

Creating and Maintaining your Disaster Bin

Note: Quantity of items depends on your records holdings, size of storage area, number of disaster bins and their locations.

Equipment and materials:

- Wheelie bin or large tub (preferably on wheels) to store rest of equipment (and double as vessel to hold water or waste).

Lists (attached to the outside of bin)

- Supplies list noting intended use
- Details of emergency contacts

Personal Protective Equipment

- Gloves, plastic, disposable (solvent resistant are useful)
- Dust masks
- Plastic aprons
- Safety glasses

Clean up

- Water barricade absorption pads and snakes
- 2 x 10L plastic buckets
- 1 x squeeze mop
- Plastic Sheeting, preferably clear
- Garbage bags, large, BLACK (*white liners/bags are for records salvage*)
- Sponges and wiping clothes
- Paper towel, perforated, quantity depends on size of your storage area
- Dust pan and broom
- Small hazard spill response kit (optional)
- Hazardous waste bags, large, labelled Hazardous (optional)

Documentation

- Clipboard
- Notepad/notebook
- Pencils
- Labels, self-adhesive
- Marker pens, permanent, waterproof felt tip
- Disposable camera (optional, consider use of phones)

General utility

- Whistle (to gather teams)
- Utility knife, retractable
- Spare blades

- Scissors
- Masking tape
- Electric extension cord
- Electric power board
- Torch
- Batteries for torch (kept separate)

Record Recovery Materials:

- Blotting paper to be placed under or in-between records to absorb water
- Paper towel, perforated, to be placed under or in-between records to absorb water
- Freezer bags, clear plastic, zip-lock, large to pack items for freezing
- Freezer sheet/rolls to be placed between items when packed into tubs (stops ink bleed and cross contamination)
- Smaller zip lock bags (or plastic containers) for holding fragmented/broken pieces of records.
- Bin liners, large, WHITE to move saturated or soiled items (*use black garbage bags for general rubbish*)
- String (preferably cotton tape) for tying material together to retain order / context