

Fort Osage: 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	FORT OSAGE EDUCATION CENTER	MUTUAL AID PARTNERS	EMERGENCY SERVICE PROVIDERS	OTHER CONTACTS
INSTITUTIONAL CONTACTS	Park Ranger (816) 503-4890	Building Manager Gordon Julich (816) 503-4861	National Park Service / Truman Home Carol Dage, Curator (816) 254-2720	Dire Emergency / Ambulance 911	American Association of Museums 202-289-1818
Parks Director Michele Newman (816) 503-4820 [office] (816) 123-4567 [cell]	Jackson County Sheriffs Dept. (816) 524-4300	Building Contact John Peterson (816) 650-3278	Jackson County Historical Society David Jackson, Archivist (816) 461-1897	St. Mary's Hospital, Blue Springs (816) 228-5900 201 West R.D. Mize Road	Amer Assn for State & Local History 615-320-3203 Heritage Preservation 202-233-0800
Deputy Director Ron Fuhrken (816) 503-4803 [office] (816) 123-4567 [cell]	Fort Osage Fire District (816) 650-3636	Utilities Electricity KCP & L (888) 544-4852	Heritage League of Greater Kansas City Steve Noll, President (816) 461-1897 x305	Poison Control Center (816) 234-3434 1-800-366-8888	Institute for Museum & Library Services 202-653-IMLS Natl Endowment for the Humanities 800-NEH-1121
Superintendent/Historic Sites Gordon Julich (816) 503-4861 [office] (816) 123-4567 [cell]	DISASTER TEAM Team Leader Gordon Julich (816) 503-4861 [office] (816) 123-4567 [cell]	Telephone Embarq (888) 788-3600	Water Sibley Water (816) 650-9515	National Response Center (hazardous materials spill) 1-800-424-8802	FEMA / Kansas City (816) 283-7063 National Weather Service (816) 540-6021
Fort Osage Administrator Steve Wilson (816) 650-3278 [office]	Member 1 Steve Wilson (816) 650-3278 [office]	Elevators Kone Elevator (877) 276-8691	HVAC Johnson Controls (913) 915-3514	REGIONAL PRESERVATION SERVICES National Park Service Carol Dage, Curator Truman Home (816) 254-2720	Gerald R. Ford Conservation Center (402) 595-1180
Curator John Peterson (816) 650-3278 [office] (816) 123-4567 [home]	Member 2 John Peterson (816) 650-3278 [office] (816) 123-4567 [home]	Plumbing / After hours Earnest Jones (Parks Dept.) (816) 215-4731			
Fort Osage / After hours Scott Hatcher (816) 123-4567 [cell]	Member 3 Scott Hatcher (816) 123-4567 [cell]				
Park Ranger / After hours (816) 503-4890					

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>Pocket Response Plan™ (PReP™)</p> <hr/> <p>Response checklist for emergency in an archives or records facility</p> <p>Follow these steps as you respond to an emergency in the archives or records center.</p> <p>Coordinate your Archives 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 Archives command center ○ Establish communication with staff, public <p>Phone tree</p> <p>Superintendent/Historic Sites Gordon Julich (816) 503-4861 [office] (816) 564-2130 [cell]</p> <p>Fort Osage Administrator Steve Wilson (816) 650-3278 [office]</p> <p>Curator John Peterson (816) 650-3278 [office] (816) 886-0215 [home]</p> <p>Fort Osage / After hours Scott Hatcher (816) 985-7384 [cell]</p> <p>Park Ranger / After hours (816) 503-4890</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 <ul style="list-style-type: none"> ○ Locations: ○ Contact 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.</p> <p>Identify and contact agencies or repositories that might be affected</p> <ul style="list-style-type: none"> ○ 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 <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 ○ Have state archivist 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 	<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 	<p>Using the FEMA Conference Line: Contact your state archivist</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>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.</p> <p>A directory of all state archivists is available at www.statearchivists.org/statearchivists.htm or call CoSA at 319-338-0248 for contact information.</p> <p>The conference line number is 800-320-4330.</p> <p>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:</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 pin number that call participants will use to connect to the conference call.</p> <p>The toll-free line is for official use only, either (1) during emergencies and disasters or (2) for coordination calls for planning purposes.</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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