|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The Episcopal ChurchIn 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. 808.282.8308  Rae 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  911  American Red Cross  808.734.2101  City & County of Honolulu  Dept. of Emergency Management  808.723.8960  Dept. of Health - Hazard Evaluation & Emergency Response  808.236.8200  **DISASTER ASSISTANCE**  Federal Emergency Management Agency (FEMA)  800.621.3362  National Heritage Responders  202.661.8068 (24/7 emergency)  **INSURANCE**  Church Insurance Company  800.293.3525  **FIRST RESPONDERS**  Police, Fire, Ambulance  911  City & County of Honolulu  Department of Emergency Mgmt.  723.8960  Dept. 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  833.837.4966  Water  Board of Water Supply  808.748.5000 (trouble calls)    **DISASTER SUPPLIES**  Be Ready Hawaii  808.678.8844  City Mill – Iwilei  808.533.3811  Home Depot - Iwilei  808.521.7355  Lowes - 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  808.949.3961  Island Power Hawaii, Inc.  808.621.9944  **Freezer Storage**  Crown Records Management  808.625.4520  Pacific 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  808.597.8142  Paintings  Pace Art Conservation  808.548.0027  Paper  Liane Naauao  [liane@naauao.com](mailto:liane@naauao.com)  Stained Glass  James Erickson Studios  808.637.8934  Out 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 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |