Cultural & Historic Resources

Inventory Form

Description: The San Diego County survey of cultural and historic resources (CHR) is being conducted by the San Diego County Office of Emergency Services (SDCOES) in order to better identify potential needs in an emergency/disaster. This will integrate CHR resources into the county's emergency plan. During a disaster a liaison will respond to the Emergency Operations Center to ensure cultural and historic resource needs are being met and with assistance for cultural resource staff gaining access to their institutions in a timely manner. This joint effort between emergency management and the cultural heritage communities will help protect San Diego's CHR for the future and can only be accomplished by working together. You are encouraged to complete the CHR Inventory Form as soon as possible.

How will the information be used and by whom?
The CHR inventory data will be used in the Emergency Operations Center (EOC) during full activations of the EOC when the site is at risk or the site has contacted the EOC for assistance. SDCOES personnel and the CHR Liaison in the EOC will need to know what structures, collections, etc. are at the site. With this information they can better anticipate resource needs for the site when a disaster is in the vicinity (e.g., wildfire, flooding).

Where will the inventory data be stored?
The CHR inventory data will be stored in a password protected folder within Web EOC. The only access will be by the CHR Liaison and the SDCOES staff.

How is the information kept up-to-date?
An annual reminder will be sent to the contacts listed on the inventory form to review the information and report any changes to the SDCOES representative. The Web EOC data will be updated.

Where do I send the completed inventory form?
An editable version in Word will be available for download in the future.
Please send an electronic version of the CHR Inventory Form via email to Claudia Ortega at
Claudia.Ortega@sdcounty.ca.gov.

Google Group:
The group will be used as a communication tool or email list, as well as an online repository for meeting notes, documents, announcements, and resources. Only members will be able to view content and anyone can apply to join. Only members can post and only members can view the list of members. The web address is http://groups.google.com/group/sdcchr

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Institution Name:

Street Address:

City/Town: **Zip Code:**

Phone #   **Website:**

1. Contact Information

Primary Contact

Name:

Title:

Work Phone:

24-Hour Phone:

Email:

Secondary Contact

Name:

Title:

Work Phone:

24-Hour Phone:

Email:

Additional Contacts:

Name:

Title:

Work Phone:

24-Hour Phone:

Email:

Name:

Title:

Work Phone:

24-Hour Phone:

Email:

2. Type of Institution (Check all applicable)

☐ Arboretum

☐ Archaeological Records Repository

☐ Archaeological Site

☐ 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

☐ Museum, Tribal/Cultural Center

☐ Performing Arts

☐ University/College Collections

☐ Zoo

Other (Please Specify):

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3. Collections (Check all applicable)

☐ Archaeological	☐ Ethnographic	☐ Microforms
☐ Architectural plans/Blueprints	☐ Glass & Ceramics	☐ Paper (e.g., newspapers, maps, records)
☐ Archives/Manuscripts	☐ Historic Structures	☐ Photographs/Negatives
☐ Arms & Armor	☐ Living Animals	☐ Sensitive Cultural / Religious Items
☐ Art	☐ Living Plants	☐ Sculptures
☐ Audio/Visual (e.g., film, reel-to-reel)	☐ Machinery	☐ Taxidermy Specimens
☐ Books, Circulating	☐ Maritime Artifacts	☐ Textiles
☐ Books, Rare	☐ Maritime Vessels	☐ Wood Objects
☐ CDs & DVDs	☐ Metal Objects	☐ Electronic Records (e.g., databases, inventories)

Other (Please Specify):

4. Do any of the following potential hazards exist in the collections/building? (Check all applicable)

☐ Arsenic (e.g., taxidermy, textiles)   ☐ Nitrate photographic film   ☐ Firearms / Ammunition   ☐ Moldy materials   ☐ Asbestos

Other (Please Specify):

5. Description of Institution

A. Main Site

Is a site/building plan available onsite in the event of a disaster?   ☐ Yes   ☐ No

Are you located in City/County/State/Private Building?

Number of floors?

Are you in a historic building? If so, construction year?

B. People

Average number of staff/volunteers on-site per day?

Average number of visitors per day?

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6. Do you store any collections off-site/annexes?

If offsite, please indicate address: [   ]

7. Does your institution have an inventory of items?

If yes, please indicate the format

☐ Paper ☐ Electronic - onsite ☐ Electronic - offsite

Would the inventory be available in the event of a disaster?   ☐ Yes   ☐ No

8. Does you institution have a COOP* plan and/or disaster plan? (*Continuity of Operations Plan)

	Yes	No	Don't Know
	☐ Yes	☐ No	☐ Don't Know
Do you have an Emergency Communication Plan?	☐ Yes	☐ No	☐ Don't Know
Has there been any contact with fire, police, and/or the local emergency management office?	☐ Yes	☐ No	☐ Don't Know
Do you have an evacuation plan?	☐ Yes	☐ No	☐ Don't Know
Have you exercised the Evacuation Plan?	☐ Yes	☐ No	☐ Don't Know
Do Staff have a role in a COOP/Disaster Plan?	☐ Yes	☐ No	☐ Don't Know
Have you exercised the COOP/Disaster Plan?	☐ Yes	☐ No	☐ Don't Know
Have you identified the highest priority items and records to be recovered first in the event of a disaster?	☐ Yes	☐ No	☐ Don't Know

If so, where does the list reside?	
Who is aware of the priorities?	

9. Does your institution have disaster recovery supplies to respond to a collections related emergency?

	Yes	No	Don't Know
	☐ Yes	☐ No	☐ Don't Know
Where are the supplies located?	☐ Onsite	☐ Offsite	☐ Shared

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10. What kind of recovery expertise might be needed in the event of a disaster that affects your building/collections? (Check all applicable)

☐ Book/paper conservation   ☐ Textile conservation   ☐ Off-site work space

☐ Photograph conservation   ☐ Historic building preservation   ☐ Off-site storage

☐ Film Restoration   ☐ Commercial freeze-drying   ☐ Electronic media recovery

☐ Object conservation   ☐ Building drying   ☐ Electronic service restoration

☐ Fine Art conservation   ☐ Project supervision

Other (Please Specify):

11. What security needs might your Institution have in the event of a large-scale disaster?

12. Does your Institution have any of the following on-site? (Check all applicable)

☐ Climate controls (Temperature/RH)   ☐ Fire detection/alarms   ☐ Fire suppression system

☐ Generator*   ☐ Generator plug-in*   ☐ Security system

*Specify generator/plug-in type:

Fuel for generator?   ☐ Yes   ☐ No

13. What type of resources might your institution offer in the event of a disaster? (Check all applicable)

☐ Internet access   ☐ Meeting room space   ☐ Kitchen facilities   ☐ Staff   ☐ Freezer storage

Other (Please Specify):

14. Please provide additional comments as needed:

Please Specify: