

Emergency Preparedness Checklist

Steps to Protect Cultural Resources

Before a Disaster: Prepare and Plan

1. Assess Risks to Cultural Assets

- Identify specific hazards (e.g., floods, fires, earthquakes) that could affect your region.
- Prioritize collections, artifacts, and infrastructure at greatest risk.

2. Develop a Comprehensive Emergency Plan

- Write a clear disaster preparedness and response plan tailored to your institution.
- Include evacuation procedures, artifact protection strategies, and communication plans.

3. Build Relationships with Key Stakeholders

- Partner with local emergency responders, tribal emergency planners, and cultural networks.
- Establish agreements for mutual aid with nearby organizations.

4. Prepare Emergency Resources

- Assemble kits with gloves, masks, plastic sheeting, archival boxes, and desiccants.
- Ensure critical records and inventories are backed up digitally and stored offsite.

5. Train and Empower Your Team

- Conduct regular training sessions and tabletop exercises.
- Assign specific roles to staff members for disaster response.

During a Disaster: Take Action

1. Prioritize Life Safety