



ERN emergency response network
west midlands

Salvage sheet supplied courtesy of The National Trust

HEALTH AND SAFETY

- REMEMBER TO PUT YOUR OWN AND OTHERS' SAFETY FIRST
- DO NOT TAKE RISKS
- STOP WHEN TIRED

SALVAGE TEAM: RESPONSIBILITIES

PURPOSE: TO MOVE AND PROTECT CONTENTS:

1. Move objects as directed by the Salvage Team leader.
2. Collect the grab list cards and room plans from the emergency store.
3. Wear personal protective equipment.
4. Collect materials and equipment you know you will need from the store.
5. Handle and lift objects safely: for yourself and for the historic items
6. Move objects to the safe area having determined the safest route.
7. Install in situ protection as required.
8. **WORK IN PAIRS.**

SALVAGE

Check Grab list to find out priority items and salvage these first.

Follow instructions on Grab list for methods for specific items.

*May need to move small objects first then:
Furniture underneath:
Then textiles, carpets etc.*

*Keep fragments of broken objects together
Keep wet and dry objects separate*

HANDLING OBJECTS DURING SALVAGE

Take instructions from Team Leader

Work in pairs at all times.

Stop and think before you take any action!

Wear personal protective equipment. Wear vinyl/ nitrile gloves if handling wet objects and rigger, cotton, vinyl gloves if dry.

Lift only what you can handle, don't overload crates.

Use both hands and only lift one object at a time.

Use crates, trolleys, trays, boxes and lifting straps where possible.

AT THE SAFE AREA:

1. Prepare tables etc for small items
2. Keep wet and dry items separate.
3. Keep packing materials in one place.
4. Set up location for inventory cards, grab lists and transport forms.
5. Stack vulnerable items such as paintings separately.
6. **KEEP AREA SECURE.**

IMMEDIATE TREATMENT:

1. Identify items that will need urgent attention, and keep together in the safe area.
2. **WAIT BEFORE TAKING ANY FURTHER ACTION IF A CONSERVATOR WILL BE WITH YOU QUICKLY.**
3. If the Conservator will be a few hours use paper towels to blot/wipe off excess water from ceramics, metalwork and furniture.
4. Telephone conservators for advice.

PACKING OBJECTS:

1. Work under the direction of the team leader.
2. Pack items ready for storage/transport off site.
3. Number crates/boxes and put object lists inside box and attach duplicate list to the outside of the crate.
4. Tie labels, pre prepared, on to larger items.
5. If time allows check inventory numbers off and mark on salvage lists.

DOCUMENTATION:

1. Before any item is removed from site ensure that a transport form has been completed.
2. **KEEPING TRACK OF THE LOCATION OF CONTENTS IS CRUCIAL.**
3. Check Exit/Entry books.

Actions at Safe Area: In italics

SMALL MISCELLANEOUS ITEMS: eg: CERAMICS, GLASS, SMALL ORGANIC ITEMS ETC.

- Before lifting check for detachable parts, and remove separately.
- Interleave with bubble wrap/acid free tissue and pack in crates.
- Place heavy items at the bottom of crates.
- Use pre cut bubble wrap to separate items.
- Place plates vertically in the crate.
- MAKE SURE THAT OBJECTS ARE SEPARATED BY PACKING MATERIAL.
- *If wet blot dry with kitchen towel, without rubbing the surface.*
- *Lay out on blotting paper to dry.*

ARCHITECTURAL FEATURES:

- Floors can be protected with duck boarding.
- Wooden battens can be used to hold polythene in place over architectural pieces.
- Chimney piece: protect with scaffold boards.

BOOKS:

- Remove the most important books first.
- Pack books in categories of dry, damp and wet. Separating the three types.
- Books should be taken from the bottom shelf first, then work up. IF the shelves are UNSTABLE work from top shelf down.
- Wet books: Keep shut, put in individual freezer bags and pack spine down in crates.
- Dry books: Place flat in crates or strong carrying bags.
- *If dry: brush clean with shaving brush.*
- *If damp: stand on end, fan out to dry on polythene (or place flat if won't stand), and interleave pages with blotting paper, every 0.5cm. Change at intervals.*
- *If wet: brush off loose dirt, put in freezer bag and label.*

FURNITURE:

- If too large or heavy to move place on wooden blocks, covered with polythene and cover with polythene, to protect from water damage.

- Use webbing straps to lift heavy or awkward items.
 - Remove drawers to reduce weight and carry separately.
 - Drawers with contents: Remove drawers and carry with contents in the drawers.
 - Tie or lock cupboard doors shut.
 - Keep hands away from any upholstery/fringing.
 - Lift chairs by seats or legs. NOT backs or arms.
 - Cover items with polythene if being taken outside, if there is time.
 - Do not lift furniture by the handles.
 - Tables: Lift by the structural member beneath the top.
 - *If wet: blot dry with kitchen towel/ absorbent materials.*
- Keep your hands still on the frame. If the frame is wet the mouldings and gilding will be soft and sticky.
 - Carry with the painted side towards you.
 - Use picture slings to move large paintings.
 - Wrap in polythene if it's raining.
 - If painting cannot be removed protect by draping polythene in front and behind.
 - At the safe area stack paintings using T bars/bubblewrap corners, back to back and front to front, resting on wooden blocks or bubblewrap.
 - *If wet and there is space: lay horizontal face up on polythene covered wooden blocks, to aid drying.*
 - *If wet and no space: keep vertical, but do not stack.*

METALWORK:

Small objects: treat as miscellaneous small items.

- Fixed or large objects should be covered to protect from water with Tyvek/ dustsheets, or boxing in – not with polythene.
- Use trolleys for heavy items.
- Only attempt to remove chandeliers or lanterns if they have been fitted with a quick release mechanism to disconnect from electrics.
- Remove door furniture in a fire if there is time.
- *If wet: blot with kitchen towel*
- *Ferrous metals can be sprayed with WD40 to prevent rusting.*

PAINTINGS:

- Hold the painting by the sides, and supported underneath.
- Never lift a painting by the top of the frame: the joints may give.
- Never lift a painting by the stretcher: your fingers may go through the canvas.

PAPER:

- Give priority to pastels and images on parchment or vellum.
- Leave in frames and act on conservation advice within 24 hours.
- At safe area stack frames face to face and back to back, interleaving with foam, bubblewrap or card.
- *If damp/wet: lay flat, face up on blotter/ blotting paper to dry.*

PHOTOGRAPHS:

- Wear surgical gloves at all times.
- Prepare a safe salvage area with drying lines, absorbent and wax papers, polythene, crates, buckets, clean water
- Divide material into dry/wet/damp/at risk
- Do not allow photos to dry in contact with another surface
- *Air dry loose prints face up on blotters*
- *Keep Safe Area cool, ventilate with fans*
- *Keep immersion time of wet photos to a minimum*
- *Wet framed prints – keep in cool, dry area. In extremis remove from frames and dry face up on blotting paper. Stop if sticking to glazing.*
- *Leave prints in mounts.*

- *Albums: fan out and air dry upright. Do NOT interleave.*
- *Glass negatives: prop on long edge, without touching emulsion surface. If broken dry emulsion side up on blotter.*
- *Plastic film: dry vertically suspended from line, held by plastic peg at top, avoiding image, and weighted by plastic peg from the bottom.*

STONE, SCULPTURE AND PLASTERWORK:

- Use trolleys and barrows to move where convenient.
- Larger items: If possible move to near a wall and put polythene underneath to stop absorbing water from the floor.
- Water: Protect with polythene.
- Do NOT use polythene where risk of fire
- Fire: Use protective framework or flame retardant cover where made in advance.
- Statuary: store upright on battens
- Table tops and large flat pieces: store on side.
- *If wet: place on polythene and wooden blocks, to allow air movement.*

TEXTILES:

- Wet textiles are heavy.
- Avoid excess folding. Put polythene or bubble wrap between layers and along folds.
- Textiles can be carried over extended arms to avoid further folding.
- Polythene and bubble wrap can be used as a carrying support.
- Carpets should be rolled pile out. Plastic drain pipe provides a good support.
- If textiles cannot be removed, roll and put them by a wall or under a table and cover with polythene. If possible put on blocks to keep them off the floor.
- Woollen druggets can be used to protect items that cannot be removed from the house.
- *Blot wet textiles with absorbent materials: kitchen towels, absorbent cushions/ pillows.*
- *To dry: place flat on bread crates, with fan, to aid air movement.*