

Template for Pocket Response Plan for Collections **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.

<p>[Name] Library/Archive</p> <p>Pocket Response Plan for Collections</p> <p>Date revised:</p> <hr/> <p>INSTITUTIONAL CONTACTS</p> <p>Director [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Assistant Director [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Emergency Manager [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Financial Services / Accountant [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Facilities / Building Manager [name] [office phone] / [home phone] / [cell]</p> <p>Security [name] [office phone] / [home phone] / [cell]</p> <p>Environmental Health & Safety [name] [office phone] / [home phone] / [cell]</p> <p>Janitorial Services [name] [office phone] / [home phone] / [cell]</p>	<p>INSTITUTIONAL CONTACTS (con't)</p> <p>Risk Manager [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Insurance Contact / Agent [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Public Relations Officer [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Information Technology Officer / IT [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Special Collections / Archives [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>DISASTER TEAM</p> <p>Team Leader [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Member 1 [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Member 2 [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Member 3 [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p>	<p>BUILDING UTILITIES</p> <p>Water – Fire Sprinklers [phone]</p> <p>Water – Potable [phone]</p> <p>Plumber [phone]</p> <p>Electricity [phone]</p> <p>Gas [phone]</p> <p>Telephone [phone]</p> <p>Elevators [phone]</p> <p>Security System [phone]</p> <p>Fire Suppression (other) [phone]</p>	<p>FIRST RESPONDERS</p> <p>Fire Department [phone]</p> <p>Emergency Medical / Ambulance [phone]</p> <p>Police Department / Law Enforcement [phone]</p> <p>City Emergency Management [phone]</p> <p>County Emergency Management [phone]</p> <p>State Office of Emergency Services [phone]</p> <p>Health Department [phone]</p> <p>Red Cross [phone]</p> <p>FEMA</p> <ul style="list-style-type: none"> Disaster Assistance 800-621-FEMA Environment & Historic Preservation-Region IX 510-627-7027 	<p>EMERGENCY RECOVERY SERVICES</p> <p>WESTPAS-Western States & Territories Preservation Assist. Service 888-905-7737 (24/7 emergency #) info@westpas.org www.westpas.org</p> <p>American Institute for Conservation AIC-CERT:202-661-8068 24hr AIC "Find a Conservator" http://www.conservation-us.org "Resource Center" 202-452-9545</p> <p>Conservator 1 (specialization) [name] [phone]</p> <p>Conservator 2 (specialization) [name] [phone]</p> <p>Refrigerated Trucking Service [name] [phone]</p> <p>Freezer Storage [name] [phone]</p> <p>Commercial Recovery Service (dehumidification, freeze drying, A/V) [name] [phone]</p> <p>Data Recovery Service [name] [phone]</p> <p>Industrial Hygienist / Mold Testing Lab [name] [phone]</p> <p>Exterminator / Fumigation Service [name] [phone]</p> <p>Structural Architect [name] [phone]</p>	<p>REGIONAL CONTACTS</p> <p>California Preservation Program Julie Page/Barclay Ogden 888-905-7737 (emergencies) info@calpreservation.org www.calpreservation.org</p> <p>CA Office of Historic Preservation General Information 916-653-6624</p> <p>California State Library State Librarian's Office 916-654-0174</p> <p>California State Archives General Information 916-653-7715</p> <p>STAFF PHONE TREE</p> <p>Human Resources [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p>
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Print on 8 1/2" x 14" paper. Trim on outside lines 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, available from CoSA <http://www.statearchivists.org/prepare> © 2006 Council of State Archivists (CoSA). Adapted by WESTPAS.

