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| The Episcopal Church In HawaiʻiDiocesan Archives**229 Queen Emma Square****Honolulu, HI 96813-2304**Pocket Response Plan for Archival Collections**January 2024**Adapted from templates provided by Council of State Archivists (COSA) and Western States and Territories Preservation Assistance Service (WESTPAS)Rev. 04/2015 | **OFFICE OF THE BISHOP**The Rt. Rev. Robert L. Fitzpatrick Bishop Diocesan b. 808.536.7776, ext. 302  c. xxx.xxx.xxxx The Rev. Alexander Graham IV Canon to the Bishop b. 808.536.7776, ext. 309 c. xxx.xxx.xxxx **DIOCESAN SUPPORT STAFF**Stuart Ching  Archivist c. 808.282.8308Rae Costa Operations Manager b. 808.536.7776, ext. 326 c. xxx.xxx.xxxx Sam Okita Controller b. 808.536.7776, ext. 306 c. xxx.xxx.xxxx **ST. ANDREWʻS CATHEDRAL**The Rev. Heather Patton-Graham Provost b. 808.524.2822 c. xxx.xxx.xxxx**QUEEN EMMA SQUARE** Security c. 808.208.1115   | **FIRST RESPONDERS**Ambulance, Fire, Police 911American Red Cross 808.734.2101City & County of HonoluluDept. of Emergency Management 808.723.8960Dept. of Health - Hazard Evaluation & Emergency Response  808.236.8200 **DISASTER ASSISTANCE**Federal Emergency Management Agency (FEMA) 800.621.3362National Heritage Responders 202.661.8068 (24/7 emergency)**INSURANCE**Church Insurance Company800.293.3525**FIRST RESPONDERS** Police, Fire, Ambulance  911 City & County of HonoluluDepartment of Emergency Mgmt. 723.8960Dept. of Health Chemical & Oil Spills emergency 586-4249 (7:45am-4:30pm M-F) 247-2191 (After hours)Refrigerated Trucking Service [name] [phone] [ | **BUILDING UTILITIES**Electricity Hawaiian Electric  855.304.1212 (trouble calls) Gas The Gas Company  808.526.0066 (24/7 emergency)Telephone Verizon 833.837.4966Water Board of Water Supply 808.748.5000 (trouble calls) **DISASTER SUPPLIES**Be Ready Hawaii 808.678.8844City Mill – Iwilei 808.533.3811Home Depot - Iwilei 808.521.7355Lowes - Iwilei 808.528.9370 | **EMERGENCY SERVICE PROVIDERS****Commercial Recovery Service***BELFOR* (Oʻahu) 808.486.9388 (24/7 emergency)MD Restoration 808.528.3434 (24/7 emergency)**Data Recovery Service**Insight Toolkit (ITK) 518.371.3971**Disaster Equipment****(Fan Blowers, Generators, etc.)** Hawaiian Rent All  808.949.3961Island Power Hawaii, Inc.  808.621.9944**Freezer Storage** Crown Records Management 808.625.4520Pacific Cold Storage 808.487.2653 Unicold Corporation 808.836.2931**Refrigeration Containers** Honolulu Freight Service 808.531.0258  Matson, Inc.  800.462.8766  | **CONSERVATORS**In-State:Books Maunalua Binery  halenale@gmail.com Ethnographic Objects & Textiles Handwoven 808.595.8338 Furniture Minnick Associates  808.597.8142Paintings Pace Art Conservation  808.548.0027Paper  Liane Naauao  liane@naauao.comStained Glass James Erickson Studios 808.637.8934Out of State:Furniture Mark Harpainter · 510.849.3206  Metal  Tracy Powers · 415.824.8762 Objects Beverly Perkins · 307.578.4029 Paper Franklin Mowrey · 202.468.8644 Textiles Deirdre Windsor · 508.785.1974 AIC-CERT  202.661.8068 |

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| **Response checklist for SS.CC. Archival Collections Recovery****IMMEDIATE RESPONSE****Notification (as appropriate):*** Recognize and define the emergency
* Notify first responders
* Ensure that all staff and visitors are safe and accounted for
* Maintain security of building and archival collections
* Institutional Contacts
* Building Utilities
* Activate the Disaster Plan’s emergency response actions
* Activate the Disaster Team if collection damage

**WATER RESPONSE*** Assess electrocution hazard
* Stop water source, remove standing water
* Move collection items from water path
 | **ASSESSMENT****Ensure through proper authorities that all hazards are cleared before entering building*** Protect health & safety of visitors, residents and staff
* Document damage with photos, video and notes
* Assess damage to building, collections & information systems
* What type of an emergency is it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?
* What areas are affected?
* How much of the collection is damaged?
* What types of materials are damaged?
* Are critical information systems functional / safe?

**WATER RESPONSE*** Stabilize the environment with fans & dehumidifiers
* Gather salvage recovery supplies
 | **COMMUNICATION****Establish and maintain channels of communication*** Notify Bishop’s Office, Diocesan Support Center staff, and St. Andrew’s Cathedral staff
* Establish communication with appropriate local & regional emergency management agencies
* Contact risk manager and insurance agent
* Contact National Heritage Responders and conservators
* Contact outside Emergency Recovery Services
* Confirm funding sources for emergency services as needed

**WATER RESPONSE*** Set up secure, dry area for salvage operations
* Obtain refrigerated trucks and freezer space
 | **COLLECTIONS SALVAGE****Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage*** Obtain appropriate permissions to enter disaster site from public safety authorities, public health department
* Identify and gather emergency supplies
* Identify and secure dry location for pack-out and air-drying
* Recruit staff and volunteers
* Wear appropriate safety protection
* Stabilize environment with fans and dehumidifiers
* Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities

**WATER RESPONSE*** Load priority materials into freezer based on material type
* Air dry materials that should not be frozen
 | **COLLECTION PRIORITIES:****First priorities for collection retrieval includes unique documentary material** * **RG 10-C:**

Sacramental registers – St. Andrew’s Cathedral* **RG 11-A:**

Sacramental registers –Missions and Parishes (closed)* **RG11-B:**

Sacramental registers –Missions & Parishes (active)* **RG 25-A:**

Historical Bibles* **RG 25-B:**

Historical Prayerbooks**WATER RESPONSE**Freeze immediately:* Coated paper
* Maps / posters
* Books w/ coated paper
* Paper w/ soluble inks
 | **MAJOR DISASTERS: INCIDENT COMMAND SYSTEM****ICS Authority Structure:*** Incident Commander: Manages overall incident
* Public Information Officer: Communicates with media
* Safety Officer: Monitors incident safety to both facility and responders
* Liaison Officer: Coordinates with representatives of cooperating agencies
* Planning Section Chief: Prepares Incident Action Plan (IAP)
* Operations Section Chief: Insures IAP is enacted
* Logistics section Chief: Oversees support needs to enact the IAP
* Finance/Administration Section Chief: Manages finances for incident

**WATER RESPONSE**Air Dry immediately:* CDs & DVDs
* Diskettes
* Paintings
* Photographic material
* Video/audio cassettes
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