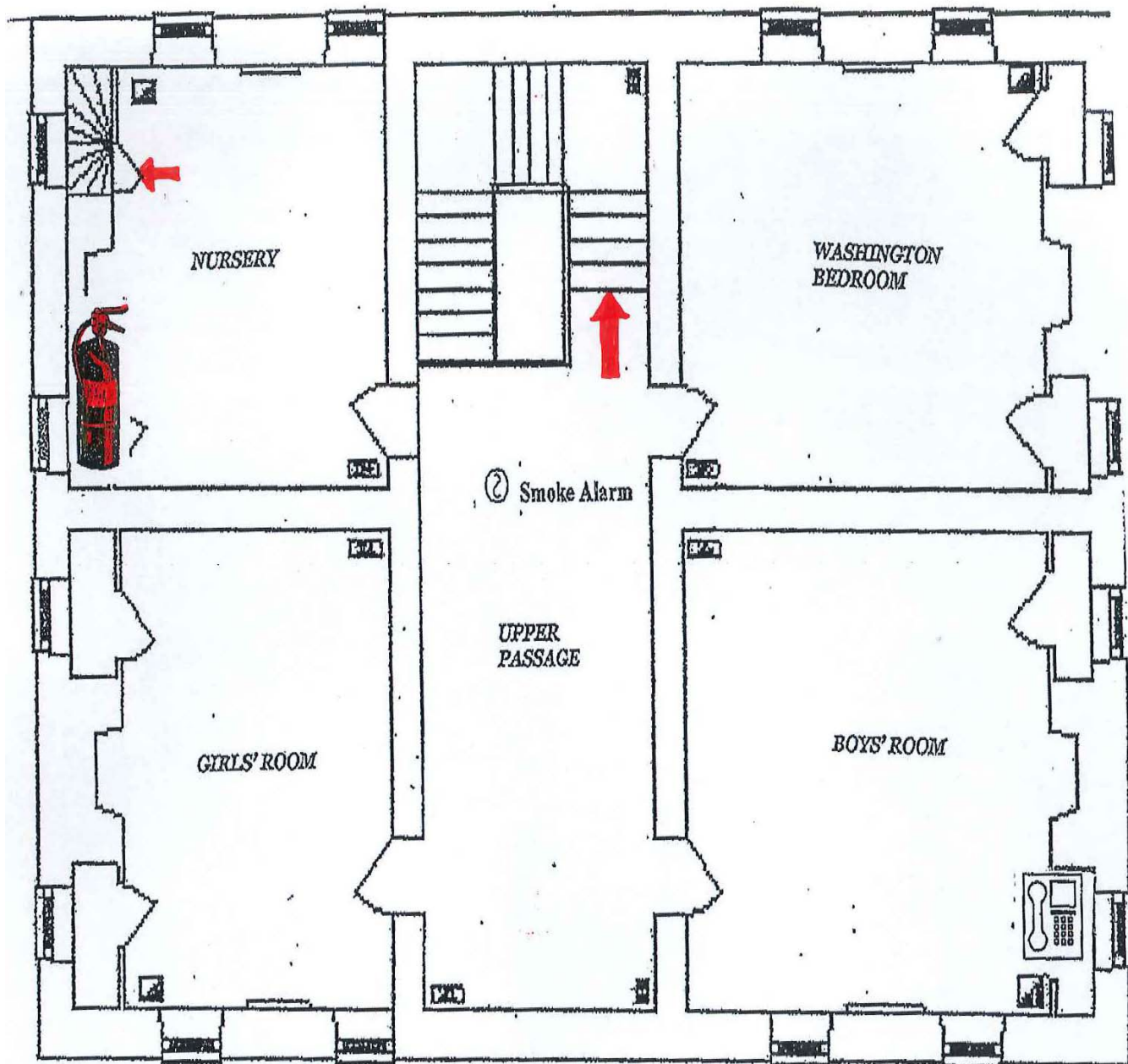
1. All HVAC equipment for the lower floor is located in the Mechanical Closet, off of the kitchen.
2. The main water turn-off is located in the Mechanical Closet.
3. The phone system for the complex and the satellite system equipment is located in the closet between the restrooms in the foyer.
4. The HVAC system for the second floor is located in the closet in the library.
5. The HVAC system for the third floor is located in the attic space above collections storage.

APPENDIX 3
FACILITIES MAPS and EVACUATION GUIDES



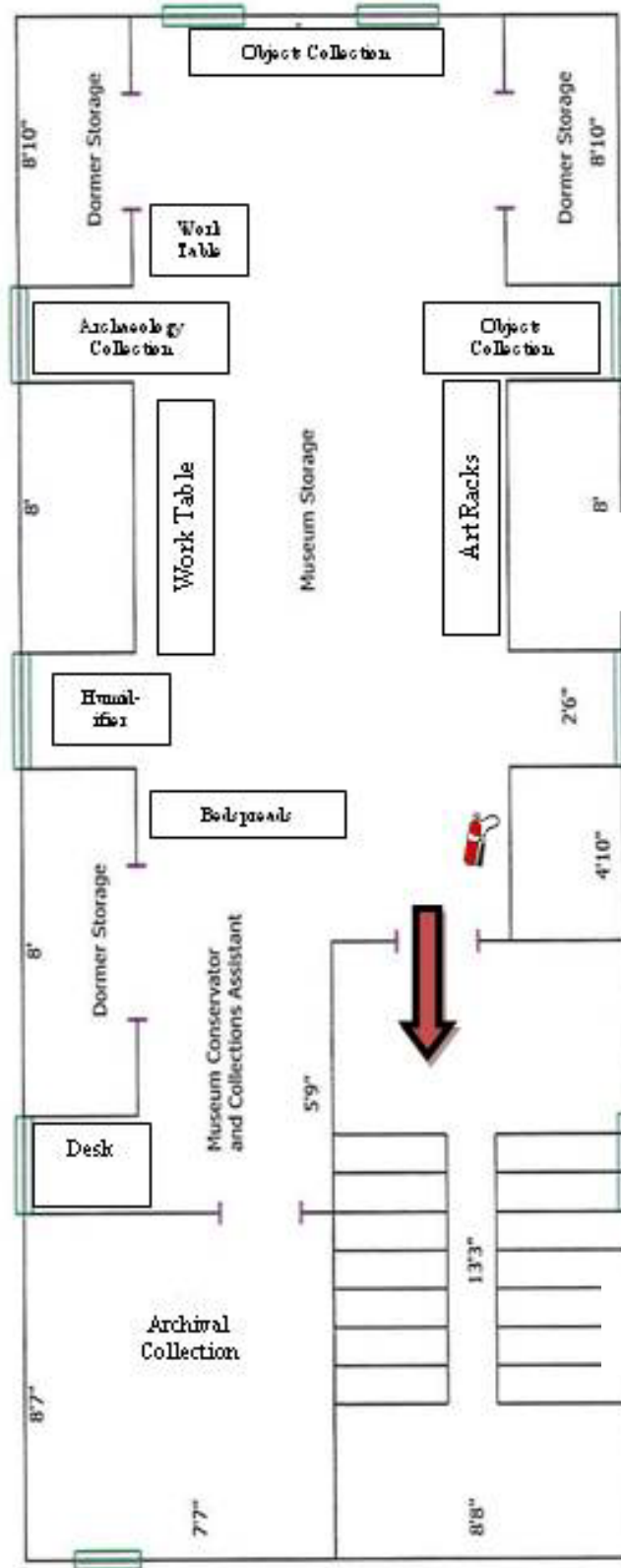


Wilton House Museum
First Floor

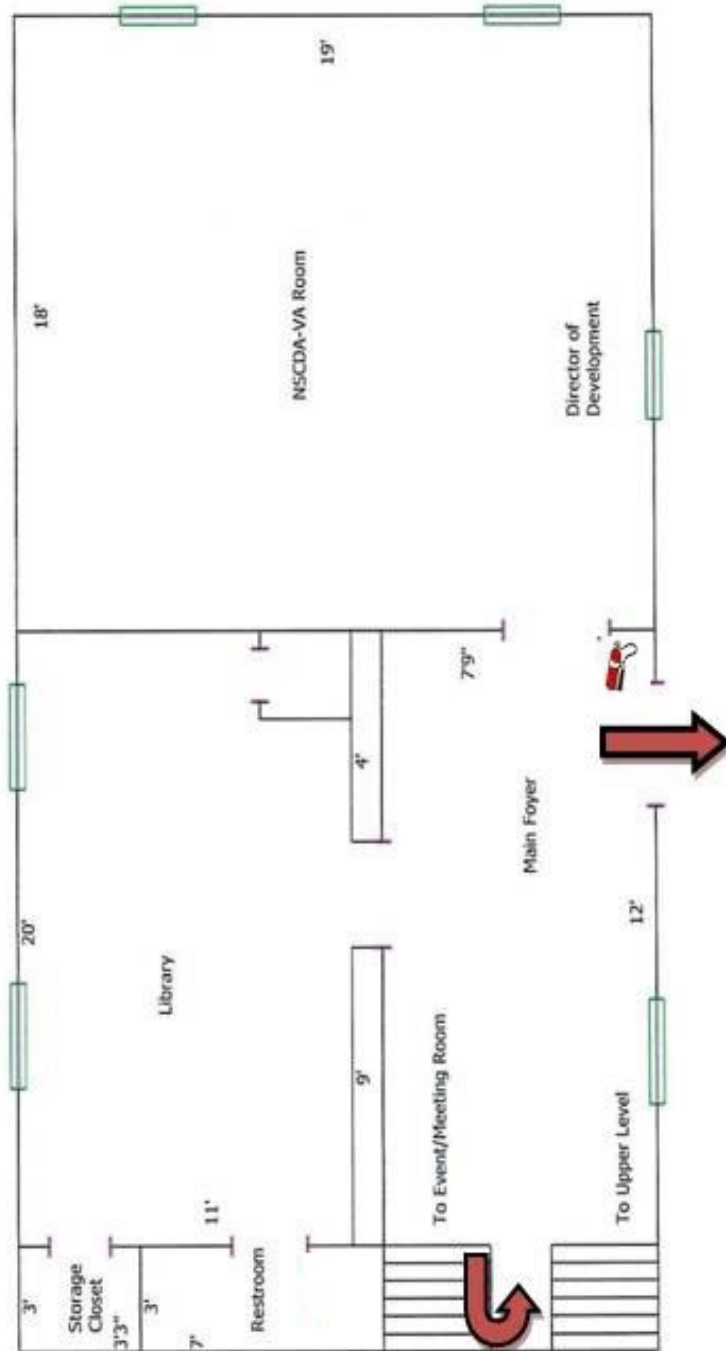


Wilton House Museum
Second Floor

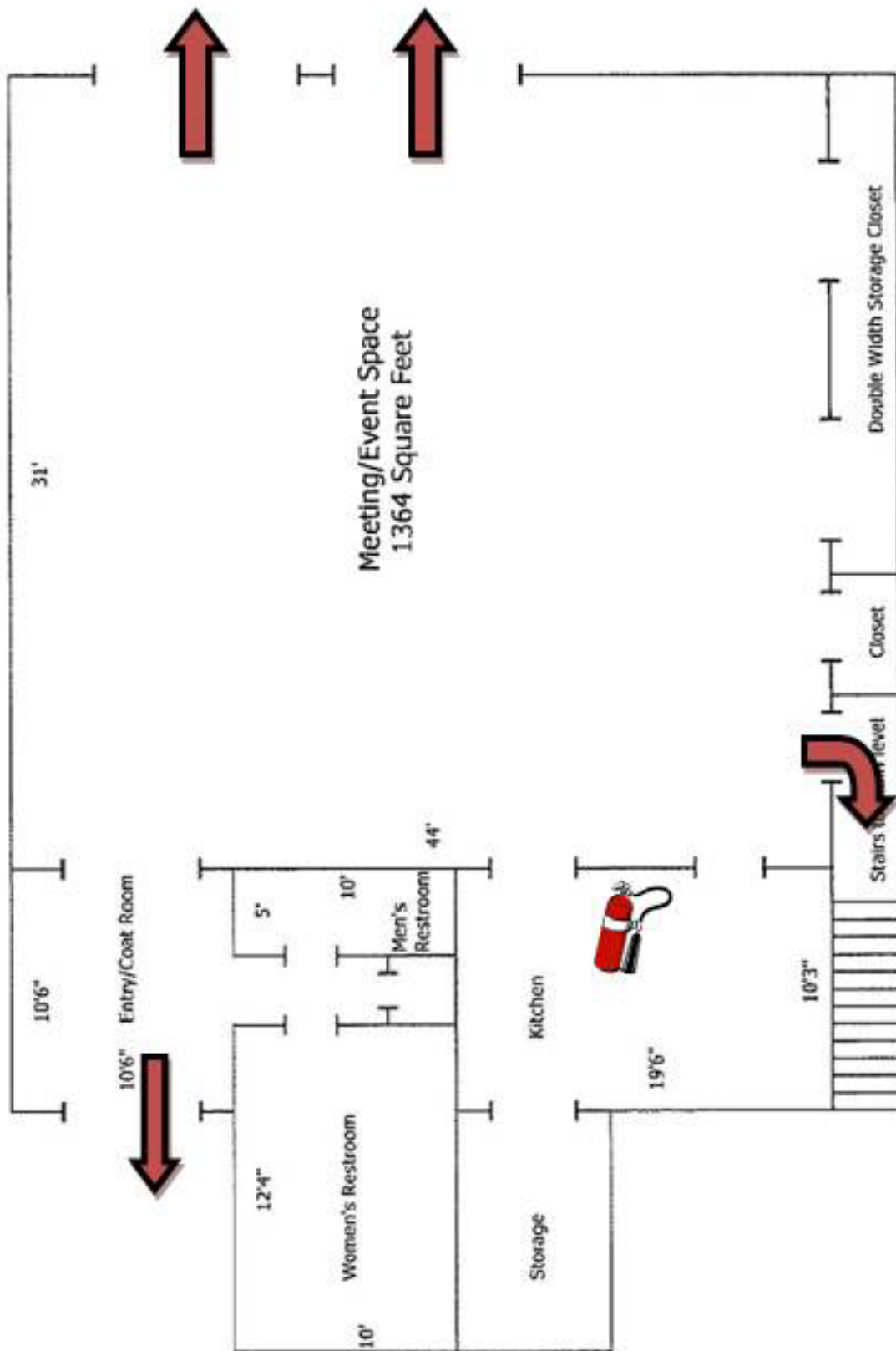
Dependency Third Floor



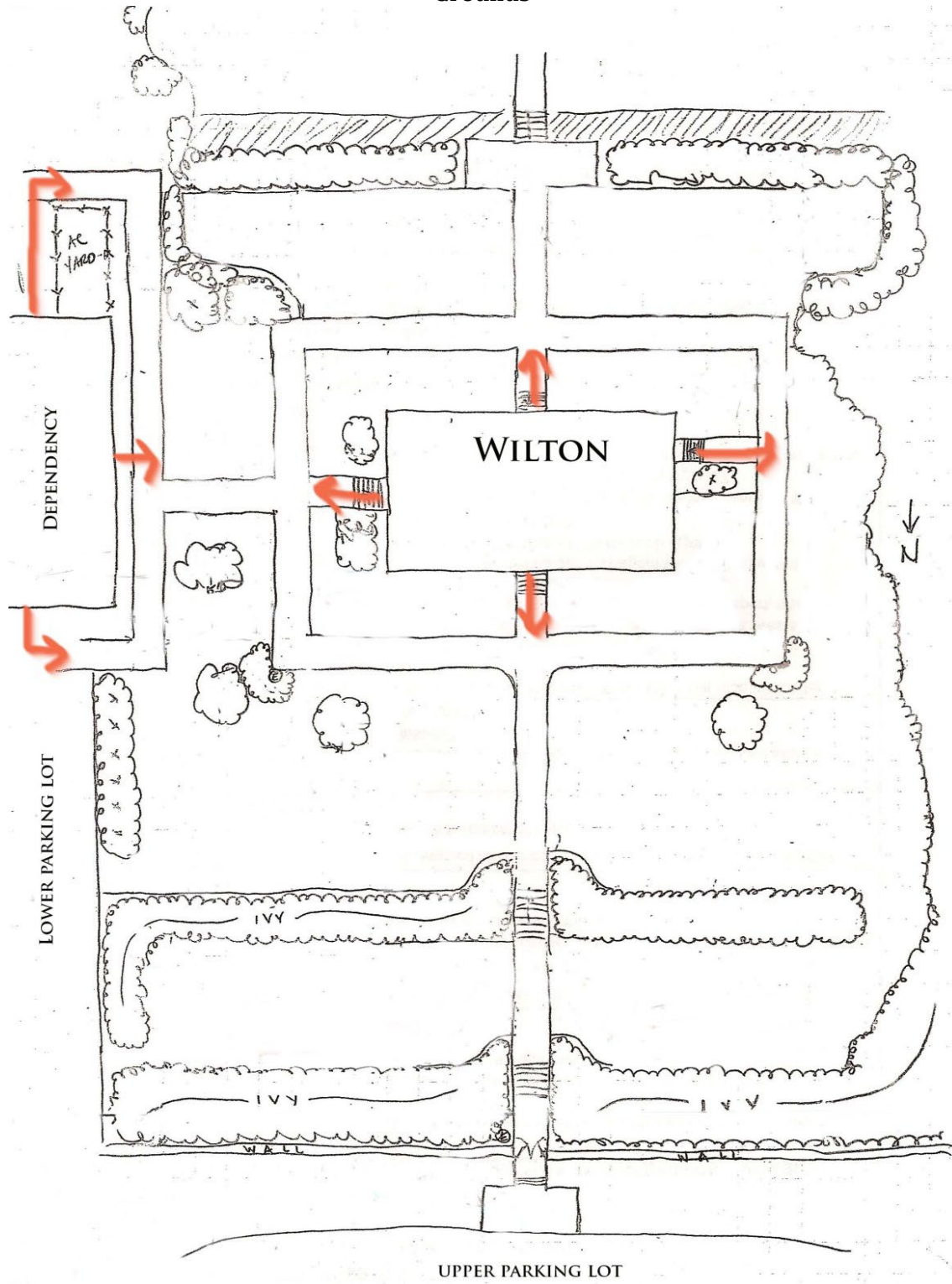
Dependency Second Floor



Dependency
First Floor



Grounds



APPENDIX 4
PROCEDURES FOR TEMPERATURE AND HUMIDITY EXTREMES IN MUSEUM
AND/OR STORAGE AND ARTIFACT REMOVAL OBJECTIVES

If the HVAC system fails, first call EMC and/or Aces to alert them of the situation. Using the handheld hygrometer, keep an eye on the temperature and relative humidity throughout the museum and storage. If the repair will not be completed within a day and the readings reach the extremes below, take the following actions to mitigate damage to the collection.

Temperature too High: at or above 80°F

If outside air is cooler and not raining:

- Open main front and back doors using chairs or other material to hold them open
- Open upper passage window and place fan in front so that it draws (back of fan to front of window) cool air into the passage
- Place other fan directing cool air to hottest room

Turn off lights

If extreme: Open as many doors and windows as possible. If they will not open, shut shutters
Before leaving close all windows and shutters

Humidity too High above or at 65%RH

If humidity is lower outside, and temp outside OK, open doors and windows

Place one de-humidifier in Upper Passage and one in Lower Passage. Empty when half full.

Turn on all lights. Place one fan in Upper Passage and one in Lower Passage

Temperature too Low, lower than 60°F

Place warm mist humidifiers throughout house

Turn on all lights

Open shutters during day to allow for sun heating

Humidity too Low, lower than 35%RH

Lower Temperature

Place humidifiers throughout museum

Removing objects from the museum during extremes is tricky business; one must consider all of these factors:

1. How long until the situation can be fixed? You must calculate the risk to the objects of leaving vs. moving them based on the estimated time of HVAC repair being completed, the rate of temperature and humidity change in the affected area, the environmental conditions of the location to which you plan to move objects, the vulnerability of each object in question, and the potential damage moving an object will incur.
2. Always follow proper handling procedures and try to limit the shock of moving an object from a controlled environment down stairs, outside, and back upstairs into a controlled environment. Use a box when possible, wrap in blankets when the object is too large to be moved in a box. Wrap object in acid free paper and then wrap in plastic wrap. After moving object wait a while before removing the wrapping in order to allow the object time to adjust to the changes in temperature and humidity.
3. Is there an alternative answer? Can Aces get a stand-alone AC or a window unit per floor? Extra de-humidifiers or humidifiers? Or can another company provide stand alone units?
4. Will the objects in the second location be harmed? (i.e. humidity change of sensitive objects due to waterlogged objects; spread of pests or mold; chemical offgassing)
5. Prioritize most vulnerable and valuable objects: Move original paintings and miniatures, leather objects (includes Boston Chair), mixed media objects (silver and shell, pearl handled knives, etc.), wooden objects with inlay or moving parts.

APPENDIX 5

EMERGENCY RECOVERY SUPPLIES

Emergency containers should be equipped with the items listed below. An inventory of these containers is part of the early warning preparations for hurricanes.

Four disaster kit containers are located in the room adjacent to the east entrance and lobby. Other materials located in various locations throughout the two buildings are noted below.

Bin1 is stocked for a general (non-flood) disaster

Bins 2-4 are stocked for a flood

X - indicates item belongs in this location

Item	Bin 1	Bin 2	Bin 3	Bin 4	Other
Absorbent Padding			X		
Batteries					
Blotter Paper	X				
Boots, rubber				X	
Boxes, unassembled (acid-free)					Storage - Dependency
Broom/Dustpan	X				
Brush, soft-bristle	X				
Bucket, plastic	X	X			
Dehumidifier					Equipment Room
Dust masks	X	X			
Emergency Wheel Reference		X			
Extension cord (50')	X				
Fan	X				
First Aid Kit	X				Lobby
Flashlight w/ batteries		X			
Freezer Paper		X			
Goggles	X				
Hair Dryer	X	X			
Headlamps (2)	X				
Humidifier					Equipment Room
Labels, tag w/ tie		X			
Lantern				X	
Lighter	X				
Objects Bags		X			
Paper/Pencils	X	X			
Paper Towels		X			
Plastic Gloves		X			
Plastic Trash Bags		X			
Ponchos (4)		X			
Portable sump pump				X	
Rope	X				
Sponges	X				
Tape, caution	X				
Tape, duct	X				
Tarpaulins/Drop Cloths				X	
Walkie Talkies					Lobby closet
Wax paper		X			

APPENDIX 6 **CIRCUIT BREAKER CUTOFF MAP**

Panel A

1		2	
3	ESSENTIAL	4	ESSENTIAL
5	HVAC	6	HVAC
7		8	ESSENTIAL
9	ESSENTIAL	10	HVAC
11	HVAC	12	
13		14	
15		16	
17	3 RD Leg always off NOT available	18	3 RD Leg always off NOT available
19	Circulating Pump	20	
21	IT – Switch in OpM office back wall, Ceiling light 2 nd half basement	22	Outside Service
23	3 RD Leg always off NOT available	24	3 RD Leg always off NOT available
25	Lights in Lobby	26	
27	Lights in Equipment Room	28	SUMP PUMP equip room
29	3 RD Leg always off NOT available	30	
31		32	ESSENTIAL
33		34	HVAC
35	3 RD Leg always off NOT available	36	

Panel B

1		2	Security/Phone/Alarms
3		4	HVAC Controls ESSENTIAL
5	3 RD Leg always off NOT available	6	3 RD Leg always off NOT available
7	Outside Lights timer	8	
9		10	Lights in ED office
11	3 RD Leg always off NOT available	12	3 RD Leg always off NOT available
13		14	
15	Climate control router	16	Climate control in ED office
17	TV	18	3 RD Leg always off NOT available

**Turn off all the yellow and blue
highlighted breakers.**

Turn off #27 in Panel A LAST!!!!!!!
When restoring power
DO NOT turn on breakers in Gray!