

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

**AN ASSESSMENT OF THE DISASTER PREPAREDNESS AND RECOVERY STRATEGIES
AT THE ORGANIZATION OF RURAL ASSOCIATIONS FOR PROGRESS (ORAP)**

BY

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**A RESEACH PROJECT SUBMITTED TO THE NATIONAL UNIVERSITY OF SCIENCE
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Abstract

The concern for disasters affecting records at ORAP had prompted interest in carrying out a research to assess the disaster preparedness and recovery strategies at ORAP. The study aimed at thoroughly exploring the manner in which disaster preparedness could yield benefits to ORAP. The negatives of the failure to respond confidently and maturely to a disaster were highlighted. Various literature sources were consulted from acclaimed writers to justify the study. A simplified descriptive survey was used to collect data for qualitative research. Simple random sampling assisted in gathering information through questionnaires. Questionnaires, observations and interviews were used as research instruments. Different responses were given and were logically organised, presented and analysed. The results of the study were analysed using tables, pie charts and graphs. The results showed that ORAP had no disaster preparedness programme, staff were not trained on disaster preparedness and recovery. The results of the study further indicated that the storage facilities at the Archives were insecure and were open to disasters, as the disaster plan did not exist at ORAP. Records were not fully protected from such hazards like fire, water, faulty wiring, burst water pipes, leaking roofs, cyclone, smoking and carelessness from inside and outside workers. This suggested that a viable disaster preparedness programme should be drawn and implemented in order to safeguard the valuable assets of the organisation.