



- Plan Ahead
- Incorporate Preservation Planning
- Be Prepared When Disaster Strikes!

Insurance Contact

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Policy Numbers

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Keep these numbers in a convenient location.

### About Huntington T. Block

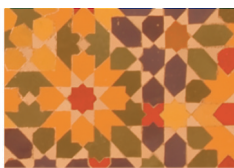
We at Huntington T. Block Insurance Agency are prepared to be of immediate assistance should you experience any loss or damage to your institution. HTB's dedicated claims personnel respond to policy holders with competent, professional and comprehensive claims services. Visit the document library on our website [www.huntingtonblock.com](http://www.huntingtonblock.com) for more disaster preparedness and safety tips.

### About the American Institute for Conservation (AIC) and its Foundation

As the national membership organization supporting conservation professionals, AIC advances the practice and promotes the importance of the preservation of cultural material as a means toward a deeper understanding of our shared humanity. AIC's Foundation supports conservation education, research, and outreach activities that increase understanding of our global cultural heritage. Learn more at [www.conservation-us.org](http://www.conservation-us.org).

# Emergency Preparedness

Tips & Planning for  
Museum & Library Collections  
& Institutional Treasures



## Plan Ahead!

Consult with a Conservation Professional. AIC can assist you in finding a conservator near you. Conservators will answer your collections care questions, help you develop a preventive conservation plan and set priorities, and train your staff and volunteers in collection care and storage methods—in addition to treating damaged collection items.

- Find a Conservator:  
[www.conservation-us.org/findaconservator](http://www.conservation-us.org/findaconservator)
- Eight Questions to Ask a Conservator:  
<http://www.conservation-us.org/about-conservation/how-to-choose>
- AIC information line: 202.452.9545

## Apply for a Conservation Assessment Program (CAP)

CAP, funded by the Institute of Museum and Library Services, provides a general conservation assessment of your museum's collection, environmental conditions, and site.

- [www.heritagepreservation.org/cap/](http://www.heritagepreservation.org/cap/)

## Prepare an Emergency Plan

An emergency plan provides guidance to suppliers and expert assistance, in addition to a plan for action.

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

- dPlan, an online disaster planning template prepared by the Northeast Document Conservation Center (NEDCC) and the Massachusetts Board of Library Commissioners: [www.dplan.org/](http://www.dplan.org/)

## Incorporate Preservation Planning

Advanced planning and prioritization will keep you prepared. Familiarize yourself with methods of preventing emergencies from happening, as well as healthy environments for works of art.

- Preventive Care information is at :  
[http://www.conservation-wiki.com/w/index.php?title=Preventive\\_Care](http://www.conservation-wiki.com/w/index.php?title=Preventive_Care)
- NEDCC:  
<http://www.nedcc.org/resources/leaflets.list.php>
- Read the emergency prep procedures at :  
<http://www.archives.gov/preservation/emergency-prep/disaster-prep-procedures.html>

## Be Prepared When Disaster Strikes!

Keep the AIC Collections Emergency Response Team Number Handy. Volunteer AIC-CERT members respond to the needs of cultural institutions during emergencies and disasters through coordinated efforts with first responders, state agencies, vendors, and the public—at no cost to the institution.

- Call the AIC-CERT hotline for 24-hour assistance: 202.661.8068

## Be Ready to Respond Safely and Efficiently in the Event of an Emergency

- Be familiar with “Emergency! If You’re First . . .” and adapt it to your circumstances:  
<http://www.conservation-us.org/publications-resources/disaster-response-recovery/guides-and-information/if-you're-first>
- <http://cool.conservation-us.org/bytopic/disasters/>
- <http://www.archives.gov/preservation/emergency-prep/disaster-prep-procedures.html>

## Learn More about Disaster Response and Recovery

Visit some online resources for more information about disaster response and recovery.

- [www.conservation-us.org/disaster](http://www.conservation-us.org/disaster)
- <http://www.heritagepreservation.org/PROGRAMS/TASKFER.HTM>
- <http://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-emergency-management-bibliography>