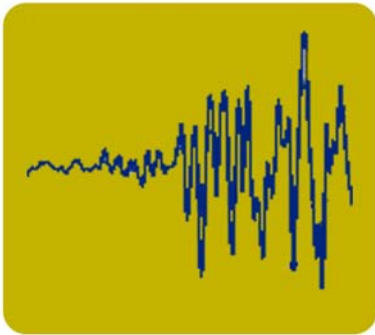




BALBOA ART CONSERVATION CENTER

WESTERN REGION FIELD SERVICE OFFICE

SOUTHERN CALIFORNIA GUIDE TO EMERGENCY PREPAREDNESS RESOURCES



Edited by: Amanda Resch
Western Region Field Service Project Manager
Funded by the National Endowment for the Humanities
April 2009

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

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Southern California Guide to
Emergency Preparedness Resources
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Compiled by

Balboa Art Conservation Center

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

BACC was formed to aid in the preservation of works of art and other objects of cultural interest, exclusively for charitable, scientific, and educational purposes. General purposes are:

- To coordinate and assist in carrying out the conservation programs of charitable, scientific, or educational organizations that own or have custody of works of art or other objects of cultural interest, and thereby may become BACC members, and to render conservation services for them.
- To investigate materials and equipment, and to conduct studies and tests, in order to develop methods to protect, preserve, and maintain the integrity of, and to improve the condition of, works of art and objects of cultural interest.
- To improve and disseminate knowledge of the theory and practice of conservation in relation to works of art and objects of cultural interest.
- To receive and accept donations, gifts, and bequests in order to further the exempt purposes of the corporation.



In honor of MayDay 2009, 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 *Southern California Guide to Emergency Preparedness Resources* is to serve as a resource for every collection holding institution in the state of California. 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.

The *Southern California 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. A well-prepared institution will have a much quicker and more efficient response to an emergency.

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.

I. NATIONAL AND REGIONAL RESOURCES FOR INFORMATION

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

American Association of Museums (AAM)

1575 Eye Street NW, Suite 400
Washington, DC 20005
(202) 289-1818 FAX (202) 289-6578
<http://www.aam-us.org/museumresources/ic/index.cfm>

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

2700 Prosperity Avenue, Suite 250
Fairfax, VA 22031
(703) 849-8888 FAX (703) 207-3561
Email: infonet@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 St. NW, Suite 320
Washington, DC 20005-1714
(202) 452-9545 FAX (202) 452-9328
Email: info@aic-faic.org
<http://aic.stanford.edu>

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 Library Association (ALA) Headquarters

50 East Huron Street
Chicago, IL 60611
(800) 545-2433 TDD (888) 814-7692
<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
(202) 303-4498
<http://www.redcross.org>

Call the American Red Cross for local branch or search 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

555 Herndon Parkway Suite 125

Herndon, VA 20170

(703) 478-2228

FAX (703) 742-8471

Email: asainfo@appraisers.org

<http://www.appraisers.org/>

California Department of Forestry and Fire Protection (CDF-CAL FIRE)

P.O. Box 944246

Sacramento, CA 94244-2460

CDF-CAL FIRE Region HQ

Central Sierra Region IV

1234 East Shaw Avenue

Fresno, CA 93710

(559) 222-3714

CDF CAL FIRE Southern Region Information

2524 Mulberry Street

Riverside, CA 92501

(951) 782-4140

<http://www.fire.ca.gov/>

CDF CAL FIRE Southern region encompasses county units of: Fresno-Kings, Madera-Mariposa-Merced, Riverside, San Benito-Monterey, San Bernardino (including Inyo County), San Diego (including Imperial County), San Luis Obispo, Tulare, and Tuolumne-Calaveras.

California Department of Forestry and Fire Protection

Fresno-Kings Unit

210 S. Academy Ave.

Sanger, CA 93657

(559) 485-7500

California Department of Forestry and Fire Protection

Madera-Mariposa-Merced Unit

5366 Hwy 49 North

Mariposa, CA 95338

(209) 966-3622

**California Department of Forestry and Fire Protection
Riverside Unit**
210 W. San Jacinto Street
Perris, CA 92570
(909) 940-6900

**California Department of Forestry and Fire Protection
San Benito-Monterey Unit**
2221 Garden Road
Monterey, CA 93940-5385
(831) 333-2600

**California Department of Forestry and Fire Protection
San Bernardino Unit**
3800 North Sierra Way
San Bernardino, CA 92405
(909) 881-6900

**California Department of Forestry and Fire Protection
San Diego Unit (including Imperial County)**
2249 Jamacha Road
El Cajon, CA 92019
(619) 590-3100

**California Department of Forestry and Fire Protection
San Luis Obispo Unit**
635 N Santa Rosa
San Luis Obispo, CA 93405
(805) 543-4244

**California Department of Forestry and Fire Protection
Tulare Unit**
1968 S. Lovers Lane
Visalia, CA 93277
(559) 732-5954

**California Department of Forestry and Fire Protection
Tuolumne-Calaveras Unit**
785 Mtn. Ranch Road
San Andreas, CA 95249
(209) 754-3831

California Governor’s Office of Emergency Services

3650 Schriever Ave.
Mather, CA 95655-4203
(916) 845-8510 FAX (916) 845-8511
www.oes.ca.gov/

California Seismic Safety Commission

1755 Creekside Oaks Drive, Suite 100
Sacramento, CA 95833
(916) 263-5506 FAX (916) 263-0594
Email: celli@stateseismic.com
<http://www.seismic.ca.gov/>

Caltrans

(800) 427-7623
(916) 445-7623
<http://www.caltrans.ca.gov/hq/roadinfo/>

Call for road closure information or access website for latest information from California Highway Information.

Centers for Disease Control and Prevention (CDC)

1600 Clifton Road
Atlanta, GA 30333
(800) 311-3435
<http://www.cdc.gov>

Centers for Disease Control and Prevention (CDC) Emergency Preparedness & Response

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

Center for Disability and Special Needs Preparedness

1010 Wisconsin Ave. NW, Suite 340
Washington, DC 20007
(202) 338-7158 FAX (202) 338-7216
Email: Info@disabilitypreparedness.org
<http://www.disabilitypreparedness.org>

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

Community Emergency Response Team (CERT)

<https://www.citizencorps.gov/cert/>

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 February 2009, there were 254 CERT teams in California.

Department of Homeland Security-Citizen Corps
www.citizencorps.gov.

Department of Homeland Security-Ready America
Community and State Information
<http://www.ready.gov/america/local/or.html>

Emergency Email Network
<http://www.emergencyemail.org/Default.asp>

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

EPA Region IX
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 Southern California Field Office
600 Wilshire Blvd., Suite 1460
Los Angeles, CA 90017
(213) 244-1800 FAX (213) 244-1850
EPA Region IX serves CA, AZ, NV, HI and 147 tribes in the Pacific Southwest.

Federal Emergency Management Agency (FEMA) HQ
Federal Center Plaza
500 C Street SW
Washington, DC 20472
(202) 566-1600
<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, recovery and disaster assistance.

**Federal Emergency Management Agency
Regional Office, Region IX**
1111 Broadway, Suite 1200
Oakland, CA 94607-4052
(510) 627-7100 FAX (510) 627-7112

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.

Fresno County Office of Emergency Services (OES)

1221 Fulton Mall
Fresno, CA 93775

(559) 445-3391 FAX (559) 445-3299

<http://www.fresnohumanservices.org/CommunityHealth/EnvironmentalHealth/OfficeEmergencyServices/>

Governor's Office of Emergency Services

Disaster Assistance Programs Branch
3650 Schriever Avenue
Mather, CA 95655

(916) 845-8100 SPILL NOTIFICATION (800) 852-7550

<http://www.oes.ca.gov>

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/>

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 (contact FEMA to request a printed copy of this publication). 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.

Imperial County Office of Emergency Services

1078 Dogwood Road
Heber, CA 92249

(760) 482-2400

<http://www.co.imperial.ca.us/>

Institute for Crisis Management (ICM)

455 S. 4th Street, Suite 1490
Louisville, KY 40202

(502) 587-0327 FAX (502) 587-0329

Email: [infosisexperts.com](http://www.crisisexperts.com)

<http://www.crisisexperts.com>

Institute for Home & Business Safety (IBHS)

4775 East Fowler Avenue
Tampa, FL 33617
(813) 286-3400 FAX (813) 286-9960
Email: info@ibhs.org
<http://www.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) 653-4789 FAX (202) 653-4608
Email: <http://www.imls.gov>
<http://www.imls.gov/index.shtm>

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>

Inyo County Office of Emergency Services

P.O. Box 427
Independence, CA 93526
(760) 878-0292 FAX (760) 878-7241 or (760) 878-7864
Email: inyoehs@qnet.com
http://www.countyofinyo.org/OES/emergency_planning_and_disaster_supplies.htm

Kern County Office of Emergency Services

Kern County Fire Department
5642 Victor Street
Bakersfield, CA 93308
(661) 391-7000 FAX (661) 399-2915
<http://www.co.kern.ca.us/fire/oes/>

Kings County Office of Emergency Services
County Fire Department Headquarters
280 North Campus Drive
Hanford, CA 93230
(559) 582-3211 ext. 2881 FAX (209) 582-8261
<http://www.countyofkings.com/fire/oes.htm>

Library of Congress, Preservation Directorate
101 Independence Avenue SE
Washington, DC 20540
(202) 707-5213 FAX (202) 707-3434
Email: nppo@loc.gov
<http://www.loc.gov/preserv/>

Los Angeles County Office of Emergency Management
1275 N. Eastern Avenue
Los Angeles, CA 90063
(323) 980-2260 FAX (323) 881-6897
<http://lacoa.org/>

**Madera County Office of Emergency Services
Sheriff's Headquarters**
14143 Road 28
Madera, CA 93638
(559) 675-7770
Email: sheriff@madera-county.com
<http://www.madera-county.com/sheriff/officelocations.html>

Mariposa County Office of Emergency Services
Sheriff's Department
P.O. Box 162
Mariposa, CA 95338
(209) 966-4330 FAX (209) 966-0252

Merced County Office of Emergency Services
Merced County Fire Department
735 Martin Luther King Jr. Way
Merced, CA 95340
(209) 385-7379 – 24 Hour Information
(209) 385-7548
<http://web.co.merced.ca.us/fire/oes.htm>

**Mono County Office of Emergency Services
Sheriff's Department**
P.O. Box 616
100 Bryant Street
Bridgeport, CA 93517
(760) 932-5279 FAX (760) 932-7435
<http://www.monosheriff.org/emerg.htm>

Monterey County Office of Emergency Services
1322 Natividad Rd.
Salinas, CA 93906
(831) 796-1900
<http://www.co.monterey.ca.us/oes/>

National Archives & Records Administration (NARA)
8601 Adelphi Road
College Park, MD 20740
(266) 272-6272
<http://www.archives.gov>

National Earthquake Information Center (NEIC)
Box 25046 DFC MS 966
Denver, CO 80225-0046
(303) 273-8500 FAX (303) 273-8450
Email: sedas@neis.cr.usgs.gov
<http://neic.usgs.gov>

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.fed.us>

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 Fire Protection Association (NFPA)

Western Region Office
6285 East Spring Street #363
Long Beach, CA 90808-4000
(562) 497-1706 FAX (562) 497-1716
<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)

Region IX Office
FEMA – Mitigation Division
1532 Eureka Road, Suite 103
Roseville, CA 95661
(916) 780-7889 FAX (916) 780-7905
Email: FloodSmart@dhs.gov
<http://www.floodsmart.gov/floodsmart/pages/index.jsp>

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

National Institute for Occupational Safety and Health (NIOSH)

375 E Street SW, Suite 9200
Patriots Plaza Building
Washington, DC 20201
(800) 35-NIOSH FAX (513) 533-8573
NIOSH Emergency Preparedness & Response website link:
<http://www.cdc.gov/niosh/topics/emergency.html>

National Institute for Occupational Safety and Health (NIOSH)

Denver Federal Center Field Office
P.O. Box 25226
Bldg 35 Room I-1405
Denver, CO 80225-0226
(303) 236-5944 FAX (303) 236-6072
(800) 35-NIOSH
<http://www.cdc.gov/niosh>

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

National Oceanic and Atmospheric Administration (NOAA)

Office of Public & Constituent Affairs
US Department of Commerce
14th Street & Constitution Avenue NW
Room 6217
Washington, DC 20230
(202) 482-6090 FAX (202) 482-3154
Email: answers@noaa.gov
<http://www.noaa.gov>

**NOAA's National Weather Service Forecast Office
Sacramento, CA**

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

Check local forecast by entering city name. Also links to information on current hazards, weather warnings (local and national), and weather safety

Occupational Safety and Health Administration (OSHA)

Region IX Federal Contact Numbers
71 Stevenson Street, Room 420
San Francisco, California 94105
(415) 975-4310 FAX (415) 975-4319
<http://www.osha.gov>

Occupational Safety and Health Administration (OSHA)

Region IX State Contact Numbers
CA Department of Industrial Relations
455 Golden Gate Avenue 10th Floor
San Francisco, CA 94102
(415) 703-5100 FAX (415) 703-5135
http://www.dir.ca.gov/occupational_safety.html

Publishes and enforces safety and health regulations.

Orange County Office of Emergency Services

2644 Santiago Canyon Road
Silverado, CA 92676
(714) 628-7055 FAX (714) 628-7154
<http://www.ocsd.org/>

Public Relations Society of America (PRSA)

Books and Publications
33 Maiden Lane 11th Floor
New York, NY 10038-5150
(212) 460-1459 FAX (212) 995-0757
Email: resources@prsa.org
<http://www.prsa.org/>

Regional Alliance for Preservation (RAP)

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

RAP is a cooperative of the Preservation Field Service Programs that are funded by the NEH. RAP is made up of 14 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 V. Conservators*.

Riverside County Office of Emergency Services

Public Health Emergency Preparedness and Response
Riverside, CA 92502-1412
(951) 358-7100 FAX (951) 358-7105
<http://www.rivcophepr.org/home/index.htm>

San Benito County Office of Emergency Services

471 Fourth Street
Hollister, CA 95023
(831) 636-4168 FAX (831) 636-4104
<http://www.san-benito.ca.us/departments/esd.htm>

San Bernardino County Office of Emergency Services

Division of San Bernardino County Fire Department
1743 Miro Way
Rialto, CA 92376
(909) 356-3998 FAX (909) 356-3965
<http://www.sbcfire.org/oes/index.asp>

San Diego County Office of Emergency Services

5555 Overland Avenue, Suite 1911
San Diego, CA 92123
(858) 565-3490 FAX (858) 565-3499
Email: oes@sdcounty.ca.gov
<http://www.sdcounty.ca.gov/oes/>

San Luis Obispo County Office of Emergency Services

SLO County Government Center
1050 Monterey St., Room D430
San Luis Obispo, CA 93408
(805) 781-5011 FAX (806) 781-5005
<http://www.slocounty.ca.gov/oes.htm>

Santa Barbara County Office of Emergency Services

105 East Anapamu Street, #102
Santa Barbara, CA 93101
(805) 681-5526 FAX (805) 560-1032
<http://www.countyofsb.org/ceo/oes/oes.asp>

Smithsonian Center for Materials Research & Education (SCMRE)

4210 Silver Hill Road
Suitland, MD 20746
(301) 238-1240 FAX (301) 238-3709
Email: web@scmre.si.edu
<http://www.si.edu/scmre/>

Tulare County Office of Emergency Services

(800) 834-7121
http://www.tularehhsa.org/emerg_prep/index.cfm

United States Geological Survey (USGS)

USGS Western Region Offices
Menlo Park Campus, Bldg. 3
345 Middlefield Road
Menlo Park, CA 94025
(650) 853-8300
<http://www.usgs.gov/>

United States National Archives & Records Administration (NARA)

8601 Adelphi Road
College Park, MD 20740-6001
(866) 272-6272 FAX (301) 837-0483
<http://www.archives.gov>

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

Ventura County Office of Emergency Services

Sheriff's Office
800 South Victoria Avenue
Ventura, CA 93009
(805) 654-2552 FAX (805) 648-9258
<http://portal.countyofventura.org/>

West Coast and Alaska Tsunami Warning Center

Email: wcatwc@noaa.gov

<http://wcatwc.arh.noaa.gov/>

Western States Seismic Policy Council (WSSPC)

801 K Street, Suite 1436

Sacramento, CA 95814

(916) 444-6816

FAX (916) 444-8077

Email: wsspc@wsspc.org

<http://www.wsspc.org/AboutWSSPC/index.html>

II. ONLINE RESOURCES FOR EMERGENCY RESPONSE PLANNING Selected List

Introduction

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, nor 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://palimpsest.stanford.edu>

The most comprehensive Internet resource for preservation and conservation related information, including emergency response planning, is Conservation OnLine (CoOL), a project of the Stanford University Libraries Preservation Department. 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

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).

Regional Alliance for Preservation (RAP) – <http://www.rap-arcc.org>

RAP is a cooperative of the Preservation Field Service Programs that are funded by the NEH. RAP is made up of 14 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 leaflet, “Are you prepared? A guide to emergency planning” is available online at <http://www.rap-arcc.org/leaflets/grfemer.htm>.

Additional Online Resources

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.

Federal Emergency Management Agency

<http://www.fema.gov/library/bizindex.shtm>

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.

Northeast Document Conservation Center (NEDCC)

<http://www.nedcc.org/plam3/index3.htm>

The Northeast Document Conservation Center is the largest regional conservation center in the US. Its areas of expertise include paper, book and photograph conservation. NEDCC has produced a number of emergency management technical leaflets for libraries and archives, available online.

Ready.gov (Office of Homeland Security)

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

Southeastern Library Network, Inc (SOLINET)

http://www.solinet.net/preservation/preservation_templ.cfm?doc_id=71

SOLINET is a nonprofit library cooperative serving the southeastern United States. Their website provides disaster mitigation and recovery resources, including technical leaflets and other publications, videos, and disaster materials.

JOURNALS

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

Abbey Newsletter – <http://palimpsest.stanford.edu/byorg/abbey/an>

Contingency Planning & Management – <http://www.contingencyplanning.com>

Disaster Recovery Journal – <http://www.drj.com>

Western Association for Art Conservation (WAAC) Newsletter – <http://palimpsest.stanford.edu/waac>

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: consdist-request@lindy.stanford.edu. The text of your message should read: subscribe consdist YourFirstName YourLastName

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, send a message to: listserv@listserv.muohio.edu. The body of the message should read: SUB ARCHIVES firstname lastname

To search the archives of this listserv: <http://listserv.muohio.edu/archives/archives.html>

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 “Join or leave the list (or change settings)” and follow the instructions. You can 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://duvel.te.verweg.com/cgi-bin/mailman/listinfo/msn-list>.

On this website, you will also find the Cultural Property Protection Network, providing information about incidents involving cultural property, like thefts, forgery, etc.

To subscribe, send a message to: subscribe@cprotonet.net.

PESTLIST

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/default.asp>

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

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 visit: <http://www.rcaam.org/>. Please send a piece of email to hkajic@ushmm.org with your email address, first and last names.

III. EARTHQUAKE SAFETY PREPAREDNESS ONLINE RESOURCES

The following sites provide information useful for earthquake disaster planning.

National Earthquake Information Center (NEIC)

Box 25046 DFC MS 966
Denver, CO 80225-0046
(303) 273-8500 FAX (303) 273-8450
Email: sedas@neis.cr.usgs.gov
<http://neic.usgs.gov>

US Geological Survey (USGS)

National Earthquake Hazards Program- Northern California
USGS Western Region Office
345 Middlefield Road MS 977
Menlo Park, CA 94025
(650) 329-4668 FAX (650) 329-5163
<http://pasadena.wr.usgs.gov/>

The US Geological Survey is the nation's largest earth, water, biological science and civilian mapping agency. This site has a real-time earthquake forecast feature as well as resources, maps and publications related to earthquakes and other natural disasters.

CA Seismic Safety Commission

1755 Creekside Oaks Drive, Suite 100
Sacramento, CA 95833
(916) 263-5506 FAX (916) 263-0594
Email: celli@stateseismic.com
<http://www.seismic.ca.gov/>

Southern California Earthquake Center (SCEC)

University of Southern California
3651 Trousdale Parkway, Suite 169
Los Angeles, CA 90089-0742
(213) 740-5843 FAX (213) 740-0011
Email: SCECinfo@usc.edu
<http://www.scec.org/>

Q-Safety Inc.

1760 Evergreen Street
Duarte, CA 91010
(800) 997-2338
Email: support@qsafety.com
<http://www.qsafety.com/>

Q-Safety Inc. specializes in earthquake safety fastening products for both industry and home. Their online site links to other earthquake emergency preparedness site.

IV. 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

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.

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>

ArtWorks San Diego

8835 Balboa Avenue, Unit C

San Diego, CA 92123

(858) 279-4301

FAX (858) 279-4302

Email: info@artworkssandiego.com

<http://www.artworkssandiego.com>

Provide art handling, storage and installation services.

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

FAX (626) 449-9603

http://www.curatorial.com/ca_packing_and_crating.asp

Fine Art Shipping

404 N. Oak Street

Inglewood, CA 90302

(310) 677-0011

FAX (310) 677-8586

Email: contact@fineartship.com

<http://www.fineartship.com/>

Lile Logistics Fine Art Shipping

West Coast (800) 755-7698

Professional Packers

5930 W. Jefferson Blvd.

Los Angeles, CA 90016

(310) 202-6800

US Art Company, Inc.

12600 Daphne Avenue

Hawthorne, CA 90250

(323) 755-9000

FAX (323) 755-8000

<http://www.usart.com>

BOARDING-UP SERVICES: Many glass companies have 24-hour emergency boarding up services. Check the *Yellow Pages* under “Glass-Board-Up Service.”

BUILDING INSPECTORS: Check the *Yellow Pages* under “Building Inspections.”

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.

Advanced Data Solutions LLC

2605 Hoover Ave., Suite F
National City, CA 91950
(888) 994-3282 FAX (619) 336-1406
<http://www.adv-data.com/default.htm>

Belfor, USA Inc.

(800) 856-3333 - 24 Hour Hotline
Email: info@us.belfor.usa
<http://www.belforusa.com>

Belfor, USA Inc. - Los Angeles

2920 East White Star Ave.
Anaheim, CA 92806
(714) 632-7685 FAX (714) 632-7688

Belfor, USA Inc. - San Diego

11545 Sorrento Valley Rd. #30
San Diego, CA 92121
(858) 847-9886 FAX (858) 847-9878

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)

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

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

Data Recovery Group

1821 Marina Blvd.

San Leandro, CA 94577

(888) 462-3282

<http://www.datarecoverygroup.com/>

Document Reprocessors (West Coast Office)

1384 Rollins Road

Burlingame, CA 94010

(800) 4-DRYING – 24 Hour Disaster Line

(650) 401-7711

FAX (650) 401-8711

<http://www.documentreprocessors.com>

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 and Hauling”.

DEHUMIDIFICATION:**Belfor, USA Inc.**

(800) 856-3333 - 24 Hour Hotline

Email: info@us.belfor.usa

<http://www.belforusa.com>

Belfor, USA Inc. - Los Angeles

2920 East White Star Ave.

Anaheim, CA 92806

(714) 632-7685

FAX (714) 632-7688

Belfor USA - San Diego

11545 Sorrento Valley Rd. #30

San Diego, CA 92121

(858) 847-9886

FAX (858) 847-9878

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>

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

Munters Moisture Control Services

San Clemente Office

201 Calle Pintesco

San Clemente, CA 92672

(800) MUNTERS

FAX (949) 492-5996

Email: mcsinfo@munters.com

<http://www.munters.us>

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

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:

Aeroscopic Environmental, Inc.

5245 San Fernando Road West
Los Angeles, CA 90039
(800) 950-2376
(818) 543-3930 FAX (818) 543-3986
<http://www.aeroscopic.com>

Disaster response services include fire and water damage salvage, freeze drying, and mold testing and abatement.

Belfor, USA Inc.

(800) 856-3333 – 24 Hour Hotline
Email: info@us.belfor.usa
<http://www.belforusa.com>

Belfor, USA Inc. – Los Angeles

2920 East White Star Ave.
Anaheim, CA 92806
(714) 632-7685 FAX (714) 632-7688

Belfor, USA Inc. – San Diego

11545 Sorrento Valley Rd. #30
San Diego, CA 92121
(858) 847-9886 FAX (858) 847-9878

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) 4-DRYING – 24 Hour Disaster Line
(650) 401-7711 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.

SOLEX Environmental Systems, Inc.

P.O. Box 460242

Houston, TX 77056

(800) 848-0484

FAX (713) 461-5877

(713) 963-8600 – 24 Hour Emergency Hotline

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 Logistics Inc.

5361 Santa Ana St.

Ontario, CA 91761

(888) 808-4877

(909) 937-3417

<http://www.americold.net>

US Growers Cold Storage

3141 East 44th St.

Los Angeles, CA 90058

(800) 366-3163

<http://www.usgrowers.com>

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.” For a state-by-state listing of environmental professionals, visit the website for The Environmental *Network* at <http://www.leadlisting.com/>. 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.artsandcraftstheatersafety.org/>

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

EMLab Laboratories

5473 Kearny Villa Road, Suite 130
San Diego, CA 92123
(866) 465-6653 FAX (858) 596-5806

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

EMLab Microlab – Irvine

2102 Business Center Dr., Ste. 115M
Irvine, CA 92612
(866) 465-6653 FAX (858) 569-5806

EMLab Microlab – Long Beach

4401 Atlantic Ave., Ste. 200
Long Beach, CA 90807
(866) 465-6653 FAX (858) 569-5806

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

Environmental Information Association

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

Email: info@eia-usa.org

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

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

EPA Region IX

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 Southern California Field Office

600 Wilshire Blvd., Suite 1460

Los Angeles, CA 90017

(213) 244-1800

FAX (213) 244-1850

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

National Institute of Environmental Health Sciences

Office of Communications

P.O. Box 12233

Research Triangle Park, NC 27709

(919) 541-3345

<http://www.niehs.nih.gov>

Clearinghouse for information on environmental health effects.

National Lead Information Center

422 S Clinton Avenue

Rochester, NY 14620

(800) 424-LEAD

FAX (585) 232-3111

<http://www.epa.gov/lead/nlic.htm>

US Consumer Product Safety Commission

Western Region Office

1301 Clay Street, Suite 610-N

Oakland, CA 94612-5217

(800) 638-2772 Consumer Hotline

(510) 637-4050

FAX (510) 637-4060

Email: info@cpsc.gov

<http://www.cpsc.gov>

Call to request information about potential hazards of commercial products.

MICROFILM:

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

303 Arthur Street

Fort Worth, TX 76107

(800) 433-2940 – 24 Hour Hotline

<http://www.bmscat.com>

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

Challenge Industries Microfilm

402 East State Street

Ithaca, New York 14850

(607) 272-8990

FAX (607) 277-7865

Email: info@aboutchallenge.org

<http://www.aboutchallenge.org/>

Challenge Industries 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) 4-DRYING – 24 Hour Disaster Hotline
(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.

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 Lansdowne, 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/homeowners/> or (703) 573-8330.

To speak to Dr. Parker about developing an effective IPM program, you can contact him by phone at (610) 284-6249 or by email at bugman22@aol.com.

PHOTOGRAPH/NEGATIVE SALVAGE:

Chicago Albumen Works

P.O. Box 805
Housatonic, MA 01236
(413) 274-6901 FAX (413) 274-6934

Email: collections@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 01810-1428
(978) 470-1010
FAX (978) 475-6021

Email: nedcc@nedcc.org

<http://www.nedcc.org/home.php>

POISON:

California Poison Control System (CPCS)

School of Pharmacy, University of California San Francisco

Box 1262

San Francisco, California 94143-1262

(415) 502-8600 FAX (415) 502-8620

(800) 222-1222 – 24 Hour Poison Action Hotline

<http://www.calpoison.org>

The CPCS is a member of the American Association of Poison Control Centers and can search for local branches.

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 of authorized persons to enter the building, and maintain logs for sign in and sign out. If appropriate, provide identification tags, especially for volunteers.

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 4th Floor

New York, NY 10036-6604

(212) 944-8291 FAX (212) 944-8293

Email: inquiries@abaa.org

<http://www.abaa.org>

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
355 Buena Vista East #710W
San Francisco, CA 94117
(415) 863-3173 FAX (415) 431-1939
Email: Alice@ATADA.org
<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 at the International Foundation for Art Research (IFAR)

20 East 46th Street, Suite 1402
New York, NY 10017
(212) 297-0941 FAX (212) 972-5091
Email: info@alrny.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 more information about Object ID, please contact the Council for the Prevention of Art Theft (CoPAT), The Estate Office, Stourhead Park, Stourton, Warminster, Wiltshire BA12 6QD, United Kingdom. Email: info@object-id.com Website: <http://www.object-id.com>

ASIS International

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

ASIS International is an international organization of security professionals. On the website you will find “Suggested Guidelines in Museum Security”, developed by its Standing Committee on Museum, Library and Archive Security.

FBI Los Angeles Field Office

11000 Wilshire Blvd., Suite 1700
Los Angeles, CA 90024
(310) 477-6565
<http://losangeles.fbi.gov/>

Interpol, Stolen Works of Art

General Secretariat
200, quai Charles de Gaulle
69006 Lyon
France
FAX (33) 4 72 44 71 63
Email: woa@interpol.int
<http://www.interpol.int/Public/WorkOfArt/Default.asp>

The International Criminal Police Organization – Interpol is made up of 182 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

POB 3213
3032 XD Rotterdam
The Netherlands
(31) 10 4655724
Email: info@museum-security.org
<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 list serve is available at: <http://duvel.te.verweg.com/cgi-bin/mailman/listinfo/msn-list>.

National Stolen Art File

Federal Bureau of Investigation
MT/TCU, Room 5096
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 60602-0722
(312) 606-0722 FAX (312) 606-0728
(866) 722-7858
Email: info@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
Email: info@us.belfor.usa
<http://www.belforusa.com>

Belfor, USA Inc. – Lost Angeles

2920 East White Star Ave.
Anaheim, CA 92806
(714) 632-7685 FAX (714) 632-7688

Belfor USA – San Diego

11545 Sorrento Valley Rd. #30
San Diego, CA 92121
(858) 847-9886 FAX (858) 847-9878

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)
<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.

Munters Corporation

MCS - San Francisco District Office

150 Mason Circle, Suite J

Concord, CA 94520

(800) MUNTERS FAX (925) 687-5374

Email: mcssanfr@munters.com

<http://www.muntersamerica.com>

Munters Corporation

MCS - West Coast Regional Office

201 Calle Pintesco

San Clemente, CA 92672

(800) MUNTERS FAX (323) 268-6845

Email: mcswc@munters.com

<http://www.muntersamerica.com>

Munters is the world leader in humidity control with 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.

V. 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 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 C).

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 resource guide 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>

Gaylord Bros.

P.O. Box 4901

Syracuse, NY 13221-4901

(800) 448-6160

FAX (800) 272-3412

Email: customerservice@gaylord.com

<http://www.gaylord.com>

Metal Edge, Inc.

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

National Bag Company, Inc.

2233 Old Mill Road
Hudson, OH 44236
(800) 247-6000 FAX (330) 425-9800
<http://www.nationalbag.com>

University Products, Inc.

P.O. Box 101
Holyoke, MA 01041-0101
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.archivalsuppliers.com>

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

Archivart

A Division of Heller & Usdan, Inc.
7 Caesar Place
Moonachie, NJ 07074
(800) 804-8428
Email: sales@archivart.com
<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
Email: customerservice@gaylord.com
<http://www.gaylord.com>

Talas

568 Broadway
New York, NY 10012
(212) 219-0770 FAX (212) 219-0735
Email: info@talasonline.com
<http://www.talas-nyc.com>

University Products, Inc.

P.O. Box 101
Holyoke, MA 01041-0101
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.archivalsuppliers.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.

<http://www.consolidatedplastics.com>

Gaylord Bros.

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

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

Metal Edge, Inc.

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

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

National Bag Company, Inc.

2233 Old Mill Road
Hudson, OH 44236
(800) 247-6000 FAX (330) 425-9800
<http://www.nationalbag.com>

A variety of plastic containers, including collapsible storage containers

PROTEXT, Inc.

P.O. Box 30423
Bethesda, MD 20824

(301) 320-7231 FAX (301) 320-7232

Email: ProText@protext.net

<http://www.protext.net>

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

University Products, Inc.

P.O. Box 101
Holyoke, MA 01041-0101

(800) 628-1912 FAX (800) 532-9281

Email: info@universityproducts.com

<http://www.archivalsuppliers.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

Email: customerservice@gaylord.com

<http://www.gaylord.com>

Peregrine Brushes and Tools

1211 North 60 West
Wellsville, UT 84339

435-245-5830

www.brushesandtools.com

Talas

568 Broadway Suite 107
New York NY 10012

(212) 219-0770 FAX (212) 219-0735

Email: info@talasonline.com

<http://www.talas-nyc.com>

University Products, Inc.

P.O. Box 101
Holyoke, MA 01041-0101
(800) 628-1912
FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.archivalsuppliers.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., The Preparedness Center

311 E. Perkins Street
Ukiah, CA 95482
(707) 472-0280 FAX (707) 472-0228
Email: info@preparedness.com
<http://www.preparedness.com/chemlig.html>

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

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

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 hygromograph 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

<http://www.dicksonweb.com>

Fisher Scientific Company

2000 Park Lane

Pittsburgh, PA 15275-1166

(800) 766-7000

FAX (800) 926-1166

<http://www.fishersci.com>

Gaylord Bros.

P.O. Box 4901

Syracuse, NY 13221-4901

(800) 448-6160

FAX (800) 272-3412

Email: customerservice@gaylord.com

<http://www.gaylord.com>

Image Permanence Institute (IPI)

Rochester Institute of Technology/IPI

70 Lomb Memorial Drive

Rochester, NY 14623

<http://www.imagepermanenceinstitute.org>

Onset Corp.

PO Box 3450

Pocasset, MA 02532

(800) 564-4377

FAX (508) 759-9100

Email: sales@onsetcomp.com

<http://www.onsetcomp.com>

Robert E. White Instruments, Inc.

711 Atlantic Avenue

Boston, MA 02111

(800) 992-3045

FAX (617) 482-8304

<http://www.robertwhite.com>

Talas

20 West 20th Street

New York, NY 10011

212-219-0770

www.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.

FENCE: 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 the Rocky Mountain Tool Company online at <http://www.pelicanproducts.us/>.

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.

P.O. Box 30423

Bethesda, MD 20824

(301) 320-7231

FAX (301) 320-7232

Email: ProText@protext.net

<http://www.protext.net>

PROTEX, 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. Addresses are 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
(410) 358-9444 FAX (410) 358-9495
<http://www.advpack.com/>

Custom and specialty cases.

FP International

6195 East Randolph Street
Commerce, CA 90040-3515
(323) 722-5112 FAX (323) 722-4934

Also CUSHION-LITE® Polyethylene Foam and CUSHION-Air® Polyethylene bubble cushioning.

FP International

1050 Broadway
Redwood City, CA 94063
(800) 888-9946 FAX (650) 366-0248
<http://www.fpintl.com>

Manufactures *Cell-O*[®] air cushions, *NOVUS*[®] Packaging Systems.

National Bag Company, Inc.

2233 Old Mill Road
Hudson, OH 44236
(800) 247-6000 FAX (330) 425-9800
<http://www.nationalbag.com>

Uline

25392 Commercentre Dr.
Lake Forest, CA 92630
(800) 958-5463
Email: customer.service@uline.com
<http://www.uline.com>

Veripack

P.O. Box 3075
Framingham, MA 01701
(800) 388-4344 FAX (800) 328-5146
Email: customerservice@veripack.com
<http://www.veripack.com>

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

Global Industrial

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

One Way Solutions

550 Frontage Road
Northfield, IL 60093
(866) 446-0872 FAX (847) 446-2860
Email: pallet@oneway-solutions.com
<http://www.oneway-solutions.com/>

Plastic pallets of various sizes and load-bearing weights.

Pallet-Mall

<http://www.pallet-mall.com/>

Online market place for pallets with an automated “request for proposal” program that allows you to select suppliers within a specified radius

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

Atlantic Paste & Glue Co. (CatchMaster's)

170 53rd Street

Brooklyn, NY 11232

(800) 458-7454

FAX (718) 439-0039

Email: info@catchmaster.com

<http://www.catchmaster.com/insectroachpro.html>

Professional insect and roach glue products.

Gaylord Bros.

P.O. Box 4901

Syracuse, NY 13221-4901

(800) 448-6160

FAX (800) 272-3412

Email: customerservice@gaylord.com

<http://www.gaylord.com>

Gaylord Bros. carries Serrico® traps for cigarette beetles; Nosurvivor Clothes Moth Kit®; Museum Pest Kit that contains a variety of traps and lures.

Insects Limited, Inc.

16950 Westfield Park Road

Westfield, IN 46074-9374

(317) 896-9300

FAX (317) 867-5757

Email: InsectsLtd@aol.com

<http://www.insectslimited.com>

Products include pest and insect detectors and traps, pheromone lures and pest monitoring management software.

University Products, Inc.

P.O. Box 101

Holyoke, MA 01041-0101

(800) 628-1912

FAX (800) 532-9281

Email: info@universityproducts.com

<http://www.archivalsuppliers.com>

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 you to see what is being covered. Vinyl sheeting should be avoided for long-term storage. Inert plastic sheeting, such as Mylar or Melinex 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. This is an excellent product to use to cover cases, boxes and displays to protect against dust and water damage.

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**. For suppliers of respirators, see the listings below for “Safety Supplies and Equipment.” Safety suppliers will be able to help you determine your needs and fit you for the proper respirator. For additional assistance, contact the Cal OSHA Consultation office in your area http://www.dir.ca.gov/dosh/consultation_offices.html by phone at (800) 963-9424, or by email at InfoCons@dir.ca.gov. 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>.

Lab Safety Supply

P.O. Box 1368
Janesville, WI 53547-1368
(800) 356-0783 FAX (800) 543-9910
Email: custsvc@labsafety.com
<http://www.labsafety.com>

Sigma-Aldrich Corporation

3050 Spruce Street
St. Louis, MO 63103
(800) 521-8956 FAX (314) 771-5757
<http://www.sigmaaldrich.com>

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

1961 S. Santa Fe Avenue
Los Angeles, CA 90021-2917
(213) 627-2244 FAX (213) 627-2216
<http://www.airgas.com>

Airgas**Airgas Rutland Tool**

(Regional Center, Retail Store)
2225 Workman Mill Road
Whittier, CA 90601
(562) 566-5010 FAX (562) 566-5011

Be Ready Inc.

Oceanside, CA 92054
(800) 800-7922
(760) 966-3600
<http://www.bereadyinc.com/INDEX.ASP>

California Safety and Supply Company

44340 Osgood Road
Fremont, CA 94539
(408) 727-8530 FAX (408) 988-6623
Email: contactus@calsafety.com
<http://www.california-safety.com>

Cole-Parmer Instrument Company

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

Industrial Safety Supply Corporation

P.O. Box 8686
Emeryville, CA 94662
(510) 658-0414 FAX (510) 658-0413
<http://www.issc.com>

Lab Safety Supply

P.O. Box 1368
Janesville, WI 53547-1368
(800) 356-0783 FAX (800) 543-9910
Email: custsvc@labsafety.com
<http://www.labsafety.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
Tipton, PA 16684-0304
(800) HOT-HOGS FAX (800) 621-PIGS
Email: hothogs@newpig.com
<http://www.newpig.com>

Vallen Safety Supply Company

19230 Van Ness Avenue
Torrance, CA 90501
(800) 4-VALLEN
<http://www.vallen.com>

Vallen Safety Supply Company

2170 Commerce Avenue, Ste. D
Concord, CA 94520
(800) 4-VALLEN
<http://www.vallen.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 Conserv-O-Gram, “Choosing a museum vacuum cleaner”
<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
Email: customerservice@gaylord.com
<http://www.gaylord.com>

University Products, Inc.

P.O. Box 101
Holyoke, MA 01041-0101
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.archivalsuppliers.com>

Nilfisk-Advance America Inc. Headquarters

300 Technology Drive
Malvern, PA 19355
(610) 467-6240
Email: questions@nilfisk-advance.com

WATER-SENSING ALARMS:

Dorlen Products Inc.

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

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

Gaylord Bros.

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

Carries Dorlen's Water Alert[®] alarms.

Preservation Resource Group

P.O. Box 1768

Rockville, MD 20849

(800) 774-7891

FAX (301) 279-7885

<http://www.prginc.com>

Carries Waterbug detection monitors.

Sonin Water Sensor - SONIN, Inc.

15105-D John J. Delaney Drive, Suite 333

Charlotte, NC 28277

(800) 223-7511

FAX (704) 540-9800

<http://www.sonin.com>

Manufactures the Sonin Water Alarm with Remote Sensor and the Wireless Water Alarm, as well as moisture meters. Call to find a local distributor or purchase online from www.amazon.com

Tyco Thermal Controls

300 Constitution Drive

Menlo Park, CA 94025-1164

(800) 545-6258

FAX (650) 361-5579

<http://www.tycothermal.com/usa/english/leakdetection/default.aspx>

TraceTek™ brand leak detection systems

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.”

VI. 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, *Guidelines for Selecting 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://aic.stanford.edu/public/select.html>.

The pamphlet, *Choosing and Working with a Conservator*, also provides guidance for selection of a conservator. This pamphlet can be purchased online from SOLINET at: http://www.solinet.net/preservation/preservation_templ.cfm?doc_id=71.

NATIONAL RESOURCE

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@aic-faic.org

<http://aic.stanford.edu>

A list of conservators in your region can be found in AIC's *Guide to Conservation Services*. Copies of the brochure *Guidelines for Selecting a Conservator* and *AIC Code of Ethics and Standards of Practice* can be obtained from the AIC office.

The *Guide to Conservation Services*, an educational public service of the American Institute for Conservation of Historic and Artistic Works (AIC), is a list of conservation professionals available to help meet your conservation needs. A computerized list is generated based on the nature of the object(s), the service(s) being sought, and the relevant geographic area. The conservators on the list are members of the American Institute for Conservation of Historic and Artistic Works (AIC), the national membership organization for conservation professionals.

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 cooperative of the Preservation Field Service Programs that are funded by the NEH. RAP is made up of 14 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 listing of the 14 RAP members are on the following two pages.

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>

Education & training, preservation management, emergency assistance, site surveys, and consultations.

Balboa Art Conservation Center

PO Box 3755
San Diego, CA 92163-3755
(619) 236-9702 FAX (619) 236-0141
Email: info@bacc.org
<http://www.bacc.org>

Paintings, polychrome sculpture, paper, photography, and frame conservation. Analytical services. Consulting, training and emergency assistance.

Conservation Center for Art and Historic Artifacts (CCAHA)

264 South 23rd Street
Philadelphia, PA 19103
(215) 545-0613 FAX (215) 735-9313
Email: ccaha@ccaha.org
<http://www.ccaha.org>

Books, paper, parchment, and photograph conservation. Training, consulting, reformatting, and emergency assistance.

The Gerald R. Ford Conservation Center

Nebraska State Historical Society
1326 South 32nd Street
Omaha, NE 68105
(402) 595-1180 FAX (402) 595-1178
Email: grfcc@mail.state.ne.us
<http://www.nebraskahistory.org/fordcenter>

Objects, paper, textiles, photographs, books, frames, archaeology, and sculpture conservation. Digital imaging services. training, consulting, and emergency assistance.

Intermuseum Conservation Association

2915 Detroit Avenue
Cleveland, OH 44113
(216) 658-8700 FAX (216) 658-8709
Email: ica@ica-artconservation.org
<http://www.ica-artconservation.org>

Paintings, paper, photographs, books, objects, textiles, and frame conservation. Analytical services, fine art storage, and training.

Midwest Art Conservation Center

2400 3rd Avenue South
Minneapolis, MN 55404
Email: info@preserveart.org
<http://www.preserveart.org>

Paintings, paper, objects, and textiles conservation. Analytical services. Consulting, training and emergency assistance.

**National Park Service
Division of Conservation
Harpers Ferry Center**

P.O. Box 50
Harpers Ferry, WV 25425-0050
(304) 535-6228 FAX (304) 535-6055
Email: Jane_Merritt@nps.gov
<http://www.nps.gov/hfc/conservation>

For NPS Sites and collections only.
Paper, Textiles, Objects/Ethnographic, and wooden artifacts conservation. Analytical services. Consulting and emergency services.

Northeast Document Conservation Center (NEDCC)

100 Brickstone Square
Andover, MA 01810-1414
(978) 470-1010 (also 24 hr emergency assistance)
FAX (978) 475-6021
Email: nedcc@nedcc.org
<http://www.nedcc.org>

Books, paper, and photograph conservation. Digitization and reformatting services. Training, consulting and emergency assistance.

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

*Services for New York State Collections only.

<http://www.nysparks.com/shpo/>

Website has links to the National Register site with Technical Preservation Briefs for historic structures.

SOLINET (Southeastern Library Network Preservation Services)

1438 W Peachtree Street NW, Suite 200
Atlanta, GA 30309-2955
(800) 999-8558 FAX (404) 892-7879
Email: bbanks@solinet.net
<http://www.solinet.net>

Education & training, preservation management, site surveys, and consultations.

Straus Center for Conservation

*Services for Harvard University collections only

The Textile Conservation Workshop

3 Main Street

South Salem, NY 10590

(914) 763-5805

FAX (914) 763-5549

Email: textile@bestweb.net

Textiles conservation. Analytical Service. Consulting and emergency assistance.

WESTPAS - Western States & Territories Preservation Assistance Service

**Services for library & archives only*

(888) 905-7737- emergency

Email: info@westpas.org

<http://westpas.org/>

Education and training in emergency planning and response for library and archive collections.

Williamstown Art Conservation Center

225 South Street

Williamstown, MA 01267

(413) 458-5741

FAX (413) 458-2314

Email: waac@williamstownart.org

<http://www.williamstownart.org>

Paintings, paper, objects, furniture, and frame conservation. Analytical services. Training, consulting, and emergency assistance.

VII. 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 IV: 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. One company that specializes in environmental control including mold test kits is: Dust Free, Inc.: <http://dustfree.com>.

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
Email: customerservice@gaylord.com
<http://www.gaylord.com>

Peregrine Brushes and Tools

1211 North 60 West
Wellsville, UT 84339
435-245-5830
www.brushesandtools.com

Talas

568 Broadway Suite 107
New York NY 10012
(212) 219-0770 FAX (212) 219-0735
Email: info@talasonline.com
<http://www.talas-nyc.com>

University Products, Inc.

P.O. Box 101
Holyoke, MA 01041-0101
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.archivalsuppliers.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.dicksonweb.com>

Fisher Scientific Company

2000 Park Lane

Pittsburgh, PA 15275-1166

(800) 766-7000

FAX (800) 926-1166

<http://www.fishersci.com>

Gaylord Bros.

P.O. Box 4901

Syracuse, NY 13221-4901

(800) 448-6160

FAX (800) 272-3412

Email: customerservice@gaylord.com

<http://www.gaylord.com>

Image Permanence Institute (IPI)

Rochester Institute of Technology/IPI

70 Lomb Memorial Drive

Rochester, NY 14623

<http://www.imagepermanenceinstitute.org>

Onset Corp.

P.O. Box 3450

Pocasset, MA 02532

(800) 564-4377

FAX (508) 759-9100

Email: sales@onsetcomp.com

<http://www.onsetcomp.com>

Robert E. White Instruments, Inc.

711 Atlantic Avenue

Boston, MA 02111

(800) 992-3045

FAX (617) 482-8304

<http://www.robertwhite.com>

Talas

20 West 20th Street
New York, NY 10011
212-219-0770
www.talasonline.com

Thomas Scientific

P.O. Box 99
Swedesboro, NJ 08085
(856) 467-2000
Email: value@thomassci.com
<http://www.thomassci.com/index.jsp>

University Products, Inc.

P.O. Box 101
Holyoke, MA 01041-0101
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.archivalsuppliers.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**PROTEXT, Inc.**

P.O. Box 30423
Bethesda, MD 20824
(301) 320-7231 FAX (301) 320-7232
Email: ProText@protext.net
<http://www.protext.net>

Gaylord Bros.

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

University Products, Inc.

P.O. Box 101
Holyoke, MA 01041-0101
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.archivalsuppliers.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 determine 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 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.” For additional assistance, contact the Cal OSHA Consultation office in your area

http://www.dir.ca.gov/dosh/consultation_offices.html or by email at InfoCons@dir.ca.gov.

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

1961 S. Santa Fe Avenue
Los Angeles, CA 90021-2917
(213) 627-2244 FAX (213) 627-2216
<http://www.airgas.com>

Airgas

Airgas Rutland Tool
(Regional Center, Retail Store)
2225 Workman Mill Road
Whittier, CA 90601
(562) 566-5010 FAX (562) 566-5011

Be Ready Inc.

Oceanside, CA 92054
(800) 800-7922
(760) 966-3600
<http://www.bereadyinc.com/INDEX.ASP>

California Safety and Supply Company

44340 Osgood Road
Fremont, CA 94539
(408) 727-8530 FAX (408) 988-6623
Email: contactus@calsafety.com
<http://www.california-safety.com>

Cole-Parmer Instrument Company

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

Industrial Safety Supply Corporation

P.O. Box 8686
Emeryville, CA 94662
(510) 658-0414 FAX (510) 658-0413
<http://www.issc.com>

Lab Safety Supply

P.O. Box 1368
Janesville, WI 53547-1368
(800) 356-0783 FAX (800) 543-9910
Email: custsvc@labsafety.com
<http://www.labsafety.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>

Vallen Safety Supply Company

19230 Van Ness Avenue
Torrance, CA 90501
(800) 4-VALLEN
<http://www.vallen.com>

Vallen Safety Supply Company

2170 Commerce Avenue, Ste. D
Concord, CA 94520
(800) 4-VALLEN <http://www.vallen.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 Conserv-O-Gram, "Choosing a museum vacuum cleaner"
<http://www.nps.gov/museum/publications/conservoogram/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
Email: customerservice@gaylord.com
<http://www.gaylord.com>

University Products, Inc.

P.O. Box 101
Holyoke, MA 01041-0101
(800) 628-1912 FAX (800) 532-9281
Email: info@universityproducts.com
<http://www.archivalsuppliers.com>

See specialty vacuum manufacturers such as Nilfisk or Miele.

VIII. 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 *Resources for Recovery: Post-Disaster Aid for Cultural Institutions* by the National Task Force on Emergency Response, May 2000.

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
(202) 566-1600
<http://www.fema.gov>

GovBenefits.gov

<http://www.govbenefits.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-booknet.com>

National Association of Independent Insurance

<http://www.naiia.com>

Self-Insurance Institute of America (SIIA)

<http://www.siiia.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>

GovBenefits.gov

<http://www.govbenefits.gov/>

Institute of Museum & Library Services (IMLS)

<http://www.imls.gov>

National Endowment for the Humanities (NEH)

<http://www.neh.fed.us>

National Endowment for the Arts (NEA)

<http://www.arts.gov>

Small Business Administration

<http://www.sba.gov/index.html>

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					

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: _____

***APPENDIX C: SUPPLIES AND EQUIPMENT TO BEGIN RECOVERY
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: _____

APPENDIX D: EMERGENCY CONTACT LIST

Developing a simple call list that is updated regularly is an essential tool for quick emergency response. One list should include emergency numbers (police, fire, ambulance, poison center, gas, electric, telephone, insurance). A sample Emergency Contact List follows.

Another call list to develop would include contact information for service providers that may be needed during an emergency. Providers you may want to have numbers for include:

-
- | | |
|--|--------------------------------------|
| ❖ Architect | ❖ Hazardous material cleanup |
| ❖ Art handlers/movers | ❖ Industrial hygienist |
| ❖ Building engineer | ❖ Insurance agent |
| ❖ Carpenter | ❖ Janitorial service |
| ❖ Cleanup assistance | ❖ Landlord |
| ❖ Cold storage facility | ❖ Legal advisor |
| ❖ Computer equipment and data recovery specialists | ❖ Locksmith |
| ❖ Conservator | ❖ Microfilm salvage service |
| ❖ Copy machine recovery | ❖ Moving assistance |
| ❖ Copy service | ❖ Mycologist |
| ❖ Dehumidification | ❖ Pest management |
| ❖ Electrician | ❖ Photography assistance |
| ❖ Elevator company | ❖ Plumber |
| ❖ Environmental control systems | ❖ Poison control |
| ❖ Fire detection/suppression system | ❖ Roofer |
| ❖ Fire damage salvage | ❖ Safety equipment rental |
| ❖ Fire extinguisher inspector | ❖ Security agency |
| ❖ Food – caterers, restaurants, grocery stores | ❖ Security system |
| ❖ Delivery services | ❖ Storage facility, off-site storage |
| ❖ Freeze-drying facility | ❖ Telephone equipment repair |
| ❖ Freezer storage | ❖ Telephone line repair |
| ❖ Fumigation service | ❖ Temporary personnel |
| ❖ Generator rental | ❖ Tent rental |
| ❖ Glass companies (industrial) | ❖ Utility company |
| | ❖ Videotape salvage companies |
| | ❖ Water damage salvage |

SAMPLE EMERGENCY CONTACT LIST

	NAME	CONTACT NUMBER
<i>EMERGENCY TELEPHONE NUMBER</i>		<i>911</i>
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 _____

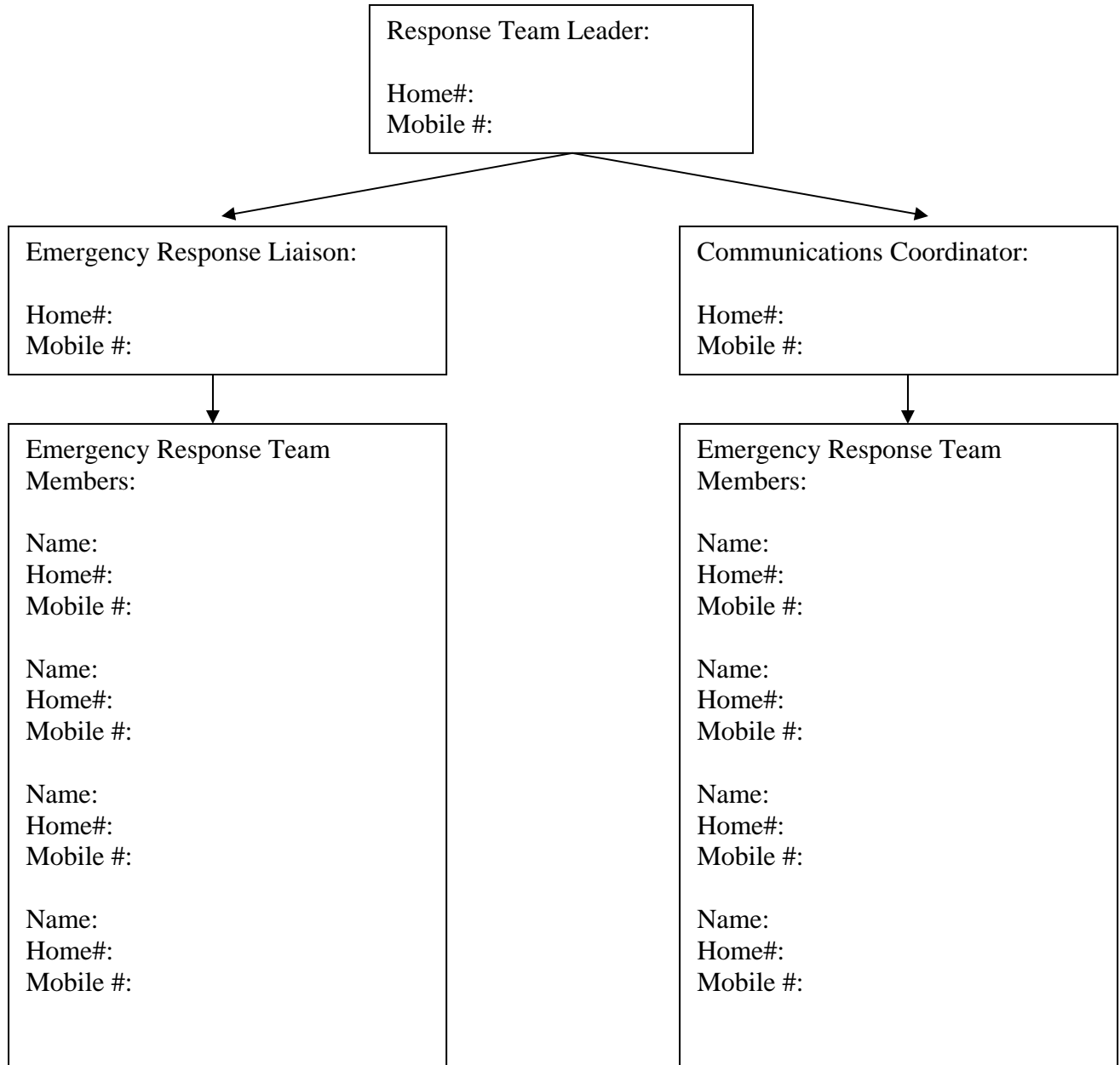
APPENDIX E: TELEPHONE TREE

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: _____

APPENDIX F: BIBLIOGRAPHY

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APPENDIX G: CHANGES AND COMMENTS RESPONSE FORM

Southern California 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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