Disaster Control Template - Recovery

Template 10 - Recovery plan

The disaster recovery plan comes into action after the full extent of the disaster is known.

Health and Safety

The emergency risk assessment form should be completed (Template 1).

Personal protective equipment necessary for the Recovery Operation should be assembled and utilised.

Emergency risk assessment form



**Details**

* **Name**
* **Assessment undertaken by**
* **Address**

Postcode

* **Date**
* **Area assessed**

**Risk details**

****

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazards/risks/ | Existing | Likelihood (L) | Severity (L & S) | Risk rating | Additional |
| persons | controls |  |  | (L & S) | controls\* |
| affected |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\* Note any further measures that are needed to reduce the risk to an acceptable level and record when they have been implemented

Accommodation for recovery operation

Assembly Area

PR

Rest Area

First Aid Point

Sorting Area

Storage for Unaffected Material

Treatment Area

Packing Area

PR guidelines

The Disaster control plan co-ordinator (or specific PR Manager ) should manage the information supplied to interested external parties and liaise with the media as necessary. Basic administration capabilities need to be restored and phone lines need to be diverted. The prearranged conservation advice should be acted on, and professional helpers should be called to assist as quickly as possible.

Prepared press statement

A prepared press statement should be issued, broadly as outlined in the following sample:

A (insert description of incident, e.g. fire)

occurred at (insert property name)

Fire brigade personnel swiftly attended the scene and have worked hard to extinguish the blaze whilst limiting damage to the building and collections.

Our disaster control plan has been activated and a salvage effort is underway.

The building will be closed for (insert date)

Further information will be circulated (insert date)

Key contact information

Newspapers

Radio

TV

Salvage procedures

For information on the correct handling procedures for fine art and antiques refer to Salvage procedure overview section of the Disaster Control Guidance Handbook.

Recording and evaluation

Damage record form - inventories and exit books

Every item should be photographed systematically and in a way that can be related to the exit book of inventory of collection items. Damage to the collection is thoroughly documented for insurance purposes and as an aid to future conservation.

Every object, box or crate should be assigned a reference number and a record of each object completed in the form below. Photographs should also be taken and references recorded below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Object | Object | Original | Damage | Treatment | New | Photograph |
| reference | description | location |  |  | location | reference |
| number |  |  |  |  |  | numbers(s) |
|  |  |  |  |  |  |  |



Recovery needs

Assess what has occurred, detail which objects are affected, and document the nature and scale of damage to each. Note down what each object is made of, whether it is a priority object, whether movement would risk further damage and what type of salvage will be required. If in any doubt about the treatment or handling of a damaged work, the advice of a conservator should swiftly be sought.

Stabilisation / packing

If enough people are available, organise a human chain to remove priority objects from the building as quickly as possible.

is in charge of organising packing for treatment.

are responsible for the salvage effort.

(Here you should nominate an external company, such as Harwells or Document SOS.)

Disaster response equipment kit

An extensive but not exhaustive list of equipment that may be needed in the event of an emergency. Depending on the size of the buildings and type of collection

Absorbent paper

Acid-free wrapping paper

Aprons

Back supports Batteries (various sizes) Blotting paper

Boots (waterproof with steel toe caps)

Boxes

Brooms Bubble wrap Buckets Chalk

Chemical sponges Clipboards

Copy of the Disaster Control Plan

Crates Crow bar Dehumidifiers Detergent

Digital camera (additional memory card and batteries)

Disinfectant Distilled water Dust masks

Dust pan and brush Dusters Emergency lighting Extension leads Fan heater

Fans

Fire blankets Fire extinguishers First Aid Kit

Fluorescent waistcoat Freezer bags Generator

Gloves (rubber, leather and nitrile)

Goggles

Hammer Hard hats Head torches

Humidity monitor Laboratory coats Ladder

Masking tape

Masks (dust / particle) Megaphone

Mobile phone (with battery and charger)

Mops Notepads Overalls Parcel tape Pencils

Pencil sharpener Pens (waterproof) Plastic clothes pins Plastic containers Plastic crates Pliers

Polythene bags Polythene sheeting Portable lights Pumps

Rags Refuse sacks Ropes Rubber bands Safety pins Sandbags Saw

Scales

Scissors Screwdriver

Screws and nails Spade

Spanner

Sponges Stanley knife String Tables

Tags (waterproof) Tape measure Tarpaulins Torches

Towels

Trays

Tripod Utility knife

Vacuum cleaner Walkie-Talkie Waterproof clothing Warning signs

Wet vacuum

After salvage

Returning the building to normal

A visual inspection of the external building structure was completed on

A visual inspection of the internal building structure was completed on

Learning from the disaster and revision of the disaster control plan

A review should be conducted after the situation has been returned to normal and the Disaster Control Plan should be revised and updated where necessary.



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