

# Resources for Recovery

## Post-Disaster Aid for Cultural Institutions

sponsored by  
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the Federal Emergency Management Agency  
in partnership with  
the Small Business Administration

National Task Force  
on Emergency Response

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### Addendum

As a result of amendments to the Stafford Act signed into law in October 2000, certain noncritical, private nonprofit facilities eligible for FEMA assistance, including museums and libraries, now must apply first for a loan from the Small Business Administration. If these applicants are declined for a loan or the loan does not cover all eligible damages, they may apply to FEMA for the remainder of the damages. Further information concerning this requirement can be found on the FEMA Web site at [www.fema.gov/r-n-r/pa/dma2k.pdf](http://www.fema.gov/r-n-r/pa/dma2k.pdf).

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## Introduction

Earthquakes, floods, hurricanes, and tornadoes—any of these natural disasters can devastate a cultural institution and the collections it holds. Because preparation and planning are the best defense against loss, in the last decade disaster preparedness has become a high priority.

Any good disaster plan includes recovery measures, and this brochure identifies the federal financial resources that can help your institution repair damage and return to work. It outlines the types of assistance available for both cultural institutions and their collections. The information applies to nonprofit arts centers, archives, conservation and historic preservation organizations, historical societies, historic sites, libraries, museums, and theaters, among others.

An earlier version of this booklet, “Federal Aid for Cultural Institutions during an Emergency,” was published in 1992 by Heritage Preservation. It has been distributed by the National Task Force on Emergency Response following Presidential disaster declarations.

The updated information in “Resources for Recovery” is organized by agency, and a new section on Small Business Administration (SBA) loans has been added. The impact of a disaster can be overwhelming, so we have included some tips to guide you through the first days. Another new feature is a list of online resources with information on disaster preparedness, response, and recovery. These resources offer professional conservation expertise that can benefit your institution as well as the community you serve.

Thanks to a working partnership with the National Endowment for the Arts (NEA), the Federal Emergency Management Agency, and the SBA, this publication will reach a much broader audience than its predecessor.

*Heritage Preservation, Inc.  
for the National Task Force  
on Emergency Response*

## First Steps: Disaster Assistance Tips

Coordinating the needs of salvage and financial recovery can seem overwhelming in the first days after a disaster. The following tips are designed to help you respond effectively under stressful circumstances.

*Note: Federal disaster assistance is available only if the President of the United States or Administrator of the Small Business Administration declares a major disaster. If a declaration is made, it may not occur for several days, well after your recovery efforts may have begun. Therefore, it is essential to know what steps to take before and immediately following a disaster, including how to contact your local and state emergency management officials.*

### Before Disaster Strikes

- Assess your risks. What types of hazards does your institution face? Does its location make it vulnerable to flooding or hurricanes? Do the construction or building materials increase its risk for fire or tornado damage?
- Develop an emergency plan that addresses your risks. Include contacts, such as local emergency officials, the state historic preservation office, police and fire departments, utility company, disaster recovery service providers, and cultural resource professionals who may be able to assist you with salvage efforts. Practice, review, and update the plan annually.
- Keep a copy of the emergency plan, collection inventory, and key financial records, including insurance, off-site. If you do not have an off-site copy but receive advance warning of a flood or hurricane, move the original items to a secure location.
- Have necessary recovery supplies on hand. You can obtain lists of suggested supplies and model disaster plans from the online resources in this booklet.
- Train employees how to shut off gas, electricity, and water.
- Be financially prepared for a disaster. Will your

current insurance cover your losses in a large-scale disaster? Is your collection's inventory up-to-date? Purchase national flood insurance if your institution is at any risk for flooding. Standard hazard insurance will **not** cover flood damages.

- If you have advanced hurricane warning, move items away from windows and to higher floors, but avoid the area directly under the roof. Secure windows and doors with plywood or other rigid material, but take care not to mar historic architectural features. Wrap storage units in heavy plastic sealed with waterproof tape.
- If you have advanced flood warning, move items out of basement (below ground) storage to higher floors.

### After the Event

- Personal safety is always the top priority. State or local officials may prohibit you from entering the site until it has been inspected. Structural damage, contamination, fallen electrical wires, and gas leaks are all major safety threats.
- Inform local emergency management officials of the damage to your institution.
- Contact your insurance agent immediately.
- Check local media for contact numbers for technical and financial disaster assistance.
- Locate the original or obtain the off-site copy of your emergency plan, collection inventory, financial records, and insurance policy.
- Assess the damage as soon as you can re-enter the building. Document the damage in writing and with videotape and/or photographs.
- Begin cleanup and salvage as soon as possible. Don't wait for the insurance agent or adjuster, but remember to fully document the damage before recovery efforts begin.
- Do not throw away damaged items; they may be salvageable. Items that cannot be salvaged should be kept as proof of loss. Isolate contaminated objects.

# Federal Emergency Management Agency (FEMA)

## What is FEMA?

The Federal Emergency Management Agency (FEMA) is an independent agency of the federal government, founded in 1979. FEMA's mission is to reduce the loss of life and property from all types of hazards through preparedness, response and recovery, and risk reduction activities.

## When is FEMA involved?

When a disaster occurs that exceeds the capabilities of local and state resources, the state turns to the federal government for help. The governor requests that the President declare "a major disaster" or an "emergency," to implement the President's disaster assistance program. This program supplements the efforts and available resources of state and local governments, voluntary relief organizations, and other forms of assistance such as insurance.

After the President declares a major disaster or emergency, FEMA designates the geographic area, usually counties or political subdivisions, eligible for disaster assistance and the types of assistance available. FEMA establishes a temporary Disaster Field Office within the affected area to coordinate the disaster relief and recovery effort.

## What Types of FEMA Assistance Are Available?

There are two major types of disaster assistance available to communities immediately following a disaster: individual assistance and public assistance.

**Individual Assistance.** This assistance includes disaster housing, individual and family grants, and loans for the repair, rehabilitation, or replacement of damaged property; crisis counseling; and unemployment assistance.

**Public Assistance.** This program provides assistance to states, local governments, and certain private nonprofit organizations, including eligible cultural and historic institutions, for emergency and permanent

repair activities to eligible facilities. These grants allow the applicants to respond to disasters, recover from their impact, and reduce the severity of future disasters.

## Is My Institution Eligible for Public Assistance?

An eligible applicant must be legally responsible for the damaged facility at the time of the disaster. Cultural institutions may be eligible for Public Assistance if they are or are operated by one of the following:

- State government agency.  
*Example: state archives, state-owned museum.*
- Local governments, such as a county, city, town, special district or regional authority, village, or borough.  
*Example: county historical society, city library, or a city-owned historical property.*
- Indian tribes or authorized tribal organizations, and Alaskan Native villages or organizations. This does not include Alaskan Native Corporations (privately owned). *Example: tribal museum.*
- Private nonprofit organizations or institutions that own or operate facilities that provide certain services otherwise performed by a government agency.  
*Example: museum or library.*

Cultural institutions owned by federal agencies typically are not eligible for Public Assistance unless an eligible applicant is responsible for the facility's operation and maintenance. Performing arts facilities are also not eligible.

## What Aid Will a Public Assistance Grant Provide?

Eligible projects must be the direct result of damage from a declared disaster. Eligible work may include debris removal from public right-of-ways, emergency protective measures, permanent restoration, and eligible mitigation measures.

FEMA will reimburse applicants for all reasonable costs, less applicable insurance proceeds or other credits, necessary to accomplish the eligible work. These include labor, materials, equipment, and contracts awarded for the performance of eligible work.

In addition to direct project costs, applicants receive an allowance intended to cover the costs of

applying for and administering the federal grant assistance. The allowance is a percentage of the total project cost for all the eligible work of that applicant.

Examples of Eligible Assistance to Cultural Institutions:

- emergency stabilization of flooded archival materials or collections, including salvage, refrigeration, drying, transport, and related activities
- replacement of destroyed books or equipment
- repair to a damaged historic property.

Examples of Non-Eligible Assistance to Cultural Institutions:

- replacement of destroyed collections
- replacement of destroyed trees, shrubs, other plantings or landscape features on the grounds of the cultural institution.

*NOTE: It is not necessary to wait for FEMA authorization to begin emergency salvage and stabilization of cultural objects. However, you should not discard any destroyed items for which you want to be reimbursed unless they are documented through inventory records or photographs. Save all receipts for these activities.*

### Additional Resources for Determining Eligibility

In 1999, FEMA's Public Assistance Program published two policies that reflect the Agency's concern for the loss of cultural and historic resources in a disaster and its commitment to providing assistance for eligible cultural institutions and their collections.

#### *Collections and Individual Objects Policy*

The Collections and Individual Objects Policy describes the post-disaster funding eligibility criteria of cultural collections located within or on the property of eligible public or private nonprofit facilities. The policy also clarifies relevant terms associated with the eligibility of the collections and individual objects.

Through this policy, FEMA assistance may be made available for collections and objects in an eligible facility when the collections are:

- accessible to the general public for educational purposes, including those on display and in storage
- of exceptional significant cultural value
- accessioned and catalogued/inventoried.

#### *Private Nonprofit Museum Eligibility Policy*

The Museum Eligibility Policy clarifies what constitutes a museum as an eligible private nonprofit (PNP) facility for the purpose of funding repair or replacement. PNP museums are confined facilities that are constructed or manufactured, whose primary purposes are to:

- preserve a documented collection of artistic, historic, scientific, or other objects, and
- exhibit the documented collection to the general public.

Complete policy details can be obtained from the FEMA regional offices or the FEMA Web site ([www.fema.gov/r-n-r/hppolicy.htm](http://www.fema.gov/r-n-r/hppolicy.htm)).

### Applying for a Public Assistance Grant

An Applicant's Briefing, a public meeting conducted by a representative of the state, will occur after the President declares an emergency or major disaster. Application procedures, administrative requirements, funding, and program eligibility criteria will be discussed at the meeting. A representative from your institution should attend the Applicant's Briefing if your institution sustained disaster damage.

The state representative is responsible for notifying potential applicants of the meeting's date, time, and location. Your local emergency manager, newspaper and public access television channel should also have information on the Applicant's Briefing.

The assistance process begins when an applicant submits a **Request for Public Assistance**. Typically, the applicant may submit the request form up to 30 days after the date of the disaster declaration.

Each applicant is assigned to a program liaison or a Public Assistance Coordinator (PAC), who will manage the processing of all the applicant's recovery projects. The PAC will:

- work with your institution to identify needs, problems, and potential funding issues
- secure the appropriate resources to assist your institution in completing the project worksheets
- track your institution's projects as they are processed
- ensure consistent, equitable, efficient, and effective delivery of the program.

## What Other Services does FEMA Provide?

### *Preparedness*

FEMA's preparedness resources and information can guide cultural institutions in preparing for all kinds of disasters before they occur. You can begin to prepare your institution by contacting your FEMA regional office or visiting the FEMA preparedness Web page ([www.fema.gov/pte](http://www.fema.gov/pte)).

### *Hazard Mitigation Grant Program*

FEMA also provides grants covering up to 75% of the cost for hazard mitigation projects and activities to identify and reduce the severity of future disasters. Eligibility criteria are the same as the Public Assistance Program. State governments administer these mitigation grants. Check the FEMA Web page ([www.fema.gov/mit](http://www.fema.gov/mit)) or contact your State Emergency Management Agency for more information.

### *Project Impact*

Project Impact is a nationwide risk reduction program initiated to reduce disaster damage before disasters occur. Cultural institutions may become active partners in this initiative and contribute to their community's disaster preparedness and risk reduction efforts. Check the FEMA Web site ([www.fema.gov/impact](http://www.fema.gov/impact)) or contact your FEMA regional office to learn if your institution is located in a Project Impact community.

### *Technical Assistance*

If your institution needs technical assistance for response and recovery operations, notify your state emergency agency representative and on-site FEMA staff. FEMA may be able to provide resources for damage assessment and technical assistance.

### *Information Resources*

Additional resources are available on the Historic Preservation Program Web page ([www.fema.gov/r-n-r/hpindex.htm](http://www.fema.gov/r-n-r/hpindex.htm)). Federal policies affecting historic properties, as well as links to state and non-governmental preservation resources, are available. These information resources will be helpful to your institution and community.

## FEMA regional offices contact information:

REGION I—Serving CT, MA, ME, NH, RI, VT  
JW McCormack Post Office and Courthouse Building,  
Room 442, Boston, MA 02109-4595  
Tel: 617/223-9540

REGION II—Serving NJ, NY, PR, VI  
26 Federal Plaza, Suite 1337, New York, NY 10278  
Tel: 212/225-7209

REGION III—Serving DC, DE, MD, PA, VA, WV  
One Independence Mall, Sixth Floor, 615 Chestnut Street,  
Philadelphia, PA 19106-4404  
Tel: 215/931-5608

REGION IV—Serving AL, FL, GA, KY, MS, NC, SC, TN  
3003 Chamblee Tucker Road, Atlanta, GA 30341  
Tel: 770/220-5200

REGION V—Serving IL, IN, MI, MN, OH, WI  
536 South Clark St., 6th Floor, Chicago, IL 60605  
Tel: 312/408-5500

REGION VI—Serving: AR, LA, NM, OK, TX  
Federal Regional Center, 800 N. Loop,  
Denton, TX 76201  
Tel: 940/898-5399

REGION VII—Serving KS, MO, NE, IA  
2323 Grand Boulevard, Suite 900,  
Kansas City, MO 64108-2670  
Tel: 816/283-7061

REGION VIII—Serving CO, MT, ND, SD, UT, WY  
Denver Federal Center, Bldg. 710, Box 25267,  
Denver, CO 80225  
Tel: 303/235-4830

REGION IX—Serving AZ, CA, HI, NV, Pacific Territories  
Building 105, The Presidio, San Francisco, CA 94129  
Tel: 415/923-7105

REGION X—Serving AK, ID, OR, WA  
Federal Regional Center, 130 228th Street, SW,  
Bothell, WA 98021  
Tel: 206/481-8800

## Small Business Administration (SBA)

In the wake of hurricanes, floods, earthquakes, wildfires, tornadoes, and other physical disasters, the U.S. Small Business Administration (SBA) plays a major role. In areas covered under Presidential disaster declarations, SBA's disaster loans are the primary form of federal assistance for nonfarm, private sector disaster losses. For this reason, the disaster loan program is the only form of SBA assistance not limited to small businesses. Disaster loans from SBA help nonprofit organizations and businesses of all sizes fund rebuilding. Since the inception of the program in 1953, SBA has approved more than 1.4 million disaster loans in excess of \$26 billion.

The SBA provides assistance in the form of loans that are repaid to the U.S. Treasury. When disaster victims need to borrow to repair uninsured damages, the low interest rates and long terms available from SBA make recovery affordable. The SBA tailors the repayment of each disaster loan to each borrower's financial capability, and it requires borrowers to maintain appropriate hazard and flood insurance coverage.

### Available Assistance

Physical Disaster Loans are a primary source of funding for permanent rebuilding and replacement of uninsured, or underinsured, disaster damages to privately owned real and/or personal property. Loans are made to nonprofit organizations and businesses to repair or replace disaster-damaged property including real estate, machinery and equipment, inventory, and supplies. Loans are available in areas declared a disaster by the President or the SBA Administrator, after a request from the governor of the affected state.

### Who is eligible?

Nonprofit organizations such as charities, art museums, historical societies, churches, and private universities are eligible for SBA Physical Disaster Loans. Loans from SBA have enabled churches, historic theaters, art galleries, and many other organizations to

rebuild following disasters. Businesses and nonprofits of any size may qualify.

### Which costs are covered?

Only uninsured or otherwise uncompensated disaster losses are eligible for loans. SBA will verify damages and estimate the cost to repair or replace the structure and its contents to pre-disaster condition. An itemized list of losses with an estimate of the repair or replacement cost of each item is required for application. A contractor's estimate for repairing structural damage is desirable, but your own estimate is acceptable.

Insurance proceeds that are required to be applied against outstanding mortgages do not reduce loan eligibility. However, any insurance proceeds voluntarily applied to outstanding mortgages do reduce the amount of loan eligibility.

Disaster victims must repay SBA disaster loans. SBA can only approve loans to applicants with a reasonable ability to repay the loan and other obligations from earnings. The terms of each loan are established in accordance with each borrower's ability to repay. The law gives SBA several powerful tools to make disaster loans affordable: low interest rates (around 4%), long terms (up to 30 years), and refinancing of prior debts in some cases. As required by law, the interest rate for each loan is based on SBA's determination of whether each applicant does or does not have the ability to borrow elsewhere or use its own resources to recover from the disaster. Generally, over 90% of SBA's disaster loans are to borrowers without credit available elsewhere, and they have an interest rate around 4%.

### How much can be borrowed?

Physical Disaster Loan amounts to nonprofits and businesses are limited by law to \$1,500,000 for losses to real estate, machinery and equipment, inventory, and all other physical losses, including debris removal. The actual amount of each loan, up to this maximum, is limited to the verified uninsured disaster loss. Refinancing of existing mortgages or liens on real estate, machinery, and equipment is eligible in some cases up to the amount of the loan for repair/replacement. Loan amounts may be increased

by up to 20% for devices to mitigate against recurrence of the same type of disaster damage up to the SBA lending limit.

### Insurance Requirement

To protect each borrower and SBA, SBA requires borrowers to obtain and maintain appropriate insurance. Borrowers of physical loans over \$10,000 must purchase and maintain full hazard insurance for the life of the loan. Borrowers whose property is located in a special flood hazard area must purchase and maintain flood insurance.

### How to Apply for an SBA Loan

Following a disaster, information on SBA assistance is available on site, in the media, and through a toll-free number published locally. The SBA delivers post-disaster loans through four regional offices in Niagara Falls, New York; Atlanta, Georgia; Ft. Worth, Texas; and Sacramento, California. The states served by each regional office and contact information are included below. In disasters declared by the President, the best route to SBA is to register by calling FEMA's teleregistration center at 800/462-9029.

Loan applications are processed in the order they are received. Decisions on each application usually occur within seven to 21 days. Missing information is the biggest cause of delay in the application process.

### Other SBA Services for Cultural Institutions

The SBA disaster Web page ([www.sba.gov/DISASTER/](http://www.sba.gov/DISASTER/)) includes disaster preparedness tips. Insurance, records management, and facilities preparedness are among the topics covered.

*Open for Business, A Disaster Planning Toolkit for the Small Business Owner* is a collaborative publication produced by SBA and the Institute for Business and Home Safety to minimize disaster losses and economic impact. It is available at [www.ibhs.org](http://www.ibhs.org).

### Contact Information

#### Regional Offices

Niagara Falls, NY—Serving CT, DC, DE, ME, MD, MA, NH, NJ, NY, PA, PR, RI, VT, VI, VA, WV  
360 Rainbow Blvd. South, 3rd Fl.  
Niagara Falls, NY 14303  
Tel: 800/659-2955

Atlanta, GA—Serving AL, FL, GA, IL, IN, KY, MI, MN, MS, NC, OH, SC, TN, WI  
One Baltimore Pl., Suite 300  
Atlanta, GA 30308  
Tel: 800/359-2227

Fort Worth, TX—Serving AK, CO, IA, KS, LA, MO, MT, NE, NM, ND, OK, SD, TX, UT, WY  
4400 Amon Carter Blvd., Suite 102  
Fort Worth, TX 76155  
Tel: 800/366-6303

Sacramento, CA—Serving AK, AS, AZ, CA, Guam, HI, ID, NV, OR, WA  
P.O. Box 13795  
Sacramento, CA 95853-4795  
Tel: 800/488-5323

Information about SBA's Disaster Loan Program can also be accessed via the Internet at [www.sba.gov](http://www.sba.gov).

## National Endowment for the Arts (NEA)

### What is the NEA?

The National Endowment for the Arts is an independent federal agency created in 1965 to support the arts to the benefit of all Americans. An investment in America's living cultural heritage, the NEA serves the public good by nurturing human creativity, supporting community spirit, and fostering appreciation of the excellence and diversity of our nation's artistic accomplishments. This mission is accomplished primarily through grants to nonprofit arts organizations and partnership funding agreements with state

arts agencies and their regional organization, specific leadership initiatives of national significance, research, education, and partnerships with other federal agencies.

### **What can the NEA do to assist with disaster relief?**

The NEA believes the arts have power to heal and revitalize communities. Although it does not receive special appropriations to support disaster relief activities, the NEA works in partnership with other public arts agencies to support arts programs that meet community needs arising from major natural disasters. Two recent examples of NEA grants for disaster relief are:

- A grant of \$25,000 to Oklahoma Arts Council to support activities, particularly for children, in communities devastated by the May 3, 1999, tornado. A day-long Arts in Relief workshop for artists, teachers, counselors, and others focused on what the arts can do to help people deal with the aftermath of a crisis. Artists' residencies are planned to serve people of all ages in six of the hardest-hit communities.
- A grant of \$30,000 to the North Carolina Arts Council for the Hurricane Floyd Arts Recovery Fund to support efforts by local arts agencies to help artists and arts organizations repair damage to their facilities, equipment, and artworks, as well as replace lost income. The Fund also enables artist to work in shelters, "trailer cities," community centers, and schools, helping residents address their experience of loss and rebuild their lives.

### **Contact Information**

National Endowment for the Arts  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
Tel: 202/682-5400 (Voice/TT 202/682-5496)  
E-mail: [webmgr@arts.endow.gov](mailto:webmgr@arts.endow.gov)  
Web site: [www.arts.gov](http://www.arts.gov)

## **National Endowment for the Humanities (NEH)**

### **What Is the NEH?**

The National Endowment for the Humanities is an independent federal agency created in 1965. The Endowment's mission is to enrich American cultural life by promoting knowledge of human history, thought, and culture throughout the nation. The Endowment accomplishes that mission by providing grants for high-quality humanities projects in four funding areas: preservation and access to cultural resources, education, research, and public programs. NEH grants typically go to cultural institutions such as museums, archives, libraries, colleges, universities, public television and radio stations, and to individual scholars.

### **What Post-Disaster Financial Assistance Is Available?**

While the NEH does not have a special category for emergency response, the NEH chairman may be able to grant up to \$30,000 to a nonprofit institution for the salvage or protection of collections when assistance from FEMA is not available. These emergency grants are made only when extraordinary circumstances are found to merit immediate attention and warrant bypassing the customary review process used to evaluate grant requests.

To be eligible for an emergency grant, the requesting institution must describe the collection's significance to research, education, and public programming in the humanities. The proposal must indicate the type of emergency, why the situation should be considered, and how a grant could resolve the problems the emergency has created.

Before submitting an application for an emergency grant, applicants are encouraged to contact the NEH's Division of Preservation and Access to ensure the availability of funds and eligibility of the request by telephoning 202/606-8570 or e-mailing [preservation@neh.gov](mailto:preservation@neh.gov).

### What Other Disaster-Related Services Does NEH Support?

In an effort to address emergency situations before they happen, NEH has awarded grants from its Division of Preservation and Access to establish and support regional preservation centers. The regional centers provide training and consultation to museums, libraries, and archives developing emergency preparedness and response plans. The Conservation Center for Art and Historic Artifacts, Northeast Document Conservation Center, Southeastern Library Network, Inc., Upper Midwest Conservation Association, and the Amigos Library Services, Inc., are among the centers that have received NEH funding. Contact information for these and other regional centers is listed in the resource section of this brochure (page 18).

## Institute of Museum and Library Services (IMLS)

### What Is IMLS?

The Institute of Museum and Library Services is an independent agency of the federal government. It was established by an act of Congress in 1996 to improve museum, library, and information services. IMLS is dedicated to enhancing the unique resources of museums and libraries and ensuring broad community access to these vital institutions.

### What Funding Does IMLS Provide?

IMLS does not provide funds specifically for disaster mitigation or response; however, three IMLS museum grant programs include a disaster planning component or funds for conservation treatment of collections.

- Conservation Assessment Program (CAP), administered by Heritage Preservation, covers a general conservation survey of museum collections and associated historic buildings. The general conservation survey or assessment, unlike an object-by-object survey, provides an overview of all of a museum's collections, as well as its envi-

ronmental conditions, and policies and procedures relating to collections care. Institutions with living collections, zoos, and botanical gardens are also eligible for CAP. Contact Heritage Preservation at 202/634-1422 or [www.heritagepreservation.org](http://www.heritagepreservation.org) for additional details, application deadlines, and eligibility requirements.

- Collections Management Assessment Program (MAP II) supports an evaluation of collections care and management. The survey report helps the museum assess the needs of its collections and develop collections care and management priorities. MAP II is a cooperative program between the IMLS and the American Association of Museums. For additional details and application deadlines, contact the American Association of Museums at 202/289-9118 or [www.aam-us.org](http://www.aam-us.org).
- Conservation Project Support (CP) awards matching grants of up to \$50,000 to help museums identify conservation needs and priorities and perform activities to ensure the safekeeping of their collections. Projects should meet the museum's highest conservation needs rather than collections management or routine maintenance activities. Conservation Project Support will fund general, detailed, and environmental surveys, staff training in collections care, research, treatment of collections, and environmental improvements. In addition, applicants who apply for Conservation Project Support may apply for up to an additional \$10,000 to educate the general public about their project, using such techniques as exhibits, publications, lectures, workshops, and audio visuals to communicate their project activities. For grant details, contact the IMLS Office of Museum Services at 202/606-8539 or [www.imls.gov](http://www.imls.gov).

*Note: Museums need not be accredited to receive an IMLS award, although specific eligibility requirements for museums vary from program to program. IMLS does not provide grants to federally operated institutions.*

## Cultural Heritage Resources in Disaster Preparedness, Response, and Recovery

The following Web sites provide conservation expertise for families and communities as well as cultural institutions. The resources were selected by the National Task Force on Emergency Response, which maintains the list at [www.heritagepreservation.org/PROGRAMS/taskfer.htm](http://www.heritagepreservation.org/PROGRAMS/taskfer.htm).

*American Institute for Conservation*  
<http://aic.stanford.edu>

Washington, DC Tel: 202/452-9545  
Free referrals of conservation professionals to the public; online disaster recovery tips

*AMIGOS Library Services* [www.amigos.org](http://www.amigos.org)

Dallas, TX Tel: 800/843-8482  
Serves archives and libraries in the Southwestern U.S. with disaster planning, recovery, workshops, referrals to resources, and on-site assistance

*Baltimore Academic Library Consortium*  
<http://disaster.lib.msu.edu>

Sample disaster plans and database of disaster supplies and services, primarily in the Washington/Baltimore region

*Colorado Preservation Alliance*  
[www.aclin.org/other/libraries/cpa/index.html](http://www.aclin.org/other/libraries/cpa/index.html)

Disaster Recovery Resource List and recovery tips

*Conservation Center for Art and Historic Artifacts*  
[www.ccaha.org](http://www.ccaha.org)

Philadelphia, PA Tel: 215/545-0613  
Provides preservation planning assistance, workshops and seminars, and emergency assistance

*Conservation Online* <http://palimpsest.stanford.edu>

Disaster resources section links to many of the institutions on this list and others

*FEMA* [www.fema.gov/r-n-r/hpindex.htm](http://www.fema.gov/r-n-r/hpindex.htm)

Historic preservation information, online Emergency Response & Salvage Wheel, Coping with Flood Damaged Property, tips for homeowners

*Georgia Department of Archives and History*  
[www.sos.state.ga.us/archives/ps/gps.htm](http://www.sos.state.ga.us/archives/ps/gps.htm)

Preservation, pre- and post-disaster guidelines, information on the Southeast Regional Conservation Association; online guide: Salvaging Your Valuable Personal Belongings

*Heritage Preservation* [www.heritagepreservation.org](http://www.heritagepreservation.org)

Washington, DC Tel: 202/634-1422  
National Task Force on Emergency Response  
[www.heritagepreservation.org/PROGRAMS/taskfer.htm](http://www.heritagepreservation.org/PROGRAMS/taskfer.htm)

*Inland Empire Library Disaster Response Network*  
[www.co.san-bernardino.ca.us/library/ieldrn.htm](http://www.co.san-bernardino.ca.us/library/ieldrn.htm)

San Bernardino, CA  
Model Mutual Aid Agreement and disaster plans

*Library of Congress Preservation Directorate*  
<http://lcweb.loc.gov/preserv/>

Washington, DC Tel: 202/707-5213  
Emergency Drying Procedures for Water Damaged Collections, Emergency Preparedness for Library of Congress Collections, risk assessment, communication systems, supplies and training

*The Michigan Alliance for the Conservation of Cultural Heritage* [www.dia.org/mi-alliance/index.html](http://www.dia.org/mi-alliance/index.html)

Disaster planning, mitigation and recovery, list of local suppliers for disaster preparedness

*National Archives and Records Administration*  
[www.nara.gov/nara/preserva/](http://www.nara.gov/nara/preserva/)

College Park, MD Tel: 301/713-6705  
Online guide, Vital Records and Records Disaster Mitigation and Recovery

*The National Center for Preservation Technology & Training* [www.ncptt.nps.gov](http://www.ncptt.nps.gov)

Natchitoches, LA Tel: 318/357-6464  
Information about emergency assistance programs, research and training grants

*Northeast Document Conservation Center*  
[www.nedcc.org](http://www.nedcc.org)

Andover, MA Tel: 978/470-1010

Online Preservation Manual, disaster planning, salvage and suppliers list covered; free telephone disaster assistance **24 hours a day** for paper-based collections

*Regional Alliance for Preservation*  
<http://rap.solinet.net>

Tel c/o AMIGOS: 800/843-8422

Information and contacts for preservation field services

*San Diego/Imperial County Libraries Disaster Response Network* <http://orpheus.ucsd.edu/sildrn/>

Provides mutual aid, information about disaster planning and recovery for libraries, supplier list

*The Southeastern Library Network, Inc. (SOLINET)*  
[www.solinet.net](http://www.solinet.net)

Atlanta, GA Tel: 404/892-0943

Emergency planning, workshops, disaster assistance; online *Contents of a Disaster Plan*, *Disaster Recovery Services & Supplies*; links to resources

*The Upper Midwest Conservation Association*  
[www.preserveart.org](http://www.preserveart.org)

South Minneapolis, MN Tel: 612/870-3120

Emergency planning, on-site visits, and workshops; disaster assistance **24 hours a day**, Tel: 612/870-3128

*Western Association for Art Conservation*  
<http://palimpsest.stanford.edu/waac/>

Searchable list of disaster response and recovery articles

## ABOUT THE PARTNERS

### *The Federal Emergency Management Agency*

(FEMA) is an independent agency of the federal government. FEMA's mission is to reduce the loss of life and property from all types of hazards through preparedness, response and recovery, and risk reduction activities.

The *Small Business Administration* (SBA) provides the primary form of federal assistance for nonfarm, private sector disaster losses. Its disaster loan program is the only form of SBA assistance not limited to small businesses; such loans help nonprofit organizations and businesses of all sizes fund rebuilding.

The *National Endowment for the Arts* (NEA) is an independent federal agency created in 1965 to support the arts to the benefit of all Americans. An investment in America's living cultural heritage, the NEA serves the public good by nurturing human creativity, supporting community spirit, and fostering appreciation of the excellence and diversity of our nation's artistic accomplishments.

*Heritage Preservation* is a national nonprofit advocate and resource for the proper care of works of art, books and archives, documents and photographs, architecture and monuments, natural science specimens, and family heirlooms.

The *National Task Force on Emergency Response* was created in 1995 by the Federal Emergency Management Agency, the Getty Conservation Institute and Heritage Preservation. It is a partnership of 30 government agencies and national service organizations. Its best-known disaster resource, the *Emergency Response & Salvage Wheel*, is used by cultural institutions across the country.

Additional copies of this publication are available from:

National Task Force on  
Emergency Response  
Heritage Preservation  
1730 K Street, NW  
Suite 566  
Washington, DC 20006  
202/634-1422

Office of Communica-  
tions  
National Endowment for  
the Arts  
1100 Pennsylvania  
Avenue, NW  
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Washington, DC 20506  
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