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:

Work Phone:

24-Hour Phone:

Email Address:

Title:

Backup Contact:

Work Phone:

24-Hour Phone:

Email Address:

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? [Choose ▼]

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 ▼]

[Choose ▼]

Is this plan on file with the fire department?

6. Is the institution in a flood plain? [Choose ▼]

7. Insurance: Does the facility have:

Federal flood insurance? [Choose ▾]

Property Insurance - building? [Choose ▾]

[Choose ▾]
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? [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

☐ 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. 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

☐ Fire Suppression Systems

☐ Security System

☐ Generator

☐ Generator plug-in

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?