

Now, Where Is That?

Emergency Basics

Location(s)

Know the nearest emergency exit and fire extinguisher.

First aid kits _____

Supply kits _____

*Emergency Response
& Salvage Wheels* _____

Documents

Location

Contact

Phone

Building plans _____

Emergency plan _____

Insurance policy _____

Inventory _____

Inventory, off-site copy _____

Staff contact list _____

Resources

Contact

Phone

Alarm codes _____

Cash or credit cards _____

Master keys _____

Computer passwords _____

Utility Shut-offs

Location

Electrical _____

Fire suppression system _____

Gas main valve _____

Water main valve _____

From the *Field Guide to Emergency Response*

What Do I Save First?

Decide which objects, collections, and records are vital to your organization. These should be the highest priorities for salvage. For example:

- Objects and collections that are central to the institution's mandate, mission, services, and programs.
- Essential records—bibliographic (card catalogs, inventories, electronic storage devices), personnel, and financial.
- Items of high historic, scholarly, or monetary value.
- Objects and collections that are impossible or difficult to replace.

Collections Priorities

	Object/Collection	Location
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

Data Recovery Priorities

	Data	Location	Contact and Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____