

WEST FLORIDA HISTORIC PRESERVATION, INC.



**EMERGENCY PROCEDURES Flip-chart:
HURRICANE
PREPARATIONS**

[Print out on white paper to check length of pages. Cut each page off at bottom line. If spacing is not correct, adjust on computer & reprint page. An easy way to make a small adjustment is to change the font size of an unused text line(s). When everything works out the way you want it, print each page on different colored paper to make the pages distinct from each other. Print the last page on heavier “cover” stock.]

BARKLEY HOUSE

Supplies needed: plastic drop cloths, bubble wrap, scissors. Located in upstairs closet.

1. Move furniture close to interior walls.
2. Remove pictures from walls. Wrap/layer them with bubble wrap and place them on tables. Cover the tables with drop cloths.
3. Cover the sofa with a drop cloth. Put the chairs back to back and cover with drop cloths
4. Move rest of furniture close together, and cover with drop cloth(s).
5. **Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture.**

BARKLEY HOUSE

SEALE BUILDING

NOTE: This is a low priority building. Go to buildings containing collections FIRST!!!

Supplies needed: Sandbags –available from maintenance department.

1. There should not be any damageable collections items stored in this building.
Contact the Chief Curator if you see anything other than the cast iron bathtub and sink that might be collections objects.
2. Sandbag all doors.

SEALE BUILDING

LOW PRIORITY

PFEIFFER HOUSE

NOTE: This is a low priority building. Go to buildings containing collections FIRST!!!

Supplies needed: plastic drop cloths, scissors. Supplies are located in storage cabinet in Church, south room. Note: nothing inside this building is part of the museum collections.

1. Group movable furniture together as far as possible from exterior doors and windows.
2. Cover furniture with plastic drop cloths.
3. **Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture.**

PFEIFFER HOUSE

LOW PRIORITY

MARGARET McMILLAN COTTAGE (1st time get supplies from maintenance & collections)

Supplies needed: plastic drop cloths, acid free tissue, bubble wrap, scissors, (all stored in dresser drawers), power screwdriver &/or two ladders from maintenance to get over Plexiglas barrier.

1. Wrap all small items and place in dresser drawers. Cover the dresser with a drop cloth.
2. If pictures don't fit in drawers, place them face up on the beds. Cover each bed with a drop cloth.
3. Move rest of furniture close together, and cover with a drop cloth.
4. **Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture.**

Crew securing this bldg should also secure Julee Cottage which also needs 2 ladders. Last stop should be Dorr House, to take down lamps from Dining Room and Parlor chandeliers.

MARGARET McMILLAN COTTAGE

2 ladders

MANUEL BARRIOS COTTAGE

Supplies needed: plastic drop cloths, bubble wrap, acid free boxes, scissors; Supplies located in bottom half of pie safe in kitchen and behind barrier wall.

1. Group movable furniture together, as far as possible from exterior doors and windows.
2. Wrap all small & breakable items in bubble pack and store in cabinets or boxes. Remove pictures from walls, wrap with bubble wrap and place on the loveseat.
3. Place boxes on chairs or loveseat in living room, and on the table in the kitchen.
4. **Do not leave any boxes or small artifacts sitting directly on the floor.**
5. Cover all furniture with plastic drop cloths. It is not necessary to cover the exhibit cases.
- 6 **Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture.**

MANUEL BARRIOS COTTAGE

OLD CHRIST CHURCH

Supplies needed: 8 - 10 plastic drop cloths, scissors, bubble wrap, key to supply cabinet.

Supplies located in south room supply cabinet. (Get the key from Event's Coordinator, or Maintenance Chief. (Other source of cabinet keys is the master key box.)

1. ~~Group together furniture in groom's room as far as possible from exterior window. Move lamps to lockable cabinets in south room.~~ Remove wall mirror & place on top of bubble wrap on coffee table. Cover all the furniture with drop cloths.
2. Remove cross, candles and candleholders from altar. Remove brass vases from side pedestals. Wrap all items with bubble wrap and store in lockable cabinet in south room.
3. Drape drop cloths over:
 - the Clavinova.
 - the altar and side pedestals moved close together
 - the chairs, placed back to back
 - the reading desk and kneeling bench, placed back to back.
4. ~~Remove urns box, wrap with bubble wrap & place in lockable cabinet in south room.~~
5. **Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture.**

OLD CHRIST CHURCH

ARBONA BUILDING

Supplies needed: plastic drop cloths, bags, ladder, scissors. Supplies located in 2nd floor storeroom.

2nd Floor Exhibits:

1. Cover free standing artifacts with plastic sheeting or bags.
2. Use ladder to cover tops of tall display units. Slide plastic down from top over the open back of the Greek bride case. Other tall cases are in Army Navy gallery and "A Military Town."
3. Move bench away from balcony doors. If possible, take small wall mounted cases down, place on level free standing display cases, tables, or bench & cover all with plastic sheeting. Most wall cases are mounted with French cleats. Use bubble pack under French cleats to prevent scratching Plexiglas. Try to keep wall cases close to their original positions.
4. Cover all short floor cases including Standard Collection slanted-top case in hall.
5. Cover computer kiosks (2) with plastic bags.
6. **Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture.**

In Store: Cover store stock only if you have time and plastic available:

1. Group movable furniture together, as far as possible from exterior doors and windows, and raise off floor by placing on bricks or sections of 2-by-4's and stacking chairs on tables
2. **Do not leave cloth or wooden items or any boxes of stock sitting directly on the floor.**
3. Unplug register and any other electrical appliances.
4. Make sure nothing is touching or leaning against a wall. Cover display units, counter, cash register, & etc. with plastic drop cloths.
5. Cover stock in 2nd fl storeroom with plastic drop cloths.

PENSACOLA CHILDREN'S MUSEUM (ARBONA BLDG)

MUSEUM OF INDUSTRY

Supplies needed: plastic drop cloths, wood blocks/2x4 scraps; clothes pins; scissors, plastic garbage bags, scissors. Supplies are located in Textile Vault.

1. Check storage area, including textile storage, to make sure no boxes are touching the walls. Elevate any artifacts or boxes sitting on the floor by placing them on any available shelving or placing wood blocks underneath.
2. **Do not leave any boxes of artifacts sitting directly on the floor.**
3. All shelving and hanging storage (in textile rooms) are already draped with plastic drop cloths. Cut ties at tops of shelving with scissors to release plastic. Secure corners & seams with clothes pins, being sure to direct water flow to OUT-side of plastic.
4. **In exhibit area:**
Entry: Put trunk & bale on cart, and cover entire cart with plastic.
Port: Raise trunk & bale 2 inches off floor; cover all items with plastic. Cover kiosk with trash bag.
Smack: Cover exhibit cases; mannequin, & life ring. Cover kiosk with trash bag.
Sawmill: Cover freight scale, mannequin, wheelbarrow, bell, RR case & 3 barrel exhibit cases. Cover film monitor & kiosk with trash bags.
4. **Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture.**

MUSEUM OF INDUSTRY

JULEE COTTAGE

Supplies needed: plastic drop cloths, bubble wrap, boxes, scissors. Supplies are located in MOI storage area. Equipment needed: two six foot step ladders (request from maintenance dept.). THIS HOUSE IS A FIRST PRIORITY!!!!!!

1. Group movable furniture together in each room, as far as possible from exterior doors and windows.
2. Wrap small items in the Drawing Room with bubble wrap & place in boxes &/or in bookcase. Take down framed items, wrap with bubble wrap, and place them on table, love seat or arm chairs.
3. In the bedroom, wrap and box small items and linens, and place in armoire. Rearrange items in trunk to prevent crushing, close lid, & place wood blocks under skids to raise trunk off floor. Put cover on sewing machine. Stand on bed to reach hook where mosquito netting is attached, & drop it on bed. Wrap shotgun and place on bed.
4. **Do not leave any boxes of artifacts sitting directly on the floor.**
5. Cover all furniture & Julee mannequin with plastic drop cloths. Don't cover the exhibit cases; the Plexiglas bonnets will protect the artifacts from water.
6. **Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture.**

This house is a top priority because once the window shutters are closed, there is no available light in the room vignettes to see what you are doing. Maintenance will cover these windows last, but they work fast!

Crew securing this bldg should also secure McMillan Cottage and end up at Dorr to take lamps out to 1st floor chandeliers.

*****JULEE COTTAGE*****

FIRST PRIORITY 2 ladders

CHARLES LAVALLE HOUSE

West Side: Supplies needed: plastic drop cloths, scissors, bubble pack. Supplies are located in wooden chests in bedroom & kitchen. THIS HOUSE IS A FIRST PRIORITY!!!!

1. Group movable furniture together in each room, as far as possible from exterior doors and windows.
2. Remove mirror & crucifix from walls, wrap with bubble pack and place in bedroom chest. Wrap & pack all small items in bedroom & store in chest.
3. Wrap small items in kitchen, and place inside buffet and kitchen chest.
6. Cover furniture and boxes with plastic drop cloths.
7. **Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture.**

East Side: Supplies needed: plastic drop cloths, bubble pack. Supplies are located in wooden chest.

NOTE: All items on this side of the house are reproductions and thus are of lesser importance than those in the west rooms. Cover WEST side of building FIRST!!

1. Group all movable furniture together as far as possible from exterior doors and windows, with tallest items in center of grouping.
2. Wrap small breakable items and place inside the food safe; wrap larger fragile items and place on bed. **Do not leave anything on the floor that you don't want to get wet!!!**
3. Cover furniture with plastic drop cloths.

This house is a top priority because once the window shutters are closed, there is no available light in the rooms to see what you are doing. Maintenance will cover these windows last, but they work fast!

*****LAVALLE HOUSE*****

FIRST PRIORITY

TIVOLI STORE

Supplies needed: plastic drop cloths, scissors, bubble wrap, sections of 2x4's. Supplies are located in stockroom.

1. Group movable furniture together, as far as possible from exterior doors and windows.
2. Place light-weight display items from floor on counters. Larger or heavy display items can be raised off floor by placing on bricks or sections of 2X4's.
3. Remove heavy breakable museum artifacts from upper shelves, wrap with bubble-pack and store on lower shelves inside counters.
- 4. Do not leave any boxes of stock, cloth or wooden items sitting directly on the floor.**
5. Unplug register and any other electrical appliances.
6. Cover display shelves, counter & cash register, tables & chairs with plastic drop cloths. Make sure items on built-in shelves are not touching back or side walls, & cover top shelf & front of other shelves with plastic.
7. Place unshelved stock in storeroom and cover with plastic drop cloth.
- 8. Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture.**

TIVOLI STORE

NORMAN SIMONS BUILDING (AKA: “THE BEACON”)

Supplies needed: plastic drop cloths, scissors, tall trash bags, bubble wrap. Supplies are located in individual offices, empty file drawers, in the Chief Curator’s closet, and in the first floor kitchen area.

1. Clean off desks, carts, & tables, putting items away in drawers and cabinets. Take home any personal property you don’t want to lose.
2. Remove pictures from walls, wrap corners with bubble pack, and place on desks and tables.
3. Put away all loose artifacts & documents. Cover all tables & cabinets in public areas as well as any free standing artifacts with plastic drop cloths.
4. Unplug computers and cover them with trash bags. Cover all cabinets, desks, file cabinets, and tables with drop cloths. Arm chairs should be placed back-to-back or back-to-desk/table before covering with plastic to avoid creating spaces where water can collect.
5. Release plastic covers at tops of shelving in archives, library, and storage areas. Cover all file cabinets and flat files, also.
6. Turn off, unplug, and cover any other equipment or appliances (copy machine, printers, fax, microfilm reader, microwave, coffee maker, refrigerator (first empty it of anything that might spoil, and leave door open), etc.
7. **Do not leave any boxes of artifacts, books, documents, or rolls of paper sitting directly on the floor or any other flat surface where water might collect. Pick them up, and put them on tables, desks, or flat files under the plastic. Check under tables and desks for boxes, artifacts, or books that might have been forgotten & move them to chairs or desks under plastic.**
8. **Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture.**

“THE BEACON” (NORMAN SIMONS BUILDING)

BOWDEN BUILDING

Supplies needed: plastic drop cloths, scissors, tall trash bags, bubble wrap. Supplies are located in individual offices, empty file drawers in the ARB & Historic Districts file cabinets and in the first floor collections storage file cabinet.

1. Clean off desks, carts & tables, putting items away in drawers and cabinets.
2. Remove pictures from walls, wrap corners with bubble pack, and place on desks and tables.
3. Unplug computers and cover them with trash bags. Cover all cabinets, desks, file cabinets and tables with drop cloths.
4. Cover all shelving in archives and library with drop cloths. Start by draping plastic over the top shelves so it hangs down on both sides, and then layering the plastic as necessary to ensure that everything is covered all the way to the floor. Anchor tops of lower drop cloths with boxes on shelves above. Cover all file cabinets and flat files, also.
5. Put away all loose artifacts & documents in first floor storage area. Cover all shelving & cabinets as well as any free standing artifacts with plastic drop cloths..
6. Turn off, unplug, and cover any other equipment or appliances (copy machine, printers, fax, microfilm reader, microwave, coffee maker, refrigerator (first empty it of anything that might spoil), etc.
7. Remove as much of the movable electronic equipment in the 1st floor classrooms to the 2nd floor & cover with plastic. Do **not** leave them sitting on the floor.
8. **Do not leave any boxes of artifacts, books, or documents sitting directly on the floor. Pick them up, and put them on tables or desks under the plastic. Check under tables and desks for boxes, artifacts or books that might have been forgotten & move them to chairs or desks & cover with plastic.**
9. **Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture.**

BOWDEN BUILDING

WENTWORTH MUSEUM

Supplies needed: plastic drop cloths, scissors, bubble wrap, trash bags. Supplies are located in curator's office file cabinet, and in the basement graphics room, north counter & cabinets.

In basement:

1. Check storage & graphics room for stray artifacts & move them (if movable) to 1st floor.
2. Cover with drop cloths those artifacts too big or too heavy to move.
4. Move file cabinets with old agency records & costumes on racks to 2nd floor.
- 5. Elevate all exhibit cases in the hall at least two (2) inches off the floor.**

At main desk and store:

1. Clean off counter, placing items in drawers. Cover stock only after rest of building is taken care of and only if you have time and plastic left! Do not skimp on exhibit plastic to cover stock!
2. Unplug register & cover counter and register with plastic drop cloth.

In curator's office:

1. Clean off tables, putting artifacts away if possible.
2. Group movable furniture together, as far as possible from exterior windows.
3. Cover table with plastic.
4. Unplug computer, monitor & printer. Cover each with a plastic trash bag.
- 5. Do not leave any boxes or artifacts sitting directly on the floor.**
- 6. Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture.**

In Galleries:

1. Remove hanging original artifacts & framed items from walls, place on bubble wrap on top of display cases. Cover removed items with plastic. (example: Civil War Flag!!! Will need ladder for this. It is located in this building either in basement or 3rd floor south attic.)
- 2. Check prep room on the 2nd floor & cover any exposed artifacts & documents.**
3. Cover all wall cases, all furniture & exposed large artifacts with plastic.

DORR HOUSE

Supplies needed: 6-ft step ladder, plastic drop cloths, scissors, bubble pack, boxes. Plastics are located inside chest of drawers in hall and in kitchen. Boxes are at Bowden. Ladder is at the maintenance shop.

In the 1st floor Hall:

1. Group the three Dorr chairs together away from the window & cover with a drop cloth.
2. Remove Dorr family pictures from walls, wrap with bubble pack and place in chest of drawers. Remove the reproduction Federal mirror from the wall over the chest of drawers. Pad it with bubble wrap and place flat on top of the chest of drawers. Leave the pier mirrors in parlor & hall alone.
3. ~~Wrap each box small items in locked bookcases, and place inside chest of drawers. Boxes may be stored inside bookcase & locked. Books should be placed inside plastic bags before being placed flat back on the shelves. Pad framed hair wreath and wool flowers, place them atop of the Federal mirror (on the chest of drawers) before draping the chest of drawers with a drop cloth.~~
4. Cover the hall tree, the chest of drawers, & the bookcases with plastic drop cloths.

In the Parlor and Dining Room:

5. ~~Use ladder to retrieve lamps from chandeliers. Wrap lamps with bubble pack, place in chest of drawers in hall, or box them & hold them in the bookcase.~~
6. Cover the walnut étagère and the organ & stool with plastic drop cloths.
7. Remove pictures from walls, wrap with bubble-pack, and place on tables. Be sure to keep bubble pack between frames and tables to prevent scratching surfaces. Cover tables with plastic.
8. Move furniture as far away from the windows as possible, group together, and cover with plastic.

Upstairs:

9. Wrap all small objects and store inside furniture near where item is displayed.
10. Move all movable furniture as far away from windows as possible. Group them together, and cover furniture with plastic. Clothes pins are in girls' room washstand drawer, if needed.
11. Remove pictures from walls, wrap with bubble pack, and place on beds or place in drawers. Cover beds with plastic. Canopy bed has plastic hidden on top. Pull down and clip edges.
12. **Do not leave any boxes of artifacts sitting directly on the floor.**
13. **Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture. Arm chairs should be placed back-to-back or back-to-table before covering with plastic.**

LEAR-ROCHBLAVE HOUSE

Supplies needed: plastic drop cloths, scissors, bubble pack, boxes, acid-free tissue, keys to parlor bookcase & dining room china cabinet. Supplies are located in built-in pantry cabinet, lower doors. Keys are available from curator or registrar.

1. Group movable furniture together in each room, as far as possible from exterior doors and windows.
2. Remove pictures from walls, wrap with bubble pack and place in hall chest of drawers. Large pictures can be wrapped and placed on the dining room table.
3. Wrap small items as necessary, and place inside furniture of room where located as follows:

Living room: Close Tekniclavier before covering. Place small artifacts in boxes & place on sofa & armchairs before covering with plastic. Cover bookcase as is. Store electric lamp and oversized shade from oil lamp in bedroom inside wardrobe.

Dining room: Pack all small items in boxes & place inside pantry cabinet. Open glass-front china cabinet, and wrap contents with bubble pack, place in boxes & take to pantry.

Kitchen/pantry: Wrap items with bubble pack & store in pantry cupboard. Place larger items on Pantry counter.

Hall: Wrap items, place in chest of drawers in Back Hall. If that chest of drawers is full, use the one in the bedroom. Place electric lamps in sea chest.

Bedroom: Wrap cloth items in acid free tissue and place with bubble-wrapped artifacts in the chest of drawers. Store electric lamps in wardrobe.

4. **Do not leave any boxes of artifacts sitting directly on the floor.**
5. Cover furniture and boxes with plastic drop cloths.
6. **Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture.**
7. There are no museum collections on the 2nd floor. When finished with the 1st floor, go on to the next assigned building.

LEAR-ROCHBLAVE HOUSE

MUSEUM OF COMMERCE

Supplies needed: plastic drop cloths, scissors, bubble wrap. Supplies are located as noted below in individual shops.

1. **Toy Shop:** Supplies located in closet under stairs. Place wicker doll carriage and dogcart sideways (so they don't roll off) on top of display cases. Remove everything from unprotected top shelves *except* largest model steam engine (it's **a lot** heavier than you think!!). Cover steam engine with garbage bag. Cover display cases with drop cloths.
2. **Barbershop:** Supplies located in corner behind curtain. Place shoeshine box on seat of barber chair. Cover barber chair with drop cloth. Group chairs and table together & cover with drop cloth.
3. **Leather Shop:** Supplies located in corner near door to barbershop. Place saddles next to leather rack and cover all three with a drop cloth. Remove painting over fireplace, place on bubble wrap on top of display cabinet & cover with drop cloth.
4. **Hardware Store:** Supplies located in cabinet under cash register. Remove painting over fireplace and Avery Hardware calendar, place on bubble wrap on top of one of the countertop display cabinets, and cover with drop cloth. Cover desk, display cases, seed mill, cotton planter & scroll saw with drop cloths.
5. **Music store:** Supplies located in corner behind folding organ. Gather sheet music and music books together and place on display cabinet. Cover display cabinets, pianos and organs with drop cloths.
6. **Upstairs,** Supplies located in storage area. Cover with drop cloths: the items nearest the exterior openings on the west side of the building. Cover rest of shelving and floor items as time and supplies allow.
7. **Do not leave any boxes of artifacts sitting directly on the floor.**
8. **Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture.**
9. **Maintenance shop:** Supplies located in maintenance office. Unplug & cover all equipment. Lock gasoline and flammable storage cabinets.
10. **Print Shop:** Supplies located in wooden file cabinet. Pick up paper on floor & place in wastebasket. Pack exposed items in file drawers & desk drawers closest to where items belong. Cover mannequins, all furniture and exhibits with plastic. Cover presses & printing equipment with plastic. Key to access this area available from Maintenance.
11. **Gas Station:** Supplies located inside counter. Move items from wall shelf to countertop & cover with a drop cloth. Cover all wood & paper items. Move chairs, etc. away from back wall. Raise artifacts off floor at least 2 inches. Cover everything possible.
12. **Do not leave any boxes or artifacts sitting directly on the floor.**
13. **Classroom:** Unplug & cover all electronic equipment. Do not leave anything sitting on the floor. When covering equipment on a table, be sure entire table is covered, with the plastic sheet hanging down over all sides
14. **Do not try to cover too many items with the same drop cloth. Be aware of spaces and voids where the weight of collecting water might pull plastic off furniture.**

MUSEUM OF COMMERCE

BUILDING EXTERIORS and GROUNDS

Supplies needed: Cherry-picker type bucket truck (available from UWF), misc. tools, Fabric Shields, ladders, lumber, plywood & removable nails, sandbags & sand. Supplies available at Maintenance Shop.

1. Turn off /disconnect all exterior HVAC units.
2. Close **shutters** & secure with **cross-boards** at:
 - Dorr (1st & 2nd fl.)
 - Church
 - Walton
 - Barkley
 - Barrios
 - Tivoli (1st fl & 2nd fl porches)
 - Julee **Do this last! We need light to pack!**
 - Lavalle (1st & 2nd fl.)**Do this last! Ditto!**
3. Cover windows with **fabric shields** at:
 - Pfeiffer
 - OCC Parrish School (1st & 2nd fl & attic)
 - Lear (1st & 2nd fl)
 - Walsh
 - L & N Marine Terminal
4. Cover windows/doors with **plywood** at:
 - Walton (1 window without shutters)
 - Barrios (doors only)
 - Church (over front door & in tower – **Warning: possible wasps' nest in top of tower**)
 - Barkley House Dormers
 - Tivoli (2nd fl east & west, & 3rd fl dormers)
 - Arbona (1st Floor windows and 1 on 2nd floor balcony)
 - Coulson House
 - McVoy House (202 Church)
5. NOTE: The McMillan House (blue house) and the Quina-Singh House (shotgun house) have impact-resistant windows & don't need covering.
6. Check storm drains in Wentworth parking lots. Clear debris if necessary.
7. Check/clear roof storm drains at MOI, Bowden & Wentworth.
8. Turn off lawn sprinkler systems at all buildings.
9. Move trucks & car inside Commerce.
10. Remove all hanging signs from Village (street corner & Tivoli). Remove Barrios' porch swing & store inside cottage.
11. Close, lock, & secure both roof doors at Wentworth.
12. Check yards & porches for loose items to be secured at:
 - Christ Church Parish School
 - Barkley House
 - McVoy House (202 Church St.)
 - Fountain Park
13. **Sandbag:**
 - Wentworth: **Three (3)** basement doors (Handicap Entrance, Shipping & Receiving, & Mechanical Room)
 - Bowden: **All 1st floor** doors, including those on the east side of the building.
 - L & N Marine Terminal: **All doors. This is our lowest building!!!**
 - Beacon Bldg: **All** doors
 - Seale Building: **All** doors

BUILDING EXTERIORS AND GROUNDS