

Practical Nuts & Bolts Strategies: Day-to-Day Protection of Small Museums

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Resources

Stevan P. Layne, *AASLH Technical Leaflet #253 An Ounce of Prevention — Worth MORE Than a Pound*
<https://www.connectingtocollections.org/wp-content/uploads/2012/04/Technical-Leaflet-253.pdf>

Museum, Library, and Cultural Properties Council of ASIS International and American Alliance for Museums (AAM). (2014) *Suggested Practices For Museum Security*. <http://bit.ly/2FmjgBK>

Stevan P. Layne. *Safeguarding Cultural Properties: Security for Museums, Libraries, Parks, and Zoos*. Waltham, Massachusetts: Butterworth-Heinemann, 2014. ISBN-13: 978-0124201125 Available as both an e-book and paperback. <http://amzn.to/2DePFts>

ICOM International Committee for Museum Security (ICMS) <http://network.icom.museum/icms/>

SiLK - Guidelines for the protection of cultural property—the German project has been translated into English language now and is online available - especially to give support to smaller museums without specialists regarding museum security. These documents comprise introductory information, questionnaires and a knowledge base which together raise awareness for issues surrounding the protection and conservation of cultural property in museums, libraries and archives. The guidelines help staff evaluate the protection efforts of their own institution, and offer tips and possible solutions. (Note: Documents and links referred to are in most cases only available in German). They also include a wide range of information of interest to others in the field.
<http://bit.ly/2qOkKBw>

RUN. HIDE. FIGHT.® Surviving an Active Shooter Event. Ready Houston (July 23, 2012) <https://youtu.be/5VcSwejU2D0>

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International Foundation for Cultural Property Protection (IFCPP) trains and supports professionals who protect and manage cultural, educational, and public institutions worldwide. To elevate the expertise, ethics and professionalism of our membership, the IFCPP provides professional development, training & certification, industry insights and analysis of technology trends, resources & best practices for security governance, and peer networking opportunities. <https://ifcpp.org/>
Upcoming IFCPP training: Certified Institutional Protection Manager <https://ifcpp.org/cipm>, Certified Institutional Protection Specialist <https://ifcpp.org/cips> and Certified Visitor Relations Specialist <https://ifcpp.org/cvrs>. Soon they will be offering an online Collections Protection course—check their website for updates.

Related Connecting to Collections Care Webinars

Security for Collections: Preventing Loss and Planning for Any Budget (2012) <http://bit.ly/2CXr9Qw>



EMERGENCY PROCEDURES GUIDE – EMERGENCY RESPONSE

Emergency Number for this Facility	
Immediate Emergency Response	911
Local Police Non-Emergency	
Security Control Center	
Fire Department Non-Emergency	
Medical Response Non-Emergency	

Active Shooter

Escape to a Safe Location (evacuate the building as quickly as possible), **or**
 Hide in a secured room (if you can't leave, hide in a locked room), **or**
 Attack the attacker (take whatever steps are necessary to disable the attacker)

Active Shooter Take immediate steps to protect yourself. As soon as possible, call 911, then Facility Emergency Number. Warn others if possible. Depending on situation, either move quickly to secure room which may be locked from inside, or evacuate to safe area outside of building. Report to senior manager (incident command) to provide information about situation.

Medical Emergency Call 911. State your name, location, nature of victim's illness/injury. Ask passersby to call Security at _____. If you have training, administer First Aid. Do not move injured party. Do not come into contact with blood or bodily fluids.

Fire Call 911 and Facility Emergency Number if fire is small and does not pose immediate threat. Utilize available fire extinguisher to suppress. If extinguisher does not fully suppress, or if fire is beyond control of hand extinguisher, activate closes manual pull station. Notify Security Control Center or follow established procedures to initiate building evacuation. Remain in area at a safe distance to warn others away, until directed to evacuate.

Workplace Violence If threat is imminent, call 911. Follow established procedures, if only to provide information about incident. Report details of situation to police and/or security. Assure that intended victim(s) are warned and moved to secure location. Advise whether weapon is involved. Threats may be verbal, written, transmitted electronically, or overheard.

Power Outage Call facility emergency number and report your location. Provide assistance to others as you are able. Unplug computers and other appliances to avoid damage when power returns. Do NOT use candles, flares, or open flames. Proceed to exits by use of flashlights, emergency lights, or other light sources.

Bomb Threat/Suspicious Packages Treat every threat or suspicion as real. Do not remove suspicious objects. Contact Security Control Center or designated parties immediately. Do not use cell phone or portable radio in immediate vicinity of suspicious objects. If telephone transmitted threat



Ask: Where is bomb?
What does it look like?
When will it detonate?
Why are you doing this?
Who are you?

Use your Bomb Threat Form to record answers. Contact Security or designated parties immediately. If object is involved, keep others away until relieved by supervisor or security.

Severe Weather Advise others of warnings received. Move away from windows, glass, and unsecured objects. Go to secure area or shelter. Do **NOT** use elevators or electronic walkways. Assist disabled persons seeking shelter. Remain in safe area until “all clear” given by reliable source.

Explosion Move immediately to protected area. Call Facility Emergency Number to report on your location and situation. Call 911 if unable to connect with Facility number. Stay away from windows, glass, movable objects. Follow directions of dispatcher and emergency responders. Evacuate as directed. Do not use Elevators or electronic walkways. Assist disabled persons during evacuation. Be alert for secondary explosions.

Evacuation When notified an evacuation is in progress, go immediately to assigned area. If you have no assignment, begin moving towards exit as directed. Do not use elevators. Assist others who require help. Report to assigned floor marshal as required. Do not leave assembly area without being released by incident command.

Flooding/Water Damage Notify Security immediately. Unplug any electrical appliances near area of flooding. If you are aware of water source and can safely do so, turn off water. Be prepared to assist in the covering of objects, removal of objects, or moving objects from threatened area.

Chemical Spills If in contact with any toxic chemical, flush immediately with water. Remove contaminated clothing. Call Facility Emergency Number. Move to safe area. Assist with evacuation of area as assigned.

Crime Prevention Keep your personal and company valuables locked and secured at all times. Report suspicious persons, vehicles, activities to designated parties as soon as you are able. Don't leave keys, ID cards, access cards, or other issued equipment unsecured, at any time. Keep offices locked when not in use. Be aware of your surroundings at all times. When exiting building in the hours of darkness, use caution. Contact designated parties for escort if you are concerned for your personal safety. If approached in a threatening manner, make as much noise as possible and depart as quickly as you are able.

This Emergency Guideline is provided by the International Foundation for Cultural Property Protection as a general format for your use. Read each section carefully and insert appropriate numbers or titles as appropriate to your operations. This document should be printed on one sheet, back to back, laminated, and placed in a prominent place at every workstation, on every desk. Additional copies should be placed in company vehicles. For additional information, please visit www.ifcpp.org



DAILY CLOSING CHECKLIST

Function	Date/Employee	Date/Employee
1. Lock all exterior doors.		
2. Check all rooms, closets, storage areas.		
3. Disconnect all special devices, heaters.		
4. Open all cash drawers, register drawers.		
5. Activate interior alarms.		
6. Upon exiting, activate perimeter alarms.		
7. Identify persons found on the property.		
8. Check all out buildings, sheds, storage.		
9. Check parking lots, noting license number(s).		
10. Log all discrepancies, unusual incidents.		
11. Check building exteriors.		
12. Special Checks:		
13. Re-check heaters, electrical appliances.		
14. Make additional walk-thru inspection.		
15. Set night lighting as instructed.		
16. Observe exterior before exiting building.		
17. Exit designated door and secure.		
18. Check exterior doors and windows.		