| **[Government Agencies]  Pocket Response Plan**™ **(PReP**™**)**  **INSTITUTIONAL CONTACTS**  Agency Head  [name]  [office phone] / [home phone] / [cell]  Deputy Director  [name]  [office phone] / [home phone] / [cell]  **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]  Parent agency contact  [name]  [office phone] / [home phone] / [cell] | **STATE GOVT OFFICIALS**  Chief Information Officer/IT Dept  [name]  [phone]  Risk Manager  [name]  [phone]  Department of Public Health  [phone]  Purchasing Agent  [phone]  **STATE ARCHIVES & RECORDS MANAGEMENT CONTACTS**  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] | **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]  **MUTUAL AID PARTNERS**  [institution]  [name]  [phone]  [institution]  [name]  [phone]  [institution]  [name]  [phone | **FACILITIES MANAGEMENT**  Building Mgr  [name]  [office phone] / [home phone] / [cell]  Building Staff  [name]  [office phone] / [home phone] / [cell]  **UTILITIES**  Electricity  [name]  [phone]  Gas  [name]  [phone]  Telephone  [name]  [phone]  Water – Fire sprinklers  [name]  [phone]  Water – Potable  [name]  [phone]  Internet provider  [name]  [phone]  Elevators  [name]  [phone]  Security system  [name]  [phone]  Fire alarm/suppression system  [name]  [phone] | **EMERGENCY SERVICE PROVIDERS**  Conservator  [name]  [phone]  Data Recovery Service  [name]  [phone]  Dehumidification Services (building)  [name]  [phone]  Commercial Recovery Services  (freeze drying)  [name]  [phone]  Exterminator / Fumigation Service  [name]  [phone]  Freezer Storage Space  [name]  [phone]  Industrial Hygienist/Mold Testing Lab  [name]  [phone]  Refrigerated Trucking Service  [name]  [phone]  **REGIONAL PRESERVATION SERVICES**  [name]  [phone]  [name]  [phone]  [name]  [phone] | **OTHER CONTACTS**  State historical records advisory board  [name of designated contact]  [phone]  Local government records commission  [name]  [phone]  Local government association(s)  [phone]  National Archives regional office  [phone]  FEMA regional office  [phone]  National Heritage Response Hotline  202-661-8068  Council of State Archivists (CoSA)  CoSA administrative staff  502-229-8222  [info@statearchivists.org](mailto:info@statearchivists.org)  American Association for State & Local History  615-320-3203  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 |
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| **[Government Agencies]  Pocket Response Plan**™ **(PReP**™**)**  **Response checklist for an emergency in a facility housing archives or records**  Follow these steps as you respond to an emergency in the state archives or records center.  **Coordinate your agency’s 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 agency 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 of supplies: * Contact state archives and records management program * Contact other 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 involving records.  **Identify and contact agencies or repositories that might be affected**   * Use directories to locate state agency field offices, local governments, and archival repositories * Establish mechanism for state and local government agencies to report threats to records. * Account for all affected records repositories in region or state * Determine if state ARM is holding a copy of affected organizations’ emergency response plans   **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 | **Establish and maintain channels of communication**   * Make contact with state and local EMA (emergency management agency) * Post staff at EMA Command Center * Establish communication with appropriate local government networks * Post emergency information and instructions on \_\_\_\_\_\_\_Web site * Contact National Archives regional office * Establish communication with FEMA, other NARA officials * Contact risk manager and insurance agent * Contact the news media (list outlets/contact info here): | **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   **Educate and train responders**   * Coordinate deployment of staff and volunteers to affected areas * Train response and salvage crews | **Local and 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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