**PREVENT & PREPARE**

- 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.

**RESPOND**

- 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.

**RECOVER**

- 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