



Cultural Institution Evacuation Go-Kits

Are you evacuating your library, museum, or archives before a major storm or disaster? Consider having the following items on hand for re-entry to help ensure a speedy recovery.

- A hard copy of your emergency plan & your PReP (backup in the cloud)
- List of response staff phone contacts
- List of emergency contacts for vendors, rental equipment, refrigerator trucks
- Insurance policy and contacts
- Re-entry information- list of key locations, (keys, fobs, etc.)
- Camera/video camera
- Disaster assessment worksheets
- Clipboard
- Sharpies, pencils

Supplies

- Kit of hand tools
- Polyethylene sheeting
- Duct tape
- Door wedges
- Wood blocks to lift objects off the floor
- Flashlights, headlamps & batteries
- Worklights
- Extension cords
- Cleaning supplies