

Arizona Alliance for Response Workshop
Sponsored by the Museum Association of Arizona
Create Your Cultural Organization Disaster Plan
April 28, 2026
Handouts

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8. Template - Pocket Response Plan for Collections



Museum Association of Arizona and
Arizona Alliance for Response



Create Your Cultural Organization Disaster Plan
Tuesday, April 28, 2026

AGENDA

10:00 to 10:15	Welcome and Introductions
10:15 to 10:45	Why Disaster Planning Matters
10:45 to 11:15	Learning from Templates & Case Studies
11:15 to 12:00	Identifying Risks & Building the Plan
12:00 to 12:45	Lunch Break
12:45 to 1:30	Practical Resources & Presentations
1:30 to 2:30	Prep Cards
2:30 to 3:00	Next Steps & Follow-Up

Create Your Cultural Organization Disaster Plan
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Presenters

Stacey Christen, Lowell Observatory, Archivist
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Janice Klein, Executive Director, Museum Association of Arizona
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John Padilla, Emergency Management Program Manager, Salt River Project
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Heather Sutherland, Director of Security and Visitor Services, Heard Museum
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Mike Winters, Assistant Chief/Fire Marshal, Fountain Hills AZ
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Andrea Haga, Belfor Property Restoration
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Phoenix CERT
David Weed, Operations Section Chief
James Emge, Planning Section Chief
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Disaster Preparedness and Recovery Resources

Disaster Response and Recovery Guides (Foundation for Advancement in Conservation)

Members of the National Heritage Responders have developed these brief Tip Sheets to help collecting institutions respond to and recover from events. Topics include smoke and soot, mold, drying wet collections and buildings, health and safety, and more.

<https://www.culturalheritage.org/resources/emergencies/disaster-response-recovery>

Records Emergencies Guides (National Archives and Records Administration)

NARA has developed resources to help federal agencies, as well as state, local and tribal authorities, and others to prepare for and manage records emergencies. There are also links to useful resources from other agencies and organizations.

<https://www.archives.gov/preservation/records-emergency>

Heritage Emergency National Task Force (HENTF)

<https://culturalrescue.si.edu/who-we-are/hentf>

National Heritage Responders

The National Heritage Responders (NHR) respond to the needs of cultural institutions and the public during emergencies and disasters through coordinated efforts with first responders, state agencies, vendors, and the public.

<https://www.culturalheritage.org/resources/emergencies/national-heritage-responders>

Building an Emergency Plan: A Guide for Museums and Other Cultural Organizations: This publication from the Getty Conservation Institute provides guidance on how to create a plan for all types of emergencies any organization with a collection can use. It also includes information on physical safety for employees and visitors.

National Park Service Museum Handbook Part I: Collections Use

Chapter 10: Emergency Planning

https://www.nps.gov/subjects/museums/upload/MHI_Ch10_EmergencyPlanning.pdf

National Resource Guide for Disaster Preparedness (Conservation Center for Art and Historic Artifacts)

<https://ccaaha.org/resources/national-resource-guide-disaster-preparedness>

Implementing the Incident Command System at the Institutional Level: A Handbook for Libraries, Archives, Museums, and Other Cultural Institutions by David Carmichael

<https://www.lulu.com/shop/david-carmicheal/implementing-the-incident-command-system-pbv/paperback/product-19qzyy6q.html?page=1&pageSize=4>

Disaster Preparedness and Emergency Response Plan (American Alliance of Museums)

<https://www.aam-us.org/programs/ethics-standards-and-professional-practices/disaster-preparedness-and-emergency-response-plan/>

Disaster Planning and Risk Management Resources (American Alliance of Museums)

<https://www.aam-us.org/topic/disaster-planning-risk-management/>

Disaster & Emergency Preparedness Resources (Western Museums Association)

<https://westmuse.org/disaster-emergency-preparedness-resources>

Emergency Response and Salvage Mobile App

Foundation for the American Institute for Conservation (FAIC) Emergency Preparedness & Salvage Wheel includes simple steps to prep your institution for emergencies and learn to salvage by material type.

<https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://apps.apple.com/us/app/emergency-response-and-salvage/id6443798774&ved=2ahUKEwj8NnEioeUAxWIKIQIHTxREeMQFnoECAwQAQ&usg=AOvVaw1X7v8QejtYgwXF6NpOFB1y>

Pocket Response Plan (PReP) Templates

The Pocket Response Plan™ (PReP™) is a concise document for recording essential information needed by staff in case of a disaster or other emergency. Every person having a response-related assignment should carry a PReP with them at all times.

<https://statearchivists.org/pocket-response-templates/>

Arizona County Emergency Management Contact Information

Apache	https://www.apachecountyaz.gov/Emergency-Management
Cochise	https://cochise.az.gov/287/Emergency-Management
Coconino	https://www.coconino.az.gov/207/Emergency-Management
Gila	https://www.gilacountyaz.gov/government/health_and_emergency_services/gilaem_eoc/index.php
Graham	https://www.graham.az.gov/243/Emergency-Management
Greenlee	https://greenlee.az.gov/ova_dep/emergency-management/
La Paz	https://www.lapaz.gov/166/Emergency-Management
Maricopa	https://www.maricopa.gov/999/Emergency-Management
Mohave	https://www.mohave.gov/departments/public-health/emergency-preparedness/
Navajo	https://www.navajocountyaz.gov/235/Emergency-Management-Preparedness
Pima	https://www.pima.gov/383/Office-of-Emergency-Management
Pinal	https://www.pinal.gov/775/Office-of-Emergency-Management
Santa Cruz	https://az-santacruzcounty.civicplus.com/229/Office-of-Emergency-Management
Yavapai	https://www.yavapaiready.gov/Home
Yuma	https://az-santacruzcounty.civicplus.com/229/Office-of-Emergency-Management

Arizona and County Hazard Mitigation Plans

Hazard Mitigation Planning

<https://dema.az.gov/emergency-management-landing-page/infrastructure-and-grant-administration/mitigation/hazard>

The 2023 Arizona State Hazard Mitigation (SHMP) represents the state's primary hazard mitigation guidance document

https://dema.az.gov/sites/default/files/2023-11/SHMP_2023_Final.pdf

Apache	https://www.apachecountyaz.gov/accnt_591117/site_591118/Documents/Hazard-Mitigation-Plan.pdf
Cochise	https://www.cochise.az.gov/DocumentCenter/View/10093/Cochise-County-Multi-Jurisdictional-Plan-2022-Final-PDF?bidId
Coconino	https://www.coconino.az.gov/2474/Hazard-Mitigation-Plan
Gila	https://cms3.revize.com/revize/gilaaz/government/health_and_emergency_services/gilaem_eoc/docs/GC_MJHMP_Final_10.08.19.pdf
Graham	Under revision
Greenlee	Under revision
La Paz	https://www.lapaz.gov/DocumentCenter/View/6282/2020-La-Paz-County-Multi-Jurisdictional-Hazard-Mitigation-Plan--FEMA-Approved
Maricopa	https://www.maricopa.gov/1760/Hazard-Mitigation
Mohave	https://www.lhcaz.gov/docs/default-source/departement-documents/hazardmitigationplan.pdf?sfvrsn=b86e2a7c_11
Navajo	https://www.navajocountyaz.gov/275/Hazard-Mitigation-Plan
Pima	https://content.civicplus.com/api/assets/az-pimacounty/38f93fea-bcd2-4682-82d9-6907c202eba0/pima-county-multi-jurisdictional-hazard-mitigation-plan-2022-pdf-.pdf
Pinal	https://www.pinal.gov/DocumentCenter/View/7436/2022-Pinal-County-Multi-Jurisdictional-Hazard-Mitigation-Plan-PDF
Santa Cruz	https://www.santacruzcountyaz.gov/579/Multi-Jurisdictional-Hazard-Mitigation-P
Yavapai	https://www.yavapaiready.gov/Resilience/Plans/Multi-Jurisdictional-Hazard-Mitigation-Plan
Yuma	https://www.yumacountyaz.gov/government/emergency-management/hazard-mitigation-plan-update

State of Arizona Emergency Management			
Name	Agency	Office	Email
Gabriel Lavine	AZ Department of Emergency and Military Affairs		gabriel.lavine@azdema.gov
SM Jacobs	AZ Department of Public Safety		SMJacobs@azdps.gov
Dwayne Uhlig	AZ Department of Agriculture	602-542-0943	duhlig@azda.gov
David Egliskis	AZ Department of Transportation	602-712-7809	Degliskis@azdot.gov
Antoine Lane	AZ Dept. of Economic Security	602-856-0767	antoinelane@azdes.gov

County Emergency Managers				
Name	County	Position	Office	email
Brian Hounshell	Apache	Director	928-551-8024	bhounshell@co.apache.az.us
Tim Carter	Coconino	Director	928-679-8368	tcarter@coconino.az.gov
Daniel Duchon	Cochise	Director	520-432-9223	DDuchon@cochise.az.gov
Carl Melford	Gila	Emergency Manager	928-402-8767	cmelford@gilacountyaz.gov
Brian Douglas	Graham	Director	928-428-0110	bdouglas@graham.az.gov
Steve Rutherford	Greenlee	Director	928-865-2601	srutherford@co.greenlee.az.us
Jason Scott	La Paz	Director	928-669-8753	jscott@lapaz.gov
Duty Officer	Maricopa	Duty Officer	602-273-1411	EMDutyofficer@maricopa.gov
Mike Browning	Mojave	Director	928-757-0910	emsm@mohave.gov
Catrina Jenkins	Navajo	Director	928-524-4163	Catrina.jenkins@navajocountyaz.gov
Sandra Espinoza	Pima	Director	520-940-5300	sandra.espinoza@pima.gov
Kore Redden	Pinal County	Director	520-866-7331	Kore.redden@pinal.gov
Sobeira Castro	Santa Cruz	Director	520-375-8000	Scastro@santacruzcountyaz.gov
Ashley Ahlquist	Yavapai	Director	928-771-3321	ashley.ahlquist@yavapaiaz.gov
Tony Badilla	Yuma	Director	928-317-4680	tony.badilla@yumacountyaz.gov

Emergency Contacts for Cultural Institutions *Phoenix Metro Area Resource Guide*

This resource is designed to support cultural institutions in building their **Pocket Response Plan (PReP)** and disaster plans by providing a starting point for identifying key emergency contacts.

Note: The companies listed below are examples of commonly used service providers in the Phoenix Metro area. This is not an endorsement list. Institutions should verify availability and establish relationships in advance whenever possible.

Immediate Emergency Contacts

- Emergency: **911**
 - Phoenix Police (Non-Emergency): 602-262-6151
 - Phoenix Fire (Non-Emergency): 602-262-7201
 - Poison Control: **800-222-1222**
 - Maricopa County Animal Care & Control: 602-506-7387
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Community & Emergency Response Partners

- Phoenix CERT
Training, volunteer emergency response support, and community preparedness
 - Arizona Alliance for Response
Network connecting cultural institutions with emergency managers and responders
 - Local Emergency Managers
(See separate workshop handout for county and state contacts and plans)
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Disaster Recovery & Specialized Vendors

- BELFOR Property Restoration (*Workshop Partner*)
- ServPro (local franchises)
- Paul Davis Restoration
- Polygon Group (freeze drying & document recovery)