

# Fluency With Information Technology 5th Edition

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fire flood earthquake vandalism a terrorist attack the issues of safety measures emergency response and disaster recovery have now become an important part of the planning strategies for most organizations for the information organization such as a library archives or record center this responsibility has taken on new dimensions with the proliferation of various forms of electronic media the authors take the approach that disaster recovery planning must touch every department of an organization and that emergency response must be a carefully mapped strategy this broad based approach to integrated disaster planning explains each phase of disaster planning with chapters covering prevention planning protection planning preparedness planning response planning and recovery planning the authors consider collections records facilities and systems and include a chapter on post disaster planning as well the authors also cover federal and local assistance programs and list other sources for financial assistance although the main thrust of the book is the protection of documents human safety in case of disaster is stressed explicitly and implicitly throughout indispensable for every information organization

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