

## Initial Damage Assessment Records

The initial damage assessment phase takes place as soon as access to the site of the incident is granted. This documentation should capture the broad picture quickly, without bogging down in details. Information gathered should include the following:

1. Is the immediate cause of the emergency under control?
2. Is the site of the incident safe?
3. Size/scope:
  - How big is the damaged area?
  - How many floors are involved?
  - How many rooms?
  - How many objects?
  - What is the nature of the damage?
  - How serious is the damage?
4. Objects damaged:
  - What collections are damaged?
  - What types of objects/materials are involved?
  - How long have items been wet?
5. Staff needed:
  - What additional personnel will be needed?
6. Equipment and supplies needed:
  - For mitigation operation
  - For more detailed documentation of damage
  - For move of collections to a safe location
7. Services needed:
  - Will there be need for a triage or alternate storage site?
  - Will there be need for transportation to an alternate site?
  - Will conservators need to be called in?