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Danger Disasters: 8 to Mitigate!

- 1. Inventory** your collections. Save a backup copy of all collection records and other essential documents and store them off-site.
- 2. Write** a disaster plan for your institution. Form a committee with institutional leaders to revisit and revise plan annually.
- 3. Insure** your collections and facilities.
- 4. Store** collections in acid free and/or waterproof containers whenever possible.
- 5.** Fill out a **pocket response plan**. <http://www.statearchivists.org/prepare/framework/prep.htm>
- 6. Train** staff by staging disaster response drills annually.
- 7.** Get to know your community's **first responders** (fire fighters & police). Give them tours of your facility annually.
- 8. Update** all phone numbers of staff and local emergency response teams each year.

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