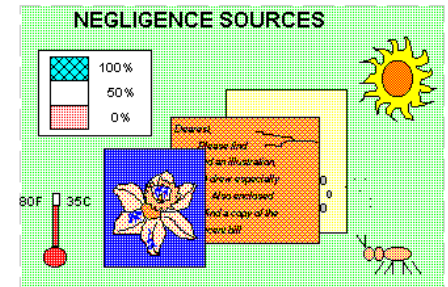
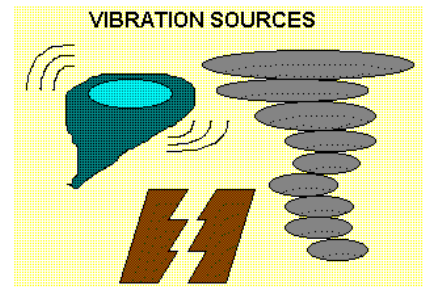
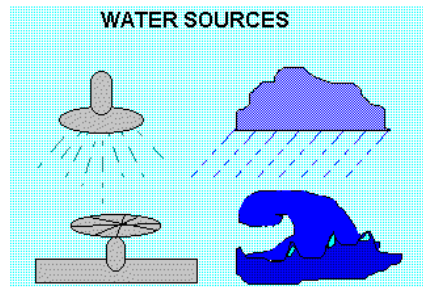
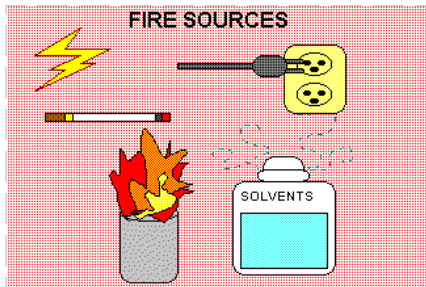


DISASTER PREPAREDNESS & MITIGATION: 7 STEPS FOR PLANNING

ASSESS RISKS OF DIFFERENT TYPES OF DISASTER FROM THE FOLLOWING:



ASSESS RISKS OF VULNERBILITY OF COLLECTIONS BASED ON THE FOLLOWING:

SITE PLAN

(locations of fire stations, streets, parking, woods, etc.)

BUILDING PLAN

SCMRE FIRE ESCAPE ROUTE
LEAVE IMMEDIATELY WHEN ALARM SOUNDS

(fire hydrants, extinguishers, doors & exits, water & elect. turn offs, stairs, security, eye wash, pest strips)

ROOM PLAN

(supplies, sprinklers, windows, carts, kits, phones, computers, fire alarms, etc.)

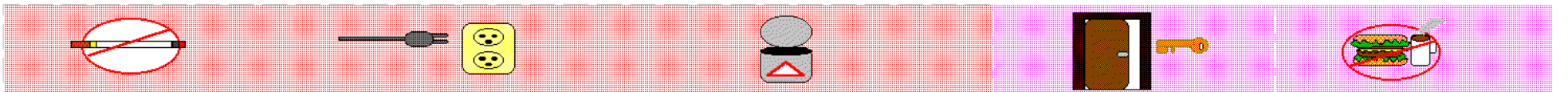
STORAGE CABINETS

SUPPLY STORAGE

COLLECTION PRIORITIES

CLOSED CABINET STORAGE FOR ACCESSIONED COLLECTIONS

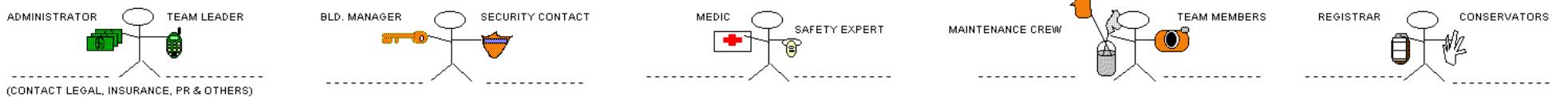
REDUCE RISKS BY ELIMINATING HAZARDS:



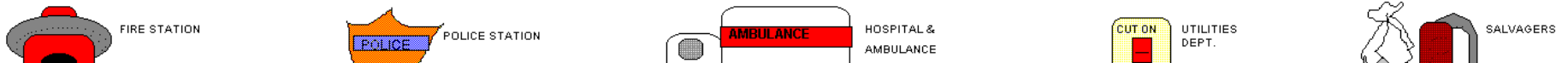
REDUCE RISKS BY INSTALLING AND MAINTAINING SAFETY FEATURES:



COMPILE, LIST, TRAIN AND DRILL INHOUSE DISASTER TEAM TO BE ALERTED IN THE EVENT OF A DISASTER:

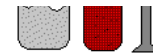


COMPILE LIST OF OUTSIDE DISASTER RESOURCES TO BE ALERTED IN THE EVENT OF A DISASTER:





CUT OFF



COMPILE SUPPLIES FOR DOCUMENTATION, PERSONAL SAFETY, CLEAN-UP AND SALVAGE:

