

**ORANGE COUNTY REGIONAL HISTORY CENTER OFF-SITE
STORAGE
EMERGENCY PREPAREDNESS POLICY**

The Orange County Regional History Center off-site storage area is located at Cypress Lake industrial park, eleven miles south of the History Center museum. The facility is leased by Orange County government. The Property Management company is CB Richard Ellis.

The Orange County Regional History Center has developed this Emergency Preparedness Manual to assist the Museum Collections staff in preparing for and responding to the wide range of disasters that might damage or destroy the collections at the off-site storage facility. However, the standards in this manual comprise the minimum requirements to prevent or minimize the results of an emergency.

The Curator of Collections is designated as the emergency coordinator.

Clearly marked copies of the Off-Site Storage Emergency Preparedness Manual are kept in Collections staff offices for easy retrieval and at the off-site storage facility.

The following procedures are designed for the Orange County Regional History Center off-site storage facility.

EMERGENCY NOTIFICATION PROCEDURES/TELEPHONE NUMBERS

REGULAR WORK HOURS, EMERGENCY TELEPHONE NUMBERS

Call in the following order:

Curator of Collections, 9-407-836-8587

Collections Manager, 9-407-836-8532

NON-WORK HOURS, EMERGENCY TELEPHONE NUMBERS

Call in the following order:

Curator of Collections, 407-599-7671

will call:

Collections Manager, 407-695-0173

will call, as needed:

Archivist

Photo Archivist

Librarian

EVACUATION PREPARATION AND PROCEDURES

In certain emergencies, staff, and /or objects will need to be evacuated from the facility.

GENERAL GUIDELINES

The first priority during an emergency is to provide for the safety of the staff. If the staff is called to the facility after the damage has taken place and it has been determined that it is safe for staff to enter the building, the first priority is then to the safety of the collections.

1. Assess the safety of the building and collections in storage.

- Conduct an initial site survey as soon as possible after the building has been determined to be safe. The site survey is a quick, but systematic, investigation of the building, searching for damage and potential damage. The survey involves evaluation only; affected sites and objects should not be touched.

Provide appropriate personal protective equipment for all staff involved in the survey and cleanup.

Assess risks from damaged structures, utility lines, and from building fires. Do not enter any area if there may be danger from structural damage, contaminated water, and/or damaged utility lines. Switch off all electrical power if there is obvious damage anywhere in the wiring. Do not use plumbing or electrical devices until all utility lines have been thoroughly checked.

2. Document building, artifacts, and/or equipment damage with photographs, videotape, and written reports. If necessary, gather samples for conservators and/or

maintenance personnel before recovery operations begin. Gather samples of dust, debris, water, and oil to determine if they contain harmful byproducts. If the sprinkler system was used, check the water for oil or other harmful substances, and have the samples tested.

3. Arrange for backup electricity, clean water, recovery operation areas, etc. Do not use tap water until it is declared safe by public officials. Gather supplies and prepare recovery areas. Protect damaged areas of the building with temporary covers where necessary.

4. Determine specific recovery needs and goals and prioritize. A collections priorities list should be utilized to establish recovery activities. Prioritize recovery measures. Emphasize long-term stabilization procedures over quick repairs with inappropriate materials and techniques. Determine what resources are needed and prepare a written plan. Contact specialists, such as conservators, county engineers, insurance adjusters, and FEMA representatives, if the disaster is part of a federal disaster and FEMA funds can be obtained.

5. Contact Real Estate Management Division of Administrative Support Department (407-836-7095) to determine if alternate storage space is available if any objects will need to be evacuated from the off-site storage area.

6. Contact the American Association of Museums (202/289 – 6578) and the American Institute for Conservation (202/452–9545) about aid from other museums, including help from trained personnel.

7. Secure objects and archival material. Begin stabilization of objects and archival material and document stabilization procedures with photographs, videotape, and written records. Prepare condition reports and begin long-term object conservation.

TYPES OF EMERGENCIES

I. ACCIDENTAL DAMAGE

1. If the accident damaged an object, assess the damage and photograph the object before carefully picking it up or moving it. Specifically note fractured and/or unstable areas.

2. Carefully search for missing pieces, including small fragments. Wrap each fragment in acid-free tissue to prevent abrasion. Place all pieces in clean, transparent polyethylene bags.

3. If more than one piece is damaged, clearly note on the bag or the tag which piece goes with which object.

4. Place the object and its pieces in a padded box, using proper handling procedures. Use a padded cart or a dolly for a larger object.

II. PHONE THREAT, SUSPICIOUS OBJECT

If you receive a telephone threat:

1. Remain calm.

2. Listen carefully. Be polite and show interest. Try to keep the caller talking, so you can gather more information.

3. If possible, signal a colleague to notify the Curator of Collections immediately at 9-407-836-8587, or call as soon as the caller hangs up.

4. Do not call the police yourself. The Curator of Collections will notify the law enforcement and safety agencies.

5. Promptly complete a telephone threat report, writing down as many details as you can remember. Security and police interviewers will need this information.

6. If evacuation is ordered, go to a designated area, and do not return until permitted by police.

If you find a suspicious object on the premises:

1. Do not go near it.

2. Notify the Curator of Collections immediately at 9-407-836-8587.

3. Do not call the police yourself. The Curator of Collections will notify the appropriate agencies.

4. Promptly write down everything you can remember about finding or receiving the letter or parcel. Security and police interviewers will need this information.

5. If evacuation is ordered, go to a designated area, and do not return until permitted by police.

III. ENVIRONMENTAL EMERGENCY

1. Contact Carl Johnson, at Real Estate Management, 9-407-836-7095 immediately if the humidity problem comes from a system malfunction.
2. Take relative humidity readings to determine conditions in surrounding areas. Conduct a quick survey of all the objects in affected areas, and note potential problems.
3. If a sudden rise or long-term high humidity level appears, or sudden drop in temperature takes place, move artifacts that will not risk physical damage to an environmentally stable location. Move objects off of floors and away from walls to avoid moisture migration.
4. Decrease the relative humidity gradually, no more than two percent per week. Decrease temperature, but it should not change more than one degree Fahrenheit per week.
5. Use dehumidifiers, and empty trays regularly. Run fans to ventilate and mix air, and electric heat to reduce dampness. Place heaters where they will not adversely affect objects, and fans where they will not blow directly on artifacts. Adjust dehumidification measures until the ideal relative humidity is reached.
6. Increase pest control activities.
7. If a sudden drop or long-term low level of humidity, or sudden rise in temperature occurs, move artifacts that will not be damaged to an environmentally stable location.
8. Increase relative humidity gradually, no more than two percent per week. Decrease the temperature, but it should not change more than one degree Fahrenheit per week, if possible. Use humidifiers, and add water regularly. Place large pans of water on the floor in affected areas.
9. Use fans to ventilate and mix air. Monitor the relative humidity and temperature. Adjust humidification measures until the ideal relative humidity is reached.

IV. FIRE

If a fire occurs in the off-site storage area when no staff member is present:

1. The fire alarm will sound and signal the security monitoring company. The security company will then call the fire department, and use the emergency phone contact list to contact a collections staff member. The security company is Security Plus.

If a fire occurs when a staff member is present:

1. If the fire is large, notify the Fire Department immediately at 9-911. Give your name, location, cause of the fire, and whether emergency medical help is required.
2. Once the building has been evacuated, call the Property Management, Mary Gross, at 407-839-3192.
3. The HVAC system is connected to the fire alarm system and will shut down

automatically in case of a fire.

4. If the fire is small, attempt to put it out with a fire extinguisher. Fire extinguishers are located in the hall, the front wall of the storage area, and along the right wall of the storage area.
5. Never allow the fire to come between you and the exit.
6. Disconnect electrical equipment that is on fire if it is safe to do so (pull plug or throw circuit breaker).
7. Notify the Curator of Collections of the location and extent of the fire.
8. Do not break windows. Oxygen feeds a fire.
9. Do not open hot doors. Before opening any door, touch near the top. If it is hot, or if smoke is visible, do not open the door.
10. Do not attempt to save possessions or collections at the risk of personal injury.
11. Do not return to the emergency area until instructed to do so by the Fire Department.
12. Do not open doors to disperse fumes unless told to do so by the Fire Department.
13. Following the fire, determine if the air system needs professional cleaning, and recharge fire extinguishers, if necessary.
14. To have fire extinguishers recharged, contact Lance Sanders in Risk Management, 9-407-836-9632.
15. All fires, no matter how small, must be reported to Carl Johnson, at Real Estate Management, 9-407-836-7095.

Employee Evacuation Procedure

In advance each staff person and volunteer working at off-site storage should:

1. Know at least two ways out of the building from your regular workspace.
2. Immediately shut down all hazardous operations (equipment in use, etc.).
3. Leave quickly.
4. Take with you: your car keys, purse, briefcase, etc. Do not take large or heavy objects.
5. Shut all doors behind you as you go; closed doors can slow the spread of fire, smoke, and water.
6. Employees should evacuate a safe distance from the building, directly to the front and toward the main drive.

V. FLOODING AND WATER DAMAGE

If a major water leak occurs:

1. Notify Carl Johnson, at Real Estate Management immediately, at 9-407-836-7095. Tell him the exact location and severity of the leak, and whether any part of the collection is involved, or is in imminent danger.
2. Notify the Curator of Collections of the extent and location of the leak.
3. If there are electrical appliances or electrical outlets near the leak, use extreme caution until the power is turned off. If there is any possible danger, evacuate the area.

4. Check for live wires.
5. If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously.
6. Be prepared to help as directed in protecting collection objects that are in jeopardy. Take only those steps needed to avoid or reduce immediate water damage: cover large objects with plastic sheeting, located on the shelving in the collections workspace; carefully move small or light objects out of the emergency area if confident that you can move them safely.

VI. HURRICANES/TORNADOES

HURRICANE

1. During severe weather, collections staff should monitor local television stations, radio stations and/or weather-band radio.
2. If under a hurricane watch, (forty-eight hours prior to landfall) inform collections staff of possible need to secure the building. Because of the distance from the museum to the off-site storage facility, emergency supplies such as flashlights and radio, should be on hand at off-site storage at all times.
3. If the hurricane will make landfall within 24–36 hours, plastic sheeting should be wrapped over the rows of shelving and the objects in the large object storage area, and sealed with waterproof tape. Unplug all equipment, and secure office and work areas. Clear off desks and tables of lightweight projectiles such as staplers and tape dispensers. Move equipment and office furniture away from windows and doors and wrap with plastic sheeting and padding materials.
4. If the hurricane will make landfall within 12–18 hours, staff should only travel to the off-site storage area if the Property Manager or Security monitoring company contacts them and determines that it is necessary for a collections staff person to be present.
5. The Property Manager is responsible for the outside structure of the building only, excluding the glass windows and doors.
6. The Orange County Regional History Center is responsible for any storm protection, including sandbagging the doors and boarding windows.

TORNADO

If no staff member is present at off-site storage:

1. If the Cypress Lake area is under a tornado warning, a staff member should travel to the facility after the hazardous weather has passed to determine if the facility has suffered any damage.

If staff members are present at off-site storage:

1. Stay away from exterior walls and glass.
2. All persons should crouch down along interior walls and cover their heads.
3. Use the telephone only for emergency purposes.
4. Monitor weather conditions using battery-operated radio. Do not leave secure areas until weather reports confirm the tornado has passed.

After the tornado strikes:

1. Apply first aid to injured persons, if necessary.
2. Search the storage area for damage to collections.
3. Initiate an emergency call list to begin recovery procedures.

VII. MEDICAL EMERGENCIES

If necessary, call 9-911.

1. Notify Curator of Collections immediately at 9-407-836-8587.
2. The first aid kit is located in the workspace. Render the minimum first aid necessary.
3. Decide if additional action is required (calling fire department, paramedics, ambulance, other).
4. Determine what happened, and whether it is safe to assist the victim. Unless it is a life-threatening situation, do not render first aid yourself before trained staff or paramedics arrive.
5. Do not attempt to move a person who has fallen and/or who appears to be in pain.
6. Complete a personnel incident form.

VIII. MOLD

1. Wear protective gloves, glasses, disposable clothing, plastic bags over shoes, and a respirator.
2. Check where object or archival material was stored to determine if other objects or material nearby are moldy. Check other items from the same collection or donor.
3. Document the damage with photographs, videotape, and written records.
4. Isolate objects or archival material infested by mold from remainder of collection, and if possible, move away from the off-site storage facility. If the mold affects a few objects, securely bag objects in clean, transparent, polyethylene bags, or, if they are large, tent them in airtight polyethylene sheeting.
5. If all or most objects and archival material are affected, lower the relative humidity and/or the temperature, and provide adequate air circulation, making sure that spores do not enter the ventilation system by closing the vents.
6. Contact Carl Johnson, Real Estate Management, at 9-407-836-7095. He will contact the air conditioning company.
7. Clean the area, including walls and shelves. Keep treated objects isolated from collections for several months, if possible, and monitor for signs of mold growth.

IX. POWER OUTAGE:

1. Flashlights should be stored in the workspace.
2. If you are in an unlighted area, proceed cautiously to an area that has emergency lights. The storage area contains emergency lighting.
3. Monitor the environment once power is restored.

X. SECURITY, THEFT, VANDALISM

The security alarm will go off in case of any burglary attempt in the off-site storage area. The security monitoring company will use the emergency contact list provided to it, to contact a collections staff member. If no staff member can be reached, the security company will call the police.

If a staff member is called to the scene:

1. The staff member will look for signs of unauthorized entry. If a burglary appears to have taken place, the staff member will call the security company, at 407-909-0911, and the police. Do not disturb the area where the incident occurred.
2. Provide the police with written descriptions of stolen artifacts, and photographs of the artifacts, if available. Provide the same to other museums that might be offered the objects.
3. Whether or not minor vandalism was reported to the police, it should be documented by the museum.

XI. ACTIVE PEST INFESTATION

1. Determine the extent of the infestation. If the object has been recently moved, check to see if similar objects in its previous location are infected. Inspect all artifacts in the object's present location to check for infestation. Check other objects from the same collection or donor.
2. Document pest inspections in writing.
3. Pest Control is provided by an outside contractor under the direction of Facilities Management. Contact Tina Jones, at 9-407-836-9850, for pest control issues.