Emergency Response Plan

Example Church
Old Town
Anywhere
Gloucestershire

Post Code:	**GL59 1JZ**
Grid Reference:	**415883 223433**

Telephone Number:	**000 1111 1111**

Date of Writing Plan:	**30/06/2017**
Person Writing Plan:	**Example Name**

To be kept at:	**Vicarage**
Copy also located at:	Church Warden's Cottage

Revision Number & Date:

This document must be tailored to meet your needs.
For further information please contact EmergencyPlanning@historicengland.org.uk

Emergency Evacuation Procedures

IN CASE OF FIRE OR OTHER EMERGENCY:

1. Raise the alarm by shouting “Fire; Fire”
2. Evacuate the premises
3. Tackle the fire, if safe to do so, without taking any risks.
4. Call the Fire Brigade by dialling 999

ON HEARING THE ALARM

a. Evacuate the premises by the quickest route
b. Ensure that disabled people are helped to safety
c. Report to the assembly Point at

MAIN CAR PARK

DO NOT

1. **Do not stop to collect personal belongings**
2. **Do not re-enter the Church until authorised to do so**

Insert you own evacuation procedures here.

Emergency Response

React

Evacuation Procedure (inside cover)
Contact List

Site / Floor Plans (1 copy to retain, 1 copy for emergency services)

- Site Plan
- Ground / Basement Floor Plan
- First Floor Plan

Inventory of Priority Objects
Priority Object Grab Sheet No.1 (keep with salvaged object)
Priority Object Grab Sheet No.2 (keep with salvaged object)
Priority Object Grab Sheet No.3 (keep with salvaged object)
Priority Object Grab Sheet No.4 (keep with salvaged object)
Priority Locations - Protect In-Situ
Inventory of Salvaged Objects

Salvage Recovery Areas
Salvage Equipment

Handling & Treating Objects

- Air Drying
- Freezing
- Mould
- Books
- Ceramics and Glass
- Furniture
- Leather
- Metal
- Natural History
- Paintings
- Paper
- Photographs
- Plastics
- Stone and Plaster
- Textiles

Guidance & Reference

Guidance Notes on:

- Incident Management Structure
- Salvage Risk Assessment
- Incident Communications Log
- Entry Control Log
- Working with the Emergency Services
- Entering a Flooded Building in Safety
- Spillage
- Documentation and Security of Salvaged Objects
- Emergency Information for site

Rearrange, add or delete documents to suit your needs

REACT

EXAMPLE CHURCH CONTACT LIST

Emergency Services	Emergency Number	Non-Emergency
Emergency Services	999	
Local Hospital		11111 123456
Local Police Station		22222 123456
Local Fire Station		33333 123456
Police Community Support Officer		44444 123456
Counter Terrorism Hotline	0800 789 321	
Local Council Emergency Planning Manager		55555 123456

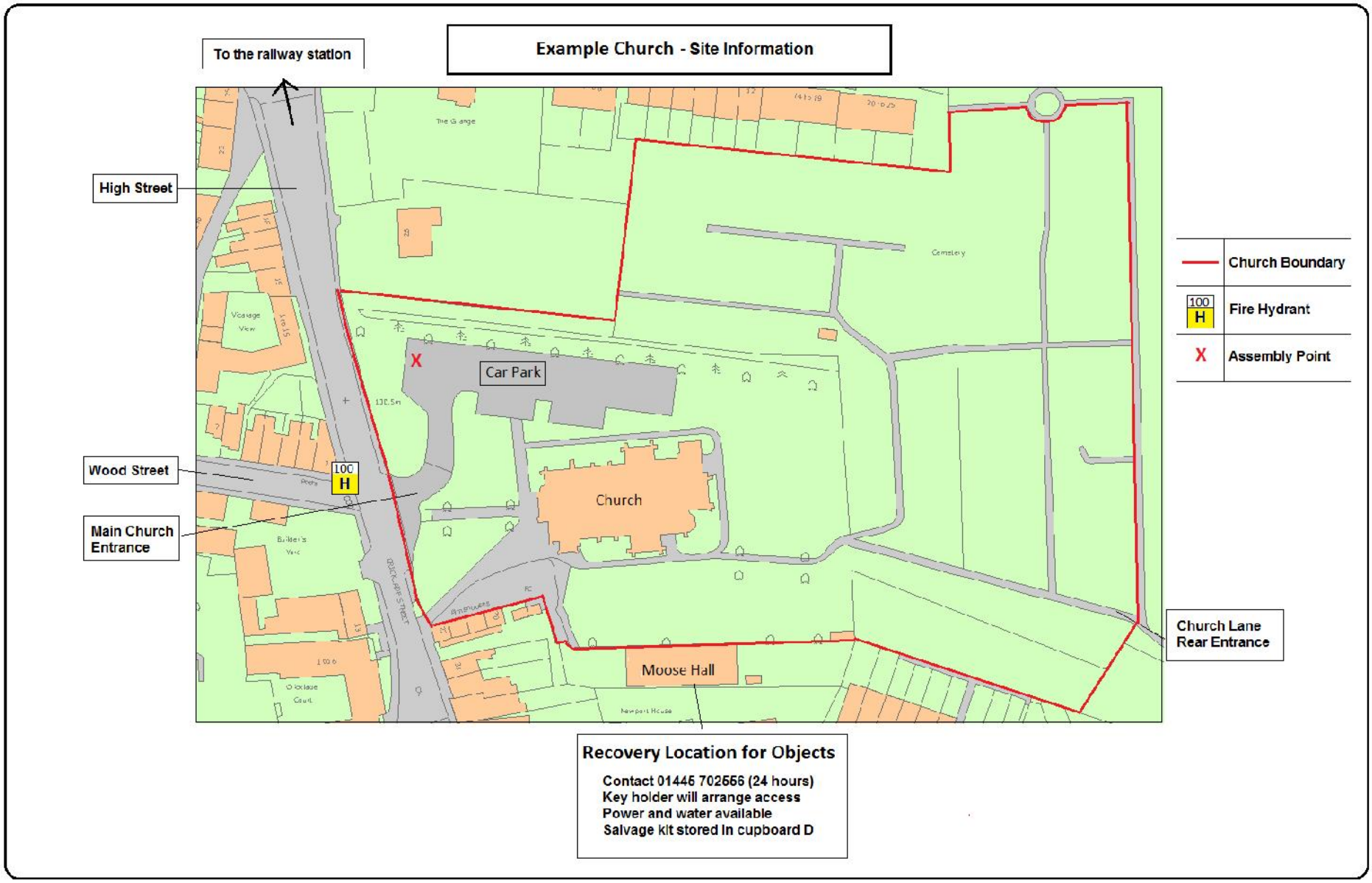
Incident Support	Contact Number	Address/Email
Vicar		
Dean/Arch Deacon		
Church Warden/Chairman of Church Council		
Local Associations/Clubs/Societies		
Other Local Churches		

EXAMPLE CHURCH CONTACT LIST

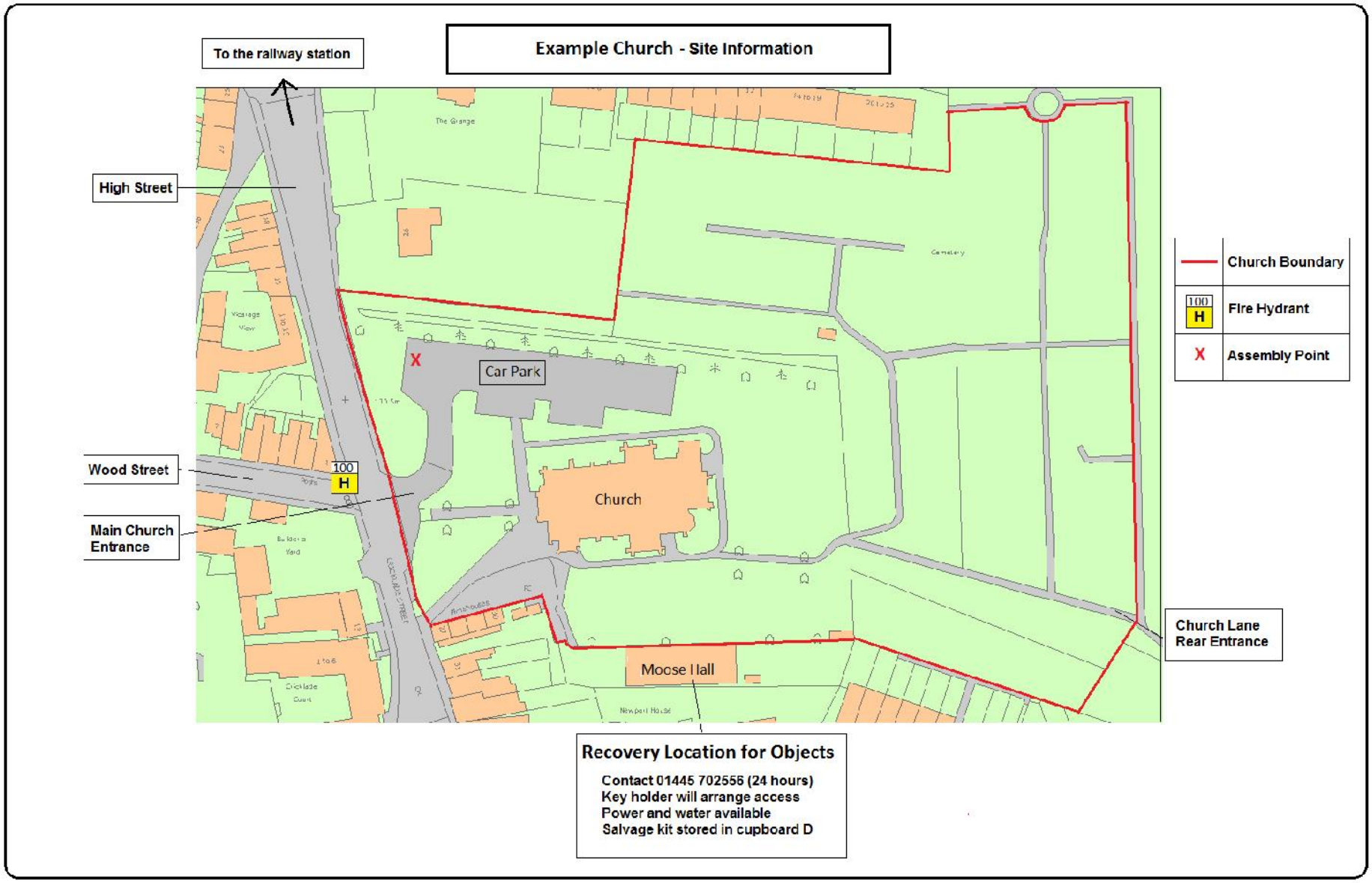
Utilities	Company Name	Contact Number	Address/Email
Electricity			
Gas			
Water			
Telephone			
Oil			
Fire Alarm			
Security			
Heating/Plumbing			
Building Maintenance			
Locks			
Cleaner			

Regularly test phone numbers to make sure they are still active.

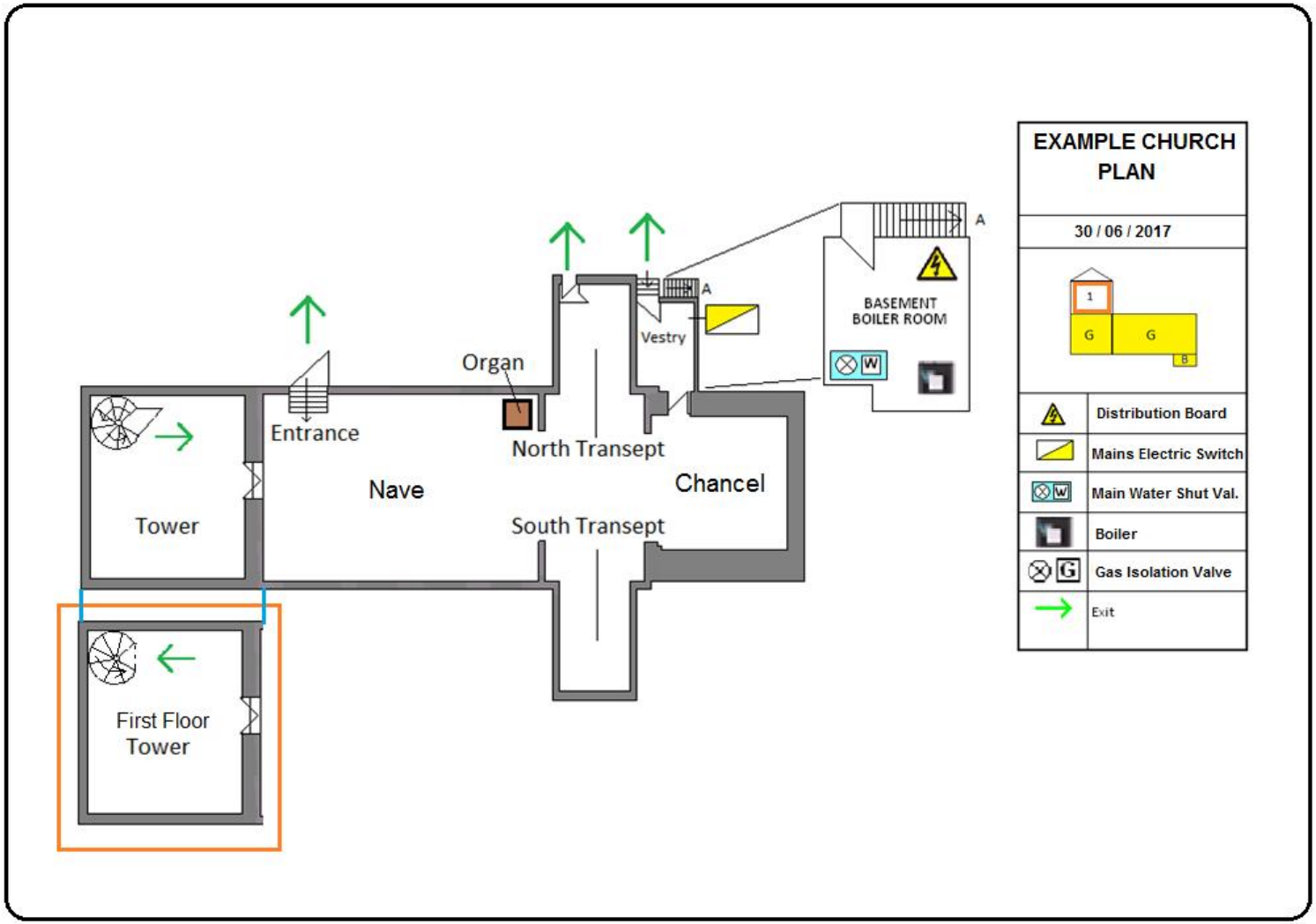
Regularly review contacts as people may change roles or move on.



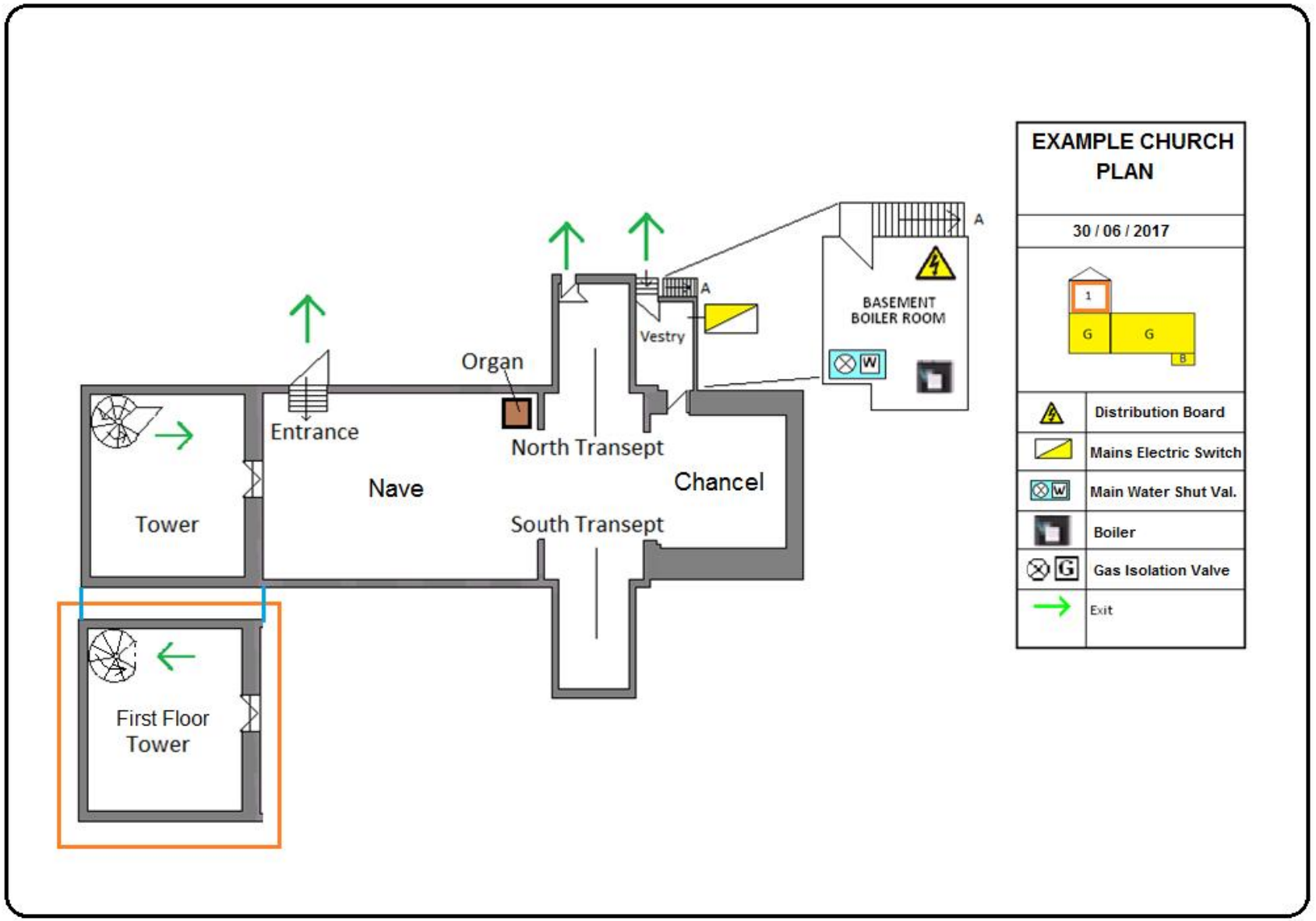
Include a site map with locations of out-buildings, if any. Note where salvage equipment is stored, and show fire hydrant locations. Include hazards you consider relevant e.g. unlit path to cemetery.



Ensure 2 copies of the site and floor plans are printed – use one to hand to the Fire Service and retain the other for the folder.



Insert floor plans if you have them. This example has been produced using MS Paint. Plans will help assist those involved in salvage situations. Include information like: Mains electricity cut off / water stop cock / gas cut off


EXAMPLE CHURCH PLAN
30 / 06 / 2017
1
G
G
B
Distribution Board
Mains Electric Switch
Main Water Shut Val.
Boiler
Gas Isolation Valve
Exit
A
BASEMENT BOILER ROOM
W
A
Vestry
Organ
Entrance
North Transept
Nave
Chancel
Tower
South Transept
First Floor Tower

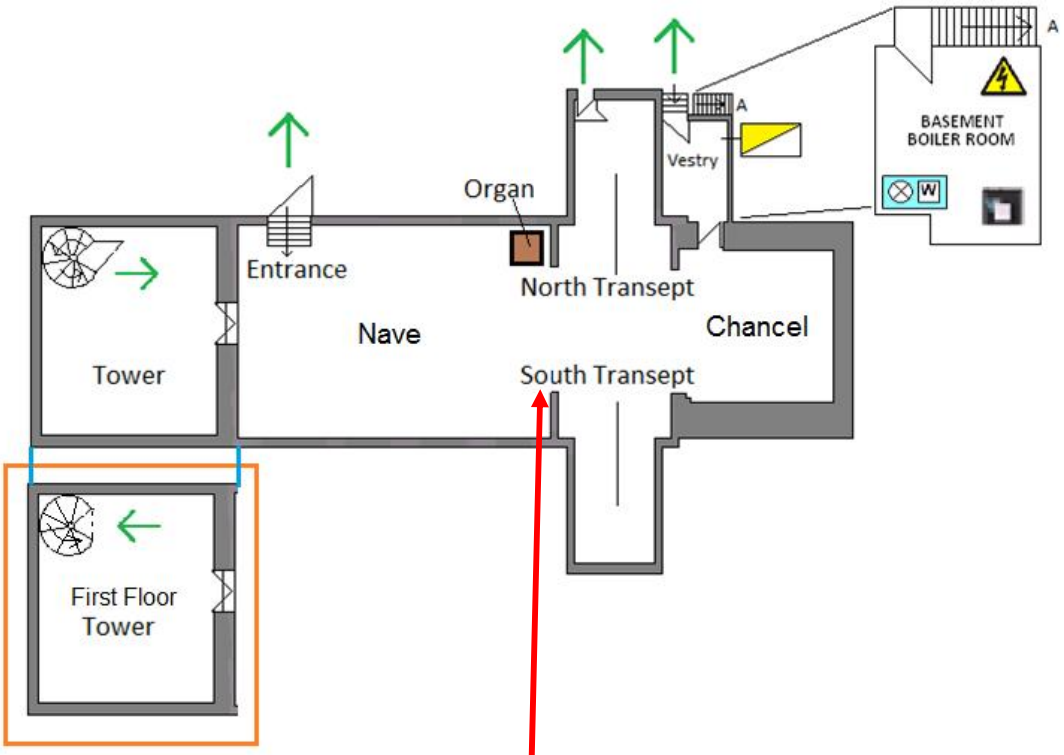
Historic England

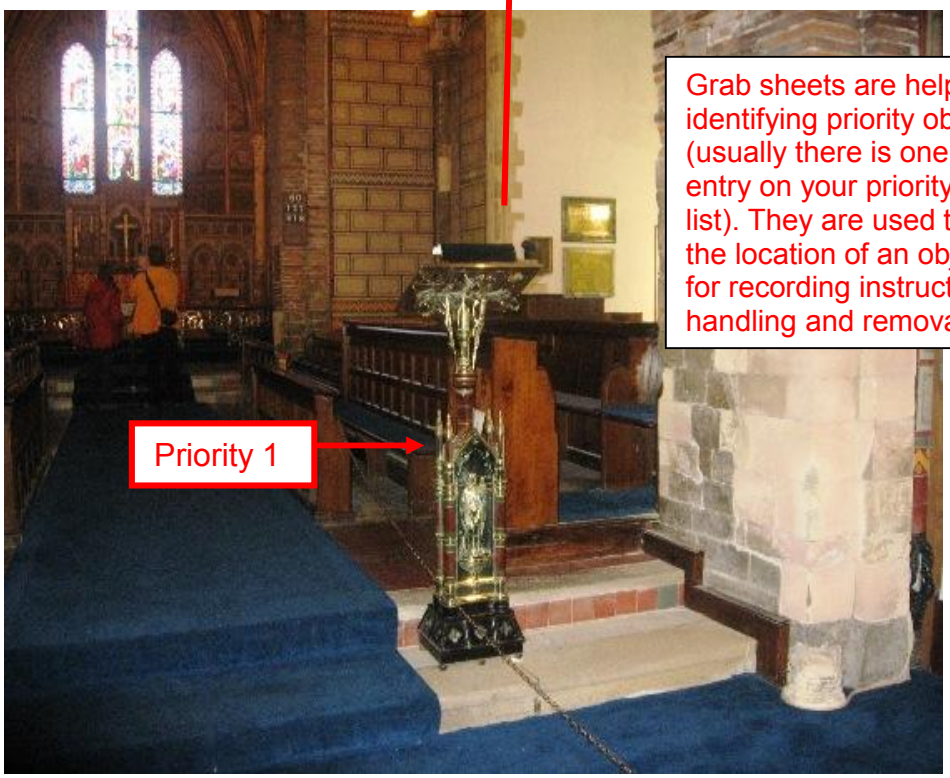
Inventory of Priority Objects at Example Church

Object Type	Inventory No	Object Description	Priority	Floor	Room & Position in Room	First Aid Required?	Location?	Storage Destination
Furniture	EC 1	Brass Lectern	1	G	Nave/Junction with Transept			
Ornament	EC 2	Gilt Cross	2	G	Chancel/Communion Table			
Furniture	EC 3	Bell hanging in wooden frame	3	G	Nave by west door			
Archive	EC 4	Bible & Parish Records	4	G	South Transept / west wall			

List those items you would consider to be of the highest priority. These are items that you would want to remove first, if circumstances allowed, in an incident situation. Incidents do not, unfortunately, develop in convenient or predicable ways. This inventory provides a prompt for those who might need to make critical decisions on salvage priorities during an incident. Consider marking a room or area as a 'Priority Area' if it contains numerous items of high value.

Example Church
Nave





Grab sheets are helpful for identifying priority objects (usually there is one for each entry on your priority inventory list). They are used to identify the location of an object and for recording instructions on handling and removal.

Example Church
Nave

Priority 1
Brass lectern at junction with transept
Inventory No EC 1

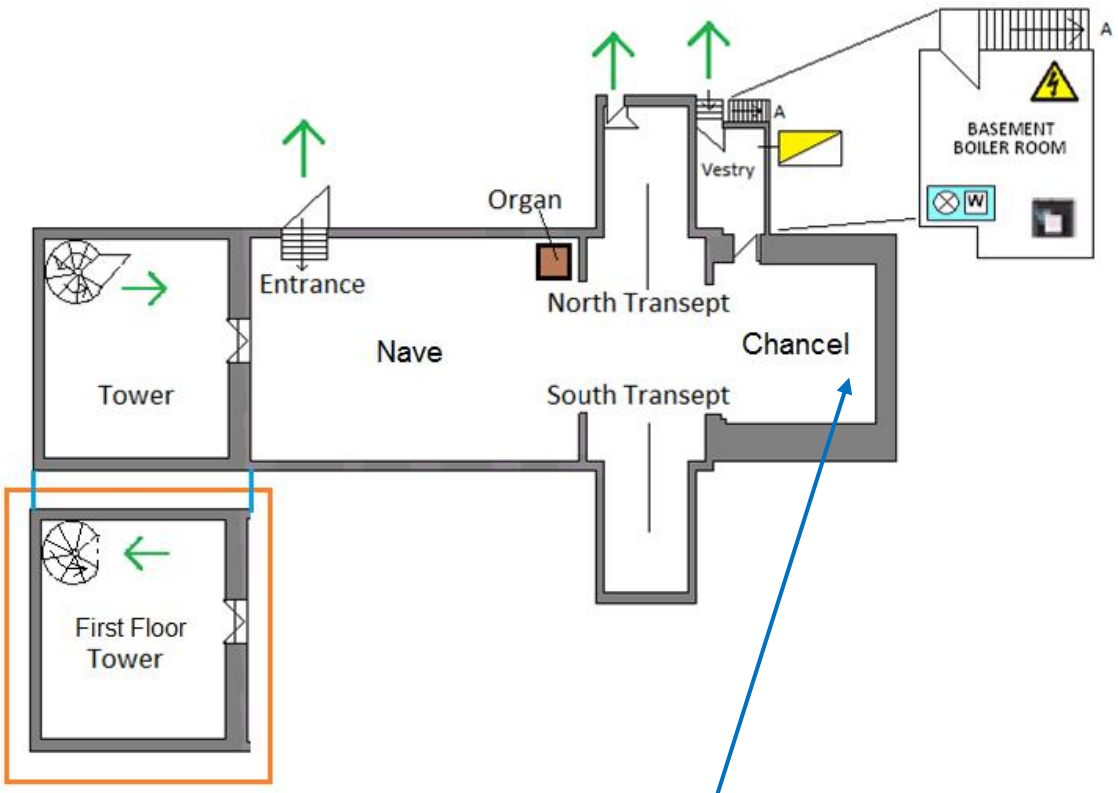
55cm

160cm

Removal:
Lectern is cabled – unplug from wall socket. Lectern separates into two parts. Lift top from column and carry upright. Lower part heavy – keep upright.

Inventory No							
Wet or Damp	Contaminated	Broken	Weak	Dangerous to Handle	Mouldy	Smoke Damaged	Other

Example Church
Chancel



Example Church
Chancel

Priority 2
Gilt Cross
Inventory No: EC 2

45cm

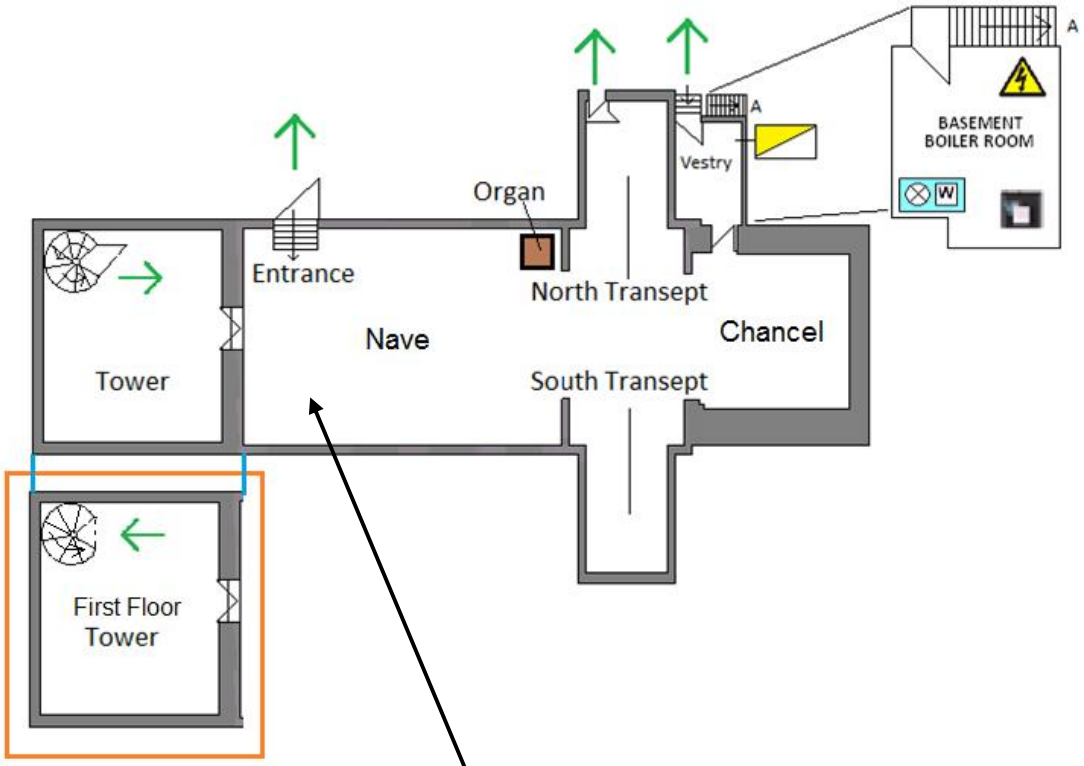
90cm

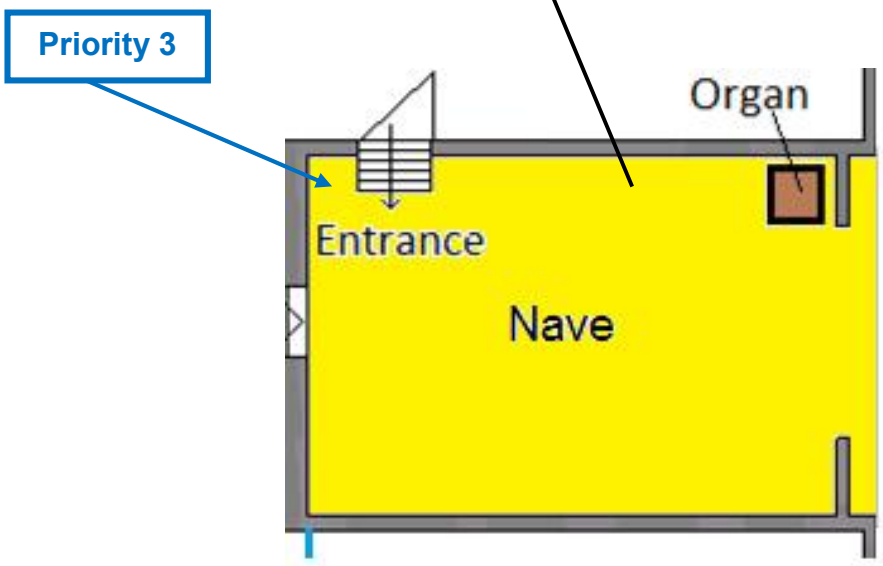

+ security screwdriver, crate and packing material. All items in Vestry cupboard 2.

Removal:
Heavy. The cross is screwed to the surface with security screws. Unscrew and place in carry out – hold under base and support upper cross. Protect from water.

Inventory No							
Wet or Damp	Contaminated	Broken	Weak	Dangerous to Handle	Mouldy	Smoke Damaged	Other

Example Church
Nave

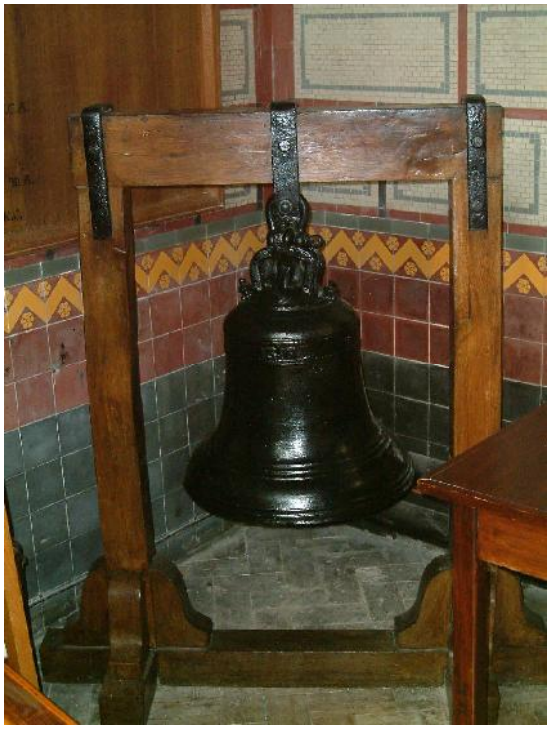




Example Church
Nave

Priority 3
Bell hanging in wooden frame
Inventory No: EC 3

110cm



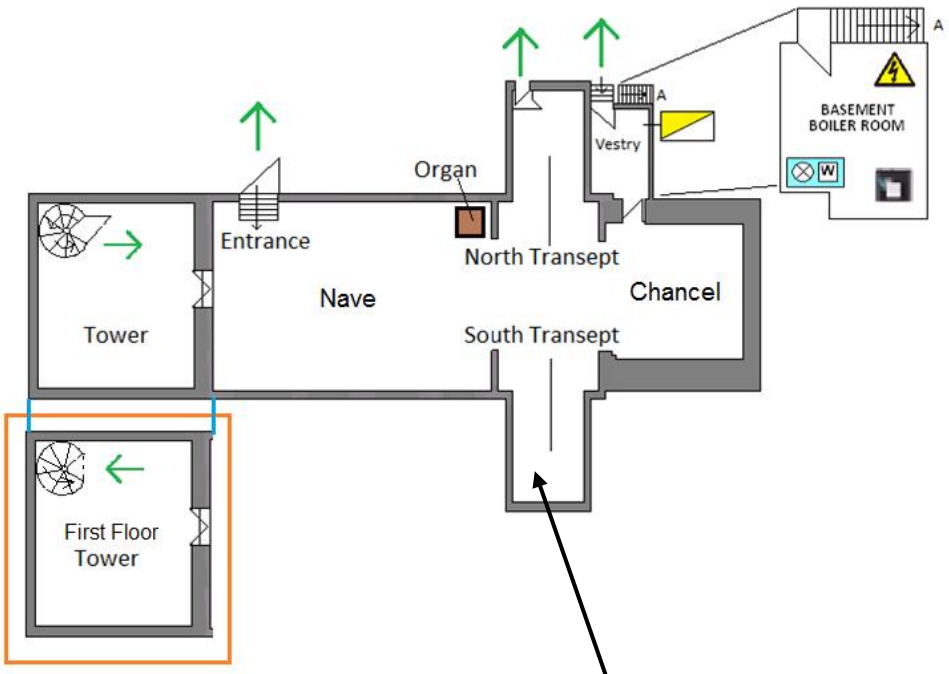
130cm

+ fire / water proof cover

Protect in Situ
Situated in Nave by West door. Obtain cover from Vestry cupboard 2.

Inventory No							
Wet or Damp	Contaminated	Broken	Weak	Dangerous to Handle	Mouldy	Smoke Damaged	Other

Example Church
South Transept



Example Church
South Transept

Priority 4
Bible & Parish Records in Wooden Display cabinet
Inventory No: EC 4

80cm

Note – Image & measurements for Bible only. Case also contains Parish records

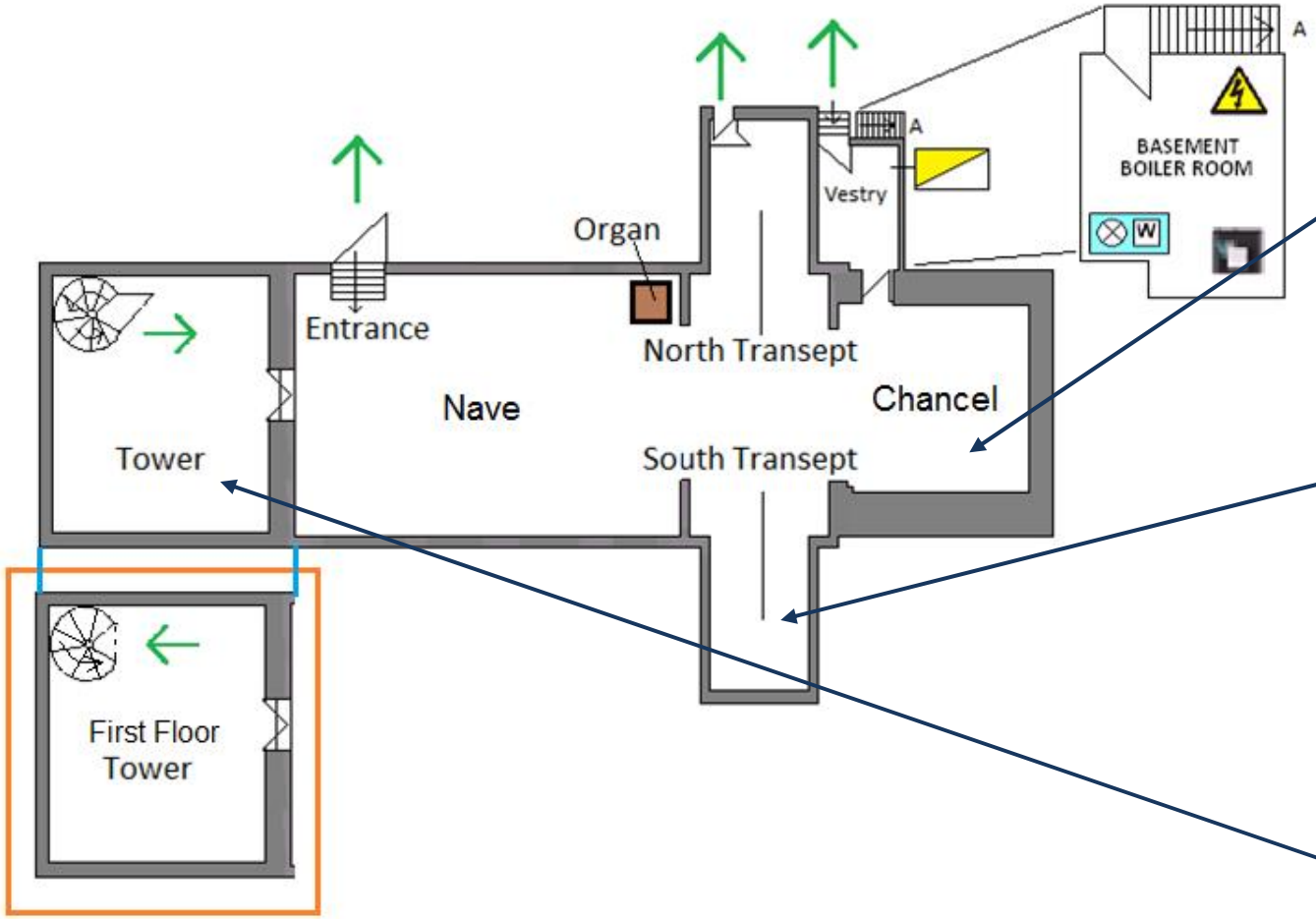
100cm

Removal:
Do not remove from case – provides protection.
Situated on west wall. Case is medium weight – simply lift case and carry out. Lift by frame.

Inventory No							
Wet or Damp	Contaminated	Broken	Weak	Dangerous to Handle	Mouldy	Smoke Damaged	Other

Priority Object/Areas
Example Church

This is an example of how to present a priority area.



KEY

Indicates priority locations

DIVERT THREATS AWAY / PROTECT IN-SITU

Protect Area
Chancel

Ornate wooden panelled south wall and vaulted ceiling

Protect Area
South Transept

Wall paintings, vaulted ceiling

Protect Area
Tower Ground Floor

Scenes painted directly onto north wall, wooden panelling

Historic England

Inventory of Salvaged Objects

Object Type	Inventory No (if known)	Object Description/s	Floor & Room Recovered from	1st Aid Rqrd? Where	Returned form 1st Aid?	Pack ?	Crate? Wrap? Ref Number	Where Stored?
EXAMPLE ONLY	*900024545*	*8 blue vases*	*FR4 Dining Room*	*No*	***EXAMPLE***	*Yes*	*Crate 1*	*Brodsworth Barn 1*
	90017777	*Small painting Horse Racing*	*Billiard Room*	*No*	***EXAMPLE***	*Yes*	*Crate 3*	*Momart Receipt 00114*
	-	*Painting Children on swing*	*FR4 Dining Room*	*Yes wet*	***EXAMPLE***		*Item ref FR4 P1*	

Once priority items have been removed from a location, use this document to record other items removed.

Historic England

Object Type	Inventory No (if known)	Object Description/s	Floor & Room Recovered from	1st Aid Rqrd? Where	Returned form 1st Aid?	Pack ?	Crate? Wrap? Ref Number	Where Stored?

Historic England

Object Type	Inventory No (if known)	Object Description/s	Floor & Room Recovered from	1st Aid Rqrd? Where	Returned form 1st Aid?	Pack ?	Crate? Wrap? Ref Number	Where Stored?

Historic England

Object Type	Inventory No (if known)	Object Description/s	Floor & Room Recovered from	1st Aid Rqrd? Where	Returned form 1st Aid?	Pack ?	Crate? Wrap? Ref Number	Where Stored?

Example Church

Salvage Recovery Area

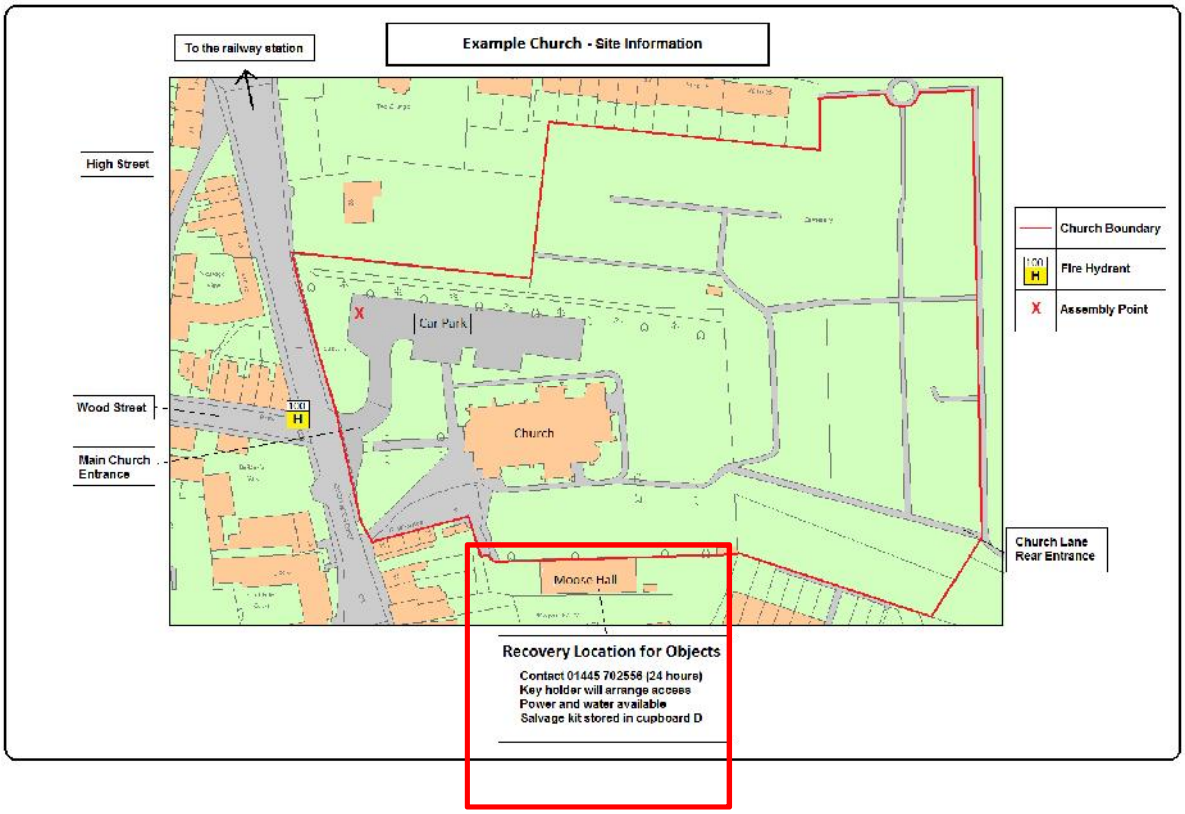
Main Recovery Area:

The main recovery area for objects is Moose Hall. The key holder will arrange access. There is power and water supply available on site. The salvage kit is stored in cupboard D.

Contact number is 01445 702556 (24 hours).

Transport and Longer Term Storage:

Contact ABC Removals and Storage Services to transport items off site. Refer to the Contact List.



Use this section to record potential recovery locations. In small scale incidents it may not be necessary to use all these spaces. For major incidents it is important to decide upon a large salvage area.

It may be useful to provide contact details for people/organisations in the wider vicinity that can provide temporary space e.g. a local museum.

Always consider security of assets.

Salvage Store Equipment List - Example Church

Item	No	Checked			
Date		27/10/2016			
Plastic - sheet large	2				
Plastic - sheet small	5				
Tarp – large (canvas)	1				
Tarp – large (plastic)	4				
Fire blankets	3				
Collapsible crates	10				
Kitchen Rolls	12				
Bubble wrap – roll (small)	1				
Torch	2				
Chocks (plastic covered)	10				
Furniture handling strops – small + large	4				
Ikea bags	13				
Fan – small or high stand	4				
PPE equipment	20				
Sandbags	6				
Squeegees and buckets	6				
First aid kit	1				
Brooms	2				
Clipboards/Notebooks/Pens	4				
Spill Kit	1				

Tailor the list to suit your requirements.

HANDLING & TREATING OBJECTS

Historic England

AIR-DRYING

- Air-drying involves objects being spread out over an area and dried through air movement or dehumidification.
- This method of drying can be carried out in-house. It is cheap, but labour intensive and requires space.

PREPARE ROOM

- Remove any wet materials i.e. stationery, boxes, curtains or carpet.
- Open windows and bring in fans to circulate air OR close all windows and use dehumidifiers. (Ensuring damp air or water is vented/ drained out of room.)
- The drying effect can be intensified with a wind tunnel, a tunnel of Correx or plastic sheeting with fans at one or both ends (Ensure air from fans is not aimed directly at fragile items.)
- Washing lines can be put up for hanging or pegging (using plastic pegs) strong, but damp sheets of paper.
- Plastic, perforated racks such as bread trays or airing racks are ideal for air drying objects as they provide support and allow airflow.

RINSING

If the objects are heavily soiled, the worst of the dirt can be removed by brushing or rinsing off, taking care not to introduce dirt to clean areas, i.e. keep books shut.

PREPARE OBJECTS

- Assess books and paper based material first. (Heavily waterlogged books should be frozen if possible)
- Treat books in the following order:
  - weak and wet books
  - weak and damp books
  - strong and wet books
  - strong and damp books
- Consider the fragility of paper and fastness of dyes.
- Support all areas of fragile items, either on a board or by holding together loose fragments with a gauze bandage.
- Remove paper clips, string or ribbon (and keep bagged and labelled) to prevent staining or stress on the object.
- Three dimensional objects such as costumes and baskets need to be padded out to their normal shape before air drying. Nylon netting can be used for this
- Books that are strong enough can be stood on their spines and the pages fanned out. Turn them up the other way after a while. See ‘Books’ sheet for other options.
- Flat items such as maps, newspapers, documents and plans can be dried flat between blotting paper, as long as the inks are not running. Change blotting paper regularly.

Historic England

FREEZING

WHEN TO FREEZE

- If you have a large, wet collection you cannot dry in 48 hours to prevent mould growth.
- If materials have water-soluble components such as watercolours, some dyed textiles and documents with water soluble inks.

- The freezing process can take a long time, and once frozen, you may not have access to the material until the treatment is completed.
- Some objects cannot be frozen; check sheets.

PROCEDURE

- Books can be packed for freezing in plastic containers or cardboard boxes. The books should be packed spine down in a single layer. If there is time, wrap every second item in waxed or freezer paper to prevent the covers sticking to each other.
- Textile items can be laid out flat with tissue or freezer paper rolls in the folds.
- Ensure that freezer paper is used to separate items if you need to have one on top of another. Use long boxes or boards to transport items.
- A commercial blast freezer is ideal as it drops the temperature quickly and has a large capacity. For a small amount of material a household chest freezer with a temperature of -10C can be used (as long as it does not auto-defrost)
- After the freezer has been packed do not open until you are ready to remove the material.
- When transporting material from the freezer to the freeze drier, a freezer truck should be used.
- Alternatively there are disaster companies who will take crates of wet material for immediate freezing. These companies can also offer freeze or vacuum drying.

Once frozen the following procedures can take place.

FREEZE DRYING

In a vacuum chamber the water is turned from solid (ice) to vapour. As there is no liquid stage ink running is minimised.

VACUUM DRYING

Similar to freeze drying, but the temperature in the vacuum chamber is above 0^{o}C so there is a brief water stage.

Historic England

MOULD

Mould spores are almost everywhere and can cause a major mould outbreak on water damaged material.

CHECK FOR MOULD

- Mould can grow in less than 48 hours.
- Mould can be many different in colours.
- Check if the material feels damp and/or there is a mouldy smell.
- Dirt, dust, stains and cobwebs can look like mould, but in the early stages of growth, mould appears as a fine web of filaments (hyphae). In later stages, the mould develops a bushy appearance; the fruiting bodies containing spores can be seen under magnification.
- Test by brushing with a pony hair brush to see if the mould is dry and powdery (dormant) or soft and smeary (active). Active mould will continue to grow and damage collections. Dormant mould will cause no further damage unless an increase in relative humidity to 70 – 75% or more causes dormant spores to germinate and the mould to become active again.
- Foxing on paper is a closely related phenomenon that can be confused with mould. Foxing involves various agents of bio-deterioration, including mould. Its appearance is characterised by red-brown stains in either discrete spots or irregular splotches, usually with no visible hyphae or mould structure. Like mould, it appears in susceptible papers exposed to high relative humidity.

STOP MOULD GROWTH

- REDUCE THE HUMIDITY. Mould may form in an area with relative humidity of 65% if there is poor ventilation. Mould will grow and remain active when the relative humidity reaches or exceeds 70 – 75 percent.

- KEEP COOL – heat makes mould grow faster.

- DRY OR FREESE WET COLLECTIONS. Freezing will not kill the mould but it will stop it growing until a conservator has a chance to dry and clean the material.

- USE COLD AIR FANS TO INCREASE THE VENTILATION.

- CONSIDER THE HEALTH RISKS – exposure to mould can lead to debilitating allergy even among people not prone to allergies.

- DO NOT USE BLEACH OR DOMESTIC PRODUCTS. These will cause additional damage to objects and will not keep the mould from recurring.

- If in doubt contact a conservator.

Historic England

Books - Salvage

HANDLING

- Wear gloves if possible.
- Pack into crates or heavy duty bags.
- Also pack any shelf list for an inventory.
- Consider using a book chute for first floor libraries.

BEWARE

- Do not over fill crates, books are heavy.

ORDER OF REMOVAL TO SAFE AREA

- Priority Items from room/s of greatest risk.
- Vellum.
- Take from top shelves first unless bottom shelf is in water.

PROTECTION IN-SITU

(If items cannot be removed)

- Leave books in shelves, but try to cover front of bookshelves with polythene.

Historic England

Books - First Aid

SEPARATE WET FROM DRY

WET

- Keep book shut.
- Rinse if dirty, keeping shut.
- Consider freezing, see below.
- If strong, fan books open and stand on top or bottom edge, stand on driest edge first (as strongest.) Never stand on front edge. Turn book upside-down to opposite edge every few hours. This is best done in a wind tunnel to aid drying.
- **OR** lay books flat and interleave with blotting paper every 5 mm. Change blotting paper as soon as wet.
- When book is dry, but still cold to touch, place flat on solid surface with weight on top to minimise distortion.

DRY

- Take to dry area and keep dry.
- Pack in labelled crates, flat, spine to fore-edge.
- Fill voids with padding to stop books moving.

FREEZE IF WET?

YES – if very wet or dyes are running, or large number of books that cannot be air-dried

- Wrap in freezer paper and pack in labelled crates spine down.

Historic England

Ceramics and Glass - Salvage

HANDLING

- Wear gloves.
- Remove lids or loose parts.
- Check for repairs, old adhesive can fail if heated or wet.
- Pick up from bottom, using both hands.
- Do not pick up using handles or knobs.
- Pack into crate, separating pieces with bubble wrap
- If broken, put pieces into padded envelope.

BEWARE

- Be careful of sharp, broken edges.

ORDER OF REMOVAL TO SAFE AREA

- Priority Items from room/s of greatest risk.
- Items standing on furniture that needs to be removed.
- Remainder of items.

PROTECTION IN-SITU

(If items cannot be removed)

- Move to wall, into fireplace or under furniture.
- Place on plastic sheeting.
- Protect from water with plastic sheeting or bubble wrap.

Historic England

Ceramics and Glass - First Aid

SEPARATE WET FROM DRY

WET OR DAMP

- Rinse if dirty with clean, cold water.
- Blot surfaces dry with paper towel, DO NOT rub.
- Air-dry if still damp.
- Archaeological glass stored in water should be kept in water.

DRY

- Take to dry area and keep dry.
- Wrap in labelled acid-free tissue.
- Store in safe place.

FREEZE IF WET?

NO

Historic England

Furniture - Salvage

HANDLING

- Wear gloves if possible.
- If large and heavy dismantle if time.
- Remove drawers, contents can be left in with spaces padded.
- Lock or tie cupboards shut.
- Lift by lowest weight bearing member.
- Don’t use handles to lift.

BEWARE

- Make sure there are enough people to carry furniture.
- Use carrying straps to aid lifting of large furniture.

ORDER OF REMOVAL TO SAFE AREA

- Priority Items from room/s of greatest risk.
- Furniture blocking routes to other priority objects or exits.
- Remainder of items.

PROTECTION IN-SITU

(If items cannot be removed)

- Move to stand next to wall.
- Raise off floor using chocks.
- Cover furniture with wool underlay (if available) and waterproof sheeting.

Historic England

Furniture - First Aid

SEPARATE WET FROM DRY

WET

- Remove any detachable upholstered parts, rinse if necessary then blot and air dry.
- If easily removable, take off any metal components, dry with kitchen towel and put in labelled bags.
- Rinse, or sponge clean any dirty wooden components then blot with kitchen towel.
- Air dry slowly to prevent warping and shrinkage.
- Hold veneers in place with weights or clamps, protecting surface with tissue or waxed paper.

DRY

- Take to dry area and keep dry.
- Store in safe place.
- Cover with labelled dustsheet or Tyvek.

FREEZE IF WET?

NO

DO NOT FREEZE PAINTED WOODEN OBJECTS OR MUSICAL INSTRUMENTS.

Historic England

Leather - Salvage

HANDLING

- Wear gloves
- Place on bread tray/ board or support underneath.

BEWARE

- If leather is wet tannin can stain, wear protective clothing.

ORDER OF REMOVAL TO SAFE AREA

- Priority Items from room/s of greatest risk.
- Remainder of items.

PROTECTION IN-SITU

(If items cannot be removed)

- Place near walls and cover with polythene.

Historic England

Leather - First Aid

SEPARATE WET FROM DRY

WET

- Support on board or in a tray at all times.
- If dirty rinse with clean, cold water.
- Drain and blot with kitchen towel.
- Objects such as bags can be reshaped and padded with nylon netting.
- Air dry
- Do NOT dry with heat.
- Consider freezing.

DRY

- Take to dry area and keep dry.
- Wrap with labelled acid-free tissue or Tyvek.
- Store in safe place.

FREEZE IF WET?

YES

But only if freezer does not go below -10^{o}C

Historic England

Metals - Salvage

HANDLING

- Wear gloves.
- Check priority sheets for details of chandelier or lantern hanging systems.
- Pack small metal objects into crates, separating with bubble wrap.
- As a last resort, wrought metal can be thrown out of windows.

BEWARE

- Metals objects can be heavy.
- Check electricity supply to lighting is disconnected.

ORDER OF REMOVAL TO SAFE AREA

- Priority Items from room/s of greatest risk.
- Remainder of items.
- Door furniture.

PROTECTION IN-SITU

(If items cannot be removed)

- Fixed and large items should be covered with polythene.
- If items can be moved, place on polythene by walls and cover with polythene

Historic England

Metals - First Aid

SEPARATE WET FROM DRY

WET

- Remove excess water by blotting with kitchen towel.
- Do NOT blot if there is an applied finish; air dry keeping flaking surfaces horizontal.
- Air-dry as quickly as possible, unless there is an organic component, then air dry slowly.
- Small items can be placed in a sealed box with silica gel.

DRY

- Take to dry area and keep dry.
- Wrap in acid-free tissue and pack into labelled crates.
- Store in safe place, preferably with a low relative humidity.

FREEZE IF WET?

NO

Historic England

Natural History - Salvage

HANDLING

- Wear gloves
- Handle by bases and support at all times.
- Keep all information with the specimen.

BEWARE

- Specimens and taxidermy can contain hazardous materials, arsenic, mercury etc, so always wear respirator and protective clothing.

ORDER OF REMOVAL TO SAFE AREA

- Priority Items from room/s of greatest risk.
- Remainder of items.

PROTECTION IN-SITU

(If items cannot be removed)

- Place near walls and cover with polythene.

Historic England

Natural History - First Aid

SEPARATE WET FROM DRY

WET

- Taxidermy can be dried with a hair-dryer on a cool setting accompanied by a gentle rearrangement of fur and feather with cocktail sticks.
- Remove botanic/herbarium specimens from enclosures, recording any information. Blot to remove excess water and air dry slowly.

DRY

- Take to dry area and keep dry.
- Wrap with labelled acid-free tissue or Tyvek.
- Store in safe place.

FREEZE IF WET?

YES – anything with seeds to prevent germination.

Historic England

Paintings - Salvage

HANDLING

- Wear gloves.
- Check priority card for hanging/ security system.
- Check priority card for the number of handlers required.
- Support from the bottom of the frame, do lift from the top.
- Frames can get soft when wet, limit handling.

BEWARE

- Paintings can be heavy, do not move unless there are enough people.
- Use ladders safely.

ORDER OF REMOVAL TO SAFE AREA

- Priority Items from room/s of greatest risk.
- Remainder of items.

PROTECTION IN-SITU

(If items cannot be removed)

- Drape polythene in front and behind painting.

Historic England

Paintings - First Aid

SEPARATE WET FROM DRY

WET

- If possible, remove from frame in safe dry place.
- Lay horizontally, paint side up on blocks to allow air circulation.
- Do NOT remove painting from stretcher.
- Lay wet panel paintings flat and support under weak areas.
- Ensure nothing touches the paint surface.
- Do NOT dry with heat or in sunlight.

DRY

- Take to dry area and keep dry.
- Store in safe place.
- Stack vertically, face to face or back to back.
- Stack no more than 4 deep, in descending order of size, using pads of acid-free tissue to separate frames.

FREEZE IF WET?

NO

Historic England

Paper - Salvage

HANDLING

- Wear gloves
- Use Melinex to remove paper from water, slide underneath.
- Place damp paper flat on a sheet or in a bread try, using sheet or tray for handling.
- Wet paper is very fragile, keep handling to a minimum.

BEWARE

- Lots of wet paper is heavy, do not overload trays.
- Dyes can run and stain.

ORDER OF REMOVAL TO SAFE AREA

- Priority Items from room/s of greatest risk.
- Remainder of items.

PROTECTION IN-SITU

(If items cannot be removed)

- Place near walls and cover with polythene.

Historic England

Paper - First Aid

SEPARATE WET FROM DRY

WET

- Air-dry flat, interleaved with blotting paper, either as individual sheets or in small piles (5 mm high). Change blotting paper as soon as wet.
- Do NOT unfold or separate sheets that are stuck together or very wet.
- **OR** consider freezing, see below.
- Lightweight pamphlets can be hung from a line with plastic pegs.

FREEZE IF WET?

YES – if large volume of wet paper or hand coloured prints or inks are bleeding.

- Separate with freezer paper and freeze immediately.

DRY

- Take to dry area and keep dry.
- Put in sturdy, labelled crates.
- Store in safe place.

WET FRAMED PAPER

- Remove from frame in a safe, dry place unless stuck to glass. If paper is stuck leave on glass dry horizontally, glass side down.
- If paper can be removed, dry as for wet paper.
- Bag and label any tacks, pieces of frame or cord.

Historic England

Photographs - Salvage

HANDLING

- Handle by holding edges
- Keep image side of photo away from any contact with other surfaces.
- Place into bread crates/ crates for quick removal.

BEWARE

- Mould can quickly grows on photographs, wear appropriate PPE.

ORDER OF REMOVAL TO SAFE AREA

- Priority Items from room/s of greatest risk
- Remaining photos in bulk

PROTECTION IN-SITU

(If objects cannot be removed)

Historic England

Photographs - First Aid

SEPARATE WET FROM DRY

WET OR DAMP PHOTOS

- The emulsion may become sticky, keep hands and other objects from touching the surface.
- Remove from plastic/ paper enclosures or frames, unless stuck.
- Save all information.
- If dirty wash in a bucket or bowl of clean, cold water, agitating water over surface, or clean in light stream of cold water.
- Separate and dry as quickly as possible by;
- Hanging on a line with plastic pegs (do not peg over image.)
- Or, lay flat, image side up, on blotting paper.
- Do **not** use heat or sunlight to dry.

DRY PHOTOS, ALBUMS AND NEGATIVES

- Take to dry area and keep dry.
- Wrap in labelled acid-free tissue.
- Store in cool place.

WET ALBUMS

- Fan pages
- Air dry upright
- **Do Not** Interleave

FREEZE IF WET?

NO

WET GLASS NEGATIVES

- Separate and lay image side up on blotting paper

Historic England

Plastics- Salvage

HANDLING

- Wear gloves
- Foams may absorb a lot of water and be heavy
- Avoid surface abrasion and beware of applied finish etc.
- Generally more than one plastic and/or other material involved in one object.
- Crate up items separated with bubble wrap

BEWARE

- Toxic and harmful chemicals may be present if item has been subjected to heat – some plastics may be very acidic
- Some plastics will swell or dissolve in water

ORDER OF REMOVAL TO SAFE AREA

- Priority items from room/s of greatest risk
- Plastics on priority items
- Remainder of items

PROTECTION IN-SITU

(If items cannot be removed)

- Cover with waterproof plastic sheet

Historic England

Plastics - First Aid

SEPARATE WET FROM DRY

WET

- Blot gently with kitchen roll but NOT if there is an applied finish
- Remember that there may be trapped water in hollow mouldings.
- If easy – dismantle and store all components together.
- Remove and dispose of any batteries.
- Air dry with no heat

DRY

- Take to dry area and keep dry.
- Store away from direct sunlight and in a cool area
- Protect from frost

FREEZE IF WET?

NO

Historic England

Stone and Plaster - Salvage

HANDLING

- Wear gloves.
- Marble table tops should be carried vertically.
- Plaster is soft when wet, limit handling.

BEWARE

- Stone is heavy, use trolleys and barrows.

ORDER OF REMOVAL TO SAFE AREA

- Priority Items from room/s of greatest risk.
- Remainder of items.

PROTECTION IN-SITU

(If items cannot be removed)

- Place near wall, with polythene underneath and over the object.

Historic England

Stone and Plaster - First Aid

SEPARATE WET FROM DRY

WET

- Blot gently with kitchen roll, but NOT if there is an applied finish.
- Air-dry.
- Monitor for any efflorescence of salts (crystals appearing on the surface).

DRY

- Take to dry area and keep dry.
- Cover with labelled acid-free tissue or Tyvek.
- Store in safe place.

FREEZE IF WET?

NO

Historic England

Textiles - Salvage

HANDLING

- Place on dust sheets or polythene for support and use support for handling.
- Avoid excess folding
- Carpets should be rolled, preferably pile side out.
- Limit handling, textiles are easily torn.

BEWARE

- Wet textiles can be extremely heavy.

ORDER OF REMOVAL TO SAFE AREA

- Priority Items from room/s of greatest risk.
- Textiles on priority items.
- Remainder of items.

PROTECTION IN-SITU

(If items cannot be removed)

- Roll carpets, wrap in waterproof sheeting and leave next to wall.
- Wool is a fire retardant so use wool under lays to cover objects left in-situ.

Historic England

Textiles - First Aid

SEPARATE WET FROM DRY

WET

- If dirty rinse in cold clean water.
- Consider freezing see below.
- OR, drain and blot with clean towels or kitchen towel to remove excess water.
- Do NOT unfold delicate fabrics.
- Do NOT stack wet textiles.
- Do NOT wring or twist.
- Remove metal elements if possible, but keep and label, OR separate metal from textile with melinex or polythene.
- Nylon netting can be used to pad out costumes and textiles to increase air-flow.
- Place on netting, or in bread crates and air dry.
- Do NOT use heat to dry.

DRY

- Take to dry area and keep dry.
- Roll carpets pile side out. Cover with labelled dust sheet or Tyvek
- Pack textiles in labelled boxes lined with acid-free tissues. Keep folds to a minimum, placing rolls of acid-free tissue in folds. Separate textiles with acid-free tissue.
- Store in safe place.

FREEZE IF WET?

YES

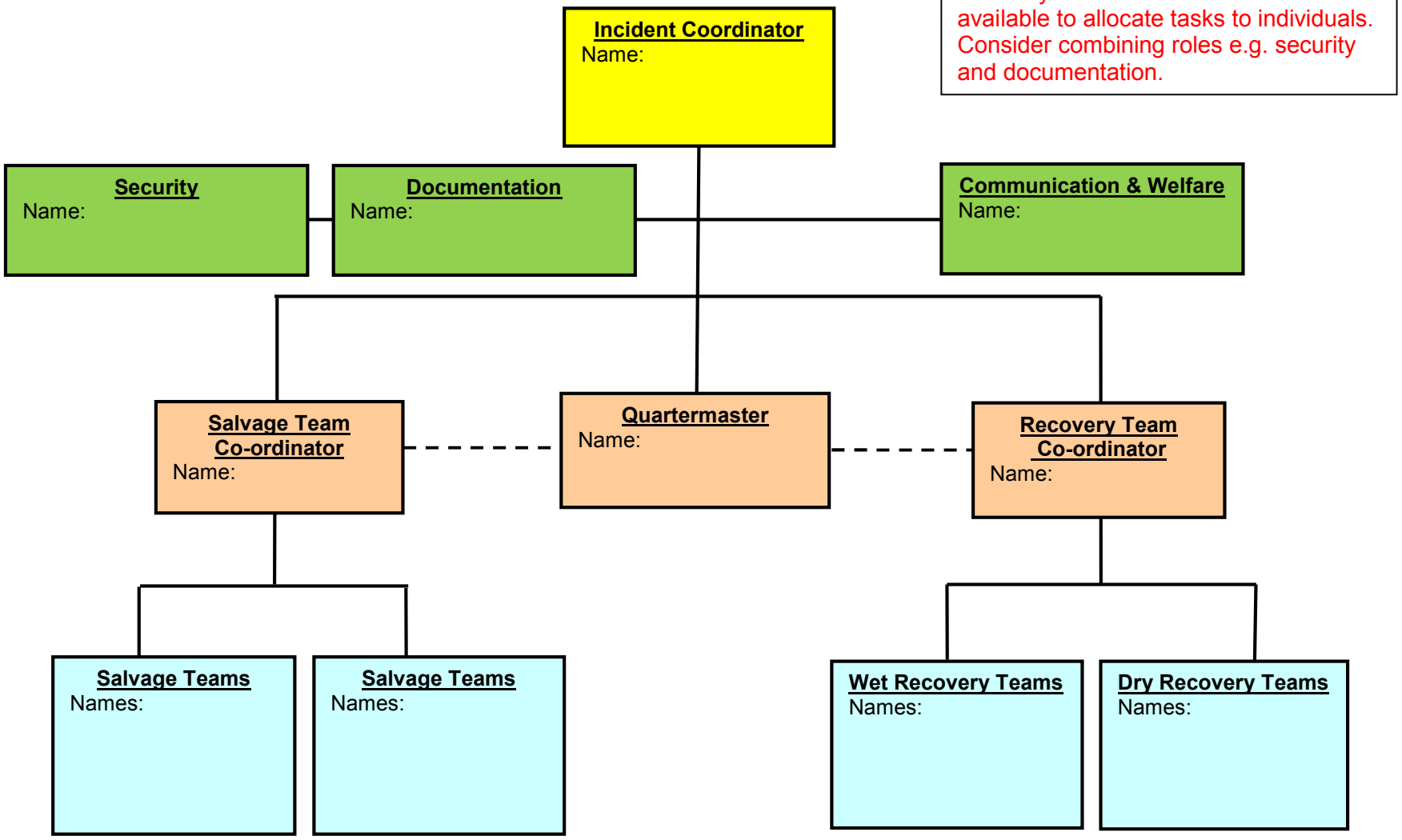
If large number of wet textiles or dyes are running.

GUIDANCE & REFERENCE

Historic England

Incident Management Structure for Salvage

You may not have the resources available to allocate tasks to individuals. Consider combining roles e.g. security and documentation.



Update 25/02/2016

Historic England

Roles and Responsibilities

Incident Coordinator

Manages the incident. Appoints individuals to team leader roles. Responsible for communication with Emergency Services. Delegates tasks and does not get involved in specific activities. Remains in one place and is available to make decisions. Deals with all external enquiries including media contact (or appoints someone to do this.) Monitors the bigger picture. Ensures events and key decisions are recorded.

Security

Ensures people, building/site and objects are secure. Manages entry to site and establishes cordons. Appoints individuals to travel off-site with objects if needed. Arranges for site to be secured following salvage operation, eg. manned guarding, security fencing, alarm resets.

Communication & Welfare

Ensures information is shared. Keeps in contact with all teams. Monitors and sends messages. Keeps Incident Co-ordinator updated. Monitors communication between salvage and recovery teams to ensure the flow of salvaged objects is appropriate. Monitors the health and safety of individuals. Ensures people have breaks and looks for signs of stress/fatigue. If appointed, handles press/external communications.

Documentation

Implements a controlled documentation process to ensure whereabouts of objects are recorded. Ensures all items are identified and/or recorded as they are treated and packed. Located with recovery teams. Security aspect to this role, so liaises with security contact or holds this role as well. Documentation can be a lengthy process so a team may be required if people are available.

Quartermaster

Manages physical resources. Identifies materials available and allocates them to salvage and recovery teams whilst coordinating requests for resources. Obtains additional items if needed.

Salvage Team Coordinator

Manages the removal of objects from the building/site or liaises with the emergency services salvage teams. Prioritises the order of objects to be salvaged and accounts for the unique circumstances of the incident. Communicates with the Incident Coordinator. Controls access to the salvage site or provides clear instructions to the emergency services. Ensures Incident coordinator and Recovery Team leaders know what to expect. Assesses the level of triage necessary at the point of recovery.

Salvage Teams

With the consent of the emergency services and under the guidance of the Salvage Team Coordinator, the Salvage Teams remove objects from rooms or area agreed with Emergency Services. Team transports to object triage area. Ensures security of objects by handing to recovery teams. Appropriate PPE should be worn.

Recovery Team coordinator

Organises resources for the triage of objects. Establishes work stations, equipment and teams for wet recovery and dry recovery. Ensures all salvaged objects are treated, packed and labelled. Ensures location of objects is documented or liaises with Documentation team.

Wet recovery Teams

Deals with the worst affected salvaged items (wet, contaminated or physically damaged). Makes decisions on immediate actions, i.e. further washing, freezing, drying, etc. Provides initial object first aid. Team members record treatment and confirm documentation as items leave for storage.

Dry Recovery Teams

Deals with items that do not require immediate first aid. Carefully packing, labelling and protecting objects is a priority. Team members will record condition of all objects and confirm documentation as items leave for storage.

Historic England

Risk Assessment for Salvage Operations (you must complete before salvage starts)					
What To Check For	**Yes**	**No**	**Don't Know**	**Describe Hazard**	**Proposed Action**
Is there effective liaison and communication with emergency services?				An example of a simple Risk Assessment – include your own document relevant to your situation.	
Have hazardous areas been identified and cordoned off?					
Has a Control Point been established?					
Has a salvage area been designated and secured?					
Have salvage team been reminded to be alert to security issues, such as theft from salvage area or unauthorised entry into the building?					

Have site security guards been re-deployed (if available)?					
Is there record of who is in the salvage area, where they are working & when they are due to return to control point?					
Is there an evacuation procedure in place?					
Is there a system in place to identify hazards & warn operatives?					
Is there a system in place to ensure operative's welfare & to guard against fatigue?					
Is there a system in place to ensure good manual handling practices are used?					
Is Personal Protective Equipment available?					

INCIDENT COMMUNICATIONS RECORD
LOG

Date:	**Name of Recorder:**

SHEET NUMBER……

Time	**Description of event / Telephone/radio message**	TELEPHONE/RADIO MESSAGE	
		CALLER	RECEIVER
Example	*Fire service entering building*	----	----
Example	*Quartermaster has radioed to ask for support in salvage store*	*Steve E*	*Martyn W*

During the event, use this document to note time and date of key events as they occur. This will help with the overall assessment of the incident.

SHEET NUMBER……

Time	Description of event / Telephone/radio message	TELEPHONE/RADIO MESSAGE	
		CALLER	RECEIVER

SHEET NUMBER……

Time	Description of event / Telephone/radio message	TELEPHONE/RADIO MESSAGE	
		CALLER	RECEIVER

SHEET NUMBER……

Time	Description of event / Telephone/radio message	TELEPHONE/RADIO MESSAGE	
		CALLER	RECEIVER

Historic England

Entry Control Log			
NAME	**TIME IN**	**TIME OUT**	**LOCATION**

When the salvage teams (usually in pairs) enter the building a record needs to be kept of the time they enter in and out of the premises. Never put yourself or anyone else linked to salvage, at risk.

Historic England

Working with the Emergency Services

The Senior Fire & Rescue Service Officer (FRSO) is in Charge!

Do not enter inner cordon unless
you have been briefed by the FRSO and *know*:

- Where the fire is and there is no danger of being trapped
- What your specific task is and you are capable of undertaking it
- Your personal protective equipment is suitable and sufficient
- You are under the supervision of the Fire Service at all times
- The immediate evacuation signal - short sharp blows on a whistle

If you are satisfied with the above and you have been authorised to enter the area by the FRSO:

Sign in the entry log

Stay with your buddy or team
Be aware of your surroundings at all times.
Breathe only fresh air not smoke
Check doors are not warm before opening them
Keep escape route within sight
Keep to job in hand, do not wander
Listen for evacuation whistle
Stay in radio contact (if available)

Sign out of the entry log

Danger Signs

Any signs of smoke or fire evacuate the building immediately and contact the FRSO

Remember

The exit route & any alternatives
Never put yourself or a member of your team at risk

Historic England

Entering a Flooded Building in Safety

A building damaged by rising floodwater is likely to be a dangerous place.

Before entering a flooded building you must consider:

Electrical hazards
Structural hazards
Hazardous materials
Bacteria and viruses
Ventilation

1. **Electrical hazards**
   If water has come into contact with electrical circuits, and especially if the water has risen above electrical outlets, arrange for a competent person to turn the power off at the main breaker, or fuse, of the service panel.
   Do not enter if you cannot arrange to safely get a competent person to the electrical components to turn off the power, or if there are any safety concerns in relation to the circumstances of the incident. Ensure only a qualified and competent person turns the power back on.

2. **Structural hazards**
   Never assume that water-damaged structures, particularly ceilings or cellars, are safe. If in doubt, do not enter the building. Leave immediately if shifting or unusual noises signal a possible collapse.

3. **Hazardous materials**
   Damaged building materials may contain asbestos, lead-based paint or other harmful residues. You must ensure a Risk Assessment is undertaken by a qualified and competent person, before disturbing suspect material. Precautions must then be taken to prevent exposure. Floodwaters can contain hazardous materials such as pesticides, fuel or spilled chemicals. Do not enter if in doubt.

4. **Bacteria and viruses**
   Microscopic organisms, particularly those from sewage, can be found in mud or sediment left by floodwater. Appropriate PPE must be worn at all times to prevent illness.

5. **Ventilation**
   Never use a generator pump within an enclosed area as there is a danger of serious injury or death, due to carbon-monoxide poisoning. Generators must only be used by competent persons, fully trained to operate them safely.

Historic England

Spillages

It is essential that you attend to any spillage as soon as possible. The level of response will depend on the nature of the spill and will therefore be site specific. The following should be considered:

Immediate response:

- Identify what has been spilt and assess the risk to health
- Decide quickly whether expert help is required or if the situation can be dealt with in-house using an appropriate spillage kit.
- Move people (including yourself) to a safe distance away from fumes etc
- Cordon off the area to prevent further exposure to people
- Eliminate ignition sources
- Ventilate the area by opening doors and windows

Clean Up

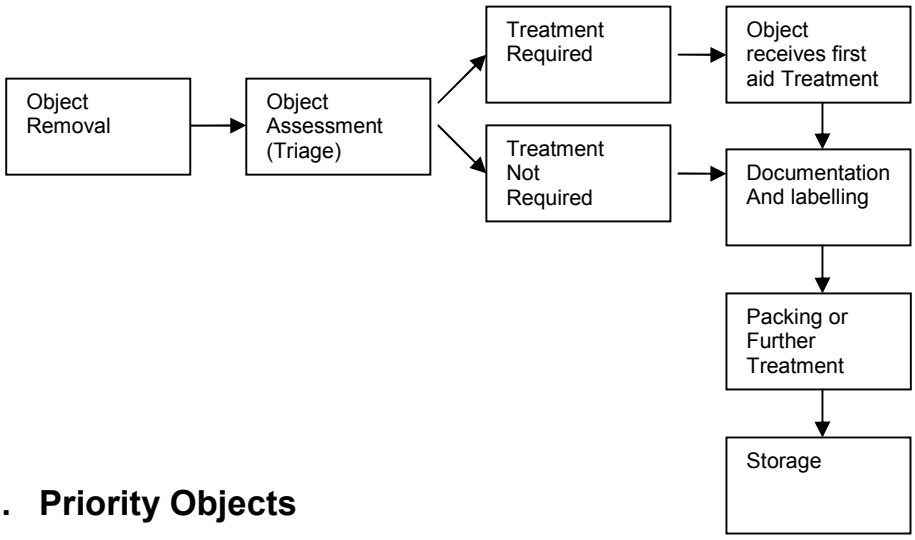
- Decide on a plan of action
- Only deal with the spillage if you can identify the substance and know how to deal with it safely.
- Refer to the Hazard Data Sheets for the substances involved.
- Assemble proper materials and equipment for the clean-up
- Put on suitable Personal Protective Equipment to minimise exposure e.g. respirator, eye protection, overalls, gloves.
- Contain the spill by absorbing liquids with a suitable absorbent material or neutraliser.
- Prevent further spread, particularly into drains and/or watercourses.
- Correctly dispose of the spilt material and any clean up material using a specialist disposal firm if necessary.

Historic England

Documentation and Security of Salvaged Objects

1. Documentation

During Salvage operations it is essential to keep track of all objects and to ensure they remain secure. Documentation is therefore important but should not delay removal or first aid treatment of objects.
As soon as practical a person or persons should be appointed to undertake Documentation.



2. Priority Objects

The emergency plan identifies the highest priority objects, room by room, with an individual salvage sheet which must stay with the object; an Inventory of Priority Objects is kept in the response file and can be used to record the movement of these objects.

3. Remaining Objects

After removal and documentation of priority objects, the inventory of salvaged objects sheet can be used to record what other objects have been removed and whether they have been stored or sent for further treatment.

4. Labelling Objects

Identification labels with the inventory number should be attached to larger items or, in the case of items crated the number of items in the crate, their inventory numbers and the room they were salvaged from. Enter these details onto the blank inventory sheet. Attach labels to objects by tying on with cotton tape. Adhesive stickers should NEVER be stuck directly onto an object.

5. Security

- Decide what security measures are needed at the earliest opportunity. The immediate salvage scene is likely to be chaotic, and is the most vulnerable to opportunist theft.

- Wherever possible choose a salvage area that has the following features:

    - Accessible from the scene
    - Naturally occurring boundaries e.g. fences or walls
    - Is easily overlooked
    - Is away from footpaths
    - Is away from planting or other features that might allow a thief to approach unseen

- Taping off a secure area with only one entry point, to deposit removed objects, will help identify interlopers. Anybody not known or easily identifiable and any suspicious activity should be challenged.

- Where possible, consider floodlighting the secure salvage area at night.

- The further movement of objects to a triage and treatment/packing area can be more easily controlled and all persons working in these areas should be reminded of their security responsibility by the Incident Manager.

- If there are sufficient people, one should be appointed to supervise the secure salvage area and help ensure security.

- Staff should also be alert to the possibility of people entering the building, particularly if there are some parts unaffected by the incident but have un-secured entrances.

- Sites with static guards should re-deploy them to protect the salvage area, control access onto site and prevent unauthorised re-entry into the building.

5.1 Security when Transporting Objects

- If objects are to be transported, they need to be logged on at the site and off at their destination using an off site curator or other employee.

- High value priority objects may need to be accompanied during transport and the security of the storage facility should be assessed before entrusting the objects to a third party.

EMERGENCY INFORMATION		
ADDRESS OF PREMISES	Example Church Old Town Anywhere Gloucestershire GL59 1JZ Grid Ref: 415883 223433 This document is a summary of information which may be useful in incident situations. **RESPONSIBLE PERSON:** Chair of the Parochial Church Council and its members	**DATE** 19.05.15 Completed by A.N.Other Fire Safety Adviser 5 High Street Old Town Anywhere GL59 1JZ
PROVISION	**DESCRIPTION**	**IMPORTANT FACTORS**
SIGNIFICANT HISTORIC FEATURES	This is a Grade II* listed C12 and C13 or early C14 chancel, C14 tower (upper part C15). Witts Mortuary Chapel of 1854 by Francis Niblett.	
SIGNIFICANT CONTENTS	Assembly of carved C12 fragments in South Porch. Mortuary Chapel has faded Hardman glass and the marble Witt's tomb. Carved Norman Corbels in Deadening Chamber.	
FIRE RISKS	Highest fire loading is in the Vestry and the "shop areas" at the rear of the North Aisle, but these are low in proportion to the dimensions of the church. The 2nd floor of the Bell Tower occasionally subject to nesting birds which increases the fire load there. Main ignition sources are the under pew heating and the organ blower. These are in good condition, protected by circuit breakers and are tested regularly. Candles are not lit when the church is unoccupied.	3 phase electrical intake to the ground floor of the bell tower with single phases to sections of the under pew heating, power and lighting circuits
FLOOD & OTHER RISKS	The main flood risks are from failure of the roof, overflowing gutters and downpipes or failure of internal plumbing.	The church is above the flood plain and does not suffer from water run-off.

ACCESS FOR FIRE ENGINES	The nearest retained fire station is in Andover, approximately 10 minutes away. Access is vehicle or on foot from the High Street.	All sides of the church are accessible by foot only.
WATER SUPPLIES	The nearest fire hydrant is on the corner of Wood Street and High Street 40 metres west of the main entrance. It is situated in the centre of the road on a 125mm main. This is 4 lengths of hose from the church.	These hydrants have a good pressure and flow
COMPARTMENTATION	The church is in 3 compartments – the Tower, the Vestry and the main aisle. All walls are constructed of stone.	
MEANS OF ESCAPE	There are three inward opening exit doors from the church; the main entrance double doors 1140mm wide, the Vestry door 800mm wide and the Choir Stalls door at 700mm wide. As the fire loading is very low and the cubic capacity of the church is large the time to hazard is longer than the evacuation time.	
FIRE ALARM & DETECTION	A fire alarm and detection system is not required for life safety as a fire would be immediately obvious to occupants.	
EMERGENCY LIGHTING	Emergency lighting has not been provided and there is no borrowed light from external lights.	
FIRE FIGHTING EQUIPMENT	There is a 13A rated and 2kg CO2 extinguisher sited close to the main door.	
SIGNS & NOTICES	Exit signs are not provided as the main doors are obvious and the vicar points out the vestry door when a large service is in progress .	Extinguishers are in prominent positions so do not require signage.
PROCEDURES	**DESCRIPTION**	**IMPORTANT FACTORS**
EVACUATION PROCEDURE	All persons evacuate simultaneously on discovery of a fire or under the instruction of the vicar. The main door is level for disabled visitors.	

TRAINING	All church wardens are :- familiar with the layout of the building aware of the location of exit doors, aware of how to call the fire brigade	
RECORD OF TESTS ETC	All statutory tests on the extinguishers are recorded. Staff training and evacuation drills are recorded in a log book, showing who has been trained and what the training consisted of.	
FIRE RISK ASSESSMENT	An initial fire risk assessment has been completed and will be updated when changes occur.	