



Emergency Response Plans for Historic Buildings

Part 1: Templates for an Emergency Response Plan

What is an Emergency Response Plan (ERP)?

An emergency is a sudden, unpredicted event that can cause disruption or damage, such as fire or flood. Emergency Response Plans (ERPs) help ensure readiness by setting out what needs to be done to safeguard people, buildings and contents should an emergency arise.

Your own ERP

Your ERP needs to be specific to your building and its requirements. The plan should be tested and reviewed annually, and improvements or revisions incorporated as needed.

The forms and documents included here can be used to put together your own ERP tailored to your own requirements.

How to use this document

This is one of three documents about ERPs. The first covers how to be prepared for an emergency; the second details what to do in an emergency; and the third deals with how to treat salvaged objects after an emergency.

Staff will need to be trained about the emergency response plans, and key staff such as the duty manager and salvage operation coordinators will need copies of the relevant parts of the ERP.

Part 1

This document includes templates, examples and lists that you can use to draw up your own ERP:

- site information
- emergency information
- contacts
- emergency checklists
- emergency signage
- site and floor hazard plans
- 'grab' sheets
- typical salvage store equipment

These documents can be adapted to your own site. Please remember that your plan will include sensitive information such as contact details, location of keys, object priorities, and so on. You must ensure the plan is available to use but satisfies your security needs.

Further advice

See our website for further advice: [HistoricEngland.org.uk/advice/technical-advice](https://www.historicengland.org.uk/advice/technical-advice)

For queries and further information email: emergencyplanning@HistoricEngland.org.uk

Salvage and disaster recovery training: [Historicengland.org.uk/services-skills/training-skills/heritage-practice-residential/emergency-planning-salvage/](https://www.historicengland.org.uk/services-skills/training-skills/heritage-practice-residential/emergency-planning-salvage/)

1 IMMEDIATE RESPONSE

This section gives examples of documents that should make up the first part of the Emergency Response Plan, including:

- site information
- contact lists
- hazard plans
- salvage priorities

These documents should be adapted for your own site.

SITE INFORMATION	
Site address	
Post code	
Grid reference	
Telephone number	
Date of plan	
Plan written by	
Plan to be kept at	
Copy kept at	
Emergency Team members and key holders	
Has this document been revised? Give number and date	
Last updated:	

EMERGENCY INFORMATION		
ADDRESS		
RESPONSIBLE PERSON		
PROVISION	DESCRIPTION	CONSIDERATIONS
Buildings/Estate including historic features	<i>The building is Grade I listed...</i>	<i>The ceilings in the Dining Room are in a fragile state...</i>
Significant contents	<i>The house contains a collection...</i>	<i>The clock in the Drawing Room by J Smith is important</i>
Fire risks	<i>The heating system is...</i>	<i>The boiler room is kept free of combustibles...</i>
Flood and other risks	<i>There are several water tanks above the Service Wing...</i>	<i>Estates inspect drains yearly...</i>
Access for fire engines	<i>The nearest fire station is...</i>	
Water supplies	<i>There is a reservoir serving a fire pump...</i>	
Compartmentation	<i>The house is divided into two main areas...</i>	
Means of escape	<i>The basement has 2 exit routes... The main exit is...</i>	<i>The exit capacity is...</i>
Fire alarm and detection	<i>The property is smoke and heat alarmed...</i>	<i>The alarm panel displays locations of activated detectors</i>
Emergency lighting	<i>The house has emergency lighting...</i>	
Fire fighting equipment	<i>CO₂ and water extinguishers are provided at fire points...</i>	
Signs and notices	<i>Exit signs are illuminated...</i>	
Evacuation procedure	<i>Everyone must evacuate on hearing alarm...</i>	
Training	<i>Training is an ongoing activity with tests 5 times a year. The training ensures all staff are familiar with the site and trained in evacuation procedures...</i>	
Record of tests	<i>Tests are carried out 5 times a year. A log book exists showing all tests... The fire pump is tested...</i>	
Fire risk assessment	<i>Date of assessment...</i>	
Last updated:		

INTERNAL CONTACT LIST					
INITIAL CONTACTS					
Position	Name	Mobile	Office	Home	Distance away
Duty Manager					
Facilities Manager					
Site Manager					
Housekeeper					
Site Supervisor					
Neighbour					
Curator					
Conservator					
Press Office					
OTHER SITE STAFF					
Facilities Team Member					
Housekeeper					
Steward					
Steward					
Last updated:					

EXTERNAL CONTACT LIST		
SERVICE	Emergency number	Non-emergency number
Emergency Services	999	
Local Hospital		
Local Police Station		
Local Fire Station		
Police Community Support Officer		
Counter-Terrorism Hotline	0800 789 321	
Local Council Emergency Planning Manager		
UTILITIES	Emergency number	Non-emergency number
Electricity		
Gas		
Water		
Telephone/internet faults		
SECURITY	Emergency number	Non-emergency number
Security company		
Intruder and fire alarms company		
CCTV and other monitoring		
TRADESPEOPLE	Emergency number	Non-emergency number
Maintenance contractor company		
Electrical		
Heating and plumbing		
Cleaning contractor		
LOCAL CONTACTS	Emergency number	Non-emergency number
Local museum		
Removals		
Last updated:		

EMERGENCY DATA CHECKLIST

SITE:

Important contact details: Keep this and all such information safe.

Site Manager	Facilities Manager	Other contact name
Site opening hours	Opening-up procedure	Closing-down procedure

Keys to all buildings: where are they kept? How many sets?

On-site telephone number

Any additional details regarding contacts/opening hours/keyholders

Fire alarm details

Type

Immediate fire brigade response?	Nearest fire station
Emergency services access?	If responsible for on-site hydrant, note: Location
Emergency lighting	Maintained? Tested?

Last updated:

EMERGENCY DATA CHECKLIST	
SITE:	
Hazards and services	
Company	Maintenance
Water, including stopcock location	Electric, including mains switch location
Maintained? Tested?	Maintained? Tested?
Gas/oil	Boiler
Hazardous materials, eg. asbestos	Cleaning cupboards/materials
Other risks, eg. crime, flooding?	
Copies of plans (and where kept)	
1	2
Salvage areas (including triage area)	
Location	Location
Salvage equipment store(s)	
Location	Contents
Last updated:	

UTILITIES CHECKLIST
SITE:
UTILITY: WATER/GAS/OIL/ELECTRIC (delete as appropriate)
Location of shut-off
Is this a main shut-off for the whole site?
Is it a local shut-off? If so, controlling what areas?
Which room is the shut-off located, and where in the room?
Instructions
What keys are required for access?
What other equipment is required for shut-off?
Give instructions on how you would switch the utility off
A photograph may be useful as a reference for how to shut off utilities - attach if available
Last updated:

Emergency Evacuation Procedure

IN CASE OF FIRE OR OTHER EMERGENCY:

1. Raise the alarm by breaking the nearest fire alarm break-glass call point
2. Evacuate the premises by the nearest route
3. Tackle the fire, if safe to do so, without taking any risks
4. Call the Fire and Rescue Service by dialling 999

ON HEARING THE ALARM:

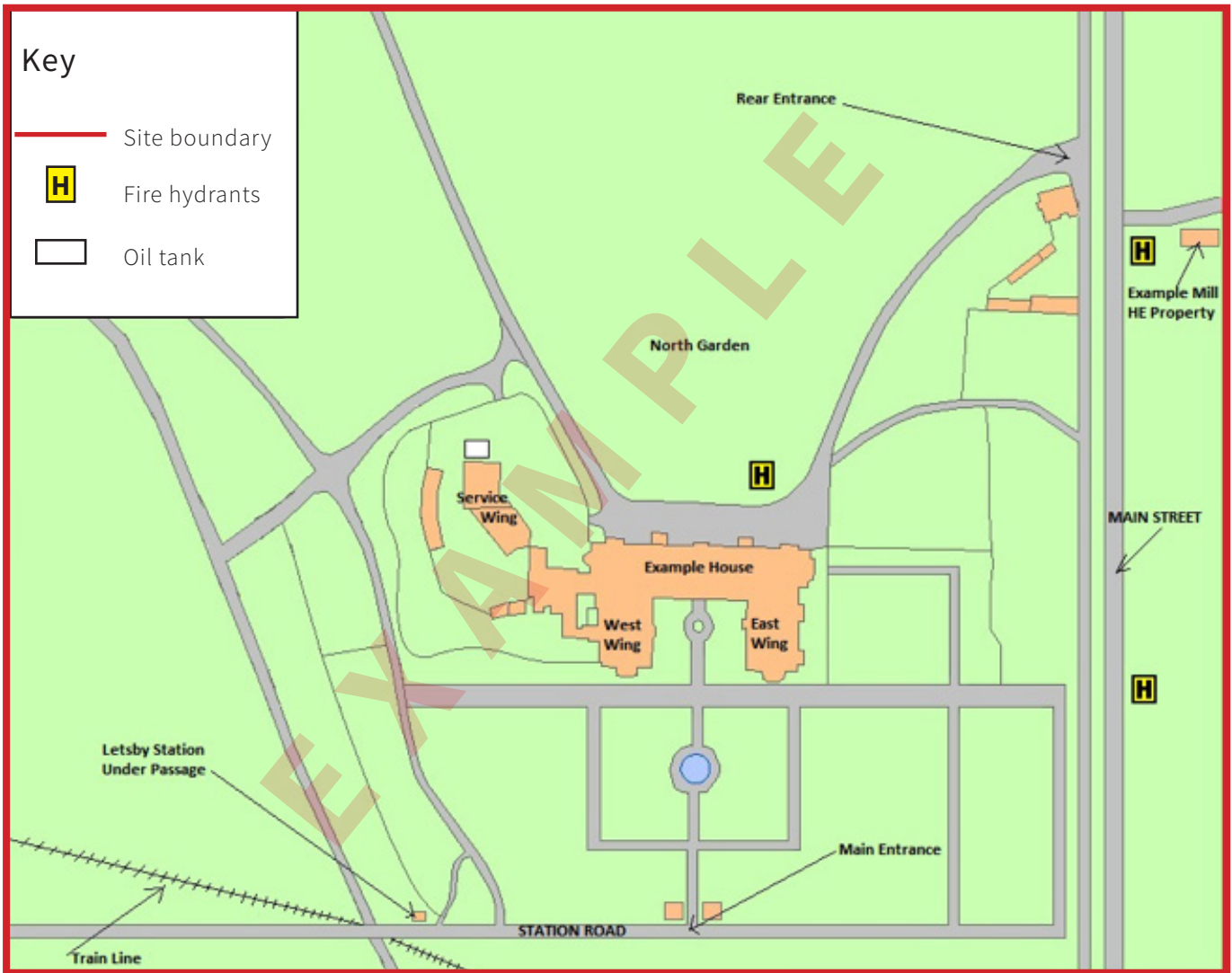
1. Evacuate the premises by the nearest route
2. Ensure that disabled people are helped to safety
3. Report to the assembly point at

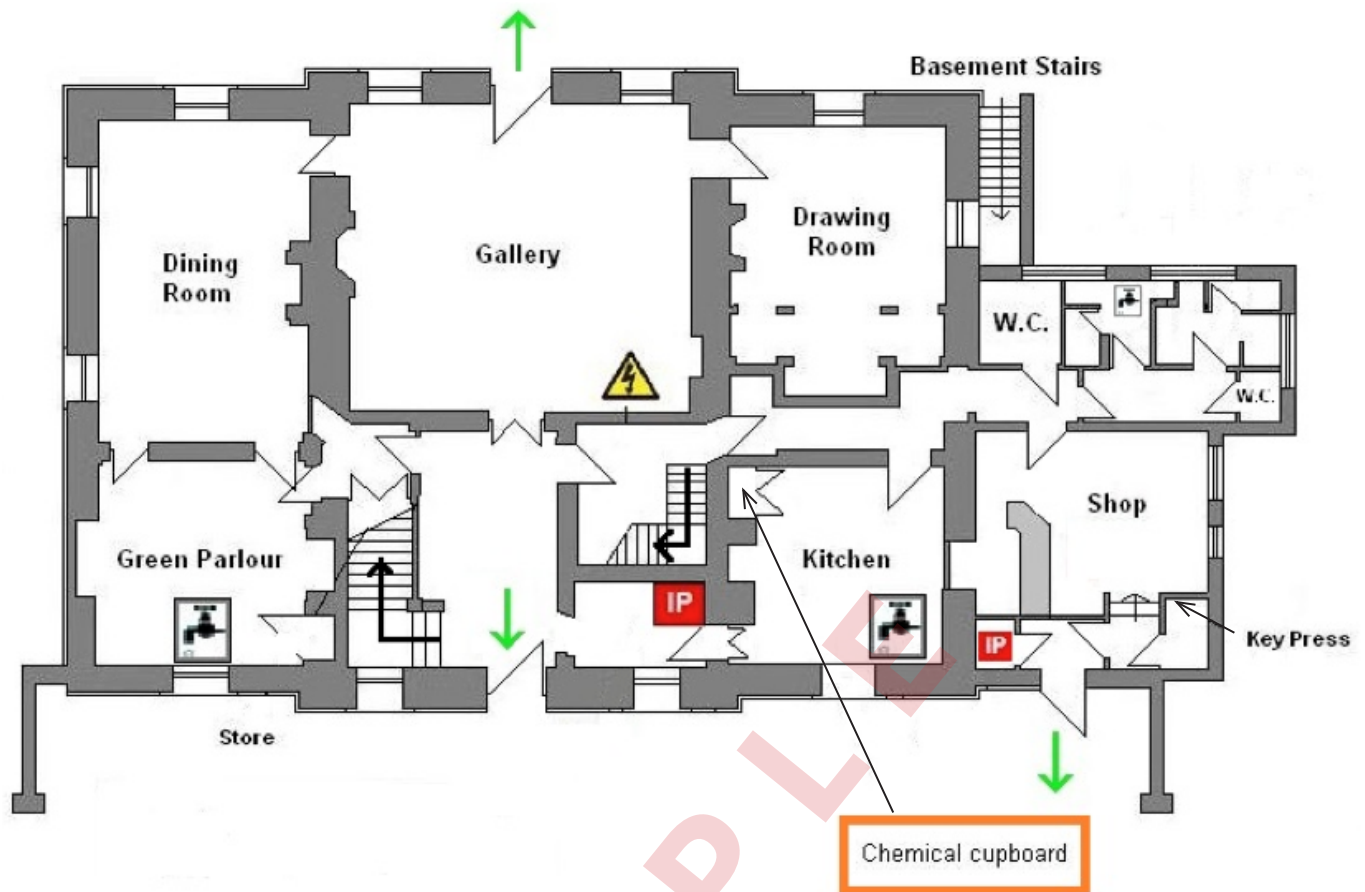


DO NOT:

1. Do not stop to collect personal belongings
2. Do not re-enter the building until authorised to do so
3. Lifts should not be used for emergency evacuation unless they are specifically designed as a firefighting or evacuation lift and included with the fire evacuation strategy

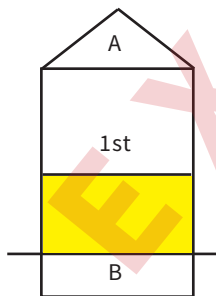
SITE PLAN





**Hazard Plan
Ground Floor**

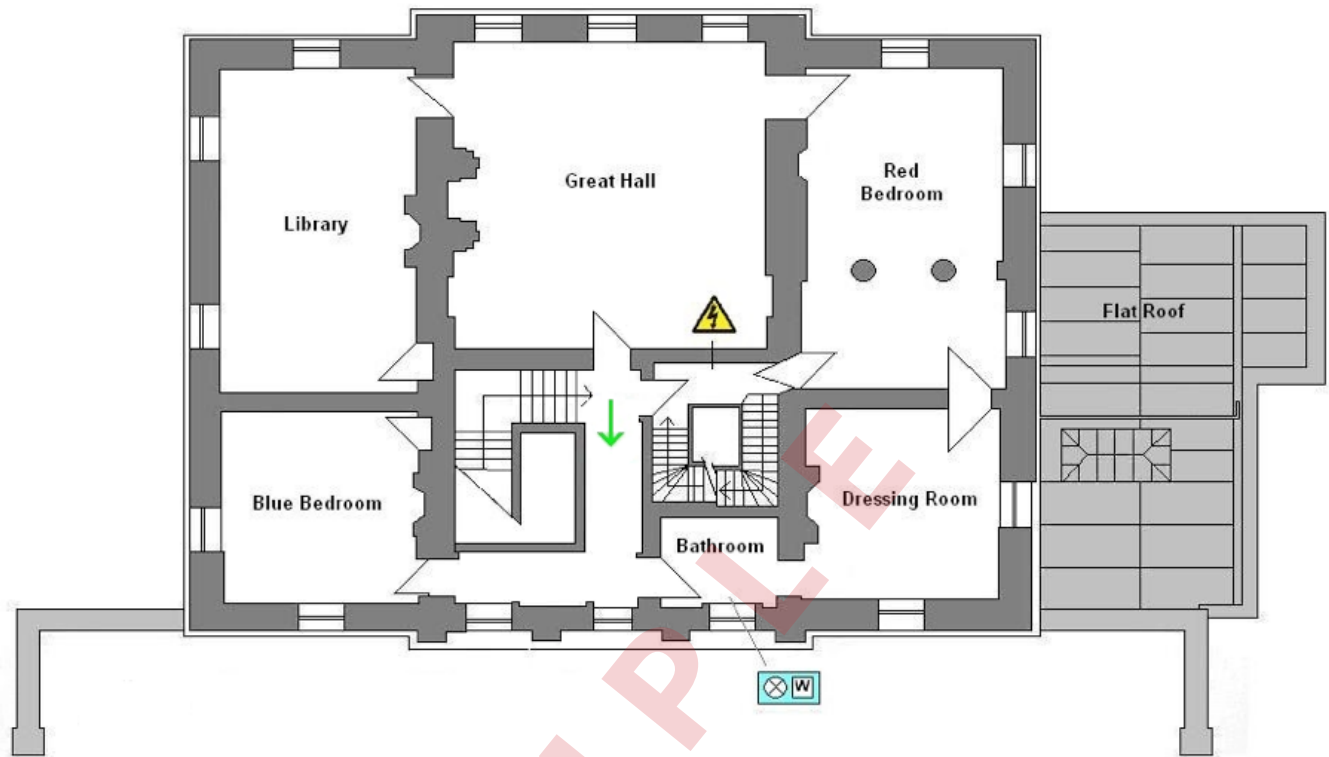
Date



Special considerations:

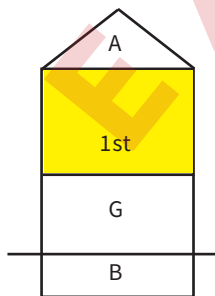
- Stanchions and ropes are used throughout the property.
- Shutters may be in place over windows locked or latched.
- Sash windows may be locked or painted shut.

	Main electrical switch		Gas isolation valve
	Electrical control panel		Exit
	Stop cock		Fire alarm indicator panel
	Sink/water outlet		Hydrant
	Boiler		



Hazard Plan First Floor

Date



Special considerations:

- Stanchions and ropes are used throughout the property.
- Shutters may be in place over windows locked or latched.
- Sash windows may be locked or painted shut.

	Main electrical switch		Boiler
	Electrical control panel		Gas isolation valve
	Stop cock		Exit
	Sink/water outlet		Fire alarm indicator panel

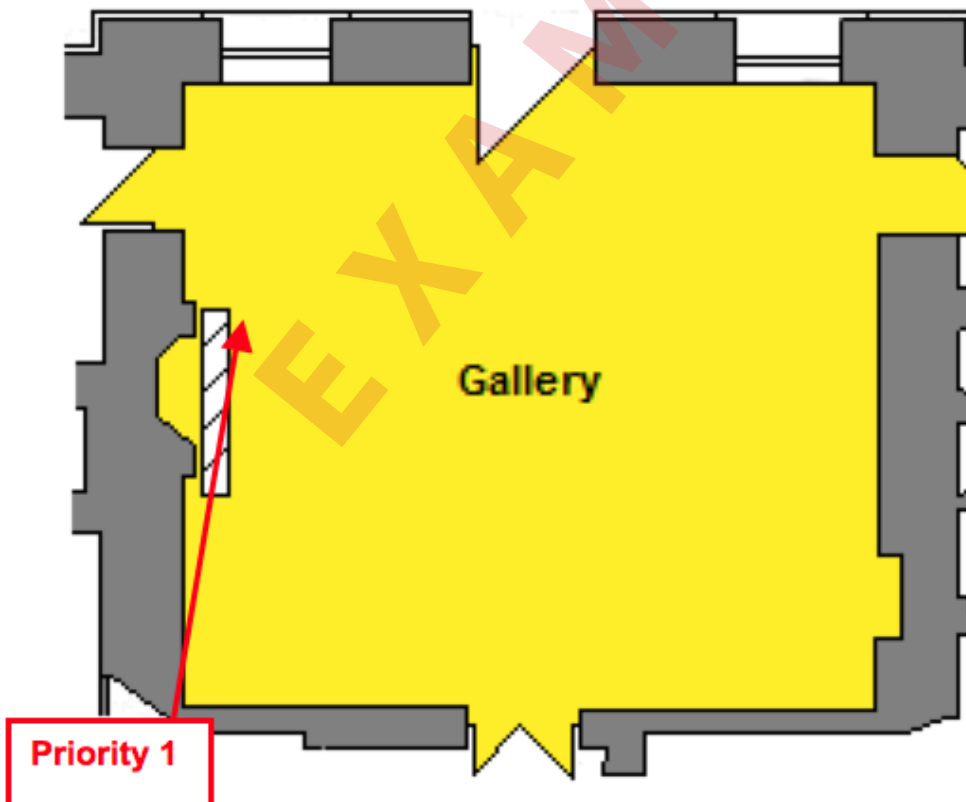
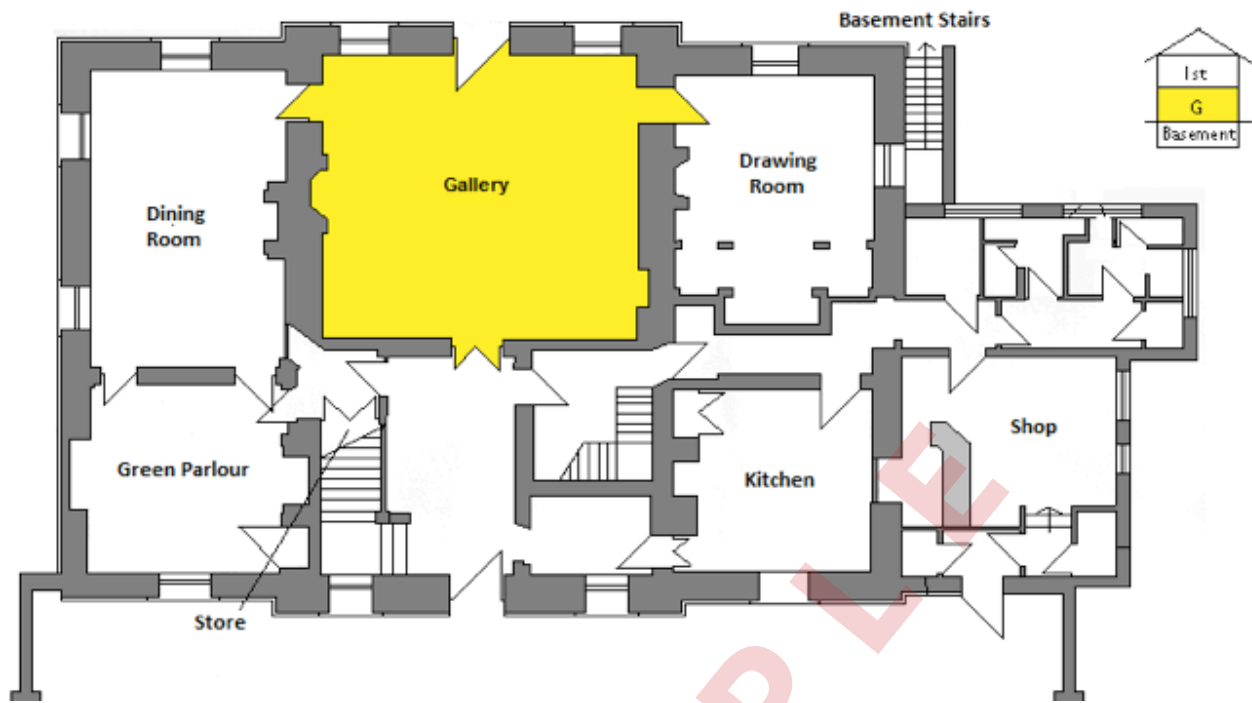
INVENTORY OF PRIORITY OBJECTS FOR SALVAGE

Object type	Inventory number	Description	Priority	Floor	Room and position	Object first aid required?	Emergency storage destination
Painting	3.1950	<i>Oil painting of riverside scene</i>	1	G	<i>Gallery, above fireplace</i>	<i>(to be filled in during salvage)</i>	<i>(to be filled in during salvage)</i>
Furniture	88.1930	<i>Carved Mahogany Library Chair</i>	2	G	<i>Drawing Room</i>	<i>(to be filled in during salvage)</i>	<i>(to be filled in during salvage)</i>
Files	---	<i>Architectural Investigation files kept in wooden cabinet</i>	2	G	<i>Office by back wall</i>	<i>(to be filled in during salvage)</i>	<i>(to be filled in during salvage)</i>
Ornament	45.1950	<i>Japanese ceramic vase</i>	1	1	<i>Red Bedroom</i>	<i>(to be filled in during salvage)</i>	<i>(to be filled in during salvage)</i>

SALVAGE GRAB SHEET

GROUND FLOOR - GALLERY

PRIORITY LEVEL: 1



SALVAGE GRAB SHEET

GROUND FLOOR - GALLERY

PRIORITY LEVEL: 1

Painting: Riverside scene

Inventory no. 3.1950

← 160 cm →

90 cm ↑




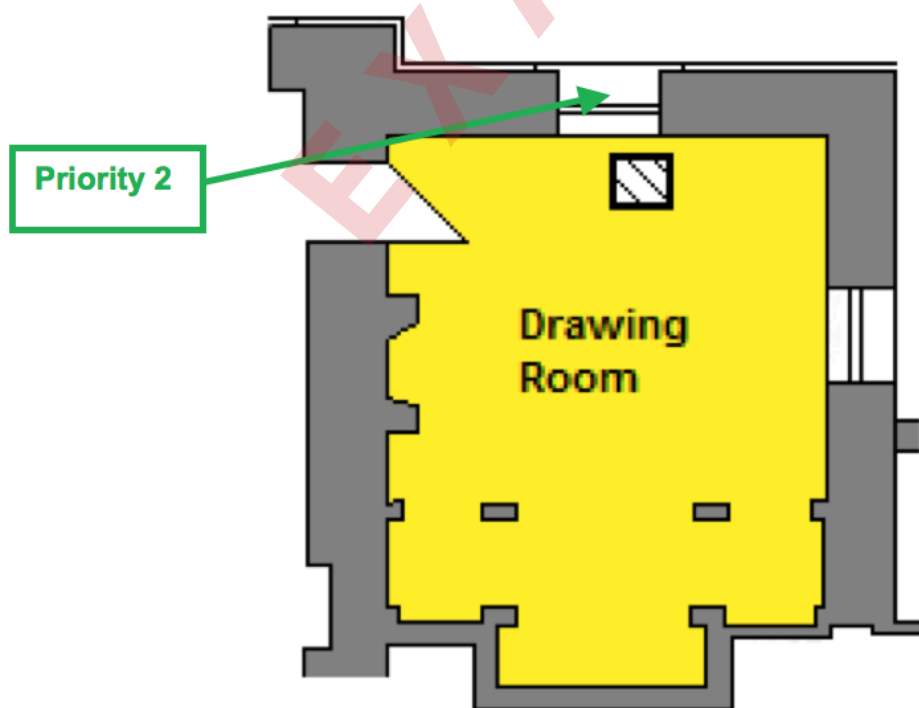
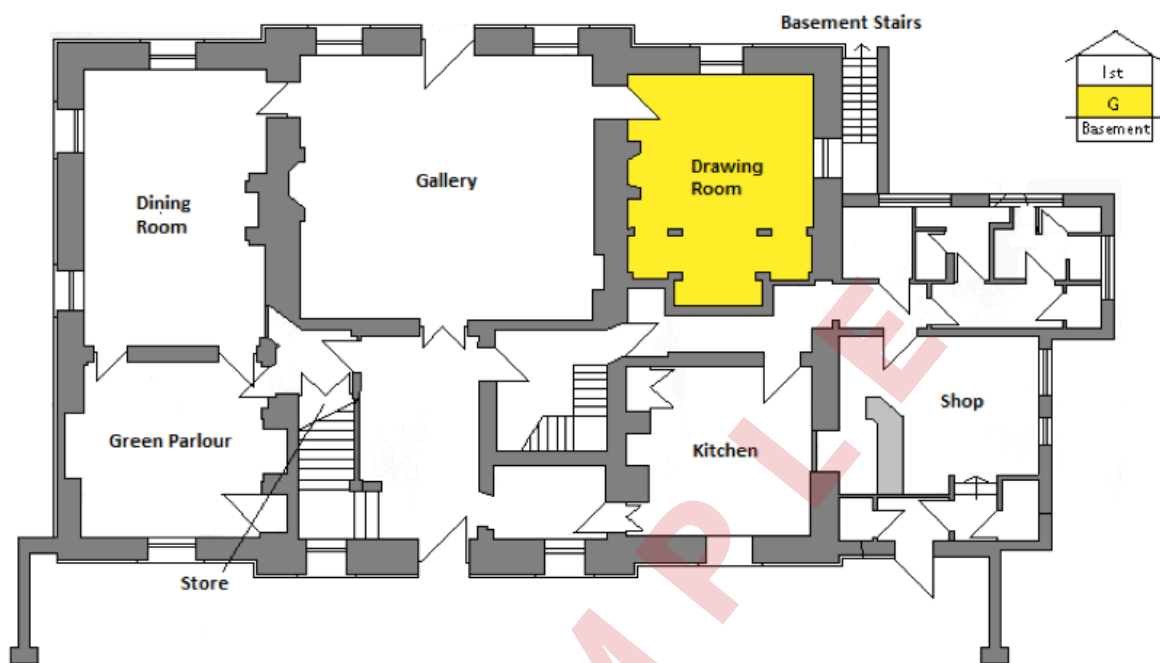
WEIGHT	REMOVAL
Moderate 	Painting hung above sideboard Remove items on sideboard first Unhook chain from wall fixing Carry upright supporting frame
ACCESS	
Ladder required	
CONDITION	FIRST-AID TREATMENT
<input type="checkbox"/> Wet or damp <input type="checkbox"/> Mouldy <input type="checkbox"/> Contaminated <input type="checkbox"/> Broken <input type="checkbox"/> Weak <input type="checkbox"/> Smoke damaged <input type="checkbox"/> Dangerous to handle <input type="checkbox"/> Other	<input type="checkbox"/> Pack as is <input type="checkbox"/> Dry and pack <input type="checkbox"/> Keep wet and freeze <input type="checkbox"/> Wash then dry <input type="checkbox"/> Other

IMAGE: By Salomon van Ruysdael - Joconde database: entry 00190023049Image, Public Domain <https://commons.wikimedia.org/w/index.php?curid=15549554>

SALVAGE GRAB SHEET

GROUND FLOOR - DRAWING ROOM

PRIORITY LEVEL: 2



SALVAGE GRAB SHEET


GROUND FLOOR - DRAWING ROOM

PRIORITY LEVEL: 2

Furniture: Carved Mahogany Library Chair

Inventory no. 88.1930

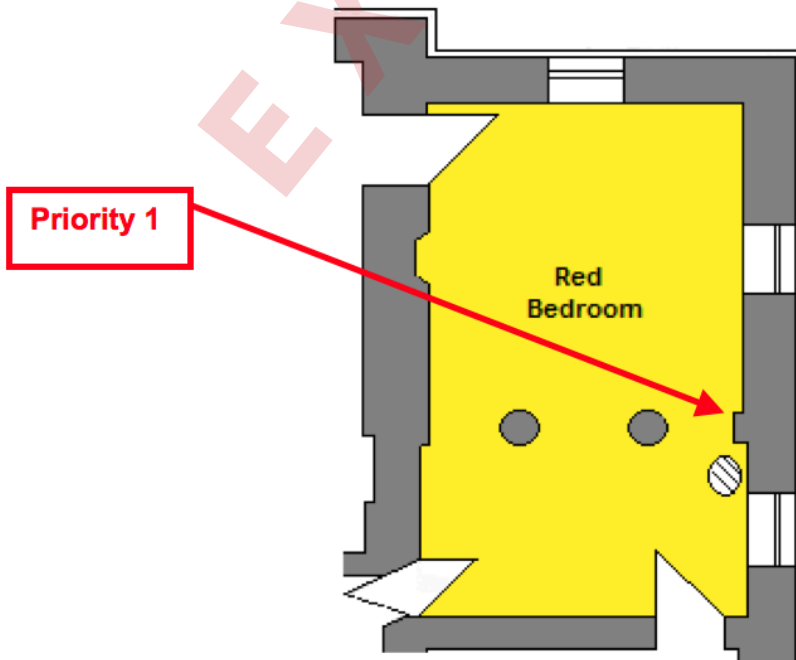
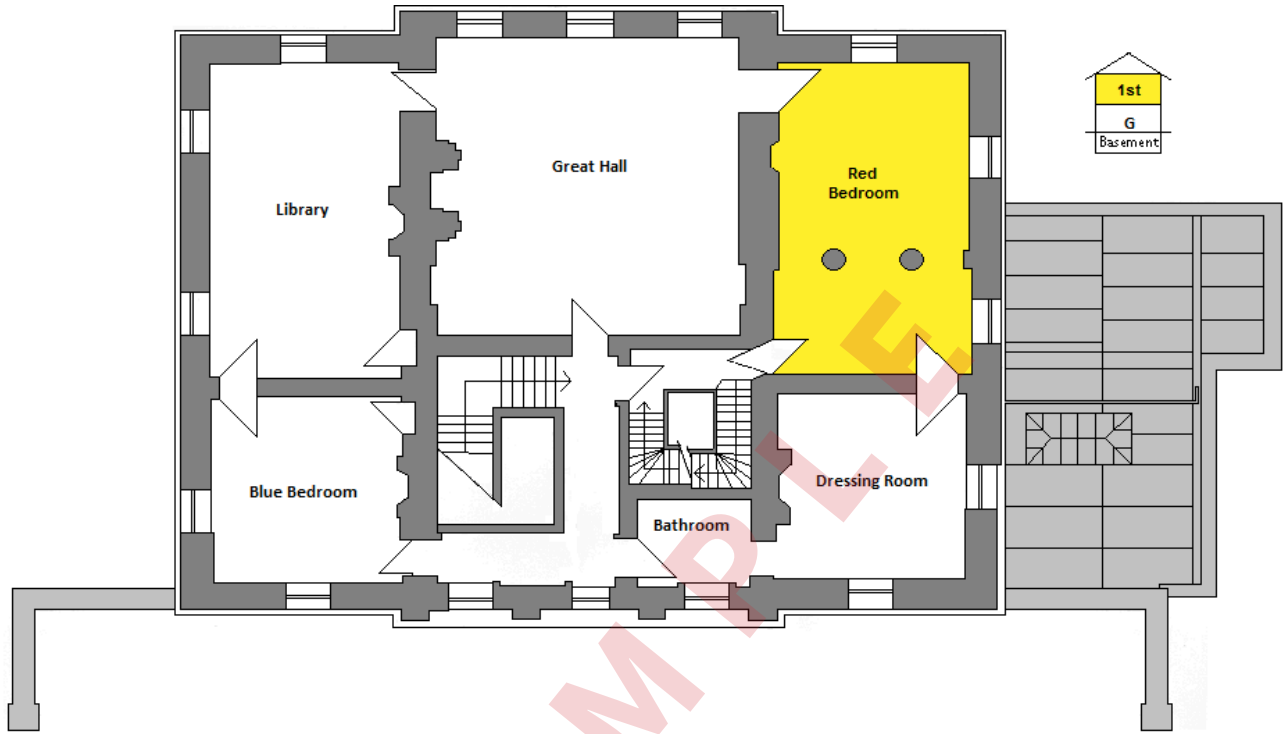


WEIGHT	REMOVAL
Moderate 	Do not lift chair by arms Lift using seat frame
ACCESS	Carry upright
n/a	
CONDITION	FIRST-AID TREATMENT
<input type="checkbox"/> Wet or damp <input type="checkbox"/> Mouldy <input type="checkbox"/> Contaminated <input type="checkbox"/> Broken <input type="checkbox"/> Weak <input type="checkbox"/> Smoke damaged <input type="checkbox"/> Dangerous to handle <input type="checkbox"/> Other	<input type="checkbox"/> Pack as is <input type="checkbox"/> Dry and pack <input type="checkbox"/> Keep wet and freeze <input type="checkbox"/> Wash then dry <input type="checkbox"/> Other

SALVAGE GRAB SHEET

FIRST FLOOR - RED BEDROOM

PRIORITY LEVEL: 1

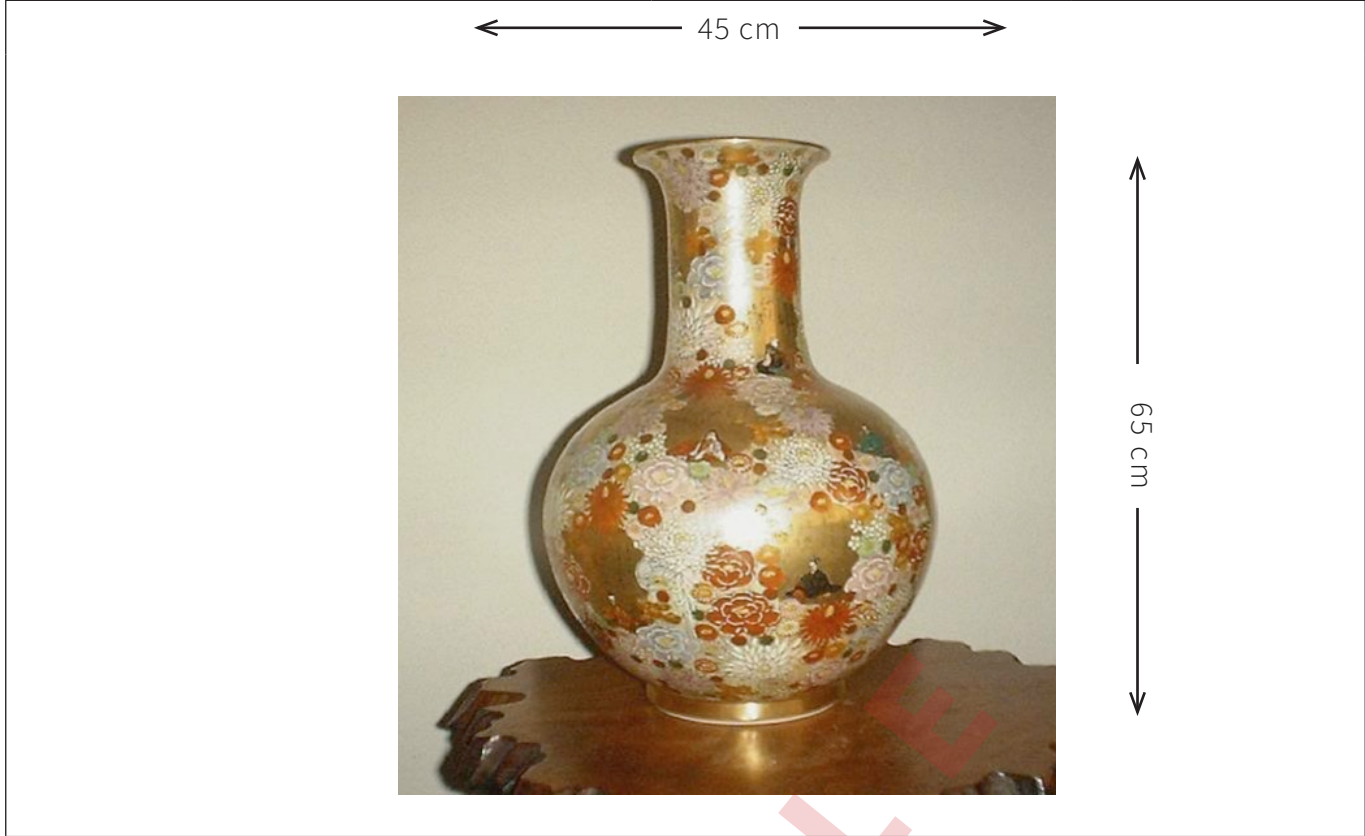



SALVAGE GRAB SHEET

FIRST FLOOR - RED BEDROOM

PRIORITY LEVEL: 1

Ornament: Japanese ceramic vase	Inventory no. 45.1950
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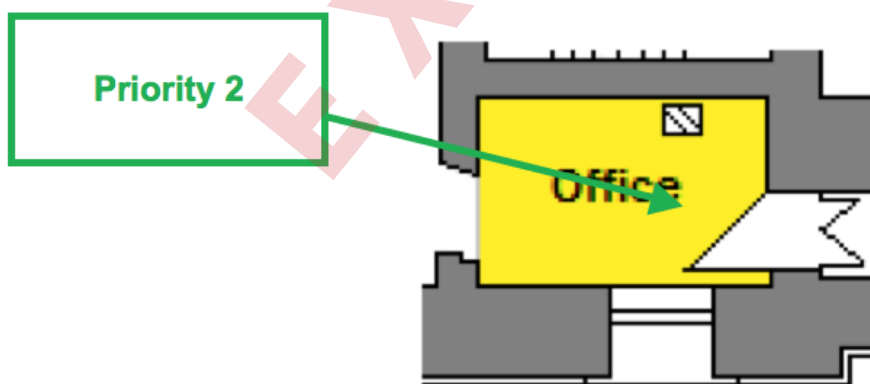
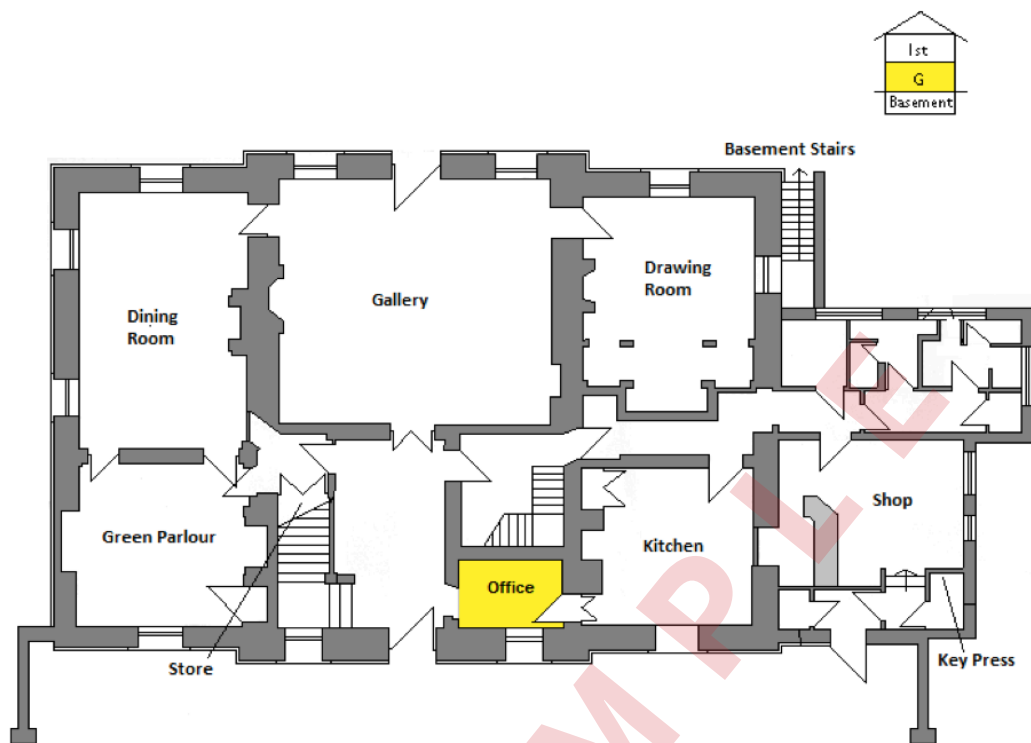


WEIGHT	REMOVAL
Light 	Do not hold by neck of vase Hold neck and support vase underneath
ACCESS	
n/a	
CONDITION	FIRST-AID TREATMENT
<input type="checkbox"/> Wet or damp <input type="checkbox"/> Mouldy <input type="checkbox"/> Contaminated <input type="checkbox"/> Broken <input type="checkbox"/> Weak <input type="checkbox"/> Smoke damaged <input type="checkbox"/> Dangerous to handle <input type="checkbox"/> Other	<input type="checkbox"/> Pack as is <input type="checkbox"/> Dry and pack <input type="checkbox"/> Keep wet and freeze <input type="checkbox"/> Wash then dry <input type="checkbox"/> Other

SALVAGE GRAB SHEET

GROUND FLOOR - OFFICE

PRIORITY LEVEL: 2



SALVAGE GRAB SHEET

GROUND FLOOR - OFFICE


PRIORITY LEVEL: 2

Files: Architectural Investigation Project files kept in wooden cabinet

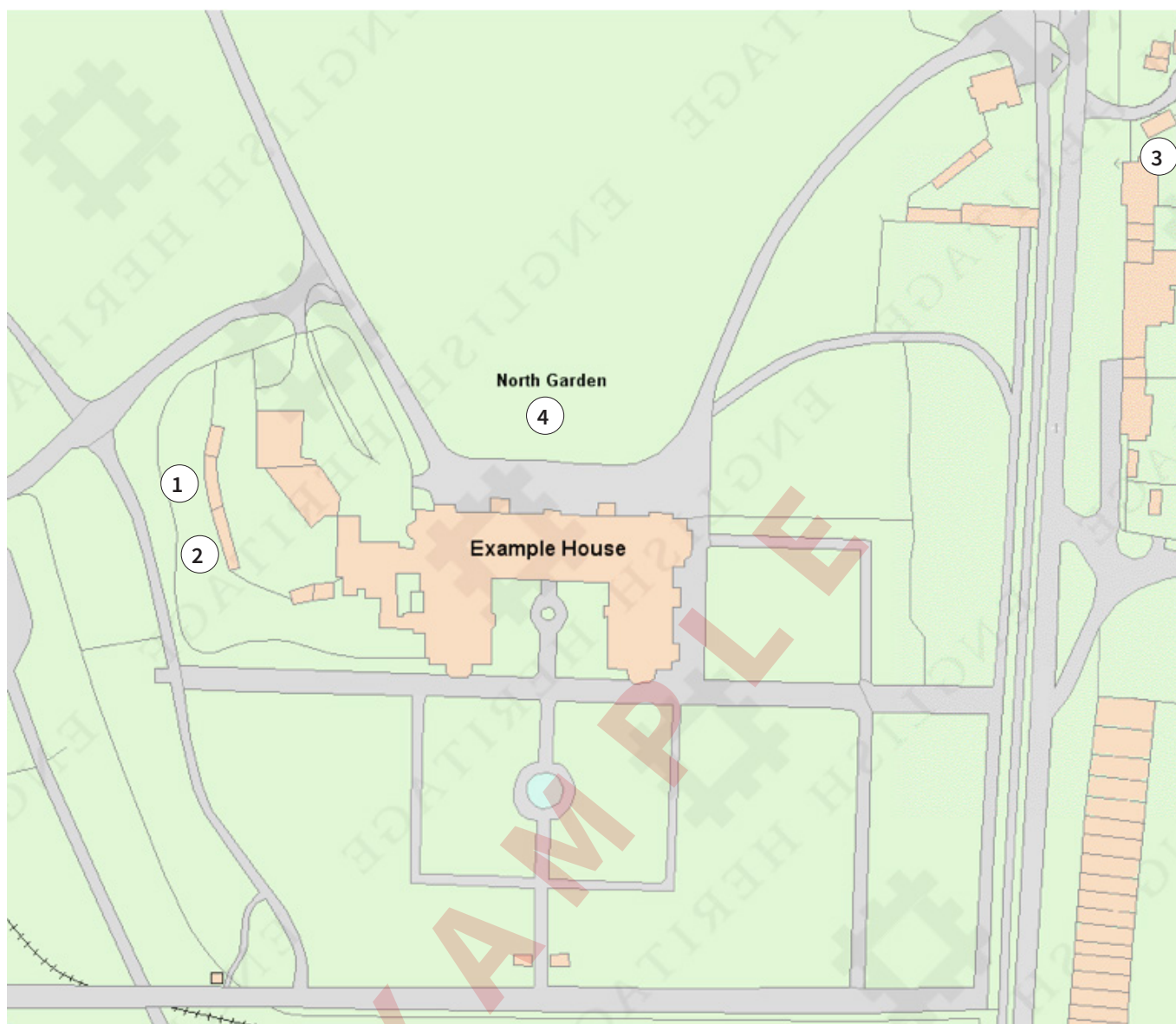
← 50 cm →



↑ 160 cm ↓

WEIGHT	REMOVAL
Moderate 	Remove all files from the cabinet (not locked) Place files into a crate
ACCESS	Protect from water
n/a	
CONDITION	FIRST-AID TREATMENT
<input type="checkbox"/> Wet or damp <input type="checkbox"/> Mouldy <input type="checkbox"/> Contaminated <input type="checkbox"/> Broken <input type="checkbox"/> Weak <input type="checkbox"/> Smoke damaged <input type="checkbox"/> Dangerous to handle <input type="checkbox"/> Other	<input type="checkbox"/> Pack as is <input type="checkbox"/> Dry and pack <input type="checkbox"/> Keep wet and freeze <input type="checkbox"/> Wash then dry <input type="checkbox"/> Other

SALVAGE RECOVERY LOCATIONS



- ① **Main Store Recovery and Storage Area: Potting Shed**
The potting shed is situated to the left of the service wing. Keep this area secure.
- ② **Triage and Treatment Area: Barn**
The barn is adjacent to the potting shed.
- ③ **Small Store Recovery and Storage Area: Mill, Village Lane**
- ④ **Overflow Recovery and Storage Area: North Garden**
Use the north garden as a potential overflow Recovery Store Area. Security and a pop-up tent will be required.
- ⑤ **Long-term storage**
Refer to External Contacts for details of long-term storage and removals contractors.

SALVAGE STORE EQUIPMENT LIST

Item	Quantity	Checked (date and initials)					
Office Consumables							
Clipboards							
Easel with wipe board, wipe board markers and cleaner							
Highlighter pens							
Labels (tie-on)							
Notebooks							
Parcel tape							
Pens							
Pencils							
Sticky notes							
Sticky tape							
Scissors							
Electrical							
Extension lead							
Fan, small, high stand							
Hairdryer							
Voltage converter cables and connectors for battery units							
Wet and dry vacuum							
Ladders							
Ladder - tripple extension							
Ladder - step tripod							
Ladder hooks							
Ladder socks							
Ladder safety stop							

SALVAGE STORE EQUIPMENT LIST

Item	Quantity	Checked (date and initials)					
Miscellaneous							
Brooms							
Dust pan and brush							
Ropes							
Carabiners							
Hemp rope 30m							
Mountaineering rope 30m							
Mountaineering lines 1-2m							
Safety and Protection							
Aprons							
Cordon tape red/white							
First aid kit							
Gloves rigger/household/ nitrile							
Hard hats							
Head torch							
Hi-vis vests							
Safety masks and filters/ respirators							
Safety masks/dust masks							
Safety goggles							
High factor sunscreen							
Torch							
Two-way radio							
Water bottles							

SALVAGE STORE EQUIPMENT LIST

Item	Quantity	Checked (date and initials)					
Storage							
Plastic crates							
Plastic containers							
Storage shelves							
Tarpaulins/plastic sheets/plastic bags/sacks							
Fabric sheet – plastic backed							
Fireproof polythene roll							
Fire blankets							
Plastic sheet - various sizes							
Plastic resealable bags							
Plastic sacks – clear and black							
Tarpaulins							
Waterproof object covers							
Tools and miscellaneous							
Batteries - various							
Foot pump							
Sack truck							
Tool kit							
Trolley							
Chargers							

SALVAGE STORE EQUIPMENT LIST

Item	Quantity	Checked (date and initials)					
Treatment and handling							
Acid-free tissue							
Acid-free tissue							
Blotting paper reas							
Plastic bowls / trays							
Bubble wrap							
Chamois							
Chocks (plastic covered)							
Cleaning cloths							
Cocktail sticks							
Plastic sheeting							
Cotton tape							
Down pipe (eg. for rolling carpets)							
Freezer paper							
Furniture handling strops small and large							
Large storage bags with handles							
Kitchen roll							
Tie-on labels							
Polyester film							
Mesh							
Paintbrushes – a selection of hog and pony hair brushes							
Paper roll							
Pegs and hanging lines							
Pipe Insulation (to cut and use to rest paintings on)							
Skewers							
String and twine							

SALVAGE STORE EQUIPMENT LIST

Item	Quantity	Checked (date and initials)					
Tables (folding / adjustable legs)							
Materials used for treatment with water (sponges / sprayers / adsorbents)							
Absorbent flood for books							
Airing racks							
Gauze bandages							
Wool underlay							
Nylon netting							
Cardboard boxes							
Freezer labels							
Padded envelopes							
Polyester film							
Water management							
Drain covers							
Mop and bucket							
Flood boom							
Flood diverter/boom							
Leak diverter							
Squeegees/rubber brooms							
Sandbags/hydrosacks							
Flood mats							
Spill kit							