| **State Archives Pocket Response Plan**™ **(PReP**™**)****INSTITUTIONAL CONTACTS**Agency Head [name] [office phone] / [home phone] / [cell]Deputy Director [name] [office phone] / [home phone] / [cell]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]Parent agency contact [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] **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]**STATE GOVT OFFICIALS** Chief Information Officer/IT Dept [name] [phone] Risk Manager [name] [phone]Department of Public Health [phone] Purchasing Agent [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**SHRAB – designated contact [name] [phone]Local government records commission [name] [phone]Local govt association(s) [phone]National Archives Regional Office [phone] National Heritage Response Hotline 202-661-8068Council of State Archivists (CoSA)  502-229-8222 info@statearchivists.orgNatl Endowment for the Humanities 800-NEH-1121 202-606-8400Institute for Museum & Library Services 202-653-4657American 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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| **State Archives Pocket Response Plan**™ **(PReP**™**)****Response checklist for emergency in a state archives or records facility**Follow these steps as you respond to an emergency in the state 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 state agency 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
* 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 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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