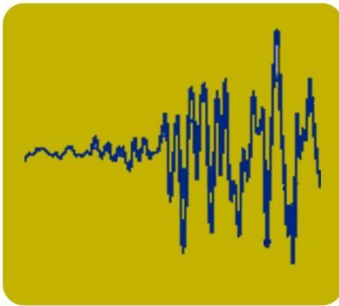




BALBOA ART CONSERVATION CENTER

WESTERN REGION FIELD SERVICE OFFICE

NORTHERN CALIFORNIA GUIDE TO EMERGENCY PREPAREDNESS RESOURCES



Edited by: Becky Compeau
Western Region Field Service Program Assistant
Funded by the National Endowment for the Humanities
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Based on:
Conservation Center for Art and Historic Artifacts,
Preservation Services Office
"Philadelphia Area Emergency Response Resources List"
January 2001

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Northern California Guide to
Emergency Preparedness Resources
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www.bacc.org

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

• LIBRARIES • HISTORIC PRESERVATION

ARCHIVES • MUSEUMS



• HISTORICAL SOCIETIES

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

PREPAREDNESS PROTECTS OUR HERITAGE

Table of Contents

INTRODUCTION 3

HOW TO USE THIS GUIDE 4

SAMPLE EMERGENCY CONTACT LIST 5

1. NATIONAL, REGIONAL, AND LOCAL RESOURCES FOR INFORMATION 6

 a. National Resources 6

 b. Regional Resources 12

 c. Local Resources 14

2. ONLINE RESOURCES FOR EMERGENCY RESPONSE PLANNING 24

3. EARTHQUAKE SAFETY PREPAREDNESS 28

4. EMERGENCY RESPONSE SERVICE PROVIDERS 29

5. EMERGENCY SUPPLY AND EQUIPMENT VENDORS 43

6. CONSERVATORS 56

7. SPECIAL CIRCUMSTANCE: MOLD RECOVERY 61

8. FUNDING RECOVERY EFFORTS 66

9. APPENDIX A: VULNERABILITY ASSESSMENT 68

10. APPENDIX B: SUPPLIES AND EQUIPMENT TO BEGIN RECOVERY EFFORT 71

11. APPENDIX C: SUPPLIES AND EQUIPMENT TO BEGIN RECOVERY FROM MOLD 72

12. APPENDIX D: TELEPHONE TREE 73

13. APPENDIX E: BIBLIOGRAPHY 75

14. APPENDIX F: CHANGES AND COMMENTS RESPONSE FORM 79

15. INDEX 80

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 *Northern California Guide to Emergency Preparedness Resources* is to serve as a resource for every collection holding institution in Northern 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.

Endorsement Statement

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

HOW TO USE THIS GUIDE

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

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

SAMPLE EMERGENCY CONTACT LIST

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

Updated on: _____ By _____

1. NATIONAL, REGIONAL, AND LOCAL RESOURCES FOR INFORMATION

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

a. National Resources

American Association for State & Local History (AASLH)

1717 Church Street
Nashville, TN 37203-2991
(615) 320-3203 FAX (615) 327-9013
<http://search.aaslh.org/>

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

American Alliance of Museums (AAM)

1575 Eye Street NW, Suite 400
Washington, DC 20005
(202) 289-1818 FAX (202) 289-6578
<http://www.aam-us.org/resources/resource-library/frm>

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

American Industrial Hygiene Association

3141 Fairview Park Drive, Suite 777
Falls Church, VA 22042
(703) 849-8888 FAX (703) 207-3561
Email: infonet@aiha.org
<http://www.aiha.org>

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

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

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

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

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

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

(202) 661-8068 – 24 hour assistance

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

American Library Association (ALA) Headquarters

50 East Huron Street

Chicago, IL 60611-2795

(800) 545-2433

FAX (312) 440-9374

Email: ala@ala.org

<http://www.ala.org>

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

American Red Cross National Headquarters

2025 E Street NW

Washington, DC 20006

(800) 733-2767

<http://www.redcross.org>

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

American Society of Appraisers

11107 Sunset Hills Road, Suite 310

Reston, VA 20190

(800) 272-8258

Email: asainfo@appraisers.org

<http://www.appraisers.org>

Centers for Disease Control and Prevention (CDC)

1600 Clifton Road

Atlanta, GA 30329-4027

(800) 232-4636

<http://www.cdc.gov>

Centers for Disease Control and Prevention (CDC)

Emergency Preparedness & Response

<http://emergency.cdc.gov>

Community Emergency Response Team (CERT)

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

Email: cert@dhs.gov

The CERT program offers disaster response training to volunteer citizens and community groups. One benefit of having a CERT-trained staff member as part of an institution's disaster team is that a CERT-trained first responder will be allowed to access institutions before non-CERT trained responders. Many CERT programs are offered and organized through regional or local existing emergency response organizations (i.e. fire and police departments). As of April 2014, there are 357 CERT programs in California listed on the website.

Department of Homeland Security - Citizen Corps

www.citizencorps.gov

Department of Homeland Security - Ready America

Community and State Information

<http://www.ready.gov/citizen-corps>

Emergency Email Network

<http://www.emergencyemail.org>

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

EPA Emergency Management

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

EPA Partner: Local Emergency Planning Committees (LEPC)

<http://www2.epa.gov/epcra/local-emergency-planning-committees>

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

Federal Emergency Management Agency (FEMA) HQ

500 C Street SW

Washington, DC 20472

(800) 621-3362

<http://www.fema.gov>

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

Heritage Preservation

1012 14th Street NW, Suite 1200
Washington, DC 20005
(202) 233-0800 FAX (202) 233-0807
Email: 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 (available as a PDF on the Heritage Preservation website). Other resources, such as the *Field Guide to Emergency Response booklet & DVD*, and the *Emergency Response and Salvage Wheel*, are available for purchase on Heritage Preservation's website.

Inclusive Preparedness Center

1319 Pennsylvania Ave. SE, Suite 100
Washington, DC 20003
(202) 338-7158
Email: pheineman@inclusionresearch.org
<http://www.inclusivepreparedness.org>

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

Institute for Crisis Management (ICM)

Denver, CO and
Louisville, KY
(502) 587-0327 FAX (502) 587-0329
1-888-708-8351
<http://www.crisisexperts.com>

Insurance Institute for Business & Home Safety (IBHS)

4775 East Fowler Avenue
Tampa, FL 33617
(813) 286-3400
Email: info@ibhs.org
<http://www.disastersafety.org>

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

Institute of Museum & Library Services (IMLS)

Office of Museum Services
1800 M Street NW, 9th Floor
Washington, DC 20036-5802
(202) 653-4657 FAX (202) 653-4600
<http://www.ims.gov>

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

Insurance Information Institute

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

Library of Congress, Preservation Directorate

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

National Archives & Records Administration (NARA)

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

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

National Earthquake Information Center (NEIC)

United States Geological Survey - NEIC
345 Middlefield Road, MS 977
Menlo Park, CA 94025
(650) 329-4668 FAX (650) 329-5163
<http://earthquake.usgs.gov/regional/neic/>

California information: <http://earthquake.usgs.gov/earthquakes/states/index.php?regionID=5>

National Endowment for the Humanities (NEH)

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

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

National Fire Protection Association (NFPA)

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

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

National Flood Insurance Program (NFIP)

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

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

National Institute for Occupational Safety and Health (NIOSH) HQ

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

National Oceanic and Atmospheric Administration (NOAA)

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

NOAA's National Weather Service Forecast Office

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

<http://www.weather.gov>

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

Public Relations Society of America (PRSA)

33 Maiden Lane 11th Floor

New York, NY 10038-5150

(212) 460-1400

<http://www.prsa.org/Network/FindAFirm>

Regional Alliance for Preservation (RAP)

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

RAP is a national network of nonprofit organizations with expertise in the field of conservation and preservation, and is made up of 13 member organizations that provide cultural institutions with training and education to help with care of their collections. RAP maintains a website with links to each of its affiliated preservation service programs and regional conservation centers located throughout the country. These regional centers provide information, emergency assistance, consultations and conservation treatment. A list of these organizations is included in *Section 6. Conservators*.

Smithsonian Museum Conservation Institute (MCI)

Museum Support Center

4210 Silver Hill Road

Suitland, MD 20746

(301) 238-1240

FAX (301) 238-3709

Email: MCIweb@si.edu

<http://www.si.edu/mci>

b. Regional Resources

Environmental Protection Agency (EPA)

Region 9

75 Hawthorne Street

San Francisco, CA 94105

(866) EPA-WEST

(415) 947-8000

(800) 300-2193 – 24 Hour Environmental Emergencies

<http://www.epa.gov/aboutepa/region9.html>

EPA Region 9 serves CA, AZ, NV, HI and 147 tribes in the Pacific Southwest. EPA's website has information on emergency management, preparedness and response.

**Federal Emergency Management Agency
Regional Office, Region IX**

1111 Broadway, Suite 1200
Oakland, CA 94607
(510) 627-7054

<http://www.fema.gov/about/regions/regionix>

FEMA Region IX supports citizens and first responders with the development of a regional, all-hazards, risk-based emergency management system of preparedness, prevention, protection, response, recovery and mitigation.

**National Fire Protection Association (NFPA)
Southwest Region Office**

7071 Warner Avenue, Suite F400
Huntington Beach, CA 92647-4000
(714) 375-9045

<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**

1333 Broadway, Suite 800
Oakland, CA 94612
(916) 375-0927
(301) 467-7291

<http://www.fema.gov/national-flood-insurance-program>

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

**National Institute for Occupational Safety and Health (NIOSH)
Western States Office**

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

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

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

Occupational Safety and Health Administration (OSHA)

Region IX Federal Contact Numbers

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

Occupational Safety and Health Administration (OSHA)

Region IX State Contact Numbers

CA Department of Industrial Relations
1515 Clay Street, 17th Floor
Oakland, CA 94612
(510) 622-3965
http://www.dir.ca.gov/occupational_safety.html

OSHA publishes and enforces safety and health regulations. Their website also lists regional training opportunities.

United States Geological Survey (USGS)

USGS Western Region Offices

345 Middlefield Road MS 977
Menlo Park, CA 94025
(650) 329-4668
<http://www.usgs.gov>
<http://earthquake.usgs.gov/regional/nca>

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 1236
Sacramento, CA 95814
(916) 444-6816 FAX (916) 444-8077
<http://www.wsspc.org>

c. Local Resources

Alameda County Office of Emergency Services (OES)

Office of Homeland Security & Emergency Services
4985 Broder Boulevard
Dublin, CA 94568
(925) 803-7800
http://www.alamedacountysheriff.org/cws_oes.php

Alpine County Office of Emergency Services (OES)

Sheriff's Department
P.O. Box 278
Markleeville, CA 96120
(530) 694-2231 FAX (530) 694-2956
<http://www.alpinecountyca.gov>

Amador County Office of Emergency Services (OES)

700 Court Street
Jackson, CA 95642
(209) 223-6384 FAX (209) 223-1609
Email: oes@co.amador.ca.us
<http://www.co.amador.ca.us/departments/office-of-emergency-services>

Butte County Office of Emergency Services (OES)

25 County Center Drive, Suite 200
Oroville, CA 95965
(530) 538-7373 FAX (530) 538-7120
Email: oem@buttecounty.net
<http://www.buttecounty.net/oem/Home.aspx>

Calaveras County Office of Emergency Services (OES)

Sheriff's Department
1045 Jeff Tuttle Drive
San Andreas, CA 95249
(209) 754-6500
<http://sheriff.co.calaveras.ca.us/SheriffsOffice/SpecialOperations/OfficeofEmergencyServices.aspx>

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

Northern Region HQ

6105 Airport Road
Redding, CA 96002
(530) 224-2489
<http://www.fire.ca.gov>

CDF CAL FIRE Northern region encompasses county units of: Amador-El Dorado, Butte, Humboldt-Del Norte, Lassen-Modoc, Mendocino, Nevada-Yuba-Placer, San Mateo-Santa Cruz, Santa Clara, Shasta-Trinity, Siskiyou, Sonoma-Lake-Napa, and Tehama-Glenn.

California Department of Forestry and Fire Protection

Amador-El Dorado Unit

2840 Mt. Danaher Road
Camino, CA 95709
(530) 647-5293

**California Department of Forestry and Fire Protection
Butte Unit**

176 Nelson Avenue
Oroville, CA 95965
(530) 538-7111

**California Department of Forestry and Fire Protection
Humboldt-Del Norte Unit**

118 S. Fortuna Boulevard
Fortuna, CA 95540-0425
(707) 725-4413

**California Department of Forestry and Fire Protection
Lassen-Modoc Unit**

697-345 Highway 36
Susanville, CA 96130
(530) 257-4171

**California Department of Forestry and Fire Protection
Mendocino Unit**

17501 North Hwy. 101
Willits, CA 95490
(707) 459-7414

**California Department of Forestry and Fire Protection
Nevada –Yuba – Placer Unit**

13760 Lincoln Way
Auburn, CA 95603
(530) 823-4904

**California Department of Forestry and Fire Protection
San Mateo – Santa Cruz Unit**

6059 Highway 9
P.O. Box Drawer F-2
Felton, CA 95018-0316
(831) 335-5355

**California Department of Forestry and Fire Protection
Santa Clara Unit**

15670 Monterey Street
Morgan Hill, CA 95037
(408) 779-2121

California Department of Forestry and Fire Protection

Shasta – Trinity Unit

875 Cypress Avenue
Redding, CA 96001
(530) 225-2418

California Department of Forestry and Fire Protection

Siskiyou Unit

1809 Fairlane Road
Yreka, CA 96097
(530) 842-3516

California Department of Forestry and Fire Protection

Sonoma – Lake – Napa Unit

1199 Big Tree Road
St. Helena, CA 94574-9711
(707) 967-1400

California Department of Forestry and Fire Protection

Tehama – Glenn Unit

604 Antelope Boulevard
Red Bluff, CA 96080
(530) 528-5199

California Department of Forestry and Fire Protection

Tuolumne – Calaveras Unit (part of CDF Cal Fire Southern Region)

785 Mountain Ranch Road
San Andreas, CA 95249
(209) 754-3831

California Emergency Management Agency

3650 Schriever Ave.
Mather, CA 95655
(916) 845-8510 FAX (916) 845-8511
<http://www.calema.ca.gov>

California Preservation Program

888-905-7737 – 24 Hour Emergency
Email: info@calpreservation.org
<http://calpreservation.org/cpp/>

The CPP website contains documents on disaster preparedness, response, and salvage for collections. The CPP also hosts a 24/7 emergency toll-free number for California cultural institutions whose collections have been damaged and need preservation assistance.

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
<http://www.dot.ca.gov/cgi-bin/roads.cgi>
Call for road closure information or access website for latest information from California Highway Information.

Colusa County Office of Emergency Services (OES)

Sheriff's Office
929 Bridge Street
Colusa, CA 95932
(530) 458-0200
<http://www.countyofcolusa.org/index.aspx?NID=349>

Contra Costa County Office of Emergency Services (OES)

Sheriff's Office Community Warning System
651 Pine Street, 7th Floor
Martinez, CA 94553
(925) 335-1500
<http://www.co.contra-costa.ca.us/158/Emergency-Services>

Del Norte County Office of Emergency Services (OES)

981 H Street, Suite 240
Crescent City, CA 95531
(707) 464-7213
<http://www.co.del-norte.ca.us/departments/administration/emergency-services>
<http://preparedelnorte.com/index.html>

El Dorado County Office of Emergency Services (OES)

Sheriff's Office
300 Fair Lane
Placerville, CA 95667
(530) 621-5655
[http://www.edcgov.us/Government/Sheriff/Divisions/Support/Office of Emergency Services \(OES\).aspx](http://www.edcgov.us/Government/Sheriff/Divisions/Support/Office_of_Emergency_Services_(OES).aspx)

Glenn County Office of Emergency Services (OES)

(530) 934-6442 (530) 934-6431 – After hours Non-Emergency
<http://www.countyofglenn.net/govt/departments/sheriff/default.aspx>

Humboldt County Office of Emergency Services (OES)

Sheriff's Office
825 Fifth Street
Eureka, CA 95501
(707) 445-7521
<http://www.humboldt.gov/187/Sheriffs-Office>

Lake County Office of Emergency Services (OES)

255 N. Forbes St.
Lakeport, CA 95453
(707) 263-2580
<http://www.co.lake.ca.us/Government/Directory/Administration/OES.htm>

Lassen County Office of Emergency Services (OES)

697-345 Highway 36
Susanville, CA 96130
(530) 257-8504 FAX (530) 257-8599
(530) 257-5575 – 24-hour Dispatch
Email: lassen.oes@fire.ca.gov
http://www.co.lassen.ca.us/govt/dept/sheriff_oes/default.asp

Marin County Office of Emergency Services (OES)

Sheriff's Office
1600 Los Gamos Dr. #200
San Rafael, CA 94903
(415) 473-6584
<http://www.marinsheriff.org>

Mendocino County Office of Emergency Services (OES)

Mendocino County Sheriff
951 Low Gap Road
Ukiah, CA 95482
(707) 463-5667
<http://www.co.mendocino.ca.us/oes>

Modoc County Office of Emergency Services (OES)

102 South Court
Alturas, CA 96101
(530) 233-4416
<http://www.modocsheriff.us/>

Napa County Office of Emergency Services (OES)

1195 Third Street, Suite B-20
Napa, CA 94559
(707) 299-1892
<http://www.countyofnapa.org/Emergencies>

Nevada County Office of Emergency Services (OES)

10014 North Bloomfield Road
Nevada City, CA 95959
(530) 265-1515 FAX (530) 265-7087
Email: oes@co.nevada.ca.us
<http://www.mynevadacounty.com/nc/igs/oes/Pages/Home.aspx>

Placer County Office of Emergency Services (OES)

2968 Richardson Drive
Auburn, CA 95603
(530) 886-5300 FAX (530) 886-5343
(800) 488-4308 ext. 5300
<http://www.placer.ca.gov/Departments/CEO/Emergency.aspx>

Plumas County Office of Emergency Services (OES)

270 County Hospital Rd., Ste. 127
Quincy, CA 95971
(530) 283-6332 FAX (530) 283-6241
Email: PlumasOES@gmail.com
<http://www.countyofplumas.com/index.aspx?NID=88>

Sacramento County Office of Emergency Services (OES)

3720 Dudley Boulevard, Suite 122
McClellan, CA 95652
(916) 874-4670 FAX (916) 874-7080
(916) 874-5000 (After-Hours Emergency Only Contact Number)
<http://www.sacoes.org/Pages/default.aspx>

Sacramento Ready.org

<http://www.sacramentoready.org>

San Francisco County Department of Emergency Management

Division of Emergency Communications
1011 Turk Street
San Francisco, CA 94102
(415) 558-3800 FAX (415) 558-3841
<http://www.sfdem.org>

San Joaquin County Office of Emergency Services (OES)

Robert J. Cabral Agricultural Center
2101 E. Earhart Avenue, Suite 300
Stockton, CA 95206
(209) 953-6200 FAX (209) 953-6268
<http://www.sjgov.org/Oes>

San Mateo County Office of Emergency Services (OES)

Sheriff's Office
400 County Center
Redwood City, CA 94063
(650) 363-4911
<http://www.smcgov.org/>

SMC (San Mateo County) Ready

<http://www.smcready.org>

Santa Clara County Office of Emergency Services (OES)

55 West Younger Avenue, Suite 450
San Jose, CA 95110
(408) 808-7800
(408) 299-2501 (24 hours)
Email: oes@oes.sccgov.org
<http://www.sccgov.org/sites/oes/>

Santa Cruz County Office of Emergency Services (OES)

495 Upper Park Road
Santa Cruz, CA 95065
(831) 458-7150
<http://sccounty04.co.santa-cruz.ca.us/oes/oesmain2.htm>

Shasta County Office of Emergency Services (OES)

Sheriff's Office
1525 Court Street
Redding, CA 96001
(530) 245-6025 FAX (530) 245-6054
http://www.co.shasta.ca.us/index/sheriff_index/divisions/oes.aspx

Sierra County Office of Emergency Services (OES)

100 Courthouse Square, Ste. 15
P.O. Box 530
Downieville, CA 95936
(530) 289-2850 FAX (530) 289-2828
Email: lbrown@sierracounty.ca.gov
<http://www.sierracounty.ca.gov/index.aspx?nid=223>

Siskiyou County Office of Emergency Services (OES)

806 South Main Street
Yreka, CA 96097
(530) 841-2155
<http://www.co.siskiyou.ca.us/content/office-of-emergency-services>

Solano County Office of Emergency Services

530 Clay Street
Fairfield, CA 94533
(707) 784-1600
<http://www.co.solano.ca.us/depts/oes>

Sonoma County Department of Emergency Services

2300 County Center Drive, Ste. 220-B
Santa Rosa, CA 95403
(707) 565-1152 FAX (707) 565-1172
<http://sonomacounty.ca.gov/Fire-and-Emergency-Services/>

Stanislaus County Office of Emergency Services

3705 Oakdale Road
Modesto, CA 95357
(209) 552-3600
<http://www.stanoes.com>

Sutter County Emergency Services Program

1130 Civic Center Blvd.
Yuba City, CA 95993
(530) 822-7400
<http://bepreparedsutter.org>

Tehama County Office of Emergency Services

502 Oak Street
Red Bluff, CA 96080
(530) 529-7900 FAX (530) 529-7933
<http://www.co.tehama.ca.us/>

Trinity County Office of Emergency Services

P.O. Box 2907
Weaverville, CA 96093
(530) 623-2500 FAX (530) 623-2614
<http://www.trinitycounty.org/>

Tuolumne County Office of Emergency Services

2 South Green St.
Sonora, CA 95370
(209) 533-5511
<http://www.co.tuolumne.ca.us/index.aspx?NID=308>

Yolo County Office of Emergency Services

625 Court St., Room 202

Woodland, CA 95695

(530) 666-8150

<http://www.yolocounty.org/government/office-of-emergency-services>

Yuba County Office of Emergency Services

915 Eighth Street, Ste. 117

Marysville, CA 95901

(530) 749-7520

FAX (530) 749-7524

<http://www.co.yuba.ca.us/departments/oes>

2. ONLINE RESOURCES FOR EMERGENCY RESPONSE PLANNING

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

Endorsement Statement

The information contained in this handbook is not exhaustive, and inclusion of products, organizations and/or service providers does not imply endorsement by BACC or the Center's Western Region Field Service Office. 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://cool.conservation-us.org>

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

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

Information available includes:

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

Center for the Study of Audiovisual Archives (CEAA)

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

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

Council of State Archivists (COSA)

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

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

Disaster Mitigation Planning Assistance Website

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

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

dPlan - The Online Disaster Planning Tool

(NEDCC- Northeast Document Conservation Center)

<http://www.dplan.org>

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

Federal Emergency Management Agency

<http://www.fema.gov/business/guide/index.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.

LYRISIS

<http://www.lyrasis.org>

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

<http://www.lyrasis.org/LYRISIS%20Digital/Pages/Preservation%20Services/Disaster-Resources.aspx>

Minnesota Historical Society

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

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

Northeast Document Conservation Center (NEDCC)

<http://www.nedcc.org>

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

Regional Alliance for Preservation (RAP)

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

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

Ready.gov (Office of Homeland Security)

<http://www.ready.gov>

JOURNALS

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

Abbey Newsletter

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

Disaster Recovery Journal

<http://www.drj.com>

Western Association for Art Conservation (WAAC) Newsletter

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

RELEVANT DISCUSSION LISTS

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

CONSERVATION DISTLIST

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

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

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

ARCHIVES-L

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

To subscribe: Go to http://www.archivists.org/listservs/arch_listserv_terms.asp and follow the instructions.

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

MUSEUM-L

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

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

MUSEUM SECURITY NETWORK

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

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

PESTLIST (Museum Pest Email List Service)

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

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

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

PRESERVENW (Pacific Northwest Collections Preservation)

A group email service with preservation information, training opportunities, and grants information managed via the University of Washington, Seattle.

To subscribe: Visit: <http://mailman1.u.washington.edu/mailman/listinfo/preservenw>

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

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

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

3. EARTHQUAKE SAFETY PREPAREDNESS

The following sites provide information useful for earthquake disaster planning.

CA Seismic Safety Commission

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

This site includes a history of damaging California earthquakes, earthquake FAQ's, facts, emergency information and publications for download or purchase.

National Earthquake Information Center (NEIC)

P.O. Box 25046 DFC MS 966
Denver, CO 80225-0046
(303) 273-8500 FAX (303) 273-8450
<http://earthquake.usgs.gov/>

Q-Safety Inc.

411 S. Vermont
Glendora, CA 91741
(626) 629-6523
Email: admin@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 sites.

United States Geological Survey (USGS)

USGS Western Region Offices
345 Middlefield Road MS 977
Menlo Park, CA 94025
(650) 329-4668
<http://earthquake.usgs.gov/regional/nca>

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.

Western States Seismic Policy Council (WSSPC)

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

4. 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 ensure 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.

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AIR PURIFIERS: Check the Yellow Pages under “Air Purifying and Cleaning Equipment and Services.” The California Environmental Protection Agency (CEPA) has produced a fact sheet warning about ozone-generating indoor air filters available at: http://www.arb.ca.gov/research/indoor/ozone_gen_fact_sheet-a.pdf

ART HANDLING AND MOVING:

Artex Fine Art Service
305 North Oak Street
Inglewood, CA 90302
(855) 330-9279
<http://www.artexfas.com>

ArtWorks San Diego
San Diego, CA
(858) 279-4301
Email: info@artworkssandiego.com
<http://www.artworkssandiego.com>
Also provides storage and installation services.

Atthowe Fine Art Services
3924 Market Street
Oakland, CA 94608
(510) 654-6816 FAX (510) 654-2632
Email: atthowe@atthowe.com
<http://www.atthowe.com>

Cookes Crating & Fine Art Transportation
3124 East 11th St.
Los Angeles, CA 90023
(323) 268-5101
<http://www.cookescrating.com>

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

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

Lawrence Fine Arts Inc.
375 Oyster Point Boulevard Unit 2
South San Francisco, CA 94080
(650) 624-9882 FAX (650) 624-8437
Email: info@lawrencefinearts.com
<http://www.lawrencefinearts.com>

Ship/Art International
P.O. Box 1966
South San Francisco, CA 94083-1966
(650) 952-0100 FAX (650) 952-8958
<http://www.shipart.com>

US Art – Los Angeles Region
921 West Walnut Street
Compton, CA 90220
(877) 528-7278
<http://www.usart.com>

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

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

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

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

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

Belfor, USA, Inc.

(800) 856-3333 – 24-hour Hotline

<http://www.belfor.com>

Belfor, USA Inc. – Sacramento

3132 Dwight Rd., Suite 300

Elk Grove, CA 95758

(916) 399-1865

Belfor, USA Inc. – San Francisco

2365 Industrial Parkway West

Hayward, CA 94545

(510) 785-3473

Belfor, USA Inc. – San Jose

2297 Ringwood Ave.

San Jose, CA 95131

(408) 929-3473

Belfor, USA Inc. – Lake Tahoe

128 Market Street, Suite 2D

Stateline, NV 89449

(775) 588-4992

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

Email: info@bmscat.com

<http://www.bmscat.com>

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

Data Recovery Group

1821 Marina Blvd.

San Leandro, CA 94577

(877) 296-6528

<http://www.datarecoverygroup.com>

Document Reprocessors (West Coast Office)

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

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, paper materials.

DriveSavers Data Recovery, Inc.

400 Bel Marin Keys Boulevard
Novato, CA 94949-5650
(800) 440-1904
(415) 382-2000
<http://www.drivesaversdatarecovery.com>

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
<http://www.belfor.com>

Belfor, USA Inc. – Sacramento

3132 Dwight Rd., Suite 300
Elk Grove, CA 95758
(916) 399-1865

Belfor, USA Inc. – San Francisco

2365 Industrial Parkway West
Hayward, CA 94545
(510) 785-3473

Belfor, USA Inc. – San Jose

2297 Ringwood Ave.
San Jose, CA 95131
(408) 929-3473

Belfor, USA Inc. – Lake Tahoe

128 Market Street, Suite 2D
Stateline, NV 89449
(775) 588-4992

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

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

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

BMS CAT offers a variety of recovery services for facility and contents, including desiccant and refrigerant dehumidification.

Polygon

Los Angeles Office
1304 E Valencia Dr.
Fullerton, CA 92831
(800) 422-6379

<http://polygongroup.us>

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

Polygon (formerly Munters MCS)

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

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, 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 <http://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 the topic “Worldwide Response and Recovery Providers.”

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

FREEZE-DRYING:

Belfor, USA, Inc.

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

Belfor, USA Inc. – Sacramento

3132 Dwight Rd., Suite 300
Elk Grove, CA 95758
(916) 399-1865

Belfor, USA Inc. – San Francisco

2365 Industrial Parkway West
Hayward, CA 94545
(510) 785-3473

Belfor, USA Inc. – San Jose

2297 Ringwood Ave.
San Jose, CA 95131
(408) 929-3473

Belfor, USA Inc. – Lake Tahoe

128 Market Street, Suite 2D
Stateline, NV 89449
(775) 588-4992

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

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

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

Provides a variety of recovery services for facility and contents, such as vacuum freeze-drying. Regional document recovery centers. 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
(650) 401-7711 FAX (650) 401-8711
(800) 437-9464 – 24-hour Disaster Line
<http://www.documentreprocessors.com>

Document Reprocessors provide 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.

(713) 963-8600 (24-hour emergency hotline)
<http://www.solexrobotics.com/ses/emergencyservices/ses.html>

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

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

If you cannot dry or treat some materials immediately, particularly books and archival records, blast freezing can be an appropriate stabilization measure in a recovery effort. Freezing allows time to make recovery decisions and arrests active mold growth. Blast freezing is a quick freezing method that reduces the formation of large ice crystals that can damage materials. An institution should also work with the appropriate conservator to determine which materials need freezing. The International Association of Refrigerated

Warehouses publishes the *International Directory of Public Refrigerated Warehouses*, which lists member warehouses by state. The Association's telephone number is (703) 373-4300. The *Directory* is also available at their website at <http://www.gcca.org/partners/iarw/>.

Americold Headquarters

10 Glenlake Parkway
Suite 800, South Tower
Atlanta, GA 30328
(888) 808-4877
(208) 249-7135 – West Region
<http://www.americold.com/>

Temperature controlled warehouses and transportation services. 17 locations in California.

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.” The following websites also contain useful information.

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

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

<http://www.artscraftstheatersafety.org>

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

EMLab P&K Microlab – San Francisco

1150 Bayhill Drive, Suite 100
San Bruno, CA 94066
(866) 888-6653 FAX (650) 829-5852
<http://www.emlab.com/app/main/Welcome.po>

EMLab P&K Microlab - Sacramento

880 Riverside Parkway
West Sacramento, CA 95605
(866) 888-6653 FAX (650) 829-5852

EMLab P&K specialize in indoor air quality testing for fungi, mold, bacteria, allergens and asbestos.

Environmental Information Association

6935 Wisconsin Avenue, Suite 306
Chevy Chase, MD 20815-6112
(301) 961-4999 FAX (301) 961-3094
(888) 343-4342
Email: info@eia-usa.org
<http://www.eia-usa.org>

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

Environmental Protection Agency (EPA)

Region 9

75 Hawthorne Street
San Francisco, CA 94105
(866) EPA-WEST
(415) 947-8000
(800) 300-2193 – 24 Hour Environmental Emergencies
<http://www2.epa.gov/aboutepa/epa-region-9-pacific-southwest>

National Institute of Environmental Health Sciences

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

Clearinghouse for information on environmental health effects.

National Lead Information Center (Environmental Protection Agency)

Office of Pollution Prevention and Toxics
1200 Pennsylvania Avenue N. W.
Mail Code 7404T
Washington, DC 20460
(800) 424-5323 FAX (585) 232-3111
<http://www2.epa.gov/lead>

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

US Consumer Product Safety Commission

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

Call to request information about potential hazards of commercial products.

MICROFILM SALVAGE:

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

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

Microfilm and microfiche recovery are some of the disaster recovery services BMS CAT provides.

Document Reprocessors (West Coast Office)

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

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 Pennsylvania recommends choosing a local pest control firm that has been serving the community for 40-50 years. Ideally, the company will have 1 or 2 offices in the community and employees who have about 15 years experience with that firm. By law pest control companies are only required to have 1 certified technician **in the office**. Choose a company that has certified technicians in the field. Companies that service hospitals are also recommended because they will understand the issues concerning the use of chemicals and bait. For further information, contact the National Pest Management Association at <http://www.pestworld.org> or (703) 352-6762.

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

Pest Control Center - Sacramento County

3845 Madison Avenue
North Highlands, CA 95660
(916) 344-4400
(800) 303-7707
<http://www.pestcontrolcenter.com>

Pest Control Center - El Dorado County

5761 Pleasant Valley Road
El Dorado, CA 95623
(503) 622-4810 FAX (530) 622-7830
<http://www.pestcontrolcenter.com>

PHOTOGRAPHS - NEGATIVE SALVAGE:

Chicago Albumen Works

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

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

Northeast Document Conservation Center (NEDCC)

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

POISON:

American Association of Poison Control Centers

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

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

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 Emergency
<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

National Office

20 West 44th Street, #507

New York, NY 10036

(212) 944-8291

FAX (212) 944-8293

<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

(415) 927-3717

Email: acek33@aol.com

<http://www.atada.org>

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

Art Loss Register

Email: london@artloss.com

<http://www.artloss.com>

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

The Art Loss Register uses the international standard for object descriptions, Object ID. For further information about the Object ID, please contact the International Council of Museums (ICOM), Maison

de l'UNESCO, 1 rue Miollis, 75732 Paris cedex 15, France. Email: object-id@icom.museum Website:
<http://archives.icom.museum/object-id>

ASIS International

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

FBI Sacramento

4500 Orange Grove
Sacramento, CA 95841
(916) 481-9110 FAX (916) 977-2300
<http://sacramento.fbi.gov>

FBI San Francisco

450 Golden Gate Avenue, 13th Floor
San Francisco, CA 94102
(415) 553-7400 FAX (415) 553-7674
Email: san.francisco@ic.fbi.gov
<http://sanfrancisco.fbi.gov>

Interpol – Stolen Works of Art

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

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

Museum Security Network

Email: moderator.msn@gmail.com
<http://www.museum-security.org>

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

National Stolen Art File

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

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

The Society of American Archivists (SAA)

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

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

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

Belfor, USA Inc. – Sacramento
3132 Dwight Rd., Suite 300
Elk Grove, CA 95758
(916) 399-1865

Belfor, USA Inc. – San Francisco
2365 Industrial Parkway West
Hayward, CA 94545
(510) 785-3473

Belfor, USA Inc. – San Jose
1620 Berryessa Rd., Suite D
San Jose, CA 95133
(408) 929-3473

Belfor, USA Inc. – Lake Tahoe
128 Market Street, Suite 2D
Stateline, NV 89449
(775) 588-4992

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

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

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

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

Polygon (formerly Munters MCS)

West Coast Regional Office

201 Calle Pintoresco

San Clemente, CA 92672

(800) 422-6379

(949) 250-1161

<http://polygongroup.us>

Polygon (formerly Munters MCS)

San Francisco District Office

505 Lopes Road Suite C

Fairfield, CA 94534

(800) 422-6379

Polygon 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.

5. EMERGENCY SUPPLY AND EQUIPMENT VENDORS

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

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

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

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

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

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

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

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

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

dPlan - The Online Disaster Planning Tool

NEDCC - Northeast Document Conservation Center

<http://www.dplan.org>

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

Endorsement Statement

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

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

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

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

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

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

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

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

Archivart
1201 Technology Blvd, suite 100
Austin, Texas 787 27
(888) 846-6847
<http://www.archivart.com>

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

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

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

University Products, Inc.

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

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

BOXES (plastic):

Consolidated Plastics Company, Inc.

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

Gaylord Bros.

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

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

Hollinger Metal Edge

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

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

ProText, Inc.

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

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

University Products, Inc.

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

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

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

Gaylord Bros.

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

Peregrine Brushes and Tools

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

Talas

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

University Products, Inc.

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

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.

1151 Mark Circle
Gardenville, NV 89410
(775) 783-9610
Email: preparedness@worldlyhelp.com
<http://www.preparedness.com/chemlig.html>

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

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

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

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

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

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

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

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

Dickson Instruments Company
930 South Westwood Avenue
Addison, IL 60101
(800) 880-6914 FAX (800) 676-0498
<http://www.dicksondata.com>

Fisher Scientific
300 Industry Drive
Pittsburgh, PA 15275
(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
<http://www.gaylord.com>

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

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

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

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

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

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

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

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

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

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

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

ProText, Inc.

PO Box 864

Greenfield, MA 01302

(301) 320-7231

FAX (301) 320-7232

Email: protxt@protxt.net

<http://www.protxt.net>

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

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

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

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

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

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

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

Bags & Bows (formerly Veripack)

(800) 225-8155

Email: customerservice@bagsandbowsonline.com

<http://www.bagsandbowsonline.com>

Consolidated Plastics Company, Inc.

4700 Prosper Drive

Stow, OH 44224

(800) 362-1000 FAX (800) 858-5001

<http://www.consolidatedplastics.com>

FP International

34175 Ardenwood Blvd., Suite 201

Fremont, CA 94555

(800) 888-3725

<http://www.fpintl.com>

Manufactures Cell-O[®] air cushions, NOVUS[®]

Packaging Systems. Also CUSHION-LITE[®]

Polyethylene Foam and CUSHION-Air[®]

Polyethylene bubble cushioning

Uline

12575 Uline Dr.

Pleasant Prairie, WI 53158

(800) 295-5510

Email: customer.service@uline.com

<http://www.uline.com>

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

Global Industrial

(888) 978-7759

<http://www.globalindustrial.com>

One Way Solutions

400 Central Avenue
Northfield, IL 60093
(866) 446-0872

Email: info@oneway-solutions.com

<http://www.oneway-solutions.com>

Plastic pallets of various sizes and load-bearing weights

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

Atlantic Paste & Glue Co. CatchMaster

170 53rd Street
Brooklyn, NY 11232

(800) 458-7454 FAX (718) 439-0039

Email: info@catchmasterpro.com

<http://www.catchmasterpro.com>

Professional insect and roach products including sticky traps for insect monitoring.

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901

(800) 448-6160 FAX (800) 272-3412

<http://www.gaylord.com>

Museum Pest Monitoring Kit and Pest Trap Kit that contain a variety of traps and lures.

Insects Limited, Inc.

16950 Westfield Park Road
Westfield, IN 46074

(317) 896-9300 FAX (317) 867-5757

<http://www.insectslimited.com>

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

University Products, Inc.

517 Main Street
Holyoke, MA 01040

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

Email: info@universityproducts.com

<http://www.universityproducts.com>

University Products Inc. offers a variety of insect detectors and pheromone lures for cigarette beetles, cockroaches and webbing clothes moths.

PLASTIC SHEETING: can be purchased at hardware and discount stores. Any plastic sheeting can be used during an emergency. Clear plastic sheeting allows one to see what is being covered. Vinyl sheeting should be avoided for long-term storage. Inert plastic sheeting, such as Mylar or Melinix 516, is best for long-term storage of collections.

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

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

RESPIRATORS: For health and safety reasons, the use of a respirator is required in some recovery situations, such as mold outbreaks. Proper selection, fit, use, maintenance and storage of a respirator should be discussed with the vendor. The National Institute for Occupational Safety and Health (NIOSH) must approve all respirators. Staff must be trained in the use of a respirator and there should be **one respirator for each staff member**. 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 by phone at (800) 963-9424, or by visiting http://www.dir.ca.gov/dosh/consultation_offices.html.

The US Department of Labor’s Occupational Safety & Health (OSHA) department has created a “Respiratory Protection E-Tool” that will help you select an appropriate respirator, as well as aid in developing a change schedule for the cartridge. You can find the OSHA eTool at <http://www.osha.gov/SLTC/etools/respiratory/index.html>.

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

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

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

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

Airgas Northern CA and NV

580 S.Watt ave
Sacramento, CA 95826
(916) 383-5001
<http://www.airgas.com>

Global Industrial

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

Empire Safety & Supply

10624 Industrial Avenue
Roseville, CA 95678
(800) 995-1341
Email: custserv@empiresafety.com
<http://www.empiresafety.com>

Grainger (formerly Lab Safety Supply)

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

New Pig Corporation (Leaks,drips & spills)

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

Cole-Parmer Instrument Company

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

Hagemeyer North America

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

Industrial Safety Supply Corp.

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

Sigma-Aldrich Corporation

3050 Spruce Street
St. Louis, MO 63103
(800) 325-3010
<http://www.sigmaaldrich.com>

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

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

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

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

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

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

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

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

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

WATER-SENSING ALARMS:

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

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

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

Pentair (formerly Tyco Thermal Controls)
7433 Harwin Drive
Houston, TX 77036
(800) 545-6258 FAX (800) 527-5703
<http://us.thermal.pentair.com>

Preservation Resource Group

P.O. Box 1768

Rockville, MD 20849-1768

(800) 774-7891

FAX (301) 279-7885

<http://www.prginc.com>

SONIN, Inc.

15105-D John J. Delaney Drive, Suite 333

Charlotte, NC 28277

(800) 693-1895

FAX (800) 690-7511

<http://www.sonin.com>

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

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

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

6. CONSERVATORS

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

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

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

NATIONAL RESOURCES

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

1156 15th St. NW, Suite 320

Washington, DC 20005

(202) 452-9545

FAX (202) 452-9328

Email: info@conservation-us.org

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

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

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

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

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

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

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

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

REGIONAL CONSERVATION CENTERS AND PRESERVATION PROGRAMS

Regional Alliance for Preservation (RAP)

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

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

Western / Pacific Members

Balboa Art Conservation Center

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

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

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

Gulf Coast / Southern US Members

Amigos Library Services, Inc.

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

LYRISIS

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

RAP members continue on next page...

Midwest Members

The Gerald R. Ford Conservation Center

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

Midwest Art Conservation Center

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

Intermuseum Conservation Association

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

RAP members continue on next page...

Eastern Seaboard Members

**Conservation Center for Art and Historic Artifacts
(CCAHA)**

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

Museum Conservation Services

Harpers Ferry Center

National Park Services

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

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

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

Library of Congress Preservation Directorate

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

**Northeast Document Conservation Center
(NEDCC)**

100 Brickstone Square, 4th Floor
Andover, MA 01810
(978) 470-1010 – 24-hour Emergency
FAX (978) 475-6021
<http://www.nedcc.org>
Contact: Bill Veillette, Executive Director
Services: Books, paper, and photograph
conservation. Digitization and reformatting
services. Training, surveys, consulting, reference
and inquiry response, and 24-hour disaster
assistance.

The Textile Conservation Workshop

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

7. 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 4: Emergency Response Service Providers, under the headings Dehumidification, Freeze-Drying, Freezer Storage Facilities and Hazardous Materials.

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

SAFETY PRECAUTIONS

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

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

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

SOURCES OF SUPPLIES AND EQUIPMENT

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

Endorsement Statement

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

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

Gaylord Bros.

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

Peregrine Brushes and Tools

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

Talas

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

University Products, Inc.

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

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

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

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

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

The Data Logger Store

(877) 766-5412
www.dataloggerstore.com

Dickson Instruments Company

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

Fisher Scientific

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

Gaylord Bros.

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

Image Permanence Institute (IPI)

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

Robert E. White Instruments, Inc.

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

Thomas Scientific

P.O. Box 99
Swedesboro, NJ 08085
(856) 467-2000
(800) 345-2100
<http://www.thomassci.com>

Onset Computer Corp.

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

Talas

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

University Products

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

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

GENERAL EMERGENCY SUPPLIES:

Gaylord Bros.

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

ProText, Inc.

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

University Products, Inc.

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

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

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

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

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 Northern CA and NV

5380 S.Watt Ave
Sacramento, CA 95826
(916) 383-5001 FAX (916) 381-0357
<http://www.airgas.com>

Cole-Parmer Instrument Company

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

Global Industrial

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

Hagemeyer North America

(925) 462-7070
<http://www.hagemeyerna.com>

Empire Safety & Supply

10624 Industrial Avenue
Roseville, CA 95678
(800) 995-1341
Email: custserv@empiresafety.com
<http://www.empiresafety.com>

Industrial Safety Supply Corp.

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

Grainger (formerly Lab Safety Supply)

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

Masune™ First Aid and Safety

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

New Pig Corporation (Leaks, drips & spills)

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

Sigma-Aldrich Corporation

PO Box 14508
St. Louis, MO 63178
(800) 325-3010
<http://www.sigmaaldrich.com>

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

Gaylord Bros.

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

University Products, Inc.

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

8. FUNDING RECOVERY EFFORTS

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

TIPS

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

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

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

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

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

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

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

Heritage Emergency National Task Force

Heritage Preservation

1012 14th Street NW, Suite 1200

Washington, DC 20005

(202) 233-0800

FAX (202) 233-0807

Email: taskforce@heritagepreservation.org

<http://www.heritagepreservation.org>

Federal Emergency Management Agency (FEMA)

Federal Center Plaza

500 C Street SW

Washington, DC 20472

(800) 621-3362

<http://www.fema.gov>

Federal Emergency Management Agency
Regional Office, Region X
130 228th Street, SW
Bothell, WA 98021
(425) 487-4600
<http://www.fema.gov/about/regions/regionx>

Benefits.gov

<http://www.benefits.gov>

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

National Endowment for the Arts

400 7th Street
SW. Washington, DC 20506
(202) 682-5400
<http://www.nea.gov>

SELECTED WEBSITES

Insurance Related

American Society of Appraisers
<http://www.appraisers.org>

Antiquarian Booksellers' Association of America
<http://www.abaa.org>

National Association of Independent Insurance Adjusters
<http://www.naiia.com>

Self-Insurance Institute of America (SIIA)
<http://www.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>

Benefits.gov
<http://www.benefits.gov>

Institute of Museum & Library Services (IMLS)
<http://www.imls.gov>

National Endowment for the Humanities (NEH)
<http://www.neh.gov>

National Endowment for the Arts (NEA)
<http://www.nea.gov>

Small Business Administration
<http://www.sba.gov>

9. 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					

10. 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: _____

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

Cleaning

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

Identification

Magnifying Glass

Safety

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

Monitoring/Controlling the Environment

Dehumidifiers
Environmental monitors
Fans

Last Inventoried By: _____

Date: _____

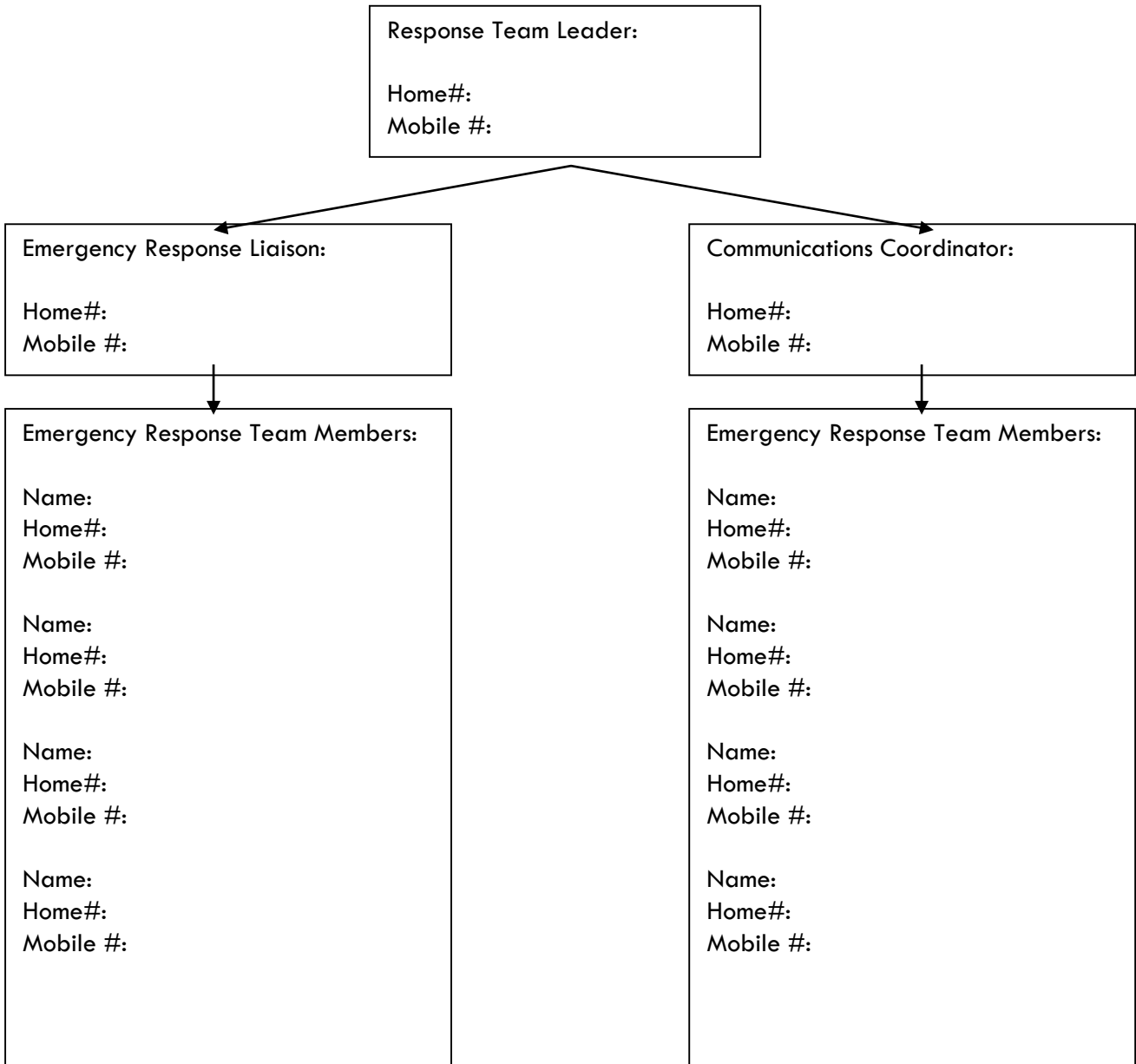
12. APPENDIX D: TELEPHONE TREE

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

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

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

SAMPLE TELEPHONE TREE



Last Revised By: _____

Date: _____

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14. APPENDIX F: CHANGES AND COMMENTS RESPONSE FORM

Northern California Guide to Emergency Preparedness Resources

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

Thank you for your assistance and comments.

Change requested: _____

Effective Date: _____

Comments: _____

Please send changes and inquiries to:

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

Thank You!

15. INDEX

A

Abbey Newsletter, 26
Air Purifiers, 30
 Airgas, 53, 64
 Alameda County Office of Emergency Services, 14
 Alpine County Office of Emergency Services, 15
 Amador County Office of Emergency Services, 15
 American Association for State & Local History, 6
 American Association of Museums, 6, 27
 American Association of Poison Control Centers, 38
 American Industrial Hygiene Association, 6
 American Institute for Conservation of Historic and Artistic Works (AIC), 6, 56
 American Institute for Conservation's Collections Emergency Response Team (AIC-CERT), 7
 American Library Association (ALA) Headquarters, 7
 American Red Cross, 7, 33
 American Red Cross National Headquarters, 7
 American Society of Appraisers, 7, 67
 Americold, 35
 Amigos Library Services, Inc., 58
 Antiquarian Booksellers' Association of America, 39, 67
 Antique Tribal Art Dealers Association, Inc. (ATADA), 39
 Archivart, 45
 ARCHIVES-L, 26
 Art Handling and Moving, 30
 Art Loss Register, 39
 Artex Fine Art Service, 30
 Arts, Crafts & Theater Safety, Inc. (ACTS), 35
 ArtWorks San Diego, 30
 ASIS International, 40
 Atlantic Paste & Glue Co., 51
 Atthowe Fine Art Services, 30

B

Bags & Bows, 50
Bags, plastic, 45
 Balboa Art Conservation Center, 1, 3, 58
 Belfor, USA, 31, 32, 33, 34, 41
 Benefits.gov, 67
 Blackmon-Mooring-Steamatic Catastrophe, Inc. (BMS CAT), 31, 32, 34, 37, 41
 Blotter / Blotting Paper, 45
 Boarding-Up Services, 30
Boxes, plastic, 46
Brushes, soft, 47, 62
 Building Inspectors, 30
 Butte County Office of Emergency Services, 15

C

CA Seismic Safety Commission, 28
 Calaveras County Office of Emergency Services, 15

California Department of Forestry and Fire Protection, 15, 16, 17

CALIFORNIA EMERGENCY MANAGEMENT AGENCY, 17

California Environmental Protection Agency, 30

California Poison Control System, 38
 California Preservation Program, 17
 California Seismic Safety Commission, 18
 Caltrans, 18
 Carpet Cleaners, 31
 CatchMaster, 51
 Center for the Study of Audiovisual Archives (CEAA), 24
 Centers for Disease Control and Prevention (CDC), 7
 Chemical Lightsticks, 47
 Chicago Albumen Works, 38
 Cole-Parmer Instrument Company, 53, 64
 Colusa County Office of Emergency Services, 18
 Community Emergency Response Team (CERT), 8
 Computer Data Recovery, 31
 Conservation Center for Art and Historic Artifacts (CCAHA), 60
 CONSERVATION DISTLIST, 26
 Conservation OnLine, 24
 Conservation Resources International LLC, 45
 Consolidated Plastics Company, Inc., 45, 46, 50
 Contra Costa County Office of Emergency Services, 18
 Cookes Crating & Fine Art Transportation, 30
 Council of State Archivists (COSA), 24
 Curatorial Assistance Inc., 30

D

Data Logger Store, 48, 62
 Data Recovery Group, 31
 Debris Removal, 32
 Dehumidification, 32
 Dehumidifiers-Rental, 47, 62
 Del Norte County Office of Emergency Services, 18
 Department of Homeland Security, 8
 Dickson Instruments Company, 48, 62
 Disaster Mitigation Planning Assistance Website, 25
 Disaster Recovery Journal, 26
 Discussion Lists, 26
 Disinfectants, 48, 62
 Disposable Cameras, 48
 Distilled Water, 48
 Document Reprocessors, 32, 34, 37
 Dorlen Products Inc., 54
 dPlan - The Online Disaster Planning Tool, 25, 44
 DriveSavers Data Recovery, Inc., 32

E

El Dorado County Office of Emergency Services, 18
 Electricity, 33
 Emergency Email Network, 8
 EMLab, 35

Environmental Information Association, 36
 Environmental Monitors, 48, 62
 Environmental Protection Agency (EPA), 12, 36, 52
 EPA Emergency Management, 8
 EPA Partner
 Local Emergency Planning Committees (LEPC), 8

F

Fans, 49, 63
 FBI, 39, 40, 41
 Federal Emergency Management Agency (FEMA), 8, 13, 25, 66, 67
 Fencing, 49
 Fine Art Shipping, 30
 Fire and Water Damage Salvage, 33
 Fire Protection Consultants, 33
 First Aid Instruction, 33
 First Aid Kits, 49
 First Aid Supplies, 33
 Fisher Scientific, 48, 62
 Fishing Line, 49
 Flashlights, 49
 Flood Assistance, 33
 Food, 33
 FP International, 50
 Freeze Drying, 33
 Freezer Paper, 49
 Freezer Storage Facilities, 34

G

Gaylord Bros., 45, 46, 47, 48, 49, 51, 54, 62, 63, 65
 General Emergency Supplies, 49, 63
 Generator Rental, 49
 Gerald R. Ford Conservation Center, 59
 Glenn County Office of Emergency Services, 18
 Global Industrial, 50, 53, 64
 Gloves, 50, 63

H

Hagemeyer North America, 53, 64
 Hazardous Material, 35
 Heritage Emergency National Task Force, 9, 66
 Heritage Preservation, 9
 Hollinger Metal Edge, Inc., 45, 46
 Home Depot, 52
 Hoses, 50
 Humboldt County Office of Emergency Services, 19

I

Image Permanence Institute (IPI), 48, 63
 Inclusive Preparedness Center, 9
 Industrial Safety Supply Corp., 53, 64
 Insects Limited, Inc., 51
 Institute for Crisis Management (ICM), 9

Institute for Home & Business Safety (IBHS), 9
 Institute of Museum & Library Services (IMLS), 10, 25, 44, 67
 Insurance Information Institute, 10
 Intermuseum Conservation Association, 59
 International Association of Refrigerated Warehouses, 35
 Interpol- Stolen Works of Art, 40

J

Journals, 26

L

Lab Safety Supply, 53, 64
 Lake County Office of Emergency Services, 19
 Lassen County Office of Emergency Services, 19
 Lawrence Fine Arts Inc., 30
 Library of Congress Preservation Directorate, 10, 60
 Local Emergency Planning Committees (LEPC), 8
 LYRASIS, 25, 58

M

Magnifying Glass, 64
 Marin County Office of Emergency Services, 19
 Masune™ First Aid and Safety, 53, 64
 Mendocino County Office of Emergency Services, 19
 Microfilm, 37
 Midwest Art Conservation Center, 59
 Minnesota Historical Society, 25
 Modoc County Office of Emergency Services, 19
 Munters, 42
 Museum Security Network, 27, 40
 MUSEUM-L, 26
 Mycologist, 61

N

Napa County Office of Emergency Services, 19
 National Archives & Records Administration (NARA), 10
 National Association of Independent Insurance Adjusters, 67
 National Center for Preservation Technology & Training, 25, 44
 National Earthquake Information Center (NEIC), 10, 28
 National Endowment for the Arts (NEA), 67
 National Endowment for the Humanities (NEH), 3, 11, 67
 National Fire Protection Association (NFPA), 11, 13
 National Flood Insurance Program (NFIP), 11, 13
 National Institute for Occupational Safety and Health (NIOSH), 11, 13, 52
 National Institute of Environmental Health Sciences, 36
 National Lead Information Center, 36
 National Oceanic and Atmospheric Administration (NOAA), 11, 12
 National Park Service, 54, 60
 National Park Service's Conserve-O-Gram, 54, 65
 National Pest Management Association, 37
 National Stolen Art File, 39, 40, 41
 Nevada County Office of Emergency Services, 20

New Pig Corporation, 53, 64
 Newsprint, 50
 Nilfisk-Advance America Inc, 54
 Northeast Document Conservation Center (NEDCC), 25, 38, 44, 60

O

Occupational Safety and Health Administration (OSHA), 14, 52, 64
 Office of Homeland Security, 26
 One Way Solutions, 51
 Onset Computer Corp., 48, 63

P

Packing Supplies, 50
 Pallets, 50
 Peebles Island Resource Center, 60
 Pelican Products, 49
 Peregrine Brushes and Tools, 47, 62
 Pest and Insect Traps, 51
 Pest Control, 37
 Pest Control Center, 37, 38
 Pest Control Services, Inc, 37
 PESTLIST, 27
 Photographs-Negative Salvage, 38
 Placer County Office of Emergency Services, 20
 Plastic Sheeting, 52
 Plumas County Office of Emergency Services, 20
 Poison, 38
 Polygon, 33, 42
 Preparedness Industries Inc, 47
 Preservation Resource Group, 55
 PRESERVENW, 27
 ProText, Inc., 46, 49, 63
 Public Relations Society of America (PRSA), 12

Q

Q-Safety Inc., 28

R

Radios, 52
 RCAAM, 27
 Ready.gov, 26
 Regional Alliance for Preservation, 12, 25, 57
 RESCUBE®, 46, 47, 49
 Respirators, 52, 64
 Respiratory Protection E-Tool, 52
 Robert E. White Instruments, Inc., 48, 63

S

Sacramento County Office of Emergency Services, 20
 Sacramento Ready.org, 20
 Safety Supplies and Equipment, 52, 64

San Francisco County Department of Emergency Management, 20
 San Joaquin County Office of Emergency Services, 20
 San Mateo County Office of Emergency Services, 21
 Santa Clara County Office of Emergency Services, 21
 Santa Cruz County Office of Emergency Services, 21
 Security Services, 38
 Self-Insurance Institute of America (SIIA), 67
 Shasta County Office of Emergency Services, 21
 Ship/Art International, 30
 Sierra County Office of Emergency Services, 21
 Sigma-Aldrich Corporation, 53, 64
 Signage, 53
 Siskiyou County Office of Emergency Services, 21
 Small Business Administration, 67
 SMC (San Mateo County) Ready, 21
 Smithsonian Museum Conservation Institute (MCI), 12
 Society for Risk Analysis, 67
 Society of American Archivists (SAA), 41
 Society of Risk Management Consultants, 67
 Solano County Office of Emergency Services, 22
 SOLEX Environmental Systems, Inc., 34
 SONIN, Inc., 55
 Sonoma County Dept. of Emergency Services, 22
 Stanislaus County Office of Emergency Services, 22
Storage, 34, 39
 Sutter County Emergency Services Program, 22

T

Talas, 45, 47, 48, 62, 63
 Tehama County Office of Emergency Services, 22
Tent Rental, 53
 Textile Conservation Workshop, 60
 Theft Response, 39
 Thomas Scientific, 63
 Toilet Rental, 53
Tool Rental, 53
 Trinity County Office of Emergency Services, 22
 Tuolumne County Office of Emergency Services, 22
 Tyco Thermal Controls, 54

U

Uline, 50
 United States Geological Survey (USGS), 14, 28
University Products, Inc., 45, 46, 47, 51, 54, 62, 63, 65
 US Art – Los Angeles Region, 30
 US Consumer Product Safety Commission, 36

V

Vacuum Cleaners, 54, 55, 65

W

Waterproof Clothing, 55

Water-Sensing Alarms, 54
Websites, 24, 67
West Coast and Alaska Tsunami Warning Center, 14
Western Association for Art Conservation, 26
Western States Seismic Policy Council (WSSPC), 14, 28
WESTPAS - Western States & Territories Preservation Assistance
Service, 58

Y

Yolo County Office of Emergency Services, 23
Yuba County Office of Emergency Services, 23