Collections Emergency Kits

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Land Acknowledgement
MayDay: Saving Our Heritage

DO ONE THING FOR EMERGENCY PREPAREDNESS

Continuing in the tradition established by the Society of American Archivists and Heritage Preservation, the Foundation for Advancement in Conservation encourages libraries, museums, archives, historical societies, and preservation organizations to set aside May 1st to participate in MayDay. This year, make sure your institution is prepared!

https://www.culturalheritage.org/resources/emergencies/mayday
Collections Emergencies & Risk

AGENT of DETERIORATION
- Physical Forces
- Fire
- Water
- Criminals
- Pests
- Contaminants
- Light and UV Radiation
- Incorrect Temperature
- Incorrect relative Humidity
- Disassociation

TYPE of RISK
1. Less than 1 event expected in next 100 years
2. A few incidents per century or per decade
3. A continual process or events repeated at least once per year

Severity
- Catastrophic
- Severe
- Mild/gradual

Frequency
- Rare
- Sporadic
- Continual

After Michalski, 1990

Graphic courtesy of Rob Waller
SI-Wide Events – SI-EOC and Unit-EOCs activated

Frequency = Sporadic
Severity = Severe
Large-Scale Collection Emergencies
– Unit EOC may be activated

Earthquake damage at NMNH 2011

Frequency = Sporadic
Severity = Severe

Garber Facility
February 2010;
Photos by Eric Long
Small-Scale Collection Emergencies
– Unit EOC often not activated

Frequency = Continual
Severity = Mild/Gradual
Examples of Small-Scale Water Emergencies
What is a Collections Emergency Kit?
Other Things Outside of the Kit

- Tables
- Fans
- UVc fan unit
- Dehumidifiers
- Electric floor scrubbers & mops and buckets
- HEPA vacuums
- Ladders & lifts
The Smithsonian is HUGE

Quick Facts:
- Founded in 1846 for the “increase and diffusion of knowledge”
- Unique status and complex, decentralized organization
- 19 museums, 21 libraries, 9 research centers, and the National Zoo
- 583 owned facilities and 38 leased facilities
- 6400 employees, 7300 volunteers as well as interns and fellows

Fun Facts:
- Of the 155+ million objects and specimens, 94% of those items are part of the National Museum of Natural History’s collections
- Only 1% of the Smithsonian’s collections are on public display at any given time.
The National Collections Program

- Collections Initiatives and Programs
  - Policy & Planning
  - Central Collections Care Funding
    - Integrated Data Reporting
  - Outreach/Training
    - Emergency Management
    - Professional Development
- Collections Space
  - Space Planning
  - Preservation Environment

Website - NCP.si.edu
PRICE

Left to Right: Brian Abrams (FSG), Ashley Jehle (NMAfA), Nora Lockshin (SLA), Cali Martin (NMAI), Lisa Palmer (NMNH), Sam Snell, PRICE chair (NCP), and Katie Wagner (SLA).
Survey Participants

- Archives of American Art
- Anacostia Community Museum
- Center for Folklife and Cultural Heritage
- Cooper Hewitt, Smithsonian Design Museum
- Hirshhorn Museum and Sculpture Garden
- National Museum of Asian Art
- National Air and Space Museum
- National Museum of African American History and Culture
- National Museum of African Art
- National Museum of American History
- National Museum of the American Indian
- National Portrait Gallery
- National Postal Museum
- Smithsonian Castle
- Museum Conservation Institute
- Smithsonian Astrophysical Observatory
- Smithsonian American Art Museum
- Smithsonian Gardens
- Smithsonian Exhibits
- Smithsonian Institution Archives
- Smithsonian Institution Libraries
- Smithsonian Institution Traveling Exhibition Service
Goals for the Survey

- Get a single inventory for Smithsonian collecting units
- Determine if bulk ordering is possible
- Create final report that includes lessons learned
- Make data accessible internally through SI Explorer
What’s SI Explorer?
## Inventory Supply List

<table>
<thead>
<tr>
<th>Sl Unit Name</th>
<th>Facility</th>
<th>Cart type (name/location)</th>
<th>Supply Type</th>
<th>Supply # (per kit)</th>
<th>Supply unit (how ordered)</th>
</tr>
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<tbody>
<tr>
<td>NMAfA</td>
<td>Museum</td>
<td>Main type</td>
<td>Scissors</td>
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<tr>
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<tr>
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<tr>
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<td>Emergency Contact List OCA</td>
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<td>24” x 35” – plastic bags</td>
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<tr>
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<td>Main type</td>
<td>10” x 13” – plastic bags</td>
<td>25</td>
<td>individual</td>
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</tbody>
</table>
**Top 30 Most Frequent Emergency Kit Supplies:**

1. Nitrile gloves  
2. Ziploc bags  
3. Absorbent socks  
4. Flashlights  
5. Trash bags  
6. Polyethylene sheeting  
7. Sponge  
8. Coverall  
9. Scissors  
10. Absorbent pads  
11. Permanent markers  
12. Notepad/notebook  
13. Pencils  
14. Batteries  
15. Caution tape  
16. Utility knife  
17. Work gloves  
18. Safety glasses/goggles  
19. Door stop  
20. Headlamp  
21. Object tag  
22. Duct tape  
23. Paper towels  
24. Tarp  
25. Apron  
26. Dust mask  
27. Blotter paper  
28. Bucket  
29. Clipboard  
30. Towels
Salvage

Utility tool

Packing & Shipping

Container

Safety gear

Inventory Categories
OVERALL SURVEY RESULTS

- Tools: 21%
- Absorbent materials: 13%
- Container: 3%
- Documentation: 11%
- Instructional documents: 2%
- PPE/Personal safety: 19%
- Scene safety/cleanup: 16%
- Salvage/Recovery: 15%
Supply Types: Container

Examples of Container Supply Types:

- Cabinets with doors/wheels
- Metro shelving units on wheels
- Lewis bins
- Milk crate
- Mobile trash can
- Plastic storage bins
- Plastic storage cases (PSC)
- Push carts
- Roadie box
- Tall wardrobe/utility cart on wheels
- Cart accessories (shelves, wheels, hooks)
Supply Types: Absorbent Materials

Examples Absorbent Materials Supply Types:

- Absorbent pads
- Absorbent paper
- Absorbent socks
- All-purpose wipers with dry cover
- Bath towels
- Bedsheets
- Blotter paper
- Cheesecloth
- Cloth diapers
- Muslin
- Newsprint
- Paint roller frame
- PVA towels
- Paper towels
- Rags
- Sponges
- Techwipes
Supply Types: Documentation

Examples of Documentation Supply Types:

- Acid-free strips
- Adhesive labels
- Barcode labels
- Binder clips
- Binder/clipboard
- Calculator
- China marker
- Disposable camera
- Notecards
- Notepad/notebook
- Object tag
- Pencils
- Pencil replacement lead
- Pencil sharpeners
- Pens
- Permanent markers
- Red object tags
- Waterproof notebooks
Supply Types: Instructional Documents

Examples of Instructional Documents Supply Types:

- Doorway measurements
- Elevation plans
- Floor plans
- Gallery case access guides
- Priority object locations
- Instructions on how to use emergency kit
- Loan agreements
- Object damage reports
- Object tracking and damage assessment
- Emergency kit locations
Supply Types: PPE/Personal Safety

Examples of PPE/Personal Safety

Supply Types:

- Alcohol wipes
- Apron
- Bandages
- Coverall
- CPR compact barrier
- Dust mask
- Dust mask (N95)
- Earplugs
- First aid kit
- Gloves, neoprene
- Gloves, rubber
- Gloves, nitrile
- Knee braces/knee pads
- Rain boots
- Respirator and cartridges
- Safety glasses/goggles
- Wet wipes
- Work gloves
- Wrist guard/support
Supply Types: Salvage/Recovery

Examples of Salvage/Recovery Supply Types:

- Cotton swabs
- Dartek
- Developing tray
- Distilled water
- Eraser
- Ethafoam
- Fine dusting brush
- Foam pipe insulation
- Folding tables
- Freezer paper
- Glassine envelopes
- Gusseted Polyethylene bags
- Hairdryer/heatgun
- Hollytex
- Humidifier
- Indicating silica gel
- Magnifying lenses
- Microfiber cloth
- Mylar
- Nylon net
- Paintbrush
- pH strips
- Plastic bags
- Plastic cling wrap
- Plastic trays
- Polybags
- Polyester sheeting
- Reemay spunbonded polyester
- Teflon (relic wrap)
- RH indicator strips
- Screen (for vacuuming)
- Screen drying racks
- Silicone release Mylar
- Small fans
- Snake weights
- Soot sponge
- Spray bottle
- Spun Tyvek paper
- Sweater drying rack
- Tweezers
- Twill tape
- Tyvek
- Unbuffered tissue
- Vinyl erasers
- Volara
- Wax paper
- Weights
- White cotton gloves
- Wood blocks
- Ziploc bag
Supply Types: Scene Safety/Clean-up

Examples of Scene Safety/Clean-up Supply Types:

- Brooms
- Buckets
- Caution sign/tape
- Collapsible traffic cone
- Dehumidifier
- Door stop
- Drip diverter
- Dust broom
- Dustpan
- Flagging ribbon (orange)
- Gaffers tape
- Glow sticks
- Industrial fan
- Ladder
- Disinfectant
- Mop
- Squeegee
- Polyethylene disposable bags
- Polyethylene sheeting
- Portable fan
- Red barrier tape
- Reflective tape
- Safety cones
- Sandless sandbags
- Scrub brushes
- Scrubbing sponges
- Sponge mop
- Tarp
- Trash bag
- UV-C fan
- Vacuum
- Vacuum replacement bags
- Water pump
- White barrier tape
- Zip ties
Supply Types: Tools

Examples of Tools Supply Types:

- Batteries
- Battery charger
- Blade disposal containers
- Polyester twine
- Bungee cord
- Clear roll tape
- Clothesline rope
- Collapsible lantern
- Cotton cable cord rope
- Cotton twine
- Cotton yarn
- Crowbar
- Drill
- Duct tape
- Extension cord
- Flashlight
- Flood light
- Hammer
- Hatchet
- Headlamp
- Jute rope
- LED lightbulb
- Masking tape
- Measuring tape
- Nails
- Nylon rope
- Packing tape
- Painters tape
- Plastic emergency lights
- Pliers
- Polyester thread
- Pry bar
- Replacement blades (utility knife)
- Rubber mallet
- Scissors
- Screwdriver
- Self-healing cutting mat
- Socket
- Socket set
- Suction cup
- Surge protector
- Tape and dispenser
- Tape measurer
- Temperature/humidity monitor
- Tongs
- Tool kit
- Twine
- Twisted Polyester Rope
- Tool set
- Utility knife
- Vinyl tape
- Waterproof tape
- Wire cutter
- Wire gripping and cutting pliers
- Work light
- Wrench
Verbal Survey

Photo: Christie Romano
Question: Do you have a map that shows the location of the kits?

Is there a map that shows the location of these carts?

Answered: 33    Skipped: 1

<table>
<thead>
<tr>
<th>ANSWER CHOICES</th>
<th>RESPONSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>24.24%</td>
</tr>
<tr>
<td>No</td>
<td>54.55%</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>21.21%</td>
</tr>
</tbody>
</table>

TOTAL 33
Question: Who has access to the kits?

- Least Security with Greatest Access
- Greatest Security with Greatest Access
- Least Security with Least Access
- Greatest Security with Least Access
Question: Who has access to the kits?

Physical Access Based on Location

- Public areas/galleries: Everyone
- Non-storage staff locations: All staff/guided visitors
- Badge access room (storage): Collections staff/Security
- Keyed entry closet: People with access to lock box/key
Question: Who has access to the kits?

No Lock
Tamper-proof tape
Releasable zip tie
Plastic wrap
Zip tie
Lock
Question: How do you manage the inventory of your kits?

- Printed content lists
- Shared drives
- Annual MayDay inventory
- Designated contact when supplies are used
- Locking mechanism serves as visual reminder
- “as needed” - remember that some supplies expire!
Question: Do you host any kind of training on the emergency kits?

- Location tours
- Content demonstration
- Practice salvage activities
- Training on inventory methods
- Informational email
- Involving different staff members in the inventory process
Question: Do you have more than one type of kit? Why?

- Storage limitations
- Different collection types
- Some supplies are large and expensive
- Access considerations
Question: Who is responsible for managing the kits?

- Responsibility in job description
- Collection Emergency Response Team
- Sharing responsibility with department
Case Study: Winterthur
Getting creative with what you have...
REMEMBER: You are never finished preparing!
Thank you!

- The MANY interviewees
- Smithsonian Institution
- PRICE – Logistics Action Team
- SI Data Carpentries Team
- Justin Easterday
- SI Explorer Team
- Becca Kennedy
- Dr. Timothy Cleland
- Dr. Joelle Wickens
- Susan Askren

**Internship Funding**

- National Endowment for the Humanities
- Museum Conservation Institute Federal Funds