

Disaster preparedness planning

Incident response kit for salvage of public records

Item	Use
<input type="checkbox"/> Baggage labels	Labelling crates
<input type="checkbox"/> Batteries	For torch
<input type="checkbox"/> Bin liners	Containing rubbish
<input type="checkbox"/> Blotting paper	Interleaving, drying fragile items
<input type="checkbox"/> Buckets	For initial clean up
<input type="checkbox"/> Clipboards	Recording information
<input type="checkbox"/> Clothes line cord	Hanging items to dry
<input type="checkbox"/> Coloured chalk	Delineating areas
<input type="checkbox"/> Crates (plastic)	Transporting records
<input type="checkbox"/> Disaster response & recovery	Internal processes
<input type="checkbox"/> Disposable camera	Recording disaster and recovery process
<input type="checkbox"/> Dust masks	Protection against dust and mould
<input type="checkbox"/> First aid kit	Personal safety
<input type="checkbox"/> Freezer bags	For items intended for freezing
<input type="checkbox"/> Gauze bandage	Protecting fragile items
<input type="checkbox"/> Gloves, box of disposable	Personal safety/protection of objects
<input type="checkbox"/> Gloves, cotton	Handling dry objects
<input type="checkbox"/> Gloves, latex	Personal safety
<input type="checkbox"/> Goggles, safety	Personal protection
<input type="checkbox"/> Mop (squeeze style with handle)	Initial clean up
<input type="checkbox"/> Paper towel	Initial clean up and interleaving, drying fragile items
<input type="checkbox"/> Pencils and paper	Recording information
<input type="checkbox"/> Scissors	Various uses during clean up and recovery process
<input type="checkbox"/> Torches	Source of light during blackout periods
<input type="checkbox"/> Waterproof markers	Labelling crates and items intended for freezing

More information

Contact [Queensland State Archives Preservation Services team](#) for advice