

<b>State Archives Pocket Response Plan<sup>™</sup> (PReP<sup>™</sup>)</b>	<b>FIRST RESPONDERS</b>	<b>ARCHIVES FACILITY</b>	<b>RECORDS CENTER</b>	<b>EMERGENCY SERVICE PROVIDERS</b>	<b>OTHER CONTACTS</b>
<b>INSTITUTIONAL CONTACTS</b>	Police Department [name] [phone] [office phone] / [home phone] / [cell]  Fire Department [name] [phone] [office phone] / [home phone] / [cell]  Emergency medical/ambulance service [name] [phone] [office phone] / [home phone] / [cell]  Security [name] [phone] [office phone] / [home phone] / [cell]  State EMA [name] [phone] [office phone] / [home phone] / [cell]  Local EMA [name] [phone] [office phone] / [home phone] / [cell]  State Command Center [name] [phone] [office phone] / [home phone] / [cell]  State Police [name] [phone] [office phone] / [home phone] / [cell]  Highway Patrol [name] [phone] [office phone] / [home phone] / [cell]  Sheriff [name] [phone] [office phone] / [home phone] / [cell]  Centers for Disease Control [name] [phone] [office phone] / [home phone] / [cell]  Red Cross [name] [phone] [office phone] / [home phone] / [cell]	Building Manager [name] [phone] [office phone] / [home phone] / [cell]  Building Staff [name] [phone] [office phone] / [home phone] / [cell]	Building Mgr [name] [phone] [office phone] / [home phone] / [cell]  Building Staff [name] [phone] [office phone] / [home phone] / [cell]	Conservator [name] [phone] [office phone] / [home phone] / [cell]	SHRAB – designated contact [name] [phone] [office phone] / [home phone] / [cell]
Agency Head [name] [phone] [office phone] / [home phone] / [cell]	<b>DISASTER TEAM</b>	<b>Utilities</b>  Electricity/gas [name] [phone] [office phone] / [home phone] / [cell]	<b>Utilities</b>  Electricity/gas [name] [phone] [office phone] / [home phone] / [cell]	Data Recovery Service [name] [phone] [office phone] / [home phone] / [cell]	Local government records commission [name] [phone] [office phone] / [home phone] / [cell]
Deputy Director [name] [phone] [office phone] / [home phone] / [cell]	Team Leader [name] [phone] [office phone] / [home phone] / [cell]	Telephone [name] [phone] [office phone] / [home phone] / [cell]	Telephone [name] [phone] [office phone] / [home phone] / [cell]	Dehumidification Services (building) [name] [phone] [office phone] / [home phone] / [cell]	Local govt association(s) [name] [phone] [office phone] / [home phone] / [cell]
State Archivist [name] [phone] [office phone] / [home phone] / [cell]	Member 1 [name] [phone] [office phone] / [home phone] / [cell]	Water [name] [phone] [office phone] / [home phone] / [cell]	Water [name] [phone] [office phone] / [home phone] / [cell]	Document Recovery Services (freeze drying) [name] [phone] [office phone] / [home phone] / [cell]	National Archives Regional Office [name] [phone] [office phone] / [home phone] / [cell]
State Records Manager [name] [phone] [office phone] / [home phone] / [cell]	Member 2 [name] [phone] [office phone] / [home phone] / [cell]	Internet provider [name] [phone] [office phone] / [home phone] / [cell]	Internet provider [name] [phone] [office phone] / [home phone] / [cell]	Exterminator [name] [phone] [office phone] / [home phone] / [cell]	National Heritage Response Hotline 202-661-8068
Department/Section Manager1 [name] [phone] [office phone] / [home phone] / [cell]	Member 3 [name] [phone] [office phone] / [home phone] / [cell]	Elevators [name] [phone] [office phone] / [home phone] / [cell]	Elevators [name] [phone] [office phone] / [home phone] / [cell]	Freezer Space [name] [phone] [office phone] / [home phone] / [cell]	Council of State Archivists (CoSA) 502-229-8222 info@statearchivists.org
Department/Section Manager2 [name] [phone] [office phone] / [home phone] / [cell]	Member 4 [name] [phone] [office phone] / [home phone] / [cell]	Security / fire system provider(s) [name] [phone] [office phone] / [home phone] / [cell]	Security / fire system provider(s) [name] [phone] [office phone] / [home phone] / [cell]	Refrigerated Trucking Service [name] [phone] [office phone] / [home phone] / [cell]	Natl Endowment for the Humanities 800-NEH-1121 202-606-8400
Preservation Manager [name] [phone] [office phone] / [home phone] / [cell]	Member 1 [name] [phone] [office phone] / [home phone] / [cell]	<b>STATE GOVT OFFICIALS</b>	<b>MUTUAL AID PARTNERS</b>	<b>REGIONAL PRESERVATION SERVICES</b>	Institute for Museum & Library Services 202-653-4657
Conservator [name] [phone] [office phone] / [home phone] / [cell]	Member 2 [name] [phone] [office phone] / [home phone] / [cell]	Chief Information Officer/IT Dept [name] [phone] [office phone] / [home phone] / [cell]	[institution] [name] [phone] [office phone] / [home phone] / [cell]	[name] [phone] [office phone] / [home phone] / [cell]	American Association for State & Local History 615-320-3203
Local Governments Mgr [name] [phone] [office phone] / [home phone] / [cell]	Member 3 [name] [phone] [office phone] / [home phone] / [cell]	Risk Manager [name] [phone] [office phone] / [home phone] / [cell]	[institution] [name] [phone] [office phone] / [home phone] / [cell]	[name] [phone] [office phone] / [home phone] / [cell]	ARMA International 913-444-9174 844-565-2120
Parent agency contact [name] [phone] [office phone] / [home phone] / [cell]	Member 4 [name] [phone] [office phone] / [home phone] / [cell]	Department of Public Health [name] [phone] [office phone] / [home phone] / [cell]	[institution] [name] [phone] [office phone] / [home phone] / [cell]	[name] [phone] [office phone] / [home phone] / [cell]	National Association of Government Archives & Records Administrators 202-938-1988
[name] [phone] [office phone] / [home phone] / [cell]	[name] [phone] [office phone] / [home phone] / [cell]	Purchasing Agent [name] [phone] [office phone] / [home phone] / [cell]	[institution] [name] [phone] [office phone] / [home phone] / [cell]	[name] [phone] [office phone] / [home phone] / [cell]	Society of American Archivists 312-606-0722 866-722-7858

**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>State Archives Pocket Response Plan™ (PReP™)</b></p> <hr/> <p><b>Response checklist for emergency in a state archives or records facility</b></p> <p>Follow these steps as you respond to an emergency in the state archives or records center.</p> <p><b>Coordinate your Archives 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 Archives command center</li> <li><input type="checkbox"/> Establish communication with staff, public</li> </ul> <p><b>Phone tree</b></p> <p>[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 <ul style="list-style-type: none"> <li><input type="checkbox"/> Locations:</li> </ul> </li> <li><input type="checkbox"/> Contact 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.</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 local governments to call in and for state archives to reach out using the dedicated toll-free number provided by FEMA (see last column)</li> <li><input type="checkbox"/> Account for all affected repositories</li> <li><input type="checkbox"/> Determine if state ARM is holding a copy of affected organizations' emergency response plans</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 NARA Regional Archives</li> <li><input type="checkbox"/> Establish communication with FEMA, other NARA officials</li> <li><input type="checkbox"/> Contact risk manager and insurance agent</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>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>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.

		<input type="checkbox"/> Contact the news media			
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