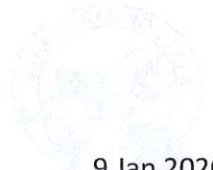




The Harlem Museum and Welcome Center
Home of the Laurel and Hardy Museum of Georgia
135 N. Louisville Rd, Harlem, Georgia 30813



9 Jan 2020

Security and Emergency Management External

The Harlem Museum and Welcome Center (HM)

Home of the Laurel and Hardy Museum of Georgia

Katy Ingalls

15 October 2019



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Security and Emergency Management

1. Security Access:

All collections storage and research areas have limited access. The museum and collections storage doors have hard key access. Personnel that have appropriate permissions will be granted non-key access. This access can be terminated at any time. Hard keys are limited to the HM Director and permanent HM staff only. The HM Curator keeps a list of all personnel that have access to collection spaces.

Access to Collections is granted by the HM Director in consultation with the HM Curator and limited to appropriate HM personnel, appropriate Harlem City personnel, and approved research personnel. Facilities personnel and outside contractors may only enter the collections spaces when accompanied by HM personnel. The HM Curator maintains a list of all active and deactivated access to the collections for a minimum of three years.

To request access from the HM Director, do so in writing and include the reason(s) for the application. If the request is not granted, you may set up a meeting to discuss the situation further. If the request is granted, see the Curator for access to the Collections spaces.

2. Physical Security:

The HM has an alarm system in addition to the hard keys for security purposes. The alarm will be activated any time the HM is unoccupied. The alarm has a battery backup for



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power outages and is run by the Nichols Company. The full records of attempts and entries into the HM can be requested from the Nichols Company by the HM Director or Curator at any time.

Cameras and outside lighting are maintained at the HM to deter theft and unauthorized access. The lighting will be particularly prevalent at access points. Harlem Police provide general security for all of Harlem and the HM. They patrol the entire city where the HM is in the central area. The Harlem Police can be contacted at (706) 556-6262.

3. Emergency Management

Harlem, including the HM, is outside of the effective flood zone (Georgia Flood Map <http://map.georgiadfirm.com/>). However, the additional precaution of maintaining collections on shelving at least four inches above the surface is utilized. Additionally, most Collections materials are stored using polyethylene re-sealable bags within their boxes.

All chemicals that are used in the Curation areas will be kept in a separate locked cabinet in the Collection Storage. Two copies of the MSDS sheets are maintained. One copy is kept in the chemical cabinet with the chemicals. The second copy is maintained in the office of the HM Director. All personnel are required to read the MSDS sheet before the use of any chemical to ensure proper use and safety protocols are followed.

Hard Copies of this plan are in the HM Director's office, at the curation areas, and in all collections spaces in the HM. In the case of evacuation of the building, the meeting point for the HM is the Harlem Library parking lot on the opposite side from the HM parking lot. All personnel (staff, volunteers, and visiting researchers) will familiarize themselves with the



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personnel (staff, volunteers, and visiting researchers) will familiarize themselves with the emergency response plans within the first week of HM or Collections access. All personnel will have refresher training at least annually.

Some emergencies may result in significant damage to collections and building structures. It is the HM Director's responsibility to plan for these emergencies. Currently, there are negotiations with other institutions taking place to resolve the issues of space and material support in the case of a disaster that causes structural damage. Once all negotiations have been resolved, the Memorandums of Record and/or Statements of Understanding will be maintained by the HM Curator, and this paragraph will be revised.

Date Approved: _____
Board Member: Phil Taylor
Board Member: Laurio Gargant
Board Member: Robert J. Wilson
Board Member: L - 5
Board Member: _____
Board Member: _____
Museum Director: [Signature]
Museum Curator: [Signature]