



Smithsonian National Collections Program Collections Emergency Kits

By Melissa King - June 2020



22 Smithsonian collecting units were surveyed to get a better understanding of their collections emergency kit contents and management. This is a summary of the results from that survey.



Major Recommendations:

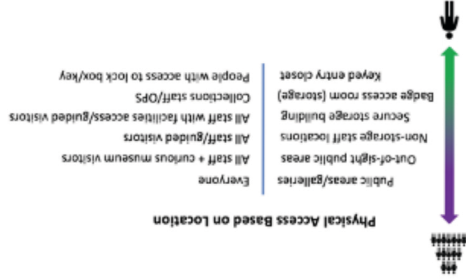
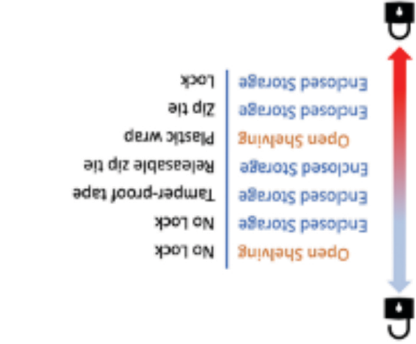
- Utilize floorplans to identify kit locations
- Consider maximizing access to the kits through training
- Don't forget about supplies that expire! (batteries, tape, gloves, etc.)
- Perforated zip-ties and tamper-proof tape can help to minimize supply pilfering while also serving as a reminder to do an inventory
- It is useful to maintain both an inventory list online and a physical one within emergency kits to mark off used supplies
- Clearly identify leadership for kit maintenance
- Mobility is an incredibly important kit feature
- Be creative when it comes to kit supplies!

Top 30 Most Frequent Emergency Kit Supplies:

- | | | |
|--------------------------|----------------------------|-------------------|
| 1. Nitrile gloves | 11. Permanent markers | 21. Object tag |
| 2. Ziploc bags | 12. Notepad/notebook | 22. Duct tape |
| 3. Absorbent socks | 13. Pencils | 23. Paper towels |
| 4. Flashlights | 14. Batteries | 24. Tarp |
| 5. Trash bags | 15. Caution tape | 25. Apron |
| 6. Polyethylene sheeting | 16. Utility knife | 26. Dust mask |
| 7. Sponge | 17. Work gloves | 27. Blotter paper |
| 8. Coverall | 18. Safety glasses/goggles | 28. Bucket |
| 9. Scissors | 19. Door stop | 29. Clipboard |
| 10. Absorbent pads | 20. Headlamp | 30. Towels |

Creative/Useful Items

- Absorbent pads/snakes
- Laser-distance meters
- Buckets
- Sheets of paper for salvage prioritization (red, yellow, green)
- Floorplans
- Battery chargers
- Collapsible light-up traffic cones
- Pool noodles (for salvage and packing)
- Shoe cover "booties"
- Bread trays (for drying objects)
- Collapsible kitty litter box (as water tray or container)
- Glowsticks
- Squeegee
- Headlamps
- Plastic sheeting
- Paint roller with dry brush (for sopping up water on flat objects)
- Waterproof notepad
- Various colored reflective tape
- Salvage and recovery wheels
- Blank newsprint
- Collapsible lanterns
- Air rocket



Examples of Tools Supply Types:

- Batteries
- Battery charger
- Blade disposal containers
- Polyester twine
- Bungee cord
- Clear roll tape
- Clothesline rope
- Collapsible lantern
- Cotton cable cord rope
- Cotton twine
- Cotton yarn
- Crowbar
- Drill
- Duct tape
- Extension cord
- Flashlight
- Flood light
- Hammer
- Hatchet
- Headlamp
- Jute rope
- LED lightbulb
- Masking tape
- Measuring tape
- Nails
- Nylon rope
- Packing tape
- Painters tape
- Plastic emergency lights
- Pliers
- Polyester thread
- Pry bar
- Replacement blades (utility knife)
- Rubber mallet
- Scissors
- Screwdriver
- Self-healing cutting mat
- Socket
- Socket set
- Suction cup
- Surge protector
- Tape and dispenser
- Tape measurer
- Temperature/humidity monitor
- Tongs
- Tool kit
- Twine
- Twisted Polyester Rope
- Tool set
- Utility knife
- Vinyl tape
- Waterproof tape
- Wire cutter
- Wire gripping and cutting pliers
- Work light
- Wrench

Examples Absorbent Materials Supply Types:

- Absorbent pads
- Absorbent paper
- Absorbent socks
- All-purpose wipers
- Bath towels
- Bedsheets
- Blotter paper
- Cheesecloth
- Cloth diapers
- Muslin
- Newsprint
- Paint roller frame with dry cover
- PVA towels
- Paper towels
- Rags
- Sponges
- Techwipes

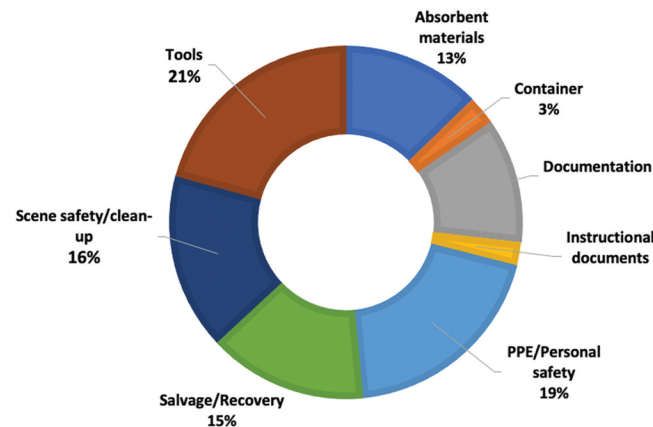
Examples of Container Supply Types:

- Cabinets with doors/wheels
- Metro shelving units on wheels
- Lewis bins
- Milk crate
- Mobile trash can
- Plastic storage bins
- Plastic storage cates (PSC)
- Push carts
- Roadie box
- Tall wardrobe/utility cart on wheels
- Cart accessories (shelves, wheels, hooks)

Examples of Scene Safety/Clean-up Supply Types:

- Brooms
- Buckets
- Caution sign/tape
- Collapsible traffic cone
- Dehumidifier
- Door stop
- Drip diverter
- Dust broom
- Dustpan
- Flagging ribbon (orange)
- Gaffers tape
- Glow sticks
- Industrial fan
- Ladder
- Disinfectant
- Mop
- Squeegee
- Polyethylene disposable bags
- Polyethylene sheeting
- Portable fan
- Red barrier tape
- Reflective tape
- Safety cones
- Sandless sandbags
- Scrub brushes
- Scrubbing sponges
- Sponge mop
- Tarp
- Trash bag
- UV-C fan
- Vacuum
- Vacuum replacement bags
- Water pump
- White barrier tape
- Zip ties

OVERALL SURVEY RESULTS



Examples of Documentation Supply Types:

- Acid-free strips
- Adhesive labels
- Barcode labels
- Binder clips
- Binder/clipboard
- Calculator
- China marker
- Disposable camera
- Notecards
- Notepad/notebook
- Object tag
- Pencils
- Pencil replacement lead
- Pencil sharpeners
- Pens
- Permanent markers
- Red object tags
- Waterproof notebooks

Examples of Salvage/Recovery Supply Types:

- Cotton swabs
- Dartek
- Developing tray
- Distilled water
- Eraser
- Ethafoam
- Fine dusting brush
- Foam pipe insulation
- Folding tables
- Freezer paper
- Glassine envelopes
- Gusseted Polyethylene bags
- Hairdryer/heatgun
- Hollytex
- Humidifier
- Indicating silica gel
- Magnifying lenses
- Microfiber cloth
- Mylar
- Nylon net
- Paintbrush
- pH strips
- Plastic bags
- Plastic cling wrap
- Plastic trays
- Polybags
- Polyester sheeting
- Reemay spunbonded polyester
- Teflon (relic wrap)
- RH Indicator strips
- Screen (for vacuuming)
- Screen drying racks
- Silicone release Mylar
- Small fans
- Snake weights
- Soot sponge
- Spray bottle
- Spun Tyvek paper
- Sweater drying rack
- Tweezers
- Twill tape
- Tyvek
- Unbuffered tissue
- Vinyl erasers
- Volara
- Wax paper
- Weights
- White cotton gloves
- Wood blocks
- Ziploc bag

Examples of PPE/Personal Safety Supply Types:

- Alcohol wipes
- Apron
- Bandages
- Coverall
- CPR compact barrier
- Dust mask
- Dust mask (N95)
- Earplugs
- First aid kit
- Gloves, neoprene
- Gloves, rubber
- Gloves, nitrile
- Knee braces/knee pads
- Rain boots
- Respirator and cartridges
- Safety glasses/goggles
- Wet wipes
- Work gloves
- Wrist guard/support

Examples of Instructional Documents Supply Types:

- Doorway measurements
- Elevation plans
- Floor plans
- Gallery case access guides
- Priority object locations
- Instructions on how to use emergency kit
- Loan agreements
- Object damage reports
- Object tracking and damage assessment
- Emergency kit locations

Results from this survey represent collections emergency kit inventory lists combined from 22 Smithsonian collecting units. The overall percentages were calculated by frequency of material-types listed.