



**Public Record Office
of Northern Ireland**

PRESERVATION OF RECORDS

DISASTER PLAN (TEMPLATE)

(Insert name of organization)

Revised: September 2006

PART 1

INTRODUCTION & PREVENTION

INTRODUCTION

The Disaster Plan is divided into five elements:

Disaster Prevention	To minimize the risk of a disaster occurring in... (name <i>sites</i>)
Disaster Preparedness	To ensure that there are clearly defined roles, responsibilities and lines of authority for staff involved in various parts of the plan
Disaster Reaction	To respond effectively in the event of a disaster occurring in ... (name sites)
Disaster Recovery	To ensure that post-reaction procedures are identified to effectively restore damaged buildings, facilities and services and to provide effective salvage of archival records
Disaster Salvage	To provide for the safe handling, packing, freezing, specialist treatment and conservation of salvaged records

PREVENTION

DISASTER PREVENTION CONTENTS

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PREVENTION 1: SECURITY

AIM

To prevent malicious damage to holdings.

COMMENT AND RECOMMENDATIONS

Comment on your security and evacuation instructions. Note that all staff are required to read and understand these instructions.

Include the following recommendations if appropriate

- Security Guards should read and be familiar with the security instructions relevant to the site at which they are based
- The index of all keys must be maintained and Security Guards should check and label all keys held in the Security Room
- *Is 24/7 manned security an option?*
- The perimeter of all sites should be regularly checked and maintained
- Constant attention should be paid to CCTV systems ensuring that:
 - suspicious activity can be immediately dealt with
 - cameras (including cleaning of lens), cables, monitors, video machines and tapes are regularly maintained
 - equipment faults are reported immediately
 - shrubs are cut back regularly to ensure optimum visibility
- *If organisation has 24/7 security, Security Guards should regularly patrol each site at night and report anything amiss*

- Security Guards should secure all access points to the building at end of office working hours
- Security Guards should check all public areas including public lockers at end of office working hours
- Staff should be encouraged to observe readers/visitors and note any unusual behaviour
- *Consider reviewing organisation's policy on Readers'/visitors' bags and coats*
- New readers/visitors should show a means of identification before being issued with a reader's card
- Readers/visitors should not leave their belongings unattended
- Limit the number of archival documents that can be consulted at any one time
- Organize a scheduled testing and checking programme for all intruder detection systems at all sites
- Carry out regular security assessments at all sites. *If appropriate*, liaise with the organization's Security Branch and with the Police on security issues

PREVENTION 2: FIRE

AIM

To prevent the outbreak of fire or minimise the damage to holdings caused by any outbreak.

RECOMMENDATIONS

- All staff should be aware of the locations of the 'break-glass' key boxes and pull alarms
- Every member of staff should know how to raise the alarm in the case of fire and be familiar with the emergency procedures to be followed in the event of a fire
- Arrange regular fire drills. The fire alarm and evacuation alarm systems should be tested at weekly intervals
- If appropriate, note the type of fire suppressant system(s) in use. State that they must be checked by the maintenance company (name the company) and that the company should provide refresher training on the system
- Where possible the storage vault doors, emergency doors and main storage entrance (security) door should be kept closed when not in use to ensure the effectiveness of the fire suppressant system- should it be activated
- All existing fire regulations must be enforced, e.g. fire doors should be kept closed and remaining doors and corridors kept free from obstructions
- Fire extinguishers and fire sensor equipment must be regularly maintained
- Lists of all inflammable/combustible materials and substances stored at *all sites* must be maintained by those using such

materials or substances and a copy must be kept in the security room of their location

- Staff should be appointed as fire marshals
- Smoking should be prohibited at *all sites* with the exception of designated smoking areas
- Regular safety checks must be made on electrical wiring at *all sites*
- Ensure that staff are aware of formal procedures for reporting maintenance faults and other maintenance problems
- Establish good work practices for outside contractors working at *all sites*. Particular attention should be paid to fire risks associated with the use of welding equipment, blow-torches and electrical appliances. The issuing of fire permits to outside contractors carrying out 'hot work' would require them to keep appropriate fire extinguishers to hand wherever the work is being carried out
- Old and worn out equipment should be replaced with those made from fire resistant materials
- Liaise with the Fire Brigade and, *if appropriate*, your Fire Section. Copies of up-dated plans of the building, including details of the organisation's fire extinguishing system, service locations and chemical/combustible material storage lists should be held by the Fire Brigade

PREVENTION 3: FLOOD

AIM

To prevent flood or water penetration or to minimize water damage to holdings where these occur.

RECOMMENDATIONS

- Identify potential internal and external flooding and water penetration hazards at *all* sites (e.g. heating systems, exposed pipes, air conditioners, water tanks, lavatories, sinks, nearby streams, windows, gutters and roof)
- Carry out additional internal and external checks during and after gales, heavy rain and thaw. Gutters, down pipes and drains should also be inspected during autumn to prevent blockage by fallen leaves
- Flat roofs at *all* sites should be regularly inspected. Your organization should establish good work practices for outside contractors repairing the roof. If there are stone chippings on the roof, these should not be brushed into the down pipe.
- All members of the Disaster Reaction Team (DRT) and Security Guards should be familiar with the location of the security keys, mains electrical boxes, fuse boxes, stopcocks and isolation valves, sewage and storm drain access points and internal and external drain pipes
- Ensure that the heating and air-conditioning systems are regularly checked and serviced
- All water taps should be turned off after use
- Ensure that all available water sensor and leak detection systems are checked and tested regularly

- Carry out regular temperature and relative humidity (RH) checks of each record store. A significant fall in temperature and rise in RH may indicate hidden water penetration. (See also Prevention 4: Storage)
- If the temperature falls below 2 degrees Celsius the heating over-ride system should be switched on to prevent frozen pipes

PREVENTION 4: STORAGE

AIM

To protect archive materials and minimise damage in the event of a disaster

RECOMMENDATIONS

- Preservation storage, where possible, should comply with the recommendations in BS 5454: 2000 *The storage and exhibition of archival documents*
- *(Insert name of section)* should ensure that record maintenance functions are carried out. *(Insert name of section)* staff are required to:
 - ensure that the storage vault doors are immediately closed after use
 - ensure that records, where possible, are stored in running order
 - ensure that box labels are visible
 - attend to poorly shelved records
 - secure unstable shelves
 - report essential maintenance to ...*(state grade/section)*
 - clear away obstructions that could derail mobile racking
 - ensure that location indexes are kept up to date
- *If appropriate*, the above record maintenance duties should be carried out during less busy periods and each member of repository staff given responsibility for a particular strong room
- Ensure that the environmental storage sensors are regularly maintained and calibrated
- *(Insert name of section)* should ensure that any mobile shelving in the stores is closed together each evening. This will afford an extra degree of protection for archival material in the event of water penetration from above, ceiling collapse, bomb attack, etc

- All bound and unbound archives, where possible, should be boxed. Acid-free board boxes must be used at all times. Boxes should not be overfilled and box lids should always fit securely
- Maps, plans, posters, prints etc must be stored flat in plan cases. Excessively large material may be rolled (not too tightly) and fitted in a Cyclopak. Unprotected rolled maps etc., should have a large sheet of polythene placed over them, hanging far enough down on each side to protect the material from dust, water penetration, etc
- Microfilm, photographic prints and glass plate negatives should, where possible, be stored separately from one another
- Glass plate negatives should be separated by four flap enclosures produced from silver safe paper to minimise abrasion in removing and replacing the plates. Use static shelving systems to prevent vibration damage
- Storage areas should be cleaned regularly and cleared of debris and litter. Food and drink should never be consumed anywhere in the stores, as this will encourage rodents and insect infestation
- Staff and readers should be encouraged to handle archival material with the greatest of care
- Damaged material should be withdrawn from the public and the reference numbers of the material noted in a “closed until conserved” register
- Newly deposited records should be inspected for mould, insect infestation and ironmongery. The material should be cleaned and loose-leaf material protected in acid free envelopes
- Regular checks should be made for infestations

PREVENTION 5: SECURITY MICROFILMING AND PHOTOCOPYING

AIM

To provide security copies of irreplaceable holdings.

RECOMMENDATIONS

- Retain back-up copies of all record location indexes. At least one copy of the complete location index, covering all stores, should be held at each site. These must be updated at regular intervals to take account of additional new accessions
- Curatorial sections should ensure that their existing lists of irreplaceable or 'Key Archives' are updated as necessary
- It is vital that master negatives are stored as security copies well away from the original collections
- Security copies must be used as infrequently as possible and only for the making of silver duplicates
- A diazo positive should be used as the working copy. Readers should be encouraged to use microfilm instead of the original documents

PREVENTION: 6 INFORMATION SERVICES (IS)

AIM

To provide procedures to safeguard computer systems and data from fire, flood, security breach/hacking, virus attack and hardware/software failure.

RECOMMENDATIONS

- Carry out a review of Business Continuity Plans particularly in the light of EDRMS and develop a number of IS contingency plans
- Provide daily back-ups of live data
- Liaise with service provider to combat viruses
- Ensure infected PCs are taken off the network, cleaned and re-connected
- Ensure file servers are operated on separate dedicated circuits and are protected by uninterrupted power supplies
- Maintain the dedicated server room to ensure the safe storage and operational effectiveness of data which should be free from magnetic fields and dust
- Ensure that tapes are stored in a stable environment - away from damp, dust, high humidity and temperature
- Ensure that separate backup tapes are used for each day of the week
- Replace tapes on a regular basis as they can degrade through natural wear and tear
- Produce a cleaning policy for tape drives

RECOMMENDATIONS (contd)

- Ensure archive data is periodically checked for reliability and if necessary migrated to new media
- Provide periodic checks on the integrity of data files
- Ensure IS manuals and passwords are kept in a secure location
- Provide regular reviews of password procedures
- Provide maintenance contracts and restoration of service programmes for computer systems and ensure contact details are updated for inclusion in the Disaster Plan
- Provide security and policing of computer systems
- Liaise with your service provider on management of firewalls
- Regularly review fault reporting systems
- Provide emergency provision of laptop computers, gang socket leads and electrical leads

PREVENTION 7: PREVENTION CONTINUITY CHECKLIST

	Date Initials	Date Initials
<p>Security</p> <p>New guards briefed on emergency procedures New guards given familiarisation tour (services) New staff briefed on emergency procedures All keys accounted for Locks on windows and doors secure CCTV cameras, tapes and equipment checked Evacuation drill carried out Perimeter fence checked Shrubs cut back for a clear line of view for CCTV cameras Security inspection by Security Branch</p>		
<p>Fire</p> <p>Fire extinguishers updated and secure Smoke and heat detectors checked Fire drill carried out Fire suppression system checked Training in fire extinguishers carried out Training in fire suppression system activation carried out Fire and Rescue Service familiarisation tour carried out Fixed electrical wiring checked Portable electrical appliance safety test carried out Chemical lists and location updated Fire Officer inspection carried out Generator checked Air conditioning plant checked</p>		

	Date Initials	Date Initials
<i>Flood</i> Roof and gutters checked Drainage and roof water sensors checked Outside structure checked Familiarisation tour of out-stores carried out Sewage and storm drains checked Computerised temperature and humidity sensors calibrated Internal and external down pipes checked		

(Insert name of organization)

PART 2

PREPAREDNESS

DISASTER PREPAREDNESS CONTENTS

	Page No.
<p>Preparedness 1: Roles and Responsibilities</p> <ul style="list-style-type: none"> • Disaster Manager • Disaster Plan Committee • Assistant Disaster Manager • Media Liaison Officer • Disaster Reaction Co-ordinator • Corporate Services/Estates • Head of Collection Care • Head of Public Services • Head of Information Technology • Conservators • Disaster Reaction Teams – Curatorial Grades • Disaster Reaction Teams – Administrative & Support Grades 	
<p>Preparedness: 2 Disaster Reaction Team List</p>	
<p>Preparedness: 3 Disaster Reaction Team Training Programme</p>	
<p>Preparedness: 4 Disaster Supplies and Equipment</p> <ul style="list-style-type: none"> • Contents of disaster bins • Inventory of additional disaster supplies 	

ROLES AND RESPONSIBILITIES

Disaster Manager
Head of Organisation

Prevention

- Overall responsibility for disaster prevention management
- Brief senior *government/committee* officials on Disaster Plan issues
- Lead the organization on Disaster Plan cross-domain initiatives
- Agency budget holder

Reaction

- Overall responsibility for disaster reaction management
- Authorise emergency procedures for quick approval and raising of purchase orders
- Brief senior *government/committee* officials on additional monetary requirements for salvage and recovery of services
- Media Liaison Officer (*or other*)

Recovery

- Overall management responsibility for salvage, recovery of services and access

PREPAREDNESS 1: ROLES AND RESPONSIBILITIES

Disaster Plan Committee

Disaster Plan Committee

NAME

POSITION

PREPAREDNESS 1: ROLES AND RESPONSIBILITIES

Assistant Disaster Manager
Deputy Head of Organisation

Prevention

- Chairperson of the Disaster Plan Committee
- Liaise with Disaster Manager and Head of *Estates/Corporate Services* relating to the Disaster Plan budget and on any operational or Disaster Plan personnel issues
- Liaise with Disaster Reaction Co-ordinator (DRC) on Disaster Plan issues
- Authorise payment for Disaster Plan supplies and equipment
- Participate in Disaster Plan cross-domain initiatives
- Promote preservation awareness

Preparedness

- Nominate section staff to sit on Disaster Committee
- Nominate replacement staff if any committee member leaves
- Nominate section staff to become DRT members
- Nominate replacements if any DRT members leave

Reaction

- Brief Disaster Manager on disaster status
- Attend meetings and briefings with the emergency services and estates on disaster status
- Liaise with Head of IS on reaction issues
- Brief Media Liaison Officer

Recovery

- Liaise with Heads of Sections on requirements for the continuity of service
- Attend meetings and briefing with the emergency services, Construction Service and salvage consultants on recovery and salvage issues

Salvage

- Agree salvage plan and brief Disaster Manager
- Manage curatorial salvage work details

PREPAREDNESS 1: ROLES AND RESPONSIBILITIES

Media Liaison Officer

Head of Organisation, Deputy Head
or other Senior Official

Preparedness

- Attend a media liaison training course

Reaction/Recovery

- Establish a rapport with the media
- Gather, compile and disseminate incoming information regarding the status of the emergency and report facts
- Prepare press releases
- Retain control over information released

PREPAREDNESS 1: ROLES AND RESPONSIBILITIES

Disaster Reaction Co-ordinator
Senior Conservator

Prevention

- Brief Assistant Disaster Manager on Disaster Plan issues
- Liaise with Corporate Services/Estates on preservation prevention issues
- Write, regularly review and update Disaster Plan and contact details
- Sign off all updates to the procedures in the Disaster Plan manual
- Participate in Disaster Plan cross-domain initiatives
- Ensure that the off-site Disaster Plan is updated
- Produce Disaster Plan training programmes and provide training
- Arrange and co-ordinate Disaster Plan practices
- Manage salvage supplies

Reaction

- Check that the procedures for initial action on discovering the disaster have been correctly followed
- After receiving the initial alarm, decide whether or not action is necessary
- Request updates on disaster status from the emergency services and Estates
- Liaise with Estates and security personnel on elimination of hazards including structural, electrical etc, air quality, bacterial contamination from drain/sewage or other sources
- Advise Assistant Disaster Manager on disaster status
- Alert specialist salvage contractor (if required)
- Decide upon a suitable assembly point for Disaster Reaction Team (DRT)

- Alert members of the DRT and mark off attendance sheets
- Continually reevaluate state of emergency and priorities

Recovery/Salvage

- Designate a control point to act as a clearing area for communications between the various teams
- Determine requirements to stabilise the storage environmental conditions
- Establish extent of salvage operation, linear metres of records, record types affected, backup facilities required:
 - Liaise with Assistant Disaster Manager, Corporate Services, Accommodation Branch and Estates on a suitable treatment area, arrangements for future storage of collections, freezer, and transport facilities
 - Liaise with salvage consultants regarding transport arrangements, local freezer facilities and additional conservation needs
 - Formulate the salvage plan
 - Brief Assistant Disaster Manager on proposed salvage plan
 - Advise Assistant Disaster Manager on salvage operational requirements
 - Brief Disaster Reaction Team (DRT) on salvage operational plan
 - Produce and manage salvage DRT work details
 - Monitor progress of salvage operation
 - Monitor the rotation of salvage DRT personnel
 - Prepare progress reports for Assistant Disaster Manager
 - Organise video/ photography to record all aspects of the disaster including recovery and salvage
 - Monitor damaged archive material sent to and returned from alternative temporary storage, freezer storage facilities and specialist salvage treatment
 - Declare when emergency is over

PREPAREDNESS 1: ROLES AND RESPONSIBILITIES

Corporate Services/Estates

Various Admin

Management Grades

(Insert identified staff grades)

Prevention: General

- Consider the provision of daily cleaning of your storage/display areas

Prevention: Health & Safety

- Arrange for annual risk assessments to be carried at *all sites*
- Arrange regular manual handling training
- Regularly test and check procedures relating to the emergency alarms and evacuation alarm systems
- Investigate insurance liability cover

Prevention: Security

- Provide adequate security for *all sites*
- Annually update the security instructions and emergency procedures
- Liaise with the Police on security issues

Prevention: Fire

- Liaise with Local Authority Fire Section and the Fire Brigade
- Annually update the fire marshal list and organise training
- Arrange for the fire suppressant contractor to provide detailed instructions for activating the system
- Arrange fire extinguisher training
- Arrange regular fire drills
- Arrange regular servicing of fire extinguishers

Prevention: Maintenance

- Arrange regular maintenance schedules for all sites
- Arrange regular maintenance for the:
 - fire suppression system
 - fire extinguishers
 - fire and flood detection systems
 - intruder detection systems
 - storage air- conditioning plant
 - storage systems
 - temperature and humidity sensors
 - CCTV cameras (including the cleaning of lens), cables, poles, monitors, video machines and replacement of worn tapes
- Provide the DRC with validated signed-off preventive maintenance check lists for filing in the Disaster Plan
- Identify potential internal and external water penetration hazards and carry out additional inspections during and after gales, heavy rain and thaw
- Provide the DRC with revised floor plans detailing services and the location of various keys, stopcocks, isolation valves and electrical switches etc for filing in the Disaster Plan
- Ensure that staff are aware of formal procedures for the reporting of maintenance faults and any other maintenance problems
- Establish good work practices for outside contractors working on all sites and monitor the contractors to ensure that these practices are followed

Preparedness

- Nominate section staff to sit on Disaster Committee
- Nominate replacement staff to sit on the committee if the representative leaves
- Nominate section staff to become DRT members
- Nominate replacement DRT members when staff transfer from section

Reaction

- Raise the alarm
- Security Guards/CS staff should call the emergency services
- Security Guards/CS staff should inform the Premises Officer and Disaster Reaction Co-ordinator
- Ensure the safe evacuation of staff from the building
- Carry out a roll call of section staff at the designated assembly point
- Liaise with Estates and emergency services
- Assist the DRC in declaring record disaster status
- Regularly update emergency personnel contact list and telephone numbers for the Disaster Plan manual and for the Security Guards
- Ensure that the Security Guards keep a copy of the disaster reaction contact numbers in the observation room. Security should be instructed to remove the emergency contact number list if they are required to evacuate the building

Recovery

- Establish quick procurement accounts procedures for recovery/salvage equipment and supplies
- Operate emergency procedures so that mail and deliveries can be received
- Provide annually updated list of trained First Aid staff for the Disaster Plan
- Provide staff counselling
- If required seek alternative temporary accommodation for:
 - Salvage operations area
 - Archival storage facilities and continuity of service
- Assist Section Heads with emergency service continuity arrangements
- Seek office equipment and furniture loss inventories from Section Heads
- Assist in gathering salvage and recovery estimates

- Initiate emergency approval procedures for the purchase of supplies and equipment and payment of invoices
- Monitor Occupational Health, Safety and Welfare issues during reaction and recovery stages of the disaster
- Ensure availability of food and water during work breaks

PREPAREDNESS 1: ROLES AND RESPONSIBILITIES

Head of Collection Care

Prevention

- Manage the preservation microfilming programme and ensure that master negative microfilm is stored off site
- Provide a scheduled microfilm preservation maintenance programme and manage the programme
- Monitor the condition of collections before they are accessioned into the stores i.e. for mould or insect infestation
- Manage the processing of records for storage by preservation staff i.e. cleaning of documents, removal of ironmongery and inappropriate attachments and enclosures, updating the storage location index and provision of statistical data on the linear metres of records held
- Manage the preservation upgrade storage requirements of the archives
- Arrange for regular monitoring of the storage environment by preservation staff
- Ensure that storage maintenance faults are reported by preservation staff to CS/Estates
- Manage the Preservation Team procedures to locate missing documents
- Regularly update archive priority lists and their storage location

Preparedness

- Nominate section staff to sit on Disaster Committee
- Nominate a replacement when the committee representative leaves
- Nominate section staff to become DRT members
- Nominate replacement DRT members when staff transfer from section

Reaction

- Ensure the safe evacuation of section staff from the building
- Carry out a roll call of section staff at the designated assembly point

Recovery

- Provide CS with equipment and furniture loss inventories
- Assist DRC in prioritising records for treatment
- Overall responsibility for all salvage and administrative records generated during and after the recovery procedure, including the completion of archive salvage report forms, preparation of lists for material requiring freezing and specialist salvage processing
- Assist with service continuity

Salvage

- Delegate appropriate staff to assess damaged microfilm
- Arrange for the cleaning, drying, re-boxing and repair of damaged microfilm
- Manage quality control of completed salvage report forms

PREPAREDNESS 1: ROLES AND RESPONSIBILITIES

Head of Public Services

Prevention

- Liaise with IS on regular updating of storage location software
- Ensure that individual repository strong-room doors are closed immediately after use during office hours
- Supervise the locking of individual repository strong-room doors; the activation of the automatic fire suppression system; ensure that lights are turned off and the main security entrance to the stores is locked each evening
- Monitor access to the storage area
- Manage invigilation of the public areas
- Supervise safe archival handling practices
- Manage the safe retrieval and return of requested archival documents
- Manage records maintenance functions in the stores
- New readers should show a means of identification before being issued with a readers card
- Readers should not leave their belongings unattended
- Readers should not be allowed to take their coats or bags into the Reading and Search Rooms
- Staff should be encouraged to observe readers and note any unusual behaviour

Preparedness

- Nominate section staff to sit on Disaster Committee
- Nominate a replacement when the committee representative leaves
- Nominate section staff to become DRT members
- Nominate replacement DRT members when staff leave

Reaction

- Ensure the safe evacuation of readers and staff from public areas
- During an evacuation, ensure that the public and contractor visitor books are taken for the roll call
- Carry out a roll call of public and section staff at the designated assembly point

Recovery

- Provide office equipment and furniture loss inventories and forward to CS
- Liaise with Assistant Disaster Manager on access continuity requirements
- Manage continuity of public services
- Liaise with Media Liaison Officer on alternative/restricted services

PREPAREDNESS 1: ROLES AND RESPONSIBILITIES

Head of Information Services

Prevention

- Carry out a review of Business Continuity Plans
- Develop IS contingency plans
- Provide daily back-ups of live data
- Liaise with service provider to combat viruses
- Ensure infected PCs are taken off the network, cleaned and re-connected
- Ensure file servers are operated on separate dedicated circuits and are protected by uninterrupted power supplies
- Maintain the dedicated server room to ensure the safe storage and operational effectiveness of data which should be free from magnetic fields and dust
- Ensure that tapes are stored in a stable environment - away from damp, dust, high humidity and temperature
- Ensure that separate backup tapes are used for each weekday
- Replace tapes on a regular basis as they can degrade through natural wear and tear
- Produce a cleaning policy for tape drives
- Ensure archive data is periodically checked for reliability and if necessary migrated to new media
- Provide periodic checks on the integrity of data files
- Ensure IS manuals and passwords are kept in a secure location
- Provide regular reviews of password procedures
- Provide maintenance contracts and restoration of service programmes for computer systems and ensure contact details are updated for inclusion in the Disaster Plan
- Provide security and policing of computer systems
- Liaise with service provider on management of firewalls

- Regularly review fault reporting systems
- Provide emergency provision of laptop computers, gang socket leads and electrical leads

Preparedness

- Nominate section staff to sit on Disaster Committee
- Nominate a replacement when the committee representative leaves
- Nominate section staff to become DRT members
- Nominate replacement DRT members when staff transfer from section

Reaction

- Ensure the safe evacuation of section staff from the building
- Carry out a roll call of section staff at the designated assembly point
- Instigate emergency backup procedures
- Safely shut down computer system
- Contact essential maintenance contractors
- Inform service providers of disaster status

Recovery

- Removal of damaged hardware from public and staff areas for assessment
- Provide office equipment and furniture loss inventories and forward to CS
- Assist with service continuity provision

PREPAREDNESS 1: ROLES AND RESPONSIBILITIES

Conservators

Prevention

- Carry out daily duties in compliance with the following legislation:
 - Health and Safety at Work
 - Control Of Substances Hazardous to Health regulations 1994 (COSHH)
 - Control of Pesticides Regulations 1986
 - Environmental Protection Act 1992
 - Personal Protective Equipment (PPE) regulations
- Carry out daily duties in accordance with the recommendations in the following standards:
 - Repair and allied process for the conservation of documents - Recommendations BS 4971:2002
 - Recommendations for the storage and exhibition of archival documents BS 5454:2000

Preparedness

- Assist with training of DRT staff
- Assist with purchase of disaster supplies
- Assist with stocktaking duties for disaster supplies
- Update knowledge on archival salvage treatments

Reaction

Deputise as Disaster Reaction Coordinator (DRC) *(if the DRC or the Assistant Disaster Manager cannot be contacted)*

Salvage

- Assist DRC in controlling and monitoring the storage environment and treatment areas
- Assess material requiring air drying, freezing or specialist drying
- Team leaders of salvage teams
- Conserving damaged material

PREPAREDNESS 1: ROLES AND RESPONSIBILITIES

Disaster Reaction Team Curatorial Grades

Will assume Team Leader roles (the functions will depend on scale of disaster)

Recovery

- Assist with the resumption/continuity of service
- Listing of documents destroyed in the disaster
- Amending bound and digital catalogues
- Informing depositors of losses
- Making safe undamaged records
- The removal of undamaged records

Salvage

- Re-boxing - where the lid/base have sustained slight water damage
- The removal of damaged material to the salvage operations area
- Preparing the temporary storage area for the intake of records and managing the temporary store
- Assisting conservators in preparing records for transport and freezing
- Assist conservators in treating damaged records

PREPAREDNESS 1: ROLES AND RESPONSIBILITIES

Disaster Reaction Teams

Administrative and
Support Grades

Main Duties

- Assist conservators with the stabilization of the storage environment
 - open/close windows
 - direct construction personnel to various locations
 - assist with setting up of de-humidifiers
 - assist with calibration and setting up of thermohygrographs and changing recorded graphs
- Assist with making safe undamaged records
- Completion of salvage report forms
- Removal of damaged records from the stores
- Re-boxing and production of reference labels
- Interleaving archival records with water absorbent paper
- Preparing and monitoring wind tunnels
- Preparation of records for freezing and specialised treatment
- Making ready alternative storage areas for receiving salvaged records and producing the storage location index
- Cleaning of records
- Mould patrol duties
- Assisting with salvage supply stocktaking

PREPAREDNESS 2: DISASTER REACTION TEAM

[List Names]

PREPAREDNESS 3: TRAINING DISASTER REACTION TEAM

Training Programme

Security

- Awareness/understanding of security instructions and emergency procedures
- Awareness/understanding of Security Guard instructions

Preservation

- Awareness/understanding of preservation policy
- Preservation handling

Health & Safety

- Health & Safety awareness of the disaster reaction and recovery procedures
- Awareness of correct manual handling procedures
- Staff should understand and practise the appropriate level of hygiene required to ensure their personal Health and Safety when working at a disaster site

Disaster Plan Manual

- Prevention
- Preparedness
- Reaction
- Recovery
- Salvage

Photography

- Use of digital camera
- Use of video camera

PREPAREDNESS 4: DISASTER SUPPLIES – CONTENTS OF DISASTER BINS

- Absorbent Paper – various sizes
- Bin Liners
- Bucket with lid containing:
 - Cotton gloves
 - crepe bandages
 - document tape
 - J-cloths
 - Labels
 - note book
 - nylon string
 - pens
 - rubber gloves
 - scissors
 - sponge
 - sylglass
- Clingfilm
- Kitchen Roll
- Polythene Bags – various sizes
- Polythene Sheets – various sizes

PREPAREDNESS 4: DISASTER SUPPLIES & EQUIPMENT- INVENTORY

A

A4 ring binders
Absorbent paper

B

Barricade tape
Binders
Blotting paper (B90 gsm wet strength)
Boxes
Bottles (trigger operated)
Buckets (with lids)
Brass paper clips
Bubble wrap
Bulldog clips

C

Cable ties
Cloths
Clingfilm
Conservator's sponges
Crates

D

Danger red/white barricade tape
Desk top pencil sharpeners
Disinfectant tablets
Disposal gloves
Document boxes
Document tape
Durable polypropylene punched pockets
Dusting brushes

E

Erasers
Extension leads
Environmental meter –
temperature, humidity, light +
Sound

F

Fans
First Aid kit
Folding pocket knives
Folding tables

G

Gloves (cotton and plastic)
Gripping pliers
Guillotine A3

H

Hacksaw (heavy duty)
Hammer Antivibe
Hard hats
Headlight torch
Heavy duty hacksaws
Hi-visibility waistcoats
High velocity fans

I

Insect detector traps
Insulated pliers
Insulated screwdriver set

J

J-cloths

L

Labels

M

Management files

Markers

Masking tape

Masks

Measuring tapes

Memo pads (ruled)

Mops and buckets

N

Newsprint

Note books

Nylon string

P

Packaging tape and dispenser

Pencils

Pencil sharpeners

Pens

Permanent markers

Platform trucks

Pockets (punched durable polypropylene)

Polythene bags

Polythene sheeting

PRONI storage boxes

R

Radio sets (2 way)

Refuse plastic bags

Ruled memo pads

S

Safety fans

Safety hats

Safety hat torches

Safety spectacles

Safety waistcoats (high visibility)

Sellotape

Scissors

Sockets (3m switched four line trailing)

Sponges (general cleaning)

Sponges (conservators)

Sponges (smoke)

Standard staplers

Stapler (heavy duty)

Staples

Sylglass

T

Tables (folding)

Tape (measuring – power lock)

Tarpaulins

Ties (cable)

Tools

Tool bags

Torches (battery and rechargeable)

Treasury tags

Trolleys

Tyvek hooded coveralls

W

Waistcoats (high visibility)

Water pump pliers

Wheelie bins (yellow 240L)

Wipes

V

Voice recorder

(Insert name of organization)

PART 3

REACTION

DISASTER REACTION CONTENTS

		Page No.
Reaction 1:	Raising the Alarm (outside office hours)	
Reaction 1A:	Raising the Alarm (office hours)	
Reaction 2:	Disaster Reaction Flow Chart	
Reaction 3:	Disaster Management & Disaster Reaction Team – Contact Telephone Numbers	
Reaction 4:	Assembly of Available Personnel	
Reaction 5:	Assessment of Disaster Status	

REACTION 1: RAISING THE ALARM (Outside Office Hours)

AIM

To raise alarm and call necessary emergency services with the minimum of delay

- Security should:
 - Raise the alarm in accordance with the security instructions and emergency procedures
 - Contact the emergency services
 - Contact the Premises Officer: Tel:
 - Should the Premises Officer be unavailable, security should phone the Assistant Premises Manager: Tel:
- Contact the Disaster Reaction Co-ordinator: Tel:
 - *Should the Disaster Reaction Co-ordinator (DRC) be unavailable, security should phone the Assistant Disaster Manager: Tel:*
 - *If the DRC or Assistant Disaster Manager cannot be reached security should contact a conservator:*

Name	Tel:
Name	Tel:

- If necessary, the Premises Officer should contact Estates:

Name (mechanical)	Tel:
Name (electrical)	Tel:
Name (architectural)	Tel:

- If necessary, the DRC will contact the Disaster Reaction Team
- If necessary, the DRC will contact the specialist salvage companies:

Name	Tel:
------	------

REACTION 1A: RAISING THE ALARM (Working Hours)

AIM

To raise alarm and call necessary emergency services with the minimum of delay

- Staff must raise the alarm in accordance with the security instructions and emergency procedures
- **Corporate Services** should contact the emergency services
- **Corporate Services** should contact the Premises Officer and Disaster Reaction Co-ordinator (DRC)
- **Corporate Services** should arrange evacuation of building (if required)
- **Corporate Services** should contact Estates (if required)
 - Name (mechanical) Tel:
 - Name (electrical) Tel:
 - Name (architectural) Tel:
- If necessary, the DRC will contact the Disaster Reaction Team
- If necessary, the DRC will contact the specialist salvage companies:

Name

Tel:

REACTION 2: DISASTER REACTION FLOW CHART

Building Threatened By Emergency				
Emergency Services called Estates emergency services called				
Premises Officer called	Initial Reaction Assessment	Disaster Reaction Co-ordinator called		
Assistant Premises Manager called		Assistant Disaster Manager called		
Senior Premises Manager called		Disaster Manager briefed		
		Media liaison Officer briefed		
	Situation Assessed			
Action To Stabilise Situation & Control Emergency		If Archives Are Threatened or Affected, Determine Likely Needs		
<ul style="list-style-type: none"> > Make building safe > Initiate emergency funding/payment procedures > Source equipment to stabilise environment. > Restore site service continuity > Find alternative accommodation (if necessary) > Source replacement office and storage equipment 		<ul style="list-style-type: none"> > Assess extent of damage to archives > Phone salvage consultants > Begin formulating the Salvage Plan > Call DRT > Brief and organise DRT > Move Disaster bins to disaster area 		
	Salvage Support Called			
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Equipment Transport</td> <td style="width: 50%; text-align: center;">Blast freeze Cold storage</td> </tr> </table>	Equipment Transport	Blast freeze Cold storage
Equipment Transport	Blast freeze Cold storage			
Stabilise Storage Environment	Removal Of Records From Stores	Make Safe Undamaged Records		
		Move to alternative storage facility(if necessary)		
For Air Drying	Damaged Archives Identified and Sorted For Freezing	For Specialist Salvaging		
<ul style="list-style-type: none"> Listed Sorted Air dried 	<ul style="list-style-type: none"> Listed Packed in crates Transported to blast freezer/cold storage Freeze dried 	<ul style="list-style-type: none"> Listed Sorted Packed in crates Blast frozen Transported to GB Dried Returned 		
Identify Records In need Of Conservation Treatment				

**REACTION 3: DISASTER MANAGEMENT & DISASTER
REACTION TEAM – CONTACT TELEPHONE NUMBERS**

(List names & numbers)

REACTION 4: ASSEMBLY OF AVAILABLE PERSONNEL (see also Preliminary Briefings)

- Should action be required the Disaster Reaction Co-ordinator (DRC) will choose an assembly point as close to the affected area as possible
- If the chosen assembly point for an out-of-hours emergency is inside an unfamiliar building, the Disaster Reaction Team (DRT) and other response staff must be instructed as to which entrance to use. A member of staff should be stationed by this entrance, if possible, to provide directions
- The DRC should have a check-list of the organization's management and DRT staff, to mark off those who were called out and are present
- The DRC will issue protective clothing
- The DRC will brief the DRT and other emergency personnel
- The DRC will designate a control point to act as a clearing area for communications between the various teams

REACTION 5: ASSESSMENT OF DISASTER STATUS

Preliminary Briefings

- The Disaster Reaction Co-ordinator (DRC) or Premises Officer will decide if action is required. Where necessary, such a decision may be taken in conjunction with the emergency services and Estates
- The DRC/Disaster Management and the Premises Officer/Premises Management (depending on scale of disaster) should, when assembled:
 - Liaise with Estates
 - assess and 'make safe' damage to the building structure and interior
 - address issues around air quality and possible bacterial contamination from water and sewage
- The DRC and Premises Officer will request regular briefings from the emergency services on the disaster status
- The DRC will brief the Assistant Disaster Manager who will brief the Media Liaison Officer
- The Disaster Manager will brief government officials and will agree a media communication strategy
- The Media Liaison Officer will brief the media
- The Disaster Reaction Team (DRT) will be briefed by the DRC (if necessary by phone) on the disaster status and the Team will be placed on standby
- If required, the DRC will brief the specialist salvage contractors and they will be placed on standby

(Insert name of organization)

PART 4

RECOVERY

DISASTER RECOVERY CONTENTS

	Page No.
Recovery 1: Entry of Disaster Area	
Recovery 2: Formulation of a Salvage Plan	
Recovery 3: Curatorial Team Leader Functions	
Recovery 4: Disaster Equipment & Supplies 4A Location of disaster bins 4B Contents of Disaster Bins 4C Inventory of additional disaster equipment & supplies 4D Specialist equipment & supplier contacts	
Recovery 5: Disaster Recovery Services	
Recovery 6: Sources of Specialist Advice	
Recovery 7: Salvage Report Forms	
Recovery 8: Key Archive Locations	

RECOVERY 1: ENTRY OF DISASTER AREA

- It is important to ensure that entry into a disaster area is entirely safe, e.g. where there is standing floodwater make sure that it is not 'live' with electric current
- An attendance book recording date and times of all personnel entering and leaving the disaster site should be kept
- To ensure compliance with Health and Safety regulations, no member of staff should enter a potentially dangerous disaster area without clearance from the emergency services and/or Estates
- The Disaster Reaction Team (DRT) should enter a disaster area precisely as instructed by the DRC and with due care for personal safety
- DRT members should not go beyond that part of the disaster area in which they are working except by express permission of the DRC

RECOVERY 2: FORMULATION OF A SALVAGE PLAN

- Once the disaster area is safe for access, the Disaster Plan Coordinator (DRC) should inspect and estimate the linear metres of records damaged before planning the salvage procedure. Exploration of the disaster area must be within any limits imposed by the emergency services
- Depending on the scale of the disaster the DRC/Disaster Management and Premises Officer/Premises Management should liaise with Estate Services on the issues outlined below:

Estates

- Assess the environmental stabilisation requirements of the archival storage areas which may require the provision of:
 - suction pumps
 - dehumidifiers
 - fans
- Seek assistance to protect undamaged archives, this may require the provision of:
 - plastic sheeting
 - tarpaulins
- Arrange for decontamination experts (if required)
- Arrange for industrial cleaners
- Arrange for porters and crates
- Arrange transportation for archives
- Salvage of archival storage shelving/plan cases
- Salvage of office equipment/furniture
- Provide refurbishment estimates
- Provide building replacement estimates

RECOVERY 2: FORMULATION OF A SALVAGE PLAN

- Discuss new build options
- Calculate when building contract work will commence/finish

Accommodation Branch (if required)

- Seek temporary accommodation
- Calculate space requirements for staff and public services
- Calculate archive storage space requirements

Supplies Branch

- Calculate costs for replacement equipment/furniture
- Calculate cubic capacity of replacement archival storage racking and plan cases
- Replacement of office stationery

RECOVERY 3: CURATORIAL TEAM LEADER FUNCTIONS

Team Leader 1: Make Safe Undamaged Archives

- Make safe undamaged archives
- Place tarpaulins over the bays and plan cases
- Calibrate thermohygrographs and monitor the temperature and humidity of the stores
- Liaise with engineers to establish if the air conditioning plant can be recommissioned
- Seek dehumidifiers and fans if air conditioning plant remains out of commission
- Supervise cleaning of stores
- Set up mould patrols

Team Leader 2: Storage Relocation of Undamaged Records

- Prioritise undamaged archival material on historical/business continuity importance, and if required, move these records to alternative accommodation
- Supervise the completion of the archive '*salvage report forms*', noting:
 - the reference numbers (*collections list from/to reference numbers– use one form per collection*)
 - the box number
 - volume number
 - total number of boxes/volumes
 - store number
 - bay number
 - shelf number
 - tick type of box
- Forward '*salvage report forms*' to the DRC

RECOVERY 3: CURATORIAL TEAM LEADER FUNCTIONS (continued)

Team Leader 3: Re-boxing – Slightly Damaged Boxes

- Prioritise on historical/business continuity importance
- Move the slightly damaged boxes to the salvage operations area
- Supervise the checking of archival contents – if the contents are not wet/damp, re-box
- Produce new box labels
- Note material that has sustained minimal water damage in ‘*archive salvage report forms*’
- Send water damaged material for interleaving treatment (interleaving staff may be assigned to you)
- Supervise the completion of the archive ‘*salvage report forms*’, *noting*:
 - the reference numbers
 - the box number (tick that the material was re-boxed)
 - tick type of record box
 - tick ‘box only’ sustained water damage
 - tick if contents were undamaged
 - volume number
 - total number of boxes/volumes
 - store number
 - bay number
 - shelf number
- Forward the ‘*salvage report forms*’ to the DRC
- Send undamaged records to temporary storage facility

RECOVERY 3: CURATORIAL TEAM LEADER FUNCTIONS (continued)

Team Leader 4: Removal of damaged archives to the Salvage Operations Area

- Prioritise on historical/business continuity importance, damaged archives and move them to the salvage operations area
- Supervise the completion of the following information on the '*salvage report forms*' noting:
 - the reference numbers
 - the box number
 - volume number
 - total number of boxes/volumes
 - store number
 - bay number
 - shelf number
 - tick type of record box
- Forward the '*salvage report forms*' to the DRC

Team Leader 5: Manage alternative storage accommodation

- Supervise the preparation work required to make the alternative storage facility ready for the archives
- Liaise with Estates and Supplies Branch
- Monitor the environment of the alternative storage facility
- Number the bays and shelves
- Produce a storage location plan of the alternative stores
- Supervise the completion of the '*location of salvaged records in temporary storage forms*'
- Supervise the completion of the archive storage location index

RECOVERY 4A: DISASTER EQUIPMENT & SUPPLIES LOCATION OF DISASTER BINS

[List locations]

RECOVERY 4B: CONTENTS OF DISASTER BINS

Absorbent Paper - various sizes

Bin Liners

Bucket with lid containing:

- cotton gloves
- crepe bandages
- document tape
- J – cloths
- labels
- note book
- nylon string
- pens
- rubber gloves
- scissors
- sponge
- sylglass

Clingfilm

Kitchen Roll

Polythene Bags – various sizes

Polythene Sheets –various sizes

RECOVERY 4C: DISASTER EQUIPMENT & SUPPLIES

INVENTORY

A

A4 ring binders
Absorbent paper

B

Barricade tape
Binders
Blotting paper (B90 gsm wet strength)
Boxes
Bottles (trigger operated)
Buckets (with lids)
Brass paper clips
Bubble wrap
Bulldog clips

C

Cable ties
Cloths
Clingfilm
Conservators' sponges
Crates

D

Danger red/white barricade tape
Desk top pencil sharpeners
Disinfectant tablets
Disposal gloves
Dusting brushes
Document tape
Durable polypropylene punched pockets

E

Erasers
Extension leads

Environmental meter –
temperature, humidity, light +
sound

F

Fans
First aid kit
Folding pocket knives
Folding tables

G

Gloves (cotton and plastic)
Gripping pliers
Guillotine A3

H

Hacksaw (heavy duty)
Hammer Antivibe
Hard hats
Headlight torch
Heavy duty hacksaws
High velocity fans
Hi-visibility waistcoats

I

Insect detector traps
Insulated pliers
Insulated screwdriver set

J

J-cloths

L

Labels

M

Management files

Markers

Masking tape

Masks

Measuring tapes

Memo pads (ruled)

Mops and buckets

N

Numatic water vacuum

Newsprint

Note books

Nylon string

P

Packaging tape and dispenser

Pencils

Pencil sharpeners

Pens

Permanent markers

Platform trucks

Pockets (punched durable polypropylene)

Polythene bags

Polythene sheeting

PRONI storage boxes

R

Radio sets (2 way)

Refuse plastic bags

Ruled memo pads

S

Safety fans

Safety hats

Safety hat torches

Safety spectacles

Safety waistcoats (high visibility)

Sellotape

Scissors

Sockets (3m switched four line trailing)

Sponges (general cleaning)

Sponges (conservators)

Sponges (smoke)

Standard staplers

Stapler (heavy duty)

Staples

Sylglass

T

Tables (folding)

Tape (measuring – power lock)

Tarpaulins

Ties (cable)

Tools

Tool bags

Torches (battery and rechargeable)

Treasury tags

Trolleys

Tyvek hooded coveralls

W

Waistcoats (high visibility)

Water pump pliers

Water vacuum – Numatic

Wheelie bins (yellow 240L)

Wipes

V

Voice recorder

Y

Yellow wheeled bins

RECOVERY 4D: DISASTER EQUIPMENT & SUPPLIES
SPECIALIST EQUIPMENT & SUPPLIER CONTACTS

[List equipment & supplier contacts]

RECOVERY 5: DISASTER RECOVERY SERVICES

[List Disaster Recovery Services]

RECOVERY 6: SOURCES OF SPECIALIST ADVICE

[List Sources of Specialist Advice]

RECOVERY 7: SALVAGE REPORT FORM (Part 1)

Please Note: One form per collection: Large collections – note by classification			
Name of Collection:		Grade1 Collection: (Yes/No)	
Note first & last PRONI Reference Nos			
LOCATION			
	Strong Room No.	Bay No.	Shelf No.
QUANTITY OF RECORDS			
No. of boxes	No. of Volumes	No. of Maps/plans	
RECORD TYPE (please tick appropriate boxes)			
Loose papers <input type="checkbox"/>	Files <input type="checkbox"/>	Bound volumes <input type="checkbox"/>	Guard books <input type="checkbox"/>
Maps/plans <input type="checkbox"/>	Parchments <input type="checkbox"/>	Photographs <input type="checkbox"/>	Photograph albums <input type="checkbox"/>
Photographic Negatives <input type="checkbox"/>	Glass plate Negatives <input type="checkbox"/>	Microfilm <input type="checkbox"/>	Seals <input type="checkbox"/>
Other: (please specify)			
DAMAGE SUSTAINED			
None <input type="checkbox"/>	Contaminated <input type="checkbox"/>	Water <input type="checkbox"/>	Fire <input type="checkbox"/>
Smoke/Soot <input type="checkbox"/>	Mould <input type="checkbox"/>	Insect <input type="checkbox"/>	Rodent <input type="checkbox"/>
Box only <input type="checkbox"/>	Other: (please specify)		
RECORDS SENT TO SALVAGE OPERATIONS AREA (use separate lists if necessary and attach to form)			
Salvage Treatment (please tick appropriate box)			
Interleaved with absorbent paper <input type="checkbox"/>	Air dried in wind tunnel <input type="checkbox"/>	Packed for freezing <input type="checkbox"/>	

*

RECOVERY 7: SALVAGE REPORT FORM (Part 2)

Please Note: One form per collection			
RECORDS SENT FOR FREEZING			
Name of freezer facility			
No. of crates			
Crate Nos (continue on separate sheet if necessary and attach to form)			
List of records sent for freezing (continue on separate sheet if necessary and attach to form)		No. of boxes	
Records returned from freezer facility		No. of boxes	
Check lists completed?	Yes/No	All records accounted for?	Yes/No
If No - Please clarify			
RECORDS SENT TO SPECIALIST TREATMENT			
Name of specialist Company			
No. of crates			
Record Type (please tick appropriate boxes)			
Loose papers <input type="checkbox"/>	Files <input type="checkbox"/>	Bound volumes <input type="checkbox"/>	Guard books <input type="checkbox"/>
Maps/plans <input type="checkbox"/>	Parchment <input type="checkbox"/>	Photograph <input type="checkbox"/>	Photograph albums <input type="checkbox"/>
Photographic Negative <input type="checkbox"/>	Glass plate negatives <input type="checkbox"/>	Microfilm <input type="checkbox"/>	Seals <input type="checkbox"/>
Other: (please specify)			
List of records sent for specialist treatment (use separate list if necessary)			
RECORDS RETURNED FROM SPECIALIST TREATMENT			
Check lists completed?	Yes/No	All records accounted for?	Yes/No
If No - Please clarify			

RECOVERY 8: KEY ARCHIVE/COLLECTIONS LOCATIONS

[List collections & locations]

(Insert name of organization)

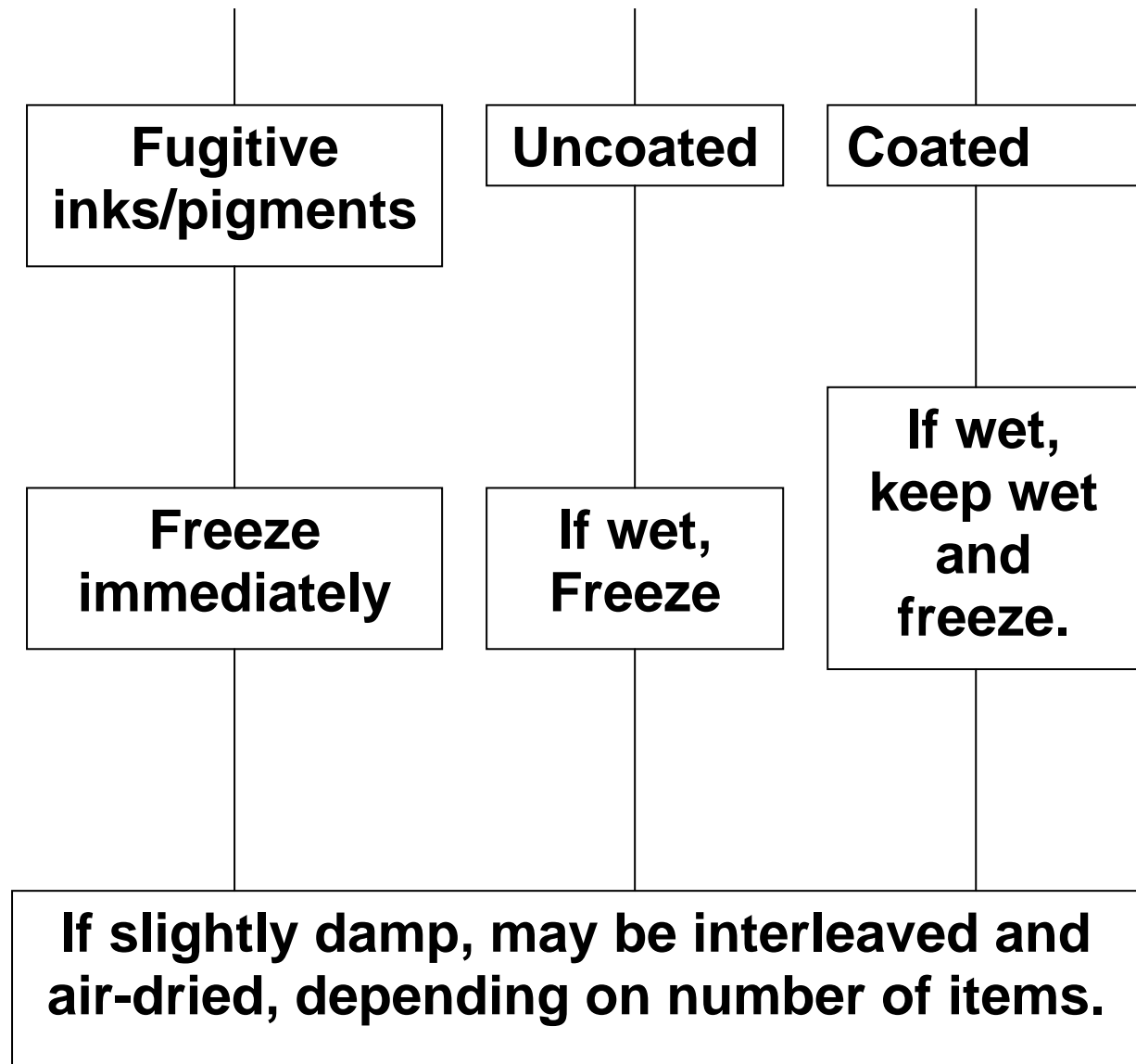
PART 5

SALVAGE

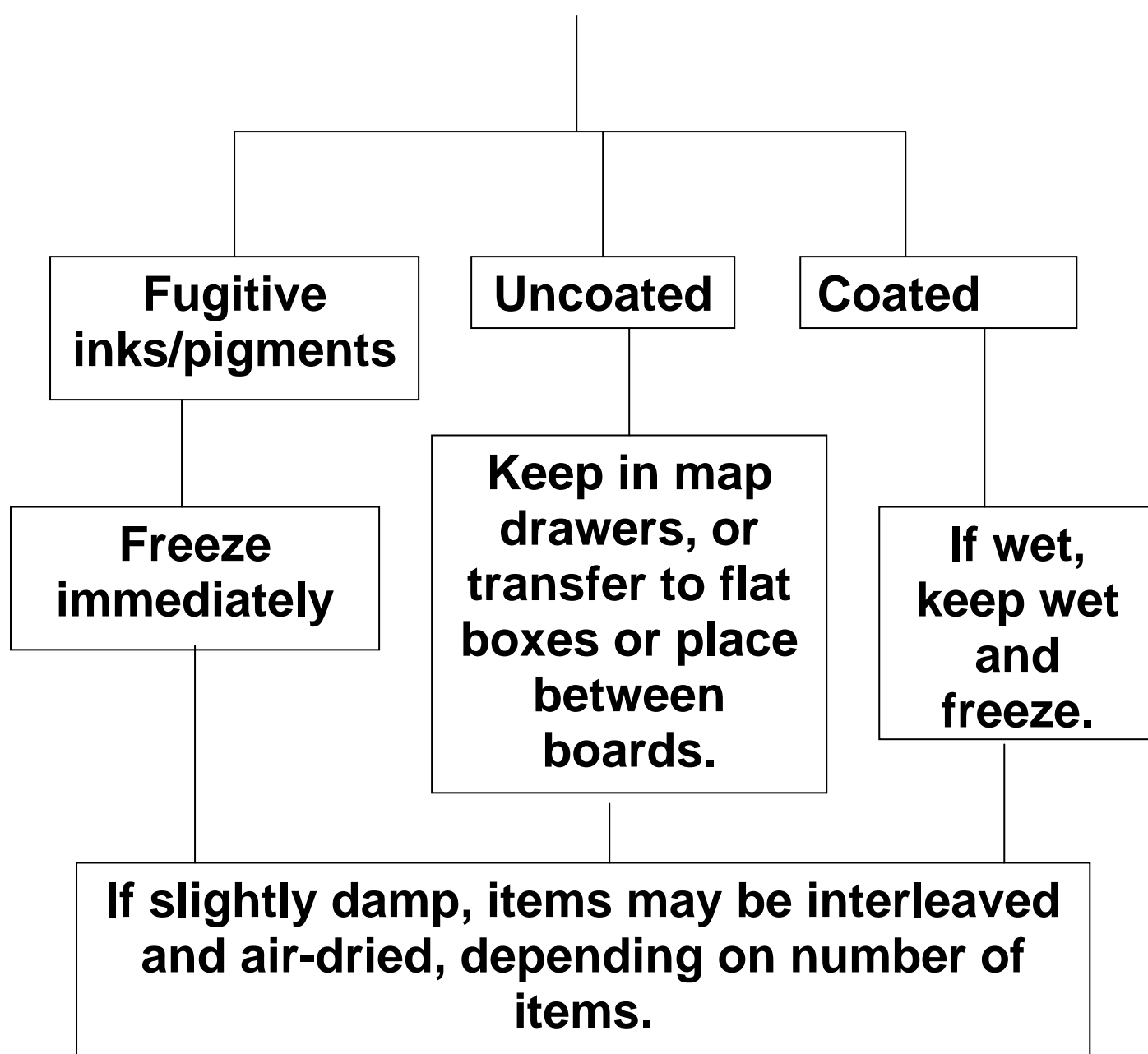
SALVAGE

FLOW CHARTS

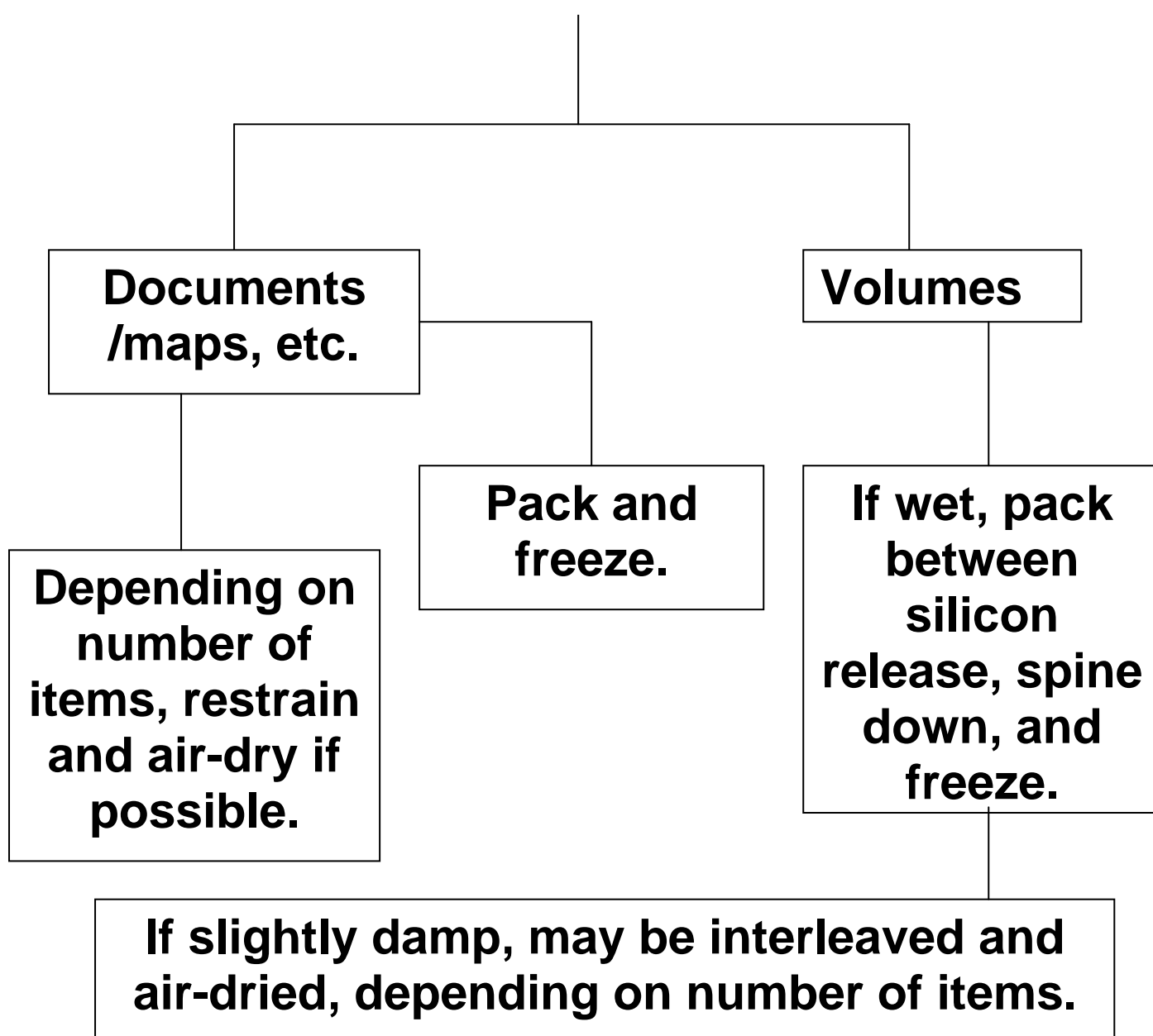
PAPER (LOOSE LEAF ITEMS)



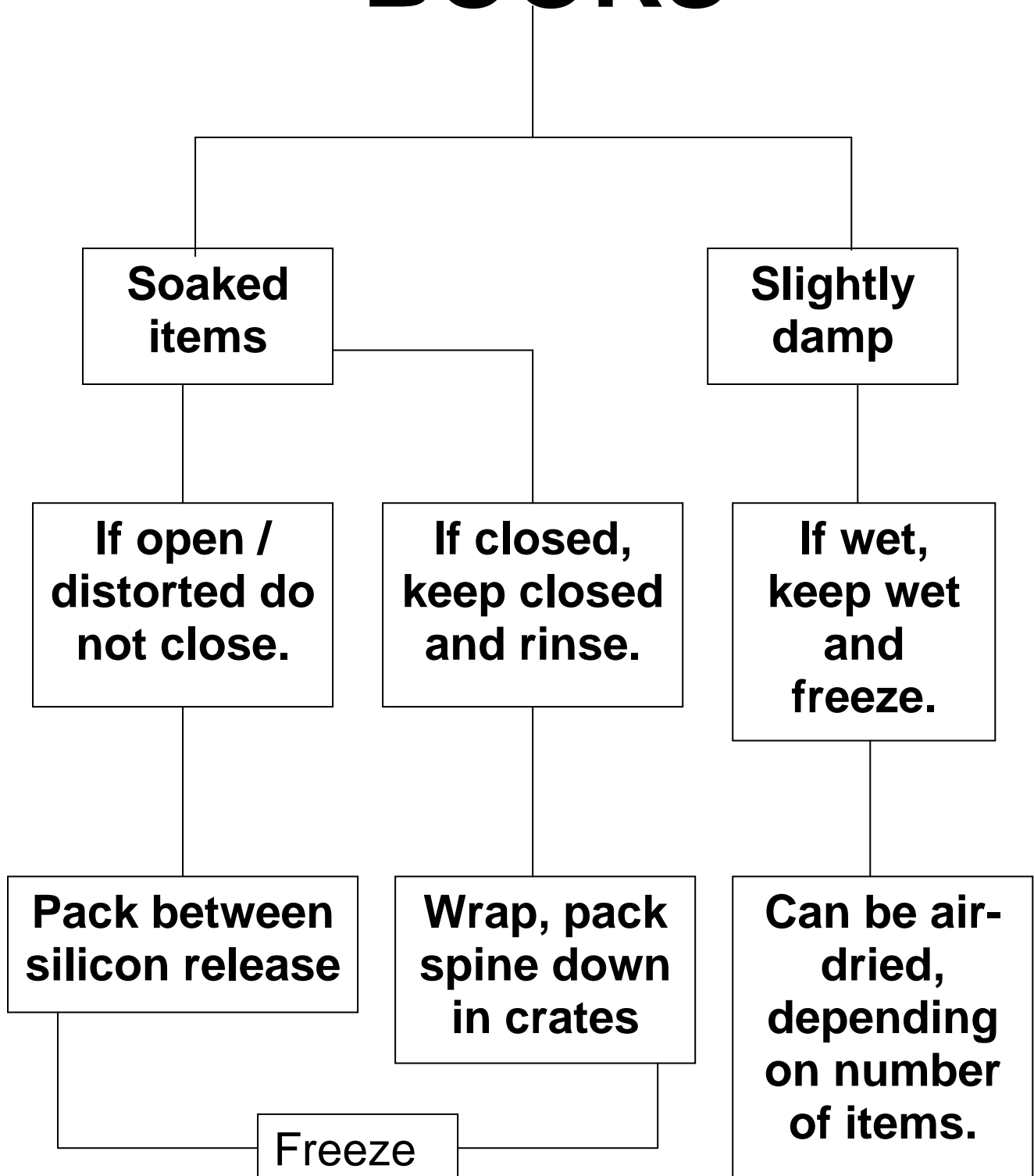
MAPS AND OUTSIZE DOCUMENTS



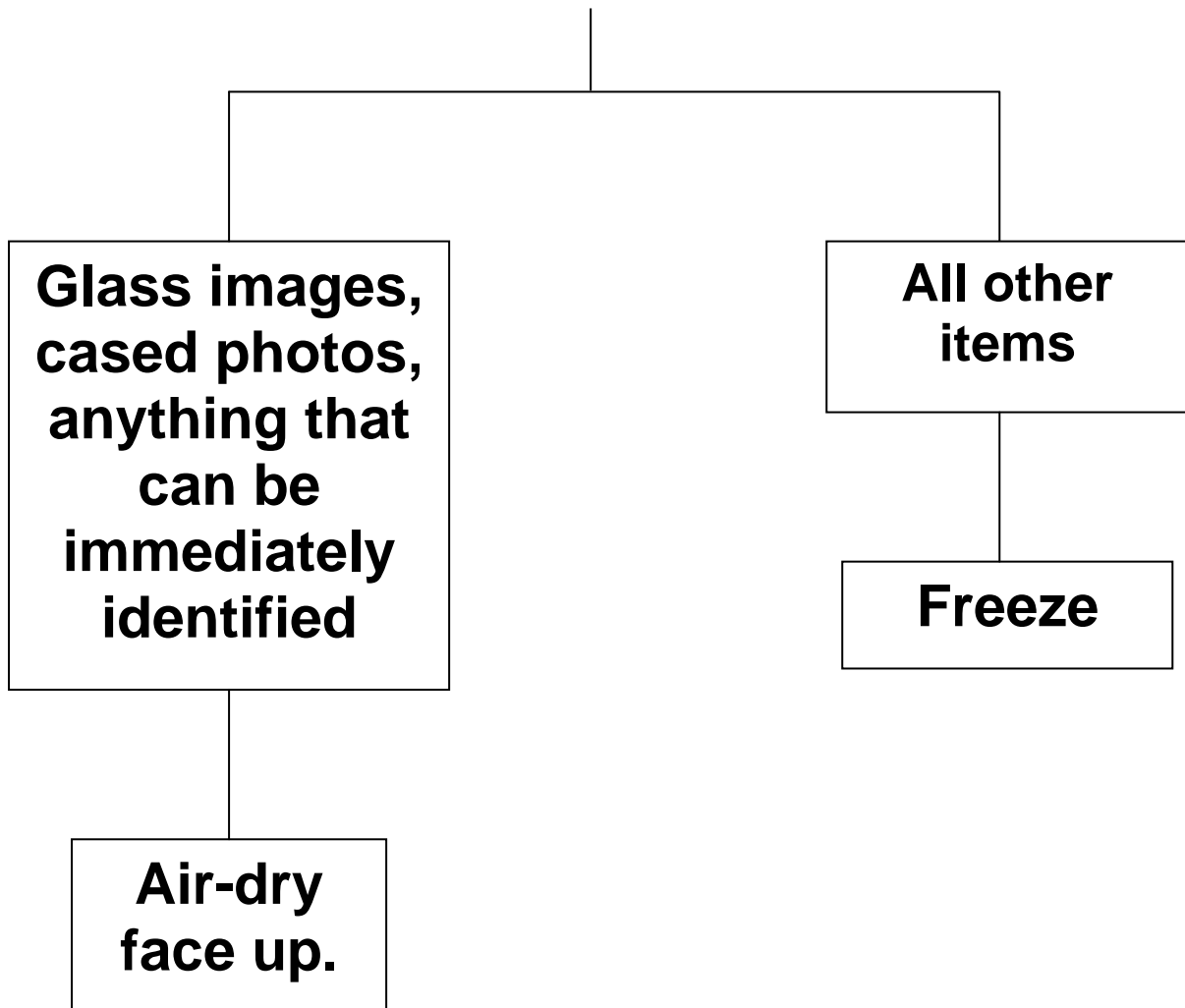
PARCHMENT LEATHER VELLUM



BOOKS



PHOTOGRAPHS/ NEGATIVES



MICROFILMS

Keep in boxes if possible.

Rinse film on spool if necessary.

Pack in lined crates and keep wet.

Send to microfilm processor for washing and drying if necessary.

BIBLIOGRAPHY

The Disaster Plan Template was developed from PRONI's previous Disaster Plan and the publications, investigations and online resource sites listed in the bibliography.

Public Record Office of Northern Ireland – *Preservation Policy*, 2006

Disaster Plan Training Day at PRONI – Harwell Drying and Restoration Services, December 2004

Keeping Afloat After a Disaster – A Document SOS Disaster Plan Conference Report - Brendan Campbell, November 2004

M25 Consortium of Academic Libraries - Disaster Control Plan, June 2004

Conservation On Line - Resource for Conservation Professionals, update January 2004

Public Record Office of Northern Ireland – *Security Instructions and Emergency Procedures*, September 2003.

Disaster Management for Libraries and Archives - Graham Matthews and John Feather, 2003

BS 4971:2002 Recommendations for the Repair and Allied Processes for the Conservation of Documents

BS 5454: 2000 Recommendations for the Storage and Exhibition of Archival Documents

Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions -The Getty Conservation Institute, 1999

Salvage at Glance - Betty Walsh - British Columbia Information Management Service, 1997

Disaster Management in British Libraries: The British Library - Project Report with Guidelines for Library Managers, 1996.

Public Record Office of Northern Ireland, *Basic Requirements for a Building Used for Archive Storage*, 1995.

SOA (Scottish Region) Disaster Preparedness – Guidelines for Archives and Libraries

For further information on Disaster Planning please click on the following links:

['Salvage Operations For Water Damaged Archival Institutions – A Second Glance'](#)
by Betty Walsh, Preservation Committee, Feb 2003

[National Preservation Office – Disaster/Emergency Planning](#)

[ReCollections – Managing Collections: Counter-Disaster Planning](#)

[Museum Security Network -Twenty-five Years of Museum Fires of Loss Over
1 Million Dollars With Cause, Protection Afforded and Lessons Learned](#)

[CoOL \(Conservation online\): Disaster Planning and Response](#)