

<p><b>[Government Agencies]</b> <b>Pocket Response Plan<sup>™</sup></b> <b>(PReP<sup>™</sup>)</b></p>	<p><b>STATE GOVT OFFICIALS</b></p>	<p><b>FIRST RESPONDERS</b></p>	<p><b>FACILITIES MANAGEMENT</b></p>	<p><b>EMERGENCY SERVICE PROVIDERS</b></p>	<p><b>OTHER CONTACTS</b></p>
<p><b>INSTITUTIONAL CONTACTS</b></p>	<p>Chief Information Officer/IT Dept [name] [phone]</p>	<p>Police Department [phone]</p>	<p>Building Mgr [name] [office phone] / [home phone] / [cell]</p>	<p>Conservator [name] [phone]</p>	<p>State historical records advisory board [name of designated contact] [phone]</p>
<p>Agency Head [name] [office phone] / [home phone] / [cell]</p>	<p>Risk Manager [name] [phone]</p>	<p>Fire Department [phone]</p>	<p>Building Staff [name] [office phone] / [home phone] / [cell]</p>	<p>Data Recovery Service [name] [phone]</p>	<p>Local government records commission [name] [phone]</p>
<p>Deputy Director [name] [office phone] / [home phone] / [cell]</p>	<p>Department of Public Health [phone]</p>	<p>Emergency medical/ambulance service [phone]</p>	<p><b>UTILITIES</b></p>	<p>Dehumidification Services (building) [name] [phone]</p>	<p>Local government association(s) [phone]</p>
<p><b>DISASTER TEAM</b></p>	<p>Purchasing Agent [phone]</p>	<p>Security [phone]</p>	<p>Electricity [name] [phone]</p>	<p>Commercial Recovery Services (freeze drying) [name] [phone]</p>	<p>National Archives regional office [phone]</p>
<p>Team Leader [name] [office phone] / [home phone] / [cell]</p>	<p><b>STATE ARCHIVES &amp; RECORDS MANAGEMENT CONTACTS</b></p>	<p>State EMA [phone]</p>	<p>Gas [name] [phone]</p>	<p>Exterminator / Fumigation Service [name] [phone]</p>	<p>FEMA regional office [phone]</p>
<p>Member 1 [name] [office phone] / [home phone] / [cell]</p>	<p>State Archivist [name] [office phone] / [home phone] / [cell]</p>	<p>Local EMA [phone]</p>	<p>Telephone [name] [phone]</p>	<p>Freezer Storage Space [name] [phone]</p>	<p>National Heritage Response Hotline 202-661-8068</p>
<p>Member 2 [name] [office phone] / [home phone] / [cell]</p>	<p>State Records Manager [name] [office phone] / [home phone] / [cell]</p>	<p>State Command Center [phone]</p>	<p>Water – Fire sprinklers [name] [phone]</p>	<p>Industrial Hygienist/Mold Testing Lab [name] [phone]</p>	<p>Council of State Archivists (CoSA) CoSA administrative staff 502-229-8222 <a href="mailto:info@statearchivists.org">info@statearchivists.org</a></p>
<p>Member 3 [name] [office phone] / [home phone] / [cell]</p>	<p>Department/Section Manager1 [name] [office phone] / [home phone] / [cell]</p>	<p>State Police [phone]</p>	<p>Water – Potable [name] [phone]</p>	<p>Refrigerated Trucking Service [name] [phone]</p>	<p>American Association for State &amp; Local History 615-320-3203</p>
<p>Member 4 [name] [office phone] / [home phone] / [cell]</p>	<p>Department/Section Manager2 [name] [office phone] / [home phone] / [cell]</p>	<p>Highway Patrol [phone]</p>	<p>Internet provider [name] [phone]</p>	<p><b>REGIONAL PRESERVATION SERVICES</b></p>	<p>ARMA International 913-444-9174 844-565-2120</p>
<p>Parent agency contact [name] [office phone] / [home phone] / [cell]</p>	<p>Preservation Manager [name] [office phone] / [home phone] / [cell]</p>	<p>Sheriff [phone]</p>	<p>Elevators [name] [phone]</p>	<p>[name] [phone]</p>	<p>National Association of Government Archives &amp; Records Administrators 202-938-1988</p>
	<p>Conservator [name] [office phone] / [home phone] / [cell]</p>	<p>Centers for Disease Control [phone]</p>	<p>Security system [name] [phone]</p>	<p>[name] [phone]</p>	<p>Society of American Archivists 312-606-0722 866-722-7858</p>
	<p>Local Governments Mgr [name] [office phone] / [home phone] / [cell]</p>	<p>Red Cross [phone]</p>	<p>Fire alarm/suppression system [name] [phone]</p>	<p>[name] [phone]</p>	
		<p><b>MUTUAL AID PARTNERS</b></p>			
		<p>[institution] [name] [phone]</p>			
		<p>[institution] [name] [phone]</p>			
		<p>[institution] [name] [phone]</p>			

**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.

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