

National Resource Guide for Disaster Preparedness



*Compiled by the
Preservation Services Office*

March 2016

National Resource Guide for Disaster Preparedness
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Compiled by

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Fax 215.735.9313
www.ccaha.org

The **Conservation Center for Art and Historic Artifacts (CCAHA)** is a non-profit conservation laboratory serving other non-profit cultural, educational, and research institutions, as well as private individuals and organizations throughout the United States. Founded in 1977, CCAHA specializes in the treatment of works of art and historic artifacts on paper, such as prints, maps, posters, historic wallpaper, photographs, rare books, scrapbooks, and manuscripts, as well as parchment and papyrus. CCAHA also offers on-site consultation services, educational programs and seminars, emergency assistance, and internships and fellowships.

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CCAHA Emergency Assistance

CCAHA offers emergency assistance for institutions and individuals with damaged paper-based collections by offering conservation treatment, technical information, training programs, and consultation services including on-site assistance at the time of an emergency and resources for writing emergency preparedness and response plans. If you need assistance during regular business hours please call our offices at **215-545-0613**. Outside of regular business hours contact a CCAHA staff member on our 24-hour emergency assistance hotline at **215-207-0997**.

Purpose of the Guide

The purpose of the *Resource Guide for Disaster Preparedness* is to assist institutions in the preparation of their own Emergency Telephone List and in the selection of emergency supplies and equipment to have on-site. As part of every disaster preparedness and response plan, institutions should have an up-to-date **Emergency Telephone List** and should maintain a **Stockpile of Supplies and Equipment** to use in initial recovery efforts. Knowing whom to call and having some supplies on-hand helps save time and allows staff to respond as quickly as possible in an emergency.

How to Use this Document

This is a PDF file that can be printed for your reference. You may also save this document on your hard drive to enable you to search the document. By using the Edit menu and selecting Find, you can search for any word in the document

Endorsement Statement

Inclusion on this list does not imply endorsement by the Conservation Center for Art & Historic Artifacts (CCAHA) nor does omission indicate censure.

Information to Keep Off-site

Along with having supplies on-site, key information resources need to be kept at the homes of relevant staff, including the disaster preparedness and response plan, an up-to-date staff and board member list 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.

Acknowledgements

In the process of developing this *Resources List* the following publications were used as references and guides: *Disaster Preparedness: A Resource Guide and Manual* by the Museum Council of Philadelphia and the Delaware Valley; *Disaster Resources Information Directory for Pennsylvania Libraries and Archives*, compiled by Jocelyn Sheppard. Pittsburgh, PA: Pittsburgh Library Regional Center and State Library of Pennsylvania, 1994; the *Disaster Recovery Supplies and Suppliers* compiled by Caroline Gilerson-Duwe, Madison, WI: Wisconsin Preservation Program, 1995; and the New York State Archives Consultants and Vendors list (http://www.archives.nysed.gov/a/records/mr_cons.shtml). In addition, resources were located by searching the Internet, especially Conservation OnLine, <http://palimpsest.stanford.edu>.

Questions

If you have questions or comments about this *Resources List*, please contact the Preservation Services Office of CCAHA, 215/545-0613.



Be Prepared... Before you have an emergency, have an up-to-date Emergency Telephone List and the appropriate supplies and equipment on-site to start a recovery effort.

I. NATIONAL RESOURCES FOR INFORMATION

These national and regional organizations provide information on disaster preparedness, safety regulations, insurance information, salvage information and funding opportunities.

Alliance for Response (AFR)

1012 14th Street NW, Suite 1200

Washington, DC 20005

<http://www.heritageemergency.org/initiatives/alliance-for-response/afr-home/>

Local forums for disaster response, sponsored by the Foundation for the American Institute for Conservation of Historic and Artistic Works (FAIC) and its partnership with the Federal Emergency Management Agency (FEMA), the Heritage Emergency National Task Force. **For local chapters by area, see:** www.heritageemergency.org/?page_id=49

American Alliance of Museums (AAM)

2451 Crystal Drive, Suite 1005 Arlington, VA 22202

202/289-1818

Resources for AAM Members on Emergency Preparedness including disaster planning, salvage, recovery, and federal assistance can be obtained via the AAM's Resource Library at:

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

American Board of Industrial Hygiene

6015 West St. Joseph, Suite 102

Lansing, MI 48917-3980

517/321-2638

Fax: 517/321-4624

abih@abih.org

<http://www.abih.org>

Maintains a listing of Certified Industrial Hygienists

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

1156 15th Street NW, #320

Washington, DC 2000

202/452-9545

Fax: 202/452-9328

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 free referral to conservators and various publications on collections care.

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

24 hour assistance: 202-661-8068

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

The American Institute for Conservation Collections Emergency Response Team (AIC-CERT) responds to the needs of cultural institutions during emergencies and disasters through coordinated efforts with first responders, state agencies, vendors, and the public. Volunteer conservators provide advice and referrals by phone at the number above.

American Library Association (ALA) Headquarters

50 East Huron St.

Chicago, IL 60611-2795

800/545-2433 Fax: 312/440-9374

ala@ala.org

<http://www.ala.org>

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

American Red Cross National Headquarters

2025 E Street NW

Washington, DC 20006

Disaster Services & Emergency Assistance: 800/733-2767

Public Inquiries: 202/303-4498

<http://www.redcross.org>

Offers assistance, food and shelter for persons affected by a disaster. Conducts health and safety programs for the work place including first aid and CPR training programs. **For local chapters by area, see:** <http://www.redcross.org/find-your-local-chapter>

American Society of Appraisers

11107 Sunset Hills Rd, #310

Reston, VA 20190

800/272-8258

asainfo@appraisers.org

<http://www.appraisers.org>

Centers for Disease Control and Prevention (CDC)

1600 Clifton Rd.

Atlanta, GA 30333

800/232-4636

<http://www.cdc.gov>

Centers for Disease Control and Prevention Emergency Preparedness and Response

<http://emergency.cdc.gov/>

Community Emergency Response Team (CERT)

cert@dhs.gov

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

CERT provides disaster response training to volunteer citizens and community groups to equip them with the decision-making, organizational, and practical skills necessary for effective response during an emergency. CERT training teaches skills people can use to safely help while waiting for professional responders. CERT training is offered through a sponsoring agency such as an emergency management agency, fire department or police department in your area. As of January 2015 there are over 1100 communities who have listed their program on the CERT web site under the Directory of CERT Programs by State. You can also check the State Directory to see if one is in your community.

Department of Homeland Security Federal Emergency Management Agency - Citizen Corps

ready@fema.gov

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

Citizen Corps Councils provide opportunities for volunteer citizens to prevent crime, respond to emergencies, and support the local first responders. There are numerous state, local, and tribal councils. **For information about councils in your area, see:**

<https://www.citizencorps.fema.gov/cc/searchCouncil.do?submitByZip>

Department of Homeland Security Federal Emergency Management Agency - Ready America

800/237-3239

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

Through public service announcements, Ready America's mission is to get the public involved in emergency preparedness and increase the level of basic readiness across the nation. **Ready Business** was launched in 2004 to help small- to medium-sized businesses prepare for an emergency, for more information visit: <http://www.ready.gov/business>

Emergency Email and Wireless Network

800/646-4109

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

Subscribers receive free critical news notification of regional emergencies via text message or email.

Environmental Protection Agency (EPA) Emergency Management

<https://www.epa.gov/emergency-response>

Extension Disaster Education Network (EDEN)

<http://www.agctr.lsu.edu/eden>

A collaborative multi-state effort by Extension Services [partnerships between universities and federal, state, or county governments] across the country to improve the delivery of services to citizens affected by disasters. **Regional representatives can be found at:**

<http://public.eden.lsuagcenter.com/delegates/#/all>

Extreme Weather Sourcebook

Institute for the Study of Society and Environment

National Center for Atmospheric Research

PO Box 3000

Boulder, CO 80307

303/497-2892

<http://www.sip.ucar.edu/sourcebook>

Economic and Other Societal Impacts Related to Hurricanes, Floods, Tornadoes, Lightning and Other U.S. Weather Phenomena.

Federal Emergency Management Agency (FEMA) Headquarters

500 C Street, SW

Washington, DC 20472

Disaster Assistance: 800/621-3362

202-646-2500

TTY: 800-462-7585

<http://www.fema.gov>

Provides news releases, advisories, facts sheets and financial assistance information. See <http://ready.gov> for online planning tools, business continuity resources, and specific information on different types of disasters such as tornados, floods, earthquakes, etc. For publications on response and recovery and disaster assistance contact the FEMA Publication Distribution Center at 800/480-2520 or by email at publications-warehouse@fema.gov.

Floodplain data can be found at the FEMA Map Assistance Center, 877/336-2627

<https://msc.fema.gov>

An excellent resource describing funding opportunities is *Before and After Disasters: Federal Funding for Cultural Institutions*, by the Heritage Emergency National Task Force, September 2005 (<http://www.heritagepreservation.org/pdfs/disaster.pdf>).

Inclusive Preparedness Center

Inclusion Research Institute

1010 Wisconsin Ave, NW # 340

Washington, DC 20007

202/338-7158

Inclusive Preparedness Center

1319 Pennsylvania Avenue SE

Suite 100

Washington, DC 20003

info@inclusionresearch.org

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

IPC provides resources to assist emergency planners and service provider organizations in developing plans for people who need specialized communication, transportation, and medical supports. Customized technical assistance is available for organizations evaluating and/or revising emergency planning and procedures.

Insurance Information Institute

110 William Street

New York, NY 10038

212-346-5500

Email: members@iii.org

<http://www.iii.org>

Provides facts and assistance free of charge to the media, individuals and organizations.

Institute for Crisis Management (ICM)

455 S. 4th Street

Louisville, KY 40202

888/708-8351

Fax: 502/587-0329

<http://crisisexperts.com>

Institute for Public Relations

PO Box 118400, 2096 Weimer Hall
Gainesville, FL 32611-8400
352/392-0280

<http://www.instituteforpr.org/crisis-management-communications/>

Provides the latest research in crisis communication and its effect on crisis management.

Institute of Museum & Library Services (IMLS)

Office of Museum Services
1800 M Street NW, 9th Fl
Washington, DC 20036
202/653-4657 Fax: 202/653-4600
<http://www.imls.gov>

Through a wide range of grant programs, IMLS offers federal support for both libraries and museums. Refer to their website for available grants and eligibility requirements.

Insurance Information Institute

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

A resource for public understanding about insurance and how it works; includes tools for understanding insurance terms and a directory for contacting insurance companies.

Library of Congress Preservation Directorate (LOC PD); Emergency Preparedness, Response & Recovery

101 Independence Avenue, S.E.
Washington, DC 20540-4530
207/707-5000
<http://www.loc.gov/preservation/emergprep/>

National Archives & Records Administration

8601 Adelphi Road
College Park, MD 20740-6001
866/272-6272 Fax: 301/837-0483
<http://www.archives.gov/preservation/records-emergency/>

A resource available to Federal agencies for records recovery and salvage.

National Earthquake Information Center (NEIC)

United States Geological Survey
Box 25046, DFC, MS 966
Denver, CO 80225-0046
24 Hour Earthquake Information Line: 303/273-8516
Non-emergency: 303/273-8500
NEIC@usgs.gov
<http://neic.usgs.gov>

National Endowment for the Arts (NEA)

1100 Pennsylvania Avenue, NW
Washington, DC 20506
202/682-5400 TTY: 202/682-5496
webmgr@arts.gov
<http://www.nea.gov/>

National Endowment for the Humanities (NEH)

Division of Preservation and Access
1100 Pennsylvania Avenue, NW.
Washington, DC 20506
800/606-8570
preservation@neh.gov
<http://www.neh.gov>

While NEH does not have a special grant category for disaster recovery and response, the agency can provide some assistance to institutions to salvage or protect collections that have been damaged by a natural disaster. NEH grant funds can also be used for assistance with developing emergency preparedness and response plans and disaster-related training. Contact NEH for additional information.

National Fire Protection Association (NFPA)

1 Batterymarch Park
Quincy, MA 02169-7471
800/344-3555 Fax: 617/770-0700
custserv@nfpa.org
<http://www.nfpa.org>

Publishes National Fire Protection Association standards, codes and guidelines. Examples:
NFPA 10: Portable Fire Extinguishers
NFPA 232A: Fire Protection for Archives and Records Centers
NFPA 750: Water Mist Fire Protection System
NFPA 909: Standard for the Protection of Cultural Resources Including Museums, Libraries, Places of Worship, and Historic Properties
NFPA 914: Fire Protection in Historic Structures

National Flood Insurance Program (NFIP)

888/379-9531 Fax 202/646-2818
https://www.floodsmart.gov/floodsmart/pages/about/nfip_overview.jsp

Region I: CT, MA, ME, NH, RI, VT

(Thomas Young)
P.O. Box 16321
Hooksett, NH 03106
603-625-5125
Cell: 713-252-6779
Fax: 603-625-5125
Email: TYoung@ostglobal.com

Region II & III: DC, DE, MD, NJ, NY, PA, PR, VA, VI, WV

Walter McGuckin, LUTCF
PO Box 7342
Pennel, PA 19047
267-560-5057
Cell: 301-467-8103
Fax: 267-560-5057
Email: wmcguckin@ostglobal.com ()

Region IV: AL, FL, GA, KY, MS, NC, SC, TN

Lynne Magel, ANFI
P.O. Box 1046
Zephyrhills, FL 33539-1046
813-788-2624
Cell: 813-404-8782
Fax: 813-788-2710
Email: lmagel@ostglobal.com

David Clukie CFM (Region IV Liaison)
P. O. Box 10
Buford, GA 30515
Work: 770-614-0865
Cell: 813-767-5355
Email: dclukie@ostglobal.com

Region V: IL, IN, MI, MN, OH, WI

Annette Burris CFM
PO Box 407
Petersburg, IL 62675
217-632-7210
Fax: 217-632-7210
Email: aburris@ostglobal.com

Region VI: AR, LA, NM, OK, TX

Carlton Watts
NFIP OK Office
PO Box 13
Wewoka, OK 74884
405-257-9000
Fax: 405-257-9000
Cell: 301-928-3124
Email: cwatts@ostglobal.com

Tom Kustelski (Region VI Liaison)
929 Red Bluff Ranch Dr.
Pipe Creek, TX 78063
210-393-7857
Cell: 816-509-1949
Email: tkustelski@ostglobal.com

National Hazards Research and Applications Center

University of Colorado, Boulder
482 UCB
Boulder, CO 80309-0482
303/492-6818
hazctr@colorado.edu
<http://www.colorado.edu/hazards>

Region VII: IA, KS, MO, NE

Ally Bishop
PO Box 252
Louisburg, KS 66053
913-837-5220
Cell: 202-486-2738
Fax: 913-837-5220
Email: abishop@ostglobal.com

Region VIII: CO, MT, ND, SD, UT, WY

Erin May ANFI
7125 West Jefferson Avenue Suite 400
(Office at URS Building)
Lakewood, Colorado 80235
303-299-7873
Cell: 303-550-3658
Fax: 303-293-8585
Email: emay@ostglobal.com

Region IX: AZ, CA, HI, NV, Guam, American Samoa, Mariana Islands, Marshall Islands, Micronesia, Palau

Adam Lizarraga ANFI
PO Box 492
West Sacramento CA 95691
Fax 916-375-0927
Cell: 301-467-7291
Email: alizarraga@ostglobal.com

Region X: AK, ID, OR, WA

Kristin Minich CFM
9300 50th Avenue NE
Marysville, WA 98270
360-658-8188
Cell: 830-265-7796
Fax: 360-658-8188
Email: kminich@ostglobal.com

National Institute for Occupational Safety and Health (NIOSH) Headquarters

395 E Street SW, # 9200

Washington, DC 20201

800/232-4636 TTY: 888-232-6348

cdcinfo@cdc.gov

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

Conducts research in health and safety issues, tests, and certifies respirators for use in the work place.

National Institute for Environmental Health Sciences (NIEHS)

P.O. Box 12233, MD K3-16

Research Triangle Park, NC 27709-2233

919-541-3345

webcenter@niehs.nih.gov

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

News For weather updates, road conditions, evacuation procedures and emergency information, turn on radio or television to be directed to an Emergency Broadcast Station for instructions.

National Oceanic and Atmosphere Administration (NOAA)

1401 Constitution Avenue, NW, # 5128

Washington, D.C. 20230

202/482-6090

<http://www.noaa.gov>

NOAA's National Weather Service Forecast Office

<http://www.weather.gov>

Occupational Safety and Health Administration (OSHA)

U.S. Department of Labor

200 Constitution Avenue, NW

Washington, D.C. 20210

800/321-6742 TTY: 877-889-5627

<http://www.osha.gov>

Publishes and enforces safety and health regulations.

PIER (Public Information Emergency Response) Systems, Inc.

Witt O'Briens Corporate Headquarters

1501 M Street W

Washington, DC 20005

800-395-8081

info@piersystems.com

<http://www.piersystems.com>

This firm creates Web-based crisis response systems. The website contains white papers and guidelines for communicating quickly during a crisis.

Public Relations Society of America (PRSA)

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

Search for the term “crisis communication” for a variety of articles and reports on the state of the art in crisis response.

Regional Alliance for Preservation (RAP)

<http://www.preservecollections.org>

The Regional Alliance for Preservation (RAP) maintains a website with links to each of its affiliated Preservation Services Programs and Regional Conservation Centers located throughout the country. These regional centers can provide information, disaster assistance, consultations and conservation treatment.

Society for Risk Analysis (SRA)

1313 Dolley Madison Boulevard, #402
McLean, VA 22101
703/790-1745
secretariat@sra.org
<http://www.sra.org>

Society of American Archivists (SAA)

17 North State Street, # 1425
Chicago, IL 60602-4061
866/722-7858 Fax: 312/606-0728
<http://www2.archivists.org>

SAA’s Disaster Assistance Fund provides up to \$2000 for the direct recovery of damaged or at-risk archival material caused by a major disaster. Any institution with archival holdings, regardless of region or repository type, may apply; institutions need not be a member of SAA. For application information, contact SAA or visit the following website:
<http://www2.archivists.org/news/2008/national-disaster-recovery-fund-for-archives>

State Offices and Agencies of Emergency Management

Alabama Emergency Management Agency

5898 County Road 41
P.O. Drawer 2160
Clanton, Alabama 35046-2160
205-280-2476
Fax: 205-280-2442
ema.alabama.gov/

**Alaska Division of Homeland Security and
Emergency Management**

P.O. Box 5750
Fort Richardson, Alaska 99505-5750
(907) 428-7000
Fax: 907-428-7009
www.ready.alaska.gov

**American Samoa Territorial Emergency
Management Coordination
(TEMCO)**

American Samoa Government
P.O. Box 1086
Pago Pago, American Samoa 96799
(011) 684-699-6415
Fax: (011) 684-699-6414

Arizona Division of Emergency Management

5636 E. McDowell Road
Phoenix, Arizona 85008-3495
800-411-2336
602-244-0504
Fax: 602-464-6356
www.dem.azdema.gov

**Arkansas Department of Emergency
Management**

Bldg. # 9501
Camp Joseph T. Robinson
North Little Rock, Arkansas 72199-9600
501-683-6700
Fax: 501-683-7890
www.adem.arkansas.gov/

California Emergency Management Agency

3650 Schriever Avenue
Mather, California 95655
916-845-8506
Fax: 916-845-8511
www.calema.ca.gov

**Colorado Division Homeland Security and
Emergency Management**

Department of Public Safety
9195 E. Mineral Avenue
Suite 200
Centennial, Colorado 80112
720/852-6600
Emergency Line: 303/279-8855
Fax: 720/852-6750
www.dhsem.state.co.us
www.coemergency.com

**Connecticut Office of Emergency
Management**

Department of Emergency Management and
Homeland Security
25 Sigourney Street 6th floor
Hartford, Connecticut 06106-5042
860/256-0800
Fax: 860/256-0815
www.ct.gov/demhs/

Delaware Emergency Management Agency

165 Brick Store Landing Road
Smyrna, Delaware 19977
302/659-3362
Fax: 302/659-6855
www.dema.delaware.gov

**District of Columbia Emergency
Management Agency**

2720 Martin Luther King, Jr. Avenue, S.E.
Second Floor
Washington, D.C. 20032
202-727-6161
Fax: 202-673-2290
dcema.dc.gov

Florida Division of Emergency Management

2555 Shumard Oak Blvd.
Tallahassee, Florida 32399-2100
850-413-9969
Fax: 850-488-1016
floridadisaster.org

Georgia Emergency Management Agency

935 East Confederate Ave SE
P.O. Box 18055
Atlanta, Georgia 30316-0055
404/635-7000
Fax: 404/635-7205
www.gema.state.ga.us

**Guam Homeland Security/Office of Civil
Defense**

221B Chalan Palasyo
Agana Heights, Guam 96910
671-475-9600
Fax: 671-477-3727
<http://www.guamhs.org/>

Hawaii State Civil Defense

3949 Diamond Head Road
Honolulu, Hawaii 96816-4495
808/733-4300
Fax: 808/733-4287
www.scd.hawaii.gov

Idaho Bureau of Homeland Security

4040 Guard Street, Bldg. 600
Boise, Idaho 83705-5004
208/422-3040
Fax: 208/422-3044
www.bhs.idaho.gov/

Illinois Emergency Management Agency

2200 S. Dirksen Pkwy.
Springfield, Illinois 62703
217/782-2700
Fax: 217/557-1978
www.state.il.us/iema

Indiana Department of Homeland Security

Indiana Government Center South
302 West Washington Street, Room E208
Indianapolis, Indiana 46204-2767
317/232-3986
Fax: 317/232-3895
<http://www.in.gov/dhs/emermgtngpgm.htm>

Iowa Homeland Security & Emergency Management Division

7105 NW 70th Ave, Camp Dodge
Building W-4
Johnston, Iowa 50131
515/725-3231
Fax: 515/725-3260
www.iowahomelandsecurity.org

Kansas Division of Emergency Management

2800 S.W. Topeka Boulevard
Topeka, Kansas 66611-1287
785/274-1409
Fax: 785/274-1426
www.kansastag.gov/kdem_default.asp

Kentucky Emergency Management

EOC Building
100 Minuteman Parkway Bldg. 100
Frankfort, Kentucky 40601-6168
502/607-1682
800/255-2587
Fax: 502/607-1614
www.kyem.ky.gov/

Louisiana Office of Emergency Preparedness

7667 Independence Blvd.
Baton Rouge, Louisiana 70806
225/925-7500
225/925-7501
<http://www.gohsep.la.gov/>
<http://emergency.louisiana.gov/>

Maine Emergency Management Agency

#72 State House Station
45 Commerce Drive, Suite #2
Augusta, Maine 04333-0072
800/452-8735
207/624-4400
Fax: 207/287-3180
www.maine.gov/mema

Commonwealth of the Northern Mariana Islands Emergency Management Office

Office of the Governor
P.O. Box 10007
Saipan, Mariana Islands 96950
670/322-9529
Fax: 670/322-7743
www.cnmiemo.gov.mp

Marshall Islands National Disaster Management Office

Office of the Chief Secretary
P.O. Box 15
Majuro, Republic of the Marshall Islands
96960-0015
(011) 692/625-5181
Fax: (011) 692/625-6896

Maryland Emergency Management Agency

Camp Fretterd Military Reservation
5401 Rue Saint Lo Drive
Reistertown, Maryland 21136
410/517-3600
Toll Free: 877/636-2872
Fax: 410/517-3610
www.mema.state.md.us/

Massachusetts Emergency Management Agency

400 Worcester Road
Framingham, Massachusetts 01702-5399
508/820-2000
Fax: 508/820-2030
www.state.ma.us/mema

Michigan State Police, Emergency Management & Homeland Security Division

Michigan Dept. of State Police
4000 Collins Road
Lansing, Michigan 48909-8136
517/336-6464
Fax: 517/333-4987
www.michigan.gov/emhsd

National Disaster Control Officer Federated States of Micronesia

P.O. Box PS-53
Kolonias, Pohnpei - Micronesia 96941
(011) 691/320-8815
Fax: (001) 691/320-2785

Minnesota Homeland Security and Emergency Management Division

Minnesota Dept. of Public Safety
444 Cedar Street, Suite 223
St. Paul, MN 55101-6223
651-201-7400
Fax: 651/296-0459
www.hsem.state.mn.us

Mississippi Emergency Management Agency

P.O. Box 5644
Pearl, MS 39288-5644
601/933-6362
Toll Free: 800/519-6362
Fax: 601/933-6800
www.msema.org

Missouri Emergency Management Agency

2302 Militia Drive
P.O. Box 116
Jefferson City, Missouri 65102
573/526-9100
Fax: 573/634-7966
sema.dps.mo.gov

Montana Division of Disaster & Emergency Services

1956 Mt Majo Street
PO BOX 4789
Fort Harrison, Montana 59636-4789
406/324-4777
Fax: 406/324-4790
<http://montanadma.org/disaster-and-emergency-services>

Nebraska Emergency Management Agency

1300 Military Road
Lincoln, Nebraska 68508-1090
402/471-7421
Toll free: 1-877-297-2368
Fax: 402/471-7433
www.nema.ne.gov

Nevada Division of Emergency Management

2478 Fairview Dr
Carson City, Nevada 89701
Emergency calls: 775/687-0400
Non-emergency calls: /775-687-0300

Fax: 775/687-0330
www.dem.state.nv.us/

New Hampshire Governor's Office of Emergency Management

State Office Park South
33 Hazen Dr
Concord, New Hampshire 03305
Toll free: 800/852-3792
603/271-2231
Fax: 603-271-3609
www.nh.gov/safety/divisions/bem

**New Jersey State Police
New Jersey Office of Emergency
Management**

P.O. Box 7068, River RD
West Trenton, New Jersey 08628-0068
Monday to Friday: 609-882-2000 ext. 2700
Emergency : 609/963-6900
Mitigation: 609/963-6208
State Training Officer: 609/882-2000 ext.
6214
Fax: 609/671-0160
www.ready.nj.gov

**New Mexico Department of Homeland
Security
and Emergency Management (DHSEM)**

13 Bataan Boulevard
P.O. Box 27111
Santa Fe, New Mexico 87502
505/476-9600
Emergency: 505/476-9635
Fax: 505/476-9695
www.nmdhsem.org/

**New York State Emergency Management
Office**

1220 Washington Avenue
Building 22, Suite 101
Albany, New York 12226-2251
518/292-2293
Fax: 518/322-4984
www.dhSES.ny.gov/oem/

**North Carolina Division of Emergency
Management - Main Office**

1636 Gold Star Drive
4236 Mail Service Center
Raleigh, NC 27607-3371
919/825-2500
Emergency Management 24-Hour
Operations: 1/800-858-0368
www.ncem.org/

**North Dakota Department of Emergency
Services**

P.O. Box 5511
Bismarck, North Dakota 58506-5511
701/328-8100
Toll free: 800/773-3259
Fax: 701/328-8181
www.nd.gov/des

Ohio Emergency Management Agency

2855 West Dublin-Granville Road
Columbus, Ohio 43235-2206
614/889-7150
Fax: 614/889-7183
<http://ema.ohio.gov/>

**Oklahoma Department of Emergency
Management**

2401 Lincoln Blvd Suite C51
Oklahoma City, Oklahoma 73105
405/521-2481
Fax: 405/521-4053
<http://www.ok.gov/OEM/>

Oregon Emergency Management

Oregon Military Department
3225 State St
Salem, Oregon 97301
503/378-2911
Fax: 503/373-7833 FAX
www.oregon.gov/OMD/OEM/index.shtml

Palau NEMO

Office of the President
P.O. Box 100
Koror, Republic of Palau 96940
(011) 680/488-2249 x 2242
(011) 680/488-3312

**Pennsylvania Emergency Management
Agency**

2605 Interstate Drive
Harrisburg PA 17110-9463
717/651-2001
Fax: 717/651-2040
www.pema.state.pa.us/

**Puerto Rico Emergency Management
Agency**

P.O. Box 966597
San Juan, Puerto Rico 00906-6597
787/724-0124
Fax: 787/725-4244
<http://www2.pr.gov/Directorios/Pages/InfoAgencia.aspx?PRIFA=021>

Rhode Island Emergency Management Agency

645 New London Ave
Cranston, Rhode Island 02920-3003
401/946-9996
Fax: 401/944-1891
www.riema.ri.gov

South Carolina Emergency Management Division

2779 Fish Hatchery Road
West Columbia South Carolina 29172
803/737-8500
Fax: 803/737-8570
www.scemd.org/

South Dakota Office of Emergency Management

118 West Capitol
Pierre, South Dakota 57501
605/773-3231
Fax: 605/773-3580
www.oem.sd.gov

Tennessee Emergency Management Agency

3041 Sidco Drive
Nashville, Tennessee 37204-1502
615/741-0001
Fax: 615/242-9635
www.tnema.org

Texas Division of Emergency Management

5805 N. Lamar
PO BOX 4087
Austin, Texas 78773-0220
512/424-2138
Fax: 512/424-2444 or 7160
www.txdps.state.tx.us/dem/

Utah Division of Emergency Management

1110 State Office Building
P.O. Box 141710
Salt Lake City, Utah 84114-1710
801/538-3400
Fax: 801/538-3770
publicsafety.utah.gov/emergencymanagement

Vermont Emergency Management Agency

Department of Public Safety
Waterbury State Complex
103 South Main Street
Waterbury, Vermont 05671-2101
802/244-8721
800/347-0488
Fax: 802/244-8655
www.dps.state.vt.us/vem/

Virgin Islands Territorial Emergency Management - VITEMA

VITEMA Headquarters
8221 Estate Nisky
St. Thomas, VI 00803
340/774-2244
340/774-1491

Virginia Department of Emergency Management

10501 Trade Court
Richmond, VA 23236-3713
804/897-6500
Fax: 804/897-6556
<http://www.vaemergency.com/>

State of Washington Emergency Management Division

20 Aviation Drive
Building 20, MS TA-20
Camp Murray, WA 98430-5112
253/512-7000
800/562-6108
Fax: 253/512-7200
www.emd.wa.gov/

West Virginia Office of Emergency Services

Building 1, Room EB-80 1900 Kanawha
Boulevard, East
Charleston, West Virginia 25305-0360
304/558-5380
Fax: 304/344-4538
<http://www.dhsem.wv.gov/>

Wisconsin Emergency Management

2400 Wright Street
P.O. Box 7865
Madison, Wisconsin 53707-7865
608/242-3232
Fax: 608/242-3247
emergencymanagement.wi.gov/

Wyoming Homeland Security Training Program

Niobrara County Fairgrounds
Shooting Sports Multiplex Complex
310 West US HWY 20
Lusk, WY 82225
1/800/621-3362
wyohomelandsecurity.state.wy.us

United States Geological Survey (USGS)

United States Department of Interior
USGS National Center
12201 Sunrise Valley Drive
Reston, VA 20192
703/648-5953
Science Information Services: 888/275-8747
<http://www.usgs.gov>

Site contains:

Geographic Distribution of Major Hazards in the US:

http://www.usgs.gov/natural_hazards

Coastal and Marine Hazards:

<http://marine.usgs.gov/index.php>

Earthquakes: <http://earthquake.usgs.gov>

Landslides: <http://landslides.usgs.gov>

Volcanoes: <http://volcanoes.usgs.gov>

II. REGIONAL PROFESSIONAL ASSOCIATIONS

A. Archives

Association of Hawai'i Archivists

P.O. Box 1751
Honolulu, HI 96806
<http://hawaiiarchivists.org/>

Conference of Inter-Mountain Archivists (UT, NV, AZ, ID, NM)

<http://cimarchivists.org>

Consortium of Iowa Archivists

<http://iowaarchivists.wordpress.com/>

Maine Archives and Museums (MAM)

PO Box 784
Portland, Maine 04104
info@mainemuseums.org
207/400-6965
<http://www.mainemuseums.org/>

MAM is a partner in the Cultural Emergency Resource Coalition (CERC), formed under the auspices of the Maine State Museum. CERC: Maine is a partnership of key cultural organizations, conservators and emergency management personnel based on the COSTEP program developed in Massachusetts. Its mission is to create awareness among Maine's cultural institutions of the importance of disaster planning and to help connect those institutions with the resources and people. For more information, visit: <http://www.mainemuseums.org/CERC>

Mid-Atlantic Regional Archives Conference (DE, DC, MD, NJ, NY, PA, VA, WV)

Dickinson College
P.O. Box 1773
Carlisle, PA 17013
717/713-9973 Fax: 717245-1439
administrator@marac.info
<http://www.marac.info>

MARAC's Disaster Assistance Fund provides up to \$2000 for the direct recovery of damaged or at-risk archival material caused by a sudden, unexpected event involving fire, water, man-made or natural phenomena where immediate response is necessary to prevent irretrievable loss. Any institution with archival holdings or special collections in DE, DC, MD, NJ, PA, VA and WV and with at least one MARAC member staff person can apply within 30 days of the disaster. Personal collections are not eligible for grants. For complete eligibility, reporting requirements, and an application, contact MARAC or visit the following website: <http://www.marac.info/disaster-relief->

Kentucky Council on Archives
<http://www.kyarchivists.com/>

Louisiana Archives and Manuscripts Association

University of Louisiana at Lafayette
P.O. Box 40199
Lafayette, LA 70504
<http://louisianaarchivists.org>

Midwest Archives Conference (IA, IL, IN, KS, KY, MI, MN, MO, NE, ND, SD, OH, WI)
<http://www.midwestarchives.org/>

Michigan Archival Association
<http://miarchivists.wordpress.com/>

New England Archivists (CT, RI, MA, ME, NH, VT)
<http://www.newenglandarchivists.org/>

New England Museum Association
22 Mill Street, Suite 409
Arlington, MA 02476
781/641-0013
<http://www.nemanet.org>

New Hampshire Archives Group
Betsy Holmes, President (2015-2017)
New Hampshire Institute of Art
Teti Library
156 Hanover Street
Manchester, NH 03101
United States
603/836-2530

Society of Georgia Archivists
P.O. Box 688
Decatur, GA 30031
<http://www.soga.org/>

SGA has developed a regional guide for disaster preparedness, *Shelter from the Stormy Blast: A Guide to Disaster Recovery Resources for Georgia and the Southeast*, available at <http://www.soga.org/resource/disasterprep>

Society of Indiana Archivists
siaarchivists@gmail.com
<http://www.inarchivists.org/index.php>

Society of Mississippi Archivists
P.O. Box 4024
Clinton, MS 39058
<http://www.msarchivists.org/home/>

Society of North Carolina Archivists
P.O. Box 20448
Raleigh, NC 27619-0448
info@ncarchivists.org
<http://www.ncarchivists.org/>

New York Archives Conference
kimokdm@plattsburgh.edu
<http://www.nyarchivists.org/nyac/>

Northwest Archivists, Inc. (AK, ID, MT, OR, WA)
<http://northwestarchivistsinc.wildapricot.org/>

Society of Alabama Archivists
Society of Alabama Archivists
P.O. Box 300100
Montgomery, AL 36130-0100
<http://www.alarchivists.org/>

Society of California Archivists
c/o California State Archives
1020 "O" Street
Sacramento, CA 95814
<http://www.calarchivists.org/>

Society of Florida Archivists
P. O. Box 2522
Orlando, FL 32802-2522
<http://www.florida-archivists.org/>

Society of Ohio Archivists
<http://www.ohioarchivists.org/>

Society of Rocky Mountain Archivists (CO, WY)
<http://www.srmarchivists.org/>

Society of Southwest Archivists (AR, LA, NM, OK, TX)
P.O. Box 301311
Austin, TX 78703-0022
<http://southwestarchivists.org/>

Society of Tennessee Archivists

1301 East Main Street
MTSU Box 242
Murfreesboro, TN 37132
info@tennesseearchivists.org
<http://www.tennesseearchivists.org/>

South Carolina Archival Association

P.O. Box 932
Columbia, SC 29202
info@scarchivists.org

*Additional regional archival organizations on a local level can be found in the
Directory of Archival Organizations in the United States and Canada,
Available at <http://www2.archivists.org/assoc-orgs/directory>.*

B. Libraries**Alabama Library Association**

6030 Monticello Drive
Montgomery, AL 36117
334/414-0113
Email: allibraryassoc@gmail.com
<http://allanet.org>

Colorado Association of Libraries

12011 Tejon Street, Suite 700
Westminster, CO 80234
303/433-4446 Fax: 303/458-0002
Email: jesse@imigroup.org
<http://www.cal-webs.org>

Alaska Library Association

P.O. Box 81084
Fairbanks, AK 99708
907/479-5196 Fax: 907/474-6841
Email: eo@akla.org
<http://www.akla.org>

Connecticut Library Association

234 Court Street
Middletown, CT 06457
860/346-2444 Fax: 860/344-9199
Email: cla@ctlibrarians.org
<http://www.ctlibraryassociation.org>

Arizona Library Association

1030 E. Baseline Road, Ste. 105-1025
Tempe, AZ 85283
480/609-3999 Fax: 480/609-3939
Email: admin@azla.org
<http://www.azla.org>

Delaware Library Association

c/o Delaware Division of Libraries
121 Martin Luther King Jr. Blvd. North
Dover, DE 19901
Email: dla@dla.lib.de.us
<http://dla.lib.de.us/>

Arkansas Library Association

P.O. Box 958
Benton, AR 72018
501/860-7585 Fax: 501/778-4014
Email: arlib2@sbcglobal.net
<http://www.arlib.org>

District of Columbia Library Association

P.O. Box 14177, Benjamin Franklin Station
Washington, DC 20044
202/872-1112
<http://www.dcla.org>

California Library Association

248 E. Foothill Blvd., Suite 101
Monrovia, CA 91016
626/239-1776
Email: execdir@cla-net.org
<http://www.cla-net.org>

Florida Library Association

541 East Tennessee Street, Suite 103
Tallahassee, FL 32308
850/270-9205 Fax: 850/270-9405
Email: martina.brawer@comcast.net
<http://www.flalib.org>

Georgia Library Association

Administrative Services, c/o Dr. Gordon Baker
P.O. Box 793
Rex, GA 30273-0793
678/466-4325
Email: gordonbaker@clayton.edu
<http://gla.georgialibraries.org>

Guam Library Association

P.O. Box 4226
Hagatna, GU 96932-0210
Email: guam.library.association@gmail.com
<https://sites.google.com/site/guamlibraryassociation/Home>

Hawaii Library Association

P.O. Box 4441
Honolulu, HI 96814-4441
Email: Hawaii.library.association@gmail.com
<http://www.hlweb.org>

Idaho Library Association

P.O. Box 8533
Moscow, ID 83843
<http://www.idaholibraries.org>

Illinois Library Association

33 W. Grand Ave., Ste. 401
Chicago, IL 60654-6799
(312) 644-1896 Fax: 312/644-1899
Email: doyle@ila.org
<http://www.ila.org>

Indiana Library Federation

941 E. 86th Street, Suite 260
Indianapolis, IN 46240
317/257-2040 Fax: 317/257-1389
Email: sakers@ifonline.org
<http://www.ifonline.org>

Iowa Library Association

6919 Vista Drive
West Des Moines, IA 50266
515/282-8192 Fax: 515/282-9117
Email: admin@iowalibraryassociation.org
<http://www.iowalibraryassociation.org>

Kansas Library Association

1020 SW Washburn
Topeka, KS 66604
785/580-4518 Fax: 785/580-4595
Email: kansaslibraryassociation@yahoo.com
<http://www.kansaslibraryassociation.org>

Kentucky Library Association

1501 Twilight Tr.
Frankfort, KY 40601
502/223-5322 Fax: 502/223-4937
Email: info@kylibasn.org
<http://www.kylibasn.org>

Louisiana Library Association

8550 United Plaza Boulevard, Suite 1001
Baton Rouge, LA 70809
877/550-7890 Fax: 225/922-4611
Email: office@llaonline.org
<http://www.llaonline.org>

Maine Library Association

P.O. Box 634
Augusta, ME 04332-0634
207/441-1410
Email: mainelibrary@gmail.com
<http://www.mainelibraries.org>

Maryland Library Association

1401 Hollins St.
Baltimore, MD 21223
410/947-5090 Fax: 410/947-5089
Email: mla@mdlib.org
<http://www.mdlib.org>

Massachusetts Library Association

P.O. Box 230813
Boston, MA 02123-0813
781/698-7764 Fax: 781/998-0393
Email: manager@masslib.org
<http://www.masslib.org>

Michigan Library Association

3410 Belle Chase Way, Suite 100
Lansing, MI 48911
517/394-2774 ext. 224 Fax: 517/394-2675
Email: gmadziar@milibraries.org
<http://www.milibraries.org>

Minnesota Library Association

400 S 4th St, Ste 401-223
Minneapolis, MN 55415
612/294-6549
Email: mla@management-hq.com
<http://www.mnlibraryassociation.org>

Mississippi Library Association

P.O. Box 13687
Jackson, MS 39236
601/981-4586
Email: info@misslib.org
<http://www.misslib.org>

Missouri Library Association

1190 Meramec Station Road, Suite 207
Ballwin, MO 63021-7818
800/843-8482 x 2895 Fax: 636/529-1396
<http://www.molib.org>

Montana Library Association

PO Box 1352
Three Forks, MT 59752
406/670-8446
Email: debkmla@hotmail.com
<http://www.mtlib.org>

Mountain Plains Library Association (AZ, CO, KS, MT, NB, NM, NV, ND, OK, SD, UT, WY)

14293 W Center Dr
Lakewood, CO 80229
303/985-7795
Email: execsecretary@mpla.us
<http://www.mpla.us>

Nebraska Library Association

P.O. Box 21756
Lincoln, NE 68542-1756
402-216-0727
Email: nlaexecutivedirector@gmail.com
<http://www.nebraskalibraries.org>

Nevada Library Association

900 N Roop Street
Carson City, NV 89701
Email: ardainia@yahoo.com
<http://www.nevadalibraries.org>

New Hampshire Library Association

c/o NH State Library
20 Park St
Concord, NH 03301-6314
603/640-3267
Email: mary.h.white@thehowe.org
<http://www.nhlibrarians.org>

New Jersey Library Association

P.O. Box 1534
Trenton, NJ 08607
609/394-8032 Fax: 609/394-8164,
Email: ptumulty@njla.org
<http://www.njla.org>

New England Library Association (CT, ME, MA, NH, RI, VT)

55 N Main St, Unit 49
Belchertown MA 01007
413/813-5254
Email: rscheier@nelib.org
<http://www.nelib.org>

New Mexico Library Association

Lorie Christian
c/o NMLA
P.O. Box 26074
Albuquerque, NM 87125
505/400-7309 Fax: 505/891-5171
Email: admin@nmla.org
<http://www.nmla.org>

New York Library Association

6021 State Farm Road
Guilderland, NY 12084
518/432-6952 ext. 101 Fax: 518/427-1697
Email: director@nyla.org
<http://www.nyla.org>

North Carolina Library Association

1841 Capital Blvd.
Raleigh, NC 27604
919/839-6252 Fax: 919/839-6253,
Email: nclaonline@gmail.com
<http://www.ncla.org>

North Dakota Library Association

P.O. Box 1595
Bismarck, ND 58502-1595
701/527-7948 Fax: 701/250-1835,
Email: laurierobertsdahl@gmail.com
<http://www.ndla.info>

Ohio Library Council

1105 Schrock Road, Suite 440
Columbus, OH 43229
614/410-8092 Fax: 614/410-8098
Email: olc@olc.org
<http://www.olc.org>

Oklahoma Library Association

PO Box 6550
Edmond, OK 73083
405/525-5100 Fax: 405/525-5103
Email: kboies@sbcglobal.net
<http://www.oklibs.org>

Oregon Library Association

P.O. Box 3067
La Grande, OR 97850
541/962-5824
Email: sroberts.ola@gmail.com
<http://www.olaweb.org>

Pacific Northwest Library Association (AK, ID, MT, WA, AL, BC)

Montana State University Billings Library
1500 University Drive
Billings MT 59101,
406/657-1661 Fax: 406/657-2037
Email: kelseykeyes@boisestate.edu
<http://www.pnla.org>

Pennsylvania Library Association

220 Cumberland Parkway, Suite 10
Mechanicsburg, PA 17055
717/766-7663 Fax: 717/766-5440
Email: glenn@palibraries.org
<http://www.palibraries.org>

Rhode Island Library Association

P.O. Box 6765
Providence, RI 02940
<http://www.rilibraries.org>

South Carolina Library Association

P.O. Box 1763
Columbia, SC 29202
803/252-1087
Email: scla@capconsc.com
<http://www.scla.org>

South Dakota Library Association

Stephanie Brewer
729 S. 33rd Street
Spearfish, SD 57783,
Email: sdlaest@gmail.com
<http://www.sdlibraryassociation.org>

Southeastern Library Association (AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, VA, WV)

SELA Administrative Services
P.O. Box 950
Rex, GA 30273-0950
678/466-4325 Fax: 678/466-4349
Email: CMcCutcheon@uscupstate.edu
<http://www.selaonline.org>

Tennessee Library Association

P.O. Box 241074
Memphis, TN 38124-1074
901/485-6952
Email: arhuggins1@comcast.net
<http://www.tnla.org>

Texas Library Association

3355 Bee Cave Rd. #401
Austin, TX 78746-6763
800/580-2852 Fax: 512/328-8852
Email: pats@txla.org
<http://www.txla.org>

Utah Library Association

P.O. Box 708155
Sandy, UT 84070
Email: admin@ula.org
<http://www.ula.org>

Vermont Library Association

P.O. Box 803
Burlington, VT 05402-0803
<http://www.vermontlibraries.org>

Virgin Islands Library Association

PO Box 446
Kingshill, VI 00851-0446
Email: jrogers@uvi.edu

Virginia Library Association

PO Box 56312
Virginia Beach, VA 23456
757/689-0594 Fax: 757/447-3478
Email: vla.lisav@cox.net
<http://www.vla.org>

Washington Library Association

23607 Highway 99 STE 2-C
Edmonds, WA 98026
425/967-0739 Fax: 425/771-9588
Email: dana@wla.org
<http://www.wla.org>

C. Museums**Alabama Museums Association**

P.O. Box 2866
Birmingham, AL 35202-3802
Email: info@alabamamuseums.org
<http://www.alabamamuseums.org>

Arkansas Museums Association

P.O. Box 3292
Little Rock, AR 72203
<http://www.armusa.org>

Association of Historical Societies of New Hampshire

75 South Main Street
Unit 7, PMB 101
Concord, NH 03301
Email: info@historicalsocietiesnh.org
<http://www.historicalsocietynh.org>

Association of Indiana Museums

PO Box 1883
Indianapolis, IN 46206
317/234-5255 Fax: 317/233-0857
<http://www.indianamuseums.org>

West Virginia Library Association

P.O. Box 5221
Charleston, WV 25361
Email: postmaster@wvla.org
<http://wvla.org>

Wisconsin Library Association

4610 South Biltmore Lane, Suite 100
Madison, WI 53718-2153
608/245-3640 Fax: 608/245-3646
Email: lovelace@wisconsinlibraries.org
<http://wla.wisconsinlibraries.org>

Wyoming Library Association

P.O. Box 1387
Cheyenne, WY 82003-1387
307/632-7622
Email: grottski@aol.com
<http://www.wyla.org>

Association of Midwest Museums

PO Box 11940
St. Louis, MO 63112
314/746-4557 Fax: 314/746-4569
Email: info@midwestmuseums.org
<http://www.midwestmuseums.org/>

Association of South Dakota Museums

<http://www.sdmuseums.org>

California Association of Museums

P.O. Box 1455
Santa Cruz, CA 95061-1455
Phone: 831/471-9970
Fax: 831/471-9381
<http://www.calmuseums.org>

Colorado-Wyoming Association of Museums

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

Connecticut League of History Organizations

37 Broad Street
Middletown, CT 06457
860/685-7595
Email: liz@clho.org
<http://clho.org>

Florida Association of Museums

P.O. Box 10951
Tallahassee, FL 32302
850/222-6028 Fax: 850/222-6112
<http://www.flamuseums.org>

Georgia Association of Museums and Galleries

P.O. Box 2133
Marietta, GA 30061
770/853-7539
E-mail: gamg@gamg.org
<http://www.gamg.org>

Hawai'i Museum Association

P.O. Box 4125
Honolulu, HI 96812-4125
E-mail: hawaii museumsassociation@gmail.com
<http://www.hawaiimuseums.org>

Idaho Association of Museums

<http://www.idahomuseums.org>

Illinois Association of Museums

313 S South Sixth Street
Springfield, IL 62701
217/524-6977 Fax: 217/785-7937
E-mail: Hpa.iam@illinois.gov
<http://www.illinoismuseums.org>

Iowa Museum Association

4423 Wynnewood Drive
Cedar Falls, Iowa 50613
E-mail: imasweet@cfu.net
<http://www.iowamuseums.org>

Kansas Museums Association

P.O. Box 782620
Wichita, KS 67278-2620
316/765-9197 Fax: 316/719-3699
<http://ksmuseums.org>

Kentucky Museum & Heritage Alliance

<http://www.kymuseums.org>

Maryland Association of History Museums

E-mail: info@mahm.org
<http://www.mahm.org>

Michigan Museums Association

P.O. Box 5246
Cheboygan, MI 49721
313/334-7643
E-mail: lcbrisson@michigammuseums.org
<http://www.michiganmuseums.org>

Mid-Atlantic Association of Museums

Attn: Gretchen Sorin
P.O. Box 800
Cooperstown, NY 13326
E-mail: midatlanticmuseums@gmail.com
<http://www.midatlanticmuseums.org>

Minnesota Association of Museums

P.O. Box 14825
Minneapolis, MN 55414
612/314-5838
E-mail: info@minnesotamuseums.org
<http://www.minnesotamuseums.org>

Mississippi Museums Association

P.O. Box 638
Jackson, MS 39205
<http://www.msMuseums.org>

Missouri Association for Museums & Archives

P.O. Box 533
Jefferson City, MO 65102
E-mail: info@missourimuseums.org
<http://www.missourimuseums.org>

Mountain Plains Museum Association

7110 West David Drive
Littleton, CO 80128-5404
303/979-9358 FAX: 303/979-3553
E-mail: info@mpma.net
<http://www.mpma.net>

Museum Association of Arizona

P.O. Box 63902
Phoenix AZ 85082
E-mail: azmuseums@gmail.com
<http://www.azmuseums.org>

Museum Association of New York

265 River Street
Troy, NY 12180
518/273-3400
<http://www.manyonline.org>

Museums Alaska

P.O. Box 20153
Juneau, AK 99802
907/306-3409
Email: director@museumsalaska.org
<http://www.museumsalaska.org>

Museums Association of Montana

PO Box 1451
Helena, MT 59624
<http://www.montanamuseums.org>

Museums of West Virginia

<http://www.museumsofww.org>

Nebraska Museums Association

<http://www.nebraskamuseums.org>

Nevada Museums Association

P.O. Box 571737
Las Vegas, NV 89157
<http://www.nevadamuseums.org/nma>

New Jersey Association of Museums

<http://www.njmuseums.org>

New Mexico Association of Museums

PMB #149
1208 San Pedro NE
Albuquerque, NM 87110-6762
Email: contact.nmam@gmail.com
<http://nmam.wildapricot.com>

North Carolina Museums Council

P.O. Box 2603
Raleigh, NC 27602-2603
<http://www.ncmuseums.org>

Ohio Museums Association

800 E. 17th Ave.
Columbus, OH 43211
614/297-2375 Fax: 614/297-2376
Email: oma@ohiohistory.org
<http://www.ohiomuseums.org>

Oklahoma Museums Association

2100 Northeast 52nd Street
Oklahoma City, Oklahoma 73111
405/424-7757 Fax: 405/427-5068
Email: info@okmuseums.org
<http://www.okmuseums.org>

Oregon Museums Association

P.O. Box 8865
Portland, OR 97207
Email: oregonmuseums@gmail.com
<http://www.oregonmuseums.org>

Pennsylvania Museums

234 North Third Street
Harrisburg, PA 17101
717/909-4950
Email: rusty.baker@pamuseums.org
<http://www.pamuseums.org>

South Carolina Federation of Museums

P.O. Box 12574
Columbia, SC 29211
843/722-2706 x32
Email: scfm@southcarolinamuseums.org
<http://www.southcarolinamuseums.org>

Southeastern Museums Conference

P.O. Box 550746
Atlanta, GA 30355-3246
404/378-3153 Fax: 404/814-2031
<http://www.SEMCdirect.net>

Tennessee Association of Museums

PO Box 330984
Nashville, TN 37203
615/495-3354
Email: tnmuseums@gmail.com
<http://www.tnmuseums.org>

Texas Association of Museums

101 Summit Avenue
Suite 802
Fort Worth, Texas 76102
817/332-1177 Fax: 817/332-1179
<http://www.texasmuseumns.org>

Utah Museums Association

<http://www.utahmuseums.org>

Virginia Association of Museums

3126 W. Cary St., #447

Richmond, VA 23221-3504

804/358-3170

<http://www.vamuseums.org>

Washington Museum Association

PO Box 10633

Yakima, WA 98909

Email:

contact@washingtonmuseumassociation.org

<http://www.washingtonmuseumassociation.org>

Western Museums Association

P.O. Box 7042

Tacoma, WA 98417

707/433-4701

Email: wma@westmuse.org

<http://www.westmuse.org>

Wisconsin Federation of Museums

Email: info@wisconsinmuseums.org

<http://www.wisconsinmuseums.org>

III. SERVICE PROVIDERS FOR EMERGENCY RESPONSE

The purpose of this list is to assist in identifying service providers for inclusion on an Emergency Telephone List.

Qualifications and references for the service providers should be investigated ahead of time to ensure proper selection. Many of the providers will come on-site to become familiar with your institution so they can respond efficiently in the event of an emergency.

All service providers who are handling collection materials, such as when moving or cleaning, should be informed about the appropriate precautions and handling procedures. Although most of the service providers on this list are familiar with historic and cultural collections, their services may not be primarily for the recovery of cultural and historic collections. Discuss the specific recovery needs for collection materials in storage and exhibitions areas, as well as non-collection items and spaces.

ART HANDLING AND MOVING

Alexander's Mobility Services

800/722-6286

info@alexanders.net

<http://www.alexanders.net/>

Artex Fine Art Services

Artex Washington, DC

8712 Jericho City Drive

Landover, MD 20785

301/350-5500

Toll Free: 800/652-7839

Fax: 301/350-5505

Artex Boston

200 Inner Belt Road

Somerville, MA 02143

617/776-0300

Toll Free: 866/407-9660

Fax: 617/776-0330

Artex Los Angeles

305 North Oak Street

Inglewood, CA 90302

310-330-9279

Toll Free: 855/330-9279

Fax: 310/330-93

Artex New York

33-02 48th Avenue

Long Island City, NY 11101

212/244-0999

Toll Free: 888/422-7839

Fax: 212/244-9819

Artex Ft. Lauderdale

2525 Davie Road Suite 320

Davie, FL 33317

954/577-5585

Toll Free: 888/577-5585

Fax: 954/577-5595

Art Handlers Ltd.

932 Railfan Road

Santa Fe, NM 97505

505/982-0228

Toll Free: 800/253-0158

Fax: 840/945-2451

info@arthandlers.com

<http://www.arthandlers.com/index.html>

Atelier Art Services, Inc.

103 E Sharpnack St, Philadelphia, PA 19119

215/842-3500

<http://www.atelierartservices.com>

Clancy-Cullen Moving and Storage Company, Inc.

4 Warehouse Lane, #135
Elmsford, NY 10523
877/CLANCYS (252-6297) 718/828-3000
Email: info@clancy-cullen.com
<http://www.clancy-cullen.com>

Crozier Fine Arts

New York, NY
800/822-ARTS (2787) 212/741-2024
<http://www.crozierfinearts.com>

Fine Art Services and Transportation, Inc. (FAST)

100 W. Forest
Detroit, MI 48201
313/832-3278 Fax: 313/832-3293
<http://www.fineartsolutions.com>

Lile International Companies

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

National Library Relocations

70 Bridge Road
Islandia, NY 11749
800/486-6837 Fax: 631/232-2236
info@nlrbookmovers.com
<http://www.nlrbookmovers.com>

Ship Art International

Headquarters

PO Box 1966

South San Francisco, CA 94083
650/952-0100
tim@shipart.com
<http://www.shipart.com>

Denver, CO Location

PO Box 16662, Denver, CO 80216

303/291-3906
Fax: 303/291-3912
alan@shipart.com

Terry Dowd, Inc.

24 hour emergency line: 888/377-5669
<http://www.terrydowd.com>

Chicago, IL Location

2233 S. Throop St.
Chicago, IL 60608
773/342-8686
Fax: 773/342-8650
chicago@terrydowd.com

Denver, CO Location

4120 Brighton Blvd, B-9
Denver, CO 80216
303/297-8686
Fax: 303-297-1919
denver@terrydowd.com

U.S. Art Company, Inc.

Boston Region Headquarters

66 Pacella Park Drive
Randolph, MA 02368
781/986-6500
Toll Free: 800/872-7826

Chicago Region

4400 W. Ohio Street
Chicago, IL 60624
773/801-1811

Dallas/Fort Worth Region

8401 Chancellor Row Suite 200
Dallas, TX 75247
214/905-8430
Toll Free: 866/898-7278

Florida Region

7477 Monetary Drive
Orlando, FL 32809
407/855-3444
Toll Free: 888/802-4459

Los Angeles Region

921 West Walnut Street
Compton, CA 90220
310/609-1748
Toll Free: 877/528-7278

New York Region

37-11 48th Ave.
Long Island City, NY 11101
718/472-5784
Toll Free: 800/472-5784

Pacific Northwest Region

Portland, OR 97211
781/506-9158
Toll Free: 855/295-6943

St. Louis Region

811 Hanley Industrial Court
Brentwood, MO 63144
314/918-8684
Toll Free: 866/928-7278

Washington D.C. Region

3361 DH 75th Avenue
Landover, MD 20785
301/772-0226
Toll Free: 877/508-7278

William B. Meyer Library Relocation

255 Long Beach Boulevard
Stratford, CT 06615
Sales: 800/727-5985
library@williambmeyer.com
<http://www.meyerlibrary.com>

AUDIO AND VISUAL MEDIA

See also "Film –Motion Picture"

Audio Mechanics

1200 West Magnolia
Burbank, CA 91506
818/846-5525
john.polito@audiomechnics.com
<http://audiomechanics.com/>

Audio Visual Preservation Solutions

350 7th Avenue
Suite 1605
New York, NY 10001
917/475-9630
info@avpreserve.com
<http://www.avpreserve.com/>

Bay Area Video Coalition

2727 Mariposa Street, 2nd Floor
San Francisco, CA 94110
415/861-3282
preservation@bavc.org
<http://www.bavc.org/preservation>

Cinema Arts, Inc.

207 Lincoln Green Ln
Newfoundland, PA 18445
570/676-4145 Fax: 570-676-9194
jeainc@gmail.com
<http://www.allenarchive.com>
Contact: John Allen

Repairs and duplicates all types of motion picture film, including cellulose nitrate film, and video.

ColorLab

5708 Arundel Ave
Rockville, MD 20852
301/770-2128
Fax: 301/816-0798
info@colorlab.com
<http://www.colorlab.com>

The Cutting Corporation**Archival Sound Labs**

4940 Hampden Lane, Suite 300
Bethesda, MD 20814
301/654-2887
Email: info@cuttingarchives.com
<http://www.cuttingarchives.com>

Document Reprocessors

East Coast Office
40 Railroad Avenue
Rushville, NY 14544
24-hour emergency line: 800/437-9464
Non-emergency: 585/554-4500
<http://www.documentreprocessors.com>

West Coast Office

1834 Rollins Rd.
Burlingame, CA 94010
650/401-7711
Fax: 650/401-8711

Vacuum drying, cleaning, respooling and duplication of videotapes

George Blood Audio and Video

21 West Highland Avenue
Philadelphia, PA 19118-3309
215/248-2100
Email: george@georgebloodaudio.com
<http://www.georgeblood.com>

The MediaPreserve

Preservation Technologies
111 Thomson Park Drive
Cranberry Township, PA 16066
800/416-2665
info@themediapreserve.com
<http://themediapreserve.com>

Audio, video, and film reformatting; emergency recovery of audiovisual materials damaged from water or fire; basic repairs of recordings.

Northeast Document Conservation Center (NEDCC)

100 Brickstone Square
Andover, MA 01810
978/470-1010 Fax: 978/475-6021
info@nedcc.org
<http://www.nedcc.org>

Northeast Historic Film

PO Box 900
85 Main St.
Bucksport, ME 04416
207/469-0924
nhf@oldfilm.org
<http://www.oldfilm.org>

Offering cold media storage vaults, vinegar isolation, acetate film identification and separation.

Smolian Sound Preservation Studios

1 Wormans Mill Court
Frederick, MD 21701
301/694-5134
smolians@erols.com
<http://soundsaver.com>
Contact: Steven Smolian

Restores most types of audio media including records, dictating machine formats, cylinders, optical discs, reel-to-reel tapes and cassettes.

Specs Brothers

P.O. Box 195
Lodi, NJ 07644
Emergency Response: 800/852-7732
Non-emergency: 973/777-5055 Fax: 973/777-5065
<http://www.specsbros.com>
admin@specsbros.com

Archival restoration, disaster recovery and consulting services provided.

See the Association for Moving Image Archivists Supplier Directory for further vendors relating to Audio and Visual Materials: <http://www.amianet.org/sites/all/files/Supplier%20Directory%20-%202014.04.pdf>

BOARDING-UP SERVICES

Many glass companies have 24 hour emergency boarding up services. Look in the phonebook under "Glass - Automobile, Plate, Window, etc. Dealers."

COLD STORAGE FACILITIES

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. 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. To find member warehouses in your region, visit: <https://gcca.connex.io/#/>

The **Conservation Center for Art and Historic Artifacts** (CCAHA) has a small freezer with a capacity for freezing 45 cubic feet of books or records.

Affiliated Warehouses Co., Inc.

P.O. Box 295
Hazlet, NJ 07730-0295
732/739-2323
sales@awco.com
<http://www.awco.com>

Warehouse refrigeration and freezer space. **See website for regional facilities.**

Americold

10 Glenlake Parkway
Suite 600, South Tower
Atlanta, GA 30328
678/441-1400 Fax: 678/441-6824
info@americold.com
<http://www.americold.com>

Temperature-controlled warehousing. **To find a facility in your area, visit:**

<http://www.americold.com/facilities.aspx>

BELFOR

888/856-3333 (24 hour hotline)
<http://www.belfor.com/>

A variety of recovery services, including cold storage, fire and water recovery, vacuum freeze-drying, dehumidification, and cleaning. Belfor has locations throughout the globe; **to find your nearest location in the United States, visit:** <http://www.belfor.com/en/USA.aspx>

Burriss Logistics

<http://www.burrisslogistics.com>

Refrigeration and freezing services. **For regional locations, visit:**

<http://www.burrisslogistics.com/Contact>

CSI Cold Storage Industries

P.O. Box 74728
Richmond, VA 23236
804/744-0700 Fax: 804/744-3911
kevin@csiinc.org
<http://www.csiinc.org>

To find your regional center, visit: <http://www.csiinc.org/sales.php>

Polar King International, Inc.

4424 New Haven Avenue
Fort Wayne, IN 46803
800/224-8674 Fax: 260/428-2533
<http://www.polarking.com>

Offers electric freezer rental and refrigerator rental that include ground resting walk-in rentals and mobile refrigerated trailer rentals.

Polygon (formerly Munters)

Headquarters and 24 Hour Emergency
15 Sharpner's Pond Road, Building F
North Andover, MA 01845
800/422-6379 Fax: 978/655-8511
us_info@polygongroup.com
<http://www.polygongroup.com>

A variety of recovery services from water damage, including structural drying, humidity control, disaster planning, and consulting. Regional offices throughout the country; **To find your regional office, visit:** <http://www.polygongroup.com/us/contact-us/local-offices/>

COMPUTER DATA

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, recovery companies will give instructions and packing information for shipping hard drives to the company for evaluation. After the evaluation, the prognosis for recovery and fee will be discussed.

Check with your computer representative for recommended computer recovery companies. The companies listed below recover hard drive data from fire and water damage.

Acme Services

304 Bloomingrove Drive
Troy, NY 12180-8415
24-hour emergency line: 518/266-8755
Fax: 518/874-5024
<http://www.acmedrs.com>

Data, magnetic media, and microfilm recovery; document drying and reprocessing; fire and smoke damage mitigation; mold remediation; water extraction, drying, and dehumidification.

CBL Data Recovery Technologies

555 Madison Ave, 5th Floor
New York, NY
24-hour emergency line: 800/551-3917
Non-emergency: 619/449-1200
www.cbldatarecovery.com

Hard drive recovery. No charge for preliminary diagnostics.

DataRecovery.com, Inc.

110 North Research Drive
Edwardsville, IL 62025
800/237-4200 618/307-0070
support@datarecovery.com
<http://www.datarecovery.com>

Data Recovery and Reconstruction (Data R&R)

PO Box 35993
Tucson, AZ 85740
520/742-5724
www.datarr.com

A charge of \$75 per drive is required for decontamination of fire- or water-damaged drives. No charge for preliminary diagnostics.

DataRetrieval.com

Diagnostics & Support Office
445 Park Avenue, 9th Floor, Suite 958
New York, NY 10022
646/351-0817 800/399-7150
www.dataretrieval.com

Document Reprocessors

East Coast Office
40 Railroad Avenue
Rushville, NY 14544
24-hour emergency line: 800/437-9464
Non-emergency: 585/554-4500 Fax: 585/554-4114
<http://www.documentreprocessors.com>
Magnetic media recovery.

Drive Savers

400 Bel Marin Keys Boulevard
Novato, California, 94949-5650
800/440-1904
www.drivesaversdatarecovery.com

Electronic Restoration Services

National Headquarters

12001 Levan Road

Livonia, MI 48150

888/355-0001

info@ers-us.com

<http://www.ers-us.com>

See website for regional locations.

EMag Solutions

65 Broadway, Suite 1804

New York, NY 10006

844/252-0113

404/995-6060

Fax: 404/872-8247

<http://www.emagsolutions.com>

Data conversion, data recovery, and consulting.

Excalibur Data Recovery

5 Manor Parkway, Suite A

Salem, NH 03079

24-hour hotline: 800/466-0893

Non-emergency : 603/458-5736

excaliburdr@rcn.com

<http://www.excaliburdatarecovery.com>

Iron Mountain

800/899-IRON (4766)

<http://www.ironmountain.com>

Data migration, backup, and recovery. **For regional locations, visit:**

<http://www.ironmountain.com/Service-Locations>

Janus Associates, Inc.

JANUS Associates, Inc.

4 High Ridge Park

Stamford, CT 06905

Tel: 203/251-0200

Fax: 203/251-0222

<http://www.janusassociates.com>

Electronic risk analysis, data security, and recovery.

OnTrack Data Recovery

18350 Mt Langley St., Suite 110

Fountain Valley, CA 92708

800/872-2599 714/641-0530

www.ontrack.com

RestartIT

7127 Florida Blvd.
Baton Rouge, LA 70806
888/781-2704
<http://www.amerivault.com>
Data backup and recovery.

SalvageData Recovery

4230 Lafayette Center Drive
Chantilly, VA 20151
800/972-3282 Fax: 703/437-1574
<http://www.SalvageData.com>
For regional locations see: <https://www.salvagedata.com/locations/>

Secure Data Recovery Services

845 3rd Avenue, Floor 6
New York, NY 10022-6630
800/388-1266 x.209 Fax: 866/381-8097
jake@securedatarecovery.com
<http://www.securedatarecovery.com>
For regional locations see: <https://www.securedatarecovery.com/locations>

SunGard Availability Services, LP

680 East Swedesford Road
Wayne, PA 19087
24-hour emergency line: 866/722-1313
Non-emergency: 866/714-7209
<http://www.sungardas.com>

Trillicom, LLC

82 West Cochran Street
Simi Valley, CA 93065
805/577-1062 Fax: 805/579-1891
<http://www.trillicom.com>

CONSERVATORS

Conservators can provide expertise through consultation, review of salvage procedures in your Emergency Plan, assessment of collection damage at the time of an emergency, assistance in developing salvage procedures, as well as provision of conservation treatment of damaged objects. Because of the highly technical skills needed in conservation, 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 and books.

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

1156 15th Street N.W., Suite 320
Washington, DC 20005-1714
202/452-9545 Fax: 202/452-9328
info@conservation-us.org
<http://www.conservation-us.org>

A list of conservators in your region can be provided through the AIC website's Resource Center by following the "Find a Conservator" link. The Resource Center also has guidelines on "How to Choose a Conservator." Copies of the *AIC Directory*, including the *AIC Code of Ethics and Guidelines for Practice*, can be purchased from the online store.

Balboa Art Conservation Center (BACC)

P.O. Box 3755
San Diego, CA 92163-3775
619/236-9702
info@bacc.org
<http://www.bacc.org>

Conservation Center for Art & Historic Artifacts (CCAHA)

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

Treatment services are available for drawings, prints, maps, posters, historic wallpaper, architectural drawings, musical scores, photographs, rare books, scrapbooks, manuscripts, and related materials such as parchment and papyrus. CCAHA has the ability to treat oversized materials and to handle a large volume of work.

The Gerald R. Ford Conservation Center

1326 South 32nd Street
Omaha, Nebraska 68105-2044
402/595-1180 Fax: 402/595-1178
nshs.grfcc@nebraska.gov
<http://www.nebraskahistory.org/fordcenter>

Intermuseum Conservation Association (ICA – Art Conservation)

2915 Detroit Avenue
Cleveland, OH 44113
216/658-8700 Fax : 216/658-8709
info@ica-artconservation.org
<http://www.ica-artconservation.org/>

Midwest Art Conservation Center at the Minneapolis Institute of Arts

2400 3rd Avenue South
Minneapolis, MN 55404
612/870-3120 Fax: 612/870-3118
info@preserveart.org
<http://www.preserveart.org>

Museum Conservation Services, Harpers Ferry Center, National Park Services

Harpers Ferry, WV 25425
304/535-6142 Fax: 304/535-6055
Linda_Blaser@nps.gov
<http://www.nps.gov/hfc/products/cons/con-facilities.htm>

Northeast Document Conservation Center (NEDCC)

100 Brickstone Square
Andover, MA 01810
978/470-1010 Fax: 978/475-6021
info@nedcc.org
<http://www.nedcc.org>

Regional Alliance for Preservation (RAP)

<http://www.preservecollections.org>

The Regional Alliance for Preservation (RAP) maintains a Website with links to each of its affiliated Preservation Services Programs and Regional Conservation Centers located throughout the country. These regional centers can provide information, disaster assistance, consultations and conservation treatment.

The Textile Conservation Workshop (TCW)

3 Main Street
South Salem, NY 10590
914/763-5805 Fax: 914/765-5549
textile@bestweb.net
<http://www.textileconservationworkshop.org>

Williamstown Art Conservation Center

227 South Street
Williamstown, MA 01267
413/458-5741
wacc@williamstownart.org
<http://www.williamstownart.org>

DEHUMIDIFICATION

Acme Services

304 Bloomingrove Drive
Troy, NY 12180-8415
24-hour emergency line: 518/266-8755
Fax: 518/874-5024
<http://www.acmedrs.com>

Data, magnetic media, and microfilm recovery; document drying and reprocessing; fire and smoke damage mitigation; mold remediation; water extraction, drying, and dehumidification.

BELFOR

888/856-3333 (24 hour hotline)

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

A variety of recovery services, including cold storage, fire and water recovery, vacuum freeze-drying, dehumidification, and cleaning. Belfor has locations throughout the globe; to find your nearest location in the United States, visit: <http://www.belfor.com/en/USA.aspx>

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

303 Arthur Street

Fort Worth, TX 76107

Emergency: 877/730-1948

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 has regional response and mobilization centers. To find yours, visit: <http://www.bmscat.com/response-centers.aspx>

Dryco

5400 Janes Avenue

Downers Grove, IL 60515

24-hour emergency line: 866/672-4628

Fax: 630/541-8951

info@drycogroup.com

<http://www.drycogroup.com>

See <http://www.drycogroup.com/contact-us/> for regional locations.

Polygon (formerly Munters)

Headquarters and 24 Hour Emergency

15 Sharpner's Pond Road, Building F

North Andover, MA 01845

800/422-6379 Fax: 978/655-8511

us_info@polygongroup.com

<http://www.polygongroup.com>

A variety of recovery services from water damage, including structural drying, humidity control, disaster planning, and consulting. Regional offices throughout the country; To find your regional office, visit: <http://www.polygongroup.com/us/contact-us/local-offices/>

FILM -- MOTION PICTURE

See also "Audio and Visual Media."

Cinema Arts, Inc.

Newfoundland, PA

570/676-4152 Fax: 570/676-9194

jeainc@gmail.com

<http://www.allenarchive.com>

Contact: John Allen

Repairs and duplicates all types of motion picture film, including cellulose nitrate film, and video.

ColorLab

5708 Arundel Ave
Rockville, MD 20852
301/770-2128
Fax: 301/816-0798
info@colorlab.com
http://www.colorlab.com

27 West 20th Street, Suite 307
New York, NY 10011
212/633-8172
Fax: 212-633-8241

The Cutting Corporation**Archival Sound Labs**

4940 Hampden Lane, Suite 300
Bethesda, MD 20814
301/654-2887
Email: info@cuttingarchives.com
http://www.cuttingarchives.com

Film Technology

726 N. Cole Ave.
Hollywood, CA 90038
323/464-3456 Fax: 323/464-7439
zac@filmtech.com
http://www.filmtech.com
Restoration of 16 and 35mm motion picture film.

George Blood Audio and Video

21 West Highland Avenue
Philadelphia, PA 19118-3309
215/248-2100 Fax: 215/242-2177
Email: george@georgebloodaudio.com
http://www.georgeblood.com

See the Association for Moving Image Archivists Supplier Directory for further vendors relating to Audio and Visual Materials: <http://www.amianet.org/sites/all/files/Supplier%20Diretory%20-%202014.04.pdf>

FIRE & WATER DAMAGE SALVAGE

Service providers listed in the local *Yellow Pages* under "Fire & Water Damage Restoration," for the most part, clean smoke and water-damaged buildings and their contents, such as carpets and office furniture and equipment. They usually are **not** sources for cleaning cultural and historic collections. To review odor removal procedures, consult a conservator. Some suppliers and procedures, such as the use of ozone for smoke odor removal, may not be appropriate for use with cultural and historical collections.

Acme Services

304 Bloomingrove Drive
Troy, NY 12180-8415
24-hour emergency line: 518/266-8755
Fax: 518/874-5024
<http://www.acmedrs.com>

Data, magnetic media, and microfilm recovery; document drying and reprocessing; fire and smoke damage mitigation; mold remediation; water extraction, drying, and dehumidification.

Action Catastrophe

1605 East 69th Avenue
Denver, Colorado 80229
24-hour emergency line: 303/964-1188
Non-emergency: 303/964-1188 Fax: 303/964-1199
info@actioncatastrophe.com
<http://www.actioncatastrophe.com/index.html.html>

BELFOR

888/856-3333 (24 hour hotline)
<http://www.belfor.com/>

A variety of recovery services, including cold storage, fire and water recovery, vacuum freeze-drying, dehumidification, and cleaning. Belfor has locations throughout the globe; to find your nearest location in the United States, visit: <http://www.belfor.com/en/USA.aspx>

BMS CAT Global Commercial Response

800/433-2940 (24 hour hotline)
www.bmscat.com

Provides disaster services including document and media recovery, damage from fire, smoke and water, moisture control and dehumidification, and mold and microbial remediation. For a list of Regional Response Centers and assistance, visit: <http://www.bmscat.com/response-centers.aspx>

Polygon (formerly Munters)

Headquarters and 24 Hour Emergency
15 Sharpner's Pond Road, Building F
North Andover, MA 01845
800/422-6379 Fax: 978/655-8511
us_info@polygongroup.com
<http://www.polygongroup.com>

A variety of recovery services from water damage, including structural drying, humidity control, disaster planning, and consulting. Regional offices throughout the country; To find your regional office, visit: <http://www.polygongroup.com/us/contact-us/local-offices/>

SERVPRO® Industries, Inc.

801 Industrial Blvd.
Gallatin, TN 37066
800/737-8776 615/451-0200
<http://www.servpro.com>

Fire and water damage restoration. Numerous regional locations; call main number for the location nearest you.

FOOD

To provide welcome refreshment for staff and volunteers who are assisting in the recovery effort. Compile a list of caterers or local restaurants with delivery services.

FREEZE-DRYING

American Freeze Dry

P.O. Box 5740
Deptford, NJ 08096
24-hour line: 609/458-0510
Non-emergency: 856/939-8160
<http://www.americanfreezedry.com>

BELFOR

888/856-3333 (24 hour hotline)
<http://www.belfor.com/>

A variety of recovery services, including cold storage, fire and water recovery, vacuum freeze-drying, dehumidification, and cleaning. Belfor has locations throughout the globe; to find your nearest location in the United States, visit: <http://www.belfor.com/en/USA.aspx>

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

303 Arthur Street
Fort Worth, TX 76107
24-hour line: 800/433-2940
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 has regional response and mobilization centers. To find yours, visit: <http://www.bmscat.com/response-centers.aspx>

Document Reprocessors

East Coast Office
40 Railroad Avenue
Rushville, NY 14544
24-Hour Disaster Line: 800/437-9464
Non-emergency: 585/554-4500 Fax: 585/554-4114
<http://www.documentreprocessors.com>

Midwest Freeze-Dry Ltd.

7326 North Central Park Avenue
Skokie, IL 60076
847/679-4756 Fax: 847/679-4191
mfd7326@sbcglobal.net
<http://www.midwestfreezedryltd.com>

Provides a variety of services, including freeze-drying of business records, bound volumes, art on paper, and textiles; biological decontamination; and anoxic treatments.

Polygon (formerly Munters)

Headquarters and 24 Hour Emergency
15 Sharpner’s Pond Road, Building F
North Andover, MA 01845
800/422-6379 Fax: 978/655-8511
us_info@polygongroup.com
http://www.polygongroup.com

A variety of recovery services from water damage, including structural drying, humidity control, disaster planning, and consulting. Regional offices throughout the country; To find your regional office, visit: <http://www.polygongroup.com/us/contact-us/local-offices/>

HAZARDOUS MATERIAL

To find an industrial hygienist or environmental consultant look in the *Yellow Pages* under “Lead Substance Removal & Abatement Service,” “Asbestos Removal & Abatement Service,” and “Environmental Conservation & Ecological Organizations.”

HEALTH AND SAFETY

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

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

Contact: Monona Rossol

Founded in 1987, ACTS is a not-for-profit corporation dedicated to providing health and safety services to the arts and publishes *ACTS FACTS*, the Monthly Newsletter for Arts, Crafts and Theater Safety, Inc. (ACTS). In addition to conducting lectures and workshops, staff members conduct OSHA compliance training sessions and inspections, provide technical assistance for building planning and renovation products, as well as researches and edits safety materials.

Environmental Information Association

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

Contact for information about asbestos abatement.

EMLab P&K

(Formerly Environmental Microbiology Lab and P & K Microbiology Services, Inc.)
<http://www.emlab.com>

Main Laboratories:

Marlton, NJ
866/871-1984

Phoenix, AZ
800/651-4802

San Bruno California
866/888-6653

Regional Contacts:

Northwest U.S and
Canada
800/650-1837

Midwest U.S. and Canada
(East)
800/650-1835

Northeast U.S.
800/650-1615

Southwest U.S.
800/650-1527

Central U.S.
800/650-1528

Midwest, Mid-Atlantic,
and Southeast U.S.
877/436-52

For locations of indoor air quality testing, analytic laboratory testing and air emissions, see:
<https://www.emlab.com/s/main/locations.html>

National Institute of Environmental Health Sciences

111 T.W. Alexander Drive
Research Triangle Park, NC 27709
919/541-3345 Fax: 919/541-4395
webcenter@niehs.nih.gov
<http://www.niehs.nih.gov>

A clearinghouse on environmental health effects.

National Lead Information Center

422 South Clinton Avenue
Rochester, NY 14620
800/424-5323 Fax: 585/232-3111
<http://www2.epa.gov/lead/forms/lead-hotline-national-lead-information-center>
Provides information on lead hazards.

PuroClean Property Restoration Specialists

1000 West Adams St.
Chicago, IL 60607
312/453-1500
<http://www.puroclean.com/>
Serving Chicago and surrounding counties in water, fire and mold damage remediation, and biohazard clean-up.

US Consumer Product Safety Commission

4330 East West Highway
Bethesda, MD 20814
800/638-2772 Fax: 301/504-0124
<http://www.cpsc.gov>
Call to request information about potential hazards of commercial products.

MICROFILM

Acme Services

304 Bloomingrove Drive
Troy, NY 12180-8415
24-hour emergency line: 518/266-8755
Fax: 518/874-5024
<http://www.acmedrs.com>

Data, magnetic media, and microfilm recovery; document drying and reprocessing; fire and smoke damage mitigation; mold remediation; water extraction, drying, and dehumidification.

Advantage Preservation

1035 33rd Ave SW
Cedar Rapids, IA 52404
855/303-2727
<http://www.advantage-companies.com/preservation/services>

Backstage Library Works

(Formerly OCLC's Preservation Services Center)
Nine South Commerce Way
Bethlehem, PA 18017
800/288-1265 Fax: 801/356-8220
info@bslw.com
<http://www.bslw.com>

Washing, duplicating, and storage of 16 mm, 35 mm and 105 mm silver roll microfilm.

Document Reprocessors

East Coast Office
40 Railroad Avenue
Rushville, NY 14544
24-Hour Disaster Line: 800/437-9464
Non-emergency: 585/554-4500 Fax: 585/554-4114
<http://www.documentreprocessors.com>
Drying and recovery for damaged microfilm and microfiche.

Eastman Kodak Company

Disaster Recovery Lab
1669 Lake Ave., Bldg. 326
Rochester, NY 14652-5122
800/943-4561
howard.schwartz@kodak.com
Provides washing of Kodak brand film and microfilm only.

EMI Imaging

636 Commerce St.
Stuart, VA 24171
Emergency: 855/559-4364
800/242-8011
imaging@emiimaging.com
<http://www.emiimaging.com>
Microfilm and microfiche recovery.

Focal Point Solutions

7119 Burns Street
Richland Hills, TX 76118
817/595-2515 Fax: 817/232-0481
darrell@fpsolutionsinc.com
<http://fpsolutionsinc.com>

MOLD RECOVERY

According to the American Industrial Hygiene Association, Florida, Louisiana, Maryland, Texas, and Virginia are states that require licensing of mold remediation contractors or assessors. Several states are considering legislative proposals. To locate a certified Mold Removal Specialist/Applied Microbial Remediation Technician in your area, visit: The Institute of Inspection Cleaning and Restoration Certification (IICRC) at www.iicrc.org

Action Catastrophe

1605 East 69th Avenue
Denver, Colorado 80229
24-hour emergency line: 303/964-1188
Non-emergency: 303/964-1188 Fax: 303/964-1199
info@actioncatastrophe.com
<http://www.actioncatastrophe.com/index.html.html>

Conservation Center for Art and Historic Artifacts (CCAHA)

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

Provides recovery advice, assistance and conservation treatment of paper-based materials affected by mold.

Pest Control Services, Inc.

469 Mimosa Circle
Kennett Square, PA 19348
610/444-2277 Fax: 610/444-2615
Email: Bugman22@aol.com
<http://www.termitesonly.com>
Contact: Thomas A. Parker

Consultation on mold blooms. Identifies causes for blooms and provides cleaning of mold-affected materials and areas.

PuroClean Property Restoration Specialists

24-hour emergency line: 800/775-7876
<http://www.puroclean.com/>

Water damage, fire damage, mold damage remediation, and biohazard clean-up. **See website for other regional locations.**

MYCOLOGIST

Since some molds can cause serious illness, a mycologist to identify the species present should assess mold outbreaks. 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* among the listings under headings such as "Environmental, Conservation & Ecological Associations," "Lead Substance Removal & Abatement Service," or "Asbestos Removal & Abatement Service."

Air Quality Sciences, Inc.

1337 Capital Circle
Marietta, GA 30067
770/933-0638
info@aq.s.com
www.aq.s.com

Multiple services including air quality and mold analysis.

EMLab P&K

(Formerly Environmental Microbiology Lab and P & K Microbiology Services, Inc.)
<http://www.emlab.com>

Main Laboratories:

Marlton, NJ
866/871-1984

Phoenix, AZ
800/651-4802

San Bruno California
866/888-6653

Regional Contacts:

Northwest U.S and
Canada
800/650-1837

Midwest U.S. and Canada
(East)
800/650-1835

Northeast U.S.
800/650-1615

Southwest U.S.
800/650-1527

Central U.S.
800/650-1528

Midwest, Mid-Atlantic,
and Southeast U.S.
877/436-52

For locations of indoor air quality testing, analytic laboratory testing and air emissions, see:
<https://www.emlab.com/s/main/locations.html>

Micro Air, Inc.

6320 La Pas Trail
Indianapolis, IN 46268
800/486-1533 Fax: 317/290-3566
microair@microair.com
<http://www.microair.com>

Ozone Solutions, Inc.

451 Black Forest Rd.
Hull, IA 51239
712/439-6880 Fax: 712-439-6733
scott@ozonesolutions.com
www.ozonesolutions.com

Multiple services including mold/mildew, odor removal, smoke & fire restoration, air dryers, and more.

PEST CONTROL

Bell Environmental Services

877/376-1775 Fax: 973/575-1177

Email: info@bell-environmental.com

For a list of service areas, visit: <http://bell-environmental.com/about-us/service-area/>

Ehrlich

800/837-5520

<http://www.jcehrlich.com>

Numerous offices throughout Delaware, Maryland, New Jersey, Pennsylvania, Virginia, and Washington DC. **For nearest location, see:** <http://www.jcehrlich.com>

Insects Limited, Inc

16950 Westfield Park Rd.

Westfield, IN 46074 USA

317/896-9300 Fax: 317/867-5757

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

National Pest Management Association

10460 North Street

Fairfax, VA 22030

703/352-6762 Fax: 703/352-3031

To find a licensed pest control professional in your area see PestWorld.org, the official pest management website of the National Pest Management Association at: <http://www.pestworld.org/find-a-pest-control-professional/>

Pest Control Services, Inc.

469 Mimosa Circle

Kennett Square, PA 19348

610/444-2277 Fax: 610/444-2615

Email: Bugman22@aol.com

<http://www.termitesonly.com>

Contact: Thomas A. Parker

Develops and implements integrated pest management programs for museums, historic structures, libraries and collections. Assists institutions with collections and buildings threatened by mold, insects, birds, bats, and rodents.

PHOTOGRAPHS & NEGATIVES

Chicago Albumen Works

174 Front Street

Housatonic, MA 01236

413/274-6901 Fax: 413/274-6934

info@albumenworks.com

<http://www.albumenworks.com>

Digital archiving and printing services.

Conservation Center for Art and Historic Artifacts (CCAHA)

264 South 23rd Street
Philadelphia, PA 19103
215/545-0613 24 hour hotline 215/688-0719
Fax: 215/735-9313
ccaaha@ccaaha.org
<http://www.ccaha.org>

Northeast Document Conservation Center (NEDCC)

100 Brickstone Square
Andover, MA 01810-1494
24-hour line: 978/470-1010 Fax: 978/475-6021
nedcc@nedcc.org
<http://www.nedcc.org>

POISON

American Association of Poison Control Centers

24-hour line: 800/222-1222
info@aapcc.org
<http://www.aapcc.org>
Call to locate your local Poison Control Center.

SECURITY SERVICES AND SITE ACCESS

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.

Security procedures should be reviewed throughout the recovery effort to ensure the safety of 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.

Select one person to speak to the media for the institution. Inform all persons assisting in the recovery effort to whom they should refer all requests from the media.

Corporate Emergency Access System (CEAS)

117 Cayuga St.
Fulton, NY 13069
888/353-BNET (2638) Fax: 888/353-2630
support@ceas.com
<http://www.ceas.com>

A pre-event credentialing program utilized in certain cities (including Baltimore, New York City, and Philadelphia) which authenticates critical business employees for access to restricted areas following a disaster or serious emergency using a secure identification card recognized by the police.

STORAGE (Off-site)

Check in the *Yellow Pages* under "Storage - Household & Commercial." See also "Art Handling and Moving;" many of the service providers listed offer secure, climate-controlled storage.

THEFT REPORTING

Theft reporting significantly increases the likelihood of finding the missing objects. An emergency preparedness and response plan should include procedures for theft response. Photographs and object documentation provide essential information for identifying and recovering stolen materials. If you have a theft, report the loss to the local law enforcement and your insurance company. Once the proper authorities have been notified, publicize your loss in local newspapers, collectors' trade journals, Internet listservs, etc. Local law enforcement and your insurance company can assist you in identifying places to register your loss. Local law enforcement will assist in contacting Interpol and the National Stolen Art File maintained by the FBI. For additional information on reporting of theft, see if your professional organization has published guidelines.

Below are some national organizations, publications and listservs that publicize lost and stolen objects.

Antiquarian Booksellers Association of America

National Office

20 West 44th Street #507

New York, NY 10036-6604

212/944-8291 Fax: 212/944-8293

sbenne@abaa.org

<http://www.abaa.org>

Stolen and missing books database: http://hq.abaa.org/books/antiquarian/databases/stolen_search.html

Distributes lists of stolen materials (Pink Sheets) to members and the FBI. When notifying the Association about a loss, provide a description of item and note exact identifiable information.

Art Loss Register

First Floor, 63-66 Hatton Garden

London

EC1N 8LE UK

+44 (0)20-7841-5780

New York contact: chris.marinello@artloss.com

<http://www.artloss.com>

The Art Loss Register is headquartered in London. In 1991, IFAR joined partners with the Art Loss Register in London to maintain a database of lost objects with a value over \$500 that can be uniquely identified. Items in the database are checked regularly against catalogs of major auction houses. In addition, IFAR publishes a magazine, *IFARreports*, where losses can be reported. The magazine is circulated to dealers and auction houses. The Art Loss Register uses an *Object ID Checklist* that notes the types of information needed to document an object.

**Association of College & Research Libraries/Rare Books and Manuscripts Section (ACRL/RBMS)
Security Committee**

American Library Association
50 East Huron Street
Chicago, IL 60611-2788
312/280-2514
mgriffin@ala.org
<http://www.ala.org/acrl/rbms/acr-rbmsec>

Federal Bureau of Investigation

National Stolen Art File
Art Theft Program, Room 3349
935 Pennsylvania Ave., NW
Washington, DC 20535
202/324-6668 Fax: 202/324-1504
http://www.fbi.gov/about-us/investigate/vc_majorthefts/arttheft/national-stolen-art-file

International Association of Professional Security Consultants

575 Market St. Suite 2125
San Francisco, CA 94105
415/536-0288 Fax: 415/764-4915
iapsc@iapsc.org
<http://www.iapsc.org>

Interpol

General Secretariat
200, quai Charles de Gaulle
69006 Lyon France
Fax: +33 (0)4 72 44 71 63
<http://www.interpol.int/Public/WorkOfArt/Default.asp>
Investigates international thefts of cultural property. Submit reports via Interpol liaison at state or provincial level or via F.B.I.

Professional Autograph Dealers Association (PADA)

P.O. Box 1729-W
Murray Hill Station
New York, NY 10016
<http://www.padaweb.org>

Saving Antiquities for Everyone Inc. (SAFE)

P.O. Box 231172, Ansonia Station
New York, NY 10023-0020
<http://www.savingantiquities.org/>
A non-profit organization focused on raising public awareness about the illegal trade of cultural artifacts. Presents lectures and conferences.

The Society of American Archivists (SAA)

17 North State Street, Suite 1425

Chicago, IL 60602-3315

312/606-0722 Fax: 312/606-0728

info@archivists.org

<http://www.archivists.org>

SAA has a Security Roundtable that focuses on security issues within library special collections and archives.

In addition, the following resources include Internet discussion lists and online databases where thefts are announced:

Archives & Archivists Listserv (sponsored by SAA) – <http://forums.archivists.org/read/?forum=archives>

DeRicci Project, for pre-1600 manuscripts only – contact dericci@aol.com

Exlibris Electronic Discussion List – <https://list.indiana.edu/sympa/info/exlibris-l>

International Antiquarian Mapsellers Association “Missing and Stolen Map Database” –

<http://www.missingmaps.info>

International League of Antiquarian Booksellers’ stolen books database – <http://www.stolen-book.org>

Library Security Officer Electronic Discussion List – contact sallen@getty.edu

Museum Security Network – <http://www.museum-security.org/>

III. EMERGENCY SUPPLY AND EQUIPMENT VENDORS

The purpose of this emergency supplies and equipment list is to assist in preparing a list of vendors and assemble a stock of supplies and equipment to have on-hand so that recovery efforts can be started as quickly as possible.

Selecting supplies and equipment to have on-site

An institution's expected needs for recovering from emergencies guides the selection and quantity of supplies and equipment. After determining all of the supplies that might be required, a decision can be made as to which supplies are needed on-site and which can be quickly purchased, rented, or borrowed.

Supplies and equipment that are required to safeguard collections during times of potential danger and those needed for immediate recovery efforts are essential to have on-hand. These supplies do not need to be of archival or preservation quality. For example, standard paper towels and unprinted newspaper can be used instead of the more expensive blotting papers. During an emergency, creative and practical use of supplies will be necessary for the success of the initial salvage effort.

In addition to supplies and equipment purchased specifically for emergency use, some useful items may already be on-site, such as fans, vacuum cleaners, furniture (tables, chairs), stepladders, and book trucks. Make arrangements in advance to ensure access to these items in an emergency.

Identifying and contacting vendors

Identify appropriate vendors in advance in order to save time during an emergency. The vendor's business hours, address, telephone number, and a contact person should be noted. Identify supplies and equipment that can be purchased quickly or rented from your local hardware and discount stores. It is also very important to list vendors from outside the local area in case local vendors are affected by the same emergency.

Make arrangements for pick-up or delivery and payment in advance, so purchase or rental can be expedited. Special procedures may need to be developed in order to authorize the expenditure of funds quickly. It is very helpful to have available local telephone books and the catalogs from vendors and local hardware stores. Remember that some of the supplies will be needed in bulk.

Storing supplies

Give careful consideration to where supplies and equipment are stored. Multiple storage areas may be useful in the event that one section of the building is damaged. Consider storing supplies in waterproof containers 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.

Supplies should be designated and labeled "For Use Only in an Emergency." An inventory list should be maintained and checked regularly. Keys to the storage locations should be accessible for appropriate access. Supplies with expiration dates should be noted and checked on a regular basis, such as camera film and batteries.

A. SUGGESTED LIST OF SUPPLIES AND EQUIPMENT TO HAVE ON-HAND

This list is provided to assist in the selection of supplies and equipment to have on-hand and accessible. The supplies and equipment noted below are typically needed to begin a recovery effort.

Information

Building plans
Emergency plan
Emergency telephone list
Salvage information
Staff list with home phone numbers
Telephone books
Vendor catalogs

Documentation

Camera & film and/or digital camera
Clipboards and notepads
Environmental monitoring equipment
Marking & recording supplies
Pencils and waterproof markers
Tape recorder, voice alternative to written documentation

Cleaning

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

Safety

Chemical lightsticks
Chemical spill absorbing material
Drinking water
Dust masks
Ear plugs
First aid kit
Gloves (latex, cotton, safety, nitrile)
Hard hats
Radios (two-way and battery-operated)
Respirators
Safety glasses
Signage (barricade and hazard alert)

Packing & Moving

Book trucks/rolling carts
Boxes
Dollies
Freezer paper
Ladders
Moving pads
Pallets
Plastic bags, various sizes
Plastic sheeting
Scissors
Step-stools
String/twine/rope
Tables
Tapes (adhesive, duct, electrical, masking, packing)
Tissue paper

Tools

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

Drying

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

Electrical devices

Adapters
Batteries
Drop lights
Extension cords
Flashlights
Electric heater, portable
Generator, portable

B. SUPPLY AND EQUIPMENT VENDORS

As you develop your list of emergency supplies, identify local stores that carry the needed supplies and equipment. If a large-scale disaster is a possibility, vendors from national or regional hardware franchises should be contacted.

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

Conservation Resources International, L.L.C.

800/634-6932 703/321-7730

Fax: 703/321-0629

sales@conservationresources.com

<http://www.conservationresources.com>

Consolidated Plastics

4700 Prosper Drive

Stow, OH 44224

800/362-1000 Fax: 800/858-5001

<http://www.consolidatedplastics.com>

Gaylord Archival

800/962-9580 Fax: 800/272-3412

customerservice@gaylord.com

<http://www.gaylord.com>

Hollinger Metal Edge

9401 Northeast Drive

Fredericksburg, VA 22408

800/634-0491 Fax: 800/947-8814

info@hollingermetaledge.com

<http://www.hollingermetaledge.com>

Uline

800/295-5510 Fax: 800/295-5571

customer.service@uline.com

<http://www.uline.com>

University Products, Inc.

517 Main Street

Holyoke, MA 01040

800/628-1912 Fax: 800/532-9281

info@universityproducts.com

<http://www.universityproducts.com>

BLOTTING MATERIALS are available from art supply stores, conservation supply companies, cleaning industry, and hardware stores. Unprinted newsprint, which is less expensive, can be used instead of blotting paper in an emergency. 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. If blotting paper is used, be sure that it does not contain any dyes.

Archivart

40 Eisenhower Drive
Paramus, NJ 07652
888/846-6847 Fax: 870/268-0581
askarchivart@nbframing.com
<http://www.archivart.com>

Gaylord Archival

800/962-9580 Fax: 800/272-3412
customerservice@gaylord.com
<http://www.gaylord.com>

Hollinger Metal Edge

9401 Northeast Drive
Fredericksburg, VA 22408
800/634-0491 Fax: 800/947-8814
info@hollingermetaledge.com
<http://www.hollingermetaledge.com>

Quill Corporation

800/789-1331 Fax: 800/789-8955
<http://www.quill.com>

Talas

330 Morgan Avenue
Brooklyn, NY 11211
212/219-0770 Fax: 212/219-0735
<http://www.talas-nyc.com>

TEK Products

P.O. Box 547
2435 West Industrial Blvd
Long Lake, MN 55356-0547
952/933-4444 Fax: 952/933-4448
<http://www.tekproducts.com>

Texwipe Company, LLC

1210 South Park Drive
Kernersville, NC 27284
800/839-9473 Fax: 336/996-2297
info@texwipe.com
<http://www.texwipe.com>

University Products, Inc.

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

BOXES, corrugated cardboard can be purchased from moving companies. Look in the *Yellow Pages* under "Movers" and "Moving Supplies."

BOXES, plastic can be used to transport water-logged materials.

Global Equipment Company, Inc.

888/978-7759 Fax: 888/381-2868
service@globalindustrial.com
<http://www.globalindustrial.com>

Gaylord Archival

800/962-9580 Fax: 800/272-3412
customerservice@gaylord.com
<http://www.gaylord.com>

"RESCUBES" (collapsible polyethylene boxes for transport of water-damaged materials).

ProText, Inc.

P.O. Box 864
Greenfield, MA 01302
301/320-7231 Fax: 301/320-7232
ProText@protext.net
<http://www.protext.net>

"RESCUBES" (collapsible polyethylene boxes for transport of water-damaged materials).

Uline

800/295-5510 Fax: 800/295-5571
customer.service@uline.com
<http://www.uline.com>

Polyethylene boxes for transport; corrugated cardboard boxes.

University Products, Inc.

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

"RESCUBES" (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.

Conservation Resources International, L.L.C.

5532 Port Royal Road
Springfield, VA 22151
800/634-6932 Fax: 703/321-0629
sales@conservationresources.com
<http://www.conservationresources.com>

Talas

330 Morgan Avenue
Brooklyn, NY 11211
212/219-0770 Fax: 212/219-0735
<http://www.talas-nyc.com>

CHEMICAL LIGHTSTICKS are often available in camping and hardware stores, but availability may be seasonal. 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 high-density or long-duration illumination lightsticks. Long duration lightsticks remain effective for eight to twelve hours, while the high intensity lights provide light for approximately seventy-five minutes.

Grainger

800-Grainger (800/472-4643)
www.grainger.com

Global Equipment Company, Inc.

888/978-7759 Fax: 888/381-2868
service@globalindustrial.com
<http://www.globalindustrial.com>

Epicenter Supplies, LLC

384 Wallis Street #2
Eugene, OR 97402
541/684-0717 Fax: 541/338-9050
info@TheEpicenter.com
<http://www.TheEpicenter.com>

DEHUMIDIFIERS Look in the *Yellow Pages* under “Humidifying Apparatus” and “Tools –Renting” when looking for dehumidifiers to rent. Dehumidifiers can be purchased at most hardware stores.

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 valuable collection materials.**

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

DRY CLEANING SPONGES are vulcanized natural rubber sponges. Some sponges are chemically treated. Absorene® is a soft, pliable dry cleaner that works like an eraser. It is not chemically treated.

Absorene Manufacturing Company Inc.

2141 Cass Avenue
St. Louis, MO 63106
800/662-7399 Fax: 314/231-4028
customerservice@absorene.com
<http://www.absorene.com>

Absorene® is a soft, pliable dry cleaner that works like an eraser. It absorbs dust, dirt, smoke and film.

Conservation Resources International, L.L.C.

800/634-6932 Fax: 703/321-0629
Email: sales@conservationresources.com
<http://www.conservationresources.com>

Conservation Support Systems

800/482-6299 Fax: 800/605-7503
info@conservationsupportsystems.com
<http://www.conservationsupportsystems.com>

Several dry cleaning sponges, including Absorene®.

Gaylord Archival

800/962-9580 Fax: 800/272-3412
customerservice@gaylord.com
<http://www.gaylord.com>

Dry cleaning sponges that remove soot and smoke from walls, wood, leather, tiles, shades, and other surfaces.

Talas

330 Morgan Avenue
Brooklyn, NY 11211
212/219-0770 Fax: 212/219-0735
<http://www.talas-nyc.com>

Absorene® chemical sponges and Wishab, a sponge-like pad that removes dust, soot, etc., but not oil or grease

University Products, Inc.

800/628-1912 Fax: 800/532-9281
info@universityproducts.com
<http://www.universityproducts.com>

Dry cleaning sponges that remove soot and smoke from walls, wood, leather, tiles, shades, and other surfaces.

DRY ICE Check local *Yellow Pages* under "Ice." Remember to handle dry ice with caution. Gloves should be worn when handling dry ice to prevent hands freezing to the ice. Materials packed with dry ice should be appropriately labeled.

ENVIRONMENTAL MONITORS Monitoring the temperature and relative humidity is critical after a disaster 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 recording hygrothermograph or a battery-operated datalogger, that can provide immediate, continuous recording of the temperature and relative humidity. If purchasing a monitor ahead of time is not possible, consider an inexpensive digital thermohygrometer to provide some indication of the environmental conditions.

Art Preservation Services Inc.

44-02 23rd Street, #102
Long Island City, NY 11101-5027
718/786-2400
<http://www.apsnyc.com>
Hygrothermographs and light meters.

Belfort Instrument Company

727 South Wolfe Street
Baltimore, MD 21231
800/937-2353 410/342-2626
Fax: 410/342-7028
Email: service@belfortinstrument.com
 sales@belfortinstrument.com
<http://www.belfortinstrument.com>

Cole-Parmer Instrument Company

800/323-4340 Fax: 847/247-2929
info@coleparmer.com
<http://www.coleparmer.com>

Conservation Support Systems

800/482-6299 Fax: 800/605-7503
info@conservationsupportsystems.com
<http://www.conservationsupportsystems.com>

Extech Instruments Corporation

877/439-8324 Fax: 603/324.7864
<http://www.extech.com>

Fisher Scientific Company International, Inc.

Customer Service: 800/766-7000 Fax: 800/926-1166
Safety: 800/772-6733 Fax: 800/772-7702
Healthcare: 800/640-0640 Fax: 800/290-0290
<http://www.fishersci.com>

Gaylord Archival

800/962-9580 Fax: 800/272-3412
customerservice@gaylord.com
<http://www.gaylord.com>

Image Permanence Institute

Rochester Institute of Technology
70 Lomb Memorial Drive
Rochester, NY 14623-5604
585/475-5199 Fax: 585/475-7230
ipiwww@rit.edu
<http://www.imagepermanenceinstitute.org>

Industrial Instrument & Supplies

800/523-6079 215/396-0822
Fax: 215/396-0833
customerservice@iisusa.com
<http://www.iisusa.com/>

Markson Lab Sales

P.O. Box 3616
Honolulu, HI 96811-3616
800/528-5114 Fax: 800/858-2243
CustService@markson.com
<http://www.markson.com>

Preservation Resource Group Inc.

800/774-7891 Fax: 301/279-7885
info@PRGinc.com
<http://www.prginc.com>

Onset Computer Corporation

800/564-4377 Fax: 508/759-9100
customer_service@onsetcomp.com
<http://www.onsetcomp.com>
Manufacturer of Hobo dataloggers.

University Products, Inc.

800/628-1912 Fax: 800/532-9281
info@universityproducts.com
<http://www.universityproducts.com>

FANS can be purchased at hardware and discount stores. Look in *Yellow Pages* under "Fans-Household." Some rental services have fans. To discourage mold growth, low-volume fans should be used with dehumidifiers to increase air circulation.

FENCING Look in the *Yellow Pages* under "Fence." Some rental services have fencing.

FIRE PROTECTION

Advanced Safety Systems, Inc.

141 Summit Street
Peabody, MA 01960-5198
978/532-5730 Fax: 978.532.5737
<http://www.advancedsafetysystems.com>
Clean agent fire suppression systems.

B-Lann Equipment

2288 5th Avenue
Troy, NY 12180
800/962-5266 Fax: 518/274-4954
<http://www.blannequipment.com/>

Cintas Fire Protection

800/786-4367
<http://www.cintas.com>
Fire extinguishers; fire suppression systems; emergency exit lighting; first aid and safety supplies and services; OSHA, American Heart Association, and fire extinguisher training. See <http://www.cintas.com/Location-Finder/default.aspx> for other regional locations.

Fire Equipment Incorporated

88 Hicks Avenue
Medford, MA 02155-6319
888/296-1381 Fax: 781-391-8835
Email: sales@firefire.com
Website: www.firefire.com
Clean agent fire suppression systems.

Fire Safety Institute

P.O. Box 674
Middlebury, VT 05753
802/462-2663 Fax: 802/462-2663
Email: info@firesafetyinstitute.org
<http://www.firesafetyinstitute.org>
Fire risk analysis and historic preservation.

Fire Safety Network

Nick Artim, PE
6 Brookside Drive
Middlebury, VT 05753
802/388-1064 Fax: 802/388-1168
firesafe@together.net

Consulting fire protection engineering group that specializes in historic buildings, museums, libraries and collections. Services include fire and life safety hazard risk analysis and mitigation programs, guidance for improving fire resistance of historic fabric, fire detection and suppression option appraisals and engineering services, fire protection master planning, technical liaison with fire and building officials, and fire related emergency response planning. Specialty includes selecting and designing fire protection systems that comply with preservation standards and minimize aesthetic impact and harm to historic fabric.

United Technologies Fire & Security Services

9 Farm Springs Road
Farmington, CT 06034-4065
800/880-6788
<http://www.utcfireandsecurity.com/>

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 can be purchased at hardware and discount stores.

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 DISASTER SUPPLIES Below are vendors who specialize in providing emergency supplies for safety and disaster response. A number of these vendors sell "Rescubes" (collapsible polyethylene boxes for transport of water-damaged materials), and "React Paks" (first-aid kits for water-damaged books).

ANI Safety & Supply, Inc.

800/676-5581 Fax: 800/977-9778
info@anisafety.com
<http://www.anisafety.com>

Bags; gloves; eye, face, and head protection; protective clothing; fire safety; first aid supplies; and numerous other safety equipment supplies.

Gaylord Archival

800/962-9580 Fax: 800/272-3412

Email: customerservice@gaylord.com

<http://www.gaylord.com>

“Rescubes,” “React Paks,” other kits for emergency response.

Grainger

800-Grainger (800/472-4643)

www.grainger.com

Website’s emergency preparedness page provides supply lists for specific hazards such as hurricanes, floods, earthquakes and power outages, as well as product checklists for critical supplies and equipment recommended by agencies such as FEMA, NOAA and the CDC.

ProText, Inc.

301/320-7231 Fax: 301/320-7232

ProText@protext.net

<http://www.protext.net>

“Rescubes,” “React Paks,” other kits for emergency response, emergency water diverters for leaks, and instructions for planning and salvage procedures.

University Products, Inc.

800/628-1912 Fax: 800/532-9281

info@universityproducts.com

<http://www.universityproducts.com>

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 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.

ODOR AND POLLUTION ABSORBERS Smoke, mildew and vinegar syndrome odors typically disappear when objects are housed in products containing zeolites, such as Artcare™ and MicroChamber products.

Archivart

40 Eisenhower Drive

Paramus, NJ 07652

888/846-6847 Fax: 870/268-0581

Email: askarchivart@nbframing.com

<http://www.archivart.com>

Artcare™ products

Conservation Resources International, L.L.C.

5532 Port Royal Road
Springfield, VA 22151
800/634-6932 Fax: 703/321-0629
sales@conservationresources.com
http://www.conservationresources.com
MicroChamber products.

Talas

330 Morgan Avenue
Brooklyn, NY 11211
212/219-0770 Fax: 212/219-0735
http://www.talas-nyc.com
Artcare™ products. Search under "art care"

University Products, Inc.

800/628-1912 Fax: 800/532-9281
info@universityproducts.com
http://www.universityproducts.com
Artcare™ products

PACKING SUPPLIES A variety of packing tapes, labels and scissors can be purchased at local hardware and discounts stores

Consolidated Plastics

800/362-1000 Fax: 800/858-5001
http://www.consolidatedplastics.com

Uline

800/295-5510 Fax: 800/295-5571
customer.service@uline.com
http://www.uline.com

PALLETS are available from lumber and hardware stores.

Interstate Pallet Company

1400 Mitchell Road
Aurora, IL 60507-4066
630/892-7900 Fax: 630/892-4966
value@interstatepallet.com
http://www.interstatepallet.com

Uline

800/295-5510 Fax: 800/295-5571
customer.service@uline.com
http://www.uline.com

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

Gaylord Archival

800/962-9580 Fax: 800/272-3412

customerservice@gaylord.com

<http://www.gaylord.com>

Offers Serrico™ traps for cigarette beetles, Nosurvivor™ Clothes Moth Kits and Museum Pest Kit that contains a variety of traps and lures.

Insects Limited, Inc.

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 programs.

University Products, Inc.

800/628-1912 Fax: 800/532-9281

info@universityproducts.com

<http://www.universityproducts.com>

A variety of insect detectors and pheromone lures for cigarette beetles, cockroaches and webbing clothes moths.

Univar USA Inc

Pest Control Division

800/888-4897

<http://pestweb.com>

Contact the Pest Control Division for products for trapping insects and other pests, such as glue boards and rat traps. Product sales as well as pest identification software tools.

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, should be used for **long-term storage** of collections.

Archivart

40 Eisenhower Drive

Paramus, NJ 07652

888/846-6847 Fax: 870/268-0581

Email: askarchivart@nbframing.com

<http://www.archivart.com>

Consolidated Plastics

800/362-1000 Fax: 800/858-5001

<http://www.consolidatedplastics.com>

Professional Plastics

888/995-7767

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

Uline

800/295-5510 Fax: 800/295-5571
Email: customer.service@uline.com
<http://www.uline.com>

POLYESTER WEB may be purchased from local sewing and fabric stores under the brand names of Pellon and Hollytex. It is also available from conservation materials and supply companies.

Archivart

40 Eisenhower Drive
Paramus, NJ 07652
888/846-6847 Fax: 870/268-0581
Email: askarchivart@nbframing.com
<http://www.archivart.com>

Talas

330 Morgan Avenue
Brooklyn, NY 11211
212/219-0770 Fax: 212/219-0735
<http://www.talas-nyc.com>

Absorene® chemical sponges and Wishab, a sponge-like pad that removes dust, soot, etc., but not oil or grease.

University Products, Inc.

800/628-1912 Fax: 800/532-9281
info@universityproducts.com
<http://www.universityproducts.com>

RADIOS Battery-operated radios and two-way radios are available from local electronic companies. Look under "Radiotelephone Communications Equipment & Systems" in the *Yellow Pages*.

A battery-operated radio is useful to have for local news, weather reports and evacuation information. Two-way radios facilitate communication between work groups and increase safety for staff in a hazardous situation.

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. All respirators must be approved by the National Institute for Occupational Safety and Health (NIOSH). Staff must be trained in the use of a respirator. For suppliers of respirators, see the listing below 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 to expedite the selection, ordering and delivery of needed supplies and equipment. Some equipment vendors provide express delivery of 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 human safety.** Some of the health and safety considerations are structural and electrical hazards, fire safety, exit and escape routes, chemical and biological hazards (mold, lead, asbestos, contaminated water, toxic chemicals), collection materials (pesticide treatments, mercury, arsenic, formaldehyde), indoor air quality, and staff fatigue (thermal, musculoskeletal and emotional stresses).

Staff must be trained in use of the safety equipment and supplies. Material Safety Data Sheets (MSDS) must be available at the time of an emergency for the chemicals that are stored on-site. Employers must be aware of the fire codes and regulations of Occupational Safety and Health Administration (OSHA), National Institute for Occupational Health and Safety (NIOSH), 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 Safety

866/935-3370
<http://www.airgas.com>

Cole-Parmer Instrument Company

800/323-4340 Fax: 847/247-2929
info@coleparmer.com
<http://www.coleparmer.com>

Global Equipment Company, Inc.

888/978-7759 Fax: 888/381-2868
service@globalindustrial.com
<http://www.globalindustrial.com>

Grainger

800-Grainger (800/472-4643)
www.grainger.com

Website's emergency preparedness page provides supply lists for specific hazards such as hurricanes, floods, earthquakes and power outages, as well as product checklists for critical supplies and equipment recommended by agencies such as FEMA, NOAA and the CDC.

Masune™ First Aid and Safety

800/831-0894 Fax: 800/222-1934
customersupport@masune.com
<http://www.masune.com>

Has a large selection of first aid kits.

New Pig Corporation

800/468-4647 Fax: 800/621-7447
hothogs@newpig.com
<http://www.newpig.com>

Has a large selection of absorbent sponges and pillows for chemical spill clean-up.

SILICA GEL for absorbing moisture and controlling relative humidity.

Art Preservation Services Inc.

44-02 23rd Street, # 102
Long Island City, NY 11101-5027
718/786-2400
<http://www.apsnyc.com>

Silica Gel Yellow, an alternative to cobalt indicating silica gel.

BASF Corporation

800/526-1072 973/245-6000
<http://www.basf.com>

Sorbead, an alternative to cobalt indicating silica gel.

SIGNAGE Tapes and signs with various messages for alerting 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.”

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.

The article, “A Heap o’ HEPA Information,” in the WAAC Newsletter, Vol. 19, no. 3 (September 1997), published by the Western Association for Art Conservation (WAAC), contain specifications for twenty-four models of HEPA vacuums, as well as a list of manufacturers and distributors. The article is also available online at: <http://cool.conservation-us.org/waac/wn/wn19/wn19-3/wn19-306.html> (scroll about halfway down the page).

Gaylord Archival

800/962-9580 Fax: 800/272-3412
customerservice@gaylord.com
<http://www.gaylord.com>

Grainger Industrial & Supply sells a vacuum cleaner called Euroclean® that can be equipped with a HEPA filter. Branch locations exist in most states; call 800/323-0620 or search at <http://www.grainger.com> for the nearest branch.

Nilfisk-Advance America, Inc.

800/645-3475 Fax: 610/286-7350
questions@nilfisk.com
<http://www.nilfiskcfm.com>

The Nilfisk Variable Speed Control Vacuum has adjustable suction power and can be equipped with a HEPA (high efficiency particulate air) filter.

WATER-SENSING ALARMS In addition to the vendors and manufacturers listed below, most hardware stores sell water-sensing alarms.

Dorlen Products Inc.

6615 West Layton Avenue
Milwaukee, WI 53220
414/282-4840 Fax: 414/282-5670
Dorlen@Execpc.com
<http://www.watralert.com>

A variety of water-sensing equipment, including surface water-sensing alarms, Ceiling Guard® system, and Water Alert® alarms.

Gaylord Archival

800/962-9580 Fax: 800/272-3412
customerservice@gaylord.com
<http://www.gaylord.com>
Water Alert® alarms.

TraceTek

2 Industrial Drive
Cliffwood Beach, NJ 07735
800/743-6001 Fax: 732/566-1333
prouds@firsttechcorp.com
<http://www.etracetek.com>
Leak detection and location systems.

Sonin Water Sensor

800/693-1895
customerservice@sonin.com
<http://www.sonin.com>
Water detector with sound alarms. Sonin sells to distributors only, so call for a list of local distributors.

University Products, Inc.

800/628-1912 Fax: 800/532-9281
info@universityproducts.com
<http://www.universityproducts.com>
Water Alert® alarms.

WATERPROOF CLOTHING is available from sporting supply stores, 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. Look in the *Yellow Pages* under "Tools - Renting."