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.

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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.