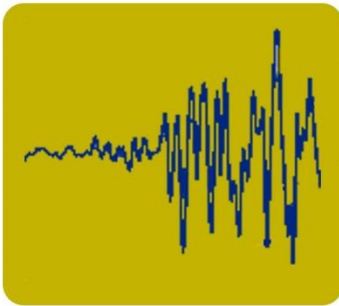




BALBOA ART CONSERVATION CENTER

WESTERN REGION FIELD SERVICE OFFICE

ARIZONA GUIDE TO EMERGENCY PREPAREDNESS RESOURCES



Edited by: Ashleigh Crocker
Field Service Program Assistant
Funded by the National Endowment for the Humanities
April 2015

Based on:
Conservation Center for Art and Historic Artifacts,
Preservation Services Office
"Philadelphia Area Emergency Response Resource List"
January 2001

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Arizona Guide to
Emergency Preparedness Resources
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Compiled by

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(619) 236-0141 - Fax
www.bacc.org

The mission of the **Balboa Art Conservation Center** is to provide services for U.S. Western Region collections-based cultural institutions and their constituent members to preserve and conserve works of art, cultural objects, and historical artifacts.



In honor of MayDay 2015, this PDF file is being made available to encourage and assist institutions in their efforts to better prepare for a disaster.

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INTRODUCTION

The Balboa Art Conservation Center (BACC) is a regional, cooperative, nonprofit conservation center serving the four-state Western Region: Arizona, California, Oregon, and Washington. Since 1978, BACC has been providing preservation surveys, consultation services and technical assistance to art museums and galleries, historical societies, historical agencies, historical sites, natural history museums and other collection holding institutions in the West.

In 2001, BACC expanded its preservation field services by opening the Western Region Field Service Office, the first National Endowment for the Humanities funded field service program for material culture collections in the Western Region. As one aspect of this program, BACC provides information and technical assistance related to emergency preparedness and response.

Roof leaks, pest infestations, mold blooms and theft are just a few things that can cause damage to, or loss of, the collections in our cultural institutions. During construction or the updating of building systems, the risks to the collections increase dramatically through system failures, burst pipes, fire hazards, security breakdowns and accumulation of dust and dirt. Changing weather patterns have increased the risk of flooding, tornadoes, snow, ice storms and wildfires. Preparedness is essential for quick response and successful recovery from an emergency.

The purpose of the *Arizona Guide to Emergency Preparedness Resources* is to serve as a resource for every collection holding institution in the state of Arizona. BACC encourages institutions to prepare and update their emergency response plans. The preparation of a plan has several important aspects including identification of high-risk and hazardous areas, establishment of procedures and systems to mitigate potential risks, determination of collection priorities, and development of procedures for quick response to limit damage to collections. Without a plan, recovery from a small or large emergency will be more costly in terms of collection loss, treatment for collections, cleanup costs and staff time. Preparation, mitigation and quick and appropriate response will save collections and money.

Endorsement Statement

The information contained in this handbook is not exhaustive and inclusion of products, organizations and/or service providers does not imply endorsement by BACC or the Center's Western Region Field Service Office, nor does omission of any supplier indicate censure.

HOW TO USE THIS GUIDE

The *Arizona Guide to Emergency Preparedness Resources* will help institutions develop an up-to-date Emergency Telephone List and provide the information needed to create and maintain a well-stocked area of supplies and equipment to use in initial recovery efforts. Included in this guide is a template for an emergency contact list, which institutions can customize, based on their needs and the resources available throughout the guide. The guide could also aid an institution in preparing Side A of a Pocket Response Plan (PReP)[™]. The PReP is a concise document for recording essential information needed by staff in case of a disaster and templates can be found at <http://www.statearchivists.org/prepare/framework/prep.htm>. Whether you use our template, your own format, or the PReP, creating an emergency contact list – and keeping copies of it offsite – is an essential step in preparing your disaster plan. A well-prepared institution will have a much quicker and more efficient response to an emergency.

For an electronic copy of BACC's template email us at wrfso@bacc.org.

SAMPLE EMERGENCY CONTACT LIST

	NAME	CONTACT NUMBER
EMERGENCY TELEPHONE NUMBER		911
POLICE (Non-emergency)		
FIRE (Non-emergency)		
EMS AMBULANCE		
POISON CONTROL		
OTHER		
SERVICE PROVIDERS		
SECURITY SYSTEM		
BOARDING UP SERVICES		
LEGAL ADVISOR		
CONSERVATOR		
LOCKSMITH		
ELECTRICIAN		
PLUMBER		
INSURANCE COMPANY (PCY #)		
LANDLORD		
GAS AND ELECTRIC		
WATER/SEWER CO.		
TELEPHONE COMPANY		
DISASTER RECOVERY SERVICE		
FREEZER SPACE		
OTHER		

Updated on: _____ By _____

1. NATIONAL, REGIONAL, AND LOCAL RESOURCES FOR INFORMATION

The following national, regional and local organizations provide information on emergency preparedness, safety regulations, insurance, salvage, and funding opportunities.

a. National Resources

American Association for State & Local History (AASLH)

1717 Church Street

Nashville, TN 37203-2991

(615) 320-3203

FAX (615) 327-9013

<http://resource.aaslh.org/view/emergency-preparedness-resources/>

AASLH provides resources and programs to organizations in their membership association, however there are links to resources available to non-members.

American Alliance of Museums (AAM)

1575 Eye Street NW, Suite 400

Washington, DC 20005

(202) 289-1818

FAX (202) 289-6578

<http://www.aam-us.org/resources/resource-library/frm>

AAM's Information Center provides online resources for AAM Members including disaster plan preparedness and recovery, collections hazards, insurance and security.

American Industrial Hygiene Association

3141 Fairview Park Drive, Suite 777

Falls Church, VA 22042

(703) 849-8888

FAX (703) 207-3561

Email: infonet@aiha.org

<http://www.aiha.org>

Information on emergency response, mold, and workplace safety, plus a searchable list of consultants.

American Institute for Conservation of Historic and Artistic Works (AIC)

1156 15th Street NW, Ste. 320

Washington, DC 20005

(202) 452-9545

FAX (202) 452-9328

Email: info@conservation-us.org

<http://www.conservation-us.org>

AIC is an organization of conservation professionals dedicated to preserving the art and historic artifacts of our cultural heritage. AIC provides a free referral service for locating and selecting conservators, and provides various publications on collection care.

American Institute for Conservation's Collections Emergency Response Team (AIC-CERT)

<http://www.conservation-us.org/cert>

(202) 661-8068 – 24 hour assistance

The missions of AIC-CERT is to respond to the needs of cultural institutions during emergencies and disasters through coordinated efforts with first responders, state agencies, vendors and the public. The group provides assistance by phone and email to collecting institutions affected by everything from leaking pipes to roof damage.

American Library Association (ALA) Headquarters

50 East Huron Street

Chicago, IL 60611-2795

(800) 545-2433

FAX (312) 440-9374

Email: ala@ala.org

<http://www.ala.org>

The ALA is the largest and oldest library association in the world and offers professional services, publications, and online tools to members and nonmembers.

American Red Cross National Headquarters

2025 E Street NW

Washington, DC 20006

(800) 733-2767

<http://www.redcross.org>

Call the American Red Cross for local branch locations, or search the national website using zip code search. Offers assistance, food and shelter for persons affected by an emergency. Conducts health and safety programs for the work place including first aid and CPR training.

American Society of Appraisers

11107 Sunset Hills Road, Suite 310

Reston, VA 20190

(800) 272-8258

Email: asainfo@appraisers.org

<http://www.appraisers.org>

Centers for Disease Control and Prevention (CDC)

1600 Clifton Road

Atlanta, GA 30333

(800) 232-4636

<http://www.cdc.gov>

Centers for Disease Control and Prevention (CDC)

Emergency Preparedness & Response

<http://emergency.cdc.gov>

Community Emergency Response Team (CERT)

<http://www.fema.gov/community-emergency-response-teams>

Email: cert@dhs.gov

The CERT program offers disaster response training to volunteer citizens and community groups. One benefit of having a CERT-trained staff member as part of an institution's disaster team is that a CERT-trained first responder will be allowed to access institutions before non-CERT trained responders. Many CERT programs are offered and organized through regional or local existing emergency response organizations (i.e. fire and police departments). As of April 2013, there are 338 CERT programs in California listed on the website.

Department of Homeland Security - Citizen Corps

www.citizencorps.gov

Department of Homeland Security - Ready America

Community and State Information

<http://www.ready.gov/arizona>

Emergency Email Network

<http://www.emergencyemail.org>

This free public service allows one to sign up for email notification of regional disasters/emergencies.

EPA Emergency Management

<http://www.epa.gov/emergencies/index.htm>

EPA Partner: Local Emergency Planning Committees (LEPC)

<http://www.epa.gov/emergencies/partners.htm>

LEPCs help to develop emergency plans in case of chemical hazard accidents and spills. Visit the website for a database of LEPCs by state/ county.

Federal Emergency Management Agency (FEMA) HQ

500 C Street SW

Washington, DC 20472

(800) 621-3362

<http://www.fema.gov>

FEMA manages federal response and recovery efforts following a national incident. Call the FEMA Publication Distribution Center at (800) 480-2520 to request publications on response and recovery and disaster assistance.

Heritage Preservation

1012 14th Street NW, Suite 1200

Washington, DC 20005

(202) 233-0800

FAX (202) 233-0807

Email: info@heritagepreservation.org

<http://www.heritagepreservation.org>

Heritage Preservation serves as a national forum for conservation and preservation activities. Its **Heritage Emergency National Task Force** provides information for cultural institutions and the public on safeguarding America's cultural heritage from the damaging effects of a natural disaster and other emergencies. Heritage Preservation, in partnership with FEMA and the NEA, provides an excellent resource describing federal funding opportunities entitled *Before and After Disasters: Federal Funding for Cultural Institutions*, prepared by the National Task Force on Emergency Response, September 2005 (available as a PDF on the Heritage Preservation website). Other resources, such as the *Field Guide to Emergency Response booklet & DVD*, and the *Emergency Response and Salvage Wheel*, are available for purchase on Heritage Preservation's website.

Inclusive Preparedness Center

1010 Wisconsin Ave. NW, Suite 340

Washington, DC 20007

(202) 338-7158

Email: info@inclusionresearch.org

<http://www.inclusivepreparedness.org>

Resources to help emergency planners develop response plans that take into consideration the needs of people with disabilities.

Institute for Crisis Management (ICM)

455 S. 4th Street, Suite 407

Louisville, KY 40202

(502) 587-0327

1-888-708-8351

<http://www.crisisexperts.com>

Insurance Institute for Business & Home Safety (IBHS)

4775 East Fowler Avenue

Tampa, FL 33617

(813) 286-3400

Email: info@ibhs.org

<http://www.disastersafety.org>

IBHS is a nonprofit members association whose mission is to reduce effects of natural disasters and other property losses through research, improved construction, maintenance and preparation measures.

Institute of Museum & Library Services (IMLS)

Office of Museum Services

1800 M Street NW, 9th Floor

Washington, DC 20036-5802

(202) 653-4657

FAX (202) 653-4600

<http://www.imls.gov>

The IMLS offers federal support for both libraries and museums. Check their website for grant requirements, availability, and other project resources.

Insurance Information Institute

110 William Street
New York, NY 10038
(212) 346-5500
<http://www.iii.org>

Library of Congress, Preservation Directorate

101 Independence Ave. SE
Washington, DC 20540
(202) 707-5000
<http://www.loc.gov/preservation/emergprep/index.html>

National Archives & Records Administration (NARA)

8601 Adelphi Road
College Park, MD 20740-6001
(866) 272-6272
<http://www.archives.gov/preservation>

NARA provides records management, preservation and emergency preparedness assistance for paper-based materials.

National Earthquake Information Center (NEIC)

United States Geological Survey - NEIC
Box 25046, DFC MS 966
Denver, CO 80225-0046
(303)273-8500
www.earthquake.usgs.gov/contactus/golden/neic.php

National Endowment for the Humanities (NEH)

Division of Preservation and Access
1100 Pennsylvania Avenue NW
Washington, DC 20506
(202) 606-8570
Email: preservation@neh.gov
<http://www.neh.gov/divisions/preservation>

While the NEH does not have a special grant category for emergency recovery and response, the agency can provide some assistance to institutions for salvage of collections that have been damaged because of a natural disaster. NEH Preservation Assistance Grants (PAG) can be used for institutions to fund consultations with professionals to address specific preservation needs such as developing disaster preparedness and response plans.

National Fire Protection Association (NFPA)

1 Batterymarch Park
Quincy, MA 02169-7471
(617) 770-3000 FAX (617) 770-0700
<http://www.nfpa.org>

NFPA publishes National Fire Protection Association standards, codes and guidelines, and also the National Electrical Code.

National Flood Insurance Program (NFIP)

(888) 379-9531 FAX (202) 646-2818
Email: FloodSmart@dhs.gov
<http://www.floodsmart.gov>

FloodSmart.gov provides information to help individuals assess risk and protect themselves from financial loss in the event of a flood. An e-newsletter is distributed with tips on finding the right insurance policy, being prepared and reducing risk.

National Institute for Occupational Safety and Health (NIOSH) HQ

395 E Street SW, Suite 9200
Patriots Plaza Building
Washington, DC 20201
(800) 232-4636
<http://www.cdc.gov/niosh/topics/emergency.html>

National Oceanic and Atmospheric Administration (NOAA)

1401 Constitution Avenue, NW
Room 5128
Washington, DC 20230
(202) 482-6090
<http://www.noaa.gov>

NOAA's National Weather Service Forecast Office

<http://www.wrh.noaa.gov>
<http://www.weather.gov>

NOAA's website allows one to check local forecast by entering city name. Also links to information on current hazards, weather warnings (local and national), and weather safety.

Public Relations Society of America (PRSA)

33 Maiden Lane 11th Floor
New York, NY 10038-5150
(212) 460-1400
<http://www.prsa.org/Network/FindAFirm>

Regional Alliance for Preservation (RAP)

<http://www.rap-arcc.org>

RAP is a national network of nonprofit organizations with expertise in the field of conservation and preservation, and is made up of 13 member organizations that provide cultural

institutions with training and education to help with care of their collections. RAP maintains a website with links to each of its affiliated preservation service programs and regional conservation centers located throughout the country. These regional centers provide information, emergency assistance, consultations and conservation treatment. A list of these organizations is included in *Section 6. Conservators*.

Smithsonian Museum Conservation Institute (MCI)

Museum Support Center
4210 Silver Hill Road
Suitland, MD 20746
(301) 238-1240 FAX (301) 238-3709
Email: MCIweb@si.edu
<http://www.si.edu/mci>

b. Regional Resources

Environmental Protection Agency (EPA)

Region 9

75 Hawthorne Street
San Francisco, CA 94105
(866) EPA-WEST
(415) 947-8000
(800) 300-2193 – 24 Hour Environmental Emergencies
<http://www.epa.gov/region09/index.html>

EPA Region 9 serves CA, AZ, NV, HI and 147 tribes in the Pacific Southwest. EPA's website has information on emergency management, preparedness and response:
<http://www.epa.gov/ebtpages/emergencies.html>

Federal Emergency Management Agency

Regional Office, Region IX

1111 Broadway, Suite 1200
Oakland, CA 94607-4052
(510) 627-7054
<http://www.fema.gov/region-ix>

FEMA Region IX serves the States of Arizona, California, Hawaii and Nevada; the Territories of American Samoa and Guam; the Commonwealth of the Northern Mariana Islands; the Republic of the Marshall Islands and the Federated States of Micronesia.

National Flood Insurance Program (NFIP)

Region IX Office

1333 Broadway, Suite 800
Oakland, CA 94612
(510) 627-7100
(510) 874-1755

<http://www.fema.gov/nfip>

Provides information to help individuals assess risk and protect themselves from financial loss in the event of a flood. Distributes and e-newsletter with tips on finding the right insurance policy, being prepared and reducing risk.

National Institute for Occupational Safety and Health (NIOSH)

Western States Office

Denver Federal Center
6th Avenue and Kipling Street
Bldg 25 Room 2644
Lakewood, CO 80225
(303) 236-6032
(800) 232-4636

<http://www.cdc.gov/niosh>

NIOSH is part of the Centers for Disease Control (CDC) in the Department of Health and Human Services. NIOSH conducts research in health and safety issues, provides information and training on preventing workplace disease, injury and disability, and tests and certifies respirators. Services include a Health Hazard Evaluation Program for workplaces.

Occupational Safety and Health Administration (OSHA)

Region IX Federal Contact Numbers

90 7th Street, Suite 18100
San Francisco, CA 94103
(415) 625-2547 (Main Public - 8:00 AM - 4:30 PM Pacific)
<http://www.osha.gov>

United States Geological Survey (USGS)

Western Region Offices

Menlo Park Campus, Bldg 3

345 Middlefield Road MS 977
Menlo Park, CA 94025
(650) 853-8300
<http://www.usgs.gov>
<http://earthquake.usgs.gov/regional/nca>

Western States Seismic Policy Council (WSSPC)

801 K Street, Suite 1236
Sacramento, CA 95814
(916) 444-6816 FAX (916) 444-8077
Email: wsspc@wsspc.org
<http://www.wsspc.org>

c. Local Resources

American Red Cross Grand Canyon Chapter

Piper Center
6135 N. Black Canyon Highway
Phoenix, AZ 85015-1892
(602) 336-6660
(800) 842-7349
info@arizonaredcross.org
<http://www.arizonaredcross.org>

American Red Cross Southern Arizona Chapter

2916 E. Broadway Blvd.
Tucson, AZ 85716
(520) 318-6740
<http://www.redcrossarizona.org>

Apache County Emergency Management (ACEM)

Emergency Services
PO Box 428
St. Johns, AZ 85936
(928) 337-7630
<http://www.co.apache.az.us/>

Arizona Department of Homeland Security

1700 W. Washington St.
Phoenix, AZ 85007
(602) 542-7030 FAX (602) 364-1521
Email: hs@azdohs.gov
<http://www.azdohs.gov>

Arizona Division of Emergency Management (AZDEM)

5636 E. McDowell Road
Phoenix, AZ 85008
(602) 244-0504 (800) 411-2336
<http://www.dem.azdema.gov>

AZDEM's site includes links to the Disaster Recovery Guidebook with forms and additional contacts.

Arizona Earthquake Information Center (AEIC)

Northern Arizona University, Dept. of Geology
Building 12, Room 203
PO Box 4099
Flagstaff, AZ 86011
(928) 523-7196
<http://www.cefn.nau.edu/Orgs/aeic/>

Arizona Emergency Information Network

Arizona Division of Emergency Management
5636 E. McDowell Road
Phoenix, AZ 85008
(602) 689-6512
Email: azeit@azdema.gov
<http://www.azeit.gov>

Arizona Emergency Response Commission

5636 East McDowell Road
Phoenix, AZ 85008
(602) 464-6346
Email: mwm@azdema.gov
<http://www.azserc.org>

The AZ Emergency Response Commission oversees 15 Local Emergency Planning Committees (LEPC) (all included in this section) and supports community, industry and government and academia in planning, release and incident reporting, data management guidance for inventory reporting, public disclosure of information about hazardous chemicals in Arizona as well as development of training and outreach programs.

Arizona Fire Information

<http://www.wildlandfire.az.gov>

Cochise County Emergency Services

1415 Melody Lane, Building G
Bisbee, AZ 85603
(520) 432-9200
http://cochise.az.gov/cochise_emergency_services.aspx?id=244

Cochise County Emergency Services

205 N. Judd Drive
Bisbee, AZ 85603
(520) 432-9220 FAX (520) 432-5016
Email: nsturm@cochise.az.gov

Coconino County Emergency Management

Coconino County Public Works Department
219 E. Cherry Ave.
Flagstaff, AZ 86001
(928) 679-8311
<http://www.coconino.az.gov/index.aspx?NID=207>

Coconino County Local Emergency Planning Committee (LEPC)

5600 East Commerce
Flagstaff, AZ 86004
(928) 679-8310 FAX (928) 679-8356
Email: rrowley@coconino.az.gov

Gila County Government Relations & Emergency Management

5515 S. Apache Avenue, Suite 400
Globe, AZ 85501
(928) 402-8763
Email: dwilliams@co.gila.az.gov
[http://www.gilacountyaz.gov/government/health and emergency services/emergency management/index.php](http://www.gilacountyaz.gov/government/health_and_emergency_services/emergency_management/index.php)

Gila County Emergency Hotline

1-928-425-4449

Graham County Emergency Management

826 W. Main St.
Safford, AZ 85546
(928) 428-1962
<http://www.graham.az.gov>

Graham County Local Emergency Planning Committee (LEPC)

Graham County Health Department
826 W. Main St.
Safford, AZ 85546
Email: bdouglas@graham.az.gov

Greenlee County Local Emergency Planning Committee (LEPC)

Greenlee County LEPC
County Government, P.O. Box 908
Clifton, AZ 85533
(928) 865-4762 FAX (928) 865-4417
Email: pronnerud@co.greenlee.az.us

Industrial Commission of Arizona

The Industrial Commission of AZ is responsible for occupational safety and health issues in the state of Arizona. Website includes links to **ADOSH** (Arizona Division of Occupational Safety & Health).

<http://www.ica.state.az.us>

Phoenix Office
800 W. Washington
Phoenix, AZ 85007
(602) 542-5795

Tucson Office
2675 E. Broadway
Tucson, AZ 85716
(520) 628-5478

Just in Case Arizona!

Emergency Updates from azeit.gov

<http://www.justincasearizona.com>

La Paz County Office of Emergency Management

1109 Arizona Ave
Parker, AZ 85344
(928) 667-4310 FAX (928) 667-3396
http://www.co.la-paz.az.us/Emergency_Services.html

La Paz County Local Emergency Planning Committee (LEPC)

La Paz County LEPC
1109 Arizona Avenue
Parker, AZ 85344
(928) 669-6141 FAX (928) 669-2008
(888) 818-4911 (Emergency)
Email: sbiro@lapazsheriff.org

Maricopa County Department of Emergency Management

5630 East McDowell Road
Phoenix, AZ 85008
(602) 273-1411 FAX (602) 275-1638
(602) 244-1409 (TDD)
Email: eminfo@mail.maricopa.gov
http://www.maricopa.gov/Emerg_Mgt

Maricopa County Local Emergency Planning Committee (LEPC)

Maricopa County LEPC
c/o Mesa Fire Department
PO Box 1466
Mesa, AZ 85211
(480) 644-7203

Maricopa County LEPC
5630 E. McDowell Road
Phoenix, AZ 85008
(602) 273-1411 FAX (602) 275-1638
Email: meredithbond@mail.maricopa.gov

Mohave County Emergency Management

Mohave County Development Services
700 West Beale Street
Kingman, AZ 86402-7000
(928) 757-0903 ext. 5878
<http://www.mohavecounty.us/ContentPage.aspx?id=124&cid=407>

Mohave County Local Emergency Planning Committee (LEPC)

Fort Mojave Fire
PO Box 8488
Fort Mojave, AZ 86426
(928) 768-9181 FAX (928) 768-8434
(928) 753-0753 – 24 Hour Dispatch
Email: prevention@fmmfd.org

NEIC Arizona State Earthquake Information

<http://earthquake.usgs.gov/earthquakes/states/index.php?regionID=4>

NOAA's National Weather Service Forecast Office - Arizona Graphical Forecast

<http://www.weather.gov/forecasts/graphical/sectors/arizona.php#tabs>

Navajo County Emergency Management

100 East Code Talkers Drive

South Highway 77

PO Box 668

Holbrook, AZ 86025

(928) 524-4200

<http://www.navajocountyaz.gov/Departments/Emergency-Management>

Navajo County Local Emergency Planning Committee (LEPC)

Navajo County

P.O.Box 668

Holbrook, AZ, 86025

<http://www.navajocountyaz.gov/Departments/Emergency-Management/Local-Emergency-Planning-Committee>

Phoenix Office of Emergency Management

Phoenix City Hall

200 W. Washington Street, 14th floor

Phoenix, AZ 85003

(602) 534-0642

<http://phoenix.gov/emergency>

Pima County Office of Emergency Management & Homeland Security

130 W.Congress

Tucson, AZ 85701

(520) 798-0600

http://webcms.pima.gov/government/office_of_emergency_management_homeland_security/

Pima County Local Emergency Planning Committee (LEPC)

District Emergency Coordinator John Wisner

3434 E.22nd St

Tucson, AZ 85713

(520) 724-9300

Email: John.Wisner@pima.gov

Pinal County Emergency Preparedness & Response

31 N Pinal Street

Building F

Florence, AZ 85132

(520) 509-3555

(888) 431-1311

Email: PCEmergMgmt@pinalcountyaz.gov

Pinal County Local Emergency Planning Committee (LEPC)

Emergency Manager Charles Kmet
31 N Pinal Street
Building F
Florence, AZ 85132
(520) 866-6415
Email: Charles.kmet@pinalcountyz.gov

Santa Cruz County Emergency Management

2150 N. Congress Drive, Ste. 110
Nogales, AZ 85621
(520) 375-8000 FAX (520) 375-8001
<http://www.co.santa-cruz.az.us/229/Office-of-Emergency-Management>

Santa Cruz County Local Emergency Planning Committee (LEPC)

2150 N. Congress Drive, Ste. 110
Nogales, AZ 85621
(520) 375-8000
Email: lcaid@rioricofire.org

Southern Arizona Voluntary Organizations Active in Disaster (SoAzVOAD)

<http://www.soazvoad.webs.com/>

A regional coalition of non-government, government, and for-profit agencies that may be active in all phases of disaster (preparedness, response, recovery, and mitigation).

United States Geological Survey (USGS) – Flagstaff

Flagstaff Science Center
2255 N. Gemini Drive
Flagstaff, AZ 86001
(928) 556-7000
<http://arizona.usgs.gov/>

USGS: Arizona State Information

<http://www.usgs.gov/state/state.asp?State=AZ>

Yavapai County Emergency Management

Yavapai County Emergency Management
1971 Commerce Center Circle, Suite B
Prescott, AZ 86301-7839
(928) 771-3321 FAX (928) 771-3323
Email: web.EM@yavapai.us
<http://www.yavapai.us/publicworks/emergency-management/>

Yavapai County Local Emergency Planning Committee (LEPC)

1100 Commerce Drive
Prescott, AZ 86305
(928) 771-3321 FAX (928) 771-3323
(928) 713-3020 (24-Hour)
Email: web.public.works@yavapai.us

Yuma County Emergency Management

Tony Badilla, Emergency Manager
2200 W. 28th Street
Yuma, AZ 85364
E-mail: tony.badilla@yumacountyaz.gov
Main: (928) 317-4681 Fax: (928) 317-4682
www.yumacountyaz.gov/departments-and-services/county-administrator/emergency-management/

Yuma County Local Emergency Planning Committee (LEPC)

Manuel Hernandez, Chair
Environmental Health and Safety
One City Plaza
Yuma, AZ 85364
(928) 373-5092
Email: manuel.hernandez@yumaas.gov

2. ONLINE RESOURCES FOR EMERGENCY RESPONSE PLANNING

This selected list of Internet websites includes information about emergency response planning. New websites are continually posted, so periodically exploring the web to find the most current information is helpful.

Endorsement Statement

The information contained in this handbook is not exhaustive and inclusion of products, organizations and/or service providers does not imply endorsement by BACC or the Center's Western Region Field Service Office not does omission of any supplier indicate censure.

WEBSITES

The following websites provide a comprehensive gathering of information about emergency response planning for cultural institutions:

Conservation OnLine

<http://cool.conservation-us.org>

<http://cool.conservation-us.org/bytopic/disasters>

The most comprehensive Internet resource for preservation and conservation related information, including emergency response planning, is **Conservation OnLine (CoOL)**, operated by the Foundation of the American Institute for Conservation. The CoOL website has most of the relevant links to publications, emergency supply lists, emergency plans, case studies, organizations and vendors with emergency response information.

Information available includes:

- Conservation information by subject: disaster planning and response, mold, health and safety, pest management, digital imaging, library binding and mass deacidification, etc.
- How to contact conservation related organizations and suppliers/vendors
- Contact information for people active in conservation and preservation
- Archives of the Conservation DistList (Conservation Discussion Group), searchable by subject, in addition to archives of other conservation mailing lists

Center for the Study of Audiovisual Archives (CEAA)

http://webworld.unesco.org/mitigating_disaster/index.html

CEAA, with international support, compiled the Mitigation Disaster workbook, a guide to risk management for heritage collections.

Council of State Archivists (COSA)

<http://www.statearchivists.org/prepare/framework/index.htm>

COSA's website comprises a listing of state archives that may be able to provide resources to help repositories salvage historical records damaged by water. It also includes templates for a *Pocket Response Plan*, a basic format for a disaster response document, a toolkit that provides guidance and a resource directory for disaster preparedness.

Disaster Mitigation Planning Assistance Website

<http://matrix.msu.edu/~disaster/>

A joint project of Library of Congress Preservation Directorate, the Center for Great Lakes Culture, and the California Preservation Program, this site offers sample disaster plans as well as a searchable database of supplies, equipment, and services needed after a disaster.

dPlan - The Online Disaster Planning Tool

(NEDCC- Northeast Document Conservation Center)

<http://www.dplan.org>

dPlan is a free online tool to help institutions create a custom disaster plan. This useful tool is especially helpful for small to medium-sized collections-holding institutions. dPlan was launched in 2006 and funded by the Institute of Museum & Library Services (IMLS) and the National Center for Preservation Technology & Training (NCPTT).

Federal Emergency Management Agency

<http://www.fema.gov/pdf/library/bizindst.pdf>

FEMA's "Emergency Management Guide for Business and Industry" is a comprehensive resource outlining guidelines for emergency planning, response and recovery for companies of all sizes.

LYRASIS

<http://www.lyrasis.org>

LYRASIS is the nation's largest regional non-profit membership organization serving libraries and information professionals. The website provides disaster mitigation and recovery resources, including technical leaflets and other publications, videos, and disaster materials:

<http://www.lyrasis.org/Products-and-Services/Preservation-Services/Disaster-Resources.aspx>

Minnesota Historical Society

<http://www.mnhs.org/preserve/conservation/emergency.html>

The Society's site provides a wealth of practical information on disaster preparedness as well as detailed response and recovery information for a variety of materials.

Northeast Document Conservation Center (NEDCC)

<http://www.nedcc.org>

The Northeast Document Conservation Center is a nonprofit regional conservation center specializing in the preservation of paper-based materials. NEDCC has produced a number of emergency management technical leaflets for libraries and archives, available online.

Regional Alliance for Preservation (RAP)

<http://www.rap-arcc.org>

RAP is a national network of nonprofit organizations with expertise in the field of conservation and preservation. RAP is made up of 13 member organizations that provide cultural institutions with training and education to help with care of their collections. RAP maintains a website with links to each of its affiliated preservation service programs and regional conservation centers located throughout the country. These regional centers provide information, emergency assistance, consultations and conservation treatment.

Ready.gov (Office of Homeland Security)

<http://www.ready.gov>

JOURNALS

Several journals and newsletters available on the Internet contain articles on emergency preparedness, response and hazard identification.

Abbey Newsletter

<http://cool.conservation-us.org/byorg/abbey/an>

Disaster Recovery Journal

<http://www.drj.com>

Western Association for Art Conservation (WAAC) Newsletter

<http://cool.conservation-us.org/waac/wn>

RELEVANT DISCUSSION LISTS

Several Discussion Lists available on the Internet periodically address emergency preparedness, response and hazard identification.

CONSERVATION DISTLIST

Online forum for quick dissemination/discussion of conservation related topics. Participants include book conservators, preservation administrators, curators and conservation scientists. Be aware of who is responding to your query.

To subscribe send a message to: request@cool.conservation-us.org. The text of your message should read: subscribe consdist YourFirstName YourLastName

To search the archives, visit <http://cool.conservation-us.org/byform/mailling-lists/cdl/>

ARCHIVES-L

An electronic discussion list focusing on topics of interest to archives professionals. A wide range of conservation topics is covered each day, particularly the preservation of materials.

To subscribe: Go to <http://www2.archivists.org/listservs/> and follow the instructions.

To search the archives of this listserv: <http://forums.archivists.org/read/?forum=archives>

MUSEUM-L

This is an electronic discussion list focusing on topics of interest to museum professionals. A wide range of museum topics is covered each day, from the business of running a museum to the preservation of collections.

To subscribe visit: <http://home.ease.lsoft.com/archives/museum-l.html>, click on "Subscribe or Unsubscribe" and follow the instructions. You may also search the archives.

MUSEUM SECURITY NETWORK

A discussion list dedicated to all aspects of security for museums, libraries and archives. There is also a website, <http://www.museum-security.org>, with information about security organizations, publications, articles, safety and salvage plans, fire prevention and security product information. The Museum Security Network is a non-profit organization providing free services.

To subscribe visit: http://groups.google.com/group/museum_security_network

PESTLIST (Museum Pest Email List Service)

An e-mail discussion group about IPM (Integrated Pest Management) related topics. This forum is provided by the IPM-WG (Integrated Pest Management Working Group), a group consisting of entomologists, collection managers and conservators. <http://www.museumpests.net>

To subscribe: Go to <http://www.museumpests.net/becomeamember.asp> and enter your name and email to join the IPM mailing list, pestlist.

To search the archives: <http://www.mail-archive.com/pestlist@museumpests.net>

RCAAM (Registrar's Committee of the American Association of Museums)

A discussion list available to all Registrars and related positions with a searchable archive.

To subscribe: Go to: <http://www.rcaam.org>. Click on the *Listserv* link and follow the instructions.

3. EMERGENCY RESPONSE SERVICE PROVIDERS

This section highlights the services that an institution may need in the event of an emergency.

After reviewing the various types of services that may be needed, decide which would be of absolute necessity during an emergency. Speak with several providers to compare the degree of service that would be provided, experience and cost. Ask for state licensing information, if necessary, and references. You may also want to check with the Better Business Bureau to see if there are any complaints filed against the company.

Before committing to a service provider, have the company visit the institution. Discuss the specific recovery needs for collection materials in storage and exhibition areas, as well as for non-collection spaces and items. Because of the special precautions and procedures involved with collections material, the service providers should agree to constant supervision by a museum professional during the recovery process.

It would be in the institution's best interest to have a mutually agreeable contract for service that establishes priority for your institution and provides immediate assistance in the event of a large-scale emergency. This will insure that help arrives when it is most critical. The contract should include a detailed description of the facility, special handling instructions and a clause stating that the institution will handle supervision of all recovery personnel.

Once you have chosen all of the service providers, create an Emergency Telephone List (ETL) for easy reference. Updated copies of the ETL should be kept off-site at the homes of relevant staff and board members. Because addresses, telephone numbers and contacts for vendors can change over time, update the list on a regular basis.

Endorsement Statement

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AIR PURIFIERS: Check the Yellow Pages under “Air Purifying and Cleaning Equipment and Services.”

ART HANDLING AND MOVING:

Artex Fine Art Service

Washington, DC
(800) 652-7839
<http://www.artexfas.com>

Art Handlers, Ltd.

16055 N. 82nd Street
Scottsdale, AZ 85260
(480) 945-2511 FAX (480) 945-2451
Email: info@arthandlers.com
<http://arthandlers.com>

Cookes Crating, Inc.

3124 E. 11th Street
Los Angeles, CA 90023
(323) 268-5101 FAX (323) 262-2001
<http://www.cookescrating.com>

Curatorial Assistance Inc.

113 East Union Street
Pasadena, CA 91103
(626) 577-9696
<http://www.curatorial.com>

Fine Art Shipping

404 N. Oak Street
Inglewood, CA 90302
(310) 677-0011
Email: contact@fineartship.com
<http://www.fineartship.com>

US Art – Los Angeles Region

921 West Walnut Street
Compton, CA 90220
(877) 528-7278
<http://www.usart.com>

BOARDING-UP SERVICES: Many glass companies have 24-hour emergency boarding up services. Look under “Glass-Automobile, Plate, Window, etc. Dealers.”

BUILDING INSPECTORS: Check the Yellow Pages under “Building Inspections.” The National Institute of Building Inspectors (NIBI) also has an inspector locator on their website: <http://www.nibi.com>.

CARPET CLEANERS: Check the Yellow Pages under “Carpet, Rug and Upholstery Cleaners.”

COMPUTER DATA RECOVERY: In order to avoid the need to recover computer data, maintain regular tape or disk back-ups and store them off-site. If damage occurs, data recovery companies will provide instructions on how to send the damaged hardware to them for repair. Recovery rates are low so prevention is the best course of action.

Check with your computer representative for recommended computer recovery companies. You can also find companies listed in the *Yellow Pages* under “Data Recovery.” The companies listed below recover hard drive data from fire and water damage.

American Data Recovery (ADR)

Phoenix Data Recovery Services
Phoenix, AZ 85029
(800) 450-9282
<http://www.adrdatarecovery.com/>

Belfor, USA, Inc.

(800) 856-3333 – 24-hour Hotline
<http://www.belfor.com>

Belfor, USA Inc. – Tucson

3544 N. Romero Road, Suite 148
Tucson, AZ 85705
(520) 408-6900

Belfor, USA Inc. – Phoenix

23610 N. 20th Drive, Suite 2
Phoenix, AZ 85085
(623) 434-3333

Belfor, USA services include data recovery from RAID systems, stand alone hard drives, CDs, DVDs, and various backup tape formats. Belfor, USA also offers pre-disaster agreements for priority response in the event of a disaster.

Blackmon-Mooring-Steamatic Catastrophe, Inc. (BMS CAT)

3310 South Fairview
Santa Ana, California 92704
(877) 730-1948 (24-hour Hotline)
Email: info@bmscat.com
<http://www.bmscat.com>

Data, magnetic media, x-rays, microfilm and microfiche recovery are some of the disaster recovery services BMS CAT provide. They also have a pre-registration program for institutions.

Document Reprocessors (West Coast Office)

1384 Rollins Road
Burlingame, CA 94010
(650) 401-7711 FAX (650) 401-8711
(800) 437-9464 (24-hour Disaster Line)
<http://www.documentreprocessors.com>

Document Reprocessors offers services including: disassembly and cleaning of videotapes, surface cleaning, drying, copying to new disk or uploading to tape if necessary. The website outlines early response tips for different materials including audio and videotapes, magnetic media, photographs and paper materials.

DEBRIS REMOVAL: Check the *Yellow Pages* under “Debris Removal”, “Lot Cleaners” or “Rubbish Containers & Hauling”.

DEHUMIDIFICATION:

Belfor, USA, Inc.

(800) 856-3333 – 24-hour Hotline

<http://www.belfor.com>

Belfor, USA Inc. – Tucson

3544 N. Romero Road, Suite 148

Tucson, AZ 85705

(520) 408-6900

Belfor, USA Inc. – Phoenix

23610 N. 20th Drive, Suite 2

Phoenix, AZ 85085

(623) 434-3333

A variety of recovery services, including fire and water recovery, vacuum freeze-drying, dehumidification, and cleaning.

Blackmon-Mooring-Steamatic Catastrophe, Inc. (BMS CAT)

303 Arthur Street

Fort Worth, TX 76107

(800) 433-2940 (24-hour Hotline)

Email: info@bmscat.com

<http://www.bmscat.com>

A variety of recovery services for facility and contents, including desiccant and refrigerant dehumidification.

Polygon (formerly Munters MCS)

West Coast Regional Office

1304 E.Valencia Dr

Fullerton, CA 92831

(800) 422-6379

Polygon (formerly Munters MCS)

San Francisco District Office

505 Lopes Road Suite C

Fairfield, CA 94534

(800) 422-6379

<http://polygongroup.us>

Provides a variety of recovery services from water damage including structural drying, humidity control, emergency planning and consulting.

Rapid Refile, a Polygon Company

505 Lopes Road, Suite C

Fairfield, CA 94534

(877) 59-RAPID

www.rapidrefile.com

Rapid Refile provides a variety of recovery services including certified vacuum freeze-drying, archival remediation, and conservation support.

ELECTRICITY: Check the *Yellow Pages* under “Generators” for temporary power. Some companies have 24-hour emergency service.

FIRE AND WATER DAMAGE SALVAGE: Check local *Yellow Pages* under “Fire and Water Damage Restoration” and Flood Assistance.” Most of these services clean smoke and water damaged buildings and their contents, such as carpets, office furniture, and equipment. They usually are **not** sources for cleaning

cultural and historic collections. Before cleaning collections, consult a conservator to review odor and soot removal procedures. Some procedures, such as those using ozone, may not be appropriate for use with cultural and historical collections.

FIRE PROTECTION CONSULTANTS: Check the *Yellow Pages* under “Fire Protection Consultants” for companies that provide risk/hazard analyses, system design and inspections and testing.

FIRST AID INSTRUCTION: The American Red Cross will conduct first aid and CPR training at your facility. You can find your local chapter at www.redcross.org or check the *Yellow Pages* under “First Aid Instruction” for the Red Cross and other companies that provide similar instruction.

FIRST AID SUPPLIES: Build your own first aid kit with products bought at local drug and discount stores, or buy them fully assembled from suppliers listed in the *Yellow Pages* under “First Aid Supplies.” Some companies may also provide first aid instruction.

FLOOD ASSISTANCE: Check the *Yellow Pages* under “Flood Assistance” for companies that provide 24-hour emergency water removal. Companies with technicians worldwide that also provide water recovery assistance can be found in this section under “Worldwide Response and Recovery Providers.”

FOOD: To feed staff and volunteers who are assisting in the recovery effort, prepare a list of caterers, restaurants and/or grocery stores with delivery service.

FREEZE-DRYING:

Belfor, USA, Inc.

(800) 856-3333 – 24-hour Hotline

<http://www.belfor.com>

Belfor, USA Inc. – Tucson

3544 N. Romero Road, Suite 148

Tucson, AZ 85705

(520) 408-6900

Belfor, USA Inc. – Phoenix

23610 N. 20th Drive, Suite 2

Phoenix, AZ 85085

(623) 434-3333

A variety of recovery services, including fire and water recovery, vacuum freeze-drying, dehumidification, and cleaning.

Blackmon-Mooring-Steamatic Catastrophe, Inc. (BMS CAT)

303 Arthur Street

Fort Worth, TX 76107

(800) 433-2940 – 24-hour Hotline

<http://www.bmscat.com>

Provides a variety of recovery services for facility and contents, such as vacuum freeze-drying. Regional document recovery centers and two sublimation freeze dry chambers. BMS CAT has a pre-registration form that helps them respond quickly in an emergency.

Document Reprocessors (West Coast Office)

1384 Rollins Road
Burlingame, CA 94010
(800) 437-9464 FAX (650) 401-8711
<http://www.documentreprocessors.com>

Provides a variety of drying and restoration services for bound volumes, documents (including architectural records, drawings, and maps), photographs and negatives, audiotape and videotape, microfilm and microfiche, magnetic diskettes and disk drives. Services for bound volumes and documents include Thermaline™ vacuum freeze-drying, cryogenic freeze-drying for drying leather- and vellum-bound volumes, surface cleaning and reformatting.

Rapid Refile, a Polygon Company

505 Lopes Road, Suite C
Fairfield, CA 94534
(877) 59-RAPID
www.rapidrefile.com

Provide a variety of recovery services including certified vacuum freeze-drying, archival remediation, and conservation support.

SOLEX Environmental Systems, Inc.

PO Box 460242
Houston, TX 77056
(713) 963-8600 (24-hour emergency hotline)
<http://www.solexrobotics.com/ses/emergencyservices/ses.html>

On-site dehumidification and selected other services, including vacuum freeze-drying and cryogenic drying.

FREEZER STORAGE FACILITIES: Check the *Yellow Pages* under “Warehouses – Cold Storage.”

If you cannot dry or treat some materials immediately, particularly books and archival records, blast freezing can be an appropriate stabilization measure in a recovery effort. Freezing allows time to make recovery decisions and arrests active mold growth. Blast freezing is a quick freezing method that reduces the formation of large ice crystals that can damage materials. An institution should also work with the appropriate conservator to determine which materials need freezing. The International Association of Refrigerated Warehouses publishes the *International Directory of Public Refrigerated Warehouses*, which lists member warehouses by state. The Association's telephone number is (703) 373-4300. The *Directory* is also available on their website at <http://www.iarw.org>.

Americold Headquarters

455 S.75th Ave
Phoenix, AZ
(888) 808-4877
(623) 936-5117
<http://www.americold.com/>

Americold have temperature controlled warehouses and transportation services. 2 locations in Arizona.

HAZARDOUS MATERIAL: To find an industrial hygienist or environmental consultant, check the *Yellow Pages* under “Lead Removal & Abatement,” “Asbestos Abatement & Removal Service,” “Hazardous Material Control & Removal” and “Environmental & Ecological Services.” Areas of expertise include asbestos, environmental consulting and training, lead and certified laboratories.

Arts, Crafts & Theater Safety, Inc. (ACTS)

181 Thompson Street #23
New York, NY 10012-2586
(212) 777-0062
Email: ACTSNYC@cs.com

<http://www.artscraftstheatersafety.org>

ACTS staff conducts lectures and workshops, OSHA compliance training sessions and inspections, and also provides technical assistance for building planning and renovation products, and researches and edits safety materials.

EMLab P&K Laboratories, Phoenix

1501 West Knudsen Drive
Phoenix, AZ 85027
(800) 651-4802 FAX (623) 780-7695

<http://www.emlab.com/app/main/Welcome.po>

EMLab P&K specialize in indoor air quality testing for fungi, mold, bacteria, allergens and asbestos. Website also lists sample drop-off locations.

Environmental Information Association

6935 Wisconsin Avenue, Suite 306
Chevy Chase, MD 20815-6112
(301) 961-4999 FAX (301) 961-3094
(888) 343-4342

Email: info@eia-usa.org

<http://www.eia-usa.org>

Areas of expertise include asbestos, lead, mold and environmental site assessments.

Environmental Protection Agency (EPA) Region 9

75 Hawthorne Street
San Francisco, CA 94105
(866) EPA-WEST
(415) 947-8000
(800) 300-2193 – 24 Hour Environmental Emergencies

<http://www.epa.gov/region09/index.html>

EPA Region 9 serves CA, AZ, NV, HI and 147 tribes in the Pacific Southwest.

National Institute of Environmental Health Sciences

Office of Communications
PO Box 12233, MD K3-16
Research Triangle Park, NC 27709
(919) 541-3345
<http://www.niehs.nih.gov>

Clearinghouse for information on environmental health effects.

National Lead Information Center (Environmental Protection Agency)

422 S Clinton Avenue
Rochester, NY 14620
(800) 424-5323 FAX (585) 232-3111
<http://www.epa.gov/lead>

This EPA division provides information on lead hazards. Sites built prior to 1978 may have used lead-based paints. Objects such as sculptures, stained glass, and ceramics/glazes may also contain lead. Be aware that the soil around a site may also have lead exposure.

US Consumer Product Safety Commission

4330 East West Highway
Bethesda, MD 20814
(800) 638-2772 – Consumer Hotline
(301) 504-7923
<http://www.cpsc.gov>

Call to request information about potential hazards of commercial products.

MICROFILM SALVAGE:

Blackmon-Mooring-Steamatic Catastrophe, Inc. (BMS CAT)

303 Arthur Street
Fort Worth, TX 76107
(800) 433-2940 – 24-hour Hotline
Email: info@bmscat.com
<http://www.bmscat.com>

Data, magnetic media, x-rays, microfilm and microfiche recovery are some of the disaster recovery services BMS CAT provides.

Challenge Business Services

950 Danby Rd. Suite 179
Ithaca, New York 14850
(607) 272-8990
Email: russellm@e-challenge.biz
<http://e-challenge.biz>

Challenge Business Services converts paper documents to high-quality microfilm according to ANSI (American National Standards Institute) standards among others.

Document Reprocessors (West Coast Office)

1384 Rollins Road
Burlingame, CA 94010
(800) 437-9464 – 24 Hour Disaster Line
(650) 401-7711 FAX (650) 401-8711
<http://www.documentreprocessors.com>

Surface cleaning, drying, respooling, rehousing, reformatting and digitizing of microfilm, microfiche and X-ray film.

Rapid Refile, a Polygon Company

505 Lopes Road, Suite C
Fairfield, CA 94534
(877) 59-RAPID
www.rapidrefile.com

X-ray, film, and photograph recovery.

PEST CONTROL: Check the *Yellow Pages* under “Pest Control Services.”

The mission of a good IPM (Integrated Pest Management) program is to prevent infestation from happening in the first place. Dr. Thomas A. Parker, President and entomologist, Pest Control Services, Inc. in Pennsylvania recommends choosing a local pest control firm that has been serving the community for 40-50 years. Ideally, the company will have 1 or 2 offices in the community and employees who have about 15 years experience with that firm. By law pest control companies are only required to have 1 certified technician **in the office**. Choose a company that has certified technicians in the field. Companies that service hospitals are also recommended because they will understand the issues concerning the use of chemicals and bait. For further information, contact the National Pest Management Association at <http://www.pestworld.org> or (703) 352-6762.

To speak to Dr. Parker about developing an effective IPM program, you can contact him by phone at (610) 444-2277 or by email at bugman22@aol.com.

PHOTOGRAPH/NEGATIVE SALVAGE:

Chicago Albumen Works

PO Box 805
Housatonic, MA 01236
(413) 274-6901 FAX (413) 274-6934
Email: info@albumenworks.com
<http://www.albumenworks.com>

Chicago Albumen Works specializes in the conservation and preservation of 19th and early 20th Century photographic negatives.

Northeast Document Conservation Center (NEDCC)

100 Brickstone Square
Andover, MA 01810-1494
(978) 470-1010 – 24-hour Emergency
FAX (978) 475-6021
<http://www.nedcc.org>

POISON CENTERS:

American Association of Poison Control Centers

515 King Street, Suite 510
Alexandria, VA 22314
(800) 222-1222
Email: info@aapcc.org
<http://www.aapcc.org>

Call or visit the website to find your local Poison Control Center.

Arizona Poison and Drug Information Center

College of Pharmacy
1295 N. Martin
PO Box 210202
Tucson, AZ 85721
(800) 222-1222 – National Emergency
(520) 626-1427
<http://www.pharmacy.arizona.edu/centers/arizona-poison-drug-information-center>

SECURITY SERVICES: If damage occurs to the building, it may be necessary to hire security services to safeguard the building and collections. Your security company may be able to provide twenty-four hour security guards or advise you on an appropriate service to contact. You can also check the *Yellow Pages* under “Security Guard and Patrol Service.”

Security procedures should be reviewed throughout the recovery effort to ensure the safety of the staff and the collections. At a minimum, establish a list persons authorized to enter the building, and maintain logs for sign in and sign out. It would be in the institution’s best interest to have everyone wear an identification tag, employees and volunteers alike.

STORAGE: There are several options for storage, including on-site buildings and trailers, as well as off-site self-storage and commercial warehouses. Check the *Yellow Pages* under “Storage,” “Movers and Full Service Storage,” “Buildings – Portable,” “Trailer Renting and Leasing,” “Warehouse – Public-Commercial,” “Warehouses – Cold Storage” and “Warehouses – Mini & Self-Storage.”

THEFT RESPONSE: An emergency response plan should include procedures for theft response. Photographs and objects documentation provide essential information for identifying and recovering stolen materials. Should theft occur, report the loss to local law enforcement and your insurance company who can assist you in identifying places to register your loss. Local law enforcement will be of assistance in contacting Interpol and the National Stolen Art File maintained by the FBI.

Antiquarian Booksellers' Association of America (ABAA)

National Office
20 West 44th Street, #507
New York, NY 10036
(212) 944-8291
<http://www.abaa.org>

FAX (212) 944-8293

Maintains an up-to-date searchable "Stolen and missing books database", accessible on ABAA's website. When notifying the Association about a loss, provide a description of the item(s), but withhold some unique information that may be used in the identification process.

Antique Tribal Art Dealers Association, Inc. , (ATADA)

Alice Kaufman, Executive Director
(415) 927-3717
Email: acek33@aol.com
<http://www.atada.org>

ATADA is an association of independent dealers of tribal art. The website reports thefts of tribal objects of clear title only and has a strict policy on what will be posted.

Art Loss Register

Email: info@artloss.com
<http://www.artloss.com>

The Art Loss Register is "the world's largest private international database of lost and stolen art, antiques and collectibles". The database contains over 100,000 uniquely identifiable items and is searchable by title of piece, date of theft, country of theft and value. In addition, the Art Loss Register contributes to a theft report in four publications.

The Art Loss Register uses the international standard for object descriptions, Object ID. For further information about the Object ID, please contact the International Council of Museums (ICOM), Maison de l'UNESCO, 1 rue Miollis, 75732 Paris cedex 15, France. Email: object-id@icom.museum Website: <http://archives.icom.museum/object-id>

ASIS International

1625 Prince Street
Alexandria, VA 22314-2818
(703) 519-6200 FAX (703) 519-6299
<http://www.asisonline.org>

FBI – Phoenix Division

21711 N. 7th Street
Phoenix, AZ 85024-5118
(623) 466-1999
Email: phoenix@ic.fbi.gov
<http://phoenix.fbi.gov>

Interpol, Stolen Works of Art

General Secretariat
200, quai Charles de Gaulle
69006 Lyon, France
FAX (33) 4 72 44 71 63
<http://www.interpol.int/Crime-areas/Works-of-art/Works-of-art>

The International Criminal Police Organization – Interpol is made up of 188 member countries. Interpol handles stolen works of art cases within its Property Crimes division and maintains a database accessible to member countries only, as well as a CD-ROM that is available to the public.

Museum Security Network

<http://www.museum-security.org>

Links to organizations that track thefts, provide information on protecting collections, etc. The MSN also has an email listserv. Information on joining the MSN listserv is available at: http://groups.google.com/group/museum_security_network.

National Stolen Art File

Federal Bureau of Investigation
Art Theft Program, Room 3247
935 Pennsylvania Avenue, NW
Washington, DC 20535
(202) 324-4192 FAX (202) 324-1504
<http://www.fbi.gov/hq/cid/arttheft/arttheft.htm>

The National Stolen Art File is a database of stolen art that is reported to the FBI by local law enforcement agencies across the US and around the world. Objects entered into the database must have a value of at least \$2000 and access is limited to local law enforcement agencies that are investigating active cases. Art theft cases reports to the FBI are handled by agents who are assigned cases investigating interstate or international thefts.

The Society of American Archivists (SAA)

17 North State Street, Suite 1425
Chicago, IL 60602-4061
(312) 606-0722 FAX (312) 606-0728
(866) 722-7858
Email: servicecenter@archivists.org
<http://www.archivists.org>

WORLDWIDE RESPONSE AND RECOVERY PROVIDERS: The following corporations provide emergency recovery services worldwide for any size disaster.

Belfor, USA, Inc.

(800) 856-3333 – 24-hour Hotline
<http://www.belfor.com>

Belfor, USA Inc. – Tucson

3544 N. Romero Road, Suite 148
Tucson, AZ 85705
(520) 408-6900

Belfor, USA Inc. – Phoenix

23610 N. 20th Drive, Suite 2
Phoenix, AZ 85085
(623) 434-3333

Belfor, USA is part of the world's largest disaster restoration company and is the premier provider of property recovery services in North America. Emergency services include first response, fire, water and mold. Belfor offers a free, pre-registration program for emergency response that works out many of the details needed for a highly effective response prior to a loss occurring.

Blackmon-Mooring-Steamatic Catastrophe, Inc. (BMS CAT)

303 Arthur Street
Fort Worth, TX 76107
(800) 433-2940 (24-hour hotline)
Email: info@bmscat.com
<http://www.bmscat.com>

A variety of recovery services for facility and contents, including desiccant and refrigerant dehumidification, vacuum freeze-drying, HVAC cleaning and decontamination, and data and media recovery. BMS CAT's pre-registration service allows them to assist clients before, during and after an emergency and helps expedite the recovery process.

Polygon (formerly Munters MCS)

West Coast Regional Office
1304 E.Valencia Dr.
Fullerton 92831
(800) 422-6379
<http://polygongroup.us>

Polygon (formerly Munters MCS)

San Francisco District Office
505 Lopes Road Suite C
Fairfield, CA 94534
(800) 422-6379

Polygon has products and services for water and fire damage restoration, dehumidification, humidification, mold remediation and air-cooling. Recovery services include structural drying, humidity control, document restoration and media preservation, and emergency planning and consulting.

Rapid Refile, a Polygon Company

505 Lopes Road, Suite C
Fairfield, CA 94534
(877) 59-RAPID
www.rapidrefile.com

Rapid Refile is a U.S.-based document reprocessing company that specializes in the salvage and partial or complete recovery and restoration of hard copy critical records and electronic media.

4. EMERGENCY SUPPLY AND EQUIPMENT VENDORS

In the event of an emergency, it is imperative to have supplies and equipment that will enable an institution to begin its recovery effort as quickly as possible. Appendix B suggests supplies to have on hand and the following section will aid in locating them. Each institution's needs will be different, depending on the types of emergencies an institution may experience; probability of occurrence; how much damage could be done; the type and size of its collections; and the size of the institution itself. A vulnerability assessment and analysis will help the institution determine the probability of events that could impact the museum and how strong that impact would be (see Appendix A).

During an emergency, materials used for collections recovery do not need to be archival quality. Paper towels and unprinted newsprint would substitute nicely for the more expensive blotting paper. Creative and practical uses of supplies will be necessary for a successful initial salvage effort. Having catalogs from vendors and local hardware stores available will enable you to find substitutes for archival quality materials quickly. Whenever possible, establish a customer account with the vendors who carry supplies you may need. You could also make arrangements for pick up or delivery of supplies and equipment during an emergency as well as payment, so that purchases or rentals can be expedited. An institution may need to develop special procedures in order to authorize the expenditure of funds quickly.

In addition to knowing which vendors will be able to provide the supplies you may need, you may find it useful to establish a network of institutions in your area for sharing supplies and providing support during an emergency.

Once you have gathered your supplies, careful consideration should be given to the storage container(s) used and their location(s). The container(s) and location(s) should be secure but easily accessible during an emergency. Multiple storage areas would be useful if damage to the building prevented you from gaining access to your primary storage location. You may also want to consider including a convenient off-site location. Mobile, waterproof containers should be considered to safeguard supplies from water damage and to assist in transporting supplies. Cooperative arrangements with local institutions for storing supplies may also be a useful option for some back-up supplies.

Label supplies "Emergency Use Only." Maintain and check an inventory list regularly. Supplies that expire, such as camera film, batteries and medicine, should be noted and replaced when necessary. If the containers must be locked, keys to the storage locations should be accessible. We suggest having several copies of the keys made and keeping them in locations that would be accessible to all staff.

The use and location of emergency supplies and equipment should be included in staff emergency response training. Maps showing the storage location for emergency supplies should be given to each employee in addition to being posted in "staff only" areas of the institution.

It is advisable to keep backup records off-site. A good place would be in the trunk of a staff member's car, so that the backup is stored away from the institution at the end of each day but is also handy should you need to refer to it in the event of an emergency. Choose someone who is in the building on a daily basis and a reliable weekend person as well. Remember to include the emergency plan, a list of current staff and

board members with home telephone numbers, the emergency telephone list, building plans, a list of chemicals in the building (including the Material Safety Data Sheets), telephone books and catalogs of vendors.

ADDITIONAL RESOURCE TO AID IN CREATING A CUSTOM SUPPLY LIST FOR YOUR INSTITUTION:

dPlan - The Online Disaster Planning Tool

NEDCC - Northeast Document Conservation Center

<http://www.dplan.org>

A free online tool designed to help institutions create a custom disaster plan. The template format allows institutes to input specific data regarding their collections as well as contacts. This tool is especially helpful for small- to medium-sized collections-holding institutions. dPlan was developed by the NEDCC and the Massachusetts Board of Library Commissions. dPlan was launched in 2006 and funded by the Institute of Museum & Library Services (IMLS) and the National Center for Preservation Technology & Training (NCPTT).

Endorsement Statement

The information contained in this handbook is not exhaustive and inclusion of products, organizations and/or service providers does not imply endorsement by BACC or the Center's Western Region Field Service Office, nor does omission of any supplier indicate censure.

BAGS (plastic): are available from grocery and discount stores. For long term storage needs, inert plastic bags, such as polyethylene and polypropylene, are available from conservation supply companies.

Conservation Resources International LLC
5532 Port Royal Rd
Springfield, VA 22151
(800) 634-6932 FAX (703) 321-0629
Email: sales@conservationresources.com
<http://www.conservationresources.com>

Consolidated Plastics Company, Inc.
4700 Prosper Drive
Stow, OH 44224
(800) 362-1000 FAX (800) 858-5001
<http://www.consolidatedplastics.com>

Hollinger Metal Edge
Archival Storage Materials
6340 Bandini Blvd.
Commerce, CA 90040
(800) 862-2228 FAX (888) 822-6937
Email: info@hollingermetaledge.com
<http://www.hollingermetaledge.com>

Gaylord Bros.
P.O. Box 4901
Syracuse, NY 13221-4901
(800) 962-9580 FAX (800) 272-3412
<http://www.gaylord.com>

University Products, Inc.
517 Main Street
Holyoke, MA 01040
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.universityproducts.com>

BLOTTER / BLOTTING PAPER: is available from art supply stores and conservation supply companies. Less expensive, unmarked newsprint can be used instead of blotting paper in an emergency. If blotting paper is used, make sure that it does not contain any dyes.

Archivart
Nielsen Bainbridge Group
12303 Technology Boulevard
Suite 950
Austin, Texas 78727
(888) 846-6847
<http://www.archivart.com>

Conservation Resources International LLC
5532 Port Royal Rd
Springfield, VA 22151
(800) 634-6932 FAX (703) 321-0629
Email: sales@conservationresources.com
<http://www.conservationresources.com>

Gaylord Bros.
P.O. Box 4901
Syracuse, NY 13221-4901
(800) 448-6160 FAX (800) 272-3412
<http://www.gaylord.com>

Talas
330 Morgan Avenue
Brooklyn, NY 11211
(212) 219-0770 FAX (212) 219-0735
<http://talasonline.com>

University Products, Inc.

517 Main Street
Holyoke, MA 01040
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.universityproducts.com>

BOXES (corrugated cardboard): can be purchased from moving companies. Check the *Yellow Pages* under “Boxes – Corrugated & Fiber” and “Moving Supplies.”

BOXES (plastic):

Consolidated Plastics Company, Inc.

4700 Prosper Drive
Stow, OH 44224
(800) 362-1000
<http://www.consolidatedplastics.com>

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901
(800) 448-6160 FAX (800) 272-3412
<http://www.gaylord.com>

RESCUBE® (collapsible polyethylene boxes for transport of water-damaged materials).

Hollinger Metal Edge

Archival Storage Materials
6340 Bandini Blvd.
Commerce, CA 90040
(800) 862-2228 FAX (888) 822-6937
Email: info@hollingermetaledge.com
<http://www.hollingermetaledge.com>

RESCUBE® (collapsible polyethylene boxes for transport of water-damaged materials).

ProText, Inc.

PO Box 864
Greenfield, MA 01302
(301) 320-7231 FAX (301) 320-7232
Email: protxt@protxt.net
<http://www.protxt.net>

RESCUBE® (collapsible polyethylene boxes for transport of water-damaged materials).

University Products, Inc.

517 Main Street
Holyoke, MA 01040
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.universityproducts.com>

RESCUBE® (collapsible polyethylene boxes for transport of water-damaged materials), storage/tote baskets, collapsible polypropylene boxes.

BRUSHES (soft): are available from hardware, paint and art supply stores.

Gaylord Bros.

P.O. Box 4901
Syracuse NY 13221
(800) 448-6160 FAX (800) 272-3412
<http://www.gaylord.com>

Peregrine Brushes and Tools

PO Box 3465
Logan, UT 84323
(267) 888-6657
www.brushesandtools.com

Talas

330 Morgan Avenue
Brooklyn, NY 11211
(212) 219-0770 FAX (212) 219-0735
<http://talasonline.com>

University Products, Inc.

517 Main Street
Holyoke, MA 01040
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.universityproducts.com>

CHEMICAL LIGHTSTICKS: are often available in camping, hardware and discount stores, but availability may be seasonal. You can also search the web for Army/Navy surplus stores, as well as survival and outdoor outfitters. If stored in a cool, dry environment, lightsticks last approximately four years.

Chemical lightsticks are a source of light when there is no electricity. They are non-toxic. There are long-duration and high-density illumination lightsticks. Long duration lightsticks remain effective for eight to twelve hours, while the high-intensity lightsticks provide light for approximately seventy-five minutes. Green and yellow are the best colors for emergencies because they provide the brightest light. Avoid the novelty lightsticks as they provide light for only a very short time.

Preparedness Industries Inc.

1935 Airport Blvd.
Red Bluff, CA 96080
(775) 783-9610
Email: preparedness@worldlyhelp.com
<http://www.preparedness.com/chemlig.html>

30-minute high-intensity; and 8- and 12-hour lightsticks.

DEHUMIDIFIERS-RENTAL: Check the *Yellow Pages* under “Tools-Renting” or “Air Purifying and Cleaning Equipment and Services”.

DISINFECTANTS: Common household products for cleaning shelving and office furniture (not collection items) can be purchased at grocery, hardware and discount stores. An economical product is bleach used in a 10% solution with water. **Disinfectants should not be used directly on collection materials.**

DISPOSABLE CAMERAS: are an effective way to make photographic records of damage.

DISTILLED WATER: can be purchased in one-gallon containers in grocery stores. Distilled water is recommended for rinsing photographs, but you should consult a conservator first. Check the *Yellow Pages* under “Water Companies-Bottled Bulk, Etc.” and “Water Filtration & Purification Equipment – Consumer.”

ENVIRONMENTAL MONITORS: Monitoring the temperature and relative humidity is critical after an emergency to assist in identifying inadequate environmental conditions that need to be remedied immediately. High relative humidity and wet objects can initiate and sustain mold growth. In very wet situations, recovery response within twenty-four hours is essential.

Select a monitor, such as a data logger or recording hygrothermograph that can provide immediate, continuous recording of the temperature and relative humidity. These inexpensive monitors are useful for spot-checking conditions on shelving units and behind furniture. A search for “data loggers” on any search engine will provide a number of companies in addition to the following:

The Data Logger Store
(877) 766-5412
www.dataloggerstore.com

Dickson Instruments Company
930 South Westwood Avenue
Addison, IL 60101
(800) 757-3747 FAX (800) 676-0498
Email: dicksoncsr@dicksondata.com
<http://www.dicksondata.com>

Fisher Scientific
300 Industry Drive
Pittsburgh, PA 15275
(800) 766-7000 FAX (800) 926-1166
<https://www.fishersci.com>

Gaylord Bros.
P.O. Box 4901
Syracuse, NY 13221-4901
(800) 448-6160 FAX (800) 272-3412
<http://www.gaylord.com>

Image Permanence Institute (IPI)
Rochester Institute of Technology/IPI
70 Lomb Memorial Drive
Rochester, NY 14623
(585) 475-5199 FAX (585) 475-7230
<http://www.imagepermanenceinstitute.org>

Onset Computer Corp.
PO Box 3450
Pocasset, MA 02559-3450
(800) 564-4377 FAX (508) 759-9100
Email: sales@onsetcomp.com
<http://www.onsetcomp.com>

Robert E. White Instruments, Inc.
PO Box 775
Medfield, MA 02052
(800) 992-3045 FAX (617) 482-8304
<http://www.robertwhite.com>

Talas
330 Morgan Avenue
Brooklyn, NY 11211
(212) 219-0770 FAX (212) 219-0735
<http://talasonline.com>

FANS: can be purchased at hardware and discount stores. Some rental services have fans. To discourage mold growth, low-volume fans should be used with dehumidifiers to increase air circulation.

FENCING: Check the *Yellow Pages* under “Fence.” Some rental services have fencing.

FIRST-AID KITS: can be purchased at camping supply stores, safety equipment companies and pharmacies. The safety of staff must be considered during the recovery effort. A sufficient number of kits should be available - approximately one small kit per ten to twelve persons. The kit should indicate the number of people it serves.

FISHING LINE: (monofilament) can be purchased at hardware, sporting goods and discount stores and can be used for security and stabilization.

FLASHLIGHTS: can be purchased at hardware, sporting goods and discount stores. Pelican Products offers a variety of designs from small to large, even hands free. Pelican® MityLites® Penlight Flashlights are made of unbreakable, high-impact polycarbonate resin. They are 400% brighter than ordinary pocket lights and are water resistant. They are distributed by Quickpro Gear, and can be found online at <http://www.pelicanproducts.us/cataspx10.html>.

FREEZER PAPER: can be purchased at grocery stores. When preparing books for freeze-drying, use the freezer paper as a wrapper to prevent books from sticking together. Freezer paper is not suitable for interleaving between pages, because it slows down the drying process.

GENERAL EMERGENCY SUPPLIES: The following vendor specializes in providing emergency supplies for historic and cultural collections.

ProText, Inc.

PO Box 864

Greenfield, MA 01302

(301) 320-7231

FAX (301) 320-7232

Email: protxt@protxt.net

<http://www.protxt.net>

PROTEXT, Inc. provides a variety of emergency recovery supplies including RESCUBE® (collapsible polyethylene boxes for transport of water-damaged materials), and REACT.PAK™ (first-aid kit for water-damaged books), emergency water diverters for leaks, and instructions for planning and salvage procedures.

RESCUBE® and the REACT.PAK™ can also be purchased from Gaylord Bros. and University Products. Contact information is listed in this section under “Boxes (plastic)”.

GENERATOR RENTAL: Contact the rental company ahead of time so they can visit your institution and determine your electrical load needs and hook-up requirements. Check the *Yellow Pages* under “Tools-Renting”.

GLOVES: are available from hardware and discount stores. Safety and equipment companies have a variety of gloves that can be purchased in bulk. These companies are listed in this section under the heading "Safety Supplies and Equipment."

HOSES: are available from hardware and discount stores. An adjustable nozzle helps to control water pressure, especially when cleaning delicate objects.

NEWSPRINT: Unprinted newsprint may be purchased at paper dealers, art supply stores and moving companies, such as U-Haul and Ryder. Roll ends are often available from local newspaper printers for a minimal charge.

PACKING SUPPLIES: A variety of packing tapes, labels, scissors and cushioning material can be purchased from local hardware and discount stores, office supply stores and moving companies.

Advanced Packaging

4818 Seton Drive
Baltimore, MD 21215
(888) 206-5250 FAX (410) 358-9495
<http://www.advpack.com>

Bags & Bows (formerly Veripack)

(888) 881-7225
Email: customerservice@bagsandbowsonline.com
<http://www.bagsandbowsonline.com>

Consolidated Plastics Company, Inc.

4700 Prosper Drive
Stow, OH 44224
(800) 362-1000 FAX (800) 858-5001
<http://www.consolidatedplastics.com>

FP International - Headquarters

34175 Ardenwood Blvd., Suite 201
Fremont, CA 94555
(800) 866-9946 FAX (650) 361-1713
<http://www.fpintl.com>

Manufactures Cell-O® air cushions, NOVUS® Packaging Systems.
Also CUSHION-LITE® Polyethylene Foam and CUSHION-Air® Polyethylene bubble cushioning

Uline

2950 Jurupa Street
Ontario, CA 91761
(800) 295-5510
Email: customer.service@uline.com
<http://www.uline.com>

PALLETS: Check the *Yellow Pages* under "Pallets and Skids."

Global Industrial

(888) 978-7759
<http://www.globalindustrial.com>

One Way Solutions

400 Central Avenue
Northfield, IL 60093
(866) 446-0872 FAX (847) 446-2860
Email: info@oneway-solutions.com
<http://www.oneway-solutions.com>
Plastic pallets of various sizes and load-bearing weights

PEST AND INSECT TRAPS: can be purchased from hardware stores and many of the conservation supplies vendors.

Atlantic Paste & Glue Co. - CatchMaster

170 53rd Street
Brooklyn, NY 11232
(800) 458-7454 FAX (718) 439-0039
Email: info@catchmasterpro.com
<http://www.catchmasterpro.com>
Professional insect and roach glue products.

Gaylord Bros.

PO Box 4901
Syracuse, NY 13221-4901
(800) 448-6160 FAX (800) 272-3412
<http://www.gaylord.com>
Museum Pest Monitoring Kit and Pest Trap Kit that contain a variety of traps and lures.

Insects Limited, Inc.

16950 Westfield Park Road
Westfield, IN 46074
(317) 896-9300 FAX (317) 867-5757
<http://www.insectslimited.com>
Products include pest and insect detectors and traps, pheromone lures and pest monitoring management software.

University Products, Inc.

517 Main Street
Holyoke, MA 01040
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.universityproducts.com>
University Products Inc. offers a variety of insect detectors and pheromone lures for cigarette beetles, cockroaches and webbing clothes moths.

PLASTIC SHEETING: can be purchased at hardware and discount stores. While any plastic sheeting can be used during an emergency, clear plastic sheeting allows one to see what is being covered. Vinyl sheeting

should be avoided for long-term storage. Inert plastic sheeting, such as Mylar or Melinix 516, is best for long-term storage of collections.

Home Depot carries Film-Gard, 6-mil polyethylene construction sheeting sold in rolls measuring 10 ft. by 100 ft. (Model B0610) This is an excellent product to use to cover cases, boxes and displays to protect against dust and water damage. This can be available at some hardware stores and construction supply centers.

RADIOS: Battery-operated radios and two-way radios are available from local electronic companies. Check the *Yellow Pages* under “Radio Communication Equipment & Systems.”

RESPIRATORS: For health and safety reasons, the use of a respirator is required in some recovery situations, such as mold outbreaks. Proper selection, fit, use, maintenance and storage of a respirator should be discussed with the vendor. The National Institute for Occupational Safety and Health (NIOSH) must approve all respirators. Staff must be trained in the use of a respirator and there should be **one respirator for each staff member**. The Industrial Commission of Arizona (<http://www.ica.state.az.us>) is a good place to start when you are in need of a respirator. The US Department of Labor’s Occupational Safety & Health department has created a “Respiratory Protection eTool” that will help you select an appropriate respirator, as well as learn how to develop a change schedule for the cartridge. You can find the OSHA eTool at <http://www.osha.gov/SLTC/etools/respiratory/index.html>.

SAFETY SUPPLIES AND EQUIPMENT: Some safety supplies and equipment can be purchased at hardware stores. Catalogs can be obtained from the safety equipment vendors listed. Having catalogs on hand will help staff to expedite the selection, ordering and delivery of needed supplies and equipment.

Staff should be aware of the health and safety precautions and legal requirements that should be observed when entering an area that has suffered damage. The first consideration in any recovery effort should be the safety of the staff. Some of the health and safety considerations are structural and electrical hazards, fire, blocked exit and escape routes, chemical and biological hazards (mold, lead, asbestos, contaminated water, toxic chemicals), dangerous collection materials (pesticide treatments, mercury, arsenic, formaldehyde), indoor air quality and staff fatigue.

Staff must be trained in the use of the safety equipment and supplies. Material Safety Data Sheets (MSDS) for the chemicals stored on-site must be available at the time of an emergency. Employers must be aware of fire codes, in addition to regulations mandated by the Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA).

Examples of safety supplies and equipment are respirators, gloves, first-aid kits, safety eyewear, chemical-spill absorbing materials, emergency lighting, protective clothing and signage.

Airgas West

4007 Paramount Blvd. Ste. 100
Lakewood, CA 90712
(562) 497-1991 FAX (562) 497-1151
<http://www.airgas.com>

Cole-Parmer Instrument Company

625 E. Bunker Court
Vernon Hills, IL 60061
(800) 323-4340 FAX (847) 247-2929
Email: sales@coleparmer.com
<http://www.coleparmer.com>

Global Industrial

(888) 978-7759
<http://www.globalindustrial.com>

Hagemeyer North America

(877) 462-7070
<http://www.hagemeyerna.com>

Industrial Safety Supply Corporation

P.O. Box 8686
Emeryville, CA 94662
(510) 658-0414
Email: customerservice@issc.com
<http://www.issc.com>

Grainger (formerly Lab Safety Supply)

(800) 472-46437
<http://www.grainger.com>

Masune™ First Aid and Safety

500 Fillmore Avenue
Tonawanda, NY 14150
(800) 831-0894 FAX (800) 222-1934
Email: customersupport@masune.com
<http://www.masune.com>

New Pig Corporation

One Pork Avenue
PO Box 304
Tipton, PA 16684-0304
(800) 468-4647 FAX (800) 621-7447
Email: hothogs@newpig.com
<http://www.newpig.com>

SIGNAGE: Tapes and signs with various messages for alerting people about hazardous conditions and locations for emergency equipment (caution, asbestos, biohazard, emergency exit, fire extinguisher and first aid kit) can be purchased at hardware and lab safety stores. For lab safety suppliers, see the listing above for “Safety Supplies and Equipment.”

TENT RENTAL: Check the *Yellow Pages* under “Tents-Renting.”

TOILET RENTAL: Check the *Yellow Pages* under “Toilets-Portable.”

TOOL RENTAL: Check the *Yellow Pages* under “Tools-Renting.”

VACUUM CLEANERS: When cleaning up mold, soot and fine particulates, it is essential that the vacuum be equipped with a HEPA (high efficiency particulate air) filter or that the exhaust is vented outdoors or into a fume hood. For tips on what to look for in a museum vacuum, read the National Park Service’s Conserve-O-Gram, “Choosing a Museum Vacuum Cleaner” at <http://www.nps.gov/museum/publications/conserveogram/01-06.pdf>.

Other points to keep in mind when vacuuming collections objects: change the bag or empty the canister as soon as you are finished using the vacuum. To prevent vacuuming up pieces of objects that you don't want to lose, cover the end of the attachment with cheesecloth or pantyhose.

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901
(800) 448-6160 FAX (800) 272-3412
<http://www.gaylord.com>

Nilfisk-Advance America Inc. Headquarters

740 Hemlock Road, Suite 100
Morgantown, PA 19543
(800) 645-3475 FAX (610) 286-7350
Email: questions@nilfisk.com
<http://www.nilfiskcfm.com>

University Products, Inc.

517 Main Street
Holyoke, MA 01040
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.universityproducts.com>

WATER-SENSING ALARMS:

Dorlen Products Inc.

6615 W. Layton Avenue
Milwaukee, WI 53220
(414) 282-4840 FAX (414) 282-5670
Email: dorlen@tds.net
<http://www.wateralert.com>

Manufactures three lines of water-sensing equipment: Water Alert®, Water Alert Sensor Cable and Ceiling Guard® Water Leakage Sensing System.

Gaylord Bros.

PO Box 4901
Syracuse, NY 13221-4901
(800) 645-6160 FAX (800) 272-3412
<http://www.gaylord.com>

Pentair (formerly Tyco Thermal Controls)

7433 Harwin Drive
Houston, TX 77036
(800) 545-6258 FAX (800) 527-5703
<http://us.thermal.pentair.com>
TraceTek Leak Detection Systems

Preservation Resource Group

PO Box 1768
Rockville, MD 20849
(800) 774-7891 FAX (301) 279-7885
<http://www.prginc.com>

SONIN, Inc.

15105-D John J. Delaney Drive, Suite 333
Charlotte, NC 28277
(800) 223-7511 FAX (800) 690-7511
<http://www.sonin.com>

Manufactures the Sonin Water Alarm with Remote Sensor and the Wireless Water Alarm, as well as moisture meters.

WATERPROOF CLOTHING: is available from sporting supply and discount stores, and safety equipment companies.

WET/DRY VACUUM CLEANERS: are available for rent from grocery stores, hardware stores and equipment rental stores. Some of the companies who rent tools also rent vacuum cleaners. Check the *Yellow Pages* under "Tools-Renting."

5. CONSERVATORS

Developing a working relationship with a conservator should be part of your emergency planning preparations. It will be easier for the conservator to implement recovery procedures if she is familiar with your collection before an emergency. A conservator can also assist in reviewing the salvage procedures in your Emergency Plan.

Because of the highly technical skills, conservators tend to specialize in a particular type of object, such as works of art on paper, sculpture, ethnographic materials, decorative materials, textiles, paintings, photographs, furniture or books. The qualifications and references of a conservator should be investigated to aid in proper selection. If you need assistance in identifying a conservator for your collection, the national, regional and local organizations listed below can help.

The American Institute for Conservation of Historic and Artistic Works (AIC) provides a useful brochure, *How to Select a Conservator*. This brochure discusses the conservation profession, points to consider when selecting a conservator, such as training, experience, specialization and references, and outlines what to expect when working with a conservator. The brochure is available online at <http://www.conservation-us.org/choosingconservators>.

NATIONAL RESOURCES

The American Institute for Conservation of Historic and Artistic Works (AIC)

1156 15th St. NW, Suite 320
 Washington, DC 20005-1714
 (202) 452-9545 FAX (202) 452-9328
 Email: info@conservation-us.org
<http://www.conservation-us.org>

A list of conservators in your area can be found through AIC's website, via the *Find a Conservator* feature: www.conservation-us.org/findaconservator. Copies of the *AIC Directory*, which includes the *AIC Code of Ethics and Guidelines for Practice*, are available for purchase in the online store.

The Best Way to Choose a Conservator is To Ask Questions!

AIC has three membership categories that are intended to reflect varying levels of experience, professionalism and professional recognition, although exact differentiations are not possible:

FELLOWS have been recognized by a panel of conservation professionals as having at least seven years conservation experience, competency in the profession, adhering to the *AIC Code of Ethics and Guidelines for Practice* and advancing the field of conservation.

PROFESSIONAL ASSOCIATES have also been recognized by a panel of conservation professionals and have at least five years involvement in conservation, including their training period. They also have agreed to abide by the *AIC Code of Ethics and Guidelines for Practice*.

ASSOCIATES may be practitioners or others (e.g., art historians, curators, librarians, interested in preservation). Those who are practicing conservators have agreed to abide by the *AIC Code of Ethics and Guidelines for Practice*.

Inclusion of a conservator's name on a list does not imply professional endorsement by the AIC. The list may include conservation professionals with a broad range of training, experience and specialization. Because the list is created from information provided by individual AIC members and has not been further verified, use care in selecting a conservator. Inclusion on the referral list is open to individual AIC members. There are currently no universally recognized standards (like a bar exam for lawyers) by which conservation professionals are measured.

REGIONAL CONSERVATION CENTERS AND PRESERVATION PROGRAMS

Regional Alliance for Preservation (RAP)

<http://www.rap-arcc.org>

RAP is a national network of nonprofit organizations with expertise in the field of conservation and preservation, and is made up of 13 member organizations that provide cultural institutions with training and education to help with care of their collections. RAP maintains a website with links to each of its affiliated preservation service programs and regional conservation centers located throughout the country. These regional centers provide information, emergency assistance, consultations and conservation treatment. The 13 RAP member organizations are listed on the following three pages:

Western / Pacific Members

Balboa Art Conservation Center

P.O. Box 3755
San Diego, CA 92163-3755
(619) 236-9702 FAX (619) 236-0141
Email: info@bacc.org
<http://www.bacc.org>
Contact: Janet Ruggles, Executive Director
Services: Paintings, polychrome sculpture, paper, photography, and frame conservation. Analytical services. Surveys, consultations, and emergency assistance. Workshops, reference and technical inquiry response, project design and development, and grant writing assistance.

**WESTPAS - Western States & Territories
Preservation Assistance Service**

(888) 905-7737- Emergency
Email: info@westpas.org
<http://westpas.org>
Contact: Julie Page, WESTPAS Service
Coordinator
Services: Preservation education and training on disaster preparedness, emergency response, and collection recovery in library and archive collections. Grant writing assistance and consultation services.

Gulf Coast / Southern US Members

Amigos Library Services, Inc.

14400 Midway Road
Dallas, TX 75244-3509
(800) 843-8482 FAX (972) 991-6061
Email: amigos@amigos.org
<http://www.amigos.org>
Contact: Gina Minks, Imaging and Preservation
Service Manager
Services: Disaster preparedness and recovery assistance, site survey consultations, digitization training, metadata training, project planning, preservation training, and specialized consultation services.

LYRISIS

1438 W. Peachtree Street NW, Suite 200
Atlanta, GA 30309-2955
(800) 999-8558 FAX (404) 892-7879
Email: alicia.johnson@lyrasis.org
<http://www.lyrasis.org>
Contact: Alicia Riley, Digital and Preservation
Services Administrative Coordinator
Services: Education & training, information and referral, consultations, digital imaging and photo duplication, and emergency response services.

RAP members continue on next page...

Midwest Members

The Gerald R. Ford Conservation Center

1326 South 32nd Street
Omaha, NE 68105
(402) 595-1180 FAX (402) 595-1178
Email: deborah.long@nebraska.gov
<http://www.nebraskahistory.org/fordcenter>
<http://www.savingtreasures.org>
Contact: Deborah Long, Senior Objects Conservator
Services: Objects, paper, textiles, photographs, books, paintings, frames, archaeology, and sculpture conservation. Digital imaging services, consultations, surveys, emergency preparedness training and response, education & training.

Midwest Art Conservation Center

2400 3rd Avenue South
Minneapolis, MN 55404
(612) 870-3120 FAX (612) 870-3118
Email: info@preserveart.org
<http://www.preserveart.org>
Contact: Colin Turner, Executive Director
Services: Paintings, paper, objects, and textiles conservation. Analytical services. Surveys, education and training, emergency response planning and 24-hour emergency disaster response, grant writing assistance.

Intermuseum Conservation Association

2915 Detroit Avenue
Cleveland, OH 44113
(216) 658-8700 FAX (216) 658-8709
Email: info@ica-artconservation.org
<http://www.ica-artconservation.org>
Contact: Albert Albano, Executive Director
Services: Paintings, paper, photographs, books, objects, textiles, architectural elements, and frame conservation. Analytical services, fine art storage, surveys and consultations, educational training, disaster planning and mitigation assistance, and grant collaboration.

RAP members continue on next page...

Eastern Seaboard Members

Conservation Center for Art and Historic Artifacts (CCAHA)

264 South 23rd Street
Philadelphia, PA 19103
(215) 545-0613 FAX (215) 735-9313
Email: ccaaha@ccaaha.org
<http://www.ccaaha.org>
Contact: Laura Hertz Stanton, Director of Preservation Services
Services: Books, paper, parchment, and photograph conservation. Digital Imaging/Photo duplication. Consultations, surveys, disaster assistance, training & education.

Museum Conservation Services

Harpers Ferry Center

National Park Services

P.O. Box 50
Harpers Ferry, WV 25425
(304) 535-6142 FAX (304) 535-6055
<http://www.nps.gov/hfc/products/cons/>
Contact: Linda A. Blaser, Associate Manager
*Services: For NPS Sites and collections only.
Paper, Textiles, Objects/Ethnographic, and wooden artifacts conservation. Analytical services.

Peebles Island Resource Center, Bureau of Historic Sites, New York

*Services for New York State Collections only.
<http://www.nysparks.com>
Website has links to the National Register site with Technical Preservation Briefs for historic structures.

Library of Congress Preservation Directorate

101 Independence Avenue, SE
Washington, DC 20540-4530
(202) 707-8345 FAX (202) 707-1525
Email: moey@loc.gov
<http://www.loc.gov/preserv>
Contact: Mary Oey, Preservation Education Specialist
Services: Education and outreach.

Northeast Document Conservation Center (NEDCC)

100 Brickstone Square
Andover, MA 01810
(978) 470-1010 – 24-hour Emergency
FAX (978) 475-6021
<http://www.nedcc.org>
Contact: Bill Veillette, Executive Director
Services: Books, paper, and photograph conservation. Digitization and reformatting services. Training, surveys, consulting, reference and inquiry response, and 24-hour disaster assistance.

The Textile Conservation Workshop

3 Main Street
South Salem, NY 10590
(914) 763-5805 FAX (914) 763-5549
Email: textile@bestweb.net
<http://www.textileconservationworkshop.org>
Contact: Patsy Orlofsky, Director
Services: Textiles conservation. Consultation services, education & training.

6. SPECIAL CIRCUMSTANCE: MOLD RECOVERY

This is a selected list of companies that provide supplies and equipment that may be needed when recovering from a mold outbreak (see Appendix C for a list of recommended supplies). Service providers for mold recovery are included in Section 3: Emergency Response Service Providers, under the headings Dehumidification, Freeze-Drying, Freezer Storage Facilities and Hazardous Materials.

Because there are species of toxic mold, it is advisable to consult a mycologist or industrial hygienist prior to mold cleanup to determine health risks. A conservator should be contacted before establishing any cleaning procedures for collections materials.

SAFETY PRECAUTIONS

Because mold enters the body by inhalation, through breaks in the skin, and even the eyes, the proper precautions must be made when dealing with a mold outbreak to ensure the health and safety of those who will be cleaning up the mold.

In some cases, certain molds can cause very serious illnesses in those who are susceptible. Extreme care needs to be taken when determining who can be exposed to mold-affected areas and materials. Respiratory problems, skin and eye irritations, and infections can occur even if one is exposed to mold that is not highly toxic. Regardless of the species of mold present, individuals with allergies, diabetes, asthma, respiratory problems or compromised immune systems, as well as those taking steroid therapy, should avoid the affected area(s) and materials.

To find a mycologist who can identify the species of mold, contact your local hospital, university or commercial testing lab that specializes in mold identification. They will provide the sampling procedures to follow. Companies that provide mold identification services may also be found in the *Yellow Pages* under headings such as “Environmental, Conservation and Ecological Associations,” “Lead Substance Removal and Abatement Service” or “Asbestos Removal and Abatement Service.” On the web, go to <http://www.fungi.sav.sk/myco> to find a mycologist in your area. Mold test kits are also available online from a variety of vendors.

SOURCES OF SUPPLIES AND EQUIPMENT

Some mold recovery supplies and equipment should be on hand, or be easily available at local stores. Having catalogs on hand ahead of time will be useful in helping staff to quickly select and order the needed supplies and equipment. Remember that some of the supplies will be needed in bulk.

Endorsement Statement

The information contained in this handbook is not exhaustive and inclusion of products, organizations and/or service providers does not imply endorsement by BACC or the Center’s Western Region Field Service Office, nor does omission of any supplier indicate censure.

BRUSHES (soft): are available from hardware, paint, and art supply stores, and from these vendors.

Gaylord Bros.

P.O. Box 4901
Syracuse NY 13221
(800) 448-6160 FAX (800) 272-3412
<http://www.gaylord.com>

Peregrine Brushes and Tools

PO Box 3465
Logan, UT 84323
(267) 888-6657 FAX (888) 693-0170
www.brushesandtools.com

Talas

330 Morgan Avenue
Brooklyn, NY 11211
(212) 219-0770 FAX (212) 219-0735
<http://talasonline.com>

University Products, Inc.

517 Main Street
Holyoke, MA 01040
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.universityproducts.com>

DEHUMIDIFIERS RENTAL: Look in the *Yellow Pages* under “Humidifying Apparatus” and “Tools-Renting” to find industrial or high capacity dehumidifiers.

DISINFECTANTS: Common household products for cleaning shelving and office furniture (not collection items) can be purchased at grocery, hardware, and discount stores. An economical product is bleach diluted to 10% with water. **Disinfectants should not be used directly on collection materials.**

ENVIRONMENTAL MONITORS: Monitoring the temperature and relative humidity is critical after an emergency so that dangerous environmental conditions may be remedied immediately. High relative humidity and wet objects can initiate and sustain mold growth. In very wet situations, recovery response within twenty-four hours is essential.

Select a monitor, such as a recording hygrothermograph or data logger, that can provide immediate and, if possible, continuous recording of the temperature and relative humidity. These inexpensive monitors are useful for spot-checking conditions on shelving units and behind furniture. A search for “data loggers” in any search engine will provide a number of companies in addition to the following:

The Data Logger Store

(877) 766-5412
www.dataloggerstore.com

Dickson Instruments Company

930 South Westwood Avenue
Addison, IL 60101
(800) 757-3747 FAX (800) 676-0498
<http://www.dicksondata.com>

Fisher Scientific

300 Industry Drive
Pittsburgh, PA 15275
(800) 766-7000 FAX (800) 926-1166
<https://www.fishersci.com/us/en/contactus.html>

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901
(800) 448-6160 FAX (800) 272-3412
<http://www.gaylord.com>

Image Permanence Institute (IPI)

Rochester Institute of Technology/IPI
70 Lomb Memorial Drive
Rochester, NY 14623
(585) 475-5199 FAX (585) 475-7230
<http://www.imagepermanenceinstitute.org>

Robert E. White Instruments, Inc.

PO Box 775
Medfield, MA 02052
(800) 992-3045 FAX (617) 482-8304
<http://www.robertwhite.com>

Thomas Scientific

P.O. Box 99
Swedesboro, NJ 08085
1.800.345.2100
<http://www.thomassci.com>

Onset Computer Corp.

Onset Headquarters
470 MacArthur Blvd., Bourne, MA 02532
(800) 564-4377 FAX (508) 759-9100
Email: sales@onsetcomp.com
<http://www.onsetcomp.com>

Talas

330 Morgan Avenue
Brooklyn, NY 11211
(212) 219-0770 FAX (212) 219-0735
<http://talasonline.com>

University Products

517 Main Street
Holyoke, MA 01040
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.universityproducts.com>

FANS: can be purchased at hardware and discount stores. Look in the *Yellow Pages* under "Fans-Household." Some rental services have fans. When using fans to dry out a room, fans should be kept on low and directed away from collections materials.

GENERAL EMERGENCY SUPPLIES:

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901
(800) 448-6160 FAX (800) 272-3412
<http://www.gaylord.com>

ProText, Inc.

PO Box 864
Greenfield, MA 01302
(301) 320-7231 FAX (301) 320-7232
Email: protex@protex.net
<http://www.protex.net>

University Products, Inc.

517 Main Street
Holyoke, MA 01040
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.universityproducts.com>

GLOVES: Protective gloves are a necessary precaution and are available from hardware and discount stores. Safety and equipment companies have a variety of gloves, which can be purchased in bulk. These companies are listed under the heading "Safety Supplies and Equipment."

MAGNIFYING GLASS: can help in discerning if an observed problem is actually mold rather than dirt. Dust, stains, or cobwebs are sometimes mistaken for mold. Inexpensive magnifying glasses can be purchased at Radio Shack, camera stores, travel supply stores and discount stores.

RESPIRATORS: When cleaning mold, it is mandatory to wear a respirator with a HEPA (high efficiency particulate air) filter, **NOT a dust mask**. Proper selection, fit, use, maintenance and storage of a respirator should be discussed with the vendor. For suppliers of respirators, see the listing in this section for "Safety Supplies and Equipment."

SAFETY SUPPLIES AND EQUIPMENT: Some safety supplies and equipment can be purchased at hardware stores. Catalogs can be obtained from the safety equipment vendors listed. Having catalogs on hand will help staff expedite the selection, ordering, and delivery of needed supplies and equipment. Some equipment vendors provide express delivery of supplies and equipment. Safety supplies and equipment such as respirators, gloves, first-aid kits, protective eyewear, emergency lighting, clothing, and signage may be obtained from the vendors listed below.

Airgas West

4007 Paramount Blvd. Ste. 100
Lakewood, CA 90712
(562) 497-1991 FAX (562) 497-1151
<http://www.airgas.com>

Cole-Parmer Instrument Company

625 E. Bunker Court
Vernon Hills, IL 60061
(800) 323-4340 FAX (847) 247-2929
Email: sales@coleparmer.com
<http://www.coleparmer.com>

Global Industrial

(888) 978-7759
<http://www.globalindustrial.com>

Hagemeyer North America

(877) 462-7070
<http://www.hagemeyerna.com>

Industrial Safety Supply Corporation

P.O. Box 8686
Emeryville, CA 94662
(800) 441-1598
Email: customerservice@issc.com
<http://www.issc.com>

Grainger (formerly Lab Safety Supply)

(800) 472-46437
<http://www.grainger.com>

Masune™ First Aid and Safety

500 Fillmore Avenue
Tonawanda, NY 14150
(800) 831-0894 FAX (800) 222-1934
Email: customersupport@masune.com
<http://www.masune.com>

New Pig Corporation

One Pork Avenue
PO Box 304
Tipton, PA 16684-0304
(800) 468-4647 FAX (800) 621-7447
Email: hothogs@newpig.com
<http://www.newpig.com>

VACUUM CLEANERS: When cleaning up mold, soot and fine particulates, it is essential that the vacuum be equipped with a HEPA (high efficiency particulate air) filter or that the exhaust is vented outdoors or into a fume hood. For tips on what to look for in a museum vacuum, read the National Park Service's Conserve-O-Gram, "Choosing a Museum Vacuum Cleaner", at:
<http://www.nps.gov/museum/publications/consveogram/01-06.pdf>.

Other points to keep in mind when vacuuming collections objects: change the bag or empty the canister as soon as you are finished using the vacuum. To prevent vacuuming up pieces of objects that you don't want to lose, cover the end of the attachment with cheesecloth or pantyhose. Also check out vacuum manufacturers such as Nilfisk or Miele.

Gaylord Bros.
P.O. Box 4901
Syracuse, NY 13221-4901
(800) 448-6160 FAX (800) 272-3412
<http://www.gaylord.com>

University Products, Inc.
517 Main Street
Holyoke, MA 01040
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.universityproducts.com>

7. FUNDING RECOVERY EFFORTS

Your recovery effort and the financial implications that surround an emergency may be overwhelming. As always, it is helpful to develop some strategies for providing financial support before an emergency.

TIPS

Conduct a business impact analysis for several types of emergencies as part of your vulnerability assessment. Such an analysis will help you prepare for your financial needs at the time of an emergency.

Review your **insurance coverage** and understand the implications for managing a recovery effort.

- Is your collection inventory up-to-date?
- Is there a copy of the insurance policy off-site?
- Do you need flood insurance?
- Will your insurance company cover losses in a large-scale emergency?
- What types of records are needed for documenting and reporting loss?

Make a **checklist** of practical actions to take at the time of an emergency. A sample list includes:

- Check the emergency budget
- Check in with the insurance company
- Activate the position of the person(s) with check writing privileges and authority for contract signing, purchasing supplies and paying staff
- Keep good records of expenses

Identify **sources of funding** from your institution, as well as local, state and federal resources.

An excellent resource describing federal funding opportunities is the *Before & After-Disaster Aid for Cultural Institutions* by the National Task Force on Emergency Response, updated 2005.

Heritage Emergency National Task Force

Heritage Preservation

1012 14th Street NW, Suite 1200

Washington, DC 20005

(202) 233-0800

FAX (202) 233-0807

Email: taskforce@heritagepreservation.org

<http://www.heritagepreservation.org>

Federal Emergency Management Agency (FEMA)

Federal Center Plaza

500 C Street SW

Washington, DC 20472

(800) 621-3362

<http://www.fema.gov>

Federal Emergency Management Agency
Regional Office, Region IX
1111 Broadway, Suite 1200
Oakland, CA 94607
(510) 627-7054
<http://www.fema.gov/about/regions/regionix>

Benefits.gov

<http://www.benefits.gov>

A partnership of Federal Agencies to provide access to grant assistance programs including disaster relief.

National Endowment for the Arts

Office of Communications
1100 Pennsylvania Avenue NW, Suite 614
Washington, DC 20506
(202) 682-5400
<http://www.nea.gov>

SELECTED WEBSITES

Insurance Related

American Society of Appraisers

<http://www.appraisers.org>

Antiquarian Booksellers' Association of America

<http://www.abaa.org>

National Association of Independent Insurance Adjusters

<http://www.naiia.com>

Self-Insurance Institute of America (SIIA)

<http://www.siaa.org>

Society for Risk Analysis

<http://www.sra.org>

Society of Risk Management Consultants

<http://www.srmcsociety.org>

Funding Related

Federal Emergency Management Agency

<http://www.fema.gov>

Benefits.gov

<http://www.benefits.gov>

Institute of Museum & Library Services (IMLS)

<http://www.imls.gov>

National Endowment for the Humanities (NEH)

<http://www.neh.gov>

National Endowment for the Arts (NEA)

<http://www.nea.gov>

Small Business Administration

<http://www.sba.gov>

8. APPENDIX A: VULNERABILITY ASSESSMENT

Emergencies should be assigned numbers from 0 to 4, both for their probability and for the impact they would have on the institution. The probability of a landslide may be 0 but it would have a large impact on the institution and so it would be rated 4 in the impact category. An average of the three numbers is taken to determine the seriousness of each possible emergency. Any event with a final average of 3 or more should be considered a serious threat. *These are the events on which the emergency plan is focused.*

PROBABILITY

- 4 = highly probable (may happen within a year)
- 3 = moderately probable (may happen within 5 years)
- 2 = low probability (may happen within 10 years)
- 1 = highly improbable (may happen within 20 years or not at all)
- 0 = impossible

IMPACT

- 4 = very serious (loss of human life and/or major losses to collections)
- 3 = serious (danger to human life and/or minor losses to collections)
- 2 = somewhat serious (could endanger/disrupt humans or collections)
- 1 = relatively unimportant (likely to have no effect)
- 0 = unlikely to have an effect

INSTITUTION _____

LOCATION _____ **DATE** _____

ASSESSOR(S) _____

EVENT	PROBABILITY	IMPACT Collection	IMPACT Human	AVERAGE	HAPPENED BEFORE?
Accidental damage					
Air pollution					
Airplane accident					
Armed robbery					
Ash					
Avalanche					
Broken water/sewer line					
Chemical spill					
Civil disturbance					
Dam failure					
Dust/sandstorm					
Earthquake					
Electrical outage					
Epidemic					
Explosion					
Fire/smoke damage					
Flood					
Forest fire					
Fuel shortage					
Hurricane					
Ice storm					
Industrial accident					
Landslide					
Leaks/seepage					
Lightning/electrical storm					
Medical health emergency					
Mine disaster					
Mold					
Nuclear event					
Oil spill					

9. APPENDIX B: SUPPLIES AND EQUIPMENT TO BEGIN RECOVERY EFFORT

Cleaning

Brooms, large & whisk
Buckets
Cloth, soft & lint free
Disinfectant
Distilled water
Dust pans
Garbage bags
Garden hose, adjustable nozzle
Handy wipes
Mops
Paper towels
Rags/old towels
Soft brushes
Sponges, various sizes
Wet/dry vacuum cleaners

Documentation

Camera & film
Clipboard w/paper and pens
Environmental monitoring
Marking & recording supplies
Tape recorder/alternative to writing

Drying

Blotting paper
Clothesline & pins
Dehumidifiers
Drying racks (for wet paper)
Fans
Polyester web
Portable heaters
Towels
Unprinted newsprint

Miscellaneous

Batteries
Extension cords
Money

Packing & moving

Boxes
Dollies
Freezer paper
Ladders
Moving pads
Pallets
Plastic bags, assorted sizes
Plastic sheeting
Rolling carts
Scissors
String/twine/rope
Tables
Tapes (adhesive, duct, electrical, masking)

Tools

Crow bar
Hammer
Pliers
Screwdrivers
Shovel
Tape measure
Utility knives
Wire cutter
Wrenches

Safety

Chemical light sticks
Chemical spill absorbing material
Dust masks
First Aid kit
Flashlight
Gloves (latex, cotton, safety)
Hard hats
Radios, two-way and battery operated
Respirators
Signage (barricade & hazard alert)

Last Inventoried By: _____

Date: _____

10. APPENDIX C: SUPPLIES AND EQUIPMENT TO BEGIN RECOVERY EFFORT FROM MOLD

Cleaning

Brushes, soft
Disinfectant
Dry Cleaning Sponges
Garbage bags
Handy wipes
Paper towels
Rags
Sponges
Vacuum cleaner w/ HEPA filter

Identification

Magnifying Glass

Safety

First Aid kit
Gloves (latex)
Protective Clothing (apron, lab coat)
Protective eyewear
Respirator w/ HEPA filter

Monitoring/Controlling the Environment

Dehumidifiers
Environmental monitors
Fans

Last Inventoried By: _____

Date: _____

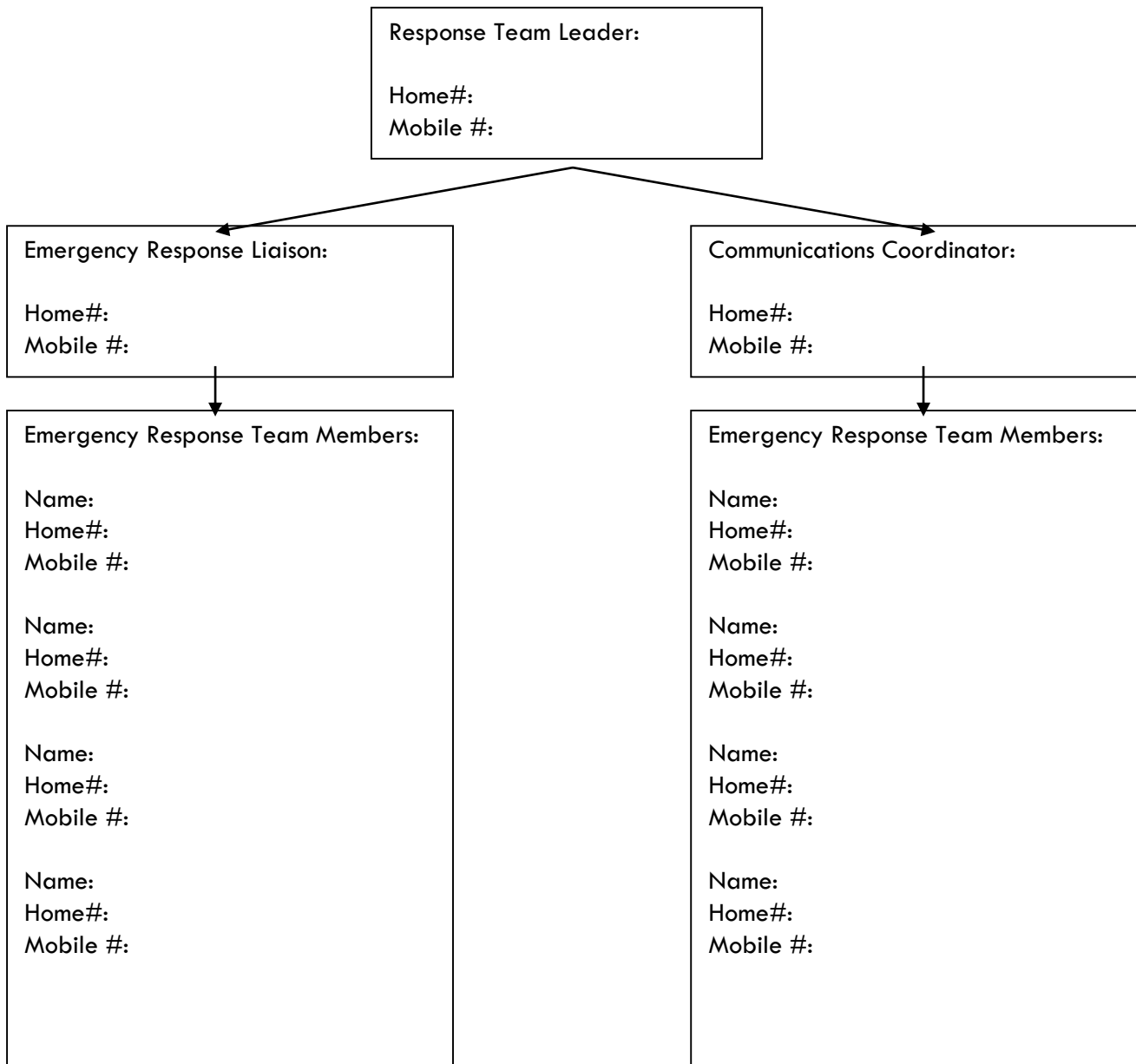
11. APPENDIX D: TELEPHONE TREE

Draw up a Telephone Tree to establish a notification sequence and who is responsible for contacting whom. Tree systems are such that each assigned person who receives an emergency message tells two or three others, who tell others, who might tell others. A copy should be placed next to every phone at the museum. The list should include the numbers of the Emergency Response Team that was formed during the Preparation section.

The list should be updated regularly, and a copy should also be kept offsite by the members of the Response Team and anyone who is included in the tree.

The following is just a template of a possible Telephone Tree. Your institutions tree will be structured by the Response Team you have in place and your priorities for notification.

SAMPLE TELEPHONE TREE



Last Revised By: _____

Date: _____

12. APPENDIX E: BIBLIOGRAPHY

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 (accessed March 5, 2012)

Risk Management

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Motylewski, Karen. "Protecting Collections During Renovation." In *Preservation of Library and Archival Materials: a Manual*. 3rd ed., revised and expanded. Ed., Sherelyn Ogden. (Andover, MA: Northeast Document Conservation Center, 1999),
http://www.nedcc.org/resources/leaflets/3Emergency_Management/09ProtectingCollections.php
(accessed March 5, 2013)

Disaster Bins

National Park Service. "An Emergency Cart for Salvaging Water-Damaged Objects." *Conserve O Gram*, no. 21/2. (Washington, DC: National Park Service, 2002),
<http://www.nps.gov/history/museum/publications/conserveogram/21-02.pdf> (accessed March 5, 2013)

Response & Recovery

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13. APPENDIX F: CHANGES AND COMMENTS RESPONSE FORM

Arizona Guide to Emergency Preparedness Resources

We are interested in maintaining a current resource guide. If you see a listing that needs updating, please don't hesitate to let us know. Also, if you have experience with, or information about, a vendor, service provider or supplier, please let us know. Please feel free to contact our BACC Field Service Office (wrfso@bacc.org) for information on ordering additional Emergency Resource booklets (regions currently available: WA, AZ, OR, Northern CA, and Southern CA).

Thank you for your assistance and comments.

Change requested: _____

Effective Date: _____

Comments: _____

Please send changes and inquiries to:

Balboa Art Conservation Center
Attn: Western Region FSO
P.O. Box 3755
San Diego, CA 92163-3755
(619) 236-9702
Email: wrfso@bacc.org

Thank You!

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