CALL 911 FIRST!

Fire Dept. __________________________
Police Dept. _________________________
Ambulance _________________________
Poison Center _______________________
Primary Doctor _______________________
Specialist __________________________
Specialist __________________________
Hospital ____________________________
Nearest Relative (I.C.E. #1) ___________
I.C.E. #2 ____________________________

ONLY IF TIME ALLOWS – DO NOT RISK SAFETY

Turn off gas, electricity, and water (some emergency officials recommend leaving natural gas on if it will be needed when you return, but turning off propane because cylinders become displaced in disasters. Plan ahead and use your best judgment).

Take vital records, easily portable tools, instruments, and artwork with you.

I.C.E. = In Case of Emergency, Tip: Create entry named ICE in your cell phone contact list to aid emergency responders.

Monitor local radio or tv station and weather radio for emergency alerts.

Leave building at once if emergency officials instruct you to OR seek safe shelter (inside) if you cannot evacuate.

Determine contact method and meeting place for family and coworkers.

www.cerfplus.org

EMERGENCY RESPONSE
EMERGENCY CONTACTS

TAKE THIS BOOKLET WITH YOU IN THE EVENT OF A DISASTER!
Report your situation and needs to the appropriate individuals and agencies.

<table>
<thead>
<tr>
<th>ESSENTIAL CONTACTS &amp; NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local or State Emerg. Mgt. Office</td>
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<tr>
<td>Local American Red Cross Chapter</td>
</tr>
<tr>
<td>Local or State SBA Office</td>
</tr>
<tr>
<td>Local Health Dept.</td>
</tr>
<tr>
<td>Insurance Agent</td>
</tr>
<tr>
<td>Bldg. Maintenance (owner, etc.)</td>
</tr>
<tr>
<td>Disaster Buddy</td>
</tr>
<tr>
<td>Neighbor</td>
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</tbody>
</table>

Remember to update the list every year; names and addresses change!

General Disaster Response Resources

- American Red Cross: www.redcross.org • 1-800-REDCROSS
- US Small Business Administration (SBA): www.sba.gov • 1-800-UASK-SBA

DISASTER AID CHECKLIST

- Contact insurance agent and/or building owner.
- File requests with disaster human services programs (governmental and voluntary organizations).
- Circulate information via your “disaster buddy” about your situation and needs (using phone, e-mail or emergency online message boards).
- Get clean-up and salvage advice from art conservation or restoration specialists.
- Mobilize a local mutual aid network of artists, neighbors, other businesses.

Tip: Keep a daily log of phone calls (names+questions and answers received).

DISASTER AID
KEY ARTS CONTACTS

Local, state, and regional arts agencies, media groups, etc.

Name/E-mail: ____________________________

Phone/Contact: ___________________________

Web Site/Other: ___________________________

Name/E-mail: ____________________________

Phone/Contact: ___________________________

Web Site/Other: ___________________________

Name/E-mail: ____________________________

Phone/Contact: ___________________________

Web Site/Other: ___________________________

Name/E-mail: ____________________________

Phone/Contact: ___________________________

Web Site/Other: ___________________________

REMEMBER to update the list every year: names and addresses change!

TAKE THIS BOOKLET WITH YOU IN THE EVENT OF A DISASTER!

Key national arts organizations providing artists’ disaster information, services and/or support

Craft/Visual Arts

CERF+
(802)229-2306 • www.cerfplus.org

AMERICAN INSTITUTE FOR CONSERVATION OF HISTORIC AND ARTISTIC WORKS
(202)452-9545 • www.aic-faic.org

HERITAGE PRESERVATION
(202)233-0800 • www.heritagepreservation.org

Performing Arts/Entertainment

THE ACTORS’ FUND — (800)221-7303 • www.actorsfund.com

MUSICARES — (877)303-6962 • www.musicares.com

All Disciplines

NEW YORK FOUNDATION FOR THE ARTS
(212)366-6900 • www.nyfasource.org
CRITICAL NEEDS

Critical Medications or Medical Aids/Equipment

<table>
<thead>
<tr>
<th>Medication (or Aid)</th>
<th>Dose (or mfr.)</th>
<th>Freq. (or Serial #.)</th>
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</thead>
<tbody>
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</tbody>
</table>

Resources

<table>
<thead>
<tr>
<th>Nearest emergency contact</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Transportation Service</td>
<td></td>
</tr>
<tr>
<td>Transportation Service (alternate)</td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td></td>
</tr>
</tbody>
</table>

1. Personal support contact
2. Personal support contact
3. Personal support contact
Other services

DISABILITIES
AND MEDICAL CONDITIONS

TAKE THIS BOOKLET WITH YOU IN THE EVENT OF A DISASTER!

Emergency Information
Specific medical condition(s) and limitations:

Needs for assistance relating to disability:
EVACUATION PLAN NOTES

(See studioprotector.org, fema.org, osha.gov, and redcross.org for more info on evacuation plans)

Nearby Meeting Place (after fire, tornado, or other localized disaster to account for all personnel)

Preferred Evacuation Locations (in order of distance or preference). Follow recommended evacuation routes.

1. ________________________________

2. ________________________________

3. ________________________________

Transportation arrangements (if you do not own a car):

Place to meet family (and employees’ families if you cannot go home):

Use back cover for more items or notes.