



Initial Damage Assessment and Response Checklist

Date _____ Time _____ am pm

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

Other Participants _____

Page (s) 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 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 _____

Rapid Collections Assessment

Record Type	Record Series/ID	# Items Damaged	Nature/Severity <i>(use key below)</i>	Treatment Needed <i>(circle)</i>	Priority <i>(circle)</i>	Security/ Privacy? <i>(circle)</i>	Notes
<i>Example:</i> Bound volumes	23-190	1,500	A1, B3, G2	<input checked="" type="radio"/> Yes No <input checked="" type="radio"/> Urgent	<input checked="" type="radio"/> 1 2 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:

- 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? _____