



PREPAREDNESS TIPS

FOR PERFORMING AND LITERARY GROUPS

TO PROTECT YOUR PRACTICE AND PROPERTY



ASSESS THE RISKS TO & VULNERABILITIES OF YOUR PRACTICE

RISKS & EFFECTS

Weather: Reinforce against wind, ensure drainage, assess flood & mudslide risk.

Economic: Diversify income, save for downturns.

Cybersecurity: Secure digital assets.

Terrorism & Unrest: Have an emergency plan.

Power Outages: Consider backup power.

Environmental: Practice sustainability.

STRUCTURES

Maintain and protect homes, studios & workspaces.

Ensure security for rented storage.

ASSETS

Safeguard & insure valuable physical & digital assets.

EVENTS & RELATIONSHIPS

Plan for event disruptions. Maintain strong professional relationships.

PREPAREDNESS

Secure comprehensive insurance. Keep safety plans updated.

PRIORITIES & DOCUMENTATION

Identify crucial items. Document with records, photos & videos. Plan for evacuation & item protection. Use diverse storage methods.



PROTECT AGAINST THE RISKS, LESSEN VULNERABILITIES & MINIMIZE IMPACT.

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, or 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.

EMERGENCY POWER & CLIMATE CONTROL

Charge phones, computers, portable chargers, etc. Have LED lights throughout spaces, plus portable LED lights. Mobile battery-operated air conditioning towers & dehumidifiers. Use diverse storage methods.



CREATE YOUR EMERGENCY PLAN

WHAT YOU NEED TO PURCHASE TO SHELTER IN PLACE

Refer to ready.gov & create a vital contacts list, gather & package essential documents for more than one format.

IF YOU EVACUATE

Think triggering events (i.e., 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 must you notify about what you're doing, Where you'll be that events are being canceled, 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



ASSEMBLE AN EMERGENCY TO-GO-KIT

WHAT YOU NEED TO PURCHASE TO SHELTER IN PLACE

Create & laminate a hard copy contact sheet & back it up online because electronics may not work. Name, phone, 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, laminated vital documents, emergency contact sheet, insurance policies, relevant 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-powered computer & external hard drive .

For the basics, go to <https://www.ready.gov/plan>

Use this sheet in tandem with <https://cerfplus.org/studio-protector/>