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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 43523-2023

**Information and documentation - Emergency preparedness and
response**

信息与文献 应急准备和响应

(English Translation)

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Foreword

This document complies with the provisions of GB/T 1.1-2020 "Standardization Work Guidelines Part 1: Structure and Drafting Rules of Standardization Documents" Drafting:

This document has been modified to adopt ISO 21110:2019 "Information and Documentation Emergency Preparedness and Response":

Compared with ISO 21110:2019, this document has made the following structural adjustments:

- Merge sub-items "i)~vii)" of 5) in 4:5 item o);
- Deleted Appendix A (informative) Chapter 4 of stakeholders and their roles in the incident;
- Deleted Appendix B (Informative) Sample Template for Response and Recovery Plan;
- The order of the appendices has been adjusted, Appendix A has been adjusted to Appendix B, Appendix C has been adjusted to Appendix A, and Appendix D has been adjusted to Appendix Appendix F, Appendix E is adjusted to Appendix D, Appendix F is adjusted to Appendix C, and Appendix G is adjusted to Appendix E:

The technical differences between this document and ISO 21110:2019 and their reasons are as follows:

- Rewritten the scope of application (see Chapter 1);
- Changed the definitions of 3:1 and 3:2 (see 3.1 and 3:2);
- Added terms and definitions 3:18 and 3:19 to increase the applicability of the standard (see 3.18 and 3:19);
- Change "Archives, libraries or museums and other organizations should establish emergency management committees" to "Archives, libraries or museums Other organizations should establish an emergency management committee or a body with similar functions: ", in order to meet the actual needs of our country (see 4.1:2);
- Change "should" in "the main person in charge should directly participate in the emergency management committee" to "should" to meet the actual needs of our country (see 4.1:2):

The following editorial changes have been made to this document:

- Added 2 clause notes to the scope;

---Rewrite part of Appendix A (informative) about stakeholders and their roles in the incident:

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1 Scope

This document provides a process for emergency preparedness planning, response and recovery activities for archives, libraries or museum collections, establishing a process for developing, Procedures and methods for implementing and reviewing emergency preparedness and response plans:

This document applies to emergency preparedness and response and recovery of archives, libraries or museum collections, and is intended for archives, libraries or museums:

Provide guidance on emergency preparedness and response and recovery efforts for organizations such as libraries:

Note 1: This document does not cover the causes of emergencies, but explains the consequences and impacts of emergencies, and improves standards through best practice benchmarking analysis methods:

Emergency preparedness and response and recovery capabilities of a library, or museum:

Note 2: This document is not intended as an operations manual, as no one approach can meet the needs of all organizations, nor is there a set of procedures suitable for all and all types of emergencies:

The organization and management methods of files:

2 Normative reference documents

This document has no normative references:

3 Terms and definitions

The following terms and definitions apply to this document:

businesscontinuitybusinesscontinuity the ability of an organization to continuously deliver products and services at a predetermined capacity and within an acceptable time during a disruption:

[Source: GB/T 30146-2023,3:3] 3.2 Documentation that guides an organization in responding to disruptions and restarting, recovering and restoring the delivery of products and services consistent with its business continuity objectives information:

[Source: GB/T 30146-2023,3:4] 3.3 collection Documents and collections in various formats