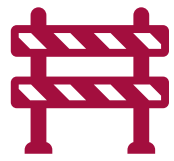




The First 48 Hours: Pre-Event

IF YOU HAVE ADVANCED WARNING FOR A DISASTER EVENT AFFECTING CULTURAL MATERIALS



Human safety is always first. Heed the instructions of emergency management agencies and local authorities if you are advised to leave the area.

If it is safe to stay and plan...

Review your Disaster Plan and consider these options:

- **Secure Records.** Relocate vital records, back up databases and important files to an off-site or cloud location.
- **Secure Collections.** Move or elevate basement and/or 1st floor collections and cover with tarps or plastic. Wrap tops and sides of shelves with plastic to protect collections from water.
- **Prepare Infrastructure.** Locate and tag master shutoffs for gas, electricity, water, and HVAC. Locate and clear water drains. Arrange for site security.
- **Document.** Photograph and/or video record each room. Include the location/room name and date in photographs for reference.
- **Prepare for Evacuation.** Identify the most important items to salvage if evacuation is needed.



Connect to your local [Alliance for Response network](#). They can help communicate your needs to emergency management agencies and first responders.

Considerations for Prioritization

Are the items on loan?



Are the items rare and difficult to replace?



Are the items critical to the institution's mission?



Are the items vulnerable to this specific emergency?

See [Determining Collection Priorities Tip Sheet](#)

Gather Personal Protective Equipment (PPE)

Emergency incidents often create dangerous situations (e.g. mold, toxic soot and ash, unseen debris and contaminants, etc.)

NIOSH N95 Masks

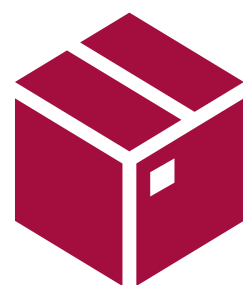
Tyvek Suits

Nitrile Gloves

Goggles

Steel-toed Shoes

Shoe Covers



Plan for Response

- **Gather supplies.** Assemble PPE for your team, supplies, special tools (screwdriver bits for framed art and exhibit cases), tables, water, electricity, food, bathrooms, communications, and cash/funding.
- **Plan for space.** Arrange for secure, off-site staging/work area for salvaged collections. Ensure adequate ventilation.
- **Assemble response and recovery team.** Distribute phone tree, command structure, and team assignments.
- **Connect with support.** Notify local cultural disaster alliances and National Heritage Responders (202.661.8068) if additional help or advice is needed.
- **Plan for risk.** Identify known hazards (e.g. poisons, pesticides, etc.). Make a plan to leave in place or evacuate. Prepare proper PPE for handling.

In addition to the general tips above, below are suggestions for specific incident types...

Preparing for Wildfire

- **Prepare the building.**

Remove window treatments, like curtains, and any other highly-flammable materials from windows and move them to an interior space.

Turn off gas at the meter.

Turn off external air intake for HVAC.

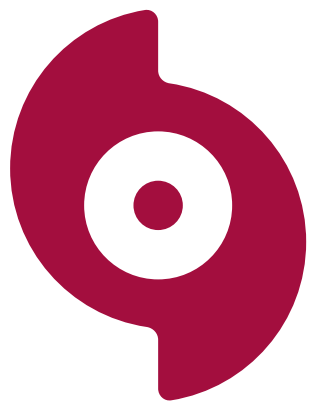
Turn on interior and exterior lights so the building is visible to firefighters in heavy smoke.

Seal exterior vents with plywood or commercial seals.

- **Prepare water access.** Attach any hoses to exterior water valves and fill buckets of water to scatter around the property. Do not leave sprinklers running as it may deplete water pressure and supply.
- **Prepare collections spaces.** Close doors to all collections spaces and use towels to close gaps and prevent smoke infiltration. Clear aisles of carts and other items.
- **Stay alert.** Keep an eye on the fire situation and don't wait for an evacuation order if you feel at risk.



Preparing for Hurricane



- **Prepare the building.** Cover windows with storm shutters or plywood. If you need to evacuate, turn off gas, water, and electricity to the building. Unplug unnecessary appliances.
- **Prepare collections spaces.** Relocate collections to an interior, protected space. Clear aisles of carts and other items. Cover collections storage cabinets and display cases with plastic sheeting.
- **Stay alert.** Track the storm through the [National Hurricane Center](#). Monitor information through your state's emergency management agency.

Preparing for Flood

- **Prepare the building.** Assess check valves in buildings' sewer traps to prevent flood waters from backing up in sewer drains. Place sandbags at ingress points. Relocate fuel, solvents, and hazardous water to high ground.
- **Prepare collections spaces.** Move priority collections, equipment, and documents to higher ground. Elevate items off the ground in place. Anchor loose items and carts.
- **Stay alert.** Track the flood on the [National Water Prediction Service](#)

