



Handout 2.4—Supplies and Equipment List

Note: Use the following to create your own checklist of supplies and equipment tailored to the risks faced in your agency or geographic region. Having such a list is important when conducting periodic checks of preparedness. Take into consideration what you will need for an immediate response as well as what you might need for records that require special treatment, such as air drying or freezing for stabilization.

Table 1: In-House Stash of Supplies for Immediate Response

NEEDED FOR IMMEDIATE RESPONSE	NEEDED FOR AIR DRYING	NEEDED FOR FREEZING FOR STABILIZATION	DISASTER RESPONSE SUPPLIES AND EQUIPMENT
X			33-gallon plastic trash can with wheels and lid (to store supplies)
X			1 roll 10' x 100' 2 mil plastic sheeting
X			1 roll masking/duct tape (to use with sheeting)
X			1 spool packing string (to hang sheeting)
X			10 large plastic trash bags (to fit can)
X			1 large sponge
X			1–5-gallon bucket
X			1 box disposable gloves
X			1 roll “Do not enter” barricade tape
X			2 rolls paper towels
X			1 pair scissors
X			1 dozen pencils (mechanical or sharpened)
X			2 black permanent marking pens
X			Lined paper pad
X			Flashlight (self-standing, extra batteries)
X			10 dust masks



Table 2: Documentation

NEEDED FOR IMMEDIATE RESPONSE	NEEDED FOR AIR DRYING	NEEDED FOR FREEZING FOR STABILIZATION	DISASTER RESPONSE SUPPLIES AND EQUIPMENT
X	X	X	Camera, memory cards (in case a digital camera is not available, keep a disposable camera in emergency supply stash)
X	X	X	Video camera, memory cards
X	X	X	Laptop computer
X	X	X	Waterproof pens/markers
X	X	X	Pencils (mechanical or sharpened)
X	X	X	Clipboards
X	X	X	Paper pads/logs

Table 3: Personal Safety and Protection

NEEDED FOR IMMEDIATE RESPONSE	NEEDED FOR AIR DRYING	NEEDED FOR FREEZING FOR STABILIZATION	DISASTER RESPONSE SUPPLIES AND EQUIPMENT
X	X	X	First Aid kit (keep in mind treatment of paper cuts, staple pokes)
X	X	X	Gloves (disposable, work)
X	X	X	Hard hats (size adjustable)
X	X	X	Masks and respirators (dust, mold)
X	X	X	Rubber boots (non-skid), many sizes
X	X	X	Safety goggles
X	X	X	Eyewash kits
X	X	X	Aprons (plastic, disposable)
X	X	X	Overalls, jumpsuits
X	X	X	Vest (or jacket) with pockets
X	X	X	Antimicrobial soap/alcohol hand wash
X	X	X	Drinking water
X	X	X	Portable toilet
X	X	X	Identification badges



Table 4: Packing Supplies

NEEDED FOR IMMEDIATE RESPONSE	NEEDED FOR AIR DRYING	NEEDED FOR FREEZING FOR STABILIZATION	DISASTER RESPONSE SUPPLIES AND EQUIPMENT
X		X	Self-adhesive labels, color-coded adhesive dots
X		X	Hand trucks, dollies, book carts
X	X	X	Plastic bags (garbage, zipper lock, assorted sizes)
X		X	Corrugated cardboard boxes
X		X	Tape (masking, packing, duct), tape dispensers
X		X	Scissors, utility knives (extra blades)
X		X	Plastic crates
X		X	Rescubes® (see description on p. 4 of this handout)
X		X	Pallets

Table 5: Communication

NEEDED FOR IMMEDIATE RESPONSE	NEEDED FOR AIR DRYING	NEEDED FOR FREEZING FOR STABILIZATION	DISASTER RESPONSE SUPPLIES AND EQUIPMENT
X			Hand radio sets/Walkie-talkies
X			Portable radios
X			Cellular phones (with emergency numbers)
X			Ham radios
X			Megaphone

Table 6: Environmental Monitoring and Moisture Control

NEEDED FOR IMMEDIATE RESPONSE	NEEDED FOR AIR DRYING	NEEDED FOR FREEZING FOR STABILIZATION	DISASTER RESPONSE SUPPLIES AND EQUIPMENT
X			Air conditioners (portable)
X	X		Dehumidifiers
X	X		Fans
X	X		Monitors (temperature, humidity)



Table 7: Other Supplies and Equipment

NEEDED FOR IMMEDIATE RESPONSE	NEEDED FOR AIR DRYING	NEEDED FOR FREEZING FOR STABILIZATION	DISASTER RESPONSE SUPPLIES AND EQUIPMENT
X			Acrylic sheets (Plexiglas™)
	X		Blotting paper (white)
X	X	X	Brooms, dustpans, shovels, mops, buckets
X	X	X	Bubble pack
X			Cleaning products, disinfectant
X	X		Cloths: cotton rags, dust cloths, lint-free cloths, nonwoven polyester web, cheesecloth
X	X		Clothesline, rope, string (heavy packing on spool)
	X		Clothespins (rust proof)
	X		Dish-drying racks (plastic-covered)
X			Dry ice
X	X	X	Flashlights (self-standing), headlamps, extra batteries, chemical light sticks
X	X	X	Generator (portable, fuel supply)
X		X	Ladders and kick stands
X	X		Mat board
X	X		Moisture meter
X	X		Newsprint (un-inked, blank), butcher paper
X	X	X	Office supplies (paper pads, pencils, waterproof pens/markers, flipcharts, large self-adhesive labels)
X	X		Photo Flo, wetting agent (Kodak)
X	X		Plastic clips/clothespins
X	X	X	Plastic garbage cans, washtubs
X			Plastic sheeting (polyethylene) rolls
X			Plywood or masonite board



Table 8: Other Supplies and Equipment (cont'd.)

NEEDED FOR IMMEDIATE RESPONSE	NEEDED FOR AIR DRYING	NEEDED FOR FREEZING FOR STABILIZATION	DISASTER RESPONSE SUPPLIES AND EQUIPMENT
X	X		Polyester film (Mylar), 3 to 5 mil
	X	X	Polyester, spunbond (Reemay, Hollytex)
X			Pump (portable)
X	X		Screen (nylon), screen or bakery drying racks
		X	Shrink wrap
X	X		Signs: "Caution Wet Floor"
	X	X	Silicone release paper
X	X		Sponges (cellulose, chemical)
X	X		Surge protectors, extension cords (50+ ft., heavy-duty, grounded)
X	X	X	Tables (portable, folding)
X	X	X	Tool kit (crowbar, hammer, wrenches, pliers, screwdriver)
X	X		Towels (absorbent cloth, paper)
X	X		Trays (deep, for rinsing)
X			Water hoses, adjustable spray nozzles
X			Wet vacuum (10-gallon industrial)

Other Equipment and Supplies to Consider:

Water Diverter: For protection from overhead leaks. An industrial vinyl plastic tarpaulin carried by ProText, Inc.; stocked in sizes from 3' x 6' to 6' x 10'; can also be ordered in custom sizes. There are grommets at the edges to facilitate hanging over a collection, and a standard garden-hose fitting makes it easy to lead water away. The diverter, which is reusable, would be a good thing to have if your institution suffers from persistent roof leaks.

Corrugated Cardboard Boxes: Not ideal for soaking-wet materials, but it is good to have flattened boxes in the emergency supplies. They take up relatively little space and are inexpensive compared to plastic crates. They can be lined with large plastic bags before wet records go in.



Rescubes®: One-piece folding boxes made of corrugated polyethylene. They are reusable and can be stored flat and set up as needed. They do not absorb water from wet records and do not need to be lined. They have several ventilation openings. Records can be sent to freeze-drying facilities in Rescubes®. Available from ProText, Inc., Gaylord, University Products, and other conservation suppliers.

React•Paks (ProText): The kit consists of a Rescube® (described above) filled with basic supplies and equipment. Boxes measure about 1.5 cubic ft, take up little space, and can be stored in multiple locations. React•Paks can be bought instead of or in addition to an immediate response kit. Available from ProText, Inc., and other conservation suppliers.

Collection Protection Emergency Kit (Gaylord): Contains materials to cover and protect collections quickly, contain or divert water, and clean up, stored in a 6-gallon plastic bucket. Like the ReactPak, these can be purchased instead of or in addition to an immediate response kit. Available from Gaylord University Products and other conservation suppliers.

Note: This list is adapted with permission from one developed by WESTPAS, the Western States and Territories Preservation Assistance Service, available at <http://westpas.org/docs/A9.xls>.