

**Archives of Michigan
Pocket Response Plan™
(PReP™)**

INSTITUTIONAL CONTACTS

Agency Head
William Anderson
(Office) (517) 373-2486

Deputy Director
Mark Hoffman
(Office) 517 373-2475

State Archivist
Mark Harvey
(Office) 517 373-1415

State Records Manager
Debbie Gearhart
(Office) 517 335-9145

DIT Liaison
John Trebilcock
(Office) 517 335-4616

Emergency Management Coordinator
Janet Lavery
(Office) 517 373-1550

MHC Director
Sandra Clark
(Office) 517 373-6362

Local Governments Mgr
Caryn Wojcik
(Office) 517 335-8222

FIRST RESPONDERS

Police Department
9-911
Fire Department
9-911
Emergency medical/ambulance service
9-911
Security
3-4454
State Emergency Management
Services
517 336-6198
Ingham County Emergency Services
517 676-8223
State Police
3-2836
Sheriff
517 676-2431
Centers for Disease Control
1-800-232-4636
Red Cross
517 484-7461

DISASTER TEAM

Team Leader
Mark Hoffman
(Office) 517 373-2475

DIT Liaison
John Trebilcock
(Office) 517 335-4616

Emergency Management Coordinator
Janet Lavery
(517) 373-1550

Disaster Team - Archives
Bob Garrett
(Office) 517 241-1382

Disaster Team – Record Center
Doug Case
(Office) 517 335-9131

ARCHIVES FACILITY

MLHC Facility Supervisor
Anita Stevens
(Office) 517 373-4454
(Home) 517 623-6497

Historical Complex Manager
Steve Benkovsky
(Office) 517 373-8131
(Home) 517 663-2323

Utilities

For any utilities concerns, contact Anita
Stevens or Steve Benkovsky of
Facilities (see above)

STATE GOVT OFFICIALS

Chief Information Officer/DIT Liaison
John Trebilcock
(517) 335-4616

Department of Community Health
517 373-3740

Purchasing Agent
Janet Lavery
517 373-1550

RECORDS CENTER

Building Mgr
Deb Gearhart]
(Office) 517 335-9145

Building Staff
Richard Santana
(Office) 517 335-9135

Utilities

For any utilities concerns contact
John Blackney
(517) 335-9241

MUTUAL AID PARTNERS

N/A

EMERGENCY SERVICE PROVIDERS

Conservator
Michigan State University Libraries
517 432-3123, ext. 1

Data Recovery Service
Electronic Restoration Services
866 377-8326

Dehumidification Services (building)
Contact Facilities Office
(517) 373-4454

Document Recovery Services
(freeze drying)
BelforUSA
1-888-421-4113

Exterminator
Contact Facilities Office
517 373-4454

Freezer Space
Michigan Natural Storage
616 241-1619

Industrial Hygienist (mold)
Midwest Freeze Dry, Ltd.
847 679-4756

Refrigerated Trucking Service
Ryder Truck Rental
517 322-0700

**REGIONAL PRESERVATION
SERVICES**

Bentley Historical Library
734 764-3482

Northeast Document Conservation
Center
978 470-1010

Gerald R. Ford Conservation Center
402 595-1180

OTHER CONTACTS

SHRAB – designated contact
Mark Harvey
517 373-1415

Local government records liaison
Caryn Wojcik
517 335-8222

Local govt association(s)
Michigan Municipal League
734 662-3246
Michigan Township Association
517 321-6467
MI Assoc of Counties 517 372-5374

National Archives Regional Office
773 948-9001

National Archives (Washington DC)
Howard Lowell - 301-837-1567
Ann Siebert - 301-837-1567

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
202-357-5045 (Dick Cameron)

Amer Assn for State & Local History
615-320-3203
ARMA, International
800-422-2762
Natl Assn of Govt Arch & Recs Admin
518-463-8644
Society of American Archivists
312-922-0140

Council of State Archivists (CoSA)
Vicki Walch
319-338-0248 / 319-321-0949 (c)
Jenifer Burlis-Freilich
573-635-7958 / 573-680-3041(c)
David Carmicheal
678-364-3714

Archives of Michigan Pocket Response Plan™ (PRoP™)

Response checklist for emergency in a state archives or records facility

Follow these steps as you respond to an emergency in the Archives of Michigan or Records Center.

Coordinate your Archives response

- Recognize and define the emergency
- Notify public authorities and first responders
- Ensure that all staff and visitors are safe and accounted for
- Page HAL Deputy Director
- HAL Deputy Director will decide whether to activate the disaster plan
- HAL Deputy Director will decide whether to activate the disaster team
- HAL Deputy Director will decide whether to establish communication with staff, public

Phone tree

HAL Deputy Director
Mark Hoffman

HAL Budget Director/DIT Liaison
John Trebilcock

HAL Emergency Management
Coordinator
Janet Laverty

Assessment, salvage, recovery

- Facilities will ensure that all hazards are cleared before entry. Do not enter until Facilities gives approval.
- Recovery Team Leader (i.e. HAL Deputy Director) will inspect area, working with Facilities. Questions for Team Leader to consider:
 - 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 damage?
 - How much of the collection has been affected?
 - What types of materials have been damaged?
- Are critical information systems functional / safe? HAL Budget Director will contact DIT, if necessary.
- Facilities will maintain security
- Stabilize the environment, with help from Facilities
- Identify and gather emergency supplies
- Contact outside emergency service providers
- Begin salvage
- Team Leader will decide whether to contact news media
- Team Leader will decide whether to report status to constituents

Response checklist for statewide response

Follow these steps as you respond to an emergency with a regional or statewide impact.

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 local governments to call in and for Archives of Michigan to reach out using the dedicated toll-free number provided by FEMA (see last column)
- Account for all affected repositories
- Determine if Archives or Record Center is holding a copy of affected organizations' emergency response plans

Establish and maintain channels of communication

- Contact HAL Deputy Director/Recovery Team Leader
- Make contact with state and local EMA (emergency management agency)
- 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, NARA officials
- HAL Administration will determine whether to contact 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 HAL 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

Using the FEMA Conference Line

800-320-4330

The toll-free conference line may be used by any state archives and/or records management agency for records-related planning or response purposes.

To schedule a call on the line, contact a CoSA representative:

Vicki Walch
319-338-0248 / 319-321-0949 (c)

Jenifer Burlis-Freilich
573-635-7958 / 573-680-3041 (c)

David Carmicheal
678-364-3714

The CoSA representative will relay your 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.

CoSA will provide you with the **pin number** that call participants will use to connect to the conference call.

The toll-free line is for official use only, either (1) during emergencies and disasters or (2) for coordination calls for planning purposes.

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.