



Collections Emergency Suggested Response Supplies

This is a list of suggested supplies that have proven helpful when responding to a Collections Emergency. Carts, bins or kits must be customized with specific supplies and quantities based on collection needs as each collection is different. It is common for a cultural institution to have multiple kits that vary in supplies based on location and purpose (do not forget your accession files!!). We recommend that all containers be easily transportable to accommodate a response no matter the location and each cart have an inventory of its contents and a map of the location of the other emergency carts in the institution in case more supplies are needed. Copies should be kept in the institution’s Emergency Plan.

Many of the supplies listed serve multiple purposes and we encourage creative thinking as resources might be scarce during a wide spread disaster. Institutions may not need all the supplies listed below. It is suggested committees or groups be formed to decide which supplies would best serve the purpose of salvaging collections in the event of an emergency.

Suggested Supplies:

Category	Supply	Purpose
Bins/Containers	Rubbermaid 50 gal Brute Rollout Container with lid, on wheels	Storage for emergency supplies and a trash can during salvage
	160 L trash can with lid, on wheels	Storage for emergency supplies and a trash can during salvage
	Plastic storage containers, with cover	Storage for emergency supplies and carrying container for objects during salvage
	Large metal cabinets, on wheels	Storage for emergency supplies and transport container for objects during salvage
Safety	First Aid Kit	For minor injuries (some institutions require that kits NOT include pain killers)
	Rubber boots, non-skid	Protect feet/shoes from water
	Work gloves	Protect hands from debris and other sharp objects
	Hard hats	Protect heads from falling debris in unstable structures

	Safety Glasses	Two kinds: splash and impact glasses, depending if protecting from water or sharp objects
	Ear plugs	Protect against hearing loss due to loud noises
	Safety shoes	Protect feet from injuries or reduce severity of injuries
	Dust masks. N95 rating	Mitigates the possibility of inhaling airborne toxins, which can lead to respiratory problems
	Safety vest, with pockets	Alerts others to an individual's presence in hazardous areas
	Aprons/body suits (plastic or Tyvek)	Protect skin and clothing from exposure to harmful toxins
	Nitrile gloves	Keeps contaminated objects or water from coming into contact with skin
	Traffic cones (collapsible)	Increases visibility to work area for extra protection
	Yellow caution tape	Increases visibility to work area for extra protection
Documentation	Notepads	Documenting object tracking and salvage operations
	Clipboards	Firm writing surface for documentation needs
	Pencils in Pack, sharpened	Documenting tracking information or documenting salvage operations
	Permanent markers in pack	Making notes in wet weather or on plastic sheeting/bags
	Camera (disposable?)	Documenting damage
	Tags (Tyvek or regular)	Labeling artifacts as needed
	Red Tags	Warning tags for contaminated objects
Salvaging & Drying	Roll plastic sheeting (6 mil)	Protection from water leak; wrapping for freezing
	Paper towels (with no dyes)	Blotting dry; layering or padding
	plastic bags (large and small)	Associating small pieces; preparing for freezing
	Water dam (large and small)	Slowing the flow of water or other chemical liquids
	Absorption pads	Absorbing water or chemical liquids in small spill
	Sponges, large	Blotting and absorbing water; propping objects and artwork
	HEPA Vacuum	Vacuumping particles and mold
	Mesh Screen (porch screen)	Removing objects from water; creating drying hammocks; Protection layer during vacuuming

	Plastic wrap	Secure packing
	Paint brushes	Removing debris
	Spray bottle	Cleaning off hard to remove debris
	Soot sponges	Removing soot
	Vinyl eraser	Removing discoloration (best for recovery time, not salvage)
	Cosmetic sponges	Removing soot or discoloration
	Cotton swabs	Cleaning contamination or debris; spot testing water solubility
	Towels (with no dyes)	Blotting water; padding
	Gallon(s) of water (distilled preferred)	Rinsing artifacts
	Micro-Fiber rag	Cleaning artifacts (do not use on ones with loose elements)
	Paint brush roller	To push water out of textiles
	Clothes pin/hangers	Hanging textiles for drying; hanging pictures and negatives for drying
	Cheese cloth	To prevent dye transfer when drying textiles
	Pipe insulation	Shaping textiles; padding clotheslines and fences; transporting textiles
	PVC piping	Transporting heavy, rolled textiles
	Bedsheets	Carrying flat textiles; drying; padding
	Blue painters tape (exterior)	Securing freezer paper or plastic sheeting for freezer prep
	Freezer paper	Wrapping objects to be frozen
	Aluminum tray(s)	Rinsing small artifacts
	Interleaving/interfaces material	Placing between pages in books; placing between artifacts; layering between pages for drying
	Tarpaulins (tarps)	Work sites; water prevention;
	Blotter	Placing between pages in books; placing between artifacts; layering between pages for drying
	Reemay Spunbound Polyester	Retrieving objects out of water, barrier for drying, cradle for handling wet paper or photos

Packing/Shipping	Twill tape	Securing objects in wrapping for shipping
	Milk crate (regular or collapsible)	Securing artifacts for movement, can handle weight of wet artifacts
	Cart or dollie	Transporting artifacts
	Newsprint	Packing padding; shaping drying object
	Teflon Relic Wrap	Securing objects for transport
Utility Tools	Dust pan	Removing debris
	Extension Cord	Running tools, electronics, vacuums, dehumidifiers, etc
	Surge Protector	Running multiple tools, electronics, vacuums, dehumidifiers, etc
	Prybar (large)	Prying open cabinets and drawers
	Multi-Purpose spray cleaner	Cleaning up mold (non-artifacts)
	Large Trash bags	Trash and debris removal
	5-gallon buckets	Catching leaks; hauling debris; moving artifacts
	Flashlights (with extra batteries)	For additional, mobile light
	Duct tape	Stabilization
	Orange flagging tape	Marking hazards, setting grids
	Headlamp (with extra batteries)	For additional hands-free light
	Calculator	Finance and object calculations
	Magnifying lenses	Condition assessments
	Utility knife	Opening boxes or security devices
	Scissors	Opening boxes, cutting twine, providing access
	Doorstops	Keeping doors open for improved access
	Work broom	Removing/cleaning debris
	Floor squeegee	Removing water from floors
	Wooden stakes	Setting grids; marking locations
	Twine	Setting grids; securing artifacts; making clothes lines
Security Sealing tape	Protects against theft	

Sample Emergency Kits

