

Contingency Plan of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Archive Management (Trial)

This Plan is formulated to effectively prevent, timely handle and solve emergencies in archiving work, and ensure the safety of archives of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences (SIAT). The emergency handling of the archive system involving the server room environment, network security, server, backup equipment, database system and application software system shall be implemented in accordance with *the Emergency Response Plan for Server Room Management and Business System of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences*.

I. Establish a working group

A leading group of emergency response for archive management emergencies shall be established and shall work together with the leading group of standardized management for archiving work. The main responsibilities of the leading group of emergency response for archive management emergencies are: When a major accident or disaster occurs in the archive storeroom, it is specifically responsible for organizing accident handling, disaster relief management, and coordination, timely recording the affected area and degree of the disaster, and timely reporting to the archive business competent department.

II. Working principles

The principle of prioritizing archives is used. Archives are non-renewable resources. When facing other property losses and archive security choices, ensuring the safety of archives shall be the primary task of emergency response to major accidents and natural disasters, and its impact on archive security shall be minimized to the greatest extent possible; the principle of prevention first is used. Make disaster prevention the central link and main task of archive security, improve work mechanisms, strengthen safety management, improve prevention measures, establish safety warning mechanisms, and enhance emergency response capabilities for major accidents and natural disasters; the principle of security and confidentiality is used. In the event of an emergency in archive management, it is necessary to ensure the

security of archives from various aspects such as rescue, packaging, transportation and storage, and to keep confidential any confidential archives.

III. Disposal procedures

(I) Plan activation

1. In the event of a major archive management emergency, the leading group shall make a proposal to activate this Plan, which shall be discussed and decided upon by the Center Head's office meeting, and then submitted to the competent department for approval and implementation.

2. The main contents of initiating this Plan include: event overview, initiation suggestions, and a list of departments or units involved in the disposal.

3. The Office of the leading group of emergency response for archive management emergencies can set up specific work institutions as needed, such as the Information Publicity Group, Site Disposal Group, General Coordination Group, and Post Disaster Disposal Group. The relevant departments of this Center shall assume corresponding responsibilities and designate 1-2 personnel to participate in the work of the relevant working groups.

(I) Disposal procedures

1. The Office of the leading group of emergency response for archive management emergencies shall notify relevant departments or sections to participate in emergency response. Each relevant department shall designate a dedicated person to be responsible for the response, strictly implement a 24-hour duty system and a situation reporting system.

2. Under the unified leadership of the leading group of emergency response for archive management emergencies, all relevant units (departments) shall strengthen coordination and close cooperation.

3. The Office of the leading group of emergency response for archive management emergencies is responsible for summarizing information on various archive management emergencies, reporting to the Municipal Emergency Management Office and the archive competent department, and notifying them of the relevant situation.

4. The Head shall convene a meeting to discuss and deploy emergency response, and the relevant meeting matters shall be handled by the Office of the leading group of emergency response for archive management emergencies.

5. During the emergency response process, the Office of the leading group of emergency response for archive management emergencies is responsible for supervising and inspecting the implementation of various decisions and response measures to ensure effectiveness.

6. After the disposal of the archive management emergency, the Office of the leading group of emergency response for archive management emergencies shall propose a suggestion to terminate the emergency.

IV. Support measures

(I) Financial support

The Financial Office is responsible for providing financial support for emergency response to archive management incidents in accordance with relevant financial emergency response plans.

(II) Material support

The Comprehensive Archives Room is responsible for ensuring that the archive storeroom has necessary safety protection facilities, equipped with necessary archive safety protection equipment and consumables such as fire extinguishing, dehumidification, disinfection, and pest control. After an emergency occurs, necessary vehicles and emergency supplies shall be provided in a timely manner for disaster relief work, sufficient emergency venues shall be coordinated and arranged, and measures such as safety, public security, and hygiene management shall be implemented.

(III) Human resources support

Organize disaster relief teams, establish and improve linkage mechanisms with professional rescue teams such as public security and firefighting, rely on professional disaster relief personnel, cultivate and train self-rescue teams, and provide training guidance and professional support to them. When accidents or disasters occur, they can assist professional disaster relief departments in self-rescue and mutual assistance to minimize disaster losses.

V. Emergency response measures

(I) Promptly report to the Office of the leading group of emergency response for archive management emergencies, and notify the professional rescue department and relevant personnel at the same time.

(II) Organize rescue efforts for individuals in distress, transfer and properly place threatened files. Quickly control hazards, indicate hazardous areas, close and restrict the use of relevant equipment and facilities, and take necessary measures to prevent secondary and derivative events from occurring.

(III) Make preliminary judgments on the potential hazards and losses caused by emergencies, and initiate relevant emergency response plans.

(IV) Immediately organize efforts to rescue damaged archives caused by disasters and accidents. Especially for flooded archives, timely freezing or drying measures shall be taken to stabilize the status of the archives and avoid the deterioration of the disaster.

VI. Emergency response and post disaster relief

(I) Disaster warning

After the disaster forecasting department issues a disaster warning or the personnel of the Archives Room discover the disaster, the archive management responsible department shall activate the contingency plan in accordance with regulations.

(II) Disaster assessment and reporting

When a disaster occurs, it is necessary to quickly organize forces to rush to the scene to inspect the situation, report to the same level competent department and archive management department within 2 hours, and notify relevant functional departments. If the disaster is serious, it shall be reported to the superiors at the same time. The content of the disaster report mainly includes: the background, time, area, scope of impact, severity and level of the disaster at the time of occurrence, loss of archives, loss of personnel and other property, situation of disaster relief work, and the main difficulties and problems in disaster relief. Before the disaster situation stabilizes, it is necessary to establish a 24-hour disaster reporting system, maintain uninterrupted communication, timely grasp the dynamics of the disaster situation, and report it at any time.

(III) Emergency evacuation and resettlement

Upon receiving a major disaster warning, under the unified leadership of the unit leaders and in accordance with the requirements of relevant disaster relief departments, the archives will be transferred to the temporarily designated resettlement site along the designated route, and emergency evacuation measures will be implemented.

(IV) Archive rescue and protection

After the transfer of archives, it is necessary to complete archive security protection. Depending on the severity and development of the disaster, timely report the disaster to the archive competent department and apply for disaster relief support.

VII. Promotion, education and training

Enhance public awareness of archive security, strengthen the promotion and implementation of contingency plans, popularize basic knowledge and skills of emergency rescue, educate cadres and employees to establish archive awareness, crisis awareness, and response awareness, strengthen research on archive emergency response, conduct training and simulation exercises, and improve the ability to respond to emergencies.

VIII. Responsibility and rewards and punishments

The archive management is included in the annual assessment of each unit (department) of SIAT. After an emergency occurs, the personnel involved in the disposal work shall perform their respective duties, react quickly, act in an orderly manner, and handle it properly. Departments and personnel who have performed outstandingly in the disposal work shall be commended in accordance with relevant regulations; individuals who neglect their duties, are irresponsible, fail to handle tasks effectively, dispute over trifles, and cause serious consequences shall be given administrative sanctions in accordance with relevant regulations, and legal responsibilities shall be pursued in accordance with the law.