

Smithsonian Institution - Collections Emergency Kit Survey

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.

Top 30 Most Frequent Emergency Kit Supplies:

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|--------------------------|----------------------------|-------------------|
| 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 |

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!

Examples of Tools Supply Types:

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

Examples Absorbent Materials Supply Types:

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

Examples of Container Supply Types:

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

Examples of Documentation Supply Types:

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

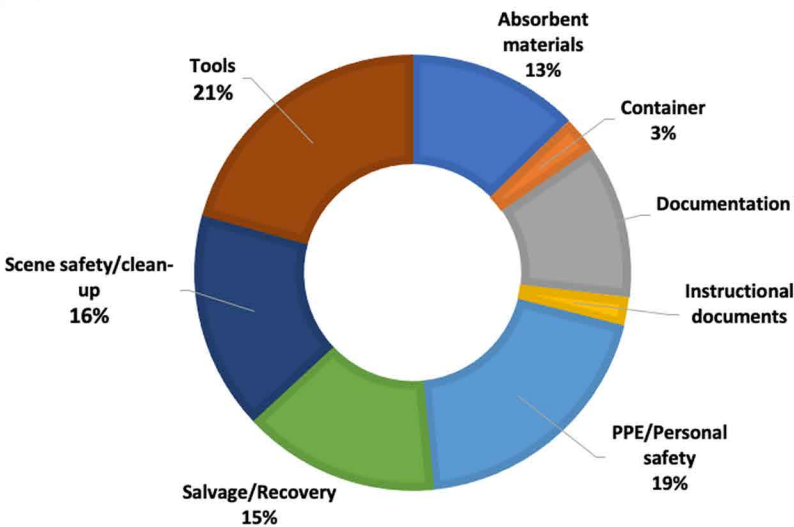
Examples of Instructional Documents Supply Types:

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

Examples of Scene Safety/Clean-up Supply Types:

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

OVERALL SURVEY RESULTS



Examples of Salvage/Recovery Supply Types:

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

Examples of PPE/Personal Safety Supply Types:

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



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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 being listed