

# HENFIELD MUSEUM

## EMERGENCY & DISASTER PLAN



**Revised March 2026 (All earlier revisions are to be destroyed)**

*(Approved by Museum Committee of Henfield Parish Council 29<sup>th</sup> May 2024 amended 19<sup>th</sup> September 2024 as a result of new Caretaker starting). Minor updates and amendments made March 2026.*

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# 1. INTRODUCTION

## 1.1 Definition of a disaster

A disaster is any unforeseen event which causes damage or will potentially cause damage to the museum building and its contents. Which cannot be managed by business as usual process.

## 1.2 Aim of the disaster plan

The plan sets out procedures to be followed to minimise damage to the building and its contents.

## 1.3 Staff safety

At no time should museum volunteers or members of the rescue team put themselves in danger.

## 1.4 Training

Rescue team members will be receiving annual training, so that they are aware of the procedures in this plan. Museum volunteers will be given annual basic training in what to do in case of an emergency and will be given a set of instructions to follow.

# 2. ACTION IN THE EVENT OF AN EMERGENCY

Quick checklist is shown below more detailed instruction in the following pages.

MUSEUM EMERGENCY QUICK CHECKLIST					
ACTION	FIRE	FLOOD	POWER LOSS	GAS LEAK	SUSPECT PACKAGE
Raise Alarm/999	x	x			
Evacuate Museum	x	x		x	x
Vocal alert and escort public out of the museum			x		
Contact Hall Caretaker or Parish Council	x	x	x	x	x
Alert team	x	x			
Coordinate Museum response	x	x			
Raise Rescue team	x	x			
Move Museum objects if instructed	x	x			

## **2.1 Fire**

### During Opening Hours

- Dial 999 and ask for the fire brigade. The fire alarm should go off which will automatically alert the fire alarm company who will page the Hall Caretaker. If the alarm does not go off raise the alarm by breaking the glass outside the museum door, or by the fire exit.
- Evacuate the people from the museum shutting the front door behind you but leaving the lights on. There is also a fire exit door at the rear of the Museum which may be used. Ensure that people with disabilities are able to evacuate the building safely and provide assistance if required.
- Only tackle the fire if you feel confident enough to do so, using the extinguishers located by the table and storeroom door.
- When the fire brigade arrives, the museum helper will inform them and the museum rescue team Co-ordinator that the museum has been evacuated.
- If there is a threat to the museum or its contents the Hall Caretaker shall raise the rescue team (see page 4).
- Only re-enter the building when emergency services have confirmed it is safe to do so.

### Outside Opening Hours

- The fire alarm going off will automatically alert the fire alarm company who will page the Hall Caretaker.
- The Hall Caretaker shall raise the rescue team if the fire poses a threat to the museum or its contents (see page 4).

## **2.2. Flooding or Water Ingress**

- On discovering water in the museum the Hall Caretaker or member of the Parish Council should be contacted immediately.
- If there are electrical appliances or outlets near the leak, do not approach or stand in standing water – electrocution hazard.
- The Hall Caretaker shall try to deal with the ingress of water by turning off the stopcock, stop valves etc., and then raise the rescue team.
- If large quantities of water are escaping the fire brigade or emergency plumber should be called.
- The rescue team shall assess the situation and, if necessary, move objects that have been damaged or are at risk to the temporary store.
- If the quantity of water is controllable, obtain mops and buckets to absorb the moisture, and plastic sheeting. (Alan Barwick has the plastic sheeting at his house)

**NOTE:**

Stop valve for radiator pipework is located in the boiler room on the east side of the building adjacent to the museum emergency door. Access to it is by key kept by the Hall Caretaker.

Stop valve for water entering the premises is located at the bottom left-hand corner in the table store at the rear of the main hall.

Master switches to cut off the electricity are situated in the lighting gallery (on north wall) in the main hall. The Hall Caretaker has a key to the gallery and the switch is marked.

**2.4. Power Failure**

- Museum helper has been instructed to tell people to remain calm and stay where they are.
- A torch is available in the museum to escort people out of the museum.
- Once the museum is evacuated the museum volunteer has been instructed to shut the museum door and fetch the Hall Caretaker or member of the Parish Council office to lock it.

**2.5. A Gas Leak**

- There are no gas appliances in the museum but if gas is smelt the museum will be immediately evacuated and the Hall Caretaker or member of the Parish Council contacted.

**NOTE:**

The gas control cupboard is located on the east side of the building adjacent to the museum emergency exit door. Access to it is by key kept by the Hall Caretaker (same key as boiler room)

**2.6. Suspect Package**

- Any suspect package left in the museum should be reported immediately to the Hall Caretaker or staff in the Parish Council office who will inspect it and contact the Police on 999 and evacuate Henfield Hall.

### 3. RESCUE TEAM MEMBERS AND THEIR ROLE

If an emergency poses a threat to the museum or its contents the Hall Caretaker shall contact the first member on the rescue team listed below. If this is not possible, the second person etc. The person contacted will be instructed to raise the other members of the rescue team:

<b>ORDER OF CALLS IN THE EVENT OF AN EMERGENCY AT HENFIELD MUSEUM</b>		
<b>NAME</b>	<b>TO CALL</b>	<b>IF NO ANSWER CALL</b>
Alan Barwick	Steve Robotham	Kevin Wright
	Rob Gordon	
Steve Robotham	Kevin Wright	Elaine Goodyear
	Josh Potts	
Rob Gordon	Elaine Goodyear	Dick Nye
	Mike Morgan	
Josh Potts	Dick Nye	Arun Agarwal
	Jane Jones	
Kevin Wright	Arun Agarwal	Andrew Sharp
	Ann Donoghue	
Elaine Goodyear	Andrew Sharp	
	Graham duHeaume	

Alan Barwick, Steve Robotham and Hall Caretaker hold keys to the museum door. The Hall Caretaker's contact details are Kevin Cambridge on ... or Marc Holdstock on .... If Hall Caretaker is away David Hubner will cover and his contact details are Home ... and Mobile ....

Keys are also held in the Parish Council Office. Kevin Wright and Hall Caretaker also hold keys to the outer door.

Rescue team members shall bring with them to the incident: -

- vehicles if suitable for transferring objects to the temporary store
- their copy of the emergency/disaster plan
- money (one pound coin for Sainsbury's trolley)
- telephone and museum keys if applicable
- warm clothing and stout shoes
- any torches they may keep at home

The role of the rescue team is to protect or rescue the museum collection in the event of an emergency if it is safe to do so. Once on site the rescue team members shall appoint a Co-ordinator and Salvage Manager. The Salvage Manager should be a Museum Curator.

#### Role of Co-ordinator

Overall site management, liaise with emergency services and Hall Caretaker, check with museum helper that museum is clear of people, deal with suppliers of emergency equipment, arrange for temporary store to be opened, carry out risk assessment, contact insurers, ensure museum is secure and objects are guarded.

#### Role of Salvage Manager

Prioritising and moving objects to temporary store, documenting, sorting and treating salvaged objects. Obtaining items of salvage equipment (see Appendix C), brief personnel on handling techniques.

## **4. PROCEDURE FOR REMOVING OBJECTS FROM MUSEUM DURING THE COURSE OF A FIRE**

- If the fire brigade are able, they should be asked to remove the objects from the museum in the order in which they appear on the list in Appendix B.
- The Co-ordinator shall inform the fire brigade where the keys to the various display cases and cupboards are kept.
- The keys and cupboards are colour coded as shown on the plan of the museum in Appendix A.
- The Salvage Manager and his team shall make ready to receive the objects and move them to a safe designated area in the car park. From here they can be moved to the temporary store.
- Emergency salvage equipment to be used as required (see list of items in Appendix C).

## **5. POST INCIDENT WORK**

### **5.1 AFTER A FIRE OR FLOOD**

- Providing the building is safe the Co-ordinator, Salvage Manager and curators shall inspect the museum to assess the damage.
- Determine a salvage strategy based on the assessment.
- Key actions will include: -
  - ◆ Risk assessment (i.e. need for hard hats, safety boots, gloves etc.)
  - ◆ Removal of standing water
  - ◆ Short/medium length term storage of collection
  - ◆ Prioritising of work
  - ◆ Delegation of work
  - ◆ What specialist equipment and expertise is required

### **5.2. SALVAGE GUIDELINES**

#### Salvage

- Rescue objects as quickly as possible
- Remove objects most at risk first
- Protect unaffected objects with polythene sheeting
- Place items in crates or trolleys to reduce risk of damage through direct handling
- Do not unpack items from boxes

## Sorting

- Check immediately material in boxes
- Prioritise wet items, paper, clothing, paintings and photographs
- Sort objects into the following categories in the temporary store:

Undamaged material

Wet material which can be frozen

Wet material which cannot be frozen (See Appendix D)

Minor water damage

Fire damage

Mould damage

## Treatment

- Seek expert advice as soon as possible from Harwell Document Restoration Services. (Henfield Museum has subscription).
- Objects which have received minor water damage or are saturated and cannot be frozen should be dried using fans and dehumidifiers
- Use blotting paper, newsprint and sponges to absorb water
- Interleave with blotting paper if possible
- Use lines to dry single sheets i.e. photographs, textiles etc.
- Do not attempt to separate material stuck together
- If items have not dried successfully after 24 hours and cannot be frozen place in sealed polythene bags to keep moisture in and air excluded as far as possible or immerse in water. Return to these objects when more time is available
- Freeze items that cannot be dried within 48 hours

## Stabilisation

- Items that cannot be air dried should be frozen (except those listed in Appendix D)
- Items to be frozen should be bagged or wrapped in polythene

## 6. Distribution & Document Control

Copies of the plan are held in the following locations: -

- Top left-hand drawer of museum desk
- Parish Clerk's office

Personal copies are held by the curators, rescue team members, Hall Caretaker, fire brigade and Chair of Henfield Hall Building Committee.

### Document Control

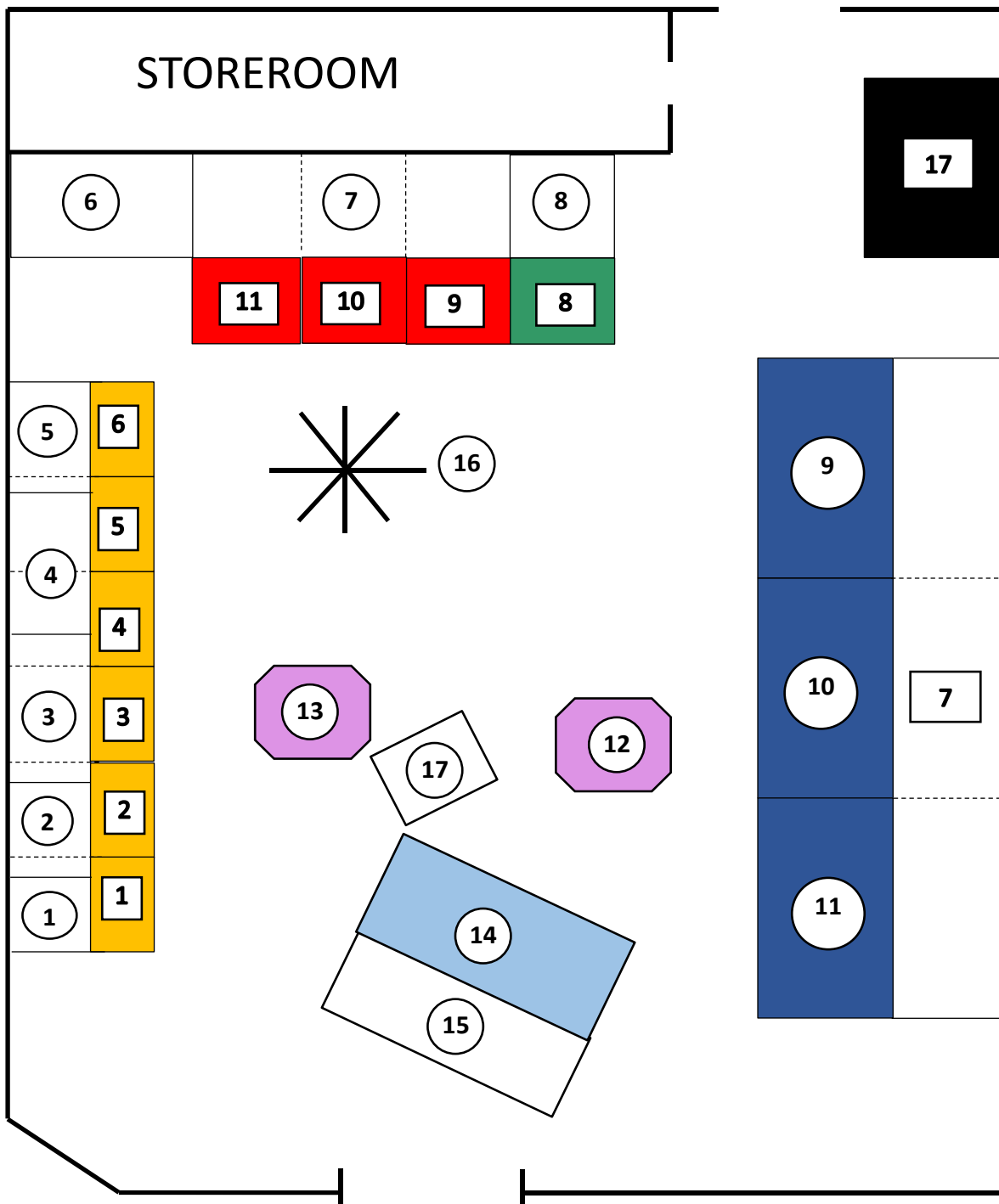
Issue 1	3rd November 2014
Issue 2 updated	November 2017
Issue 3 updated	May 2020
Issue 4 updated	February 2021
Issue 5 updated	March 2023
Issue 6 updated	September 2023
Issue 7 updated	March 2024
Issue 8 updated	March 2025

### Reviewing plan

The plan is to be reviewed at the beginning of each year by the Museum Committee to identify any new threats to the museum and its collection. A revised copy of the plan is to be distributed to all of those mentioned above.

# APPENDIX A

## Plan of Museum 2024



**LEGEND:**

① DISPLAY CASE

① STORAGE CUPBOARD / AREA

COLOURS SHOWN ARE ON KEYS

## APPENDIX B

Order in which objects are to be removed in the event of a fire  
(objects can be removed through the front door or Fire Exit) Use shopping trolleys

1. Display case Nos. 1, 2, 3, 4, 5, 6, & 15. One or two people can carry these out.
2. Paintings, photographs and samplers hanging on the walls (screwdrivers are kept with the museum keys for removing objects screwed to the picture rail).
3. Archives in cupboard No. 8 on east wall (dark green key).
4. Archives and objects in cupboard Nos. 9, 10, & 11 on east wall (red key).
5. Costumes on open display
6. Archives on top two shelves of cupboard No. 1 on north wall (yellow key).
7. Archives in cupboard No. 2 on north wall (yellow key).
8. Archives in cupboard No. 6 on north wall (yellow key).
9. Dress & uniforms in case Nos. 9 & 10 on south wall (blue key **which opens clockwise**).
10. Maps stored on top of case Nos. 9, 10, & 11 on south wall. Use steps outside museum storeroom.
11. One-man ambulance.
12. Model of Henfield Station
13. Penny-farthing bicycle.
14. Change eight bell set.
15. Long case clocks (attached to wall by bracket)
16. Child's pram (secured to bookcase by 2 wires)
17. Archive in bookcase inside entrance.
18. Dresses etc. in boxes in museum storeroom (separate bunch of keys for store room door).
19. Computer equipment
20. Contents of octagonal display case Nos. 12 & 13 (orange keys).
21. Contents of temporary display case No. 14 by entrance door (light green key).
22. Contents of bookcase near emergency exit (black key) & cabinet above it.
23. Other objects on display, which are susceptible to fire damage.
24. Wall Clock (screwdriver required to remove it)

## APPENDIX C

### Emergency Salvage Equipment

Harwell salvage crate in museum  
(others available from Horsham, Storrington and Amberley Museums)

To be obtained from local shops

1. Torches (to be brought by Rescue Team members)
2. Large sheets of black plastic (with Alan Barwick)
3. 6 pairs of gloves
4. Plastic sacks
5. Sponges
6. Kitchen rolls
7. 4 hard hats (if hazard exists)
8. 6 Dust masks

## APPENDIX D

### Items not to be frozen

- Paintings on canvas
- Paintings on wood panel
- Ivory
- Ceramics
- Joined wooden panels
- Waterlogged material (drain water away first)
- Wax objects (i.e. dolls)
- Objects with inlays or veneers
- Anything under tension (drum heads, string instruments)
- Glass

**APPENDIX E**  
**CONTACT NUMBERS**

**Temporary Storage**

Free Church Hall, Coopers Way Henfield	Pastor Andrew Lawton: 07564 816789 Bob Burley 01273 491256
Big Box Storage Centre Ltd., Ditchling Common Industrial Estate, Hassocks	01444 253444

**Expert Advice**

Harwell Document Restoration Services, Dalton Building, Maxwell Avenue, Harwell Oxford, Didcot, OX11 0QT	0800 0199990 24hr hotline 01235 434373
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**Refrigerated Storage**

West Kent Cold Storage Co. Ltd., Arctic House, Rye Lane, Duncton Green, Sevenoaks, Kent TN14 5HB	01732 748200
CRS Mobile Cold Storage, Hill Farm, Flitwick Road, Maulden, Bedfordshire MK45 2BJ	0800 085 2298

**Specialist Removal Firms**

Constantine Ltd., 20-26 Sandgate Street, London SE15 1LE	0207 732 8123.
Gander & White Shipping Ltd., 1 St Martin's Way, London SW17 0JH	0208 971 7171
Martinspeed, 7 Glasshouse Walk, London SE11 5ES	0207 735 0566

**Dehumidifiers, Dryers**

Dri-Eaz Products Ltd., 22 Plover Close, Interchange Park, Newport Pagnell, Bucks MK16 9PS	01908 611211 0800 542 9609
Condair Ltd, Artex Avenue, Rustington BN16 3LN	01903 850200

**Crates**

Crate Hire UK, 20 Wenlock Road, London, N1 7GU	0845 835 4870
Easycrate Unit 37, Bell Lane, Uckfield, TN22 1AV	0800 027 2665
Rentacrate, 151 Scrubs Lane, London NW10 6RH	0800 980 6996

**Conservation**

Brighton Museum	01273 290900
Amy Junker-Heslip	07886 446294

## **APPENDIX E Continued**

### **Private Conservators**

Plowden & Smith, Unit 5, Liongate Enterprise Park, Morden Road, Mitchem, CR4 4NY	0208 874 4005
Valentine Walsh, 3 Whitehorse Mews, London SE1 7QD	0207 261 1691
Textile Conservation Centre, The University of Southampton, Winchester Campus, Park Avenue, Winchester SO23 8DL	02380 596900
The Conservators, Ingate Place, London	07899 710796

## APPENDIX F

### INTERNAL CHECK LIST

Area to check	Responsibility for checking	Frequency for review	Most recent checked
<b>Heating systems:</b> servicing	HH	Annual	May 2025
<b>Circuit breakers:</b> function and access	HH	Annual	July 2025
<b>Electrical test:</b> of circuits	HH	Annual	July 2025
<b>Fire detection:</b> alarm/smoke detectors/emergency lighting check	HH	6 monthly	September 2025
<b>Firefighting equipment:</b> position and check	HH	Annual	December 2025
<b>Security systems:</b> servicing and check	HH	Annual	September 2025
<b>Portable appliances:</b> PAT testing of electrical plugs	PC	2 years or 4 years as necessary	July 2023
<b>CCTV camera equipment</b>	PC	Annual	February 2026
<b>Key check:</b> all key holders produce	PC	Annual	February 2026
<b>Ceiling:</b> evidence of damp & leaks	C	Weekly	See Museum schedule
<b>Pipes:</b> water pipe systems for leaks	C	Weekly	
<b>Fire exits:</b> blockages and obstructed exist and signage	C	Weekly	
<b>Rubbish:</b> disposal from internal bins	C	Weekly	
<b>Perimeter walls:</b> external walls for signs of damp/leaks	HH	Constant review by Hall Caretaker	
<b>Stop valves:</b> function and accessibility (water, gas)	HH	Constant review by Hall Caretaker	
<b>Drains:</b> function of internal drains /sewers for blockages	HH	Constant review by Hall Caretaker	
<b>Fire breaks:</b> integrity of walls, doors and partitions	HH	Constant review by Hall Caretaker	
<b>Fire alarm checks</b>	HH	Weekly	Every Sunday at 7pm
<b>Display check:</b> all objects present and undamaged	C	Weekly	
<b>Rescue team members shown keys which fit cases etc.</b>	C	In accordance with schedule by curators	
<b>Environmental monitoring:</b> Thermo hygograph & lux meter	C	In accordance with schedule by curators	

**C = Curators**

**HH = Henfield Hall**

**PC = Parish Council**

**APPENDIX G**

**EXTERNAL CHECK LIST**

<b>Area to check</b>	<b>Responsibility for checking</b>	<b>Frequency for review</b>	<b>Dates checked</b>
<b>Hydrant:</b> rising main/hydrant servicing and check	West Sussex Fire Service	Annually	
<b>Drains:</b> surface water drains for blockages /obstructions	HH	Constant review by Hall Caretaker	
<b>Roof:</b> evidence of damage	HH	Constant review by Hall Caretaker	
<b>Rubbish:</b> disposal	HH	Constant review by Hall Caretaker	
<b>Walls:</b> for signs of damage, graffiti, damp	HH	Constant review by Hall Caretaker	
<b>Attempts:</b> for attempt to force/cut windows, doors, bars	HH	Constant review by Hall Caretaker	
<b>Tampers:</b> evidence of alarm etc. being tampered with	HH	Constant Review by Hall Caretaker	

**C = Curators**

**HH = Henfield Hall**

**PC = Parish Council**

## APPENDIX H

### RISK ASSESSMENT OF MUSEUM

#### RISK ASSESSMENT

##### General

Henfield Museum was built in 1993 and is situated on the north east corner of the Henfield Hall complex. It measures 10 metres by 6 metres, is brick built with a flat roof and has no windows. Access to the museum is through double doors leading off the foyer of the hall. The emergency exit is located on the opposite wall to the entrance and opens out onto the east side of the building. The museum storeroom is partitioned off at the eastern end of the museum. The complex is located on high ground to the east of the High Street and stands in isolation. The nearest building is a house 22 metres to the west. There is a large car park on the north side.

##### Flooding

There is no risk of surface water flooding due to the topographical location of the complex. The complex is maintained by the Henfield Hall Building Committee and the museum's flat roof, gutters and drainpipes are inspected on a regular basis. Radiators heat the museum but in the unlikely event of a burst pipe the water can be cut off.

##### Security System in Operation (When museum is closed)

A security alarm system is fitted which connects to the central control panel in the foyer. When activated a siren sounds on the outside wall of the museum, in the council office, and remotely to Hall Caretaker's mobile phone. The security system is checked six monthly. Three CCTV cameras cover the museum which record 24 hours a day. The double wooden entrance doors are fitted with mortise and yale locks. Each door is also fitted with two steel dowel bars, which locate into the doorframe when the door is closed. The entrance door is also fitted with inside bolts top and bottom. The two small-wired glass windows in the doors allow people to look inside the museum but are too small to gain access.

##### Security System in Operation (When museum is open)

Three CCTV cameras cover all areas of the museum, and there is a monitor screen which the volunteer on museum duty can view. The museum volunteer has been briefed on what to do in the event of a theft or a disaster happening.

### Safety of museum volunteers

All museum volunteers are given a sheet of instructions, which sets out what to do in case of an emergency, if they feel threatened by anyone in the museum, or if a theft takes place. The volunteers have been instructed to keep on their person a panic alarm, which when operated sets off an alarm in the museum, and in the Parish Council Office. On hearing the alarm help will come from the Parish Council Office staff, and the Hall Caretaker if he is in the building. It has been recognised that on some Saturday afternoons when there is nothing else on in the complex and assistance is not readily available there is an added risk that a theft may take place. To address this, the curator will arrange for two museum helpers to be on duty on these occasions. If a museum volunteer feels threatened by people outside the museum, they have been told to lock themselves in the museum by turning the catch on the door.

### Security of museum objects

All cupboards, display cases and the museum storeroom are kept locked while the museum is open. Most objects on open display, which could be stolen, have little monetary value. Those that do are secured to the walls.

Objects in display cases are also of little monetary value but these could be stolen by breaking the glass. Some of the display cases have plates screwed to them to prevent them being opened. A photographic record has been made of the objects on open display. These images are kept in the fire proof cabinet in the Parish Clerk's office.

### Fire

The Henfield Hall has a no smoking policy. The complex has adequate fire extinguishers and there are two in the museum, one carbon dioxide and the other a water extinguisher. The complex including the museum and its storeroom are fitted with smoke alarms which are linked to the fire alarm system. If there is a fire in the complex alarm bells will sound all over the building. The alarm is relayed to a monitoring company who then page the Hall Caretaker. The Hall Caretaker then contacts Fire Brigade. If the hall is occupied when a fire breaks out 999 is rung immediately. Any risk of fire in the museum due to faulty wiring is very low because it is a new building. The Henfield Hall, excluding the museum, has to have an annual inspection of its electrical systems, and also a fire certificate for its entertainment licence. The museum was built as a separate unit onto The Henfield Hall, which gives it added protection against fire. The museum entrance doors are fire doors. The most likely source of fire is the kitchen, which is twenty metres from the museum. The Fire Brigade visits the museum on a regular basis to familiarise themselves with its layout, and the collection.