



## 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 suggestions include:

- Gaylord: [www.gaylord.com/Environmental-Control/Emergency-Preparedness/Supplies-%26-Equipment/Supplies/Gaylord-Archival%26%23174%3B-Be-Ready-Recovery-Kit/p/BR111KT](http://www.gaylord.com/Environmental-Control/Emergency-Preparedness/Supplies-%26-Equipment/Supplies/Gaylord-Archival%26%23174%3B-Be-Ready-Recovery-Kit/p/BR111KT)
- University Products: [www.universityproducts.com/react-pak-first-aid-kit-for-disaster-preparedness.html](http://www.universityproducts.com/react-pak-first-aid-kit-for-disaster-preparedness.html)
- New Pig: [www.newpig.com/spill-kits/c/104](http://www.newpig.com/spill-kits/c/104)
- Uline: [www.uline.com/Product/Detail/S-18303/Sorbents-and-Spill-Control/Universal-Lab-Pack-Spill-Kit-20-Gallon](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		
Tie-on labels for tying on plastic crates and self-adhesive labels		
Pencils		
Waterproof markers (grease pencils)		

Cleaning	Quantity	Location
Brooms and dustpans		
Buckets with handles 10 gallon, plastic		
Disinfectant		
Dust cloths/Handy-wipes		
Garbage cans 50 gallon, plastic		
Garbage bags 50 gallon, plastic		
Ivory soap		
Ladders and stepstools		
Sponge mops		
Paper towels Uncolored		

<b>Cleaning continued</b>	<b>Quantity</b>	<b>Location</b>
Clean white towels		
Shovels		
Large sponges, good quality		
Wet/dry vacuum		

<b>Safety &amp; Protection</b>	<b>Quantity</b>	<b>Location</b>
Arm bands or name tags		
Caution tape		
Drinking water		
Ear plugs		
First aid kits		
Flashlights with batteries		
Floodlight, exterior, with spare bulb		
Face masks, dust masks		
Plastic aprons with front pockets		
Rubber boots		
Safety goggles		
Hard hats		

<b>Packing &amp; Drying</b>	<b>Quantity</b>	<b>Location</b>
Bakers' bread trays		
Corrugated plastic board		
Plastic cups for stacking boards		
Polyethylene zip-top bags		
Blotting paper		
Bubble wrap		
Folding tables		

<b>Packing &amp; Drying continued</b>	<b>Quantity</b>	<b>Location</b>
Carts		
Fans		
Flat-bed dollies		
Freezer paper, wax paper, or double-sided silicon release paper		
Hand trucks		
Unprinted newsprint		
Non-woven polyester cloth (also called "spunbond")		
Nylon Monofilament (fishing line)/clothesline >500' long		
Clothespins or plastic clamps		
Plastic milk crates or RESCUBES or cardboard boxes lined with plastic		
Plexiglas with rounded edges		
Screen drying racks		
Styrofoam		
2" clear tape with dispenser		
Duct tape		
Acid-free tissue paper		

<b>General Salvage</b>	<b>Quantity</b>	<b>Location</b>
Portable air conditioner		
Dehumidifiers		
Waterproof extension cords Grounded, heavy duty		
Portable electric heater		
Portable generator		
Surgical gloves		
Plastic wash tubs and trays		
Polyester film cut into sheets		

General Salvage	Quantity	Location
6-mil polyethylene sheeting		
Psychrometer or battery-operated datalogger		
Nylon or polypropylene rope 1/4" to 3/8" thick		
Scissors		
Portable toilets		
Tool kits (jacks, crowbars, hammers, pliers, screwdrivers, tape measures)		
Utility knives and blades		
Water hoses and jugs of distilled water <i>Note: also need source of clean running water</i>		