



NATIONAL  
ARCHIVES



# Records Emergency! What Should I Do?

## **Safety First!**

Leave the area

**Report the event to the  
following person(s):**

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## **Report:**

- what is happening
- where you are
- if anyone is hurt
- what records are affected
- how to reach you

**Do not move wet records.**

It's safer for you and the records to leave them in place.

**All NARA Facilities:  
Call 301-837-2900**

Ask for the  
Conservator-on-Call.

Location: \_\_\_\_\_

Stack: \_\_\_\_\_