

Preservation Planning Survey – Fire Protection and Security**Fire Protection**

1. Have the collections undergone significant damage from fire within the last five years? If yes, please describe. _____

2. What types of fire detection devices are installed (e.g., smoke sensors, heat sensors)? _____

 - a. Is the detection system connected to a 24-hour monitor? _____

 - b. What and where is that station or agency? What would the speed of response to an alarm be? _____

 - c. Is the detection system regularly maintained and tested? By whom? _____

3. Is there an automatic fire suppression system? What is the equipment (e.g., Halon, sprinklers, other)? Is the suppression system regularly inspected and tested? By whom? _____

4. If there are sprinklers, are they wet pipe, dry pipe, or pre-action? _____

 - a. What is the activation temperature for the sprinkler heads? _____

 - b. Do the heads discharge individually? _____

 - c. Is there a sensor to auto-matically stop the water flow when the fire is extinguished? _____

 - d. How would an accidental discharge be detected and controlled? _____

5. Are portable fire extinguishers available? Where? What type? Are they inspected yearly? Has staff been trained to use them? _____

6. Is there an evacuation plan for the building? Are fire drills held? How frequently? _____

7. Has there been a fire safety inspection of the building by the Fire Department or Fire Marshal within the past year? _____

8. If there is a book drop that opens into the building, how is it secured against vandalism or arson? Is there a smoke/heat detector directly above the opening? Could the book drop be eliminated? _____

Security

1. Does the building have an automated intrusion alarm system? What types of alarms are provided (e.g., motion detectors)? Is the system monitored 24-hours a day? By whom? _____

2. Does the building have window locks, alarmed doors, or security guards? _____

3. How are use and distribution of keys controlled? Who has keys to the building? Is there a mechanism for distributing and collecting keys for new or terminating employees? _____

4. Where are the historical collections located within the building? Who has a key to this area? Who can access this area during working hours (e.g., all staff, some staff, the general public)? _____

5. Describe the current procedures for access to and use of the historical collections:

a. Are researchers asked for positive identification? Are they required to fill out a registration form? Are researchers required to fill out call slips to document which collections they use? Are all forms retained by the institution? _____

b. Are materials of special value counted out for researchers, returned, and checked by staff before additional materials are issued? _____

c. Are all researchers in view of a staff member at all times? Are tables and desks positioned to provide optimum supervision by staff? Are researchers ever left unsupervised when they are using valuable materials? _____

6. Has a staff member been assigned responsibility for security management? _____

7. Are there written rules for use of the historical collections, and are these distributed to researchers? _____

8. Is there a written closing procedure for the building? Who is responsible for checking the building each evening? _____

Priorities

1. What are your 3-5 highest priorities for improving fire protection and security for your collections? _____
