# PITSTONE GREEN MUSEUM

# Disaster Plan

Copy number [ ] of [ ]

To be kept at:

If found please return to The Museum Manager, Pitstone Green Museum, Vicarage Road, Pitstone, Bucks, LU7 9EY.

See page 3 sect. 1.4 for issue number and sect. 1.3 for circulation.

Contents page number

## 1. INTRODUCTION

### 1.1. Definition of a disaster

A disaster is any unforeseen event which causes damage to or may potentially cause damage to any part of the fabric of the building or to its holdings. The most serious threats arise from fire or flood which can emanate from various sources. Other threats arise from terrorism, vandalism, theft, gas leaks or infestation.

### 1.2. Aim of the disaster plan

It is intended that the plan will provide procedures and basic guidelines to be followed in the event of a disaster caused by fire, flood or bomb, etc, enabling Disaster Control Team Members to act swiftly to minimise damage to the buildings and holdings.

The Museum is committed to ensuring the safety and security of its staff and the public at all times. As such, this plan is coupled with a risk management programme to reduce the likelihood of an emergency incident.

At no stage is any member of staff expected to put themselves in danger in a salvage situation. The Museum will ensure that health and safety is properly assessed.

### 1.3. Circulation of the plan

Copies of the plan are held in the following locations
In the building

- A In the office at the Museum
- B With the Manager
- C With the Deputy Manager
- D With the Society Secretary

Personal copies are held by all the team members at home which they will be expected to bring in if called in to face an emergency. These copies should be kept in a secure location given the inclusion of sensitive information in this plan (building plans, contact details, priority lists etc).

Copies are also lodged at the local library at the issue desk. A copy has been lodged at the local fire station.

Each member of staff has a copy of the basic summary page (appendix 11)

Everyone who uses the building should be informed of procedures, including contractors.

### 1.4. Updating and version control

This plan is version 2, issued in July 2012. A review will be conducted after any activation of the plan. Before issue of future version (versions 3, etc), previous copies will be recalled in order to ensure that only one version of the plan is in circulation at any one time. The review will be conducted by the Manager.

### 1.5. Training

Disaster Control Team members will receive training in the contents and purpose of the plan within the first nine months after issue, and biannually thereafter. Museum staff and volunteers will receive basic training in what to do in the event of an emergency thereafter. This basic training will be extended to new personnel as necessary. The responsibility for organising training will be the Manager.

### 1.6. Improvements to plan

Any suggestions for the improvement of the plan will be welcomed and should be directed to the Manager.

### 1.7. Background

In reading the following script it must be realised, and accepted, that Pitstone Green Museum is a function of Pitstone & Ivinghoe Museum Society, a registered charity number 273931, with limited resources. The Museum currently opens to the public just eight times a year and the proceeds from these open days forms the bulk of the finance available for artefact restoration and preservation, enhancement and maintenance of the premises, taxation, rent, rates, insurance, fees, etc for the following 12 months. The Museum has a small team of dedicated, totally unremunerated volunteers who try to share the various duties to best effect and any shortcomings in their efforts should be viewed against this background and the sometimes conflicting extramural commitments of the volunteer staff.

It should also be appreciated that there is no landline telephone on site, and the site has unreliable mobile telephone reception.

**Signed** **date**

## INCIDENT MANAGEMENT TEAM

In the event of a large incident, the following personnel have been allocated the following roles in order to manage the incident. It is important that tasks are delegated and split up to prevent one person trying to manage the entire operation.

Obviously in the event of a small incident, it will not be necessary to activate the entire plan and the entire Disaster Control Team. The Disaster Control Co-ordinator should decide which members of the Control Team to involve.

If the principal person in this role is unavailable, the deputy should fill in.

Disaster Control Co-ordinator – Norman Groom, Museum Manager
Deputy – Peter Keeley, Secretary

- Incident co-ordination and overall site manager. Co-ordinates response; liaises with outside services; deals with suppliers and wider organisation; communication and team liaison; takes overview
- Removal of excess water; health and safety; provision of logistical support; organises rest breaks and areas and refreshments for staff
- Prioritising, moving to temporary storage, documenting, sorting and treating salvaged objects

Building Recovery Manager – Appointed by Disaster Control Co-ordinator

- For responsibilities see Guidelines 6

Salvage Manager – Appointed by Disaster Control Co-ordinator

- For responsibilities see Guidelines 7

Service continuity / PR – Appointed by Disaster Control Co-ordinator

- For responsibilities see Guidelines 8

Other personnel will be required to assist, particularly with salvage and moving damaged items.

## 2. PROCEDURES FOR INITIAL ACTION ON DISCOVERING AN INCIDENT

### DURING OPEN HOURS

**Fire**

- If a fire is discovered or reported have the alarm sounded and make every effort to ensure that public and staff are marshalled towards the appropriate assembly point.
- Only tackle a small fire if you have had training, feel confident enough and are sure of which type of extinguisher to use. If efforts are not immediately successful, leave building at once.
- Never allow the fire to come between you and the exit.
- Do not break windows unless you have no other option – oxygen will feed the fire.
- Follow the evacuation procedures as normal.
- A telephone call to 999 should be made to ensure that emergency services are on their way (do not delay your exit to collect a mobile telephone).
- Only re-enter the building when emergency services and Disaster Control Co-ordinator have confirmed it is safe to do so.
- Contact Disaster Control Co-ordinator and the Disaster Control Team.
- Liaise with the Fire Brigade until the arrival of the Disaster Control Co-ordinator.

**Flood**

- Alert the Disaster Control Manager or Duty Manager.
- Assemble rest of Disaster Control Team unless incident is very small.
- If there are electrical appliances or outlets near the leak, do not approach or stand on standing water – electrocution hazard.
- Attempt to ascertain the source of the water and deal with if possible (e.g. turn off stop cock, turn off tap etc). Obtain assistance from Facilities if necessary.
- Protect collections in danger of becoming wet – move or shield with polythene sheets.
- If large quantities of water are escaping, the Fire Brigade/emergency plumber should be contacted.
- If the quantity of water is controllable, obtain wet-vacuum cleaners, mops and buckets to absorb the moisture.

**River Water Flood Warning**

- Alert the Disaster Control Manager or Duty Manager.
- Contact Floodline 0845 988 1188 or www.environment-agency.gov.uk/floodline for authoritative advice.
- Turn off electricity supplies at mains (do not reconnect after flooding until checked by accredited person)
- Unplug all electrical items and move to higher area
- Move priorities offsite/higher
- Empty cases if possible and move drawers
- Raise items on bricks or blocks
- Leave internal doors open
- Weigh items that cannot be moved down/tie together
- Move kit/disaster plan/catalogues offsite
- Arrange for nightwatchman for security.
- Limit entry of water with sandbags/plywood or metal sheeting on outside doors, window frames and airbricks until waters recede. Use silicone sealant to increase resistance
- Put plugs in sinks, lid down on toilet and weigh down with heavy object.
- Weigh down manhole covers
- Move any dangerous chemicals which may contaminate flood waters further

**Utility Failure**

- Remain calm
- Open all blinds/curtain to receive more outside light.
- Provide assistance to visitors and staff in your area.
- If you are in an unlighted area, go cautiously to an area that has emergency lighting (although the emergency lighting should come on).
- Alert the Disaster Control Manager.
- If a mobile telephone is available, report the failure using the numbers in Appendix E or report to Facilities.
- Disaster Control Manager will decide whether to evacuate the building.

**Bomb / Suspect Package**

- Report the discovery immediately to the Disaster Control Co-ordinator.
- The Co-ordinator will inspect the suspicious item and contact Police on 999 and take advice as to whether to evacuate building.
- If evacuation is recommended, sound the fire alarm.
- Members of staff and public should leave the building in accordance with evacuation procedures.

**OUTSIDE OPENING HOURS**

**If you discover a problem with the building**

- Do not attempt to enter the building alone, even if you believe the building or holdings to be under threat. Remember that safety is of paramount importance.
- Contact the Emergency Services if necessary.
- Contact the Disaster Control Co-ordinator, referring to the call-out trees in appendix A. If you cannot contact this person, attempt to contact either the Salvage Manager, Building Recovery Manager or the PR Manager or their deputies.
- Liaise with the Emergency Services upon arrival until the Disaster Control Co-ordinator arrives.
- Ensure that the Fire Brigade are informed of the building contents and priority locations as they brief you.

**If you are informed of a problem with the building.**

- Outside of opening hours, a problem with the building is likely to be reported to the keyholders (names lodged with fire brigade).
- Keyholder should either redirect call to DCC or obtain as much information as possible.
    - What has happened / Where is the damage / Who is on site / Who has been contacted?
    - Is the normal meeting point okay?
    - Advise caller on what to do until you arrive (where to find priority lists, liaise with emergency services until your arrival)
- Based on information given, the DCC should decide which other members of the Control Team to notify (if middle of night, alert senior staff only to make an initial assessment).
- Advise those called in of the assembly point and to bring
    - Their copy of the plan
    - Money & ID
    - Keys and telephone
    - Warm clothes and stout shoes
    - Glasses rather than contact lenses
    - Flask and something to eat
    - Don't talk to press on arrival
    - Equipment they may keep at home

## 3. INCIDENT ASSESSMENT AND REACTION

**Potential emergencies**

| Scale of incident | Utilities affected | Can you remain open? | Materials affected | Staff required | Resources needed |
|---|---|---|---|---|---|
| Minor (leaks from roof, etc) | Power operational, incident isolated. | Probably | Small quantity, easily air-dried or frozen. | Salvage Manager + Curatorial staff. Conservator by phone for reference. | Internal supplies should be sufficient |
| Moderate (burst pipes, sewer back-up) | Power may be disconnected for safety. | Close to concentrate on clear up. Re-open when power back on and immediate salvage dealt with | Moderate to large quantities – likely to need freezers. Some items to be air-dried onsite | Extra staff needed, to work under the Salvage Manager. Activate Disaster Response Team. Conservator onsite if poss. | In house + additional supplies acquired, and cold storage. Inform insurers if insured buildings damaged. |
| Major incident (fire, water-main burst etc) | Power unlikely to be working in building | Unlikely. | Large quantities that need freezing. Security and environment issues for undamaged stock. | Activate Disaster Response Team in readiness for access to building. Salvage to be after thorough risk assessment. Conservator to be brought onsite | In-house supplies plus additional supplies acquired. Co-operation with neighbouring institutions |

**On arriving at the disaster scene,** the Disaster Recovery Co-ordinator **should**

- Get report from first responder
- Liaise with emergency services
    - Discuss priority material
- Determine when access will be possible and of health and safety arrangements concerns
- Assess the scale
- Take steps to protect undamaged stock
- Set up a control point
- Call in other staff as necessary
- Appoint Building Recovery Manager, Salvage Manager and PR Manager as per plan

**If access is not yet possible**

- Based on the briefings from the emergency services, prepare response as necessary, alerting suppliers and making administrative arrangements.
- Stand down Disaster Control Team staff not required for preparing response until access to site is allowed.

**If access is possible**

- Disaster Control Co-ordinator, Building Recovery Manager and Salvage Manager should conduct a site tour and use appendix J to record damage.
- Upon completion of assessment, the salvage strategy should be determined.

- Each Manager should use their checklists and determine what actions are required (see appendix x).
- Key actions will include
    - Access to building and pumping out standing water and dehumidify
    - Risk assessment, identification of necessary personal protective equipment (gloves, hard hats, safety boots etc)
    - Emergency lighting for affected areas.
    - Arrangement of sorting/temporary storage / emergency accommodation
    - Agree areas for work (start with first floor, then ground?)
    - Determining priorities for salvage
    - Determining whether it will be necessary to shut the museum
    - How available personnel can be utilised and to split into teams.
    - Provision of refreshments for personnel
    - What equipment / suppliers will be necessary for the salvage operation
    - Whether to contact your insurers.
- Disaster Control Team members should be briefed before they started work and provided with appropriate PPE as per the risk assessment. Regular rest breaks should be taken.
- Disaster Control Co-ordinator, Building Recovery Manager, Salvage Manager and PR Manager should meet at regular intervals to update on the salvage progress.

## 4. GUIDELINES FOR DISASTER CONTROL CO-ORDINATOR

General purpose – to facilitate recovery operation and provide administrative support to Building Recovery Manager and Salvage Manager.

- Stay in the Control Point and facilitate recovery
- Liaises with the emergency services
- Arranges for necessary personnel to be contacted
- Ensure a risk assessment is carried out and area made safe, oversee safety and care for staff
- Call Insurers and liaise with the Loss Adjuster
- Manage finance issues – paying for supplies, arranging funding
- Manage calling in suppliers
- Contact other institutions for assistance
- Keep log of staff time spent on incident and decisions made
- Photograph salvage
- Arrange for refreshments, rest-areas, first-aiders etc

## 5. GUIDELINES FOR BUILDING RECOVERY MANAGER

General purpose: facilitate recovery in a practical sense, providing logistical support and ensuring that the building is accessible and secure.

- Provide risk assessment and determine and distribute PPE
- Make salvage area accessible and safe for work as far as possible
- Arrange for water to be pumped out etc
- Arrange for electricity to be switched off
- Remove electrical items once power turned off
- Remove wet non-collections material from affected area (carpet tiles, furniture etc)
- Protect areas not affected but in danger with polythene sheeting
- Access control to site - set up register.
- Arrange generators, lighting, dehumidifiers etc
- Cover gaps with tarpaulin
- Provide logistical support to salvage (lifters/shifters)
- Determine requirement for external support – glaziers etc and ask DCC to arrange
- Determine risk of secondary damage and take steps to control environment (ask DRC for dehumidifiers)
    - Humidity should be below 60%rH
- Security of objects in temporary storage areas
- Find space required for salvage, storage etc
- Arrange for security of building during recovery operation

## 6. GUIDELINES FOR SALVAGE MANAGER

General purpose: To arrange and carry out the salvage operation for the damaged items from the incident, including salvage, moving, sorting and treatment.

- Set salvage schedule based on agreed priorities
- Set up treatment areas with emergency equipment
- Establish priorities per floor/damage area and appoint the groups working there
- Brief all personnel on appropriate handling techniques and the do's and don'ts of salvage.
- Start salvage when Building Recovery Manager has made salvage area safe for work.
- Set up
  - Salvage Team
  - Sorting Team
  - Treatment Team
  - Stabilising / Packing Team
- Organise the logistics / moving / sites of recovery, salvage, packing with BRM – will assistance be required?
- What items will be best left in situ (fragile/large) and provide in-situ treatment for these (apply principles of air-drying in affected area)
- Determine the treatment options for all damaged items
- Work out how to use suppliers best with your own personnel
- Set documentation procedure
- Break-out equipment required and monitor usage - establish if more is needed
- Ensure regular breaks are taken (1.5 hours maximum), that PPE is worn and that particularly difficult tasks are shared
- Determine if shift system is required

## 7. GUIDELINES FOR PR MANAGER

General purpose: to control the flow of information about the incident to interested parties, including members of the public, friends of the museum and the press. Try to restore the Museum's service as soon as possible.

- COMMUNICATE! Update website/of the situation & keep everyone informed, having agreed what will be said.
- Issue press statement as per appendix H.
- Restore basic administration – phones – offers of help need to be received! Refer to information on utility companies in appendix E.
- Brief team members on what to say and what not to say.
- Put up notice at gate informing what is happening
- Make contact with partner organisations to activate reciprocal arrangements
- Use media to make appeals for help where appropriate

## 8. SALVAGE GUIDELINES

There are four key activities for the salvage of damaged objects.

SALVAGE
SORTING
TREATMENT
STABILISING / PACKING FOR FREEZING

**Salvage**

- The main priority will be to rescue the material as quickly as possible.
- The Salvage Manager should set the areas for work.
- Salvage Team members may assist the Building Recovery Manager to clear up excess moisture before salvage begins.
- Items should not be sorted at this stage, but at the sorting area.
- Items should only be removed when all members have been briefed and the reception area is set up.
- Protect unaffected material with polythene sheeting.
- Clear floor areas first to prevent further damage and to ensure safety of team members (likely to be most badly affected material).
- Clear high priority items first, thereafter systematically, ensuring that a record is kept as far as possible of where material comes from.
- Use minimal force to pull out tightly wedged material. Two people may be needed.
- All material should be left as it is found – open, closed, dirty.
- Move items into crates where possible to reduce risk of damage through direct handling.
- If items are in cabinet drawers, remove the entire drawer rather than the individual items where possible.
- If the items are boxed, do not unpack, but take entire box to sorting area (placing in crates if box is too weak

<u>Equipment</u>
Personal Protection Equipment as required (PPE)
Crates
Trolleys
Wet/dry vacuum machine
Mops and buckets
Waterproof markers
Bubble wrap
Labels for crates
Polythene sheeting
Bin liners
Torches and emergency lighting

**Sorting**

- A good deal of space will be required for this task
- Any material which is in boxes, drawers or an enclosure should be checked immediately – it may be that the contents are not wet. If so, remove these into a new box or temporary crate, together with the original box label. This will prevent these items from needing further treatment.
- Team members will be required to sort items into different categories of damage, and where possible by type of collection
    - Undamaged material
    - Wet material /Saturated which can be frozen
    - Wet material / Saturated which cannot be frozen
    - Minor water-damage
    - Fire Damage only (not wet)
    - Mould damaged material
- If there is a large mixture of damaged material, it may be sensible to freeze collections where possible in order to concentrate on those items which require immediate attention and cannot easily be stabilised.
- A cataloguing system should be set up and implemented so that items can be tracked and monitored.

- **Undamaged items** should be kept together, protected and placed in a safe area

- Items that have received **fire damage only** should be kept together, protected and placed in a safe area. They can be treated later.

- **Minor water damage** should be passed to the treatment team.

- Items which are **saturated and can be frozen** should be sent to the stabilising/packing team (please refer to individual treatment guidelines for objects).

- Items which are **saturated and cannot be frozen** (see list on page x) should be passed to the treatment team.

- **Mould damaged material** should be sent to the stabilising/packing team.

    Equipment
    PPE
    Trolleys
    Crates
    Waste bins
    Tables
    Damage Lists
    Polythene sheeting
    Clip boards
    Waterproof pens
    Pencils

**Treatment**

- A good deal of space will be required for this task
- This is required for material which has received minor water-damage or saturated items that cannot be frozen.
- The Salvage Manager will designate an area for air-drying.
- Use fans and dehumidifiers to assist drying, but not too near the items and do not apply heat.

- Some items should be dried slowly – here, do not apply fans. These include wooden objects but see appendix F for more information.
- Use hand-held water sprays or sinks with a gentle stream of water, if necessary to remove surface deposits if possible, but do not rub or brush material. If possible
- Cover table tops with sheets of polythene, then blotting paper. If the sheets of polythene fall to the ground and can be secured, the bottom space can be used as a wind-tunnel.
- Lay items for drying flat on the table tops, absorbing excess moisture with sponges where possible.
- Change bottom layer of blotting paper as it becomes sodden.
- Interleave within the item with blotting paper/newsprint to increase absorption if possible.
- Lines can also be used to dry single sheet items such as photographs, textiles etc.
- Do not attempt to separate material that is found stuck together – a trained conservator may be required.
- Items that do not appear to be drying successfully after 24 hours and which cannot be frozen should be placed in polythene bags to keep the moisture in, air excluded as far as possible, and then dried when the drying team have more time.
- Return empty rates to salvage team

<u>Equipment</u>
Tables
Sponges
Polythene sheeting
Blotting paper
Scissors
Dehumidifiers
Fans
Plastic aprons
Kitchen roll
Water spray

**Stabilisation/ Packing Team**

- Items which are thoroughly wet and cannot be air-dried should be frozen, except the items which appear on the list in appendix F.
- Excess moisture that can be drained should be removed (liquid water in archive boxes should be removed through making a small hole in the bottom of the box, not through tilting the box)
- All items to be frozen should be bagged or wrapped in polythene where possible.
- Items should be transferred to crates where possible.
- Some items which cannot be frozen can be kept wet. Use solid crates for this purpose.
- Specific guidance on packing for freezing is contained per item in appendix 6

<u>Equipment</u>
PPE
Crates
Strung tags
Polythene bags
Release paper.
Pencils
Trolleys

## 9. AFTER SALVAGE

The aim of the salvage operation will be to recover and return the affected area and its contents to normal as soon as possible.

The Museum Deputy Manager will co-ordinate any insurance claim regarding the buildings.

Damaged shelving, furniture and floor covering should be removed and replaced.

Regular monitoring of relative humidity must be maintained – use of dehumidifiers and fans may be necessary. The area should be kept well ventilated.

To inhibit mould growth, walls, ceilings, floors and shelving may have to be washed with an anti-fungal solution as well as environmental control with dehumidifiers.

Re-shelving and redecorating should wait until the conditions have stabilised.

Do not reshelve air-dried material immediately – keep separately for a period of a month to ensure that no mould growth has developed.

Before reshelving, consider modification of storage/display if there is a possibility of recurrence (raise shelving higher from floor, box items with high quality boxes)

A meeting should be arranged with all personnel involved in the recovery process to discuss the successes and failures of the reaction.

Consider whether counselling is necessary for personnel who were involved in the recovery effort.

Contact those who were involved in the salvage operation to be thanked.

**Appendix A - Internal Contact Lists**

**Senior Management Team** - can be contacted at any time in the event of an emergency in the museum. Contact Norman Groom first, and if unsuccessful, continue down the list. Refer to the list on page 7 to remind personnel on what to bring with them.

| Name | | Home | Mobile | Travel time | Travel method |
|---|---|---|---|---|---|
| Norman Groom – Disaster Control Co-ordinator | | 01582 605464 | | 20 minutes | Car |
| Peter Keeley –Deputy | | 01582 792701 | | 25 minutes | Car |
| | | | | | |
| | | | | | |

**Additional personnel / Disaster Reaction Team Members these** people have volunteered to assist in the event of any emergency within the museum. They should only be contacted if a member of the senior management team authorises this. It is expected that the Building Recovery Manager, Salvage Manager and PR Manager will be appointed from this list by the Disaster Control Co-ordinator according to their skills.

| Name | Home | Mobile | Travel time | Travel method |
|---|---|---|---|---|
| John Childs | 01582833501 | 07900682171 | 40 minutes | Car |
| Rob Barber | 01296680494 | | 20 minutes | Car |
| Nigel Thompson | 01296668754 | | 10 minutes<br>25 minutes | Car<br>walk |
| John Youngs | 01582833678 | 07742918090 | 40 minutes | Car |
| Dennis Tebble | ?? | ?? | 20 minutes | Car |
| Brenda Grace | 01296 668167 | 07747621710 | 10 minutes<br>25 Minutes | Car<br>Walk |

**Appendix B - Priority Lists**

**Priority Level One**
These items must be salvaged as a matter of highest priority. Their location should be indicated by a fluorescent sticker on the box or on the shelf in front of them, or if on display, on the bottom of the case next to the information card. Priority items are shown on the floor plans in appendix 3.

| Floor | Item | Location |
|---|---|---|
| First Floor | Computers<br>Contents of Fire Safe<br>Contents of Filing Cabinets<br>Contents of Plan Chest | Office |
| | Contents of Storage Drawers | Loft |
| | | |
| Science & Radio Building | TV, Early Electrical & Radios | Rooms 1 & 2 |
| Shop | Computer & equipment | |
| | | . |
| | | |

**Priority Level Two**
These items must be salvaged after Priority Level One. Priority items are shown on the floor plans in appendix 3.

| Building | Item | Location |
|---|---|---|
| Rooms in Reception Block | Everything | As found |
| Nissen Hut | Models & Tools | Along east side |
| Materials Store | Tools & Equipment | |
| Meeting room | Models | |
| Railway shed | Models | |
| | | |
| | | |

**Other materials**
After the salvage of priority level one and two, all other items must be salvaged on the basis of how badly damaged they are and how quickly they are likely to develop mould. The salvage strategy will be made by the Disaster Control Co-ordinator and Salvage Manager based on the type and scale of incident.

**APPENDIX C – FLOOR PLANS**

*Insert here floor plans of the museum of each floor showing all pertinent information that will assist those involved in salvage. These do not need to be to the level of an architect's drawing but can be produced in MS Powerpoint as a guide.*

*Include information like:*

- *Power points, mains electricity cut off, stop cock, gas cut off*
- *Emergency exits*
- *Priority items*
- *Sketch of location of racking/cabinets*
- *Emergency equipment location*
- *Toilets and sink*

**APPENDIX D - DISASTER RESPONSE EQUIPMENT KIT**

**Disaster Kits** There is no kit as such but the locations of required items is as follows below. Items marked 'Personal property' are provided by the volunteer him/herself

| | |
|---|---|
| **Stationary** | |
| Pens (ball-point) | Shop |
| Pens (waterproof) | Shop |
| Clipboards A4 | Office |
| Paper pads A4 | Office |
| Notebooks (spiral bound) | Shop |
| Parcel Tape | Red cupboard |
| Waterproof cloth tape | Materials store |
| String | Office |
| Tags (waterproof) | Not stocked |
| **Cleaning Materials** | |
| Buckets | Old toilets |
| Mops | Old toilets |
| Wringers | Not available |
| Sponges | Not available |
| Yard Brushes | Concrete workshop |
| Refuse sacks | Reception |
| Rags | Concrete workshops |
| **Protective Clothing** | |
| Aprons | Personal property |
| Overalls | Personal property |
| Dust Masks | Materials store |
| Fluorescent waistcoat | Not available |
| Gloves (rubber) | Personal property |
| Gloves (leather) | Personal property |
| Goggles | Materials store |
| Overshoes | Personal property |
| Safety helmets (1 red) | Not available |
| **Tools** | |
| Tool box containing: hammer Screw drivers, pliers, hatchet, Knife, crow bar | Concrete workshop |
| Flood light & spare bulb | Concrete workshop/Fan room |
| Torches | Personal property |
| Extension leads | Concrete workshop |
| Scissors | Office, Jeff's workshop & reception |
| **Miscellaneous** | |
| Polythene sheet (25 m x 4 m) | Cart sheds store |
| Rope | Black shed, top floor mill barn |
| Fire blankets | Big barn |
| First Aid kit | Reception |
| Polythene bags (various sizes) | Reception |
| Blotting paper | Loft over toilets |

**Additional salvage materials held by the Museum**

| Item | Location |
|---|---|
| Buckets | Old toilets |
| Dustbin liner bags | Reception |
| Freezer | Only for foodstuffs |
| Masks; dust/particle | Materials store |
| Mops | Old toilets |
| Paper - absorbent tissue | Loft over toilets |
| Paper - blotting paper | Loft over toilets |
| Polythene bags | Reception |
| Polythene sheeting | Cart sheds store |
| Tables | Big Barn |
| Tape - masking | Reception & Materials store |

## APPENDIX E – EXTERNAL SUPPLIERS

| | | |
|---|---|---|
| Boxes Aylesbury Box Company | | 0800 0967 888 |
| Cold storage Friatec | | 01582 471 600 |
| Conservation Equipment | | |
| Conservators (also see appendix H for list of those who may be able to give advice over phone) | | |
| General (e.g. Plowden and Smith) | | 01582 471600 |
| Wooden object | | |
| Textile (etc provide on the basis of your collections) | | |
| Clothing, protective | Contract Industrial Supplies | 01462 671198 |
| Crates | Smith Anderson packing Ltd | 01582 600110 |
| Dehumidifiers, Dryers, space heaters and air movers | A.S. Dry Ltd | 01462 686663 |
| Disaster Recovery Company | DMS Systems Ltd | 01462 759153 |
| Drain clearing | Dyno-Rod | 0800 112112 |
| Floodlights and generators | T. W. Generators Ltd | 01296 668420 |
| Glazing - emergency and boarding up | | 0800 195 5522 |
| Medical Advice | First Responders Ltd | 01438 721331 |
| Emergency Services | | 999 |
| NHS Direct (24 hr Medical Advice) | | 0845 4647 |
| Moving equipment (cherry pickers etc) | Vertical Transportation Ltd | 01525 850027 |
| Packers and removals | Dollimore & Christie | 01462 458762 |
| Plumber | B.P.M 0845 478 6740 | |
| Polythene bags and sheeting | Screwfix | 01582 483 538 |
| Pumps | Cleghorn Waring | 0845 6319931 |
| Security | 1st Choice Security | 01582 490884 |
| Storage | Dollimore & Christie | 01462 458762 |
| Tents and Tables | first Line Group Services Ltd | 0845 2391960 |
| Transport | MKF Transport | 01525 583130 |
| Electricity company | | |
| Local Council Emergency Planning Unit | | |

## APPENDIX F – SALVAGE GUIDELINES

### Guidelines for treating water-damaged objects.

The first 48 hours can make a big difference.

NB This reference section should provide first-aid advice and treatment for water affected objects. Further restoration/conservation advice should be obtained from private conservators or experts and local or national collections where necessary.

General points

- Work closely with conservators or more experienced staff at all times.
- Use gloves to handle objects – they may contaminate you and vice versa.
- Beware of serious health hazards associated with mud and mould. Wear gloves and protective clothing, including a respirator.
- Work on high priority collections first.
- In unventilated areas in high temperatures and humidity (>20oC and 65%rH) mould will grow on damp organic items within 48 hours.
- In general, freeze items that cannot dry within 48 hours, but refer to list of items that should not be frozen on page x.
- Handle items with care at all times. Mishandling can exacerbate the damage.

### FRAMED ARTWORKS

Paintings:
Paintings should be a top priority as the most serious effects of water exposure occur within the first 15 minutes of a disaster.

- Remove from frames in a safe dry place. Do NOT separate paintings from stretchers.
- Collect any fragments of paint that have come off.
- Keep wet paintings horizontal and paint side up with nothing touching the surface.
- Avoid direct sunlight.
- Do not touch the surface of the painting.
- Dry slowly, image side up, with nothing touching the surface

Art on paper or photos with glass fronts:

- Remove from frames in a safe dry place, unless art is stuck to glass
- If image stick s to glass, leave it in the frame, dry glass side down.
- Otherwise, dry slowly, image side up, with nothing touching the surface.

### TEXTILES

- Provide adequate physical support when moving heavy textiles.
- Do not unfold delicate wet fabrics.
- Keep light/dark textiles away from each other.
- Do not stack wet textiles.
- Rinse, drain and blot items with clean towels/cotton sheets to remove excess water.
- Block and shape each damp textile back to its original form.

- Gently press textile – do not wring or twist
- Air-dry textiles indoors using air-movement/fans
- If items cannot be dried within 48 hours, separate with silicone release or waxed paper to prevent dye transfer. Pack flat and freeze.

**FURNITURE / WOOD**

- Keep drawers in place but remove contents.
- Lift from bottom of object.
- Rinse/sponge surfaces gently to clean. Blot.
- Air-dry slowly. Possibly under polythene to prevent warping/splitting. Also dehumidifying room with gradual changes to dehumidifier setting will draw moisture out slowly.
- Inspect painted surfaces. If paint is blistered or flaking, air-dry slowly without removing surface dirt or moisture.
- Hold veneer in place whilst drying with weights or clamps; separate weight from veneer with protective layer
- Finishes may develop white haze. This does not need immediate attention.

**CERAMICS/STONE/METAL**

Ceramics

- Handle with care during salvage – biggest initial problem will be risk of breakage.
- Identify ceramic type and consult a conservator on drying procedures – prioritise terracotta/sun baked, low-fired ceramics, then lastly high-fired ceramics.
- Porous ceramics will be highest priority as they absorb dirty water.
- TERRACOTTA - treat within 24 hours to prevent disintegration and loss of surface. Blot dry, do not rub. Air-dry using fans.
- LOW FIRED CERAMICS – Treat within 48 hours. Pat dry. Air dry using fans.
- HIGH FIRED CERAMICS – Treat after less stable material. If surfaces are stable, blot with lint free towels. Air drying using fans.
- If ceramic is broken, cracked, or has mineral deposits or old repairs, place in a clean, transparent polythene bag until it can be treated. Seal bag and monitor for mould.

Stone

- Treat after less stable materials.
- If stone object is smooth-surfaced, blot gently and air-dry.
- If object is rough-surfaced or has applied finish, do not blot, but air-dry on plastic or clean towel.
- Air-dry using fans.

Glass

- Treat after less stable materials.
- Pat dry, do not rub.
- Air-dry, using fans.

Metal

- Treated unstable (corroded) metals within 48 hours – thereafter stable metal.
- Use gloves to handle
- Rinse/sponge and blot metal object.
- Air-dry.
- If object has applied finish, do not clean. Air-dry, keeping flaking surfaces horizontal.

**ORGANIC MATERIALS**

Leather and rawhide

- Rinse/sponge with clean water to remove mud.
- Drain and blot to remove excess water.
- Pad with toweling or unlinked paper to maintain shape.
- Air-dry, using fans.
- Manipulate tanned fur skins during drying to keep skins flexible.

Baskets

- Handle with care. Lift from bottom.
- Rinse.
- Drain and blot to remove excess water.
- Stuff with clean paper towels or cottons sheets to retain shape and absorb stains.
- Cover with clean towels.
- Air-dry slowly.
- Keep lids on.
- Change blotting material regularly.

Bone, Shell and Ivory

- Handle with care.
- Rinse.
- Drain and blot to remove excess moisture
- Place on blotters on non-rusting screens
- Air-dry slowly.

**OVERSIZE OBJECTS**

- Consider carefully before moving a large object. Given the resources required to move large heavy object, it may be easier to dry in situ or to leave until other more portable objects have been moved.
- Never attempt to move an object single handed
- Make sure you know where you are going before you move it
- Do not stack
- Keep well supported and bubble wrap

**NATURAL HISTORY COLLECTIONS**

Animal skins and taxidermy mounts

- Treat within 24 hours to prevent mould growth.
- Avoid direct handling. Many stuffed mounts contain arsenic/pesticides.
- Separate items with freezer/waxed paper. Isolate from other objects in box with polythene.
- Air-dry slowly.

Herbarium specimens

- Treat within 24 hours to prevent mould growth
- Avoid direct handling.
- Separate with plastic sheeting, freezer or waxed paper.

- Air-dry with good ventilation. Open specimen boxes.

Fluid preserved collections

- Treat within 24 hours to prevent objects from drying or shriveling.
- Avoid direct handling.
- Place specimens and labels in sealed polyethylene boxes with a small amount of alcohol.
- Rinse with distilled water or a preservative. Store in new jar with fresh liquid or preservative

Pinned insects

- Treat within 24 hours to prevent mould growth
- Handle with care – wet specimens may be fragile.
- Ensure pins are secured and specimen trays/boxes are supported.
- Air-dry with good ventilation.

Geological specimens

- Treat within 28 hours.
- Handle with care, wet specimens may be fragile
- Rinse
- Wrap with paper towels / other absorbent material.
- Air-dry slowly. Consult with conservator beforehand to identify specimens which require drying most quickly.

Palaeontological specimens

- Treat within 48 hours.
- Handle with care – wet specimens may be fragile.
- Air-dry slowly. Use ties to hold fragile or repaired specimens whilst drying.

**PHOTOGRAPHIC MATERIAL**

- Remove from any frame or mountings.
- Immerse prints and glass plate negatives in cold water in their wrappings
- Where photographs are stuck together consult a photograph conservator.

- Wash colour prints and glass plates in cold water for 15 minutes. Black/white prints, colour and black and white negatives for 30 minutes.

- Remove from their wrappings and lay out flat, emulsion side up on blotting paper.

- Ensure the drying environment is as dust free as possible.

- Incline glass plate negatives slightly to speed drying.

If there are too many for immediate attention, either:

- Keep wet in a container or water for no more than 48 hours. Air-dry.
- Freeze. If possible, interleave each photo with silicone release or waxed paper.

**DO NOT FREEZE GLASS PLATE NEGATIVES**

**BOOKS AND PAPER**

Books

- If rinsing, hold book closed.
- Partially wet or damp: stand open to 90$^{O}$ angle on bottom or top edge. Splay pages and air-dry.
- Very wet: lay flat on clean surface. Interleave less than 20% of the book with absorbent material. Replace interleaving when damp.

If too many books to air-dry in 48 hours

- Wrap in silicone release or waxed paper.
- Pack spine down in sturdy containers such as crates.
- Freeze

Paper

- Air-dry flat as individual sheets, or small piles up to 0.75cm, interleaved with blotter.
- Replace blotter when damp.
- Do not unfold or separate individual wet sheets.

If too many items for air-drying

- Interleave (by groups or individually) with silicone release or waxed paper if time permits.
- Pack papers or files into sturdy containers.
- Freeze.

**DO NOT FREEZE**

- Paintings on canvas
- Paintings on wood panel
- Ivory and/or tooth
- High fire ceramics
- Joined wooden panels
- Waterlogged materials (drain water away first)
- Wax or objects with wax fills
- Objects where inlays or veneers show warpage or lifting from substrate.
- Objects where there is warpage or other distortions that may indicate that the object's structure is under stress
- Anything under tension (drum heads, string instruments)
- Glass

If you cannot freeze and cannot air-dry, consider whether it will be appropriate either to keep the item wet either through placing a container full of water, or placing item inside a polythene bag to prevent moisture escape. Drying items too quickly may result in further damage such as cracking and splitting.

**Salvage after fires**

In the aftermath of a fire, prioritise wet items initially. When all wet items have been salvaged, attention can turn to smoke and fire damage. Ensure that all fragments are gathered and bagged or crated with the object.

Get advice from a conservator over treatment options. Smoke residues can be removed through careful cleaning, but advice should be obtained before this commences. Smoke residues are acidic and should not be left untreated for a long time.

## APPENDIX G – HEALTH AND SAFETY

**General points**
It is important that health and safety is the highest priority in a salvage situation. The aftermath of a fire or flood will be potentially hazardous and it is the responsibility of the Senior Management team to ensure that steps are taken to control the risk of anyone being injured in the course of the work.

In the event of a major incident, the Fire Brigade will be available to advise and you will be permitted in the building if it is structurally sound. If their presence has not been necessary, advice can be obtained from the local branch of the Health and Safety Executive at Aylesbury Vale District Council.

The Risk Assessment form on the next page should be completed before salvage begins. This will prompt you to look for hazards so that the appropriate precautions can be taken.

Key steps will include:

Ensuring there is no risk from live electricity and water. Power may be off; refer to Building Recovery Manager.

Clearance of standing water

Provision of suitable personal protective equipment – gloves and boots will be a must.

Clearing of the floor from debris such as glass and twisted metal

Constant monitoring for signs of mould growth.

Use of equipment to help with manual handling and briefing staff on do's and don'ts (lift from knees, not back etc)

Provision of adequate lighting

Site control and register

Hazardous substances

Briefing of staff before entering site to advise on areas where they can and cannot go.

Regular breaks for staff to avoid tiredness and accidents

Risk Assessment form for Emergency Situation

This form should be completed prior to commencement of a salvage operation. It may be conducted verbally by Disaster Control Co-ordinator and Building Recovery Manager and then documented immediately afterwards, as salvage commences. Salvage should not commence if adequate safeguards against hazards have not been implemented. This form should be reviewed at appropriate periods, and retained by the PR Manager.

| | |
|---|---|
| Identity of work area and/or activity | |
| Evaluation date | |
| Person(s) responsible for this assessment | |
| Reason for this risk assessment | Salvage after Fire ☐<br>Salvage after water-damage☐<br>Salvage after explosion ☐<br><br>Other (specify) |
| Recommended review time | |

1. Hazard category – select the most appropriate category for the activity you have identified.

Manual handling ☐ Falling debris ☐ Poor lighting ☐
Fall from height ☐ Hazardous substance ☐ Contaminated water ☐
Slip/Fall ☐ Mould spores ☐ Airborne particulates ☐
Water on floor ☐ Broken glass ☐ Live electricity ☐
Others (please specify)_____

2. Who is at risk – identify the people who are at risk from this hazard (e.g. employees, lone workers, visitors, workers other than employees, general public, volunteers. Identify any particularly vulnerable groups such as workers with bad backs, conditions such as asthma).

| |
|---|
| |

3. Risk Assessment

Assess the level of risk – multiply the probability of each hazard to cause harm by the worst possible severity of injury. Action will be required for results of 2 or higher.

| PROBABILITY | SEVERITY |
|---|---|
| 1. Unlikely but possible | 1. Trivial /Minor |
| 2. Likely | 2. Moderate |
| 3. Certain | 3. Major |

[e.g. cuts from broken glass – probability 1 x severity 3_

4. Existing control measures – what controls have been implemented to control hazard

5. Are these control measures adequate to contain hazards Yes ☐ No ☐

6. If not, what additional controls are required to control hazard

If you need any further advice, please contact the Aylesbury Vale Health and Safety Executive.

Signature _____ Date_____

## APPENDIX H – PREPARED PRESS STATEMENT AND KEY CONTACT INFORMATION

Prepared Press Statement [only to be issued with the authorisation of the Disaster Control Co-ordinator or Building Recovery Manager. Press statements to be made solely by the PR Manager or the Disaster Control Co-ordinator. All press queries to be directed to them.

A fire / serious flood occurred in the Pitstone Green Museum, last night/early this morning. Fire brigade personnel were at the scene quickly and have worked hard to extinguish the fire and limit the damage to our collections and building.

Our disaster control plans are now activated and we are now working hard to salvage our holdings. The site will be closed until further notice and further information will be circulated when appropriate.

List of local media and contact details

| | |
|---|---|
| Local newspapers | Bucks Herald |
| Local radio | 3 Counties Radio 08459 455555 |
| Local television news | |

List of Trustees to contact in the event of a serious incident

| Name | Phone number |
|---|---|
| Sue Lipscombe | 01296 630578 |
| Anne Ball | 01296 822672 |
| Bill Barnard | |
| Sandra Barnard | |

List of local museums, conservators, organizations to approach for assistance in the event of a serious incident

| Name | Phone number |
|---|---|
| National Preservation Office | |
| Emergency Planning Unit, Local Authority | 01296 585 096 |
| MLA | |
| Local MLA Branch | |
| Conservators | |
| National Museum Conservation Units [e.g. National Archives/British Library for paper, British Museum for Ethnography etc) | |
| Large local museums | 01582 546722 |
| County Museum Development Officer | |

**APPENDIX I – DAMAGE RECORD FORM**

Each crate should be given a number and this form completed for each crate detailing its contents. Upon completion, this form should be given to the Disaster Control Co-ordinator. In the event of a major emergency, the form can be used as a summary sheet, detailing just the crate number under 'Item Ref No' and a broad summary of contents. Only do this if permitted by the Salvage Manager

Crate number _____ Original location _____

| Item Ref No | Object description | Type of damage | Treatment needed | Moved to (location) |
|---|---|---|---|---|
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**APPENDIX J – INCIDENT ASSESSMENT FORM**

| | |
|---|---|
| What is the nature of the damage?<br><br>Fire/smoke, water, sewage, other | |
| When did the incident happen | |
| Which areas are affected<br><br>Check entire building | |
| What types of object are affected | |
| What are the environmental conditions? | |
| What possible health and safety issues are present? | |
| How much material is affected (number of boxes, metres of shelving) | |
| How extensively has water penetrated into cabinets/boxes | |
| Is there power / water | |

## APPENDIX K – ACCOMMODATION FOR RECOVERY OPERATION

| | |
|---|---|
| **Assembly Area**<br>Where people will gather when called in. | **A** Chicken yard<br>**B** Rickyard<br>**C** Orchard |
| **Control Point**<br>Private | To be determined by Disaster Control Co-ordinator depending on site and nature of disaster |
| **Rest Area**<br>Preferably with kettle and kitchenette | **A** Reception<br>**B** Meeting room |
| **First Aid Point** | **A** Reception<br>**B** Meeting room |
| **Sorting Area**<br>Large area in central location | **A** Big Barn<br>**B** Grain Barn |
| **Storage for unaffected material**<br>Secure area | **A** Concrete workshop<br>**B** Nissen Hut |
| **Treatment area**<br>Large area with good ventilation | **A** Grain Barn<br>**B** Big Barn |
| **Packing area**<br>Near loading bay | To be determined as appropriate |

**Appendix L – Instructions for turning off mains utility supplies**

Water is supplied from the Farmhouse and is best turned off in there during or after an emergency. If nobody is available in the Farmhouse to turn off the water it can be turned off by lifting the manhole cover situated in the crazy-paved area outside the Crossley Engine Room. The main stop cock is the one nearest to the Farmhouse.

Electricity. The main isolating switch for the whole site is located in the Fan Room and is immediately to the right on entering the room in a large black wall-mounted box marked MAIN ISOLATING SWITCH. There are subsidiary isolating switches also in the fan room which can be used just to isolate certain areas leaving other areas with an electricity supply. These are in a variety of designs in the fan room and are marked as below

| Locations isolated | Marking |
|---|---|
| Concrete workshop and off-site grain drying barn | CONCRETE W/S |
| Refreshment area fridges & freezers, reception fridge and alarm system | SAFE SUPPLY |
| Nissen hut, Owen barn, Sheepyard workshop, mower store, green shed, new sheepyard building | SHEEPYARD W/S |
| Grain barn, wood store, fuel & paint store, fan room, silos | GRAIN BARN |
| All other site locations not mentioned above | MUSEUM |

**NOTE The 3-phase supply in Jeff"s workshop needs to be separately isolated using the appropriately marked switch.**

Gas is not present on site except in standard canisters. Up to four of these may be connected together inside the storage cage located against the north end wall of the cart sheds, and a main isolating valve is within this cage. This valve is never turned on unless the Crossley Gas Engine is being run, and only one canister should be turned on at any one time.

Alarm reset instructions Ensure all doors are closed and all infra-red beams are unobstructed. Turn all three switches on alarm unit to test and wait for 60 seconds. If no lights come on on the alarm unit turn all three switches to alarm and promptly walk out of reception and close and lock the door behind you. Alarm system in operation is signified by lighting of red lamp near lock on reception door.

**APPENDIX M - SUMMARY PAGE**

**Pitstone Green Museum Disaster Plan Summary**

**If you discover any threat to the collections or buildings** inside or outside office hours please contact any of the following for immediate assistance and call the emergency services on 999 if necessary :

| Name | Home | Mobile |
|---|---|---|
| Norman Groom – Disaster Control Co-ordinator | 01582 605464 | |
| Peter Keeley –Deputy | 01582 792701 | |
| | | |
| Brenda Grace | 01296 668167 | 0774 762 1710 |

**In the event of a fire,** first see if you, together with those around you, are capable of dealing with it yourself. If not, or you have any doubt, ring 999 for the Fire Service, and keep everyone away from the vicinity until they arrive. The only suitable source of water for fire fighting is a hydrant near the street gate to the site.

**In the event of a flood**, first search for the source of the problem, and see if you can deal with it or turn off the stop cock (e.g. leaking tap). Try to divert the water away from the collections. If collections are under threat and it is safe to do so, protect them from damage by moving them to a safe area or covering them with polythene. Do not move damaged collections until the Salvage Manager views the collections.

**Equipment to assist with salvage** is available in various locations; refer to Appendix D for details.

If you are contacted to assist with salvage, please remember to bring some cash, ID, house keys, your mobile, warm clothes, your usual workwear complete with waterproofs, glasses rather than contacts, a flask and something to eat and any torches or useful equipment you may have at home.

Do not talk to the press upon arrival.
Key telephone numbers:

| | |
|---|---|
| Power company | 0800 161 3010 |
| Local Hire Shop | 01582 573694 |

SALVAGE AT A GLANCE – (first aid reminder only. Consult with Conservator at scene)

| Object | Priority / rate of deterioration | Handling / packing | Treatment |
|---|---|---|---|
| Framed artwork (no glass) | HIGH - First 15 mins = worst damage | Remove frames, not stretchers in safe place. Keep horizontal. Collect any flaking paint. | Air-dry paint side up slowly, out of sunlight. |
| Framed artwork (glass) | HIGH – risk of adhesions | Remove from frames unless glass is stuck to glass. | Air-dry slowly, image side up. If image stuck to glass, air-dry glass side down. |
| Photos | HIGH – risk of adhesions | Remove from enclosures (cut if necessary). Don't touch or blot surfaces. Rinse with cool clean water (15 mins colour; 30 mins black white and all negs). | Air-dry in dust-free environment image side up or hang, clipping non-image areas. Freeze if quantity is large. |

| | | | |
|---|---|---|---|
| Glass plate negatives | HIGH | Handle with care fragile. Do not freeze | Air-dry on absorbent paper, but tilt slightly to improve drying rate. |
| Books | HIGH – fine bindings, MEDIUM – other books | Push book from shelf, don't pull. If spine/boards are detaching, secure by bagging or cotton tape. | Air-dry if superficially wet, fanning to 90o. Freeze if quantity is large. |
| Paper | MEDIUM | Take care not to tear pages. Remove documents in original boxes if possible. | Air-dry on absorbent paper. Unfold as the item dries. Freeze if quantity is large. |
| Textiles | HIGH | Keep item fully supported. Do not unfold. | Rinse drain and blot items with cotton sheets/towels. Reshape. Freeze if quantity is large. |
| Wooden items | Medium | Keep drawers in place, remove content. Hold veneer in place with weights. Lift from bottom. | Rinse/sponge surfaces gently to clean. Air-dry slowly. Any white haze can be addressed later |
| Ceramics | HIGH – Terracotta, HIGH – low fired ceramics, MEDIUM – high fired | Breakage. | Pat dry – do not rub. Air-dry using fans |
| Glass | LOW | Breakage | Pat dry, without rubbing, then air-dry with fans. |
| Stone | LOW | Smooth surface, blot. If a rough/ applied finish, do not blot. | Air-dry using fans |
| Metal | MEDIUM – treat corroding metals 1st | Use gloves when handling. If surfaces are stable | Blot with lint free towels . Air-dry using fans. |
| Leather | HIGH | Handle with care. Provide support | Pad out with toweling to maintain shape, and air-dry with fans |
| Baskets | HIGH | Lift from the bottom of the object. Keep lid on | Pad out with toweling to maintain shape, and air-dry slowly. |
| Bone / ivory | HIGH | Handle with care – may be fragile | Air-dry with fans. |
| Taxidermy | HIGH | Avoid direct handling (arsenic) | Separate in crate with freezer paper/polythene. Air-dry slowly. |
| Herbarium specimens | HIGH | Avoid direct handling | Open boxes, air-dry with good ventilation. |
| Pinned insects | HIGH | Very fragile – handle with care | Ensure pins are supported. Air-dry with good ventilation |
| Geological specimens | MEDIUM (check for specific items) | Handle with care | Rinse Air-dry slowly. |
| Palaeo - specimens | MEDIUM | Handle with care | Air dry slowly. Use ties to hold fragile or repaired specimens whilst drying. |
| Fluid preserved collections | HIGH | Avoid direct handling | Rinse with distilled water or preservative and transfer to new jar with fresh preservative. |