

LIS 225 - INTRODUCTION TO RECORDS MANAGEMENT

Disaster Planning/Emergency Planning

Disaster- a destructive emergency event that occur with little or no warning.

Two types of disaster

- a) natural – earthquake, hurricane, typhoon, volcanoes, floods, drought
- b) Manmade- explosions, civil disturbances, strikes, riots, theft, wars, water leakages,

Archives contain irreplaceable records and documents, once these records are lost it will be very difficult to replace. Therefore archival institution should plan for disaster

Disaster results in extensive and costly damage which could be prevented or reduced if there is a disaster plan.

Disaster has three phases:

1. Before- Corresponds to everyday routine operations.
2 types of plan should be in operation- preparedness and preventive

Preparedness Plan- designed to ensure that identified disasters are managed.

Recommend actions to be taken such as:

Identify important items in the collection and protect them.

Make copies and keep them at different storages

Train staff on how to respond in case of disaster

Preventive Plan- Recommends actions to be taken to prevent the disaster

Assess potential hazards both inside and outside the building.

It suggests ways in which facilities can be constructed or repaired to prevent disaster, e.g. – repair leaking roofs, upgrade security.

It deals with how to prevent or reduce the impact of disaster.

Knowledge of the potential external and internal hazards to the archives:

- Location of the building as it relates to topography and weather
- Streams and rivers as potential hazards
- Condition of the roofing- is it leaking
- How adequate are drains and sewage systems
- Doors and windows are they secure
- Ceilings do they show water stains
- Are drains working well
- Heating and ventilation system are they checked regularly
- Fire and smoke detections are they checked regularly

Educate staff and users, people are the worst enemy of the collection they steal, tear, eat, smoke.

2. During phase- response. What to do in case of disaster such as fire, floods Phase
3. After Phase/ Recovery

Actions taken to rescue the collections-

Repairing

Rehabilitating

Common dangers to archives

- 1) Water and weather- natural and human
- 2) Fire- Natural/human – earthquake, smoking- staff be trained to use fire- fighting procedures, equipment be maintained at all times and be in working condition, regular fire drills
- 3) Security – Important to archives- archives building be secure at all times.

Archivist should

- a) Learn from experience – weather conditions
Know what is happening in a world around you
- b) Identify risks to the collections
- c) What hazards could endanger the collections.