



## Essential Photo Organizing

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# Disaster Preparedness Checklist

## For a Family Archive

Maureen Taylor

- 🍏 Make a list of emergency numbers: fire, police, conservation lab, names of friends who can help
- 🍏 Know how to shut off water, gas and electricity
- 🍏 Prepare an emergency supplies kit (see below)
- 🍏 Have a disaster plan

### Emergency Supplies Kit

- 🍏 Disposable rubber gloves
- 🍏 Facial mask
- 🍏 Distilled water
- 🍏 Blotting paper
- 🍏 Unprinted newsprint (from an art supply store)
- 🍏 Waterproof containers

### Steps to follow

1. Assess the damage
2. Set up a drying area
3. Control the environment
4. Contact a conservator for badly damaged materials.

Types of Material	Drying Method <sup>1</sup>
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<sup>1</sup> Betty Walsh, "Salvage Operations for Water Damaged Archival Collections: A Second Glance" WAAC Newsletter 19 No. 2 May 1997 p. 1. <http://cool.conservation-us.org/waac/wn/wn19/wn19-2/wn19-206.html>

Cased Images	Face up if water and debris inside. Contact a conservator for disassembly. Do not blot dry.
Glass Negatives	Emulsion side up if cracked or emulsion is peeling. Dry vertically if in good condition.
Acetate Negatives	Emulsion side up.
Prints	Face up on blotters.
Slides	Remove from mount. Dry emulsion side up.
Sheet Film and Negatives	Gently hang to dry.

### Free downloads

Northeast Document Conservation Center

978-470-1010

[www.nedcc.org](http://www.nedcc.org) free pamphlet on disaster planning.

FEMA

<http://www.ready.gov/build-a-kit>

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