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|  | **Rhode Island Cultural Resources Disaster Information Form** | | |
| Institution Name: |  | | |
| Address |  | | |
| Number of Properties you manage |  | | |
| **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:** | | | **Backup Contact:** |
| Work Phone: | | |
| 24-Hour Phone: | | | Work Phone: |
| Email Address: | | | 24-Hour Phone: |
| Title: | | | Email Address: |
| **3. Size of institution:** | | | |
| **Site** | | | |
| Is a site/building plan available in the event of a disaster? | | | |
| 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?** | | | |
| If so, please indicate the format: | | | |
| Paper Electronic - Internal Electronic - external | | | |
| Would the item(s) be available in the event of a disaster? | | | |
| **5. Does the institution have an institutional disaster plan/ Is it Rhode Island's disaster plan?** | | | |
| 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? | | |  |
| If so, please list the partnering institutions below: | | |  |
|  | | | |
| Has there been contact with the fire and/or police departments and emergency manager? | | |  |
| Is this plan on file with the emergency manager? | | |  |
| Is this plan on file with the fire department? | | |  |
| **6. Is the institution in a flood plain?** | | | |
| **7. Insurance: Does the facility have:** | | | |
| Federal flood insurance? | |  | |
| Property Insurance - building? | |  | |
| Property Insurance - objects/collections? | |  | |
| **8. What kinds of collections/materials does the institution house? (Check all that apply)** | | | |
| Archaeological | Archives/Manuscripts | Arms and Armor | Audio/Visual (film, reel-to-reel, etc.) |
| Blueprints | Books - Circulating | Books - Rare | CDs and DVDs |
| Ethnographic | Glass and Ceramics | Historic Structures | Living Animals |
| Living Plants | Machinery | Maritime Artifacts | Maritime Vessels |
| Metal Objects | Microforms | Paintings | Paper (newspapers, maps, broadsides, etc.) |
| Photographs and Negatives | Sculpture | Taxidermy Specimens | Textiles |
| Wood Objects |  | | |
| Other (Please specifiy 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?** | | | |
| If so, where does this list reside? | | | |
| Who is aware of the priorities? | | | |
| **11. Does the institution have disaster recovery supplies on hand?** | | | |
| 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 | | Building Conservation | Building drying |
| Commercial freeze-drying | | Electronic media recovery | Film restoration |
| Object conservation | | Off-site storage | Off-site work space |
| Photograph conservation | | Project supervision | Textile conservation |
| Other (Please specify): | | | |
| **13. Does the facility have any of the following on-site? (Check all applicable)** | | | |
| Climate Controls | | Fire/Detection Alarms | Fire Suppression Systems |
| Generator | | Generator plug-in | Security System |
| **14. What type of resources could the institution offer in the event of a disaster?** | | | |
| Internet Access | | Kitchen Facility | Meeting Room space |
| Others (please specify): | | | |
|  | | | |