

APPENDIX A: EMERGENCY SUPPLIES TOTES CONTENTS

At least one Disaster Tote is located in each Library containing supplies needed for immediate response to a small-scale disaster. See Appendix for your Library for location of tote(s). Each Disaster Tote consists of a 30 gallon wheeled trash can containing the following supplies:

Caution tape	1 small roll
Emergency Response and Recovery Plan	
Flashlights (shake or crank type not requiring batteries)	2
Glowsticks	5
Legal pads	2
Markers	2 large waterproof Sharpies
Newsprint	10 11x17 sheets
Nitrile gloves	4 pair
Packing tape	1 roll
Paper towels	1 box of 90
Pens	2
Polyethylene sheeting	2 100ft rolls cut into 10x10 sheets
Trash bags	2 30 gallon

**ADDITIONAL EMERGENCY SUPPLIES LOCATED
IN PRESERVATION OFFICE**

Blotter paper	Legal Pads
Boots, rubber	Markers, boxes of large sharpies
Brushes	Mylar sheets
Buckets	Newsprint, unprinted
Caution tape	Notebooks (small)
Clothespins, plastic	Paper towels (white)
Crowbar	Pens, boxes
Disaster Plan	Plastic sheeting
Door wedges	Plastic trays and tubs
Environmental monitoring equipment	Reemay
Extension cords & power strips	Respirator(s)/masks
Fishing line (2 reels)	Safety goggles
Flashlights (5) & batteries	Scissors
Freezer paper	Sponges
Gloves, elbow length	Tape
Gloves, latex	Trash bags
Gloves, nitrile or vinyl	Utility knife
Hardhats	Wrench for shelving
Identification badges (50)	

ADDITIONAL EMERGENCY SUPPLIES LOCATED ON CAMPUS

Contact your Library's Supplies & Equipment Coordinator on the Disaster Response Team, who will arrange for any needed additional supplies located outside of the Libraries. The following items are available on campus:

Dehumidifiers

Fans

Heavy-duty power cable, 100 feet

Mops & buckets

Portable electric generators

Portable utility floor lights

Water hoses

Wet/dry vacuums

EMERGENCY RESOURCES

FSU POLICE:

BUILDING

FSU SERVICE CENTER:

INSURANCE

RECOVERY ASSISTANCE

DISASTER RECOVERY NETWORK: LYRASIS 800/999-8558

DISASTER RECOVERY PROVIDER:

Account pre-established?	Account Number:	(Attach copy of contract)	
Services available:	Water Recovery	Freezer	Vacuum Freeze Dryer
	Fire Recovery	Mold Remediation	Environmental Control

DISASTER RECOVERY PROVIDER:

Account pre-established?	Account Number:	(Attach copy of contract)	
Services available:	Water Recovery	Freezer	Vacuum Freeze Dryer
	Fire Recovery	Mold Remediation	Environmental Control

LOCAL FREEZER COMPANIES:

CONSERVATION ASSISTANCE

AIC-CERT

For 24-hour assistance: 202/661-8068

AIC-CERT (American Institute for Conservation Collections Emergency Response Team) responds to the needs of cultural institutions during emergencies and disasters through coordinated efforts with first responders, state agencies, vendors and the public. AIC-CERT members can provide advice and referrals by phone at (202) 661-8068. Requests for onsite assistance will be forwarded by the volunteer to the AIC-CERT Coordinator and Project Director for Response.

EXTERMINATOR:

CAPALUTO	Account Number:	(Attach copy of contract)
----------	-----------------	---------------------------