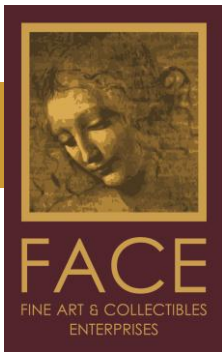


## HOW TO DESIGN AN ART EMERGENCY MANAGEMENT/EVACUATION PLAN

- ❑ **Designate an emergency manager**
  - Identify person
    - Resident of home
    - Residential manager
    - Family office employee
  - Who are the backup individuals?
  - Provide training, outlining responsibilities and how to accomplish each part of the plan
  - Provide access to location and necessary documentation
  
- ❑ **Manage documentation**
  - Emergency procedure checklist
  - List of phone numbers of who is to be contacted
  - Detailed, printed and electronic inventory list of valuable items
    - Fine art (including appraisals and/or purchase receipts)
    - Jewelry
    - Fine wine
    - Furniture
    - Silver, furs, coins, guns, etc.
  - Map your inventory by location
    - Drawing
    - Video
    - Written description/list of works and exact location
  - Who has access to this documentation and how?
    - Consider online storage, accessed anywhere and anytime
    - Like the keys to the home, be VERY careful about who has access. When access is removed from an individual, all the electronic “keys” must be changed (i.e., passwords, access control to database, etc.)
  
- ❑ **Create written procedure**
  - Chain of command → Who is in charge and responsible?
  - What is the threshold that triggers an evacuation? (i.e., how close must the fire be, etc.?). *Early action can prevent loss. When in doubt, err on the side of caution.*
  - Schedule of notifications → Who is notified of emergency, and in what order?



- How is art evacuated?
    - What is used to transport art? Are multiple vehicles required?
    - Is there a special order of items to be removed/moved?
  - Who will evacuate/move the art? Is more than one person required? What if he/she/they are unavailable?
  - Where is art relocated to?
    - Identify and plan for alternate location.
    - Does the residence have an underground fire-proof vault?
    - Is there a contract with a storage facility, if necessary?
  - When “Plan A” is deemed impossible, what is “Plan B”? For example, what if emergency management team cannot reach the home? What if backup location is unavailable?
  - When is the artwork returned to the home? What are the conditions that warrant return?
- Central station burglar/fire alarm:** Make sure you have 24-hour monitoring by a central station alarm company, so that in the event of a fire, you (regardless of where you are) and emergency crews are alerted immediately.
- Make sure that emergency crews and your emergency management team can access your locked gate,** if you have a perimeter fence and gate around your residence.
- Ensure proper clearance or “defensive space” around home in brush zones** (at least 100 feet on all sides of structures).
- Consider **placement of valuable items.**
- Be cautious about placing objects near windows, in the event of broken glass.
  - If vases and sculptures, etc. are placed on pedestals, ensure they are attached properly for their size and value.
  - Hang paintings, drawings, etc. correctly using professional hanging/mounting devices.
  - Ensure items in storage are stored correctly in crates, art storage lockers, etc.
- Have **proper type and amount of insurance** in place to mitigate loss or damage.
- Do you need earthquake/flood insurance?

For more information, contact Kimberly Pratt at [kpratt@faceins.com](mailto:kpratt@faceins.com) or 209-559-8170.