



Handout 2.5—Initial Damage Assessment and Response Checklist



Initial Damage Assessment and Response Checklist

Date _____ Time _____ am pm

Assessor's Name _____	Title _____	Other Participants _____
Phone _____	E-mail _____	_____

Page (s) 1 of _____ Attachments: Sketches Documents Images Other _____

Assessment Location

Department/Agency _____	County (if applicable) _____	Agency/bldg contact _____
Building _____	Floor _____ Room _____	Phone _____
Street Address _____	City/State/Zip _____	Email _____

Initial Situation Survey

Type of emergency _____ Is it still happening? Yes No

Nature of damage: Water Fire Dirt/debris 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 Form in the *Field Guide to Emergency Response*

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Rapid Collections Assessment											
Record Type	Record Series/ID	# Items Damaged	Nature/Severity (use key below)	Treatment Needed (circle)			Priority (circle)			Security/ Privacy? (circle)	Notes
<i>Example:</i> Bound volumes	23-190	1,500	A1, B3, G2	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Urgent	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	yes <input checked="" type="radio"/> no	Need to be frozen
Essential records	_____	_____	_____	Yes	No	Urgent	1	2	3	yes no	_____
Books	_____	_____	_____	Yes	No	Urgent	1	2	3	yes no	_____
Bound volumes	_____	_____	_____	Yes	No	Urgent	1	2	3	yes no	_____
Unbound records	_____	_____	_____	Yes	No	Urgent	1	2	3	yes no	_____
Maps, plans oversize	_____	_____	_____	Yes	No	Urgent	1	2	3	yes no	_____
Photos, negatives	_____	_____	_____	Yes	No	Urgent	1	2	3	yes no	_____
Microforms	_____	_____	_____	Yes	No	Urgent	1	2	3	yes no	_____
Audio/video media	_____	_____	_____	Yes	No	Urgent	1	2	3	yes no	_____
Magnetic/electronic media	_____	_____	_____	Yes	No	Urgent	1	2	3	yes no	_____
CDs/DVDs	_____	_____	_____	Yes	No	Urgent	1	2	3	yes no	_____
Artifacts	_____	_____	_____	Yes	No	Urgent	1	2	3	yes no	_____
Other	_____	_____	_____	Yes	No	Urgent	1	2	3	yes no	_____

KEY	Nature of Damage:	D) Running Inks	H) Other: _____	Severity of Damage:
	A) Water damage	E) Fire Damage	_____	1) Severe
	B) Mold	F) Tears	_____	2) Moderate
	C) Structural Damage	G) Loose Pieces	_____	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>