Emergency Management and Disaster Preparedness:   
A Manual for Protecting Archives

Forms

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A drawing of a building under a canopy

Description automatically generated

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| These forms are part of the Emergency Management and Disaster Preparedness: A Manual for Protecting Archives. This document may be freely printed out, divided, copied, cut and pasted or otherwise adapted as best suits the needs of readers and their archive institutions. |

## Form A: Archives Premises and Procedures Review Forms and Checklists

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The archives holdings** | | | | |
| Details of finding aid(s):  Details of location register: | | | | |
| **Physical media** | **Y/N** | **Packaging** | **Location** | **Notes** |
| Paper |  |  |  |  |
| Parchment |  |  |  |  |
| Cotton |  |  |  |  |
| Bark |  |  |  |  |
| Other forms of physical media used for text-based records |  |  |  |  |
| Photographic prints |  |  |  |  |
| Photographic transparencies |  |  |  |  |
| Glass plate negatives |  |  |  |  |
| Acetates |  |  |  |  |
| Silver nitrate |  |  |  |  |
| Other forms of photographic processes |  |  |  |  |
| Movie film |  |  |  |  |
| Magnetic film |  |  |  |  |
| Other forms of film recordings |  |  |  |  |
| Magnetic audio |  |  |  |  |
| Other forms of audio recordings |  |  |  |  |
| Compact disks |  |  |  |  |
| Floppy Disks |  |  |  |  |
| Hard drives |  |  |  |  |
| Other forms of digital media |  |  |  |  |
| Other |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Internal review of archives premises** | | | |
| Location address:  Floor plans:  Storage area under review (complete separate form for each space): | | | |
| **Factor** | **Description** | **Potential risks** | **Notes** |
| Structure |  |  |  |
| State of decoration |  |  |  |
| Ceilings |  |  |  |
| Walls |  |  |  |
| Doors |  |  |  |
| Windows/skylights |  |  |  |
| Electric sockets |  |  |  |
| Electrical services |  |  |  |
| Water pipes |  |  |  |
| Gas pipes |  |  |  |
| Heating / ventilating / air-conditioning systems |  |  |  |
| Fire detection system |  |  |  |
| Fire suppression system |  |  |  |
| Water detection system |  |  |  |
| Security alarms |  |  |  |
| Trash |  |  |  |
| Housekeeping |  |  |  |
| Pest management: mould, insects, rodents, birds, bats |  |  |  |
| Shelving type (material, mobile, static), lowest shelf off the floor, nothing on top shelf |  |  |  |
| Unshelved material |  |  |  |
| Access to/within storage area |  |  |  |
| Intended construction projects |  |  |  |
| Likelihood of moves |  |  |  |
| Other |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **External review of archives premises** | | | |
| Location address:  Building plans: | | | |
| **Factor** | **Description** | **Potential risks** | **Notes** |
| Location address |  |  |  |
| Building condition |  |  |  |
| Damp |  |  |  |
| Brick work/fabric |  |  |  |
| Roof type |  |  |  |
| Roof condition |  |  |  |
| Gutters, downspouts |  |  |  |
| Drains |  |  |  |
| Doors |  |  |  |
| Windows |  |  |  |
| Surroundings/neighbourhood |  |  |  |
| Urban or rural? |  |  |  |
| Who shares the building? |  |  |  |
| Who are the immediate neighbours? |  |  |  |
| Who is in a 1-block radius? |  |  |  |
| Who is in a 3-block radius? |  |  |  |
| Who is in 2 miles (3–4 km) radius? |  |  |  |
| What is the infrastructure, road access, electrical / water / phone services? |  |  |  |
| What are the crime statistics/rates? |  |  |  |
| Radio waves/magnetic fields |  |  |  |
| Rivers or bodies of water |  |  |  |
| Fire hazards |  |  |  |
| Roads, bridges, railway lines |  |  |  |
| Trees and landscaping |  |  |  |
| Hurricane, tornado or hurricane zone |  |  |  |
| Earthquake zone |  |  |  |
| Volcano nearby |  |  |  |
| Access by emergency services and first responders |  |  |  |
| Other |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Review of security** | | | |
| Location address:  Floor plans:  Details of all areas under review: | | | |
| **Factor** | **Process** | **Authority** | **Notes** |
| Staff induction and training |  |  |  |
| Access to site |  |  |  |
| Access to building |  |  |  |
| Doors |  |  |  |
| Windows |  |  |  |
| Staff access |  |  |  |
| Researcher access |  |  |  |
| Volunteer access |  |  |  |
| General visitor access |  |  |  |
| Loading bay(s) |  |  |  |
| Storage areas |  |  |  |
| Reading/research room |  |  |  |
| Exhibition space(s) |  |  |  |
| Processing areas |  |  |  |
| Staff offices |  |  |  |
| Staff room(s) |  |  |  |
| Bathrooms |  |  |  |
| Archives handling practices |  |  |  |
| Server room access |  |  |  |
| Cloud service provision |  |  |  |
| User names, passwords and access profiles |  |  |  |
| Fire wall |  |  |  |
| Anti-virus/malware software |  |  |  |
| Back-up system |  |  |  |
| Data loss prevention software (DLP) |  |  |  |
| Security procedures for laptops and portable devices |  |  |  |
| Other |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment list** | | | |
| **Equipment** | **In stock?** | **Order** | **Notes** |
| Gloves |  |  |  |
| Protective clothing (overalls, aprons, rubber boots etc) |  |  |  |
| Ladders |  |  |  |
| Trolleys |  |  |  |
| Buckets |  |  |  |
| Mops |  |  |  |
| Portable printers |  |  |  |
| Laptops |  |  |  |
| Scissors |  |  |  |
| Linen tape |  |  |  |
| String |  |  |  |
| Plastic sheeting |  |  |  |
| Plastic bags |  |  |  |
| Notepads |  |  |  |
| Labels |  |  |  |
| Pencils |  |  |  |
| Pens |  |  |  |
| Blotting materials |  |  |  |
| Cloths |  |  |  |
| Sponges |  |  |  |
| Flashlights/torches |  |  |  |
| Bandages |  |  |  |
| Pins |  |  |  |
| Packing crates with lids |  |  |  |
| Packing crates without lids |  |  |  |
| First aid kits |  |  |  |

## Form B: Threat Identification and Severity Rating Tables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Natural disasters** | | | | |
| **Threat** | **Likelihood** | **Severity** | **Notes** | **Prevention / mitigation** |
| Earthquakes |  |  |  | Constant vigilance, good, regular maintenance and effective planning for rapid response and salvage will reduce the adverse consequences of natural disasters. |
| Volcanic eruptions |  |  |  |
| Hurricanes |  |  |  |
| Flooding, dam failure |  |  |  |
| Lightening |  |  |  |
| High Winds |  |  |  |
| Tornadoes |  |  |  |
| Cyclones |  |  |  |
| Ice storms |  |  |  |
| Hail |  |  |  |
| Drought |  |  |  |
| Heavy rain |  |  |  |
| Mould |  |  |  |
| Insects |  |  |  |
| Rodents |  |  |  |
| Snow |  |  |  |
| Other |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Building or equipment failure or malfunction** | | | | |
| **Threat** | **Likelihood** | **Severity** | **Notes** | **Prevention / mitigation** |
| Leaky roofs |  |  |  | These can be prevented by inspection, maintenance and housekeeping practices, which reduce the danger of fire and water damage. |
| Broken pipes |  |  |  |
| Defective wiring or switches |  |  |  |
| Faulty machinery and equipment |  |  |  |
| Broken heating or cooling systems |  |  |  |
| Broken electronic security systems |  |  |  |
| Electrical outages and malfunctions |  |  |  |
| Chemical fires |  |  |  |
| Magnetic fields |  |  |  |
| Other |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Human ill-will** | | | | |
| **Threat** | **Likelihood** | **Severity** | **Notes** | **Prevention / mitigation** |
| Arson |  |  |  | Appropriate safety and security measures can reduce these threats. |
| Vandalism |  |  |  |
| Bomb threat |  |  |  |
| Active shooter |  |  |  |
| Theft |  |  |  |
| Accident |  |  |  |
| Pandemic |  |  |  |
| Terrorism |  |  |  |
| War |  |  |  |
| Other |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Human error and carelessness** | | | | |
| **Threat** | **Likelihood** | **Severity** | **Notes** | **Prevention / mitigation** |
| Smouldering cigarette |  |  |  | Frequent employee training, adequate supervision and constant sensitivity to potential hazards will reduce the chances of disaster. |
| Open window |  |  |  |
| Unattended stove |  |  |  |
| Negligent storage of flammable chemicals |  |  |  |
| Careless computer key stroke |  |  |  |
| Lack of care in computer security (poor password choice/control, carelessness with portable devices) |  |  |  |
| Failure to lock up |  |  |  |
| Poor handling of archival materials |  |  |  |
| Other |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Technology** | | | | |
| **Threat** | **Likelihood** | **Severity** | **Notes** | **Prevention / mitigation** |
| Hacking or cyberterrorism |  |  |  | Computer access security, firewalls, virus and malware protection, laptop security procedures, back-up systems, digital preservation strategies will help protect the organisation from risks |
| Server crash |  |  |  |
| Network outage |  |  |  |
| Obsolescence |  |  |  |
| Other |  |  |  |

## Form C: The Significance Assessment Method

This form is taken from the PARBICA “Recordkeeping for Good Governance Toolkit Guideline 24: Identifying Significant Records in Archival Holdings”. It provides the step-by-step process of assessing significance for both individual items and collections as a whole. Note that it is intended for use as part of planning how to respond to a disaster, not as something that should or could be done as a disaster unfolds. It should be used to evaluate the relative significance and priority of the different archives holdings in advance so as to make it easier to organise their removal and/or treatment at the time of a disaster.

It is worth reading the full PARBICA guideline on assessing significant records in archival holdings before writing your statement of significance for your archives.

| **Method for assessing single records** | **Method for assessing collections** |
| --- | --- |
| This method is best used when you are assessing a single record. It may be that this single record has special importance to your collection or is being nominated to a register. | It is often impractical to assess single records as a result of limited resourcing; many organisations instead prefer to assess a collection as a whole or part of a collection. |
| *Step 1: Collate*  Pull together all of the information about the record, including its history, when it came into your collection, any notes about it, reference material, details on related collections. | *Step 1: Collate*  Collate records and information about the history and development of the collection, which may include publications about the collection, acquisition notes, published histories, official records. |
| *Step 2: Research*  Research the history and provenance of the record, such as when it was created, who by, notes about ownership and use, general history research. | *Step 2a: Research*  Research the history of the collection. This may include details of how the collection was developed and by whom, and any documentation relating to how the collection reflects on collecting practices.  *Step 2b: Review*  Review the scope and themes of the collection and how the collection relates to key themes. |
| *Step 3: Consult*  Consult with donors, past owners, and those with an interest in or knowledge of the record. During the consultation process, remember to ask questions about the provenance and context of the record, its creation, use and meaning, and document their answers for future reference. Keep notes to assist in preparing the statement of significance. | *Step 3: Consult*  Consult with people who are knowledgeable about the collection, such as donors, experts, staff and community interest groups. As part of your consultation, talk to people to whom the collection is important about why it has such value. One option may be to hold an event and encourage people to talk about the collection, its history, social value and meaning. Keep notes to assist in preparing the statement of significance. |
| *Step 4: Explore*  Examine the context of the record, and think about how it related to wider historical themes and development. Consider its purpose and use within the context of its time and place. | *Step 4: Explore*  Look at the context of the collection in terms of its history, development and identity within the broader community. Consider whether historical patterns have influenced the collection, and whether it is associated with a place and time. |
| *Step 5: Analyse*  In this step, you examine and describe the record by noting its appearance, condition, materials, design and repair. | *Step 5: Analyse*  Examine and describe the condition of the collection, especially noting if there are items which require attention. |
| *Step 6: Compare*  Check the record against similar items or records, to see if it is comparable. Look at the websites of other archives to see if they hold similar records, and check reference books and knowledgeable colleagues. | *Step 6: Compare*  Compare the collection against similar collections to ascertain how the collection is different or similar to comparable collections. Identify the strengths and characteristics of the collection. |
| *Step 7: Identify*  Identify relationships between places, people and the record, which may include the location of its creation, environment, or related records from the same owner or organisation. | *Step 7: Identify*  Identify relationships between places, people and the collection, which may include the location of the collection, environment, or related collections in other organisations. |
| *Step 8: Assess*  Once you have gathered your supporting information, you can begin assessing significance against the primary criteria: historic, artistic or aesthetic, scientific or research potential, and social or spiritual. You can then determine the degree of significance by assessment against the comparative criteria: provenance, rarity or representativeness, condition or completeness, and interpretive capacity. | *Step 8: Assess*  Once you have gathered your supporting information, you can begin assessing significance against the primary criteria: historic, artistic or aesthetic, scientific or research potential, and social or spiritual. You can then determine the degree of significance by assessment against the comparative criteria: provenance, rarity or representativeness, condition or completeness, and interpretive capacity. |
| *Step 9: Write*  Write your statement of significance by:   * Summarising the record’s values and meaning against the criteria in Step 8. * Referring to notes made at each step above. * Explaining how and why the record is significant. * Signing and date the assessment. * Listing references and sources for research. * Acknowledging contributors to the significance assessment process. | *Step 9: Write*  Write your statement of significance by:   * Summarising the collection’s value and meaning against the criteria in Step 8. * Referring to notes made at each step above. * Explaining how and why the collection is significant. * Signing and dating the assessment. * Listing references and sources for research. * Acknowledging contributors to the significance assessment process. |
| *Step 10: Action*  In this final step, you list all of the recommendations and actions arising from the significance assessment. These could include further research to be done, conservation needed. These action items will also inform your disaster planning. | *Step 10: Action*  In this final step, you list all of the recommendations and actions arising from the significance assessment. These could include further research to be done, conservation needed. These action items will also inform your disaster planning. |

## Form D: Emergency and Disaster Response Actions

|  |  |  |  |
| --- | --- | --- | --- |
| **Natural disasters** | | | |
| **Cause** | **Resulting damage** | **Response** | **Requirements** |
| Earthquakes |  |  |  |
| Volcanic eruptions |  |  |  |
| Hurricanes |  |  |  |
| Flooding, dam failure |  |  |  |
| Lightening |  |  |  |
| High Winds |  |  |  |
| Tornadoes |  |  |  |
| Cyclones |  |  |  |
| Ice storms |  |  |  |
| Hail |  |  |  |
| Drought |  |  |  |
| Heavy rain |  |  |  |
| Mould |  |  |  |
| Insects |  |  |  |
| Rodents |  |  |  |
| Snow |  |  |  |
| Other |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Building or equipment failure or malfunction** | | | |
| **Cause** | **Resulting damage** | **Response** | **Requirements** |
| Leaky roofs |  |  |  |
| Broken pipes |  |  |  |
| Defective wiring/switches |  |  |  |
| Faulty machinery and equipment |  |  |  |
| Broken heating/ cooling systems |  |  |  |
| Broken electronic security systems |  |  |  |
| Electrical outages and malfunctions |  |  |  |
| Chemical fires |  |  |  |
| Magnetic fields |  |  |  |
| Other |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Human ill-will** | | | |
| **Cause** | **Resulting damage** | **Response** | **Requirements** |
| Arson |  |  |  |
| Vandalism |  |  |  |
| Bomb threat |  |  |  |
| Active shooter |  |  |  |
| Theft |  |  |  |
| Accident |  |  |  |
| Pandemic |  |  |  |
| Terrorism |  |  |  |
| War |  |  |  |
| Other |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Human error and carelessness** | | | |
| **Cause** | **Resulting damage** | **Response** | **Requirements** |
| Smouldering cigarette |  |  |  |
| Open window |  |  |  |
| Unattended stove |  |  |  |
| Negligent storage of flammable chemicals |  |  |  |
| Careless computer key stroke |  |  |  |
| Lack of care in computer security (poor password choice/control, carelessness with portable devices) |  |  |  |
| Failure to lock up |  |  |  |
| Poor handling of archival materials |  |  |  |
| Other |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Technology** | | | |
| **Cause** | **Resulting damage** | **Response** | **Requirements** |
| Hacking or cyberterrorism |  |  |  |
| Server crash |  |  |  |
| Network outage |  |  |  |
| Obsolescence |  |  |  |
| Other |  |  |  |

## Form E: Disaster Supply Box Checklist

* A 20-gallon trash can (76-litre rubbish bin) with lid, preferably on wheels, to hold the supplies
* Buckets
* Disposable plastic gloves
* Protective clothing (overalls, aprons, rubber boots etc)
* Flashlights/torches and spare batteries (these need to be routinely checked for charge and replaced)
* Two-way radio handsets
* Scissors
* Utility knife/blades
* Linen tape
* String
* Duct tape
* Masking tape
* Plastic sheeting (1 mm)
* Plastic bags
* Notepads
* Labels
* Writing implements including red and green and waterproof markers, pens, pencils, grease pencils
* Paper towels and blotting materials
* Cloths
* Sponges
* Bandages
* Pins
* Hygrometers and thermometers
* Water moisture meters
* Disinfecting wipes
* First aid kits

## Form F: Disaster Supplies

#### Other more specialised supplies stored in the Archives

* Apron, rubber
* Binder’s board
* Bookends
* Boxes
* Bungie cords
* Coloured self-adhesive dots
* Disinfectant
* Eraser, synthetic rubber
* Flashlights/torches
* Gloves, cotton
* Gloves, disposable
* Gloves, rubber
* Grease pencils
* Hair dryers
* Moisture meter (for books)
* Nylon monofilament fishing line
* Paper, blotting
* Book trucks
* Camera
* Data loggers
* Small Dehumidifier
* Paper, ruled
* Paper, unprinted newsprint
* Paper, waxed
* Pens, ball-point
* Pens, waterproof marking
* Plastic bags
* Polyester or PET film/sheeting (3 mil or heavier) – e.g. Mylar® polyethylene sheeting
* Rope
* Scissors
* Soft cloths and/or brushes
* Sponges
* Steel wool, extra fine
* Tape, dispenser
* Tape, duct
* Tape, filament
* Towels, paper
* Utility knife/blades
* Weights

#### Supplies List for Building Maintenance

* Brooms
* Mops and buckets
* 50-gallon plastic garbage cans
* Dollies
* Emergency lights
* Extension cords
* Fans
* Hand tools
* Hand trucks
* Pallets and pallet mover
* Portable generators
* Shovels
* Water hoses and water source
* Wet/dry vacuum

## Form G: Archival Storage Space Damage Assessment Record

|  |  |
| --- | --- |
| **Location/name:** | |
| Damage description: |  |
| State of furniture: |  |
| Measures already taken: |  |
| Repair/repackaging needs: |  |
| Page 1 of 2 | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Details of archives stored in this location** | | | | |
| **Ref/archives damage assessment form** | | **Medium** | | **Status/needs** |
|  | |  | |  |
| Assessor: | | | Date: | |
| Action |  | | | |
| Head Archivist: | | | Date: | |
| Page 2 of 2 | | | | |

## Form H: Archives Holdings Damage Assessment Record

|  |  |  |  |
| --- | --- | --- | --- |
| Form number: | | | |
| Title, reference or crate number: | | | |
| Medium: | | State of packaging: | |
| Damage description: |  | | |
| Treatment, repair or conservation needs |  | | |
| Assessor: | | | Date: |
| Action |  | | |
| Head Archivist: | | | Date: |

## Form I: Crate Documentation Form

For use to track and record damage, treatment, and movement of damaged archives material following disasters and emergencies. Fill one form out for every crate as it is being packed, include a separate entry for every item or groups of items with the same archives reference. Only pack items in the same crate if they have come from the same location.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Crate reference:** | | | | **Original location of archives:** | | | | | |
| **Archives reference** | **Other references or labels** | **Medium** | **Packaging type** | **Quantity** | **Vital Records / Significant Archives**  **(V or S)** | **Damage and Treatment, repair or conservation needs** | **Salvage priority** | **Notes** | **Subsequent locations** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Packed by: | | | | Date: | | | | | |

## Form J: Checklist Form for Disaster Manual Contents

| **Section** | **Details** | **Done** |
| --- | --- | --- |
| **Introduction** |  |  |
| **Policy statement** | *Authority for plan* |  |
| **Disaster response team members** | *Names* |  |
| **Roles and responsibilities** | *Who does what in the event of the plan being activated* |  |
| **Activation authority** | *Who has authority to activate the plan under which circumstances, how to activate the plan* |  |
| **Preventative measures** | *Outline of measures put in place to prevent disaster* |  |
| **Mitigation** | | |
| *Range of scenarios together with actions/procedures to reduce scale of damage and impact (insert as many as required)* | |  |
| Scenario 1 |  |  |
| Scenario 2 |  |  |
| Scenario 3 |  |  |
| **Preparedness** | | |
| Training for the disaster response team | *Details of training requirements for disaster response team* |  |
| Support network | *Details of the support network, commitments and agreements* |  |
| Details of the contents of storage areas | *The finding aids providing locations, media and content of archives holdings or details of where to find them* |  |
| Vital records | *Details of vital records, how to protect them and how to recall them in event of disaster* |  |
| Significant archives | *Details of significant archival records, where they are located and how to retrieve them in event of disaster* |  |
| Emergency funding | *Details of arrangement to draw on funding in event of emergency or disaster* |  |
| Insurance | *Insurance policy and/or overview of terms* |  |
| Responses to particular scenarios | *Range of scenarios together with disaster response actions for each of the threats identified in risk assessment (insert as many as required)* |  |
| Scenario 1 |  |  |
| Scenario 2 |  |  |
| Scenario 3 |  |  |
| Building plans | *Handy size and/or large scale versions, and/or where to access them in emergency* |  |
| Disaster supply boxes | *List of contents, where to find them, maintenance* |  |
| Security protocols and procedures | *How to access and/or maintain security levels* |  |
| Contact list | *Contact list for staff, volunteers, support network, vendors, insurers* |  |
| **Response** | | |
| Business continuity | *Details for accessing vital records and procedures for essential functions* |  |
| Protection of human life | *Instructions for ensuring safety of human beings at time of and after disaster* |  |
| If there is warning | *Actions to take if you know the disaster is coming* |  |
| Reporting and notification | *How to report the disaster to the authorities* |  |
| Terminating cause of disaster | *Range of scenarios together with ways to stop cause or end them (insert as many as required)* |  |
| Scenario 1 |  |  |
| Scenario 2 |  |  |
| Scenario 3 |  |  |
| Briefing authorities and being briefed | *What to tell the authorities and what to ask them* |  |
| Activating the plan | *How to activate the disaster plan* |  |
| Evacuation and initial deployment of response team | *How to evacuate the premises and what instructions and task to give the team (may need range of options)* |  |
| Assembly points and temporary operations centres | *Details of where to assemble after evacuation and arrangement for temporary operations centres* |  |
| Protection of undamaged material | *How to protect undamaged material as leave premises (may need range of options)* |  |
| Regaining access | *Criteria for regaining access* |  |
| Securing the buildings and stabilising the environment | *How to secure the buildings, measures for stabilising the environment* |  |
| Briefing team; notifying the support network and contractors | *How to call the team together and contact the support network and disaster recovery vendors* |  |
| Damage assessment | *How to carry out the damage assessments* |  |
| Protection of undamaged material | *How to protect undamaged material on return to premises (may need range of options)* |  |
| Salvage plan | *How to put together a salvage plan based on the damage assessment* |  |
| **Recovery** | | |
| Clearing the storage areas | *Procedures for clearing the storage areas* |  |
| Monitoring the environment | *Reminder that the environment needs to be monitored* |  |
| Salvage and retrieval of damaged material | *Guidance on retrieving and packing archives to move from storage to treatment area* |  |
| Specific actions for specific materials | *Guidance on how to treat the range of anticipated damage to each kind of archives material (insert as many as required)* |  |
| Scenario 1 |  |  |
| Scenario 2 |  |  |
| Scenario 3 |  |  |
| Rehabilitation of storage areas and return of archival material | *How to manage renovation, rebuild or repurposing of premises for use as archives storage* |  |
| Termination of disaster mode | *How to characterise/define and declare the end of the disaster* |  |
| Disaster review | *How to review the experience and performance* |  |
| **Testing the disaster plan** | *Instructions for testing the disaster plan* |  |
| **Ongoing review of the disaster plan** | *Instructions for annual review of the disaster plan* |  |
| **Documentation** | List of documentation and forms to support deployment of disaster plan   * Archives Premises and Procedures Review Forms and Checklists * Threat Identification and Severity Rating Tables * Risk Calculation Worksheets * Disaster Classification Table * Team Skills and Expertise Checklist * The Significance Assessment Method * Emergency and Disaster Response Actions * Specifications for Temporary Operations Centre * Disaster Supply Box Checklist * Disaster Supplies * Communications Strategy * Archival Storage Space Damage Assessment Record * Archives Holdings Damage Assessment Record * Crate Documentation Form |  |
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