

# Policy #14: Emergency Preparedness Policy

The name, position, telephone number(s), and email address of the following personnel shall be conspicuously posted in the both Museum business office and the curatorial office in order to facilitate immediate notification in the event of an emergency: President, First Vice President, Second Vice President, Collections Committee Chairperson, Curator, and Building Manager. Contact information for emergency services shall also be conspicuously posted in the same locations and shall include at minimum: Boston Police District 4 (emergency and non-emergency), Boston Fire Department Engine 33/Ladder 15 (emergency and non-emergency), Boston Emergency Medical Services, the building alarm monitoring company, utility companies (emergency and non-emergency lines), and the parking area tow company. These contact rosters shall include an as of date and be periodically updated by the Curator as necessary.

The following basic safety policies are in force:

1. Human safety is the highest priority.
2. Staff members shall familiarize themselves with evacuation routes and fire extinguisher locations
3. All visitors shall be briefed as to emergency exit routes and procedures.

The following Advance Warning Procedures shall be adhered to at minimum upon advance notification of an impending weather event:

1. Gutters and downspouts shall be inspected to insure they are functioning properly.
2. Loose objects outdoors shall be moved indoors.
3. Flashlights battery availability shall be ensured
4. The building's emergency lighting and smoke alarm systems shall be checked.
5. If the storm is predicted to be very severe, consideration shall be given to relocating portions of the collection to a safer building or other location
5. All catalog and Museum data shall be backed up per Policy 8 and a controlled shutdown of all computer systems shall be performed with all such systems and nonessential electrical equipment being disconnected from the power source.

The following checklists shall guide staff in the event of an emergency:

1. Water Damage.
  - Ensure staff and visitors are safe.
  - Locate water source if safe.
  - Attempt to shutoff water if possible.
  - Notify the President, building manager and, if appropriate, the Public Works and/or Fire Departments.
  - Protect the collection.

2. Fire.

- Notify the Fire Department.
- Ensure staff and visitors immediately exit the building.
- If safely permissible, remove priority collection items from the threat of fire or smoke damage.
- Notify the President and building manager.

3. Gas Leak

- Evacuate the building immediately, opening doors and windows, and go to a safe place away from the building.
- Turn off any motorized equipment and avoid any other sources of ignition.
- Notify the President, the building manager, the appropriate utility company, and the Fire Department.
- Do not reenter the building until it is declared safe by the authorities.

4. Armed Assailant: RUN, HIDE, FIGHT

The following artifacts are considered a priority when evacuation occurs in the museum.

1. Bowdoin Sword
2. Colors and Staff from 1786
3. Painting of John Hancock's House
4. Pike(s) from 1629
5. Powder Horn from Havana Cuba