

# Emergency Contacts

*In an emergency, call 911 first!*

(Note dialing instructions, e.g., dial “9” for an outside line.)

Name	Phone
Fire Department _____	_____
Police Department _____	_____
Hospital _____	_____
EMS/Ambulance _____	_____
Poison Control Center _____	_____

## Essential Contacts

Name	Phone
Electric Co. _____	_____
Gas Co. _____	_____
Water/Sewer Co. _____	_____
Telephone Co. _____	_____
Health Dept. _____	_____
Insurance Contact _____	_____
Security Contact _____	_____
Preservation Professional _____	_____
Disaster Recovery Service _____	_____
Local Emergency Management Agency _____	_____

# Institutional Contacts

The first person on the scene should immediately call the appropriate authorities.  
Then call:

	<b>Name</b>	<b>Work Phone</b>	<b>Home/Cell</b>
Director	_____	_____	_____
Backup	_____	_____	_____
Response Team Leader	_____	_____	_____
Backup	_____	_____	_____
Security Director	_____	_____	_____
Backup	_____	_____	_____
Building/Operations Manager	_____	_____	_____
Backup	_____	_____	_____
Collections Manager	_____	_____	_____
Backup	_____	_____	_____
Preservation Administrator/ Conservator	_____	_____	_____
Backup	_____	_____	_____
Communications/ Media Director	_____	_____	_____
Backup	_____	_____	_____
Director of Finance	_____	_____	_____
Backup	_____	_____	_____
IT Manager	_____	_____	_____
Backup	_____	_____	_____
Attorney	_____	_____	_____

# Now, Where Is That?

## **Emergency Basics**

## **Location(s)**

*Know the nearest emergency exit and fire extinguisher.*

First aid kits \_\_\_\_\_

Supply kits \_\_\_\_\_

*Emergency Response  
& Salvage Wheels* \_\_\_\_\_

## **Documents**

## **Location**

## **Contact**

## **Phone**

Building plans \_\_\_\_\_

Emergency plan \_\_\_\_\_

Insurance policy \_\_\_\_\_

Inventory \_\_\_\_\_

Inventory, off-site copy \_\_\_\_\_

Staff contact list \_\_\_\_\_

## **Resources**

## **Contact**

## **Phone**

Alarm codes \_\_\_\_\_

Cash or credit cards \_\_\_\_\_

Master keys \_\_\_\_\_

Computer passwords \_\_\_\_\_

## **Utility Shut-offs**

## **Location**

Electrical \_\_\_\_\_

Fire suppression system \_\_\_\_\_

Gas main valve \_\_\_\_\_

Water main valve \_\_\_\_\_

From the *Field Guide to Emergency Response*

# What Do I Save First?

Decide which objects, collections, and records are vital to your organization. These should be the highest priorities for salvage. For example:

- Objects and collections that are central to the institution's mandate, mission, services, and programs.
- Essential records—bibliographic (card catalogs, inventories, electronic storage devices), personnel, and financial.
- Items of high historic, scholarly, or monetary value.
- Objects and collections that are impossible or difficult to replace.

## Collections Priorities

	<b>Object/Collection</b>	<b>Location</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

## Data Recovery Priorities

	<b>Data</b>	<b>Location</b>	<b>Contact and Phone</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

# Insurance

## Who Is Our Insurance Contact?

Name \_\_\_\_\_

Company \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_

Kind of coverage \_\_\_\_\_

## What Should I Tell the Contact When I Call?

Policy holder \_\_\_\_\_

Policy number \_\_\_\_\_

Address of facility or site \_\_\_\_\_

Current date and time \_\_\_\_\_

My name/phone \_\_\_\_\_

Team leader's name/phone \_\_\_\_\_

\_\_\_\_\_

Cause of emergency/incident \_\_\_\_\_

Kind of damage \_\_\_\_\_

Where/when damage was discovered \_\_\_\_\_

Extent of damage \_\_\_\_\_

Steps taken to prevent further damage \_\_\_\_\_

\_\_\_\_\_

From the *Field Guide to Emergency Response*

# Suppliers and Vendors

<b>Supplier/Service</b>	<b>Vendor</b>	<b>Phone</b>
Architect	_____	_____
Carpenter/contractor	_____	_____
Data recovery service	_____	_____
Dehumidification service	_____	_____
Electrician	_____	_____
Engineer, structural	_____	_____
Exterminator	_____	_____
Freeze-drying service	_____	_____
Freezer space	_____	_____
Glass replacement	_____	_____
Janitorial/cleaners	_____	_____
Locksmith	_____	_____
Magnetic media restoration	_____	_____
Microform restoration	_____	_____
Moving supplies	_____	_____
Mycologist (mold expert)	_____	_____
Plumber	_____	_____
Portable toilets	_____	_____
Refrigerator/freezer trucks	_____	_____
Roofer	_____	_____
Security/guard service	_____	_____
Smoke recovery	_____	_____
Temporary space	_____	_____
Tent rental	_____	_____
Trailer rental	_____	_____
Tree service	_____	_____
Trucking service	_____	_____

# Master Supply List

Depending on your disaster, these stations may be separate or combined. You may not need everything listed here.

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## Command Center

Badges/badge materials	Generator
Batteries, chargers	Ground fault circuit interrupter (or surge protector)
Cameras, still or video, and supplies	Megaphone/bullhorn
Cash and credit cards	Paper, office supplies
Caution tape rolls	Plywood, plastic sheeting, or tarps (to cover broken windows and doors)
Chairs and tables	Posterboard and markers
Communication devices (e.g., cell phones or walkie-talkies)	Pumps, mops
Computer, printer, fax machine	Tape recorder
Extension cords (heavy-duty)	Tape, duct and masking
Fans and dehumidifiers	
Flashlights and emergency lighting	

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## First Aid/Rest Station

Batteries, chargers	Protective clothing (hard hats, rubber boots, safety-toed boots, disposable overalls, plastic aprons, leather gloves)
Chairs and tables	Sanitary supplies, including antimicrobial soap, alcohol hand wash, disposable wipes, and toilet paper
Communication devices (e.g., cell phones or walkie-talkies)	Water, drinking, three days supply (at least one gallon/person/day)
Eye protection/safety glasses	
Fans	
First aid kits, eyewash kits	
Flashlights and emergency lighting	
Folding cots, blankets	
Food and snacks, non-perishable	
Garbage bags	
Gloves, rubber, disposable latex, or nitrile	
N95 masks	
NIOSH-compliant respirators for lead	
Plastic plates, cups, utensils	
Portable toilets or substitute	

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## Salvage Supply Center

### General Supplies

Batteries, chargers  
Chairs and tables  
Communication devices (e.g.,  
cell phones or walkie-talkies)  
Door wedges  
Fans and dehumidifiers  
Flashlights and emergency  
lighting  
Garbage bags  
Garden hose with adjustable  
spray attachment  
Generator  
Scissors, utility knives, extra  
blades  
Scrub brushes  
Temperature/humidity monitor  
Wet-dry vacuum

### Object Salvage and Handling

Absorbent materials: white  
towels, paper towels, blot-  
ting paper, rags, etc.  
Air bulbs and/or canned air  
Brushes, soft, natural bristle  
Buckets  
Carts  
Cheesecloth  
Clothesline or nylon rope  
Cotton swabs  
Dollies  
Freezer bags, large and small  
Freezer or waxed paper, or  
polyester film  
Gloves, disposable latex or  
nitrile  
Hair dryers (use COOL setting  
only)  
Pallets  
Plastic clips or plastic clothes-  
pins

Plastic trays, photo trays, or  
shallow dish pans  
Plywood, Plexiglas, or other  
rigid supports  
Polyethylene sheeting or plastic  
tarps  
Screening, fine mesh, plastic,  
or fiberglass  
Sponges, regular and soot  
Vacuum cleaner with HEPA  
filter  
Water, preferably distilled

### Packing/Labeling

Adhesive labels for boxes  
Cameras, still or video, and  
supplies  
Crates, plastic, or cardboard  
boxes  
Markers, waterproof  
Office supplies  
Packing material (e.g., blank  
newsprint or bubble wrap)  
Tags for labeling objects  
Tape recorder  
Tape, packing or duct