Stones River National Battlefield Disaster Relief Plan
Spring 2016

National Park Service

- 3501 Old Nashville Hwy, Murfreesboro, TN 37129
- Murfreesboro, Tennessee (615) 893-9501

Established: March 3, 1927

Core Components

The core components of a foundation document include a brief description of the park, park purpose, significance statements, fundamental resources and values, other important resources and values, and interpretive themes. These components are core because they typically do not change over time. Core components are expected to be used in future planning and management efforts.

Description of the Park

Stones River National Battlefield commemorates the Battle of Stones River—an important three-day American Civil War battle fought between December 31, 1862 and January 2, 1863, within the Central Basin of Tennessee, just west of the city of Murfreesboro. During this pivotal confrontation, nearly 23,500 soldiers became casualties (killed, wounded, or captured) out of the more than 81,000 engaged in an effort to control one of middle Tennessee’s most productive agricultural areas and a critical, centrally located transportation network. Confederate forces commanded by Gen. Braxton Bragg eventually relented, leaving Stones River in control of Union forces, commanded by Gen. William S. Rosecrans.

Park Purpose

The purpose statement identifies the specific reason(s) for establishment of a particular park. The purpose statement for Stones River National Battlefield was drafted through a careful analysis of its enabling legislation and the legislative history that influenced its development. The park was established when the enabling legislation adopted by Congress was signed into law on March 3, 1927 (see appendix A for enabling legislation and subsequent amendments). The purpose statement lays the foundation for understanding what is most important about the park.

Museum Collections

The museum collections at Stones River National Battlefield contain a wide variety of objects that serve as tangible links to the past. The park museum, installed in 2004 inside the visitor center, houses multiple displays that interpret the significance of the Battle of Stones River, both as a local event and as a part of the larger context of the Civil War. The collections are primarily focused on the American Civil War-era and the Battle of Stones River. Weapons, flags, uniforms, and personal items associated with the battle and occupation are on display and in storage at the park. An extensive library, archives, and manuscript collection includes regimental records that are made available to researchers. Artifacts excavated during archeological investigations make up another key part of the museum collections. The collections also contain numerous natural history specimens from the park.
Park Staff

Superintendent - Brenda M. Waters

Administrative Officer - Ashley Baggett

Chief of Operations (Fire Management Officer) - Gib Backlund

Facilities and Natural Resources Manager - Randy Anderson

Education Coordinator - John McKay

Visitor Services & Resource Protection\Law Enforcement - Jim Lewis

National Park Service (Southeast Region)

- Regional Director - Stan Austin
- 100 Alabama Street, SW, 1924 Building, Atlanta, GA 30303
- (404) 507-5600

Local Agencies

Police\Sheriff Department

- **Murfreesboro Police Department**: 302 S Church St, Murfreesboro, TN 37130
  ➢ Phone:(615) 893-1311

- **Rutherford County Sheriff’s Office**: 940 New Salem Rd, Murfreesboro, TN 37129
  ➢ Phone:(615) 898-7877

Fire Department

- **Murfreesboro Fire Marshall**: 220 NW Broad St, Murfreesboro, TN 37130
  ➢ Phone:(615) 849-2605

- **Rutherford County Fire-Rescue, Station 1**: 2785 Barfield Rd, Murfreesboro, TN 37128
  ➢ Phone: (615) 907-4086

County Emergency Preparedness Office

- **Rutherford County Emergency Management**: 1220 W College St, Murfreesboro, TN 37129
  ➢ Phone:(615) 898-7764

EMT Personnel

- **Rutherford County Ambulance**: 606 E Burton St, Murfreesboro, TN 37130
  ➢ Phone:(615) 898-7790
• **Rutherford County EMS**: 611 East Lytle Street, Murfreesboro, TN 37130
  ➢ 615-898-7829

HAZMAT Agency
• **Rutherford County Emergency Management**: 1220 W College St, Murfreesboro, TN 37129
  ➢ Phone:(615) 898-7764

Health Department
• **Rutherford County Health Department**: 100 W Burton St, Murfreesboro, TN 37130
  ➢ Phone:(615) 898-7880

State Agencies

Emergency Preparedness\Civil Defense Offense
• **Tennessee Emergency Management Agency**: 3041 Sidco Dr., Nashville, TN 37204
  ➢ (615) 741-0001

Adjutant General’s Office\National Guard
• **Tennessee National Guard**: 3041 Sidco Dr., Nashville, TN 37204
  ➢ (615) 313-3129

State Fire Marshall’s Office
• **Fire Prevention Office**: 63 Hermitage Ave, Nashville, TN 37210
  ➢ (615) 862-5230

State Police
• **Tennessee Highway Patrol**: 1150 Foster Avenue Nashville, TN 37243
  ➢ District 3, Nashville: (615) 741-3181

State Health Department
• **Tennessee Department of Health**: 710 James Robertson Pkwy, Nashville, TN 37243
  ➢ (615) 741-5158
Stones River National Battlefield Museum and Special Collections

- 25,432 Sq. Ft.
- 190,000 objects

Collections Condition

- There are items that are curated through the museum collections, and most are in good condition.
- With the exception of 5,000 archeological artifacts housed at the Southeast Archeological Center in Tallahassee, Florida, and some natural history objects on loan to and stored at the University of Tennessee, Knoxville, and Middle Tennessee State University, Murfreesboro, the remainder of the park’s collections are on-site.
- Due to the dispersed nature of the collections, there may be portions of the collections that are missing or need to be returned to the park.
- Most of the objects are stored in the curatorial storage room on the ground floor of the visitor center. Collections are in climate-controlled storage, and there is digital temperature monitoring of conditions.
- Storage facilities for the park’s museum collection were added during renovation of the visitor center. Some artifacts requiring preservation or mitigation were treated at that time, and objects considered particularly rare or threatened (especially those composed of paper or fabric) were removed from display and replaced with replicas. Storage room is filling up. Climate conditions are less than optimal due to insulation that does not meet NPS Museum Handbook standards and a heating, ventilation, and air-conditioning (HVAC) system that is not suited to provide recommended temperature and humidity levels.
- The collection includes a mix of biological, historical, and archeological items (cloth materials, metals, and cannons).
- The park has an archive and manuscript collection that includes irreplaceable documents from the battle and occupation eras, as well as valuable graphic and photographic park development-era sources.
- Archival and manuscript collections comprise the majority of collections housed at Stones River; all are available to researchers upon request. The park receives 20 to 30 research requests every year and is currently digitizing the archives and photographic museum collections. This material is being made available on the park website.
- The park maintains files on regiments that fought in the Battle of Stones River and those that served in Murfreesboro and Rutherford County during the war. Many of these files contain detailed information about individual soldiers including their letters and diaries.
- Exhibits include newspaper articles detailing specific events leading up to and following the battle; audio presentations of letters and diaries from soldiers who fought at the Battle of Stones River; displays of militia uniforms and items carried by soldiers; cannon tubes that were present at the battle; the regimental flag of an Arkansas unit; and a park orientation film featuring the battle story.
- Temporary exhibit space is available in the visitor center lobby. The park has also exhibited replicas in other locations such as the Murfreesboro Public Library.
- NPS museum standards allow for the outdoor display of artillery, including cannon tubes on the battlefield. These exhibits were removed from the Museum Checklist per guidance received from the NPS Southeast Regional Curator.
- The overall backlog on cataloging artifacts is only 3.3%, a remarkably small number for a park with no official archivist or museum collections specialist.

**Collection Trends**
- The park continues to receive periodic loan requests for museum objects.
- The museum and library collections continue to grow through donations, purchases, and field collection additions.

**Collection Threats**
- Due to the dispersed nature of the collection, some items may be lost or misplaced.
- The park does not have a specialist full-time museum staff member; instead, museum duties have become a collateral duty at the park. There is limited staff time and funding to care for museum collections (3 Permanent Rangers excluding Park Superintendent).
- Park is ineligible (Staff does not include a full-time museum staff member) to receive accreditation from the American Alliance of Museums for its collections and does not meet the Department of the Interior standard.
- The park visitor center where the collections and museum exhibits are stored has been broken into twice in the past two years, though no museum objects were stolen.
- Increased security (including fire protection) is needed. There is 1 Park Law Enforcement Ranger on duty.
- Some of the digital information about the collections needs to be consolidated and organized. (Seasonal Staff and Volunteers will be trained and assist).
- Temperature and humidity readings in the collections indicate that the HVAC unit may need to be replaced.

**Opportunities**
- Hire a staff archivist or museum collections specialist.
- Explore student positions and funding for volunteer curation work.
- Through residency requirements for Middle Tennessee State University (MTSU) public history Ph.D. program, enable a student with advanced training to curate the collection.
- Systematically photograph and digitize the collections.
- Use more of the collection interpretively with the help of a curator on staff at the park.
- The park currently has ample storage space for the collections, but the archives take up
Museum Gallery Blue Print (Redesign 2003-2004)

- Four Exhibit Galleries
- 1 Auditorium (Seating Capacity: 30)
- 3 Exits
  - Auditorium Emergency Door (Gallery 2) East Exit of Visitor Center
  - West Entrance to Museum (Gallery 1) and Gift Shop (Gallery 4)

Appendix A

Act of July 17, 1862 established the power of the President to designate national cemeteries (12 Stat. 596)

Act of March 3, 1927 established Stones River as a National Military Park under the jurisdiction of Secretary of War (PL 69-777, 44 Stat. 1399)

Act of April 15, 1930 amended the enabling legislation of the park (PL 71-127, 46 Stat. 167)

Executive Order, June 10, 1933, ordered transfer of jurisdiction to Secretary of Interior (EO No. 6166)

Act of April 22, 1960 redesignated area as a national battlefield (PL 86-443, 74 Stat. 82)

Act of December 23, 1987, revised the boundary (PL 100-205, 101 Stat. 1433)

Emergency Planning Revision Goals:

1. Identify, anticipate, and avoid preventable emergencies
2. Mitigate damage when an emergency occurs so that disaster is avoided or minimized.
3. Recover from disasters as quickly and professionally as possible so that no human life is lost and minimal collection damage and loss occurs.
4. Prioritize objects from collection for evacuation emergencies
5. Designate priority list for emergency response to park staff (permanent employees, seasonal staff, volunteers).
6. Create and initiate emergency response training to park staff (permanent employees, seasonal staff, volunteers).
7. Test, evaluate, and update (Every 5 years) Museum Collection Emergency Operational Plan (MCEOP)
8. Designate Park’s Emergency Operations Plan (EOP) Coordinator
9. Update Regional NPS Office, State, and Local Agencies to revised MCEOP
10. Update Contract Partners/Personnel to revised MCEOP

Priorities for Emergency Planning:

1. Save/Preserve Life, Prevent Major Injuries
2. Preserve Collections
3. Preserve Museum Infrastructure
4. Save Time and Resources

Priority Emergency Response List:

1. **Murfreesboro Police/Fire Departments; Rutherford County Police and Fire Departments**
2. **Superintendent** - Brenda M. Waters
3. **Chief of Operations** - Gib Backlund
4. **Law Enforcement** - Jim Lewis
5. **Natural Resources** - Randy Anderson

The Police and Fire Departments (Murfreesboro and Rutherford County) will be called contacted immediately as FIRST RESPONDERS.

In descending order for the NPS staff at Stones River, beginning first with the Superintendent and moving down the list and ending with the Natural Resources Manager, will be contacted in case of Emergency/Disaster.

There is at least one permanent NPS employee on duty seven days a week.

Seasonal Park Staff/Volunteers (after contacting Police and Fire) will contact permanent employee on duty.
Responsibility for NPS Staff Members:

1. **Superintendent**: Lead the site’s (Visitor Center) evacuation if at park; Contact Southeast Regional Office; Coordinate MCEOP with State, County, and Local Agencies; Direct NPS Staff on site
2. **Chief of Operations**: Assist the site’s (Visitor Center) evacuation if at park; Coordinate MCEOP with County and Local Agencies; Oversee NPS Staff on site
3. **Law Enforcement**: Assist the site’s (Visitor Center) evacuation (on call 24/7); secure Visitor Center Parking Lot; Secure Park’s sites (Visitor Center, National Cemetery, Tour Route [6 Sites] with County and Local Law Enforcement Agencies
4. **Natural Resources**: Assist the site’s (Visitor Center) evacuation; Secure Natural Resources Facilities\Park Housing with County and Local Law Enforcement Agencies
5. **Seasonal Staff\Volunteers**: Assist the site’s (Visitor Center) evacuation; (Seasonal Staff) assist Chief of Operations in removal of prioritized objects if deemed proper and safe

Prioritized Collection’s Objects:

- Chief of Operations, Stones River does not have a curator position, along with the Education Coordinator and Visitor Services Ranger fully inventory and prioritize the museum’s collections in case of emergency\disaster removal.
- Confer with NPS Southeast Region Battlefield Parks (Chickamauga and Chattanooga National Military Park, Kennesaw Mountain National Battlefield, Andersonville National Historic Site) and compare inventories [prioritize items without copies\rare objects] that other parks do not possess in their collections.
- Chief of Operations, Education Coordinator, Visitor Services Ranger ( Permanent Staff) will train Seasonal Rangers on the prioritized collections removal list. Training will occur for every new seasonal hire\rehire (Interpretation and Resource Management) and consist of 5 full days based on MCEOP.
- Permanent Staff will make decision on whether to safely remove prioritized items from museum\collections room. Human safely is the number one priority, visitors, employees and volunteers.
- Volunteers will be designated to assist visitors away from Visitor Center during emergency\disaster evacuation and WILL NOT assist in the removal of museum’s\collection’s objects.
- Permanent Staff will inventory collection bi-yearly and confer with Southeast Region parks over newly acquired objects, donations, and accession\deaccession records.

Analysis of Risk Museum Collections

Risk Assessment is a matter of analyzing the hazards and vulnerabilities of a park’s museum collections

- Define acceptable risk levels for each type of potential emergency
- Make decisions about acceptable prevention and mitigation (contingency response actions)
Museum Collections Risk (Two Elements)

- **Hazards**
  - Natural Factors (Storms, Fire, Flood)
  - Landscape and Location: (Proximity to water [Stones River]); Cumberland Valley
  - Social Factors: (Vandalism, Terrorism, Civil Unrest)

- **Vulnerabilities**
  - Museum Structures: (Housing Materials, Objects, Artifacts)
  - Staff-Training Level: (MCEOP-type knowledge; hand-on training\experience; state of preparedness)

Types of Emergencies\Disasters

- **Forms: Civil Unrest:**

- **Damage to Collections:**
  - Bacteria, Pest, Chemical, Heat

Staff Evacuation Procedures

When evacuation\fire alarm sounds or you see smoke, fire or smell a noxious chemical, or are directed to evacuate the facility by Permanent Staff

- **Remain Calm:**
  - Park Staff will adhere to **Priority Emergency Response List** and contact proper authorities.

- **Shut Down All Operations:**
  - Seasonal staff will defer judgement to Permanent Staff on duty, after making calls from **Priority Emergency Response List**.

- **Follow Instructions\Assist Disabled Persons:**
  - Seasonal Staff with assistance by Volunteers, ensure the evacuation of all visitors at the Visitor Center.

- **Follow Established Evacuation Routes:**
  - Park Staff with the assistance of Volunteers will check bathrooms and direct Visitors out the nearest exists (Two by the bathrooms, Two automatic doors at the entrance of the Visitor Center), NPS Staff will sweep the museum (direct Visitors out of Auditorium’s emergency exit), and gift shop adjacent to opposite front desk.
**Move Away From Structure To Designated Rally Points:**

- Park Staff and Volunteers that leave the Visitor Center’s front sliding door entrance (East) will lead visitors to Stop 4 Assembly Area, and perform Head Count of all visitors and staff.
- Park Staff and Volunteers that leave the Visitor Center’s bathroom and Auditorium (West) will lead visitors across Old Nashville Highway to Stones River National Cemetery, and perform Head Count of all visitors and staff.

**Report to the Evacuation Coordinator**

Park Staff and Volunteers, after securing Visitors at Designated Assembly Area, will report to Evacuation Coordinator (Law Enforcement Ranger\Permanent Staff on Duty that day).

**Fire**

- Fire is the most serious single threat to all park museum collections. It may lead to loss of life, loss of collections, and loss of building structural integrity—causing great physical damage to the unburned collections. During fire suppression, water, chemical, and physical damage may all occur and mold may later result.
- Park Staff should be aware of how the alarm systems, fire extinguishers, sprinklers, and other systems work, and properly train Seasonal Employees and Volunteers.
Fire Safety Self-Inspection Form Stones River National Battlefield

- General Inspection (Chief of Operations will certify that NPS Staff (Permanent and Seasonal) are properly trained to inspect the Visitor Center.
- Inspection Form will be filled out the first Monday of every Month.
  - All Floors (inspect Visitor Center from top floor to basement, museum exhibit, collections room, storage, restrooms, gift shop, all exits, doors)
  1. are fire exits and directional signs properly illuminated?
  2. is the emergency lighting system operable and tested weekly?
  3. are corridors and stairways unobstructed?
  4. are fire exits unlocked and unobstructed?
  5. is safe egress uncompromised by security measures?
  6. are self-closing fire doors unobstructed and properly equipped with closing devices?
  7. are no smoking regulations strictly enforced?
  8. is housekeeping properly maintained?
  9. are cleaning supplies safely stored?
 10. are supply closets and slop sink areas clean and orderly?
 11. do temporary wiring and lighting conform to NFPA 70, National Electrical Code?
 12. do all electrical components bear the label of a testing laboratory?
 13. are electric hot plates, coffee makers and space heaters prohibited or limited to those with an appropriate automatic shut-off bearing the label of a testing laboratory?
 14. do electrical appliances have warning lights?
 15. are appliances unplugged when not in use?
 16. is rubbish removed from the building daily?
 17. is rubbish stored away from the building in closed metal containers?
 18. are stocks of flammable liquids stored away from the building?
 19. are sufficient fire extinguishers present?
 20. are extinguishers of the proper type? are extinguishers properly hung and labeled?

- Park Staff under the guidance of the Law Enforcement Ranger will also check vents of all equipment, including computers, electrical equipment, photocopiers, and similar devices to ensure that they are not obstructed.
- Maintenance and Resource Management Staff will keep all brush, vegetation, and trash away from your buildings. Prohibit smoking in your buildings. Keep all walkways and aisles free to facilitate fire-fighting and evacuation.

NPS Staff Response to Fire

- **Remain Calm\Contact Fire\Police Department:**
  - Park Staff will adhere to **Priority Emergency Response List** and contact proper authorities.
- **Park Staff Extinguish:**
  - If the fire is small, ONLY Park Staff (Permanent\Seasonal Employees) try to extinguish it with the proper type of extinguisher or other method.
  - Do not jeopardize personal safety to extinguish fire or save collections.
  - Disconnect electrical equipment if it is on fire and it is safe to do so.
- **Personal Safety\Ensure Exit:**
  - Do not allow the fire to come between you and the exit.
- Visitors and staff are the first priority: Staff and Volunteers should follow evacuation polices (Exits, Assembly Areas, Head Count, Report to Evacuation Coordinator)

- **Remove Prioritize Collection’s Objects:**
  - Only under the direct authority and supervision of Park Staff (Chief of Operations, Education Coordinator, Visitor Services Ranger) will NPS Staff (Permanent and Seasonal) removed objects from the museum and collections room.
  - If Law Enforcement Ranger\State or Local Police\Fire Department deem it too hazardous, items will not be removed and all staff will evacuate building.

**First Floor Plan (Fire Alarm Evacuation Exists)**
Water

- Water damage is the second most common type of museum collections damage. Floods are the most widespread form of natural disaster after fire. Water damage is often the result of fire-fighting activities, storms, and structural damage, but may also be due to flash floods; floor drainage backups; leaking HVAC systems, pipes, roofs, and skylights; seepage and slow-rising floods; and tidal waves.

- **Flood and Water Damage Prevention:**
  - Locate collections in buildings with good structural seals (including a sound and sealed roof, windows, and basements).
  - Keep all storage equipment at least 4 inches off the floor, preferably 6 inches off the floor.
  - Use only spaces that will not flood if pipes break or drains back up.
  - Park Staff (Chief of Operations) properly organize collections and museum objects

- **Flood Watches and Warnings (West Fork of Stones River):**
  - A watch is advance notice, first announced when a threat is noticed—often up to 36 hours before the event.
  - A warning tells you it is about to happen within the next 24 hours
- Park Staff (Law Enforcement Ranger) will listen to local emergency broadcast system radio and/or a National Weather Service (weather band) radio at 162.475 MHz-FM, and communicate with Staff and Volunteers.
- Park Staff (Chief of Operations and Law Enforcement Ranger) will observe\issue watches and warning, and communicate with State and Local Agencies in accordance to MCEOP, and Park Staff and Volunteers.

**Flood Warning:**
- Evacuate and close the museum.
- Check to ensure that everyone has left safely (Follow Evacuation Policies\Procedures)
- Park Staff turn refrigerators and cold storage units to the coldest settings and tape them shut as early as possible to give them some residual cold to carry them through the crisis.
- Move designated high-risk materials, key documentation, and one copy of your MCEOP to the upper floors of the storage structure as indicated by the museum MCEOP.
- If there is no time to move the rest of the collection to the upper floor, move all easily movable collection items off the floor to the highest-level storage space available within the room. Place plastic sheeting over all vulnerable collections and tape in place if necessary
- Park Staff will designate if it is safe to secure collections material\objects

**Recovery of Water-Damaged Collections**

**Recovery Team**
- Park Staff, led by Chief of Operations, will organize a disaster team (Permanent and Seasonal Staff) and prepare a comprehensive plan of action, as well as plans for different contingencies.
- Park Staff will maintain a detailed photographic and written record of all stages in the recovery operation.

**Removal of Materials**
- Park Staff will not remove materials from the area until an overall plan in adherence to MCEOP.
- Properly trained and briefed park staff will remove water, commercially dehumidify the building, air dry and/or wrap and freeze designated collections in priority order according to the MCEOP.
- Collection removal work will have to be done speedily and in priority order, for many items must be salvaged within 48 hours to prevent significant deterioration.
- Create maximum air flow through all affected areas by opening doors and windows.
- Only Park Staff will be permitted to open wet books; to separate single sheets; to remove covers when materials are water-soaked; or to disturb wet file boxes, prints, drawings, and photographs.
**Transportation and Storage:**

- Removed objects stored in corrugated board boxes will be transferred by trucks to Americold Cold Storage (Temperature Controlled Warehouse: 26,000 square feet); Americold will provide trucks for transportation.
  - 2641 General Mills Way, Murfreesboro, TN 37127
  - Phone: (615)896-4640
- Chief of Operations will be assigned specific responsibility for making an inventory at each location where the materials are taken from the shelves and boxed.
- Superintendent will contact the National Park Services Museum Conservation Services for support and possible removal of items for conservation.

Museum Conservation Services, Harpers Ferry Center

- Harpers Ferry, WV 25425
- Phone: (304)-535-6142

**Storms**

Storms may cause fires, floods, and structural collapse that threaten loss of life and damage museum collections as well as explosions hazardous material accidents, utility failures.

- **Observation\Advanced Warning:**
  - Law Enforcement Ranger will listen to local emergency broadcast system radio and/or a National Weather Service (weather band) radio at 162.475 MHz-FM, and follow weather reports and communicate forecast with Staff and Volunteers.
- **Storm Procedure:**
  - Park Staff will move vital records and high priority items away from windows and below-ground storage into water-resistant areas (Collections Storage on 2nd Floor adjacent to museum).
  - Chief of Operations makes preliminary contact with service providers for generators, freezers, drying or freeze-drying services, and refrigerated trucking (Americold Cold Storage).

**Civil Unrest, Vandalism, and Terrorism Prevention\Response**

- **Law Enforcement Ranger**
  - NPS Officer (Armed) on duty 5 days a week, on call 24/7
  - Park Staff and Volunteers will adhere to MCEOP

**Priority Emergency Response List (Revised for Civil Unrest, Vandalism, Terrorism)**

1. Murfreesboro Police\Fire Departments; Rutherford County Police and Fire Departments
2. Law Enforcement - Jim Lewis
3. Tennessee National Guard (615) 313-3129
4. NPS Southeast Region
The Police and Fire Departments (Murfreesboro and Rutherford County) will be called contacted immediately as FIRST RESPONDERS.

Following Local Law Enforcement, NPS staff at Stones River will contact NPS Law Enforcement Ranger (Priorities 1 and 2 on Emergency List must be contacted first) Numbers 3-4 depending on situation (Civil Unrest and Terrorism); Law Enforcement Ranger and Chief of Operations will have authority to contact Tennessee National Guard and NPS Southeast Region.

- Museum collections exhibit, storage, work, and research room areas will be secured.
- Access to Visitor Center will be sealed (all entries and exits) with the discretion of the Superintendent, Chief of Operations, and Law Enforcement Ranger
- Law Enforcement Ranger will maintain security, particularly key control and alarm systems, and also ensure that Visitor Center has back-up power sources for your security system and emergency evacuation lighting in case of emergency utility failures.

Procedures for Park Staff (Violence\Civil Unrest\Terrorism)

- Remain calm. Contact Local Law Enforcement and Park Law Enforcement by phone and radio; contact Park supervisors on site
- Stay away from windows and glass doors, remove visitors with assistance of Volunteers from museum, auditorium, gift shop, restrooms, downstairs to Park offices (Lock All Access to Basement, including elevator); contact Law Enforcement from Basement phones
- Park Staff and Volunteers evacuate (following Procedure to Assembly areas if forced to leave Visitor Center) and help injured and disabled individuals evacuate. as instructed by Law Enforcement and Park Staff after (ensure that no bombs or other hazards exist on the evacuation route by communicating with Law Enforcement
- Park Staff (Law Enforcement assistance) check and secure the area to which you are evacuating as well for hazards and bombs
- Park Staff with assistance of Volunteers check all elevators and bathrooms as you leave for trapped individuals.

Structure Collapse

Structural collapse caused by accidents, earthquakes, explosions (particularly nitrate explosions), fires, floods, storms, terrorism, and neglect pose a significant threat to Visitor Center, museum exhibit and collections.

- To avoid structural collapse, have your building inspected by park maintenance and the Southeast Region architect if you see any physical problems such as cracked or weakening support beams or worse, sagging floors or ceilings.
- Avoid excessive floor loading until structural integrity and floor loading capacity can be determined. To minimize potential problems, bolt non-historic bookcases, file cabinets, and heavy equipment and furniture to walls.
- Take cover under a sturdy desk or table or in a supported and reinforced doorway, preferably in the center of the building. Avoid all spaces with wide span roofs, such as auditoriums, barns, and garages
- Inspect the evacuation route and staging area to ensure that they are safe and not in a state of collapse. Stay out of elevators, but listen for trapped individuals.
Documents, Plans, Checklist, Sources, Bibliography

National Park Service

Stones River National Battlefield Founding Document (November 2014)

Stones River National Battlefield Fire Management Plan

Library of Congress, National Park Service, National Archives, Smithsonian Institution, Primer on Disaster Preparedness, Management, & Response (1993)
https://www.nps.gov/museum/publications/primer/primintro.html

NPS Museum Handbook, Part I: Museum Collections

National Park Service Director's Order 24: NPS Museum Collections Management Policy

Curatorial Safety Messages
http://www.nps.gov/museum/safety/index.htm

Ch. 1: NPS Museums and Collections (790k) 2006
Ch. 2: Scope of Museum Collections (296K) 2003
Ch. 3: Preservation: Getting Started (82K) (Updated) 2012
Ch. 4: Museum Collections Environment (1.9MB) 2016
Ch. 5: Biological Infestations (1.3MB) (Updated) 2014
Ch. 6: Handling, Packing, and Shipping (4.7MB) 1999
Ch. 7: Museum Collection Storage (2.2 MB) (Updated) 2012
Ch. 8: Conservation Treatment (115K) (Updated) 2012
Ch. 9: Security and Fire Protection (390K) 2002
Ch. 10a-b: Emergency Planning (173K) 2000
Ch. 10c-f: Emergency Planning (3.8MB) 2001
Fillable Risk Assessment Worksheet
Ch. 11: Curatorial Health and Safety (466K) 2003
Ch. 12: Programming, Funding, and Staffing (234K) 1998
Ch. 13: Museum Housekeeping (117K) 1998
NPS Museum Handbook, Part II: Museum Records
http://www.nps.gov/museum/publications/MHII/mushbkII.html

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Chapter 1: Documenting Museum Collections (63K)
Chapter 2a: Accessioning (600KB)
Chapter 2b: Additional Forms and Figures (900K)
Chapter 3: Cataloging (699K)
Chapter 4: Inventory and Other Special Instructions (570K)
Chapter 5: Outgoing Loans (593K)
Chapter 6: Deaccessioning (738K)

Library of Congress
http://www.loc.gov/preservation/emergprep/plan/index.html

Heritage Preservation Organization’s “Save Your Treasures the Right Way” Checklist
https://www.heritagepreservation.org/PDFS/SaveYourTreasures.pdf

Museum SOS
A Comprehensive Resource for Museum Disaster Preparedness and Response

The National Archives & Records Administration’ Fire Safety Self-Inspection Form

American Alliance of Museums
Developing a Disaster Preparedness/Emergency Response Plan

Disaster Planning Activity

Sustaining Places: Resources for Small Museums and Historic Sites
http://sustainingplaces.com/read/collections/disaster-preparedness/

Heritage Preservation: The National Institute for Conservation
http://www.heritagepreservation.org/NEWS/hurricanes.htm