| **[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 202-661-8068Council of State Archivists (CoSA)  CoSA administrative staff 502-229-8222 info@statearchivists.org American Association for State & Local History 615-320-3203ARMA International 913-444-9174 844-565-2120National Association of Government Archives & Records Administrators 202-938-1988Society 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 to request assistance. The National Heritage Responders hotline is always available:202-661-8068emergenceis@culturalheritage.orgContact the conservation/preservation department of a major museum, library, or archives in your area for advice. |
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