**State of Rhode Island**

**Rhode Island State Archives & Public Records Administration**

**Disaster plan template**

The Public Records Administration recommends that every agency has a Disaster Plan that describes how to prepare for, prevent, mitigate, respond to, remediate, and recover from a disaster in order to prevent an agency’s essential functions from being significantly impacted and to maintain continuity of operations.

* It is imperative that all agency employees are not only aware of the plan but are familiar with it in the event of a disaster to be able to quickly respond in an emergency situation.
* Emergencies of any kind can be overwhelming, and by preparing in advance, it helps to reduce panic and facilitate a smooth recovery of records.
* While risk exposure can be reduced, it cannot be eliminated.
* Risks can be identified so that their impact can be mitigated if agencies are prepared to be able to respond efficiently and effectively.

The plan cannot be of use if it is lost during the same disaster that it is being used for. It is critical to have multiple copies, both physical and digital, stored on and off-site. Each Response Team member should keep a copy with them at home and on-site.

Use the following template to collect the necessary information to create a basic disaster plan for your agency. Make sure that your plan addresses what records you have and where they are located, who will be part of the response team when disaster strikes, what an evacuation plan looks like, and what your agency’s salvage priorities are.

For additional resources and more detailed templates:

* [dPlan-RI](https://ri.dplan.org/)
* [Pocket Response Plan™](https://www.statearchivists.org/research-resources/emergency-preparedness/pocket-responce-templates)
* [National Archives and Records Administration Disaster Resources](https://www.archives.gov/preservation/records-emergency)
* [Northeast Document Conservation Center Emergency Response Plan Worksheet](https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.4-worksheet-for-outlining-an-emergency-response-plan)

**DISASTER PLAN**

|  |  |
| --- | --- |
| **Agency:** |  |
| **Division/Unit:** |  |
| **Agency Address:** |  |
| **Agency Head:** |  |
| **Last Revised Date:** |  |

**Staff Directory**

*(Collect the following information for each staff member)*

|  |  |
| --- | --- |
| **Name & Title:** |  |
| **Phone (home/cell):** |  |
| **Home Address:** |  |
| **Estimated Response Time:** |  |

**Response Team**

*(Collect the following information for each Response Team staff member)*

|  |  |
| --- | --- |
| **Response Team Role:** |  |
| **Responsibilities:** |  |
| **Staff Name & Title:** |  |
| **Backup 1:** |  |
| **Backup 2:** |  |

**Common roles may include:**

* Team Leader
* Supplies Coordinator
* Records Recovery Specialist
* Work Crew Coordinator
* Technology Coordinator
* Building Recovery Coordinator
* Security Coordinator
* Public Relations Coordinator
* Documentation Coordinator

**Emergency Services Contact Information**

|  |  |
| --- | --- |
| **Company/Service** | **Name and Phone Number** |
| **Ambulance:** |  |
| **Police/Sheriff:** |  |
| **Fire Department:** |  |
| **Poison Information Center:** |  |
| **Security Company:** |  |
| **Plumber:** |  |
| **Electrician:** |  |
| **Locksmith:** |  |
| **Local Emergency Management:** |  |
| **Regional Emergency Management:** |  |
| **Facilities Management:** |  |
| **Computer/Technology Management:** |  |
| **Gas Company:** |  |
| **Electric Company:** |  |
| **Water Utility:** |  |
| **Other:** |  |
| **Other:** |  |
| **Other:** |  |

**Facility Information**

**Main Utility Locations:**

|  |  |
| --- | --- |
| **Main water shut-off valve:** |  |
| **Sprinkler shut-off valve:** |  |
| **Main electrical cut-off switch:** |  |
| **Main gas shut-off:** |  |
| **Heating/cooling system controls:** |  |
| **Other:** |  |

**Fire Extinguisher Locations:**

1. **Type A** - Wood, paper, combustibles
2. **Type B** - Gasoline, flammable liquid
3. **Type C** - Electrical
4. **Type ABC** - Combination

|  |  |
| --- | --- |
| **Type** | **Location** |
|  |  |
|  |  |
|  |  |

**Fire Alarm(s):**

|  |
| --- |
| **Location** |
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|  |
|  |

**Radios:**

1. **Transistor Radios** - For news
2. **Two-way Radios** - For communication

|  |  |
| --- | --- |
| **Type** | **Location** |
|  |  |
|  |  |
|  |  |

**First Aid Kit(s):**

|  |  |
| --- | --- |
| **Location(s):** |  |

**Evacuation Procedures**

|  |  |
| --- | --- |
| **Rally Point Location:** |  |
| **Shelter Location(s):** |  |

*(List all relevant procedures to evacuate from the agency’s building/area)*

* Example Evacuation Procedure 1
* Example Evacuation Procedure 2
* Example Evacuation Procedure 3

**Qualified Disaster Remediation & Recovery Vendors**

|  |  |  |
| --- | --- | --- |
| **Disaster Recovery Service** | **Vendor Name** | **Vendor Contact Information** |
| **Document Recovery Services** |  |  |
| **Building Recovery Services** |  |  |
| **Local Freezer Space** |  |  |
| **Regional Freezer Space** |  |  |
| **Transport** |  |  |
| **Conservator/Preservation Expert** |  |  |
| **Other Relevant Service(s)** |  |  |

**Insurance Contact Information**

*(List all insurance providers)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Insurance Type** | **Insurance Name** | **Insurance Contact Information** | **Policy Number** |
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**Remediation and Recovery Supplies**

*(List all supplies that could be needed in the event of a disaster)*

|  |  |  |
| --- | --- | --- |
| **Supply** | **Quantity on Site** | **Location on Site** |
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**Salvage Priorities**

**Top Priority Records** – records that are essential, rare, and/or otherwise are not available elsewhere that require immediate attention.

**Medium Priority Records** – records that may be unique, but for whatever reason are deemed secondary.

**Low Priority Records** – records that may be duplicates or replaceable with minimal historic or operational value.

*(List records/record types either by name or by record series name from relevant records retention schedules)*

|  |  |  |
| --- | --- | --- |
| **Priority** | **Record Name/Record Series Name** | **Location of Record(s)** |
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**Specific Disaster Plans**

*(List specific steps to take based on various disasters that have the potential to occur)*

**Common disasters may include:**

* Flood
* Fire
* Severe Storm
* Utility Failure
* Hazardous Material Accident
* Civil Disorder/Demonstration
* Terrorism
* Bomb Threat
* Active Shooter
* Explosion

**Specific Recovery and Rehabilitation Plans**

*(List specific steps to take based on various disasters that have the potential to occur)*

**Common recovery and rehabilitation plans may include:**

* Drying
* Freezing
* Dehumidification
* Microfilming/Photocopying
* Cleaning
* Professional Conservation Treatment
* Odor Removal