DEVELOP YOUR DISASTER PLAN

1. People safety first
2. Create emergency contact list (communication tree)
3. Create emergency response retainer form (vendors who will respond in emergency)
4. Create a priority removal list (which artwork removed first)
5. On-site training/handling of damaged items
6. Write up the plan
7. Dry-run of plan implementation

Book:
Field Guide to Emergency Response: A Vital Tool for Cultural Institutions
Produced by Heritage Preservation

Available through AAM
http://iweb.aam-us.org/Purchase/ProductDetail.aspx?Product_code=I3582