Handout 2.7—Pocket Response Plan (PReP) Template

The Pocket Response Plan (PReP), created by the Council of State Archivists (CoSA), is a concise document for recording essential information needed by staff in case of an emergency. It is NOT intended to be a substitute for a REAP (Records Emergency Action Plan).

CoSA and other organizations have developed several variations of the PReP template to fit specific types of agencies or organizations. Two are illustrated in this handout:

- The government agencies version is generic, designed for use by any state agency and other governmental entities at any level of government.

- The local government version incorporates elements specific to county and municipal governments.

Copies of both of these PReP templates are available as editable Word documents on the IPER Resource Center along with other versions, including one for state archives and another for collections (e.g., nongovernment libraries, archives, and museums).

For more information on the PReP, including detailed instructions for creating and completing a PReP, refer to the PReP page on CoSA’s website at:

http://www.statearchivists.org/prepare/framework/prep.htm
# PReP Template for Government Agencies, Side A (Communications)

Template for Pocket Response Plan (PReP™)

**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.

<table>
<thead>
<tr>
<th>[Government Agencies]</th>
<th>PReP Template for Government Agencies, Side A (Communications)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INSTITUTIONAL CONTACTS</strong></td>
<td></td>
</tr>
<tr>
<td>Agency Head</td>
<td>Name [office phone] [home phone] [cell]</td>
</tr>
<tr>
<td>Deputy Director</td>
<td>Name [office phone] [home phone] [cell]</td>
</tr>
<tr>
<td><strong>DISASTER TEAM</strong></td>
<td></td>
</tr>
<tr>
<td>Team Leader</td>
<td>Name [office phone] [home phone] [cell]</td>
</tr>
<tr>
<td>Member 1</td>
<td>Name [office phone] [home phone] [cell]</td>
</tr>
<tr>
<td>Member 2</td>
<td>Name [office phone] [home phone] [cell]</td>
</tr>
<tr>
<td>Member 3</td>
<td>Name [office phone] [home phone] [cell]</td>
</tr>
<tr>
<td>Member 4</td>
<td>Name [office phone] [home phone] [cell]</td>
</tr>
<tr>
<td>Parent agency contact</td>
<td>Name [office phone] [home phone] [cell]</td>
</tr>
</tbody>
</table>

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**STATE GOVT OFFICIALS**
- Chief Information Officer/IT Dept [phone]
- Risk Manager [name] [phone]
- Department of Public Health [phone]
- Purchasing Agent [phone]

**STATE ARCHIVES & RECORDS MANAGEMENT CONTACTS**
- State Archivist [name] [office phone] [cell]
- State Records Manager [name] [office phone] [cell]
- Department/Section Manager 1 [name] [cell]
- Department/Section Manager 2 [name] [cell]
- Preservation Manager [name] [cell]
- Conservator [name] [cell]
- Local Governments Mgr [name] [cell]

**FIRST RESPONDERS**
- 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]

**FACILITIES MANAGEMENT**
- Building Mgr [name] [office phone] [cell]
- Building Staff [name] [office phone] [cell]
- Facilities Management [name] [phone]

**UTILITIES**
- Electricity [name] [phone]
- Gas [name] [phone]
- Telephone [name] [phone]
- Water – Fire sprinklers [name] [phone]
- Water – Potable [name] [phone]
- Internet Provider [name] [phone]
- Elevators [name] [phone]
- Security system [name] [phone]
- Fire Alarm/suppression system [name] [phone]

**EMERGENCY SERVICE PROVIDERS**
- Conservator [name] [phone]
- Data Recovery Service [name] [phone]
- Dehumidification Services (Building) [name] [phone]
- Commercial Recovery Services [name] [phone]
- Exterminator/Fumigation Service [name] [phone]
- Freezer Storage Arrangements [name] [phone]
- Industrial Hygienist/Testing Lab [name] [phone]
- Refrigerated Trucking Service [name] [phone]

**REGIONAL PRESERVATION SERVICES**
- [name] [phone]
- [name] [phone]
- [name] [phone]
- [name] [phone]

**OTHER CONTACTS**
- State historical records advisory board [name of designated contact] [phone]
- Local government records commission [name] [phone]
- Local government association [name] [phone]
- National Archives regional office [phone]
- FEMA regional office [phone]
- Council of State Archivists (CoSA) [319-338-0245 / 319-331-0949 (ref)] [phone]
- IPER Project Staff [678-384-3605]
- Heritage Preservation [202-333-0000]
- American Association for State & Local History [615-320-3290]
- ARMA International [860-422-2762]
- National Association of Government Archives & Records Administrators [516-485-8644]
- Society of American Archivists [312-922-0140]
## PReP Template for Government Agencies, Side B (Actions)

### Response checklist for an emergency in a facility housing archives or records

Follow these steps as you respond to an emergency in the state archives or records center:

- Coordinate your agency’s response
  - 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

### Phone tree

[customize to fit your repository]

### Assessment, salvage, recovery

- Ensure that all hazards are cleared before entry
- Assess and document damage to holdings, building, information systems
- 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 event?
- How much of the collection has been damaged?
- 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:
  - 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

### Response checklist for statewide response

Follow these steps as you respond to an emergency with a regional or statewide impact involving records:

- Identify and contact agencies or repositories that might be affected
- 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

### Establish and maintain channels of communication

- Make contact with state and local "EMA" (emergency management agency)
- Post staff at EMA Command Center
- Contact state archives to request that CoSA to schedule a “read 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

### Provide or coordinate emergency services

- Obtain appropriate permissions to enter disaster site from public safety authorities, public health department
- Deliver services to repositories in need
- Contact institutions in need with services (send vendor/offer 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

### Protect vital records or those containing sensitive or personal data

- 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

### Educate and train responders

- Coordinate deployment of staff and volunteers to affected areas
- Train response and salvage crews
**PReP Template for Local Governments, Side A (Communications)**

**SID 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.

<table>
<thead>
<tr>
<th>Pocket Response Plan™ (PReP™)</th>
<th>LOCAL GOVERNMENT CONTACTS</th>
<th>RECORDS CENTER</th>
<th>LIBRARIES / ARCHIVES</th>
<th>EMERGENCY SERVICE PROVIDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST RESPONDERS</strong></td>
<td>County Commissioner [name] [office phone] / [home phone] / [cell]</td>
<td>Building Mgr [name] [office phone] / [home phone] / [cell]</td>
<td>Local Public Library [name] [office phone] / [home phone] / [cell]</td>
<td>Conservator [name] [phone]</td>
</tr>
<tr>
<td>Police Department</td>
<td>County Clerk [name] [office phone] / [home phone] / [cell]</td>
<td>Local Archives [name] [office phone] / [home phone] / [cell]</td>
<td>State EMA [phone]</td>
<td>Data Recovery Service [name] [phone]</td>
</tr>
<tr>
<td>Fire Department</td>
<td>County Manager [name] [office phone] / [home phone] / [cell]</td>
<td>Local Historical Society [name] [office phone] / [home phone] / [cell]</td>
<td>Security [phone]</td>
<td>Dehumidification Services [building] [name] [phone]</td>
</tr>
<tr>
<td>Emergency medical/ambulance service</td>
<td>County Administrator [name] [office phone] / [home phone] / [cell]</td>
<td>Utilities</td>
<td>State EMA [phone]</td>
<td>Document Recovery Services [name] [phone]</td>
</tr>
<tr>
<td>[phone]</td>
<td>Chief Operating Officer [name] [office phone] / [home phone] / [cell]</td>
<td>Electricity/gas [name] [phone]</td>
<td>Highway Patrol [phone]</td>
<td>Freeze dryer [name] [phone]</td>
</tr>
<tr>
<td>Sheriff</td>
<td>Chief Financial Officer [name] [office phone] / [home phone] / [cell]</td>
<td>Telephone [name] [phone]</td>
<td>Public Health Department [phone]</td>
<td>Exterminator [name] [phone]</td>
</tr>
<tr>
<td>DISASTER TEAM</td>
<td>Probate Judge [name] [office phone] / [home phone] / [cell]</td>
<td>Water [name] [phone]</td>
<td>Red Cross [phone]</td>
<td>Industrial Hygienist [name] [phone]</td>
</tr>
<tr>
<td>Team Leader [name] [office phone] / [home phone] / [cell]</td>
<td>Records Manager [name] [office phone] / [home phone] / [cell]</td>
<td>[phone]</td>
<td>Elevators [name] [phone]</td>
<td>Refrigerated Trucking Service [name] [phone]</td>
</tr>
<tr>
<td>Member 1 [name] [office phone] / [home phone] / [cell]</td>
<td>[name] [office phone] / [home phone] / [cell]</td>
<td>Elevators [name] [phone]</td>
<td>[name] [phone]</td>
<td>[name] [phone]</td>
</tr>
<tr>
<td>Member 2 [name] [office phone] / [home phone] / [cell]</td>
<td>[name] [office phone] / [home phone] / [cell]</td>
<td>Security / fire system provider(s) [name] [phone]</td>
<td>[name] [phone]</td>
<td>[name] [phone]</td>
</tr>
<tr>
<td>Member 3 [name] [office phone] / [home phone] / [cell]</td>
<td>[name] [office phone] / [home phone] / [cell]</td>
<td>[name] [phone]</td>
<td>[name] [phone]</td>
<td>[name] [phone]</td>
</tr>
<tr>
<td>Member 4 [name] [office phone] / [home phone] / [cell]</td>
<td>[name] [office phone] / [home phone] / [cell]</td>
<td>[name] [phone]</td>
<td>[name] [phone]</td>
<td>[name] [phone]</td>
</tr>
</tbody>
</table>

**PRINT ON 8 1/2” x 14” PAPER. TRIM ON OUTSIDE LINES TO 12 1/2” x 6 1/2”, FOLD ON VERTICAL LINES LIKE AN ACCORDION, THEN FOLD IN HALF (BRINGING SHORT SIDES TOGETHER) SO THAT FINAL FOLDED DOCUMENT MEASURES 2 1/2” x 3 1/2”. INSERT IN PReP™ TYVEK® ENVELOPE FOR PROTECTION. © 2006 Council of State Archivists (CoSA) MAY BE CUSTOMIZED AND REPRODUCED FOR DISTRIBUTION FREE OF CHARGE WITH CREDIT TO CoSA.**
PReP Template for Local Governments, Side B (Actions)

PReP Template for Local Governments, 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.

**Response checklist for statewide response**

- Follow these steps as you respond to an emergency with a regional or statewide impact.
- Identify and contact agencies or repositories that might be affected.
- Use directories to locate 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.
- Make contact with state and local EMS emergency management agencies.
- Post staff at EMA Command Center.
- Have state archival 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.

**Assessment, salvage, recovery**

- Ensure that all hazards are cleared before entry.
- Assess and document damage to holdings, building, information systems.
- 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 event?
- How much of the collection has been affected?
- What types of materials have been damaged?
- Are critical information systems functional/wake?
- Maintain security.
- Stabilize the environment at your facility.
- Identify and gather emergency supplies.
- Locations.

**Provide or coordinate emergency services**

- Obtain appropriate permissions to enter disaster site from public safety authorities, public health department.
- Deliver services to repositories in need.
- Connect institutions in need with services (send vendor/shop 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.

**Educate and train responders**

- Coordinate deployment of staff and volunteers to affected areas.
- Train response and salvage crews.
- Protect vital records or those containing sensitive or personal data.
- 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.

**Using the FEMA Conference Line**

Contact your state archivist.

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. Your state archivist can make a request to use this line on your behalf or on behalf of a group of archives or archival institutions in your state.

A directory of all state archivists is available at www.statearchivists.org/statearchivists or call CoSA at 518-336-0248 for contact information. The conference line number is 866-326-4330.

To schedule a call on the line and obtain a pin number, contact your state archivist and have him or her contact CoSA representative.

The CoSA representative will relay the request to FEMA staff who will look the schedule for the call (to prevent overlap of conferences) and maintain a log of all conference line activity.

Once scheduled, your state archivist will then provide you with the pin number that call participants will use to connect to the conference call.

The toll-free line is for official use only, either (1) during emergencies and disasters or (2) for coordination calls for planning purposes.

The conference call line can hold up to 50 separate callers at one time. There is no minimum time limit on the length of a conference call; however, each conference should be properly scheduled so that there are no conflicts with other uses of the conference.

Print on 8 ½” x 14” paper. Trim on outside lines to 12½” x 6¼”, fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2½” x 3½”. Insert in PReP™ Tyvek® envelope for protection. © 2006 Council of State Archivists (CoSA) May be customized and reproduced for distribution free of charge with credit to CoSA.