



RISK MANAGEMENT

Museum and Gallery Hurricane Preparedness Checklist

Be prepared. Wind speeds get the headlines, but a hurricane's soaking rains, tidal storm surges, and flooding do as much — if not more — damage. This checklist includes precautions to help you to prepare for, respond to, and recover from a hurricane..

Before the Storm

Sign up for local alerts and warnings and monitor weather reports.

Tune in to NOAA Weather Radio All Hazards, local radio, TV, or other news sources for more information. Know the warning terminology:

- **Tropical storm or hurricane advisory:** The NWS (National Weather Service) issues an advisory when it expects conditions to cause significant inconveniences that may be hazardous.
- **Tropical storm or hurricane watch:** The NWS issues a watch when a tropical storm or hurricane is possible within 48 hours.
- **Tropical storm or hurricane warning:** The NWS issues a warning when it expects a tropical storm or hurricane within 36 hours. During a warning, complete your storm preparations, and immediately leave the threatened area if directed to do so by local officials.

Prepare to evacuate.

- Establish and test emergency communication plan for employees. Update as needed.
- Make sure all employees know the evacuation zones and routes.
- Keep vehicle gas tank at least half full at all times.
- Have cash on hand in case you need it.
- Unplug and shut down all non-essential electronic devices prior to leaving. Shut-off all non-emergency lighting.
- Bring in loose furniture, trash cans, artwork, etc., from outside the building.
- Anchor/tie-down any sculptures, furniture, gas grills, and propane tanks that cannot be relocated indoors.

Before the Storm (continued)

- Clean and clear the roof cover, roof drains, gutters, and storm drains, so they are ready for the storm.
- Remove any debris from the roof, building, or grounds that could become airborne.
- Reinforce windows and doors with hurricane shutters or plywood.
- Elevate any critical equipment, documents, or artwork that could be exposed to floodwaters.
- Relocate artwork to interior spaces away from the windows and doors. Use plastic sheeting to cover shelves or equipment where possible.
- Back up electronic data and store back-ups offsite or in the cloud.
- Install flood protection barriers or sandbags in front of any at-grade opening that is susceptible to flooding.
- Review your insurance policy for coverages and make sure you have claims contact information readily available.
- Catalog inventory; include pictures/video if possible.

During the Storm

- Continue listening to local area radio, NOAA radio, or TV stations for the latest storm information and updates.
- Follow evacuation and safety guidance from local authorities. Keep in communication with employees.
- Remain indoors (if sheltering in place) and consider the following:
 - » Small interior rooms on the lowest floor and without windows,
 - » Hallways on the lowest floor away from doors and windows, and
 - » Rooms constructed with reinforced concrete, brick, or block with no windows.
- Patrol the property, if safe to do so, and look for roof leaks, pipe breakage, fire, or structural damage.
- Constantly monitor equipment that remains online.
- If power fails, turn off electrical switches to prevent reactivation before necessary checks are complete.
- Never use generators or grills inside the building.
- Use battery-powered or crank flashlights for lighting. Do not use candles.





After the Storm

- Only enter the building and general area when authorities have indicated it is safe to do so.
- Do not enter the building until it has been inspected for damage to the utilities and structure.
- Do not use electrical equipment if it is wet or you are standing in water.
- Secure 24-hour security if needed to protect the property.
- Wear personal protective equipment (gloves, goggles, rubber boots, mask, long sleeves, and pants) to protect yourself from exposure to mold or bacteria.
- Document any areas that sustained damage with pictures and video.
- Air out the building by opening doors and windows when possible and when there are no security concerns.
- If your property sustained damage, notify your insurance carrier immediately.
- Cover broken windows/doors and torn roof coverings to prevent further rainwater from entering the building.
- Remove any saturated materials, and dry out any wet areas with fans and dehumidifiers. A remediation company can perform this work as well.
- Rescue the most valuable items, but be careful not to put yourself or employees at safety risk.
- Clean and disinfect everything that got wet from flood water.
- Gently handle fragile artwork especially when wet. Contact a conservator to assist with damaged materials.

If you have questions or need more information, contact your Brown & Brown representative or fineartadvice@bbrown.com.



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