

<p>[Government Agencies] Pocket Response PlanTM (PRePTM)</p>	<p>STATE GOVT OFFICIALS</p>	<p>FIRST RESPONDERS</p>	<p>FACILITIES MANAGEMENT</p>	<p>EMERGENCY SERVICE PROVIDERS</p>	<p>OTHER CONTACTS</p>
<p>INSTITUTIONAL CONTACTS</p>	<p>Chief Information Officer/IT Dept [name] [phone]</p>	<p>Police Department [phone]</p>	<p>Building Mgr [name] [office phone] / [home phone] / [cell]</p>	<p>Conservator [name] [phone]</p>	<p>State historical records advisory board [name of designated contact] [phone]</p>
<p>Agency Head [name] [office phone] / [home phone] / [cell]</p>	<p>Risk Manager [name] [phone]</p>	<p>Fire Department [phone]</p>	<p>Building Staff [name] [office phone] / [home phone] / [cell]</p>	<p>Data Recovery Service [name] [phone]</p>	<p>Local government records commission [name] [phone]</p>
<p>Deputy Director [name] [office phone] / [home phone] / [cell]</p>	<p>Department of Public Health [phone]</p>	<p>Emergency medical/ambulance service [phone]</p>	<p>UTILITIES</p>	<p>Dehumidification Services (building) [name] [phone]</p>	<p>Local government association(s) [phone]</p>
<p>DISASTER TEAM</p>	<p>Purchasing Agent [phone]</p>	<p>Security [phone]</p>	<p>Electricity [name] [phone]</p>	<p>Commercial Recovery Services (freeze drying) [name] [phone]</p>	<p>National Archives regional office [phone]</p>
<p>Team Leader [name] [office phone] / [home phone] / [cell]</p>	<p>STATE ARCHIVES & RECORDS MANAGEMENT CONTACTS</p>	<p>State EMA [phone]</p>	<p>Gas [name] [phone]</p>	<p>Exterminator / Fumigation Service [name] [phone]</p>	<p>FEMA regional office [phone]</p>
<p>Member 1 [name] [office phone] / [home phone] / [cell]</p>	<p>State Archivist [name] [office phone] / [home phone] / [cell]</p>	<p>Local EMA [phone]</p>	<p>Telephone [name] [phone]</p>	<p>Freezer Storage Space [name] [phone]</p>	<p>Council of State Archivists (CoSA) CoSA administrative staff 518-473-9098</p>
<p>Member 2 [name] [office phone] / [home phone] / [cell]</p>	<p>State Records Manager [name] [office phone] / [home phone] / [cell]</p>	<p>State Police [phone]</p>	<p>Water – Fire sprinklers [name] [phone]</p>	<p>Industrial Hygienist/Mold Testing Lab [name] [phone]</p>	<p>American Association for State & Local History 615-320-3203</p>
<p>Member 3 [name] [office phone] / [home phone] / [cell]</p>	<p>Department/Section Manager1 [name] [office phone] / [home phone] / [cell]</p>	<p>Highway Patrol [phone]</p>	<p>Water – Potable [name] [phone]</p>	<p>Refrigerated Trucking Service [name] [phone]</p>	<p>ARMA International 800-422-2762</p>
<p>Member 4 [name] [office phone] / [home phone] / [cell]</p>	<p>Department/Section Manager2 [name] [office phone] / [home phone] / [cell]</p>	<p>Sheriff [phone]</p>	<p>Internet provider [name] [phone]</p>	<p>REGIONAL PRESERVATION SERVICES</p>	<p>National Association of Government Archives & Records Administrators 202-508-3800</p>
<p>Parent agency contact [name] [office phone] / [home phone] / [cell]</p>	<p>Preservation Manager [name] [office phone] / [home phone] / [cell]</p>	<p>Centers for Disease Control [phone]</p>	<p>Elevators [name] [phone]</p>	<p>[name] [phone]</p>	<p>Society of American Archivists 312-606-0722</p>
	<p>Conservator [name] [office phone] / [home phone] / [cell]</p>	<p>Red Cross [phone]</p>	<p>Security system [name] [phone]</p>	<p>[name] [phone]</p>	
	<p>Local Governments Mgr [name] [office phone] / [home phone] / [cell]</p>	<p>MUTUAL AID PARTNERS</p>	<p>Fire alarm/suppression system [name] [phone]</p>	<p>[name] [phone]</p>	
		<p>[institution] [name] [phone]</p>			
		<p>[institution] [name] [phone]</p>			
		<p>[institution] [name] [phone]</p>			

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>[Government Agencies] Pocket Response Plan™ (PReP™)</p> <hr/> <p>Response checklist for an emergency in a facility housing archives or records</p> <p>Follow these steps as you respond to an emergency in the state archives or records center.</p> <p>Coordinate your agency's 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 agency 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 ○ Locations of supplies: <ul style="list-style-type: none"> ○ Contact state archives and records management program ○ Contact other 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 involving records.</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 state and local government agencies to report threats to records. ○ Account for all affected records repositories in region or state ○ 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 state archivist to request that CoSA to schedule a "meet me" call on toll-free line ○ Establish communication with appropriate local government networks ○ Post emergency information and instructions on _____ Web site ○ Contact National Archives regional office ○ 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
---	--	--	--	---	---