



## **Archives and Records Disaster Management Checklist:** **Supplies to keep in stock in case of an emergency**

### **Basic precautionary supplies:**

- Book trolleys
- Rubber boots
- Brooms
- Dust masks
- Electrical Extension cords (3 wire grounded, 50 feet)
- First-aid kits
- Flashlights/batteries
- Garbage bags
- Overcoats
- Gloves/masks
- Ladders
- Mops/squeegees pails
- Hammers/nails
- Scissors

### **For water damaged documents:**

#### **➤ Drying supplies**

- Clothesline (nylon)
- Clothes pins, plastic
- Portable fans
- Unprinted paper e.g. deli wrap (for interleaving between wet pages)
- Paper towels
- Plastic sheeting
- Dehumidifiers

#### **➤ For removing mould:**

- Vacuum (with HEPA filter)
- Clean rags
- Soft bristled brush
- Fungicide, Lysol or Clorox

#### **➤ For packing materials**

- Boxes (cardboard)
- Hoses (Water)
- Packing slips
- Pens/pencils
- Waxed paper

### **Disaster Management Tips for Records**

- (1) Observe general precautions outlined in the Disaster Manager Handbook.
- (2) Select your response team and know who is responsible for doing what when disaster strikes.
- (3) Ensure roofs are examined where necessary and check for leaks in records, books and artifacts stores.
- (4) Know where fire-extinguishes and sprinklers are located
- (5) Store books, documents, records off the floor especially if the storeroom is at ground level.
- (6) If on ground floor shelve documents on upper shelves.
- (7) Store plastic sheeting for covering stacks of shelves and documents.
- (8) Store bags of sand to check flood-water.
- (9) Peruse the checklist of in-house supplies attached.
- (10) Ensure you stock the essential items.