PR E P R A D E N E S S T I P S
For Performing & Literary Artists

TO PROTECT YOUR ART PRACTICE & PROPERTY
Protect Yourself, Your Family, Your Pets, Your Home & Personal Property Too!
For the basics, go to www.ready.gov/make-a-plan
Please read this in tandem with CERF+ Tip Sheet for Studio Artists.

ASSESS the Risks to & Vulnerabilities of
YOUR ARTISTIC PRACTICE

Kinds of risks & potential effects: wind (tornadoes, hurricanes, other strong winds) rain, storm surge, mudslides, economic, cyber, terrorism, blackouts, drought, etc.

Structures: home, if you work out of it; studio; theater; spaces housing items, including papers, related to your work. If you don’t control spaces, think whether you can get valuable items out of insecure structures or get those who own/control them to do the hardening/protecting.

Things: Ex: instruments, manuscripts, computers, sets, props, costumes, cameras, videos, archives, contracts.

Events: upcoming rehearsals, classes, performances, galas, etc.

Relationships: company members; folks you’ll rehearse with, perform with, teach; those who run the venues, audience, etc.

Identify what is most important: Document all in writing, pictures, video, possibly in multiple means. VIDEO CAN BE EASIEST & QUICKEST, though may not be the best way to capture documents. What do you want to take with you? What do you need to protect where it is?

CREATE your Emergency Plan

STEPS, ITEMS, COMMUNICATIONS

What you need to purchase & do to shelter in place: Refer to ready.gov & create vital contacts list, gather & package vital documents in more than one format.

When/If You’ll Evacuate: Think triggering events (ex: evacuation order, leaving in time to get to a safe space before critical events) prep spaces & items beforehand. If you leave, turn off electronics.

Where You Will Go: Out of risk area, evacuation center, etc.

Whom you must notify about what you’re doing, where you’ll be, that events are being cancelled: family, friends, colleagues, members of an artistic ensemble to which you belong, places where you would have been performing, teaching, etc.

HAVE A DISASTER BUDDY
(See CERF+ Tip Sheet)

PROTECT against the Risks & Lessen Vulnerabilities
Minimize Impact. Protect against loss of property & income through

Hardening Structures: See CERF+ Studio Artist Tip Sheet.
Storing what is most important in the most protective way possible: away from windows, off the floor, not in an attic, in watertight containers, etc.

Contracts & agreements - oral or written - that provide for the event of the disaster & what will happen in that event: re-scheduling, getting paid, not having to return pre-payments; Understand Force Majeure (Acts of God) clauses.

Insurance to protect you & your artistic assets: flood insurance; business interruption; property; homeowners or renters; liability; other.

Redundancy of documents: in the Cloud, on a portable drive kept with you, in hard copy format, sent to someone not in the disaster zone.

Think about having a landline.
Use text messaging & Facebook for communication.

Charge phones, computers, etc. Have portable chargers fully charged.

Have LED lights throughout spaces, plus portable LED lights.

Portable battery-operated air conditioning towers & dehumidifiers.

CREATE an Emergency To-Go Kit

CREATE & LAMINATE OR PUT IN OTHER PROTECTIVE COVERING A CONTACT SHEET IN HARD COPY FORMAT, as well as store online because electronics may not work:

Name, phone number, email address: family members, friends you need to reach, colleagues (company members, venues you need to be in touch with, co-performers/creators, places of work, storage spaces), doctors, IRS, insurance companies, emergency centers, FEMA numbers, local & state offices of emergency management, attorneys, accountants, anything else you’ll need to have.

EMERGENCY TO-GO KIT CONTENTS

Cash; credit cards; medications; vital documents package in hard copy format/water-protected packaging (emergency contact sheet; insurance policies – or their vital info; relevant upcoming contracts – or their vital info); most precious art practice assets you can take & that will be safe where you’re going – ex: instruments you can take with you; clothing; toiletries; cell phone & battery power; computer; portable hard drive.

Created by Amy Schwartzman for the National Coalition for Arts’ Preparedness and Emergency Response (NCAPER).