Emergency Supply and Information Checklist

Which of the following supplies and information can you find at your facility? As you inventory, consider: are they easy to find? Stored in one place or in scattered locations? Do you need a key to get to the necessary supplies? Could you find/retrieve them if the power were out?

**Protection for People**
- First-aid kits (check contents)
- Gloves (rubber and leather)
- Rubber boots and aprons
- Safety glasses
- Hard hats

**Phone Numbers/Communication**
- Staff, volunteers and key board members
- Phone tree (who will call whom?)
- Police/fire/emergency
- Contractors/services
- Insurance representative
- Radio/TV stations
- Conservation services
- Walkie-talkies or cell phone(s)

**Basic Cleaning Supplies**
- Plastic trash bags
- Plastic buckets and trash cans
- Rolls of paper towels
- Sponges/rags
- Mop
- Broom

**Business Supplies**
- Blank checks and purchase orders
- Stationary and blank forms
- Duplicates of essential office records off-site (paper &/or electronic)

**Facilities Repair and Access**
- Flashlights
- Batteries
- Plywood to cover broken windows
- Basic tool kit (hammer, screwdrivers, nails, screws, saw)

**Water and Humidity Control**
- Plastic sheeting
- Scissors
- Tape (masking and duct)
- Dehumidifier
- Hygrometer
- Extension cords (long, grounded)
- Portable electric fans
- Wet/dry vacuum

**Recovery Materials**
- Written collections recovery procedures
- Duplicate records off-site
- Clipboards
- Indelible marking pens
- Laptop computer
- Camera and films
- Carts
- Plastic crates
- Plastic wrap
- Zip-lock baggies or equivalent
- Blank newsprint
- Freezer/wax paper
# Emergency Cart Checklist and Inventory

## General Supplies
- Emergency Response Plan
- Emergency phone Lists
- Disposable cameras
- Clipboard and documentation forms
- Pencils, permanent ink marking pens
- *Emergency Response Wheel* and reference documents
- Scissors (4 pairs)
- Door wedges
- Object tags

## Safety Supplies
- **Caution** tape and signs
- First Aid kit
- Anti-bacterial towelettes
- Respirators
- Protective clothing, boots
- Work gloves
- Latex and Nitrile gloves (sm., med.)
- Safety goggles

## Supplies for Removing Water
- Cellulose sponges
- Squeegee with handle
- Sponge mops
- Bucket
- Broom
- Dust pan and brush
- Rags
- Terrycloth toweling
- Paper towels
- Disposable baby diapers
- White blotting paper

## Lights and Power
- Flashlight and spare batteries
- Work lights, stands, extra bulbs
- Electrical cords, power strips
- String

## Tools
- Tool box
  - hammer
  - slot screwdrivers
  - phillips screwdrivers
  - pliers
  - crow bar
  - vice grips
  - utility knives with extra blades

## Containers, Supports, Wrapping Materials
- Roll of 4-mil clear polyethylene
- 2 rolls duct tape with dispensers
- Corrugated polyethylene boxes
- Clear polyethylene bags
- Heavy-duty garbage bags
- Nylon cable ties
- 20 12-inch wood blocks
EMERGENCY SUPPLY KIT

Patricia Miller, Executive Director of Illinois Heritage Association, an ICPN partner agency, compiled the following list of supplies that your institution should have on hand to facilitate a quick response to an unexpected disaster.

Supplies need to be identified and kept in a portable, secure container. Those marked with an asterisk should be updated periodically on an established schedule.

___Absorbent cloths, 6; sponges, 4; towels, 6; cloth diapers, 4 pkg.; disposable diapers, 4 pkg.; bed sheets, 4; clean rags, 2 doz
___Acid-free tissue, 1 pkg.
___Adhesive labels for boxes, 1 pkg
___Aluminum foil, 1 lg. box
___Aprons, plastic, 4
___Badges/vests, or other identification materials, 6
___Boots (over-the-shoe; disposable), 1 pr
___Bandanas (to cover hair, 4; sweatbands, 4
___Brushes, soft, natural bristle, 4; scrub, 2
___Buckets, plastic, 4
*___Disposable camera, 1
___Disposable hairnets, 6
___Disposable face masks (N95), 4
___Caution tape, 1 pkg
___Cheesecloth, 2 pkg.; Fiberglass screening, 4 screens
___Clothesline/monofilament line, nylon rope, & string, 1 pkg of each
___Clothespins, plastic, 2 pkg.
___Copy paper (white and light colors) 1 ream white; 1 assorted
___Cotton swabs, 1 pkg
___Earplugs, 1 pkg
___Easel, 1; pad, 1; markers: 2 black; 2 colored
___Emergency blankets, 4
___Extension cords (heavy duty), 50 ft., 2
*___First aid kit (see below)
___Foam, 25 ft. (4 mattress pads)
*___Food and snacks, non-perishable, assorted
*___Flashlights, 2; emergency lighting batteries, chargers, light sticks, 4
___Freezer paper/wax paper, silicone release paper, Hollytex, Pellon 2 rolls each
___Garden hose with adjustable spray attachment, 1
___Gloves, (disposable latex or nitrile 1 pkg.; leather, work, 1 2 pr
___Goggles, safety glasses, 1 pr
___Headlamp and spare bulb, 1
*___Megaphone/bullhorn (batteries), 1
___Murphy’s Oil Soap; disinfectants; cleaning solutions, assorted
___Newsprint (unprinted)
__Notepads, 6 small; 6 letter size legal pads
__Pencils (sharpened), 6 handheld sharpener; pens, 6
__Plastic bags: freezer bags, assorted bags, trash bags, assorted
__Plastic milk crates, 4
__Plastic plates, cups, utensils, 1 pkg.; knives, forks, spoons
__Plastic trays, photo trays, bread trays, or shallow dishpans, at least 4
__Plexiglass sheets (9” x 12”), 4
__Polyethylene sheeting or plastic tarp, 4 lg
__Polyester netting for stuffing, 6 yds
*__Radio with weather band (batteries), 1
__Sanitary supplies (antimicrobial soap, alcohol hand wash, disposable wipes, paper towels, shower caps, toilet paper), assorted
__Scissors, 4 pr.; utility knives, extra blades, 4
__Sponges, foam, soot, 6
__String (no color), 50 ft
__Sweatshirts, 4 XL
__Tags for objects, strings, hole punch, 1 pkg
__Tape measure, 1
*__Tape recorder (batteries), 1
__Trash can, 1
__Tyvek sheets, 1 pkg
__Water, distilled, 2 gal
*__Water purification supplies

First-Aid Kit
__2 pairs latex or Nitrile gloves
__Sterile dressing
__Cleansing agent (soap and antibiotic towelettes) to disinfect
__Antibiotic ointment
__Burn ointment
__Adhesive bandages, varied
__Thermometer
__Tweezers
__Aspirin or nonaspirin pain reliever
__Anti-diarrhea medication
__Laxative
__Eyewash kit

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Compiled 3-23-10 from the following sources: Field Guide to Emergency Response; dPlan; Early American Museum; CalPreservation.org; Spurlock Museum; Hilary Kaplan; and others.