

# EUROPEAN MUSEUMS STANDARD FACILITIES REPORT



## Security Supplement

### CONFIDENTIAL

*This Facilities Report was devised by the United Kingdom Registrars' Group (UKRG) for the use of museums within the member states of the European Union in conjunction with the European Museums Standard Facilities Report.*

*The form will enable lenders and, if requested, independent security auditors, to assess the practicalities involved in making loans with particular regard to security issues. It is intended to help both borrowers and lenders identify potential problems and reach agreement on how these can be resolved.*

*It should therefore be completed and returned as quickly as possible.*

*The form is intended for use in all kinds of museums and galleries, irrespective of type of collection or size. For this reason not all questions will be relevant to every borrower. However as a standard form it can be filled in once and updated for use with any future loan requests. Please complete the form therefore as fully and accurately as possible, adding any other information which you feel may be relevant. You should retain a copy for future use.*

*It is important that you do NOT include the name or address of the venue that the questionnaire describes. Identification should be by the reference code found below.*

<b>Lending Institution's reference code</b>	
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[B] SECURITY ALARMS (cont)

<p>3 What type of detection equipment is in operation</p> <p>Magnetic Contact Motion Photo-electric ray Infrared Ultrasonic Weight/press Sound CCTV Other <i>Please supply details</i></p>	<p><b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b></p> <p>----- ----- -----</p>
<p>4 Who does your intruder detection system alert</p> <p>In house central security control Local Police Guarding Company Alarm Receiving Centre Other <i>Please supply details</i></p>	<p><b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b></p> <p>----- ----- -----</p>
<p>5 What is the response time to an alarm</p>	<p>----- ----- -----</p>
<p>6 How often are your security systems tested?</p>	<p>----- ----- -----</p>
<p>7 Who undertakes these tests</p>	<p>----- ----- -----</p>
<p>8 Are records kept of all alarm signals received including time, date, location, action taken, cause of alarm <i>Please supply details</i></p>	<p><b>YES/NO</b></p> <p>----- ----- -----</p>
<p>9 Is the alarm transmitted over a monitored line <i>Please supply details</i></p>	<p><b>YES/NO</b></p> <p>----- ----- -----</p>

[C] **CCTV**

<p>1. Is there a CCTV system in the building</p> <ul style="list-style-type: none"> <li>• Colour</li> <li>• Black &amp; White</li> </ul>	<p><b>YES/NO</b> <b>YES/NO</b></p>
<p>2. What areas does it cover</p> <ul style="list-style-type: none"> <li>• Main Entrance</li> <li>• All galleries</li> <li>• Temporary Exhibition Galleries Only</li> <li>• External parts of the building</li> <li>• Other</li> </ul>	<p><b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b></p>
<p>3. Who monitors the system and where</p> <ul style="list-style-type: none"> <li>• Security staff in security control room</li> <li>• Receptionist at entrance desk</li> <li>• Curator in office</li> <li>• Other</li> </ul>	<p><b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b></p>
<p>4. Is there a recording system</p> <ul style="list-style-type: none"> <li>• Simple</li> <li>• Multiplexer</li> </ul>	<p><b>YES/NO</b> <b>YES/NO</b></p>
<p>5. Are recordings time &amp; date generated</p>	<p><b>YES/NO</b></p>
<p>6. How long are recordings kept</p> <ul style="list-style-type: none"> <li>• A week</li> <li>• Month</li> <li>• Other</li> </ul> <p><i>Please specify</i></p>	<p><b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b></p> <p>----- ----- ----- -----</p>

[C] **FIRE PROTECTION**

<p>1. Is the entire building protected by a fire detection/alarm system</p>	<p><b>YES/NO</b></p>
<p>2. If NO please indicate areas NOT covered</p>	<p>----- ----- ----- -----</p>

3.  
If YES please specify type of system  
Manual  
Automatic  
*Please supply details*

**YES/NO**  
**YES/NO**

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[C] FIRE PROTECTION (cont)

4 How is the fire detection system activated		Temporary Exhibition Areas	Storage Areas
	Self-activated heat detection		
	Self-activated smoke detection		
	Manual activation (e.g. break glass)		
5 Who does the fire alarm system alert			
<ul style="list-style-type: none"> <li>In-house control station panel</li> </ul>	YES/NO		
<ul style="list-style-type: none"> <li>In-house audible alarms</li> </ul>	YES/NO		
<ul style="list-style-type: none"> <li>Local fire station direct</li> </ul>	YES/NO		
<ul style="list-style-type: none"> <li>Central fire station</li> </ul>	YES/NO		
<ul style="list-style-type: none"> <li>Other <i>Please supply details</i></li> </ul>	YES/NO		
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	-----		
6 Are all emergency exit doors equipped with alarms to detect unauthorised use	YES/NO		
7 How often are the systems checked and by whom			
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	-----		
8 Is there a fire suppression system in operation			
<ul style="list-style-type: none"> <li>Wet pipe in non-art areas</li> </ul>	YES/NO		
<ul style="list-style-type: none"> <li>Dry pipe in non-art areas</li> </ul>	YES/NO		
<ul style="list-style-type: none"> <li>Cross-zoned to the smoke/fire detection systems in the galleries</li> </ul>	YES/NO		
<ul style="list-style-type: none"> <li>Gas systems</li> </ul>	YES/NO		
<p><i>please specify location, manufacturer, year installed</i></p>			
	-----		
	-----		
<ul style="list-style-type: none"> <li>Fire hoses</li> </ul>	YES/NO		
<ul style="list-style-type: none"> <li>Portable fire extinguishers</li> </ul>	YES/NO		
<ul style="list-style-type: none"> <li>Pressurised water</li> </ul>	YES/NO		
<ul style="list-style-type: none"> <li>Carbon dioxide</li> </ul>	YES/NO		
<ul style="list-style-type: none"> <li>Dry chemical foam</li> </ul>	YES/NO		
<ul style="list-style-type: none"> <li>Halon</li> </ul>	YES/NO		
<ul style="list-style-type: none"> <li>Acid</li> </ul>	YES/NO		
9 How frequently are staff trained in the use of portable extinguishers			
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	-----		

<p>10 Is smoking permitted in any part of the building <i>Please supply details</i></p>	<p><b>YES/NO</b></p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>
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**C] FIRE PROTECTION (cont)**

<p>11 Is the local fire station staffed on a 24-hour 7 day basis</p>	<p><b>YES/NO</b></p>
<p>12 How long does it take the fire service to arrive at the building in response to an alarm</p>	<p>----- ----- ----- -----</p>

**[D] GUARDING & INVIGILATION**

<p>1 Do you have 24-hour continuous human guard security on the premises (as opposed to periods of electronic-only surveillance)</p>	<p><b>YES/NO</b></p>
<p>2. If NO would your institution be prepared to hire additional guards if required</p>	<p><b>YES/NO</b></p>
<p style="padding-left: 20px;">Routinely</p>	<p><b>YES/NO</b></p>
<p style="padding-left: 20px;">On specific occasions</p>	<p><b>YES/NO</b></p>
<p style="padding-left: 40px;"><i>Please supply details</i></p>	<p>----- ----- ----- -----</p>
<p>3. What type of security personnel does your institution use</p>	<p><b>YES/NO</b></p>
<p style="padding-left: 20px;">Regular security staff of your institution</p>	<p><b>YES/NO</b></p>
<p style="padding-left: 20px;">Other staff of your institution</p>	<p><b>YES/NO</b></p>
<p style="padding-left: 20px;">Contract security staff from an outside security company</p>	<p><b>YES/NO</b></p>
<p style="padding-left: 20px;">Student</p>	<p><b>YES/NO</b></p>
<p style="padding-left: 20px;">Volunteers</p>	<p><b>YES/NO</b></p>
<p style="padding-left: 20px;">Other <i>Please supply details</i></p>	<p>----- ----- ----- -----</p>
<p>4. Is there a trained security supervisor in charge at all times</p>	<p><b>YES/NO</b></p>
<p>5. What training do your security guards receive</p>	<p>----- ----- ----- -----</p>



<p>6</p> <p>How are your security guards equipped</p> <ul style="list-style-type: none"> <li>Armed</li> <li>Radio</li> <li>Pager</li> <li>Phone</li> <li>Other</li> </ul> <p><i>Please supply details</i></p>	<p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p>-----</p> <p>-----</p> <p>-----</p>
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**[D] GUARDING & INVIGILATION (cont.)**

<p>7</p> <p>Indicate the number of guards normally on duty</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">Throughout the building</th> <th colspan="2">Temporary Exhibition Galleries</th> </tr> <tr> <th>Stationary</th> <th>Patrolling</th> <th>Stationary</th> <th>Patrolling</th> </tr> </thead> <tbody> <tr> <td>Public Hours (Day / Evening)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Closed to public but open to staff</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Closed hours</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Throughout the building		Temporary Exhibition Galleries		Stationary	Patrolling	Stationary	Patrolling	Public Hours (Day / Evening)					Closed to public but open to staff					Closed hours				
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<p>8</p> <p>How many galleries are assigned to each security guard</p>	<p>-----</p> <p>-----</p> <p>-----</p>																								
<p>9.1</p> <p>Is a security guard assigned during installation &amp; de-installation periods</p>	<p><b>YES/NO</b></p>																								
<p>9.2</p> <p>if NO can security guards be assigned if required</p>	<p><b>YES/NO</b></p>																								
<p>10</p> <p>How often are temporary exhibition galleries checked when closed and by whom</p>	<p>-----</p> <p>-----</p> <p>-----</p>																								
<p>11.1</p> <p>Are security guards stationed at all entrances and exits to the building during open hours</p>	<p><b>YES/NO</b></p>																								
<p>11.2.</p> <p>If NO <i>please supply details</i></p>	<p>-----</p> <p>-----</p> <p>-----</p>																								
<p>12</p> <p>Are the contents of bags, briefcases etc. checked on entry &amp; exit</p>	<p><b>YES/NO</b></p>																								
<p>13.1</p> <p>Are exterior perimeter checks of the building carried out</p>	<p><b>YES/NO</b></p>																								

<p>13.2 By whom</p>	<p>----- ----- -----</p>
<p>13.3 How often</p>	<p>----- ----- -----</p>
<p>14.1 Does your institution have an emergency disaster procedure</p>	<p><b>YES/NO</b></p>
<p>14.2 If YES how frequently are staff trained regarding this procedure</p>	<p>----- ----- -----</p>
<p>15 What emergency procedures are in place to deal with theft and vandalism</p>	<p>----- ----- ----- ----- -----</p>

**[D] GUARDING & INVIGILATION (cont.)**

<p>16. Are the exhibition areas</p> <ul style="list-style-type: none"> <li>• One large room</li> <li>• A series of small rooms</li> <li>• Other</li> </ul> <p><i>Please supply details</i></p>	<p><b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b></p> <p>----- ----- ----- -----</p>
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**[E] EXHIBITION SPACES**

<p>1. Are the exhibition areas</p> <ul style="list-style-type: none"> <li>• One large room</li> <li>• A series of small rooms</li> <li>• Other</li> </ul> <p><i>Please supply details</i></p>	<p><b>YES/NO</b> <b>YES/NO</b> <b>YES/NO</b></p> <p>----- ----- -----</p>
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<p>2</p> <p>Are any spaces used for temporary exhibitions located in public activity areas e.g</p> <ul style="list-style-type: none"> <li>• Lobbies</li> <li>• Hallways</li> <li>• Libraries</li> <li>• Cafés</li> <li>• Classrooms</li> </ul> <p><i>Please supply details</i></p> <p>3.1.</p> <p>Is the consumption of food or drink ever permitted, or are events (concerts, receptions, dance etc.) ever permitted in exhibition areas?</p> <p>3.2</p> <p>If YES how are these controlled</p> <p>4.1</p> <p>Do exterior doors open directly into the exhibition areas</p> <p>4.2</p> <p>If YES please supply details including methods of securing e.g.</p> <ul style="list-style-type: none"> <li>• Locks</li> <li>• Gates</li> <li>• Roller shutters</li> <li>• Metal cladding</li> <li>• Bars</li> <li>• Escape mechanisms</li> <li>• Alarms</li> </ul>	<p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p>-----</p> <p>-----</p> <p>-----</p> <p><b>YES/NO</b></p> <p>-----</p> <p>-----</p> <p>-----</p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p>
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[E] EXHIBITION SPACES (cont.)

<p>5.1</p> <p>Are the re windows and/or roof lights in the exhibition areas</p> <p>5.2</p> <p>If YES Please supply details including methods of securing e.g.</p> <ul style="list-style-type: none"> <li>• Locks</li> <li>• Gates</li> <li>• Roller shutters</li> <li>• Metal cladding</li> <li>• Bars</li> <li>• Escape mechanisms</li> <li>• Alarms</li> </ul> <p>6.1</p> <p>Is there a modular wall partition/panel system</p>	<p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p> <p><b>YES/NO</b></p>
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[F] **DISPLAY**

<p>2 What methods are used to secure loans to walls, partitions, plinths etc.?  <i>Please describe your usual method</i></p>	<p><b>YES/NO</b> ----- ----- ----- -----</p>
<p>3 Can framed wall-mounted loans be individually alarmed  <i>Please provide details</i></p>	<p><b>YES/NO</b> ----- ----- ----- -----</p>
<p>4 Do you use barriers or other methods of physical protection for material on display?  <i>Please describe your usual method including the distance from the loan.</i></p>	<p><b>YES/NO</b> ----- ----- ----- -----</p>

[G] **INCIDENTS**

<p>Have there been any incidents of theft or damage to your collections or loans to your building over the last three years  If YES please provide details &amp; indicate precautions taken to prevent further incidents</p>	<p><b>YES/NO</b> -----</p>
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Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

***Please Note: Any important changes to the security arrangements outlined above should be made know to the lending institution immediately***

