Preparing for EVACUATION of Collections

BRITISH COLUMBIA HERITAGE EMERGENCY RESPONSE NETWORK

At an **EVACUATION ALERT**

TAKE ACTION Protect collections now *before* the Evacuation Order is issued.

In this priority:

1 **VITAL RECORDS**
Identify critical digital and non-digital records such as collection documentation, loan agreements, insurance documents, financial files.

- Ensure vital electronic records are **backed up online or on a thumb drive and evacuated with an authorized person**
- Pack and relocate critical physical files

2 **THE COLLECTION**
Relocate collections if appropriate.

- **Prepare** destination in advance if possible
- **Document** all actions, especially tracking
- **Use** museum handling, packing and transport techniques
- **Relocate** objects to a different room, building or geographic area as required
- **Evacuate** items in order of highest value and / or those at greatest risk

3 **THE BUILDING**
Take actions to reduce the risk of damage.

Inside Building

- **Take down** flammable curtains and window treatments
- **Turn on** interior and exterior lights

Outside Building

- **Remove** combustible materials such as furniture, woodchips, brush, leaves, awnings and banners from around the building
- **Disconnect** automatic door openers such as loading bay and overhead doors to allow access if power is out
- **Turn off** or block exterior air intake to avoid smoke from entering building
- **Connect** water hoses and fill garbage cans or other large containers to assist firefighters
- **Ensure** building is secure

At an **EVACUATION ORDER**

EVACUATE Protect yourself and your family immediately!

- Follow routes specified by officials
- Continue to monitor security systems if possible and applicable

DO NOT return to building until Evacuation Order has been rescinded.

RESOURCES

Email the BC HERN at http://www.bchern.ca/

ICCROM publication on collections evacuations:
https://www.iccrom.org/sites/default/files/Endangered-Heritage_0.pdf

MONITOR media reports. EmergencyInfoBC is an active resource that shares official response and recovery sources, as well as verified event information from trusted partners. https://www.emergencyinfobc.gov.bc.ca/ and on Twitter via @EmergencyInfoBC.