## State Archives Pocket Response Plan™ (PReP™)

### INSTITUTIONAL CONTACTS

**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 Manager 1**  
[name]  
[office phone] / [home phone] / [cell]

**Department/Section Manager 2**  
[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]

### 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]

### 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]

### ARCHIVES FACILITY

**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]

### STATE GOV'T OFFICIALS

**Chief Information Officer/IT Dept**  
[name]  
[phone]

**Risk Manager**  
[name]  
[phone]

**Department of Public Health**  
[phone]

**Purchasing Agent**  
[phone]

### RECORDS CENTER

**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]

### MUTUAL AID PARTNERS

**[Institution]**  
[name]  
[phone]

**[Institution]**  
[name]  
[phone]

**[Institution]**  
[name]  
[phone]

**[Institution]**  
[name]  
[phone]

**[Institution]**  
[name]  
[phone]

### EMERGENCY SERVICE PROVIDERS

**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]

### REGIONAL PRESERVATION SERVICES

**[Institution]**  
[name]  
[phone]

**[Institution]**  
[name]  
[phone]

**[Institution]**  
[name]  
[phone]

**[Institution]**  
[name]  
[phone]

### OTHER CONTACTS

**SHRAB – designated contact**  
[name]  
[phone]

**Local government records commission**  
[name]  
[phone]

**Local govt association(s)**  
[phone]

**National Archives Regional Office**  
[phone]

**National Heritage Response Hotline**  
202-661-8068

**Council of State Archivists (CoSA)**  
502-229-8222

**info@statearchivists.org**

**Natl Endowment for the Humanities**  
800-NEH-1121

**202-606-8400**

**Institute for Museum & Library Services**  
202-653-4607

**American Association for State Local History**  
615-320-3203

**ARMA International**  
913-444-9174

**844-565-2120**

**National Association of Government Archives & Records Administrators**  
202-938-1988

**Society of American Archivists**  
312-606-0722

**866-722-7858**

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Print on 8 ½” x 14” paper. Trim on outside lines to 12 ½” x 6 ⅛”, fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2 ⅞” x 3 ⅛”.

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State Archives Pocket Response Plan™ (PReP™)

Response checklist for emergency in a state archives or records facility

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

Coordinate your Archives 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 Archives command center
- Establish communication with staff, public

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 emergency?
- 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:
    - Contact 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.

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 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

Establish and maintain channels of communication
- Make contact with state and local EMA (emergency management agency)
- Post staff at EMA Command Center
- 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 offices
- Contact risk manager and insurance agent

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/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

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

Local and Regional Preservation Services

Check with your local/regional Alliance for Response (AFR). AFR networks consist of local cultural heritage and emergency management professionals, who can offer advice and hands-on assistance. [https://www.culturalheritage.org/resources/emergencies/alliance-for-response](https://www.culturalheritage.org/resources/emergencies/alliance-for-response).

The Preservation Directorate of the Library of Congress provides a list of emergency web pages of institutions that can assist individuals and institutions with damaged art and artifacts at [loc.gov/preservation/emergprep/emergency](https://loc.gov/preservation/emergprep/emergency). Some of the institutions listed offer 24/7 emergency help lines.

The Heritage Emergency National Task Force (HENTF), a partnership between FEMA and the Smithsonian Institution, can direct impacted organizations to federal resources that support response and recovery efforts. Email FEMA [hentf@fema.dhs.gov](mailto:hentf@fema.dhs.gov) to request assistance.

The National Heritage Responders hotline is always available at [202-661-8008](tel:202-661-8008), [emergencyees@culturalheritage.org](mailto:emergencyees@culturalheritage.org).

Contact the conservation/preservation department of a major museum, library, or archives in your area for advice.
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.

☐ Contact the news media

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