



Disaster Preparedness: Supplies and Services Disaster Response Checklist

Purpose: A checklist to help state and local government agencies acquire supplies and gather contact information for emergency response services.

Supplies

- Storage bins
- First aid kit
- Gloves
- Masks
- Eye protection
- Plastic clothespins
- Garbage/freezer bags
- Clipboards
- Pens/pencils/markers (all-weather)
- Sponges
- Tape
- Scissors
- Flashlights/portable lighting
- Vacuum (wet & dry)
- Plastic sheeting
- Paper towels
- Buckets
- Fans
- Flood barriers

- Dehumidifiers
- Generator
- Extension cords
- Camera
- Caution tape

Services

- Building recovery/construction contractors
- Document recovery services
- Local first responders
- Fumigation services/exterminator
- Mold and water damage services
- Insurance companies/policies
- Facilities services
- Staff contacts
- Trucking/transportation services
- Utility companies/services
- Washington State Archives

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