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.