



---

## **Disaster Preparedness: Disaster Preparation Checklist**

**Purpose:** A checklist of steps to help state agencies and local government entities prepare for disaster.

- Check records/server storage areas for potential issues (such as water hazards) and ensure records are off the ground. Move to a safer area if necessary.
- Identify “Essential” records.
- Create procedures for accessing essential records during/after a disaster.
- Create/update disaster plan to include records protection strategies and disaster response for every possible scenario.
- Designate coordinators and response teams, and assign responsibilities (immediate response, assessment, salvage, etc.).
- Form contingency services contracts with vendors.
- Identify and acquire supplies needed to salvage records/data.
- Train personnel on disaster response procedures in disaster plan.
- Test emergency procedures/systems.
- Backup “Essential” records and store offsite.
- Schedule regular checks to ensure backups are readable and up to date.

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