

EVACUATION ALERT

Preparing for a state of emergency in your location



1

VITAL RECORD

- Ensure vital electronic records are backed up online or on a thumb drive and evacuated with authorized person
 - ✓ Collections database or inventory
 - ✓ Loan agreements
 - ✓ Insurance documents
 - ✓ Financial files

2

THE COLLECTIONS

- Ensure the safety for your collections as time permits
- Relocate objects to a different room, building or geographic area as required
- Use standard museum handling, packing and transport techniques and materials
- Document all actions, especially tracking
- Evacuate items in order of highest value and/or at greatest risk of loss



3

THE BUILDING



- Take down flammable curtains and window treatments
- Lock storage rooms, cabinets, windows and doors
- Turn on interior and exterior lights
- Remove combustible materials such as furniture, woodchips, brush, leaves, awnings and banners from around the building
- Disconnect automatic door openers (such as loading bays or overhead doors) so they can be opened when power is out
- Turn off exterior air intake and gas
- Connect water hoses and fill large containers with water to assist firefighters, such as bins and garbage cans
- Hose down roof and external walls and activate sprinklers if possible and time permits.

IF EVACUATION IS ORDERED

- Evacuate as soon as advised to do so
- Follow routes specified by officials
- Move out of the affected area if necessary
- Prepare destination in advance if possible

