

Worksheet 9: Emergency Supplies and Equipment List

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Introduction

The [Emergency Response Planning Manual](#) describes three steps that provide heritage institutions with a structured framework for ensuring they can access the resources needed for effective response to emergencies. This worksheet can be used to complete step 2 called “[Source and stock supplies and equipment](#),” which will help you make an inventory of supplies and equipment to add to your emergency plan.

Instructions

Review the supplies and equipment tables in this worksheet. Determine which items could be useful during an emergency response for your collection. Choose those you will list in your emergency plan, those you already have and those you would like to stock specifically for emergency purposes. Write “Yes” or “No” for each item under the “List,” “Have” and “Stock” columns.

Aim to choose at least some items in each table for the list in your emergency plan, namely those items that will help you deal with more common, smaller emergencies like building leaks. Add supplies and equipment for major emergencies, like overland flood, if these were identified as high or extreme risks in [Worksheet 4: Emergency Risk Assessment](#). You may wish to add other items that are easier for you to obtain for the functions suggested by the supplies and equipment categories.

Identify at least one supplier for each item that is chosen under “List” and record it in the right-hand column, “Suppliers.” We suggest using generic supplier categories, since more than one supplier may be used for some items and since suppliers may provide many types of supplies or equipment. Add each item that is chosen under “List” to a section devoted to supplies and equipment in your emergency plan. If you use the [Emergency Plan Template](#), go to the “Emergency supplies and equipment” section, find the corresponding table with the same caption and enter the items there. Each table has already been populated with basic supplies and

equipment that may be useful in most heritage institutions. Feel free to edit those entries to customize the lists to your needs.

For each item, record at least one supplier in your emergency plan. In the Emergency Plan Template, supplier categories are recorded in the tables of supplies and equipment. The contact details are listed once in a separate “List of suppliers” table in the “Suppliers of emergency supplies and equipment” section that follows the supplies and equipment tables.

Record the storage location of items that are chosen under “Have” and “Stock” in your emergency plan. The supplies and equipment tables in the Emergency Plan Template provide space for this in the right-hand columns, “Stock location.” The Emergency Plan Template includes tables for emergency kits and for general supplies and equipment that might be stored throughout the facility. Indicate the amount stocked for each item as a guide for replenishment when needed.

Worksheet

Health and safety

Clothing and personal protective equipment

Category	Item	List	Have	Stock	Suppliers
Clothing	Aprons				
Clothing	Chemical-resistant coveralls				
Clothing	Coveralls or lab coats				
Clothing	Disposable coveralls				
Clothing	High-visibility vests				
Clothing	Parkas				
Eye or face protection	Face shields				
Eye or face protection	Goggles or glasses				
Footwear	Rubber boots				
Footwear	Rubber safety boots				
Footwear	Safety shoes or boots				
Gloves	Disposable gloves (rubber, latex or nitrile)				
Gloves	Heavy-duty work gloves				
Gloves	Reusable chemical-resistant gloves				
Headwear	Hard hats				
Hearing protection	Earmuffs				

Category	Item	List	Have	Stock	Suppliers
Hearing protection	Earplugs				
Lighting	Battery-operated head lamps				
Respirators	Half- or full-face chemical cartridge respirators with N100 cartridges				
Respirators	N95/100 disposable particulate respirators				
Respirators	Powered air-purifying respirators				

First aid

Category	Item	List	Have	Stock	Suppliers
First aid and hygiene	Blankets				
First aid and hygiene	Emergency rescue blankets				
First aid and hygiene	First aid kit				
First aid and hygiene	Sanitizer or alcohol hand wipes				

Project management

Communication

Category	Item	List	Have	Stock	Suppliers
Communication devices	Battery-operated radio with extra batteries				
Communication devices	Cellular phones				
Communication devices	Walkie-talkies				

Security and access control

Category	Item	List	Have	Stock	Suppliers
Badges	Identification cards				
Barriers	Caution tape				
Barriers	Portable safety barriers				
Barriers	Stanchions				

Category	Item	List	Have	Stock	Suppliers
Signs	Workplace safety signs				
Tools	Door wedges				

Workspace

Category	Item	List	Have	Stock	Suppliers
Boards	Lumber				
Boards	Wood sheets (plywood, hardboard, etc.)				
Furniture	Benches or chairs				
Furniture	Folding tables				
Furniture	Lab tables or benches				
Shelter	Pop-up tent or canopy				
Shelter	Shipping container				
Supports	Sawhorses				
Tarps	Plastic tarps				
Tarps	Polyethylene sheeting				
Toilet	Portable toilet				

Protection and restoration of the building

Climate control and monitoring

Category	Item	List	Have	Stock	Suppliers
Climate control	Air movers				
Climate control	Industrial dehumidifier				
Climate control	Portable dehumidifiers and humidifiers				
Climate control	Portable fans (table, floor)				
Climate control	Portable heater(s) or air conditioner(s)				
Environmental monitoring	Data-loggers				
Environmental monitoring	Handheld hygro-thermometer				

Category	Item	List	Have	Stock	Suppliers
Environmental monitoring	Hygrometers				
Environmental monitoring	Hygrothermographs				

Hazard protection

Category	Item	List	Have	Stock	Suppliers
Barriers	Absorbent pads, pillows, socks				
Barriers	Flood barriers				
Barriers	Sandbags				
Boards	Plywood				
Plastic containers	Buckets				
Tarps	Plastic tarps				
Tarps	Polyethylene sheeting				

Remediation

Category	Item	List	Have	Stock	Suppliers
Barriers	Zipper doors				
Boards	Lumber				
Boards	Plywood				
Cleaning supplies	Brooms, mops or squeegees				
Cleaning supplies	Buckets				
Cleaning supplies	Disinfectant				
Cleaning supplies	Soot or chemical sponges				
Cleaning supplies	Wipes (rags, sponges, etc.)				
Garbage disposal	Dumpster				
Garbage disposal	Garbage bins and bags				

Category	Item	List	Have	Stock	Suppliers
Lighting	Flashlights (waterproof, spark-proof)				
Lighting	Jobsite lights (for example, Wobblelight)				
Lighting	Portable lamps				
Lighting	Trouble lights				
Power	Extension cords (grounded)				
Power	Fuel generator				
Power	Portable power station				
Power	Solar-powered generator				
Pumps	Portable pumps				
Pumps	Sump pumps				
Signs	Wet floor cones				
Tape	Gaffer tape				
Tools	Ladders				
Tools	Shovels				
Tools	Staple gun				
Tools	Toolbox				
Vacuum	Industrial wet-dry vacuum cleaner				
Vacuum	Vacuum truck				

Collections salvage and recovery

Protecting collections

Category	Item	List	Have	Stock	Suppliers
Barriers	Absorbent pads, pillows, socks				
Plastic containers	Buckets				
Plastic sheeting	Polyethylene sheeting				
Supports	Pallets				

Documenting collections

Category	Item	List	Have	Stock	Suppliers
Collections documentation	Collection database				
Location tracking	Felt-tip, waterproof markers				
Location tracking	Laptop or computer				
Location tracking	Non-woven tags (for example, Tyvek)				
Location tracking	Paper tags with string				
Location tracking	Polypropylene tag fasteners				
Visual documentation	Camera (cell phone) and accessories				
Visual documentation	Camera, video				
Written documentation	Clipboards				
Written documentation	Notebooks, waterproof or not				
Written documentation	Paper pads				
Written documentation	Pens, pencils				

Packing and moving collections

Category	Item	List	Have	Stock	Suppliers
Bags	Garbage bags				
Bags	Resealable plastic bags				
Boards	Cardboard				
Boards	Wood sheets (plywood, hardboard, etc.)				
Boxes	Archival storage boxes				
Boxes	Cardboard boxes				
Boxes	Corrugated plastic boxes				
Carts	A-frame carts				
Carts	Book carts				

Category	Item	List	Have	Stock	Suppliers
Carts	Hand trucks				
Carts	Padded or interlocking dollies				
Carts	Pallet truck				
Carts	Platform or flatbed carts				
Carts	Utility carts				
Clamps	Tarp clamps				
Cushioning materials	Bubble wrap				
Cushioning materials	Foam planks				
Cushioning materials	Thin polyethylene foam				
Cutting tools	Utility knives and extra blades				
Non-wovens	Non-woven fabric (for example, Reemay, Tyvek)				
Paper	Freezer, parchment or wax paper				
Paper	Silicone release paper				
Paper	Unprinted newsprint				
Plastic containers	Bread trays				
Plastic containers	Crates				
Plastic containers	Plastic storage bins and totes				
Plastic containers	Plastic trays				
Plastic sheeting	Polyethylene sheeting				
Plastic sheeting	Stretch wrap				
Supports	Lifting straps				
Supports	Pallets				
Tape	Flagging tape				
Tape	Masking tape				

Category	Item	List	Have	Stock	Suppliers
Tape	Packing tape				
Tape	Tuck or sheathing tape				
Vehicle	Truck, van or car				

Buying time

Category	Item	List	Have	Stock	Suppliers
Pool	Kiddie or dog pool				
Sub-zero storage	Chest or upright freezer				
Sub-zero storage	Freezer truck				
Sub-zero storage	Walk-in freezer storage				
Vacuum sealer	Vacuum sealer and bags				

Salvage cleaning

Category	Item	List	Have	Stock	Suppliers
Boards	Corrugated plastic sheets				
Brushes	Artist's paintbrushes				
Brushes	Cleaning brushes				
Brushes	Paintbrushes				
Chemicals	Ethanol or isopropanol alcohol				
Chemicals	Neutral detergent				
Fabrics	Microfleece (for example, Vellux blankets)				
Non-wovens	Lint-free cotton wipes (for example, Webril wipes)				
Non-wovens	Netting or tulle				
Non-wovens	Non-woven fabric (for example, Reemay, Tyvek)				
Plastic containers	Bottles				
Plastic containers	Pitchers				

Category	Item	List	Have	Stock	Suppliers
Plastic containers	Plastic or photo trays				
Plastic containers	Plastic storage bins and totes				
Sponges	Household sponges				
Sponges	Makeup sponges				
Sponges	Soot or chemical sponges				
Sprayers	Garden hoses and nozzles				
Sprayers	Garden pump sprayers				
Sprayers	Pressure washer				
Sprayers	Spray bottles				
Supports	Plastic plumbing pipe				
Supports	Platform saddles				
Surface cleaning materials	Dry cleaning compounds or erasers				
Surface cleaning materials	Ground eraser				
Tarps	Plastic tarps				
Tarps	Tabletop tarps, with corner snaps				
Vacuums	Mini vacuum cleaner				
Vacuums	Vacuum cleaner with high efficiency particulate air (HEPA) filters				
Water	Bottled water				
Water	Tap water				

Salvage drying

Category	Item	List	Have	Stock	Suppliers
Air movers	Fans (table, floor)				
Air movers	Hair driers or hot air guns				
Blankets	Household blankets				

Category	Item	List	Have	Stock	Suppliers
Blankets	Moving blankets				
Boards	Cardboard				
Boards	Corrugated plastic sheets				
Boards	Foamboard				
Boards	Matboard				
Boards	Styrofoam				
Boards	Wood sheets (for example, plywood, hardboard)				
Clamps	Bar or C-Clamps				
Clamps	Pipe clamps				
Clamps	Plastic clothespins				
Clamps	Plastic-coated paper clips				
Cushioning materials	Backer rod				
Cutting tools	Scissors				
Cutting tools	Straight edge				
Cutting tools	Utility knives and extra blades				
Freeze dryer	Vacuum freeze dryer				
Lines and cords	Braided nylon rope				
Lines and cords	Drying rack				
Lines and cords	Garment racks				
Lines and cords	Hangers				
Lines and cords	Polyethylene pipe insulation				
Non-wovens	Cleanroom wipers (for example, TEK Wipe, Texwipe)				
Non-wovens	Felts				
Non-wovens	Netting or tulle				
Non-wovens	Non-woven fabric (for example, Reemay, Tyvek)				
Paper	Blotting paper				

Category	Item	List	Have	Stock	Suppliers
Paper	Paper towels				
Paper	Unprinted newsprint				
Paper	Zorbix				
Plastic sheeting	Polyethylene sheeting				
Supports	Egg-crate diffuser				
Supports	Plastic-coated screening				
Supports	Plastic plumbing pipe				
Supports	Sawhorses				
Tape	Gaffer tape				
Towels	Cotton terry cloth towels				
Towels	Microfiber towels				
Vacuums	Wet-dry vacuum				
Vacuum sealer	Vacuum sealer and bags				
Weights	Bricks				
Weights	Plastic bottles filled with lead shot, sand or water				
Weights	Sandbags				

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