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## **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.**

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

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