Disaster Prep: Would you be ready?

- List or category of books created that you would want packed separately (things that you use for lessons and want to have accessible)
- Inventory of personal items and costs for insurance claims
- Reports prepared to run to account for where books and equipment are in the building
- Complete catalog records, including age and price of items

- Yearly inventory
- Discard unused/unneeded equipment
- Weed your collection
- Organize your workroom

- List of possible volunteers and contact information
- List of packing supplies
- Contact information for District personnel who will organize the process