



ARE YOU READY?

Be prepared for an emergency in your museum, gallery, or cultural centre.
 An emergency or a disaster can happen at any time and be of any size. The guidelines below will help you develop an emergency preparedness plan.

PREVENT & PREPARE	RESPOND	RECOVER
<ul style="list-style-type: none"> Identify major risks to staff and collections, and act to reduce those risks. Complete an inventory of important items, keeping duplicate records off-site. Obtain valuations of collection items, and review insurance cover regularly. Create an emergency first responders phone tree. Organise an emergency response team, and train staff and volunteers in response methods, workshops and drills. Obtain equipment and materials that are likely to help in an emergency. 	<ul style="list-style-type: none"> Personal safety comes first! Always use appropriate personal protective equipment (PPE), and ensure that your site is safe to enter. Take videos/photos/notes of the scene and objects, and notify your insurance agent. Assess the damage and determine available resources. Seek advice from conservators, including through the New Zealand Conservators of Cultural Materials and National Services Te Paerangi. 	<ul style="list-style-type: none"> Clearly communicate what needs to be done to relevant people. Carry out recovery procedures safely. Remember your personal protective equipment! Handle everything with care and seek advice if unsure. You may be surprised at what you can salvage. Assess and conserve collection items as necessary. Review and revise your emergency preparedness plan.



For more detailed information:

- National Services Te Paerangi – tepapa.govt.nz/nationalservices/resources
 Freephone 0508 NSTP HELP (0508 678 743)
- New Zealand Conservators of Cultural Materials Pu Manaaki Kahurangi (NZCCM) – nzccm.org.nz

Disclaimer
 The information here is intended as a general guide that museums, galleries, and cultural centres can follow to prepare for, respond to, and recover from an emergency. National Services Te Paerangi accepts no liability or responsibility for actions that specific organisations or individuals take.
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