



SLOVENSKI STANDARD

oSIST ISO 21110:2019

01-oktober-2019

Informatika in dokumentacija - Pripravljenost in odziv na izredne razmere

Information and documentation -- Emergency preparedness and response

Information et documentation -- Préparation et réponse aux situations d'urgence

Ta slovenski standard je istoveten z: ISO 21110:2019

ICS:

01.140.20	Informacijske vede	Information sciences
97.195	Umetniški in obrtniški izdelki. Kulturne dobrine in kulturna dediščina	Items of art and handicrafts. Cultural property and heritage

oSIST ISO 21110:2019

en,fr,de

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INTERNATIONAL STANDARD

**ISO
21110**

First edition
2019-08

Information and documentation — Emergency preparedness and response

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

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Reference number
ISO 21110:2019(E)

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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).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

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.

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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

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3.4

emergency management

overall approach preventing emergencies and managing those that occur

Note 1 to entry: In general, emergency management utilizes a risk-management approach to prevention, preparedness, response and *recovery* (3.11) before, during and after potentially destabilizing and/or disruptive events.

[SOURCE: ISO 22300:2018, 3.78]

3.5

emergency preparedness

measures and action taken in advance to mitigate the effects of possible destructive events

Note 1 to entry: This includes drawing up a disaster response plan.

[SOURCE: EN 15898:2011, 3.4.6]

3.6

emergency response

immediate phase in the aftermath of an event, consisting of gaining control, limiting the extent of the emergency and minimizing further damage

3.7

hazard

source of potential harm

Note 1 to entry: Hazard can be a risk source.

[SOURCE: ISO Guide 73:2009, 3.5.1.4]

3.8

incident response

actions taken in order to stop the causes of an imminent *hazard* (3.7) and/or mitigate the consequences of potentially destabilizing or disruptive events, and to recover to a normal situation

Note 1 to entry: Incident response is part of the *emergency management* (3.4) process.

[SOURCE: ISO 22300:2018, 3.115]

3.9

mutual aid agreement

written agreement between institutions that provides for assistance upon request, by furnishing personnel, equipment, and/or expertise

3.10

pre-impact phase

phase of warning

3.11

recovery

restoration and improvement, where appropriate, of operations, facilities, *collections* (3.3), livelihoods or living conditions of affected organizations, including efforts to reduce risk factors

[SOURCE: ISO 22300:2018, 3.187, modified — The term "collections" has been added.]

3.12

review

activity undertaken to determine the suitability, adequacy and effectiveness of a subject matter to achieve established objectives

[SOURCE: ISO Guide 73:2009, 3.8.2.2]

3.13

risk

effect of uncertainty on objectives

Note 1 to entry: An effect is a deviation from the expected — positive and/or negative.

Note 2 to entry: Objectives can have different aspects (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organization-wide, project, product and process).

Note 3 to entry: Risk is often characterized by reference to potential events and consequences or a combination of these.

Note 4 to entry: Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated likelihood of occurrence.

Note 5 to entry: Uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of an event, its consequence, or likelihood.

[SOURCE: ISO Guide 73:2009, 1.1]

3.14

risk assessment

overall process of risk identification, risk analysis and risk evaluation

[SOURCE: ISO Guide 73:2009, 3.4.1]

3.15

risk management

coordinated activities to direct and control an organization in regard to *risk* ([3.13](#))

[SOURCE: ISO Guide 73:2009, 2.1.1]

3.16

risk management plan

scheme within the risk management framework specifying the approach, the management components and resources to be applied to the management of risk

[SOURCE: ISO Guide 73:2009, 2.1.3]

3.17

triage

prioritizing or sorting system to assess the severity of affected collections and to assign stabilization priorities

4 Planning

4.1 Process of preparing

4.1.1 General

Preparing is a continuous cycle of planning, organizing, equipping, training, evaluating and improving procedures to ensure effective co-ordination and the enhancement of capabilities to respond and recover in the event of an emergency.

[Figure 1](#) illustrates this process.

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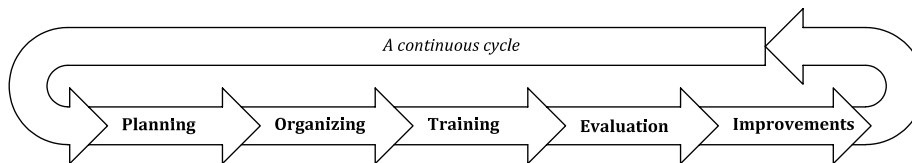


Figure 1 — Process of preparing

NOTE See [Annex C](#) for a detailed diagram of emergency planning.

4.1.2 Establishing an emergency committee

An emergency committee shall be established.

This committee is responsible for the emergency preparedness and response plan. Senior management should be directly involved in the committee. This committee shall be responsible for:

- preparing an emergency preparedness and response plan;
- managing an integrated response and recovery to an emergency affecting or threatening collections and their environment.

The emergency committee should include:

- the emergency preparedness and response plan coordinator with a background in conservation and/or collections care or substantial knowledge of collections and buildings;
- senior management with knowledge of the different emergency plans within the institution (i.e. business continuity plan, emergency communication plan, etc.);
- full range of service groups;
- experts with knowledge of:
 - logistical implementation issues such as financing, insurance, and governmental support;
 - different emergency plans within the institution;
 - conservation and preservation;
 - collections and their priorities;
 - stacks and storage management;
 - heating, ventilation and air-conditioning (HVAC) and other building systems.
- other stakeholders.

Expertise may be recruited from outside the institution as needed.

NOTE [Annex A](#) gives a list of stakeholders and their roles during an incident.

4.1.3 Establishing a documented program

The institution shall have a documented and scheduled program that includes:

- written policy approved by the leadership;
- established program goals and objectives;
- established program plans and procedures that safeguard the collections;

- budget, purchase, and maintenance of standard emergency supplies and equipment;
- review process for continuous improvement;
- training plan and training programme.

4.1.4 Stating the emergency preparedness and response plan's objective

The emergency preparedness and response plan for collections shall have a clearly stated objective.

The objective is a brief summary of the purpose of the emergency preparedness and response plan to reduce damage to the collections and their environment with procedures to address hazards that present the highest risks.

The objective shall include planning for small and large emergencies and the appropriate actions under a range of circumstances, with emergency procedures to address each situation.

NOTE 1 Emergency levels are defined in [4.3](#).

NOTE 2 Lack of preparedness can lead to inadequate or inappropriate response and the escalation of a small-scale emergency to a larger incident, with greater impact on more of the collection and/or building, over a longer period of time.

The objective shall specify the limitation on planning, sectors or areas out of the scope.

4.2 Understanding identified risks and their impact

4.2.1 General

The emergency committee shall identify conditions or events that could contribute to loss or damage to collections to proactively address hazard mitigation, emergency response and emergency recovery.

Building regulations mainly relate to life safety and mechanical system operations. Therefore, a risk assessment shall be conducted with regard to the protection of the building and collections.

Risk assessment can be used to support decisions about disaster prevention or protection of collections in a new or existing building. It can be used to provide general guidance or to support choices in the selection of scenarios. A risk assessment shall be carried out to identify the specific risks to collections and the site.

Risk assessment can identify:

- compliance with safety code and regulations;
- compliance with preservation standards and requirements;
- corrective and compensatory measures against the identified hazards;
- balance between cost and risk reduction benefit;
- special events or temporary exhibitions that can compromise existing fire protection systems;
- acceptable risks especially for severe events;
- reliability of the emergency preparedness and response plan and/or the overall crisis management.

Effective risk assessment and management requires information about:

- collections and the building;
- hazards to these;
- collections and building vulnerabilities;