

## Emergency Supply Kits

Until an actual emergency, it can be difficult to determine how many supplies to have on hand. Based on the size and type of the collection, institutions should have enough supplies to fully handle a smaller emergency or to last the first 24 hours of a larger disaster until more supplies can be shipped. Most emergencies cultural institutions face are minor—typically affecting fewer than 250 volumes or 150 cubic feet of records. These emergencies include events like roof leaks, broken water lines, burst pipes, or backed-up floor drains.

Supplies dedicated for emergency response should be kept on-site in centralized locations and refreshed as necessary (annually, or after an emergency when supplies are used). A staff member should be assigned to this task, and record their activity. It is best to have designated emergency supplies, but some items, such as a wet-dry vacuum, will have to be used in non-disaster times as well. Keep track of where these items are stored. Some items will need to be supplied by a vendor under a contract, such as a generator or rental port-o-potties.

It is best to store supplies in a sealed, waterproof container. A large garbage can is a good option. Wrap the containers in thin, clingy plastic wrap. This way, it will be difficult to “borrow” supplies from the emergency supply kits, but it will be easy to break through in the event of an emergency without needing to locate scissors or a blade. It is important that the supply containers are sealed so that the recovery cache is protected from moisture, as most emergencies do involve some source of water. Keep kits near storage rooms and exhibition spaces; there should be a kit in close proximity to any location where collections are used and/or stored.

Pre-made kits are available. There are many supplies, but some recommendations include:

- <http://www.gaylord.com/Environmental-Control/Emergency-Preparedness/Response-Kits/React-Pak%26%23153%3B/p/REACTPAK>
- <http://www.protext.net/reactpak.html>
- [http://www.universityproducts.com/cart.php?m=product\\_list&c=1554](http://www.universityproducts.com/cart.php?m=product_list&c=1554)
- <https://www.newpig.com/spill-kits/c/104>
- <http://www.uline.com/Product/Detail/S-18303/Sorbents-and-Spill-Control/Universal-Lab-Pack-Spill-Kit-20-Gallon>

However, kits made in-house are usually more cost-effective, comprehensive, and personalized to the collection. The following list is a suggested inventory for emergency supply kits.

## Emergency Supplies

Date Last Inventoried: \_\_\_\_\_ Inventoried By: \_\_\_\_\_

Communication & Information	Quantity	Location
Copy of Emergency plan with: building plans, call lists, staff list, vendor information, salvage information		
Telephone book		
Transistor radios and batteries		
Two-way (walkie-talkie) radios		

Documentation	Quantity	Location
Clipboards and notepads		
Digital camera with memory cards and batteries as well as disposable cameras		
Forms for damage survey and inventory control		
Labels (tie-on) for tying on plastic crates and self-adhesive labels		
Pencils		
Waterproof markers (china markers)		

Cleaning Supplies	Quantity	Location
Brooms/dustpans		
Buckets, plastic with handles	___10 gallon size	
Disinfectant		
Dust cloths/Handy-wipes		

Garbage cans (plastic, 50 gallon capacity)		
Garbage bags, plastic	__ boxes of __	
Ivory soap		
Ladders and step-stools		
Mops, sponge		
Paper towels, white only		
Shovels		
Sponges, large, good quality		
Trash bags		
Wet / dry vacuum		

Safety Equipment & Protective Clothing	Quantity	Location
Arm Bands or name tags		
“Caution” tape		
Drinking water		
Ear plugs		
First aid kit		
Flashlights with batteries		
Floodlight, exterior, with spare bulb	__ 300-500 watt	
Face masks, dust masks	__ box of __	
Gloves, rubber	__ boxes of __	
Plastic Aprons, with front pockets		
Rubber Boots		
Safety goggles and hard hats		

Packing & Drying Materials	Quantity	Location
Bakers' bread trays		
Bags, polyethylene "ziplock" in various sizes	__ boxes of __	
Blotting paper, 32" x 40"	__ boxes of 100 sheets	
Bubble wrap		
Card tables		
Carts		
Fans		
Flat-bed dollies		
Freezer papers, wax paper, or double-sided silicon release paper	__ boxes of __	
Hand trucks		
Newsprint, unprinted		
Non-woven polyester cloth (Also called "spunbond")	__ sheets or roll	
Nylon monofilament (fishing line)/clothes line (500' lengths) and clothes pins or plastic clamps		
Plastic Milk crates or RESCUBES or cardboard boxes lined with plastic		
Plexiglas (rounded edges) 16"x20"		
Screen drying racks		
Styrofoam		
Tape (2" clear) and dispenser		
Tape, duct tape		
Tissue paper, acid-free		

General Salvage Equipment / Supplies	Quantity	Location
Air conditioner, portable		
Dehumidifiers		
Extension cords, waterproof, grounded, heavy duty (100' length)		
Electric heater, portable		
Generator, portable		Vendor - _____
Gloves, surgical	__ boxes of __	
Plastic wash tubs / trays		
Polyester film, cut into 12" x 15" sheets	___ sheets or roll	
Polyethylene Sheeting (6 mils thick)		
Psychrometer (temperature / RH meter) or battery-operated datalogger		
Rope, nylon or polypropylene (¼" to 3/8' thick)		
Scissors		
Toilets, portable		
Tool kit (jacks, crowbars, hammer, pliers, screwdrivers, tape measure)		
Utility knives and blades		
Water hoses and jugs of distilled water <i>Note: Also need source of clean running water</i>		