

EMERGENCY UNIT SUPPLY BOX

The following supplies should be stored in a secure but accessible place.

1. **Polyethylene Sheeting** (4 mil): 10' x 25' rolls, to cover shelves and books.
2. **Cutters** (to cut sheeting).
3. **Duct Tape** (to secure sheeting).
4. **Paper Towels** (for partial interleaving in air drying).
5. **Heavy-duty Extension Cable** (100' length).
6. **Power-bar Multi Outlet.**
7. **Wax or Freezer Paper** (cut in sheets for freezer packing).
8. **Pens, Pads, and Pencils** (for marking boxes and documentation).
9. **Flashlight.**
10. **Disposable or "one-use" camera.**
11. **Hard Hat.**
12. **Safety Gloves.**
13. **Safety Goggles.**
14. **Disposable N-95 respirators (in case of mold).**
15. **Protective Aprons.**
16. **Fishing Line and Pegs.**
17. **Mylar Sheets.**
18. **Cordon Tape.**

Each unit should ensure the local availability of the following:

- A. **Electric Fans** (to create air circulation and prevent mold).
- B. **Wet-Dry Vacuum** (to remove small amounts of standing water quickly).
- C. **Mops, buckets** (to keep areas clean and dry).
- D. **Floor Squeegee** (to control flow of floor surface water).
- E. **Garbage Containers** (to deposit and remove wet paper towels and other discarded materials).
- F. **Drying Space:** a secure, well-ventilated space (classroom, cafeteria, unaffected reading room, gym, etc.) with ample table space.

