

Statens historiska museer
Box 5428
SE-114 84 Stockholm
Sweden

SECURITY REPORT

Information provided under this heading will be treated in confidence. The information will be classified as secret and will only be available to the registrar and the head of security.

Borrower

Postal address: _____

Visiting address: _____

Governing body: _____

Description of institution/activity: _____

Contact regarding security matters: _____

❶ The property/building where objects will be stored and/or displayed

Structure

1. Construction year of main building: _____

2. Materials of the framing and load-bearing parts, not cladding materials, as per the following:

	Brick	Concrete	Glass	Security glass	Steel	Stone	Wood	Other, namely
Outer walls								
Inner walls								
Flooring								
Ceiling								

3. Have any major additions been made, and if so in what year? Yes [] No [] _____

4. When was the building last renovated? _____

5. How many storeys does the building comprise of? _____

9. What fire fighting systems are available?

- Sprinkler, wet system
- Sprinkler, dry system
- Manual extinguishers, powder
- Manual extinguishers, water
- Manual extinguishers, carbon dioxide
- Manual extinguishers, foam
- Other, namely: _____

Surveillance

1. What type of surveillance/security staff does your institution employ?

- Permanent security/museum staff
- Staff outsourced from an authorised security company
- Casual staff
- Other personnel, namely: _____

2. State the number of guards normally on duty:

	Total no. inside building		No. in exhibition spaces	
	Stationary	Patrolling	Stationary	Patrolling
During office hours				
During opening hours				
At night				

3. What type of equipment does surveillance/security staff carry?

- Radio communication device connected to emergency services control centre and personal attack alarm
- Radio communication device connected to emergency services control centre
- Radio communication device connected to in-house emergency services control centre and assistance alarm
- Radio communication device connected to in-house emergency services control centre
- Mobile phone
- Other, namely: _____

4. Has surveillance/security staff been trained for surveillance and order-maintenance duties?

Yes [] No []

5. Does surveillance/security staff have set emergency procedures which they have practised?

Yes [] No []

6. Has surveillance/security staff undergone fire safety training?

Yes [] No []

Alarm system

1. Does the property have comprehensive intruder alarms as per European standard EN50131 Grade 3? Yes [] No []
2. Where is the intruder alarm end point?
 Direct line to the police
 Direct line to an emergency services control centre
 An in-house emergency services control centre
 An internal control panel inside the building
 Other, namely: _____

3. Estimated response times of security staff and police respectively: _____

General/administrative procedures

1. Do you have a permanently employed head of security who can be contacted 24 hours a day? Yes [] No []
Name: _____ Tel. _____
E-mail: _____
2. Is there a security contingency plan? Yes [] No []
3. Are there admission and visiting procedures? Yes [] No []
4. Has staff undergone security training? Yes [] No []
5. Are there safe procedures for key and/or access card management? Yes [] No []
6. Are keys and documents of security relevance kept in secure storage? Yes [] No []
7. Is there anything about the organisation's regular activities that has meant or could mean an increased security risk to objects? Yes [] No []
If so, please specify: _____

8. Is there anything in the organisation's immediate surroundings that may constitute a threat or hazard to the activity or building, e.g. Yes [] No []
 another tenant's activity/objectives
 natural phenomena, such as earthquakes, storms, flooding etc.
 a chemical plant, an industrial estate, a nuclear power station or similar

9. During the past 5 years, have there been any incidents affecting objects or property, such as: Yes [] No []

- theft
- vandalism
- outbreaks of fire or smoke
- water damage
- accidents

If so, please describe the occurrences: _____

2 Regarding the exhibition spaces to be used¹

Have you at any time in the past 5 years been granted government indemnity (or equivalent) for exhibitions on the premises concerned? Yes [] No []

If so, please state most recent exhibition and year:

Exhibition floor space

1. On which floor level(s) will the exhibition be shown? _____

2. State exhibition space in sq. m. and max. number of people: _____

3. Is the venue that will hold borrowed objects a fire compartment in its own right? Yes [] No []

4. Will the exhibition premises in question be used for other activities during the exhibition period? Yes [] No []

If so, please specify: _____

5. Are alterations or renovation work planned or ongoing in adjoining premises which can affect the exhibition space and/or activity? Yes [] No []

6. Are there procedures in place for continuous inspection of borrowed objects? Yes [] No []

7. Are there evacuation doors providing direct exit from the building? Yes [] No []

8. Are doors/evacuation doors, if any, fitted with an acoustic daytime alarm and an approved night locking device? Daytime alarm: Yes [] No [] Night locking: Yes [] No []

¹ Any deviations or remarks can be entered under "Further information" at the end of this document.

9. Do the exhibition spaces have windows? Yes [] No []

10. Are the windows externally positioned at least 4 metres above ground level or any other standing? Yes [] No []

11. If not, are these windows fitted with any kind of mechanical protection?

- Bars
 - Laminated glass
 - Polycarbonate
 - Security film
 - Other protection, namely: _____
-

12. In case of emergency, are there evacuation procedures in place that take object security into consideration?

Surveillance

1. How many security staff are normally on duty in each gallery?

Stationary _____ Patrolling _____

2. If surveillance is found to be insufficient by the National Historical Museums, are you prepared to outsource security staff for the duration of the loan? Yes [] No []

CCTV surveillance

1. Do the exhibition spaces in question have CCTV? Yes [] No []

2. If so, is surveillance recorded continuously? Yes [] No []

3. Are the relevant premises monitored from another place? Yes [] No []

Alarm system on the premises

1. Do the premises concerned have comprehensive intruder alarms conforming to European Standard EN50131 Grade 3? Yes [] No []

2. If not, please state existing alarm installations in the exhibition spaces (if any):

- Magnetic contacts on all doors and windows
- Break glass sensors on all windows/glass surfaces
- Vibration detection system on all doors and windows
- Vibration detection system in walls and ceiling
- Microswitches in all night locking devices
- Motion detectors
- Fixed attack alarm
- Other, namely: _____

Protection of objects

1. Is a high-security safe available for possible storage of objects? Yes [] No []

If so, give area in sq. m. and door measurements: _____

Protection of objects on display

1. State the type of showcase in which the exhibit concerned will be displayed:
Internally/externally fabricated showcases. Give material specifications:

Manufacturer _____

Framework _____

Top and bottom _____

Glass _____

Locking device _____

Secured to floor and/or wall _____

2. State alarm functions, if any, in the showcases concerned

- Vibration detection system
- Break glass sensors
- Magnetic contact in door
- Magnetic contact in service hatch
- Microswitch in lock
- Acoustic siren/buzzer

3. For loans involving objects with a very high protection value, showcases are to be designed in accordance with the attached specification.²

Do showcases match the attached specification available? Yes [] No []

If not, is your institution prepared to purchase or rent a showcase or showcases as per the attached specification for the duration of the exhibition? Yes [] No []

4. State other security measures prompted by display of the objects

- Picture/exhibit surveillance detectors
- Glazing
- Viewing line detectors in front of objects on display
- Cordons in front of objects on display
- Anchoring of objects
- Other arrangement, namely: _____

If possible, please supply drawings of exhibition spaces and showcases.

² High Attack Resisting Display Cases

NATIONAL HISTORICAL MUSEUMS

Please supply any further information which may be relevant to an assessment of security and fire prevention for the exhibition concerned.

Responsible manager

Head of security (or equivalent)

Place, date

Place, date

Signature

Signature

Name in block letters, position

Name in block letters, position

**High Attack Resisting Display Cases
Requirement specification for display cases**

*Attachment:
High Attack Resisting Display
Cases*

- As a minimum the glass should comply with European standard EN 356 P6B.
- The case to be steel framed with flanged corners to hold the glass in place. These flanges should have at least 20mm overlap round the glass to prevent a levering attack on the corners of case.
- Unglazed sides to the case will need to be of steel.
- The case to be secured with high standard locks tested according to European standard EN 1303 Grade 6. Generally at least two locks should be fitted to each opening in the case. Locks should be concealed and protected from direct attack. Locks should also be fitted with alarm (electromechanical switch) to monitor the locking system.
- Hinges should be concealed and thereby protected from direct attack. However, if they are exposed they need to be supported by steel hinge bolts and resistant to attack through the hinge pins being driven out.
- As a minimum the display cases must be fitted with
 - magnetic switch to monitor the display case door/ - lid
 - tremor detector to monitor the display case for forced violence
- Lighting to be housed in a separate light box compartment secured by different locks to the main display section which will enable the lighting system to be maintained without opening the display section. The case to be constructed to prevent access to the collection material via the light box compartment.
- Similarly if the case is built over a storage compartment this should be secured separately with the case constructed to prevent access to the collection material via the storage compartment.
- The display case must be well sealed to protect exhibits on display from any changes in the exhibition area climate. The case must be designed to keep variations in temperature and/or humidity to an absolute minimum. Conditioning material used to stabilize humidity should be placed in a storage compartment with a ventilation route into the body of the case.
- All materials used must meet conservation specifications.