

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

**AN INVESTIGATION OF THE STATE OF DISASTER PREPAREDNESS AT THE
NATIONAL ARCHIVES OF ZIMBABWE (NAZ)**

BY

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ABSTRACT

This study investigated the state of disaster preparedness at the National Archives of Zimbabwe (NAZ). It examined the institution's capacity to deal with disasters or emergencies. The research process involved the reviewing of related literature. This helped to avoid duplication of previous research at the same time contributing new ideas to the chosen area of study. The reviewing of literature also assisted in unveiling different scholars' views and that facilitated the tackling of the research problem and its sub questions. The researcher established that the NAZ is not prepared for disasters or emergencies. Operations at the institution are characterised by a number of problems. These include a broken down air-conditioning system, inadequate fire extinguishers, non-functional water sprinklers, faulty alarm system, roof leaks, untrained staff and faulty electric wiring system.

The research mainly focused on assessing the state of disaster preparedness at the NAZ. The main methodology for the study was the qualitative descriptive survey approach. Participants for the study were drawn from all levels of the institution, top to bottom, from the Directorate down to the Office Orderlies. The participants made valuable contributions with information gathered through research instruments such as questionnaire, observations, interviews and documentary sources. The data gathered was analysed using description, data matrices, tables and figures.

The findings showed that the institution does not have concrete policies or strategies to address disaster requirements. There is no written disaster plan, staff is not trained, equipment is inadequate, with some broken down or being faulty, electric wiring cables are faulty and also roof leaks. The problems are due to limited resources, lack of initiative from staff, lack of appreciation of the importance of disaster planning and high movement of experienced staff.

Finally, recommendations were made. These include the drawing of a disaster plan, lobbying for an increase in budget allocation, training of staff in disaster awareness and adopting policies and strategies which go a long way in redressing threats to records.