



DISASTER Preparedness

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Agenda

- Overview
- Risk Management & Analysis
- Prevention Measures
- Business Continuity
- Disaster Recovery Plan
- Response Measures
- Resources



Overview

- Proactive Measures
- Disaster Recovery Plan
- Response Measures
- Legal Obligations



Overview: Definitions

- Disaster
- Business Continuity
- Disaster Recovery
- Vital/Essential Records



Overview: Elements

- Assets (People, Information, Property, Capital)
- Identifying Risk
- Vital/Essential Records
- Records Retention Schedule



Managing Risk

- Environmental
- Physical
- Personnel
- Information Security
- Preparedness



Risk Analysis and Assessment

- Definition
- Key Elements
- Methods

Determine Your Risk Index

- Probability X Effect = Risk Index
 - Major Risk = Index of 40 or Higher
 - Serious Risk = Index of 30 - 39



Categorize Your Risk

- Severity
- Cause
- Affected Area



Prevention Measures for Water/Flood Damage

- Survey the Workplace
- Communicate Observations
- Develop Rules and Procedures



Identify Protective Measures

- Fire
 - Establish preventive measures to mitigate damages due to electrical defects, arson, smoking, construction, or combustibles in contact with hot surfaces.
- Water
 - Maintain hardcopy records at least 4 inches off the floor.



Business Continuity: Vital Records Protection

- Physical Protection
- Duplication and Dispersal



Business Continuity: Off-Site Storage Considerations

- Facility
- Environmental Controls
- Fire Control System
- Personnel Practices
- Records Control Procedures
- Vault Protection



The Disaster Recovery Plan

- Definition
- Objectives

Disaster Recovery Plan Elements

- Policy, Goals, Objectives & Procedures
- Activation
- Organization
- Information Distribution
- Disaster Responses
- Training
- Review and Revision



Response Measures: Business Continuity and Recovery Process

- Notify
Authorities/Recovery Teams
- Assess Damage
- Stabilize Environment



Response Measures: Implement Business Continuity and Recovery Plan

- Establish Priorities
- Relocate Operations
- Retrieve Vital Records
- Salvage Other Records



Response Measures: For Records Beyond Salvage

- Identify Destroyed Records
- Document Disposition
- Verify Destruction



Resources to Assist with Disaster Preparedness

- Management, Staff, Vendors
- Disaster Response Kit
- DPS Emergency Management Program
- Helpful Information
 - NARA
 - ARMA
 - DRJ



Other Information

- Disaster Preparedness Web sites
Provided on supplementary handout



Thank You

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