



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:**

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