

State Archives Pocket Response Plan[™] (PReP[™])	FIRST RESPONDERS	ARCHIVES FACILITY	RECORDS CENTER	EMERGENCY SERVICE PROVIDERS	OTHER CONTACTS
INSTITUTIONAL CONTACTS	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]	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]	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]	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]	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) Howard Lowell - 301-837-1567 Ann Siebert - 301-837-1567 Heritage Preservation 202-233-0800 Natl Endowment for the Humanities 800-NEH-1121 Institute for Museum & Library Services 202-653-IMLS Natl Hist Publications & Records Comm 202-357-5045 (Dick Cameron) Amer Assn for State & Local History 615-320-3203 ARMA 800-422-2762 Natl Assn of Govt Arch & Recs Admin 518-463-8644 Society of American Archivists 312-922-0140 Council of State Archivists (CoSA) Vicki Walch 319-338-0248 / 319-321-0949 (c) Jenifer Burlis-Freilich 573-635-7958 / 573-680-3041(c) David Carmicheal 678-364-3714
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]	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]	STATE GOVT OFFICIALS Chief Information Officer/IT Dept [name] [phone] Risk Manager [name] [phone] Department of Public Health [phone] Purchasing Agent [phone]	MUTUAL AID PARTNERS [institution] [name] [phone] [institution] [name] [phone] [institution] [name] [phone]	REGIONAL PRESERVATION SERVICES [name] [phone] [name] [phone] [name] [phone]	

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>State Archives Pocket Response Plan™ (PReP™)</p> <hr/> <p>Response checklist for emergency in a state archives or records facility</p> <p>Follow these steps as you respond to an emergency in the state archives or records center.</p> <p>Coordinate your Archives response</p> <ul style="list-style-type: none"> ○ 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 <p>Phone tree [customize to fit your repository]</p>	<p>Assessment, salvage, recovery</p> <ul style="list-style-type: none"> ○ Ensure that all hazards are cleared before entry ○ Assess and document damage to holdings, building, information systems <ul style="list-style-type: none"> ○ 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 ○ Contact aid partners ○ Contact outside emergency service providers ○ Begin salvage ○ Contact news media ○ Report status to constituents 	<p>Response checklist for statewide response</p> <p>Follow these steps as you respond to an emergency with a regional or statewide impact.</p> <p>Identify and contact agencies or repositories that might be affected</p> <ul style="list-style-type: none"> ○ 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 <p>Establish and maintain channels of communication</p> <ul style="list-style-type: none"> ○ Make contact with state and local EMA (emergency management agency) ○ Post staff at EMA Command Center ○ Contact CoSA to schedule "meet me" call on the toll-free line ○ 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 	<p>Provide or coordinate emergency services</p> <ul style="list-style-type: none"> ○ Obtain appropriate permissions to enter disaster site from public safety authorities, public health department ○ Deliver services to repositories in need: <ul style="list-style-type: none"> ○ 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 	<p>Protect vital records or those containing sensitive or personal data</p> <ul style="list-style-type: none"> ○ 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 <p>Educate and train responders</p> <ul style="list-style-type: none"> ○ Coordinate deployment of staff and volunteers to affected areas ○ Train response and salvage crews 	<p>Using the FEMA Conference Line 800-320-4330</p> <p>The toll-free conference line may be used by any state archives and/or records management agency for records-related planning or response purposes.</p> <p>To schedule a call on the line, contact a CoSA representative:</p> <p>Vicki Walch 319-338-0248 / 319-321-0949 (c)</p> <p>Jenifer Burlis-Freilich 573-635-7958 / 573-680-3041 (c)</p> <p>David Carmicheal 678-364-3714</p> <p>The CoSA representative will relay your 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>CoSA will provide you with the pin number that call participants will use to connect to the conference call.</p> <p>The toll-free line is for official use only, 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>
---	--	--	---	---	---

Trim on outside lines. Fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2¹/₈" x 3¹/₂". Insert in PReP™ Tyvek® envelope for protection.