



# INTERIOR VAULT LTD

INFORMATION MANAGEMENT TECHNOLOGY

## CREATE & MAINTAIN YOUR OWN DOCUMENTS FIRST AID KIT

Records Managers, Librarians and others who are concerned about protecting valuable paper materials in the early moments following a flood should consider building a Documents First Aid Kit. The materials available to you when the water is flowing can limit the amount of damage until clean-up crews arrive.

Here's a suggested inventory of items, which in our experience can be extremely useful if they are close at hand when the disaster occurs.

- Mop with collapsible handle
- Bucket with built-in wringer
- 1 ty-vek suit
- 1 pair latex over boots \*
- 6 pair latex disposable gloves
- 3 paper respirators
- 1 tape gun with roll of clear packing tape
- 1 clip board with pad of lined paper
- 1 ball point pen
- 1 greased / waxed pencil
- 1 flashlight with spare batteries
- 50 index cards
- 10 or more garbage bags
- 2 sheets poly, each 20' x20' (6 mil)
- 1 package absorbent paper towel
- 1 box clear deli wrap (1000 sheets)
- 1 roll caution tape

These items will fit into a 1.5 cubic foot box. A waterproof container with tight fitting lid is ideal. The latex over boots are the only difficult item to find, and can be substituted with regular boots, if a larger container is used. Alternately you might not mind getting your feet wet.

If you're making a large number of first aid kits, try packing one first before investing in a large quantity of containers; to be sure you've selected the right type and size. Include anything else that you feel you might need in an emergency. One of our customers suggested the kit should include some knives, so add a knife if you like; but remember to use caution especially when everyone is rushing around catching the drips.

Place your Documents First Aid Kits where you and other staff members can locate them quickly and easily (not on the top shelf out of reach without a ladder). Attach a copy of the inventory outside the cover or lid of the kit so you know what's inside without tearing the kit apart while looking for something that isn't there.

When the water is flowing through your records, retention or Library - call us. We'll help you make the correct initial decisions that can limit damage, cost and interruption.

**REMEMBER .. *It's critical to take action in the first 24 hours to prevent critical loss of information.***



**INTERIORVAULT**  
SECURE DOCUMENT STORAGE & DESTRUCTION

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