

Pocket Response Plan[™] (PReP[™])	FIRST RESPONDERS	ARCHIVES FACILITY	RECORDS CENTER	EMERGENCY SERVICE PROVIDERS	OTHER CONTACTS
INSTITUTIONAL CONTACTS	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]	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]	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]	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]	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
	DISASTER TEAM		MUTUAL AID PARTNERS	REGIONAL PRESERVATION SERVICES	
Conservator [name] [office phone] / [home phone] / [cell]	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]		[institution] [name] [phone] [institution] [name] [phone] [institution] [name] [phone]	[name] [phone] [name] [phone] [name] [phone]	

SIDE B (Actions). Use this side to provide step-by-step instructions for 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 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.

<p>Pocket Response Plan™ (PReP™)</p> <hr/> <p>Response checklist for emergency in an archives or records facility</p> <p>Follow these steps as you respond to an emergency in the archives or records center.</p> <p>Coordinate your Archives response</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recognize and define the emergency <input type="checkbox"/> Notify public authorities and first responders <input type="checkbox"/> Ensure that all staff and visitors are safe and accounted for <input type="checkbox"/> Contact risk manager and insurance agent <input type="checkbox"/> Activate the Disaster Plan <input type="checkbox"/> Activate the Disaster Team <input type="checkbox"/> Activate Archives command center <input type="checkbox"/> Establish communication with staff, public <p>Phone tree</p> <p>[customize to fit your repository]</p>	<p>Assessment, salvage, recovery</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all hazards are cleared before entry <input type="checkbox"/> Assess and document damage to holdings, building, information systems <ul style="list-style-type: none"> <input type="checkbox"/> What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)? <input type="checkbox"/> What areas have been affected? <input type="checkbox"/> What is the nature of the e? <input type="checkbox"/> How much of the collection has been affected? <input type="checkbox"/> What types of materials have been damaged? <input type="checkbox"/> Are critical information systems functional / safe? <input type="checkbox"/> Maintain security <input type="checkbox"/> Stabilize the environment at your facility <input type="checkbox"/> Identify and gather emergency supplies <ul style="list-style-type: none"> <input type="checkbox"/> Locations: <input type="checkbox"/> Contact aid partners <input type="checkbox"/> Contact outside emergency service providers <input type="checkbox"/> Begin salvage <input type="checkbox"/> Contact news media <input type="checkbox"/> Report status to constituents 	<p>Response checklist for statewide response</p> <p>Follow these steps as you respond to an emergency with a regional or statewide impact.</p> <p>Identify and contact agencies or repositories that might be affected</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use directories to locate field offices, local governments, and archival repositories <input type="checkbox"/> 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) <input type="checkbox"/> Account for all affected repositories <input type="checkbox"/> Determine if state ARM is holding a copy of affected organizations' emergency response plans <p>Establish and maintain channels of communication</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make contact with state and local EMA (emergency management agency) <input type="checkbox"/> Post staff at EMA Command Center <input type="checkbox"/> Have state archivist contact CoSA to schedule "meet me" call on the toll-free line <input type="checkbox"/> Establish communication with appropriate local government networks <input type="checkbox"/> Post emergency information and instructions on _____ Web site <input type="checkbox"/> Contact NARA Regional Archives <input type="checkbox"/> Establish communication with FEMA, other NARA officials <input type="checkbox"/> Contact risk manager and insurance agent 	<p>Provide or coordinate emergency services</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain appropriate permissions to enter disaster site from public safety authorities, public health department <input type="checkbox"/> Deliver services to repositories in need: <ul style="list-style-type: none"> <input type="checkbox"/> Connect institutions in need with services (send vendor/supplier list from state ARM emergency plan) <input type="checkbox"/> Recruit volunteers <input type="checkbox"/> Provide supplies <input type="checkbox"/> Facilitate trips <input type="checkbox"/> Conduct assessments <input type="checkbox"/> Assist with public relations <input type="checkbox"/> Provide recovery assistance <input type="checkbox"/> Contact outside emergency service providers <input type="checkbox"/> Confirm funding sources for emergency services 	<p>Protect vital records or those containing sensitive or personal data</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assess status of secure storage facilities <input type="checkbox"/> Check condition of vital records <input type="checkbox"/> Obtain appropriate storage space for threatened vital records <input type="checkbox"/> Determine if microfilm or other duplicates of vital records are stored elsewhere <input type="checkbox"/> Assist affected agency or repository to establish salvage priorities <p>Educate and train responders</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate deployment of staff and volunteers to affected areas <input type="checkbox"/> Train response and salvage crews 	<p>Local/Regional Preservation Services</p> <p>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</p> <p>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. Some of the institutions listed offer 24/7 emergency help lines.</p> <p>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 to request assistance.</p> <p>The National Heritage Responders hotline is always available: 202-661-8068 emergenceis@culturalheritage.org</p> <p>Contact the conservation/preservation department of a major museum, library, or archives in your area for advice.</p>
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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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