Handout 2.5—Initial Damage Assessment and Response Checklist

Initial Damage Assessment and Response Checklist

Date ____________ Time ____________ am pm

Assessor's Name ___________________________ Title ___________________________

Phone ___________________________ E-mail ___________________________

Page (1) of ______ Attachments: ☐ Sketches ☐ Documents ☐ Images ☐ Other

Assessment Location

Department/Agency ___________________________ County (if applicable) ___________________________

Building ___________________________ Floor ___________________________ Room ___________________________

Street Address ___________________________ City/State/Zip ___________________________

Agency/bldg contact ___________________________ Phone ___________________________

Email ___________________________

Initial Situation Survey

Type of emergency ___________________________

Is it still happening? ☐ Yes ☐ No

Nature of damage: ☐ Water ☐ Fire ☐ Erathquakes ☐ Mold ☐ Contamination ☐ Broken Windows ☐ Roof damage ☐ Structural ☐ Other (describe) ___________________________

Extent of damage: ☐ Small isolated area ☐ One room ☐ Part of floor ☐ Entire floor ☐ Multiple floors ☐ Entire building

Can the staff handle the situation initially? ☐ Yes ☐ No Who is in charge? ___________________________

Is it safe to enter? ☐ Yes ☐ No If no, what needs to be done to make it safe? ___________________________

Who discovered/reported damage? ___________________________ How long have the records been damaged? ___________________________

What has been done so far? ___________________________

What is the security status? ___________________________

Does anything need to be done to clean and/or secure the area before attending to records? ___________________________

Other notes ___________________________

Adapted with permission by the Intergovernmental Preparedness for Essential Records (IPER) Project, Council of State Archivists
From the Heritage Preservation Assessment Forum the Field Guide to Emergency Response

Photocopy this form before using

Final, July 2010
**Rapid Collections Assessment**

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Record Series/D</th>
<th># Items Damaged</th>
<th>Nature/Severity (see key below)</th>
<th>Treatment Needed (circle)</th>
<th>Priority (circle)</th>
<th>Security/Privacy? (circle)</th>
<th>Notes</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential records</td>
<td>23:590</td>
<td>1,800</td>
<td>A1, B3, C2</td>
<td>Yes No Urgent</td>
<td>1 2 3</td>
<td>yes no</td>
<td>Need to be known</td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bound volumes</td>
<td></td>
<td></td>
<td>Yes No Urgent</td>
<td>1 2 3</td>
<td>yes no</td>
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<td></td>
<td></td>
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<tr>
<td>Unbound records</td>
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<td></td>
<td>Yes No Urgent</td>
<td>1 2 3</td>
<td>yes no</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maps, plans oversize</td>
<td></td>
<td></td>
<td>Yes No Urgent</td>
<td>1 2 3</td>
<td>yes no</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photos, negatives</td>
<td></td>
<td></td>
<td>Yes No Urgent</td>
<td>1 2 3</td>
<td>yes no</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Microforms</td>
<td></td>
<td></td>
<td>Yes No Urgent</td>
<td>1 2 3</td>
<td>yes no</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio/Video media</td>
<td></td>
<td></td>
<td>Yes No Urgent</td>
<td>1 2 3</td>
<td>yes no</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Magnetic/electronic media</td>
<td></td>
<td></td>
<td>Yes No Urgent</td>
<td>1 2 3</td>
<td>yes no</td>
<td></td>
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</tr>
<tr>
<td>CD/DVDs</td>
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<td></td>
<td>Yes No Urgent</td>
<td>1 2 3</td>
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<tr>
<td>Artifacts</td>
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<td>1 2 3</td>
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</tr>
<tr>
<td>Other</td>
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<td>1 2 3</td>
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</tbody>
</table>

**KEY**

- A: Water damage
- B: Mold
- C: Structural Damage
- D: Running Inks
- E: Fire Damage
- F: Tears
- G: Loose Pieces
- H: Other

**Severity of Damage:**

1) Severe
2) Moderate
3) Minor

Are records in jeopardy of further damage? Yes No
If yes, what needs to be done to prevent further damage?

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NOTE: A copy of this form is available at the IPER Resource Center so it can be downloaded and duplicated easily.

URL: [http://www.statearchivists.org/resource-center](http://www.statearchivists.org/resource-center)