

McCandless Northern Allegheny Heritage Center

Emergency Management Policy

Introduction

The following emergency plan for the McCandless/Northern Allegheny Heritage Center is directed to those emergencies which require the response by an outside agency. Measures shall be taken before, during, and after an emergency event to prevent and mitigate harm. Response to an emergency incident shall assess hazards, recognizing and evaluating the potential to cause harm and taking action to control damage.

Coordination With An Emergency Response Agency

There is a clear distinction between the policies and procedures which are internal and those exercised by a response agency, such as fire or law enforcement. In the event of such an emergency, the most senior Center representative on site will act as the Facility Coordinator, for the purpose of coordinating with the response agency's Incident Commander.

The Town Council expects to be notified as soon as possible when an emergency occurs, but it does realize that, by the very nature of an emergency, decisions will have to be made immediately.

Procedures for Staff and Volunteers

A. Emergency Call List

1. In the case of any emergency, the first call is to be made to 9-1-1, followed by notification to the Coordinator or next ranking staff member of the Center.
2. A list of Center representatives shall be maintained at the Reception Desk with the local Fire and Police Departments. It is the responsibility of every Center representative to provide other representatives with a telephone number, or two, where he/she may reasonably be expected to be reached. This list will be maintained in an appropriate order of priority. The first representative contacted and arriving at the scene of the emergency will serve as the ranking representative, pending the arrival of the Coordinator.

B. Emergency Response

Emergencies can be categorized according to how they are discovered and when they occur. Each category of emergency should be handled differently and will be as followed:

- In the event of an emergency occurring during normal business hours during the regular work week, if the Coordinator is in the building he/she immediately becomes the ranking representative. In the absence of the Coordinator, the order of authority shall be derived from the emergency list, pending the arrival of the Coordinator. If the emergency is localized, it is up to the Facility Coordinator to delegate responsibility to the appropriate individual.
- In the event of an emergency discovered on a Saturday or a Sunday, the Center representative on duty shall automatically be designated as the ranking representative pending the arrival of the Coordinator, and shall be tasked with contacting the remaining staff members to come to his/her assistance as necessary.
- In the event of an emergency occurring during off-hours, the Center's alarm system will alert emergency services. Police should contact the Coordinator.

B. Emergency Contacts

The Facility Coordinator shall contact the appropriate response agencies:

Accident - Local emergency response unit
Criminal Activity - Local Police Department
Fire - Local Fire and Police Department
Heat or Air Conditioner Failure - Local HV/AC company
Power Failure - Local power company Structural Damage - Public Works
Department
Water Damage - Local plumber

C. Recovery

If the recovery nature of the emergency requires additional labor, the Coordinator shall form a Recovery Team, made of additional Center representatives. Contact the Center's regular volunteers immediately, and the media should be contacted if additional volunteers are needed. An up-to-date phone list must be maintained off-site in the Center office.

D. Power Failure

Regular tests of the power failure lights and electrical wiring shall be conducted. In the event of a power failure, Center staff members and volunteers shall direct visitors to the nearest exit.

E. Training

All Center representatives are expected to be familiar with all the policies and procedures put forth in this Emergency Plan, and an annual emergency session will be conducted and documented. All new employees will be given training and orientation in the implementation of all safety and recovery plans. The Coordinator shall maintain a copy of the plan at an off-site location.

F. Fire Extinguishers

All fire extinguishers shall be checked and serviced as necessary by a professional contractor, and all fire extinguishers will be visually checked the first week of every month by a designated staff person, who shall be tasked with the responsibility to initial and date the inspection card.

G. Storage

No combustible boxes or material shall be permitted to be stored within at least 24 inches of the ceiling, and not less than 18 inches below sprinkler head deflectors.

H. Electrical Equipment

Live electrical components operating at 50 volts or more must be adequately guarded against accidental contact by an approved enclosure, or by another suitable method.

Building Evacuation Procedure

The following procedure shall be followed when evacuating the Center building.

1. All personnel shall evacuate the building via the entrance/exit on the main floor or the collections entrance/exit on the basement level.
2. If the exit doors or stairways are blocked, personnel on the main floor can exit through the windows. Personnel in the basement may use the cellar doors.
3. Personnel will ensure that all visitors and other personnel evacuate both floors of the building. One staff member shall be designated to check each floor.

Particular attention will be given to providing guidance and assistance, as necessary, to evacuating the public, especially those with disabilities (as defined by the Americans With Disabilities Act), the elderly, and children.

4. All visitors and personnel shall meet at the designated safe location to ensure that the building is entirely evacuated, and to await the arrival of emergency responders.

5. To assist personnel in keeping tabs on who is in the building, a sign-in sheet shall be posted in the reception area for use by all Center representatives. Contractors also will be required to notify Center representatives both when they arrive for work, as well as when they leave for the day.

6. Exit route maps shall be posted on all floors.

Disaster Plan

A. Flood Damage

Before: The building and collections maintained by the Center shall be thoroughly documented via photograph, and said records shall be maintained in the collections files. Backflow prevention valves shall be installed in sanitary and storm sewers, where applicable. Heating and electrical equipment, and ductwork shall be evaluated to determine if they reside above flood plain elevations and historical flood levels. Where applicable, a means of draining ductwork and other concealed spaces shall be provided for. Where applicable, foundation and basement walls shall be evaluated to determine if the design: 1) allows flood waters to flow through, or 2) has been flood-proofed to keep water out. If the water flows through, then the water pressure is equalized on either side of the wall. If the wall is flood-proofed, it must be waterproofed and reinforced to take the force of the flood water from the exterior. Collection material exhibited or stored inside the structure shall either be secured in place, raised to sufficient height to avoid water damage, and protected from the elements via the application of inert poly-plastic sheeting, or shall be removed to secure temporary collections storage when threatened with damage. A record of this temporary movement of collection materials shall be maintained.

During: Turn off all utilities if the historic structure is threatened with flooding. If possible, sandbag around building or buildings to hold back flood waters. Remove collections materials to safe, temporary storage in collections storage areas where doing so will not unnecessarily endanger either staff personnel or collections themselves. Ensuring the personal safety of staff personnel and visitors is the priority. Vacate the building if threatened with flooding, and proceed to a predetermined safe location. Notification to the appropriate parties shall be made, in accordance with Center Emergency Policy.

After: Water should NOT be removed from flooded basements and crawl spaces until the ground water has subsided below the foundation level. Removing the water from the interior with high groundwater will cause unequal water pressure on the foundation that could cause failure of the foundation wall. Standing water should be removed from flooded basements and foundations, where applicable, as soon as the groundwater has subsided. Where applicable, the sewer system should be evaluated to determine if it has backed up in the structure during flooding. Such a situation represents a health hazard, and will require thorough cleaning before any repairs are begun. Materials soaked in sewage must either be thoroughly cleaned (if re-used), or discarded entirely. Moisture-damaged building interiors shall be ventilated by natural means and fans. Ventilation through the use of heating and cooling systems (except as noted below), or via methods that use super-dry air to speed drying of the building are NOT recommended and should not be employed. These methods could cause additional damage. Moisture-damaged building interiors should be heated to prevent freezing, but great care must be taken not to overheat the building. Water-soaked ceilings should be braced until they have dried and the stability of the ceiling has been assured. Water-soaked carpet, other contemporary floor and wall coverings, and insulation shall be removed and discarded entirely, except in cases where said materials represent collections materials that may either be conserved/treated and replaced, or which must be deaccessioned and disposed of in accordance with the guidelines established in the Center Collections Management Policy.

As a general rule, materials should not be reused once they have become waterlogged. Where applicable, wall cavities should be opened at the top and bottom, and insulation removed to create airflow through each cavity. Baseboards and/or crown moldings should be carefully removed, and ventilation openings should be cut in the plaster. As wood is a hygroscopic and anisotropic material, moisture in wood causes swelling and warping of the flooring. Ventilation of both surfaces of the wood floor may allow the floor to dry and settle back down. Floor cavities should be opened to create airflow through each. Collections shall receive conservation treatment appropriate to the level of resources and experience of Center representatives, and/or loaned to conservation professionals. With conservation/restoration work complete, these items shall be returned. Those collections materials deemed to have been damaged beyond usefulness, or which could pose a serious preventative conservation risk to other collections materials even after conservation/preservation treatment, shall be deaccessioned and disposed of in full accordance with the guidelines established in the Center's Collections Management Policy. A record of these activities shall be maintained.

B. Fire Damage

Before: The building and collections maintained by the Center shall be thoroughly documented via photograph, and said records shall be maintained in the collections files. Fire evacuation plans with designated routes and safe meeting areas shall be developed where appropriate. Due to the relatively small square footage for the Center, such evacuation plans are self-explanatory and will not need to be formally promulgated. Resources permitting, lightning protection systems should be installed to mitigate the potential of catastrophic fire due to lightning strike, and wiring and electric panels shall be inspected to ensure both that they meet current codes, as well as that no deteriorated wires or devices remain that could cause a fire. Fossil fuel heating devices should be inspected to ensure that they are properly vented, and that flues are adequately separated from combustible construction. Collection material exhibited or stored inside the structure shall be fire-proofed (to the extent possible), or shall be removed to secure temporary collections storage when threatened with damage. A record of this temporary movement of collection materials shall be maintained.

During: In case of fire, remove leaves and other combustible material from around the structure. Remove collections materials to safe, temporary storage in the collections area where doing so will not unnecessarily endanger either staff personnel or collections themselves. Ensuring the personal safety of staff personnel and visitors is the priority. Vacate the building and proceed to a designated safe area.

Call 911 to get the fire department on the way. Notification to the appropriate parties shall be made, in accordance with the Emergency Management Policy.

After: Water infiltration should be prevented by covering damaged roofs with temporary tarps or roofing. Damaged window and door openings should be covered with temporary enclosures, in order to keep the rain, snow, and ice out. Building elements such as walls, ceilings, and chimneys that have been determined to be unstable should be braced or removed. Wherever practicable, building repairs/restorations should be designed to meet current building code requirements. All collections materials stored or exhibited within the historic structure shall be evaluated for damage and those requiring remunerative treatment shall be removed to the collections area. Collections shall then receive conservation treatment appropriate to the level of resources and experience of Center representatives, and/or loaned to conservation professionals for evaluation and treatment. With conservation/restoration work complete, these items shall be returned to exhibition. Those collections materials deemed to have been damaged beyond usefulness, or which could pose a serious preventative conservation risk to other collections materials even after

conservation/preservation treatment, shall be deaccessioned and disposed of in full accordance with the guidelines established in the Center's Collections Management Policy. A record of these activities shall be maintained.

C. Snow and Ice Damage

Before: The building and collections maintained by the Center shall be thoroughly documented via photograph, and said records shall be maintained in the collections files. Roof structures in attics should be evaluated for signs of cracked or sagging members (i.e. roof overload) due to excess snow or ice. Roof drainage systems should be kept clean and free of obstructions via regular maintenance, and excess snow and ice shall be removed from the roof as it accumulates. Where appropriate, building insulation should be inspected, gaps should be sealed, and insulation should be added as required. Ice dams will develop at the roof eaves due to heat and moisture flow from the building interior, and should be removed via regular maintenance as time and resources permit. Endangered collections materials exhibited or stored inside the structure shall either be secured in place and protected from the elements via the application of inert poly-plastic sheeting, or shall be removed to secure temporary storage. A record of this temporary movement of collection materials shall be maintained.

During: Monitor snow accumulation and remove if possible. If necessary, remove collections materials to safe, temporary storage in collections area of the Center where doing so will not unnecessarily endanger either staff personnel or collections themselves. Ensuring the personal safety of staff personnel and visitors is priority. Vacate the building if threatened with collapse, and proceed to a predetermined safe location.

After: Snow and ice accumulation should be removed from the roof. If resources permit, the building shall be inspected by a structural engineer with historic building experience to determine which elements can be repaired, and which have to be replaced or rebuilt. Any and all damage to the historic structure shall be thoroughly documented, via photograph, throughout the building at the direction of the Coordinator. All collections materials stored or exhibited in damaged areas shall be evaluated for damage and those requiring remunerative treatment shall be removed to collections areas. Damaged collections shall then receive conservation treatment appropriate to the level of resources of the Center. Those collections materials deemed to have been damaged beyond usefulness, or which could pose a serious preventative conservation risk to other collections materials even after conservation/preservation treatment, shall be deaccessioned and disposed of and in full accordance with the guidelines established in the Center's Collections Management Policy. A record of these

activities shall be maintained in both the Building Files, as well as the Accession Records.

Protection of Collections

Collections are the heart of the Center and their preservation before, during, and after an emergency incident shall be of primary importance. To this end, staff and volunteers shall be charged with the responsibility to ensure that collections materials are stored and exhibited in safe and secure locations, according to professional standard, in a manner designed to mitigate or eliminate (where possible) the potential of damage or destruction during an emergency. To this effect, collections shall receive the due care of responsible Center representatives, as follows:

1. Collections shall be stored in enclosures and with acid-free supplies appropriate to material type, and designed with preventative conservation of the collection items in mind.
2. Furthermore, collections shall be stored at least 6 inches above the floor, more than 24 inches below ceilings, and greater than 18 inches from sprinkler heads.
3. Collections shall be maintained away from HV/AC ductwork and overhead piping, as well as doors, windows, and other points of ingress (to the extent possible).
4. Whenever possible, collections shall be housed in gasket-sealed, carbon-filtered Delta cabinets, on powder-coated metal shelving, or in polyurethane-sealed wooden cabinetry capable of mitigating the deleterious effects of an emergency incident (i.e. wind, flood, fire, earthquake, etc.).
5. In order to prevent loss of invaluable collections-related data, hard copy accession records shall be maintained in fire-proof cabinetry or in a fire-proof vault, while duplicate electronic collections/catalog records shall be produced on a regular basis, stored on an external hard drive, and maintained off-site by Center staff and volunteers.
6. Collections either stored or exhibited in historic structures vulnerable to emergency incidents shall be protected in-situ and/or transferred to secure temporary storage.

In the event of an emergency incident, Center staff and volunteers shall be prepared to respond to immediate concerns for the protection of collections including gathering documents, taking photos, and creating condition reports.

Promulgation

The Emergency Management Policy of the Center has been adapted from the Historical Museum at Fort Missoula Museum Emergency Plan. This document is

designed to be used and updated. This Emergency Management Policy will be reviewed at new volunteer/employee orientation, as well as for Center purposes. Periodic refinements and revisions will be recommended to Town Council.

To be kept on file (the following items will be maintained by the Town

Administration: A list of in-house equipment and location (emergency disaster kit, fire extinguishers, first aid kits, flashlights, electrical, etc.); a contact list.