

**Policy No.** FAC-100

# Collections Safety and Security Policy

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**Applies to:** All employees, volunteers, and contractors of the EWSHS.

**References that apply to this policy:** Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

- RCW 27.34.070
- WAC 296-800-140
- American Alliance of Museums (AAM) Core Standards

**Effective date:** September 4, 2024

**History:** This policy updates FAC-100, which replaced and renumbered BP #141 dated January 2017. BP # 141 replaced HR # 205.

**Approved by:** EWSHS Board of Trustees

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## Purpose

The mission of the EWSHS is demonstrated through the presentation of cultural material within exhibitions and their related programs at the Northwest Museum of Arts & Culture and its historic Campbell House complex. In accordance with American Alliance of Museums (AAM) standards, the EWSHS strives to create an optimal visitor experience while maintaining safe environments for staff, visitors, and art, artifact and archival collections.

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## Policy

- A. 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.
- B. The EWSHS is also committed to providing a safe and secure environment for its art, artifact, and archival collections through adherence to AAM collection management standards.

- C. The Executive Director, working with appropriate staff to be identified by the Executive Director, shall establish and support reasonable practices that:
- Support a safe and secure environment in all facilities and grounds owned, leased, and operated by the EWSHS;
  - Advance safety, security, and emergency preparedness through procedural development, programming, and training;
  - Provide appropriate types and levels of security at EWSHS activities; and
  - Safeguard the EWSHS's facilities, property, and physical assets.
- D. To achieve the practices outlined in Paragraph C, 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.
- The documents described in Paragraph D shall be reviewed by Facilities and Collections department heads at regular intervals not to exceed three calendar years.
  - Documents updated pursuant to this paragraph, 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.
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