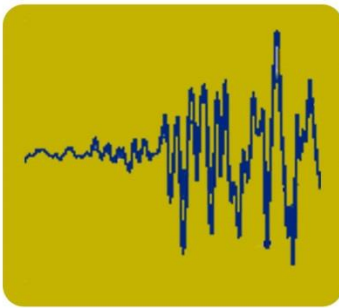




BALBOA ART CONSERVATION CENTER

WESTERN REGION FIELD SERVICE OFFICE

WASHINGTON GUIDE TO EMERGENCY PREPAREDNESS RESOURCES



Edited by: Ashleigh Crocker
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 Resource List"
January 2001

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Washington Guide to
Emergency Preparedness Resources
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San Diego, CA 92163-3755
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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.



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

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INTRODUCTION

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

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

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

The purpose of the *Washington Guide to Emergency Preparedness Resources* is to serve as a resource for every collection holding institution in the state of Washington. 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 *Washington 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)TM. 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
Email: info@AASLH.org
<http://www.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/>

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 20005-1714
(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

(800) 545-2433

FAX (312) 440-9374

Email: ala@ala.org

<http://www.ala.org>

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

American Red Cross National Headquarters

2025 E Street NW

Washington, DC 20006

(800) 733-2767

<http://www.redcross.org>

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

American Society of Appraisers

11107 Sunset Hills Road, Suite 310

Reston, VA 20190

(800) 272-8258

Email: asainfo@appraisers.org

<http://www.appraisers.org>

Centers for Disease Control and Prevention (CDC)

1600 Clifton Road

Atlanta, GA 30333

(800) 232-4636

Email: cdcinfo@cdc.gov

<http://www.cdc.gov>

Centers for Disease Control and Prevention (CDC)

Emergency Preparedness & Response

<http://emergency.cdc.gov>

Community Emergency Response Team (CERT)

Email: cert@dhs.gov

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

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 2012, there are 52 CERT programs in Washington listed on the website.

Department of Homeland Security - Citizen Corps

www.ready.gov/citizen-corps

Department of Homeland Security - Ready Washington

Community and State Information

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

Emergency Email and Wireless 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: info@heritagepreservation.org
<http://www.heritagepreservation.org>

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

Inclusive Preparedness Center

1319 Pennsylvania Ave. SE, Suite 100
Washington, DC 20003
(202) 338-7158 FAX (202) 338-7216
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)

455 S. 4th Street, Suite 407
Louisville, KY 40202
(502) 587-0327 FAX (502) 587-0329
(888) 708-8351
Email: info@crisisconsultant.com
<http://www.crisisconsultant.com>

Insurance Institute for Home & Business 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/preserv>

National Archives & Records Administration (NARA)

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

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

National Earthquake Information Center (NEIC)

United States Geological Survey - NEIC
Box 25046, DFC, MS 966
Denver Federal Center
Denver, CO 80225-0046
(303) 273-8500 FAX (303) 273-8450
<http://earthquake.usgs.gov/contactus/golden/neic.php>
<http://earthquake.usgs.gov/regional/states.php?regionID=47> (WA State earthquake information)
<http://www.pnsn.org/earthquakes/recent> (Pacific Northwest Earthquake Activity Map)

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.fema.gov/national-flood-insurance-program>

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

National Institute for Occupational Safety and Health (NIOSH) HQ

395 E Street SW
Patriots Plaza 1, Suite 9200
Washington, DC 20201
(800) 232-4636 FAX (513) 533-8347
<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/>

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 10 (Pacific Northwest)

US EPA, Region 10
1200 Sixth Avenue, Suite 900
Seattle, WA 98101
(800) 424-4372
(206) 553-1200
Email: epa-seattle@epa.gov
<http://www.epa.gov/region10>

EPA Region 10 serves Oregon, Washington, Alaska, Idaho and Native Tribes. EPA's website has information on emergency management, preparedness and response: www.epa.gov

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

130 - 228th Street, SW
Bothell, WA 98021
(425) 487-4600
<http://www.fema.gov/region-x-ak-id-or-wa>

FEMA Region X serves the States of Alaska, Idaho, Oregon and Washington.

National Fire Protection Association

Northwest Regional Office

2814 Brooks Street, Suite 240

Missoula, MT 59801

(406) 241-5981

<http://www.nfpa.org/index.asp>

National Flood Insurance Program (NFIP)

Region X Office

(830) 265-7796

Agent: Kristen Minich

Email: kminich@ostglobal.com

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

Region X serves the states of Alaska, Idaho, Oregon and Washington. Provides information to help individuals assess risk and protect themselves from financial loss in the event of a flood. NFIP distributes an e-newsletter with tips on finding the right insurance policy, being prepared and reducing risk.

National Institute for Occupational Safety and Health (NIOSH)

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 X Office

300 Fifth Avenue, Suite 1280

Seattle, WA 98104

(206) 757-6700

FAX (206) 757-6705

<http://www.osha.gov>

OSHA Region X Training Institute Education Center

Northwest Center for Occupational Health and Safety

Pacific Northwest OSHA Education Center

4225 Roosevelt Way NE, Suite 100

Seattle, WA 98105

(206) 685-3089

(800) 326-7568

<http://osha.washington.edu/offerings.cfm?whichpage=OSHA>

The Northwest Center for Occupational Health and Safety is one of 16 education and research centers funded by NIOSH. The Pacific Northwest OSHA Education Center is the only authorized OSHA training facility in the Pacific Northwest.

United States Geological Survey (USGS)

USGS Western Region Offices

Menlo Park Campus, Bldg. 3
345 Middlefield Road MS 977
Menlo Park, CA 94025
(650) 853-8300

<http://www.usgs.gov>

<http://earthquake.usgs.gov/regional/nca>

USGS Western Regional Office – Washington State

Federal Office Building
909 First Avenue, 8th Floor
Seattle, WA 98104
(206) 220-4600 FAX (206) 220-4624
<http://www.usgs.gov>

West Coast and Alaska Tsunami Warning Center

910 S Felton St.
Palmer, AK 99645
(907) 745-4212
Email: ntwc@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
Email: wsspc@wsspc.org
<http://www.wsspc.org>

c. Local Resources

Adams County Department of Emergency Services

2069 West Hwy 26
Othello, WA 99344
(509) 488-3704 24-hour (509) 488-2061
<http://www.co.adams.wa.us/departments/emergency.asp>

Asotin County Department of Emergency Services

PO Box 250
Asotin, WA 99402
(509) 243-2088 24-hour (509) 758-1668
<http://www.co.asotin.wa.us/>

Bellevue Office of Emergency Management

450 110th Avenue NE
P.O. Box 90012
Bellevue, WA 98009-9012
(425) 452-6813 FAX (425) 452-2840
Email: lmeyers@bellevuewa.gov
http://www.ci.bellevue.wa.us/emergency_preparedness.htm

Benton County Emergency Services

651 Truman Ave.
Richland, WA 99352
(509) 628-2600
<http://www.bces.wa.gov>

Cascades Volcano Observatory

<http://vulcan.wr.usgs.gov>

The Cascades Volcano Observatory is part of the U.S. Geological Survey. This website has information and maps on both past and current volcano activity in the Cascades region.

Cascadia Region Earthquake Workgroup (CREW)

(206) 965-0068
<http://www.crew.org>

CREW is a coalition of private and public representatives working together to improve the ability of communities throughout the Cascadia region to reduce the effects of earthquakes and related hazards, such as tsunamis.

Chelan City Sheriff Office – Department of Emergency Management

408 North Western
Wenatchee, WA 98801
(509) 667-6863 FAX (509) 667-6510
(509) 663-9911 – 24-hour Emergency
(509) 667-6636 - Emergency Operations Center
Email: Sheriff@co.chelan.wa.us
<http://www.co.chelan.wa.us/sheriff/pages/emergency-management?parent=Units>

Clallam County Emergency Management

223 East 4th St., Suite 12
Port Angeles, WA 98362
(360) 417-2305 FAX (360) 417-24585
Email: ccem@co.clallam.wa.us
<http://www.clallam.net/EmergencyManagement>

Clark Regional Emergency Services Agency (CRESA)

710 West 13th Street
Vancouver WA 98660-2810
(360) 737-1911 24-hour (360) 696-4461
Email: cresa@clark.wa.gov
<http://www.cresa911.org>

Columbia County Emergency Management

341 E. Main
Dayton, WA 99328
(509) 382-2534 24-hour (509) 382-2518
Email: ccemd@co.columbia.wa.us
<http://www.columbiaco.com/index.aspx?NID=77>

Cowlitz County Department of Emergency Management

312 SW 1st Avenue
Kelso, WA 98626
(360) 577-3130 24-hour (360) 577-3098
Email: dem@co.cowlitz.wa.us
<http://www.co.cowlitz.wa.us/dem>

Cowlitz County DEM services the cities of: Castle Rock, Kalama, Kelso, Longview, and Woodland.

Douglas County Department of Emergency Management

110 NE 2nd Street, Suite 2
East Wenatchee, WA 98802
(509) 884-0941 FAX (509) 886-1045
(509) 884-1125 ext. 199 – Information Line
<http://www.douglascountywa.net/departments/em>

Ferry County Sheriff's Office

Mailing: P.O. Box 1099 Office: 175 N. Jefferson
Republic, WA 99166
(509) 775-3132 FAX (509) 775-1076
(800) 342-4344
<http://www.ferry-county.com/Courts%20and%20Law/Sheriff.html>

Franklin County Emergency Management (FCEM)

502 Boeing Street
Pasco, WA 99301
(509) 545-3546
<http://www.franklinem.org>

Garfield County Sheriff's Office

789 West Main Street
Pomeroy, WA 99347
(509) 843-3494
http://co.garfield.wa.us/sheriff_home

Grant County Emergency Management

3953 Airway Drive NE, Building 2
Moses Lake, WA 98837
(509) 762-1462
(509) 762-1160 – 24-hour Emergency
<http://www.co.grant.wa.us/EM/>

Grays Harbor County Sheriff's Department

Division of Emergency Management
310 West Spruce, Suite 212
Montesano, WA 98563
(360) 249-3911 24-hour (360) 580-2281
Email: ghcdem@co.grays-harbor.wa.us
<http://www.co.grays-harbor.wa.us/info/DEM/index.asp>

Island County Department of Emergency Management

P.O. Box 5000
Coupeville, WA 98239-5000
(360) 679-7370
(360) 321-5111, ext. 7370 - South Whidbey Island
(360) 629-4523, ext. 7370 - Camano Island
Email: dem@co.island.wa.us
<http://www.islandcounty.net/PublicWorks/dem>

Jefferson County Department of Emergency Management

81 Elkins Road
Port Hadlock, WA 98339
(360) 385-9368
(360) 385-3831, ext. 1 – After hours (Urgent)
<http://www.co.jefferson.wa.us/JCDEM>

King County Office of Emergency Management

3511 NE 2nd Street
Renton, WA 98056
(206) 296-3830 FAX (206) 205-4056
(800) 523-5044
Email: ecc.kc@kingcounty.gov
<http://www.kingcounty.gov/safety/prepare.aspx>

Kitsap County Department of Emergency Management

911 Carver Street
Bremerton, WA 98312
(360) 307-5871 FAX (360) 478-9802
Email: dem@kitsapdem.org
<http://kitsapdem.org>

Kittitas County Sheriff's Office

Public Safety Building
205 W 5th Avenue
Ellensburg, WA 98926
(509) 962-7525 24-hour (509) 925-8534
<http://www.co.kittitas.wa.us/sheriff/default.aspx>

Klickitat County Emergency Management

501 N.E. Washington, Room 239
M.P.O. Box 2137
White Salmon, WA 98672
(509) 493-6029 24-hour (509) 773-4545
Email: emergencymanagement@co.klickitat.wa.us
<http://www.klickitatcounty.org/EmergencyMan>

Lewis County Emergency Management

351 NW North Street
Chehalis, WA 98532
(360) 740-1151
Email: dem@lewiscountywa.gov
<http://lewiscountywa.gov/em>

Lincoln County Sheriff's Office

404 Sinclair St.
P.O. Box 367
Davenport, WA 99122
(509) 725-3501 24-hour (509) 725-3501
Email: kwatkins@co.lincoln.wa.us
<http://www.co.lincoln.wa.us/Sheriff/index.htm>

Mason County Department of Emergency Management

100 W Public Works Drive
Shelton, WA 98584
(360) 427-7535 24-hour (360) 427-7761
<http://www.co.mason.wa.us/dem/index.php>

Okanogan County Department of Emergency Management (Sheriff's Office)

123 5th Avenue North, Room 200
Okanogan, WA 98840
(509) 422-7206 FAX (509) 422-7217
Emergency Operations Center: (509) 422-7348
<http://okanogandem.org>

Pacific County Emergency Management Agency

300 Memorial Drive
P.O. Box 101
South Bend, WA 98586
(360) 875-9340 FAX (360) 875-9342
Email: sfritts@co.pacific.wa.us
<http://www.co.pacific.wa.us/pcema>

Pend Oreille County Emergency Management

P.O. Box 5035
101 South Garden Avenue
Newport, WA 99156
(509) 447-3731 FAX (509) 447-0286
Email: jboggs@pendoreille.org
<http://pendoreilleco.org/your-government/emergency-management/>

Pierce County Department of Emergency Management

2501 South 35th Street, Suite D
Tacoma, WA 98409
(253) 798-6595 FAX (253) 798-3307
<http://www.co.pierce.wa.us/index.aspx?NID=945>

San Juan County Department of Emergency Management

San Juan County / Town of Friday Harbor DEM
P.O. Box 669
Friday Harbor, WA 98250
(360) 370-7612 FAX (360) 378-7125
Email: dem@sanjuandem.net
<http://www.sanjuandem.net>

Skagit County Department of Emergency Management

2911 E College Way, Suite B
Mount Vernon, WA 98273
(360) 428-3250
Email: dem@co.skagit.wa.us
<http://www.skagitcounty.net/Departments/EmergencyManagement/main.htm>

Skamania County Department of Emergency Management

Mailing: P.O. Box 790 Physical: 200 Vancouver Ave.
Stevenson, WA 98648
(509) 427-8076 FAX (509) 427-7555
<http://www.skamania-dem.org>

Snohomish County Department of Emergency Management

720 80th Street SW, Bldg. A
Everett, WA 98203
(425) 388-5060 FAX (425) 423-9152
Email: Contact.EmergencyManagement@co.snohomish.wa.us
http://www1.co.snohomish.wa.us/Departments/Emergency_Management

Spokane County Department of Emergency Management

1618 N. Rebecca Ave.
Spokane, WA 99217
(509) 477-2204 FAX (509) 477-5759
<http://www.spokanecounty.org/emergencymgmt>

Stevens County Emergency 911 / Sheriff's Office

Mailing: P.O. Box 186 Physical: 215 South Oak Street, Room # 108
Colville, WA 99114
(509) 684-5296 FAX (509) 684-7583
(800) 572-0947
(509) 684-2555 – 24-Hour Phone
<http://www.co.stevens.wa.us/sheriff>

Thurston County Emergency Management

9521 Tilley Road SW
Olympia, WA 98512
(360) 867-2800 FAX (360) 867-2811
<http://www.co.thurston.wa.us/em>

Wahkiakum County Sheriff's Office

Mailing: P.O. Box 65 Office: 64 Main Street
Cathlamet, WA 98612
(360) 795-3242 FAX (360) 795-3145
<http://www.co.wahkiakum.wa.us/dem.html>

Walla Walla County Emergency Management Department

27 N. 2nd Avenue
Walla Walla, WA 99362
(509) 524-2900 FAX (509) 524-2910
Email: emd@co.walla-walla.wa.us
<http://www.co.walla-walla.wa.us/Departments/EMD/index.shtml>

Washington State Department of Labor and Industries

P.O. Box 44000
Olympia, WA 98504-4000
(360) 902-5800 FAX (360) 902-5798
<http://www.lni.wa.gov>

Washington State Department of Labor and Industries - Safety & Health Act (WISHA)

P.O. Box 44000
Olympia, WA 98504-4000
<http://www.lni.wa.gov/safety>

That Washington Industrial Safety and Health Act (WISHA) is the WA State equivalent to OSHA (Occupational Safety & Health Administration) and oversees workplace safety and health in the state. Check the website to locate one of 20 field offices within WA State.

Washington State Military Department Emergency Management Division (EMD)

Building 20, MS TA-20
Camp Murray, WA 98430-5112
(800) 562-6108
(253) 512-7000 FAX (253) 512-8497
<http://www.emd.wa.gov>

The EMD coordinates emergency management programs with local governments, public agencies, private organizations, businesses, communities, and individuals to prepare for, respond to, and recover from emergencies.

Washington State Department of Natural Resources (DNR)

P.O. Box 47000
1111 Washington Street SE
Olympia, WA 98504-7000
(360) 902-1000
<http://www.dnr.wa.gov>

Washington State Department of Natural Resources - Fire Information

Resource Protection Division
1111 Washington St. SE
P.O. Box 47037
Olympia, WA 98504-7037
(360) 902-1300 FAX (360) 902-1757
Email: RPD@dnr.wa.gov
<http://www.dnr.wa.gov/WildfirePrevention>

Whatcom County Sheriff's Office

Division of Emergency Management (WCDEM)
311 Grand Ave
Bellingham, WA 98225
(360) 676-6681
(360) 738-4551 – Incident Hotline
(360) 778-8500 – Emergency Operations Center
E-mail: wcdem@co.whatcom.wa.us
<http://www.co.whatcom.wa.us/dem>

Whitman County Emergency Management

310 N. Main Street
Colfax, WA 99111
(509) 397-6280 FAX (509) 397-5647
<http://www.whitmancounty.org/Page.aspx?pn=Emergency+Management>

Yakima County Office of Emergency Management

2403 S 18th Street, Suite 200
Union Gap, WA 98903
(509) 574-1900
<http://www.co.yakima.wa.us/oem>

2. ONLINE RESOURCES FOR EMERGENCY RESPONSE PLANNING

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

Endorsement Statement

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

WEBSITES

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

Conservation OnLine

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

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

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

Information available includes:

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

Center for the Study of Audiovisual Archives (CEAA)

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

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

Council of State Archivists (COSA)

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

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

Disaster Mitigation Planning Assistance Website

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

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

dPlan - The Online Disaster Planning Tool

(NEDCC- Northeast Document Conservation Center)

<http://www.dplan.org>

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

Federal Emergency Management Agency

<http://www.fema.gov/media-library/assets/documents/3412>

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

LYRASIS

<http://www.lyrasis.org>

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

<https://www.lyrasis.org/LYRASIS%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 14 member organizations that provide cultural institutions with training and education to help with care of their collections. RAP maintains a website with links to each of its affiliated preservation service programs and regional conservation centers located throughout the country. These regional centers provide information, emergency assistance, consultations and conservation treatment.

Ready.gov (Office of Homeland Security)

<http://www.ready.gov>

National public service advertising (PSA) campaign that provides information on how to prepare for and respond to emergencies including natural and man-made disasters.

JOURNALS

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

Abbey Newsletter

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

Disaster Recovery Journal

<http://www.drj.com>

Western Association for Art Conservation (WAAC) Newsletter

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

RELEVANT DISCUSSION LISTS

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

CONSERVATION DISTLIST

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

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

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

ARCHIVES-L

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

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

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

MUSEUM-L

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

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

MUSEUM SECURITY NETWORK

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

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

PESTLIST (Museum Pest Email List Service)

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

To subscribe: Go to <http://museumpests.net/join-the-pestlist/> and send an email to manage@museumpests.net. In the body of the email and the subject put: *subscribe 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 AND VOLCANO SAFETY PREPAREDNESS

The following sites provide information useful for earthquake and volcano disaster planning.

Cascades Volcano Observatory (CVO)

<http://vulcan.wr.usgs.gov>

Part of the U.S. Geological Survey. Website has information and maps on both past and current volcano activity in the Cascades region.

Cascadia Region Earthquake Workgroup (CREW)

<http://www.crew.org>

National Earthquake Information Center (NEIC)

P.O. Box 25046 MS 966

Denver Federal Center

Denver, CO 80225-0046

(303) 273-8500

FAX (303) 273-8450

<http://earthquake.usgs.gov/contactus/golden/neic.php>

Pacific Northwest Seismic Network

Seismology Lab

University of WA Department of Earth & Space Sciences

P.O. Box 351310

Seattle, WA 98195-1310

(206) 685-8180

FAX (206) 553-8350

Email: pnsn@uw.edu

<http://www.pnsn.org>

This site includes a history of Pacific Northwest earthquakes, earthquake FAQs, facts, emergency information and publications for download or purchase. It also includes information regarding Pacific Northwest volcano information.

United States Geological Survey (USGS)

USGS Western Region Offices

345 Middlefield Road MS 977

Menlo Park, CA 94025

(650) 329-4668

FAX (650) 329-5163

<http://earthquake.usgs.gov/regional/nca>

United States Geological Survey (USGS)

Volcano Hazards Program (VHP)

<http://volcanoes.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.

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 insure that help arrives when it is most critical. The contract should include a detailed description of the facility, special handling instructions and a clause stating that the institution will handle supervision of all recovery personnel.

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

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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:

Art Work Fine Art Services, Inc.

4635 Colorado Ave S # A
Seattle, WA 98134
(206) 762-4040 FAX (206) 762-4044
Email: scotty@artworkfas.com
<http://www.artworkfas.com>

Art Work Fine Art Services, Inc.

P.O. Box 20306
Portland, OR 97294
(503) 256-7648 FAX (503) 256-8492
Email: michael@artworkfas.com
<http://www.artworkfas.com>

Artech, Incorporated

865 Lind Avenue SW
Renton, WA 98057
(206) 728-8822 FAX (425) 271-0804
Email: info@artechseattle.com
<http://www.artechseattle.com>

Artex Fine Art Service

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

Cookes Crating & Fine Art Transportation

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

Fine Art Shipping

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

Lile International Companies

(800) 833-3510
<http://www.lile.com>

US Art – Los Angeles Region

921 West Walnut Street
Compton, CA 90220
(877) 528-7278 FAX (310) 886-0120
<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 - Spokane

10020 East Knox Suite 100

Spokane, WA 99206

(509) 893-0001

(800) 707-3601 – Toll Free

Belfor, USA - Seattle

4320 South 131st Place, Suite 100

Seattle, WA 98168

(206) 632-0800

(800) 775-8006 – Toll Free

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)

315 North Great Southwest Parkway

Arlington, Texas 76011

(877) 730-1948

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.

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.

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 - Spokane

10020 East Knox Suite 100
Spokane, WA 99206
(509) 893-0001
(800) 707-3601 – Toll Free

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

Belfor, USA - Seattle

4320 South 131st Place, Suite 100
Seattle, WA 98168
(206) 632-0800
(800) 775-8006 – Toll Free

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

315 North Great Southwest Parkway
Arlington, Texas 76011
(877) 730-1948
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 (formerly Munters MCS)

15 Sharpner's Pond Road, Building F
North Andover, MA 01845
(800) 422-6379 FAX (978) 655-8511
Email: us_info@polygongroup.com
<http://polygongroup.us>

Polygon (formerly Munters MCS)

Portland District Office
62640 SW Arctic Drive
Beaverton, OR 97005
(800) 422-6379

Polygon (formerly Munters MCS)

Seattle District Office
301 30th Street NE, Suite 118
Auburn, WA 98002
(800) 422-6379

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

Rapid Refile, a Polygon Company

15 Sharpner's Pond Road, Building F
North Andover, MA 01845
(800) 422-6379 FAX (978) 655-8511
Email: us_info@polygongroup.com
<http://polygongroup.us>

Provides a variety of recovery services including certified vacuum freeze-drying, archival remediation, and conservation support. In 2012, Polygon acquired Rapid Refile.

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 - Spokane

10020 East Knox Suite 100
Spokane, WA 99206
(509) 893-0001
(800) 707-3601 – Toll Free

Belfor, USA - Seattle

4320 South 131st Place, Suite 100
Seattle, WA 98168
(206) 632-0800
(800) 775-8006 – Toll Free

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

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

315 North Great Southwest Parkway
Arlington, Texas 76011
(877) 730-1948
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.

Rapid Refile, a Polygon Company

15 Sharpner's Pond Road, Building F
North Andover, MA 01845
(800) 422-6379 FAX (978) 655-8511
Email: us_info@polygongroup.com
<http://polygongroup.us>

Provides a variety of recovery services including certified vacuum freeze-drying, archival remediation, desiccant drying and conservation support. In 2012, Polygon acquired Rapid Refile.

SOLEX Environmental Systems, Inc.

P.O. Box 460242
Houston, TX 77056
(713) 963-8600 (24-hour emergency hotline)
FAX (713) 461-5877
<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/about-us/partners/iarw/>.

Americold Headquarters

10 Glenlake Parkway
Suite 800, South Tower
Atlanta, GA 30328
(678) 441-1400 FAX (678) 441-6824
<http://www.americold.com/>

Temperature controlled warehouses and transportation services. 8 locations in Washington.

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

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

181 Thompson Street #23
New York, NY 10012-2586
(212) 777-0062
Email: ACTSNYC@cs.com
<http://www.artscraftstheatersafety.org>

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

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 X
1200 6th Avenue, Suite 900
Seattle, WA 98101
(206) 553-1200
<http://www.epa.gov/aboutepa/region10.html>

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)

422 South Clinton Avenue
Rochester, NY 14620

(800) 424-5323

FAX (585) 232-3111

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

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

US Consumer Product Safety Commission

4330 East West Highway
Bethesda, MD 20814

(800) 638-2772 – Consumer Hotline

(301) 504-7923

<http://www.cpsc.gov>

Call to request information about potential hazards of commercial products.

MICROFILM SALVAGE:

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

315 North Great Southwest Parkway
Arlington, Texas 76011

(877) 730-1948

Email: info@bmscat.com

<http://www.bmscat.com>

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

Challenge Imaging

950 Danby Rd. Suite 179
Ithaca, New York 14850

(607) 272-8990

Email: alant@aboutchallenge.org

<http://www.challengeimaging.com/index.php>

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

Document Reprocessors (West Coast Office)

1384 Rollins Road
Burlingame, CA 94010

(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.

Rapid Refile, a Polygon Company

15 Sharpner's Pond Road, Building F
North Andover, MA 01845

(800) 422-6379 FAX (978) 655-8511

Email: us_info@polygongroup.com

<http://polygongroup.us>

X-ray, film, and photograph recovery.

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

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

To speak to Dr. Parker about developing an effective IPM program, you can visit his website at <http://termitesonly.com/> and contact him by phone at (610) 444-2277 or by email at bugman22@aol.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, 4th Floor

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.

Washington Poison Center

Emergency: (800) 222-1222

<http://www.wapc.org>

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. Continued over page.

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: webmaster@atada.org

<http://www.atada.org>

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

Art Loss Register

Email: info@artloss.com

<http://www.artloss.com>

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

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

ASIS International

1625 Prince Street

Alexandria, VA 22314-2818

(703) 519-6200

FAX (703) 519-6299

<http://www.asisonline.org>

FBI – Seattle Division

1110 Third Avenue

Seattle, WA 98101-2904

(206) 622-0460

Email: Seattle.fbi@ic.fbi.gov

<http://seattle.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: info@museum-security.org

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

Links to organizations that track thefts, provide information on protecting collections, etc. The MSN also has an email listserv. Information on joining the MSN listserv is available at: [http://groups.google.com/group/museum security network](http://groups.google.com/group/museum%20security%20network).

National Stolen Art File

Federal Bureau of Investigation

Art Theft Program, Room 3349

935 Pennsylvania Avenue, NW

Washington, DC 20535

(202) 324-6668

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 - Spokane

10020 East Knox Suite 100

Spokane, WA 99206

(509) 893-0001

(800) 707-3601 – Toll Free

Belfor, USA - Seattle

4320 South 131st Place, Suite 100

Seattle, WA 98168

(206) 632-0800

(800) 775-8006 – Toll Free

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)

315 North Great Southwest Parkway

Arlington, Texas 76011

(877) 730-1948

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)

Portland District Office

6240 SW Arctic Drive

Beaverton, OR 97005

(503) 693-3111

Polygon (formerly Munters MCS)

Seattle District Office

301 30th Street NE, Suite 118

Auburn, WA 98002

(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.

Rapid Refile, a Polygon Company

15 Sharpner's Pond Road, Building F

North Andover, MA 01845

(800) 422-6379

FAX (978) 655-8511

Email: us_info@polygongroup.com

<http://polygongroup.us>

Provides a variety of recovery services including certified vacuum freeze-drying, archival remediation, and conservation support. In 2012, Polygon acquired Rapid Refile.

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.

Aurora Plastics & Packaging
19707 44th Avenue West Suite 202
Lynnwood, WA 98036
(888) 898-2247
Email: info@auroraplasticbags.com
<http://www.auroraplasticbags.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>

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) 962-9580 FAX (800) 272-3412
<http://www.gaylord.com>

Hollinger Metal Edge, Inc.
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
40 Eisenhower Drive
Paramus, NJ 07652
(888) 846-6847 FAX (870) 268-0581
<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) 962-9580 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) 962-9580 FAX (800) 272-3412
<http://www.gaylord.com>

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

Hollinger Metal Edge, Inc.

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

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

ProText, Inc.

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

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

University Products, Inc.

517 Main Street
Holyoke, MA 01040
(800) 628-1912 FAX (800) 532-9281

Email: info@universityproducts.com

<http://www.universityproducts.com>

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

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

Gaylord Bros.

P.O. Box 4901
Syracuse NY 13221
(800) 962-9580 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

1151 Mark Circle
Gardnerville, NV 89410
(775) 783-3118
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

3310 Kitty Hawk Road Suite 100
Wilmington, NC 28405
(888) 475-5235
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>

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/cataspx10.html>.

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

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

ProText, Inc.

PO Box 864

Greenfield, MA 01302

(301) 320-7231

FAX (301) 320-7232

Email: prottext@prottext.net

<http://www.prottext.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) 866-9946 FAX (650) 361-1713

<http://www.fpintl.com>

Uline

2950 Jurupa Street

Ontario, CA 91761

(800) 295-5510

Email: customer.service@uline.com

<http://www.uline.com>

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

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, #3
Brooklyn, NY 11232
(800) 458-7454 FAX (718) 439-0039
Email: info@rightwaycorp.us/catchmasterpro
<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) 962-9580 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. 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

North Pacific Region
11900 NE 95th Street, Suite 400
Vancouver, WA 98682
(360) 944-4000
<http://www.airgas.com>

Cole-Parmer Instrument Company

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

Global Industrial

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

Hagemeyer North America

(877) 462-4676
<http://www.hagemeyerna.com>

Industrial Safety Supply Corporation

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

Grainger (formerly Lab Safety Supply)

(800) 472-4643
<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>

Mallory Safety

1040 Industrial Way
PO Box 2068
Longview, WA 98632
(360) 636-5750
<http://www.malloryco.com>

New Pig Corporation

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

Red-D-Arc, Inc.

11020 E. Marginal Way S.
Tukwila, WA 98168
(206) 763-2072 FAX (206) 763-2645
<http://www.red-d-arc.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/conservoogram/01-06.pdf>.

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

Gaylord Bros.

P.O. Box 4901
Syracuse, NY 13221-4901
(800) 962-9580 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) 223-7511 FAX (704) 540-9800
<http://www.sonin.com>

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

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 20005-1714
(202) 452-9545 FAX (202) 452-9328
Email: info@conservation-us.org
<http://www.conservation-us.org>

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

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

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

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

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

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

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

REGIONAL CONSERVATION CENTERS AND PRESERVATION PROGRAMS

Regional Alliance for Preservation (RAP)

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

RAP is a national network of nonprofit organizations with expertise in the field of conservation and preservation, and is made up of 14 member organizations that provide cultural institutions with training and education to help with care of their collections. RAP maintains a website with links to each of its affiliated preservation service programs and regional conservation centers located throughout the country. These regional centers provide information, emergency assistance, consultations and conservation treatment. The 14 RAP member organizations are listed on the following 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.

LYRASIS

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.

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.

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.

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.

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: ccaha@ccaha.org
<http://www.ccaha.org>
Contact: Laura Hartz Stanton, Director of
Preservation Services
Services: Books, paper, parchment, and photograph
conservation. Digital Imaging/Photo duplication.
Consultations, surveys, disaster assistance, training &
education.

**Museum Conservation Services
Harpers Ferry Center
National Park Services**

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

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
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.

RAP Eastern Seaboard Members continue on next page...

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.

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.

Williamstown Art Conservation Center

227 South Street

Williamstown, MA

(413) 458-5741 FAX (413) 458-2314

Email: wacc@williamstownart.org

www.williamstownart.org

Contact: Thomas Branchick, Director

Services: paintings, works on paper, photographs, sculpture, art objects, textiles, furniture, fine frames, antiques, heirlooms, and personal treasures; 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) 962-9580 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
Email: info@dataloggerstore.com
www.dataloggerstore.com

Dickson Instruments Company

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

Fisher Scientific

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

Gaylord Bros.

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

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>

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: protxt@protxt.net
<http://www.protxt.net>

University Products, Inc.

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

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

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

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

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

Airgas Nor Pac
11900 NE 95th Street
Vancouver, WA 98682
(360) 944-4000
<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>

Hagemeyer North America
(877) 462-4676
<http://www.hagemeyerna.com>

Industrial Safety Supply Corporation
P.O. Box 8686
Emeryville, CA 94662
(510) 658-0414 FAX (510) 658-0413
Email: customerservice@issc.com
<http://www.issc.com>

Grainger (formerly Lab Safety Supply)
(800) 472-46437
<http://www.grainger.com>

Mallory Safety
1040 Industrial Way
PO Box 2068
Longview, WA 98632
(360) 636-5750
<http://www.malloryco.com>

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

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

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

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

Gaylord Bros.

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

University Products, Inc.

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

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

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

SELECTED WEBSITES

Insurance Related

American Society of Appraisers

<http://www.appraisers.org>

Antiquarian Booksellers' Association of America

<http://www.abaa.org>

National Association of Independent Insurance Adjusters

<http://www.naiia.com>

Self-Insurance Institute of America (SIIA)

<http://www.siaa.org>

Society for Risk Analysis

<http://www.sra.org>

Society of Risk Management Consultants

<http://www.srmcsociety.org>

Funding Related

Federal Emergency Management Agency

<http://www.fema.gov>

Benefits.gov

<http://www.benefits.gov>

Institute of Museum & Library Services (IMLS)

<http://www.imls.gov>

National Endowment for the Humanities (NEH)

<http://www.neh.gov>

National Endowment for the Arts (NEA)

<http://www.nea.gov>

Small Business Administration

<http://www.sba.gov>

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: _____

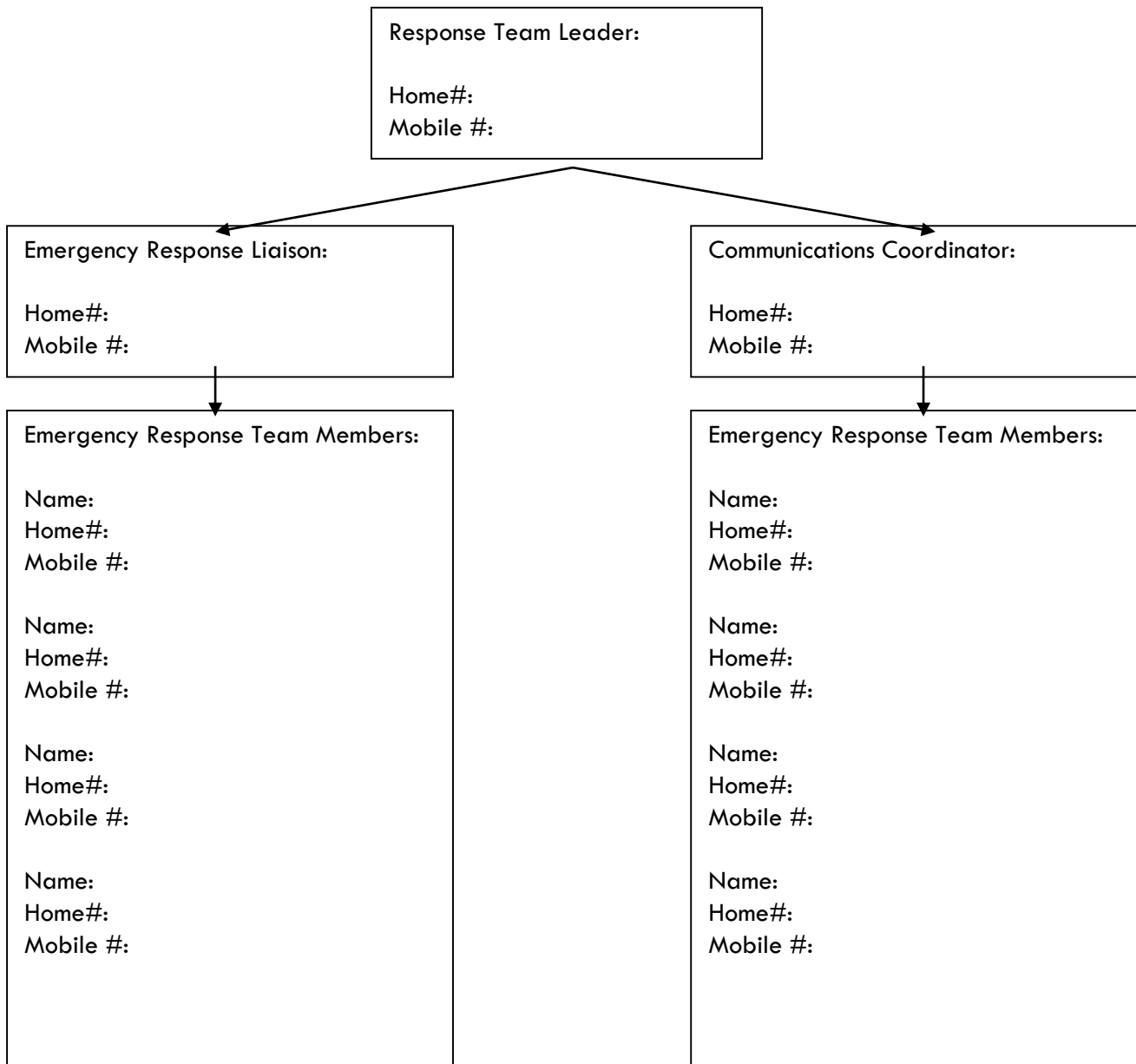
12. APPENDIX D: TELEPHONE TREE

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

Washington State Guide to Emergency Preparedness Resources

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

Thank you for your assistance and comments.

Change requested: _____

Effective Date: _____

Comments: _____

Please send changes and inquiries to:

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

Thank You!

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