Rhode Island Cultural Resources Disaster Information Form

<table>
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<th>Institution Name:</th>
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<tbody>
<tr>
<td>Address</td>
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<tr>
<td>Number of Properties you manage</td>
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1. Type of institution (Check all applicable)

- Arboretum
- Archives/Manuscripts Repository
- Historic Landscape
- Historic Structure
- Historical Society
- Library - Public
- Library - Research
- Library - Special
- Municipal Records Repository
- Museum - Art
- Museum - History
- Museum - Outdoor
- Museum - Science
- Performing Arts
- Zoo
- Other

2. Main Contact:

<table>
<thead>
<tr>
<th>Work Phone:</th>
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<tbody>
<tr>
<td>24-Hour Phone:</td>
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<tr>
<td>Email Address:</td>
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<td>Title:</td>
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Backup Contact:

<table>
<thead>
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<th>Work Phone:</th>
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3. Size of institution:

Site

Is a site/building plan available in the event of a disaster? Choose

Please describe the size of your facility (i.e. number of buildings, number of floors in each building, size of grounds/acreage, etc.):
People

Average number of staff on-site per day:

Does the institution host group tours?

Average number of visitors per day:

4. Does the institution have a catalog/finding aids/shelf list? Choose

If so, please indicate the format:

- Paper
- Electronic - Internal
- Electronic - external

Would the item(s) be available in the event of a disaster? Choose

5. Does the institution have an institutional disaster plan/ Is it Rhode Island's disaster plan? Choose

If so, please respond to the following questions:

- What is the date of the most recent revision?
- Has the institution worked with other institutions in developing this plan? Choose
  - If so, please list the partnering institutions below:
- Has there been contact with the fire and/or police departments and emergency manager? Choose
- Is this plan on file with the emergency manager? Choose
- Is this plan on file with the fire department? Choose

6. Is the institution in a flood plain? Choose

7. Insurance: Does the facility have:
8. What kinds of collections/materials does the institution house? (Check all that apply)

- Archaeological
- Archives/Manuscripts
- Blueprints
- Books - Circulating
- Ethnographic
- Glass and Ceramics
- Living Plants
- Machinery
- Metal Objects
- Microforms
- Photographs and Negatives
- Sculpture
- Wood Objects

Other (Please specify as many types as needed):

9. Do any of the following potential hazards exist in the institution's collections? (Check all applicable)

- Arsenic (taxidermy, textiles, etc.)
- Firearms - Ammunition
- Nitrate film
- Chemicals (Please specify):
- Flood Zone:
- Other (Please specify):

10. Has prioritization of the collections been done to identify the most important ones to be recovered first in the event of a disaster? Choose

If so, where does this list reside?

Who is aware of the priorities?
11. Does the institution have disaster recovery supplies on hand? 

Choose

If yes, what is included in the supply list?

12. What kind of recovery expertise will be needed in the event of a disaster? (Check all applicable)

- Book/paper restoration
- Commercial freeze-drying
- Object conservation
- Photograph conservation
- Other (Please specify):

- Building Conservation
- Electronic media recovery
- Off-site storage
- Project supervision
- Building drying
- Film restoration
- Off-site work space
- Textile conservation

13. What type of immediate, fundamental security needs would the facility have in the event of a large-scale disaster?

14. Does the facility have any of the following on-site? (Check all applicable)

- Climate Controls
- Fire/Detection Alarms
- Generator plug-in
- Fire Suppression Systems
- Security System
- Generator

15. What type of resources could the institution offer in the event of a disaster?

- Internet Access
- Kitchen Facility
- Meeting Room space

Others (please specify):
16. Protecting the Past RI will be hosting a symposium at the end of the grant period. Are there any topics related to disaster planning, preparedness, and/or recovery you would like to see us address?