

<b>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 [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] Public Health Department [phone] Red Cross [phone]	Building Manager [name] [office phone] / [home phone] / [cell] Building Staff [name] [office phone] / [home phone] / [cell]  <b>Utilities</b> Electricity/gas [name] [phone] State Command Center [phone] Telephone [name] [phone] Highway Patrol [phone] Water [name] [phone] Internet provider [name] [phone] Red Cross [phone] Elevators [name] [phone] Security / fire system provider(s) [name] [phone]	Building Mgr [name] [office phone] / [home phone] / [cell] Building Staff [name] [office phone] / [home phone] / [cell]  <b>Utilities</b> Electricity/gas [name] [phone] Telephone [name] [phone] Water [name] [phone] Internet provider [name] [phone] Elevators [name] [phone]	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]	State Archives [name] [phone] SHRAB – designated contact [name] [phone] Local government records commission [name] [phone] Local govt association(s) [phone] National Archives Regional Office [phone] National Archives (Washington DC) [phone] Heritage Preservation 202-233-0800 Institute for Museum & Library Services 202-653-IMLS Natl Endowment for the Humanities 800-NEH-1121 Natl Historical Publications & Records Commission 202-357-5010 Amer Assn for State & Local History 615-320-3203 ARMA 800-422-2762 Council of State Archivists (CoSA) 319-338-0248 Natl Assn of Govt Arch & Recs Admin 518-463-8644 Society of American Archivists 312-922-0140
	<b>DISASTER TEAM</b>				
Preservation Manager [name] [office phone] / [home phone] / [cell]	Team Leader [name] [office phone] / [home phone] / [cell]		Security / fire system provider(s) [name] [phone]		
Conservator [name] [office phone] / [home phone] / [cell]	Member 1 [name] [office phone] / [home phone] / [cell]				
	Member 2 [name] [office phone] / [home phone] / [cell]		<b>MUTUAL AID PARTNERS</b>	<b>REGIONAL PRESERVATION SERVICES</b>	
	Member 3 [name] [office phone] / [home phone] / [cell]		[institution] [name] [phone]	[name] [phone]	
	Member 4 [name] [office phone] / [home phone] / [cell]		[institution] [name] [phone]	[name] [phone]	

**SIDE B (Actions).** Use this side to provide step-by-step instructions for 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 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>Pocket Response Plan™ (PReP™)</b></p> <hr/> <p><b>Response checklist for emergency in an archives or records facility</b></p> <p>Follow these steps as you respond to an emergency in the archives or records center.</p> <p><b>Coordinate your Archives response</b></p> <ul style="list-style-type: none"> <li>○ Recognize and define the emergency</li> <li>○ Notify public authorities and first responders</li> <li>○ Ensure that all staff and visitors are safe and accounted for</li> <li>○ Contact risk manager and insurance agent</li> <li>○ Activate the Disaster Plan</li> <li>○ Activate the Disaster Team</li> <li>○ Activate Archives command center</li> <li>○ 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>○ Ensure that all hazards are cleared before entry</li> <li>○ Assess and document damage to holdings, building, information systems <ul style="list-style-type: none"> <li>○ What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?</li> <li>○ What areas have been affected?</li> <li>○ What is the nature of the e?</li> <li>○ How much of the collection has been affected?</li> <li>○ What types of materials have been damaged?</li> </ul> </li> <li>○ Are critical information systems functional / safe?</li> <li>○ Maintain security</li> <li>○ Stabilize the environment at your facility</li> <li>○ Identify and gather emergency supplies <ul style="list-style-type: none"> <li>○ Locations:</li> </ul> </li> <li>○ Contact aid partners</li> <li>○ Contact outside emergency service providers</li> <li>○ Begin salvage</li> <li>○ Contact news media</li> <li>○ 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>○ Use directories to locate field offices, local governments, and archival repositories</li> <li>○ 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>○ Account for all affected repositories</li> <li>○ 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>○ Make contact with state and local EMA (emergency management agency)</li> <li>○ Post staff at EMA Command Center</li> <li>○ Have state archivist contact CoSA to schedule "meet me" call on the toll-free line</li> <li>○ Establish communication with appropriate local government networks</li> <li>○ Post emergency information and instructions on _____ Web site</li> <li>○ Contact NARA Regional Archives</li> <li>○ Establish communication with FEMA, other NARA officials</li> <li>○ Contact risk manager and insurance agent</li> <li>○ Contact the news media</li> </ul>	<p><b>Provide or coordinate emergency services</b></p> <ul style="list-style-type: none"> <li>○ Obtain appropriate permissions to enter disaster site from public safety authorities, public health department</li> <li>○ Deliver services to repositories in need: <ul style="list-style-type: none"> <li>○ Connect institutions in need with services (send vendor/supplier list from state ARM emergency plan)</li> <li>○ Recruit volunteers</li> <li>○ Provide supplies</li> <li>○ Facilitate trips</li> <li>○ Conduct assessments</li> <li>○ Assist with public relations</li> <li>○ Provide recovery assistance</li> </ul> </li> <li>○ Contact outside emergency service providers</li> <li>○ 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>○ Assess status of secure storage facilities</li> <li>○ Check condition of vital records</li> <li>○ Obtain appropriate storage space for threatened vital records</li> <li>○ Determine if microfilm or other duplicates of vital records are stored elsewhere</li> <li>○ 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>○ Coordinate deployment of staff and volunteers to affected areas</li> <li>○ Train response and salvage crews</li> </ul>	<p><b>Using the FEMA Conference Line: Contact your state archivist</b></p> <p>FEMA has established a toll-free conference line that may be used by any state archives and/or records management agency for records-related disaster planning or response purposes.</p> <p><b>Your state archivist can make a request to use this line on your behalf</b> or on behalf of a group of archivists or archival institutions in your state.</p> <p>A directory of all state archivists is available at <a href="http://www.statearchivists.org/statearchivists.htm">www.statearchivists.org/statearchivists.htm</a> or call CoSA at 319-338-0248 for contact information.</p> <p>The conference line number is 800-320-4330.</p> <p><b>To schedule a call</b> on the line and obtain a pin number, contact your state archivist and have him or her contact a CoSA representative:</p> <p>The CoSA representative will relay the request to FEMA staff who will lock in the schedule for the calls (to prevent overlap of conferences) and maintain a log of all conference line activity.</p> <p>Once scheduled, your state archivist will then provide you with the <b>pin number</b> that call participants will use to connect to the conference call.</p> <p><b>The toll-free line is for official use only</b>, either (1) during emergencies and disasters or (2) for coordination calls for planning purposes.</p> <p>The conference call line can hold up to 50 separate callers at one time. There is no maximum time limit on the length of a conference call; however each conference should be properly scheduled so there are no conflicts with other's use of the conference number.</p>
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