



# Emergency Preparedness

Tips & Planning for Private Collections & Personal Treasures

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

Insurance Contact

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Policy Numbers

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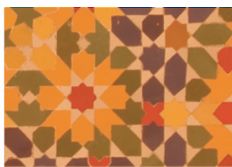
Keep these numbers in a convenient location.

## 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 collection. 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 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).





## What is Emergency Preparedness?

By developing an emergency plan, certain hazards may be mitigated. You can become better organized and trained to effectively respond to any event affecting your valuables – from major weather events to broken pipes.

## Why Emergency Preparedness for your collection?

Emergency preparedness complements collection care by prioritizing resources to address the highest potential risks and ensuring your treasures get the care needed if disaster strikes. You can reduce risks through assessment, planning, and ongoing preventive efforts.

## Plan Ahead!

### Consult with a Conservation Professional

Conservators are professionals trained to physically preserve cultural heritage artifacts, while retaining their historical integrity. AIC can assist you in finding a conservator who will answer your questions about caring for your valued art, artifacts, or family heirlooms, and when necessary, clean or repair those items in need.

- Find a conservator:  
[www.conservation-us.org/findaconservator](http://www.conservation-us.org/findaconservator)
- Guide to finding a conservator:  
[www.conservation-us.org/choosingconservators](http://www.conservation-us.org/choosingconservators)
- For additional help, call AIC's information line:  
202.452.9545

## Document your Valuables

- Consult with your insurance broker and identify your most important possessions.
- Photograph and record measurements of valued materials.
- Keep purchase receipts or historical records of your valuables.
- Store copies of this documentation at your home and at an additional secure location, such as a safety deposit box and possibly with your insurance broker.

## 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.

- AIC's Caring for your Treasures guides  
[www.conservation-us.org/treasures](http://www.conservation-us.org/treasures)
- NEDCC: [www.nedcc.org](http://www.nedcc.org), then click on "Free Resources"
- Consult with a conservator about how to prepare for an emergency.
- Identify the most likely risks.
- Be prepared to move valuables to more secure areas in your home or elsewhere.

- Have supplies ready for covering or storing your vulnerable or valuable materials.
- Have contact numbers handy for your insurance broker (along with policy numbers) and conservator, in addition to your local emergency services.

## Be Prepared When Disaster Strikes!

### Learn More about Disaster Response and Recovery

Heritage Preservation's Emergency Response and Salvage Wheel is available free of charge as a mobile app. The app, called "ERS: Emergency Response and Salvage," is currently available for Apple, Android, and BlackBerry users.

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

- [www.conservation-us.org/disaster](http://www.conservation-us.org/disaster)
- [www.loc.gov/preservation/](http://www.loc.gov/preservation/)
- [craftemergency.org/outreach/advocacy/national\\_coalition](http://craftemergency.org/outreach/advocacy/national_coalition)
- Pocket PReP from the Council of State Archivists (COISA) for letters, photo albums:  
[www.statearchivists.org/prepare/prep](http://www.statearchivists.org/prepare/prep)
- AIC's Conservation Wiki: [www.conservation-wiki.com](http://www.conservation-wiki.com), under Preventive Care is "Emergency Preparedness & Response"

Keep the AIC's websites and information line handy.