

WEST PARRY SOUND DISTRICT MUSEUM

EMERGENCY RESPONSE PLAN

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WEST PARRY SOUND DISTRICT MUSEUM  
INCIDENT MANAGEMENT TEAM

**Response Leads**

Nadine

Work: 705-746-5365

Cell:

Alternate:

Amy Sultana

Work: 705-746-5365

Cell:

**Key Holders**

Rob Wood

Cell:

Michaela Dickens

Cell:

# EVACUATION PROCEDURES

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## ALL STAFF AND VISITORS

Upon hearing alarm or evacuation order:

**REMAIN** calm.

**ADVISE** people nearby to evacuate by nearest exit.

**SECURE** sensitive material and turn off any hazardous operations, if threat is not imminent.

**CLOSE** doors and windows as you leave, if threat is not imminent.

**EVACUATE** the area / building immediately. Keep moving.

**ASSIST** anyone requiring help.

**DO NOT use elevators.**

**MEET** at the flag staff well away from the building.

**WAIT** for further instructions.

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## FLOOR SWEEPERS

Upon hearing alarm or evacuation order:

**REMAIN** calm.

**ADVISE** people nearby to evacuate by nearest exit.

**SECURE** sensitive material and turn off any hazardous operations, if threat is not imminent.

**SWEEP** through designated spaces to ensure all people have evacuated.

**CLOSE** doors and windows as you leave, if threat is not imminent.

**ASSIST** anyone requiring help.

**EVACUATE** the area / building. Keep moving.

**DO NOT use elevators.**

**MEET** at flag staff well away from the building.

**ACCOUNT** for all persons.

**COMMUNICATE** with Emergency Responders and relay information to personnel and visitors.

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# IMMEDIATE RESPONSE PROCEDURES

## FIRE

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*If you find a fire:*

**EXTINGUISH** fire only if safe to do so, or if it is necessary to clear a path to your exit.

**ACTIVATE** the nearest fire alarm.

**EVACUATE** the building. Do NOT use elevators.

**CLOSE** doors and windows as you leave, if threat is not imminent.

**CALL** 911 and/or security. State:

Nature of fire

Location

Your name

If a museum collection is in jeopardy

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## POWER FAILURE / SHUT-DOWN

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**TURN OFF** all non-essential equipment.

**OPEN** any blinds or curtains to increase available light.

**COVER** any artifacts vulnerable to sudden environmental changes.

**PROCEED** to an area with emergency lighting.

**AWAIT** further instructions.

**EVACUATE** building if instructed to do so.

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## WATER LEAK

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**DO NOT ENTER** the area in presence of live wires or wet power outlets.

**ALERT** RESPONSE LEAD and ask for assistance

**LOCATE** source of water if this can be done safely and easily.

**CUT OFF** water if safe to do so.

**CONTAIN** the leak with buckets or absorbent materials.

**MOVE** the objects to a safe area, if necessary.

**PROTECT** the objects that cannot be moved with polyethylene sheeting, if necessary.

**REMOVE** accumulated water and wet materials to reduce relative humidity level.

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*If there is a flood watch:*

**MONITOR** the situation by following to the news for updates.

**PREPARE** to evacuate if directed to do so by local emergency authorities.

*If major flooding is likely:*

**MOVE** collection to higher ground or evacuate them to a safe building (time permitting).

**DISCONNECT** all non-essential electrical equipment.

**BLOCK** water entry with sandbags.

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EARTHQUAKE

**STAY** indoors. Do not run outside.

**TAKE COVER** under any solid furniture, supported archway or crouch down against an inside wall.

**AVOID** exterior doorways, windows, glass partitions, mirrors, bookcases, tall furniture and light fixtures.

**PROTECT** the back of your neck, head and face.

**LOCK** wheelchair wheels, if in a wheelchair.

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SEVERE WEATHER

*If a weather watch is issued:*

**MONITOR** the situation by following the news for updates.

*If a weather warning (severe storm, hurricane, tornado) is issued:*

**ADVISE** others by broadcasting alert and/or notifying those nearby.

*If severe winds are imminent:*

**TAKE COVER** in an inner room or hallway, or under a sturdy piece of furniture.

**AVOID** windows. Close blinds/drapes.

**PROTECT** your head and neck with your arms.

*If a hurricane warning is issued:*

**MONITOR** the situation by following the news for updates.

**PREPARE TO EVACUATE** upon direction of the local authorities.

**BOARD** up windows or protect them with storm shutters.

**SECURE** outdoor objects.

**MOVE** collections away from the windows or from locations vulnerable to flooding.

**EVACUATE** when advised to do so, following routes specified by officials.

**DO NOT** return to the building until permitted to do so by authorities.

*If a wildland fire warning is issued:*

**MONITOR** the situation by following the news for updates.

**PREPARE TO EVACUATE** upon direction of the local authorities.

**MOVE** vital records and high priority collection objects if time permits and safe to do so.

**LOCK** storage rooms and filing cabinets.

**CLOSE** and lock windows and doors.

**REMOVE** combustible materials from around the building.

**TURN OFF** exterior air intake and gas.

**TURN ON** interior and exterior lights.

**HOSE DOWN** external walls beginning with the side facing the fire, if safe to do so or activate exterior sprinklers.

**EVACUATE** when advised to do so, following routes specified by officials.

**DO NOT** return to the building until permitted to do so by authorities

## CRIMINAL ACTS

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**DO NOT** attempt to apprehend an intruder or perpetrator.

**REPORT** the threat immediately to Key Holder on property and RESPONSE LEAD.

**CALL** 911 if appropriate.

**DO NOT** touch anything.

**RECORD** details in an incident report form.

## SERIOUS INJURY OR ILLNESS

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**CALL** security or 911.

State:

Nature of incident (age, condition of patient)

Location (building, floor, room number)

Your name

**KEEP** the patient in place if safe, and create a private, quiet space.

**REMAIN** with the patient until help arrives.

**PERFORM** First Aid, if qualified or summon a trained First Aider.

**INFORM** responders upon arrival, of the details of the incident.

**RECORD** details in accident report form.



# ALL-HAZARDS RESPONSE

Team Member Responsible:	RESPONSE LEAD	COLLECTIONS LEAD
<b>For all incidents:</b>		
• Be informed of the incident and call 911 when lives are at risk.	X	
• Evacuate the building if necessary.	X	
• Call in the Incident Management Team members as necessary to a designated assembly point.	X	
• Liaise with community First Responders when necessary.	X	
• Secure access to the affected area if not done by Community First Responders.	X	
• Manage recovery finances.	X	
• Document the incident.		X
• Prepare an incident report.	X	
• Meet to discuss response and recommend improvements to the emergency plan or other procedures.	X	X
• Update emergency response plan when necessary.	X	
• <i>Add lines as necessary.</i>		
<b>When the media is involved:</b>		
• Decide if the media are contacted.	X	
• Respond to the media when necessary.	X	
• <i>Add lines as necessary.</i>		
<b>When the incident requires closure of the institution:</b>		
• Informs visitors and staff of museum closure.	X	
• Contract qualified personnel to determine when the building is safe to enter.	X	
• <i>Add lines as necessary.</i>		
<b>When the incident causes damage to collections and/or property:</b>		
• Contact insurance company.	X	
• Procure necessary personal protective equipment.	X	
• Assess and document the extent and nature of damage/loss to collections.		X
• Direct actions to limit further collection damage.		X
• Assess and document the extent and nature of damage to the building and/or site.	X	
• Direct actions to limit damage to property.	X	
• Order necessary supplies and equipment.	X	
• Stabilize the building environment.	X	
• Manage salvage and recovery of affected collections.		X
• Document movement of collections when necessary.		X

	RESPONSE LEAD	COLLECTIONS LEAD
Team Member Responsible:		
• Manage repair of property.	X	
• Deal with insurance adjuster.	X	
• <i>Add lines as necessary.</i>		
<b>When the response takes longer than a few hours:</b>		
• Meet Daily to review progress.	X	
• Provide food and refreshments for crews.	X	
• <i>Add lines as necessary.</i>		
<b>When the building or facility is inaccessible for some time:</b>		
• Establish an off-site command post.	X	
• Plan for collection salvage and recovery prior to access to the building.		X
• Assemble personal protective equipment prior to access to the building.	X	
• Assemble necessary equipment/supplies prior to access to the building.	X	
• <i>Add lines as necessary.</i>		
<b>When the building remains inaccessible for weeks or months:</b>		
• Establish alternate workspace.	X	
• Find alternate temporary storage for collections.	X	
• <i>Add lines as necessary.</i>		
<b>When the building remains inaccessible during a community-wide emergency:</b>		
• Liaise with emergency measures officials and monitor the community emergency response for the institution.	X	
• Establish a communications network to keep all staff informed of the status of the institution and to remain informed of the personal impact of the emergency on staff.	X	
• Schedule periodic Incident Management Team meetings to develop institutional response strategies prior to access to the building.	X	
• Source supplies and equipment, and establish a depot outside of the community if necessary.	X	
• <i>Add lines as necessary.</i>		

Actions specific to emergency types are provided under Immediate Response Procedures.

# ALL-HAZARDS RESPONSE

## INCIDENT MANAGEMENT TEAM MEMBER RESPONSIBILITIES

### RESPONSE LEAD

#### **For all incidents:**

- Be informed of the incident.
- Call 911 when lives are at risk.
- Manage building evacuation, if necessary.
- Call in Incident Management Team members as necessary to a designated assembly point.
- Liaise with community First Responders.
- Secure access to the affected area if not done by Community First Responders.
- Inform visitors and staff of museum closure, if necessary.
- Decide if media is contacted and respond to media when necessary.
- Meet with Incident Management Team regularly to review progress.
- Manage recovery finances.
  - Response Lead can authorize emergency expenditures of up to \$1,000, all other expenses must be approved by the Board of Directors.
- Document the incident.
- Prepare an incident report.
- Meet with Incident Management Team to discuss response after the incident and recommend improvements to emergency plan.
- Update emergency response plan.

#### **For community-wide emergencies:**

- Liaise with emergency measures officials and monitors the community emergency response for the institution.
- Establish a communications network to keep all staff informed of the status of the institution and to remain informed of personal impact of the emergency on staff.
- Schedule periodic Incident Management Team meetings to develop institutional response strategies prior to access to the building.

#### **When the incident causes damage to collections and/or property:**

- Establish an off-site command post, if necessary.
- Contract qualified personnel to determine when the facility is safe to enter when necessary.
- Contact insurance company.
- Procure necessary personal protective equipment.
- Assess and document the extent and nature of damage or loss to collections with Collections Lead.
- Assess and document the extent and nature of damage to the building and/or site.
- Direct actions to limit damage to property.
- Order necessary supplies and equipment.
- Stabilize the building environment.
- Manage repair of property.
- Deal with insurance adjuster.
- Provide food and refreshments for crews if response takes longer than a few hours.
- Establish alternate workspace, if necessary.
- Source supplies and equipment, and establish a depot outside of the community, if necessary
- Find alternate temporary storage for collections, if necessary.

## COLLECTIONS LEAD

### **For all incidents:**

- Meet with Incident Management Team regularly to review progress.
- Meet with Incident Response Team to discuss response after the incident and recommend improvements to emergency plan.

### **When the incident causes damage to collections:**

- Assess and document the extent and nature of damage or loss to collections with **Response Lead**.
- Direct actions to limit further damage to the collection.
- Plan for collection salvage and recovery in advance when the building remains inaccessible.
- Manage salvage and recovery of affected collections.
- Document movement of collections.

## COLLECTIONS SALVAGE AND RECOVERY

The following procedures are to be used as guidelines for response when collections are directly affected by an emergency incident. The **Collections Lead** will manage all salvage and recovery efforts. Other collections and conservation experts will be consulted as required.

Collections salvage and recovery will be conducted in a manner that does not put the health and safety of any persons at risk. Appropriate personal protective equipment will be provided.

When an emergency is likely to affect collections, damage will be assessed prior to developing a salvage plan.

### DISASTER RE-ENTRY CHECK

***When the emergency has required evacuation and may have resulted in building damage,***

- Check that all who were in the building are accounted for.
- Ensure that you have permission to re-enter from civil authorities.
- Confirm that utilities are safe to use or have been turned off.
- Determine whether there is standing water present in the building.
- Determine whether any passages are blocked or obstructed.
- Make sure you have a buddy (never enter alone).
- Use the appropriate personal protective equipment (PPE).
- Establish a means of communication.
- Gather tools for quick documentation (paper or form, pencil, camera, extra batteries).
- Understand that the objective is to document the extent and nature of damage, not to initiate salvage.

### INITIAL DAMAGE ASSESSMENT

***When the area is safe to enter, overall damage to the collection will be assessed initially by the **Response Lead** and **Collections Lead**.***

- Document the nature of the emergency.
- Define the area at risk.
- Determine degree of access.
- Document overall damage to building and fittings.
- Determine the types of collection damage.
- Determine the extent of collection damage.
- Estimate the number and types of collection items affected.

Damage will be documented using:

- Notes – use the INITIAL DAMAGE ASSESSMENT FORM (see appendices)
- Photographs
- Annotated maps – use FLOOR PLANS in this document (see appendices)

## WORKFLOW PLANNING

Once the overall stabilization needs of collections are understood, the Collections Lead will manage implementation of a collections salvage plan:

- Direct actions to limit further damage to the collection immediately, if necessary.
- Determine which salvage procedures are needed for collections stabilization (See appendices for a high-level SALVAGE ACTIONS PLAN checklist).
- Draft a salvage action plan, accounting for salvage priorities.
- Set up work and temporary storage spaces that support the required salvage procedures and meet the following minimum criteria:
  - \* Shelter from the elements
  - \* Ability to secure site preferred (locks on doors)
- Select off-site spaces listed under Emergency Recovery Contacts, if possible.
- Assemble necessary supplies and equipment, including personal protective equipment (PPE).
- Assign team leaders to supervise distinct work sites.
- Decide who will be responsible for salvage documentation and what methods they will use.
- Implement a communications/reporting system for salvage teams.
- Train salvage workers.
- Coordinate salvage activities within the overall response through the Incident Management Team.

Initial planning may begin before initial damage assessment if the building remains inaccessible.

## SALVAGE PROCEDURES

### TRIAGE

The goal of an emergency collections salvage plan is to preserve as much collection value as possible. When more than a few artifacts or records are affected, salvage actions will be organized to give precedence to those of higher value.

#### ***When safe movement of collection items to prevent damage is possible,***

- Evacuate priority collection items to a safe location in or away from the building.

#### ***When an emergency affects many collections items of both high and average value, and all items are equally accessible:***

- Salvage or evacuate high priority items from affected areas first.
- Assess the condition of salvage priorities, even if they are outside the affected area.
- Separate objects by type and degree of damage; isolate mouldy objects.

#### ***When the incident obstructs access to collection objects:***

- Plan salvage to account for both object value and susceptibility to further damage if treatment is delayed.
- Deal with objects that are essentially stable later.
- Designate objects that are not salvageable for deaccessioning and disposal.

#### ***When an emergency threatens the preservation of vital institutional records:***

- Salvage vital records (collection, research, and institutional) that are not duplicated and stored off-site

See appendices for the current SALVAGE PRIORITIES LIST.

## LIMITING DAMAGE TO COLLECTIONS

### **When an emergency puts collections at risk of further damage:**

- Contain or block the hazard
  - Cover unaffected collections
  - Protect objects in situ when necessary
- Move collection items to a safe location
  - Raise collection items off the floor
- Stabilize the environment (temperature, relative humidity, ventilation)
  - Reduce relative humidity to prevent mould

## DOCUMENTING COLLECTIONS

During salvage and recovery, the condition, stabilization and movement of collections will be documented:

- Document object condition and stabilization treatment in writing – use the SALVAGE RECORD FORM (see appendices.)
- Photo-document object condition as collection items are salvaged.
- Number collection items and label boxes, as necessary.
- Document all movement of collection items – use the LOCATION TRACKING FORM (see appendices).

## MOVING COLLECTIONS

### **When advance notice is given for an emergency such as wildland fire, or overland flood:**

- Evacuate collections from their normal location when necessary to prevent damage.
- Move collection items to a safer location within the same room or building when possible.
- Move collection items to an off-site location when necessary.
  - Select temporary storage locations that meet the minimum criteria listed under WORKFLOW PLANNING.
- Document the movement of collection items – use the LOCATION TRACKING FORM (see appendices) when possible.

### **When collection items need to be moved:**

- Move collection items only when necessary to prevent further damage or for salvage treatment.
- Move collection items to other secure spaces that are under the institution's control within the same building, whenever possible.
- Only Staff and Volunteers trained in Collection Handling will move collection items.
- Use techniques that provide support and that are appropriate for the items and their condition.
- Move items with their storage housings when these are in good condition and provide adequate support.

- Discard storage materials that are in poor condition before moving collection items.
- Document the movement of collection items – use the LOCATION TRACKING FORM (see appendices) when possible.

Object type:	BOOKS	DOCUMENTS	COATED PAPER	PHOTO MATERIALS	AV MEDIA	PAINTINGS	WORKS ON PAPER	TEXTILES	WOODEN OBJECTS	FURNITURE	PLASTICS	GLASS & CERAMICS	METALS	LEATHER, HIDE & FUR	BONE & IVORY	SPECIMENS
<b>MOVE</b>																
• Hand carry	Green					Green	Yellow		Green	Green	Green	Green	Green			Yellow
• Hand carry by storage support or box		Green	Green	Green	Green		Green	Green	Green		Green	Green	Green	Green	Green	Green
• Hand carry in crates, trays or boxes	Green	Green	Green	Green		Yellow		Green	Green		Green	Green	Green	Green	Green	Green
• Hand carry using flexible supports		Yellow					Yellow	Green								
• Move on carts, dollies or pallets	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
• Move in vehicle	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green

Green = appropriate; Yellow = consult a conservator; Red = avoid

**When collection items are moved out of an affected building:**

- Move collection items to other secure spaces within a building that is part of the institution, whenever possible.
- Select third party space(s), when necessary, that meet the minimum criteria listed under WORKFLOW PLANNING
- Select off-site spaces listed under EMERGENCY RECOVERY CONTACTS, if possible
- Document the movement of collection items – use the LOCATION TRACKING FORM (see appendices) when possible.

**PACKING COLLECTIONS**

**When collection items must be moved out of the building:**

- Move items in their storage boxes when these are in good condition and still provide adequate support.
- Pack items carefully using appropriate containers or supports to prevent further damage.
- Choose methods that facilitate recovery; separate contents if necessary.
- Indicate the contents of boxes or other containers on the outside to facilitate later retrieval and to distinguish packed collection items from non-collection materials and garbage.



Object type:	BOOKS	DOCUMENTS	COATED PAPER	PHOTO MATERIALS	AV MEDIA	PAINTINGS	WORKS ON PAPER	TEXTILES	WOODEN OBJECTS	FURNITURE	PLASTICS	GLASS & CERAMICS	METALS	LEATHER, HIDE & FUR	BONE & IVORY	SPECIMENS
<b>PACK</b>																
• Interleave to aid drying																
• Interleave to prevent adhesion or soil transfer																
• Pack in plastic (bags or sheeting)																
• Pack in crates or boxes																
• Pack in containers lined with plastic																
• Wrap in plastic on rigid support																

Green = appropriate; Yellow = consult a conservator; Red = avoid

## BUYING TIME

**When collection objects or records damaged by water cannot be safely stabilized due to number, material properties or lack of space:**

- Pack or wrap and freeze materials that cannot be safely air dried and are not damaged by freezing as soon as possible. Rinse or clean wet, soiled items first, if possible.
- Pack or wrap and freeze collection items that could be air dried and are not damaged by freezing as soon as possible if they number more than 200.
- Pack or wrap and freeze mouldy collection items that are not damaged by freezing to permit safe cleaning later.
- Keep wet collection items in clean, cold water for no more than 48 hours in total before they are dried, or packed and frozen.

Object type:	BOOKS	DOCUMENTS	COATED PAPER	PHOTO MATERIALS	AV MEDIA	PAINTINGS	WORKS ON PAPER	TEXTILES	WOODEN OBJECTS	FURNITURE	PLASTICS	GLASS & CERAMICS	METALS	LEATHER, HIDE & FUR	BONE & IVORY	SPECIMENS
<b>BUY TIME</b>																
• Freeze																
• Keep wet																

Green = appropriate; Yellow = consult a conservator; Red = avoid

## CLEANING COLLECTION ITEMS

**When collection objects or records are soiled by dirty or muddy water or by soot:**

- Consult a conservator before cleaning.

- Avoid cleaning items that could be easily damaged.
- Limit rinsing or cleaning with water to items that are saturated and that have stable surfaces.
- Work close to the salvage site when feasible, to limit contamination of other areas.
- Use effective techniques that cause no further damage.

Object type:	BOOKS	DOCUMENTS	COATED PAPER	PHOTO MATERIALS	AV MEDIA	PAINTINGS	WORKS ON PAPER	TEXTILES	WOODEN OBJECTS	FURNITURE	PLASTICS	GLASS & CERAMICS	METALS	LEATHER, HIDE & FUR	BONE & IVORY	SPECIMENS
<b>CLEAN</b>																
• Rinse in running water	Green	Green	Green	Green	Green	Yellow	Yellow	Green	Green	Green	Green	Green	Green	Green	Yellow	Yellow
• Immerse in water	Yellow	Yellow	Yellow	Yellow	Yellow	Red	Red	Yellow	Yellow	Red	Green	Green	Green			
• Brush in water				Yellow		Red	Red				Green	Green	Green			
• Sponge or wipe surface	Green				Yellow	Red	Red			Yellow	Green	Green	Yellow			
• Vacuum clean	Green	Green	Green			Yellow	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
• Use dry sponge or eraser	Yellow	Yellow	Red	Yellow		Red	Yellow		Green	Green	Green	Green	Green	Yellow	Yellow	

Green = appropriate; Yellow = consult a conservator; Red = avoid

## DRYING WET COLLECTION ITEMS

### When collection objects or records are damaged by water:

- Consult a conservator before drying items that are highly vulnerable to damage by water.
- Rinse or clean wet, soiled items before drying if possible.
- Use effective techniques that cause no further damage.
- Use vacuum freezing drying when appropriate, particularly if items number more than 200.

Object type:	BOOKS	DOCUMENTS	COATED PAPER	PHOTO MATERIALS	AV MEDIA	PAINTINGS	WORKS ON PAPER	TEXTILES	WOODEN OBJECTS	FURNITURE	PLASTICS	GLASS & CERAMICS	METALS	LEATHER, HIDE & FUR	BONE & IVORY	SPECIMENS
<b>DRY</b>																
• Blot	Green	Green	Red	Red	Green	Yellow	Yellow	Yellow	Yellow	Yellow	Green	Green	Yellow	Yellow	Green	Yellow
• Ambient air dry	Green	Green	Red	Green	Green	Green	Green	Green	Yellow	Yellow	Green	Green	Green	Yellow	Yellow	Yellow
• Slow air dry	Red	Red	Red	Red			Red	Red	Green	Green			Red	Green	Green	Yellow
• Fast air dry	Yellow	Yellow	Red	Red		Red	Red	Yellow	Red	Red		Green	Green	Red	Red	Yellow
• Dry under pressure	Yellow	Yellow	Red	Red		Yellow	Yellow									
• Dry in freezer	Green	Green	Green	Green	Yellow	Red	Green	Green				Red		Green	Red	Yellow
• Vacuum freeze dry	Green	Green	Green	Yellow	Red	Red										Yellow

Green = appropriate; Yellow = consult a conservator; Red = avoid

## CONSERVATION TREATMENT OF COLLECTION ITEMS

### ***When stabilized collection objects or records are not ready for use or exhibition:***

- Schedule conservation treatment when feasible and necessary.
- Consider immediate treatment if more effective and if funds are available.

## REHOUSING COLLECTIONS

### ***When storage or display housings are damaged:***

- Examine all storage materials for possible damage: storage boxes, folders, sleeves and other enclosures, encapsulation, storage and display mounts, frames, storage shelving, cabinets, racks and display cases.
- Clean, repair, and/or discard damaged storage or display materials as soon as it is safe to do so.
- Replace immediately with equivalent products, if possible.
- Provide temporary enclosures or support using safe products, if necessary.

## TEMPORARY STORAGE OF COLLECTIONS

### ***When collections items cannot be returned to storage immediately during or after stabilization:***

- Choose space for temporary storage that meets the minimum criteria listed under WORKFLOW PLANNING.
- Outfit temporary storage space with safe collections storage fittings that can be redeployed in permanent storage later, if possible.
- Return collection items to permanent storage as soon as possible.

## DEACCESSIONING SEVERELY DAMAGED ITEMS

### ***When collection objects or records are so severely damaged that they are not salvageable:***

- Consult with conservators on treatment possibilities before any decision to deaccession items.
- Discuss options with insurance company representatives.
- When fewer than 25 objects or records are damaged beyond saving, stabilize or isolate the items, then document and deaccession them following normal protocol as described in the policy on deaccessioning.
- When more than 26 objects or records are damaged beyond saving or when space to store such items is not available, photograph the items and dispose of them immediately in a controlled manner. Deaccessioning will follow disposal as described in the policy on deaccessioning.
- When loss is total, follow normal deaccessioning protocol as described in the policy on deaccessioning.

## TRAINING PLAN

Once a month staff during a regular staff meeting 20 minutes will be set aside to review emergency procedures.

### **Evacuation Training:**

Will occur within the first three months of onboarding a new staff member. All Key Holders and volunteers will be notified a month in advance of the date and time of the training and will be encouraged to attend.

Evacuation training will occur a minimum of once a year.

Staff members that hold keys must attend this training at least once a year.

### **General Emergency Training:**

Will happen early in the spring with one month notice being given to:

- Key Holders,
- Staff members,
- Volunteers and Board Members.

Key holders must attend this training at least once every two years.

### **Collection Salvage Procedures:**

A random scenario will be presented once a month at a staff meeting if neither an Evacuation Training or General Emergency Training session is required. Key holders, and volunteers may attend but will not necessarily be notified.

A timer will be set for 20 minutes. When the timer goes the exercise will conclude.

## UPDATING PLAN

The plan will be reviewed and updated annually, during the General Emergency Training. The plan will be reviewed and updated after any level II emergency.

## APPENDICES

## FLOOR PLANS

- Location of fire extinguishers and emergency exits
- Sweeper Zones and routes to muster point
- Collection Storage and Location of priority artifacts

## EMERGENCY CONTACTS

### EMERGENCY SERVICES

SERVICE	PHONE NUMBER	LOCAL NUMBER
Police	911	(705)746-4225
Fire Services	911	(705)746-2262
Ambulance	911	

### UTILITIES AND BUILDING SERVICES

SERVICE	COMPANY/CONTACT	PHONE NUMBER
Power	The Wireman	(705)746-2209
Water	Morrow's Plumbing & Heating	(705)746-8135
Facilities Maintenance		
HVAC	EXL-Aire	(705)789-5266
Security System	Huronica	1-800-367-8091
Telecommunications	Vianet	1-800-788-0363
Information Technology	Georgian Bay Software	(705)746-6943

### EMERGENCY MANAGEMENT ORGANIZATION

ORGANIZATION	CONTACT NAME	PHONE NUMBER
ServiceMaster Restore		855-654-0339

### INSURANCE AND RISK MANAGEMENT

COMPANY	CONTACT NAME	PHONE NUMBER
Canada BrokerLink	Patty Christie	(705)746-9315

### HEALTH AND SAFETY

SERVICE	COMPANY/CONTACT	PHONE NUMBER
Occupational Health		
Structural Engineer		
Mould Identification		
Air Quality Testing		
Hazardous Waste		

## EMERGENCY RECOVERY CONTACTS

### BUILDING RESTORATION

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COMPANY	CONTACT NAME	PHONE NUMBER
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### TRADES

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TRADE	COMPANY/CONTACT	PHONE NUMBER
Electrician	The Wireman	(705)746-2209
Elevator Servicing	Hytrac	(705)739-7633
HVAC Engineer	EXL-Aire	(705)789-5266
Locksmith		
Painter	Prime Painting	(705)779-2232
Plumber	Morrow's Plumbing and Heating	(705)746-8135

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### CONSERVATORS

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SPECIALTY	NAME	PHONE NUMBER
	Canadian Conservation Institute	1-866-998-3721 (24 hours)
Paper Conservator		
Paintings Conservator		
Objects Conservator		

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### DOCUMENT AND DATA RECOVERY SERVICES

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COMPANY NAME	CONTACT NAME	PHONE NUMBER
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OFF-SITE SPACE (WORKSPACE, TEMPORARY STORAGE)

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COMPANY/SERVICE	CONTACT NAME	PHONE NUMBER
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Freezer Storage

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MOVERS, TRANSPORT SERVICES

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COMPANY	CONTACT NAME	PHONE NUMBER
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## STAFF CALL LIST

If calling after hours, find out how long it will take each person to arrive on the scene.

### STAFF

INSERT DEPARTMENT OR SECTION NAME IF APPLICABLE.

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CONTACT NAME/POSITION	WORK PHONE NUMBER	PHONE NUMBER(S)
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Nadine Hammond  
Curator/Manager

Amy Sultana  
Collections Supervisor

Rob Wood  
Chair of the Board

Marianne Bourgeois  
Vice Chair of the Board

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**INITIAL DAMAGE ASSESSMENT**

**BUILDING:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

EMERGENCY		BUILDING/PROPERTY DAMAGE*		COLLECTION DAMAGE*	
	Water leak		dripping/pouring water		damp
	Flood		deep, standing water		partly wet
	Severe Storm		wet floors		soaking wet/immersed
	Tornado		muddy floors		objects on floor
	Hurricane		plumbing/mechanical issue		stains
	Earthquake		damp/high humidity		muddy/soiled
	Fire		no power		tide lines
	Wildland Fire		no heating/cooling		mould
	Other		roof damage		corrosion/flash rusting
			broken windows		delamination
			exposure to elements		lifting/flaking paint
			damage to display cases		structural damage
			damage to storage units		breakage
			collapse of ceilings/fixtures		charred
			structural collapse		melted
			limited access		soot-covered
			smoke odour		smoke odour
			soot		
			charring/burnt		
			contamination/sewage		
			chemical spill		

\*Indicate severity/extent by entering X for minor/localized, XX for moderate, XXX for severe/widespread.

**INITIAL DAMAGE ASSESSMENT**

**BUILDING:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

	BASEMENT			FLOOR # _____			FLOOR # _____			FLOOR # _____		
	No. or %	Severity*	SP**	No. or %	Severity*	SP**	No. or %	Severity*	SP**	No. or %	Severity*	SP**
Rooms affected												
Collection storage rooms affected												
Galleries affected												
Collections affected:												
TOTAL												
BOOKS												
DOCUMENTS												
COATED PAPER												
PHOTO MATERIALS												
AV MEDIA												
PAINTINGS												
WORKS ON PAPER												
TEXTILES												
WOODEN OBJECTS												
FURNITURE												
PLASTICS												
GLASS & CERAMICS												
METALS												
LEATHER, HIDE & FUR												
BONE & IVORY												
SPECIMENS												

\*Indicate severity by entering X for minor, XX for moderate, XXX for severe

\*\*Salvage priorities affected? Y or N

## SALVAGE PRIORITIES

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SALVAGE PRIORITIES (collection or artifact)	ACCESSION NUMBER	CURRENT LOCATION(S)	EVACUATION PRIORITY	SALVAGE PRIORITY
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# SALVAGE ACTION PLAN

EMERGENCY: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

INITIALS: \_\_\_\_\_

**TRIAGE**

- Evacuate high value items
- Sort according to value, vulnerability and degree of damage

**LIMIT DAMAGE**

- Cover unaffected objects
- Raise objects off floor
- Protect objects in situ
- Use dehumidifiers
- Provide back-up power

**DOCUMENT**

- Take photographs
- Track location
- Document damage and salvage treatment

**MOVE**

- Move damaged items
- Evacuate collections
- Hand carry
- Hand carry by storage support or box
- Hand carry in crates, trays or boxes
- Hand carry using flexible supports
- Move on carts, dollies or pallets
- Move in vehicle

**PACK**

- Interleave to aid drying
- Interleave to prevent adhesion or soil transfer
- Pack in plastic (bags or sheeting)
- Pack in crates or boxes
- Pack in containers lined with plastic
- Wrap in plastic on rigid support

**BUY TIME**

- Freeze
- Keep wet
- Exclude oxygen

**CLEAN**

- Rinse in running water
- Immerse in water
- Brush in water
- Sponge or wipe surface
- Vacuum clean
- Use dry sponge or eraser

**DRY**

- Blot
- Ambient air dry
- Slow air dry
- Fast air dry
- Dry under pressure
- Dry in freezer
- Vacuum freeze dry

**STORE**

- Return to permanent storage
- Set up temporary storage on-site
- Set up temporary storage off-site

**REHOUSE**

- Discard and replace damaged storage/display materials
- Clean dirty display/storage furniture

**TREAT**

- Consult a conservator
- Send for immediate conservation treatment
- Stabilize for later conservation treatment

**DISCARD**

- Consult a conservator
- Document, dispose and deaccession
- Store, deaccession and dispose



## SALVAGE PROCEDURES AT A GLANCE

Object type:	BOOKS	DOCUMENTS	COATED PAPER	PHOTO MATERIALS	AV MEDIA	PAINTINGS	WORKS ON PAPER	TEXTILES	WOODEN OBJECTS	FURNITURE	PLASTICS	GLASS & CERAMICS	METALS	LEATHER, HIDE & FUR	BONE & IVORY	SPECIMENS
<b>MOVE</b>																
• Hand carry	Green					Green	Yellow		Green	Green			Green			Yellow
• Hand carry by storage support		Green	Green		Green		Green									Green
• Hand carry in crates/trays/boxes	Green					Yellow		Green								Green
• Hand carry on flexible supports		Yellow					Yellow	Green								
• Move on carts, dollies or pallets		Green	Green													
• Move in vehicle	Green	Green														
<b>PACK</b>																
• Interleave to aid drying	Green	Green		Red		Red	Green	Green						Green		
• Interleave to prevent adhesion or soil transfer	Green	Green		Yellow			Green							Green		
• Pack in plastic (bags or sheeting)						Yellow	Yellow	Green								Yellow
• Pack in crates or boxes	Green	Green				Yellow	Yellow	Green								Green
• Pack in plastic-lined containers			Green													
• Wrap in plastic on rigid support						Yellow	Yellow	Green						Green		
<b>BUY TIME</b>																
• Freeze	Green	Green	Green	Green	Yellow	Red	Green	Green				Red		Green	Red	Yellow
• Keep wet	Green	Green	Green	Yellow	Green	Red	Red	Yellow						Green		
• Exclude oxygen	Yellow															
<b>CLEAN</b>																
• Rinse in running water	Green	Green	Green	Green	Green	Yellow	Yellow	Green	Green	Green	Green	Green	Green	Green	Yellow	Yellow
• Immerse in water	Yellow	Yellow	Yellow	Yellow	Yellow	Red	Red	Yellow	Yellow	Red	Green	Green	Green			
• Brush in water				Yellow		Red	Red				Green	Green	Green			
• Sponge or wipe surface	Green				Yellow	Red	Red			Yellow	Green	Green	Yellow			
• Vacuum clean	Green	Green	Green			Yellow	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
• Use dry sponge or eraser	Yellow	Yellow	Red	Yellow		Red	Yellow		Green	Green	Green	Green	Green	Yellow	Yellow	
<b>DRY</b>																
• Blot	Green	Green	Red	Red	Green	Yellow	Yellow	Yellow	Yellow	Yellow	Green	Green	Yellow	Yellow	Green	Yellow
• Ambient air dry		Green	Red	Green	Green	Green	Green	Green	Yellow	Yellow	Green	Green	Green	Yellow	Yellow	Yellow
• Slow air dry	Red	Red	Red	Red			Red	Red	Green	Green			Red	Green	Green	Yellow
• Fast air dry	Yellow	Yellow	Red	Red		Red	Red	Yellow	Red	Red		Green	Green	Red	Red	Yellow
• Dry under pressure	Yellow	Yellow	Red	Red		Yellow	Yellow									
• Dry in freezer	Green	Green	Green	Green	Yellow	Red	Green	Green				Red		Green	Red	Yellow
• Vacuum freeze dry	Green	Green	Green	Yellow	Red	Red										Yellow

Green = appropriate; Yellow = consult a conservator; Red = avoid

# EMERGENCY SUPPLIES AND EQUIPMENT

## SUPPLIES AND EQUIPMENT VENDORS

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VENDOR CATEGORY	COMPANY NAME/ADDRESS	TELEPHONE AND WEBSITE
Archival supplies		
Art supplies		
Building supplies		
Conservation supplies		
Disaster remediation		
Electronics		
Fabric stores		
Grocery stores		
Household goods		
Hardware stores		
Industrial supplies		
Lab/medical supplies		
Office supplies		
Outdoor gear		
Pharmacies		
Photography equipment		
Storage/moving supplies		
Work wear		

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## SPECIALTY MATERIALS

MATERIAL / EQUIPMENT	COMPANY NAME/ADDRESS	TELEPHONE AND WEBSITE
Absorbent socks, pads, pillows		
Blotting paper		
Freezer Trucks		
Industrial dehumidifiers		
Nonwovens (tulle or Reemay)		
Steel-toed work or rubber boots		
Tek-Wipe nonwoven		

## SUPPLIES AND EQUIPMENT ON SITE

ITEM	LOCATION	AMOUNT	CHECK
Garbage Bags	Staff Washroom		<input type="checkbox"/>
Cleaning Supplies	Staff Washroom		<input type="checkbox"/>
Shovels, mops and buckets	Janitor's Closet		<input type="checkbox"/>
General Tools (power, wrenches, saws, etc.)	Loading Dock		<input type="checkbox"/>
	Emergency Response Kit, Staff washroom		<input type="checkbox"/>
Band-aids for minor injuries (paper cuts, etc)	First Aid Kit, Kitchenette	Replenished as necessary	<input type="checkbox"/>
Sealed, full basic kit	First Aid Kit, Kitchenette	Checked Annually, or if unsealed. If the kit is unsealed a written incident report must be submitted to the Curator/Manager	<input type="checkbox"/>
Sealed, large kit	First Aid Kit, Staff Washroom	Checked Annually, or if unsealed. If the kit is unsealed a written incident report must be submitted to the Curator/Manager	<input type="checkbox"/>
			<input type="checkbox"/>

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## EMERGENCY SUPPLIES AND EQUIPMENT LIST

### PERSONAL PROTECTION

MATERIAL/ EQUIPMENT	EMERGENCY APPLICATIONS	SOURCE(S)	STOCK	
			LOCATION	AMOUNT
Aprons	<ul style="list-style-type: none"> <li>Rubber or plastic provide the most protection when working with wet materials</li> </ul>	Industrial supplies Lab/medical supplies Work wear	N/A	
Blankets	<ul style="list-style-type: none"> <li>For first aid situations</li> </ul>	Household goods	Office	
Blankets, emergency rescue	<ul style="list-style-type: none"> <li>Aluminumized fabric/film provide optimal heat retention</li> <li>Not bulky for storage</li> <li>For first aid situations</li> </ul>	Industrial supplies Lab/medical supplies	Large Sealed first aid kit Staff washroom	
Boots, rubber	<ul style="list-style-type: none"> <li>Steel-toed are safer</li> <li>Rubber hardens with time, crack easily if several years old</li> <li>Stock only if located in a flood plain</li> <li>Function best if fit to those who will need them</li> </ul>	Hardware stores Industrial supplies Work wear	N/A	
Boots, steel-toed	<ul style="list-style-type: none"> <li>Wet through in flood situations but provide protection</li> <li>May be more comfortable than rubber boots if well-fitted</li> <li>Function best if fit to those who will need them</li> </ul>	Industrial supplies Work wear	N/A Provided to permanent staff	
Coveralls, disposable	<ul style="list-style-type: none"> <li>Get sizes that fit your team</li> </ul>	Hardware stores Industrial supplies Work wear	N/A	
Coveralls or lab coats	<ul style="list-style-type: none"> <li>protects clothing for work on non-contaminated, less dirty sites</li> </ul>	Industrial supplies Lab/medical supplies Work wear	N/A	
Ear protection (plugs, canal caps, muffs)	<ul style="list-style-type: none"> <li>Use for work around loud machinery, pumps or generators, etc.</li> </ul>	Hardware stores Industrial supplies Lab/medical supplies		
First aid kit	<ul style="list-style-type: none"> <li>For first aid situations</li> </ul>	Industrial supplies Lab/medical supplies Pharmacy	Kitchenette/ Staff washroom	
Gloves, disposable (rubber, latex, nitrile)	<ul style="list-style-type: none"> <li>Good for relatively clean recovery sites</li> <li>Provide for good dexterity</li> <li>Less puncture resistant</li> </ul>	Industrial supplies Lab/medical supplies Work wear	Collections Room & Office	
Gloves, reusable (chemical resistant, fabric, leather, thermal)	<ul style="list-style-type: none"> <li>Use heavy duty chemical resistant gloves for durable protection at dirty sites or for significant handling</li> <li>Suitable where fine dexterity is not needed</li> </ul>	Industrial supplies Lab/medical supplies Work wear	Kitchenette	
Goggles/glasses	<ul style="list-style-type: none"> <li>Wear for work on contaminated sites, handling contaminated materials or using chemicals</li> </ul>	Hardware stores Industrial supplies Lab/medical supplies	N/A	

MATERIAL/ EQUIPMENT	EMERGENCY APPLICATIONS	SOURCE(S)	STOCK	
			LOCATION	AMOUNT
Hard hats	<ul style="list-style-type: none"> <li>Wear when building structure is compromised</li> </ul>	Industrial supplies	N/A	
Parkas	<ul style="list-style-type: none"> <li>Wear for cold weather response</li> <li>Function best if fit to those who will need them</li> </ul>	Work wear	N/A	
Respirator, disposable, N95 or N100	<ul style="list-style-type: none"> <li>Minimum protection when mould is likely</li> </ul>	Hardware stores Industrial supplies Lab/medical supplies	N/A	
Respirator, half- or full-face with N100 cartridges	<ul style="list-style-type: none"> <li>Use when mould is likely</li> <li>Must be fit tested for the user and may not be appropriate for people with facial hair or eyeglasses</li> </ul>	Industrial supplies Lab/medical supplies	N/A	
Respirator, powered air purification systems (PAPRs)	<ul style="list-style-type: none"> <li>Recommended for mould-contaminated sites</li> <li>Does not need fit testing and is appropriate for people with facial hair or eyeglasses if used with a full hood</li> </ul>	Industrial supplies Lab/medical supplies	N/A	
Sanitizer/alcohol hand wipes	<ul style="list-style-type: none"> <li>For first aid situations or in contaminated settings</li> </ul>	Industrial supplies Lab/medical supplies Pharmacies	Large and small first aid kits	

#### BUILDING REMEDIATION/CLEAN UP

MATERIAL/ EQUIPMENT	EMERGENCY APPLICATIONS	SOURCE(S)	STOCK	
			LOCATION	AMOUNT
Absorbent blankets, snakes, socks, pads, pillows	<ul style="list-style-type: none"> <li>Use all-purpose type (Universal, grey)</li> </ul>	Disaster remediation Industrial supplies Specialty suppliers	N/A	
Barriers, caution tape	<ul style="list-style-type: none"> <li>Mark hazardous or restricted areas</li> <li>Limit access to site</li> </ul>	Building supplies Hardware stores Industrial supplies	Office, Grey cabinet with masking tape	
Barriers, flood	<ul style="list-style-type: none"> <li>Use to block or divert water</li> <li>Some systems permit substantial containment with less effort than sandbags</li> <li>May be a good investment in flood prone areas</li> </ul>	Industrial supplies Specialty suppliers	N/A	
Barriers, stanchions	<ul style="list-style-type: none"> <li>Block off areas damaged by the emergency</li> <li>Limit access to site</li> </ul>	Industrial supplies Specialty suppliers	If not in use stored in lower storage	6
Barriers, mobile safety	<ul style="list-style-type: none"> <li>Block off areas damaged by the emergency</li> <li>Limit access to site temporarily</li> </ul>	Industrial supplies	N/A	

MATERIAL/ EQUIPMENT	EMERGENCY APPLICATIONS	SOURCE(S)	STOCK	
			LOCATION	AMOUNT
Barriers, sandbags	<ul style="list-style-type: none"> <li>Use to block or divert water</li> </ul>	Building supplies Hardware stores Industrial supplies	N/A	
Barrier, zipper doors	<ul style="list-style-type: none"> <li>Use to keep dust and smoke out of clean areas</li> </ul>	Building supplies Hardware stores Industrial supplies	N/A	
Boards, plywood	<ul style="list-style-type: none"> <li>To cover broken windows</li> </ul>	Building supplies	Lower storage	
Buckets	<ul style="list-style-type: none"> <li>To catch water leaks (see also Collections Salvage)</li> <li>For cleaning</li> </ul>	Building supplies Hardware stores	Janitors closet	
Cleaning, disinfectant	<ul style="list-style-type: none"> <li>For cleaning of contaminated or mouldy surfaces</li> </ul>	Industrial supplies	Staff washroom	
Cleaning tools (brooms/ mops/ squeegees, etc.)	<ul style="list-style-type: none"> <li>For floor cleaning</li> </ul>	Building supplies Hardware stores	Janitors closet, Upper HVAC room, staff washroom	
Cleaning wipes (rags, sponges, etc.)	<ul style="list-style-type: none"> <li>For cleaning surfaces, furniture, shelving, etc.</li> </ul>	Building supplies Hardware stores Industrial supplies	Staff washroom	
Dehumidifiers / humidifiers, portable	<ul style="list-style-type: none"> <li>To reduce damp in flood/water leak emergencies</li> <li>To maintain some environmental control when without HVAC</li> <li>Industrial units more effective for severe incidents</li> </ul>	Disaster remediation Hardware stores	Back Office if not in use in the E Roy Smith or Collections Room	2
Dehumidifier, desiccant	<ul style="list-style-type: none"> <li>For drying out of building/rooms</li> </ul>	Disaster remediation	N/A	
Door wedges	<ul style="list-style-type: none"> <li>Prop open doors to facilitate movement and ventilation</li> </ul>	Hardware stores Industrial supplies	Located throughout the building	
Environmental monitoring, data loggers	<ul style="list-style-type: none"> <li>Can indicate when dehumidification or humidification is required for collection work or storage spaces</li> <li>Add data to incident reports</li> </ul>	Archival supplies Lab/medical supplies Specialty suppliers	N/A	
Environmental monitoring, hygrometers	<ul style="list-style-type: none"> <li>Can indicate when dehumidification or humidification is required for collection work or storage spaces</li> <li>Less accurate than other devices</li> </ul>	Hardware stores Industrial supplies	One in each gallery, one in collections room,  spare portable in office in drawer with pens	5

MATERIAL/ EQUIPMENT	EMERGENCY APPLICATIONS	SOURCE(S)	STOCK	
			LOCATION	AMOUNT
Environmental monitoring, hygrothermographs	<ul style="list-style-type: none"> <li>• Can indicate when dehumidification or humidification is required in clean collections work or storage spaces</li> <li>• Less suitable for dirty spaces</li> <li>• Add data to incident reports</li> </ul>	Archival supplies Lab/medical supplies Specialty suppliers		
Environmental monitoring, electronic spot monitors	<ul style="list-style-type: none"> <li>• Can indicate when dehumidification or humidification is required for collection work or storage spaces</li> <li>• Useful for incident reports if spot readings are noted</li> </ul>	Archival supplies Lab/medical supplies Specialty suppliers		
Fans, portable (table, floor)	<ul style="list-style-type: none"> <li>• To maintain air movement to facilitate drying (see also Collections Salvage)</li> </ul>	Building supplies Hardware stores Industrial supplies	Lion's Room Storage	1
Furniture, benches, chairs	<ul style="list-style-type: none"> <li>• Seating for salvage workers</li> <li>• Supports for salvage activities</li> </ul>	Industrial supplies Office supplies	Lion's Room Storage  4H room  Closet under the stairs	
Furniture, folding tables	<ul style="list-style-type: none"> <li>• Work surfaces for remediation work, collections salvage</li> <li>• Use to organize materials, collection items, etc.</li> </ul>	Hardware stores Industrial supplies	Lion's Room Storage	10
Furniture, tables or lab benches	<ul style="list-style-type: none"> <li>• Work surfaces for stabilization</li> </ul>	Industrial supplies Lab/medical supplies	N/A	
Garbage bags	<ul style="list-style-type: none"> <li>• For packing debris</li> </ul>	Grocery stores Hardware stores	Staff Washroom	
Garbage bins	<ul style="list-style-type: none"> <li>• Remove debris</li> </ul>	Building supplies Hardware stores	Spare bins in Kitchen	3
Garbage dumpsters	<ul style="list-style-type: none"> <li>• Discard debris</li> <li>• May require more frequent emptying than usual, a potential challenge in community-wide disasters</li> </ul>	Specialty suppliers	N/A	
Generator	<ul style="list-style-type: none"> <li>• For emergency power</li> <li>• Permanent or portable</li> <li>• Needs regular refueling</li> </ul>	Hardware stores Specialty suppliers	N/A	
Heater(s), air conditioner(s), portable	<ul style="list-style-type: none"> <li>• For heating or cooling when HVAC systems are not fully functioning</li> </ul>	Building supplies Hardware stores Industrial supplies	Under Gift Shop desk  Or  Lion's Room Storage	1

MATERIAL/ EQUIPMENT	EMERGENCY APPLICATIONS	SOURCE(S)	STOCK	
			LOCATION	AMOUNT
Ladder(s)	<ul style="list-style-type: none"> <li>Construction/demolition</li> </ul>	Hardware stores	Upper HVAC Lion's Room Storage  Lower storage room	5 (VARIOUS SIZES)
Lighting, battery-operated head lamps	<ul style="list-style-type: none"> <li>Hands-free lighting when there is no power</li> <li>Have extra batteries on hand</li> </ul>	Hardware stores Industrial supplies Outdoor gear Work wear	N/A	
Lighting, flashlights (waterproof, spark-proof)	<ul style="list-style-type: none"> <li>Lighting when the power is out</li> <li>Keep extra batteries on hand</li> </ul>	Hardware stores	N/A	
Lighting, portable fixtures, flood lamps	<ul style="list-style-type: none"> <li>Room lighting when power is out</li> <li>Requires electricity</li> </ul>	Building supplies Hardware stores Industrial supplies	Artist's Room	2
Lighting, trouble lights	<ul style="list-style-type: none"> <li>Portable lamp for illumination of smaller spaces</li> <li>Can be hung from a hook</li> <li>Requires electricity</li> </ul>	Building supplies Hardware stores Industrial supplies	N/A	
Lighting, Wobblelight	<ul style="list-style-type: none"> <li>Robust portable light fixture for room illumination</li> <li>Good for dirty, damaged sites</li> <li>Requires electricity</li> </ul>	Building supplies Hardware stores Industrial supplies	N/A	
Lumber	<ul style="list-style-type: none"> <li>Use to create barriers or dams</li> <li>Use to fashion furniture, shelving</li> </ul>	Building supplies	Lower storage room or loading dock	
Pump, portable	<ul style="list-style-type: none"> <li>Use for water removal</li> <li>Battery operated types available that fit standard garden hose for siphoning off water</li> </ul>	Hardware stores	N/A	
Pump, sumps	<ul style="list-style-type: none"> <li>To pump water</li> </ul>	Building supplies Hardware stores	N/A	
Shelter, pop-up tent or canopy	<ul style="list-style-type: none"> <li>Use to create exterior workspace protected from sun or rain</li> </ul>	Building supplies Hardware stores	4H room	1
Signs, workplace safety	<ul style="list-style-type: none"> <li>Indicate closed/open areas of site</li> </ul>	Industrial supplies Specialty suppliers	N/A	
Signs, wet floor cones	<ul style="list-style-type: none"> <li>Warn of wet or slippery floor surfaces</li> </ul>	Hardware stores Industrial supplies	Janitor's Cart stored in staff washroom	2
Staple gun	<ul style="list-style-type: none"> <li>For construction/demolition</li> </ul>	Hardware stores	Loading Dock	1



MATERIAL/ EQUIPMENT	EMERGENCY APPLICATIONS	SOURCE(S)	STOCK	
			LOCATION	AMOUNT
Storage/shipping container with padlocks	<ul style="list-style-type: none"> <li>For temporary storage on site when indoor space is not available</li> </ul>	Storage/moving companies	N/A	
Tarps, coated fabric	<ul style="list-style-type: none"> <li>Protective covers</li> </ul>	Building supplies Hardware stores	Lower Storage Room	6
Tarps, heavy duty polyethylene sheeting	<ul style="list-style-type: none"> <li>Protective cover to block leaks</li> <li>For ground cover if that is the only workspace available (see also Collections Salvage)</li> </ul>	Hardware stores Industrial supplies	N/A	
Toilet, portable	<ul style="list-style-type: none"> <li>When there is no bathroom access and/or utilities</li> </ul>	Specialty suppliers	N/A	
Tools, basic kit	<ul style="list-style-type: none"> <li>Kit with a range of tools ((axe, crowbar, drill, hammer, pliers, nails, screws, screwdriver, etc.) for construction/demolition</li> </ul>	Building supplies Hardware stores	Loading Dock	
Tools, shovels	<ul style="list-style-type: none"> <li>Remove debris</li> </ul>	Building supplies Hardware stores	Janitor's Closet	
Vacuum cleaner, industrial wet/dry	<ul style="list-style-type: none"> <li>good for water removal for building leaks, smaller puddles</li> </ul>	Building supplies Hardware stores Industrial supplies	Upper HVAC	
Vacuum truck	<ul style="list-style-type: none"> <li>must have for removal of large quantities of water (overland flooding in basements)</li> </ul>	Disaster remediation Specialty suppliers	N/A	

### COLLECTIONS SALVAGE AND RECOVERY

MATERIAL/ EQUIPMENT	EMERGENCY APPLICATIONS	SOURCE(S)	STOCK	
			LOCATION	AMOUNT
Alcohol, ethanol / isopropanol	<ul style="list-style-type: none"> <li>To dewater metal objects</li> </ul>	Lab/medical supplies	N/A	
Bags, garbage	<ul style="list-style-type: none"> <li>Flexible support for moving wet artifacts like textiles</li> <li>Liner for boxes to keep items wet</li> <li>Use to separate items to prevent soil transfer or adhesion</li> <li>To wrap objects that do not fit into available containers</li> </ul>	Grocery stores Hardware stores Household goods	Staff Washroom	
Bags, resealable plastic	<ul style="list-style-type: none"> <li>Keep certain archival records wet until treatment</li> <li>Keep small broken objects together</li> </ul>	Grocery stores Hardware stores Household goods	Office	
Bins, plastic crates	<ul style="list-style-type: none"> <li>Do not weaken when wet</li> <li>Mesh walls facilitate drying/freezing</li> <li>Collapsible types available</li> </ul>	Hardware stores	Lower Storage	

MATERIAL/ EQUIPMENT	EMERGENCY APPLICATIONS	SOURCE(S)	STOCK	
			LOCATION	AMOUNT
Bins, plastic storage	<ul style="list-style-type: none"> <li>Line up several in a row to permit successive rinsing in cleaner water</li> <li>Overly large or deep may be too heavy when filled with water</li> </ul>	Hardware stores Household goods	Lower Storage	
Blankets	<ul style="list-style-type: none"> <li>Pad out tables and cover with plastic sheeting for work surfaces for slow drying of canvas paintings,</li> </ul>	Household goods	N/A	
Blankets, Vellux	<ul style="list-style-type: none"> <li>To cover vacuum nozzle for cleaning soiled surfaces</li> </ul>	Household goods	N/A	
Blocks, foam	<ul style="list-style-type: none"> <li>To support corners of boards in stacks for added drying surfaces</li> </ul>	Building supplies Hardware stores	N/A	
Boards, foam	<ul style="list-style-type: none"> <li>Use to support for lightweight objects or records</li> <li>Stack on foam blocks to create drying space</li> </ul>	Art supplies Industrial supplies Specialty suppliers	N/A	
Boards, paper (matboard, cardboard)	<ul style="list-style-type: none"> <li>Use to pack large or irregular objects</li> </ul>	Archival supplies Art supplies Industrial supplies Office supplies	N/A	
Boards, plastic (e.g., Coroplast)	<ul style="list-style-type: none"> <li>Waterproof support for light objects</li> <li>Support flat objects during rinsing</li> <li>Stack on foam blocks to create drying space</li> <li>For drying of canvas paintings; will need to be cut to fit and weighted down evenly</li> </ul>	Building supplies Specialty suppliers	N/A	
Boards, wood (plywood, hardboard, old doors, etc.)	<ul style="list-style-type: none"> <li>Use to support large objects</li> <li>Create worktables or temporary shelving</li> <li>For drying of canvas paintings; will need to be cut to fit and weighted down evenly</li> </ul>	Building supplies Hardware stores	Lower Storage	
Boxes, archival	<ul style="list-style-type: none"> <li>Use for temporary storage or replacement of damaged storage containers</li> </ul>	Archival supplies		
Boxes, cardboard	<ul style="list-style-type: none"> <li>Cheap, readily available, recyclable material for packing</li> </ul>	Moving supplies Office supplies	Lab	
Boxes, corrugated plastic	<ul style="list-style-type: none"> <li>Use for temporary storage or replacement of damaged storage containers</li> </ul>	Archival supplies	Office (if available)	
Brushes, assorted (soft to stiff, tiny to large)	<ul style="list-style-type: none"> <li>Use regular cleaning brushes or cheap paint brushes of the desired size and stiffness since you may only use them for one incident</li> <li>Softer types may be better for cleaning without water</li> </ul>	Art supplies Grocery stores Hardware stores Household goods	Lion's Room Storage	
Bubble wrap	<ul style="list-style-type: none"> <li>For packing objects</li> </ul>	Industrial supplies Office supplies	Office (if available)	

MATERIAL/ EQUIPMENT	EMERGENCY APPLICATIONS	SOURCE(S)	STOCK	
			LOCATION	AMOUNT
Carts, A-frame	<ul style="list-style-type: none"> <li>Transport artworks or similar objects from the affected area</li> </ul>	Industrial supplies Specialty suppliers	In use	1
Carts, book carts	<ul style="list-style-type: none"> <li>Transport objects from affected area</li> </ul>	Archival supplies Industrial supplies	In use	1
Carts, platform, flat bed	<ul style="list-style-type: none"> <li>Transport objects from affected area</li> </ul>	Industrial supplies	In use	2
Clamps	<ul style="list-style-type: none"> <li>Dry under pressure</li> </ul>	Conservation supplies Hardware stores	N/A	
Clamps, plastic snap	<ul style="list-style-type: none"> <li>Use to attach screens to pipe frames for air drying</li> </ul>	Building supplies Hardware stores	N/A	
Clamps, tarp	<ul style="list-style-type: none"> <li>Handles that can make a tarp easier to carry when used as a flexible support for moving objects</li> </ul>	Specialty suppliers	N/A	
Clips, plastic-coated paper	<ul style="list-style-type: none"> <li>Use to hang photographs to dry</li> </ul>	Office supplies	Office	
Clothes pins, plastic	<ul style="list-style-type: none"> <li>Use to hang photographs to dry</li> </ul>	Hardware stores Household goods	supply closet in back office	
Detergent, neutral	<ul style="list-style-type: none"> <li>For cleaning solutions</li> </ul>	Conservation supplies Veterinarian supplies	N/A	
Dollies, padded, interlocking	<ul style="list-style-type: none"> <li>Transport objects from affected area</li> </ul>	Building supplies Industrial supplies Specialty suppliers	N/A	
Extension cords (grounded)	<ul style="list-style-type: none"> <li>To provide power for equipment (lights, driers, etc.)</li> <li>Must have source of electricity</li> </ul>	Building supplies Hardware stores Office supplies	Lion's Storage	6
Fans (table, floor)	<ul style="list-style-type: none"> <li>To maintain air movement to facilitate air drying (see also Building Remediation)</li> <li>For drying tunnel</li> </ul>	Hardware stores Household goods Disaster remediation	Lion's Storage	
Freezer, chest	<ul style="list-style-type: none"> <li>Buy time by freezing objects</li> </ul>	Household goods	Artist's Room	1
Freezer truck	<ul style="list-style-type: none"> <li>Buy time by freezing objects</li> </ul>	Disaster remediation Specialty suppliers	N/A	
Freezer, walk-in storage	<ul style="list-style-type: none"> <li>Buy time by freezing objects</li> </ul>	Specialty suppliers	N/A	
Garden hoses and nozzles	<ul style="list-style-type: none"> <li>Use for rinsing with water</li> <li>Needs source of water</li> </ul>	Hardware stores	N/A	
Groom/stick molecular sponge	<ul style="list-style-type: none"> <li>Test for soot removal, cleaning without water</li> </ul>	Conservation supplies	N/A	
Ground eraser	<ul style="list-style-type: none"> <li>Test for soot removal, cleaning without water</li> </ul>	Conservation supplies	N/A	
Hair driers/hot air guns	<ul style="list-style-type: none"> <li>Use to speed drying of metal objects</li> </ul>	Lab/medical supplies Pharmacies	N/A	

MATERIAL/ EQUIPMENT	EMERGENCY APPLICATIONS	SOURCE(S)	STOCK	
			LOCATION	AMOUNT
Hand trucks	<ul style="list-style-type: none"> <li>• Transport objects from affected area</li> </ul>	Building supplies Industrial supplies	N/A	
Lifting straps	<ul style="list-style-type: none"> <li>• Use to move furniture and heavy items</li> </ul>	Hardware stores Industrial supplies	N/A	
Nonwoven, sheets (e.g., polyester Reemay, Tyvek)	<ul style="list-style-type: none"> <li>• Use to raise single sheet documents from water</li> <li>• Use to lift and move lightweight, flexible objects</li> <li>• Use to pad out objects like garments during drying</li> </ul>	Archival supplies Conservation supplies	N/A	
Nonwoven, Tek Wipe	<ul style="list-style-type: none"> <li>• More absorbent than regular blotting paper</li> <li>• Washable for reuse</li> </ul>	Conservation supplies Industrial supplies	N/A	
Nonwoven, netting or tulle	<ul style="list-style-type: none"> <li>• Use to pad out objects like garments during drying</li> <li>• To cover vacuum nozzle for vacuum cleaning</li> </ul>	Fabric stores	N/A	
Nonwoven, Webril wipes	<ul style="list-style-type: none"> <li>• Soot removal</li> </ul>	Conservation supplies Industrial supplies Specialty suppliers	N/A	
Padding (quilt pads, felts, blankets, etc.)	<ul style="list-style-type: none"> <li>• Pad out tables and cover with plastic sheeting for work surfaces for slow drying of canvas paintings,</li> </ul>	Industrial supplies Office supplies	N/A	
Pallets/pallet truck	<ul style="list-style-type: none"> <li>• Support boxes for moving large shipments</li> <li>• Support large, heavy objects off the ground or during moves</li> </ul>	Industrial supplies Office supplies	N/A	
Paper, blotting	<ul style="list-style-type: none"> <li>• For interleaving documents, books, art on paper</li> <li>• Table cover / interleaving for drying paintings</li> </ul>	Archival supplies Art supplies Conservation supplies	N/A	
Paper, freezer/wax	<ul style="list-style-type: none"> <li>• To separate books with sticky covers</li> </ul>	Hardware stores	N/A	
Paper, silicone release	<ul style="list-style-type: none"> <li>• For interleaving to prevent adhesion</li> </ul>	Archival supplies Conservation supplies	N/A	
Paper towels	<ul style="list-style-type: none"> <li>• For interleaving documents, books, paper</li> </ul>	Office supplies Hardware stores	Staff Washroom	
Paper, unprinted newsprint	<ul style="list-style-type: none"> <li>• To separate books, to crumple as packing material</li> <li>• To pad out garments, etc.</li> <li>• Table cover / interleaving for drying paintings</li> </ul>	Art supplies Industrial supplies	N/A	
Paper, Zorbix	<ul style="list-style-type: none"> <li>• For interleaving documents, books, art on paper</li> <li>• More absorbent than regular blotting paper</li> </ul>	Specialty supplier	N/A	

MATERIAL/ EQUIPMENT	EMERGENCY APPLICATIONS	SOURCE(S)	STOCK	
			LOCATION	AMOUNT
Pipe, plastic plumbing	<ul style="list-style-type: none"> <li>• Build frames for shallow pools</li> <li>• Build drying frames from lengths and corner connectors wrapped with screening</li> </ul>	Building supplies Hardware stores	N/A	
Pitchers, plastic	<ul style="list-style-type: none"> <li>• Use for gently pouring water for rinsing</li> </ul>	Household goods	Kitchen	10
Platform saddles	<ul style="list-style-type: none"> <li>• Support lengths of lumber on edge to create raised work surfaces, shallow pools, etc.</li> </ul>	Specialty suppliers	N/A	
Polyethylene sheeting*	<ul style="list-style-type: none"> <li>• Protect objects in situ from water or particulates</li> <li>• Cover wooden supports or padded surfaces</li> <li>• Wrap objects onto board supports</li> <li>• Interleave or wrap items to prevent soiling or adhesion,</li> <li>• Wrap items to keep them wet</li> <li>• Tenting for drying tunnels</li> <li>• Cover large objects or groups of objects to slow air drying</li> </ul>	Building supplies Hardware stores Industrial supplies	N/A	
Pool, kiddie/dog	<ul style="list-style-type: none"> <li>• Fill with clean water for keeping objects wet</li> </ul>	Hardware stores Household goods	N/A	
Rags, cotton	<ul style="list-style-type: none"> <li>• For general cleaning, mopping up water</li> </ul>	Industrial supplies	N/A	
Rope, nylon	<ul style="list-style-type: none"> <li>• Line for hanging items to dry</li> <li>• Nylon remains taut when wet</li> </ul>	Hardware stores	N/A	
Sawhorses	<ul style="list-style-type: none"> <li>• To support screening or boards for drying surfaces</li> </ul>	Building supplies Hardware stores	Lower Storage	2
Scissors	<ul style="list-style-type: none"> <li>• To cut materials for packing or interleaving, or labels</li> </ul>	Office supplies	Office	
Screening, plastic/fibreglass	<ul style="list-style-type: none"> <li>• If stretched, provides air circulation on both sides during air drying</li> </ul>	Building supplies Hardware stores	N/A	
Sponges	<ul style="list-style-type: none"> <li>• Clean with water</li> </ul>	Hardware stores Household goods	N/A	
Sponges, soot/chemical	<ul style="list-style-type: none"> <li>• For soot removal</li> </ul>	Building supplies Conservation supplies Disaster remediation	N/A	
Sponges, makeup	<ul style="list-style-type: none"> <li>• For soot removal</li> </ul>	Pharmacies	N/A	
Spray bottles	<ul style="list-style-type: none"> <li>• Use for surface rinsing</li> </ul>	Hardware stores Industrial supplies	Staff Washroom	
Tape, duct	<ul style="list-style-type: none"> <li>• Use to seal bags or sheet of plastic</li> </ul>	Hardware stores	Office with tape if available	
Tape, flagging	<ul style="list-style-type: none"> <li>• For triage marking</li> </ul>	Industrial supplies	Office	

MATERIAL/ EQUIPMENT	EMERGENCY APPLICATIONS	SOURCE(S)	STOCK	
			LOCATION	AMOUNT
Tape, packing	<ul style="list-style-type: none"> <li>Assemble and close cardboard boxes</li> </ul>	Hardware stores Office supplies	Office	
Tape, tuck tape, sheathing	<ul style="list-style-type: none"> <li>Secure wrapping where moisture or temperature resistance is important</li> </ul>	Building supplies Hardware stores	N/A	
Tarp, plastic	<ul style="list-style-type: none"> <li>Use as protective cover</li> <li>Use with lumber to build shallow pool for cleaning</li> </ul>	Building supplies Hardware stores	Lower Storage	
Tarp, tabletop with corner snaps	<ul style="list-style-type: none"> <li>Work surface that contains water run off when cleaning small objects</li> </ul>	Specialty suppliers	N/A	
Towels, cotton terry cloth	<ul style="list-style-type: none"> <li>Blot textiles, paintings, other wet surfaces</li> <li>Can be laundered for reuse</li> <li>Quickly become saturated</li> <li>Use to pad tables for drying paintings</li> </ul>	Household goods	N/A	
Towels, microfiber	<ul style="list-style-type: none"> <li>Blot textiles, paintings, wet surfaces</li> <li>Can be wrung out and reused immediately</li> <li>Can be laundered for reuse</li> </ul>	Hardware stores Household goods	N/A	
Trays, bread	<ul style="list-style-type: none"> <li>Support objects during moves</li> <li>Do not weaken when wet</li> <li>Mesh walls facilitate drying/freezing</li> </ul>	Industrial supplies Specialty suppliers	N/A	
Trays, plastic/photo	<ul style="list-style-type: none"> <li>Support for moving objects</li> <li>Shallow containers for cleaning with water (small objects, photos, documents, etc.)</li> </ul>	Archival supplies Hardware stores Photo equipment	N/A	
Utility knives and extra blades	<ul style="list-style-type: none"> <li>For cutting absorbent papers and boards to size</li> <li>For box construction</li> </ul>	Hardware stores Office supplies	Office with pens	
Vacuum cleaner, mini	<ul style="list-style-type: none"> <li>Clean dry surface dirt, soot or mould</li> </ul>	Hardware stores Office supplies	N/A	
Vacuum cleaner, with HEPA filters	<ul style="list-style-type: none"> <li>Clean dry surface dirt, soot or mould</li> </ul>	Industrial supplies Specialty suppliers	N/A	
Vacuum freeze dryer	<ul style="list-style-type: none"> <li>Dries frozen documents/books/objects through sublimation</li> <li>Service available from document recovery companies</li> </ul>	Disaster remediation Specialty suppliers	N/A	
Vacuum sealer and bags	<ul style="list-style-type: none"> <li>Exclude oxygen during drying or to buy time and prevent mould (has only been demonstrated on books)</li> </ul>	Industrial supplies Specialty suppliers	N/A	
Vehicle	<ul style="list-style-type: none"> <li>Transportation</li> </ul>	Vehicle rental	N/A	
Water, clean	<ul style="list-style-type: none"> <li>For rinsing and cleaning</li> <li>Either plumbed connection or large containers with dispenser</li> </ul>	Grocery stores	N/A	

MATERIAL/ EQUIPMENT	EMERGENCY APPLICATIONS	SOURCE(S)	STOCK	
			LOCATION	AMOUNT
Weights (e.g., sandbags, bricks)	<ul style="list-style-type: none"> <li>Use to counteract warping of painting stretchers and canvas</li> </ul>	Archival supplies Conservation supplies	N/A	

## DOCUMENTATION AND COMMUNICATION

MATERIAL/ EQUIPMENT	EMERGENCY APPLICATIONS	SOURCE(S)	STOCK	
			LOCATION	AMOUNT
Battery-operated radio + extra batteries	<ul style="list-style-type: none"> <li>In case power is out and cellular networks are down</li> </ul>	Electronics Hardware stores	N/A	
Camera + accessories	<ul style="list-style-type: none"> <li>Photograph objects and affected areas</li> <li>Keep extra memory cards, batteries, charger on hand</li> </ul>	Electronics Photo equipment	Office	
Camera, video	<ul style="list-style-type: none"> <li>Video objects and affected areas</li> </ul>	Electronics Photo equipment	Office	
Cellular phones	<ul style="list-style-type: none"> <li>Add key contact numbers to your contacts lists</li> <li>Bookmark supplier webpages on a smart phone</li> </ul>	Electronics	N/A	
Clip boards	<ul style="list-style-type: none"> <li>To write on</li> </ul>	Office supplies	Back Office	
Collection database	<ul style="list-style-type: none"> <li>To locate objects and make note of changes to collection</li> </ul>		Collections Supervisor has key with full updated back up in the event of loss of server.	
Collection inventory	<ul style="list-style-type: none"> <li>To locate objects and make note of changes to collection</li> </ul>			
Labels, identification	<ul style="list-style-type: none"> <li>For access management, identifying who is authorized to be on site</li> </ul>	Industrial supplies Office supplies	Office, Collections Desk	
Labels (Tyvek, paper)	<ul style="list-style-type: none"> <li>For labelling objects and records</li> </ul>	Archival supplies Industrial supplies Office supplies	Office Collections Desk	
Laptop/ computer	<ul style="list-style-type: none"> <li>Access to collection inventory or create new inventory files electronically</li> </ul>	Electronics		
Markers, felt-tip, waterproof	<ul style="list-style-type: none"> <li>To write on labels, boxes, etc.</li> <li>To use for documentation</li> </ul>	Office supplies	Office	
Notebooks	<ul style="list-style-type: none"> <li>For making lists, tracking collections</li> <li>Waterproof versions may be useful on wet sites</li> </ul>	Office supplies Specialty supplies	Back Office	

MATERIAL/ EQUIPMENT	EMERGENCY APPLICATIONS	SOURCE(S)	STOCK	
			LOCATION	AMOUNT
Pens, pencils	<ul style="list-style-type: none"> <li>To use for documentation</li> <li>To write on labels etc.</li> </ul>	Office supplies	Office	
Walkie-talkies	<ul style="list-style-type: none"> <li>For team communication at short distances</li> </ul>	Outdoor gear	N/A	