



**Lower
Manhattan
Cultural
Council**

EMPOWERING ARTISTS,
INVESTED IN COMMUNITY

ART & RESILIENCE

EMERGENCY PLANNING AND PREPAREDNESS

FIVE STEPS TO EMERGENCY PLANNING AND PREPAREDNESS By Susan Schear, ARTISIN, LLC

Preparing for an emergency is a process that takes time, focus, and the appropriate tools and resources. Below is a list of five steps to help you get there.

1. Personal Information and Documentation

- Photocopy important documents (3 sets):
 - Store one set in an airtight, waterproof bag in a fireproof safe or vault.
 - Store one set in an airtight, waterproof bag, either with a trusted relative or friend, or at a trusted professional's office (attorney, accountant, insurance specialist).
 - Store one set at least 50-100 miles away with a trusted relative, friend, etc.
- Scan documents and save digital files to flash drives that can be safely stored and accessed as well as to a secure cloud-based platform.
- Update information on a six month-to-yearly basis.

Suggested documents:

Birth certificate	Phone, internet, server acct #s
Social security card	Will, living will
Passport, green card	Other legal documents
Marriage certificate	Health records, prescription details
Driver's license	Doctor list, contact information
Vehicle registration	CV/resume, biography
Insurance documentation	Business-related agreements
Bank acct #s, contacts	Key contacts
Vault/safety deposit box info	
Credit card acct #s, contacts	
Business account information	

2. Materials and Possessions

- Inventory/catalog and photograph your important personal and professional materials and possessions.
 - Store one hardcopy set in an airtight, waterproof bag in a fireproof safe or vault.
 - Store one hardcopy set in an airtight, waterproof bag, either with a trusted relative or friend, or at a trusted professional's office (attorney, accountant, insurance specialist).
 - Store one hardcopy set at least 50-100 miles away with a trusted relative, friend, etc.
- Scan documents and save digital files to flash drives that can be safely stored and accessed as well as to a secure cloud-based platform.
- Update information on a six month-to-yearly basis.

3. Communications Plan

- Identify your essential contacts and ensure database information is updated and current. Store information in the cloud.
- Determine, depending upon emergency, your check-in mechanisms and document them: a phone tree, website, online communication and a set location/place to gather after the emergency (i.e. natural disaster).
- Designate a trusted person, colleague, friend, or relative to follow up with your employer, clients, collectors, patrons, gallerists, and fellow artists on your behalf in the event you are unable to do it yourself. Prioritize who needs to be contacted (depending upon circumstances).

4. Insurance Coverage

- Speak with your insurance agent about your current insurance. Do a complete assessment of your current insurance and your insurance gaps.
 - Know how much you have at risk (based upon inventory/cataloging) to determine how much insurance you need.
 - Secure a separate insurance plan from your homeowner's for any studio or workspace in your apartment, home or garage, as your homeowner's insurance does not cover this.
 - Examine your business owner's policy related to coverage of your business related property and the business use of your facilities
 - Determine whether you have or need flood insurance.

- Be careful not to be “penny-wise and pound-foolish” insurance premiums. It is frequently more cost-effective to bundle your insurance as your savings and coverage will be more substantial.
- Review *CERF+ Business Insurance Guidebook for Artists* for more information.

5. Staying Informed

- Familiarize yourself with information and resources related to emergency planning (registries, evacuation centers, and exit plans) to gain a holistic view and understanding of what is involved.
- Sign up for relevant newsletters and information, including CultureAID (<http://www.cultureaidnyc.com>), a collaborative network of stakeholders and service providers committed to strengthening New York City’s cultural community – including artists and organizations – before, during, and after disasters through an organized communications system, as well as coordinated activities and services to the field.
- Attend related workshops, lectures, panel discussions, convenings, and conversations in your profession or your geographic area.
- Visit your local library for additional information and resources on emergency planning. Libraries staff provide tremendous expertise, knowledge, research capabilities, patience and understanding.
- Act upon LMCC Art & Resilience presenters’ recommendations to benefit your planning.