**FIRST NATIONS MEDIA COMMUNITY ARCHIVES**

**DISASTER MANAGEMENT PLAN TEMPLATE**

***Disclaimer*. This template is an example only. It needs to be researched and contextualised for your own Archive. First Nations Media Australia cannot be held responsible for any damage or loss that may arise from usage of information in this sample.**

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# INTRODUCTION TO THE DISASTER MANAGEMENT PLAN TEMPLATE

This template provides the structure for an Archive Disaster Management Plan as well as suggested content. The template is generic and it is expected that Archives will customise and modify for their Archive.

Support for understanding and modifying the template is provide through First Nations Media Australia’s “Disaster Management Planning: Prevention, Preparation, Response & Recovery: Guidelines and Support Information for Developing a Disaster Management Plan” provided at <https://www.firstnationsmedia.org.au/fnma-archiving-resources>.

Templates are provided in this document as well as being available for download ta the link provided above.

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# DISASTER MANAGEMENT PLAN PREAMBLE

**Suggested wording only**

*The Disaster Plan is set out in six parts:*

1. *Disaster planning and management checklist*
2. *Disaster planning: management approaches*
3. *Prevention*
4. *Preparation*
5. *Response*
6. *Recovery*

*The Parts may be provided separately to selected staff as relevant to their Archive, organisational and disaster management roles.*

*The Disaster Plan is to be reviewed annually and after any moderate or major disaster.*

# PART 1 DISASTER PLANNING AND MANAGEMENT CHECKLIST

*Use this checklist to support your planning, response and recovery. Parts of it are repeated throughout this sample plan at relevant points to assist planning.*

| **Actions** | **Completed?** |
| --- | --- |
| **Management Actions** |  |
| 1. Identify roles needed. |  |
| 1. Create and maintain a Disaster Management folder. |  |
| **Prevent Actions** |  |
| 1. Form an Archive Disaster Response Team and include contact details in the Disaster Management Folder. |  |
| 1. Assess risks and document through Risk Tables and remedy through Action Plans. |  |
| **Prepare Actions** |  |
| 1. Form an external Disaster Response Support Team and include the team contact details in the Disaster Management Folder. |  |
| 1. Prepare a High Priority Media list and include in the Disaster Management folder. |  |
| 1. Prepare a Safekeeping Rescued/Salvaged Media Plan and include in the Disaster Management folder. |  |
| 1. Draw up an Emergency Services Contact List and include in the Disaster Management folder. |  |
| 1. Prepare Emergency Response Sheets, including any needed summaries for noticeboards, and include in the Disaster Management folder. |  |
| 1. Draw up Floor Plans and include in the Disaster Management folder. |  |
| 1. Prepare a Staff Safety Checklist and include in the Disaster Management folder. |  |
| 1. Obtain and stock Disaster Bin(s). |  |
| 1. Secure insurance and provide details to organisation accountants or legal firm. |  |
| 1. Create a Damage Checklist template and include copies in the Disaster Management folder. |  |
| 1. Prepare Salvage Cheat Sheets with specialist advice and include in the Disaster Management folder. |  |
| 1. Design and implement a Disaster Response Training Program, including drills and refreshers, in conjunction with the organisation’s WH&S Officer. |  |
| **Respond Actions** |  |
| 1. Contact relevant emergency services as needed. |  |
| 1. Implement the Staff Safety Checklist and emergency procedures. |  |
| 1. Following clearance to re-enter the Archive, clean up safely and assess whether the Archive’s temperature and humidity controls are operational or can be made operational while damage assessments are underway. |  |
| 1. Contact external Disaster Response Support Team with initial information. |  |
| 1. As an urgent action in response to a moderate or major disaster, set up a team or teams to work through all the affected media and create Damage Checklists along with photographic evidence. |  |
| 1. Create a master list of damaged media. |  |
| 1. Document the incident. |  |
| 1. Contact the Insurance Company and brief them on the situation. |  |
| 1. Contact Cultural Custodians to inform them of the damage and salvage operations needed. |  |
| **Recover Actions** |  |
| 1. Consult with the Archive’s cultural custodians on any requirements for treating salvaged media. |  |
| 1. Plan resources and facilities needed for salvaged media and create Recovery Action Plans and Recovery Work Teams. |  |
| 1. Create inventories for each Recovery Action Plan and maintain the master list of damaged media. |  |
| 1. Implement Recovery Action Plans and support staff and cultural custodians throughout. |  |
| 1. Review the effectiveness of the Archive’s disaster management and modify, add to or extend the processes, procedures, forms and templates as needed for one or more of the Prevent, Prepare, Respond and Recover steps. |  |

# PART 2 DISASTER PLANNING: MANAGEMENT ARRANGEMENTS

**Suggested wording for modification by Archives is italicised**

## 1. Responsibilities

| ***Role*** | ***Responsibility*** |
| --- | --- |
| *CEO/General Manager* | * *Oversighting:*   + *Development of the Plan.*   + *Annual review and review after moderate and major disasters.* * *Approving staff delegation to roles set out in the Disaster Management Plan.* |
| *Archive Manager* | * *Identification of Archive Disaster Response Team Leader.* * *Development of Prevention, Preparation, Response Plans and Resources in collaboration with Archive Disaster Response Team Leader.* * *Collaborating with the WH&S officer on risk management, emergency preparation and response measures..* * *Development of support relationships with external conservators and off-site emergency archive items storage providers.* * *Collaborating with the WH&S Officer and Archive Disaster Response Team Leader on implementing regular emergency drills.* * *Scheduling regular training of Archive staff on disaster prevention measures.* |
| *Organisational WH&S Officer* | * *Collaborating with the Archive Manager and Archive Disaster Response Team Leader on risk management, emergency preparation and response measures.* * *Collaborating with the Archive Manager and Archive Disaster Response Team Leader on implementing regular emergency drills.* * *Working with Archive Disaster Response Team Leader during Response and Recovery.* |
| *Archive Disaster Response Team Leader* | * *Ensuring knowledge and skills are up to date for Response and Recovery.* * *Collaborating with the Archive Manager and the WH&S Officer on implementing regular emergency drills.* * *Leading the Response and Recovery phases.* * *Working with the organisational WH&S Officer during Response and Recovery.* * *Collaborating with the WH&S Officer and Archive Manager on implementing regular emergency drills.* |
| *Archive Staff* | * *Applying Risk Prevention actions to support preservation.* * *Following directions in a disaster from the Archive Disaster Response Team Leader.* |

## 2. Applying the Plan

**Suggested wording for modification by Archives is italicised**

### 2.1 Day to Day

***Archive Staff***

*All Archive staff are responsible for ensuring that:*

* *Risk management actions are followed. This includes media handling, digital drive management, and environmental controls for preservation of media.*
* *Damage and potential damage situations are reported immediately to the Archive Manager.*

***Archive Manager***

*The Archive Manager is to:*

* *Provide Archive staff with regular training in risk management actions. All new staff are to be fully trained during the induction period in risk management actions.*
* *Ensure staff are drilled in emergency response.*

***WH&S Officer***

*The WH&S Officer is to ensure that:*

* *Fire extinguishers are checked according to safety requirements.*
* *Building safety is regularly reviewed.*
* *Staff are drilled in emergency response.*

***Disaster Response Team Leader***

*The Disaster Response Team Leader is to ensure that:*

* *The Disaster Management Folder held by relevant staff is up to date.*
* *Staff are drilled in emergency response.*

### 2.2 Disaster Response

*Response to emergencies is based on the following principles:*

* ***Safeguarding of human life****. As guided by the nature of the disaster, evacuate the building promptly and call emergency services.*
* ***Protection****: protect high priority media, but only if possible to do so safely.*
* ***Salvage****: When safe to enter the Archive, salvage damaged media items starting with high priority media items.*

## 3. Date of Plan and Authorising Officer

**Suggested wording for modification by Archives is italicised**

|  |  |
| --- | --- |
| Date of Plan |  |
| Authorising Officer Name |  |
| Authorising Officer Signature |  |

## 4 Checklist for Management Arrangements

|  |  |
| --- | --- |
| **Actions** | **Completed?** |
| **Management Actions** |  |
| 1. Identify roles needed |  |
| 1. Create and maintain a Disaster Management folder |  |

# PART 3 PREVENTION

**Suggested wording for modification by Archives is italicised**

## 1 Prevention

### 1.1 Disaster Management Team

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Mobile number** |
| *Person’s name* | *– Choose from Archive Disaster Response Team Leader, CEO/GM, Archive Manager, Senior Archivist, WH&S Officer, External Conservator(s) – these roles may be changed by Archives to suit their needs.* | *Number* |
| *Etc* | *Etc* | *Etc* |

### 1.2 Risk assessment tables and action plans

*(Complete as many as needed. You may choose to put your tables in an appendix or in a separate risk management document referenced from this plan. The following is an example only. These tables will form the base for Archive staff training. See the Stablising and preserving the Archive’s physical media resources section at* [*https://www.firstnationsmedia.org.au/fnma-archiving-resources*](https://www.firstnationsmedia.org.au/fnma-archiving-resources) *)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Risk*** | ***Risk Description*** | ***Area of Archive affected*** | ***Ongoing prevention or emergency response*** | ***Risk Rating*** | ***Risk Response*** | ***Staff Members Responsible for implementation*** | ***Action Plans Needed*** |
| *High humidity* | *High humidity levels foster mould and deterioration of magnetic media making media unplayable for digitisation.* | *Physical media collection* | *Ongoing prevention* | *High* | * *Physical media collection needs to be accommodated in a separate room with refrigerated air conditioning running 24/7.* * *Physical media needs to be stored in PAT enclosures and boxes.* | * *Senior Archivist* | * *Archive Air Conditioning Project Plan* |
| *Temperature and humidity controls malfunction* | *Air conditioning breaks down* | *Physical media collection* | *Emergency response* | *Medium* | * *Regular maintenance of air conditioning systems* * *Air conditioners have app functionality for alerts for breakdown* * *Electrician called by Archive Manager immediately issue is made known.* * *Generator backup in place.* * *Most significant physical media is retrieved and placed in a refrigerator.* * *Physical media room closed off urgently immediately issue is made known and after most significant media items placed in refrigerator.* | * *Maintenance Officer* | * *Archive Air Conditioning Project Plan* |

**Risk Action Plans**

***(Complete as many as needed; these should be created as separate documents. The Disaster Management Plan should reference them where needed)***

|  |  |
| --- | --- |
| **Name of Risk Action Plan** | *Response* |
| **Person(s) responsible for implementing Action Plan** | *Response* |
| **Date of Action Plan** | *Response* |
| **Date completed** | *Response* |
| **Short description of risk** | *Response* |
| **Action to be taken to address risk** | *Response* |
| **Budget available** | *Response* |
| **Staff to be involved** | *Response* |

## 2 Checklist for Prevention Stage

| **Actions** | **Completed?** |
| --- | --- |
| **Prevent Actions** |  |
| 1. Form an Archive Disaster Response Team and include contact details in the Disaster Management Folder. |  |
| 1. Assess risks and document through Risk Tables and remedy through Action Plans |  |

# PART 4 PREPARATION

*Note: Information, guidelines and templates to support this Part are provided in the Preparation section of the Disaster Management Planning: Prevention, Preparation, Response & Recovery” document available at* [*https://www.firstnationsmedia.org.au/fnma-archiving-resources*](https://www.firstnationsmedia.org.au/fnma-archiving-resources)

## 1 Checklist for Preparation stage

*Our Archive will complete each of the following preparation actions and review annually.*

| **Actions** | **Completed?** | **Where recorded/ stored** | **Actions planned/Comments** |
| --- | --- | --- | --- |
| **Prepare Actions** |  |  |  |
| 1. Form an external Disaster Response Support Team and include the team contact details in the Disaster Management Folder. |  |  |  |
| 1. Prepare a High Priority Media list and include in the Disaster Management folder. |  |  |  |
| 1. Prepare a Safekeeping Rescued/Salvaged Media Plan and include in the Disaster Management folder. |  |  |  |
| 1. Draw up an Emergency Services Contact List and include in the Disaster Management folder. |  |  |  |
| 1. Prepare Emergency Response Sheets, including any needed summaries for noticeboards, and include in the Disaster Management folder. |  |  |  |
| 1. Draw up Floor Plans and include in the Disaster Management folder. |  |  |  |
| 1. Prepare a Staff Safety Checklist and include in the Disaster Management folder. |  |  |  |
| 1. Obtain and stock Disaster Bin(s). |  |  |  |
| 1. Secure insurance and provide details to organisation accountants or legal firm. |  |  |  |
| 1. Create a Damage Checklist template and include copies in the Disaster Management folder. |  |  |  |
| 1. Prepare Salvage Cheat Sheets with specialist advice and include in the Disaster Management folder. |  |  |  |
| 1. Design and implement a Disaster Response Training Program, including drills and refreshers, in conjunction with the organisation’s WH&S Officer. |  |  |  |

# PART 5 RESPONSE

**Suggested wording for modification by Archives is italicised**

***For fire, flooding and natural disasters ring 000 or the number that best applies for the community in which the Archive is placed.***

## 1 Key Disaster Response Principles

*Response to disasters is based on the following principles:*

* ***Safeguarding of human life****. As guided by the nature of the disaster, evacuate the building promptly and call emergency services.*
* ***Protection****: protect high priority media, but only if possible to do so safely.*
* ***Salvage****: When safe to enter the Archive, salvage damaged media items starting with high priority media items.*
* *Minor disasters: The* ***Archive Manager*** *is to lead responses in collaboration with the Disaster Response Team Leader and according to Emergency Response Sheets.*
* *Moderate and Major disasters:* 
  + *The* ***Disaster Response Team Leader*** *is to action the level of response required for moderate and major disasters in accordance with the Disaster Response measures set out in this Plan, and cooperate with the WH&S Officer as needed.*
  + *The* ***Archive Manager*** *is to contact Cultural Custodians as soon as possible to inform them of the extent of damage.*
* *Media damage from fire and water requires urgent assessment, rescue and salvage.*

## 2 Staff Safety Checklist

### 2.1 Evacuation protocols

*The Archive Disaster Response Team Leader will order the evacuation of staff and members of the public as needed. Staff may also decide to leave through an emergency door. If safe to do so staff should alert the Emergency Disaster Response Team Leader before leaving.*

*Evacuation of staff is required in the case of any one or more of the following:*

* *Fire*
* *Electrical sparking.*
* *Electrical wires or power points in contact with water.*
* *Power lines downed near or on the building.*
* *Over five centimetres of water on the floor.*
* *Shelves or walls or parts of the ceiling fallen into passageways or rooms.*
* *Danger from falling material from roofs or walls.*
* *Walls/ceiling appear unstable.*
* *Smoke coming out of windows or under doors.*
* *A chemical smell coming from the building.*

*Staff will evacuate to the approved Emergency Assembly Point so that a staff checkoff can be done. The WH&S Officer will ensure that all staff have been evacuated.*

*The Archive Disaster Response Team Leader will call the appropriate Emergency Service(s) contact(s) as needed.*

### 2.2 Evacuation floor plan and emergency assembly point

*This where the relevant floor and emergency assembly point map(s) are included. The map(s) should also include locations of fire extinguishers, water stop cocks, and power boards.*

## 3 Emergency services contact list

*Depending on the location of the Archive the emergency contact numbers may be local numbers rather than 000.*

|  |  |  |
| --- | --- | --- |
| **Service** | **Phone number** | **Contact organisation and name where relevant** |
| Disaster Response Team Leader |  |  |
| Emergency services |  |  |
| Fire |  |  |
| Ambulance |  |  |
| Police |  |  |
| State emergency services |  |  |
| Health services |  |  |
| Medical service provider |  |  |
| Plumber |  |  |
| Electrician |  |  |
| Builder |  |  |
| Data recovery services |  |  |
| Cultural custodian(s) |  |  |
| External Disaster Response Support Team |  |  |
| Insurance provider |  |  |
| Other |  |  |

## 4 Disaster/Emergency Response Procedures

*Include Procedures in the Disaster Management folder for each of the disaster/ emergencies response areas you have identified as applicable for your Archive. Areas to consider for procedures for dealing with a disaster/emergency response[[1]](#footnote-1) include:*

***Staff safety (these can be common across the whole organisation)***

* *Fire and smoke*
* *Chemical leaks*
* *Electrical faults*
* *Building collapse*
* *Flooding*

***Large scale media damage (procedures for this damage may also take the form of Salvage Cheat Sheets)***

* *As categorised by media type:* 
  + *Vermin damage*
  + *Insect damage*
  + *Damage from mishandling of media or accident*
  + *Damage from heat and/or humidity*
  + *Physical breakdown of magnetic tape binder, etc*
  + *Failed digital drive*
  + *Water damage from leak*
  + *Water damage from flooding*
  + *Fire damage*
  + *Heat damage*

## 5 Contact insurance company

*Where damage or loss is eligible for an insurance claim, <name of person> will contact the Archive insurance company to:*

* *Notify the incident and commence the insurance claim process.*
* *Identify the information and evidence required by the insurance company.*

## 6 Contact external Disaster Response Support

*The external Disaster Response Support provider <name and contact> is to be contacted to provide them with initial information about the disaster.*

## 7 Assess and stabilise following a staff evacuation

### 7.1 Safety

*No staff are to enter the Archive until cleared by emergency services personnel in the case of major emergencies or by the WH&S Officer.*

### 7.2 Resources to be gathered

|  |  |  |
| --- | --- | --- |
| **Resource** | **Where kept** | **Comment** |
| *High Priority Media list* | *Disaster Management Folder* |  |
| *Master Damaged Items Inventory* | *Disaster Management Folder* |  |
| *Disaster bins* | *Archive* |  |
| *Cameras* | *Media store* |  |
| *Industrial fans and dehumidifiers* | *Local store* | *If air conditioning is non-functional* |

### 7.3 Stabilise the Archive

*The Archive Disaster Response Team Leader and WH&S Officer will arrange for the stabilisation of the Archive environment, after the Archive being cleared for safe entry. Priority areas for stabilisation are:*

* *Air conditioning – ensure that it is working; if so set it to as low a temperature as possible. If not working, contact appropriate tradespeople urgently for rectification and bring in industrial fans and dehumidifiers to keep air moving and as dry as possible.*
* *Sealing of doors and windows against dust and vermin/insect entry.*
* *Mopping floors where water has pooled.*
* *Removing any water damaged computers and media players into a dry, cool environment.*
* *Removing any water damaged soft furnishings and carpets/rugs (mould will form over time especially in hot, humid environments).*
* *Ensuring lighting is working; if not working bring in portable lights and secure safely to avoid trip hazards.*
* *Placing blackout covers on bare windows that allow light to fall on media (photographic media can be especially affected by light)*
* *Removal of all trip hazards.*

*Stabilisation needs to be completed as a matter of urgency (preferably in less than 24 hours after the disaster) to ensure that:*

* *Staff can safely enter and work in the Archive to assess damage.*
* *Any media required salvage can be protected from further damage and treated as soon as possible.*

### 7.4 Media damage assessment

*The Archive Disaster Response Team Leader will:*

* *Contact Cultural Custodians to inform them of the assessment process.*
* *Form Archive staff into damage assessment teams.*
* *Provide cameras to the damage assessment teams.*
* *Prioritise assessment of media on the High Priority Media list.*
* *Instruct the damage assessment teams on:*
* *Completing Damage Checklists and taking photographic evidence.*
* *Mopping up any water on shelves and in containers using materials in the Disaster Bins.*
* *Collate a master inventory of damaged media.*

### 7.5 Documenting the disaster/emergency incident

*The Archive Disaster Response Team Leader will complete a record of all disasters and emergencies and the response made. The record is to include:*

* *Date of incident*
* *Time of incident*
* *Type of disaster/emergency*
* *Staff in Archive at the time of the incident*
* *Evacuation procedures*
* *Emergency services attending*
* *Emergency responses implemented*
* *Areas of Archive affected*
* *Media types and numbers affected*
* *Other Archive resources damaged (for example media players, computers, scanners, digitisation equipment, shelving, flooring, furniture, air conditioning, fit out, etc)*

### 7.6 Confirm damage with insurance provider

*For insurable damage, the <name of provider> will be contacted with updated damage information and evidence.*

### 7.7 Consult with cultural custodians

*Where the damage requires media to be placed in off-site storage and/or transported for specialist repair/recovery, the Archive’s Cultural Custodians will be consulted to identify any cultural protections needed.*

## 8 Checklist for Response stage

| **Actions** | **Completed?** |
| --- | --- |
| **Respond Actions** |  |
| 1. Contact relevant emergency services as needed. |  |
| 1. Implement the Staff Safety Checklist and emergency procedures. |  |
| 1. Following clearance to re-enter the Archive, clean up safely and stabilise the Archive’s temperature and humidity, and make other repairs as needed to protect the media items. |  |
| 1. Contact external Disaster Response Support Team with initial information. |  |
| 1. As an urgent action in response to a moderate or major disaster, set up a team or teams to work through all the affected media and create Damage Checklists along with photographic evidence. |  |
| 1. Create a master list of damaged media. |  |
| 1. Document the incident. |  |
| 1. Contact the Insurance Company with updated damage information as needed. |  |
| 1. Contact Cultural Custodians to inform them of the damage and salvage operations needed. |  |

# PART 6 RECOVERY FROM MAJOR DISASTERS

**Suggested wording for modification by Archives is italicised**

## Consult with Archive Cultural Custodians

*The Archive Manager and Archive Disaster Response Team Leader will meet with the Cultural Custodians to identify any requirements for emergency storage and/or salvage actions.*

## 2 Gather resources needed for recovery of salvaged media

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **Organisation and contact name** | **Phone number** | **Comment** |
| Emergency cold store |  |  |  |
| Safe storage for items not requiring cold store |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Resource** | **Where kept** | **Comment** |
| Packaging materials for damaged media |  |  |
| Carry cases and boxes for transport (archival quality) |  |  |
| High Priority Media list | Disaster Management Folder |  |
| Salvage Cheat Sheets | Disaster Management Folder |  |
| Recovery Action Worksheet | Disaster Management Folder |  |

## 3 Safekeeping of rescued/salvaged media: actions and prioritisation

* *The Archive Disaster Response Team Leader will group damage checklists to by damage type and severity.*
* *Contact the external Disaster Support provider to confirm:*
  + *Proposed actions (leave in Archive, removal/rescue, salvage), and*
  + *Priorities for removal/rescue and salvage.*
* *Media at risk of further damage if kept in the Archive, is to be:*
  + *Rescued from the Archive, with High Priority Media dealt with first.*
  + *Packed and transported safely according to Salvage Cheat Sheets.*
  + *Moved to cold store urgently.*
* *The master inventory of damaged media will be updated by the Archive Disaster Response Team Leader with the actions taken.*

## 4 Recovery Action Plans and work plans

### 4.1 Media recovery

*Recovery Action and Work Plans are to be developed by the Archive Disaster Response Team Leader using the Recovery Action Worksheet template. An inventory of media relevant to each Recovery Action Plan is to accompany each Recovery Action Plan.*

*The Archive Disaster Response Team Leader will:*

* *Ensure the worksheets are kept up to date as treatment progresses, and*
* *Update the master inventory of damaged media.*
* *In the case of in-house salvage, ensure that staff are properly trained and able to work safely with damaged media.*

### 4.2 Building, fit out and equipment recovery

*Where required, action plans for restoration of Archive accommodation, equipment and fit out are to be developed in consultation with relevant staff from the organisation.*

### 4.3 Supporting staff and Cultural Custodians

*The Archive will ensure that staff and cultural custodians are supported not only through safe working practices but also in relation to morale and emotional support. It is recognised that the loss of important cultural content can have a detrimental impact on wellbeing. The WH&S Officer needs to be involved in monitoring staff’s day to day wellbeing, and where necessary professional services may be provided to staff to work through loss and grief responses.*

## 5 Resumption of Archive services

*Recommencement of Archive services will be guided by discussions with:*

* *Archive Cultural Custodians*
* *Archive Manager*
* *Archive Disaster Response Team Leader*
* *WH&S Officer*
* *CEO of the Archive’s organisation*

*Response and recovery is a difficult and stressful period. The Archive will celebrate the achievement of recommencement of services, ensuring that all people and organisations that have contributed to the recovery are acknowledged.*

## 6 Review

*A full review of the Archive Disaster Plan will take place as soon as possible after recovery has been signed off. The Review will be led by the Archive Disaster Response Team Leader.*

## 7 Checklist for Recovery Stage

| **Actions** | **Completed?** |
| --- | --- |
| **Recover Actions** |  |
| 1. Consult with the Archive’s cultural custodians on any requirements for treating salvaged media. |  |
| 1. Plan resources and facilities needed for salvaged media and create Recovery Action Plans and Recovery Work Teams. |  |
| 1. Create inventories for each Recovery Action Plan and maintain the master list of damaged media. |  |
| 1. Implement Recovery Action Plans and support staff and cultural custodians throughout. |  |
| 1. Review the effectiveness of the Archive’s disaster management and modify, add to or extend the processes, procedures, forms and templates as needed for one or more of the Prevent, Prepare, Respond and Recover steps. |  |

# Appendix 1 Risk Assessment Template

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk** | **Risk Description** | **Area of Archive affected** | **Ongoing prevention or emergency response** | **Impact** | **Risk Response** | **Staff Members Responsible for implementation** | **Action Plan Needed** |
|  |  |  |  |  |  |  |  |
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# Appendix 2 High Priority Media List Template

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title/Descriptor** | **Shelf ID** | **Media format** | **Priority Type** | **Comments** |
|  |  |  | Cultural, Linguistic, Social history, Organisational history, etc |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

# Appendix 3 Emergency Response Sheet Template

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Recommended*** | | | | |
| Risk name | |  | | |
| Risk description | |  | | |
| Staff member responsible for emergency response | |  | | |
| PROCEDURES |  | | | |
| ***Optional*** | | | | |
| Date of Emergency Response Sheet Approval | |  | Version Number |  |
| Approved by | |  | | |
| Resources available for response | |  | | |
| Safety requirements | |  | | |
| Training requirements | |  | | |
| Maintenance requirements | |  | | |
| Emergency services contact | |  | | |
| Other organisations available for response | |  | | |

# 

## Appendix 3.1 Sample Emergency Response Sheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk name** | | Fire (small) | | |
| **Risk description** | | Small fire that can be extinguished by trained staff using hand held extinguishers or fire blanket | | |
| **Staff member responsible for emergency response** | | Archive Disaster Response Team Leader | | |
| **Procedures** | **AT ALL TIMES THE PRIORITY IS THE SAFETY OF STAFF MEMBERS AND NO RISKS SHOULD BE TAKEN THAT COMPROMISE THAT SAFETY.**   1. A staff member noticing the fire is to alert the Archive Disaster Response Team Leader immediately. 2. The Archive Disaster Response Team Leader is to assess the situation and determine if it can be managed by fire extinguisher. 3. If the Archive Disaster Response Team Leader(s) is/are not available, the staff member alerting the fire presence is to carry out the procedures in this document. 4. If the fire is small enough to be managed by the Archive Disaster Response Team Leader using a fire extinguisher or fire blanket, the Archive Disaster Response Team Leader or staff members is to:    1. Order evacuation of the staff to the designated fire assembly point; evacuated staff are not to lock escape/emergency exit doors as they leave but should close any fire doors.    2. Direct one of the staff members to call 000 before evacuating if safe to do so, otherwise to use mobile phone.    3. Use the fire extinguisher or fire blanket to put out the fire but only if safe to do so. 5. Before implementing Procedure 4, all the following criteria need to be in place in relation to the Archive Disaster Response Team Leader::    1. Trained in use of the fire extinguisher, and    2. Has a safe escape route readily accessible, and    3. Is fit and well on the day.    4. If any one or more of these criteria cannot be met, the Archive Disaster Response Team Leader is to call 000, close any fire doors and evacuate along with other staff. 6. Once extinguished, the Archive Disaster Response Team Leader or staff member, is to evacuate to the emergency assembly point and wait for fire service to assess the safety for a return to the building. 7. **IF THE FIRE IS IN THE ARCHIVE BECOMES TOO LARGE TO BE PUT OUT BY HAND HELD EXTINGUISHER, THE ARCHIVE DISASTER RESPONSE TEAM LEADER IS TO EVACUATE THE ARCHIVE IMMEDIATELY.** 8. if the fire is in another part of the building widely separated from the archive and none of the conditions on the Staff Safety Checkllst apply, the Archive Disaster Response Team Leader ***may*** assess, in consultation with the CEO or other senior manager, the need for and the safety of rescuing high priority items. **AT ALL TIMES THE PRIORITY IS THE SAFETY OF STAFF MEMBERS AND NO RISKS SHOULD BE TAKEN THAT COMPROMISE THAT SAFETY.** | | | |
| **Date of Emergency Response Sheet** | | 28/02/2018 | **Version Number of** | Version 1.00 |
| **Approved by** | | Toni Merriman, CEO | | |

|  |  |
| --- | --- |
| **Resources available for response** | * Foam fire extinguishers (see attached map of location of extinguishers) * Media importance priority list * Media carry boxes and containers (in shed) * Backup media storage location (Council office) |
| **Safety requirements** | All non-emergency response designated staff to be evacuated until fire extinguished and building assessed as safe for return. |
| **Training requirements** | Archive Disaster Response Team Leader and all other full time, part time and casual staff to be trained in use of fire extinguishers.  Regular drills to be established. |
| **Maintenance requirements** | Annual checking of fire extinguishers and replacement as needed. |
| **Emergency services contact** | 000 |
| **Other organisations available for response** | * <Name of external Disaster Response Support Team> for media triage * Emergency storage organisations |

# Appendix 4 Damage Checklists Templates

|  |  |
| --- | --- |
| **Physical media** |  |
| Item ID[[2]](#footnote-2) (shelf no/location ID) |  |
| Specific format (VHS, Audiocassette, Colour photograph, etc |  |
| Title |  |
| Number of items if multi part item |  |
| Scale of damage (small, moderate, large) |  |
| Source of damage (water, smoke, fire, environmental, physical impact, vermin/insect) |  |
| Photographic evidence file number(s) |  |

|  |  |
| --- | --- |
| **Digital media** |  |
| Drive name |  |
| Description of any known media types (video, photos, audio, documents). Plus status of files (Preservation masters and/or access copies and/or production masters and/or rushes). |  |
| Storage size of drive |  |
| Scale of damage (small, moderate, large) |  |
| Source of damage water, smoke, fire, environmental, physical impact, vermin/insect, technical failure) |  |
| Photographic evidence file number |  |

# Appendix 5 Salvage Cheat Sheet Proforma

**Media Type** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Damage categories and salvage approaches** | **Response** | **Comment** |
| **Water damage (submerged through flooding)** | | |
| Salvage rating[[3]](#footnote-3) |  |  |
| Action |  |  |
| Handling precautions |  |  |
| Packing method |  |  |
| Drying method |  |  |
| **Water exposure (dampness)** | | |
| Salvage rating |  |  |
| Action |  |  |
| Handling precautions |  |  |
| Packing method |  |  |
| Drying method |  |  |
| **Fire damage** | | |
| Salvage rating |  |  |
| Action |  |  |
| Handling precautions |  |  |
| Packing method |  |  |
| **Media degradation inc mould** | | |
| Salvage rating |  |  |
| Action |  |  |
| Handling precautions |  |  |
| Repair technique |  |  |
| **Physical damage** | | |
| Salvage rating |  |  |
| Action |  |  |
| Handling precautions |  |  |
| Packing method |  |  |

## Appendix 5.1 Salvage Cheat Sheet Example

**Disclaimer: This is an example only. Specialist advice should be sought before finalising a Videotape Cheat Sheet for any given Archive.**

**Videotapes (VHS, SVHS, DAT, MiniDV) Salvage Cheat Sheet**

|  |  |  |
| --- | --- | --- |
| **Damage categories and salvage approaches** | **Response** | **Comment** |
| **Water damage (submerged through flooding)** | | |
| Salvage rating[[4]](#footnote-4) | Immediate (Specialist) | Contact <Name of specialist person/organisation) |
| Action | Immediately rinse off tapes with clean water and submerge in cold water (between 8 and 12 degrees Celsius). Tapes can stay wet for several days. Keep the tapes as cool as possible, but do not freeze. Contact Specialist. | Contact Council <name> to arrange access to kitchen. Contact local store for access to cool room. |
| Handling precautions | Do not touch magnetic media. Do not remove the tape from the protective case; do not unwind the tape, do not attempt to clean the tapes. |  |
| Packing method | Keep tapes wet in plastic bags. Pack vertically in covered polypropylene boxes with a tight seal. | Plastic bags are in Disaster bin. Polypropylene boxes for disaster response are kept in the Storage Shed. |
| Drying method | Air dry |  |
| **Water exposure (dampness)** | | |
| Salvage rating | Immediate (Specialist) | Contact <Name of specialist person/organisation) |
| Action | Keep the tapes as cool and as dry as possible, but do not freeze. Lay spine down. Contact Specialist. | .Contact local store for access to cool room. |
| Handling precautions | Do not touch magnetic media. Do not remove the tape from the protective case; do not unwind the tape, do not attempt to clean the tapes. |  |
| Packing method | Allow ventilation and airflow between tapes. |  |
| Drying method | Air dry |  |

|  |  |  |
| --- | --- | --- |
| **Fire damage** | | |
| Salvage rating | Immediate (Specialist) | Contact <Name of specialist person/organisation) |
| Action | Gently brush any dirt from the protective cases. Keep the tapes as cool as possible, but do not freeze. Contact Specialist. | Brushes are in Disaster Bin. Contact local store for access to cool room. |
| Handling precautions | As for Water Damage |  |
| Packing method | Pack vertically in covered polypropylene boxes with a tight seal. | Polypropylene boxes for disaster response are kept in the Storage Shed. |
| **Media degradation inc mould** | | |
| Salvage rating | Immediate (Specialist) if the media is rated as High Priority for Salvage; otherwise Non-Urgent (Specialist). Contact Specialist. |  |
| Action | Keep the tapes as cool as possible, but do not freeze. | Contact local store for access to cool room. |
| Handling precautions | As for Water Damage |  |
| Repair technique | Pack vertically in covered polypropylene boxes with a tight seal. | Polypropylene boxes for disaster response are kept in the Storage Shed. |
| **Physical damage** | | |
| Salvage rating | Immediate (Specialist) if the media is rated as High Priority for Salvage; otherwise Non-Urgent (Specialist). Contact Specialist. | Contact local store for access to cool room. |
| Action | Keep the tapes as cool as possible, but do not freeze. | Contact local store for access to cool room. |
| Handling precautions | As for Water Damage |  |
| Packing method | Pack vertically in covered polypropylene boxes with a tight seal. | Polypropylene boxes for disaster response are kept in the Storage Shed. |

# Appendix 6 Recovery Action Plan Template

|  |  |
| --- | --- |
| **Recovery Action Worksheet** | |
| **<Media format>** | |
| Team members |  |
| High Priority Media items to be stabilised and treated first |  |
| Stabilisation procedure |  |
| Stabilisation materials available |  |
| Stabilisation workspace available |  |
| Stabilisation to be completed by |  |
| Treatment procedure |  |
| Treatment materials available |  |
| Treatment workspace available |  |
| Treatment to be completed by |  |
| Off-site storage available |  |
| Specialist support available |  |
| Packing instructions for off-site treatment |  |
| Administrative notes/comments |  |

# Appendix 7 Master Damaged Items Inventory Template

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Media format** | **Damage type** | **Title/Identifier Name** | **Shelf ID if relevant** | **Salvage rating [[5]](#footnote-5)** | **Location of item prior to treatment** | **Work team allocation** | **Date treatment started** | **Location of item in treatment** | **Recovery work status** | **Date treatment competed** | **Location of treated item** |
| *VHS, Audio-cassette, etc* | *Water (flooded), Water(dampness), Fire, Media Deterioration, Physical Damage* |  |  | *High Priority Media Immediate (In-house), High Priority Media Immediate (Specialist), etc* |  |  |  |  | *Not yet started, in process, completed)* |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
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1. Minor issues such as routine repair of a single media item or a small number of items do not require disaster emergency procedures. [↑](#footnote-ref-1)
2. Damage Checklists can be used for individual items or groups of items. [↑](#footnote-ref-2)
3. The Salvage rating rates the speed at which any given media needs to have treatment processes applied before it becomes unrecoverable. Suggested ratings are: Immediate treatment (In-house); Immediate Treatment (Specialist); Non-Urgent treatment (Inhouse); Non-Urgent Treatment (Specialist); Discard (Unable to be repaired) [↑](#footnote-ref-3)
4. The Salvage rating rates the speed at which any given media needs to have treatment processes applied before it becomes unrecoverable. Suggested ratings are: Immediate treatment (In-house); Immediate Treatment (Specialist); Non-Urgent treatment (Inhouse); Non-Urgent Treatment (Specialist); Discard (Unable to be repaired) [↑](#footnote-ref-4)
5. The Salvage rating rates the speed at which any given media needs to have treatment processes applied before it becomes unrecoverable. Suggested ratings are: Immediate treatment (In-house); Immediate Treatment (Specialist); Non-Urgent treatment (Inhouse); Non-Urgent Treatment (Specialist); Discard (Unable to be repaired) [↑](#footnote-ref-5)