

3.1—Sample Pack-Out Tracking Log

Records Storage: _____
 Shelf Location: _____
 Office: _____
 Office Location: _____
 Office Contact: _____

Table 1: Pack-Out Tracking Log

Cabinet/Drawer #	Box #	Description of Files	Security/ Privacy Concerns? (Y/N)	Records Priority	Media	Staging Location	In-House Recovery Process Air Dry	In-House Recovery Process Vacuum	In-House Recovery Process Clean	Date and Initials	Outsource Recovery Process
<i>SAMPLE ENTRIES:</i>											
F2 R83 U2 S5	2	Gilmer County Plats	No	Medium	Doc	Loading Dock				2/2009 CW	Vacuum freeze dry
F2R84U4S5	3-5	Government Prints	No	High	Photos	Cons Lab	x		x	2/2009 CW	N/A
F2R84U5S2		Tax Digests	Yes	Medium	Bound	Rm 221	x			2/2009 CW	N/A

3.2—Response Plan Template

Incident Information

DESCRIPTION OF INCIDENT		
LOCATION OF INCIDENT		
Building:	Floor:	Room:
CAN INCIDENT BE HANDLED IN-HOUSE?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (See Staff and Contractor Information section below.)

Records Information

RECORDS AFFECTED (List all affected records. Add rows as necessary.)	RECORD FORMAT/MEDIA	RECOVERY TECHNIQUE FOR EACH RECORD	IS THE RECORD CONFIDENTIAL?
PRIORITIES FOR RESPONSE (List in order, from first priority to last. Add rows as necessary.)	1. 2. 3. 4. 5.		
INSTRUCTIONS FOR HANDLING CONFIDENTIAL RECORDS			

Record Tracking

PROCEDURE FOR TRACKING RECORDS

Staff and Contractor Information

REQUIRED RESPONSE/RECOVERY STAFF			
(Add rows as necessary.)			
Name	Contact Information		
STAFF ROLES AND RESPONSIBILITIES			
(Add rows as necessary.)			
Staff Name	Role	Responsibility	
REQUIRED CONTRACTORS/VENDORS			
(Add rows as necessary.)			
Name	Contact Information	Service(s) Required	Contract in Place?

Supply and Equipment Information

REQUIRED SUPPLIES/EQUIPMENT (Add rows as necessary.)			
Item:	Current location:	On hand or needs to be purchased?	Needed where? (For example, emergency operations center, staging area, recovery area, etc.)

Emergency Operations Center and Staging and Recovery Areas

EMERGENCY OPERATIONS CENTER	
Location:	
Necessary equipment/supplies (Add rows as necessary.)	

STAGING AREA	
Location:	
Necessary equipment/supplies (Add rows as necessary.)	

RECOVERY AREA	
Location:	
Necessary equipment/supplies (Add rows as necessary.)	

3.3—Personal Health and Safety During Response

Personal protection equipment:

- Steel-toed boots, preferably water-proofed
- Heavy-duty and water-proof (e.g., latex or nitrile) work gloves
- Something to cover your nose and mouth if there is a potential for splashes or airborne particulates (dust)
- Goggles/safety glasses with side shields
- Long-sleeve shirts and long pants, or coveralls
- An ANSI-approved hard hat if there's a danger of falling debris
- Hearing protection such as ear plugs or landscaper's ear muffs, if you are in an area where you must shout to be heard
- Mosquito repellent in tropical areas
- If there is a risk of contaminants, including mold, a fit-tested respirator¹:
 - With HEPA filtration for mold or biological hazards
 - With N95 filtration (activated charcoal), if advised to minimize unpleasant odors

Personal hygiene rules:

- Do not, under any circumstances, put your hands in your mouth or on objects that could go into your mouth, such as water bottles or food.
- Wash your hands and body with soap and warm, drinkable water. Do not scrub too hard or rub overly hard on your skin, which needs to remain intact.
- Clean cuts and abrasions thoroughly with soap and water and apply antibiotic ointment.

¹ The use of respirators in the workplace is governed by the Respiratory Protection Standard 29 (CFR1910.134) adopted by OSHA in 1998. Before an employee can use a negative pressure respirator, he/she must be fit-tested annually with the same make, model, style, and size of respirator as the one that will be used. Individuals with facial hair or conditions that may impede formation of a tight seal may not be able to wear a respirator. The Fit Test must be carried out by a trained individual, and requires following OSHA-developed protocols to evaluate the fit of the respirator qualitatively or quantitatively. For a more detailed description, see <http://www.osha.gov>

Prevention of dehydration and exhaustion and injury:

- Drink lots of water (or a 50:50 mix of sports drink and water), and drink at least every half-hour. Avoid soda, alcohol, coffee, and tea, as they can dehydrate your body.
- Take frequent rest breaks and rotate physical tasks.
- Eat light meals.
- Avoid direct sunlight and wear a hat, sunscreen, and loose-fitting clothes if you have to work in the sun.
- If possible, do the heaviest work early in the morning from 6:00 a.m. to 11:00 a.m. and late in the afternoon from 3:00 p.m. to 7:30 p.m.
- Notify your supervisor if you or any of the Response Team members have health or medical conditions, such as high blood pressure, a heart condition, or allergies.
- If you or a team member begins to feel unwell, stop physical tasks and let someone know.

Decontamination of equipment and clothing:

- Wash gear with warm, soapy water and/or bleach.
- Clothing can be washed normally in a household washer.

3.4—Emergency Response Checklist: First 48 Hours

Records Emergency Response Team Leader

- Finalize response plan.
- Set up staging area that is safe and secure from the effects of the emergency.
- If necessary, set up a secure area for handling confidential records.
- Set up drying area for in-house recovery, if applicable.
- Deploy environmental monitoring equipment.
- Gather sufficient staff/experts, contractors, and other personnel necessary to carry out the recovery.
- Decide on recovery techniques and procedures.
- Decide who will perform the work, and where.
- Assign recorder to document damage (in writing, dictated orally, photographed, or taped) and track the movement of materials.
- Decide on pack-out procedures.
- Provide on-site training of personnel.
- Implement tracking system.
- Communicate with Action Team Leader and recovery personnel.
- Activate delivery of more supplies.
- Arrange for food, water, and services for personnel carrying out the response.

Records Emergency Response Team

- Check every shelf and drawer, and surrounding floors and areas.
- Label materials for recovery efforts as dry, damp, or wet.
- Remove dry materials from the affected areas.
- Remove wet and/or damp materials to appropriately labeled containers.
- Move containers to air-drying, freezing, or further tracking/sorting areas.
- Document response and recovery.
- Record information in tracking system.