

# 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](mailto:NHRpublichelpline@culturalheritage.org), FEMA fact sheets at [www.fema.gov/disaster/recover/save-family-treasures](http://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://shorturl.at/dlpTZ>.