



# HURRICANE PREPAREDNESS TIPS

## PROTECT YOUR ART STUDIO

### 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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### 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](http://www.cerfplus.org/get-ready/studio-protector)  
[www.ready.gov/evacuating-yourself-and-your-family](http://www.ready.gov/evacuating-yourself-and-your-family)  
[www.iii.org/article/preparing-effective-evacuation-plan](http://www.iii.org/article/preparing-effective-evacuation-plan)