

SAFETY AND SECURITY POLICY

- Policy Number:** FAC-100
- Effective Date:** Approved by the **Eastern Washington State Historical Society (EWSHS)** Board of Trustees on March 2, 2022
- Application:** Applies to all employees, volunteers, and contractors of the EWSHS
- History:** This policy replaces BP #141 dated January 2017. BP # 141 replaced HR # 205.
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Article I PURPOSE

1.1 The mission of the EWSHS is manifested through the presentation of cultural material within exhibitions and their related programs at its Northwest Museum of Arts & Culture and its historic Campbell House complex (MAC). In accordance with museum standards, the EWSHS/MAC strives to create an optimal visitor experience while maintaining safe environments for artifacts, staff and visitors.

Article II POLICY

2.1 The EWSHS is committed to providing a safe and secure environment for its staff and visitors. To this end, the EWSHS abides by all applicable federal, state, and local laws and regulations relating to a safe and secure workplace and museum experience.

2.2 The EWSHS is also committed to providing a safe and secure environment for its artifacts through adherence to the collection management standards promulgated by the American Alliance of Museums (AAM).

2.3 The Executive Director, working with appropriate staff to be identified by the Executive Director, shall establish and support reasonable practices that:

- 2.3.1 Support a safe and secure environment in all facilities and grounds owned, leased, and operated by the EWSHS;
- 2.3.2 Advance safety, security, and emergency preparedness through procedural development, programming, and training;
- 2.3.3 Provide appropriate types and levels of security at EWSHS activities; and
- 2.3.4 Safeguard the EWSHS's facilities, property, and physical assets.

2.4 To achieve the practices outlined in Paragraph 2.3, the Executive Director, working with appropriate staff to be identified by the Executive Director, shall develop: (1) a safety and security instruction manual; and (2) a collection management procedure pertaining to facility use/activities.

- 2.4.1 The documents described in Paragraph 2.4 shall be reviewed at regular intervals not to exceed three calendar years.
- 2.4.2 Documents updated pursuant to Paragraph 2.4.1, shall be provided, as a courtesy, to the EWSHS Board of Trustees in a timely manner, with such

updated documents to clearly indicate any alterations and/or changes from the previous version.

References that apply to this policy

RCW 27.34.070	WAC 296-800-140
AAM Standards	