

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:

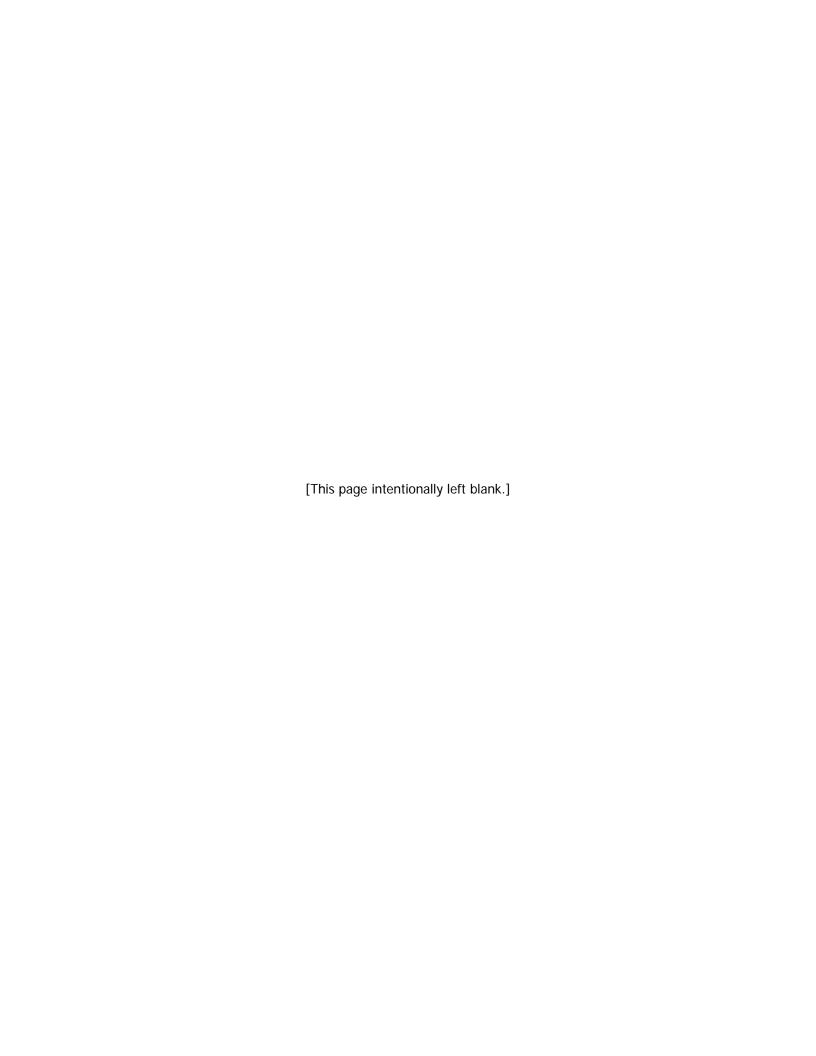
- The *government agencies version* is generic, designed for use by any state agency and other governmental entities at any level of government.
- The *local government version* incorporates elements specific to county and municipal governments.

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

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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.

STATE GOVT OFFICIALS	FIRST RESPONDERS	FACILITIES MANAGEMENT	EMERGENCY SERVICE PROVIDERS	OTHER CONTACTS
Chief Information Officer/IT Dept	Police Department	Building Mar	Conservator	State historical records advisory board
			7.71773.17771	[name of designated contact]
	[priorie]			[phone]
[priorie]	Fire Department	[onice priorie] / [none priorie] / [ceil]	[phone]	Ibuouel
Risk Manager		Building Staff	Data Recovery Service	Local government records commission
	[priorie]			[name]
	Emergency medical/ambulance service			[phone]
(priorie)		(conse priorie) (from priorie) (con	[buous]	(priorie)
Department of Public Health	[priorio]		Dehumidification Services (building)	Local government association(s)
	Security	UTILITIES		[phone]
I I		- 1121112		Burnel
Purchasing Agent	(pitolio)	Electricity	(phone)	National Archives regional office
	State FMA		Commercial Recovery Services	[phone]
[priorie]				(prione)
	*Frozenski	decreed.		FEMA regional office
STATE ARCHIVES & RECORDS	Local EMA	Gas		[phone]
MANAGEMENT CONTACTS			*50.000*	1 Mariana Mariana
			Exterminator / Fumigation Service	Council of State Archivists (CoSA)
State Archivist	State Command Center	AMORPOONE.	[name]	CoSA administrative staff
Inamel	[phone]	Telephone		319-338-0248 / 319-321-0949 (c)
[office phone] / [home phone] / [cell]		[name]		IPER Project Staff
The same of the sa	State Police	[phone]	Freezer Storage Space	678-364-3806
State Records Manager	[phone]		[name]	
[name]		Water - Fire sprinklers		Heritage Preservation
[office phone] / [home phone] / [cell]	Highway Patrol	[name]		202-233-0800
September 19 April 19	[phone]	[phone]	Industrial Hygienist/Mold Testing Lab	
Department/Section Manager1	3500000050	455,000,000	[name]	American Association for State & Loca
[name]	Sheriff	Water - Potable	[phone]	History
[office phone] / [home phone] / [cell]	[phone]	[name]	E E COMPANY SES	615-320-3203
	State and the state of the stat	[phone]	Refrigerated Trucking Service	
		JOSEPH STATE OF THE STATE OF TH	[name]	ARMA International
	[phone]		[phone]	800-422-2762
[office phone] / [home phone] / [cell]	-29 88			
	* ************************************	[phone]		National Association of Government
	[phone]	2500 00		Archives & Records Administrators
				518-463-8644
[office phone] / [home phone] / [cell]	1.00009-00000000000000000000000000000000		SERVICES	ALCOHOLOGICO GLOCIC DO ASTRESO
CALCULATION CANCEL COLUMN TO COLUMN	MUTUAL AID PARTNERS	[phone]	Jacobs Court	Society of American Archivists
				312-922-0140
			[phone]	
[office phone] / [home phone] / [cell]			19000000	
1	[pnone]	[pnone]		
	finally final	Fig. 1 to a section and a	[pnone]	
			fnomel	
[onice phone] / [nome phone] / [cell]				
	[blione]	[pnone]	[buous]	
	[institution]			
	[phone			
	Chief Information Officer/IT Dept [name] [phone] Risk Manager [name] [phone] Department of Public Health [phone] Purchasing Agent [phone] STATE ARCHIVES & RECORDS MANAGEMENT CONTACTS State Archivist [name] [office phone] / [home phone] / [cell] State Records Manager [name] [office phone] / [home phone] / [cell] Department/Section Manager1	Chief Information Officer/IT Dept [name] [phone] Risk Manager [name] [phone] Department of Public Health [phone] Purchasing Agent [phone] STATE ARCHIVES & RECORDS MANAGEMENT CONTACTS State Archivist [name] [office phone] / [home phone] / [cell] Department/Section Manager [name] [office phone] / [home phone] / [cell] Department/Section Manager2 [name] [office phone] / [home phone] / [cell] Preservation Manager [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] [institution] [name] [phone] [institution] [name] [phone] [institution] [name]	Chief Information Officer/IT Dept [name] [phone]	Chief Information Officer/IT Dept [name] [phone] [phone] Fire Department [phone] Fire Department [phone] [ph

Print on 8 ½" x 14" paper. Trim to 12¹½" x 6³¼", fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2¹½" x 3¹½". 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.

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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.

[Government Agencies] Pocket Response Plan™ (PReP™) 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	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	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 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 onWeb 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: 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
O Activate the Disaster Team O Activate agency command center D Establish communication with staff, public D Locations of supplies:					
Phone tree [customize to fit your repository]	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				

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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™	FIRST RESPONDERS	LIBRARIES / ARCHIVES	RECORDS CENTER	EMERGENCY SERVICE PROVIDERS	OTHER CONTACTS
PReP™)	Police Department	Local Public Library	Building Mgr	Conservator	State Archives
	[phone]	[name]	[name]	[name]	[name]
	Fire Department	[office phone] / [home phone] / [cell]	[office phone] / [home phone] / [cell]	[phone]	[phone]
OCAL GOVERNMENT CONTACTS	[phone]				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	Emergency medical/ambulance service	Local Archives	Building Staff	Data Recovery Service	SHRAB – designated contact
County Commissioner	[phone]	[name]	[name]	[name]	[name]
[name]	Security	[office phone] / [home phone] / [cell]	[office phone] / [home phone] / [cell]	[phone]	[phone]
[office phone] / [home phone] / [cell]	[phone]	ST PERSON WAS STREET	a Andrews	The second of the second	N 0 0 0 0 0 0
(emac phonol / [home phonol / [com	State EMA	Local Historical Society	Utilities	Dehumidification Services (building)	Local government records commission
County Clerk	[phone]	[name]	23311332	[name]	[name]
[name]	Local EMA	[office phone] / [home phone] / [cell]	Electricity/gas	[phone]	[phone]
	[phone]	fornce priorie] / [riorite priorie] / [ceii]	[name]	[bilone]	[bilotie]
[office phone] / [home phone] / [cell]				December 1 December 10-11-11	Constant constallation (a)
	State Command Center		[phone]	Document Recovery Services	Local govt association(s)
County Manager	[phone]	2444444		(freeze drying)	[phone]
[name]	State Police	Utilities	Telephone	[name]	
[office phone] / [home phone] / [cell]	[phone]		[name]	[phone]	National Archives Regional Office
	Highway Patrol	Electricity/gas	[phone]	1-14-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	[phone]
County Administrator	[phone]	[name]		Exterminator	
[name]	Sheriff	[phone]	Water	[name]	National Archives (Washington DC)
[office phone] / [home phone] / [cell]	[phone]	385275545547	[name]	[phone]	[phone]
(comes pricere), (come pricere), (com)	Centers for Disease Control	Telephone	[phone]		
Chief Operating Officer	[phone]	[name]	(Firema)	Freezer Space	Heritage Preservation
[name]	Public Health Department	[phone]	Internet provider	[name]	202-233-0800
	[phone]	[priorie]	[name]	[phone]	Institute for Museum & Library Service:
[office phone] / [home phone] / [cell]	Red Cross	Water	[phone]	[bilone]	202-653-IMLS
			[phone]	to about at 11 bout and at 7 account.	
Chief Financial Officer	[phone]	[name]	Floridan	Industrial Hygienist (mold)	Natl Endowment for the Humanities
[name]		[phone]	Elevators	[name]	800-NEH-1121
[office phone] / [home phone] / [cell]	DISASTER TEAM		[name]	[phone]	Natl Historical Publications & Records
		Internet provider	[phone]		Commission
Probate Judge	Team Leader	[name]	M Production Parking and a control and a con	Refrigerated Trucking Service	202-357-5010
[name]	[name]	[phone]	Security / fire system provider(s)	[name]	
[office phone] / [home phone] / [cell]	[office phone] / [home phone] / [cell]		[name]	[phone]	Amer Assn for State & Local History
terrary franchistration		Elevators	[phone]		615-320-3203
Records Manager	Member 1	[name]	20f20702M		ARMA
[name]	[name]	[phone]			800-422-2762
	[office phone] / [home phone] / [cell]	[priorie]	MUTUAL AID PARTNERS	REGIONAL PRESERVATION	Council of State Archivists (CoSA)
[office phone] / [home phone] / [cell]	foliace brionely frighte brionely feeling	Security / fire system provider(s)	MOTOAL AID FARTNERS	SERVICES	319-338-0248
	Member 2		finally it and	SERVICES	
		[name]	[institution]	19000000	Natl Assn of Govt Arch & Recs Admin
	[name]	[phone]	[name]	[name]	518-463-8644
Member 3 [name] [office phone] / [home phone] Member 4 [name]	[office phone] / [home phone] / [cell]		[phone]	[phone]	Society of American Archivists 312-922-0140
	Member 3		[institution]	[name]	
			[name]	[phone]	
			[phone]	[buouc]	
	former businely furnite businely feelil		[buous]	[name]	
	Member 4		[institution]	[phone]	
				[buous]	
			[name]		
	[office phone] / [home phone] / [cell]		[phone]		

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Pocket Response Plan™ Assessment, salvage, recovery Response checklist for Provide or coordinate emergency Protect vital records or those Using the FEMA Conference Line: Contact your state archivist containing sensitive or personal statewide response (PReP™) O Ensure that all hazards are cleared Obtain appropriate permissions to before entry Follow these steps as you respond to O Assess status of secure storage enter disaster site from public an emergency with a regional or Response checklist for FEMA has established a toll-free O Assess and document damage to safety authorities, public health facilities holdings, building, information statewide impact. conference line that may be used by emergency in an archives or department O Check condition of vital records any state archives and/or records records facility Identify and contact agencies or O Deliver services to repositories in management agency for recordsrepositories that might be affected O What type of an emergency O Obtain appropriate storage space need: related disaster planning or response Follow these steps as you respond to was it (fire, smoke, chemical, for threatened vital records O Use directories to locate field purposes an emergency in the archives or clean water, dirty water, heat, O Connect institutions in need records center offices, local governments, and O Determine if microfilm or other humidity)? with services (send Your state archivist can make a archival repositories duplicates of vital records are vendor/supplier list from state request to use this line on your Coordinate your response What areas have been stored elsewhere O Establish mechanism for local ARM emergency plan) behalf or on behalf of a group of O Recognize and define the affected? archivists or archival institutions in your governments to call in and for state O Assist affected agency or Recruit volunteers O What is the nature of the e? archives to reach out using the repository to establish salvage dedicated toll-free number O Provide supplies priorities O Notify public authorities and first A directory of all state archivists is O How much of the collection has provided by FEMA (see last responders O Facilitate trips available at www.statearchivists.org/ been affected? column) statearchivists.htm or call CoSA at O Ensure that all staff and visitors are O What types of materials have O Conduct assessments MAJOR DISASTERS: 319-338-0248 for contact information. O Account for all affected repositories safe and accounted for been damaged? INCIDENT COMMAND SYSTEM O Assist with public relations The conference line number is 800-O Determine if state ARM is holding O Contact risk manager and O Are critical information systems ICS authority structure: 320-4330 a copy of affected organizations' insurance agent Provide recovery assistance functional / safe? emergency response plans O Incident Commander: Responsible To schedule a call on the line and O Activate the Disaster Plan O Contact outside emergency service O Maintain security for overall management of the obtain a pin number, contact your state Establish and maintain channels of providers incident archivist and have him or her contact a O Activate the Disaster Team O Stabilize the environment at your CoSA representative: O Confirm funding sources for O Public Information Officer: facility O Activate Archives command center O Make contact with state and local emergency services Responsible for communication The CoSA representative will relay the EMA (emergency management O Identify and gather emergency O Establish communication with staff, with media/public request to FEMA staff who will lock in supplies public the schedule for the calls (to prevent O Safety Officer: Monitors safety of O Post staff at EMA Command overlap of conferences) and maintain a O Locations the incident in regards to both the log of all conference line activity. Educate and train responders facility and the responders Phone tree Have state archivist contact CoSA Once scheduled, your state archivist O Coordinate deployment of staff and Liaison Officer: Coordinates with to schedule "meet me" call on the will then provide you with the pin [customize to fit your repository] volunteers to affected areas representatives of cooperating toll-free line number that call participants will use to agencies connect to the conference call. O Train response and salvage crews Establish communication with O Contact aid partners O Planning Section Chief: Prepares appropriate local government The toll-free line is for official use Incident Action Plan (IAP) to only, either (1) during emergencies O Contact outside emergency service respond to the event and disasters or (2) for coordination providers O Post emergency information and calls for planning purposes. O Operations Section Chief: Ensures instructions on Web site O Begin salvage that the IAP is enacted The conference call line can hold up to O Contact NARA Regional Archives O Contact news media 50 separate callers at one time. There O Logistics Section Chief: O Establish communication with is no maximum time limit on the length O Report status to constituents Responsible for all support needs of a conference call; however each FEMA, other NARA officials to enact the IAP conference should be properly O Contact risk manager and O Finance/Administration Section scheduled so there are no conflicts insurance agent Chief: Manages all financial with other's use of the conference aspects of the incident O Contact the news media

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