**Emergency Supplies and Equipment**

**Things to have on hand**

* Extension cords (50 ft., grounded)
* Flashlights, batteries, replacement bulbs
* Camera
* Battery operated radio
* Tool kit (crowbar, hammer, pliers, screwdriver, shovel)
* Brooms and dustpans
* Mop, bucket, sponges, squeegees
* Cleaning supplies
* Disinfectant
* Wet-vacuum
* Metal book trucks
* Portable folding tables
* Gloves (leather, rubber)
* Scissors
* Utility knives, extra blades
* Spill pillows (inert sorbent materials)
* First aid kit
* Heavy plastic sheeting (with scissors and tape)
* Paper towels
* Waxed or freezer paper
* Absorbent paper (blank newsprint, blotter, etc.)
* Plastic garbage bags
* Clipboards (also paper pads, pencils, waterproof pens, large self-adhesive labels)

**Know where to acquire**

* Portable pump
* Portable fans
* Protective masks/glasses
* Hard hats
* Rubber boots
* Rubber or plastic aprons
* Drying space
* Lights, shop-lights & bulbs
* Polyethylene bags (various sizes)
* Dry chemical sponges (for removing soot)
* Sand bags
* Portable dehumidifiers
* Portable generator
* Refrigerator trucks
* Nearest off site phone (cell phones may be out)
* Nearest CB radio
* Plastic (milk) crates
* Sturdy boxes
* Plastic buckets and trash cans
* Water hoses with spray nozzles
* Monofilament nylon (fishing) line
* Ladders
* Construction materials (wood, screws, nails)
* Portable toilets
* Extra security personnel

**Disaster Response Supply Can**

Small public libraries can also put together a Disaster Response Supply Can to be used only in case of emergency. This Disaster Response Supply Can **does not take the place of a larger centralized stock of disaster supplies.** The estimated total cost of materials is $200. Most supplies are available at office/home supply or hardware stores.

The Disaster Response Supply Can should be used as a source of supplies for immediate response. Seal the can if possible, so that supplies are available when needed. The can should be labeled and inventoried annually. A list of contents should be included with the supplies as well as with the disaster preparedness plan. This will also make it easier to return unused supplies and to replace used supplies after an emergency.

The following list of contents is from PORTALS (Portland Area Library System).

<http://www.portals.org/members/Conf%20Disaster%20Response%20Supply%20Can.doc>

**Contents:**

\_\_\_ 33 gal. plastic trash can with lid (preferably red)

\_\_\_ 1 roll 10" x 100" 4 mil plastic sheeting

\_\_\_ 1 box cutter

\_\_\_ 1 roll filament tape (to tape sheeting)

\_\_\_ 10 large plastic trash bags (to fit can)

\_\_\_ 2 large sponges

\_\_\_ 1 Lysol spray can, 19 oz.

\_\_\_ 1 5 gal. bucket with lid

\_\_\_ 1 box disposable latex gloves

\_\_\_ 1 roll "DO NOT ENTER" barricade tape

\_\_\_ 2 rolls white paper towels

\_\_\_ Scissors, 1 pr.

\_\_\_ Pencils, 1 doz. Sharpened or mechanical

\_\_\_ 2 black permanent marking pens

\_\_\_ Yellow lined pad

\_\_\_ Clipboard

\_\_\_ Flashlight

\_\_\_ Batteries (Do not store in the flashlight; renew annually and after emergency use.)

\_\_\_ 10 dust masks

\_\_\_ Disposable camera

\_\_\_ Duct Tape

\_\_\_ Emergency Response and Salvage Wheel

\_\_\_ Staff phone list

**Useful additions:**

\_\_\_ Spill pillows

\_\_\_ Roll of quarters

\_\_\_ Hard hat with miner’s light

\_\_\_ Heavy duty work gloves

\_\_\_ Safety glasses

\_\_\_ Apron with pockets

\_\_\_ Water bug

\_\_\_ Hydrometers