

## PERMISSION TO RE-ENTER

Date \_\_\_\_\_ Time \_\_\_\_\_

Name / title \_\_\_\_\_

YES	NO	N / A	
			Has everyone (staff/volunteers/visitors/vendors) been accounted for?
			Have all injuries been attended to and documented?
			Has permission to reenter been given by civil authorities?
			Fire Department
			Police Department
			Building inspector
			Health Department
			Are utilities safe to use? Are they turned off if directed by civil authorities?
			Electric
			Gas
			Water
			Steam
			Do you have a buddy for re-entering the building?
			Are you outfitted with appropriate protective gear?
			Hard hat
			Boots
			Respirator or mask
			Gloves
			Eye goggles
			Are communications established?
			Is command center operational and informed about re-entry?
			Equipment - Does it work inside the building?
			Walkie-Talkies
			Cell phones
			Backup / other
			Are assessment forms and supplies on hand?
			Notebooks, pencils
			Cameras
			Batteries
			Do you understand your assessment objective? (This is not a salvage or recovery assignment. In general, broad, terms identify specific locations and types and extent of damage.)

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BUILDING ASSESSMENT - *Initial Survey and Photo Documentation*

Date \_\_\_\_\_ Time \_\_\_\_\_ Page(s) 1 of \_\_\_\_\_

Name / Title \_\_\_\_\_

Type of emergency: \_\_\_\_\_ Still happening? Y N

Nature and extent (water, fire, structural, etc): \_\_\_\_\_

Where is the damage (space, floor, items): \_\_\_\_\_  
\_\_\_\_\_

When did damage occur? \_\_\_\_\_

Is damaged area secure? \_\_\_\_\_

Damaged area safe to enter? Y N If no, what needs to be done to make it safe? \_\_\_\_\_  
\_\_\_\_\_

Can staff respond? Y N Who is in charge? \_\_\_\_\_

Polygon contacted? Y N N/A

What needs to be done prior to starting artifact salvage? \_\_\_\_\_  
\_\_\_\_\_Salvage recovery space available? Y N If yes, steps to control environment: \_\_\_\_\_  
\_\_\_\_\_Do you have enough help? Y N Additional staff needed? Y N If yes, list tasks: \_\_\_\_\_  
\_\_\_\_\_Are supplies assembled? Y N Additional supplies needed? Y N If yes, list: \_\_\_\_\_  
\_\_\_\_\_

Attach additional notes, photo documentation, etc., to this form

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Date \_\_\_\_\_ Time \_\_\_\_\_ Page(s) 1 of \_\_\_\_\_

Name / Tile \_\_\_\_\_

Location	Artifact Types	Damage Type / Extent See key below	Treatment? Y N	Priority 1 2 3	Notes

*For Locations, see reverse side***Damage Types:**

A-Water

B-Mold

C-Corrosion

D-Structural

E-Cracks/Splits/Breaks/Holes

F-Losses

G-Peeling/Flaking/Tenting

Paint

H-Delamination

I-Fire

J-Discoloration

K-Loose Pieces

L-Tears

M-Other

**Damage Severity:**

1-Total Loss

2-Severe

3-Moderate

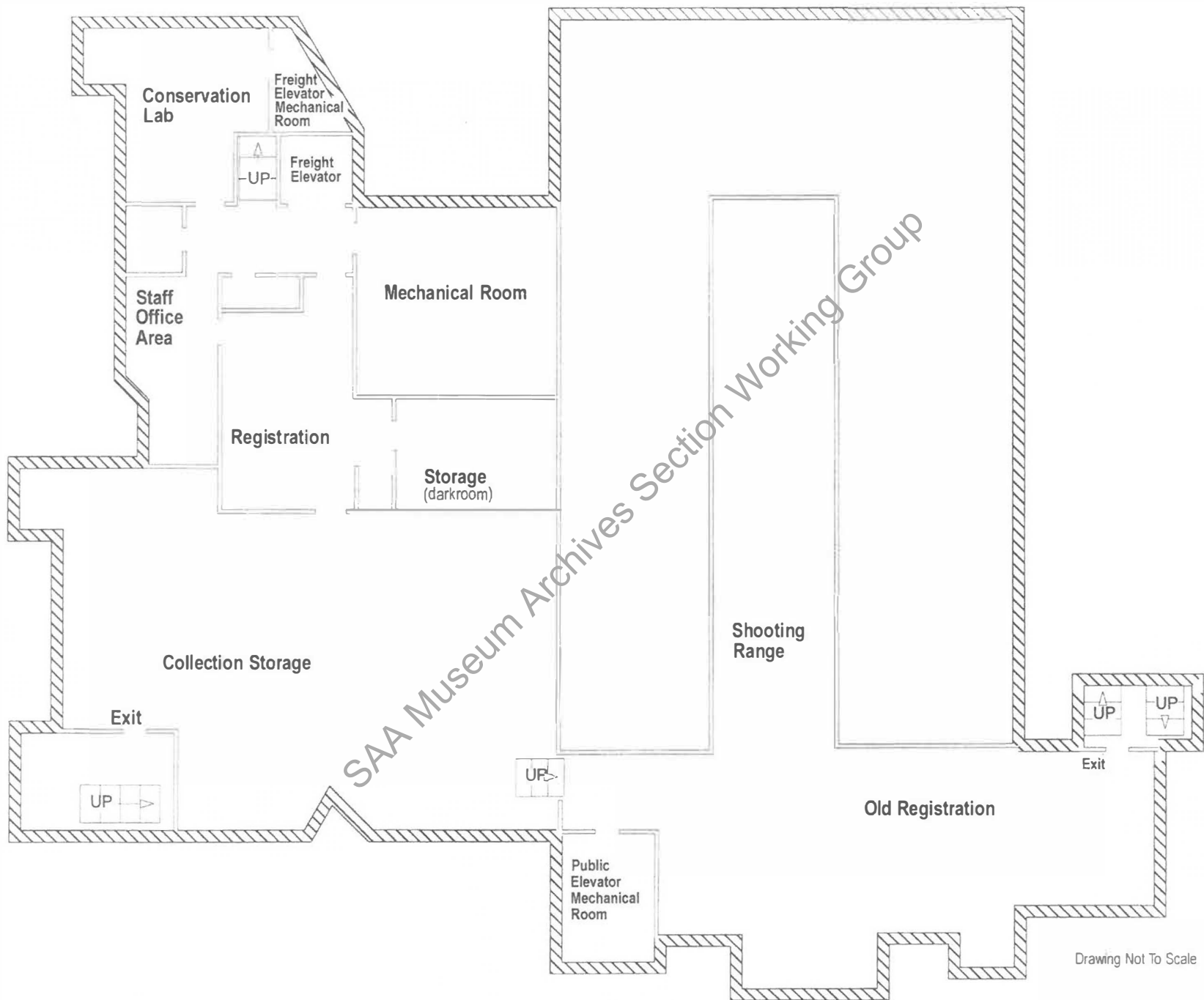
4-Minor

**Treatment Priority:**

1-Urgent (immediately)

2-Soon (within next 3-6 months)

3-Can wait (until next year)



Drawing Not To Scale

Date \_\_\_\_\_ Time \_\_\_\_\_ Page(s) 1 of \_\_\_\_\_

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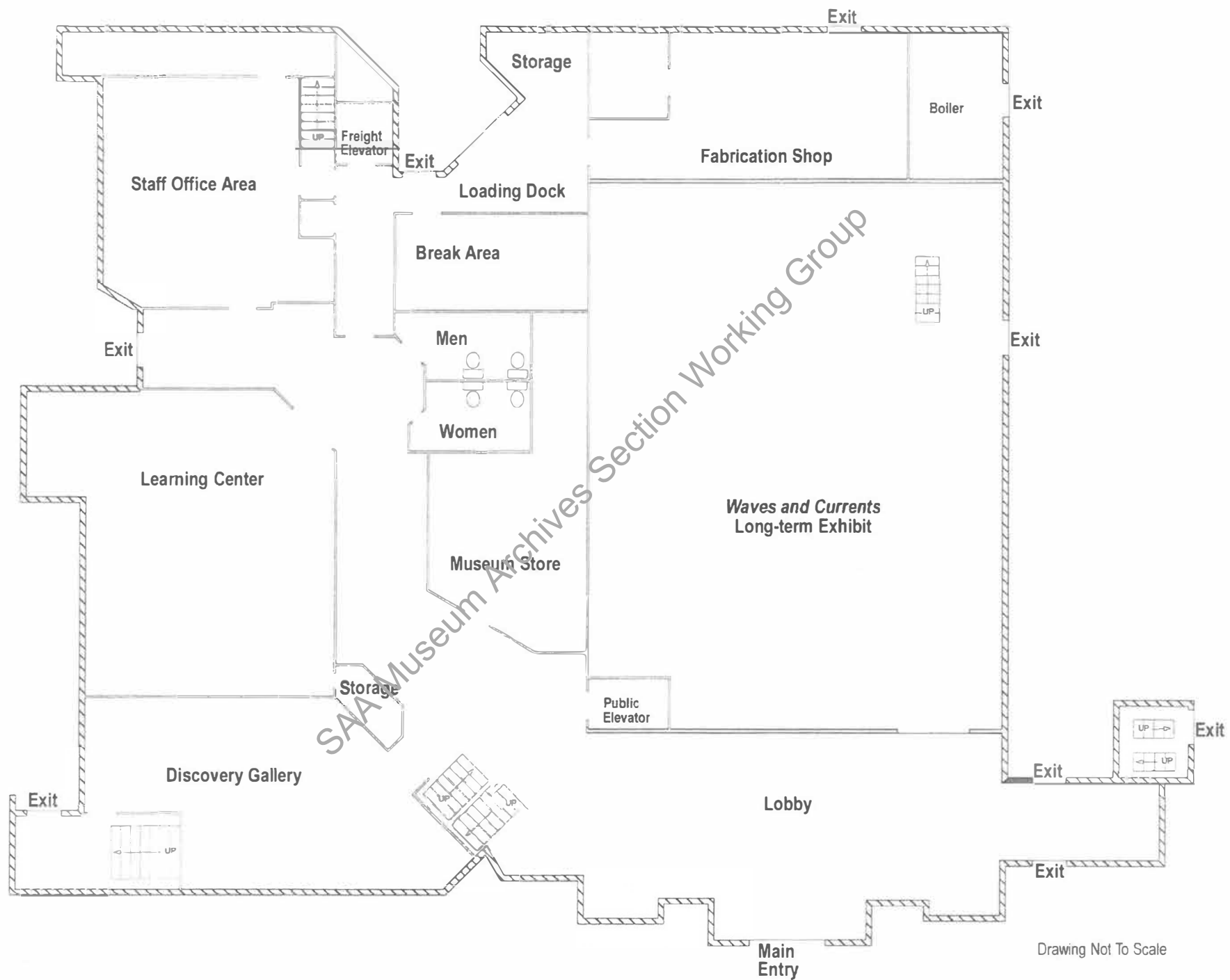
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Drawing Not To Scale



# Disaster Supplies Check / Shopping List

## DEMOLITION / REPAIRS

Date Checked	Item	Qty. Needed	Date Restocked	Location
	5-ton hydraulic jack (pallet truck)			Collections Storage
	Bolt cutter – 2 sizes			Fabrication Shop Tool Room – on nail by door
	Dollies or handcarts – (5) push carts, (3) flats, (6) furniture			Loading Dock & on Elevator
	Electrical cords, heavy duty w/ multiple heads			Fabrication Shop Tool Room & Exhibits Storage
	Folding rule or tape measure			Fabrication Shop tool cart & Tool Room red tool box
	Hammers (claw & machinist)			Fabrication Shop on peg to right of door
	Hand drill with bits			Tool Room shelf to right of door & in tool cart in Shop
	Hatchet	1		
	Ladder			Loading dock
	Lights, work			Tool Room & Exhibits Storage
	Metal saw with blades			Tool Room on shelf straight in from door
	Nails			Tool Room low shelf to right
	Pipe cutter – (1) tube cutter			Fabrication Shop tool cart
	Pliers (adjustable, lineman's, and needle nose in various sizes)			Fabrication shop tool cart & Tool Room red tool box on left
	Power strips			Exhibits Storage brown locker straight in to left
	Prybar or crowbar			Tool Room red tool box
	Rope			Fabrication Shop under work table & Tool Room on shelf to right
	Screwdrivers (straight blade & Phillips in various sizes)			Fabrication Shop tool cart & Tool Room red tool box
	Sledgehammer	1		
	Staple gun and staples			Tool Room blue drawer cabinet

## Disaster Supplies Check / Shopping List

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Disaster Supplies Check / Shopping List


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Date \_\_\_\_\_ Time \_\_\_\_\_ Page(s) 1 of \_\_\_\_\_

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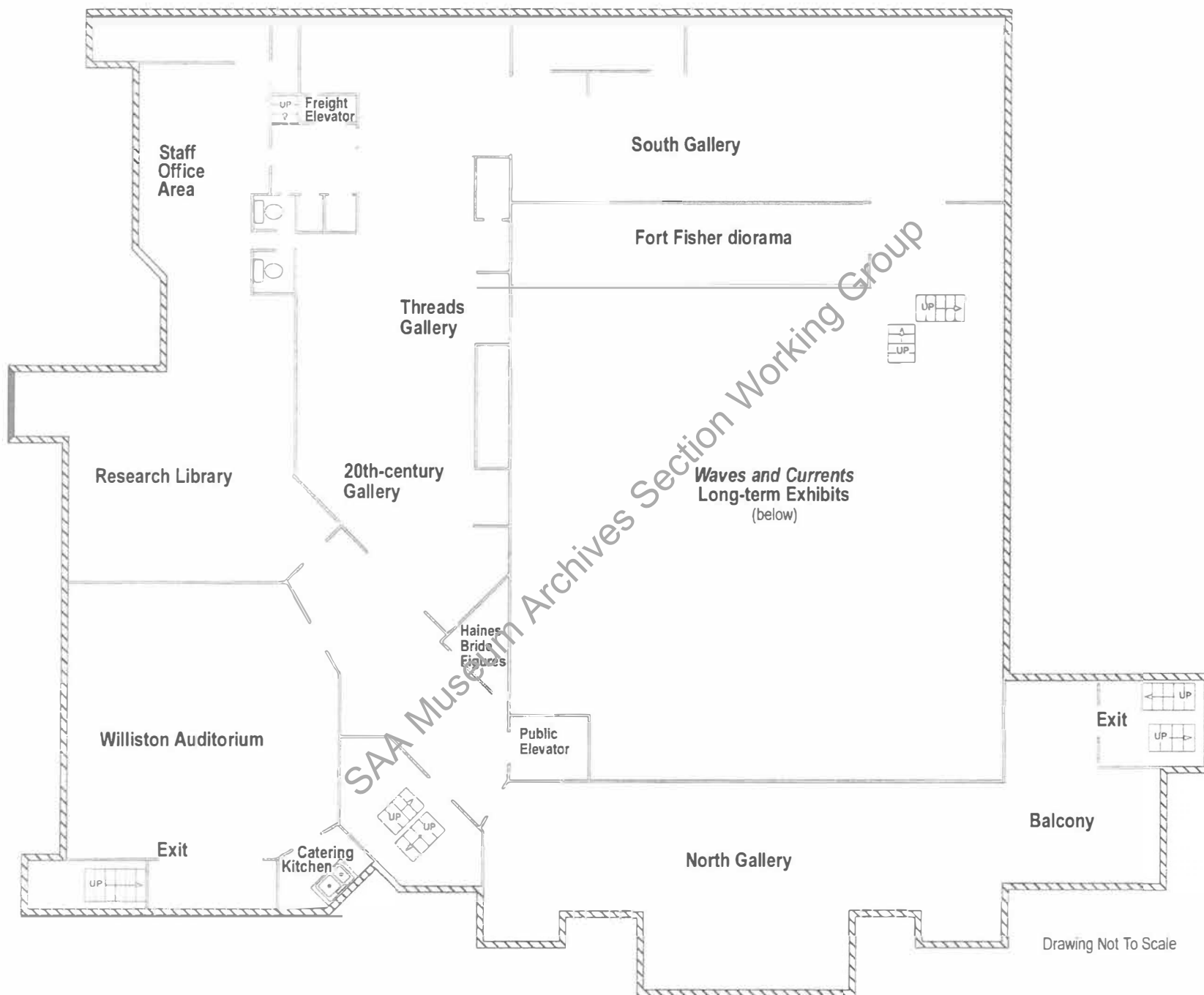
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**CAPE FEAR MUSEUM      ARTIFACT DAMAGE/LOSS REPORT**

Person Reporting: \_\_\_\_\_ Report Date: \_\_\_\_\_

Artifact Name: \_\_\_\_\_ Accession #: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Location: \_\_\_\_\_

Please check the following where appropriate:

- |  |   |
|--|---|
| <input type="checkbox"/> Object Found Damaged                                      | <input type="checkbox"/> Object Damaged During Handling |
| <input type="checkbox"/> Object Damaged During Exhibit Installation/Deinstallation |   |
| <input type="checkbox"/> Object Damaged While On Loan                              | <input type="checkbox"/> Object Damaged In Transit      |
| <input type="checkbox"/> Object Damaged By Insect/Rodent                           | <input type="checkbox"/> Object Damaged By Visitor      |
| <input type="checkbox"/> Object Damaged By Severe Weather                          | <input type="checkbox"/> Object Vandalized              |
| <input type="checkbox"/> Object Missing  | <input type="checkbox"/> Object Stolen                  |
| <input type="checkbox"/> Other _____   |   |

Please describe incident and/or nature of damage or loss in as much detail as possible (attach extra pages if necessary &amp; include photographs):

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Other Staff Present (Name/Title): \_\_\_\_\_

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This portion to be filled out by Collections Staff:Risk Manager Notified: ☐ Yes ☐ No Insurance Value: \_\_\_\_\_Insurance Claim Filed: ☐ Yes ☐ No Conservation Estimate: \_\_\_\_\_Conservation Treatment Proposal: ☐ Yes ☐ No Conservation Scheduled: ☐ Yes ☐ No

Conservator: \_\_\_\_\_ Address: \_\_\_\_\_

Tel.: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Date Treatment Completed: \_\_\_\_\_ Treatment Report Received: ☐ Yes ☐ No

Notes/Comments: \_\_\_\_\_

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Collections Staff Reporting: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title

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# Disaster Supplies Check / Shopping List

## FIRST AID STATION / COMMAND CENTER

ate Checked	Item	Qty. Needed	Date Restocked	Location
	Batteries & chargers			DeWalt 12V type – Tool Room; AA - Collections
	Chairs & tables			Breakroom & Auditorium
	Communication devices (walkie-talkies, cell phones, etc)			Walkie talkies – Front Desk, Education & Collections
	Eye protection / safety goggles			Tool Room; Emergency Kits on each floor & Collections
	Fans			Exhibits Storage & Collections
	First Aid Kits, eyewash kits			First Aid Kits on each floor; Eyewash in Conservation Lab
	Flash lights & emergency lighting			Emergency kits on each floor & at Sweep Stations
	Food & snacks, non-perishable	Enough per person		
	Garbage bags			Emergency kits on each floor; Collections & Housekeeping
	Gloves, disposable latex or nitrile			Emergency kits on each floor; Collections & Housekeeping
	Protective clothing (hard hats, rubber boots, safety-toed boots, disposable overalls, plastic aprons, leather gloves)			Hard Hats – Tool Room Boots & Gloves - Collections
	Water, drinking, 3-day supply (1gal/person/day)	3gal/person		
	Batteries & chargers			See above
	Cameras, still and/or video, & supplies			Collections
	Communication devices (walkie-talkies, cell phones, etc)			See above
	Extension cords (heavy duty)			Exhibits Storage & Tool Room
	Fans & dehumidifiers			Dehumidifiers – Emergency kits on each floor Fans – see above

# Disaster Supplies Check / Shopping List

	Flash lights & emergency lighting			See above
	Paper, office supplies			Emergency kits on each floor & Collections kits
	Plastic sheeting, tarps			Exhibits Storage
	Mops/buckets			Buckets – Fabrication Shop Mops - Housekeeping
	Tape, duct & masking			Fabrication Shop in cabinet to right of Tool Room
	Tape recorder			Collections

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# Disaster Supplies Check / Shopping List

## SALVAGE SUPPLIES

Date checked	Item	Qty. Needed	Date Restocked	Location
	Ammonia			Collections
	Batteries & chargers			12V DeWalt – Tool Room AA - Collections
	Bleach			Collections
	Brooms / dustpans			Fabrication Shop & Housekeeping
	Buckets and mops			Fabrication Shop & Housekeeping
	Chairs & tables			Breakroom & Auditorium
	Communication devices (walkie-talkies, cell phones, etc)			Front Desk, Education & Collections
	Dehumidifiers			Emergency kits on each floor
	Disinfectant (Lysol)			Emergency kits on each floor & Collections
	Detergent, low sudsing			Fabrication Shop & Collections
	Door wedges (John offered to make)	?		
	Fans			Collections & Exhibits Storage
	Flash lights & emergency lighting			Emergency kits on each floor & Sweep Stations
	Fungicide (Lysol)			Emergency kits on each floor & Collections
	Garbage bags			Emergency kits on each floor & Collections & Housekeeping
	Garden hose w/ adjustable spray nozzle			Fabrication Shop by wash sink & Courtyard
	Hazorb booms			Collections
	Kitty Litter / sawdust			Basement Housekeeping closet
	Paper Towels	?		
	Plastic garbage cans			Emergency kits on each floor
	Rags			Fabrication Shop & Collections
	Scissors, utility knives, extra blades			Fabrication Shop Tool Room in red tool box

## Disaster Supplies Check / Shopping List

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# Disaster Supplies Check / Shopping List

## SALVAGE SUPPLIES – Object Handling

Date Checked	Item	Qty. Needed	Date Restocked	Location
	Absorbent materials: towels, paper towels, rags, etc.			Towels – Emergency kits on each floor; Rags – Fabrication Shop & Collections
	Acetone			Fabrication Shop in paint cabinet
	Air bulbs or canned air			Collections
	Blotting paper			Collections
	Brushes, soft, natural bristle			Collections
	Buckets			Fabrication Shop
	Carts			Elevator, Loading Dock & Collections
	Cheesecloth			Collections
	Clothesline or nylon rope			Collections
	Cotton swabs			Collections
	Dollies			Loading Dock & Elevator
	Ethanol			Fabrication Shop paint cabinet
	Freezer bags, large & small			Breakroom & Collections
	Freezer or wax paper, or polyester film			Collections
	Gloves, disposable latex or nitrile			Emergency kits on each floor & Collections
	Hair dryers (1)			Collections
	HEPA vacuum cleaner (3) + Shop Vac			Collections & Fabrication Shop
	Denatured alcohol			Fabrication Shop paint cabinet
	Japanese tissue			Collections
	Pallets			Collections
	Plastic clips or clothespins			Collections
	Plastic trays, photo trays or shallow dish pans			Cons Lab – under sink
	Polyethylene sheeting or plastic tarps			Exhibits Storage
	Polyethylene bags			Collections

## Disaster Supplies Check / Shopping List

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## Disaster Supplies Check / Shopping List

### SALVAGE SUPPLIES – Packing/labeling

[illegible]

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