

How to borrow ERN equipment

The West Midlands ERN has supplied equipment to 7 host sites around the region for use by all museums in the West Midlands Region. The equipment is held by the following organisations;

- Birmingham Museum Trust
- Culture Coventry
- Herefordshire Museum Service
- Shropshire Museum Service
- Staffordshire Archives and Heritage Service
- Heritage and Culture Warwickshire
- Museums Worcestershire

A current list of contact details for each set of equipment is listed on the ERN page of the West Midlands Museum Development website – mdwm.org.uk

Full details of the equipment is listed in **Appendix 1**.

In brief the equipment held at each site consists of the following

- Wet and dry vacuum cleaner
- Submersible pump with 30 metres of hosing
- 2x RCD units
- Crate of Emergency Equipment

What is the equipment for?

The equipment is designed to help with first response to a small-scale emergency in the museum. The items can be loaned from the host organisation to help with immediate salvage and clear up. Due to restrictions in staff capacity the equipment is not available on a 24/7 basis. However, wherever possible sites can be contacted during office hours and arrangements made for the loan of the equipment to be made as quickly as possible.

Who can use the equipment?

All museums in the West Midlands, whether or not they are Accredited, are eligible to borrow the equipment. Please read the procedure for borrowing the equipment below.

Further information about disaster planning and emergency response

A selection of useful resources is located on the Midlands Federation of Museums and Art Galleries website - midfed.org and further information on planning for and managing an emergency is available on the Collections Trust website collectionstrust.org.uk

Procedure for borrowing equipment

The equipment is located at different sites across the West Midlands Region. In the event of an emergency you should contact the site that is nearest to you. Please note that the sites can only respond within business hours.

- Contact the nearest host site to your museum. This does not have to be within your county or area.
- The host site will arrange the loan and the relevant paperwork. A loan agreement form will need to be completed between yourself and the host. See **Appendix 2**.
- You will need to arrange for the equipment to be collected from the host site and returned at the end of the loan period.
- You must arrange return of the equipment to the host site as soon as is practicable.
- Consumables used (e.g. from the Just-in-Case resource) must be replaced on a like for like basis.
- Prior to returning the equipment to the host site, you must ensure that it is dry, clean and in good working order.
- If any equipment is found to be (or becomes) damaged or defective, you should contact the lender and an ERN representative as soon as you can.
- In event of query email helen.johnson@staffordshire.gov.uk or Jane Thompson Webb at Birmingham Museum Trust Jane.TW@birminghammuseums.org.uk
- According to the Memorandum of Understanding, the host organisation commits to maintain the equipment in good, clean, working order and to lend the equipment as far as is practicable to members who ask to borrow the equipment.
- The West Midlands ERN / Marches Network takes no responsibility for the loan, maintenance or use of the equipment, or for any associated issues.