

NCAPER NATIONAL COALITION FOR ARTS' PREPAREDNESS AND EMERGENCY RESPONSE

FLOODING PREPARATION

STEP-BY-STEP DIRECTIONS

Protect your arts facility, studio and programs from floods during snow melt with these simple preparation steps.



PUBLIC EMERGENCY ALERTS

- Get emergency alerts from your area through automated systems like Nixle and NOAA Weather app.**
Or enable them on your iPhone by going to Settings -> Notifications -> Emergency Alerts and Public Safety Alerts.



COMMUNICATIONS TREE

- Send updates to staff, volunteers, vendors, and board members about operational changes through a phone and text chain.**
Keep staff, volunteers, vendors, and board members informed about any operational changes by setting up a phone and text chain for updates and instructions.



STORING CRITICAL DOCUMENTS

- At all times, store critical documents, files and archives in watertight containers, at least six inches off of the floor.**



DATA BACKUP

- It is recommended to have a daily automated backup of all local data to an external location, preferably cloud-based.**
Have at least two trained and authorized people to access and download all organizational data.



ONLINE ANNOUNCEMENTS

- Create message templates ahead of time to share information**
Having a backup person trained to update your website and social media accounts is crucial for timely action.



DOCUMENT BEFORE AND AFTER

- Capture a 360-degree video or multiple photos of your facility's interior and exterior, including fixtures, inventory, equipment, supplies, artwork, and storage.

Keep a written inventory of your assets and save Before and After images in the cloud for insurance purposes.



HAVE, AND TRAIN/DRILL, A FACILITY SHUTDOWN PLAN

- Have a plan to shut down your spaces when necessary.

To shut down or reopen, identify the initiator, develop procedures including deinstallation of artwork/artifacts, communicate with parties involved, create a Go-Bag, and announce publicly.



PREP YOUR GO-BAG

- Protect and keep safe valuable and irreplaceable possessions when facing physical threats.

Collect key business documents, insurance policies, contact lists, and irreplaceable items in a watertight tote or box.



WHO'S GOING TO CHECK ON THE FACILITY?

- Have an assigned primary and backup individual to physically check the facility for encroaching or onsite water/debris.

If water has entered the facility, they should not enter unless first responders have given the all-clear.



REOPEN SAFELY

- Don't enter the facility if there is standing water or debris or if the power is out.

Once the water has retreated, get clearance from first responders to enter; mold and other hazards may exist. Get professional guidance to assist with salvage and repair. Resources include the National Heritage Responders hot line: 202.661.8068, or via NHRpublichelpline@culturalheritage.org, FEMA fact sheets at www.fema.gov/disaster/recover/save-family-treasures.

Artists

- Use the free Studio Protector from our partner CERF+, along with their guidance on insurance, salvage, and more. Find out more at <https://cerfplus.org>.

Business Continuity for Performing Arts Organizations

- This free webinar recording from our partner the Performing Arts Readiness project offers additional guidance which is applicable to all arts disciplines. Information available at https://lyrasis.aviaryplatform.com/collections/1677/collection_resources/82487?access=iKaWwJfItvtSuGgUrXLUyw%3D%3D.

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