



St. Stephens Church built 1875

DOCENT HANDBOOK

Greater Harrington Historical Society
108 Fleming St, Harrington, DE 19952

<https://ghsociety.org/>

Greater Harrington Historical Society



Section 1: History & Culture Information

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Welcome from the Officers.

Thank you for volunteering as a docent for the Greater Harrington Historical Society! Helping history come alive is our mission, and we are excited and proud of our historical buildings and artifacts. We are proud to have you as part of our team and look forward to watching you experience enjoyment, enrichment, and personal satisfaction as a volunteer!

Greater Harrington Historical Society Mission Statement

The mission of the Greater Harrington Historical Society is to keep the Greater Harrington area's history alive for the education and enjoyment of the public.

VISION STATEMENT

The vision of the Greater Harrington Historical Society is to inspire a sense of place and history for the greater Harrington area by collecting, studying, interpreting, and preserving the region's natural and cultural heritage. This includes the museum's core areas of collecting the history of the city Harrington and surrounding rural areas. The museum's focus further includes, but is not limited to family history, women's history, Native American history, environmental history, and minority-based history.

The Greater Harrington Historical Society is a place and institution that:

1. Welcomes people to share their passion and interest in our history and sense of place;
2. Interprets the region's diverse cultural perspectives;
3. Sustains facilities that retain their traditional character;
4. Creates and maintains educational programs and exhibits that are accurate, professionally presented, compelling, and intellectually challenging;
5. Collects, exhibits, stores, and preserves (via professionally accepted preventative conservation methods) as per American Alliance of Museums (AAM) accreditation standards.
6. Is a careful and responsible steward of public funds.

7. Utilize a volunteer corps who is creative, enthusiastic, and supportive of each other, the museum's mission, and the community;
8. Supports and participates in strategic partnerships.

GOAL STATEMENTS

To collect, preserve, interpret, exhibit and house objects, photographs and archival materials illustrating the heritage and evolving history of the City of Harrington.

To encourage community engagement and participation through the provision and promotion of educational and cultural programming, activities and events as well as by fostering active volunteerism and partnerships.

To create awareness of and generate support for the museum as a vital community asset in the enhancement of Harrington's cultural identity.

To support the continued development of the museum as a destination site, in recognition of the economic benefit of visitors and tourists to the greater Harrington areas economy.

History of the Greater Harrington Historical Society

Founded in May 1977, the Greater Harrington Historical Society is one of the oldest in Delaware. From our humble beginnings in an office, we have grown to now include 3 museum locations and we house over 70,000 artifacts, some dating back to the early 1700's.

Our first museum is the original St Stephen's Episcopal Church, located at 110 Fleming Street. It was built in 1876 and is one of the oldest structures still standing in the city. It was renovated in 1983, which included the re-installation of the original Rose Window, first purchased by the church in 1877, for a cost of \$75.00. This museum houses artifacts from the Harrington High School, our military tribute, as well as items from all our local churches and civic organizations.

The Pauline Satterfield Annex was built in 1987 and is located at 108 Fleming Street. Due to the society's growing collection and need for office space, the members raised the needed funds to provide this much needed expansion. This building now houses business and houseware artifacts from the city and surrounding countryside. Items of interest in the Annex include the store counter and soda fountain from Burton's Sport Shop, a model of the town as it existed in the early 1900's, a seed cabinet from Taylor's Hardware, and a horse drawn funeral coach.

In 1993, the Greater Harrington Historical Society saved a local landmark from destruction and in the process preserved what has turned out to be one of the few structures of its type left on the Delmarva Peninsula. The Railroad Tower and Caboose are located on Hanley Street, just two blocks from the main museum. The tower has been restored to its original operating condition and houses many items used during the heyday of trains in Harrington. Items include a watchman shack, a conductor's uniform, and several examples of tools used to operate and maintain the railroad operations. Next to the tower is a restored Model N5 Caboose, which was built in 1926. The caboose houses items used during daily operations of the railroad and shows what a worker's life would have been like while working for the Pennsylvania Railroad Corporation in the 1920's and 1930's.

Introduction to the Greater Harrington Historical Society Museums

The museums of the Greater Harrington Historical Society tell the story of the land and its inhabitants. From the indigenous people that first called the land home through its growth into a major transportation hub, Harrington has undergone growth and change, suffered through good times and bad. Using its many artifacts, stories, photographs and structures, the officers and members of the GHHS strive to tell our past, present, and future.

Society Museums

St Stephen's Episcopal Church

The church was constructed in 1875 and is the oldest standing structure in Harrington today. Designed by the prestigious architectural firm of Meade, White and McKim in New York City, the church was built under the direction of Father John Leighton McKim. Consecrated and opened in 1876, St. Stephens P.E. Church is a small, wood frame, one-story church with steeply pitched A-frame roof. Its rectangular shape measures three-bays wide and four-bays long. A small modern one-story lean-to addition, constructed as an office and vestry, is located at the southeast corner of

the building. Though built for religious purposes, the church is currently owned by the Harrington Historical Society and is operated as a museum which displays objects from the society's collection and houses exhibits chronicling the town's history. This historic building retains architectural and historic integrity. Noteworthy exterior architectural features include the original circular stain glass window at the apex of the west façade, a bell tower with X-shaped cross bracing at the southwest corner of the building, original decorative electroplated hardware, and its original board-and-batten siding. The colorful cut glass window features a variety of religious symbols including the center section dominated by the Lamb with Resurrection flag and individual panels representing four Christian saints – Matthew, Mark, Luke, and John.

The Pauline Satterfield Annex

Constructed in 1987, the Pauline Satterfield Annex houses the Greater Harrington Historical Society offices, as well as approximately 2400 square feet of exhibit space. The Annex houses artifacts from the railroad, local businesses, and home life from the greater Harrington area. The offices house not only business files of the organization but research files on the history of Harrington organized by businesses, churches, major events such as the Delaware State Fair and genealogy files. A library of books on the area, and other texts are also available to researchers.

The Railroad Block Tower Complex

Built in the early 1920's, the railroad block house is the only surviving block house open to the public on Delmarva. Closed by Conrail on Dec 3, 1981, the building was purchased by the Greater Harrington Historical Society at the cost of one dollar. The building was restored, and a 1926 Model N5 Caboose was placed on the property. A watchman shack from south of Harrington is also on the grounds. Together these three major pieces serve as a backdrop to what the railroad was like here in Harrington in the 1930's.

Contact Information: Main Museum Office (302)-398-3698

Email: info@ghhsociety.org

Hours of Operation

Annex and Church

1st Sunday of each month 12 pm to 5 pm

3rd Sunday of each month 2 pm to 4 pm

Others by appointment

Railroad Tower Complex

Heritage Day

Others by appointment

Officers

President –

Vice President –

Secretary –

Treasurer –

Archivist –

Curator –

Greater Harrington Historical Society



Section 2: Volunteer Program

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IMPORTANCE OF VOLUNTEERS

Volunteers contribute a variety of skills and experience and play an integral part in the Museum's success in achieving its mission. Volunteers actively participate in and support customer service, administration, and public programming, contributing over five thousand hours of service.

EXPECTATIONS

The museum is dedicated to public service as reflected in the values of excellence, accessibility, relevance, diversity, and leadership. Volunteers are an integral part of a team effort in working with the staff to accomplish these values. Basic expectations for all volunteers include:

Providing extraordinary customer service – All volunteers are a key component in promoting a positive experience for all visitors. In all encounters, seek ways to enhance the visitor experience, exceed expectations and make all feel welcome. Volunteers are often the first contact in the museum and, therefore, set the stage for the entire visit.

Acquiring knowledge – Volunteer should know the museum's mission, structure, historical content, and policies.

Learning and sharing knowledge – Sharing knowledge with other volunteers to enhance the visitor experience is encouraged.

Promoting a passion for the Greater Harrington Historical Society culture and history and serving as an advocate for the Museum within the community

THE MUSEUM PROVIDES:

- 1) Orientation to the background, operations, and procedures of the organization
- 2) Training and encouragement to prepare for prospective roles.
- 3) Opportunities for enrichment to apply talent and skills effectively.
- 4) A friendly, safe, non-discriminating environment that maximizes personal gratification and includes volunteers in relevant decision- making processes.

TRAININGS & WORKSHOPS

NEW VOLUNTEER DOCENT ORIENTATION & TRAINING

This training provides all new volunteers with a general overview of the Greater Harrington Historical Society and its museums. The orientation process ensures that volunteers are provided with essential information about their work and role for the organization along with society's policies.

TOUR WORKSHOP

Tour workshops are held as needed for all volunteers involved in giving tours either as a docent leading a group from station to station or a docent imparting information at a particular "station". If you are a new volunteer, opportunities are available to "shadow" other docents to become familiar with the setting and tour. Tour procedures are discussed, and new tour scripts are presented. We welcome your input as we strive to build on our success and make it more meaningful.

DOING THE JOB

Volunteers are expected to:

Come on time.

Notify us by text if you will be late or absent.

Wear your volunteer's name badge.

Attend Volunteer Orientation and workshops that pertain to your interests.

Dress appropriately and follow museum guidelines. *

Follow emergency procedures. *

*Emergency procedures and museum policies are on the following pages.

VOLUNTEER SUPPORT

Curator

The Curator serves as the primary support, liaison and advocate between the Museums and its volunteers. All volunteers are supervised and report directly to the Curator with any questions, suggestions, or concerns. If the Curator is not available, please contact the President.

EMERGENCY PROCEDURES

(see the QUICK REFERENCE GUIDE FOR EMERGENCIES in the Appendix of this document)

Fire

Call 911. When the fire alarm sounds, evacuate immediately. Do not enter smoke-filled stairwells. If trapped in a smoke-filled area, stay near the floor. A fire extinguisher is located in each building and their locations are marked on the building maps, which can be found in the appendix of this document, as well as posted in each building. All fire emergencies must have an Incident Report Form completed. The form can be located at the end of this document, in the General Policies and Procedures Manual, as well as extra forms are available in the filing bin on the curator's desk.

Tornado Warning

If a tornado warning has been issued for Kent County, take shelter immediately. Move to pre-designated shelter areas. If you are outdoors, seek shelter in the Annex.

Shooting

Run! Hide! Fight!

Here is the active shooter video link:

<https://www.youtube.com/watch?v=p4IJA5Zpzz4>

Artifact Damage

This category includes damage to collections items caused by accidents such as dropping, impact, mishandling, or by acts of vandalism. These incidents may occur in exhibit areas, in storage or during transit. If possible do not move objects until instructions are received (by phone or in person) from a curator. Note: Any damage done to the collection must be documented on the Artifact Incident Report form, a copy of which is located in the Appendix of the policy.

Vandalism

Report the incident to the Curator. Call 911 if it is an emergency situation.

Medical Emergencies

Call 9-11 and give the following information: identify yourself, the location and address, the location of the patient, the type of injury or symptoms of illness if

known. Unless trained in CPR or first aid, do not attempt to give aid. Designate a person to meet medical responders at the door and direct them to the scene. All medical emergencies must have an Incident Report Form completed. The form can be located at the end of this document, in the General Policies and Procedures Manual, as well as extra forms are available in the filing bin on the curator's desk.

EMPLOYEE PERSONAL APPEARANCE

POLICY

All museum volunteers are responsible for always maintaining a neat and appropriate personal appearance.

PROCEDURE

- A. All volunteers, regardless of work location and the presence or absence of public contact, are expected to dress appropriately and in good taste and are expected to maintain a good personal appearance and high standards of personal hygiene at all times.
- B. Society may develop more specific dress codes to clearly communicate the expectations for dress in their workplace and/or function.
- C. Failure to meet the standards communicated in museums' dress codes will be interpreted as a violation of this policy and may be subject to disciplinary action.

USE OF TOBACCO/VAPOR DELIVERY DEVICES POLICY

POLICY

The Greater Harrington Historical Society supports the health and wellness of employees and officials by discouraging the use of tobacco products and vapor delivery devices, which can be harmful to your health. Tobacco and vapor delivery devices are prohibited in society facilities.

DEFINITIONS

A. **Tobacco** -Tobacco products include but are not limited to cigarettes, cigars, cigarillos, pipes, chewing tobacco, snuff, dip, and loose tobacco smoked via pipe, hookah or hand rolled cigarettes.

B. **Vapor Delivery Device** - Any device that allows a user to inhale nicotine or vapor, or that can deliver nicotine in a vapor form, such as an electronic cigarette or a vapor cigarette.

C. **Employee** - Any person who is employed by the society for direct or indirect monetary wages or profit.

D. **Prohibited Areas:**

1. A person commits a violation if he/she uses tobacco or vapor delivery devices in any of the following areas:
2. Inside any society-owned or leased building or facility.
3. Outside the main entrance to any society-owned or leased facility. (Unless otherwise noted)

E. **Designated Areas**

The society may designate specific areas outside society-owned or leased buildings or facilities in which tobacco and/or vapor delivery devices are **NOT** prohibited.

The following buildings/facilities have designated areas:

4. Walkway between 108 and 110 Fleming St –north side of 108.
5. Rear of Annex Building –east side back door ramp area.
6. Railroad Tower – east side sidewalk area.

F. **Applicability**

This policy shall apply to all employees, officials, and volunteers of The Greater Harrington Historical Society, those who perform services for the society as salaried employees of other agencies, and to any member of the public obtaining access to any society facility.

G. **Violations**

Any employee committing an act in violation of this policy shall receive disciplinary action in accordance with established

Human Resources Policies.

A member of the public committing any act of violation to this policy shall be warned of violation. Should such a person continue to violate this policy, the person shall be removed from the facility by the police department.

H. Responsibilities of Organization

7. The society shall be responsible for placement of proper signs at building entrances, in restrooms, and in other designated locations.
8. The Society shall be responsible for providing an approved selection of uniform signs.
9. The society shall be responsible for placement of ashtrays at the designated smoking areas.

Greater Harrington Historical Society



Section 3:

Volunteer Job Descriptions

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Museum Docent Shift

Railroad Complex Docent Shift

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Collections

Traveling Museum

Research

Oral History

GHHS Event

Outreach Event

MUSEUM DOCENT SHIFT

Position

Docent Shift

Supervisor

Curator

Objective

To welcome visitors and educate the public

Responsibilities

To greet visitors to the museum

Provide general information about the museum & exhibit areas Encourage visitors to sign up for e-newsletter or volunteering Encourage visitors to tour both museums and the railroad facility.

Report any maintenance issues.

Qualifications

Enthusiasm for history: Knowledge of museum and related topics. Enthusiasm for speaking with visitors; good communication skills. Ability to facilitate between visitor requests and staff.

Training

GHHS Docent Workshop

Shadowing other docents for two dates

Conduct one Docent Preview Tours

Requirements

Set a specific day of the week and time you will volunteer.

RAILROAD COMPLEX DOCENT SHIFT

Position

Railroad Complex Docent Shift

Supervisor Curator

Objective

To welcome visitors and educate the public

Responsibilities

To greet visitors to Railroad Facility

Provide guided tours of the Railroad Facility

Facilitate between visitors & staff.

Encourage visitors to visit the other museums.

Report any maintenance issues.

Complete Docent Observation Worksheet

Qualifications

Enthusiasm for history: Knowledge of museum and related topics. Enthusiasm for speaking with visitors; good communication skills. Facilitate between visitor requests and staff.

Training

GHHS Docent Workshop

Shadowing other docents for two dates

Conduct one Docent Preview Tours

Requirements

Set a specific day of the week and time you will volunteer.

TOUR GUIDE

Position

Tour Guide

Supervisor

Curator

Objective

To assist with the interpretation of the exhibits for visitors

Responsibilities

To welcome visitors to your "station".

Provide information about the "station" you have been assigned. Interact with visitors in a positive way.

Encourage visitors to come again.

Qualifications

Enthusiasm for history; Knowledge of museum and related topics. Enthusiasm for speaking with visitors; good communication skills.

Training

GHHS Tour Guide Workshop

Shadowing other Tour Guides for two dates

Attend Tour Workshops.

Attend Exhibit Opening Workshops as scheduled

Requirements

Sign up to be a tour guide by responding to e-mail requests for guides.

COLLECTIONS ASSISTANT

Position

Collections Assistant

Supervisor

Curator

Objective

To help Curator of Archival Collections

Responsibilities

Data entry: Volunteers enter archival information into a data base in our Past Perfect computer program in the Research Room

Photocopying: Volunteers photocopy historic documents and records in the main museum office.

Organizing: Volunteers help organize artifacts at the museum or in various storage units.

Qualifications

Ability to work on a computer or photocopy machine Enthusiasm for organizing large amounts of objects / information.

Training

Collections Training: Group and/or individualized

Requirements

Set a specific day of the week and time you will volunteer.

TRAVELING MUSEUM PRESENTER

Position

Traveling Museum Presenter

Supervisor Curator

Objective

To share Harrington's history out in the community.

Responsibilities

To present a power point presentation & artifacts to a group of students/adults.

To interact with the contact's name on the information sheet if necessary.

To pick up and return artifacts to supervisor/s in an appropriate manner.

To give feedback to supervisor/s after presentation is completed. To

encourage groups to visit the Museums and Railroad Complex.

Qualifications

Enthusiasm for history: Knowledge of specific topic and OHC museums

Enthusiasm for speaking; good communication skills.

Ability to interact with a group – acting spontaneously when necessary.

Training

Attend Traveling Museum Workshops.

Shadow Traveling Museum presentations and become familiar with scripts.

Requirements - Sign up to be a Traveling Museum presenter by responding to e-mail requests when asked.

RESEARCH VOLUNTEER

Position

Research volunteer

Supervisor

Curator

Objective

To help staff research specific projects for exhibits and historical structures

Responsibilities

To research a topic in depth using society information and other information available

Prepare the information in a document for staff member.

Qualifications Enthusiasm for history
Ability to do research

Training

Attend Research Volunteer Workshop

Requirements

Set a specific start date and end date

ORAL HISTORY VOLUNTEER

Position

Oral History Volunteer

Supervisor Curator

Objective

To interview and record an individual/s in order to create and preserve oral history.

Responsibilities

To study the oral history project and prepare questions for the interview.
To interview and record the oral history.

Qualifications Enthusiasm for
history

Ability to communicate with others.

Training

Review "How to Do Oral History", presented by The Smithsonian Institute
<https://siarchives.si.edu/history/how-do-oral-history>

Requirements

To coordinate with supervisor day and time to interview for an oral history.

GHHS EVENT VOLUNTEER

Position

GHHS Event Volunteer

Supervisor

All staff members

Objective

To bring the public to the Museum and Railroad Complex to learn about Harrington's history.

Responsibilities

To welcome visitors to Museum and Railroad Complex

To follow through on assignment from Volunteer Coordinator (i.e. monitor a "station", serve as a tour guide, participate as an actor/actress role in CEMETERY TOURS, etc.)

Qualifications

Enthusiasm for history; Knowledge of museums and related topics. Enthusiasm for speaking with visitors; good communication skills.

Training

TBD

Requirements

Sign up for a shift for an event on a specific day and time when volunteer coordinator sends e-mail requesting volunteers.

OUTREACH EVENT VOLUNTEER

Position

Outreach Event Volunteer

Supervisor

Curator

Objective

To educate the public about the Greater Harrington Historical Society

Responsibilities

Greet visitors to our booth

Pass out general information about the society

Encourage those who might be interested to sign up for our e- newsletter

Pass out a Volunteer Application to anyone inquiring about volunteering.

Pass out free giveaways

Set-up or dismantle booth if assigned first or last shift & return to GHHS

Qualifications

Enthusiasm for history: Knowledge of museums and related topics. Enthusiasm for speaking with visitors; good communication skills.

Training

TBD

Requirements

Sign up for a shift for an event on a specific day and time when volunteer coordinator sends e-mail requesting volunteers.

Greater Harrington Historical Society



Section 4: The Pauline Satterfield Annex

Contents

The Pauline Satterfield Annex

Research Area



Pauline Satterfield Annex

The Pauline Satterfield Annex is a symbol of pride for the citizens of Harrington. Constructed in 1987, the Pauline Satterfield Annex houses the Greater Harrington Historical Society offices, as well as approximately 2400 square feet of exhibit space. The Annex houses artifacts from local businesses and home life from the greater Harrington area. The offices house not only business files of the organization but research files on the history of Harrington organized by businesses, churches, major events such as the Delaware State Fair and genealogy files. A library of books on the area, and other texts are also available to researchers.

HISTORY OF HARRINTON



Harrington has long been nicknamed the “Hub of Delaware.” The nickname comes from its earliest days as a stagecoach stop, and the area continues to serve as a vital junction. First established on September 17, 1740, by Thomas Clark, who was granted a proprietary warrant from Thomas Penn, the lands surrounding Clark's dwelling place became known as Clarks Corner. By the 1790s, Thomas Clark's son Benjamin Clark and grandson Matthew Clark had built an inn and stagecoach stop there. The crossroads remained unchanged throughout its early history save for the addition of a mill and blacksmith's shop. That all changed in the 1850s. In 1856, the town was made the major junction of the new train lines serving the entire Delmarva Peninsula. After it became a “hub,” the town was renamed Harrington in honor of Judge Samuel Maxwell Harrington, the chancellor of the court in Delaware. The town then began to boom, but it keeps the small-town charm captured in the imaginations of so many.

The Annex

Veteran's Memorial

The Veteran's Memorial has stood in Harrington since the end of World War Two. Originally placed in front of the newly built United States Post Office, it was inscribed with the names of local men that had served in wars up to that point. Later, the monument was moved to the original home of the American Legion on Commerce St. The names of the men and women that had served during

the Korean Conflict and the Vietnam War were added during the move. Eventually the Veterans Memorial needed a new home and repair. The Historical Society took ownership of the memorial, moving it to its current location. A decision was made to remove the names, since the plaques were full, and replace them with plaques denoting the conflicts that our local men and women had fought in during their service to our country. Today the Veterans Memorial serves as a silent monument to all of those who currently serve or have served in our Armed Forces from our community.

General Store

Upon entering the Annex, a visitor is immersed in artifacts from various General Stores that have existed in the greater Harrington Area. Customer counters from Walter Jacobs's store, pharmaceutical supplies from various pharmacies, and a butcher's block from Sam Short's market are but a few of the items that mark the over 20 shop owners that have called the area home.

Main Display Gallery

Packed with thousands of artifacts of all sizes, the Main Gallery of the Annex has a displayed artifact for almost anyone wanting to learn about the Harrington area, past and present.

Kent & Sussex/Delaware State Fair

Begun in 1920 after a meeting in the restaurant of the railroad station, the Kent & Sussex Fair. From its humble beginnings as a farm themed event, today the Delaware State Fair, as it was renamed in 1967, hosts over 250,000 visitors annually to the 10-day event. Items on display include a blue ribbon from the 1920 fair, photos of the grounds from various decades, and souvenirs the fair goer could buy to remember their time at the fair. In the archives exist blue ribbons from each year the fair dated them, (stopping in the 1980's with the year printed on the ribbon) and annual "Exhibitor Guides" from 1920 still they stopped production in the 2000's.

Harrington Raceway

Hosting the oldest pari-mutuel betting harness racing tracks in the United States, the ½ mile oval sits on the same grounds with the Delaware State Fair. Constructed in 1920, in conjunction with the new fair event, the raceway mostly ran events during the fair only. In 1934, the fair became part

of the Central Fair Circuit, an organization to coordinate harness racing dates at fairs in the Mid-Atlantic region. After the state legalized pari-mutuel wagering on harness racing in 1945, the directors of the fair organized the Kent and Sussex Racing Association to conduct an annual racing meet. The association opened its first 15-day meet with pari-mutuel betting on October 14, 1946, and has continuously operated since, making it the oldest track in America. Harrington has witnessed the highs and lows of the Harness Racing industry. Attendance and betting at Harrington dwindled steadily starting in the 1970s, as part of the overall decline of the horse racing industry. By the early 1990s, the track was losing money and was in danger of closing. The introduction in 1991 of inter-track simulcast wagering boosted business somewhat, but not enough to make the track profitable.

In 1994, Delaware legalized slot machines at horse tracks to save the racing industry. Initially, Harrington was not expected to install slot machines, as many of the fair's directors considered slots to be incompatible with the fairgrounds' family-friendly environment, and Harrington was entitled to a share of the slot revenues from Delaware's other racetracks if it did not offer slots. In March 1995, however, the fair board of directors voted by a margin of 33 to 32 to build a slot parlor.

Harrington's slot machine parlor, Midway Slots and Racebook, opened on August 20, 1996. The track itself was renovated in 2003 to widen it and to make the turns gentler, making the track safer and more attractive to horsemen.

In 2006, a \$50-million expansion and renovation of the slot parlor was begun. As part of the project, the Midway Slots name was dropped in 2007 and the entire property became known as Harrington Raceway & Casino. The expansion was completed in 2008, adding a new restaurant, lounge, coffee shop, high-stakes gaming areas, and an expanded buffet, and increasing the number of slot machines in the casino from approximately 1,600 to 2,100. Table games were added in 2010, following their legalization earlier in the year.

On display are trophies from various races, photographs of winning horses, silks from drivers that are from the Harrington area, and equipment used in the betting industry. Displays on horses such as Rainbow Blue, who in 2004 was elected Three-Year-Old Pacing Filly, Pacer of the Year and Horse of the Year.

The prize artifacts of the harness racing display date back to October 7, 1905. At a time when harness racing was one of the largest sports in the nation, Dan Patch, a noted American Standardbred pacer, was a major

celebrity. He was undefeated in open competition and was so dominant on the racetrack that other owners eventually refused to enter their horses against him. Instead, he ended his racing career performing time trials, and traveled extensively on exhibition, earning millions of dollars in purses, attendance gate receipts, and product endorsements. Dan Patch broke world speed records at least 14 times in the early 1900s. In 1905, he set a world's record for the fastest mile by a harness horse (1:55 $\frac{1}{4}$ – 1 minute, 55+ $\frac{1}{4}$ seconds) that stood unmatched for over 50 years. Following his record-breaking performance, M. W. Savage, who owned Dan Patch at the time, presented a trophy to Harry Hersey, who drove Dan Patch to the record. Hersey specified in his will that when he died, his trophy should be awarded to the harness driver who drove the horse that broke Dan Patch's record. So, it was 50 years after Hersey earned the trophy that the provision in his will could be carried out. That happened in 1955 when Luther Lyons drove Adios Harry to a 1:55 record in a race at Vernon, NY. Lyons, who lived in Greenwood, DE, has his driving colors on display with the trophy, donated by the Lyons family.

Burtons Sport Shop

One of the largest exhibits in the main area is Burtons Sport Shop. Opened in the late 1940's, the small restaurant and at the time, hunting, and fishing supply store, became an icon for the city. The grand lady behind it all was Mrs. Alma Smith. Working from open to close, 7 days a week, some nights till 10pm, Mrs. Smith served up not just an old-fashioned fountain soda, but memories for so many in the community. Today, two of the original booths' welcome guests to the museum. The penny candy counter holds the raceway memorabilia. A 1950's jukebox plays a variety of 45's, including records produced by Blue Hens Records right here in Harrington! The one thing people line up for is when the now restored soda fountain is open. Operating on special occasions, you can get your favorite flavor of soda just like Miss Alma used to make!

Jehu Camper Woodworking

The origins of Woodcarving can be traced back to early America, when smart people could whittle just about anything, anyplace. Throughout its early years, a Swiss army knife was inexpensive, could be rapidly and safely transported, and easily manufactured. Furthermore, suitable softwood, primarily pine or willow, was abundant. At the age of thirty-six Jehu Camper (1897-1989) began a fifty-year career as a whittler. Assisted by his wife Lillian he was able to complete more than six hundred pieces. In these mixed-media assemblages of farm implements and evocative scenes filled with whimsy they preserved vivid memories of rural life in Delaware. Camper regarded himself as a custodian of the

past. He was celebrated as a local folk historian as well as a "resident whittler" at state fairs and programs for school children. Through his many presentations Camper engaged the public in an examination of their heritage and gained renown for promoting its preservation with his folk carvings. After his passing, many workings were donated to the society. These not only preserve the folkways of a bygone era but also perpetuate the memory of a fascinating folk artist. Today you can also see Mr. Camper's work at the Delaware Agricultural Museum and Village and when on display, at the Renwick Gallery of the Smithsonian American Art Museum in Washington D.C.

Business Display

Several showcases highlight artifacts from businesses that have called the Harrington Area home. From matchbooks to a Victorian barber chair, visitors can see the wide variety of shops and restaurants that have been in business since the founding of the city.

Entertainment in Harrington

As with many small towns, Harrington was at one time home to a thriving entertainment industry. Home to the Harrington Opera House, later called the Reese Opera House, silent movies and even an in-person visit silent film star Charlie Chaplin could be seen at the opera house in its heyday. Other buildings in the community held dances and even prize fights. The icon of Harrington's movie industry was Reese Theater. Owned and operated by Reese Harrington, the theater was a main stay in the city for over 30 years. The theater boasted many first, first air-conditioned theater in Delaware, first 3-D movie shown in Delaware and many other innovations. One of Harrington, indeed Delaware's, most unique entertainment stories is Blue Hen Records. Unlike record promoter and song writer, Same Short, started the company in about 1950. Sam was a local general store merchant. Partnering with Bobby Callaway, the company produced Rockabilly music throughout the 1950's. Today, those very records can be enjoyed on the museums functioning 1950's jukebox. Without question, one of the icons of Harrington was Wheelers Park. Built by William Wheeler in 1947, the park would become to be known as "Harrington's Disneyland". Items on display include a street sign, photographs, and other park memorabilia.

Banking in Harrington

Early in Harrington's history, if you wanted to bank you had to travel to the nearby town of Milford. In 1888, that all changed with the founding of the First National Bank of Hartington. Later joined by Peoples Bank, today both banks still

call Harrington home, named WSFS and M & T respectfully. Items on display include lighting from the 1888 building, multiple marketing items and even the gun use by the security guard of the bank.

Farming

From its very beginning, farming has been front and center in Harrington's economy and way of life. In the Annex, a display of photographs, farming implements and other ephemera tells the story of farming in the community.

Funeral Homes

Several funeral homes have served the community. From one of the earliest female licensed morticians in the United States, Katie Boyer, to Donald McKnatt, a collection of funeral clothing and business materials are on display in the Annex. The largest and most imposing of these items is a horse-drawn funeral carriage. Purchased by Mrs. Boyer in the 1920's and donated to the museum by Donald and Carroll McKnatt, the ornate carriage is an imposing artifact in the Annex. It was later used to escort the remains of the building's name's sake, Mrs Pauline Satterfield, to her final resting place in Hollywood Cemetery on May 31, 1991.

Toys

A large collection of dolls and toys from the 1920's to the 1960's resides in the Annex. From Tintype to a working model of a steam mill, visitors can see what children of years passed played with during their childhood. The most unique item is a small wooden rabbit. Made by hand for a local child, the gentleman who crafted it was not a visitor and was far from home. During World War II, the grounds of the Kent & Sussex Fair served as a prisoner of war camp, housing captured Germans from Rommel's Africa Corp. These POWs worked in fields and local food processing plants. An unknown POW made this for a farmer's child.

The Kitchen

Displayed in the kitchen are an array of commonly used items from the late 1900's to the mid 1950's. Here you won't find a microwave or even an electric can opener! Kerosene stoves, cast iron clothes irons, and all manner of manual kitchen appliances that made life "easier".

Research Room

The Research Room resides in the offices of the Greater Harrington Historical Society. Visitors interested in genealogical research may wish to take advantage of the museum archives and The Greater Harrington Historical Society resources available in the office. Archival records include documents and photographs of early Harrington people and places. The museum and library have multiple resource materials on both Harrington, Kent County, Mispillion Hundred, and Delaware history. If a visitor requests specific information, the visitor(s) must be aided by a staff member to access the area. Bring the individual(s) to the office and have them sign in, open the research room for them and help them locate the research materials they need. Request for copies of documents or photos is limited to a maximum of 5 pages free of charge. For each subsequent page, there is a charge of \$1.00 per page.

Business Records

Several file drawers contain records of businesses that have existed in the Harrington area over the centuries. In a few cases, actual business ledgers can be found in the archives. These files contain paper records only. All photos and other artifacts have been placed into storage or are on display. An inventory of these items can be found in the corresponding files.

Church Records

The Harrington area has been the backdrop for many houses of worship. Many of these churches started meeting in local businesses until the time came to construct a place of worship on their own. Records include the documents on the very first Methodist Church constructed in the United States and follow through to the more modern churches of today. All photos and other artifacts have been placed into storage or are on display. An inventory of these items can be found in the corresponding files.

Genealogy

What makes each of us unique is our story, where we came from. The Genealogical files of the society contain Family Trees, family documents, and histories of the residents of the area. All photos and other artifacts have been placed into storage or are on display. An inventory of these items can be found in the corresponding files.

The Harrington Journals

In 1913, Frank Thomas Fleming created the Harrington Journal. For the next 82 years, this weekly newspaper told the story of the greater Harrington area. From local news, marriages, births, deaths, and all the events happening in the area, the paper would flourish. The next man to take over the reins of the Harrington Journal was J. Harvey Burgess. For the next 60 years the Harrington Journal would have a Burgess at the helm. In 1949, the paper was sold to Harvey's two sons, Winston Churchill and Carrington Harvey Burgess.

The next owner was the grandnephew of the paper's founder. Harry Gilmore Farrow was the fifth and final owner/editor of the Harrington Journal, purchasing the newspaper in 1974. Mr. Farrow moved the paper to its new offices, the original First National Bank Building, located at 1 Commerce St across from the Post Office in Harrington. Mr. Farrow sold the paper to the Chesapeake Publishing Corporation of Maryland. in August of 1995. The paper continued to be produced in Harrington, Carol Ann Porter was named Editor, a role she was already playing under Farrow, with Robin Quillen of Chesapeake's Southern Delaware Division named publisher. The paper was still being produced out of the Commerce Street building.

In March of 1996 the paper, (along with the other Delaware papers that Chesapeake Publishing had purchased), was again sold. This time to Independent News Media, the owners of several regional papers in Delaware, as well as publishing newspapers in Arizona, Florida, and Maryland. The Maryland papers include the Daily Banner in Cambridge, Md.; the Salisbury News & Advertiser; the Lower Shore Business Review; and the Crisfield Times and eventually the Delaware State News.

The paper continued as a weekly newspaper, published now out of the offices located on Center St in Harrington, the now home of the Harrington Public Library. In 2009, the Harrington Journal was moved to the offices of the Milford Chronicle, which was now rebranded "The Chronicle" and the Harrington Journal was now called "The Journal". The paper was also changed to a monthly delivery and distributed frequently at no charge. Finally, 2020 saw the end of this Harrington icon as the paper was officially closed.

Beginning in 2022, over 2500 issues of the paper, approximately 45,000 pages of our history have been digitized. The corresponding ephemeral pages have been placed into storage due to their degrading state. All of these issues can be found both on our website and the external hard drive, connected to the Curators computer. Please use the Curators computer for access to these documents. The years that are available are as follows:

1936-1938, partial

1940, partial

1949

1950

1951

1952

1953

1954

1955

1956

1957

1958

1959

1960

1961

1962

1963

1964

1965

1966

1967

1968

1969

1970

1971

1972

1973

1974

1975

1976

1977

1978

1979

1980

1981

1982

1983

1984

1985

1986

1987

1988 Jan – Jun

1996-1998, partial

Also, the Harrington Journal, for the years 2007-2017, is available through the Harrington Public Library online through a program called News Bank. To access these years, you will need to have a Delaware Library Card which can be obtained through the library, located on Center St in Harrington. There is no charge for this card or service.

Greater Harrington Historical Society



Section 5: Former St. Stephens Episcopal Church

Contents

Main Display Area

Kenneth McKnatt Library



Saint Stephens Episcopal Church

Constructed in 1875

HISTORY OF ST. STEPHENS EPISCOPAL CHURCH

St. Stephen's Episcopal Church had a rocky beginning but today stands out among the other churches of the town. Services were first held in the local school beginning in 1868 by Rev. J. Leighton McKim. The foundation for the church was begun in 1871, but work was then halted for three years as there were issues over the deed, which had been promised as a gift. Finally, "the Little Red Church," as it had come to be known, opened its doors, holding its first service on January 30, 1876. Included in the church was a beautiful rose window depicting the gospels of Matthew, Mark, Luke, and John. The window cost \$75 in 1877. The small church remained virtually unchanged for almost 80 years. In 1959, St. Stephen's built a new church on the edge of Harrington, and the Baptist Church of Harrington purchased the old building. The church was used until 1966, at which time it was abandoned and began to show its age. But at 100 years old, this little church was about to find a new life. Donated to the Greater Harrington Historical Society, it underwent major repairs to restore it to its former glory, which included the return of the beautiful rose window. The church turned museum was dedicated on May 3, 1987. On October 8, 2014, the Little Red Church was listed in the National Register of Historic Places. It remains to this day almost exactly as it was in 1876. Included in the church are some artifacts original to the building such as the piano and lectern.

Main Display Area

Filled with over 10,000 artifacts of various shapes and sizes, the main display area is dedicated to the civic side of Harrington. Military, civic groups, local churches, the Fire Company, Police Department, and local government are all on display. A large portion of the buildings houses the history of our local country schools and of Harrington High School.

Military Displays

Men and women of the Harrington area have served in our military since the Spanish American War. Artifacts from World War II to the Global War on Terror can be found in the collection. The history of one unassuming man is found in the building. 2nd Lt. John A Butler was a local farm boy from Andrewville. Possessing an eighth-grade education, Lt. Butler was destined for something greater. Having earned his pilots' licenses at nearby Harrington Airport, a dusty grass strip east of town, and following the bombing of Pearl Harbor, John volunteered for the Army and was assigned to the Air Corp Glider Program. He quickly rose in the ranks and began training glider pilots for

combat duty. When it came time to invade Europe, Lt. Butler was hand selected by Lt. Colonel Michael Murphy to help plan and train pilots for the glider born operation of D-Day, named Operation Chicago. A few days prior to D-Day, Lt. Butler was asked to fly the lead glider. Agreeing to the mission, later Lt Col Murphy would join him in the cockpit and Lt. Butler was assigned the co-pilot's seat. Chicago was an unqualified success, with 92 per cent landing within 2 miles (3.2 km) of target. The mission provided heavy weapons that were immediately placed into service. Only eight passengers were killed in the missions, but one of those was the assistant division commander of the 101st Airborne, Brigadier General Don Pratt. The other that perished in the "Fighting Falcon", the name given to the glider by the school children in Michigan that helped raise the money for the construction of the glider, was 2nd Lt John A. Butler. Originally both men quickly buried so Germans would not find them, both were later interred in a military cemetery in France. Following the war, Lt. Butler's remains were returned to Harrington, and he was buried with full military honors in Hollywood Cemetery.

Another local Harringtonian achieved a milestone in the military. While blacks had attended West Point Military Academy since 1870, none from Delaware had received an appointment to attend the prestigious institution. That all changed when in the fall of 1964, Ralph Tildon was appointed to West Point and as such became the first African American from the state to not only attend West Point, but graduate and go on to serve in the military for over 20 years.

Churches

The Harrington area has played host to almost every denomination of religion in its history. Perhaps the most famous events for the religious community surround the Methodist religion. White's Chapel, just outside Harrington, played a role not only in local history but also in the founding of Methodism in the United States. White's Chapel was constructed near what would become Whiteleysburg, 8miles Northeast of Harrington. It was named after Thomas White, the judge of the common pleas court in Kent County, Delaware. Judge White supported Methodism but did not support the Revolutionary War. On March 28, 1778, the Continental Congress ordered Judge White arrested and charged with the crime of being a Methodist; he was arrested on April 2, 1778. After five weeks of imprisonment and a trial, White was found innocent and returned to his home. Just prior to his arrest, White had received a house guest, Francis Asbury, who would remain for the next two years; both men would remain in seclusion for the rest of the war. Francis Asbury was one of the two remaining Methodist lay preachers who had come to America before the beginning of the Revolutionary War. When the war broke out, Asbury tried to remain in Maryland, but ardent Patriots began to harass him at every turn. He was fined multiple times for preaching in public. Since he refused to sign the Maryland Oath of Allegiance, he had little choice but to flee to safety. The home of a nearby Methodist supporter seemed

ideal. Judge White lived in a deep forest thicket off the heavily traveled roads of the day. With other Methodists nearby, Asbury could continue his missionary work. After Judge White's arrest, however, both men feared for their safety. They were desperate to continue their religious practices, and though they knew the dangers, neither would be deterred. A small chapel was built in 1780 where services could be held and, if necessary, the men could claim sanctuary—most military and civilian authorities would think twice before arresting a man in a church. Francis Asbury called the building “a miserable place,” but it served its purpose. For two years, the men continued to live in safety. The first two Methodist conventions in America were held on Judge White's property, the second on April 16, 1781. After the war, Francis Asbury was once again able to spread the word that both he and Judge White had nearly given up their freedom to defend. A shutter hinge, piece of alter railing and a mallet made from the wood of the second White's Chapel are on display.

Physicians

Several doctors have hung up their single in Delaware. The first known doctor in the area was Frederick J. Owens, who settled in Harrington in 1857. Dr. Owens later served as the assistant surgeon to the 1st Regiment, Delaware Volunteer Infantry, during the Civil War. Appointed just before Gettysburg, he served on the front lines with the regiment until the close of the war. Perhaps the most legendary of the local physicians was Dr. William Thomas Chipman. Born in Delaware, he returned to the state he loved after he graduated. He was one of the founding physicians at Milford Emergency Hospital in 1921. Settling in Harrington, his home and practice were located on Clark Street. Many tall tales about his driving to patients' houses and the hospital are still told today. Dr. Chipman became involved in all aspects of his community. He served for several years as a member of the Delaware House of Representatives, even rising to speaker of the house in 1949. Today, the former high school in Harrington bears his name as the W.T. Chipman Junior High School. The Boone-Chipman Society also still serves as a fundraising wing for the Bayhealth Medical Center, Milford Memorial Hospital Campus. Serving beside Dr. Chipman was one of Delaware's first African American Midwives, Ella Ralston served the black community in the 1920's and 1930's, acting as the primary delivery mid wife to Dr. Chipman.

Civic Organizations

From Boys Scouts, Girl Scouts, Lions Club, and others, Harrington has had and, in some cases, still has a very active civic pride. Some groups, such as the Free Masons and the Patriotic Sons of America, have since closed the groups, others such as The Lions Club and Century Clubs are still very active in the community. Artifacts from several of these groups can be found on display in the church.

Various Items

Many artifacts that tell the story of Harrington can be seen on display in the church. The Eastern Shore Baseball League, a past time that saw several teams from Harrington participate, to the photos of three of our local Miss Harrington's that went on to become Miss Delaware can be found in the showcases. Clothing, souvenirs from the area's events, and other items are on display. One of the more fascinating items is the family bible of Samuel Harrington, the man for whom the town was named. Donated back during the sesquicentennial anniversary of Harrington in 2019. Restored though the generosity of former Mayor Arthur "Buck" Cahall in memory of his father, the bible contains the family history of the Harrington family.

Harrington Fire Company, Inc.

Proudly on display in the church is the history of the Harrington Fire Company. Founded in 1902, the organization has provided fire and EMS protection to the area since. A marching uniform from the 1950's, photographs and various firefighting gear tell the story of these brave men and women of the Harrington area. Additional artifacts are on display at the Leroy Calhoun Archives, located at the Harrington Fire Company on Clark Street.

Harrington Police Department

Our Police Department has always been more than the officers in uniform. Many have grown up in Harrington and are, at heart, truly have a community spirit of their own. It all began with John Wesley Paris, the first constable in the town of Harrington. He also doubled as the lamplighter, since the streetlamps were gas fired. With his son Fred at his side, he lit the lamps each night, extinguished them each morning, and cleaned the lamp glass. The Parises owned a small black horse that was also a part of the team. Fred would climb up on the horse's back and light the lamp, and as soon as he sat down, the horse would gallop to the next light and stop without any directions. A portrait of Officer Paris hangs in the church. Various other badges, uniforms and other items used in the performance of the daily duties of our policemen and women are on display.

State and Local Government

Harrington first became an incorporated city in Delaware in 1869. Elections were held and local officials took their offices. Since then, local men and women have served the city government in a variety of capacities. Many local citizens have gone on to serve in both the State of Delaware House of Representatives and Senate. A large portion of the display pays respects to our former State of Delaware House

Representative, George Robert "Bobby" Quillen. With a smile, no socks and the ever uttered "Never Better" when asked how he was, Bobby was an icon in Harrington and across Delaware for decades. After his death in 2004, his desk and several other artifacts were donated to the museum and are proudly displayed in the church he called his own.

Harrington High School

On display, in showcases the Harrington High School Alumni Association donated, are several photographs, trophies, uniforms, and even a "black globe" chalkboard, all highlighting the history of education in the Harrington area. 13 schools, 3 African American Schools during segregation, and the High School, made up the backbone of education in the area. Following Brown versus the Board of Education, Harrington High School became integrated, graduating its first group of black students in 1963. The first black to graduate from Harrington High School was Miss Vivian Tribbett.

Kenneth McKnatt Library

A small room of the church contains the records of our local schools. Graduation announcements, report cards, photographs, attendance records, yearbooks, and other ephemera are available for research.

Greater Harrington Historical Society



Section 6: Railroad Complex Museum

Contents

Block Tower

Watchmen's Shack

Caboose



Railroad Complex Museum

Prior to the coming of the railroad in 1856, Harrington, known then as Clark's Corner, was already a transportation hub with roads leading to all the major cities of Kent County. Following the laying of the rails, this reputation exploded. Over 13 canneries called the area home. Train loads of produce traveled through the town every day. Passengers traveled by rail to major cities far and wide. When the Pennsylvania Railroad went bankrupt and Conrail was created, the days of the Block Tower were numbered. In 1990, the Society was able to purchase the block tower for the sum of One Dollar. A caboose was donated as well and the watchman's shack that once stood at Hammondtown Rd and the tracks. Today all three have been restored and serve to educate guests as to the role the railroad played in not only Harrington's history but that of America. In 2021, a \$130,000 renovation of the entire complex was completed.

Block Tower

The Block Tower, also known as a Switching Tower, served as the central nerve center of a switching yard such as the one that existed in Harrington. Originally, a hand lever would be “thrown”, engaging a set of rods and gears that ran through the building’s basement and out to additional gears and rods. All of this to “throw” a switch, changing the tracks in the yard. Later an air compressor system along with miles of wiring and oil filled electric relays would do the same job. Visitors can see both systems in place. A Main board would light, showing the current position of each switch in the yard. The Tower was closed by Conrail in Dec 1981, as rail traffic had slowed to the point that the few times these switches needed to be moved could be done by the crews at the freight station, which was in the now defunct passenger station. Other items on display are a Conductors Uniform, Railroad Timetables, and items used by office staff working both the tower and nearby passenger station.

Watchman’s Shack

Long before the advent of electronic warning device at railroad crossings, the Watchman played a vital role in railroad safety. When a train was approaching, he would stand at the edge of the tracks with a “STOP” sign, warning motorists and pedestrians of the approaching train. When not performing his safety duties, the watchman would do other maintenance of the tracks in his area. Restored to its original condition, this shack used to stand at Hammondtown Rd and the tracks.

1926 Model N5 Caboose

When the railroad first began, the train was an entity unto itself. Gone days or even at times, weeks at a time, the train crew needed a place to rest, perform office work, and eat, sleep, and just unwind. The caboose or “cabin car” became their home away from home. Some had comfortable chairs, bunks, even a toilet for the crew to use. The caboose on display at the Railroad Complex was constructed in Altoona Pennsylvania and built in December of 1926. Today the caboose serves as a living museum and allows visitors to glimpse what working on the railroad was like from the 1920’s through the 1970’s, when the caboose was phased out of existence.

Greater Harrington Historical Society



Section 7: Appendix

Contents

Docent Observation Form

Docent Checklist

Incident Report Form

Artifact Incident/Damage Report Form

Quick Reference Guide for Emergencies

DOCENT OBSERVATION WORKSHEET

(This worksheet is intended for observations of active Docents and may also be used by Mentor Docents and Docents-in-training as a tool for developing tours.)

Docent Name:

Observer/Mentor Name:

Tour Date: / /

Tour Time:

Tour Type:

OBSERVATION _____

PREPARATION/INTRODUCTION: Did the docent or guide...

- Arrive early and begin the tour on time?
- Introduce her/himself to the visitors gathered for the tour?
- Display a welcoming, confident, and enthusiastic attitude?
- Explain subject, format, and timeframe for the tour?
- Review the Museum policies before entering the galleries?

COMMUNICATIONS: Did the docent or guide...

- Use voice in a clear and audible manner?
- Develop a rapport with the group?
-

Make eye contact with the audience?

- Stand next to the artifacts; face the audience; model appropriate museum behavior including "two foot rule?"
- Accommodate audience interest levels and attention span?
- Review, summarize, or paraphrase during the discussion?

CONTENT AND TECHNIQUES: Did the docent or guide...

- Choose works of art that provided a well-balanced tour?
- Present accurate information in an organized manner?
- Refer back to works of art visited earlier in the tour?
- Conduct the tour without reading information from notes or a script?
- Compare, contrast, and put works of art in context?
- Use open-ended questions to engage visitors?
- Exhibit flexibility in tour route (if other groups are also touring)?
- Allot time well and complete the tour in approximately one hour?
- Provide a conclusion that summarized key ideas and encouraged further exploration?

OBSERVER'S COMMENTS:

POST-TOUR DISCUSSION

Observation Reviewed and Discussed on / /

DOCENT'S COMMENTS:

Signed by:

Docent/ Docent-in-Training _____

Observer/ Mentor _____

Docent Checklist



To be completed by volunteers and persons who were involved in or observed the incident

Date of Incident:	Time: AM / PM	Weather Conditions:
-------------------	------------------	---------------------

Description of Incident, i.e., who, what, when, where, how and why (continue on reverse if necessary):

Extent of damage to property:

Extent of injuries to person(s):

Person(s) Injured (List additional persons on reverse):

<i>Name:</i>	<i>Name:</i>
<i>Address:</i>	<i>Address:</i>
<i>Phone No.</i>	<i>Phone No.</i>

Medical Treatment (person/agency administering aid):

Witnesses (List additional witnesses on reverse):

<i>Name:</i>	<i>Name:</i>
<i>Address:</i>	<i>Address:</i>
<i>Phone No.</i>	<i>Phone No.</i>

- DISTRIBUTION:**
1. Original – Notify Curator immediately:
 2. Xerox Copy to be retained by person who completed the incident form.

Printed name of person completing form:	
Signature (signature indicates I have retained a copy of this report)	
Address:	
City, State, Zip Code:	
Telephone Number:	Date:
Position Title (If Volunteer):	



Artifact Incident/Damage Report

Incident date and time:

Reported by:

Witness:

Witness contact information:

Staff notified [adjust to reflect your unit's needs/include specific contact information]:

Curator:

Officer:

Board Member:

INCIDENT AND DAMAGE

Incident location:

Collection object(s) involved:

Brief summary of incident:

Degree of damage

- No visible damage noticed.
- Minor
- Significant
- Severe

Damage Discovered

- In storage
- In gallery/on display
- During installation/deinstallation
- During packing/unpacking
- In conservation studio
- During photography
- Other:

Probable Cause of Damage

- Inappropriate storage
- Handling
- Visitor intentional
- Visitor unintentional
- Packing material or system
- Transit (cart or lift)
- Transit (truck)
- Lack of/inappropriate support or mount
- Water
- Fire
- Pests
- Light
- Dissociation
- Unstable Relative Humidity/Temperature
- Other:

Immediate action taken (triage conducted):

Was object relocated? If so, where to?

POST-INCIDENT

Additional information on incident, cause, and damage:

What was the ultimate cause of the incident?

What corrective action should be taken to address the root cause?

Conservation assessment:

Further treatment necessary?

AFTER ACTION QUESTIONS

What is the object's status?

Was any action taken to mitigate future incidents of this type?

Notified parties of result:

Closure date:

QUICK REFERENCE GUIDE FOR EMERGENCIES

(note: once the initial steps have been taken, please refer to the appropriate portion of the plan for further actions)

In the case of any emergency, the first call is to be made to 9-1-1, followed by notification to the Curator or next ranking staff member of the Historical Society, and finally the President of the Society or next ranking board member if the President is unavailable.

Emergency Response

A. Emergencies can be categorized according to how they are discovered and when they occur. Each category of emergency should be handled differently, to wit:

1. In the event of an emergency discovered while the museum is open for normal operating hours, the Museum staff member on duty shall automatically be designated as the Facility Manger, pending the arrival of the Curator, and shall be tasked with contacting the remaining staff members to come to his/her assistance as necessary.
 - a. Contact:
 - i. 911 if needed.
 - ii. Immediate Supervisor
 - b. Briefly determine the need for evacuation of any building or part of a building. Conduct as appropriate.
 - c. For smoke conditions, quickly check the area to determine the cause of the smoke. Common causes are bad light ballast, etc. If unable to determine the source or the source is hazardous,

treat it as a Major Fire Emergency by using the nearest fire alarm station or calling 911.

- d. If you see a fire that is small enough to be easily and immediately contained, use an appropriate fire extinguisher near your area. See floor plans for locations. Extinguish only if the fire extinguisher is nearby and you feel confident using it.
- e. If the fire cannot be easily contained, treat it as a Major Fire Emergency by using the nearest fire alarm station or calling 911.
- f. For incidents such as vandalism or a bomb threat, contact 911 immediately, then the appropriate staff member.
- g. For an Active Shooter
 - i. if you observe a suspicious person with a firearm, whether actively shooting or not, call 911.
 - ii. If someone is actively shooting, quickly assess the situation and consider one of the following options:
 - 1. Escape.**
 - a. Can you get out of the building and away from the shooter? If taking this option, remember that there might be more than one shooter. Evacuate staff and patrons immediately. Utilize routes of egress deemed safe.

- b. Once you get to an exterior door, assess the scene outside before getting through the door.
- c. Once you do exit, keep running until you are well away from the building and try to get behind some type of cover (something that will offer protection from bullets).

2. Hide.

- a. Are you somewhere where you can possibly hide from the shooter and wait until law enforcement personnel rescue you? This may involve locking yourself in a room, closet, or office. Try to find a room that does not have glass in the door. If the door does have glass, stay out of sight of anyone looking inside.

3. Fight.

- a. Only attempt to act against the active shooter as a last resort, and only when your life is in imminent danger. Attempt to disrupt and/or incapacitate the active shooter by acting aggressively; throwing items and improvising weapons; yelling; committing to your actions. Get others to engage the shooter as well in a mass assault.

h. For Medical Emergencies, the priority is to the patient.

- i. Do not move an injured person unless they are in immediate danger.

- ii. Call 911, answer all questions calmly, and follow the instructions given by the emergency call taker.
 - iii. If you are trained to, apply First Aid/CPR until help arrives.
- i. For weather emergencies, human safety is the highest priority.
 - i. Stay indoors. Evacuate to the most interior room. The Annex this would be the restroom, Church, Library, Block Tower, the basement.
 - ii. If safe, prepare for a possible evacuation.
 - iii. Remain in your safe location until “All Clear” given by Museum Staff Member onsite. Visitors are to be directed to a “Safe Area”.
- 2. In the event of an emergency occurring during off-hours, the Museum’s security company (BSafe) shall notify specific personnel in a predetermined order: (i.e. Fire Department in the case of fire, Police Department in the case of disturbance, Curator, President.