



American Italian Heritage Association and Museum

1227 Central Avenue
Albany, NY 12205

Emergency Plan

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Introduction

The following emergency plan is directed to those emergencies which do not require the response by an outside emergency agency. As a resident of the Town of Colonie, the Town of Colonie's Disaster Plan supersedes this plan in the case of any conflict.

In the case of any emergency, the first call is to be made to 9-1-1, followed by notification to the Executive Director or next ranking staff member of the Museum.

I. Coordination With An Emergency Response Agency

There is a clear distinction between the policies and procedures which are internal and those exercised by a response agency, such as fire or law enforcement. In the event of such an emergency, the most senior Museum employee on site will act as the Facility Coordinator, for the purpose of coordinating with the response agency's Incident Commander. In all instances, the proper emergency agencies shall have final decisions according to their policies.

II. Policies Of The Board

It shall be the duty of the Board of Trustees to audit the building, grounds, and the plan at unannounced, irregular intervals. The Board of Trustees shall be notified as soon as possible when an emergency occurs, but it does realize that, by the very nature of an emergency, decisions will have to be made immediately.

Therefore, the Board authorizes the staff to commit \$1,000 toward emergency response without prior authorization. Any further expenses must be approved by two of the Trustees.

In the event of an emergency, the Museum staff will immediately notify the Director, and the Chair of the Board of Trustees. In the event that these individuals cannot be contacted, Museum staff will notify at least two trustees.

All Museum staff, employees and volunteers are expected to act in a professional manner, and will defer to the decisions of the Trustees, as expressed by their representatives.

III. Procedures for Staff and Volunteers

A. Emergency Call List

In the case of any emergency, the first call is to be made to 9-1-1, followed by notification to the Executive Director or next ranking staff member of the Museum.

A list of Museum staff members shall be maintained at the Reception Desk, in the files of each staff member, with the Museum's security company (Harts Systems), and with the local Fire and Police Departments. It is the responsibility of every staff member to provide other staff members with a telephone number, or two, where he/she may reasonably be expected to be reached. This list will be maintained in an appropriate order of priority. The first staff member contacted and arriving at the scene of the emergency will serve as the Facility Coordinator, pending the arrival of the Executive Director.

B. Emergency Response

Emergencies can be categorized according to how they are discovered and when they occur. Each category of emergency should be handled differently, to wit:

1.) In the event of an emergency discovered on a Saturday or a Sunday, the Museum staff member on duty shall automatically be designated as the Facility Coordinator, pending the arrival of the Executive Director, and shall be tasked with contacting the remaining staff members to come to his/her assistance as necessary;

2.) In the event of an emergency occurring during normal business hours during the regular work week, if the Executive Director is in the building he/she immediately becomes the Facility Coordinator. In the absence of the Executive Director, the order of authority shall be derived from the emergency list, pending the arrival of the Executive Director. If the emergency is localized, it is up to the Facility Coordinator to delegate responsibility to the appropriate individual;

3.) In the event of an emergency occurring during off-hours, the Museum's security company (Harts Systems) shall notify specific personnel in a predetermined order: (i.e. Fire Department in the case of fire, Police Department in the case of disturbance, Executive Director, Director of Education, Curator of Collections, Development Director, Collections Assistant, Museum Aide, etc.). In this case, the first staff member contacted shall become the Facility Coordinator, pending the arrival of the Executive Director;

FIRST PRIORITY IS ALWAYS to be given to the safety and security of individuals.

C. Emergency Contacts

The Facility Coordinator shall contact the appropriate response agencies, to wit:

Accident: Local emergency response unit;

Bomb Threat: Local Police Department, with responsibility to follow all further Instructions;

Criminal Activity: Local Police Department, with responsibility to coordinate with the on-scene Incident Commander;

False Alarm: Haarts Security

;

Fire: Local Fire and Police Departments, with responsibility to coordinate with the on-scene Incident Commander;

Heat or Air Conditioner Failure: Local HV/AC company (see listing at end of this plan)

Power Failure: National Grid

;

Structural Damage: Local Fire Department if emergency an immediate threat, followed by the City Engineer.

Water Damage: Local plumber (see list at end of this plan);

NOTE: In the event of a medical or fire emergency, Museum personnel shall be directed to call 9-1-1 immediately, then contact the appropriate staff member and board members, as necessary.

D. Recovery

If the recovery nature of the emergency requires additional labor, the Facility Coordinator shall form a Recovery Team, made up of additional Museum staff members and volunteers. It is very important to contact the Museum's regular volunteers immediately, and the media should be contacted if additional volunteers are needed. An up-to-date phone list must be maintained off-site by Museum staff in case it is impossible to enter the Main Museum.

E. Power Failure

The most serious safety threat to the Museum is a power failure, with or without fire, in the public areas which do not have natural light. Therefore:

2.) In the event of a power failure, Museum staff members, using flashlights, will enter the dark galleries to assist and direct visitors and members of the general public to the nearest exits.

F. Training

All Museum employees and volunteers are expected to be familiar with all the policies and procedures put forth in this Emergency Plan, and an annual training/review/emergency session will be conducted and documented annually in March. All new employees will be given training and orientation in the implementation of all safety and recovery plans.

G. Fire Extinguishers

All fire extinguishers shall be checked and serviced (as necessary) on an annual basis by a professional contractor.

H. Storage

No combustible boxes or material shall be permitted to be stored within at least 24 inches of the ceiling, and not less than 18 inches below sprinkler head deflectors.

I. Electrical Equipment

Live electrical components operating at 50 volts or more must be adequately guarded against accidental contact by an approved enclosure, or by another suitable method.

IV. Building Evacuation Procedure-

As the primary administrative, exhibition, collections storage/processing, and interpretive center for the Museum, the following procedure shall be rigorously followed when evacuating the buildings.

- 1.) All personnel shall evacuate the building via the two main stairways, and exit through the three regular doorways on the main floor. Exit signs are posted in each gallery;
- 2.) Museum staff members will ensure that all visitors and other personnel evacuate the building, as follows:

*The senior staff member on duty shall check all rooms, including basement, first floor and second floor to make sure that there are no personnel trapped.

After meeting with the rest of the Museum staff to confirm that the building has been evacuated, he/she shall clear the foyer and exit via the main entrance, if possible;

3.) Particular attention will be given to providing guidance and assistance, as necessary, to evacuating the public, especially those with disabilities (as defined by the Americans With Disabilities Act), the elderly, and children;

5.) In the event that the main entrance cannot be used, all personnel will be directed to evacuate the building via the nearest emergency exit. All personnel shall meet at the designated safe location (i.e. parking lot) to ensure that the building is entirely evacuated, and to await the arrival of emergency responders;

6.) To assist Museum staff in keeping tabs on who is in the building, a sign-in sheet shall be posted in the reception area for use by all permanent and part-time Museum employees. Contractors also will be required to notify Museum staff both when they arrive for work, as well as when they leave for the day;

V. Disaster Plan For Historic Structures

A. Wind Damage

During:

If there is time, close and secure all doors, windows, and shutters.

If there is time, cover large window areas or openings with plywood covers.

At the direction of the Curator of Collections, remove collections materials in the historic structure to safe, temporary storage in collections processing areas of the Main Museum,

B. Flood Damage

Figure V.B.1

Before:

Backflow prevention valves shall be installed in sanitary and storm sewers, where applicable. Heating and electrical equipment, and ductwork shall be evaluated to determine if they reside above flood plain elevations and historical flood levels. Where applicable, a means of draining ductwork and other concealed spaces shall be provided for.

At the discretion of the Director and/or curator , collection material exhibited or stored inside the structure shall either be secured in place, raised to sufficient height to avoid water damage, and protected from the elements or shall be removed to secure temporary storage.

Ensuring the personal safety of staff personnel and visitors is the PARAMOUNT priority.

Vacate the building if threatened with flooding, and proceed to a predetermined safe location in higher grounds.

Notification to the appropriate parties shall be made, in accordance with Sections I-III of the Museum Emergency Plan (above).

All collections materials stored or exhibited within the historic structure shall be evaluated for damage, at the direction of the Curator of Collections, and those requiring remunerative treatment shall be removed to allocated collections processing areas.

Said collections shall then receive conservation treatment appropriate to the level of resources and experience of Museum staff, and/or loaned to conservation professionals for evaluation and treatment, at the discretion of the Curator of Collections. With conservation/restoration work complete, these items shall be returned to the historic structure in question. Those collections materials deemed to have been damaged beyond usefulness, or which could pose a serious preventative conservation risk to other collections materials even after conservation/preservation treatment, shall be deaccessioned and disposed of at the discretion of the Curator of Collections and in full accordance with the guidelines established in the Museum's Collections Policy & Procedures Manual.

C. Fire Damage

Fire of any origin can result in damage in a range from minor to complete destruction of a historic structure. In order to help prevent the possibility of accidental fire, and in consideration of the conservation needs of collections materials either exhibited or stored in historic structures, smoking is prohibited in or near any Museum structure.

Ensuring the personal safety of staff personnel and visitors is the PARAMOUNT priority.

Vacate the building and proceed to a designated safe area (i.e parking lot).

Call 911 to get the fire department on the way. Notification to the appropriate parties shall be made, in accordance with Sections I-III of the Museum Emergency Plan (above).

After:

Water infiltration should be prevented by covering damaged roofs with temporary tarps or roofing. Damaged window and door openings should be covered with temporary enclosures, in order to keep the rain, snow, and ice out. If resources permit, the building shall be inspected by a structural engineer with historic building experience to determine which elements can be repaired, and which have to be replaced or rebuilt. In all cases, wherever possible historic building materials shall be salvaged and re-utilized in the restoration process. Building elements such as walls, ceilings, and chimneys that have been determined to be unstable should be braced or removed. Wherever practicable, building repairs/restorations should be designed to meet current building code requirements. Any and all damage to the historic structure shall be thoroughly documented, via photograph, throughout the building at the direction of the Curator of Collections. All collections materials stored or exhibited within the historic structure shall be

evaluated for damage, at the direction of the Curator of Collections, and those requiring remunerative treatment shall be removed and receive conservation treatment appropriate to the level of resources and experience of Museum staff, and/or loaned to conservation professionals for evaluation and treatment, at the discretion of the Curator of collections and the Director of the Museum. With conservation/restoration work complete, these items shall be returned to the historic structure in question. Those collections materials deemed to have been damaged beyond usefulness, or which could pose a serious preventative conservation risk to other collections materials even after conservation/preservation treatment, shall be deaccessioned and disposed of

at the discretion of the Curator of Collections and Director of the Museum and in full accordance with the guidelines established in the Museum’s Collections Management Rules. A record of these activities shall be maintained.

In consultation with an historic architect and/or a structural engineer with historic building experience, the Executive Director and Curator of Collections shall develop a plan for repairs to correct the deficiencies that were discovered during the incident. The ultimate goal of said planning shall be to enable the structure to better avoid or mitigate damage from future fire-related incidents.

Locations of emergency items:

Fire extinguishers- 1st floor: in main lobby and in back hallway by bathrooms
2nd floor: in hallway by entrance door

First Aid Kits - Main Office

Flashlights—Main office, Director’s office, Kitchen, Gift Shop
2nd floor: Meeting Room, Kitchen

Security Panel—Utility Room

Folding Tables—Entrance Hall, 2nd floor near elevator

Gas Heater Shut-Off—Kitchen Closet and Music Room

Sprinkler System Pump House—Northeast side labeled “sprinkler room”

Heating/Cooling system—Same as above

Main Electrical Cut-Off –Utility Room

Main Water Shut-Off –Sprinkler pump house

Telephone Numbers

Town of Colonie:

Town Supervisor - 518-783-2728

Building and Fire Services – 518-783-2706

Division of Water- 518-783-2750

Bureau of Engineering – 518-783-6292

Board of Trustees:

Director, Prof/Cav. Philip J. DiNovo—518-435-0591

Vice-President, Catherine McGuire—518-355-5690

Secretary, Linda Dellea -518-794-0065

Treasurer, Santa Pasquini—518-489-3949

Curator, Joseph Anastasio –518-489-8156

Rosanna Aiuppa—518-458-2697

C.Thomas Barletta, esq.-518-434-6202

Egidio Currenti—518-489-8286

Philip Maiello-518-237-0216

Dominick Paratore-518-464-0804

Anthony Viccarone-518-664-7909

Stephen Woodard—518-573-1478

STANDING COMMITTEES CHAIRS

House and Grounds, Anthony Viccarone-518-664-7909

Community Relations, Prof. Philip J. DiNovo- 518-435-0591

Maintenance, Dominic Paratore Sr. 518-489-4903

Fundraising, Catherine McGuire—518-355-5690

Volunteers, Linda Dellea—518-794-0065

Heritage and Culture, Prof/CavPhilip J. DiNovo-518-435-0591

Repairs and Special Projects, Phil Maiello 518-237-0216 Steve Woodard –518-573-1478

Web Master, Dominic Paratore,Jr.-518-464-0804

Collections Committee, Joseph Anastasio-518-489-8156

Rental Manager, Steve Woodard—518-573-1478

Publicity, Ann Sweeney-518-421-2546

Sunshine, Virginia Paratore—518-489-4903

Gift Shop, Theresa Viva—518-330-0669 -Ann Sweeney 518-421-2546

Thrift Shop, Sarah Wellan 518-489-0428

PR/Photographer, Gene Loparco—518-456-4667

Resource List

Service/Item Contact Telephone #

Carpenter – Phil Maiello 518-237-0216 and Steve Woodard 518-573-1478

Electrician – Arket Electric – 518-381-8818

Plumber - GE Abraham Construction (George the plumber 518-421-0331)

Heating and Cooling-- GE Abraham Construction (George the plumber 518-421-0331)

Structural Engineer – Enzo Sofia 518-482-0067

Security Company- Hart Alarm Systems 518-272-2007

Insurance Buildings- Aarthur J. Gallagher Agency – 518-869-3558

Insurance Trustees-Anchor Agency – 518-458-8908

Photographer Eugene LoParco

Hardware and Supplies- Philips Hardware 518-439-9943

Legal Advisor- C.Thomas Barletta, esq.-**518-434-6202**

Albany Medical Center – 518-262-3125

St. Peter Hospital -518-525-1550

Radio Stations:

WAMC-90.3FM- 1-800-323-9262

WMHT-89.1FM-1-800-880-3400

WFLY-92.3FM-518-786-6600

WPYX-106.5FM-518-476-9799

WROW-590AM-518-476-5900

WGY-810AM-518-452-4800

WAMP-1460AM-1-800-323-9262 PUBLIC RADIO

Television Stations

WTEN-518-436-4822

WNYT-518-207-4701

WXXA-518-433-4286

WRGB-518-381-4900

Newspapers

Times Union – 518-454-5694

Schenectady Gazette-518-374-4141

Metroland-518-463-2500