



GRETSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS JANUARY – APRIL 2021 SEMESTER

DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

COURSE CODE: DILS 021

**COURSE TITLE: DISASTER AND RISK MANAGEMENT IN
INFORMATION CENTRES**

DATE:

TIME:

INSTRUCTIONS TO CANDIDATES

1. SECTION A IS **COMPULSORY**.
2. SECTION B: ANSWER ANY OTHER **THREE** QUESTIONS.
3. **DO NOT** WRITE ANYTHING ON THIS QUESTION PAPER AS IT WILL BE AN EXAM IRREGULARITY.
4. ALL ROUGH WORK SHOULD BE AT THE BACK OF YOUR ANSWER BOOKLET AND CROSSED OUT.

CAUTION: All exam rooms are under CCTV surveillance during the examination period.

SECTION A: COMPULSORY

Question One

- a) You have been appointed the Records Manager at a government department and Chief Risk Officer has asked you to prepare a disaster preparedness report for your office. Discuss the process of developing a disaster preparedness report [10 marks]
- b) What necessitates disaster planning in Records centers? Give FIVE supporting reasons [10 marks]
- c) Many Records centers have a notion that insurance covers are a waste of money. Justify as an informed records manager why you disapprove that notion [10 marks]
- d) A fire broke out in the records registry and destroyed quite substantive number of records. As the records manager, you have been asked by the management to document the disaster. Explain why it is important to document all disaster occurrences in an organization? [10 marks]

SECTION B: ANSWER ANY THREE QUESTIONS

Question Two

- a) Outline FIVE strategies that can be used to minimize e-disasters in a records center [10 marks]
- b) Give FIVE supporting reasons why records managers need to constantly carry out a risk assessment exercise [10 marks]
- c)

Question three

- a) Describe how you would carry out a post disaster management plan in your Information center [10 marks]
- b) Disaster management training is important for information personnel. Give FIVE reasons in support of such [10 marks]

Question Four

- a) Highlight FIVE factors to put into consideration so as to get maximum support from insurance companies in case of a disaster [10 marks]
- b) Discuss FIVE emergency procedures that should be followed in case of a disaster caused by water [10 marks]

Question five

- a) Describe the basic measures put in place to manage fire outbreaks in records centers [10 marks]
- b) Describe FIVE actions that can be taken to protect confidential records [10 marks]