

## 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.