

Harn Museum of Art

## EMERGENCY PROCEDURES

### Quick Reference Guide



## CONTENTS

Introduction	<b>1</b>
Emergency Numbers	<b>2</b>
Medical Emergencies	<b>3</b>
Hazardous Materials, Gas Leaks, Suspicious Odors	<b>5</b>
Bomb Threat	<b>7</b>
Suspicious Package	<b>12</b>
Active Shooter	<b>13</b>
Explosion	<b>15</b>
Fire	<b>17</b>
Hurricane	<b>19</b>
Tornado	<b>20</b>
Power Outage	<b>22</b>
Flooding and Water Damage	<b>23</b>
Elevator Entrapment	<b>24</b>
Suspicious Behavior and Personal Safety	<b>25</b>
Civil Disturbance	<b>27</b>
Employee Evacuation Procedures	<b>28</b>

## INTRODUCTION

Procedures outlined in this manual serve as a “Quick Reference Guide” for general emergency situations. No plan can address every specific situation; however, these procedures will guide you in an emergency situation so as to maximize the safety of human life and the museum’s collections.

For more detailed information, please refer to the University of Florida Samuel P. Harn Museum of Art Disaster Preparedness, Response and Recovery Plan.

## University of Florida EMERGENCY TELEPHONE NUMBERS

**In the event of a major disaster affecting the campus, the UF Homepage is the official source of UF emergency related information.**

	Normal Business Hours	Evenings/Weekends
Fire/Police/Medical	911	911
University Police Department	352-392-1111	352-392-1111
Environmental Health & Safety	352-392-1591	352-392-1111
Biological Spill (Campus)	352-392-1591	352-392-1111
Chemical Spill (Campus)	352-392-8400/1591	352-392-1111
Needlestick-BioPath Hotline	866-477-6824	866-477-6824
Pest Control (Campus)	352-392-3410/1591	352-392-1111
Radiation Spill (Campus)	352-392-7359/1591	352-392-1111
Workers’ Compensation	352-392-4940	
Fl. Poison Information Center	800-222-1222	
	800-222-1222	

### Work Management Centers

Physical Plant Department	
Work Management	352-392-1121
Health Science Center (PPD)	
IFAS Facilities Operation	352-273-5560
Housing & Residence Education	352-392-1984
	352-392-2161

## MEDICAL EMERGENCIES

### In the event of any illness or injury:

- 1. Notify the Security Desk at Extension 2111 immediately,** or tell a Security Officer if one is nearby.

Be prepared to give the following information:

- Where is the emergency?
  - What happened?
  - Information about the victim's condition. Is the person conscious and alert?
  - What is their age and gender?
  - Number of victims.
  - What is currently being done?
  - Your name and the number and/or extension from which you are calling.
  - **DO NOT** hang up until the security desk officer does so first.
- 2.** Do not move a seriously injured person unless he/she is in a life-threatening situation.  
  
**NOTE:** If the victim must be moved, support the head and the neck. Do not bend or twist the victim's body. Do not approach victims of electrocution or toxic exposure unless you are absolutely sure it is safe to do so.
  - 3.** Unless trained, do not render assistance beyond basic first aid. **DO NOT** jeopardize your health and safety to render care.
  - 4.** Stay with the victim until security arrives.

- 5.** Security will send a trained officer with a first aid kit and AED, if appropriate. Security personnel will render the minimum first aid necessary, and decide what additional action is required (call Fire Department, Paramedics, etc.).
- 6.** Avoid unnecessary conversation with, or about, the ill or injured person. You might add to the person's distress or fear and increase the risk of medical shock. Limit your communication to quiet reassurance to keep the ill or injured person calm, coherent and alert.
- 7. DO NOT** discuss the possible cause of an accident or any conditions that may have contributed to the cause.
- 8. DO NOT** discuss any insurance information.
- 9.** After the person has been given first aid and the incident is over, remain available to help the investigating security officer with pertinent information for a medical report, or if applicable, a Workers' Compensation report.
- 10.** If an injury or illness occurs to an employee, intern, volunteer or docent, immediately contact the Business Office at 392-9826 ext. 2100 with any information needed for the Workers' Compensation report.

## HAZARDOUS MATERIAL RELEASE, GAS LEAKS AND SUSPICIOUS ODORS

### In the event of a hazardous material release:

**1. Notify the security desk at Extension 2111 immediately.**

Be prepared to give the following information:

- Where is the emergency?
  - What happened?
  - Were people, the collection or valuable equipment involved or in danger?
  - Information about the victim's condition. Is the person conscious and alert?
  - What is their age and gender?
  - Number of victims.
  - What is currently being done?
  - Your name and the number and/or extension from which you are calling.
  - **DO NOT** hang up until the security desk officer does so first.
- 2.** If toxic chemicals come in contact with the victim's skin, immediately flush the affected area with copious amounts of clear water for at least 15 minutes, with the exception of chemicals that react with water.
- 3.** Secure the area or location of the spill so others will not be harmed.
- 4. DO NOT** attempt to clean up the spill unless you are specifically trained and outfitted to do so.
- 5.** Turn off all ignition and heat sources.
- 6.** Cover mouth with a cloth and try not to inhale gases, fumes or smoke.

**7.** If there is any possible danger, evacuate the area.

**8.** Provide Security and public safety officials with information about the spill, chemical (if known) and the spill area.

**9.** Re-enter the building only when an "all clear" is provided by security or public safety officials.

**10.** If an injury or illness occurs to an employee, intern, volunteer or docent, immediately contact the Business Office at 392-9826 ext. 2100 with any information needed for the Workers' Compensation report.

### If you detect gas, chemical fumes or any suspicious odors:

**1.** Leave the area immediately.

**2.** Secure the area or location of the detected gas, chemical fumes, or suspicious odors, so others will not be harmed.

**3. Notify the security desk at Extension 2111 immediately** from a phone outside the affected area. Be prepared to give the following information:

- The nature and location of the odor.
- Your name and the extension from which you are calling.

**4.** All chemical spills and suspicious odors, no matter how small, must be reported to security. Security will immediately notify the appropriate authorities.

## **BOMB THREAT: PHONE, MAIL OR EMAIL**

### **If a bomb threat is received by phone:**

- 1.** Remain calm. Keep the caller on the line for as long as possible. **DO NOT** hang up, even if the caller does.
- 2.** Listen carefully. Be polite and show interest.
- 3.** Try to keep the caller talking to learn more information.
- 4.** If possible, write a note to a colleague to call the University Police Department and Security or as soon as the caller hangs up, immediately notify them yourself.
- 5.** If your phone has a display, copy the number and/or letters on the window display.
- 6.** Complete the **Bomb Threat Checklist** immediately. Write down as much detail as you can remember.
- 7.** Immediately upon termination of the call, **DO NOT** hang up but from a different phone, contact the University Police Department immediately with information and await instructions.

### **If a bomb threat is received by handwritten note:**

- 1. Notify the security desk at Extension 2111 immediately.**  
Be prepared to give the following information:
  - Where is the emergency?
  - What happened?
  - Your name and the number and/or extension from which you are calling.
  - **DO NOT** hang up until the security desk officer does so first.

- 2.** Handle note as minimally as possible and turn the document over to the University Police Department.
- 3.** Be prepared to supply the following information to the Police Officer:
  - Who found it?
  - What else was present?
  - Where was it found or how was it delivered?
  - When was it found or delivered?
  - Who touched it?
  - Have previous threats been received?

### **If a bomb threat is received by email:**

- 1. Notify the security desk at Extension 2111 immediately.**  
Be prepared to give the following information:
  - Where is the emergency?
  - What happened?
  - Your name and the number and/or extension from which you are calling.
  - **DO NOT** hang up until the security desk officer does so first.
- 2. DO NOT** delete the message.
- 3.** Be prepared to supply information and computer access to the University Police Department.

## BOMB THREAT CHECKLIST

*Reproduce and place this form near your telephone*

### Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

## BOMB THREAT CHECKLIST

### Caller's Voice:

- Calm
- Nasal
- Angry
- Stutter
- Excited
- Lisp
- Slow
- Raspy
- Rapid
- Deep
- Soft
- Ragged
- Loud
- Clearing Throat
- Laughter
- Deep Breathing
- Crying
- Cracking Voice
- Normal
- Disguised

### Threat Language:

- Distinct
- Accent
- Well Spoken (educated)
- Slurred
- Familiar
- Incoherent
- Whispered
- Foul
- Taped
- Message Read by Threat Maker
- Irrational

If voice is familiar, who did it sound like?

Write the exact wording of the threat:

## BOMB THREAT CHECKLIST

### Background Sounds:

- Street Noises
- Factory Machinery
- Crockery
- Animal Noises
- Voices
- Clear
- PA Systems
- Static
- Music
- Local
- Long Distance
- House Noises
- Motor
- Office Machinery

Other:

\_\_\_\_\_

\_\_\_\_\_

### Caller Information:

Sex of Caller: \_\_\_\_\_

Race: \_\_\_\_\_

Age: \_\_\_\_\_

Number at which call is received:

\_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## SUSPICIOUS PACKAGES

In the event you come into contact with a suspicious package:

- 1. Notify the Security Desk at Extension 2111 immediately.**  
Be prepared to give the following information:
  - Where is the emergency?
  - What happened?
  - If there are victims involved, how many and what is their condition?
  - What is their age and gender?
  - Number of victims.
  - What is currently being done?
  - Your name and the number and/or extension from which you are calling.
  - **DO NOT** hang up until the security desk officer does so first.
  
- 2. If you have opened a package containing an unknown substance, powder, or threat:**
  - Place it down immediately.
  - If powder spills from container **DO NOT** attempt to clean up.
  - Leave the room and close the doors as you exit.
  - Advise others to avoid the area.
  - Move to a location that will minimize exposing others.
  - If possible wash hands with soap and water.
  
- 3. If a suspicious unopened package is received or found:**
  - **DO NOT** go near the package
  - Advise others to avoid the area.
  - Follow instructions from security and public safety officials
  
- 4. Signs of suspicious packages**
  - No return address
  - Poorly handwritten
  - Excessive postage
  - Misspelled words
  - Stains
  - Incorrect titles
  - Strange odor
  - Foreign postage
  - Strange sounds
  - Restrictive notes
  - Unexpected delivery

## ACTIVE SHOOTER

### If an active shooter is reported or encountered:

**RUN** - If the shooter's location is known and the opportunity to escape is available, flee the area.

- Have an escape plan in mind.
- If you are outside near the threat, find cover immediately!
- **DO NOT** pull the fire alarm to alert others of an active shooter.
- Keep your hands empty and visible and follow all instructions from public safety officials.

**HIDE** - If you are inside a building and the shooter(s) location is unknown, secure in place and deny access.

- Lock and barricade doors with heavy furniture.
- Stay away from doors or windows.
- Turn off lights.
- Block windows.
- Turn off radios and computer monitors.
- Keep yourself out of sight (take cover/protection from bullets by using concrete walls or heavy furniture).
- Silence your cell phone.
- Without jeopardizing safety, call or text 9-1-1 (if you cannot speak, leave the line open and allow the dispatcher to listen).

**FIGHT**-As a last resort and only if your life is in immediate danger, defend yourself.

- Work as a group if possible.
- Improvise weapons.
- Commit to your action.

### UN-SECURING AN AREA:

1. Consider risks before un-securing rooms.
2. Remember, the shooter will not stop until he/she is engaged by an outside force.
3. An attempt to rescue people should only be made if it can be accomplished without further endangering the persons inside a secured area.
4. If doubt exists for the safety of the individuals inside the room, the area should remain secured.

### WHAT TO REPORT:

- Your specific location – building name and office/room number.
- Number of people at your specific location.
- Injuries – number injured, types of injuries.
- Assailants(s) – location, number of suspects, race, gender, clothing description, physical features, types of weapon(s) (e.g. long gun or hand gun), backpack, shooter's identity if already known, separate explosions from gunfire, etc.

Source: University Police Department



## EXPLOSION

### In the event of an explosion:

1. Remove people from immediate danger. Evacuate the area of the explosion.
2. **Notify the Security Desk at Extension 2111 immediately.**  
Be prepared to give the following information:
  - Where is the emergency?
  - What happened?
  - Were people, the collection or valuable equipment involved or in danger?
  - If there are victims involved, how many and what is their condition?
  - What is their age and gender?
  - Number of victims.
  - What is currently being done?
  - Your name and the number and/or extension from which you are calling.
  - **DO NOT** hang up until the security desk officer does so first.
3. **DO NOT** move seriously injured people unless they are in obvious, immediate danger from fire, building collapse, etc.
4. Be prepared for possible further explosions. Crawl under tables or desk.
5. **DO NOT** use cellular phones, radios, wireless devices or any electrical devices if the cause of the explosion is unknown (secondary explosions may be triggered by wireless signals or electrical device use).
6. Open doors carefully. Before opening any door, touch it near the top. If the door is hot or smoke is visible, **DO NOT** open the door.
7. Watch for falling objects. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.
8. Follow Security or local emergency personnel instructions. If evacuation is ordered, go to a designated Evacuation Assembly Area (see map on page 29).
9. Assume smoke and/or fumes are hazardous.
10. **DO NOT** use elevator, matches or lighters.
11. **DO NOT** return to the area until instructed to do so by Security or local emergency personnel.

## FIRE

### If a fire occurs in your area:

- 1. Notify the Security Desk at Extension 2111 immediately and/or pull one of the fire alarm pull stations** located throughout the facility. Be prepared to give the following information:
  - Where is the emergency?
  - What happened?
  - If there are victims involved, how many and what is their condition?
  - What is their age and gender?
  - Number of victims.
  - What is currently being done?
  - Your name and the number and/or extension from which you are calling.
  - **DO NOT** hang up until the security desk officer does so first.
- 2. Evacuate the building immediately unless otherwise directed by authority.** Only if it is safe and personal items are readily accessible, take only important personal items (cell phone, ID, keys, medications, wallet, purse). You may not be allowed to re-enter the building or your area. If you are the last to leave your area, close doors behind you to confine the fire but do not lock them. **DO NOT** attempt to save possessions at the risk of personal injury.
- 3. Never allow the fire to come between you and your exit route.**
- 4. Assume smoke and/or fumes are hazardous. Stay clear.** If the area is filled with smoke, stay low to the floor where the air is less toxic. If your clothes or those of another are on fire, **STOP, DROP AND ROLL.**
- 5. DO NOT** break windows unless absolutely necessary for evacuation. Oxygen feeds a fire. Before opening any door, touch it near the top. If the door is hot or smoke is visible, do not open the door.
- 6. DO NOT** use elevators.
- 7. Assist others in evacuation.**
- 8. Go to a designated Evacuation Assembly Area** (see map on page 29).
- 9. Once in the assembly area, direct crowds away from the fire hydrants, roadways, and clear sidewalks immediately adjacent to the building. DO NOT** leave the assembly area or congregate near fire zones.
- 11. DO NOT** return to the emergency area until instructed to do so by Security's or local emergency personnel.

### If you are trapped inside your office:

- Wedge cloth material along the bottom of the door to keep out smoke.
- Close as many doors as possible between you and the fire.
- If windows open and you must have air, open the window. Do not break the window as it will become impossible to close it if necessary.
- If a window is available, place a piece of red material in the window to notify Security or local emergency personnel of your location and that you need help.

## HURRICANE

Hurricane season is June 1st through November 30. There are five types, or categories of hurricanes based on their wind speeds.

**Category 1: Winds 74-95 mph**

**Category 2: Winds 96-110 mph**

**Category 3: Winds 110-130 mph**

**Category 4: Winds 131-155 mph**

**Category 5: Winds more than 155 mph**

Be sure to watch for hurricane warnings and watches:

A **hurricane warning** is an announcement that sustained winds of 74 mph or higher are expected somewhere within the specified area in association with a tropical, subtropical, or post-tropical cyclone. The warning is issued 36 hours in advance.

A **hurricane watch** is an announcement that sustained winds of 74 mph or higher are possible within the specified area in association with a tropical, subtropical, or post-tropical cyclone. The hurricane watch is issued 48 hours in advance.

1. Be sure to check your phone for UF alerts because they will inform all employees of a hurricane watch or warning. It will also alert employees on closures and hours of operation.
2. Watch the news to keep updated on the information and tracking of the storm.
3. If a hurricane is predicted for the area, Security guards and appropriate personnel will secure the building as well as make sure all art and important documents are stored in a dry and safe area.
4. Nobody should enter the museum after the hurricane has passed until administration and security say it is safe to do so.

## TORNADO

**During a tornado, if you are inside:**

1. Stay inside. Move to the interior (preferably a stairwell, hallway or lowest point of the building).
2. Make way to the safest shelter area – the basement.
3. Stay near the center of the building, away from windows, skylights, items attached to the wall, book cases, cabinets and objects suspended from the ceiling or objects that are loose/easily movable.

**During a tornado, if you are outside in the open country:**

1. Lie face down in a low area (ditch or ravine, if nearby). Cover your head.
2. If near a building, run inside and take shelter, if possible.

**After a Tornado:**

1. **Notify the Security Desk at Extension 2111 immediately** if there is any emergency such as someone hurt, a fire developing, water leaking, etc. Be prepared to give the following information:
  - Where is the emergency?
  - What happened?
  - Information about the victim's condition. Is the person conscious and alert?
  - What is their age and gender?.
  - Number of victims.
  - What is currently being done?
  - Your name and the number and/or extension from which you are calling.
  - **DO NOT** hang up until the security desk officer does so first.

2. **DO NOT** move seriously injured people unless they are in obvious, immediate danger from fire, building collapse, etc.
3. Follow Security's or local emergency personnel instructions. If evacuation is ordered, go to a designated Evacuation Assembly Area (see map, back cover of this booklet).

**Additional Information:**

- Open doors carefully. Watch for falling objects.
- Do not use elevators, plumbing or gas until utility lines have been checked.
- Do not use matches or lighters.
- Replace telephone handsets on cradles and avoid using for non-emergency purposes.
- Discourage the spreading of rumors which can cause confusion and panic.

## POWER OUTAGE

The Harn Museum of Art has generators that provide emergency lighting and other power to limited areas of the building that make it possible for you to evacuate safely in the event of a power outage. Security will automatically be made aware of the power outage and will assist all staff and visitors with any necessary evacuation.

**If a power outage occurs:**

1. Provide assistance to visitors and staff in your immediate area. Keep people in your area calm and have them stay together.
2. Stand by for instruction from Security. If instructed to evacuate, go to the Evacuation Assembly Area (see map on page 29).
3. If you are in an elevator that stops running, stay calm. The elevator will return to a pre-designated floor where you will be able to open the door. In the event that the elevator doors do not open, use the elevator phone to notify the operator that you are trapped and where you are located.

## FLOODING AND WATER DAMAGE

Serious water damage can occur from many sources: burst pipes, clogged drains, broken skylights, windows, ceiling/roof, HVAC vents, construction projects, etc.

### If a water leak occurs:

#### 1. Notify the Security Desk at Extension 2111 immediately.

Be prepared to give the following information:

- Where is the emergency?
- What happened?
- The location and severity of any leaks.
- The source of the water intrusion.
- Is there any immediate danger to people, the collection or valuable equipment?
- What is currently being done?
- Your name and the number and/or extension from which you are calling.
- **DO NOT** hang up until the security desk officer does so first.

2. If there are electrical appliances or outlets near the leak, avoid contact and try to secure the area so no one will be injured. If there is any possibility of danger, evacuate the area.

3. 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.

4. Be prepared to help as directed in protecting objects that are in jeopardy. **Only under proper directions from trained personnel**, take those steps needed to avoid or reduce immediate water damage: cover large objects or book shelves with plastic sheeting, carefully move small or light objects out of the emergency area, etc.

## ELEVATOR ENTRAPMENT

There are three elevators in the Harn Museum of Art. Regular maintenance minimizes the chances of failure. However, if you are in the elevator and it should fail for any reason, the elevator car will not fall, you will not run out of oxygen, and emergency lights in the car will come on. In the event of a power outage, the elevator will return to a pre-designated floor at which time you will be able to open the door.

### In the event that an elevator stops operating while you are inside and you are trapped:

1. Do not try to force the door open to get out of the elevator on your own.
2. Use the elevator phone to call for help.
3. Assist other staff members and visitors and encourage them to remain calm.
4. Provide other information to Security as the situation changes.

## SUSPICIOUS BEHAVIOR AND PERSONAL SAFETY

**In the event that you notice an individual behaving in an unusual, disorderly, intoxicated or suspicious manner:**

- 1. Contact the Security Desk at Extension 2111 immediately.**  
Be prepared to give the following information:
  - Where is the emergency?
  - What happened?
  - How many people are involved?
  - Describe the person's appearance, age, gender and any distinguishing characteristics.
  - Is there any immediate danger to people, the collection or valuable equipment?
  - What is currently being done?
  - Your name and the number and/or extension from which you are calling.
  - **DO NOT** hang up until the security desk officer does so first.
- 2.** Keep a safe distance from the person. Watch him/her if it is safe to do so.
- 3. DO NOT** attempt to talk with or remove the individual yourself.

**If you observe someone committing vandalism or any other destructive act:**

- 1. Contact the Security Desk at Extension 2111 immediately.**  
Be prepared to give the following information:
  - The location of the problem.
  - What specifically is occurring
  - How many people are involved?
  - Describe the individual's appearance, clothes, vehicles, license plates, etc.
- 2.** Security will respond and contact the University Police Department to handle the situation.

**To avoid being in a vulnerable or unsafe position:**

- 1.** Be observant and aware of your surroundings at all times. If you feel uneasy about a strange person or unusual noise, call the Security Desk at Extension 2111 immediately.
- 2.** When going to a remote area of the property, or when leaving any building after hours, notify a co-worker or Security. Security will be happy to accompany you.
- 3.** Keep valuables (purse, briefcase, computers, cellular phones, etc.) out of sight and in a secure place.
- 4.** Have keys to vehicle or building readily accessible to use while walking to your intended destination.

## CIVIL DISTURBANCE

**If a civil disturbance develops within the community, but is not in the immediate vicinity of the Harn Museum of Art:**

1. Security will contact staff with relevant information as it becomes available. Information will include the area affected, road closures, and the severity of the situation.
2. If you are told that the disturbance has escalated and the public safety becomes an issue, staff and visitors may be asked to leave the property.
3. Follow the instructions given to you by your supervisor.

**If a riot or other civil disturbance develops in the immediate vicinity of the Harn Museum of Art or encroaches onto the Harn Museum of Art property:**

1. **DO NOT** leave the building or try to leave the property unless directed by Security or emergency personnel to do so.
2. **DO NOT** attempt to confront or talk with those causing the disturbance. Security and the Police Department will handle any interaction with the individuals involved.
3. If the situation escalates, visitors and staff will be directed to a designated waiting area (for example, the auditorium) until the police can ensure safe exiting from the property.

**If instructed to leave the Harn Museum of Art property:**

1. Ride sharers: Contact your ride share partners immediately. All others needing rides, see security for assistance.
2. Drive carefully. Extra caution is required anytime you are excited, worried, or distracted by an emergency situation. Watch for pedestrians and emergency vehicles.
3. Follow traffic directions from Security or other safety officials. If normal exits are blocked, you will be directed to an alternate route.

## EMPLOYEE EVACUATION PROCEDURES

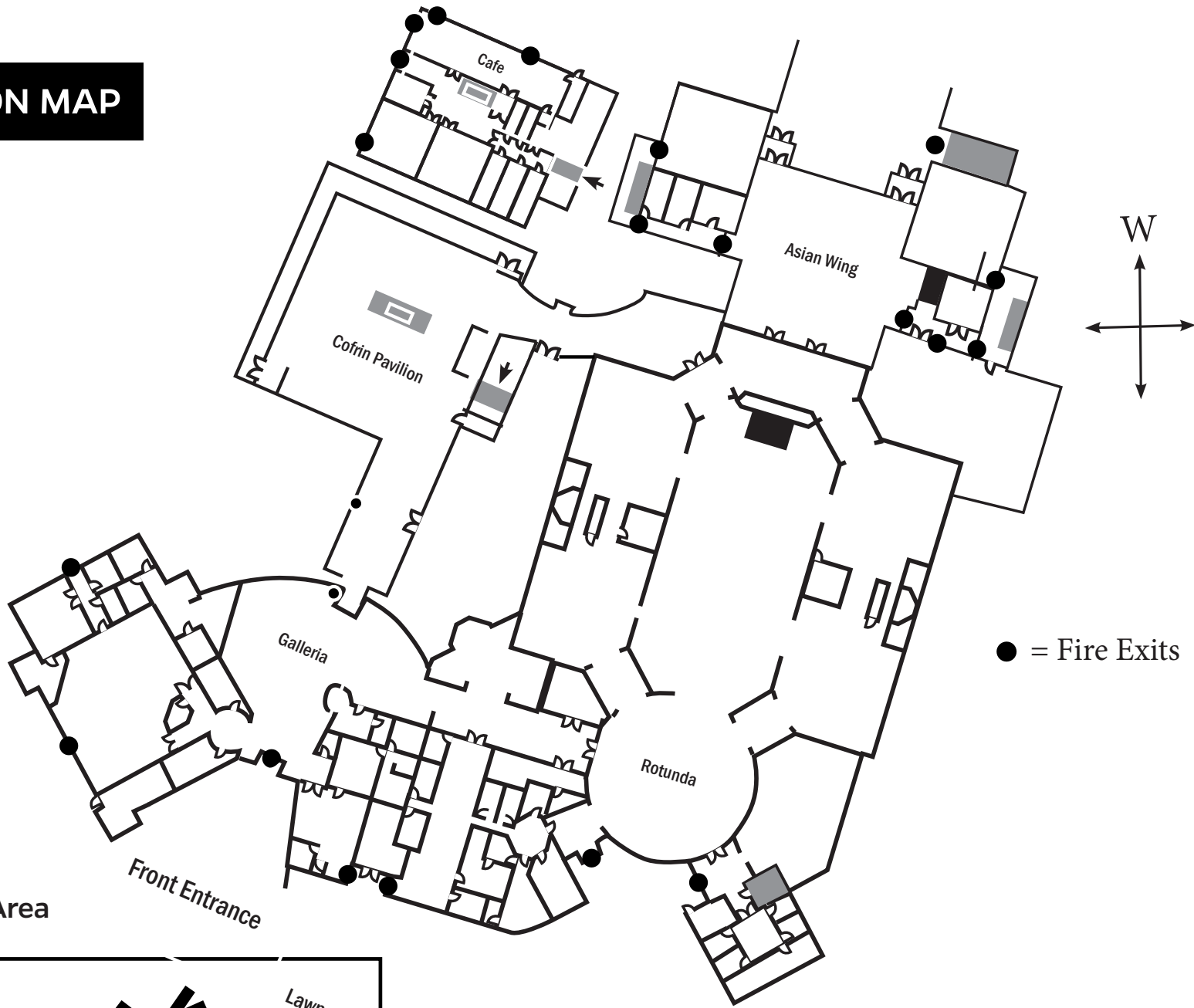
**When you hear the evacuation alarm, see the strobe lights, hear the voice evacuation system or are told to evacuate the building by your supervisor or security:**

1. Immediately shut down all hazardous operations: seal chemicals, turn off equipment, etc. Shut all doors and windows behind you if safe to do so, but **DO NOT** lock.
2. Leave quickly by the nearest safe exit.
3. Go directly to the nearest safe designated Evacuation Assembly Area (see map on next page) east of the front entrance where the red *Big Max* sculpture is located. This area is adjacent to the Cultural Plaza parking garage.

**Additional Information:**

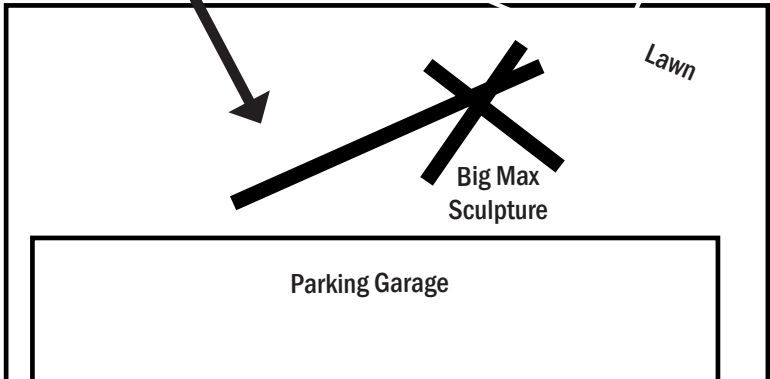
1. Security will ensure that occupants evacuate the area.
2. Accompany and help any people with disabilities, visitors, and any co-worker who appears to need calm direction or assistance.
3. Group with other members of your department and remain in the assembly area. Assist the director of your department in completing a head count of your department and be prepared to relay the information to security.

# EVACUATION MAP



Evacuation  
Assembly Area

Front Entrance





# **Harn Museum Collections-Based Disaster Preparedness and Recovery Plan**

## **Quick Reference Guide, 2016**

Drafted by Jessica Uelsmann, Sr. Registrar 2016

### **CONTENTS:**

**Introduction**

**Preparing for a Disaster- with advanced notice**

**Response steps for a Catastrophic Disaster**

**Art Handling Basics**

**Triage Basics**

**Emergency contacts and resources**

## **Introduction:**

This Quick Reference Guide is to be provided to Harn Museum employees in preparation of an emergency event that may affect the museum's permanent collection and loaned artwork. This Guide will be incorporated into a larger Collections-based Disaster Preparedness and Response Plan to be developed in the future. The Guide and Preparedness and Response Plan are considered a part of the museum's Long-Range Conservation Policy.

Portions of this guide are taken from the Heritage Preservation Emergency Response and Salvage Wheel.

## **What is Collections-Based Disaster Preparedness?**

- Collections-based disaster preparedness is the ability to be ready to respond efficiently and safely to an emergency that may affect the collection.
- HUMAN safety in a disaster is the highest priority, but as stewards of a museum collection, it is important to have processes in place to protect the artwork.
- It is important that museum staff be trained in collections-based disaster preparedness and response, and participate in exercises, to be ready for a disaster before it strikes.
- Training and exercises will prepare staff to react appropriately in the event of an emergency.

## **What types of disasters is the Harn most likely to face that will affect the collection?**

### **Contained Disasters**

These would be any incidents that affect a limited space within the museum complex. They can usually be dealt with by staff within the Registration/Preparation Department, Harn Facilities and UF Physical Plant. Examples would be a leak or spill in a finite space within the museum, pests, or a guest-related incident with a particular artwork or area.

### **Catastrophic Disasters**

These would be any incidents of extremely large nature that affect the entire museum complex. They could be of such a nature that many staff would need to assist to prepare the museum for disaster, or assist with recovery of the building and property. The most likely types of catastrophic disaster to affect the Harn would be hurricanes and all their implications, and fire.

### **Preparing for a catastrophic disaster if there is advanced notice:**

We all have our roles!

- Remember- YOUR safety and that of our visitors is the priority!
- If there is ADVANCE notice of an impending disaster:
  - Secure your own work station first
  - Unplug electronics, elevate computers off floor
  - Clear desk and table surfaces in case windows break or sprinkler system goes off
  - Elevate valuable materials off the floor
- Follow your own department's disaster preparedness plan

### **After that:**

If you do not need to immediately secure your family or property, contact the Registrar or Director of Operations to see if you can help secure the collections and/or the building.

Jessica Uelsmann, Sr Registrar x2132

Mary B. Yawn, Director of Operations x2105

### **To secure collections- WITH the supervision of a registrar or preparator:**

- Move art away from windows and skylights; elevate if directly on floor
- Check fastenings of outdoor sculpture, and secure or bring indoors if possible
- Drape vulnerable objects in galleries with plastic -- loans first, then critical permanent collection objects in this order: exposed textiles, exposed sculptures made of organic materials, unglazed framed works, glazed framed works
- Take documentary "before" pictures of galleries, storage rooms, outdoor sculpture
- Place rubber dikes in front of art storage rooms
- Place sandbags in front of Asian Garden doors/ drain pond if possible
- Cover tables and carts with exposed art in art storage with plastic
- Elevate any art on floors in art storage

## Catastrophic Disaster: Response

### Disaster strikes- what's next?

- YOU are the priority. Stabilize and secure your household first.
- First responders will respond to disasters at the museum (UFPPD, Gainesville Fire and Rescue, GRU, etc).
- Director, Director of Operations, and Facility Coordinator will be first to be contacted by First Responders. They will be notified when building is safe for staff to enter and begin salvage measures.
- Director of Operations and security will implement emergency phone tree.
  - Emergency Phone Tree includes:
    - Director
    - Facility Coordinator
    - Director of Operations
    - Security Supervisor
    - Senior Registrar
  - Depending on level of damage sustained by museum, tree could extend to:
    - Director of Development
    - Curators
    - PR/Marketing
    - Education
- Initial review of site to observe damage and determine next steps: Conducted by Director, Director of Operations, Facilities Coordinator, Security Supervisor and Senior Registrar.

Responding  
to a Disaster

### After a disaster, if you are called to assist the museum in salvage measures:

- When you arrive: Check in with Facility Coordinator and Registrar. We will record your name and phone number, and assign you to a team and task UNLESS you have another role to fill, for example:
  - Director and PR/Marketing- face of museum, communicate to media/community
  - Development- call donors and lenders
- BRING rubber boots and cell phone. Bring a mask or bandana for face.
- Remember to be calm and methodical. The disaster has already passed and we are in salvage and recovery mode.
- Salvage teams should consist of a leader (with prior art handling experience), a documenter, and at least one other art handler.
  - **Leader** will be main decision-maker in consultation with teammates.
  - **Documenter** will fill in Object Damage and Salvage Form, take pictures, and assist with art movement as necessary.
  - **Art handler(s)** will work with the team leader to recover and move the artwork.
- Salvage teams' job is to recover the artwork and move it to the designated triage site.
  - Leave undamaged items in place if the environment is stable and area is secure.
  - Give priority to undamaged items and those on loan. Move and secure these items first.
  - Take damaged artwork to designated triage site.
- Once deposited at triage, the object will be treated for condition issues by another team supervised by a registrar.
- Very likely in an extreme disaster, this process will only attempt to stabilize the damage sustained by the object, while a professional conservator is consulted/called in.

### Things to remember after a catastrophic disaster:

- Full recovery from a large-scale disaster could take months or years.
- After the initial incident and salvage period, our daily duties will still be greatly impacted.
- The building, or a portion of it, may remain closed for repairs, affecting exhibitions and educational programs.
- Access to collections will be limited due to damage or complete loss.
- Registration/Preparation staff time will be prioritized to recovering the damaged collection, rather than changing exhibitions.
- Donors, lenders and insurance should all be notified. Development office will probably be devoted to seeking funding for the process of rebuilding.

Responding  
to a Disaster

## Art-handling basics

- Art-handling is similar to moving objects in your house. We just take a few extra precautions.
- Common sense is your greatest tool and carts are your best friends!
- Before anything, examine the object. What is it? Does it have parts and pieces? Is it big/small, heavy/light, flat/3-dimensional, broken/intact?
- Where do you want to take the piece? Is the path clear? Is the “final destination” clear to place artwork? Do you need assistance to move the piece?
- Record-keeping: Take a quick picture of the piece, but most especially, write where it is/was originally located and where you’re moving it to.
- Wear gloves and secure items of clothing that may scratch the artwork, such as name badges, belts, jewelry, etc.
- Framed works (paintings, prints, photographs): Only handle by the frames. Do not touch the painted surface or push on the back of the canvas. Do not grab the top of the frame to lift. Lift by placing hands on both sides of the frame, or one hand on the bottom and one hand on the side of frame. If possible, move in a vertical orientation.
- Unframed paintings: Similar principles apply, but these have delicate edges without frame to protect outer edge of canvas. Try to use grabbing motion as little as possible; instead, let bottom edge of canvas rest on hand and use other hand to carefully hold a back stretcher.
- Glazed ceramics and glass: These can be very slippery and heavy. Best to move by carrying from the bottom of the piece, or one hand on the bottom and one hand on the rim. Never move only by grabbing a handle. These are actually very weak areas and should be avoided. When moving on a cart, it may be best to lay piece on its side or even upside-down, for stability.
- Other 3-D sculpture: Similar principles apply. Avoid handling by weak areas. Move by supporting weight at bottom of piece if possible.
- Textiles: Try to keep all parts of a textile supported while moving. If necessary, fold textile loosely to make more manageable. It is best to use a board as support to move textile. If possible, it may be best to move textile with its mount as it is already properly supported for display (if in the galleries).

## Moving something that has sustained damage:

- Before moving the artwork:
  - Take a picture! Photograph the object and the environment in which you find it.
  - Note where the object was found.
  - Note the general condition of the artwork.
  - Find all the pieces.
  - What kind of damage has it sustained? (water, fire, puncture or breaks?)
  - How is the best way to move it?
  - Ask for help if needed.
- To move the artwork
  - Use supportive materials as needed, such as stiff boards and carts.
  - Collect broken pieces and store in bag. Label bag.
  - Be aware of jagged or sharp edges and handle carefully.

### Triage Basics:

- The triage team should work under the supervision of a museum registrar.
- The triage site should be a secure area with a stable environment. The Asian North Gallery is optimal if not compromised by the disaster.
- Contact a conservator as soon as possible.
- Work on high priority collection areas first.
- Document incoming condition of works with notes and photographs. Monitor objects daily for changes in condition and watch for mold.
- Document triage actions taken per object.

### Salvage priorities:

- Vital institutional information, including accession lists and database backups
- Loaned items
- Collections that most directly support the museum's mission
- Collections that are unique, most used, vital for research, least replaceable or most valuable
- Items most prone to continued damage if untreated
- Items most likely to be successfully salvaged.

### Terms:

- **Air-drying:** Use a cool, low-humidity area with good air circulation. Place absorbent material under objects and replace when wet. If possible, air dry materials on plastic racks to increase evaporation.
- **Interleaving:** Use blotter paper, un-inked newsprint, paper towels, or wax or freezer paper to keep items from sticking together and to prevent dye transfer or running.
- **Freezing:** If certain items cannot be dried within 48 hours, freeze them until action can be taken (consult conservator for approved items).
- **On-site dehumidification:** Dry air is pumped into space and moist air is drawn out.
- **Rinsing:** Rinse dirty or muddy items under a gentle stream of clean running water or gently agitate in containers filled with water. DO not scrub; use a sponge or soft cloth to blot off mud and debris.

## **Triage: Books, Paper, Photographs**

### **Books:**

- If rinsing is necessary, hold book closed.
- If partially wet or damp, stand on top or bottom edge with covers opened to 90-degree angle. Air dry.
- If very wet, lay flat on clean surface. Interleave less than 20% of book with absorbent material. Replace interleaving when damp.
- If too many books to air dry in 48 hours, wrap in waxed paper. Pack spine down in containers and freeze.

### **Paper:**

- Air dry flat as individual sheets or small piles up to ¼". Interleave. Replace interleaving when damp.
- Do not unfold or separate individual wet sheets
- If too many items to air dry in 48 hours, interleave with waxed paper. Pack papers well-supported and standing up in containers. Pack containers up to 90% full and freeze.

### **Photographs:**

- Remove from plastic/paper enclosures or frames. Save all information about the photos.
- Carefully rise with cool, clean water as necessary.
- Do not touch or blot surfaces.
- Air dry: Hang with clips on non-image areas or lay flat on absorbent paper. Keep photographs from contact with adjacent surfaces or each other.
- If there are too many for immediate attention, either:
  - Keep photos (except historic photos) in a container of clean water no more than 48 hours. Air dry.
  - Freeze. If possible, interleave each item with wax paper.
    - Do not freeze glass plate negatives.

Triage: Books,  
Paper, Photos



## **Triage: Framed artworks; Sculptural ceramics, stone, and metal**

### **Framed artworks**

- **Paintings**
  - Carefully remove from frames in a safe, dry place. Do NOT separate paintings from their stretchers.
  - Keep wet paintings horizontal and paint-side up, elevated on blocks with nothing touching surface.
  - Avoid direct sunlight.
  
- **Art on paper or photos with glass/plexi fronts**
  - Remove from frames in a safe, dry place unless art is stuck to glass/plexi.
  - If image sticks to the glass, leave it in the frame. Dry glass-side down.
  - Otherwise, dry artwork slowly, image-side up with nothing touching the surface.

### **Ceramics**

- Identify ceramic type and consult a conservator on drying procedures.
- If ceramic is broken, cracked or has mineral deposits or old repairs, place in clean, transparent polyethylene bag until it can be treated. Seal bag and monitor for mold.

### **Stone**

- If stone object is smooth-surfaced, blot gently. Air dry.
- If object is rough-surfaced or has applied finish, do not blot. Air dry on plastic screen or clean towel.

### **Metal**

- Use gloves to handle.
- Rinse/sponge and blot metal object. Air dry.
- If object has applied finish, do not clean. Air dry. Keep possible flaking surfaces horizontal.

Triage: Framed  
Art, Ceramics,  
Stone, Metal

## **Triage: Textiles and Organic materials**

### **Textiles**

- Provide adequate physical support when moving heavy textiles.
- Do not unfold delicate wet fabrics. Do not stack wet textiles.
- Rinse or sponge with clean water to remove mud. Drain and blot items with clean towels/cotton sheets to remove excess water.
- Block and shape each damp textile to its original form.
- Air dry textiles indoors using air conditioning and fans.
- If items cannot be dried within 48 hours, separate them with waxed paper to prevent dye transfer. Then pack flat and freeze.

### **Organic Materials**

- **Baskets**
  - Rinse or sponge with clean water to remove mud, drain and blot to remove excess water.
  - Stuff with clean paper towels or cotton sheets to retain shape and absorb stains. Cover with clean towels. Air dry slowly.
  - Change blotting material as it becomes damp.
- **Bone, shell and Ivory**
  - Rinse or sponge with clean water to remove mud. Drain and blot to remove excess water.
  - Air dry slowly.
- **Leather and rawhide**
  - Rinse or sponge with clean water to remove mud; drain and blot to remove excess water.
  - Pad with toweling or un-inked paper to maintain shape. Change material as it becomes damp. Air dry slowly.
  - To keep semi-tanned leather and fur supple, manipulate often.
- **Wood**
  - Inspect any painted surfaces. If paint is flaking, air dry slowly without removing dirt or moisture.
  - If surface is stable, rinse or sponge with clean water to remove mud, drain and blot to remove excess water. Air dry slowly.
  - Finishes may develop white haze. This does not need immediate attention.

## Emergency Contacts and Resources:

### Conservators:

- **Paintings conservator contact:**
  - Rustin Levenson (Miami): 305.661.3707 or (NYC): 212.594.8862
  - Patrice Bertin (Miami): 917.612.8055
  - Betty Patino (Gainesville): 352.213.7093
  - Atlanta Art Conservation Center (Atlanta): 404.733.4589
  
- **Objects conservator contact:**
  - Stephanie Hornbeck (Miami): 305.401.6527
  - Rosa Lowinger (Miami): 305.573.7011
  - Corey Smith Riley (Durham, NC): 646.483.4358
  - Muffie Austin (Amelia Is., FL)- 904-491-3871
  - A.M. Art Conservation (NY): 917.796.1764 or 917.519.9479
  - Kate Singley: 404.373.0995
  
- **Outdoor sculpture contact:**
  - Rosa Lowinger (Miami): 305.573.7011
  - Steve Tatti (NYC): 212. 867.8866
  
- **Paper conservator contact:**
  - UF Smathers Conservation Unit (Gainesville): 352. 273.2835
  - Carolyn Frisa- Phone: 802.460.1149
  - NOLA Book and Paper Lab (New Orleans, LA): 504.312-2270
  - Center for Art Conservation(Dallas, TX): 214.827.0200
  - Northeast Document Conservation Center (Andover, MA): 978.470-1010
  
- **Photography Conservator:**
  - Northeast Document Conservation Center (Andover, MA): 978.470-1010
  
- **Textile conservator contact:**
  - Corey Smith Riley (Durham, NC): 646.483.4358
  - Muffie Austin (Amelia Is., FL): 904.491.3871
  - Stephanie Hornbeck (Miami): 305.401.6527
  - Julie Dippold (Baltimore): 410.329.6906

**Pest Management Contacts:**

- Don Orth, UF Pest- Phone:
- FL Pest Control (Gainesville): 352.376.2661 or (JAX) 904.777.4460
- Turner Pest Control: (JAX) 904-674-3785 or (Ocala) 352.351.4386

**Freezer contact:**

- FLMNH- James Schlachta (Gainesville, McGuire Center): 352.273.2008
- UF Smathers Conservation Unit (Gainesville): 352. 273.2835
- Preferred Freezer Services (JAX): 973.820.4040
- Portable Refrigeration Services, Inc (Atlanta): 888.939.5820
- DeConna Ice Cream (Reddick, FL): 352.591.1530

**Wet/dry vac contact-**

- PPD at UF- Phone:

**Humidifier/dehumidifer contact-**

- PPD at UF- Phone:

**Mold Remediation:**

- Gainesville Restoration (Gainesville): 352.372.1221
- Dryers DKY (Gainesville): 855.204.7405

**Rental Equipment:**

- B and M Equipment: (Gainesville) 352.336.9800; (JAX) (904) 378.0889
- Sunbelt Rental: (Gainesville) 352.224.7077; (JAX) 904.443.2955
- United Rent All: (Gainesville) 352.372.9541; (JAX) 904.771.3300
- Florida United Rental: (Gainesville) 352.377.1051; (JAX) 904.440.7471

**Crane and rigging:**

- UF PPD-Phone:
- Sims Crane and Equipment: (Ocala) 352.867.5438 (JAX) 904.448.9275
- FL Mechanical Systems: (JAX) 904.394.7975
- Roundtree: (JAX) 800.342.5036
- Painter Crane and Rigging (Gainesville): 352.378.7511

**Disaster Aid Services:**

- National Heritage Responders (AIC): 202.661.8068
- Servpro: (Gainesville) 352.374.6589; (JAX) 904.762.8066
- Gainesville Restoration: 352.372.1221
- Northeast Document Conservation Center (Andover, MA): 978.470-1010
- Dryers DKY: (Gainesville) 855.204.7405
- Paul Davis Restoration: (JAX) 904.737.2779 or (904) 737-2779