

# The Orange County Farmers Museum

## Emergency Preparedness Plan

### TABLE OF CONTENTS

<b>Section</b>	<b>Page</b>
Introduction.....	2
1. Coordination with an Emergency Response Agency.....	2
2. Policies of the Board.....	2
3. Procedures for Staff and Volunteers.....	3
a. Emergency Call List.....	3
b. Emergency Response.....	3
c. Emergency Contacts.....	3
d. Recovery.....	4
e. Power Failure.....	4
f. Training.....	4
g. Fire Extinguishers.....	4
4. Building Evacuation Procedures.....	4
5. Disaster Plan for Historic Structures.....	5
a. Hurricane and Wind Damage.....	5
b. Flood and Water Damage.....	5
c. Fire Damage.....	6
d. Severe Weather, Snow & Ice Damage.....	6
e. Universal Standards.....	6
6. Protection of Collections.....	7
7. Board and Staff Contact Information.....	9

# The Orange County Farmers Museum

## Emergency Preparedness Plan

### **Introduction**

The following emergency plan is directed to those emergencies which do not require the response by an outside emergency agency.

In the case of any emergency, the first call is to be made to 911 (where appropriate) followed by notification to the Museum Director or in his/her absence any Officer of the Museum's Board of Trustees.

### **1 Co-ordination 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 and law enforcement. In the event of such an emergency requiring fire, EMS or law enforcement, the most senior Museum staff member on site will act as the Facility Coordinator, for the purpose of coordinating with the response agency's Incident Commander. In all instances, the Museum's Director and/or an Officer or the Museum's Board of Trustees will be contacted after notifying the 911 operator and their decisions and direction will govern Museum response.

### **2 Policies of the Board**

It shall be the duty of the Board of Trustees to audit the building and grounds. The Director or Officer of the Board of Trustees and at least one other Trustee shall be notified as soon as possible when an emergency occurs. The Board recognizes that, by the very nature of an emergency, decisions will have to be made immediately and therefore entrusts the Senior Staff Person to make those decisions.

The Board expects that Museum staff will contact the Museum's Director as soon as possible after an emergency to implement procedures required for insurance, recovery preservation and restoration purposes.

All Museum staff and volunteers are expected to act in a professional manner, and will defer to the decisions of the Trustees, as expressed by their representatives.

### 3 Procedures for Staff and Volunteers

#### a. Emergency Call List

In the case of any emergency, the first call is to be made to 911, followed by notification to the Museum Director or if he/she is unavailable to an officer of the Board of Trustees and their direction followed.

A list of Museum Trustees and their contact information shall be maintained at the entrance to each building and the names and telephone numbers of the Museum's emergency contact persons shall be provided to the local Fire Department. It is the responsibility of every Trustee and staff member to provide the Museum Director with a telephone number where he/she may reasonably be expected to be reached. This list will be maintained in an appropriate order of priority. The first Trustee or staff member contacted and arriving at the scene of the emergency will serve as the Facility Coordinator, pending the arrival of the Director.

#### b. Emergency Response

Emergencies can be categorized according to the nature of the emergency, how they are discovered and when they occur. Each category of emergency should be handled differently.

- 1.) In the event of an emergency discovered during operating hours, the Museum staff member on duty shall serve as the Facility Coordinator, pending the arrival of the Director, and shall contact the Board of Trustees to come to his/her assistance as necessary;
- 2.) In the event of an emergency occurring outside of regular operating hours, the first Museum Trustee contacted shall become the Facility Coordinator, pending the arrival of the Director.

#### c. Emergency Contacts

The Facility Coordinator shall contact the appropriate response agencies:

**Accident** - Fire Department (EMS) - Dial 911 to report incident and request fire and police assistance.

**Bomb Threat** – Police Department - Dial 911 and follow all dispatcher instructions.

**Criminal Activity** – Police Department – Dial 911 and follow all dispatcher instructions.

**Fire** – Fire Department (EMS) – Dial 911 and follow all dispatcher instructions.

**Power Failure** – Contact Riki Lent (845) 926-2727 or Frank Cass (845) 590-3021.

**Structural Damage** – Fire Department if emergency constitutes an immediate threat to person

or property, if no threat is determined, contact Riki Lent (845) 926-2727 or Frank Cass (845) 590-3021.

**Collection** – If any artifacts need to be removed in the event of an emergency, contact Riki Lent (845) 926-2727 and follow instruction.

**Water Damage** – If there is an active leak call Riki Lent (845) 590-3021 or Frank Cass (845) 590-3021.

#### **d. Recovery**

If the recovery nature of the emergency requires additional labor, the Museum Director shall form a Recovery Team, made up of Museum staff and volunteers and available fire department personnel.

#### **e. Power Failure**

In the event of a power failure, Museum staff members will assist and direct visitors and members of the general public to the nearest exits.

#### **f. Training**

All Museum staff and volunteers are expected to be familiar with all the policies and procedures put forth in this Emergency Plan, and annual training/review/emergency session will be conducted and documented annually in May. All new volunteers will be given training and orientation in the implementation of all safety and recovery plans. An annual simulated emergency training exercise shall also be conducted and documented annually in June.

#### **g. Fire Extinguishers**

All fire extinguishers shall be checked and serviced (as necessary) on an annual basis by a professional contractor, and all fire extinguishers will be visually checked bi-annually by the Director or a member of the Board of Trustees.

### **4 Building Evacuation Procedure**

The following procedure shall be rigorously followed when evacuating the Museum:

- a. All personnel shall evacuate the buildings via the nearest door
- b. The on duty staff member shall check the restrooms, offices and barns to confirm that the buildings have been evacuated
- c. Particular attention will be given to providing guidance and assistance, as necessary, to evacuating the public, especially those with disabilities (as defined by the ADA Act), the elderly and children.

- d. In the event that the main entrance cannot be used, all personnel will be directed to evacuate the building via the nearest emergency exit. All personnel shall meet at the designated safe location (ie: the pulling field) to ensure that the buildings are entirely evacuated, and to await the arrival of emergency responders.

## **5 Disaster Plan for Historic Structures**

### **a. Hurricanes and Wind Damage**

Hurricanes and high winds can cause damage to a building.

In anticipation of a threatened severe wind storm, make certain that all doors are secured and that all flags and swinging signs are removed. Collection material exhibited outside the buildings should be moved inside the building and the barn doors secured with rope to the interior beams of the building. The building must be vacated as soon as possible.

During a Hurricane or wind storm event, the Museum shall be closed and secured. After the storm, the building and grounds should be inspected for fallen trees and building damage due to falling trees.

### **b. Flood and Water Damage**

While it is not anticipated that the Museum buildings will be subject to flood damage, it is reasonable to anticipate that water seepage or leaks may occur from roof damage or pipes breaking in the kitchen or restroom walls.

All plumbing systems shall be inspected annually to ensure against defects. Condensate lines shall be blown out each fall (where applicable) after water is shut down for the season. Where applicable, gutters and foundation walls should be evaluated to determine if there has been any buildup of dirt, leaves and debris that could cause water to build up against the walls or overflow gutters and leaders.

In the event of a flood or water leak, all reasonable efforts should be made to stop any leakage or seepage and to the extent feasible all exhibits should be raised above floor level.

Standing water should be removed as soon as possible and all displays touched by water must be elevated and dried. Where applicable, the septic system should be evaluated to determine if it has backed up. If sewage back up occurs, a thorough cleaning of the affected area must occur before any repairs are started. Moisture damaged building interiors shall be ventilated by natural means and fans. Ventilation through the use of heating and cooling systems or via methods that use super dry air to speed drying of the building are NOT recommended. These methods could cause additional damage to historic building materials

and exhibits. In cold weather, moisture damaged building interiors should be heated (where applicable) to prevent freezing. Water soaked insulation and gypsum board shall be removed and discarded. Baseboards and/or crown moldings should be carefully removed and ventilation openings should be cut in the walls to allow for the plenum areas to dry.

### **c. Fire Damage**

Fire of any origin can result in damage in a range from minor to complete destruction of the Museum. In order to help prevent the possibility of accidental fire, and in consideration of the conservation needs of collections materials either exhibited or stored in the Museum, smoking is prohibited in or near any Museum structure. Look for designated smoking area signs.

### **d. Severe Weather, Snow & Ice Damage**

Due to the building structure's architecture, it is unlikely that a structural failure or collapse will occur due to the excess load from accumulated snow and ice. This, however, does not discount the need to be vigilant in the event of a significant snow or ice storm.

If snow is threatened, remove all exterior exhibits (that are normally stored for the winter) and flags. If available, apply ice melt to the walkway surfaces prior to snow fall.

Monitor snow accumulation and report any dangerous conditions to Director. If extreme cold or heavy snows are forecasted, check heating system in the Farmers Memorial Education Center and the bathrooms to ensure they are working and set up at 68 degrees. Check all doors and windows to make sure they are secure.

After a significant snow, the exterior roofs on all buildings should be examined to ensure that there has not been a significant buildup of snow. All roof edges should be examined to ensure that ice dams that could result in the backing up of water into the Museum, have not formed in gutters and that ice sickles have not formed over entry ways. Check to make sure the walkways and parking areas are free from snow and ice. Apply ice melt as needed. Notify the director if crews have not removed snow from the parking areas.

### **e. Universal Standards**

In the event of any emergency or damage to the Museum or its contents, notify the appropriate parties in accordance with this Museum Emergency Plan.

The interior and exterior of all Museum structures, exhibits and contents shall be thoroughly documented and photographs thereof maintained in the files of the Director.

Any and all damage to the Museum and its contents shall be thoroughly documented, via photography.

If thought to be necessary and to the extent feasible, in case of threatened hurricane, wind storm, flood or seepage of water or fire, move collections materials in the Museum building affected to another building location or temporary storage area in an off premises location. It is imperative to remain in compliance with the Collection Management Policies and all appropriate location reports are to be filled out for any item leaving its location for any reason.

The museum shall have an emergency generator and pump(s) available if needed.

If any damage occurs to the roof, doors or windows, the grounds maintenance committee chairperson is to be called to secure and cover damaged areas. If necessary, the building shall be inspected by the Orange County DPW to determine if other emergency actions should be taken to protect the building.

The Director shall develop a plan for repairs to correct any damage inflicted on Museum buildings or their contents.

In all cases, wherever possible, historic building materials shall be salvaged and reutilized in the restoration process.

After any incident which results to damage to the interior of the Museum or its contents, all collections materials stored or exhibited shall be evaluated for damage and those requiring remunerative treatment shall be removed and restored by appropriate volunteer staff.

Once conservation/restoration work has been completed, all restored items shall be returned to the Museum. Those collections materials deemed to have been damaged beyond repair shall be deaccessioned and disposed of at the discretion of the Museum Director and Collection Management Committee in full accordance with the guidelines established in the Museum's Collection Management Policy. A record of these activities shall be maintained by the Museum Director and a designated Trustee off premises.

## **6 Protection of Collections**

Collections are the responsibility of the Museum, and their preservation before, during and after an emergency incident shall be of primary importance. To this end, the Museum Director shall be charged with the responsibility of ensuring that collection materials are stored and exhibited in safe and secure locations, according to acceptable standards, in a manner designed to mitigate or eliminate (wherever possible) the potential damage or destruction during an emergency. To

this effect, collections shall receive the due care of responsible Museum staff as follows.

Collections shall be stored and/or exhibited

- a. Wherever possible, at least 6 inches above the floor.
- b. Away from HVAC systems and components, condensation lines, and overhead piping, as well as doors, windows and other points of ingress (to the extent possible).
- c. In order to prevent loss of invaluable collections related data, hard copy accession records are to be copied and kept in a secure off site location with the Director and a Museum Trustee. In addition, all collections related data is stored on the server system in a password protected file that is used to house the Museum's website.



# The Orange County Farmers Museum

## Board of Trustees & Staff

### Emergency Contact Information

Riki Lent, Director	(845) 926-2727
Francis Cass, President	(845) 590-3021
Mark Vitek, Vice-President	(845) 565-2175
Heather Tancredi, Secretary	(914) 629-4976
Barbara Doolittle, Treasurer	(845) 649-2081
Rich Weishaar, Trustee	(845) 216-7112
Sam Samson, Trustee	(845) 636-8151
James Malloy, Trustee	(845) 542-1185
Robert Reynolds, Trustee	(845) 427-2571