

Building Blocks to Records Readiness

Level 3:

Comprehensive Plan

You have identified risks to

your Essential Records. You

have a Continuity of Operations

and/or Disaster Plan and have

into the plan(s).

incorporated Essential Records

Essential	Records:

Those records needed to respond to an emergency and those records needed to resume and continue operations.



Disaster Preparedness:

The planning and activities prior to a disaster that help ensure an efficient response, and minimization of damage to materials.



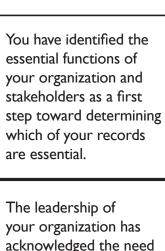
Disaster Response:

The actions taken immediately following a disaster to maximize the amount of materials saved. Important to avoid mold growth.



Disaster Recovery:

Long-term efforts, including conservation and restoration work following the response phase.



to plan for records-

planning process.

You understand that the

first response priorities

are, in this order, are

to ensure human life

and safety, stabilize the

incident, then protect

property and collections.

You have identified

Level I:

Awareness

You have completed a related emergencies and is committed to starting the

written basic disaster preparedness plan, or such a plan and have a schedule for completing

You have a disaster

response document that

tells you how to stabilize

ingress of water; keep air

the environment; stop

circulating; and reduce

You have a readily

accessible written list

of conservators and

their phone numbers

to call for treatment

care questions; your

services and collections

insurance policy covers conservation treatment.

humidity.

you have begun work on it within the next month.

Level 2:

Basic Plan

You have identified

inventory of your

and created a written

organization's Essential

Records based on its

essential functions.

You have completed a plan with identified priorities, contacts, procedures and responsibilities, and the plan has been distributed to appropriate staff.

Staff have received verbal instructions (or demonstrations) about how to stabilize affected records, including pack out priorities and how to begin air drying, freezing, or staging for vendor retrieval in the best environment available. Immediate response procedures are incorporated into your disaster preparedness plan.

You have funds set aside to be used for conservation treatment and have incorporated conservation treatment in your Continuity of Operations Plan.

Level 4: **Established Program**

You have mitigated

implemented measures

your Essential Records.

to protect all or most of

known risks and

Level 5: Preparedness Leader

You have established an ongoing process of securing essential records, including appropriate duplication, off-site backup, and annual review of **Essential Records inventories** and procedures.

You have disaster supplies and contracts in place and have practiced the plan within the past 12 months.

You participate in your regional Alliance for Response Network and have supplies to assist neighboring repositories in event of a records-related disaster.

Staff have practiced and You are a member of the become proficient at Pennsylvania Alliance for stabilizing affected records, Response Team (PaCRT) and including pack out priorities are able to provide expertise and how to begin air drying, to other repositories who freezing, or staging for face a records-related vendor retrieval in the best disaster. environment available.

You have established a contract with a conservation lab staffed by professionally-qualified conservators who are able to treat your records in a records-related disaster.

You have an in-house conservation lab staffed with professionally-qualified conservators who are able to treat your own records as well as other repositories in a records-related disaster.

