

Emergency Response Plan

Shipwreck Centre and Maritime Museum



Basic Information

Address:	Arreton Barns Craft Village Main Road Arreton Isle of Wight
Postcode:	PO30 3AA
Telephone number	01983 533079
Date of writing plan:	17/01/2019
Person writing plan:	Christin Heamagi
To be kept at:	Shipwreck Centre and Maritime Museum, behind the desk
Copies also located at	Southampton offices

Document control

Revision	Changes made	Checked by	Date
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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

Internal Contact List

Museum Staff	Position	Mobile	Office	Distance from home to site (if appropriate)
Martin Woodward	Collection owner	07850693225		30 min
Christin Heamagi	Manager	07837628374	02380 237300 or 023 8059 3290	1 -2 hours
Helen Woodward	On -site Manager	07837001836		30 min
Polly Buckingham	Education manager			20 min
Izzy Turtle	Staff	07743479783		30 min

Arreton Barns contact list

Name	Position	Contact number
Andrew Gibbs	Site owner	
Arreton main office	Corn Exchange	01983 528353
The Dairyman's Daughter	Pub	01983 539361
Isle of Wight Studio Glass	Glass works	01983 522339

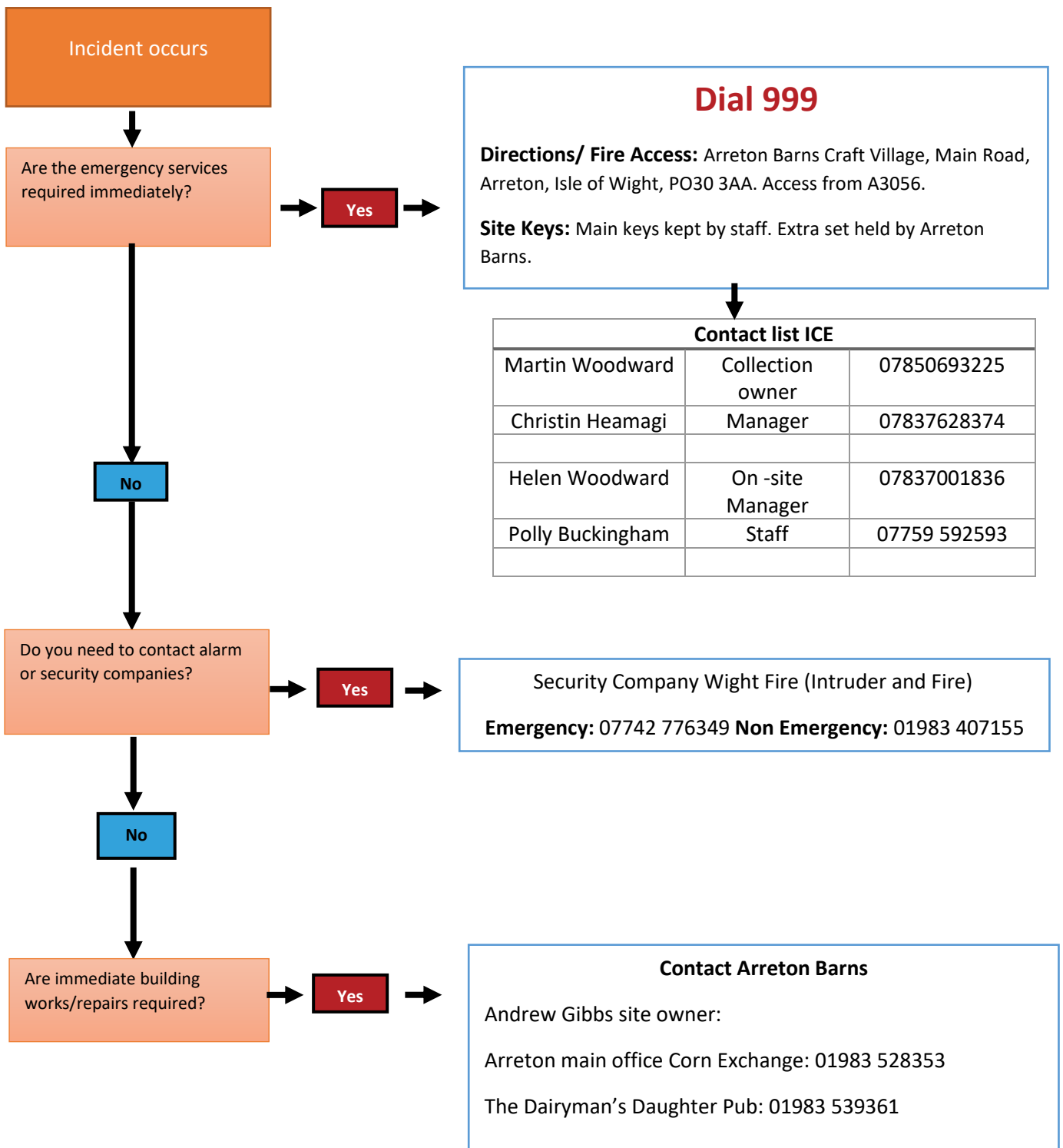
Isle of Wight museum forum staff contact list

Museum	Main contact	Number
Brading Roman Villa	Jasmine Wroath	01983 406223
Carisbrooke Castle	Virgil Philpott	01983 522107
Classic Boat Museum	Mark McNeil	01983 244101
Isle of Wight Steam Railway	Roger Macdonald	01983 882204
Isle of Wight Heritage Service	Corina Westwood	01983 814875
Dimbola house and Galleries	B. Hinton	01983 756814
Dinosaur Isle	Martin Munt	01983 404344

External contact list

Services	Emergency Number	Non-Emergency
Emergency Services	999	101
Isle of Wight Hospital		01983 822099.
Newport Police Station		01962 841534
Newport Fire Station		01983 525121
Police Community Support Officer	101	
Counter Terrorism Hotline	0800 789 321	
Local Council Emergency Planning Manager Caroline Hampton	01983 814875	
Telephone and Intrenet TML	0344 4990414	
Card machine (Lloyds TSB Cardnet) Merchant number 540436503740730	01268 567103	
Technical problems with the machine Ingencio Tech Support	08445 616857	
Security Company Wight Fire (Intruder and Fire)	01983 638189	01983 638189

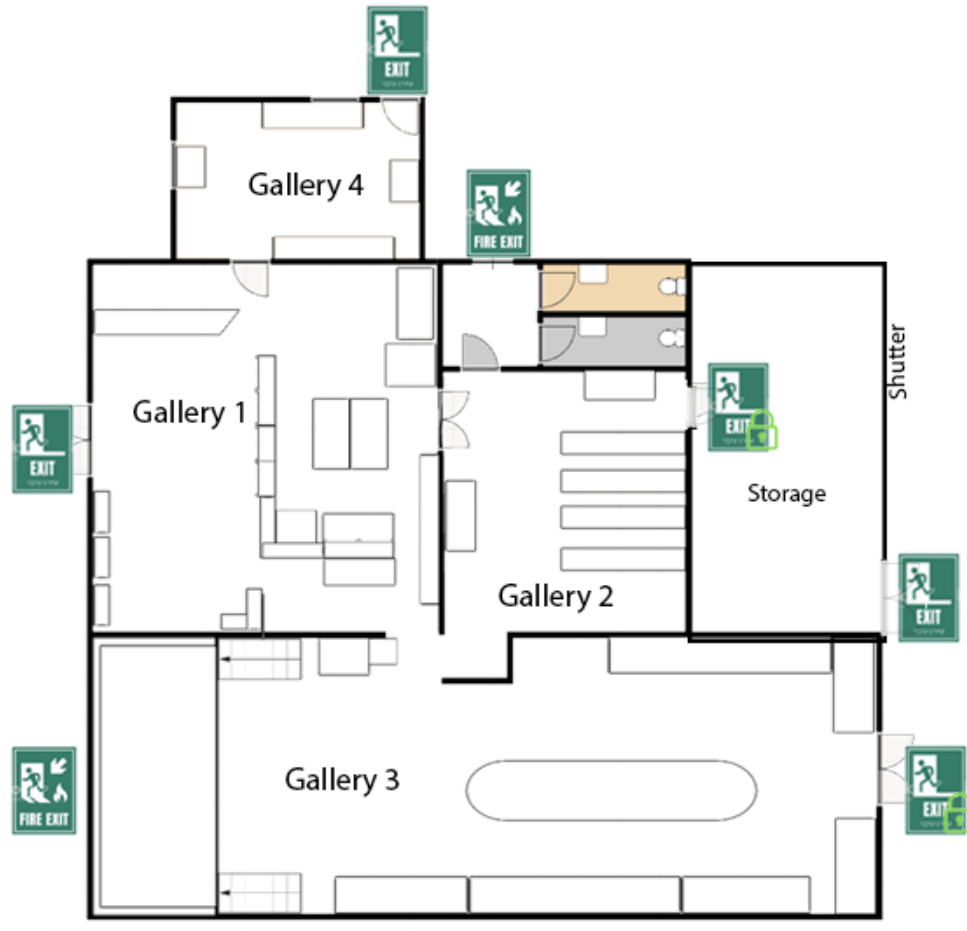
Incident procedure



External site plan



Internal site plan



Risk Assessment for Salvage Operations

Complete the risk assessment before starting salvage

What To Check For	Yes	No	Don't Know	Describe Hazard	Proposed Action
Is there effective liaison and communication with emergency services?					
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?					

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 incident 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 incident 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.

Documentation and Security of Salvaged Objects

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.

The inventory of salvaged objects sheet should be used to record all objects that have been removed and whether they have received first aid, stored or sent for further treatment.

If known, the SWC Identification number should be attached directly 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.

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.

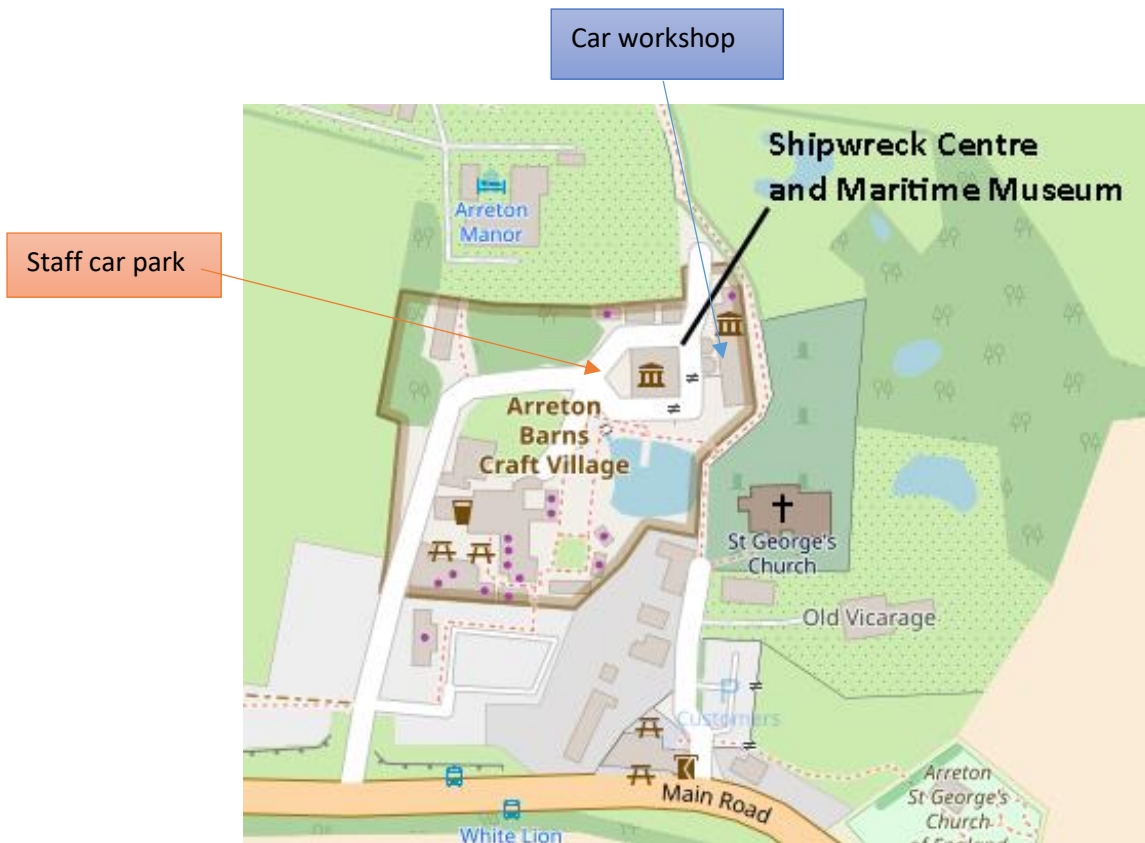
If objects are to be transported, they need to be logged on at the site and off at their destination using an off-site curator or other employee.

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.

Salvage Recovery Areas

- ✓ The car workshop behind the museum could take items needing coverage.
- ✓ Keep this area secure.
- ✓ Use the staff carpark as potential overflow Recovery Store Area. Security and a pop-up tent will be required.
- ✓ Triage and treatment area will have to be off site.

For emergency storage off site contact the Isle of Wight Museum Forum Emergency group see page 6 for contact details.



Salvage store equipment

The on-site equipment is stored in the box in the cleaning cupboard under the stairs marked **Emergency equipment**.

The Shipwreck Centre and Maritime Museum can also call upon the emergency trailer stored at Haven street, Isle of Wight Railway, contact numbers on page 4.

The SWC box contains.

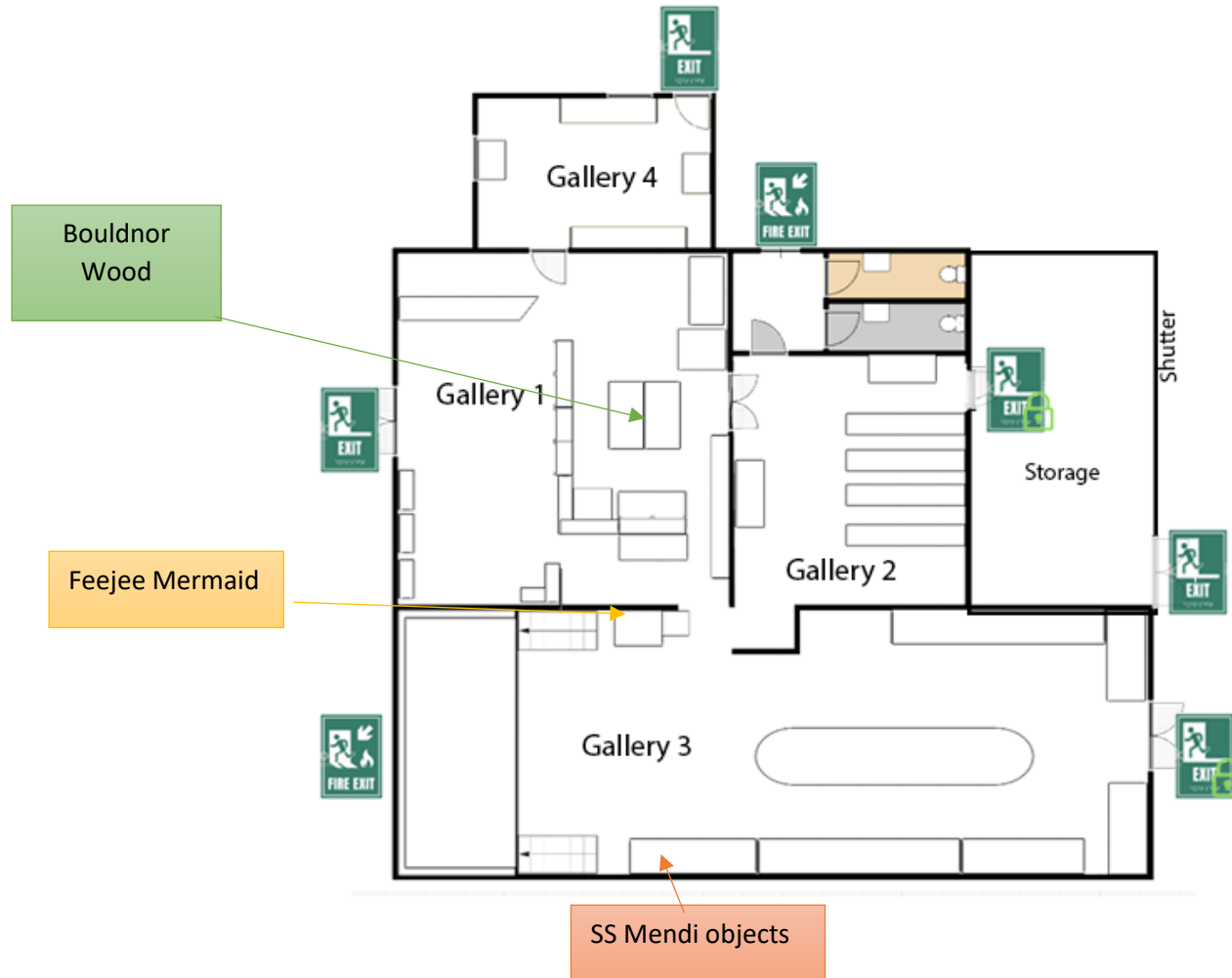
Item	No	Comment
Batteries, various sizes		
Broom	1	
Bubble wrap roll	1	
Candles	2	
Clipboard	1	
Cordon tape red / white	1	
Cups	10	
Dust pan & brush	1	
Dust sheets	2	
Extension lead	1	
First aid kit	1	
Gloves nitrile box	1	
Gloves rigger / marigold	5	
Glue	1	
Hard hat	2	
Head torch	2	
Hi viz	5	
Labels (tie-on)	1	
Notebook	1	
Parcel tape	1	
Pens and pencils	10	
Permanent marker	2	
Plastic bags, Roll	2	
Plastic containers	10	
Plastic sheets	3	
Polythene roll	2	
Safety mask	5	
Safety suit	1	
Scissors	1	
Sellotape	1	
Sponge	3	
String	1	
Tarp - Large plastic	2	
Torch	2	
Last Checked	Date	Name

Inventory of Priority Objects

Object Type	SWC ID	Object Description	Priority	Gallery & Position in Room	First Aid Required?	Storage Destination
Wood	SWC 2708-2713, 1594-1597	Bouldnor wood	1	Gallery 1 tall case	Yes	
Merman	Tbc	Feejee merman organic, ca 30 cm long.	2	Gallery 3 by the door	Yes	
SS Mendi objects	1706,1899,1900, 1776, 1773, 1774, 1775,1778,1702, 1704,1708, 1718,1710, 1728, 1736	All objects in the Mendi case	1	Mendi case	Yes	

- ✓ Open display case, all keys are kept in the key box behind the counter
 - ✓ Remove objects
- ✓ Place objects in a crates where possible, store in a safe area
 - ✓ Protect from water and fire

Grab sheet for Priority Objects



Object First Aid								
Object	Wet or Damp	Contaminated	Broken	Weak	Dangerous to Handle	Mouldy	Smoke Damaged	Other
Bouldnor wood								
Feejee merman								
Mendi objects								

First Aid Treatment

The first aid treatment list and sheets are to be used until a qualified conservator has arrived to assess the damage and recommended further conservation on or off site.

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.
- 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.
- 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.
- Assess books and paper-based material first. (Heavily waterlogged books should be frozen if possible).
 - Freeze if you have a large, wet collection you cannot dry in 48 hours to prevent mould growth. Contact conservator and use a disaster companies who will take crates of wet material if possible and necessary (<http://www.hdrs.co.uk>).
- 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.

Mould

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

- 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.
- Try 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.
- 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.

Ceramics and Glass

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.

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.
- Do not freeze.

DRY

- Take to dry area and keep dry.
- Wrap in labelled acid-free tissue.
- Store in safe place.
- Do not freeze

Metals and Stone

HANDLING

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

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.
- Do not freeze.

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.
- Do not freeze.

Paintings and Shipmodels

HANDLING

- Wear gloves.
- Check priority sheets for details of hanging systems.
- Support from the bottom of the frame/case, do lift from the top.
- Frames/cases can get soft when wet, limit handling.
- Items 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)

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

WET

- If possible, remove from frame/case 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 surface of the items.
- Do NOT dry with heat or in sunlight.
- Do not freeze.

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.
- Do not freeze.

Paper, Books and Photographs

HANDLING

- Wear gloves.
- 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.
- Lots of wet paper is heavy, do not overload trays.
- Keep image side of photo away from any contact with other surfaces.
- Dyes can run and stain and mould can grow quickly.

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)

- Fixed and large items should be covered with polythene.

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.
- Photographs can be hung on a line with pegs
- Do **not** use heat or sunlight to dry.

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.
- Do not freeze.

Wood

HANDLING

- Wear gloves if possible.
- Items can be large and heavy, make sure there are enough people.
- Use carrying straps to aid lifting of large furniture.

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)

- Fixed and large items should be covered with polythene.

WET

- Rinse, or sponge clean if dirty.
- Remove excess water by blotting with kitchen towel.
- Air dry slowly to prevent warping and shrinkage.
- Do not freeze.

DRY

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

