Disaster Preparedness:
Equipment and Supplies for Physical Disaster Response
Checklist

Purpose: A checklist to help state agencies and local government entities acquire supplies and equipment used to salvage records and clean up after a physical disaster.

- Anti-microbial wipes
- Hard hats
- Aprons/overalls for clothing protection
- Large fans
- Batteries
- Mop and bucket
- Camera (charged or w/ batteries)
- Non-skid rubber boots
- Caution tape
- Paper towels
- Dehumidifiers
- Pens and paper
- Extension chords
- Plastic sheeting
- Eye wash kits
- Scissors
- Face masks/respirators
- Storage tubs/crates
- First aid kit
- Tape
- Flashlights/other portable lights
- Trash bags (for garbage)
- Generators
- Water Pumps
- Gloves
- Wet Vacs
- Goggles
- Other?

Additional advice regarding the management of public records is available from Washington State Archives:

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov