

Emergency Response Plan



Example House
Example Avenue
London

Post Code: EX0 1AB
Grid Reference: EX 000 000

Telephone Number: 000 1111 1111

Date of Writing Plan: 25/02/2016
Person Writing Plan: Example Name

To be kept at: Main Office (Main Wing)
Copy also located at: Out House Office

Revision Number & Date:

This document must be tailored to the specific needs of your organisation.
For further information please contact EmergencyPlanning@historicengland.org.uk

Emergency Evacuation Procedures

IN CASE OF FIRE OR OTHER EMERGENCY:

1. Raise the alarm by breaking the nearest fire alarm break-glass call point
2. Evacuate the premises by the nearest route
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 nearest 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 building until authorised to do so
3. Do not use lifts unless disabled & lift is checked and declared safe to use.

Insert your own evacuation procedures here.

Emergency Response

React

Evacuation Procedure (inside cover)

Internal Contacts

External Contacts

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

- Site Plan
- Ground 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)

Inventory of Salvaged Objects

Salvage Recovery Areas

Salvage Equipment

Handling & Treating Objects

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

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
- Incident Response Out of Hours
- Emergency Information for site

Rearrange, add or delete documents to suit your needs

REACT

INTERNAL CONTACT LIST

INITIAL CONTACTS		MOBILE	OFFICE	HOME	Distance from home to site (if appropriate)
Duty Manager		00000 123456			
Contact Name	Facilities Manager	01111 123456	00000 111222	02111 890123	Lives on site
Contact Name	Site Manager	02222 123456	00000 222333	02111 890122	Lives on site
Contact Name	Housekeeper	03333 123456		02111 890125	Lives on site
Contact Name	Site Supervisor	04444 123456	00000 333444		10 mins
Contact Name	Neighbour	05555 123456		00111 123456	10 mins
Contact Name	Curator	04444 123456		00122 123456	30 mins
Contact Name	Conservator	06666 123456	00000 555666		1 hour
Press Office	0000 0000 0000				

SITE STAFF/ STAFF BASED AT SITE		MOBILE	OFFICE	HOME	Distance from home to site (if appropriate)
Name	Position (eg. Team Member)				
Contact Name	Facilities Team Member	07777 123456	00000 666777		N/A
Contact Name	Housekeeper	08888 123456			15 mins
Contact Name	Historic Property Steward	07888 123456		00111 234567	30 mins
Contact Name	Historic Property Steward	07788 123456		00111 345678	45 mins

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

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

EXTERNAL 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

Utilities	Emergency Number	Non-Emergency
Electricity	0000 111 111	0000 1234567
Gas	0000 222 222	0111 1234567
Electricity/Gas		0222 1234567
Water	0000 333 333	
Telephone Faults - BT	0000 444 444	

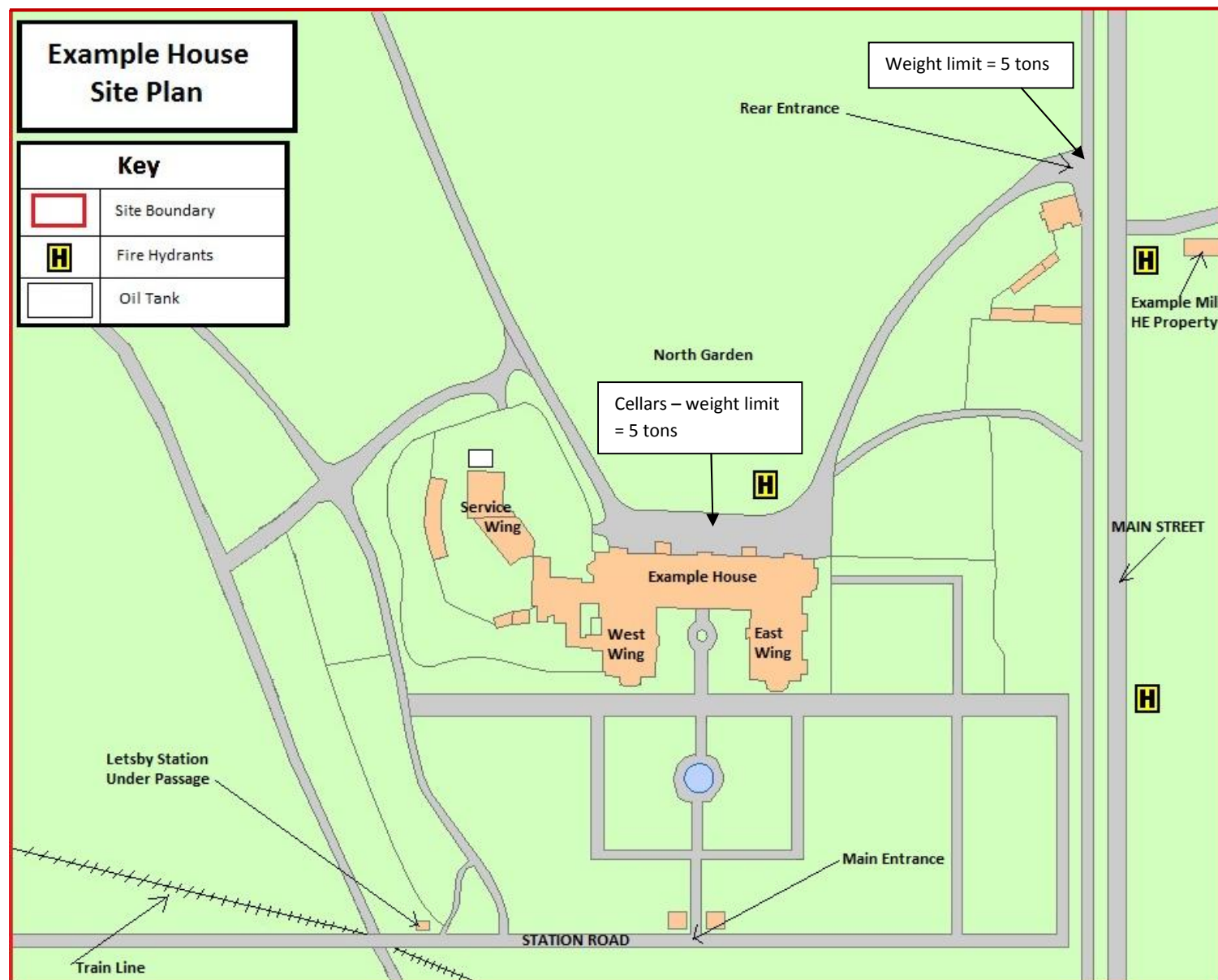
EXTERNAL CONTACT LIST

Security	Emergency Number	Non-Emergency
Security Company	0000 555 555	0333 123456
Intruder and Fire Alarms Company	0000 666 666	0444 123456
Monitoring Company	0000 777 777/ 0000 888 888 (False Alarms)	

Trades people	Emergency Number	Non-Emergency
Maintenance Contractor Company	0810 123456	0555 123456
Electrical	0666 987543	0666 123456
Heating and Plumbing	0777 123123	0777 123456
Cleaning Contractor	0888 123123	0888 123456

Local Contacts	Emergency Number	Non-Emergency
Local Museum	0000 000 555	0000 123456
ABC Removals		0000 000 272

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 salvage store.



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

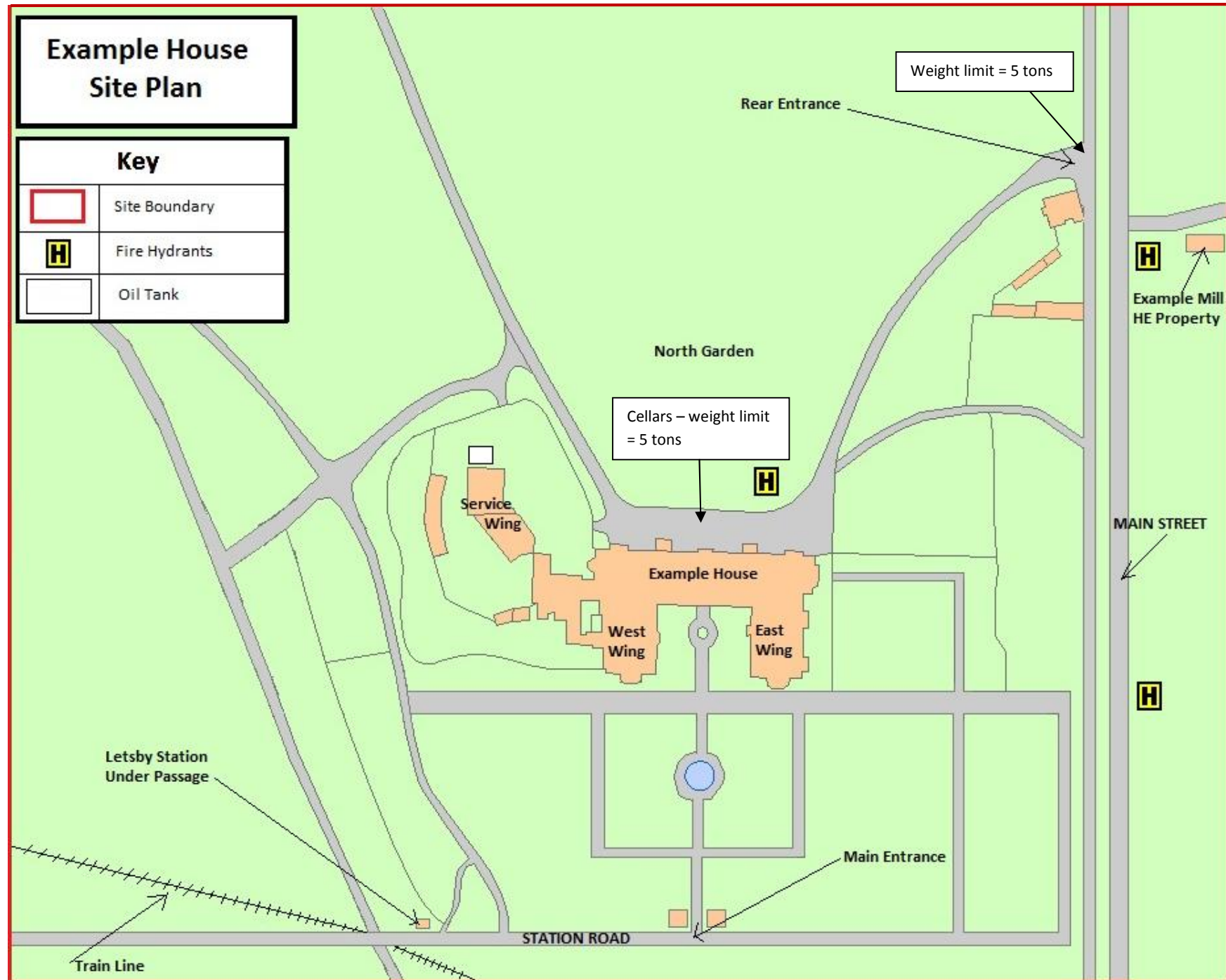
Example House Site Plan

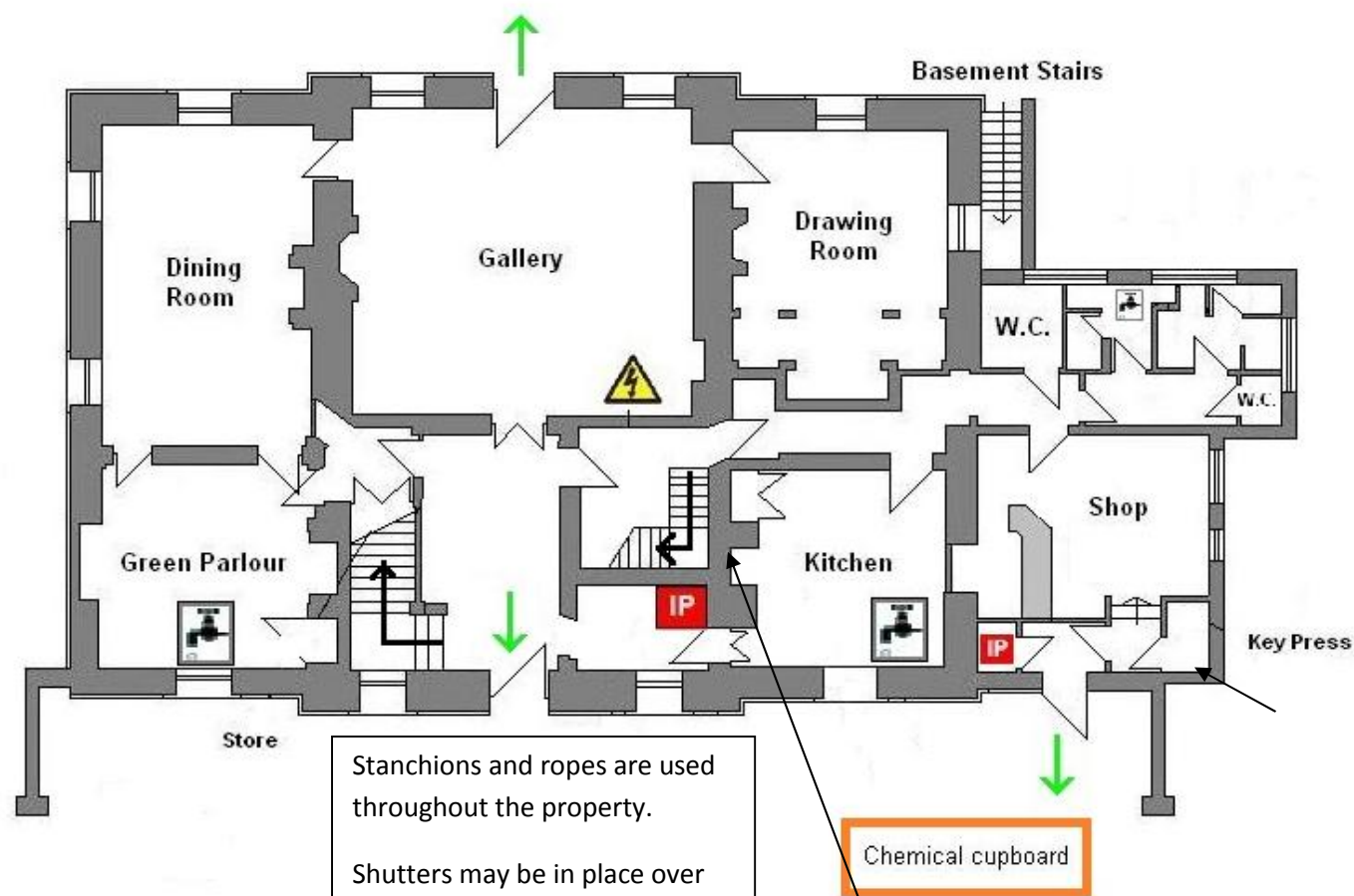
Key

 Site Boundary

 Fire Hydrants

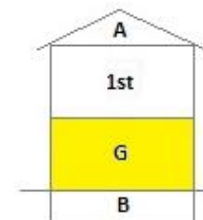
 Oil Tank






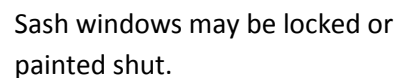
Example House Ground Floor Hazard Plan

07/10/2015

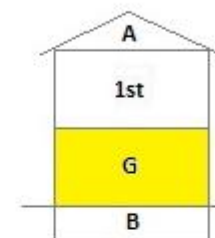








	Main Electrical Switch
	Electrical Control Panel
	Stop cock
	Sink/water Outlet
	Boiler
	Gas Isolation Valve
	Exit
	Fire Alarm Indicator Panel
	Hydrant

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



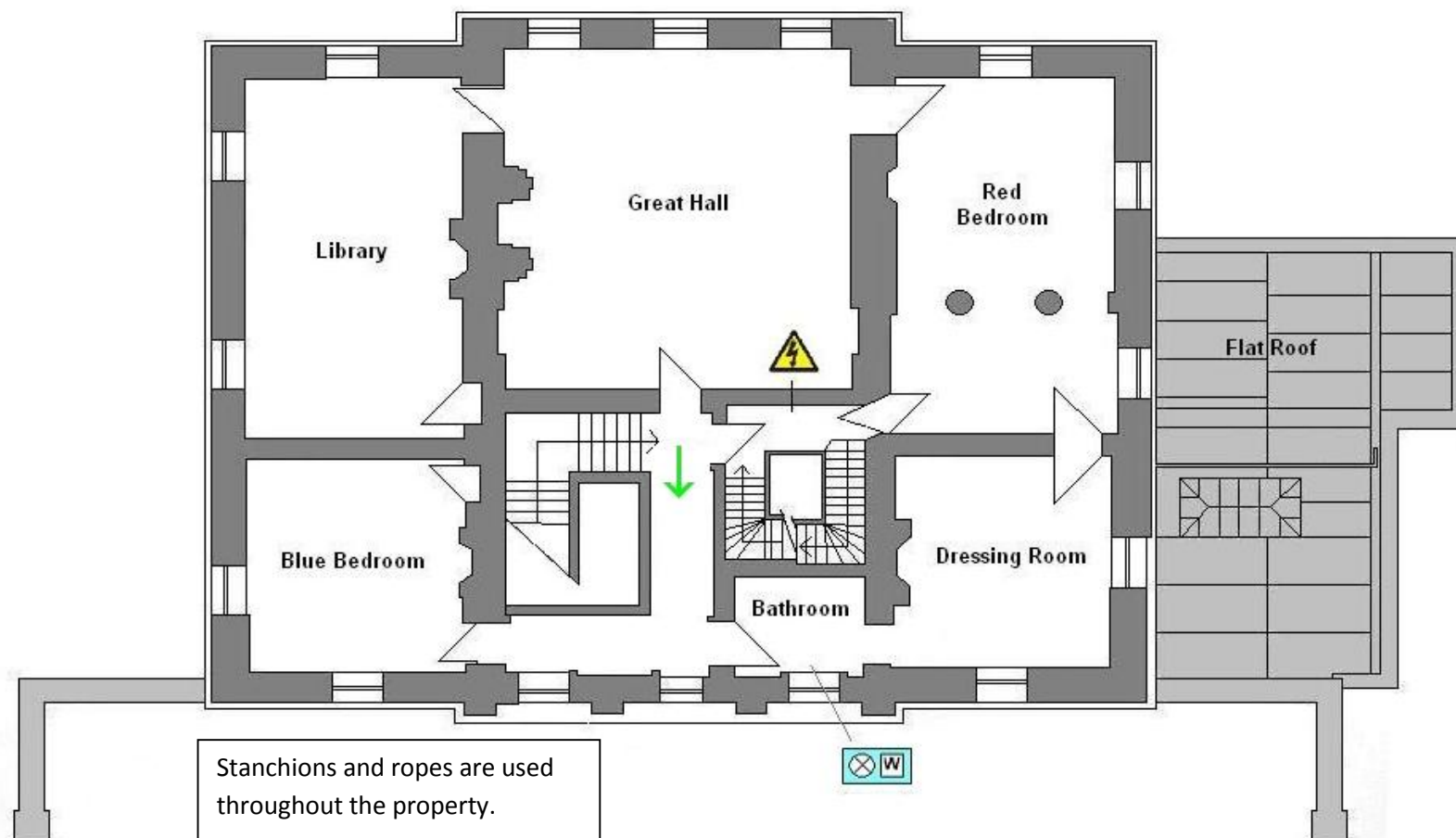
07/10/2015



	Main Electrical Switch
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Historic England



Stanchions and ropes are used throughout the property.

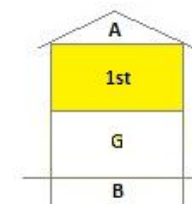
Shutters may be in place over windows locked or latched.

Sash windows may be locked or painted shut.

Example House First Floor

Hazard Plan

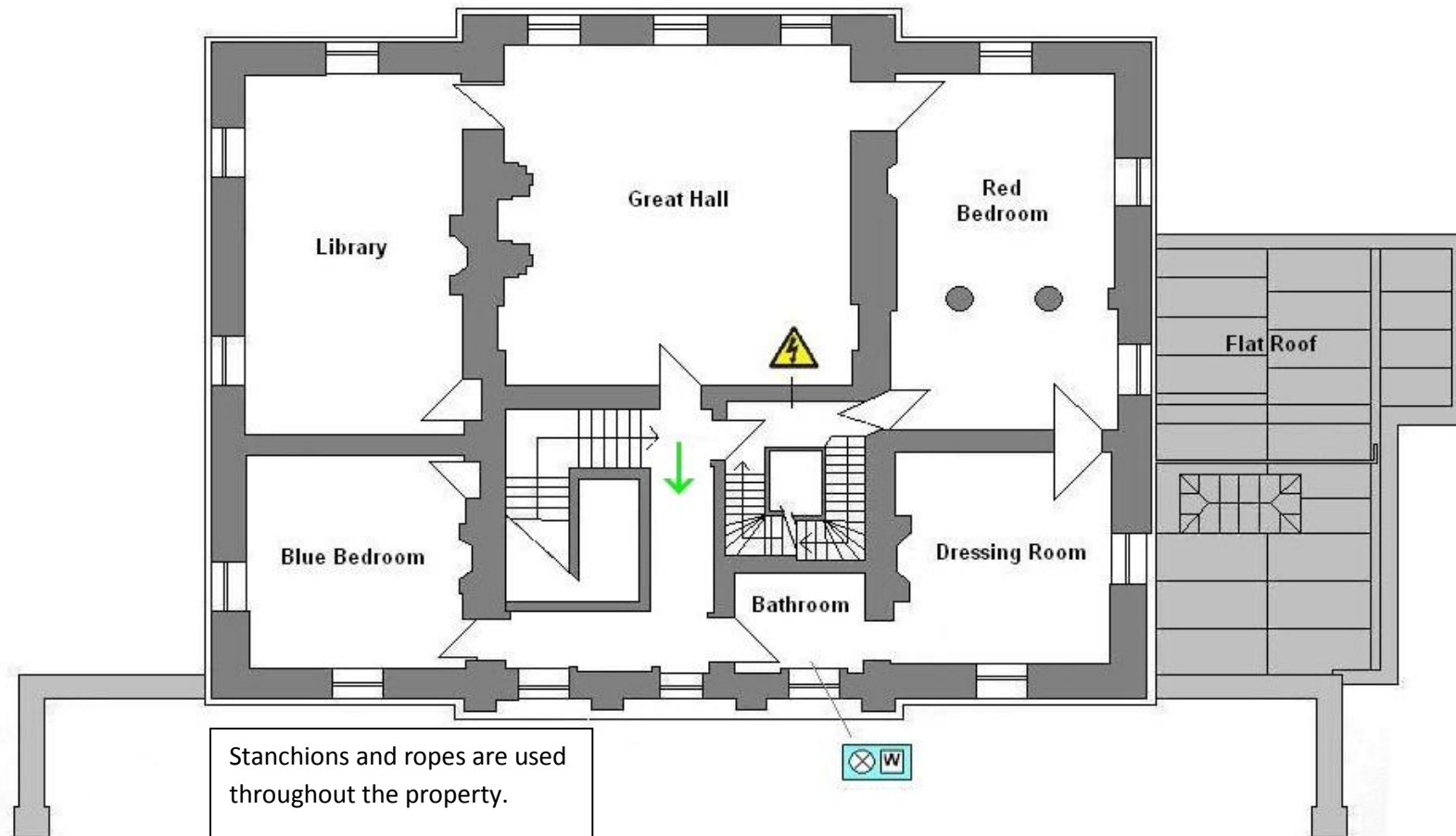
07/10/2015



	Main Electrical Switch
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Historic England



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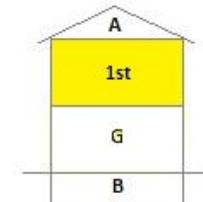
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Example House First Floor

Hazard Plan

07/10/2015



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	Electrical Control Panel
	Stop cock
	Sink/water Outlet
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	Gas Isolation Valve
	Exit
	Fire Alarm Indicator Panel

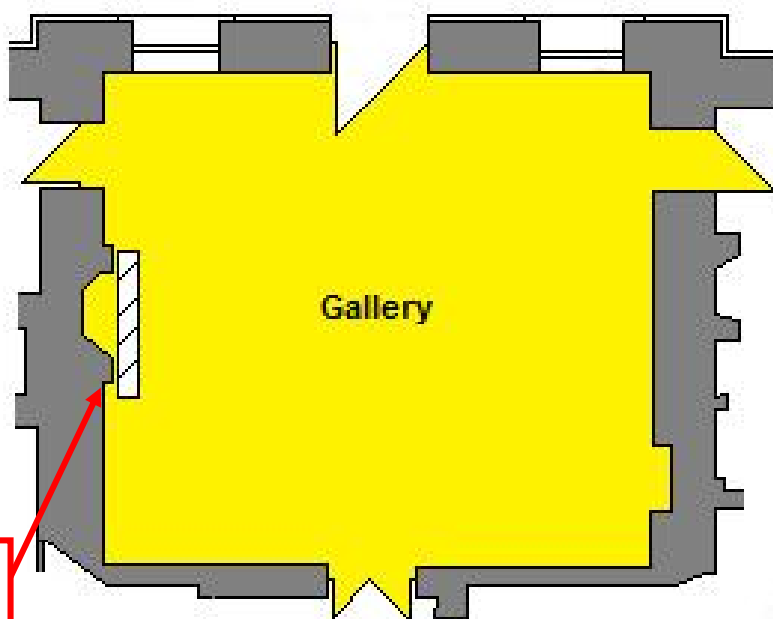
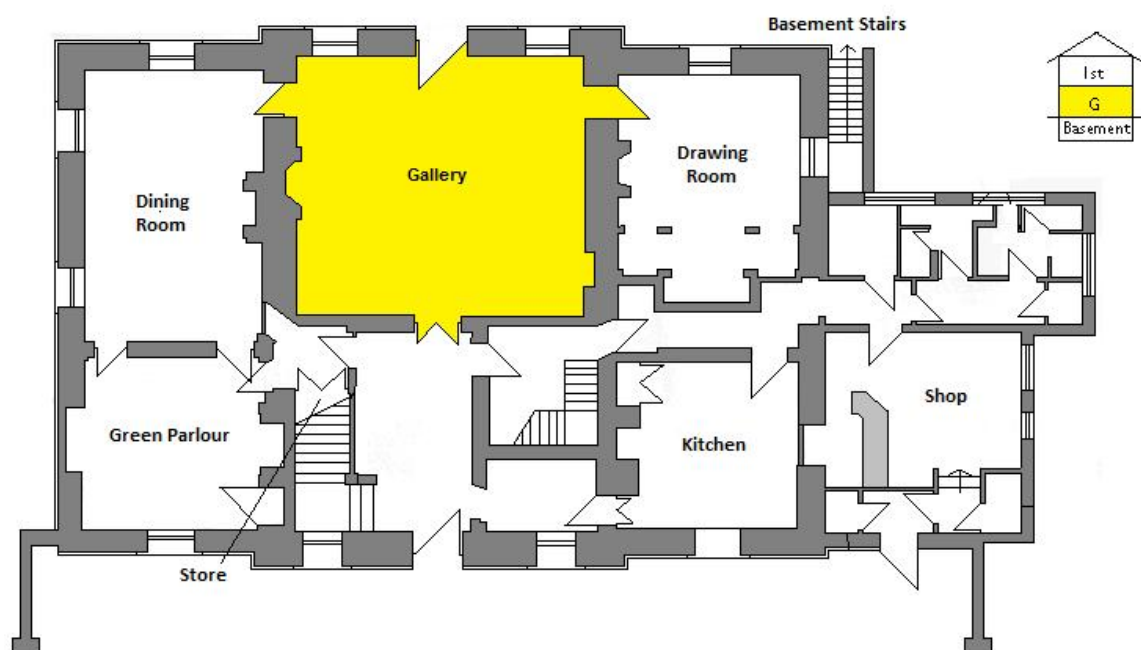
Inventory of Priority Objects at Example House

Object Type	Inventory No	Object Description	Priority	Floor	Room & Position in Room	First Aid Required?	Location?	Storage Destination
Painting	3.1950	Painting: Night Sky	1	G	Gallery Above fireplace			
Furniture	88.1930	Carved Mahogany Library Chair	2	G	Drawing Room			
Files	-	Architectural Investigation Project Files	2	G	Office By back wall			
Ornament	45.1950	Japanese Ceramic Vase	1	1	Red Bedroom			

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 predictable 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 as a 'Priority Room' if it contains numerous items of high value.

Ground Floor Gallery

Example House
Ground Floor Plan



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.

First Floor Gallery

Priority 1

Painting: Night Sky
'The Stars at Night' by T. Jones
Inventory no: 3.1950

← 160cm →



↑
90cm
↓



- Ladder

Removal:

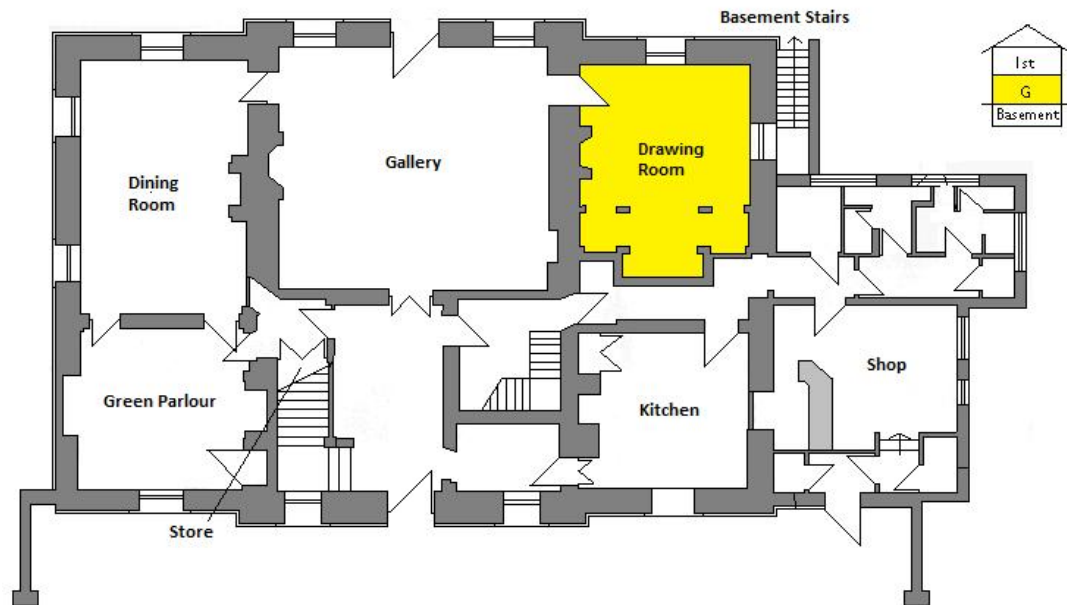
- Painting hung above sideboard
- Remove items on sideboard first
- Unhook chain from wall fixing
- Carry upright supporting frame

Object First Aid

Wet or Damp	Contaminated	Broken	Weak	Dangerous to Handle	Mouldy	Smoke Damaged	Other

Ground Floor Drawing Room

Example House
Ground Floor Plan



Priority 2

Drawing
Room

First Floor Drawing Room

Priority 2

Carved Mahogany Library Chair Inventory no: 88.1930



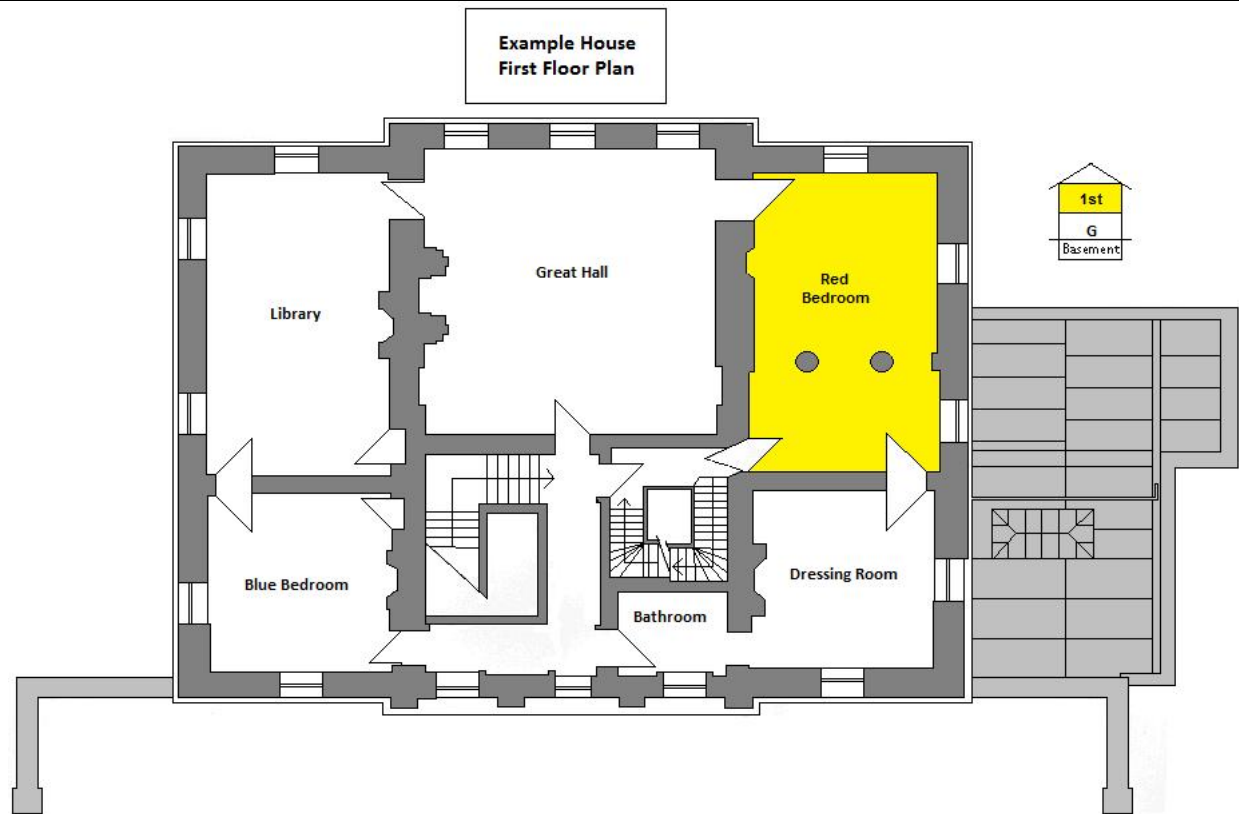
Removal:

- Do not lift chair by arms
- Lift using seat frame
- Carry upright

Object First Aid

Wet or Damp	Contaminated	Broken	Weak	Dangerous to Handle	Mouldy	Smoke Damaged	Other

Red Bedroom



Priority 1



**First Floor
Red Bedroom**

Priority 1

**Japanese Ceramic Vase
Inventory no: 45.1950**

← 45cm →



↑
65cm
↓



Removal:

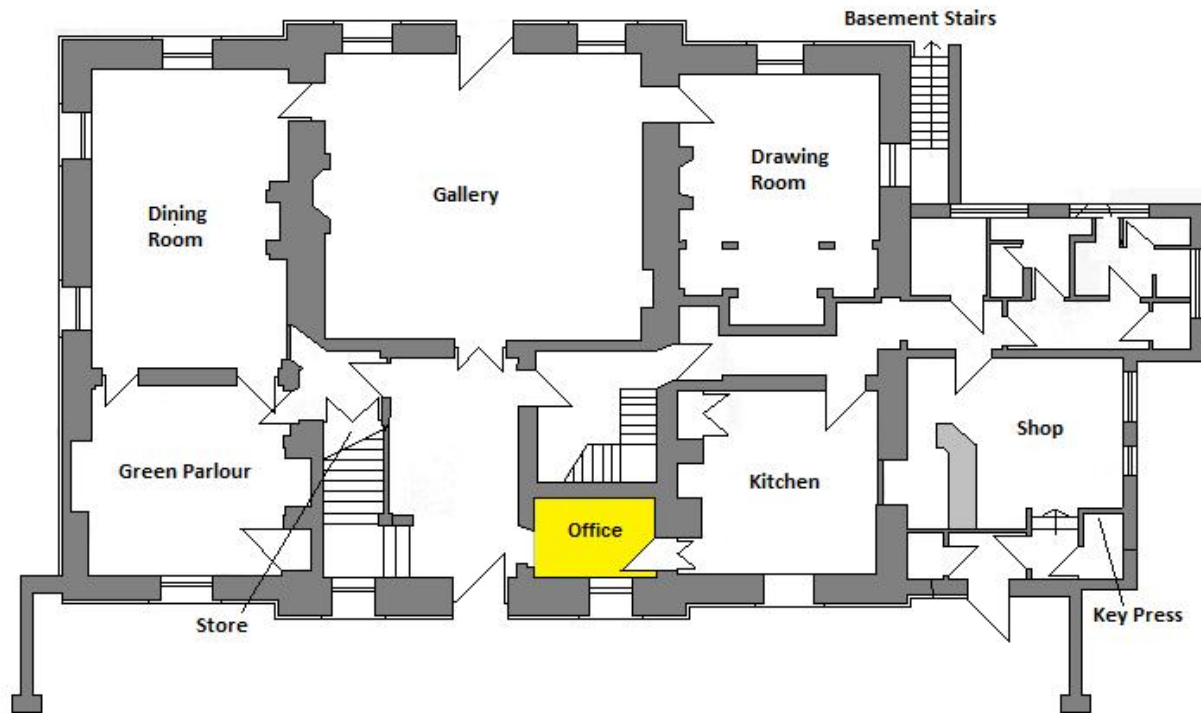
- Do not lift by neck of vase
- Hold neck and support vase underneath

Object First Aid

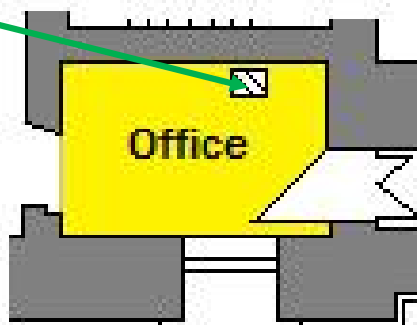
Wet or Damp	Contaminated	Broken	Weak	Dangerous to Handle	Mouldy	Smoke Damaged	Other

Ground Floor Office

Example House
Ground Floor Plan



Priority 2




**Ground Floor
Office**

Priority 2
Architectural Investigation Project Files

← 50cm →



↑
160cm
↓



Removal:

- Remove all files from the cabinet (not locked)
- Place files into a crate
- Protect from water

Object First Aid							
Wet or Damp	Contaminated	Broken	Weak	Dangerous to Handle	Mouldy	Smoke Damaged	Other

Historic England

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

Inventory of Salvaged Objects

[illegible]

[illegible]

[illegible]

[illegible]

Example House

Salvage Recovery Areas

Main Recovery Store Area:

The potting shed situated to the left of Example House service wing. Keep this area secure.

Use the north garden as a potential overflow Recovery Store Area. Security and a pop-up tent will be required.

Triage and treatment area for salvaged objects is in the barn adjacent to the potting shed.

Small Recovery Store area:

Example Mill, Letsby Lane, 000 1234 5678

Due to the restricted size of the rooms at Example Mill, a large volume of items cannot be stored here.

Transport and Longer Term Storage:

Contact ABC Removals and Storage Services to transport items off site. Refer to the External Contacts page.

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.

Object Recovery
Capability is limited.
See contact list for
Treatment, Transport
and Storage Facilities.

**Main Store Recovery
and Storage Area:**
Potting Shed

**Triage and Treatment
Area:**
Barn

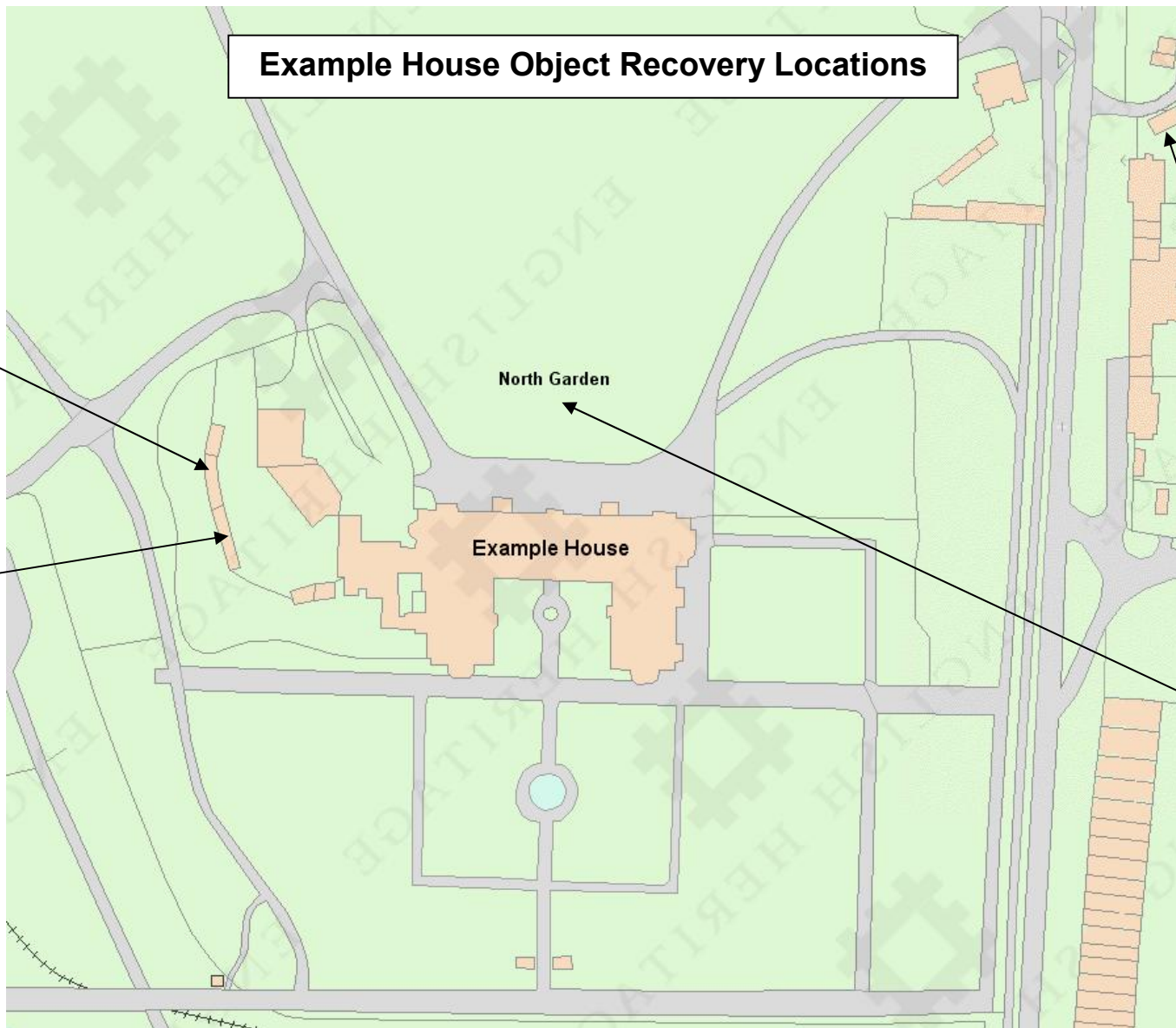
Example House Object Recovery Locations

North Garden

Example House

**Small Store
Recovery and
Storage Area:**
Example Mill, Letsby
Lane

**Overflow Recovery
and Storage Area:**
North Garden,
Example House



Salvage Store Equipment List - Example House

Item	No	Checked			
Date		27/10/2016			
CONSUMABLES OFFICE		<div style="border: 1px solid black; padding: 10px; color: red; text-align: center;"> Tailor the list to suit the requirements of your organisation. </div>			
Clipboards	11				
Easel with wipe board	1				
Highlighters pack	1				
Labels (tie-on) pack of 100	1				
Notebooks	10				
Parcel tape	2				
Pens boxes 50	2				
Pencils boxes 20	1				
Post It pads	2				
Sellotape	4				
Scissors	10				
Wipe board markers & cleaner – tub	1				
Wipe board small & large	3				
ELECTRICAL					
Extension lead	5				
Fan – small & high stand	4				
Glue Gun & Sticks	1				
Hairdryer	5				
Set of voltage converter cables & connectors for 110v outlet for battery units	1				
Wet & Dry Vacuum	2				

LADDERS					
Ladder – extension 11 rung	1				
Ladder – extension 9 rung	1				
Ladder – triple extension 9 rung	1				
Ladder – step 6 rung	1				
Ladder – step tripod	1				
Ladder – step 5 rung yellow	1				
Ladder hooks	4				
Ladder socks	2				
Ladder safety stop – large					
MISCELLANEOUS					
Brooms	2				
Candles	10				
Cups	40				
Dust pan & brush	2				
Serving Platter	1				
ROPES					
Carabiners	4				
Hemp rope 30 metre	2				
Mountaineering rope 30 metre	3				
Mountaineering lines 1-2 metres	30				
SAFETY & PROTECTION					
Aprons pack	1				
Caps (hard hat)	3				
Cordon tape red / white	2				

Fireman's jacket & trousers sets	12				
First aid kit	1				
Gloves rigger / marigold	30				
Gloves nitrile boxes various sizes	15				
Hard hats	26				
Head torch	14				
Hi vis light blue for leadership	4				
Hi vis dark blue Course Director	1				
Hi vis orange blank	6				
Hi vis white observer	5				
Hi vis yellow salvage	24				
Safety masks & filters – Sundstrom	4				
Safety masks simple	4				
Safety mask eye protection	20				
Suntan lotion	0				
Torch	1				
Walkie Talkie	16				
Water bottles	40				
STORAGE					
Bread Crates	52				
Bread Crates – small	200				
Collapsible crates	17				
Plastic containers	6				
Storage Shelves	2				
TARPS / PLASTIC SHEETS / PLASTIC BAGS / SACKS					

Fabric sheet – plastic backed	10				
Fireproof polythene 100 metre roll	1				
Fire blankets	3				
Fire blanket 50m roll	1				
Plastic sheet large	2				
Plastic sheet – small	5				
Plastic bags – tub of re-sealable bags	1				
Plastic bags – rolls clear & black	11				
Tarp – large material	1				
Tarp - Large plastic	4				
Tarp - Small plastic	4				
Waterproof object covers	0				
TOOLS & MISC					
Batteries – various pack	1				
Fire hose, connectors & standpipe set	1				
Foot pump	1				
Sack truck	1				
Tool kit	1				
Trolley – four wheeled	1				
TRAINING ITEMS FOR COURSE MODULES					
Carabiners & chains	2				
Display stand – sign in / out	1				
Painting display on chipboard	1				
Wood framed foam picture	1				
TREATMENT & HANDLING					

Acid free tissue reams	5				
Acid free tissue sheets	50				
Artwork dry cleaning pads	3				
Blotting paper reams	2				
Plastic bowls / cat litter trays	8				
Bubble wrap – flame retardant 10 metre roll	1				
Bubble wrap Loose – bag	1				
Bubble wrap roll 50 metre rolls	3				
Chamois	0				
Chocks (plastic covered)	9				
Cleaning cloths	10				
Cocktail sticks pack	2				
Correx plastic sheeting	6				
Correx plastic sheeting – flame retardant	10				
Cotton tap rolls	3				
Down pipe (rolling carpets or tarps)	4				
Freezer paper	1				
Furniture handling strops small & large	4				
Gloves see Safety	-				
Electricals – see Electrical for fans / dryers etc	-				
Ikea bags	13				
Kitchen Rolls	12				
Kitchen Towels	18				
Labels tie on pack 100	1				

Melanex roll	3				
Mesh – roll 10 metres	1				
Paintbrushes small	6				
Paintbrush large	1				
Painting support bars	3				
Paper Roll ream	4				
Pegs and lines packs	4				
Pipe Insulation (cut & use to rest paintings on)	15				
Skewers pack	3				
String & twine	4				
Tables (folding / adjustable legs)	7				
Water treatment sponges / sprayers / adsorbents	50				
PEL Moisture mats for books	50				
WATER MANAGEMENT					
Drain covers	3				
Mop & bucket	3				
Flood dolly	2				
Flood sacks / boom	6				
Leak diverter (New Pig)	2				
Squeegees / rubber brooms	9				
Sandbags	6				
Flood mats	50				
Hydrosacks (sandbag alternative)	12				
Spill Kit	1				

HANDLING & TREATING OBJECTS

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. stationary, 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.

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°C so there is a brief water stage.

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 FREEZE 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.

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.

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.



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.



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



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.

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.**

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.



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°C

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

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



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.



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.

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.



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



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 tray, 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.

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.

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.

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.

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)

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

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



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



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.



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

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.

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.

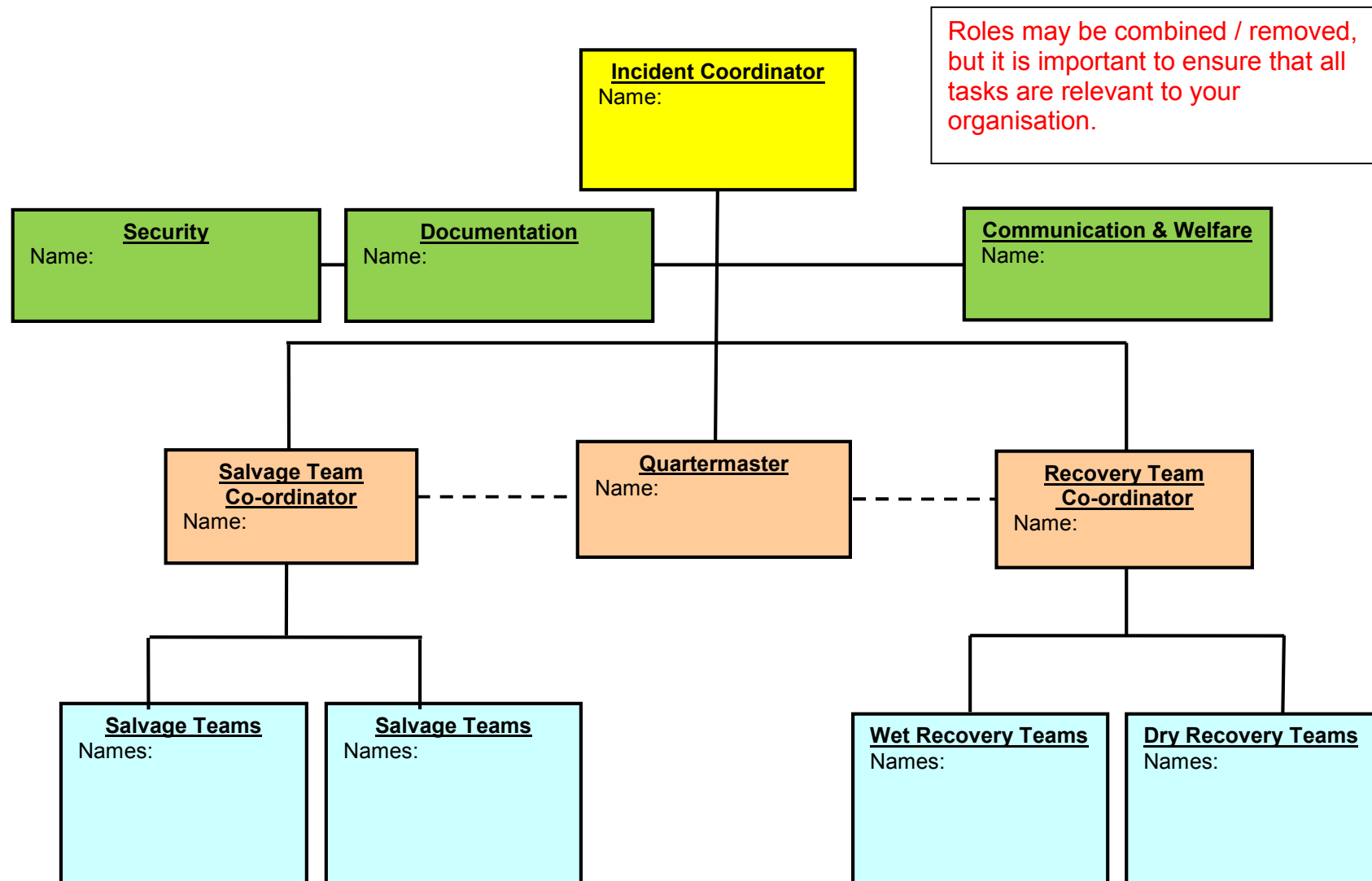
FREEZE IF WET?

YES

If large number of wet textiles or dyes are running.

GUIDANCE & REFERENCE

Incident Management Structure for Salvage



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.

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?					<div> An example of a Risk Assessment – Include your own document produced to the levels of detail required by your organisation. </div>
Have hazardous areas been identified and cordoned off?					
Has a Control Point been established?					
Has a salvage area been designated and secured?					
Have participants 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:

Name of Recorder:

SHEET NUMBER.....

[illegible]

SHEET NUMBER.....

[illegible]

SHEET NUMBER.....

[illegible]

SHEET NUMBER.....

[illegible]

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.

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

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. 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.

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

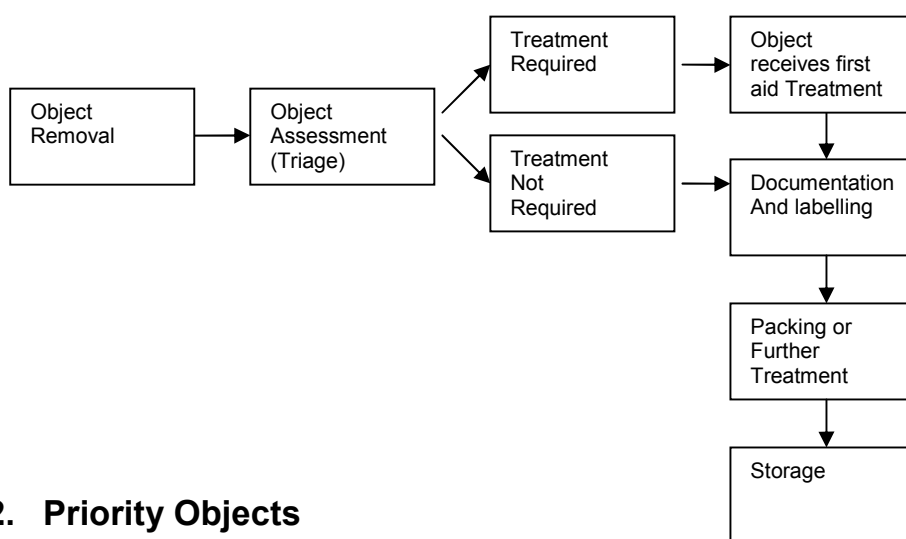
- Decide on a plan of action
- Only deal with the spillage if you can identify the substance and know how to deal with it safely.
- Refer to the Hazard Data Sheets for the substances involved.
- Assemble proper materials and equipment for the clean-up
- Put on suitable Personal Protective Equipment to 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.

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.

OUT OF HOURS RESPONSE

Example House

Example Avenue
London

Telephone: 000 1111 1111 (office hours)
07710 981234 (duty manager)

INCIDENT OCCURS

Are the
emergency
services
required
immediately?

Yes

Dial 999

Directions/ Fire Access: 14m NW of city off A100. Access is up drive to customer car park, pond onsite can be pumped for water.

Site Keys: 3 sets of keys to ticket office (held by duty managers). All other keys kept in ticket office in key press.

Essential Contacts

Contact name Job title	07888 600500 (mobile) 01166 881811 (home)	Lives onsite
Contact name Job title	07888 400800 (mobile) 01166 881812 (home)	Lives onsite
Contact name Job title	07888 100300 (mobile) 01166 800800 (home)	15 mins away

No

Do you need
to contact
alarm or
security
companies?

Yes

	Monitoring Station	Maintenance Company	Reset arrangements	Contract Information
Fire Alarm	Monitor Ltd 0888 1234321	Maintenance Systems 0845 9009000	Must call company technician for reset	Immediate Fire Brigade response
Security Alarm	Monitor Ltd 0888 1234321	Maintenance Systems 0845 9009000	Must call company technician for reset	Immediate security response
CCTV	Monitor Ltd 0888 1234321	Maintenance Systems 0845 9009000		
Panic Alarm	Monitor Ltd 0888 1234321	Maintenance Systems 0845 9009000	Must call company technician for reset	Immediate Police response

No

Are
immediate
building
works/repairs
required?

Yes

Building Maintenance Contractor

Company name

0111 2000800

M & E Maintenance Contractor

Company name

0111 2110800

Essential site information

- Example House is a complex site, comprising of a stables block, Main Hall, outhouses, as well as extensive gardens.
- The most important part of the collections are detailed on the emergency plan priority list. Other collections are kept mainly in curatorial stores on the top floor – these are mostly removed furnishings from the Hall itself, and include doors, shutters, baths etc. and are voluminous and would be extremely difficult to remove. Divert threats away from these stores if possible.
- Dry rot is still active in some parts of the Stables and care must be taken.
- The Gardens are extensive, with hazardous falls possible if the visitor path is not taken.
- There is a large pond just south of the Hall.

This document is another example of a contact list and also includes a summary of hazards or essential information considered necessary.



EMERGENCY INFORMATION

ADDRESS OF PREMISES	Example House Example Avenue London Grid Ref: EX 000 000	DATE: 25/02/2016
RESPONSIBLE PERSON	Example Name	
PROVISION	DESCRIPTION	IMPORTANT FACTORS
BUILDINGS/ESTATE HISTORIC FEATURE	The building is grade 1 listed and dates from 1800. The house is set in a substantial estate and faces south. The house is of irregular design built in brick and faced with concrete. It measures approximately 200 metres by 100 metres. The 3 main sections of the house are the Central wing, the East wing and the West wing. The house is also connected to the Service wing. The building ranges from 2 to 3 storeys. The house has a substantial basement under the Central wing and the Service wing. There are a substantial number of buildings across the estate including the Gate House, Out House Office and various other cottages and lodges.	The ceilings in the Central Wing are ornate and in a fragile state - contact with water may weaken or destroy them.
SIGNIFICANT CONTENTS	The house contains a large collection of items ranging from furniture to oils, prints and drawings. The most important item is The Central Wing Clock designed by J.Smith in the late 19c. The ground floor staterooms in the West and East wings are also important. The house is listed for its architectural and	The Central Wing Clock designed by J.Smith is particularly important.

This document is a summary of information which may be useful in incident situations.

	historical interest.	
FIRE RISKS	<p>The heating system for the Central, East and West wings is a hot air circulation system so ducts exist from the basement boiler through all the floors.</p> <p>The kitchens for the catering operation are in the Service wing and are fire separated by fire resisting partitions and doors.</p>	<p>The boiler room is kept free of all combustibles to limit the size of fire that could occur thus reducing the risk of smoke spread through the ducts.</p>
FLOOD & OTHER RISKS	<p>Some water leaks into the upper floor of the Central Wing if there has been exceptional rainfall.</p> <p>There are several water tanks set above the Service wing supplying the internal fire fighting system and hose reels.</p> <p>A leak detection system is fitted to the Central, East and West wings and the water supply to the basins and toilets has been isolated.</p>	<p>Gutters, hoppers and areas where the roof angles meet should be inspected regularly.</p> <p>Estates clear drains yearly.</p>
ACCESS FOR FIRE ENGINES	<p>The nearest fire station is in Example Town and is fully crewed. The station is 1km away. The fire service inspects the site regularly and an emergency plan is held by the fire service. Example House holds a copy of this plan. Access is limited via the main gates to the south of the property due to low clearance; the rear entrance to the North is more suitable for large vehicles. A fire control room is situated in the East wing. The main car park is the agreed meeting point in the event of an emergency.</p>	
WATER SUPPLIES	<p>There is a 100,000 gallon reservoir (situated 100 metres east of the house) serving a fire pump (situated south of the house). Procedures in place. This can pump 500 litres per</p>	<p>The pump is tested weekly and written procedures are kept in</p>

	minute. 10 fire hydrants are supplied from the reservoir are situated around the perimeter of the house. Five hydrants are supplied by mains water and these are situated around the main building. These are shown on the site plan.	the fire station building.
COMPARTMENTATION	Example House is divided into two main areas; the Service wing and main house. These two areas have sub-compartments protecting the staircases and corridors.	
MEANS OF ESCAPE	<p>The basement area has 25 rooms with 2 exit routes each with two stairways. One outdoor exit.</p> <p>The main wing basement area has 25 rooms and contains the main plant rooms. This area of the basement has 2 double door exits to outside and 3 stairwells.</p> <p>The main house ground floor is divided into 3 areas. Central wing, the East wing and the West wing. The Central wing has one externally opening double door exit to the south, and two exits to the north - one a single door exit for disabled visitors situated at the north east corner and one and one a double door externally opening a pair of doors off the Central corridor. Internal double doors lead from the Central corridor to the East Wing area. The East Wing has a pair of inwardly opening double doors on the south face and 3 sets of inwardly opening doors on the north and east faces. The Wing also has corridor access to the Service wing. The Service wing has a North wing and a South wing with connecting corridors.</p>	<p>The exit capacity of the building with the existing available doors and the largest exit discounted is approximately as follows:-</p> <ul style="list-style-type: none"> • 250 persons in 2 minutes, if on the double doors one leaf is bolted closed which halves the flow rate. • If all the existing double exit doors have both leaves available, but closed and not bolted the exit capacity would be 500. • If all the existing

		<p>double exit doors are pinned open the exit capacity would be 800.</p> <ul style="list-style-type: none"> • If one extra set of double doors were to be pinned open the exit capacity would be 1000, enough to cope with peak capacity.
FIRE ALARM & DETECTION	The property is smoke and heat alarmed throughout (rooms and corridors) Alarms are connected to the security room and are connected externally to a monitoring station and the fire service.	The alarm panel displays the location of the activated detector.
EMERGENCY LIGHTING	The house has emergency lighting powered by a battery pack which runs for several hours. Batteries are in the Central Wing basement.	
FIRE FIGHTING EQUIPMENT	CO2 and water extinguishers are provided throughout the property in fire points adjacent to exit doors and storey exits.	
SIGNS & NOTICES	Exit signs exist and all are illuminated.	
PROCEDURES	DESCRIPTION	IMPORTANT FACTORS
EVACUATION PROCEDURE	All persons evacuate simultaneously on discovery of a fire or on hearing alarm (Two sounders bell and klaxon). Staff will sweep the building to ensure complete evacuation and report to the assembly point in the main car park.	

	<p>Evacuation procedures are in place. The nominated person or deputy will cancel the alarm or will assume control either at the Fire Control room or designated back up point</p> <p>Members of public can leave the premises or wait in the muster area if they wish to wait and continue the visit. Exits to ground level are available for disabled staff or visitors</p>	
TRAINING	<p>Training is an ongoing activity with tests 5 times a year. The training ensures all staff are</p> <p>familiar with the building layout aware of the location of exit doors trained in evacuation procedures and roll calls trained on the safe use of fire fighting equipment trained on how to call the fire service</p>	
RECORD OF TESTS ETC	<p>A log book exists showing all statutory tests on fire alarm emergency lighting and extinguisher service are recorded together with staff trg and evacuation drills</p>	
FIRE RISK ASSESSMENT	<p>Done – due Dec 2017.</p>	