



## 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/prepare.htm>

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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.

[Government Agencies] Pocket Response Plan™ (PReP™)	STATE GOVT OFFICIALS	FIRST RESPONDERS	FACILITIES MANAGEMENT	EMERGENCY SERVICE PROVIDERS	OTHER CONTACTS
<b>INSTITUTIONAL CONTACTS</b>	Chief Information Officer/IT Dept [name] [phone]	Police Department [phone]	Building Mgr [name] [office phone] / [home phone] / [cell]	Conservator [name] [phone]	State historical records advisory board [name of designated contact] [phone]
Agency Head [name] [office phone] / [home phone] / [cell]	Risk Manager [name] [phone]	Fire Department [phone]	Building Staff [name] [office phone] / [home phone] / [cell]	Data Recovery Service [name] [phone]	Local government records commission [name] [phone]
Deputy Director [name] [office phone] / [home phone] / [cell]	Department of Public Health [phone]	Emergency medical/ambulance service [phone]	<b>UTILITIES</b>	Dehumidification Services (building) [name] [phone]	Local government association(s) [phone]
<b>DISASTER TEAM</b>	Purchasing Agent [phone]	Security [phone]	Electricity [name] [phone]	Commercial Recovery Services (freeze drying) [name] [phone]	National Archives regional office [phone]
Team Leader [name] [office phone] / [home phone] / [cell]	<b>STATE ARCHIVES &amp; RECORDS MANAGEMENT CONTACTS</b>	State EMA [phone]	Gas [name] [phone]	Exterminator / Fumigation Service [name] [phone]	FEMA regional office [phone]
Member 1 [name] [office phone] / [home phone] / [cell]	State Archivist [name] [office phone] / [home phone] / [cell]	Local EMA [phone]	Telephone [name] [phone]	Freezer Storage Space [name] [phone]	Council of State Archivists (CoSA) CoSA administrative staff 319-338-0248 / 319-321-0949 (c) IPER Project Staff 678-364-3806
Member 2 [name] [office phone] / [home phone] / [cell]	State Records Manager [name] [office phone] / [home phone] / [cell]	State Command Center [phone]	Water – Fire sprinklers [name] [phone]	Industrial Hygienist/Mold Testing Lab [name] [phone]	Heritage Preservation 202-233-0800
Member 3 [name] [office phone] / [home phone] / [cell]	Department/Section Manager1 [name] [office phone] / [home phone] / [cell]	State Police [phone]	Water – Potable [name] [phone]	Refrigerated Trucking Service [name] [phone]	American Association for State & Local History 615-320-3203
Member 4 [name] [office phone] / [home phone] / [cell]	Department/Section Manager2 [name] [office phone] / [home phone] / [cell]	Highway Patrol [phone]	Internet provider [name] [phone]	<b>REGIONAL PRESERVATION SERVICES</b>	ARMA International 800-422-2762
Parent agency contact [name] [office phone] / [home phone] / [cell]	Preservation Manager [name] [office phone] / [home phone] / [cell]	Sheriff [phone]	Elevators [name] [phone]	[name] [phone]	National Association of Government Archives & Records Administrators 518-463-8644
	Conservator [name] [office phone] / [home phone] / [cell]	Centers for Disease Control [phone]	Security system [name] [phone]	[name] [phone]	Society of American Archivists 312-922-0140
	Local Governments Mgr [name] [office phone] / [home phone] / [cell]	Red Cross [phone]	Fire alarm/suppression system [name] [phone]		
		<b>MUTUAL AID PARTNERS</b>			
		[institution] [name] [phone]			
		[institution] [name] [phone]			
		[institution] [name] [phone]			

Print on 8 1/2" x 14" paper. Trim to 12 1/2" x 6 3/4", fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2 1/8" x 3 1/2".  
Insert in PReP™ Tyvek® envelope for protection. © 2008 Council of State Archivists (CoSA) May be customized and reproduced for distribution free of charge with credit to CoSA.



## PReP Template for Government Agencies, Side B (Actions)

**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><b>[Government Agencies] Pocket Response Plan™ (PReP™)</b></p> <hr/> <p><b>Response checklist for an emergency in a facility housing archives or records</b></p> <p>Follow these steps as you respond to an emergency in the state archives or records center.</p> <p><b>Coordinate your agency's response</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recognize and define the emergency</li> <li><input type="checkbox"/> Notify public authorities and first responders</li> <li><input type="checkbox"/> Ensure that all staff and visitors are safe and accounted for</li> <li><input type="checkbox"/> Contact risk manager and insurance agent</li> <li><input type="checkbox"/> Activate the Disaster Plan</li> <li><input type="checkbox"/> Activate the Disaster Team</li> <li><input type="checkbox"/> Activate agency command center</li> <li><input type="checkbox"/> Establish communication with staff, public</li> </ul> <p><b>Phone tree</b> [customize to fit your repository]</p>	<p><b>Assessment, salvage, recovery</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that all hazards are cleared before entry</li> <li><input type="checkbox"/> Assess and document damage to holdings, building, information systems             <ul style="list-style-type: none"> <li><input type="checkbox"/> What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?</li> <li><input type="checkbox"/> What areas have been affected?</li> <li><input type="checkbox"/> What is the nature of the e?</li> <li><input type="checkbox"/> How much of the collection has been affected?</li> <li><input type="checkbox"/> What types of materials have been damaged?</li> </ul> </li> <li><input type="checkbox"/> Are critical information systems functional / safe?</li> <li><input type="checkbox"/> Maintain security</li> <li><input type="checkbox"/> Stabilize the environment at your facility</li> <li><input type="checkbox"/> Identify and gather emergency supplies</li> <li><input type="checkbox"/> Locations of supplies:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact state archives and records management program</li> <li><input type="checkbox"/> Contact other aid partners</li> <li><input type="checkbox"/> Contact outside emergency service providers</li> <li><input type="checkbox"/> Begin salvage</li> <li><input type="checkbox"/> Contact news media</li> <li><input type="checkbox"/> Report status to constituents</li> </ul> </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 involving records.</p> <p><b>Identify and contact agencies or repositories that might be affected</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use directories to locate state agency field offices, local governments, and archival repositories</li> <li><input type="checkbox"/> Establish mechanism for state and local government agencies to report threats to records.</li> <li><input type="checkbox"/> Account for all affected records repositories in region or state</li> <li><input type="checkbox"/> 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><input type="checkbox"/> Make contact with state and local EMA (emergency management agency)</li> <li><input type="checkbox"/> Post staff at EMA Command Center</li> <li><input type="checkbox"/> Contact state archivist to request that CoSA to schedule a "meet me" call on toll-free line</li> <li><input type="checkbox"/> Establish communication with appropriate local government networks</li> <li><input type="checkbox"/> Post emergency information and instructions on _____ Web site</li> <li><input type="checkbox"/> Contact National Archives regional office</li> <li><input type="checkbox"/> Establish communication with FEMA, other NARA officials</li> <li><input type="checkbox"/> Contact risk manager and insurance agent</li> <li><input type="checkbox"/> Contact the news media</li> </ul>	<p><b>Provide or coordinate emergency services</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain appropriate permissions to enter disaster site from public safety authorities, public health department</li> <li><input type="checkbox"/> Deliver services to repositories in need:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Connect institutions in need with services (send vendor/supplier list from state ARM emergency plan)</li> <li><input type="checkbox"/> Recruit volunteers</li> <li><input type="checkbox"/> Provide supplies</li> <li><input type="checkbox"/> Facilitate trips</li> <li><input type="checkbox"/> Conduct assessments</li> <li><input type="checkbox"/> Assist with public relations</li> <li><input type="checkbox"/> Provide recovery assistance</li> </ul> </li> <li><input type="checkbox"/> Contact outside emergency service providers</li> <li><input type="checkbox"/> 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><input type="checkbox"/> Assess status of secure storage facilities</li> <li><input type="checkbox"/> Check condition of vital records</li> <li><input type="checkbox"/> Obtain appropriate storage space for threatened vital records</li> <li><input type="checkbox"/> Determine if microfilm or other duplicates of vital records are stored elsewhere</li> <li><input type="checkbox"/> 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><input type="checkbox"/> Coordinate deployment of staff and volunteers to affected areas</li> <li><input type="checkbox"/> Train response and salvage crews</li> </ul>
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## PReP Template for Local Governments, 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.

Pocket Response Plan™ (PReP™)	FIRST RESPONDERS	LIBRARIES / ARCHIVES	RECORDS CENTER	EMERGENCY SERVICE PROVIDERS	OTHER CONTACTS
<b>LOCAL GOVERNMENT 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]	Local Public Library [name] [office phone] / [home phone] / [cell]  Local Archives [name] [office phone] / [home phone] / [cell]  Local Historical Society [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]  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]  Security / fire system provider(s) [name] [phone]  <b>MUTUAL AID PARTNERS</b>  [institution] [name] [phone]  [institution] [name] [phone]  [institution] [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]  <b>REGIONAL PRESERVATION SERVICES</b>  [name] [phone]  [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>  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]				

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PReP Template for Local Governments, Side B (Actions)

**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> <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 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> [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</li> <li>○ Locations:             <ul style="list-style-type: none"> <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> </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>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>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>MAJOR DISASTERS: INCIDENT COMMAND SYSTEM</b></p> <p><b>ICS authority structure:</b></p> <ul style="list-style-type: none"> <li>○ Incident Commander: Responsible for overall management of the incident</li> <li>○ Public Information Officer: Responsible for communication with media/public</li> <li>○ Safety Officer: Monitors safety of the incident in regards to both the facility and the responders</li> <li>○ Liaison Officer: Coordinates with representatives of cooperating agencies</li> <li>○ Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event</li> <li>○ Operations Section Chief: Ensures that the IAP is enacted</li> <li>○ Logistics Section Chief: Responsible for all support needs to enact the IAP</li> <li>○ Finance/Administration Section Chief: Manages all financial aspects of the incident</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 or on behalf of a group of archivists or archival institutions in your state.</b></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 on the line and obtain a pin number, contact your state archivist and have him or her contact a CoSA representative:</b></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, either (1) during emergencies and disasters or (2) for coordination calls for planning purposes.</b></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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