Template for Pocket Response Plan (PReP)™ **SIDE A (Communications).** Use this side to collect phone numbers for the individuals and organizations you are most likely to need to talk to in the first minutes and hours after an emergency occurs: staff, emergency responders, facility managers, utilities, vendors, and assistance organizations.

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| **State Archives****Pocket Response Plan**™ **(PReP**™**)** **INSTITUTIONAL CONTACTS**Agency Head [name][office phone] / [home phone] / [cell]Deputy Director [name][office phone] / [home phone] / [cell]State Archivist [name][office phone] / [home phone] / [cell]State Records Manager [name][office phone] / [home phone] / [cell]Department/Section Manager1 [name][office phone] / [home phone] / [cell]Department/Section Manager2 [name][office phone] / [home phone] / [cell]Preservation Manager [name][office phone] / [home phone] / [cell]Conservator [name][office phone] / [home phone] / [cell]Local Governments Mgr [name][office phone] / [home phone] / [cell]Parent agency contact [name][office phone] / [home phone] / [cell] | **FIRST RESPONDERS**Police Department [phone]Fire Department[phone]Emergency medical/ambulance service [phone]Security [phone] State EMA[phone] Local EMA [phone]State Command Center[phone] State Police [phone]Highway Patrol [phone]Sheriff[phone]Centers for Disease Control [phone]Red Cross [phone]**DISASTER TEAM**Team Leader [name][office phone] / [home phone] / [cell]Member 1 [name][office phone] / [home phone] / [cell]Member 2 [name][office phone] / [home phone] / [cell]Member 3 [name][office phone] / [home phone] / [cell]Member 4 [name][office phone] / [home phone] / [cell] | **ARCHIVES FACILITY**Building Manager [name][office phone] / [home phone] / [cell]Building Staff [name][office phone] / [home phone] / [cell]**Utilities**Electricity/gas [name] [phone]Telephone [name] [phone]Water [name] [phone]Internet provider [name][phone]Elevators [name] [phone]Security / fire system provider(s) [name][phone]**STATE GOVT OFFICIALS**Chief Information Officer/IT Dept [name][phone]Risk Manager [name] [phone]Department of Public Health [phone]Purchasing Agent [phone] | **RECORDS CENTER**Building Mgr [name][office phone] / [home phone] / [cell]Building Staff [name][office phone] / [home phone] / [cell]**Utilities**Electricity/gas [name] [phone]Telephone [name] [phone]Water [name] [phone]Internet provider [name][phone]Elevators [name] [phone]Security / fire system provider(s) [name][phone]**MUTUAL AID PARTNERS**[institution] [name] [phone][institution] [name] [phone][institution] [name] [phone] | **EMERGENCY SERVICE PROVIDERS**Conservator [name] [phone]Data Recovery Service [name][phone]Dehumidification Services (building) [name][phone]Document Recovery Services (freeze drying)[name] [phone]Exterminator [name] [phone]Freezer Space [name] [phone]Industrial Hygienist (mold) [name][phone]Refrigerated Trucking Service [name][phone]**REGIONAL PRESERVATION SERVICES**[name] [phone][name] [phone][name] [phone] | **OTHER CONTACTS**SHRAB – designated contact [name][phone]Local government records commission [name][phone]Local govt association(s) [phone]National Archives Regional Office [phone]National Archives (Washington DC) Howard Lowell - 301-837-1567 Ann Siebert - 301-837-1567Heritage Preservation 202-233-0800Natl Endowment for the Humanities 800-NEH-1121Institute for Museum & Library Services 202-653-IMLSNatl Hist Publications & RecordsComm202-357-5045 (Dick Cameron)Amer Assn for State & Local History 615-320-3203ARMA800-422-2762Natl Assn of Govt Arch & Recs Admin 518-463-8644Society of American Archivists 312-922-0140Council of State Archivists (CoSA) Vicki Walch319-338-0248 / 319-321-0949 (c)Jenifer Burlis-Freilich573-635-7958 / 573-680-3041(c)David Carmicheal 678-364-3714 |

**SIDE B (Actions).** Use this side to provide step-by-step instructions for state archives personnel who will respond to a disaster affecting your own institution, a state or local government agency, or another archival repository or cultural institution in your state. Ideally, steps should already be defined in the state archives disaster plan. This PReP™ document is NOT intended to be a substitute for a comprehensive emergency plan. Instead, it should distill the most important tasks to be taken in the first minutes and hours after an event occurs, especially those that occur when staff members are away from their offices.

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| **State Archives****Pocket Response Plan**™ **(PReP**™**)****Response checklist for emergency in a state archives or records facility**Follow these steps as you respond to an emergency in the state archives or records center.**Coordinate your Archives response**0 Recognize and define the emergency0 Notify public authorities and first responders0 Ensure that all staff and visitors are safe and accounted for0 Contact risk manager and insurance agent0 Activate the Disaster Plan0 Activate the Disaster Team0 Activate Archives command center0 Establish communication with staff, public**Phone tree**[customize to fit your repository] | **Assessment, salvage, recovery**0 Ensure that all hazards are cleared before entry0 Assess and document damage to holdings, building, information systems0 What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?0 What areas have been affected?0 What is the nature of the e?0 How much of the collection has been affected?0 What types of materials have been damaged?0 Are critical information systems functional / safe?0 Maintain security0 Stabilize the environment at your facility0 Identify and gather emergency supplies0 Contact aid partners0 Contact outside emergency service providers0 Begin salvage0 Contact news media0 Report status to constituents | **Response checklist for statewide response**Follow these steps as you respond to an emergency with a regional or statewide impact.**Identify and contact agencies or repositories that might be affected**0 Use directories to locate state agency field offices, local governments, and archival repositories0 Establish mechanism for local governments to call in and for state archives to reach out using the dedicated toll-free number provided by FEMA (see last column)0 Account for all affected repositories0 Determine if state ARM is holding a copy of affected organizations’ emergency response plans**Establish and maintain channels of communication**0 Make contact with state and local EMA (emergency management agency)0 Post staff at EMA Command Center0 Contact CoSA to schedule “meet me” call on the toll-free line0 Establish communication with appropriate local government networks0 Post emergency information and instructions on Web site0 Contact NARA Regional Archives0 Establish communication with FEMA, other NARA officials0 Contact risk manager and insurance agent0 Contact the news media | **Provide or coordinate emergency services**0 Obtain appropriate permissions to enter disaster site from public safety authorities, public health department0 Deliver services to repositories in need:0 Connect institutions in need with services (send vendor/supplier list from state ARM emergency plan)0 Recruit volunteers0 Provide supplies0 Facilitate trips0 Conduct assessments0 Assist with public relations0 Provide recovery assistance0 Contact outside emergency service providers0 Confirm funding sources for emergency services | **Protect vital records or those containing sensitive or personal data**0 Assess status of secure storage facilities0 Check condition of vital records0 Obtain appropriate storage space for threatened vital records0 Determine if microfilm or other duplicates of vital records are stored elsewhere0 Assist affected agency or repository to establish salvage priorities**Educate and train responders**0 Coordinate deployment of staff and volunteers to affected areas0 Train response and salvage crews | **Using the FEMA Conference Line**800-320-4330The toll-free conference line may be used by any state archives and/or records management agency for records-related planning or response purposes.To schedule a call on the line, contact a CoSA representative:Vicki Walch319-338-0248 / 319-321-0949 (c)Jenifer Burlis-Freilich573-635-7958 / 573-680-3041 (c)David Carmicheal  678-364-3714The CoSA representative will relay your request to FEMA staff who will lock in the schedule for the calls (to prevent overlap of conferences) and maintain a log of all conference line activity.CoSA will provide you with the **pin number** that call participants will use to connect to the conference call.The toll-free line is for official use only, either (1) during emergencies and disasters or (2) for coordination calls for planning purposes.The conference call line can hold up to 50 separate callers at one time. There is no maximum time limit on the length of a conference call; however each conference should be properly scheduled so there are no conflicts with other’s use of the conference number. |