
**Information and documentation —
Emergency preparedness and
response**

*Information et documentation — Préparation et réponse aux
situations d'urgence*



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Published in Switzerland

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

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For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 10, *Requirements for document storage and conditions for preservation*.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Information and documentation — Emergency preparedness and response

1 Scope

This document provides a context for emergency planning, response and recovery for all types of an archive, library or museum collections in light of other existing plans. It provides responders and other stakeholders with an outline for planning, responding and recovering. This document does not address the causes of a critical event, but the consequences and wider impacts. This document outlines a cycle for developing, exercising and reviewing a plan, and how to present a plan. It aims to encourage responders to develop their capabilities in emergency preparedness and touches on some elements of response and recovery, where relevant, by highlighting indicators of good practice.

It is not intended to be an operations manual as there is no single approach that meets the needs of every site, nor is there one single set of organizational arrangements that is appropriate to each and every type of emergency.

2 Normative references

There are no normative references in this document.

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <http://www.electropedia.org/>

3.1

business continuity

capability of the organization to continue delivery of products or services at acceptable levels following disruptive incident

[SOURCE: ISO 22300:2018, 2.3.10]

3.2

business continuity plan

BCP

documented procedures that guide organizations to respond, recover, resume, and restore to a pre-defined level of operation following disruption

Note 1 to entry: Typically, this covers resources, services and activities required to ensure the continuity of critical business functions.

[SOURCE: ISO/IEC 27031:2011, 3.3]

3.3

collection

documents and items under the stewardship of an archive, library or museums regardless of format