



# West Somerset Railway Heritage Trust

Registered Charity No. 265564



## Museum Emergency Response Team

### Roles.

- 1) In an emergency situation involving immediate danger e.g., a fire, it is expected that all WSRHT staff and volunteers follow PLC/Site Guidance and requirements for ensuring their safety and the safety of our visitors. The Overall coordination of the Gauge Museum is with the museum Curator.
- 2) It is vital that volunteers and staff take appropriate instructions from expert organisations such as the Fire Service until the risk to life has been removed.
- 3) It is in the immediate aftermath, that the impact of the emergency has potentially had on the museum, buildings and collections, that the WSRHT takes responsibility for. This is the core purpose of the Emergency Plan and the Response Team.

<p><b>Overall Co-ordinator (the Curator):</b></p> <p>This must be the Curator or, if not available, the Museum Steward on duty at the time to lead and make decisions on behalf of the Curator. The Museum Curator or Chairman of the Trust may also require support with the media.</p> <p>There is no reason why the roles cannot be split allowing the Trust to use all of its strengths. The allotted team member:</p> <ul style="list-style-type: none"> <li>• Should stay in one place and be available to make decisions.</li> <li>• Undertakes continuous risk assessments.</li> <li>• Acts as or appoints media contact.</li> <li>• Supports team leaders.</li> <li>• Records events or delegates.</li> </ul>	<p><b>Emergency Services Liaison</b></p> <p>This needs to be someone who knows the site well. Potentially a role for the Safety Trustee (who could also help with the continuous risk assessments).</p> <ul style="list-style-type: none"> <li>• Liaison with emergency services.</li> <li>• Responsible for security of site.</li> <li>• Responsible for control of access to the site.</li> </ul>
<p><b>Communication and Support:</b></p> <p>Needs to be energetic, organised and empathic.</p> <ul style="list-style-type: none"> <li>• Helps communicate between salvage and recovery teams.</li> <li>• Passes messages, carries enquiries.</li> <li>• Monitors the human resources situation; organises breaks, identifies people who are not coping.</li> </ul>	<p><b>Chief Administrator:</b></p> <p>Needs to have access to Trust Finances, i.e., the WSRHT Treasurer for Finance including Insurance and the Trust Chairman.</p> <ul style="list-style-type: none"> <li>• Contacts insurers.</li> <li>• In charge of resources.</li> <li>• Obtains materials/equipment on advice of others.</li> <li>• Liaison with artifact lenders.</li> </ul>

<p><b>Documentation/IT:</b></p> <p>A Trustee who knows the collection and archive well and the documentation system – The Archivist and/or Curator with support from any other volunteers conversant in MODES.</p> <ul style="list-style-type: none"> <li>• Object identification.</li> <li>• Documentation.</li> <li>• Allocating destination (wet/dry treatment).</li> <li>• Deals with IT recovery and ensures collections and databases are accessible for Recovery Team.</li> </ul>	<p><b>Lead Technical Object Salvage/Recovery Co-ordinator:</b></p> <p>Someone with knowledge of the collection and some knowledge of collections care – The Curator and/or Archivist. It is very important that adequate training is available.</p> <p>Leads salvage of objects requiring specialist handling and/or equipment (e.g., framed works, sculpture etc).,</p> <ul style="list-style-type: none"> <li>• Advising on all conservation matters.</li> <li>• Monitor Health and Safety of Recovery Teams.</li> <li>• Supervises recovery teams.</li> </ul>
<p><b>Dry Recovery Team Member/ Wet Recovery Team Member:</b></p> <p>The Curator should coordinate this team. The team needs to be volunteers who are fairly strong and energetic as well as careful, methodical and meticulous; some of the Learning team could be called upon to be part of this, along with older Model Railway Group operators and Carriage Restorers. Some aspects of this role could also suit some of our fewer mobile volunteers.</p> <ul style="list-style-type: none"> <li>• Ensure that documentation is complete before objects are packed.</li> <li>• Liaison with Recovery Coordinator.</li> <li>• Drying of objects or packing for further treatment.</li> <li>• Packing of objects.</li> </ul>	
<p><b>Salvage Team Members:</b></p> <p>Need to be energetic, strong and capable of following instructions and acting safely and responsibly, e.g., the carriage crew, and/or any of the volunteers who helped with the refurbishment.</p> <ul style="list-style-type: none"> <li>• Removing objects from display or storage areas, sending them to the relevant.</li> <li>• Treatment areas.</li> <li>• Takes instructions from the Recovery Co-ordinator.</li> </ul>	<p><b>Additional Volunteers</b></p> <p>There are some of these activities that could be carried out by some of our fewer mobile volunteers who might still wish to be involved in helping.</p> <ul style="list-style-type: none"> <li>• Formation of human-chain to speed up the transit of objects to the recovery areas.</li> <li>• Acting as runners to pass on messages and to collect materials for the recovery teams, when requested.</li> <li>• Preparing materials for the recovery teams.</li> <li>• Help with refreshments.</li> <li>• Take instructions from the Communication and Support and Recovery Coordinator.</li> </ul>

**DOCUMENT CONTROL**

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Version No	Date Approved	Revision
0.1	November 2021	First Draft of document.
0.2	January 2023	Out for Review and Draft for Approval
0.3	March 2023	WSRHT Board Approved. Next Revision due March 2026.

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