

# Brant Historical Society Brant Museum & Archives

## Disaster Preparedness Plan

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## **1.0 Introduction**

### **What Is A Disaster Management Plan?**

A Disaster Management Plan is an instruction manual to aid you in the event of a disaster. The manual looks at potential disasters and gives you the instructions on what to do and who to contact.

### **How Do I Use It?**

The Plan is divided by disaster. If a crisis should arise at this site, flip to the appropriate section to find out what to do in the case of an emergency.

## **2.0 Contacts**

### **Staff**

Erin Dee-Richard, Acting Director/Curator  
Kimberly Harrington, Office Manager  
Lisa Anderson, Education Officer  
Jennifer Fearnside, Development Officer

### **Board Members**

Jack Jackowitz, President  
Anita Menon, Vice President  
Jennifer Axford, Secretary  
Doug Radkey, Treasurer

### **Ambulance**

Ambulance Services 911

### **Cold Storage**

E & E McLaughlin Ltd, Woodstock 519-539-0119

### **Disaster Recovery**

Woodhouse Contracting Ltd 519-743-7767  
Toll Free: 1-800-693-7767

### **EON Team:**

Mary Gladwin, Captain 519-423-1928 x 210 (work)  
519-442-3231 (home)

### **Conservators**

Sue Maltby, Conservator (416) 921-2877  
Richard Fuller, Doon Heritage Crossroads (519) 748-1914  
Canadian Conservation Institute (613) 998-3721

### **Security System**

Damar Security 519-753-7710 (Monitoring)  
519-752-5058 (Sales & Service)

### **Police Department**

Police Services 911

### **Fire Department**

Fire Services 911

Updated 4/2/2017

Fire Chief	519-463-5347
<b>Natural Gas</b>	
Union Gas	1-877-969-0999
<b>Heating/Air Conditioning</b>	
BML Multitrades Group	1-800-261-0877 519-756-4150
<b>Pest Control Agent</b>	
CritterRidder	519-458-8448
<b>Telephone</b>	
Bell telephone repair service	611
<b>Emergency Contacts</b>	
<b>Ambulance/Police/Fire</b>	<b>911</b>
Brantford General Hospital	519-752-7871 519-751-5544

### **3.0 Emergency Response**

#### **911 Procedures**

##### **Clearly state the following information to the dispatcher:**

- Name, location and phone number
- As much information as possible about the injury (i.e. broken bones, bleeding, electric shock, heart attack, etc.)
- Inform the dispatcher of the exact floor and room the injured person is located in
- Do not hang up on the dispatcher, wait until they end the conversation. They may have questions to ask you or special information to give you about what you can do until help arrives
- Do not move the injured person, unless the location is life threatening
- If possible, have someone meet the ambulance and direct them to the injured person
- Fill out an Incident Report (pg 18)

## **4.0 Evacuation Procedures**

### **Evacuation of the building:**

- Alert other staff and work together to evacuate the building
- Assign a staff member to ensure that no one is remaining on that floor

### **Evacuation of Injured People:**

- If someone has been injured during a fire, they will have to be moved
- If the injury is minor (i.e. cuts, scrapes, etc.) evacuate them and then tend to their wounds
- If the person is bleeding profusely, put pressure on the wound.
- If the victim is conscious, have them keep pressure on the wound and help them out of the building.
- If you are the only person besides the victim in the building, you will have to evacuate the person yourself

## **5.0 Fire**

### **Fire Safety Plan**

If smoke or a fire is detected, evacuate the building immediately and contact 911.

### **Artifact Conservation/Damage Prevention Procedures:**

- Store or display all artifacts out of high traffic areas
- Keep doors to storage areas closed whenever possible
- Do not store artifacts close to heat sources
- **If there is a fire - DO NOT try to save the artifacts - follow evacuation procedures and leave the building**

### **Once the fire has been put out and deemed safe by the fire department:**

- Reduce RH (relative humidity) caused by the water used by the fire fighters
- Open doors and windows to exhaust smoke and heat
- Supply 100% fresh air and use an exhaust fan to remove smoke
- Seal all intakes to prevent smoke or ash entering the building
- Fill out an incident report

## **6.0 Flood / Water Damage**

### **Water Shut-Off Procedures:**

- If there is a leak in the building, inform the Director/Curator
- If there is a heavy leak (i.e. from a pipe) it may be necessary to shut off the water
- See floor plan for shut off valve location
- Complete an incident report (pg 18)

**Evacuation:**

- Evacuate the building following procedures in Section 4.0

**Artefact Conservation/Damage Prevention Procedures:**

- Find the location of the leak
- If possible, remove all artefacts and electronics away from the leak
- If the artefacts are too heavy to move, cover them with plastic sheeting or garbage bags.
- Plastic sheeting can be found in the kitchen or back room.
- If possible, put a pail under a leak to catch the water
- Contain the leak, as much as possible, and remove all artefacts from the room if the leak appears to be worsening or spreading
- Cover as many items with plastic that may be in the path of the flood
- Reduce the temperature and RH to prevent mould growth
- Contain the spread of water by blocking doorways
- Doorways can be blocked with rags or towels placed at the base of the door to slow the flow of water
- Wet rags will need to be replaced on a regular basis with dry ones
- Remove standing water by pushing water through open doorways and through floor drains, or using mops and buckets
- Use dehumidifiers and electric fans to dry carpets, floors, walls, etc.
- Contact a conservator from the Contacts List to inform them of the problem
- Have carpeting professionally dried
- Remove all water soaked artefacts to a dry place if the RH in the building is above 70%
- Fill out an incident report

**7.0 Medical Emergency****Minor Injuries**

- If a visitor is feeling sick or has minor injuries, have them stay where they are and get the first aid kit
- Administer first aid accordingly
- If the injury appears to need stitches or concerns you, recommend the victim go to the hospital to check the wound
- Recommend that the visitor see a doctor but do not take the visitor to the doctor or hospital, call an ambulance if necessary
- Fill out an Incident Report

**Serious Injuries**

- If a visitor or staff member has suffered a major injury or medical emergency, call **911** immediately
- Have someone stay by the injured person while you call 911
- Fill out an Incident Report (pg 18)

## **Medication**

- **Do not at any time administer medication to a victim, even Tylenol or aspirin**
- Fill out an Incident Report

## **8.0 Power Failure**

### **Notification**

- Contact a museum staff member to alert them of the problem
- You must remain in the building until power is restored or another staff member has come to relieve you because you cannot set the alarm in a power failure
- Hooton Security will notify staff if the power is out longer than a half hour
- Fill out an Incident Report

### **Evacuation**

- Get the nearest flashlight
- Follow the evacuation procedures in Section 5.0
- Fill out an Incident Report

## **9.0 Infestation**

### **Moulds**

If mould or mildew is found:

- Immediately transfer all infected materials to non-collection area
- Seal materials temporarily in multiple garbage bags to prevent further spreading
- Notify the Director/Curator immediately of the infestation and, if necessary, contact a conservator
- Clean and sterilize the affected area after consulting the Director/Curator
- Check remaining and treated materials periodically for evidence of new or recurrent growth
- **Do not return an artefact to collection area until the Director/Curator says it is safe to do so**
- Fill out an Incident Report

### **Insects**

A regular program of building maintenance and good housekeeping should provide early warnings of any infestations and minimize the attraction of insect pests. All incoming materials, whether acquisitions or loans, should be checked carefully for signs of dormant or active infestation.

If there is an infestation:

- Capture a specimen and have it identified. Date and location of capture should be included on the label. Note: Identification of a crushed specimen may be difficult.
- Immediately carry out an inspection to determine the extent of the infestation and transfer all infected materials to a non-collection area and bag in plastic garbage bags

- Freeze the object if possible.
- Identify the source(s) of infestation and eliminate it, if possible
- Call Pest Control
- Where necessary, have the materials treated by Pest Control, but consult the Director/Curator first
- Carefully vacuum the affected area and materials to remove dust, dirt, eggs, etc., before replacing the fumigated materials. Consult with the Director/Curator regarding safe vacuuming techniques
- There are traps throughout the building (see floor plan) for minor pests
- After treatment for infestation, check collection materials regularly for at least six months
- **Do not return artefact(s) to collection area until the curator says it is safe**
- Fill out an Incident Report

### **Rodents**

As with insects, good housekeeping practices and regular building maintenance should also discourage infestation by rodents. Rodents are generally a seasonal problem in Canada. As winter approaches, the warmth inside a building becomes increasingly attractive to rodents seeking shelter from the cold.

If there is a rodent infestation:

- Notify the curator of the problem
- Eliminate all access points that rodents may use to enter the building. Plug all holes in foundation walls, particularly around water, sewer, and gas mains.
- Eliminate accumulations of garbage. Ensure that eating and drinking are not allowed in collection areas and that left-over food from other areas is disposed of promptly and properly.
- Call Pest Control, to rid the building of rodents. Ask them to use non-chemical means of pest control whenever possible.
- Ensure the dead rodents are located and disposed of, as they may be a source of insect infestation.
- Carefully remove rodent feces with a vacuum. Dispose of vacuum bag immediately.
- Fill out an Incident Report

## **10.0 Theft & Vandalism**

### **Theft**

- If you enter the building and find that the building has been robbed, call the police immediately at 911
- If it sounds like there are still people in the building, leave the building immediately and call 911 at a neighbouring building
- Contact the Director/Curator
- Make an inventory of what has been taken
- **Do not move anything or clean up until after the police officers have been to the scene**
- Fill out an Incident Report (pg 18)



### **Theft with Weapon**

- If a person comes into the building wielding a weapon, give them whatever they ask for
- **DO NOT try to fight or discourage the person, simply give them what they want**
- Once the person has left the building, call 911 immediately
- Fill out an Incident Report

### **Vandalism Of The Building**

- If you find the interior or exterior of the building has been defaced (i.e. spray paint, broken windows, etc.) call the police. 519-756-7050
- Contact the Executive Director/Curator
- Do not clean up until after police have been to the scene
- If a window has been broken, cover the broken area with plastic or cardboard until the window can be repaired
- Fill out an Incident Report (pg 18)

### **Vandalism of Artifacts**

- If a visitor harms or destroys an artefact notify the Director/Curator immediately
- If possible, take down the name and address of the individual
- Ask the individual or witnesses what occurred
- Fill out an Incident Report, include such details as the accession number, who did this and what happened
- Do not move the artefact unless you can safely remove it or it seems stable enough to move
- Pick up any pieces and keep them together (put them in an envelope or box if possible) and put with the Incident Report (pg 18)

## **13.0 Earthquake**

### **Evacuation Procedures**

- REMAIN CALM
- Go to the nearest safe haven (i.e. a door frame)
- Call 911 if there are injuries
- The power may have gone out during the earthquake. The regular phone system may not work in a power failure. Use cell phone if available.
- Evacuate the building as soon as it is safe following the evacuation procedures in Section 5.0

### **Procedures for Emergency Power and Water Shut-Off**

- If there are broken water pipes , you will need to shut the valves to minimize the risk and damage. Follow the Water Shut Off Procedure in Section
- If there are exposed live wires, do not touch them. Follow the Electrical Shut Off Procedure in Section
- Fill out an Incident Report (pg 18)

## **12.0 Tornado**

### **Tornado Watch Procedures**

- If there is a **tornado watch** for the area - encourage visitors to return to their homes immediately
- Once all visitors have left the building, follow Evacuation Procedures in Section 5.0, listening closely to the radio for further information
- If the radio says the tornado watch is still on, go home if you are within a 5-10 km radius and feel you can get home safely

### **Tornado Warning Procedures**

- If the tornado watch has been upgraded to a warning, **DO NOT** let anyone (visitors or staff) leave the building
- Collect all flashlights, first aid kits and a battery operated radio and have everyone go down to the basement
- Shut down all electrical devices (i.e. computers, radios, etc.) to reduce risk and damage
- Follow the Evacuation Procedures in Section 5.0 remembering to have everyone go down to the basement rather than leave the **building**
- If the warning has been downgraded to a watch, follow the Tornado Watch Procedure in Section 13.1
- If the Warning/Watch has been cancelled send everyone home

## **13.0 Bomb Threat**

### **How To Handle A Bomb Threat**

If you receive a call notifying you that there is a bomb in the building:

- **Take it seriously** – **DO NOT** assume it is a joke
- Listen to the caller
- Be calm and courteous
- Do not interrupt the caller
- Obtain as much information as possible
- Call 911 as soon as the call is completed
- Notify any staff on duty and initiate Evacuation Procedures in Section 5.0
- Fill out an Incident Report (pg 18)

### **Search Procedures**

- **DO NOT search the building on your own, wait for professionals**

### **If You Find a Suspect Object:**

- **DO NOT move or touch the object**
- **DO NOT** assume that it is the only one
- When the police arrive notify them of the exact location of the object(s)

## **14.0 Gas Leak**

### **Detecting A Gas Leak**

If you smell an odour that is similar to rotten eggs, you may have a gas leak.

- Call Union Gas
- Call 911
- Evacuate the building following the Evacuation Procedures in Section 5.0
- Fill out an Incident Report (pg 18)

## **15.0 Artefact Conservation & Recovery**

### **Stabilizing the Building Environment**

- Cover all broken windows, doors, roof, or other opening to the outside with plastic until the area can be repaired
- Do not use plastic when there is still heat from a fire

### **Water Damage**

- Reduce temperature and RH to prevent mould growth
- In the winter turn the heat down
- In the summer put the air conditioning on cool
- Contain the spread of water by sandbagging doorways between rooms, mopping up floors, catching water in buckets, etc.
- Remove any standing water by pushing water out of doors, using mops, or a wet vac
- Use dehumidifiers and fans to dry the place. Be sure that no cords of electric devices are in a puddle or touching water.
- Monitor temperature and RH using a hygromograph
- If the humidity is high, remove all water soaked artefacts and other items

### **Fire Damage**

- Open doors to reduce the heat and exhaust the smoke from the building
- If there is smoke or ash from a fire nearby, close and seal all intakes

## **16.0 Collection Salvage Priorities**

### **Priorities**

- There are several items that will need immediate attention and should be salvaged first in the event of an emergency

### **Collection Records**

The first things to be salvaged should be the following collection records:

1. Accession Registers
2. Gift Forms
3. Accession Sheets

## **Priority Artefacts**

These are artefacts that should be removed from the building **ONLY** if it is safe to do so.

## **Artefacts**

These are artefacts by type that should be removed **ONLY** if it is safe to do so.

### Textiles

- Textiles with fugitive dyes
- Textiles with metal attachments
- Textile Storage

### Archival

- Photographs
- Wet books and documents
- Books and periodicals on coated paper
- Coated line plans, maps, or blueprints
- Parchment or vellum books and documents

### Fine Art

- Works of Art on Paper
- Works with water soluble media (i.e. watercolours, gouache, pastels, etc.)
- Paintings
- Paintings on panel
- Paintings on canvas

### Furniture

- Furniture with inlays and veneers
- Musical instruments
- Gilded furniture and frames/mirrors
- Wood with iron components

### Ethnographic Material

- Leather, Skin and Furs

### Glass, Ceramics and Stone

## **17.0 General Salvage Procedures**

### **Goal of Salvage**

The goal of salvaging items (especially those water damaged) is to prevent or reduce the occurrence or severity of:

- Dimensional changes (i.e. swelling, warping, shrinkage, cracking, etc.)
- Corrosion of metals
- Disintegration of water soluble products (i.e. fugitive inks/dyes, some adhesives, etc.)
- Staining from dirty water, contact with metals, fugitive dyes, etc.
- Mould growth

## **Salvage Procedures**

- If objects are not damaged and at no further risk then leave where they are
- If objects are at risk, relocate to a safe, dry spot
- Maintain temperature and RH as closely as possible to those at the museum (approx 20 C and 50% RH)
- Keep dry items dry, wet items wet, and frozen items frozen

## **Dry, Undamaged Materials**

- Keep items in a well ventilated area and watch for mould growth
- If mould occurs on any dry object, spray with unscented Lysol and separate from the other artefacts

## **Wet Organic Materials**

- Spray damp and wet organic materials with unscented Lysol, then bag or lightly wrap in plastic and store in a cool place
- Keep items in a separate room from dry items if possible
- Examine items daily for mould growth
- For materials which can be frozen without harm (i.e. furs), completely wrap in plastic, seal securely, label, and place in freezer at designated cold storage facility
- Do not apply heat to wet organic materials

## **Metal, Glass, or Ceramics**

- Air dry as soon as possible
- If necessary, gently mop with a clean, dry, lint-free cloth or paper towel to assist drying
- **Do Not Rub**

## **Smoke-Damaged, Dirt Encrusted, or Charred Objects**

- Handle as little as possible
- Do not try to clean them
- Place in a labelled box and protect them from further damage
- Consult a conservator

## **Objects To Be Frozen**

- Gently blot excess water from materials that have absorbed large amounts of water
- Seal (with freezer tape) objects well in plastic bags and label with accession number, brief description of item and date being placed in freezer

## **Handling Damaged Artifacts**

### **A) Broken**

- Carefully pick up all pieces, wrap in tissue or bubble wrap and keep
- together in a bag or box
- Label the container, if possible, with the accession number, location, and date

### **C) Water Damaged**

- Some organic materials, like textiles and semi-tanned leathers will absorb a large amount

of water and increase in weight - this places a lot of stress on weak or damaged areas when handled

- Carry items on a rigid support (eg. Coroplast) or in a strong box to prevent further damage to the artifacts

## **Handling and Drying Water Damaged Artifacts**

### **Type of Artifact**

### **Instructions For Salvage**

#### **Wet Books/Documents**

- Set aside for immediate freezing
- Where possible, separate each book or file folder with paper or pellow to prevent them from sticking together
- If items are stuck together, do not try to separate
- Place individual items in freezer bags
- Books can be placed in dry cardboard boxes or plastic crates, packed tightly together to avoid swelling, **spines down**, to avoid book separating from binding
- Leather bindings should be bound, spine to edge, with cloth tape to prevent curling and distortion, or shrinkage of leather
- Documents, or blocks of documents should be laid flat and paper towel placed in between pages or documents

#### **Partially Wet:**

##### **Documents**

- Fans should be placed in strategic locations to circulate air - set on low to medium and only unheated air
- Books should be stood up on their driest edge and the pages fanned out - the pages may need to be supported to prevent sagging
- An improvised device made from doweling can be useful
- Pages can be interleaved with paper towels to absorb excess water - change regularly until pages are dry - **do not interleave every page because it can cause the book stay open when dry**
- Remove all staples, clips, and pins - make sure that you know where attachments belong, in case they become separated
- Documents should be laid out on blotting paper or paper towel
- If it is a dry, windless day, books and documents can be air-dried outside

#### **Books/ Documents On:**

##### **Coated Paper**

- Freeze immediately - follow Wet Books/Documents instructions

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### **Coated Linen Plans**

- Can be freeze-dried or air dried on sheets of pellow
- If folded, unfold carefully

### **Blueprints, Plans, etc.**

- Very susceptible to moisture - dyes run
- Isolate from other artifacts so that dyes don't run onto anything else
- Have at least two people handle when moving
- **Do not blot fugitive pools of dye**
- Air dry the documents

### **Parchment/ Vellum:**

#### **Books/ Documents**

- Will dry more slowly and therefore drying must be carried out at a slow,
- controlled rate, under restraint, followed by the occasional release of pressure to
- ensure safe and even drying
- Once the artifact is almost dry, it can be pressed between dry blotters
- **ONLY LET CONSERVATOR DO THIS**

#### **Textiles**

- **Handling:** all items should be carried on a rigid support, eg. Coroplast,
- Plexiglas, or nylon screening stretched over a frame held taut
- **Preparation:** immediately separate white textiles from dark and coloured items;
- remove metal pieces wherever possible and dry, bag and label separately
- **Freezing:** all wet textiles should be frozen - deal with priority items first - seal,
- label and freeze, cleaning can be done at a later date
- **Mould:** freeze or isolate items from other artifacts to avoid mould

#### **Furniture and Wooden Objects**

- **Handling:** Only move large pieces of furniture if: there is water standing in the
- room; water soluble adhesives were used; if pieces need to be moved, have
- several people help lift on to dollies for transport across flat surfaces
- **Air Dry Slowly:**
- **wooden artifacts should not be allowed to dry quickly;** leave them where
- they are; immediately remove drawers and open doors to increase air
- circulation to the interior; if the wood has already swollen, do not try to force
- them
- Raise items off wet floors by placing them on pallets, 2x4s, or bricks; place
- plastic bags around legs; empty bag each day if water collects in the bottom
- Place a hygromograph in the room to monitor RH
- Leave hardware attached unless staining of the wood is noticed - if removed
- attach a tag identifying object and location

Updated 4/2/2017

- Inlays and veneers that are lifting should be protected from physical damage
- by careful handling - a piece of tissue paper or clean newsprint laid over the
- wet surface will hold pieces in place and acts as warning that other items
- should not be placed on top
- **Dirt:** Gently sponge with clean water and blot dry; do not scrub or wipe; dirt on
- lifting inlay can be removed by laying blotters on the surface
- **Mould:** test surface for sensitivity to Lysol - if no reaction, spray and wipe off
- **Wood with Iron Components:** Separate iron from wood either by dismantling
- or isolating the metal components; slowly dry wood components but quickly
- dry metal
- **Musical Instruments:** very susceptible to warping because the wood is thin –
- place in bags that have several perforations along their length to prevent a
- build-up of moisture; examine daily for signs of mould; for wind instruments
- take the pieces apart unless wood is swollen or warped; dry sections slowly
- **Lacquered Wooden Objects:** dry objects very slowly
- **Gilded Furniture and Frames/Mirrors:** dry very slowly
- **Upholstered Furniture:** Use hair dryers on a cool setting and install
- beneath the upholstery, directly the stream of air towards the webbing
- and fabric layers - do not remove upholstery

## Works of Art on:

### Paper

- Cover a smooth flat work surface with blotting paper or bubblepack and place
- polyethylene over it
- Proceed with caution - the artifact, the glazing, and the backing board may have
- adhered to one another - have the curator or conservator separate the items or
- remove from frame
- If glass is broken in a frame and is still together apply masking tape over the
- cracks; if the glass has shattered and pieces have slipped between work and
- frame, keep frame vertical and carefully remove all loose pieces
- **Drying works with stable media:** support work with pellow or a screen and
- air dry on blotting paper or place between two layers of blotting paper and lay
- flat; place weights on paper to keep flat while drying; change blotters frequently
- **Drying works with unstable media (watercolours, pastels,**
- **charcoal):** Support work with pellow or a screen, place on blotting
- paper and let air dry; **Do not blot**

### Paintings Canvas:

- Tilt paintings to allow water to run off from one corner of the frame;
- if covered in mud remove carefully with a soft brush without removing any of
- the paint or surface treatment;
- pad tables with layers of blankets, felts etc. and covering them with plastic to
- place paintings on;
- if paintings are frozen keep them frozen until there is time to deal with them;



- if a painting is very wet and soft - let a conservator treat it;
- place blotting paper on the padded table and then lay out paintings face down;
- if there are tears, signs of flaking, lifting or curling of paint layers - speak to a conservator and lay face up
- unharmed canvas works should be dried by cutting sheets of blotting paper that fit the inside dimensions of the work, remove all metal hardware and backing if necessary; make sure there are no wrinkles
- cut a piece of board to fit the inside dimensions of the frame and place on top of blotting paper
- weight the board, distributing the weight evenly, weights may also have to be placed on the joints of the frame to prevent warping
- change the blotting paper every 10 minutes until paper is almost dry and then change every 30 minutes until canvas feels dry
- when the canvas is completely dry, replace damp blotters with dry ones, board and weights and leave for 24 hours with good air circulation and fans

### **Cardboard or Wooden Supports:**

- dry face up, unframed
- If water has penetrated to the back of the support, place a blotter on the reverse
- prepare sheets of tissue, blotting paper and board larger than the painting, then a sheet of blotting paper, then a smooth-sided board (eg. Masonite) or sheet of glass, then apply weights evenly over the surface
- change the blotters every 10 minutes at first, then every 30 minutes, then every few hours until they feel dry
- do not remove the tissue unless it floats free on its own - if it should separate from the painting, replace it every time the blotters changed
- if the painting is wet in one area, the drying procedure can be restricted to that area

### **Bone and Ivory**

- **Handling:** Bone and ivory are vulnerable to warping; when carrying painted ivory take care not to abrade the painted surface
- **Air Drying: - Do Not Freeze**
- Carefully blot dry with clean absorbent cloths and place in plastic bags for slow drying
- In a humid environment the bag should be fully open, but if moved to a drier room the bag should be partially sealed or perforated
- **Mould:** Mould is not really a problem unless the object is dirty or coated with a mould-friendly surface, move to a cool environment and consult a conservator

### **Metals**

- **Handling:** Do not rub metals because dirt can scratch highly polished surfaces
- **Air Dry:** - Move objects to a dry place and blot with clean cloths
- Set up fans and dehumidifiers to dry air
- Warm air hair dryers can be used to dry metal-only objects
- **Dirt:** Rinse objects in clean water only and dry

## **Glass, Ceramics, and Stone**

- Broken pieces should be evenly placed in trays or boxes to reduce chipping of broken edges
- Some under-fired glazes may be barely holding on to the surface and must be moved very carefully
- Most objects will not be affected by water and if dirty , gently wash in water, blotted and air dried
- Transfer clean objects to an area where they will be physically safe

## **Basketry**

- **Handling:** objects will be very fragile and carry on a rigid support
- **Freezing:** woven plant materials are not as sensitive to water damage as some other materials - if freezer is full, air dry
- **Air Drying:** - transfer objects to a cool, dry environment
- pad out distorted shapes, or baskets unable to support their own weight, with tissue, clean cloths or loose pieces of soft foam
- install fans and direct the flow of air towards the ceiling or walls
- place any loose pieces in a perforated bag, label, and keep with the object if possible
- padded baskets with strong rims can be turned over to allow the base to dry
- **Mould:** Check daily for signs of mould growth - if mould develops, isolate the artifacts, increase air circulation and use dehumidifiers or bag and freeze

## **Locations For Artifact Relocation:**

**(Please note that no items should be moved without permission from the Curator. When moving all objects follow proper handling procedures.)**

## **Cold Storage**

- For objects that need to be frozen or kept cold refer to Emergency Contact list for Cold Storage
- If artifacts need to be evacuated from the building, they can be relocated to a trailer on the property.

## **INCIDENT REPORTS**

### **Incident Report Procedures**

An Incident Report must be filled out no matter how minor the incident.

- Blank Incident Reports are located at the back of this manual
- Fill in each section as much as possible:

#### **Details of Incident:**

- what type of incident eg. Fire, theft, medical
- what happened - arson, robbery, did someone fall
- try to be as descriptive as possible, especially in the case of a robbery (eg. facial features, tattoos, etc.)

**Action Taken:**

- who did you notify when the incident occurred (staff, police, fire, etc.)
- what did you do eg. Did you evacuate the building, stay by an injured person, etc.
- what instructions were given to you by other officials eg. Staff, police, fire, 911 dispatcher
- Once you have completed the report, be sure to sign it and then give it to the Executive Director.