## Advanced Actions: What To Do Now

### Safeguard Your Studio

- Record a visual inventory - either video or photos - of artwork, artmaking equipment and materials with your smartphone.
- Back up your business and artistic records with an external hard drive or cloud storage service.
- Store copies of your records at a Safe Off-Site Location - a place far enough away that it would be unlikely to be affected by the same disaster.
- Put together a “quick grab” waterproof container that contains copies of career, business and artmaking documents critical to resume work.

### Inspect + Protect Building

- **Windows:**
  - Install storm shutters or prepare 5/8” thick sheets of plywood.
- **Roof:**
  - Install straps or additional clips to secure roofing materials; clear and fix gutters and downspouts.
- **Trees + Shrubs:**
  - Trim and remove dead or hanging wood.

### Create an Emergency Communications Plan

- Get a Disaster Buddy - someone who lives outside your region who can provide you with emergency support and communication.
- Record and exchange contact information with your co-workers, employees, neighbors, family and key business contacts.
- Post contact information at home and in your studio and produce wallet-sized emergency contact cards.

### Make an Evacuation Plan

- Map out a meeting place for you, your family and studio assistants and alternate routes for travel.
- Plan and practice workshop shutdown and evacuation.

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*Courtesy of NCAPER, made possible by the Andrew W. Mellon Foundation*
WHAT TO DO WHEN A HURRICANE IS ON THE WAY

SECURE YOUR STUDIO: EXTERIOR

✓ Screw plywood over windows or close storm shutters
✓ Sandbag doorways and perimeter
✓ Bring any easily movable outdoor art objects inside
✓ Lock the entrance(s)

SECURE YOUR STUDIO: INTERIOR

✓ Unplug equipment and all cable connections
✓ Elevate equipment, storage unit and artwork at least 1 ft off the floor and away from windows
✓ Wrap shelves, storage units, computers and other equipment in heavy plastic and secure with waterproof tape
✓ Move items to a higher floor if possible, and avoid attic and basement area for storage

EVACUATION OR STAY PUT

✓ Review/update your “quick grab” container
✓ Transport easily movable equipment or artwork to off-site location
✓ Pack up easily portable tools, supplies and equipment
✓ Keep tuned into your local Emergency Alert System and plan two possible evacuation routes

ACTIVATE YOUR EMERGENCY COMMUNICATIONS SYSTEM

✓ Let your Disaster Buddy know where you’re going and possible evacuation routes

If you’re away from your studio:

✓ Confirm the procedure for shutting down operations and securing your studio with assistants, neighbors, family and others
✓ Review post-disaster meeting place and communications system

FOR MORE INFORMATION VISIT:

www.cerfplus.org/get-ready/studio-protector
www.ready.gov/evacuating-yourself-and-your-family
www.iii.org/article/preparing-effective-evacuation-plan