**[*Park Name*]**

**Museum Fire Section of Park Structural Fire Management Plan (SFMP)**

|  |
| --- |
| Guidance for the Completed Museum Fire Section  Complete the following:   1. The park curator/custodial officer for the collection is responsible for working with the park structural fire coordinator (PSFC) to develop this Museum Fire Section of the park Structural Fire Management Plan (SFMP). Enter curator and PSFC names on the 'Prepared by' block on Page 1. 2. The Museum Fire Section must be completed and added as the last chapter of the SFMP in accordance with NPS Museum Fire Protection Standard (2) and RM-58: Structural Fire Management. The last chapter is to be titled Chapter [*#*]: Museum Fire in the [*Park*] SFMP. 3. The PSFC, Regional Structural Fire Marshal, and superintendent sign the signature page of the SFMP on completion of the park SFMP. When adding the completed Museum Fire Section to the SFMP, the curator and regional curator’s signatures are required in accordance with the NPS Structural Fire Program Structural Fire Plan, August 2024 Template. |

**Figure 9.4 Museum Fire Section of Park Structural Fire Management Plan (Template)**

**Museum Fire Section of [*Park*] Structural Fire Management Plan (SFMP)**

**Table of Contents**

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| --- |
| **Incorporate the Museum Fire Section into park SFMP as Chapter [*X*]: Museum Fire.**  **Incorporate this Table of Contents into the SMFP Table of Contents.** |

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**X.2 Museum Fire Protection Standards and Related Policies** 1

NPS Museum Fire Protection Standards 1

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Figure 9.3: Object Assessment

Figure 9.9: Fire Emergency Response Steps

Figure 10.3: Museum Mitigation Action Plan

Figure 10.20: First Priority Criteria for Object Relocation and Salvage

Figure 10.21: Emergency Contact List

Figure 10.22: Emergency Vendor and Sources of Assistance List

Figure 10.23: Emergency Supplies and Equipment

Figure 10.24: Salvage Procedures

**Figure 9.4 Museum Fire Section of Park Structural Fire Management Plan (Template) (continued)**

**Figure 9.4 Museum Fire Section of Park Structural Fire Management Plan (Template) (continued)**

|  |  |
| --- | --- |
| **Instructions:** Include preparator names, titles, and date of this Museum Fire Section below. | |
| **Prepared by [***Curator Name***], [***Title***]** | **Date:** |
| **In consultation with [***PSFC Name***]** | **Date:** |

|  |
| --- |
| **Signatures of the superintendent, PSFC, Regional Structural Fire Marshal, park curator, and regional curator are required on the [*Park*] SFMP Signatures page.** |

1. **Overview**

This Museum Fire Section provides guidance on the preservation and protection of collections and structures and spaces housing collections as Chapter [*X*]: Museum Fire of the [*Park Name*] Structural Fire Management Plan (SFMP). It covers museum fire protection, risk assessment, pending corrective actions, fire-safe practices, and automatic museum fire protection systems designed to remove or reduce fire hazards and vulnerabilities for [*Park*] collections and structures housing collections. It includes fire Emergency Response Steps (Figure 9.9) and salvage procedures. The park SFMP provides life safety guidance.

The [***Park***] **collection** numbers [*XX objects*.] It includes [*describe*]. The collections and museum records are housed in the [*storage facility name*], with [*XX objects*] on exhibit in [*exhibit space name(s)*.]

The Superintendent’s office and park administration offices are located [*XX*]. Security includes [*describe*]. The key log is located in [*describe.*]

1. **Museum Fire Protection Standards and Related Policies**

**NPS Museum Fire Protection Standards (MH-I, *Museum Collections,* Chapter 9, Section B.1)**

1. (a) Install automatic fire detection and alarm systems ***and*** automatic fire sprinkler and/or suppression systems in all purpose-built and adapted structures and spaces housing or exhibiting museum collections as approved by the FCO or RSFM in consultation with the park or regional museum curator and interdisciplinary team. In furnished historic structures, select and install automatic fire detection and alarm systems and automatic fire sprinkler and/or suppression systems as approved by the FCO or RSFM in consultation with park and regional facilities management staff, the historical architect advisor, and the park or regional museum curator.

***or***

(b) Consolidate collections in structures protected with automatic fire detection and alarm systems and automatic fire sprinkler and/or suppression systems.

***or***

(c) The decision not to use these systems must be made by the superintendent or delegate in consultation with the FCO or RSFM, park curator, regional curator, and historical architect advisor as appropriate, using information from Figure 9.3: Object Assessment, and the Museum Collections Assessment Matrix and Historic Structure Fire Protection System Assessment Matrix in RM-58 Appendix B.

This decision must be documented in writing using Figure 9.3a: Record of the Superintendent’s Decision Regarding Installation of Automatic Fire Protection Systems and Consolidation of Collections. Copies of the documents noted in NPS Museum Fire Protection Standard (1.c) must be distributed to the FCO or RSFM, regional director, regional curator, the park central and museum files, and historical architect advisor if appropriate.

1. Develop and implement a Museum Fire Section as part of the park Structural Fire Management Plan (SFMP) with procedures to prevent, detect, and suppress fires. Review annually and update the Museum Fire Section every five years and after a structure fire incident, addition of a new or renovated structure to house collections, new exhibit installation, or change in curator.
2. Conduct regular self-assessments for fire risk, including the NPS Checklist for Preservation and Protection of Museum Collections, and have a registered professional fire protection engineer complete a Life Safety and Fire Protection Risk Assessment for structures housing museum collections.

**Figure 9.4 Museum Fire Section of Park Structural Fire Management Plan (Template) (continued)**

1. Include and implement corrective actions to remove, reduce, and/or mitigate fire hazards and vulnerabilities in the Museum Mitigation Action Plan.
2. House museum collections in a dedicated storage space separated from the curatorial office, research and work areas, and supply storage areas.

House collections in spaces separated (compartmented) by appropriate fire-rated assemblies in purpose-built and adapted structures and spaces, and separate functions to the extent possible in furnished historic structures.

1. Prohibit smoking in or within 25 feet of structures and spaces housing collections.
2. House the paper accession (and deaccession) book and folders in a locking UL listed 350°F one-hour fire-resistive insulated filing cabinet, safe, or vault when not in use. House electronic museum records, backups, and other media files in a UL listed 125°F one-hour fire resistive media safe or box.
3. Store cellulose nitrate-based materials in accordance with fire safety guidelines and Director’s Order 24.4.3.23: Cellulose Nitrate and Cellulose Ester Film.
4. Require a Hot Work Permit (HW-1) for hot work in spaces housing collections. Protect collections or move to a secure location during hot work.

**Fire Protection Policies and Code References**

NPS policies and nationally recognized fire codes relating to museum fire protection include:

* NPS Management Policies (2006) 9.4.2: Museum Collections Management Facilities
* NPS-28: Cultural Resource Management Guideline
* Chapter 4.D: Fire Management 1: Structural Fire
* Chapter 9.B.3.b: Cataloging
* NPS Director’s Order 50D: Smoking Policy
* NPS Director’s Order 24: NPS Museum Collections Management, 4.3.10: Emergency Operation
* NPS Reference Manual 58: Structural Fire
* Section 2.22: Fire Protection for Historic Structures & Buildings Storing/Exhibiting Museum Collections
* NFPA 909: *Code for the Protection of Cultural Resource Properties- Museums, Libraries, and Places of Worship*
* NFPA 914: *Code for Fire Protection of Historic Structures*

1. **Designated Responsibilities**

The park ***curator*** or collateral duty staff designated as responsible for the museum collection is directly responsible for the physical care of, and has day-to-day on-site responsibility for the museum collection.

The curator develops, implements, and updates the following, in coordination with the Park Structural Fire Coordinator (PSFC) and facility manager:

* Museum Fire Section of the park Structural Fire Management Plan. The curator works with the PSFC to add this Museum Fire Section as Chapter [*#*]: Museum Fire of the park SFMP.
* Museum Risk Assessment Worksheet ([Figure 10.2](https://www.nps.gov/articles/000/mhi_chap10_emergency_planning_fillable_forms.htm)).
* NPS Checklist for Preservation and Protection of Museum Collections ([Appendix F, Section F: Fire](https://www.nps.gov/subjects/museums/upload/MHI_AppF_NPSChecklistPreservationProtection.pdf)).
* Museum Mitigation Action Plan (Figure 10.3).
* First Priority Criteria for Object Relocation and Salvage (Figure 10.20).
* Object Assessment ([Figure 9.3](https://www.nps.gov/subjects/museums/upload/MHI_Ch9_FireProtection_ObjectAssessment.pdf)).

Updates to fire detection and suppression systems in [*facility name(s)*] will be made in consultation with the Regional Structural Fire Marshal (RSFM) or Fire Code Official (FCO) and the regional curator.

**Figure 9.4 Museum Fire Section of Park Structural Fire Management Plan (Template) (continued)**

**Completed Risk Assessment Documents**

The following documents are filed in the curator’s office in the [*storage facility name*]:

* Museum Risk Assessment Worksheet.
* NPS Checklist for Preservation and Protection of Museum Collections.
* Life Safety and Fire Protection Risk Assessment

**Museum Fire Protection Mitigation to be Completed**

See Museum Mitigation Action Plan (Figure 10.3) dated [*XX*] for pending corrective actions.

1. **Fire-Safe Practices in Collections and Structures Housing Collections**

Implement the following fire-safe practices in accordance with Chapter 9, Section E: Fire-Safe Practices and Design.

* Museum collections are housed in dedicated storage spaces separated from the curatorial office and research and work areas.
* Cabinets are raised 4 – 6 inches off the floor.
* Collections in the [*storage facility name*] are stored in well-constructed, sealed steel cabinets that are closed and secured after use and at the end of each day.
* Cabinets, exhibit cases, and furniture are not closer than 18 inches from sprinkler head deflectors.
* Furniture in [*exhibit space name(s)*] does not obstruct fire detectors.
* The accession book and folders are housed in an insulated filing cabinet with a UL listing of (350°F 1-hour) that is locked when not in use. Electronic media, including backups, are housed in a media safe or box with a UL listing of (125°F 1-hour). An electronic backup of the accession book and documents is filed off-site and with the regional curator.
* Non-collection items (packing materials, paper products, cleaning supplies, shipping boxes, etc.) are housed outside collection storage rooms and away from electrical outlets, pipes, vents and other utilities.
* Regular housekeeping in exhibits, storage and workspaces, includes:
* maintaining clean and organized storage and work spaces
* keeping storage areas housing collections free of clutter
* emptying trash receptacles daily
* The following are prohibited in or adjacent to [*facility name(s)*]:
* smoking in or within 25 feet of the structure, with “No Smoking” signs posted at entrances
* open flames (including candles, fireplaces, or stoves) in or near the structure
* lighting matches or lighters in or near the structure
* open coil heaters or hot plates
* Hot work permit HW-1 is required for all hot work.
* Containers of chemicals such as alcohol or Paraloid™ B-72 used in collections preparation are closed and stored after each use.
* All doors and windows are kept closed and locked when the structure is not in use or unoccupied.
* Fire-rated doors are kept closed at all times.
* Fire protection system components such as detectors or sprinkler heads are not painted over, used to support decorations or hang clothing, or used for any function other than their intended use.
* Fire-resistant interior and exterior finishes and surfaces are used in structures housing collections.

1. **Museum Automatic Fire Detection and Alarm Systems and Automatic Fire Sprinkler Systems**

[*Facility name(s*] have [*describe automatic fire detection and alarm systems and automatic fire sprinkler systems.*] The museum fire protection system is monitored 24/7 by [*describe*].

**Figure 9.4 Museum Fire Section of Park Structural Fire Management Plan (Template) (continued)**

* [*Describe smoke detectors installed in each facility housing collections*].
* Fire alarm pull boxes are located near all exits in [*facility name(s).*]
* [*Describe automatic sprinkler or suppression systems installed in each facility housing collections*].
* The smoke detectors, monitoring system, and automatic sprinkler systems in both structures are inspected, tested, and maintained by the certified fire contractor, [*company name*], in accordance with RM-58.2.11.6: Fire Protection Systems Inspection, Testing, and Maintenance (ITM), nationally recognized fire codes, and the manufacturers’ specifications. The PSFC manages and schedules park-wide fire protection inspection, testing, and maintenance.
* [*Describe portable fire extinguishers installed in each facility housing collections*].

The museum fire protection system is linked to the park intrusion detection system. The intrusion detection system is monitored 24/7 by a [*describe.*]

1. **Fire Emergency Response**

The [*local fire department name*] responds to structure fires at [*park.*] The fire department is familiarized annually with the fire protection needs of [*facility name(s)*], including the special needs of the museum collection. [*Station name*] is located within [*XX*] miles of [*park*]. The nearest fire hydrant is [*XX mile*] from [*facility name(s).*] The average response time between the station and the location of a fire in the park is [*XX*] minutes.

*The following Museum Collection Emergency Operation Plan and other park documents are attached:*

Fire Emergency Response Steps (Figure 9.9)

1. **Emergency Contacts, Vendors and Sources of Assistance**

*The following documents from the Museum Collection Emergency Operation Plan are attached:*

Emergency Contact List (Figure 10.21)

Emergency Vendor and Sources of Assistance List (Figure 10.22)

1. **Emergency Supplies and Equipment**

*The list of Emergency Supplies and Equipment (Figure 10.23) from the Museum Collection Emergency Operation Plan are attached here.*

1. **Salvage**

Once the affected structure is cleared for re-entry, salvage can begin. Contact the regional curator and conservator before beginning salvage activities. Save as much as possible. Do the minimum amount of work per object. Ensure that actions taken to salvage collections do not damage the collections further. Interventive treatment should only be done by a conservator.

*The Salvage Procedures (Figure 10.24) from the Museum Collection Emergency Operation Plan are attached here.*

1. **Documentation**

Maintain a copy of the following documents in the curatorial office in the [*storage facility name*]:

* *Planning and mitigation:* Risk assessment documents, current copies of this Museum Fire Section of the SFMP, Museum Mitigation Action Plan, museum fire protection system installation documents, and related memoranda and worksheets.
* *Relocation:* Tracking and object relocation information.
* *Salvage:* Written reports and logs describing the type(s) of object damage sustained, salvage activities (freezing, drying, etc.) and who authorized them, and other related information.
* *Photographs:* Images of affected objects and spaces.

**Figure 9.4 Museum Fire Section of Park Structural Fire Management Plan (Template) (continued)**

* *Distribution:* Copies of these documents are distributed to the FCO or RSFM, regional director, regional curator, the park central and museum files, and the historical architect advisor if appropriate.

1. **Review Cycle**

Review the Museum Fire Section of the SFMP annually and update every five years and after a significant structure fire incident, addition of a new or renovated structure to house collections, new exhibit installation, or change in the designated curator.

1. **Training and Drills**

* The curator works with the PSFC and/or park safety officer to ensure the coordination and delivery of fire prevention training. All training is documented and maintained on file. Training includes how to report fires, portable fire extinguisher operating procedures, and evacuation procedures and routes.
* The PSFC conducts fire drills once a year at minimum.

1. **List of Figures**

*The following figures are attached to this plan:*

Figure 9.3: Object Assessment

Figure 9.9: Fire Emergency Response Steps

Figure 10.3: Museum Mitigation Action Plan

Figure 10.20: First Priority Criteria for Emergency Relocation and Salvage

Figure 10.21: Emergency Contact List

Figure 10.22: Emergency Vendor and Sources of Assistance List

Figure 10.23: Emergency Supplies and Equipment

Figure 10.24: Salvage Procedures

Note: The First Priority Object List for Relocation and Salvage and the First Priority Floor Plans for Relocation and Salvage are filed with restricted access in the [*storage facility name.*]

**Figure 9.4 Museum Fire Section of Park Structural Fire Management Plan (Template) (continued)**

**Floor Plan: Portable Fire Extinguisher and Fire Alarm Pull Box Locations**

[*Attach floorplans noting portable fire extinguisher and fire alarm pull box locations for structures housing collections here*]

**Floor Plan: Evacuation Routes**

[*Attach evacuation routes for structures housing collections here*]

**Figure 9.4 Museum Fire Section of Park Structural Fire Management Plan (Template) (continued)**