****

**FIRST NATIONS MEDIA ARCHIVES**

**DISASTER MANAGEMENT PLANNING:
PREVENTION, PREPARATION, RESPONSE & RECOVERY**

**Templates**

**THE BASIC PRINCIPLES**

In the management of First Nations media archives Aboriginal and Torres Strait Islander knowledge and Law are the guiding principles.

Local Aboriginal and Torres Strait Islander peoples are essential cultural authorities at the centre of all decision making associated with management of the archives.

***Disclaimer*. The templates in this document are suggested templates only. Archive organisations should seek their own specialist advice specific to their Archive arrangements and locations. First Nations Media Australia cannot be held responsible for any damage or loss that may arise from usage of templates in this document.**

# 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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# High Priority Media Identification Template

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

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# Damage Checklists Templates

|  |  |
| --- | --- |
| **Physical media** |  |
| Item ID[[1]](#footnote-1) (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) |  |
| High Priority Media? |  |
| Salvage rating[[2]](#footnote-2) |  |

|  |  |
| --- | --- |
| **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 |  |
| High Priority Media? |  |
| Salvage rating |  |

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# Salvage Cheat Sheet Template

**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 |  |  |

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# 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 |  |

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# Master Damaged Items Inventory Template

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Media format** | **Damage type** | **Title/Identifier Name** | **Location ID if relevant** | **Salvage rating**  | **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. Damage Checklists can be used for individual items or groups of items. [↑](#footnote-ref-1)
2. 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-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)