Initial Rapid Damage, Risks and Needs Assessment Template for Movable Heritage

How to use this template?

This template has been prepared to serve as a guide for a rapid assessment of damage caused to heritage after the earthquake in Zagreb, Croatia, which occurred on **23 March 2020**. The earthquake coincided with social distancing measures that were put in place to reduce the impact of COVID-19 pandemic.

The template lists questions, answers that will help users understand secondary risks as well as needs arising out of the damage induced by the earthquake and the ongoing COVID-19 related restrictions that are in place.

The users are encouraged to contextualise it as per their situation and requirement. Everyone's situation will differ depending upon whether they are assessing the impact on a specific heritage collection or a wider assessment of the impact of COVID-19, as well as the earthquake, on several different institutions such as: libraries, archives and museums and/or religious heritage places. The approach however remains common in all cases: (1) establish your baseline; (2) assess impacts and risks; (3) identify immediate needs and actions; and (4) monitor.

Section I: Baseline information

To understand impact, you need a starting point to measure change against, otherwise referred to as baseline information.

1. Describe the context

   - Record the geo-location of the movable heritage likely to be affected.
   - Gather site maps (where applicable), floor plans indicating location of priority objects and inventories.
   - Identify if the objects/collections are housed in a heritage building.
   - Record different values associated with the collection e.g. historical, artistic, scientific and identify location of priority objects.
   - Document how many people are directly involved with the care of the objects/collections and those who would have access to the building and collections in case of partial opening of your building.
   - Describe the stakeholders use the site and collections or objects i.e., educators, scholars, school children, heritage practitioners etc.
   - Assess level of security during non-working hours e.g., guards, provision of security cameras, alarms etc.

ECONOMIC DATA (fill it in off site to save time)		
Number of staff	Before event:	After event:
Average monthly or annual revenue of institution	Before event:	After event:
Average monthly or annual visitor numbers	Before event:	After event:
Is the institution currently functioning?	☐ Yes ☐ No	Describe:

Section II: Damage and secondary risks

EARTHQUAKE DAMAGE and IMPACTS OF COVID			
INSTITUTION and SITE			
Was the building affected by the earthquake?	☐ No	☐ Yes	
If yes, is it safe to enter the building and start operations?	☐ No ☐ Yes		
In case the building is safe to enter, have you carried out a safety check for all utilities such as electricity, water, gas, HVAC system etc.?	☐ No ☐ Yes		
Are there safe interior spaces for temporary storage of damaged objects/collections?	☐ No ☐ Yes		
If yes, how many people can work in this space while maintaining 1 m distance?			
If no, are there other safe spaces available for temporary storage?	☐ No ☐ Yes		
If collections have to be moved to another location, is there a parking space available for medium to heavy vehicles?	☐ No ☐ Yes		

COLLECTION				
Degree of damage to the collection	☐ No damage	☐ Minor*	☐Moderate**	☐ Severe***
Are objects in original location?	☐ No ☐ Yes	If no, describe where objects are:		
Are objects stored / covered in a temporary manner that need urgent attention?	☐ No ☐ Yes			
Describe overall damage to the objects. Check if they are: wet, broken or torn, muddy, soiled or moldy.				
Do you have a ready to share inventory for the objects that have been damaged?				

Describe the types of materials e.g. paper, metal, wood, canvas etc. Estimate the number of objects damaged. If you can't tell as everything is in a pile, measure the length breadth and height of the pile.	
List the immediate actions that need to be taken in order to secure and stabilise the collection. If possible, also give indicative costs, and specify if specialized help is required.	Explain:
Are there any specific restrictions to be considered? (e.g. number of staff that can be involved in salvaging or evacuating objects or building has to be stabilized before objects can be salvaged)	
In case, one or more of your staff members gets infected, do you have a contingency plan which identifies alternate staff for carrying out operations for safeguarding or documenting collections? You may have to ask your entire collections staff to quarantine themselves and prepare your institution for that possibility. How likely is it?	☐ No ☐ Yes, explain:
In the event of a future outbreak and subsequent closure of your institution, identify any existing vulnerability factors, which could expose objects to secondary hazards like fire, theft or water leaks. Example: risk of fire due to old electric wiring.	
What would be the likely impact of secondary hazards on the safety of the objects and heritage values?	

*Level 1 (minor) – The damage to the object is not increased when the object is handled (object can be moved and does not require careful handling).

**Level 2 (moderate) – The damage to the object is not increased when it is calmly and carefully handled. However, if the object is subjected to handling or treatment that is too rough, there is a good chance that the damage will worsen.

***Level 3 (severe) – Even careful and painstaking handling of the object will result in aggravation of the existing damage.

Section III: Identify immediate needs and actions

This section should identify any immediate needs that, if not considered, could result in extensive damage, as well as the possible actions that could be undertaken to mitigate this risk. Some questions that may be used to identify and prioritise these needs are:

1. What are the immediate needs of the staff to ensure personal safety?
2. What is your plan if you cannot obtain personal safety equipment?
3. Are staff or people caring for objects affected? How are they being helped?
4. In case you are in one of the hotspots of the outbreak, and you suspect that parts of your building might be contaminated, have you gathered information on how to disinfect the building, quarantine collections as well as who can do it?
5. Do you have a functional emergency response plan? Is it coordinated with the local emergency management authority?
6. Is there an emergency communication plan? This should be of special concern to cultural institutions such as galleries, libraries, archives and museums that are open to visitors and have the responsibility to inform public about the measures they are taking to ensure safety of visitors and personnel?
7. Do you have ready to share inventories and floor plans indicating presence of priority objects/collections with emergency management authorities such as fire fighters?
8. Are there ways in which remote access to collections can be provided? Describe how?
9. To meet these needs, which actions would you take and in which order of priority?
10. What will be the resources as well as partnerships required to support the needs, and from where can these resources be accessed? Identifying budget and human resource requirements will significantly improve chances of action for the identified needs.

Section IV: Monitor

This section should identify how you will continue to monitor the impact of COVID-19 and other hazards, safety, security risks in the future. It should include consideration of how you will undertake stakeholder engagement to keep your information up-to-date and how this information will be shared with those who may need the information to assist in recovery.

1. Describe changes in the safety and security context of the situation – including the spread of COVID-19 and how it may impact your institution. If possible, review the situation every 15 days.
2. Using baseline information, record income losses if any, and how these will affect your institution and its associated communities in the long-term.
3. Using information on likely impacts and risks, monitor how exposure to secondary hazards may change over time especially, if the heritage place is closed to public and staff.
4. Identify networks, institutions, platforms that are monitoring impact for coordinated actions and efforts.
5. Identify relevant schemes or grants announced for cultural heritage institutions that would help to respond to and recover from the current crisis.