

CITY OF BIRMINGHAM
MUSEUM BOARD
NOTICE OF VIRTUAL MEETING

NOTICE DATE: March 26. 2021
MEETING DATE/TIME: April 1, 2021, 5:00 p.m.
MEETING PLACE: Virtual Meeting

PLEASE TAKE NOTICE that the regularly scheduled Museum Board meeting for the City of Birmingham will be conducted online using a virtual meeting format. Meetings will be conducted virtually in light of health concerns surrounding Coronavirus/COVID-19, under Public Act 228 of 2020.

Museum Board Zoom Meeting Invitation

Topic: Regular Museum Board Meeting

Time: 05:00 PM Eastern Time (US and Canada)

Potential Future Virtual Meetings:

May 6, 2021, 05:00 PM

Join Zoom Meeting

<https://zoom.us/j/99524391376>

Meeting ID: 995 2439 1376

One tap mobile

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The agenda, agenda packet, and detailed instructions for viewing and participating in the meeting will be posted on the City of Birmingham's website as follows:

www.bhamgov.org/government/boards/mb_agendas.php

Public comment will be handled by the virtual "raise hand" method as controlled by the participant. See instructions as posted on the City of Birmingham website: www.bhamgov.org/participate.

The meeting will be captioned; if participating in the meeting through the Zoom platform the user must select "view subtitles" in order to see the captions.

NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.

Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al [\(248\) 530-1880](tel:2485301880) por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).



**CITY OF BIRMINGHAM
MUSEUM BOARD AGENDA
VIRTUAL MEETING
556 W MAPLE
Thursday, April 1, 2021
5:00 PM**

***Mission Statement:** The Birmingham Museum will explore meaningful connections with our past, in order to enrich our community and enhance its character and sustainability. Our mission is to promote understanding of Birmingham's historical and cultural legacy through preservation and interpretation of its ongoing story.*

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of the Minutes**
 - A. Minutes of March 18, 2021
- 4. New Business**
 - A. Greenwood Cemetery Survey-June/July 2021
 - B. Disaster Plan, Part I
 - C. Museum Board Members and Spring Pop Up Exhibits
- 5. Communication and Reports**
 - A. Director Report
 - B. Member comments
 - C. Public comments
- 6. Next Meeting: May 6, 2021 (Currently planned as a virtual meeting)**
- 7. Adjournment**

NOTICE: Individuals with disabilities requiring accommodations for effective participation in this meeting should contact the city clerk's office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance. *APPROVED MINUTES OF THE MUSEUM BOARD MEETINGS ARE AVAILABLE IN THE CITY CLERK'S OFFICE AND ON THE CITY WEBSITE AT www.bhamgov.org.* City of Birmingham, 151 Martin, Birmingham, MI 48009; 248.530.1800. Persons with disabilities that may require assistance for effective participation in this public meeting should contact the City Clerk's Office at the number (248) 530-1880, or (248) 644-5115 (for the hearing impaired) at least one day before the meeting to request help in mobility, visual, hearing, or other assistance.

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta sesión pública deben ponerse en contacto con la oficina del escribano de la ciudad en el número (248) 530-1800 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).



**CITY OF BIRMINGHAM
MUSEUM BOARD
VIRTUAL MEETING
March 18, 2021
5:00 PM**

Members Present: Russ Dixon, Pat Hughes, Judith Keefer, Tina Krizanic, Marty Logue, Caitlin Rosso

Members Absent: None

Student Members: Carter Lutz, Aidan Schoener

Administration: Museum Director Leslie Pielack

Guests: Jacquie Patt

Ms. Krizanic called the meeting to order at 5:00 PM.

**Approval of the Minutes
Minutes of February 4, 2021**

MOTION: by Dixon, seconded by Keefer:

To approve the minutes of February 4, 2021.

VOTE: Yeas, 6
Nays, 0

Unfinished Business

None.

New Business

Student Representatives Carter Lutz and Aidan Schoener introduced themselves and were welcomed to the Museum Board. Jacquie Patt has applied for the open Museum Board position; she introduced herself and also was welcomed by board members. The Allen House window project will not be undertaken at this time and will be deferred to fiscal year 2021-2022. Museum Board members reviewed the bids received for the Phase I Heritage Zone Landscape Improvement Project.

MOTION: by Dixon, seconded by Logue:

To recommend that the Birmingham Museum-Phase I Heritage Landscape Improvement Project contract be awarded to Worry Free Outdoor Services, Inc. in the amount of \$33,400.

VOTE: Yeas, 6

Nays, 0

Members reviewed a proposed Collections Research, Duplication, and Use Policy.

MOTION: by Keefer, seconded by Krizanic:

To approve the Collections Research, Duplication, and Use Policy as proposed.

VOTE: Yeas, 6
Nays, 0

The continuance of virtual meetings for the City of Birmingham beyond March 31 is being considered. Board members will be informed before the planned meeting of the Museum Board on April 1 whether it will be a virtual meeting or will take place in person at the museum.

Communication and Reports

Director Pielack reviewed the Director Report and clarified that the museum is awaiting a cost proposal on the geotechnical engineering investigation.

There were no board comments.

There were no public comments.

The next Regular Meeting is scheduled for Thursday, April 1 at 5:00 PM, currently planned as a virtual meeting.

Ms. Krizanic adjourned the meeting at 5:54 PM.

Disaster Preparedness and Response Plan



May 1, 2020

Building Layouts
Salvage Priorities
Contacts
Emergency Storage

*Integrating Best Practices of the City of Birmingham
And the American Alliance of Museums*

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SECTION I: INSTITUTIONAL INFORMATION

1.1 OVERVIEW

A disaster preparedness and response plan is one of the most important tasks a museum needs to work on in order to protect and safeguard its collection and staff from any emergency, disaster or dangerous situation that may take place.

The ***American Alliance of Museums*** defines a disaster plan as a series of written policies and procedures that prevent or minimize damage resulting from disasters (either manmade or natural) and help a museum recover .

1.2 PURPOSE AND SCOPE

The Birmingham Museum has developed this Disaster Preparedness and Response Plan to protect and safeguard its collection and historic buildings in case of an emergency or disaster, natural or manmade. This document clarifies the specific actions, policies and procedures to follow in the event of a disaster-related threat of damage or safety of the collection. It is a step-by-step action plan to be followed for museum staff and others who may not be familiar with the museum buildings and collection.

At all times, the safety of human beings is of top priority. Protecting the collection and the buildings should only be implemented after all staff, visitors, and others are secure and safe.

The plan scope includes the collection of objects, historical documents, and digital materials stored and exhibited in the Allen and Hunter Houses, the two buildings on the grounds of the Birmingham Museum. It includes contact information and the role of each museum staff and the priorities and tasks to follow in the event of emergencies, which can include events such as:

- Fire
- Tornadoes and severe storms
- Flooding
- Environmental hazards
 - o Power outage and electrical hazards
 - o Gas main breaks and leaks
 - o Water main breaks and leaks
 - o Industrial hazards
- Man-made disasters may include
 - o Robbery
 - o Transportation disasters
 - o Terrorist attacks

- o Hostage situations
- o Bomb threats/shootings

The nature of the threat determines priority actions. The highest likelihood of threat to the Birmingham Museum buildings and collection is water-related—storm damage, flood incidents and fire extinguished by water.

1.3 MUSEUM PHYSICAL DESCRIPTION SUMMARY (Detail, 1.3.3 and 1.3.4)

Location: 556 (Allen House) and 550 (Hunter House) W. Maple in Birmingham

Site: Approximately four-acre park site with an exterior protective structure installation of a historic bronze bell and two historic houses

- **Allen House**, a two-story brick and frame house with full basement (built 1926)
 - o plaster walls first and second floor
 - o four doors on first floor
 - staff entry with **Knox box** at arch on south side-key for both buildings
 - visitor entry on east end of building, set of two double doors, open during public hours
 - original house main entry on south side at porch (used for exit only)
 - (Northwest) porch double doors (used for exit only)
 - o two doors on second floor
 - Operable door on second floor at east end
 - (Inoperable door on second floor to north porch deck)
 - o two stairways to second floor
 - staff entry and enclosed stair with exit on south façade of building at arch
 - original house front entry and open stair on south façade of building in center at front porch
 - o narrow panel access to attic on second floor (no storage)
 - o fire suppression/sprinkler system
 - in basement
 - in one room on second floor, center south (Archives Room)
 - o original double hung windows; no fixed windows
 - o furnaces-boiler-split system
 - on main floor near staff door; serves lobby
 - on second floor in closet west of staff stairway at end of original bedroom hallway; serves second floor
 - in basement; serves first floor except lobby
 - boiler in basement serves second floor staff kitchen and bathroom
 - a split system between the second floor IT Server Room and Staff Kitchen/Lounge serves to maintain climate control in the two rooms
 - o Electrical panels
 - Main DTE breaker box exterior of (Northeast) corner of Allen House

- Basement, (Northeast) wall
 - Lobby, (Northeast) wall near visitor doors
 - Second floor, immediately west of staff stairwell
- o Elevator/lift in lobby for barrier-free access
- **Hunter House**, a 1 ½ story wood frame house on a partial basement (built 1822)
 - o Timber framed with mixed plaster and drywall
 - o Two doors, one at west porch; one (original main) on south façade
 - o Stairway to attic opposite main south façade door
 - o Stairway to basement in center of house near dining room
 - o No fire suppression system
 - o Original windows inoperable (have permanent storms on interior)
 - o Furnace in basement
 - o Electrical panel in basement

Security/Fire Alarm System (Emergency Contacts: 1. Museum Director, 2. Maintenance Superintendent, 3. Police Dispatch

- Allen House: Tyco Integrated Security; Allen House panel is located inside staff door and system relayed to Hunter House panel for further relay
 - Allen House keypad/coded doors: Same entry code
 - 2 doors to basement-staff stair and in center of house under open stair
 - Door access to second floor-east to staff kitchen/lounge area and west to offices and storage in former bedroom hall
 - Allen House coded door to second floor, center open stair, unique code
 - Allen House McMechan Textile Room, from central stair landing, key behind plaque left of door
- Hunter House: Tyco Integrated Security; Panel located inside west porch door

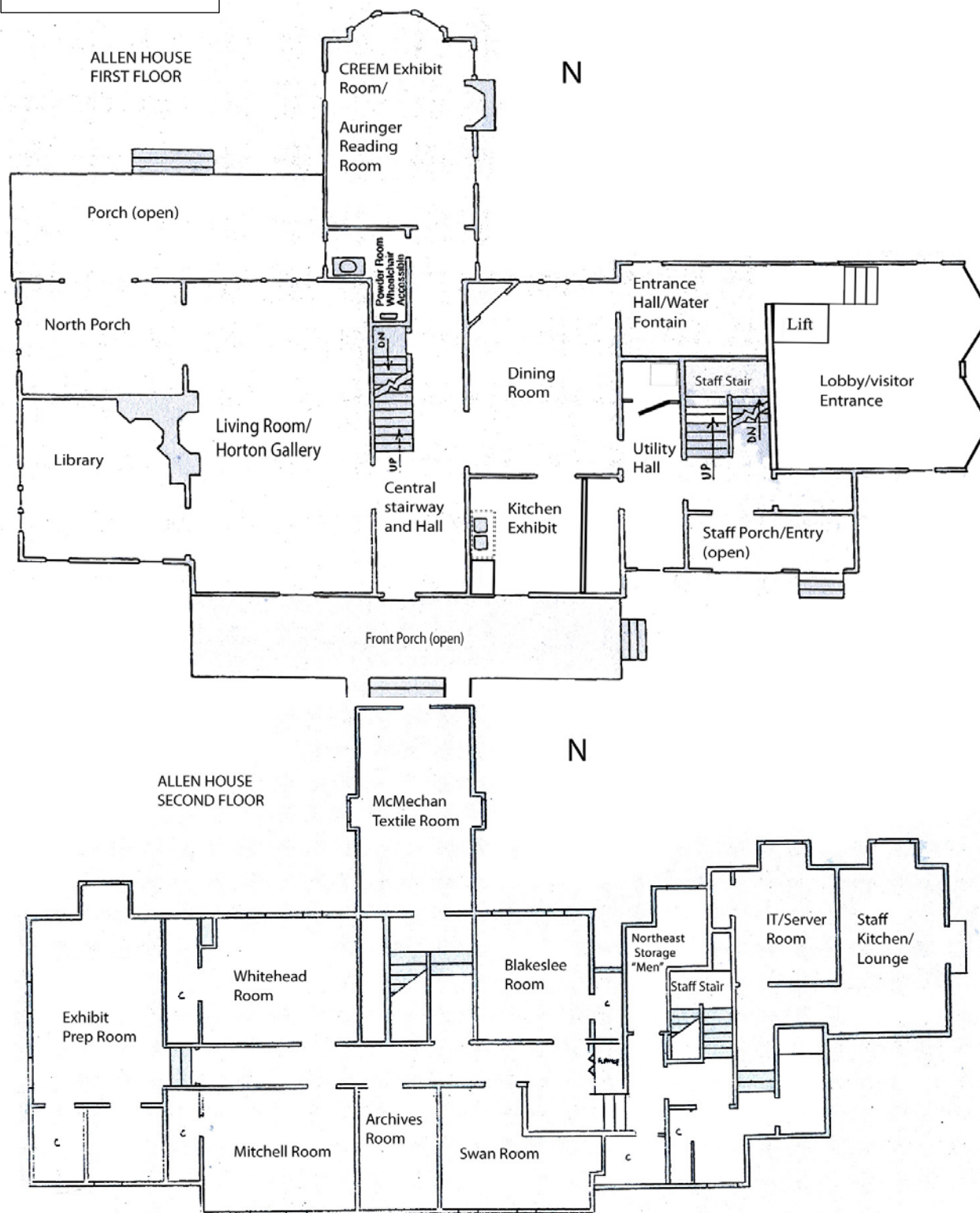
Hours of operation/building occupancy

Tuesday-Friday	9:00 AM to 4:00 PM	(Public hours 1:00 to 4:00 PM)
Saturday	12 noon to 4:00 PM	(Public hours 1:00 to 4:00 PM)

Grounds are open to the public and are open from dawn to dusk. Grounds include the Allen House back porch area and patio at the (Northwest) corner of the house, which can include public use from time to time. The concrete plaza between the Hunter and Allen houses is also often in use by the public.

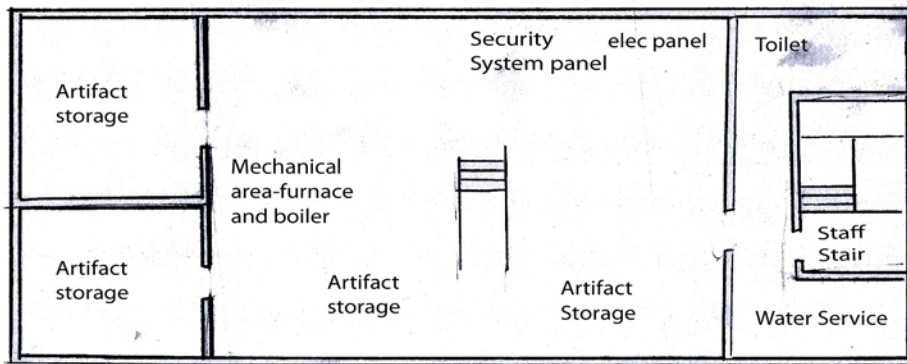
1.3.1 ALLEN AND HUNTER HOUSE FLOOR PLANS

Allen House

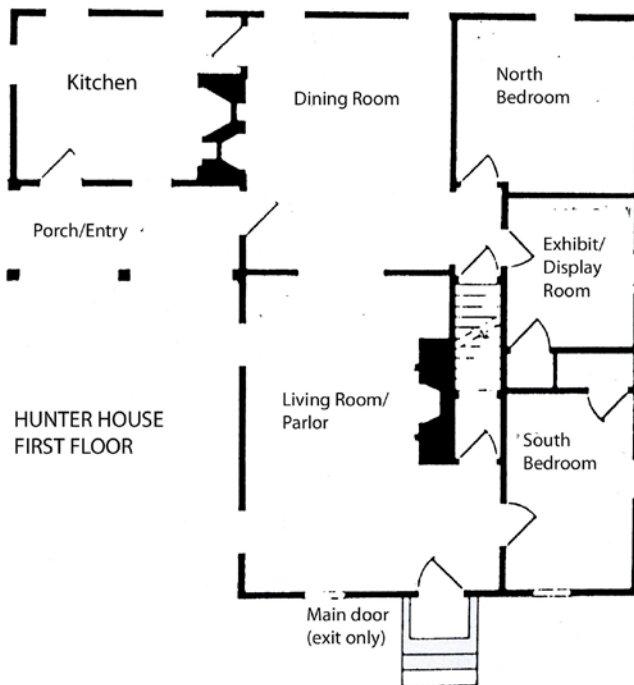


ALLEN HOUSE BASEMENT

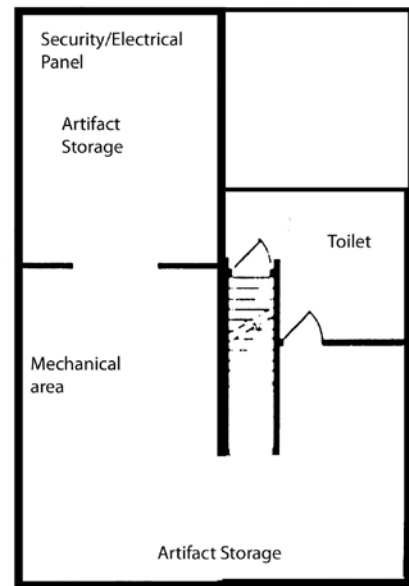
N



Hunter House



N



HUNTER HOUSE
BASEMENT

1.3.2. EMERGENCY CONTACT INFORMATION

NAME	TITLE/DEPT	PHONE	EMAIL/ADDRESS/ WEBSITE
EMERGENCY		9-1-1	
POLICE	Dispatch	248-530-1870	Municipal Bldg, 151 Martin, Birmingham 48009
FIRE	Station 1 (Adams Station)	248-530-1900	572 S. Adams Rd, Birmingham 48009
FIRE	Station 2	248-530-1970	1600 W. Maple, Birmingham 48009
Paul Wells	Fire Chief/ Emergency Management Coordinator	d-248-530-1901 c-248-318-1777	pwells@bhamgov.org
Matt Bartalino	Assistant Fire Chief	d-248-530-1902	mbartalino@bhamgov.org
Joe Valentine	City Manager	d-248-530-1809	jvalentine@bhamgov.org
Leslie Pielack	Museum Director	d-248-530-1682 c-248-891-6461	lpielack@bhamgov.org
Caitlin Donnelly	Museum Assistant	d-248-530-1685 c-586-241-9417	cdonnelly@bhamgov.org
Donna Casaceli	Museum Assistant	d-248-530-1683 c-734-755-0788	dcasaceli@bhamgov.org
Carlos Jorge	Maintenance Sup't	d-248-530-1882 c- 248-568-6966	cjorge@bhamgov.org Municipal Bldg, 151 Martin, Birmingham 48009
John Galik	Maintenance Asst	d-248-530-1883 c-248-530-6996	jgalik@bhamgov.org Municipal Bldg, 151 Martin, Birmingham 48009
Tyco Integrated Security	Alarm System Co. Fire/Security	800-289-2647	http://www.tycois.com/ P.O Box 371967 Pittsburg, PA 15250-7967
Water Emergency Lauren Wood	Dept Public Serv Director	248-530-1700 248-530-1702	lwood@bhamgov.org 850 S. Eton, Birmingham 48009
Eric Brunk	IT Manager IT helpdesk	248-530-1885 248-530-1888	
Kropf Mechanical Service Company	HVAC; Emergency Service 24/7 John Edwards	734-427-6700	http://www.kropfservice.com 3392 Capitol Livonia, MI 48150
Signature Cleaning Brenda Wilson	Janitorial Service	d-313-392-0390 c-248-217-2253	brenda@crystalbrightinc.com

1.3.3 ALLEN HOUSE

FIRST FLOOR ROOMS

The first floor of the Allen House has 9 rooms open to the public. They are used for exhibits, displays, and meetings.

- North-central CREEM Exhibit Room -kept locked except when the museum is open.
- (Northwest) North Porch
- (Southwest) Library
- (Southwest) Max Horton/Living Room
- (South-central) Central Stair Hallway
- (Southeast) Kitchen Exhibit
- (East-central) Dining room
- (Northeast) Entrance Hall/Water Fountain
- (East) Lobby

In addition, there is a separate staff entrance with utility hallway at the south central location and one public bathroom located in the central stair hallway.

FIRST FLOOR EXITS

The main floor of the Allen House has four (4) exits:

- (East) - lobby/visitor entrance (locked from the outside, open during public hours, set of double doors entrance)
- (Southeast) staff entrance (electronically-coded keypad, staff-only entrance, never left unlocked) (**Knox Box located here with key for both buildings**)
- (South-central) front porch (locked from the inside, marked as a fire exit, never left unlocked)
- North-west North Porch (locked from inside, automatically locks upon closure)

FIRST FLOOR WINDOWS

There are 22 operable windows in the Allen House as potential emergency exits.

- (East) Lobby (1)
- (Northeast) Entrance Hall/Water Fountain (2)
- (East-central) Dining room (3)
- (Southeast) Kitchen Exhibit (1)
- North-central CREEM Exhibit Room - (3; one is a 3-part bay window)
- (South-central) Central Stair Hallway (1)
- (Southwest) Max Horton/Living Room (4 windows, 2 on each opposite side of the room)
- (Southwest) Library (4)
- (Northwest) North Porch (3)

FIRST FLOOR RESTROOM

The main floor of the Allen House contains 1 restroom located underneath north-central basement stairway.

FIRST FLOOR FIRE EXTINGUISHERS

There are 4 dry chemical/ABC fire extinguishers on the first floor of the Allen house:

- The (East) Lobby (behind admission desk, midway up wall)
- (Southeast) Staff Entry (bottom of wall next to west wall door)
- (Northwest) North Porch (midway up wall east of exit, north side of room)
- (South-central) Central Stair Hallway Basement Stairway (top of stairway, behind electronically-coded keypad entrance to basement)

SMOKE/HEAT/FIRE DETECTORS

The main floor of the Allen House contains ten (10) heat/fire detectors:

- (2) (East) - Lobby (one above front desk, one in south-west corner by elevator)
- (2) (Southeast) Staff Entry (one at base of stairway, one at door in west wall)
- (1) (East-central) Dining room (midway along east wall on ceiling)
- (1) North-central CREEM Exhibit Room (at top of south wall of room, hidden by ledged wall)
- (1) (South-central) Central Stair Hallway Basement Stairway (top of stairway on ceiling, behind keypad/coded door)
- (1) (Southwest) Max Horton/Living Room (on ceiling in northeast corner of room)
- (1) (Northwest) North Porch (east wall south of room doorway, eye level)
- (1) (Southwest) Library (east wall, north side of doorway, above eye level)

PHONES

The first floor of the Allen House has tow (2) wireless desk telephones with screens/keypads:

- One (1) at east Lobby admission desk
- One (1) in (Southwest) Library at south wall on computer desk

FIRST FLOOR COMPUTER HARDWARE

There are 2 computers on the main floor of the Allen House (accessible to museum staff and volunteers):

- A portable laptop/tablet at the east Lobby admission desk

- A PC/desktop computer on a desk in the (Southwest) Library
- A third portable laptop/tablet is sometimes used in first floor exhibits/displays

ELEVATOR

Lift for disabled individual and 1 attendant use only

- East side of the building (visitor entrance) on the lower level.
- Maximum capacity 340 Kg / 150 Lbs.

HVAC/CLIMATE CONTROL SYSTEM (WHOLE HOUSE)

The Allen House has a forced air heating system with a boiler in the second floor east end of the building. Three furnaces are used for zoned heating and cooling. A split unit is installed in the second floor in the wall between the IT/Server Room and the Staff Kitchen/Lounge.

- 1 furnace is located on the first floor of the Allen House in the (Southeast) Staff Entry area in a closet on the east entry wall. It serves the Lobby only. The thermostat that controls this furnace is located in the East Lobby behind the admission desk.
- The furnace that serves the remainder of the first floor is located in the basement. It is controlled by a thermostat located on the south wall of the (East-central) Dining Room

ELECTRIC PANELS-FIRST FLOOR

There are 3 electrical panels in the Allen House.

- First floor-(2) 20-line electric panels
 - o Lobby-east wall, panels are labeled as **AC** and **MCP**. The MCP panel is locked; key on top of the box.
 - o Instructions on how to turn on/off the breakers are located on top of panel labeled **AC**.
- Exterior-east wall of Allen House is the main panel to the building; contact DTE Energy to turn off power to building in an emergency.

SECURITY-FIRST FLOOR

Knox box with key for both buildings located outside Staff Entry near arch.

Tyco Integrated Security System (formerly ADT); Allen House panel is located inside staff door and system relayed to Hunter House panel for further relay

- Allen House keypad/coded doors: Same entry code
 - o 2 doors to basement-staff stair and in center of house under open stair
 - o Door access to second floor-east to staff kitchen/lounge area and west to offices and storage in former bedroom hall
- Allen House coded door to second floor, center open stair, unique code

1.3.4 ALLEN HOUSE SECOND FLOOR

The second floor of the Allen house houses artifacts and vertical files that are distributed among former bedrooms that are also used as offices. Exhibits are also prepared on the second floor, which also contains equipment and supplies specific to exhibition and collections preparation.

The second floor of the Allen House includes 10 rooms:

- (West) Exhibit Prep Room/Artifact Storage
- (Northwest) Whitehead Room/Director's Office
- (Southwest) Mitchell Room/Artifact Processing/Staff Office
- (South-central) Archives Room
- (Southeast) Swan Room/Friends Office and Printer
- (North-central) Blakeslee Room/Staff Office
- (Northeast) "Men" Northeast Storage Room
- (Northeast) IT/Server Room/Storage
- (East) Staff Kitchen and Lounge
- (North from central staircase landing) McMechan Room/Artifact Storage with separate keyed entry. Key behind plaque on wall left of door.

SECOND FLOOR EXITS/WINDOWS

23 original double hung windows and 2 doors are located on the second floor for potential use as emergency egress.

- (North-from central stair landing) McMechan Textile Room-(One door and one window)
- (West) Exhibit Prep Room (3)
- (Northwest) Whitehead Room/Director's Office (3)
- (Southwest) Mitchell Room/Staff Office/Artifact Storage (3)
- (South Central) Archives Room (1)
- (Southeast) Swan Room/Friends Office/Printer Room (3)
- (North-central) Blakeslee Room/Staff Office/Artifact Storage (3)
- (Northeast) "Men" Northeast Storage Room (1)
- (Hall at Entry to Staff Kitchen/Lounge (1)
- (North) IT Server Room (1)
- East apartment kitchen (One door and one window)

SECOND FLOOR RESTROOMS

The second floor of the Allen House has four (2) restrooms:

- (Southwest) One unused/inoperable restroom used for storage
- (East) Staff restroom in Staff Kitchen/Lounge

STAIRWAYS

The Allen House has (2) stairways:

- Central or main stairway (electronically-coded keypad on door at top of stairs to main hallway, locked on north side of the door)
- East/Staff Entry stair from 2nd floor and basement (electronically-coded keypad on doors at all three levels, stairway passes through staff only section on main floor and down into basement pantry)

SECOND FLOOR FIRE EXTINGUISHERS

The second floor of the Allen House has (2) fire extinguishers:

- (South-central) on south wall between Archives and Swan Rooms (midway up wall)
- Staff Kitchen/Lounge (on south wall above counter at west end)

SECOND FLOOR SMOKE/HEAT/FIRE DETECTORS

The second floor has nine (9) heat/fire detectors:

- (West) Exhibit Prep Room (above stairs leading down into room)
- (Southwest) Mitchell Room (above doorway)
- (Northwest) Whitehead Room (above doorway)
- (Central) Central Stair (top of stairway above doorway)
- (North-central) McMechan Room (above doorway)
- (South-central) Swan Room (above doorway)
- (North-central) Blakeslee Room (above doorway)
- (Southeast) staff stairway (top of stairway above doorways)
- (East) (outside door to Server Room on west wall of hall)

SECOND FLOOR PHONES

There are (3) desk phones with screens on the second floor

- (Southwest) Mitchell Room/Staff office/Artifact storage
- (Northwest) Whitehead Room/Director's Office/Artifact storage
- (North-central) Blakeslee Room/Staff office/Artifact storage

SECOND FLOOR CLIMATE CONTROL SYSTEM

- Forced air furnace/A-C on second floor in closet west of staff stairway at end of original bedroom hallway; serves second floor
- A boiler in basement serves second floor Staff Kitchen/Lounge and Restroom
- A split system between the second floor IT Server Room and Staff Kitchen/Lounge serves to maintain climate control for the two rooms

1.3.5 ALLEN HOUSE BASEMENT

The basement of the Allen House houses mechanical units and maintenance storage, as well as artifact storage, archival storage materials, and exhibit materials. It has two stairway access points and is kept locked, accessed by a keypad security code. It has 6 rooms:

- (Southwest) Artifact Room (has inoperable padlock)
- (Northwest) Storage Room (includes closed off access under north porch)
- (South-central) open Artifact Storage Area with exhibit preparation work area (east) and maintenance storage (north)
- (Northeast) utility hall at Staff Entry/Stairway with some storage
- (Northeast) utility hall restroom
- (Southeast) storage/former laundry room
- (Note: two wood doors on north wall do not lead to usable space)

BASEMENT RESTROOM

The basement of the Allen House has one (1) functional but unused bathroom, located in the hall northwest of the bottom of the Staff Entry Stair.

BASEMENT FIRE EXTINGUISHERS

The basement of the Allen House has one (1) fire extinguisher, located at the base of the Staff Entry Stair on the west wall of the hall.

BASEMENT SMOKE AND HEAT DETECTORS

The basement of the Allen House has three (3) heat/fire detectors:

- West side of hall north of bottom of Staff Entry stair above door
- East side of open Artifact Storage area near wall
- Southwest corner of open Artifact Storage area above shelving

BASEMENT STAIRWAYS

The basement of the Allen House has two (2) stairways:

- Central stairway (leads to main floor, locked with electronically-coded keypad on outside of door)
- Staff Entry stairway (leads to first and second floors, locked with electronically-coded keypads on doors at all three levels)

BASEMENT CLIMATE CONTROL SYSTEM

- A forced air furnace/A-C unit is located on the west side of the Open Artifact Storage area, west of the central stairway.
 - There is an on/off service switch on the furnace

- o furnace is monitored by Tyco Integrated Security 24/7 as part of the alarm system contract
- gas water heater
- gas boiler (serves the second floor Kitchen/Staff Lounge area radiators)

BASEMENT ELECTRICAL PANEL

There is (1) 10-line electrical panel on the north wall in the northeast corner of the open Artifact Storage area. Instructions on how to turn the breakers on/off are located on the inside of panel door.

BASEMENT WATER SHUT-OFF VALVES

Located west of bottom of Staff Entry/ Stairway near east exterior wall. **TO SHUT ON/OFF**, turn the handle a quarter turn to ON or OFF as needed.

BASEMENT SPRINKLER SYSTEM

An overhead water sprinkler/fire suppression system is located in the open Artifact Storage area. The main valve is located west of bottom of Staff Entry/ Stairway near east exterior wall. Tyco Integrated Security monitors the water flow with a flow switch located next to the pipes. It is a dry, limited area, wet system with water flow alarm hard wired to the security alarm system, with audible sound at the security system keypad.

BASEMENT GAS VALVE

The gas valve is located on exterior of the house on the west side. In case of an emergency involving gas, evacuate immediately and call the fire department from a safe location.

1.3.6 HUNTER HOUSE

The John West Hunter House is a 1 ½ story timber-framed dwelling with a main floor, basement, and attic. The house was built in 1822 and was moved in 1893, and then again in 1970 when acquired by the City of Birmingham and moved to the present site. The structure was placed upon a new block basement, and a modern forced air furnace with A/C was installed. The chimneys are original to the building and were re-constructed at the time it was moved. Both are capped to prevent animal intrusion.

FIRST FLOOR

The first floor of the Hunter House consists of six (6) rooms:

- (South-central) Parlor/Living Room
- (Southeast) South Bedroom
- (North-central) Dining Room

- (West) Kitchen
- (Northeast) North Bedroom
- (East-central) Display/Exhibit Room

FIRST FLOOR EXITS

The main floor of the Hunter House has three (3) exits:

- (West) Kitchen, south wall
- (South-central) Parlor/Living Room, south wall (has antique slide bolt lock operated from inside and panic bar)
- (North-central) Dining Room, at west wall (locked from inside, not in use)

FIRST FLOOR WINDOWS

The Hunter House has twelve (12) windows on the first floor, which are not intended for operation due to interior storm panels but can be used for emergency egress.

- (West) Kitchen (1 on west wall, 1 on north wall, 1 on south wall)
- (North-central) Dining Room (2 on north wall)
- (South-central) Parlor/Living Room (2 on west wall, 1 on south wall)
- (Southeast) South Bedroom (1 on south wall, 1 on east wall)
- (Northeast) North Bedroom (1 on north wall, 1 on east wall)

STAIRWAYS

There are two stairways:

- (Central) Basement Stairway, adjacent to Display/Exhibit Room (Door kept latched shut)
- (South-central) Attic Stairway, opposite main/original front door on south wall (Door kept latched shut)

FIRST FLOOR FIRE EXTINGUISHERS

There are a total of three (3) fire extinguishers in the Hunter House

- The first floor has (1) fire extinguisher located in the North-central Dining Room, near doorway into (South-central) Parlor
- There is (1) each in the Attic and Basement (see below)

FIRST FLOOR SMOKE/HEAT/FIRE DETECTORS

The first floor of the Hunter House has 1 fire detector:

- (North-central) Dining Room, on ceiling above doorway into (South-central) Parlor/Living Room

1.3.7 HUNTER HOUSE BASEMENT AND ATTIC

There are 3 rooms in the basement

- (South-central) Open Artifact Storage area
- (Northwest) Artifact Storage Room
- (Northeast) Restroom

BASEMENT RESTROOM

There is one (1) restroom

- (Northeast) A functional toilet and sink that are unused.

BASEMENT AND ATTIC FIRE EXTINGUISHERS

The Basement of the Hunter House has one (1) fire extinguisher:

- (Northeast) Open Artifact Storage, at bottom of stairway, west side of doorway

The Attic of the Hunter House has one (1) fire extinguisher:

- Top of (South-central) Attic stairway on north wall

1.3.8 COLLECTION STORAGE

On Site

Allen House

- Storage of artifacts is primarily located in the Allen House Basement. Storage of documents is primarily located in the second floor in the staff offices, in the Archives Room, and in the Northeast ('Men') Storage Room.

Hunter House

- Artifact storage and a large collection of bound newspapers are located in the Basement of the Hunter House.

Off Site

Station 1

- Station 1 (formerly Adams Fire Station) (572 S Adams Rd. Birmingham, MI 48009) provides additional artifact and document storage in a secure area of the basement.

It Vault/Municipal Building

- **Past Perfect Museum Software** backup removable drive is stored in the IT vault on the second floor of the Municipal Building as redundant file storage. This software contains the digitized catalog and records for the museum collection.

1.3.9 COLLECTION DESCRIPTION

The Birmingham Museum collection of objects, documents, and photos consists of approximately 8,000 objects. A set of vertical research files are also an important part of the collection. On occasion, the museum loans items to another site or museum; this information is maintained in the **Past Perfect** software cataloguing files. The following table describes general categories of collection objects:

Collection Type	Number of Objects						
	1-20	21-100	101-500	501-1,000	1,001-5,000	5,001-10,000	10,001-+
Arms and armor/ weapons	X						
Ceramic and glass			X				
Ethnography	X						
Film/Sound Recordings		X					
Furniture/ Wood artifacts/ wood sculpture			X				
Geology/ Mineralogy /Paleontology	X						
Historic objects						X	
Library/ archival materials				X			
Musical instruments	X						
Paintings (panel/canvas)	X						
Photographic materials				X			
Science/ technology/ medicine		X					
Stone artifacts and sculpture					X		
Textiles and costumes					X		
Watercolors/ drawings/prints		X					

SECTION II: RESPONSE AND RECOVERY

2.1 EMERGENCY MANAGEMENT

2.1.1 CITY OF BIRMINGHAM EMERGENCY MANAGEMENT SYSTEM

The City's Emergency Management Plan) has been developed in coordination with federal, state, and county agencies, Michigan State Police Emergency Management Division and the Oakland County Emergency Preparedness Office (<http://www.ci.birmingham.mi.us/index.aspx?page=683>). It applies to all city residents and city departments. Its goals are:

- *To provide a single comprehensive plan for City of Birmingham government to perform the emergency management activities of mitigation, preparedness, response, and recovery, and to describe how the county relates with local, state, and federal levels of government during emergency or disaster situations.*
- *To organize and coordinate the actions and resources of the City of Birmingham emergency management forces and to facilitate emergency operations in the event of an emergency situation or disaster.*
- *To save lives, reduce casualties, and minimize damage to property.*
- *To maintain the continuity of government.*
- *To provide procedures and policies whereby the normal day-to-day operation of local government is organized into an effective emergency management organization.*
- *To identify City of Birmingham departments and agencies with various responsibilities and tasks for emergency situations and disaster response operations.*

2.1.2. CITY OF BIRMINGHAM EMERGENCY MANAGEMENT PLAN

The City's Emergency Management Plan has been designed and established in pursuant of Public Act 390 1976 and City Ordinance #986. When activated, the City Manager appoints the City's Fire Chief as Emergency Services Coordinator. The responsibilities of the coordinator are to coordinate mitigation, preparedness, response, and recovery activities, prior, during and after a disaster. If the Fire Chief is not available to act as the Emergency Services Coordinator, the Assistant Fire Chief will be appointed.

2.2 DISASTER RESPONSE TEAM—BIRMINGHAM MUSEUM

The Birmingham Museum Disaster Response team's primary purpose is to secure and protect the museum's collection and buildings. The team will include the museum's paid

and unpaid professional staff, including the Museum Director, Museum Assistant(s), professional/student intern(s), and other volunteers as designated by the Museum Director.

The Fire Department personnel on the scene of an emergency at the Birmingham Museum will determine when it is safe for the museum's Disaster Response Team to enter the building. The response team will then secure and safeguard the museum's collections, based on the salvage priorities below (see **2.7 SALVAGE PRIORITIES**).

2.3 EVACUATION

If an emergency occurs during museum's working hours, museum staff must guide all visitors in the buildings to the closest exit and evacuate the building, ensuring that no one remains inside. In the event of a non-life-threatening emergency (such as the breaking of water pipes or power outage), museum staff will contact appropriate emergency agency or city department as identified in the emergency contact list (see **1.3.2 EMERGENCY CONTACT INFORMATION**).

If the emergency involves the Allen House, all evacuees will proceed to the Hunter House side porch and wait for further instructions from museum staff or other emergency personnel. If the emergency involves both the Allen and Hunter Houses, museum staff will guide evacuees City Hall at 151 Martin Street, Birmingham, MI 48009.

Emergencies occurring after non-working hours monitored by the buildings' alarm systems will alert the security/alarm monitoring service, who will contact the Museum Director, facilities superintendent, Police and/or Fire Department, who will follow necessary emergency procedures.

2.4 INSURANCE

The museum property and buildings are insured through the Michigan Municipal League Liability and Property Pool. Any claims due to loss or damage of the buildings and/or **city-owned** collection will be filed/coordinated by the Museum Director with the City's appropriate department.

Should loss or damage occur to **loaned items from other public or private collections** on the museum premises, the city's fine art insurance rider may also apply. The Museum Director will coordinate claims for non-city owned property with the City following appropriate procedures.

2.5 EMERGENCY FUNDING

Authorization of emergency funding for disaster recovery operations is the responsibility of the City of Birmingham through the City Manager's office in coordination with the Museum Director. The nature of the disaster may include funding from the Federal Emergency Management Agency (FEMA), which will be coordinated with the City Manager, Fire Chief, and Museum Director.

2.6 DISASTER RECOVERY RESOURCES FOR MUSEUMS

NATIONAL

- **American Alliance of Museums**
Phone: Member services-866-226-2150; general, 202-289-1818
Email: communications@aam-us.org
Website: <https://www.aam-us.org/>
- **American Institute for Conservation (of Historic and Artistic Works)**
Phone: 202-452-9505
Email: info@culturalheritage.org; Emergencies: emergencies@culturalheritage.org
Website: <https://www.culturalheritage.org/about-us/association>
- **American Association of State and Local History**
Phone: 615-320-3203
Email: info@aaslh.org
Website: www.aaslh.org
- **National Trust for Historic Preservation**
Phone: 800-944-6847
Email: info@savingplaces.org
Website: www.savingplaces.org
- **Smithsonian Cultural Rescue Initiative**
Heritage Emergency National Task Force
Phone: 202-233-0800
Email: Emergency task force: hentf@si.edu; general- culturalrescue@si.edu

STATE

- **Michigan Museums Association**
Phone: 313-334-7643
Email: lcbrisson@michiganmuseums.org; cjohnston@michiganmuseums.org
Website: www.michiganmuseums.org
- **Historical Society of Michigan**
Phone: 517-324-1828
Email: hsm@hsmichigan.org
Website: www.hsmichigan.org
- **Michigan Historic Preservation Network**
Phone: 517-371-8080
Email: info@mhpn.org
Website: www.mhpn.org

SECTION III—SUPPLIES AND SERVICES

3.1 EMERGENCY EQUIPMENT/SUPPLIES

Disaster Supply Kits; One each in basement of Allen and Hunter Houses: Black large plastic lidded bin at base of stairs with the following:

- Dust Respirator masks-protective goggles
- Rubber boots and gloves
- Tyvek suits
- Plastic sheeting/drop cloths
- Flood absorption packs
- Large trash bags

Additional collection protection supplies:

Basement—Allen House (Open Artifact Storage Area)

- Roll Tyvek (in carton)
- Roll foam sheeting-various sizes
- Corrugated polypropylene lidded cartons (flat pack) for storage and transport

Second Floor—Allen House (Exhibit Prep Room)

- Roll tissue and spun polyethylene
- Roll Mylar/Melinex
- Latex gloves
- Cotton sheets (top drawer of chest)

First Aid Kits

ALLEN HOUSE

- First Floor—at admission desk in lobby
- Second Floor—in staff kitchen/lounge

HUNTER HOUSE

- Kitchen dry sink cabinet

Flashlights

ALLEN HOUSE

First Floor

- admission desk in lobby
- CREEM exhibit room in large desk
- Inside/top of central stair landing to basement (locked keypad entry)
- Library
- Inside staff entry

Second Floor

- Outside Mitchell Room in hallway on small alcove shelf
- Inside Archives Room

- Desk-Mitchell Room
- Desk-Whitehead Room
- Desk-Swan Room
- Desk-Blakeslee Room
- Staff kitchen/lounge

Basement

- Hanging from wall at bottom of central stair

HUNTER HOUSE

First Floor

- Kitchen-inside
- Inside stair to attic

Basement

- Top of Stairway
- Bottom of Stairway/Wall to Open Storage Area

Ladders

ALLEN HOUSE First Floor—inside staff entry in adjacent storage area

- 3.8 ft. stepladder
- 8 ft. stepladder

Rolling Carts/wheelbarrow

ALLEN HOUSE Basement

- 4-wheel flat cart at base of staff entry stair
- 2-wheel hand dolly at base of staff entry stair
- Wheelbarrow at base of staff entry stair
- 4-wheel rolling utility cart with shelves, open artifact storage area

Art Handlers and Art Transport

Artpack Services Inc.

24650 Crestview Court
Farmington Hills, MI 48335-1504
248-478-8946; <https://artpack.com/>

TravelArt

Dennis Parks
248-723-1920/248-761-2354 (cell)

Fine Art Services and Transportation (F.A.S.T.)

100 W. Forest
Detroit, MI 48201
313-832-3278
<http://www.fineartsolutions.com/>

Secured Art Storage

Artpack Services Inc.
 24650 Crestview Court
 Farmington Hills, MI 48335-1504
 248-478-8946
<https://artpack.com/>

Climate Controlled Storage

Public Storage Self-Storage
 5060 Coolidge Highway
 Royal Oak, MI 48073
 248-397-5302

Troy Self-Storage Climate-Controlled Storage
 2477 W. Maple
 Troy, MI 48084
 248-206-5607
<https://www.1800selfstorage.com/self-storage/mi/troy/west-maple-rd/contact-us>

SECTION IV

PREVENTION

4.1 RISK ASSESSMENT DETAIL

The BIRMINGHAM MUSEUM Risk Assessment below details various categories of risk following the American Alliance of Museums recommended Risk Assessment from the dPlan Program.

1= serious risk 2= moderate risk 3=minimal risk 4= not a risk

Natural Hazards

1	2	3	④	Hurricane
1	②	3	4	Thunderstorms/Lightning
1	2	③	4	Tornado
1	②	3	4	Severe Winter Storm
1	②	3	4	Flooding (located near a lake, stream, or river)
1	2	3	④	Coastal Flooding (located in a coastal area)
1	2	3	④	Dam Failure (located near a dam)
1	2	③	4	Earthquake
1	2	③	4	Wildfire/Forest Fire
1	②	3	4	Other _Bio-hazard_____

Industrial/Environmental

1	②	3	4	Water main break
1	②	3	4	Power outage
1	②	3	4	Sewer system backup
1	②	3	4	Gas leak
1	2	③	4	Oil leak
1	2	③	4	Proximity to hazardous materials
1	2	3	④	Proximity to a nuclear power plant
1	2	③	4	Riots/civil disturbance
1	2	③	4	Terrorist attack
1	2	3	4	Other _____

Building Systems and Procedures: Water Hazards

1	2	③	4	Roof
1	2	3	④	Skylights
1	2	③	4	Gutters and spouts
1	2	3	④	Internal roof drains
1	2	③	4	Foundation
1	②	3	4	Water in the basement

- | | | | | |
|---|---|---|---|--|
| 1 | 2 | 3 | ④ | Sump pump problems |
| 1 | 2 | ③ | 4 | Other drains |
| 1 | ② | 3 | 4 | Bathrooms/kitchens nearby or above collections |
| ① | 2 | 3 | 4 | Water pipes running through collection areas |
| 1 | ② | 3 | 4 | Water-bearing HVAC equipment (chillers, etc.) nearby or above collections |
| ① | 2 | 3 | 4 | Collections in close proximity to water-bearing pipes or equipment not protected by plastics sheeting, tray to catch water, etc. |
| 1 | 2 | ③ | 4 | No water detection system |
| ① | 2 | 3 | 4 | Inadequate water detection |
| 1 | 2 | ③ | 4 | Water detection system not monitored 24 hours a day |
| 1 | 2 | ③ | 4 | Mold infestation caused by water infiltration has occurred |
| 1 | ② | 3 | 4 | Collections stored on the floor |
| ① | 2 | 3 | 4 | Collections stored in the basement or attic |
| 1 | 2 | 3 | 4 | Other _____ |

Building Systems and Procedures: Fire Hazards

- | | | | | |
|---|---|---|---|--|
| 1 | 2 | 3 | ④ | No fire detection system |
| 1 | 2 | 3 | ④ | Inadequate fire detection system |
| 1 | 2 | 3 | ④ | Fire detection system not monitors 24 hours a day (by a security company, campus police, etc) |
| 1 | 2 | 3 | ④ | Fire detection system not routinely inspected and maintained |
| 1 | 2 | 3 | ④ | No fire suppression system |
| 1 | 2 | 3 | ④ | Inadequate fire suppression system |
| 1 | 2 | 3 | ④ | Fire suppression system not routinely inspected and maintained |
| 1 | 2 | 3 | ④ | Sprinkler system does not have water flow alarms |
| 1 | 2 | 3 | ④ | No emergency evacuation plan exits for areas protected by a gaseous fire suppression system. |
| 1 | 2 | 3 | ④ | Insufficient number of fire extinguishers |
| 1 | 2 | 3 | ④ | Fire extinguishers not inspected yearly |
| 1 | 2 | 3 | ④ | Fire exits obstructed |
| 1 | ② | 3 | 4 | Fire drills not held routinely |
| 1 | 2 | 3 | ④ | Book drop opening into the building not protected by a smoke/heat detector and sprinkler head. |
| 1 | 2 | ③ | 4 | Electrical system is outdated |
| 1 | 2 | ③ | 4 | Electrical system is overloaded |
| 1 | 2 | ③ | 4 | Collection includes cellulose-nitrate base films (these are a fire hazard) |
| 1 | 2 | 3 | ④ | Smoking is allowed in the building |
| 1 | 2 | 3 | 4 | Other _____ |

Building Systems and Procedures: Climate Control

- | | | | | |
|---|---|---|---|----------------------------|
| 1 | 2 | 3 | ④ | No climate control |
| 1 | 2 | ③ | 4 | Partial air conditioning |
| 1 | 2 | ③ | 4 | Inadequate air circulation |

- | | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | ④ | Building closed in winter |
| 1 | 2 | 3 | ④ | Climate control system(s) not routinely inspected and maintained |
| 1 | 2 | ③ | 4 | Climate control system(s) fail occasionally |
| 1 | 2 | 3 | ④ | Climate control system(s) fail frequently |
| 1 | 2 | 3 | ④ | Occasional extremes of temperature in collection storage areas (more than 75°F) |
| 1 | 2 | 3 | ④ | Frequent extremes of temperature in collection storage areas (more than 75° F) |
| 1 | ② | 3 | 4 | Occasional extremes of relative humidity in collection storage areas (greater than 50%) |
| 1 | 2 | ③ | 4 | Frequent extremes of relative humidity in collection storage areas (greater than 50%) |
| 1 | 2 | ③ | 4 | Mold infestation caused by poor climate control has occurred |
| ① | 2 | 3 | 4 | Collections stored in the basement |
| 1 | 2 | 3 | ④ | Collections stored in the attic |
| 1 | 2 | 3 | 4 | Other _____ |

Building Systems and Procedures: Security

- | | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | ④ | No automated security system |
| 1 | 2 | 3 | ④ | Inadequate automated security system |
| 1 | 2 | 3 | ④ | Staffing is insufficient to properly supervise researchers working with special collections |
| 1 | 2 | 3 | ④ | No written policies/procedures for building and collection security |
| 1 | 2 | ③ | 4 | Inadequate written policies/procedures for building and collection security |
| 1 | 2 | 3 | ④ | Inadequate procedures for researcher identification and registration |
| 1 | 2 | 3 | ④ | Design of the building makes it difficult to supervise researchers working with collections |
| 1 | 2 | 3 | ④ | Collections have been vandalized |
| 1 | 2 | ③ | 4 | Collection material have been stolen |
| 1 | 2 | 3 | ④ | The institution has problem patrons |
| 1 | 2 | 3 | 4 | Other _____ |

Building Systems and Procedures: Housekeeping/Pests

- | | | | | |
|---|---|---|---|--|
| 1 | 2 | ③ | 4 | Pest infestation has affected collections |
| 1 | ② | 3 | 4 | No written policies/procedures for housekeeping |
| 1 | ② | 3 | 4 | Inadequate written policies/procedures for housekeeping |
| 1 | 2 | ③ | 4 | No regular housekeeping (dusting, vacuuming, etc.) |
| 1 | ② | 3 | 4 | Visible dust and dirt in collections storage areas |
| 1 | 2 | 3 | ④ | Garbage not removed from the building daily |
| 1 | 2 | 3 | ④ | Food waste from special events not cleaned up promptly |
| 1 | 2 | 3 | ④ | Food and drink allowed in the building |
| 1 | 2 | 3 | ④ | A “no food or drink” policy exists but is not reinforced |
| 1 | ② | 3 | 4 | Collections not cleaned once per year (note: this must be done by trained staff) |
| 1 | 2 | 3 | 4 | Other _____ |

Storage

- 1 2 3 ④ Shelving is not anchored to the walls, floor, ceiling, or other shelving (where appropriate)
- 1 2 3 ④ Shelving not braced
- 1 2 3 ④ Shelving not braced to earthquake standards
- 1 2 ③ 4 Books not shelved snugly
- 1 2 3 ④ Archival collections not enclosed in boxes
- ① 2 3 4 Collections stored on the floor
- 1 2 ③ 4 Valuable collections stored near windows
- ① 2 3 4 Shelving not 4-6 inches off the floor
- 1 2 3 4 Other _____

Personnel

- 1 2 ③ 4 Staff members are not trained in emergency procedures
- 1 2 3 ④ Staff are not sufficiently trained in security procedures
- 1 2 3 ④ Frequent staff turnover
- 1 2 3 ④ Security staff is not trained to recognize hazards and respond properly to collections emergencies
- 1 2 3 ④ Security staff is slow to respond to alarms or requests for aid
- 1 2 3 ④ Maintenance staff is slow to respond to request for maintenance/repair
- 1 2 3 4 Other _____

PORCH POP UP EXHIBITS



THE
BIRMINGHAM
MUSEUM

EVERY FRIDAY 1—4 MAY TO SEPTEMBER



Director Report

DATE: April 1, 2021
TO: Museum Board
FROM: Leslie Pielack, Museum Director
SUBJECT: Director Report

Preservation and Repair Projects; Hunter House Furnace—the furnace in the Hunter House is not working and needs to be completely replaced due to a bad heat exchanger. Outdoor temperatures have been sufficiently moderate and humidity at adequate levels, so that the house and collection are not at risk. A new efficient furnace will be installed in the next week or two and conditions will be monitored to make sure they continue to be at appropriate temperature and moisture levels.

Pond Zone Geotechnical Investigation—G2 Engineering has done a site visit and will be presenting a proposed scope of work for the geotechnical study around the pond. Brian Devlin of Nagy Devlin Land Designs will review the scope before any further work is done. The engineer anticipates hand-digging to establish sampling. He also felt that the planned work for a barrier free parking space, path, and the boardwalk and viewing platform would be do-able using helical posts that would support the structure without compromising the water movement in the soil and the soil. He also taught me what 'angle of repose' means!

City Website—with the new city website expected in the coming months, we have prepared a plan for our website that will permit us to expand content without sacrificing navigability (see attached organization plan). Our website needs to function differently than social media to be most effective for us. This revision will also be an opportunity to solidify our brand and our new logo and add to our online presence.

School Tour Videos—Series II-“Artifact Shorts” launched March 24 on our YouTube channel at <https://www.youtube.com/watch?v=5KwaJtbHDgQ&list=PLcgsTStFRdx6tmxJI53DW8ugnJk-lcQVO>. Caitlin Donnelly was interviewed by Civic Center TV on the 24th about our videos and other aspects of museum work under COVID. That video can be viewed at <https://civiccentertv.com/birmingham-museum-specialist-discusses-local-history-and-new-video-learning-program/>. We recently received our first online donation for the school tour videos.

The Virtual Birmingham Museum—The yearlong pandemic initially increased our engagement, but in recent months our FB engagement has returned to pre-pandemic levels. Our YouTube channel receives about 100 views per month, and that is steadily climbing. They are once again getting attention, because it is that time of year. Finally, our Twitter followers continue to increase, and interaction is also up. This is a very positive indication of audience engagement with our museum as a unique 'personality' and Birmingham history as especially interesting to our Twitter followers from all over Michigan and in other parts of the world.

Collection/Recent Donations—Museum staff has begun the process of removing materials from the Hunter House basement to permit planned repairs, and to make room for temporary storage in the Allen House. This process will take several months to complete. Pat Andrews recently donated a flat paper fan printed with the Redpath Chatauqua circuit schedule for 1917, including its stop in Birmingham. The fan was presented to Pat on the occasion of her 99th birthday, and she donated it to the museum so it would be preserved in our collection.

2021 Web Structure

Ovals-Tabs

Circles-Pages with content and links





Description

The fan is a handheld square shaped fan made of cardboard and wood. The fan was a promotional item made to advertise the Redpath Chautauqua and its stop in Birmingham Michigan in 1917. The Chautauqua played Aug 27th to 31st. The front of the fan reads "Redpath Chautauqua, Birmingham, Mich., Aug 27th. to 31st. 1917., J.U. Snyder, Superintendent. Franc Dunning, Children's worker." The main body of the front is then a full schedule of events for the 5 days that the Chautauqua was in Birmingham. Each event had an admission fee also printed. The back side of the fan has a photograph of the First State Savings Bank and under the photograph it says "John E Pennington Co., Charlotte, Mich. (See program other side)" The bank stood on the Northwest corner of Old Woodward and Maple - the building still exists in 2021 and the ground floor is a Starbucks Coffee shop.

The fan is 14.5 inches in total length, with the cardboard part of the fan being 9" tall and 7" wide. The fan is delicate and colored by dampness over the years, the top right corner on the schedule side had torn off, but is with the fan. The wooden handle is stapled on, and is not quite straight. The fan was found in the wall at 1930 Fairview when the house was being torn down. Gillian Rifkin, the homeowner, gave the fan as a gift to Pat Andrews in 2020 for her 99th birthday.