



BOUCLIER BLEU
France

Protéger le Patrimoine en temps de crise

**PRACTICAL GUIDELINES FOR
MONITORING THE SAFETY
AND SECURITY CONDITIONS
OF COLLECTIONS DURING A
LOCKDOWN**



Section Île-de-France

The document's goal is to provide guidance and support to people in charge of collections care, in different types of heritage institutions (museums, library archives, heritage sites, etc.), for monitoring the safety and security conditions of collections during a lockdown situation.

This practical document is particularly aimed at institutions with limited staff and material.

It is noteworthy to stress that, for successful emergency collection care, the people in charge of monitoring the conditions have to be prepared and trained in advance. It is more difficult to stay calm in a crisis when decisions have to be made amidst a stressful context. Therefore, the more thorough the preparations, the greater the chance for appropriate action.

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Definitions

The watchman

The term “watchman” refers to the person that shall be in charge of both the walkthrough and in-person monitoring. The watchman (or the monitoring team) can be either a person that works for the institution or someone external to the institution commissioned to carry out the task.

The site manager

The term “site manager” refers to any person (or team) who holds administrative responsibility over the site and its collections.

The three types of monitoring for heritage institutions

Health monitoring involves visually ensuring that environmental and physical conditions do not present any damaging factors. The aim is to make sure that the buildings and their equipment are in good state, that the roofing and piping do not leak, that there is no biological invasion, or that the climate and surrounding air are standard-compliant.

Safety monitoring involves ensuring that the buildings and their accesses are in compliance with the protection measures decided upon by the institution: closed accesses, no anomalies of private areas and surroundings, functioning alarms and anti-intrusions devices.

Security monitoring involves ensuring that there are no fire- or flood-related risks by confirming that no unnecessary electrical devices are powered and that the correct functioning of smoke detectors.

The watchman will be guided by signs of anomalies and must therefore always stay alert.



Even if the monitoring can take place remotely (i.e., alarms or computerized climate monitoring), this should not replace **regular in-person site inspections**.



Should an accident take place (fire or water damage), or a break-in or theft occur, the watchman must be able to contact the police directly.

These three types of monitoring can happen during walkthrough by people trained for these inspections. The watchman must know the place, the weaknesses of the buildings, the devices, and the risks.

The walkthrough during lockdown should ideally take place on a daily basis. They can happen with or without equipment and documents (i.e., building plans for each floor and the accesses). Walkthrough inspections are organised according to strategically pre-determined routes.

Ideally, a watch should be undertaken in the form of a report, mentioning at the very least the date, the time, the name of the watchman and a few notes (i.e., “nothing to report” if everything seems normal). Detailed notes could be taken on a specific document, precisely located and, if necessary, supplemented by pictures.

Watchmen must be able to immediately contact people from the institutions, which should therefore be able to react quickly by: calling the police (or any other kind of emergency services), being on site, contacting the institutional network, establishing a crisis unit, etc. In the event of a fire, and thanks to a prior agreement between the watchman and the site manager, the watchman should be able to quickly call the emergency services.



Prevention is about preventing a catastrophe by reducing the probability that it might happen.

Forecasting is about foreseeing, training and preparing to better react in an emergency situation.

Preparing for lockdown

List of actions

This paragraph deals with the actions to be implemented before leaving the premises for an undetermined period. The delay between the lockdown announcement and its actual implementation can vary greatly, from a few hours to a week for instance.

- **Activate the intended partnerships** within the “prevention network”: Police, gendarmerie, fire department, local cultural and heritage institutions (museums, libraries, archives...), and local authorities.
- **Identify the collections at risk**: List the cultural assets of the collection that need to be moved to secure places, whilst taking into account the time and human resources available. Remind the members in charge of how to handle the collections. Update the list of objects to be checked on in storages, library and archival shelves, and exhibition rooms. Pictures of the pieces can be attached to the list in order to help the watchman prioritise the objects.
- **Remind/assign the role of each staff member** within the institution before a long-term closure.
- **Check alarm devices**, CCTV and climate monitoring systems: Assign an agent or a service provider that will be in charge of them.
- **Share the emergency phone book** with the order of calls that needs to take place depending on the nature of the event.
- **Make a copy of the inventory and the emergency plan** on an external hard drive or secure online server.



A **service provider** may be hired to ensure the surveillance of **several institutions**.



A wire grid cart or trolley (allowing visual check-ups) in which the heritage assets of the collection are kept, can facilitate the evacuation in case of emergency, including by someone who does not belong to the staff (i.e., a fireman).

Preparing for lockdown

Questions to be asked

Preventive measures in the building will depend on whether or not on-site monitoring during closure can take place (otherwise the surveillance will be done remotely).

Should we:

- Turn off the water?
- Stop the air conditioning?
- Close the curtains?
- Cover shelves and heritage objects?
- Ventilate if there is a significant lack of air flow?

These decisions are to be made on a case-by-case basis, bearing in mind the specific characteristics of the edifice and the collections. It is also important to take into account available means, especially human resources, to ensure proper surveillance. There are no standard answers!

To be done every time:

- Unplug all unnecessary electrical devices.
- Remove food.
- Put the emergency equipment for water damages at the entrance of the building and/or on each floor.
- Indicate on each lift/door/ladder/etc. that it's use is prohibited during closures.
- Check that all doors and windows are properly shut.
- Ensure that the alarm is activated and working properly.



Food waste, crumbs, mould, sweets or cut flowers may result in a biological invasion.



The watchman should not use the lift, to avoid being locked inside. He will not use ladders, except if necessary, so as to avoid any possible accidents.

Organisation of the monitoring inspections

Measures to be taken before the walkthrough

Which documents are needed and where should they be placed?

It is advisable that all the documents be put together in a kit. However, depending on the circumstances, some may be placed closer to specific areas or collections. It is the site manager's responsibility to decide if the watchman must carry these documents with them or if they need to be put on the route. It should also be decided whether a hardcopy or electronic form of the documents will be kept, taking into account the risk of data loss.

At the building entrance (or at any easily accessible place) a kit will be placed. It will include:

- The fact sheet
- The building plans
- A list of phone numbers (emergency numbers, at least 3 persons to notify beyond the collections' manager, technical staff and service provider's contact details, etc.)
- A few printed inspection sheets.

At the entrance of each room will be placed:

- The room's inspection sheet(s) with pictures of the room itself, objects, documents and/or areas to be inspected.

What equipment is needed and where should it be placed?

- Masks, hand sanitizer (should there be no access to water), vinyl or nitrile gloves
- Water, soap and paper towels
- Torch with batteries
- Pencils, pens (make sure there is plenty)
- Camera with batteries
- Mobile phone in case of emergency
- Insect/rodent traps
- Trash bags (to throw away the old traps)



Hand sanitizer should not be used by people manipulating the objects or archives. It is preferable that they wash their hands with water and soap, and carefully dry them with paper towels.



The room's architectural plan indicates the location of:

- The emergency exits
- The fire extinguishers
- Where to shut down water, electricity and gas, as well as the contact details of people who have access to them
- The sensors
- The of environmental control equipment and whether it is fixed or mobile
- The room or closet in which the emergency kit for the collections can be found
- The cameras, should the watchman also be in charge of video surveillance

Organisation of the monitoring inspections

Measures to be taken before the walkthrough

Who's in charge of the walkthrough inspections?

- Create a schedule, determine how long a walkthrough should take (minimum and maximum duration)

What to do during the walkthrough inspection?

- Check the conditions on the outside of the building
- Check the exhibition and conservation rooms
- Check the water inlets (bathroom, kitchen...) to ensure there are no leaks
- Check the inside of the building, paying particular attention to the ceilings and floors (leaks, stains, dust, insects, mice, etc.)
- Follow the site manager's instructions

What to do after the walkthrough inspection?

- Write a report
- The site manager creates an inspection summary that will serve as a guide for the next walkthrough.



To facilitate communication between the site manager and the watchmen while they are undergoing an inspection it can be useful to create a group chat.



External communication (public/media): only the head of the institution, the person specifically in charge, the local authority or the communications department, are authorized to provide information in a crisis situation.



Bear in mind that the site manager is not always the one in charge of the emergency response. In some institutions, this role is filled by security/surveillance managers. It is important to refer to the security/safety instructions of the person in charge.

Organisation of the monitoring inspections

Measures to be taken before the walkthrough

What to do when it is impossible to ensure regular walkthrough inspections?

- Without remote monitoring, it is necessary that the site manager decide on a strategy: whether to switch off electricity, ensure that heating works at a minimal function, and what to do with regards to the humidifiers, dehumidifiers, ventilations, AC, and water inlets. Choices will be made taking into account the risks and context of the situation. If the site manager struggles to decide on a precise strategy, they may rely on the past experiences from similar institutions.

It is important to rely on supporting services (e.g., the technical service of the local authority). The town's archive may seek help from the services of the departmental archive, which has more scientific and technical knowledge. The regional cultural public departments can be a great resource for museums and can provide thoughtful advice on the institution's situation. Museums can also seek help from research laboratories, as well as independent conservators and preventive conservation specialists, also capable of giving operational help. With the help of trustees and other local institutions, the site manager will be able to find equipment and/or services (e.g., rapid curtains putting up, regular inspection by a technical agent or security guard, etc.)

Organisation of the monitoring inspections

Everyone has a role to play

The site manager must be very clear about his expectations regarding the watchman's tasks. For instance:

- Prioritise personal protection and the use of PPE
- When should the site manager be contacted
- When to contact emergency services and/or the police
- When to open and/close the windows
- How to mop up the water should there be leakage or when to put tarpaulins to protect the objects
- When and how to move the objects
- When to throw away the waste
- When and how to take photographic documentation
- How to do a report and to whom should it be addressed
- How to report used consumable goods, etc.

Thanks to thorough monitoring phase preparation, the site manager can ensure that the watchman won't need to take too many initiatives and that his actions will take place quickly and efficiently (enabling a rapid exchange with the site manager). It might be necessary to categorise the severity level of the incident, which will enable the watchman to react appropriately according to the situation. A schematic overview, presenting the type of damage, the criteria to evaluate its significance, and the appropriate response may be useful. It is possible to classify the accident in 3 degrees of severity by using a colour code. For example:

Humid pipe without a spill.		Fill out the inspection sheet and contact the site manager at the end of the walkthrough inspection.
Water is leaking, the spill does not exceed a diameter of 50 cm. No objects are wet.		Fill out the inspection sheet and call the site manager. Mop up and put a basin under the leak (the mop and basin can be found in cupboard B under the stairs between ground and 1st floor). Check hygrometry. Continue the walkthrough inspection.
Some objects are wet.		Contact the site manager immediately. If no response is given within the next 15 minutes, call a plumber. Cover up the collections. Fill out the inspections sheet. Continue the walkthrough. Return to check the damage and evaluate its evolution, remain present until the site manager arrives



Make your expectations clear to the watchman and determine your own responsibilities for the monitoring inspections. Write them down on a document that will serve as reference and reminder of everyone's responsibility. This document can be either a list or a summary table, or a more complete document.



The opening of an electrical room or cabinet must only be done by authorized personnel (electricians or people trained for electrical risks and authorized by the site manager to carry out precise tasks on the electrical facilities).



During an emergency, filling out an inspection sheet before calling will enable a clearer communication over the phone.

The monitoring inspections in practice

Explanation of the organisational diagram

Implementing an anticipatory chain of command is the most appropriate method to be able to quickly react in a lockdown situation. If possible, it is advised that the institution rely on the emergency plan.

Who should be mobilised?

There is a difference between:

- Advisors, working for the institution, trained to perform conservation treatments, who may not be able to be present on site.
- Assistants, potentially working for the institution, not trained to perform conservation treatments, but who can carry out the monitoring inspections.

The names and contact details of those people should be listed in an appropriate place, together with their means of transport, journey time, and any additional details regarding their availability (diverse responsibilities, caretakers of children or the elderly...).

- Depending on the institution, the staff will either be limited in size and thus rather polyvalent or larger and more specialized, it will be necessary to establish a list of precise responsibilities.
- This requires the creation of a schedule with the names of the involved staff, mentioning the different shifts.

What?

- The monitoring will be carried out with a documents kit (see p.8). Specific places, needing particular attention, will be indicated both on the map and directly on-site (not on the objects themselves), using signs and/or colour codes

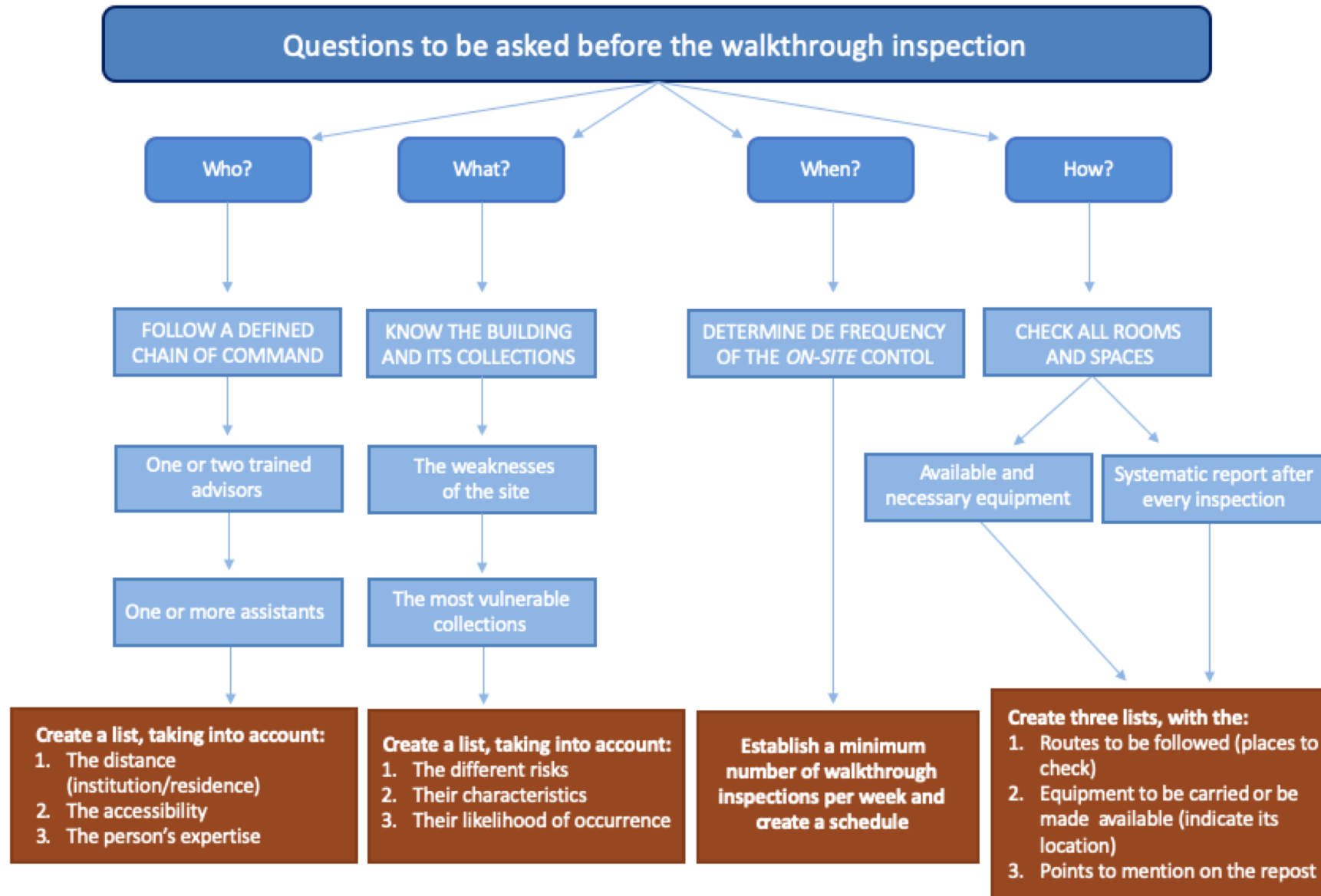


It is recommended that the weaknesses requiring particular monitoring attention be listed while monitoring, to ensure that none are forgotten by the watchman.



Visual observation during monitoring procedures must be organized in advance. A systematic visual "scanning" of areas will be pre-determined with the site manager.

Organisational diagram



The monitoring inspections in practice



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Inspection sheet

Enough inspection sheet must be made available to both the site manager and the watchman. They can also be filled online and sent by e-mail to the collections' manager. The watchman's inspection sheet must stay on site, or could be made available on a cloud, to serve as a logbook. All information should be noted on the sheet, even if there is nothing to report.

The site manager must be able to consult the watchman after their walkthrough inspection so that they can specify any information mentioned on the report, for instance the actions to be taken in order to prevent damage to the collections.

Before the visit:

1. Contact the surveillance companies (when entering and leaving the building)
2. Dispose of required keys and badges
3. Check the equipment list



Should there be a power outage, battery backups and other devices allow alarms to continue functioning.

The monitoring inspections in practice



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Inspection sheet

Watchman's name	
Starting time of the walkthrough	
Place where the call took place and telephone number to call back if necessary	
The exact type of damage or of incident/abnormality/qualification	
The intensity of the disaster/incident/quantification	For instance, use an overview such as the one suggested in the 'everyone has a role to play' sheet
Are there any victims?	
Unavailable entrances	
Time at which the damage/incident was observed and evaluation of how long it has been taking place based on the time of last inspection.	
Location of the damaged area (floor, room, use the information provided on the plan)	
Location of endangered collections (or send a photograph of the plan, on which the place will be indicated)	
The object's inventory numbers (or send a photograph if the number is not visible or if the piece needs to be moved to access it)	
Actions taken by the watchman to limit damage to the collections	
Photographs	
Visible damage on an object (take photographs, locate on the plan and provide details)	
Ending time of the walkthrough	



This document from the **Canadian Conservation Institute (CCI)** answers all questions on the reasons of such measures: <https://www.canada.ca/en/conservation-institute/services/conservation-preservation-publications/canadian-conservation-institute-notes/closing-museum-winter.html>



Anticipating is all about imagining a situation before it happens, training for the d-day which occur at any time.

The monitoring inspections in practice

How to communicate effectively by phone and efficiently fill out the inspection sheet

- Apply a used and tested communication method
- Make sure you have alternative communication methods available should one of them fail
- Establish a warning code should surrounding noises or other circumstances make it impossible to speak
- Be quick and precise
- Use short sentences and simple words
- Speak at a steady, normal rhythm (time will be lost if one has to repeat themselves)
- Use the same words as on the inspection sheet
- Report facts, not feelings or impressions
- To avoid forgetting anything: carry out the oral inspection report while having the check-list or inspection notes at hand
- Make sure the person you called has received the documents you sent them

Ensure the watchmen's security and safety

If the watchman is doing a walkthrough inspection by themselves, it can be useful to have an alarm device in case of an assault or incident (falling, fainting, etc.). It can be a small device working on a GSM network or a smartphone application notifying the site manager if there is an issue (panic button, device determining if the person fell on the ground, inspection lasting longer than the expected duration...). Smartphone applications can easily be implemented since there are several free versions. Even though the app functionalities might be very basic, it can still ensure a minimal security to the watchman.



The information that the watchman gives is also available on the inspection sheet. The need to communicate on them by telephone, email, or any other mean will depend on the collections manager's expectations.



Are you capable of asking the right questions so that the watchman you are speaking to can provide a clear report of the damages? Test your level of communication by practicing with your colleagues: organise a role-playing game!



Always wait for the emergency services to hang up first.

Discuss the risks in case of a lockdown

The watchman needs to be trained, or at least be given appropriate explanations with the staff prior to the monitoring inspections,. The following summary table can be used as a tool during the walkthrough inspections. It can also be useful for the site manager to make an overview with: the skills/training of each member of the staff, objects requiring particular care/attention, etc.

Explanation of the summary table

This summary table is created to help the site manager in guiding the watchman on the various risks that can occur.

We recommend at least one training and some support (possibly remotely) during the first walkthrough. It is important to ensure the watchman understands their responsibility and the meaning of their mission. Laying the groundwork with clear tasks and responsibilities will lead to better responses from everyone in case of unexpected situations.

The watchman may use this summary table as a guide or a memory-aid.



If faced with a complex situation, when instructions are difficult to implement, it may be useful to contact a specialist in preventive conservation.



Analyse the budget and organise a training programme for the watchman to ensure they are able to respond to the expectations of the organisation and its staff.

Summary table for the people in charge of the monitoring inspections

Primary risk	Possible evolution	Risks for the collections	Recommended actions	Why?
Door or window open or not properly closed	<ul style="list-style-type: none"> Changes compared to previous climate conditions Possible animal invasion 	<ul style="list-style-type: none"> Possible damage of the collections (e.g. crackled paintings, cracks in the wood, moulds...) Possible actions of animals on the collections (e.g. animal waste, attracting other animals, biological invasions...) 	<ul style="list-style-type: none"> Close the door or window Check that the door or window is not broken Report the issue Locate the issue If possible, indicate how long the window/door remained open 	<ul style="list-style-type: none"> To help the managers to understand the environmental changes To set up a check-up of the collections if necessary
Rubbish bin full, food in the cupboards, fridges, etc.	Attract or cause pest proliferation	Pest proliferation can greatly damage the collections since they gnaw on diverse objects (leather, wood, paper, textiles...) and bring dirt with them (stains and animal waste)	<ul style="list-style-type: none"> Throw away the waste as soon as possible Report your action, the location and required cleaning actions 	<ul style="list-style-type: none"> To evaluate the situation and possibly take action by calling pest-removal services
Animal waste, nests, animal carcasses, hairs, etc.	Attract or cause pest proliferation	Pest proliferation can greatly damage the collections since they gnaw on diverse objects (leather, wood, paper, textiles...) and bring dirt with them (stains and animal waste)	<ul style="list-style-type: none"> Report the issue Locate the issue Take pictures, ideally of details, and, if possible, take samples 	<ul style="list-style-type: none"> To organise as soon as possible the removal of the waste To identify, quantify and check on the invasion as soon as possible
Vegetal waste	<ul style="list-style-type: none"> Clogged water outlets, gutters... Rainwater streaming on the building 	Wall damage (water infiltration), changes on climate conditions, mould proliferation	<ul style="list-style-type: none"> Report the issue Locate the issue 	<ul style="list-style-type: none"> To organise as soon as possible the removal of the waste

Summary table for the people in charge of the monitoring inspections

Primary risk	Possible evolution	Risks for the collections	Recommended actions	Why?
Missing roof tiles	Risk of water infiltration on the walls or on the floors	Changing local climate and possibility of mould proliferation	<ul style="list-style-type: none"> Report the issue Report the location Take pictures 	<ul style="list-style-type: none"> To fix the roof tiles
Cracking in the walls	<ul style="list-style-type: none"> Risk of water infiltration Risk of pest proliferation 	<ul style="list-style-type: none"> Collections can suffer from local climate changes (rise in air humidity) causing a rapid mould proliferation Insect infestation 	<ul style="list-style-type: none"> Report the issue Report the location Take pictures 	<ul style="list-style-type: none"> To find the origin of the cracking, determine its significance and possibly call a specialist
Water leakage: the pipe looks wet (water is not pouring)	<ul style="list-style-type: none"> Rise in air humidity Worsening of the water leakage 	<ul style="list-style-type: none"> Damaged collections Mould proliferating on walls and collections 	<ul style="list-style-type: none"> Call the site manager directly Report the location Take pictures 	<p>To be able to take the following steps:</p> <ul style="list-style-type: none"> Cover up the collections Remove objects in proximity and call a plumber
Water leakage: the pipe is wet (water is visibly leaking or pouring)	<ul style="list-style-type: none"> Dripping water Puddle Rise in air humidity 	<ul style="list-style-type: none"> Damaged collections Mould proliferation on walls and collections <p>Be careful with pouring water, especially if the collections are close to the puddle. The emergency plan may suggest to covering the collections with a Polyane tarp.</p>	<ul style="list-style-type: none"> Call the site manager directly Report the location Take pictures <p>While waiting for the site manager's instructions:</p> <ul style="list-style-type: none"> Prepare the equipment Mop up the water on the floor Do not touch the pieces 	<p>To limit the water and environmental damages:</p> <ul style="list-style-type: none"> Cover up the collections to protect them Remove objects in proximity and call a plumber Pay attention to the evolution of the situation during the next walkthrough inspection (e.g. mould developing?)

Summary table for the people in charge of the monitoring inspections

Primary risk	Possible evolution	Risks for the collections	Recommended actions	Why?
Inside the building : falling building material, collapsing floor	<ul style="list-style-type: none"> • Risk of collapsing, of other building parts falling • Local climate deterioration • Dust 	<ul style="list-style-type: none"> • Physical damages to the collections due to the building materials falling, or due to the dust created • Damages due to the changes in the local environment 	<ul style="list-style-type: none"> • Protect yourself, do not risk your own safety • Call the site manager directly • Use a safety fence to avoid staff going into the area • Take pictures • Report the location 	<ul style="list-style-type: none"> • To help the managers determine the seriousness of the damage and possibly call a workman • To help the managers evaluate the pieces' state
Dust accumulation	Dust accumulation can cause pest proliferation	<ul style="list-style-type: none"> • Dust can greatly damage the collections (e.g., micro-scratches, the dust can inlay onto the pieces' surface, modifying their appearance) • Dust can create welcoming conditions, if air humidity is high, for harmful organisms such as mould and other pests. 	<ul style="list-style-type: none"> • Report the issue if dust accumulation is happening • Report the location 	<ul style="list-style-type: none"> • To evaluate the situation and possibly call relevant services to deal with pest problems
Traps with dead insects or animals, trapped animals	Dead animals can attract pests into the area	Pest proliferation can greatly damage the collections since they gnaw on diverse objects (leather, wood, paper, textiles...) and bring dirt with them (stains and animal waste)	<ul style="list-style-type: none"> • Report the issue • Report the location • Take pictures • Take samples 	<ul style="list-style-type: none"> • To remove the dead animals and replace the traps if needed • To identify the insects

Summary table for the people in charge of the monitoring inspections

Primary issue	Possible evolution	Risk for the collections	Recommended actions	Why ?
Abnormal fading due to light exposure	Colours lightening, pieces materials weakening	Fading and all other damages of that kind due to light exposure are extremely destructive to some collections (paintings, textiles...)	<ul style="list-style-type: none"> • Close every blind and curtain, cover up the windows with dark paper or textile, move or cover up the objects if necessary 	<p>To be able to take the following steps:</p> <ul style="list-style-type: none"> • Close the blinds • Move the objects that are exposed to light • Turn off the light • Cover up the collections
Objects closed to a window with natural light: objects left on a trolley or an easel	Colours lightening, pieces materials weakening	<ul style="list-style-type: none"> • Risk of fading of the collections (see previous issue) • Risk of physical deterioration due to instable local climate near open windows 	<ul style="list-style-type: none"> • Report the issue • Report the location 	<p>To be able to take the following steps:</p> <ul style="list-style-type: none"> • Close the blinds • Move the objects that are exposed to light • Turn off the light • Cover up the collections

Summary table for the people in charge of the monitoring inspections

Safety/security issue	Possible evolution	Risks for the collections	Recommended actions	Why ?
Unknown vehicles parking close to the building	<ul style="list-style-type: none"> • Robbery in preparation (intrusion, vehicular) • Fire/explosion • May make a firefighter's intervention more difficult 	Risk of fire within the building and of collections destruction if a vehicle explodes and catches fire	<ul style="list-style-type: none"> • Note the make of the car and its registration number • Ask the driver to move away from the location • Report the issue • Report the location 	<p>To be able to take the following steps:</p> <ul style="list-style-type: none"> • Report to the police • Impound the vehicle if parking is not allowed
Small tree branches obstructing the doors or passageways	Robbery in preparation: method to ensure that there is no activity on site	Robbery or vandalism	<ul style="list-style-type: none"> • Remove the branches • Report the issue • Report the location 	<ul style="list-style-type: none"> • To clean the area if necessary • To remove potential signals
Malfunctioning of anti-effraction alarm	Risk of robbery and intrusion	Robbery or vandalism	<ul style="list-style-type: none"> • Report the issue • Report the location 	<ul style="list-style-type: none"> • To fix the anti-effraction system as soon as possible
Door or window not closed properly	<ul style="list-style-type: none"> • Rise in air humidity • Risk of human intrusion 	Robbery or vandalism	<ul style="list-style-type: none"> • Close the window or door • Check that the window or door are not broken • Report the issue and its location and indicate, if possible, for how long the door or window were open • Protect yourself, do not endanger your own safety 	<ul style="list-style-type: none"> • To understand changes of the local environment • To prepare an evaluation of the state of the collections if necessary • Should an intrusion be suspected, organise inspections rounds with the police

Specific advices for monitoring inspections in case of a health emergency

In addition...

The monitoring quality will partly depend on the way the watchman will be trained, their familiarisation with the area, and the degree of value attached to their work.

Risks relating to biological invasions

When setting up rodent or insect traps (animals tend to be more invasive when humans are absent) it is important to decide who will be in charge of the setting, collecting, and renewing, as well as when, and who will take care of the dead animals, identify the insects, etc.

A lockdown can be the occasion to identify and study the localisation of the insects and rodents in the building.

Risks relating to environmental monitoring devices

Emptying and maintaining the dehumidifiers requires training and practice with the equipment to prevent incidents and biological contaminations.

Measures relating to the environmental monitoring must be taken by the site manager before the lockdown, the watchmen will have to follow these recommendations. It is possible to rely on the note of the CCI during lockdown and the recommendations of the French Directorate-General for Heritage (Direction générale des patrimoines, Dgpat) within the activity resumption archive services. Sources to be found in "references".

To prevent the virus from spreading while monitoring on-site (disinfection)

In case of a health crisis related to a virus that can live up to 48 hours on material surfaces, it is important to disinfect handles and other surfaces. This can be done by the last person leaving.



Installing a dehumidifier requires weekly maintenance. Indeed, the presence of water in liquid form in a water tank, even within the device itself, represents a high risk of biological infestation or environmental changes



Before cleaning the area or removing the dead animals, it is important to take a picture. For the insects, it might be useful to keep the traps and dead insects in a specially provided box so that they can be studied by an entomologist.



The inspection report will be pre-completed to facilitate as much of the watchman's job as possible. This document is also tailored to guide the watchman during their walkthrough inspection and at specific spots.

References

This document is a non-exhaustive list of the resources that were available to the working group in 2020.

During lockdown

Authors	Comments	Link
IFLA	Content updated during the health crisis on how to disinfect books in libraries and bookshops (Austrians recommend to use a slightly alkaline cleanser on book covers), on how to respect social distancing and list diverse approaches to restrictions in the world	https://www.ifla.org/covid-19-and-libraries
American Libraries	Tips for cleaning collections ' Time is the best disinfectant '	https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19/
ICCROM	Provides tools to identify the risks, monitor impacts, evaluate the needs (rapid ways of analysing coronavirus' impact within the institution, propagation means, risks related to the institution closing such as water leaking, etc.) https://www.iccrom.org/sites/default/files/FR_ICCROM_Assessment-form_Movable-CH.pdf List of 10 links with advices for first actions to take on movable heritage contaminated by COVID-19 + list of resources about COVID-19: https://www.iccrom.org/sites/default/files/COVID-19%20Collections%20Care%20Resources.pdf	https://www.iccrom.org/tips-and-resources
ICC	The ICC answers practical questions in 16 points, they concern material contamination, disinfection of rooms and collections, and diverse measures to take when site is closed or reopening. You will also be able to find a useful list of links.	https://www.canada.ca/fr/institut-conservation/services/publications-conservation-preservation/notes-institut-canadien-conservation/soin-collections-patrimoniales-covid19.html

References

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OCIM	<p>This OCIM document entitled 'Distances, look at an unprecedented situation: the COVID-19 pandemic' is a very complete paper on health management in cultural institutions during the COVID pandemic. In the first pages, you can find timelines of actions taken by different countries, followed by a series of articles dealing with the topic</p>	<p>https://fr.calameo.com/read/005777060b3354a7710fb</p>
Claire Fry ACR, Preventive Conservation Consultant	<p>List of actions to take during lockdown (with references to UK initiatives). For the monitoring collections: Limit light exposure, make sure the local climate is stable.</p> <p>To take advantage of the time in lockdown: Start, finish or update your emergency plan, update cultural management policies for the collections, take stock of the material and complete it if necessary, ask for intervention on the pieces (preservation/conservation), read articles of preventive conservation and think about your online visibility.</p> <p>About safety and security measures: List of things to check to ensure security, with references.</p> <p>To prepare the lifting of lockdown: Clean and prepare cleansing for the lockdown measures (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) and update your health and safety policies.</p>	<p>https://icon.org.uk/system/files/public/important-documents/collection_care_guide_for_museums_and_historic_houses_spencer_fry.pdf</p>
C2RMF	<p>'Manage your collections in a pandemic', this document answers the questions that may arise during lockdown in 3 points: the disinfection of the spaces and collections, the preventive measures for a gradual activity recovery (without any public) and the preventive measures for a public reopening.</p>	<p>https://c2rmf.fr/sites/c2rmf.fr/files/fiche_collections_covid19.pdf</p>

References

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ICOM	This article deals with the impacts of the lockdown situation and the lack of staff for ensuring the conservation and safety of collections. The paper lists the main actions to be taken to ensure the conservation and safety of the collections, and provides advices on the cleansing of rooms where pieces are displayed, of storage spaces, and of working spaces.	https://icom.museum/fr/covid-19/ressources/recommandations-pour-la-conservation/
ICOM/ INTERPOL	Recommendations to help ensure the security of our heritage during lockdown: Check safety and anti-burglar systems, adapt the procedures, regularly exchange with police services, collaborate with other cultural institutions, get the local community involved and start thinking about a post-COVID world.	https://icom.museum/wp-content/uploads/2020/04/ICOM-INTERPOL-RecommendationsFR-1.pdf
BIBLIOPAT	The document answers questions that arose during lockdown in 75 points.	http://www.bibliopat.fr/sites/default/files/bibliopat_recommandationspandemie_2020-04-30.pdf
RÉGION AUVERGNE RHÔNE ALPES	Tool-box combining tips, diverse initiatives, updated information concerning books, heritage libraries and archives + public services.	https://auvergnerhonealpes-livre-lecture.org/articles/covid19-boite-a-outils-deconfinement
ACTUALITTE	The risks for the collections are essentially due to the building closing.	https://www.actualitte.com/article/patrimoine-education/archives-et-services-patrimoniaux-quoi-de-la-securite-sanitaire-des-collections/100589
AICCM The Australian Institute for the Conservation of Cultural Material Blue shield Australia	A practical guide for the collections managers with indications for monitoring inspections in case of closing.	https://aiccm.org.au/sites/default/files/Closed%20by%20COVID19%20-%20ver%201.1%20-%2027Mar2020.pdf



BOUCLIER BLEU
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Section Île-de-France

This document was created by volunteers of the the French Blue Shield's Ile-de-France section between March 2020 and June 2020, during the lockdown due to the COVID-19 pandemic.

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Should you have any comments please let us know, this document will be completed or adapted if needed