



Emergency Supply Program Development Manual

Introduction

This manual consists of information regarding the development of an emergency supply store. Having supplies on-site or nearby when an incident occurs is essential when responding to a collections emergency.

This information was compiled by the Association of Registrars and Collections Specialist (ARCS) Emergency Programming Sub-Committee to act as a resource for those seeking to improve, update, or develop an emergency supply program.

The Sub-Committee encourages all institutions to develop an inventory of supplies, storage solutions for supplies, and training on use of supplies. Deciding what supplies should be part of the program can be overwhelming and sometimes easier with a committee or a group to ensure all issues and gaps have been addressed.

As with all emergency planning and preparedness, emergency supplies and documents pertaining to them in Emergency Plans should be when changes are made to the supplies or minimally, on an annual basis.



Portable Emergency Kit on National Mall

Storage Solutions

The decision on how to store the supplies is often the most difficult. Supplies containers need to be accessible and hold large quantities of material. It is recommended that all containers be easily transportable to accommodate a response no matter the location of the incident and that each kit have an inventory of its contents and a map of the location of other emergency carts in the institution in case more supplies are needed. Current copies of the inventory should be kept in the institution's Emergency Plan.

Storage containers for on-site supplies at an institution do not have to be uniform and can be adjusted based on their location for fit, color, and contents. They can serve multiple purposes, such as a trash can, water container, etc.

Shared Stores or Caches

Institutions who are an ally or are otherwise partnered in sharing resources can work together to develop and maintain a shared store of supplies. This supply cache would be accessible to all participants in this network. A committee from each participating institution should agree on the type of supplies to be stored in the cache based on associated risk assessments. An agreement would be developed in advance that address:

- Financing
- Inventory control
- Access

Emergency Kits

The most common type of supply storage are Emergency Kits which are customized and stored at the institution. Carts, bins, or kits should be customized with specific supplies and quantities based on specific collection needs, as each collection is different. It is common for a cultural institution to have multiple kits that vary in content based on location and purpose (do not forget your accession files!!).

Go-Bags

When an incident has impacted an institution while unoccupied, it is important for staff to have go-bags in order to enter the space safely. Go-bags tend to primarily consist of safety equipment to allow initial access to the space, including personal protective equipment (PPE), flashlights, documentation essentials, etc.

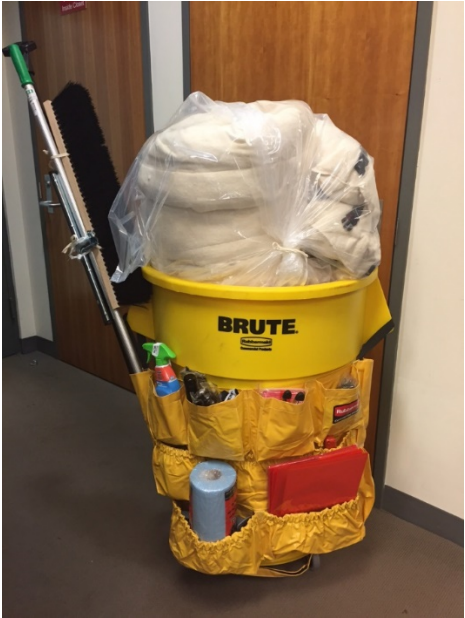
Examples of Emergency Kits and Go-Bags:



Go-Bag of Emergency Supplies



160 L Trash Cans Filled with Emergency Supplies



50 Gallon Trashcan with Emergency Supplies



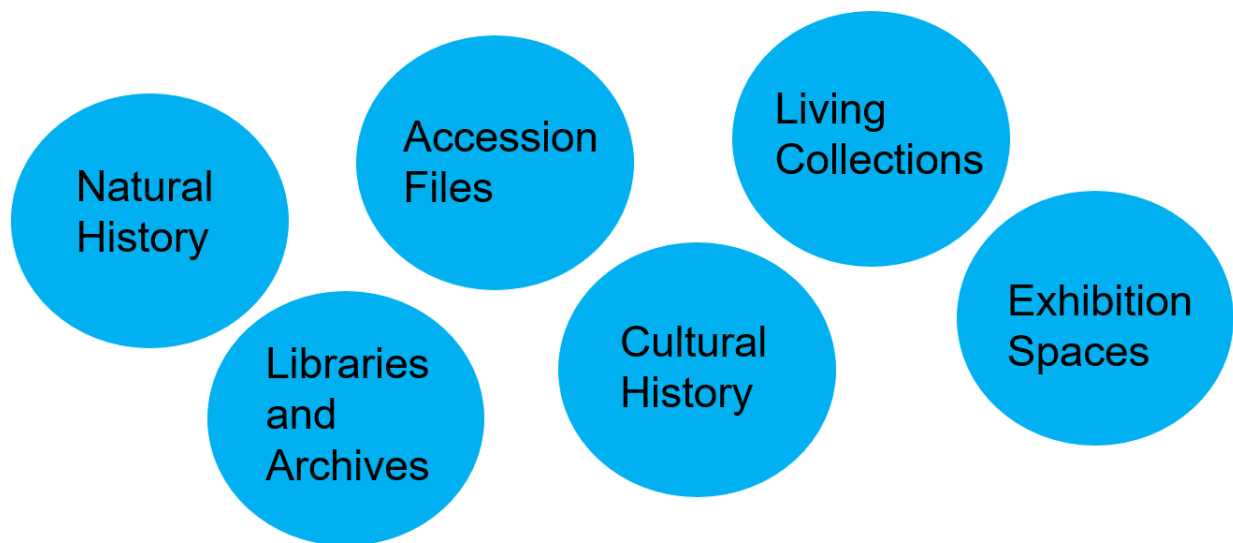
Large Metal Container with Emergency Supplies

Selecting Supplies

Choosing the appropriate supplies that go into your kits require several steps:

1. Understanding your risk: You need to base your supplies on the risks most likely to impact your institution.
2. Type of Collections: Certain emergency supplies are more appropriate for some object material types over others while some supplies are universal. For example, if you have a primarily paper-based collection, you will need a different supply kit than if you worked in a natural history collection. It is also possible your institution has a wide variety of collection types and you can then arrange kits to be customized based on material and/or location.
3. Cost: Supplies do not need to be expensive. Emergency kits are developed during the preparedness phase of planning and used during response. It is not necessary to purchase conservation or preservation grade material as this is often used during the recovery phase that occurs after the emergency is over.
4. Sustainability: Many of the supplies serve multiple purposes. For example, buckets are used for catching dripping water and for rinsing. Supplies can also be dried, washed and reused to ensure a reusable resource during an emergency.

Different Collections = Different Kits



Rules of the Emergency Supplies

1. **Do Not Lock Kits:** Kits should be easily accessible to responding staff. Emergencies can occur at any time, so it is imperative that access be possible for all responding staff. If some security is necessary, some solutions for quick access include:
 - Break-away zip-ties
 - Plastic wrap, easily cut with knife
2. **Everyone Has Access:** Carts should not be restricted to collection staff only. All staff should feel comfortable and encouraged to access supplies in the cart to address and/or stabilize a developing emergency if they are first on scene.
3. **Containers Should be Transportable:** Emergencies are not likely to happen exactly where the emergency kits are placed, so it is important for the kits to be mobile.
4. **Supplies Used for Collections Emergencies:** The supplies allocated to these kits must not be used for daily institutional functions.



Plastic Storage Bin for Emergency Supply Storage

Supply Inventory

After the initial development of the emergency supply kits, stores, caches and go-bags, inventories should be regularly conducted, minimally on an annual basis. This will make sure the supplies are still in good order and have not expired, as well as offer an opportunity to replenish any supplies that have been used.

Inventories of each kit should be kept and updated regularly on a secured and shared digital platform. They should also be printed out and placed inside the kit for quick reference sharing during an emergency.



Interior of Large Emergency Supply Container



Interior of Plastic Storage Bin

Documents in Emergency Kits

Maps: The location of the supplies should be readily available. Maps should clearly indicate the locations of all the kits. These maps can then be placed on a secured and shared digital platform, inside each kit, in the Emergency Plan, and posted on walls near important collections.

Contact list: Updated contact names and phone numbers of collections, building manager, security, and any other personnel needed, for response for quick access and information sharing.

Inventory: See “Supply Inventory” above

Forms: Documentation sheets, Damage reports, etc. should be printed out and stored in the kit for easy access. It is good practice to have physical copies of needed forms in the kits for quick access and in case of electricity loss.

Training Staff to Use Kits

Staff should be trained regularly on the location of all the kits and supplies. This can be accomplished by facilitating consistent walkthroughs of all the kit locations for new hires and when re-freshers are needed. Staff should also be trained on how to use the supplies inside the carts. Buying some extra supplies for table-top exercises or scenario-based learning can make staff much more comfortable and use resources wisely if trained before an incident occurs.



Staff Being Trained on How to Use Supplies in Emergency Kit

Suggested Supplies

The following is a general list of all material that has been tested and proven successful during past emergency responses at cultural institutions. Please select your supplies based on the criteria mentioned under “Selecting 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
	Waterproof paper	Documentation in wet weather
	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
	Remy 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 dolly	Transporting artifacts
	Newsprint	Packing padding; shaping drying object
	Tyvek sheeting	Wrapping objects for protection from scratching and moisture
	Teflon Relic Wrap	Securing objects for transport
	Plastic wrap	Consolidates objects inside packaging material when there is not tape, plus protects from rain
	Volara or ethafoam	Padding for transport
	Board (cardboard or blue board)	To stabilize objects for transport. An acid-free barrier must be placed between cardboard and object.
	Boxes	Boxes for transporting material from one location to another. Cardboard is acceptable if there is an acid-free buffer between it and the object.
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
	Moisture meter	Determine how much moisture has been removed or dried for mold prevention
Security Sealing tape	Protects against theft	