



Disaster Preparedness Worksheet

Not all emergencies will affect records and your agency's access to them in the same way. Consider the following disasters and take some time to think about how your agency would best be able to respond. What contact information and supplies would you need in order to prepare for or address the different records management challenges in each scenario?

Potential Disaster	Supplies/Contacts Needed
CYBER/RANSOMWARE ATTACK • If records are stolen by an outside entity, critical or sensitive data may be leaked to the public or lost forever; • Cyber attackers may demand money for return of records; • Cyber attackers may modify or falsify the stolen records; • Agency may need to shut down all staff access to records/network in order to fix problem, bringing work to a standstill.	
EARTHQUAKE • Records may become wet, dirty, burned, or destroyed completely (including electronic records on hard drives or servers stored in affected building); • Quake damage may release gas or other chemical/biological hazards that contaminate records; • Essential paper and electronic records may be lost if no backup copies are available; • Building may be too dangerous to enter or staff/vendors may need special outfits/gear to enter building or salvage records.	
FIRE • Fire, smoke, or water/chemicals from fire suppression efforts could damage or destroy records (including electronic records on hard drives or servers stored in affected buildings); • Waterlogged records will grow mold if not immediately attended to; • Essential paper and electronic records may be lost if no backup copies are available; • Building may be too dangerous to enter or staff/vendors may need special outfits/gear to enter building or salvage records.	



Potential Disaster	Supplies/Contacts Needed
FLOOD/TSUNAMI • Floodwater could damage or destroy records (including electronic records on hard drives or servers stored in affected building); • Floodwater may contain potential biological or chemical hazards that contaminate the building and records; • Waterlogged records will grow mold if not immediately attended to; • Essential records may be lost if no backup copies are available; • Building may be too dangerous to enter or staff/vendors may need special outfits/gear to enter building or salvage records.	
HAZMAT RELEASE (RADIOLOGICAL, CHEMICAL, BIOLOGICAL) • Records may be contaminated by hazardous materials (including electronic records on hard drives or servers stored in affected buildings); • Building may be too dangerous to enter or staff/vendors may need special outfits/gear to enter building or salvage records.	
LANDSLIDE • Records could become buried, wet, and dirty (including electronic records on hard drives or servers stored in affected buildings); • Landslide damage may release gas or other chemical/biological hazards that contaminate the building and records; • Damp records will grow mold if not immediately attended to; • Essential paper and electronic records may be lost if no backup copies are available; • Building may be too dangerous to enter or staff/vendors may need special outfits/gear to enter building or salvage records.	



Potential Disaster	Supplies/Contacts Needed
NUCLEAR PLANT LEAK/EXPLOSION - Records may be destroyed or too contaminated to salvage (including electronic records on hard drives or servers stored in affected buildings); - Essential paper and electronic records may be lost if no backup copies are available; - Building may be too dangerous to enter, or staff/vendors may need special outfits/gear to enter building or salvage records.	
PANDEMIC - Staff may need to work from home and require remote access to records and work applications; - Onsite workers may need access to personal protective equipment (PPE) and disinfectant.	
PEST INFESTATION - Rodents, insects, or other pests may damage or destroy records (including electronic records on hard drives or servers stored in affected buildings); - Paper records damaged by insects may need to be frozen in order to fully halt the infestation; - Rodents carry Hantavirus, which is dangerous to humans. Staff/vendors need access to gloves, masks, and other personal protective equipment when handling rodent-damaged records; - Records exposed to rodents should be bagged separately and isolated (NOT frozen); - Essential paper and electronic records may be lost if no backup copies are available.	
ROBBERY/VIOLENT ATTACK Intruders may damage, steal, or destroy records (including electronic records on hard drives or servers stored in affected buildings).	



Potential Disaster	Supplies/Contacts Needed
SERVER CRASH • Server records could be permanently lost or corrupted if routine backups are not implemented; • Agency may be unable to perform essential services without access to affected records or work applications.	
SEVERE WINTER STORM (WIND, RAIN, SNOW) • Damage to building may cause water leaks that compromise records (including electronic records on hard drives or servers stored in affected buildings); • Damp records will grow mold if not immediately attended to; • Essential paper and electronic records may be lost if no backup copies are available.	
VOLCANIC ERUPTION • Ash, fire or flooding may damage or destroy records (including electronic records on hard drives or servers stored in affected buildings); • Essential paper and electronic records may be lost if no backup copies are available; • Building may be too dangerous to enter or staff/vendors may need special outfits/gear to enter building or salvage records.	