

# **National Resource Guide For Disaster Preparedness**

Compiled by the



Preservation Services Office

January 2019

National Resource Guide for Disaster Preparedness  
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Compiled by

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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 (no longer updated). 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/>

Local forums for disaster response, sponsored by the Foundation of the American Institute for Conservation. **For local chapters by area, see:**

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

### **American Alliance of Museums (AAM)**

1575 Eye Street, NW, #400  
Washington, DC 20005

202/289-1818 Fax: 202/289-6578

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/frm>

### **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](mailto:abih@abih.org)

<http://www.abih.org>

Maintains a listing of Certified Industrial Hygienists

### **American Institute for Conservation (AIC)**

1156 15th Street NW, #320

Washington, DC 2000

202/452-9545 Fax: 202/452-9328

[info@culturalheritage.org](mailto:info@culturalheritage.org)

<http://www.culturalheritage.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 National Heritage Responders (NHR)**

24 hour assistance: 202-661-8068

<https://www.culturalheritage.org/resources/emergencies/national-heritage-responders>

The American Institute for Conservation National Heritage Responders (NHR) respond to the needs of cultural institutions during emergencies and disasters through coordinated efforts with first responders, state agencies, vendors, and the public. Volunteer conservators and other specially trained collections care specialists 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](mailto: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](mailto: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](mailto: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. There are over 2,700 local CERT programs nationwide; check the directory to see if one is in your community: [https://community.fema.gov/Register/Register\\_Search\\_Programs](https://community.fema.gov/Register/Register_Search_Programs)



## **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://community.fema.gov/Register/Register\\_Search\\_Programs](https://community.fema.gov/Register/Register_Search_Programs)

## **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**

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

## **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>

## **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](mailto: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*, originally by the Heritage Emergency National Task Force, September 2005 (<https://www.fema.gov/media-library/assets/documents/1022>).

**Inclusive Preparedness Center**

Inclusion Research Institute  
1010 Wisconsin Ave, NW # 340  
Washington, DC 20007  
202/338-7158

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)**

888/708-8351

Email: info@crisisconsultant.com

<http://crisisconsultant.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 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>

**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, MS 966

Denver, CO 80225-0046

Non-emergency: 303/273-8500

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

**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.arts.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 and sometimes gives special consideration or funding to institutions in federally declared disaster areas. 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)**

800/427-4661  
<https://www.fema.gov/national-flood-insurance-program>

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

(Thomas Young)  
P.O. Box 16321  
Hooksett, NH 03106  
603-625-5125  
Cell: 571-419-2717  
Fax: 603-625-5125  
Email: TYoung@ostglobal.com  
thomas.young@associates.fema.dhs.gov

Lynne Magel, ANFI  
Regional Liaison  
P. O. Box 282  
Marble Hill, GA 30148  
Cell: 571-389-4762  
Email: lmagel@ostglobal.com  
lynne.magel@associates.fema.dhs.gov

**Regions II and III: DC, DE, MD, NJ, NY, PA, PR, VA, VI, WV**

Walter McGuckin, LUTCF  
Regional Manager  
P.O. Box 7342  
Pennel, PA 19047  
267-560-5057  
Cell: 571-422-3053  
Fax: 267-560-5057  
Email: wmcguckin@ostglobal.com  
walter.mcguckin@associates.fema.dhs.gov

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

Catrina Covino  
Regional Manager  
P.O. Box 443  
Gates Mills, OH 44040  
Cell: 216-664-6603  
Email: ccovino@ostglobal.com  
catrina.covino@associates.fema.dhs.gov

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

David Clukie CFM, ANFI  
Regional Manager  
P. O. Box 282  
Marble Hill, GA 30148  
770-893-1480  
Cell: 571-4227307  
Email: dclukie@ostglobal.com  
david.clukie@associates.fema.dhs.gov

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

Tom Kustelski  
Regional Manager  
P.O. Box 399  
Pipe Creek, TX 78063  
Cell: 210-393-7857  
Email: tkustelski@ostglobal.com  
thomas.kustelski@associates.fema.dhs.gov

Deborah Gauthier  
Regional Liaison  
P.O. Box 4210  
Abilene, TX 79608  
Cell: 325-269-3566  
Email: dgauthier@ostglobal.com  
deborah.gauthier@aecom.com

**Region VII: IA, KS, MO, NE**

Ally Bishop  
 P.O. Box 252  
 Louisburg, KS 66053  
 913-837-5220  
 Cell: 571-422-7463  
 Fax: 816-758-7008  
 Email: abishop@ostglobal.com  
 ally.bishop@associates.fema.dhs.gov

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

Erin May CFM, ANFI  
 Regional Manager  
 P.O. Box 150172  
 Lakewood, Colorado 80215  
 303-674-1449  
 Cell: 571-422-7630  
 Email: emay@ostglobal.com  
 erin.may@associates.fema.dhs.gov

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

Adam Lizarraga ANFI, CFM  
 P.O. Box 1956  
 West Sacramento, CA 95691  
 916-375-0927  
 Cell: 571-424-0611  
 Email: alizarraga@ostglobal.com  
 adam.lizarraga@associates.fema.dhs.gov

**Region X: AK, ID, OR, WA**

Kristin Minich, CFM  
 Regional Manager  
 9300 50th Avenue NE  
 Marysville, WA 98270  
 360-658-8188  
 Cell: 571-422-8823  
 Email: kminich@ostglobal.com  
 kristin.minich@associates.fema.dhs.gov

**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>

**Natural Hazards Center**

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

**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>

**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.

**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.

**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

<http://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](http://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](http://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/](http://www.adem.arkansas.gov/)

**California Office of Emergency Services**

3650 Schriever Avenue

Mather, California 95655

916-845-8506

Fax: 916-845-8511

<https://www.caloes.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

Fax: 720-852-6750

[www.dhsem.state.co.us](http://www.dhsem.state.co.us)

[www.coemergency.com](http://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/](http://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](http://www.dema.delaware.gov)

**District of Columbia Homeland Security and  
Emergency Management Agency**

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

<https://hsema.dc.gov/>

**Florida Division of Emergency Management**

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

<http://floridadisaster.org>

**Georgia Emergency Management &  
Homeland Security Agency**

935 United Ave. SE  
404-635-7000  
Fax: 404-635-7205

<https://gema.georgia.gov/>

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

221B Chalan Palasyo  
Agana Heights, Guam 96910  
671-475-9600  
Fax: 671-477-3727

<https://www.ghs.guam.gov/>

**Hawaii Emergency Management Agency**

3949 Diamond Head Road  
Honolulu, Hawaii 96816-4495  
808-733-4300  
Fax: 808-733-4287

<http://dod.hawaii.gov/hiema/>

**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/](http://www.bhs.idaho.gov/)

**Illinois Emergency Management Agency**

2200 S. Dirksen Pkwy.  
Springfield, Illinois 62703  
217-782-2700  
217-782-2700

Fax: 217-557-1978

[www.state.il.us/iema](http://www.state.il.us/iema)

**Indiana Department of Homeland Security  
and Emergency Management Agency**

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](http://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](http://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/](http://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/>



**Maine Emergency Management Agency**

#72 State House Station  
45 Commerce Drive, Suite #2  
Augusta, Maine 04333-0072  
207-624-4400  
Fax: 207-287-3180  
[www.maine.gov/mema](http://www.maine.gov/mema)

**Commonwealth of the Northern Mariana Islands Homeland Security & Emergency Management**

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

**Marshall Island 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/](http://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](http://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) 333-5042  
(517) 333-4987 FAX  
[www.michigan.gov/emhsd](http://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](http://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 FAX  
[www.msema.org](http://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  
<http://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  
Fax: 402-471-7433  
[www.nema.ne.gov](http://www.nema.ne.gov)

**Nevada Division of Emergency Management**

2478 Fairview Dr  
Carson City, Nevada 89701  
775-687-0300  
Fax: 775- 687-0330  
[www.dem.state.nv.us/](http://www.dem.state.nv.us/)

**New Hampshire Governor's Office of  
Emergency Management**

State Office Park South  
33 Hazen Dr  
Concord, New Hampshire 03305  
603-271-2231  
Fax: 603-271-3609  
[www.nh.gov/safety/divisions/bem](http://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](http://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/](http://www.nmdhsem.org/)

**New York State Emergency Management  
Office**

1220 Washington Avenue  
Building 22, Suite 101  
Albany, New York 12226-2251  
518-292-2275  
Fax: 518-322-4978  
[www.dhses.ny.gov/oem/](http://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/](http://www.ncem.org/)

**North Dakota Department of Emergency  
Services**

P.O. Box 5511  
Bismarck, North Dakota 58506-5511  
701-328-8100  
Fax: 701-328-8181  
[www.nd.gov/des](http://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](http://www.oregon.gov/OMD/OEM/index.shtml)

**Palau NEMO Coordinator**  
Office of the President  
P.O. Box 100  
Koror, Republic of Palau 96940  
(011) 680-488-2422  
(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/](http://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](http://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/](http://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](http://www.oem.sd.gov)

**Tennessee Emergency Management Agency**  
3041 Sidco Drive  
Nashville, Tennessee 37204-1502  
615-741-0001  
Fax: 615-242-9635  
<https://www.tn.gov/tema.html>

**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/](http://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  
<https://dem.utah.gov/>

**Vermont Emergency Management Agency**  
45 State Dr.  
Waterbury, VT 05671  
802-244-8721  
Fax: 802-244-8655  
<https://vem.vermont.gov/>

**Virgin Islands Territorial Emergency Management Agency**  
8221 Estate Nisky  
St. Thomas, VI 00803  
340-774-2244  
<http://vitema.vi.gov/>

**Virginia Department of Emergency Management**  
10501 Trade Court  
Richmond, VA 23236-3713  
804-897-6500  
Fax: 804-897-6556  
<http://www.vaemergency.gov/>

**State of Washington Emergency  
Management Division**

20, 20 Aviation Dr.  
Camp Murray, Washington 98430-5122  
253-512-7000  
800-562-6108  
Fax: 253-512-7200  
[https://mil.wa.gov/emergency-  
management-division](https://mil.wa.gov/emergency-management-division)

**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/>

**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](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>

**Wisconsin Emergency Management**

2400 Wright Street  
P.O. Box 7865  
Madison, Wisconsin 53707-7865  
(608) 242-3232  
Fax: (608) 242-3247  
<https://dma.wi.gov/DMA/wem/>

**Wyoming Homeland Security Training  
Program**

1556 Riverbend Drive  
Douglas WY 82633  
307 358-1920  
Fax: 307 358-0994  
<http://wyohomelandsecurity.state.wy.us>

## II. REGIONAL PROFESSIONAL ASSOCIATIONS

### A. Archives

#### **Society of Alabama Archivists**

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

#### **Arizona Archives Alliance**

P. O. Box 64532  
Phoenix, AZ 85082-4532  
azarchivesalliance@gmail.com  
<https://arizonaarchives.org/>

#### **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>

#### **Association of Hawai'i Archivists**

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

#### **Society of Indiana Archivists**

siaarchivists@gmail.com  
<https://www.inarchivists.org/>

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

<http://cimarchivists.org>

#### **Consortium of Iowa Archivists**

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

#### **Kentucky Council on Archives**

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

#### **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/>

#### **Louisiana Archives and Manuscripts Association**

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

#### **Maine Archives and Museums (MAM)**

PO Box 46  
Cumberland Center, Maine 04021  
info@mainemuseums.org  
207/400-6965  
<http://www.mainemuseums.org/>

#### **Michigan Archival Association**

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

**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: 717/245-1439

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->

**Midwest Archives Conference (IA, IL, IN, KS, KY, MI, MN, MO, NE, ND, SD, OH, WI)**

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

**Society of Mississippi Archivists**

P.O. Box 4024

Clinton, MS 39058

<http://msarchivists.org/>

**New England Archivists (CT, RI, MA, ME, NH, VT)**

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

**New Hampshire Archives Group**

Sullivan Town Archives

P.O. Box 92

Sullivan, NH 03445

nharchivesgroup@gmail.com

<https://www.nhag.org/>

**New York Archives Conference**

kimokdm@plattsburgh.edu

<http://www.nyarchivists.org/nyac/>

**Society of North Carolina Archivists**

P.O. Box 20448

Raleigh, NC 27619-0448

info@ncarchivists.org

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

**Northwest Archivists, Inc. (AK, ID, MT, OR, WA)**

<http://northwestarchivistsinc.wildapricot.org/>

**Society of Ohio Archivists**

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

**Oklahoma Archivists Association**

<https://okarchivists.com/>

**Society of Rocky Mountain Archivists (CO, WY)**

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

**South Carolina Archival Association**

P.O. Box 932

Columbia, SC 29202

info@scarchivists.org

<http://www.scarchivists.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/>

*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](mailto:allibraryassoc@gmail.com)  
<http://allanet.org>

### **Alaska Library Association**

P.O. Box 81084  
Fairbanks, AK 99708  
907/479-5196 Fax: 907/474-6841  
Email: [eo@akla.org](mailto:eo@akla.org)  
<http://www.akla.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](mailto:admin@azla.org)  
<http://www.azla.org>

### **Arkansas Library Association**

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

### **California Library Association**

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

### **Colorado Association of Libraries**

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

### **Connecticut Library Association**

234 Court Street  
Middleton, CT 06457  
860/346-2444 Fax: 860/344-9199  
Email: [cla@ctlibrarians.org](mailto:cla@ctlibrarians.org)  
<http://www.ctlibraryassociation.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](mailto:dla@dla.lib.de.us)  
<http://dla.lib.de.us/>

### **District of Columbia Library Association**

P.O. Box 14177, Benjamin Franklin Station  
Washington, DC 20044  
202/872-1112  
<http://www.dcla.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](mailto: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](mailto:gordonbaker@clayton.edu)  
<http://gla.georgialibraries.org>

### **Guam Library Association**

P.O. Box 4226  
Hagatna, GU 96932-0210  
Email: [guam.library.association@gmail.com](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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 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 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 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  
<https://www.nclaonline.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>

**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>

**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>

**C. Museums****Alabama Museums Association**

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

**Museums Alaska**

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

**Museum Association of Arizona**

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

**Arkansas Museums Association**

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

**Delaware Museum Association**

P.O. Box 1144  
Dover, DE 19901  
Email: delmuseums@gmail.com  
<https://delawaremuseum.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  
Email: Hpa.iam@illinois.gov  
<http://www.illinoismuseums.org>

**Association of Indiana Museums**

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

**Iowa Museum Association**

4423 Wynnewood Drive  
Cedar Falls, Iowa 50613  
Email: [imasweet@cfu.net](mailto: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>

**Maine Archives and Museums (MAM)**

PO Box 46  
Cumberland Center, Maine 04021  
[info@mainemuseums.org](mailto:info@mainemuseums.org)  
207/400-6965  
<http://www.mainemuseums.org/>

**Maryland Association of History Museums**

Email: [info@mahm.org](mailto:info@mahm.org)  
<http://www.mahm.org>

**Michigan Museums Association**

P.O. Box 5246  
Cheboygan, MI 49721  
313/334-7643  
Email: [lcbrisson@michigammuseums.org](mailto:lcbrisson@michigammuseums.org)  
<http://www.michiganmuseums.org>

**Mid-Atlantic Association of Museums**

Attn: Gretchen Sorin  
P.O. Box 800  
Cooperstown, NY 13326  
Email: [midatlanticmuseums@gmail.com](mailto:midatlanticmuseums@gmail.com)  
<http://www.midatlanticmuseums.org>

**Association of Midwest Museums**

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

**Minnesota Association of Museums**

P.O. Box 14825  
Minneapolis, MN 55414  
612/314-5838  
Email: [info@minnesotamuseums.org](mailto:info@minnesotamuseums.org)  
<http://www.minnesotamuseums.org>

**Mississippi Museums Association**

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

**Missouri Association for Museums & Archives**

P.O. Box 533  
Jefferson City, MO 65102  
Email: [info@missourimuseums.org](mailto:info@missourimuseums.org)  
<http://www.missourimuseums.org>

**Museums Association of Montana**

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

**Mountain Plains Museum Association**

7110 West David Drive  
Littleton, CO 80128-5404  
303/979-9358 FAX: 303/979-3553  
Email: [info@mpma.net](mailto:info@mpma.net)  
<http://www.mpma.net>

**Nebraska Museums Association**

<http://www.nebraskamuseums.org>

**Nevada Museums Association**

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

**New England Museum Association**

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

**Association of Historical Societies of New Hampshire**

75 South Main Street  
Unit 7, PMB 101  
Concord, NH 03301  
<http://www.historicalsocietiesnh.com/>

**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](mailto:contact.nmam@gmail.com)

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

**Museum Association of New York**

265 River Street

Troy, NY 12180

518/273-3400

<http://www.manyonline.org>

**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](mailto: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](mailto:info@okmuseums.org)

<http://www.okmuseums.org>

**Oregon Museums Association**

P.O. Box 8865

Portland, OR 97207

Email: [oregonmuseums@gmail.com](mailto:oregonmuseums@gmail.com)

<http://www.oregonmuseums.org>

**Pennsylvania Museums**

234 North Third Street

Harrisburg, PA 17101

717/909-4950

Email: [rusty.baker@pamuseums.org](mailto:rusty.baker@pamuseums.org)

<http://www.pamuseums.org>

**South Carolina Federation of Museums**

P.O. Box 1574

Columbia, SC 29211

843/722-2706 x32

Email: [scfm@southcarolinamuseums.org](mailto:scfm@southcarolinamuseums.org)

<http://www.southcarolinamuseums.org>

**Association of South Dakota Museums**

<http://www.sdmuseums.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](mailto: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.texasmuseums.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](mailto:contact@washingtonmuseumassociation.org)

<http://www.washingtonmuseumassociation.org>

**Western Museums Association**

P.O. Box 7042

Tacoma, WA 98417

707/433-4701

Email: [wma@westmuse.org](mailto:wma@westmuse.org)

<http://www.westmuse.org>

**West Virginia Association of Museums**

<http://www.wvmuseums.org>

**Wisconsin Federation of Museums**

Email: [info@wisconsinmuseums.org](mailto: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/>

**Atelier Art Services, Inc.**

P.O. Box 56316

Philadelphia, PA 19121

215/235-0402 Fax: 215/235-0421

<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>

Multiple locations; see: <https://www.crozierfinearts.com/locations/>

**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**

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

**Denver, CO Location**

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.**

<https://usart.com/>

**Boston Region Headquarters**

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

**Los Angeles Region**

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

**Chicago Region**

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

**New York Region**

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

**Dallas/Fort Worth Region**

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

**Pacific Northwest Region**

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

**Florida Region**

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

**St. Louis Region**

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



**Washington D.C. Region**

3361 DH 75<sup>th</sup> 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, 2<sup>nd</sup> Floor  
San Francisco, CA 94110  
415/558-2158  
preservation@bavc.org  
<http://www.bavc.org/preservation>

**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 20<sup>th</sup> 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>

**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 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: <https://amianet.org/wp-content/uploads/Supplier-Directory-2019.01.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://gccca.connexio.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.**

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>

**Burris Logistics**

<http://www.burrislogistics.com>

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

<http://www.burrislogistics.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  
800/223-2017 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 Bloominggrove 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**

1631 Pentecost Way, Suite 5  
San Diego, CA 92105  
24-hour emergency line: 800/551-3917  
Non-emergency: 619/449-1200  
[www.cbldatarecovery.com](http://www.cbldatarecovery.com)

Hard drive recovery. No charge for preliminary diagnostics.

### **DataRecovery.com, Inc.**

110 North Research Drive  
Edwardsville, IL 62025  
800/237-4200      618/307-0700  
support@datarecovery.com  
<http://www.datarecovery.com>

### **Data Recovery Labs**

80 Broad St., 5th Floor  
New York, NY 10004  
866/823-0333  
<http://www.datarecoverylabs.com>

### **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](http://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](http://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**

110 Williams Street, 11th Floor  
New York, NY 10038  
800/364-9838 Fax: 212/785-26912  
<http://www.emagsolutions.com>  
Data conversion, data recovery, and consulting.

**Excalibur Data Recovery**

13 Branch St., #2078  
Methuen, MA 01844  
24-hour hotline: 800/466-0893  
Non-emergency :978/681-1200 Fax: 978/681-1203  
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.**

1055 Washington Blvd  
Stamford, CT 06901  
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](http://www.ontrack.com)

**SalvageData Recovery**

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

**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  
[www.securedatarecovery.com](http://www.securedatarecovery.com)

**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  
[www.trillicom.com](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 (AIC)**

1156 15th Street NW, #320  
Washington, DC 2000  
202/452-9545 Fax: 202/452-9328  
info@culturalheritage.org  
<http://www.culturalheritage.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  
[www.bacc.org](http://www.bacc.org)

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

264 South 23<sup>rd</sup> Street  
Philadelphia, PA 19103  
215/545-0613      24-hour support : 215/207-0997  
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 32<sup>nd</sup> Street  
Omaha, Nebraska 68105-2044  
402/595-1180      Fax: 402-595-1178  
hn.fordcenter@nebraska.gov  
<https://history.nebraska.gov/conservation-center>

**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  
[www.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  
[www.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  
[www.textileconservationworkshop.org](http://www.textileconservationworkshop.org)

**Williamstown Art Conservation Center**

227 South Street  
Williamstown, MA 01267  
413/458-5741  
wacc@williamstownart.org  
[www.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  
24-hour line: 800/433-2940  
info@bmecat.com  
<http://www.bmecat.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: <https://www.bmecat.com/service-locations/>

**Dryco**

5400 Janes Avenue  
Downers Grove, IL 60515  
24-hour emergency line: 866/379-2600  
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 20<sup>th</sup> 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](mailto:info@cuttingarchives.com)  
<http://www.cuttingarchives.com>

**George Blood Audio and Video**

21 West Highland Avenue  
Philadelphia, PA 19118-3309  
215/248-2100 Fax: 215/242-2177  
Email: [george@georgebloodaudio.com](mailto: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: <https://amianet.org/wp-content/uploads/Supplier-Directory-2019.01.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.

**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](http://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: <https://www.bmscat.com/service-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/>

**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@bmecat.com  
<http://www.bmecat.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: <https://www.bmecat.com/service-locations/>

**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>

**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."

**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 Bloominggrove 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 33<sup>rd</sup> 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.

### **EMI Imaging**

636 Commerce St.  
Stuart, VA 24171  
800/242-8011  
imaging@emiimaging.com  
<http://www.emiimaging.com>

Microfilm and microfiche recovery.

## **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](http://www.iicrc.org)

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

264 South 23rd Street  
Philadelphia, PA 19103

215/545-0613 24-hour support : 215/207-0997

Fax: 215/735-9313

ccaha@ccaha.org

<http://www.ccaha.org>

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

**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."

**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](http://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](mailto: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:**

[https://www.jcehrlich.com/index3.html?utm\\_expid=.NIUNW9yJTDu491sVvyK7IA.1&utm\\_referr=](https://www.jcehrlich.com/index3.html?utm_expid=.NIUNW9yJTDu491sVvyK7IA.1&utm_referr=er=)

**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/>

**PHOTOGRAPHS & NEGATIVES****Chicago Albumen Works**

174 Front Street

Housatonic, MA 01236

413/274-6901

Fax: 413/274-6934

[info@albumenworks.com](mailto:info@albumenworks.com)

<http://www.albumenworks.com>

Digital archiving and printing services.

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

264 South 23<sup>rd</sup> Street  
Philadelphia, PA 19103  
215/545-0613      24 hour hotline 215/207-0997  
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 44<sup>th</sup> Street #507

New York, NY 10036-6604

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

sbenne@abaa.org

<http://www.abaa.org>

The International League of Antiquarian Booksellers, of which ABAA is a part, makes available a searchable database of stolen books for both its members and the public: <https://stolen-book.org/>

### **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](mailto: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](mailto: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

<https://www.fbi.gov/investigate/violent-crime/art-theft/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](mailto: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

<https://www.interpol.int/en/Crimes/Cultural-heritage-crime>

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](mailto: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:**

DeRicci Project, for pre-1600 manuscripts only – contact [dericci@aol.com](mailto:dericci@aol.com)

Exlibris Electronic Discussion List – <https://list.indiana.edu/sympa/info/exlibris-l>  
International League of Antiquarian Booksellers' stolen books database – <http://www.stolen-book.org>  
Library Security Officer Electronic Discussion List – contact [sallen@getty.edu](mailto: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**

Nielsen Bainbridge Group  
12303 Technology Boulevard  
Suite 950  
Austin, Texas 78727  
888/846-6847

<http://www.nielsenbainbridgegroup.com/nielsen-bainbridge/archivart/>

Artcare™ products

**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.talasonline.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).

**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.talasonline.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)

<http://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](mailto:sales@conservationresources.com)

<http://www.conservationresources.com>

**Conservation Support Systems**

800/482-6299 Fax: 800/605-7503

[info@conservationsupportsystems.com](mailto: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](mailto: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.talasonline.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](mailto: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](mailto:service@belfortinstrument.com)  
[sales@belfortinstrument.com](mailto:sales@belfortinstrument.com)  
<http://www.belfortinstrument.com>

**Cole-Parmer Instrument Company**

800/323-4340 Fax: 847/247-2929  
[info@coleparmer.com](mailto:info@coleparmer.com)  
<http://www.coleparmer.com>

**Conservation Support Systems**

800/482-6299 Fax: 800/605-7503  
[info@conservationsupportsystems.com](mailto: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](mailto: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](mailto: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](mailto:sales@firefire.com)

Website: [www.firefire.com](http://www.firefire.com)

Clean agent fire suppression systems.

**Fire Safety Network**

Nick Artim, PE

6 Brookside Drive

Middlebury, VT 05753

802/388-1064

Fax: 802/388-1168

[firesafe@together.net](mailto: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

<https://www.ccs.utc.com/ccs/en/worldwide/>

**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).

**Emergent Safety Supply**

1055 Kingsland Dr.

Batavia, IL 60510

800/877-1390 630/406-9666

Fax: 630/406-6195

<https://www.emergentsafety.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](mailto:customerservice@gaylord.com)

<http://www.gaylord.com>

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

**Grainger**

800-Grainger (800/472-4643)

[www.grainger.com](http://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.

**University Products, Inc.**

800/628-1912

Fax: 800/532-9281

[info@universityproducts.com](mailto: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**

Nielsen Bainbridge Group  
12303 Technology Boulevard  
Suite 950  
Austin, Texas 78727  
888/846-6847

<http://www.nielsenbainbridgegroup.com/nielsen-bainbridge/archivart/>

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.talasonline.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.

**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**

Nielsen Bainbridge Group  
12303 Technology Boulevard  
Suite 950  
Austin, Texas 78727  
888/846-6847

<http://www.nielsenbainbridgegroup.com/nielsen-bainbridge/archivart/>  
Artcare™ products

**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](mailto: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**

Nielsen Bainbridge Group  
12303 Technology Boulevard  
Suite 950  
Austin, Texas 78727  
888/846-6847

<http://www.nielsenbainbridgegroup.com/nielsen-bainbridge/archivart/>  
Artcare™ products

**Talas**

330 Morgan Avenue  
Brooklyn, NY 11211  
212/219-0770 Fax: 212/219-0735  
<http://www.talasonline.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](http://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.wateralert.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  
pounds@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."