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**National Hurricane Conference**  
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This pamphlet is an important part  
of your office emergency preparedness plan

# How To Protect and Save Valuable Possessions In Your Office From A Hurricane

By Scott M. Haskins  
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**This specialized niche emergency preparedness/disaster planning info for protecting and saving valuable personal items is the only expertise available to you and your office!**

**Assess what valuable items are in your office. What if these items were badly damaged or lost in a disaster?:**

- financially valuable collections (assets),
- historically valuable memorabilia,
- emotionally important keepsakes,
- intellectual property,
- things that represent your company's image,
- important gifts from clients,
- important documents,
- certificate, diplomas, awards,
- submittals and project plans,
- important employee possessions

**How would your business be affected after a disaster if you lost these items?**



**Important info for home office or company of 300 employees.**

**Four Things, in Short,  
To Do To Prepare:**

1. "Shake Proof" your office
2. Know ahead of time what is important to "grab 'n go"?
3. Make copies of important items and keep them off site.
4. Upgrade your storage of important items.



While the situation is grim, this prepared fellow saved his important documents by having them stored for easy transport. *These important documents would have been lost if they had been stored in a cardboard box!.. and THAT would have been a disaster.* What kind of documents, certificates, legal papers, prescriptions do you need to preserve and save in order to bounce back from a disaster?

Framed art and certificates, awards and collectibles, figurines and client's gifts, photos and books... what can you do to protect yourself and your items? This pamphlet provides easy to follow steps to give you peace of mind and save important, treasured and valuable personal items in the office and at home.



Humans are hard wired with these two primeval instincts: One, to save, gather and collect “stuff” you relate to and that documents your life and memories. Two, the fear of losing that valuable/meaningful stuff.

So, when the Weather Channel starts to warn you that something's coming your way, primeval instincts kick in.

Then “it” hits. Scott M. Haskins, preservation specialist and disaster response expert for 35 years says, “Statistics document that 25% of businesses can't reopen after a disaster. Of the businesses that do reopen, another 25% closes again in the first year. This is purely a matter of being prepared.”

After everyone is safe and accounted for, the biggest reason people mourn after a disaster is for the lost culture and identity of their company. They lose their past intellectual property and lose their edge. These losses can take a serious toll on competitiveness.

Here are 5 tips Haskins says will give your stuff a better chance of surviving. This niche information is an essential element of a company's disaster plan. See if the essence of being prepared in these areas is not reflected in your company's mission statement.

1. Make copies of important documents and photos and keep them someplace else (out of the area). Electronic copies are not archival and need to be

reformatted every so many years.

2. Think for a moment about where you will store important, irreplaceable items! Avoid areas that get too hot or are at risk by high humidity.
3. Archival “page protectors” can be found at an office supply store. They won't say “archival” on the packaging, but the plastic they all use these days is all good. Important photos, documents, certificates etc can be placed in a binder for your grab 'n go items.
4. An anchor wax is a great product for holding down items when the office starts to shake.
5. Don't put things in a cardboard box on the floor of the garage! Use a Tupperware like container. The plastic is archival. Keep it up off the floor.

Tips and suggestions were taken from national best seller, “How To Save Your Stuff From A Disaster.”

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