

APPENDIX I I

RECORDS MANAGEMENT CHECKLIST ¹

DATE OF ACTIVATION: _____

REASON FOR ACTIVATION: _____

Procedures to be followed to preserve essential records in case the building is evacuated or is in danger.

Completed or N/A	By (initials)	Time	Item
			Command Post
			Health records prepared to accompany evacuating students
			Determination made that administrative records are in danger, and they can be moved to off-site storage without endangering personnel
			Records recovery team assembled
			Off-site storage location notified to be prepared to receive records (_____, ph # _____)
			Records Recovery Team Operations
			Records are to be evacuated identified
			Procured boxes to hold records
			Moved boxes to vehicles for transfer
			Electronic Records
			Identified electronic records to be saved
			Copied records onto disks
			Transported disks to off-site storage area

¹ Note. From "School emergency operations plan: Checklists," by the Pennsylvania Department of Education (n.d.). Reprinted with permission. Retrieved August 25, 2006 from: <http://www.pdenewsroom.state.pa.us/newsroom/lib/newsroom/SampleSchoolPlan-Checklists1.pdf>