

Basic Emergency Supply Checklist

Recommended quantities of supplies are provided below as a guideline for handling emergencies involving up to 500 books. These quantities would be multiplied to deal with an emergency involving larger numbers of books.

*** Note that these are minimum recommendations. Additional supplies may be required depending on the circumstances.**

Supply	Rec. Quantity	Quantity	Location
Aprons, plastic	1 box (100)		
Book trucks, hand carts, or dollies	2		
Brooms and dustpans	2		
Buckets, plastic	2		
Camera with film (disposable)	1		
Clipboard	1		
Dehumidifiers, portable	2		
Extension cords (50 ft. grounded)	2		
Fans, portable	2		
First aid kit	1		
Flashlights (waterproof)	4 (or 1 per department)		
Freezer bags (polyethylene, various sizes)	40		
Garbage bags, plastic (30 or 42 gallon)	1 box (40)		
Gloves (nitrile)	1 box (100)		
Markers (waterproof)	1 pkg		
Masks, protective	1 box (20)		
Milk crates/Rescubes	50		
Mops	2		
Paper – absorbent white blotter paper (used for drying loose paper materials)	200 sheets (11”x13” each)		

Supply	Rec. Quantity	Quantity	Location
Paper – uninked newsprint (used for interleaving wet materials)	2 large rolls (15”x1100’)		
Paper pads (for clipboards)	1 pkg. (12)		
Paper towels	1 case (30 rolls)		
Pencils (sharpened)	1 box (12)		
Pencil sharpener (handheld)	1		
Plastic sheeting, heavy (polyethylene)	5 rolls		
Scissors	2		
Sponges (cellulose)	2		
Tape (clear, 2” wide, with dispenser)	1 roll		
Tape (duct)	2 rolls		
Tape (yellow caution)	1 roll		
Toolkit (crowbar, hammer, pliers, flat-head and Philips-head screwdrivers)	1		
Utility knife	1		
Utility knife blades	Pkg of 5		
Waxed or freezer paper	7 boxes (75 feet each)		
Wet/dry vacuum	2		
Other			