1.1—Develop Your REAP —
Records Emergency Action Plan

Complete the initial steps in developing your Records Emergency Action Plan
(REAP), including:

- Identifying the disaster plans relevant to your state agency, city, or county, with a special focus on how this guidance addresses records-related preparedness and response

- Identifying the existing emergency or Continuity of Operations (COOP) teams authorized within your agency or chain of command

- Determining the scope of your REAP and beginning to identify the records emergency planning that needs to be completed

Complete the *Developing a REAP—First Steps* table by doing the following:

- Identify the disaster plans relevant to your state, county, city, and/or agency and record the information in *Section I. Disaster Plans*.
    - Suggested resources for locating these documents include the following:
        - For state-wide information, start with your state page in the IPER Resource Center.
        - For county and municipality information, consult your Emergency Management Office. Specific state or local government agencies may also have in place their own plans, which should be available through the Agency Director or the agency's Emergency Management Officer.
- Identify the existing emergency or COOP teams authorized within your agency or chain of command and record the information in *Section II. Emergency or COOP Teams*.

- Determine the scope of your REAP; identify the records emergency planning that needs to be completed for your REAP and record the information in *Section III. Scope and Planning*.

Name(s):___

Agency: _____

Table 1: Developing a REAP—First Steps, Part I: Disaster Plans

DISASTER PLANS RELEVANT TO MY STATE, COUNTY, CITY, AND/OR AGENCY	DOCUMENT VERSION/ DATE	SOURCE OF THE PLAN (ORIGINATING AGENCY, ETC.)	LOCATION WHERE THE PLAN CAN FOUND	BRIEF DESCRIPTION OF THE DISASTER PLAN	DOES THE PLAN ADDRESS RECORDS? IF SO, HOW?

Table 2: Developing a REAP—First Steps, Part II: Emergency or COOP Teams

EMERGENCY OR COOP TEAMS AUTHORIZED WITHIN MY AGENCY OR CHAIN OF COMMAND	CONTACT NAME(S)	CONTACT INFORMATION

Table 3: Developing a REAP—First Steps, Part III: Scope and Planning

SCOPE OF MY REAP	RECORDS EMERGENCY PLANNING THAT NEEDS TO BE COMPLETED

2.1—Emergency Contact Directory Template

Emergency Contact Directory

STAFF CONTACT INFORMATION

Name	Title
Address	Email (work)
Email (home)	Phone (work)
Phone (home)	Phone (mobile)
Emergency Contact (Name & Number)	Distance from home to work

Name	Title
Address	Email (work)
Email (home)	Phone (work)
Phone (home)	Phone (mobile)
Emergency Contact (Name & Number)	Distance from home to work

Name	Title
Address	Email (work)
Email (home)	Phone (work)
Phone (home)	Phone (mobile)
Emergency Contact (Name & Number)	Distance from home to work

Name	Title
Address	Email (work)
Email (home)	Phone (work)
Phone (home)	Phone (mobile)
Emergency Contact (Name & Number)	Distance from home to work

ELECTRONIC DISTRIBUTION LISTS

Type	Title/Recipients	Posting Address
Email		
Text messaging		

OTHER EMERGENCY CONTACTS

FIRST RESPONDERS

Service/Position	Name	Company/Org.	Phone Number
Police Chief			
Nearest Police Station			
Fire Chief			
Nearest Fire Station			
Sheriff			
Nearest Hospital			
Local Emergency Management Agency			
State Emergency Management Agency			
FEMA Regional Office			
Local Red Cross			
Public Health Dept			
OTHER			

PUBLIC/MUNICIPAL CONTACTS

Position	Name	Company/Org.	Phone Number
Mayor/ Town Administrator/ Town Manager, etc.			
County Commissioner			
Town/City/County Clerk			
County Manager			
Chief Operations Officer			
Chief Financial Officer			
OTHER			
OTHER			

MAINTENANCE/UTILITIES

SERVICE/POSITION	NAME	COMPANY/ORG	PHONE NUMBER
Gas			
Electric			
Water Utility			
Fire Detection and Suppression			
HVAC			
Plumber			
Electrician			
Telephone Provider			
Internet Provider			
Locksmith			
Janitorial Services			
Pest Control			
Architect			
Legal Counsel			
Security			
OTHER			

VENDORS, CONTRACTORS, RECOVERY SPECIALISTS

SERVICE/POSITION	NAME	COMPANY/ORG	PHONE NUMBER
Document Recovery Services			
Building Recovery Services			
Local Freezer Space			
Out-of-area Freezer Space (in case of a larger/regional disaster)			
Trucking/Transport			
Conservator/ Preservation Expert			
Mycologist			
OTHER			

INSURANCE
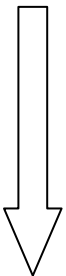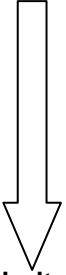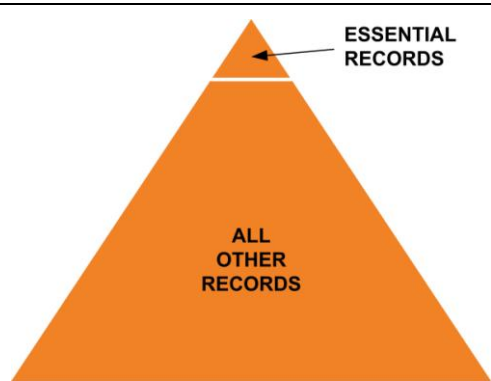
SERVICE/POSITION	NAME	COMPANY/ORG	PHONE NUMBER
Risk Manager			
Insurance Company			

OTHER CONTACTS

SERVICE/POSITION	NAME	PHONE NUMBER
State Archives		
State Historical Records Advisory Board (SHRAB)		
Local Disaster Networks		
Regional Preservation Services		
Govt. Records Organization		
State/Regional Archival Organization		
NARA Regional Office		

2.2—Essential Records

NOTE: The left-hand column below indicates salvage priorities for essential records based on how quickly access will be required following an emergency.

PRIORITY FOR SALVAGE	ESSENTIAL RECORDS ARE RECORDS THAT:	EXAMPLES INCLUDE:
Priority 1: First 1–12 hours	Are necessary for emergency response	• Copy of emergency and/or Continuity of Operations (COOP) Plan • Infrastructure and utility plans • Maps and building plans • Emergency contact information
	Are necessary to resume or continue operations	• Delegations of authority • Contracts and leases • Payroll • Prison, jail, and parole records • Insurance records
Priority 2: First 12–72 hours	Protect the health, safety, property, and rights of residents	• Deeds, mortgages, land records • Birth and marriage records • Medical records • Active court proceedings • Education and military service records • Voting records • Professional licenses
	Would require massive resources to reconstruct	• Geographic information systems data • Tax records
Priority 3: After first 72 hours	Document the history of communities and families	• Historical documents • Photographs • Identity records

- Only a small percentage (typically, less than five percent) of all Government records are essential
- Value during an emergency makes a record essential
- As disruption time increases, more records become essential
- "Records" can be in many different formats, including paper or electronic

ESSENTIAL RECORDS

ALL OTHER RECORDS

2.3—Sample Records Priorities List

PRIORITY	RECORD SERIES	SCHEDULE ITEM	RETENTION PERIOD	LOCATION
First Priority	Program Correspondence Files	101a	PERM	Director's Office Main Cabinet Drawer 1
First Priority	Advisory Commissions	202	PERM	Assistant Admin Office Cabinet 3 Drawer 2
First Priority	Erosion Control Study System database (tapes)	306	TEMP—20 yrs	Environmental Research Staff
First Priority	Site Containment Photographs		Unscheduled	Assistant Admin for Recreation
Second Priority	Analytical Compilations	305	TEMP—20 yrs	Resources Evaluation Cabinet 5 Drawer 3
Second Priority	Site Containment Maps		Unscheduled	Assistant Admin for Recreation
Third Priority	Subject Files	103	TEMP—3 yrs	Admin Area Cabinet 1
Third Priority	Tracking Files	106	TEMP—No longer needed	Admin Area Cabinet 1

2.4—Supplies and Equipment List

Note: Use the following to create your own checklist of supplies and equipment tailored to the risks faced in your agency or geographic region. Having such a list is important when conducting periodic checks of preparedness. Take into consideration what you will need for an immediate response as well as what you might need for records that require special treatment, such as air drying or freezing for stabilization.

Table 1: In-House Stash of Supplies for Immediate Response

NEEDED FOR IMMEDIATE RESPONSE	NEEDED FOR AIR DRYING	NEEDED FOR FREEZING FOR STABILIZATION	DISASTER RESPONSE SUPPLIES AND EQUIPMENT
X			33-gallon plastic trash can with wheels and lid (to store supplies)
X			1 roll 10' x 100' 2 mil plastic sheeting
X			1 roll masking/duct tape (to use with sheeting)
X			1 spool packing string (to hang sheeting)
X			10 large plastic trash bags (to fit can)
X			1 large sponge
X			1–5-gallon bucket
X			1 box disposable gloves
X			1 roll "Do not enter" barricade tape
X			2 rolls paper towels
X			1 pair scissors
X			1 dozen pencils (mechanical or sharpened)
X			2 black permanent marking pens
X			Lined paper pad
X			Flashlight (self-standing, extra batteries)
X			10 dust masks

Table 2: Documentation

NEEDED FOR IMMEDIATE RESPONSE	NEEDED FOR AIR DRYING	NEEDED FOR FREEZING FOR STABILIZATION	DISASTER RESPONSE SUPPLIES AND EQUIPMENT
X	X	X	Camera, memory cards (in case a digital camera is not available, keep a disposable camera in emergency supply stash)
X	X	X	Video camera, memory cards
X	X	X	Laptop computer
X	X	X	Waterproof pens/markers
X	X	X	Pencils (mechanical or sharpened)
X	X	X	Clipboards
X	X	X	Paper pads/logs

Table 3: Personal Safety and Protection

NEEDED FOR IMMEDIATE RESPONSE	NEEDED FOR AIR DRYING	NEEDED FOR FREEZING FOR STABILIZATION	DISASTER RESPONSE SUPPLIES AND EQUIPMENT
X	X	X	First Aid kit (keep in mind treatment of paper cuts, staple pokes)
X	X	X	Gloves (disposable, work)
X	X	X	Hard hats (size adjustable)
X	X	X	Masks and respirators (dust, mold)
X	X	X	Rubber boots (non-skid), many sizes
X	X	X	Safety goggles
X	X	X	Eyewash kits
X	X	X	Aprons (plastic, disposable)
X	X	X	Overalls, jumpsuits
X	X	X	Vest (or jacket) with pockets
X	X	X	Antimicrobial soap/alcohol hand wash
X	X	X	Drinking water
X	X	X	Portable toilet
X	X	X	Identification badges

Table 4: Packing Supplies

NEEDED FOR IMMEDIATE RESPONSE	NEEDED FOR AIR DRYING	NEEDED FOR FREEZING FOR STABILIZATION	DISASTER RESPONSE SUPPLIES AND EQUIPMENT
X		X	Self-adhesive labels, color-coded adhesive dots
X		X	Hand trucks, dollies, book carts
X	X	X	Plastic bags (garbage, zipper lock, assorted sizes)
X		X	Corrugated cardboard boxes
X		X	Tape (masking, packing, duct), tape dispensers
X		X	Scissors, utility knives (extra blades)
X		X	Plastic crates
X		X	Rescubes® (see description on p. 4 of this handout)
X		X	Pallets

Table 5: Communication

NEEDED FOR IMMEDIATE RESPONSE	NEEDED FOR AIR DRYING	NEEDED FOR FREEZING FOR STABILIZATION	DISASTER RESPONSE SUPPLIES AND EQUIPMENT
X			Hand radio sets/Walkie-talkies
X			Portable radios
X			Cellular phones (with emergency numbers)
X			Ham radios
X			Megaphone

Table 6: Environmental Monitoring and Moisture Control

NEEDED FOR IMMEDIATE RESPONSE	NEEDED FOR AIR DRYING	NEEDED FOR FREEZING FOR STABILIZATION	DISASTER RESPONSE SUPPLIES AND EQUIPMENT
X			Air conditioners (portable)
X	X		Dehumidifiers
X	X		Fans
X	X		Monitors (temperature, humidity)

Table 7: Other Supplies and Equipment

NEEDED FOR IMMEDIATE RESPONSE	NEEDED FOR AIR DRYING	NEEDED FOR FREEZING FOR STABILIZATION	DISASTER RESPONSE SUPPLIES AND EQUIPMENT
X			Acrylic sheets (Plexiglas™)
	X		Blotting paper (white)
X	X	X	Brooms, dustpans, shovels, mops, buckets
X	X	X	Bubble pack
X			Cleaning products, disinfectant
X	X		Cloths: cotton rags, dust cloths, lint-free cloths, nonwoven polyester web, cheesecloth
X	X		Clothesline, rope, string (heavy packing on spool)
	X		Clothespins (rust proof)
	X		Dish-drying racks (plastic-covered)
X			Dry ice
X	X	X	Flashlights (self-standing), headlamps, extra batteries, chemical light sticks
X	X	X	Generator (portable, fuel supply)
X		X	Ladders and kick stands
X	X		Mat board
X	X		Moisture meter
X	X		Newsprint (un-inked, blank), butcher paper
X	X	X	Office supplies (paper pads, pencils, waterproof pens/markers, flipcharts, large self-adhesive labels)
X	X		Photo Flo, wetting agent (Kodak)
X	X		Plastic clips/clothespins
X	X	X	Plastic garbage cans, washtubs
X			Plastic sheeting (polyethylene) rolls
X			Plywood or masonite board

Table 8: Other Supplies and Equipment (cont'd.)

NEEDED FOR IMMEDIATE RESPONSE	NEEDED FOR AIR DRYING	NEEDED FOR FREEZING FOR STABILIZATION	DISASTER RESPONSE SUPPLIES AND EQUIPMENT
X	X		Polyester film (Mylar), 3 to 5 mil
	X	X	Polyester, spunbond (Reemay, Hollytex)
X			Pump (portable)
X	X		Screen (nylon), screen or bakery drying racks
		X	Shrink wrap
X	X		Signs: "Caution Wet Floor"
	X	X	Silicone release paper
X	X		Sponges (cellulose, chemical)
X	X		Surge protectors, extension cords (50+ ft., heavy-duty, grounded)
X	X	X	Tables (portable, folding)
X	X	X	Tool kit (crowbar, hammer, wrenches, pliers, screwdriver)
X	X		Towels (absorbent cloth, paper)
X	X		Trays (deep, for rinsing)
X			Water hoses, adjustable spray nozzles
X			Wet vacuum (10-gallon industrial)

Other Equipment and Supplies to Consider:

Water Diverter: For protection from overhead leaks. An industrial vinyl plastic tarpaulin carried by ProText, Inc.; stocked in sizes from 3' × 6' to 6' × 10'; can also be ordered in custom sizes. There are grommets at the edges to facilitate hanging over a collection, and a standard garden-hose fitting makes it easy to lead water away. The diverter, which is reusable, would be a good thing to have if your institution suffers from persistent roof leaks.

Corrugated Cardboard Boxes: Not ideal for soaking-wet materials, but it is good to have flattened boxes in the emergency supplies. They take up relatively little space and are inexpensive compared to plastic crates. They can be lined with large plastic bags before wet records go in.

Rescubes®: One-piece folding boxes made of corrugated polyethylene. They are reusable and can be stored flat and set up as needed. They do not absorb water from wet records and do not need to be lined. They have several ventilation openings. Records can be sent to freeze-drying facilities in Rescubes®. Available from ProText, Inc., Gaylord, University Products, and other conservation suppliers.

React•Paks (ProText): The kit consists of a Rescube® (described above) filled with basic supplies and equipment. Boxes measure about 1.5 cubic ft, take up little space, and can be stored in multiple locations. React•Paks can be bought instead of or in addition to an immediate response kit. Available from ProText, Inc., and other conservation suppliers.

Collection Protection Emergency Kit (Gaylord): Contains materials to cover and protect collections quickly, contain or divert water, and clean up, stored in a 6-gallon plastic bucket. Like the ReactPak, these can be purchased instead of or in addition to an immediate response kit. Available from Gaylord University Products and other conservation suppliers.

*Note: This list is adapted with permission from one developed by **WESTPAS, the Western States and Territories Preservation Assistance Service**, available at http://westpas.org/docs/A9.xls.*

2.5—Initial Damage Assessment and Response Checklist

Initial Damage Assessment and Response Checklist

IPER
INTERGOVERNMENTAL
PREPAREDNESS FOR
ESSENTIAL RECORDS

Date _____   Time _____ am   pm

Assessor's Name _____   Title _____   Other Participants _____

Phone _____   E-mail _____   _____

Page (s) 1 of _____   Attachments: ❑ Sketches   ❑ Documents   ❑ Images   ❑ Other _____

Assessment Location

Department/Agency _____   County (if applicable) _____   Agency/bldg contact _____

Building _____   Floor _____   Room _____   Phone _____

Street Address _____   City/State/Zip _____   Email _____

Initial Situation Survey

Type of emergency _____   Is it still happening?   ❑ Yes   ❑ No

Nature of damage: ❑ Water   ❑ Fire   ❑ Dirt/debris   ❑ Mold   ❑ Contamination   ❑ Broken Windows   ❑ Roof damage   ❑ Structural   ❑ Other (describe) _____

Extent of damage: ❑ Small isolated area   ❑ One room   ❑ Part of Floor   ❑ Entire Floor   ❑ Multiple Floors   ❑ Entire building

Can the staff handle the situation initially?   ❑ Yes   ❑ No   Who is in charge? _____

Is it safe to enter?   ❑ Yes   ❑ No   If no, what needs to be done to make it safe? _____

Who discovered/reported damage? _____   How long have the records been damaged? _____

What has been done so far? _____

What is the security status? _____

Does anything need to be done to clean and/or secure the area before attending to records? _____

_____

Other notes _____

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From the Heritage Preservation *Assessment Form* in the *Field Guide to Emergency Response*   Photocopy this form before using

Rapid Collections Assessment

Record Type	Record Series/ID	# Items Damaged	Nature/Severity (use key below)	Treatment Needed (circle)	Priority (circle)	Security/ Privacy? (circle)	Notes
Example: Bound volumes	*23-190*	*1,500*	*A1, B3, G2*	(Yes) No (Urgent)	(1) 2 3	yes (no)	*Need to be frozen*
Essential records	_____	_____	_____	Yes No Urgent	1 2 3	yes no	_____
Books	_____	_____	_____	Yes No Urgent	1 2 3	yes no	_____
Bound volumes	_____	_____	_____	Yes No Urgent	1 2 3	yes no	_____
Unbound records	_____	_____	_____	Yes No Urgent	1 2 3	yes no	_____
Maps, plans oversize	_____	_____	_____	Yes No Urgent	1 2 3	yes no	_____
Photos, negatives	_____	_____	_____	Yes No Urgent	1 2 3	yes no	_____
Microforms	_____	_____	_____	Yes No Urgent	1 2 3	yes no	_____
Audio/video media	_____	_____	_____	Yes No Urgent	1 2 3	yes no	_____
Magnetic/electronic media	_____	_____	_____	Yes No Urgent	1 2 3	yes no	_____
CDs/DVDs	_____	_____	_____	Yes No Urgent	1 2 3	yes no	_____
Artifacts	_____	_____	_____	Yes No Urgent	1 2 3	yes no	_____
Other	_____	_____	_____	Yes No Urgent	1 2 3	yes no	_____

KEY	Nature of Damage:			Severity of Damage:
	A) Water damage	D) Running Inks	H) Other: _____	1) Severe
	B) Mold	E) Fire Damage	_____	2) Moderate
	C) Structural Damage	F) Tears		3) Minor
		G) Loose Pieces		

Are records in jeopardy of further damage? ❏ Yes ❏ No   If yes, what needs to be done to prevent further damage? _____

_____

Adapted with permission by the Intergovernmental Preparedness for Essential Records (IPER) Project, Council of State Archivists
From the Heritage Preservation *Assessment Form* in the *Field Guide to Emergency Response*

Photocopy this form before using

NOTE: A copy of this form is available at the IPER Resource Center so it can be downloaded and duplicated easily.
URL: *http://www.statearchivists.org/resource-center*

2.6—Components of a REAP

A Records Emergency Action Plan (REAP) provides direction for reducing the risk to records and information from natural and human hazards. No two REAPs will be the same, because every agency has its own risks, protection strategies, resources, policies, etc. However, there are several common components that should be part of every REAP.

If you have already completed a Pocket Response Plan, it will provide a good start for completing several of these components.

Use the table below to help you think through the components of your REAP.

- What will you include?

- Where will you find the information related to that component?

- Are some of the components already covered in your overall agency emergency plan or Continuity of Operations (COOP) Plan?

- Which components should receive special attention?

Table 1: Components of a REAP

COMPONENT	DESCRIPTION/CONTENTS	NOTES FOR YOUR REAP
Introduction	The briefest part of the REAP. It should state the purpose of the REAP and the entire preparedness program. It should also include information about how to use and revise the document.	
Policy Statement	Include a clear policy statement or directive from the most senior officer in the agency, approving the Plan and identifying it as an official agency policy. The policy statement should clearly mandate the preparation and implementation of the REAP in order to secure the necessary cooperation among departments, have the authority to examine business processes and functions, and assign the organizational resources needed to prepare and implement the REAP.	

COMPONENT	DESCRIPTION/CONTENTS	NOTES FOR YOUR REAP
Responsibilities and Authorities	Provide information about delegation of authority, chain of command, and roles and responsibilities for various activities, including REAP Team assignments, response/recovery manager duties, phone trees, media contacts, and offers of assistance (volunteer labor, supplies, cash donations, etc.).	
Communication Plan	Identify multiple communications strategies to be used during an emergency at both the primary site and an alternate site, if required. Consider call-in voice recordings and information relaying systems. Establish a Phone Tree to disseminate information in an orderly way but not overburden one individual with the responsibility. Create an emergency contact directory that lists (as appropriate) telephone numbers (office, home, cell), email addresses, and physical locations of key contacts, including agency staff, emergency responders, contractors and suppliers, and others whom you will need to reach in an emergency. Identifying communications strategies is usually a major component of the larger COOP Plan, but also a critical part of your REAP.	
Locations of Essential Records	Include the essential records inventory, including title, location, retention period, container identification, format and media, volume, and location of master copy (if one exists).	

COMPONENT	DESCRIPTION/CONTENTS	NOTES FOR YOUR REAP
Salvage Priorities	Organize this section in a list that makes it clear which records will require attention first and which ones can wait. Include the record series under each priority category; item numbers from records schedules, retention period, and the physical location of the records.	
Supplies (should be included as an appendix)	Include a list of supplies you may need in the event of an emergency, including all supplies needed to prevent further damage to records, to aid in packing out records for further recovery, and information on how to purchase the supplies. See Handout 2.4—Sample Supplies and Equipment List.	
Financial or Funding Information	Plan and document how you will obtain funds that may be required to purchase any necessary equipment and supplies you may not have on hand. Finance and accounting personnel will need to track expenses associated with an emergency. Establish special codes for labor, equipment, and supplies to ensure proper accounting of expenses.	
Vendors and Suppliers (should be included as an appendix)	Include a list of vendors and suppliers of emergency services and supplies in your REAP. Consider developing standing contracts for professional service providers and temporary storage facilities, if possible.	

COMPONENT	DESCRIPTION/CONTENTS	NOTES FOR YOUR REAP
Contractor Statement of Work	Include a generic draft Statement of Work (SOW) ready to use to obtain needed services in the event that an emergency befalls your records. Obtain this draft SOW from your Procurement Office. Include any signed contracts or Memorandums of Understanding (MOUs) with individual contractors for specific services. However, if they contain confidential or private information, access to them should be restricted. Make sure to include in your REAP the procedures for activating the contract or MOU. Include the names, addresses, and phone numbers of the contractors with which you have established contracts for response and recovery.	
Facility Information (should be included as an appendix)	Include all relevant facility information, especially evacuation plans and provisions for employees and visitors with disabilities; locations and operating instructions for equipment, mechanical systems, and emergency supplies; locations of master keys, floor plans, hazardous materials, doorways, stairways, and windows.	
Staging Space	Contact the proprietors of your building(s) about the availability of space and make arrangements for use of the space in the event of an emergency. Document these arrangements in your REAP. Spell out agreements and procedures, and keep contact and all other information up-to-date in your REAP. Also, outline the procedures you will use to transfer or obtain office equipment and supplies and the services you will need, such as electricity, water, communications, and computers.	

COMPONENT	DESCRIPTION/CONTENTS	NOTES FOR YOUR REAP
Preparedness, Response, and Recovery Procedures	The Preparedness, Response, and Recovery Procedures section will comprise the largest and most detailed section of your Plan. As explained earlier, your REAP must address specific emergencies and how to handle them, as identified in your risk assessment. It must provide for both major and minor emergencies and should include both site-specific and community-wide events.	
Training, Testing, and Updating	Document the goals, objectives, and schedules for training all employees, plus testing the REAP and updating it periodically. Specific training programs for responders and specialized teams should also be developed and documented in the REAP.	
Appendixes	The final section of the REAP provides information which is needed for the effective execution of the Plan, but which should be kept separate from the main narrative of the Plan. You can place these items in the Plan as an appendix. They should include a Phone Tree; a supplies, equipment, and space list; forms for assessing damage and tracking records (pack-out tracking log); reduced floor plans with locations of emergency equipment and utility boxes; and your essential records inventory and plan.	