| **Pocket Response Plan**™ **(PReP**™**)**  **INSTITUTIONAL CONTACTS**  Organization/Institution Head  [name]  [office phone] / [home phone] / [cell]  Assistant/Deputy Director  [name]  [office phone] / [home phone] / [cell]  Archives Director  [name]  [office phone] / [home phone] / [cell]  Records Manager  [name]  [office phone] / [home phone] / [cell]  Senior Archivist1  [name]  [office phone] / [home phone] / [cell]  Senior Archivist2  [name]  [office phone] / [home phone] / [cell]  Preservation Manager  [name]  [office phone] / [home phone] / [cell]  Conservator  [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]  Public Health Department  [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] | **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**  Local government records commission  [name]  [phone]  Local govt association(s)  [phone]  Regional University/Archives Office  [phone]  National Archives Regional Office  [phone]  In case of emergency:  The National Heritage Responders,  NHR emergency help line  202-661-8068  emergencies@culturalheritage.org  After your disaster:  Natl Endowment for the Humanities  800-NEH-1121  202-606-8400  ARMA International  913-444-9174  844-565-2120  National Association of Government Archives & Records Administrators  202-938-1988  Society of American Archivists  312-606-0722  866-722-7858  Council of State Archivists (CoSA)  info@statearchivists.org |
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| **Pocket Response Plan**™ **(PReP**™**)**  **Response checklist for emergency in an archives or records facility**  Follow these steps as you respond to an emergency in the archives or records center.  **Coordinate your Archives response**   * Recognize and define the emergency * Notify public authorities and first responders * Ensure that all staff and visitors are safe and accounted for * Contact risk manager and insurance agent * Activate the Disaster Plan * Activate the Disaster Team * Activate Archives command center * Establish communication with staff, public   **Phone tree**  [customize to fit your repository] | **Assessment, salvage, recovery**   * Ensure that all hazards are cleared before entry * Assess and document damage to holdings, building, information systems * What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)? * What areas have been affected? * What is the nature of the e? * How much of the collection has been affected? * What types of materials have been damaged? * Are critical information systems functional / safe? * Maintain security * Stabilize the environment at your facility * Identify and gather emergency supplies * Locations: * Contact aid partners * Contact outside emergency service providers * Begin salvage * Contact news media * 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**   * Use directories to locate field offices, local governments, and archival repositories * 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) * Account for all affected repositories * Determine if state ARM is holding a copy of affected organizations’ emergency response plans   **Establish and maintain channels of communication**   * Make contact with state and local EMA (emergency management agency) * Post staff at EMA Command Center * Have state archivist contact CoSA to schedule “meet me” call on the toll-free line * Establish communication with appropriate local government networks * Post emergency information and instructions on \_\_\_\_\_\_\_Web site * Contact NARA Regional Archives * Establish communication with FEMA, other NARA officials * Contact risk manager and insurance agent * Contact the news media | **Provide or coordinate emergency services**   * Obtain appropriate permissions to enter disaster site from public safety authorities, public health department * Deliver services to repositories in need: * Connect institutions in need with services (send vendor/supplier list from state ARM emergency plan) * Recruit volunteers * Provide supplies * Facilitate trips * Conduct assessments * Assist with public relations * Provide recovery assistance * Contact outside emergency service providers * Confirm funding sources for emergency services | **Protect vital records or those containing sensitive or personal data**   * Assess status of secure storage facilities * Check condition of vital records * Obtain appropriate storage space for threatened vital records * Determine if microfilm or other duplicates of vital records are stored elsewhere * Assist affected agency or repository to establish salvage priorities   **Educate and train responders**   * Coordinate deployment of staff and volunteers to affected areas * Train response and salvage crews | **Local/Regional Preservation Services**  Check with your local/regional Alliance for Response (AFR). AFR networks consist of local cultural heritage and emergency management professionals, who can offer advice and hands-on assistance. <https://www.culturalheritage.org/resources/emergencies/alliance-for-response>  The Preservation Directorate of the Library of Congress provides a list of emergency web pages of institutions that can assist individuals and institutions with damaged art and artifacts at [loc.gov/preservation/emergprep/emerother](https://www.loc.gov/preservation/emergprep/emerother.html). Some of the institutions listed offer 24/7 emergency help lines.  The Heritage Emergency National Task Force (HENTF), a partnership between FEMA and the Smithsonian Institution, can direct impacted organizations to federal resources that support response and recovery efforts. Email FEMA [hentf@fema.dhs.gov](mailto:hentf@fema.dhs.gov) to request assistance.  The National Heritage Responders hotline is always available:  202-661-8068  [emergenceis@culturalheritage.org](mailto:emergenceis@culturalheritage.org)  Contact the conservation/preservation department of a major museum, library, or archives in your area for advice. |
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