Disaster Preparedness for Records Managers Toolkit

Preparing a Disaster Plan for Records

EMERGENCY—An adverse event that does not have widespread impact nor requires the use of extraordinary or prolonged resources to return conditions to normal.

DISASTER—An adverse event of organization-wide or community-wide impact resulting in significant damage and loss that requires the use of prolonged or extraordinary resources to return conditions to normal.

PURPOSE OF A DISASTER PLAN:
- Ensure the safety of people;
- Ensure continued delivery of critical and essential functions and services;
- Reduce losses and damage to records, facilities, and systems

BENEFITS:
- Quick resumptions of business operations
- Enhanced safety and awareness of risk
- Protection of vital records and original records and information resources
- Reduced shock factor

FOUR PHASES OF EMERGENCY MANAGEMENT:
- Mitigation/Prevention
- Preparedness
- Response
- Recovery

STEPS IN DEVELOPING A DISASTER PLAN:
- Secure approval from senior management
- Develop a project plan
- Select & educate teams (Disaster Planning Committee and Disaster Response Team)
- Perform Risk Analysis and Assessment
- Data Collection
- Write the Plan
- Distribute and Train Employees
- Test and Exercise
- Evaluate and Maintain

Suggested Components of a Records and Information Disaster Plan

1. Table of Contents
2. Introduction
3. Approvals
4. Organizational Notification
5. Records Holdings
    a. Recovery priority of original records on hand
    b. Vital Records information
6. Response Action Checklists
7. Supplies and Equipment
8. Vendor, Expert, and Contractor Information
9. Salvage and Recovery Procedures
10. Appendices:
    a. Phone Tree
    b. Medical, utility, emergency responder information
    c. Floor Plans & diagrams
    d. Test and Exercise Schedule and Scenarios
    e. Plain Maintenance Instructions
    f. Mitigation/Prevention actions
    g. Safety/Evacuation procedures
    h. Post-disaster information
    i. Information Technology

Publications

Eulenberg, Julia Niebuhr. Handbook for the Recovery of Water Damaged Business Records. ARMA International Publication Sales, 4200 Somerset, Suite 215, Prairie Village, Kansas 66208, ISBN 0-933887-17-5, 1986, 800-422-2762.*

Judith Fortson and Neal-Schuman. Disaster Planning and Recovery, ,ISBN: 1-55570-059-4, 1992.

Jones, Virginia A., CRM, and Kris E. Keyes. *Emergency Management for Records and Information Programs*, ARMA International, Prairie Village, KS, ISBN: 0-933887-70-1, 1997.*

Websites

Association of Contingency Planners (ACP) International
http://www.acp-international.com
Association of Records Managers and Administrators (ARMA) International
http://arma.org
Stanford University—
C o n s e r v a t i o n   O n l i n e
http://palimpsest.stanford.edu/
Federal Emergency Management Agency (FEMA)
http://www.fema.gov
Northeast Document Conservation Center
http://www.nedcc.org
National Fire Protection Administration
http://www.nfpa.org
NARA, National Archives and Records Administration
http://www.archives.gov
Disaster Recovery Journal (DRJ).
http://www.drj.com
Disaster Recovery Institute International (DRII).
http://www.drii.org/

* [These Publications were used in preparing this toolkit.}