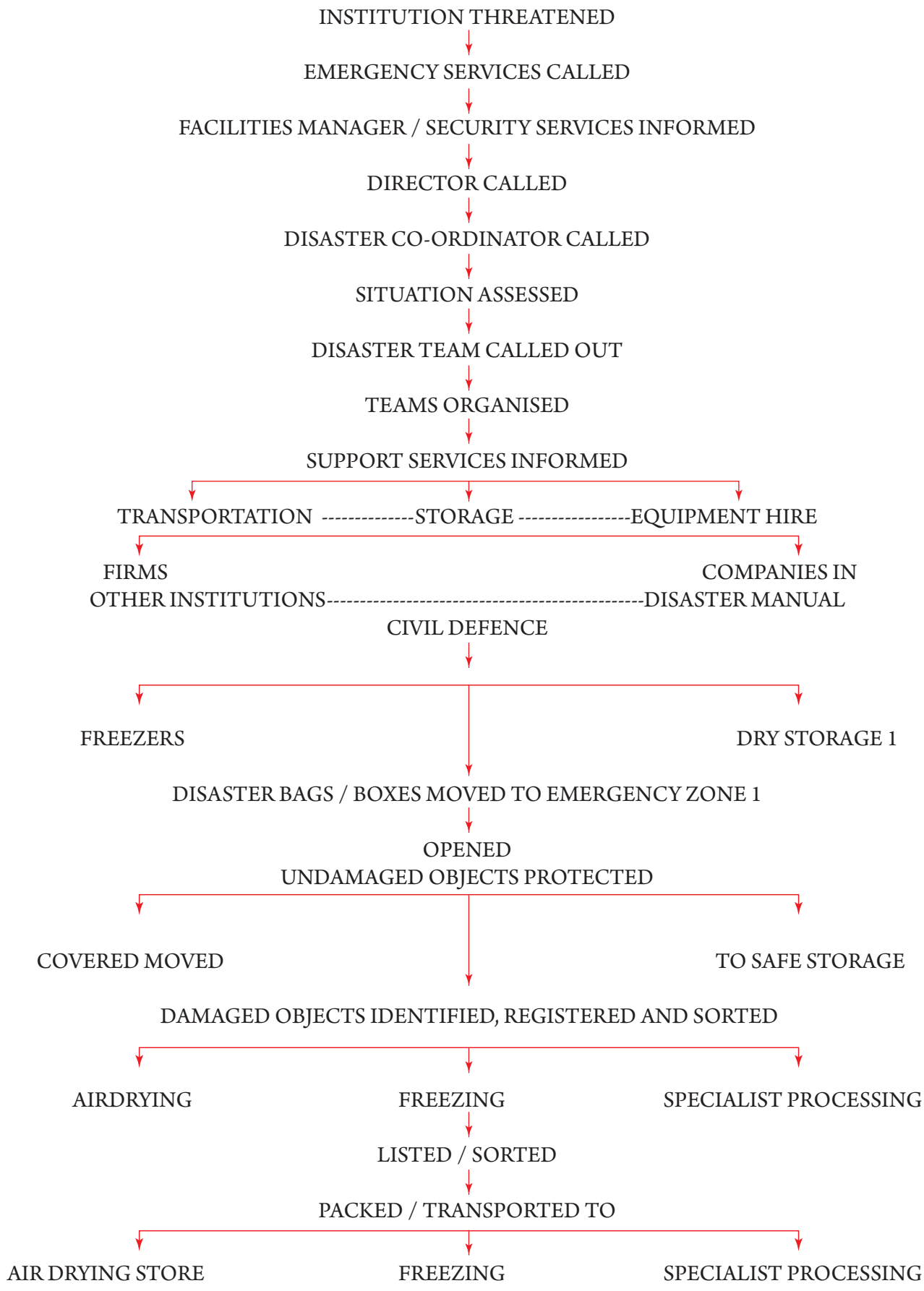


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INDIVIDUALS TO BE CONTACTED IN THE EVENT OF AN EMERGENCY

Building Manager	Tel No
Co-ordinator Disaster Team	Tel No

In an emergency ring 111

Ambulance	Tel No
Civil Defence	Tel No
Electric Power Lines	Tel No
Fire Brigade	Tel No
Hospital	Tel No
Police	Tel No
Poisons and Hazardous Chemicals	Tel No

Security Firm

SPECIALISTS

Builder

Emergency Number

Electrician

Plumber

Locksmith

Conservators

TEAM MEMBERS

CO-ORDINATOR

Collection Manager

SALVAGE TEAM

Team Leaders:

TEAM MEMBERS

REGISTRATION TEAM

Team Leaders

TEAM MEMBERS

CONSERVATION ASSESSMENT TEAM

Team Leaders:

TEAM MEMBERS

CATERING SUPERVISOR :

SUPPLY MANAGER:

MEDIA LIAISON:

PLEASE NOTE

IF THERE ARE NOT ENOUGH STAFF TO FORM AN ADEQUATE EMPLOYEES

It is recommended that all these members be classed as supervisors for the volunteers that you will need to recruit to ensure there are enough personnel to work effectively.

SITES OF DISASTER SUPPLIES:

MATERIALS:

EQUIPMENT:

SERVICES

FREEZE DRYING -

FREEZING FACILITIES

REFRIGERATED CONTAINER HIRE / PURCHASE

FUMIGATION/ PEST MANAGEMENT

PUMPING EQUIPMENT

STORAGE FACILITIES

Please also refer to Container Storage.

It is also recommended that like minded institutions can assist in storing undamaged dry objects for the effected museum. For example: a group could be made up of for example:

MATERIALS TO SUPPLEMENT YOUR DISASTER SUPPLIES

RETRIEVAL
DON'T RUSH

WORK METHODICALLY GIVING TIME TO THE OTHER TEAMS WHOSE JOBS ARE MORE
TIME CONSUMING

If objects or collections are undamaged and the area is secure do not move. If not move to a secure environmentally controlled area
If all the building is affected loosely cover objects with plastic sheeting
Dehumidify the area

Keep objects in found state until salvage procedures are in place and Registration and Conservation are ready to receive material.
Collect all broken pieces and bag in plastic bags
Check for Mould Growth at regular intervals

ASSESSMENT OF DAMAGE

Notify the Insurance Company.

Estimate amount and nature of damage Document

SALVAGE

Salvage by group not by item

Focus on

1. Information
2. Loans
3. Core collections
4. Valuable items
5. Most damaged Items
6. Items most likely to be salvaged.

REGISTRATION

Ensure the inventory is rigorous, methodical and completed before moving on to conservation assessment.

CONSERVATION ASSESSMENT

Use the appropriate conservators and take their advice.

Remember the three sections

Dry material,

Damp material,

Wet material.

It is vital these groupings are kept separate.