<table>
<thead>
<tr>
<th>INSTITUTIONAL ORGANIZATION</th>
<th>FACILITY</th>
<th>CULTURAL PARTNERS</th>
<th>FIRST RESPONDERS</th>
<th>EMERGENCY SERVICES</th>
<th>OTHER CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Head</td>
<td>Building Manager</td>
<td>#1</td>
<td>Police Department</td>
<td>Conservator</td>
<td>American Red Cross <a href="https://www.redcross.org/local/mississippi">www.redcross.org/local/mississippi</a></td>
</tr>
<tr>
<td></td>
<td>Building Staff</td>
<td>#2</td>
<td>Fire Department</td>
<td>Data Recovery Service</td>
<td>John Mcfarland 228-896-4511</td>
</tr>
<tr>
<td>Assistant/Deputy Director</td>
<td>Utilities</td>
<td>Electricity/Gas</td>
<td>#3</td>
<td>Local EMA</td>
<td>Disaster Assistance <a href="https://www.disasterassistance.gov">www.disasterassistance.gov</a></td>
</tr>
<tr>
<td>Records Manager</td>
<td>Telephone</td>
<td>#4</td>
<td>Sheriff</td>
<td>Building Dehumidification</td>
<td>Tim Barnard, 601-676-6894</td>
</tr>
<tr>
<td>DISASTER TEAM</td>
<td>Water</td>
<td>#5</td>
<td>Medical / Ambulance</td>
<td>Document Recovery (freeze drying)</td>
<td>MS Arts Commission (MAC) <a href="https://www.arts.ms.gov">www.arts.ms.gov</a></td>
</tr>
<tr>
<td>Team Leader</td>
<td>Security / Fire System</td>
<td>Sheriff</td>
<td></td>
<td></td>
<td>Tom Pearson 601-359-6038</td>
</tr>
<tr>
<td>Member 1</td>
<td>Internet</td>
<td>Local EMA</td>
<td></td>
<td></td>
<td>MS Emergency Management Agency (MEMA) <a href="https://www.msema.org">www.msema.org</a> 866-920-6362</td>
</tr>
<tr>
<td>Member 2</td>
<td>Elevators</td>
<td>Medical / Ambulance</td>
<td></td>
<td></td>
<td>MS Dept. of Archives &amp; History (MDAH) <a href="https://mdah.state.ms.us">mdah.state.ms.us</a> Julia Young, 601-576-6991</td>
</tr>
<tr>
<td>Member 3</td>
<td>Elevators</td>
<td>#5</td>
<td>Medical / Ambulance</td>
<td></td>
<td>MS Heritage Trust <a href="https://www.mississippiheritage.com">www.mississippiheritage.com</a> Lolly Barnes, 601-354-0200</td>
</tr>
</tbody>
</table>

**OTHER CONTACTS**
- American Red Cross [www.redcross.org/local/mississippi](https://www.redcross.org/local/mississippi) 228-896-4511
- Disaster Assistance [www.disasterassistance.gov](https://www.disasterassistance.gov) Tim Barnard, 601-676-6894
- MS Arts Commission (MAC) [www.arts.ms.gov](https://www.arts.ms.gov) Tom Pearson 601-359-6038
- MS Emergency Management Agency (MEMA) [www.msema.org](https://www.msema.org) 866-920-6362
- MS Dept. of Archives & History (MDAH) [mdah.state.ms.us](https://mdah.state.ms.us) Julia Young, 601-576-6991
- MS Heritage Trust [www.mississippiheritage.com](https://www.mississippiheritage.com) Lolly Barnes, 601-354-0200
- MS Highway Patrol—Southern Region [www.dps.state.ms.us/highway-patrol](https://www.dps.state.ms.us/highway-patrol) Pat Green, 228-396-7400
- MS Library Commission [mlc.lib.ms.us](https://mlc.lib.ms.us) Susan Cassagne 601-432-4038
- MS State Dept. of Health—District 9 [msdh.ms.gov](https://msdh.ms.gov) Christy Thornton 866-458-4948

Adapted from the Council of State Archivists' (CoSA) Pocket Response Plan™ (PReP™) template available at [https://www.statearchivists.org/programs/emergency-preparedness/](https://www.statearchivists.org/programs/emergency-preparedness/)
Mississippi Gulf Coast Alliance for Response
County Caucus: Making Connections
Pocket Response Plan™ (PReP™) Directions

1. Identify your group by the dot on your name tag.

2. Join your group and make introductions. As much as possible, from the introductions fill in the “Cultural Partners” (green) and “First Responder” (blue) columns.
   a. Cultural organizations provide their name, organization, and what emergency responders should know about your collection.
   b. First responders provide their name, organization, and their first priorities in responding to an emergency situation at a cultural institution.
   c. Discuss if there are people not in your group whom you would call in an emergency situation and add to these lists.

3. Discuss how first responders and cultural institutions can establish or strengthen their relationships prior to an emergency situation.
   a. Does a level of cooperation currently exist between cultural heritage institutions and first responders?
   b. What steps would you outline to continue the dialogue begun at this Forum?
   c. Who should be included in the discussions?

4. If there is time, fill out the institutional contact information for your organization (orange). As you do so, consider:
   a. Whom you selected and why?
   b. Are there other people you could have added?