

DISASTER RECOVERY OPERATION

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It is vital that the disaster recovery plan be completed as soon as possible to guarantee that the organization can minimize the risk of record management loss. Disaster management should be considered in order to avoid data loss or abuse for malevolent purposes. Disaster recovery involves adequate operational and technical assistance to prevent downtime and ensure that company operations restart as soon as feasible when a disaster occurs.

Six activities should be considered: security and safety, environmental stabilization, determining the amount of damage to records and facilities, repairing the storage space and building, continuous record preservation, and resumption of operations.

Reviewing disaster zones for hidden hazards like shorter motors or frayed electrical lines is vital for security and safety. Every employee in the company needs to be aware of their surroundings to protect their own safety and the security of the building.



Due to environmental factors impacting the records, environmental stabilization should be practised. For instance, any water in the area needs to be removed using wet dry vacuum equipment as well as mops and buckets. Assessing the extent of the damage to records and facilities where accident report is compiled.

Rehabilitating storage area and building is one of the disaster recovery operation. For example, make sure the emergency team's leader has given the go-ahead for the use of any chemicals to sterilize the stack regions.

Ensuring the ongoing protection of the records when the records were returned to storage which the organization maintain a list of all records returned to storage areas. Finally, resumption of operation ensure that emergency supplies are refilled and add any necessary items.