



## Handout 3.4—Emergency Response Checklist: First 48 Hours

### Records Emergency Response Team Leader

- Finalize response plan.
- Set up staging area that is safe and secure from the effects of the emergency.
- If necessary, set up a secure area for handling confidential records.
- Set up drying area for in-house recovery, if applicable.
- Deploy environmental monitoring equipment.
- Gather sufficient staff/experts, contractors, and other personnel necessary to carry out the recovery.
- Decide on recovery techniques and procedures.
- Decide who will perform the work, and where.
- Assign recorder to document damage (in writing, dictated orally, photographed, or taped) and track the movement of materials.
- Decide on pack-out procedures.
- Provide on-site training of personnel.
- Implement tracking system.
- Communicate with Action Team Leader and recovery personnel.
- Activate delivery of more supplies.
- Arrange for food, water, and services for personnel carrying out the response.

### Records Emergency Response Team

- Check every shelf and drawer, and surrounding floors and areas.
- Label materials for recovery efforts as dry, damp, or wet.
- Remove dry materials from the affected areas.
- Remove wet and/or damp materials to appropriately labeled containers.
- Move containers to air-drying, freezing, or further tracking/sorting areas.
- Document response and recovery.
- Record information in tracking system.

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