

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