Creating a PReP

POCKET RESPONSE PLANS™
for State Archives and Records Management Programs

Overview of the Pocket Response Plan (PReP)™

The Pocket Response Plan (PReP) is designed to be carried by each Archives and Records Management (ARM) staff member who has specific responsibilities during an emergency. It should focus on information and guidance that will be needed during the first 24 to 72 hours after the event occurs. It is formatted as a two-sided, legal-sized document that can be folded to the size of a credit card, inserted in a Tyvek® envelope for protection, and carried in a wallet.

The PReP document should contain the most critical information needed in a crisis and cover any kind of emergency, including natural disasters, accidents, attacks, and medical emergencies. The PReP document is NOT intended to be a substitute for a comprehensive emergency plan. Instead, it should distill the most important actions 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. It also assumes that most staff will have access to the full disaster plan when they are at work and that senior officials and other key staff have copies of the full plan with them at home or while on extended travel.

The PReP should cover the state ARM's responsibilities for emergencies that threaten or damage records held anywhere in the state, including those in the state archives and records management agency itself, other state agencies (in the state capital or field offices), local governments, or other cultural organizations or institutions. Take into account both localized emergencies that affect a single building or town as well as catastrophic events that may affect large portions of the state.

The sample PReP documents provided by CoSA are meant to serve as models. We expect each state archives and records program to customize the PReP to include information specific to its own program, services, facilities, and other circumstances. In addition, each individual staff member's PReP may be personalized to reflect the specific responsibilities he or she might bear during an emergency.

The CoSA website section on emergency preparedness provides links to a Toolkit and many other resources that may be helpful in identifying key information that the PReP should include. (http://www.statearchivists.org/prepare/)

Use Side A (Communications) 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 and contractors, utility providers, vendors, and assistance organizations. Use Side B (Actions) to provide step-by-step instructions for the actions that ARM personnel should take immediately following an event.

Each staff member's PReP should be updated at least twice a year or whenever there are significant changes in staffing or organizational responsibilities.

Caution: The PReP documents should <u>NOT</u> include confidential information (PIN numbers, passwords, key pad codes, bank account numbers).

Instructions for Creating a Pocket Response Plan (PReP)™

1. **Read the Overview of the Pocket Response Plan (PReP)** on page 9, to familiarize yourself with its intent and scope.

2. **Review your agency's Emergency Response Plan** to identify key individuals and organizations that should be included on Side A (Communications) of the PReP and for instructions that should be included on Side B (Actions).

3. **Consider each individual staff member's own responsibilities in an emergency** so that his/her PReP document can be customized to meet those specific needs.

4. **Review the contact categories suggested by CoSA** in the PReP sample and listed on page 11 to determine if you should add other types of contacts to Side A (Communications).

5. **Review the generic instructions suggested by CoSA** in the PReP sample and listed on page 12 to determine if you should add other types of instructions to Side B (Actions).

6. **Use the Technical Guidelines to copy the PReP template and/or sample PReP document to your hard drive and enter information** (see page 13). The model PReP documents we are providing are in Microsoft Word and contain a fair amount of formatting, so they may not display or print properly on all systems. In the Technical Guidelines we provide specific measurements for the margins, columns, tables, and fonts hoping that it might make it easier for you to replicate the documents on other platforms. Contact Vicki Walch (319-338-0248 or vwalch@statearchivists.org) for troubleshooting advice.

7. **Keep text within the columns** so that the fold lines will not run through text. Laser printer toner will wear off easily if it is on a folded edge.

8. **Print** using landscape mode on 8 ½ " x 14" (legal-size) or larger paper.

9. **Trim the PReP document** according to the instructions provided on the document so the final sheet measures $12^3/_4$" by $6^3/_4$".

10. **Fold the PReP document** according to the instructions provided on page 15.

11. **Insert the document into a PReP Tyvek® envelope** and carry in your wallet. They can be ordered from CoSA at http://www.statearchivists.org/shop/prep-buy.htm

Contacts to consider including on <u>Side A</u> (Communications)
of the Pocket Response Plan (PReP)™

On Side A (communications) of the model PReP document, contact information is arranged roughly in the order in which it will be needed, with the individuals likely to be called first on the far left and those that might be helpful later toward the right. Of course, these priorities will vary state-to-state.

Additional categories of contacts that are probably included in your agency's overall emergency response plan and could be considered for inclusion in the PReP document can be found in Appendix 1.

Institutional contacts
Staff
  Agency heads, management team
  Department/section managers
  Preservation/conservation staff
  Staff who work directly with state agencies
    or local governments that might be
    affected
  Staff who deliver training and/or services
    to nongovernment repositories that
    might be affected
Parent agency director, staff
Insurance agent

First responders
Police, fire, EMT/ambulance service
State Police/Highway Patrol/Sheriff
Security (state officers or contractors)
Emergency management agencies
  (state and local)
State command center
Red Cross
Public health department

State archives building & records center
Building manager, staff
Utility providers:
  Electricity, gas, telephone, water, Internet
  provider
Elevator contractor
Fire system contractors
Security guards

Other state government officials
Chief Information Officer (CIO) and/or
  Information Technology (IT) department
Risk manager
Purchasing office/financial manager

Emergency service providers
Conservators
Data recovery specialists
Dehumidification services
Document recovery services
Exterminator
Freezer space
Industrial hygienist (mold)
Refrigerated trucking services

Regional preservation service providers

Other contacts
State Historical Records Advisory Board
Local government records commission
Local government associations
National Archives & Records Administration
  - Regional office serving your state
  - Washington DC contacts for emergency
    response and preservation services
Professional associations and national
  organizations that can help with
  communications and gather volunteers,
  supplies, and/or funding
College/university: conservation, history,
  library, information sciences
  departments/instructors

Instructions to consider including on <u>Side B</u> (Actions)
of the Pocket Response Plan (PReP)™

On Side B (actions) of the model PReP document, the step-by-step instructions are arranged so that those applying to the state archives and records management agency itself are on the left while those applying to other agencies or repositories are toward the right. This is intended to mirror the overall flow of the Framework from things that are specific to the state ARM program and then broadening out to other entities. In many cases, however, the instructions apply regardless of whose records are affected or where they are located.

For emergencies affecting records held in state archives or records center facilities

- **Coordinating archives response.** Details of the first steps the archives and records management staff will take.

- **Phone tree.** Prioritized list of which staff members will be called, in what order, and by whom.

- **Assessment, salvage, recovery steps.** First steps to stabilize the environment, ensure safety, and determine the extent of the damage.

For emergencies affecting records held in other government agencies or repositories

- **Identify and contact agencies or repositories that might be affected.** Steps to determine the extent of the impact on records in an area affected by an emergency.

- **Establish and maintain communication.** Connecting with state and federal agencies, other emergency responders, news media, and others.

- **Provide or coordinate emergency response services.** After obtaining appropriate permissions, determine how the state archives can help. Identify the specific services needed, who can provide or coordinate them, funding sources.

For any emergencies affecting records regardless of the custodian

- **Protect vital and confidential records.** Steps to ensure that records essential to the continuity of operations or containing sensitive information are properly handled and receive priority treatment

- **Educate and train responders.** Steps to facilitate orderly deployment of paid responders and volunteers who have received appropriate training to handle records properly following an emergency.

- **Use the toll-free FEMA line to facilitate information gathering and communication**

Technical Guidelines for Compiling the Pocket Response Plan (PReP)™

In this first distribution, CoSA is providing the PReP model in several formats: as a Word template, as a Word document, and as a PDF. We are also in the process of developing a fillable PDF form. Eventually it would be ideal to make it possible to produce the PReP from a database in order to make it easier for archives and records management programs to maintain current data and print out customized PRePs.

If you have Microsoft Word available, you should be able to enter and/or modify text in either of the two ".doc" files described below. All of the files are intended to be printed on $8^1/_2$"x14" (legal-size) or larger paper in landscape mode.

These files can be downloaded from the CoSA website:
http://www.statearchivists.org/prepare/framework/prep.htm

The PReP files provided include

PReP-tbl.doc	A document in Microsoft Word that includes generic entries for both Sides A and B. This text can be adapted or overwritten as necessary. It uses tables to organize the text and provides gray guidelines for trimming and folding.
	Note: You will need to be aware of how tables can affect the entry of text. If you want to use the TAB key to indent text, hold down the CTRL key first, then hit TAB. Use of the TAB key alone will move you to the next cell (column) or create a new row in the table. Also, these tables are formatted to a fixed height of $6^3/_4$". If you enter text longer than the column height, it will not be visible past the $6^3/_4$" limit.
PReP-tbl.pdf	This file is an Adobe Acrobat version of the above and is provided primarily for reference since the text cannot be changed without using the professional version of Acrobat. PDFs have the advantage of preserving formatting, so that this version should appear the way the development team actually intended and not be affected by differences in local computer systems, printers, or software. Use this as a visual model, but be sure to specify "legal" paper when printing. (Use the "Properties" button in the Acrobat print window to select paper size.) Otherwise, Acrobat will default to letter size and shrink the document to fit the smaller format.
PReP-6cols.doc	This document in Microsoft Word uses six columns and sets specific margins to format the text. Text that extends past the limits of one column will automatically wrap into the next column to the right. It does not provide any shaded guidelines for trimming or folding the document.

Layout and text formatting for the Pocket Response Plan (PReP)™

These specifications are intended to provide general guidance on the formatting used to produce the model six-column PReP documents.

Text font:	8pt Arial
Large circle bullet font:	Wingdings
Paragraph spacing	6 pt space after paragraphs

If using a <u>table</u> to format the text into columns

Page margins:	Top:	0.85″
	Bottom:	0.5″
	Left:	0.5″
	Right:	0.5″

Header and footer margins:	0.25″ from edge

Table dimensions:	Width:	12.6″
	Height:	6.75″

Cell (column) widths:	2.1″
Default margins within each cell:	0.08″

If using <u>columns</u> to format the text

Page margins:	Top:	1.05″
	Bottom:	0.8″
	Left:	0.75″
	Right:	0.75″

Header and footer margins:	0.25″ from edge

Column formatting:	Width:	1.96″
	Space between:	0.15″

Folding instructions for the Pocket Response Plan™ (PReP™)
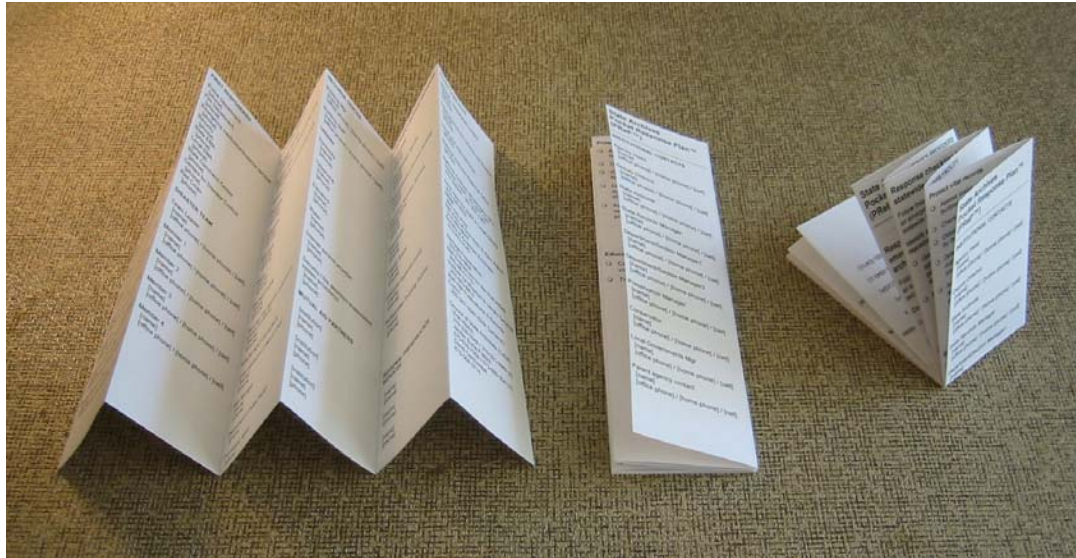
After trimming, accordion fold the **PReP**™ document into six long panels along the vertical gray lines and then lay flat (each panel will be just over 2" wide). Bring the short ends together and crease again. The folded document will fit into the $2^1/_4$" x $3^1/_2$" **PReP**™ envelope (below).

Ordering Tyvek® PReP Envelopes

You may order Tyvek® PReP Envelopes directly from the Council of State Archivists.

Each packet contains 10 envelopes.

Price: $4.00 for state archives and records management programs & SHRABs
$6.00 for nonmembers
Price includes shipping/handling.

To order, go to
http://www.statearchivists.org/shop/prep-buy.htm