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**National Park Service**

**Museum Security Plan (Sample)**

**[*Part X*] of Park Physical Security Plan**

|  |  |  |
| --- | --- | --- |
| **Park Name:** [*Park*] | **Division / Branch:** [*Park museum branch*] | |
| **Effective Date:** | **Duration:**  Until amended or rescinded | **Target Audience: / Distribution:** All park staff |
| **Museum Security Plan Prepared by Park Curator / Custodial Officer for Collection** (Print Name): | **Signature:** | **Date Signed:** |
| **Park Physical Security Plan Prepared by Park Physical Security Coordinator** (Print Name): | **Signature:** | **Date Signed:** |
| **Reviewed by Regional Physical Security Program Manager** (Print Name): | **Signature:** | **Date Signed:** |
| **Reviewed by Regional Curator** (Print Name): | **Signature:** | **Date Signed:** |
| **Approved by Superintendent** (Print Name): | **Signature:** | **Date Signed:** |

**Figure 14.3. Museum Security Plan (Sample)**

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**Museum Security Plan**

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**Figure 14.3. Museum Security Plan (Sample) (continued)**

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**Museum Security Plan (Sample)**

1. **Overview**

**A. Purpose**

The Museum Security Plan provides standards, policies, and procedures to secure and protect [*Park name*] collections and structures storing and exhibiting (“housing”) collections. It is developed in accordance with NPS Museum Security Standard (8), and appended to the [*dated*] park Physical Security Plan.

**B. Policies**

DOI Departmental Manual 444 DM 1: Physical Protection and Facility Security

National Park Service (NPS) *Museum Handbook*, Part I: Museum Collections, Chapter 14: Museum Security

Director’s Order (DO) 9: Law Enforcement Program

Reference Manual (RM) 9: Law Enforcement Program

DO 24: Museum Collections Management

**C. NPS Museum Security Standards**

1. Store museum collections in a dedicated, secure storage room with restricted access in a secure structure, and separated from curatorial offices, work and research areas, and supply storage.
2. a. Secure structures and rooms storing collections with physical and electronic security systems\* that are continuously operational to protect collections and document access.

***or***

Consolidate collections storage into a structure protected with physical and electronic security systems that are continuously operational.

b. Secure structures exhibiting collections, including furnished historic structures, with physical and electronic security systems that are continuously operational to protect collections and document access.

***or***

c. Superintendent determines that the park cannot install an electronic security system in compliance with NPS Museum Security Standard (2a) or (2b), in consultation with the park curator and museum security team. This decision must be documented using the superintendent’s Record of Decision: Museum Electronic Security System Risk Acceptance (Figure 14.14) that includes a long-term corrective plan.

Distribute copies of the Record of Decision to the regional curator, park and regional facility managers and Physical Security Coordinators, Regional Director, and park central and museum files. Review annually and update together with the Physical Security Assessment of park structures every three to five years.

\*These systems include intrusion detection systems, electronic key card systems, and Video Security Systems.

1. Develop and implement written access policies and procedures for museum collections in storage and on exhibit, including:

a. Museum Collection Access Policy and Procedures for collections in storage.

b. NPS Visitor Log and Conditions for Access to Museum Collections in storage to document access to collections storage.

c. Opening and closing procedures for collections storage and exhibit spaces.

1. Visitors, including non-museum staff and researchers, must sign in to collections storage using the NPS Visitor Log and certify agreement to the Conditions for Access to Museum Collections.

a. Accompany and monitor non-museum staff and visitors in collections storage.

b. Monitor researchers studying selected objects in a designated room or space separate from collections storage.

1. Develop and implement a written Museum Key Control Policy and Procedures for collections in storage and on exhibit, in consultation with the museum security team and as approved by the superintendent. Update with the Physical Security Assessment every three to five years and:

a. Restrict issuance of collections storage keys, key cards and alarm codes and exhibit case keys to the curator and designated museum staff with routine, hands-on collection management duties.

b. Highly restrict emergency\* key, key card, and alarm code access to collections storage to protect collections and document access.

**14.3. Museum Security Plan (Sample) (continued)**

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c. Restrict issuance of keys, key cards, and alarm codes to furnished historic structures and other structures exhibiting collections to the curator and minimum number of NPS staff with justified need for issuance.

d. Manage keys, key cards, and alarm codes for collections storage rooms, furnished historic structures, and other structures and rooms exhibiting collections on a master or sub-master keyway separate from all other rooms and structures. Restrict issuance and use of master and sub-master keys to collections storage rooms, furnished historic structures, and other structures and rooms exhibiting collections.

e. Issue receipt for property to document key, key card, and alarm code issuance, using Receipt for Property Form DI-105 or equivalent.

\*Definition of emergencies provided in *MH* I.10.A.2: What kinds of emergency incidents are addresed in this chapter?

1. Curator manages collections storage cabinets and exhibit case keys, and secures in a separate locking museum key box.
2. a. Curator submits the required NPS *Checklist for Preservation and Protection of Museum Collections*, including Section E: Security, or successor each year. Review annually and update every five years.

b. Collaborate with the Physical Security Coordinator to conduct a Physical Security Assessment of structures storing or exhibiting collections every three to five years in accordance with Reference Manual 9: Law Enforcement Program (RM-9).

1. Develop and implement a Museum Security Plan and attach to the park Physical Security Plan in collaboration with the Physical Security Coordinator, and as approved by the superintendent. Review annually and update every five years.
2. Document and inventory museum objects, and track object movement to maintain security in accordance with *Museum Handbook*, Part II: Museum Records.
3. **Description of Collections and Structures Housing Collections**

The [***Park***] **collection** numbers [*X*] objects and includes [*disciplines*]. The collections and museum records are housed in [*storage facility name*], with [*X*] objects on display in [*furnished historic structure name(s)*] and [*X*] objects on exhibit in [*visitor center*.]

The [***Curatorial Facility name*** & ***FMSS #***] was built in [*year*] and includes [*construction & materials, including number & type of doors & windows*]. It includes [*number & type of research, work, & office spaces*]. Storage equipment includes [*locking storage cabinets, mobile compact storage, etc.*]. Museum staff accompany researchers and visitors in collection areas at all times, and monitor research room when in use.

[***Furnished historic structure name*** & ***FMSS #***] was built in [*year*] and includes [*construction, material, number & type of doors & windows*]. Facility manager minimizes vegetation to reduce cover for intruders [*describe*].

[***Visitor center name and FMSS #***] was built in [*year*] and includes [*number & type of doors & windows*]. Exhibit space includes [*space dimensions and staff presence.*]

See Appendix A: Physical and Electronic Security Systems for description of security systems in each structure.

1. **Roles and Responsibilities for Park Museum Security**

***Superintendent***is responsible for park security and delegates responsibility for museum security.

***Curator***is designated custodial officer for the collection, and is responsible for day-to-day management and care of the collection, including security, documentation and accountability. Curator develops and implements museum security policies and procedures and coordinates museum security training in collaboration with the museum security team (see below) and:

* Develops the Museum Security Plan that is attached to the park Physical Security Plan.
* Conducts self-assessments to identify risks to the collection, and arranges for museum security survey by an experienced museum security specialist.
* Documents corrective actions in the Museum Mitigation Action Plan and implements in collaboration with the museum security team.
* Develops and implements access and key control policies and procedures for collections storage, work and research spaces. Manages and controls collections storage cabinet and exhibit case keys and locking museum key box.

**14.3. Museum Security Plan (Sample) (continued)**

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* Conducts annual inventory of collections.
* Develops and implements opening and closing procedures for the collection storage facility and structures exhibiting collections, and protocols for interpretive staff in collaboration with the Chief of Interpretation.

***Park Physical Security Coordinator*** (PSC) conducts the NPS Physical Security Assessment and implements security corrective actions (“countermeasures”) in collaboration with the museum security team.

***Park Facility Manager*** coordinates security system maintenance in collaboration with the PSC, generates FMSS work orders, and obtains funding for and tracks museum security projects in PMIS.

***Chief of Interpretation*** manages rangers leading tours in furnished historic structures exhibiting collections in accordance with NPS Staff Protocols for Museum Objects on Exhibit (Figure 14.12).

***Park Chief Ranger*** works with the curator and PSC to promptly respond to and report loss of museum objects, and familiarizes law enforcement with museum security needs.

***Museum Security Team*** is led by the curator and includes the positions listed above. Others may include the regional Physical Security Program Manager [*name*], regional curator [*name*], and historical architect advisor and Section 106 compliance officer [*names*]. The team meets regularly to address museum security issues.

1. **Museum Security Risk Assessments**

**A. Completed Risk Assessments**

[*Attach completed risk assessments, with sensitive information redacted*]

* Physical Security Assessment for each structure storing and exhibiting collections, completed by the PSC in collaboration with the curator on [*date*].
* Museum security survey including survey report, conducted by [*contractor name &affiliation*] on [*date*].
* NPS Checklist for Preservation and Protection of Museum Collections (*MH* I, Figure F.2, Section E: Security) or successor, completed annually and submitted to the National Catalog on [*date*].
* Museum Risk Assessment Worksheet (*MH* I, Figure 10.2, Museum Security tab) [Excel file], completed [*date*].
* Object Assessment (*MH* I, Figure 9.3, Section A: Evaluation of Objects in this Space), completed on [*date*].

**B. History of Recent Museum Security Incidents**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Incident Location** | **Incident Description** | **Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Figure 14.3a. Museum Security Incident Overview**

1. **Pending Corrective Actions**

Pending corrective actions are listed in the Museum Mitigation Action Plan (customized Figure 10.3), dated [*date*].

1. **Access and Key Control**

**A. Access Control**

[*Attach park Museum Collection Access Control Policy and Procedures (customized Figure 14.5) & Conditions for Access to Museum Collections (Figure 14.7).*]

**B. Key Control**

[*Attach Museum Key Control Policies and Procedures (customized Figure 14.8)*]

**C. Opening and Closing Procedures**

[*Attach Collections Storage Facility Opening and Closing Procedures (customized Figure 14.10).*]

[*Attach Furnished Historic Structure Opening and Closing Procedures (customized Figure 14.11).*]

1. **Collections Security Practices**

**A. General**

***Documentation****:* Curator is responsible for accessioning and cataloging, accountability, inventory, object photography, and completing Object Temporary Removal Slip Form 10-97 when objects are moved.

**14.3. Museum Security Plan (Sample) (continued)**

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The curator uses and controls physical and electronic access to the collection database and [*electronic backup procedures*]. A scan of the accession book is maintained on [*secure park server*] with limited access, a copy stored in a secure location and off-site, and a scan sent to[*regional curator’s office annually*].

***Object Handling Protocols****:* ***Only*** the curator and trained museum staff are authorized to handle and move museum objects in storage and on exhibit. Curator and Chief of Interpretation develop and disseminate Staff Protocols for Museum Objects on Exhibit (customized Figure 14.12) to ensure security of objects on exhibit.

**B. Collections Storage, Offices, Work and Research Rooms**

Objects in the [*Curatorial Facility*] are stored in locking, steel museum cabinets. The accession book and folders are stored in a locking, fire-resistive filing cabinet in the curator’s office in accordance with NPS Museum Fire Protection Standard (7). Curator controls access to cabinet keys and the combination to the fire-resistive filing cabinet in accordance with NPS Museum Security Standard (6). Objects studied in work and research rooms are returned to storage cabinets when not in use or at the end of each day.

**C. Exhibit Spaces**

All objects in the [*Visitor Center*] are exhibited in locking, well-sealed [*manufacturer*] cases [*secured with concealed security screws*]. Curator controls access to exhibit case keys.

Keys used to open and close [*furnished historic structure name*] are stored in the park key custodian’s locking key box. Issuance of keys to [*structure name*] is restricted to the curator [*and Chief of Interpretation*] in accordance with NPS Museum Security Standard (5c). Staff assigned to open and close [*structure name*] [*staff member position, staff member position*] sign keys in and out from the locking key box.

Curator works with the Chief of Interpretation to ensure exhibited objects are protected during tours. Tour ratio for [*structure name*] is one staff member for every [*X*] visitors. Maximum tour size is [*X*].

**D. Training**

Curator provides regular orientation training to staff who interact with the museum program, including [*facilities, law enforcement, and interpretation*]. Training includes [*topics covered*] and is held [*schedule*].

NPS WASO Museum Management Program, regional offices, and NPS Division of Law Enforcement, Security, and Emergency Services(LESES) offer training courses for park staff, attended [*course name[s], date[s], and attendees*].

1. **Emergency Response Steps**

**A. Security Breach Emergency Response Steps**

Curator implements Emergency Response Steps (see Section IX: List of Figures) for security breaches affecting collections as outlined in the Museum Collections Emergency Operations Plan (MCEOP) (see Figure 10.4).

**B. Reporting Loss of Museum Objects**

In the event of a loss of a museum object, curator will conduct a complete search and reconcile the loss, restrict access to the area, and report the loss in accordance with *MH* I.14.I: Responding to Loss, *MH* II.4.III: Reporting Loss of Museum Objects, and *MH* II Appendix L: Reporting and Documenting Loss of Museum Objects.

Law enforcement documents the incident in the DOI Incident Management Analysis and Reporting System (IMARS). A report of survey is generated in accordance with RM-44.3.5: Accountable Property Officer Action. Park law enforcement ranger(s) with unaccompanied key access to collections areas may consider recusing themselves from investigating collections loss or theft in those area(s). In such cases, the investigation should be forwarded to the NPS Investigative Services Branch.

1. **Review**

This plan is reviewed annually and updated every five years and when the park Physical Security Plan is updated, and/or after a significant security incident or change in collections storage or exhibit spaces.

**14.3. Museum Security Plan (Sample) (continued)**

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1. **Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Phone Number** | **E-mail Address** |
|  | Superintendent |  |  |
|  | Curator |  |  |
|  | Park Physical Security Coordinator |  |  |
|  | Park Facility Manager |  |  |
|  | Chief Ranger |  |  |
|  | Chief of Interpretation |  |  |
|  | Regional Curator |  |  |
|  | Regional Physical Security Program Manager |  |  |

**Figure 14.3b. Contact Information**

1. **List of Figures**

Attach the following figures to this Museum Security Plan:

Figure 14.5: Museum Collection Access Policy and Procedures

Figure 14.6: NPS Visitor Log

Figure 14.7: Conditions for Access to Museum Collections

Figure 14.8: NPS Museum Key Control Policy and Procedures

Figure 14.10: Museum Collections Storage Opening and Closing Procedures

Figure 14.11: Furnished Historic Structure Opening and Closing Procedures

Figure 14.12: Staff Protocols for Museum Objects on Exhibit

***Emergency Response Steps***

Figure 10.5: Active Shooter Emergency Response Steps

Figure 10.6: Disruptive Individual Emergency Response Steps

Figure 10.8: Explosion Emergency Response Steps

Figure 10.15: Suspicious Package or Item Emergency Response Steps

Figure 10.16: Suspicious Person and Vandalism Emergency Response Steps

Figure 10.17: Threat (Phone or Bomb) Emergency Response Steps

**14.3. Museum Security Plan (Sample) (continued)**

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**Appendix A. Physical and Electronic Security Systems**

Redact information in this Appendix from distribution as appropriate.

*[****Curatorial Facility Name****]*

*Physical Security Systems:* The building is surrounded by [*describe fences, gates, doors, window protection*]. Exterior lighting includes [*types & locations*]. Doors in the building are [*construction material*] and have [*locks & keyways*]. [*Electronic access & alarm procedures*]. [*Collections storage furniture*].

*Locks and keys* [*describe*] are managed in accordance with the [*Park*] Museum Key Control Policy and Procedures.

*Electronic Security Systems:* [*Video Security System camera types & locations*]. [*Intrusion detection system and alarm types & locations, including window protection*]. Systems protecting first-priority objects include [*describe*].

*[****Furnished Historic Structure Name****]*

*Physical Security Systems:* [*Sympathetic systems design &installation & Section 106 compliance*]. [*Barriers, stanchions, etc. limiting access to collections in furnished rooms*]. The entrance/exit uses [*door material, construction & lock type*].

*Locks and keys* [*describe*] are managed in accordance with the [*Park*] Museum Key Control Policy and Procedures.

*Electronic Security Systems:* [*Video Security System camera types & locations*]. [*Intrusion detection system and alarm types & locations, including window protection*].

*[****Visitor Center Name****]*

*Physical Security Systems:* Doors are [*construction & material*] and have [*locks & keyways*]. Windows and other openings are [*construction, protection, & materials*]. Exterior lighting includes [*types & locations*]. [*Electronic access & alarm procedures*].

*Locks and keys* [*describe*] are managed in accordance with the [*Park*] Museum Key Control Policy and Procedures.

*Electronic Security Systems:* [*Video Security System camera types & locations*]. [*Intrusion detection system and alarm types & locations, including window protection*]. [*Protection of exhibit cases*].

***Electronic Security System Monitoring***

All Video Security System cameras and intrusion detection system alarms in structures storing and exhibiting collections are monitored at all times (24 hours a day, seven days a week, 365 days a year) by [*receiving and monitoring station name and location*]. VSS recordings are retained and archived [*schedule*] in accordance with RM-9.26.4.4: Recorded CCTV Images.

**Figure 14.3. Museum Security Plan (Sample) (continued)**