



Sheltering Collections in Place: What You Should Know

With enough notice before a large disaster like a hurricane, you may plan to secure your collections within your building to minimize the chances for loss. These suggestions will help you manage that process.

[Move Your Collections to the Safest Space](#)

Inner rooms with no windows on a high floor are the safest place during a water disaster. Move collections from sub-grade storage to higher ground. If possible, keep records of what was moved, and its new location.

[Protect Against Water Damage](#)

Raising boxes several inches off the floor will reduce the potential for damage. Store boxes on pallets or 2x4s to raise them off the floor if no shelving is available. Cover boxes with plastic sheeting to protect against leaks from above.

[Protect Your Computer Equipment](#)

Place computer equipment in large plastic storage tubs that can be purchased at stores such as Target or Wal-Mart. Include packing lists in each tub. Tape the tubs tightly shut and move to a safe space within your building. Permanent markers can be used to label your tubs.

Collecting institutions affected by an emergency event should contact the National Heritage Responders for additional response advice: 202.661.8068 or nhr@conservation-us.org