

Emergency Planning Toolkit

What's in your emergency plan?

KNOWLEDGE

Identify your risks and threats in relation to people, your buildings and collections

PREVENTION

What can you do to reduce these risks?
How can these be built into your plan?

PLANNING

What can you do to prepare? Who do you need to speak to?

PREPARATION

Who needs to respond and are they briefed?

RECOVERY

What do you need to do to get back to normal?

Know your Emergency Plan

- Make it **ACTIVE**: used by all levels of staff and volunteers, supported by your governing bodies
- Make it **SIMPLE**: focus on what situations you are most likely to have
- Make it **FLEXIBLE**: easy to update
- Make it **REALISTIC**: works with your resources
- Make sure it is **TESTED**: at least annually