

Emergency Incident Records

These records, which would normally be kept by the Emergency Plan Coordinator, include a detailed chronology of the incident in real time, records of people involved in the incident and the aftermath, and a summary statement after the incident is declared over.

A. Chronology of the Emergency

1. Written records:

Keep a log of:

- Events
- Actions
- Decisions
- Radio, telephone, and in-person communications

For each, note date and time, and the person providing the information.

2. Photographic records:

- Photograph or videotape the incident site and damage.
- Photograph or videotape recovery activities.

B. Personnel Records

1. Keep a list of names, addresses and phone numbers of all staff and volunteers involved in the incident and in the recovery operation.
2. Keep track of staff and volunteer time spent on the incident and the recovery.
3. Document injuries or illness related to the incident.

C. Summary Documentation

After the incident has been brought under control, the participants should meet to gather complete information about the incident. Write a summary that includes:

1. The type of incident, and the date and time of the incident.
2. Who witnessed or discovered the problem.
3. Who was notified.
4. Describe conditions surrounding the incident: weather, building conditions, warnings, human elements, equipment involved.
5. Describe actions taken by staff to address the incident, and who was involved.
6. Describe actions taken by outside authorities such as fire and police.
7. Describe actions required to recover from the incident: building stabilization, move of collections, conservation, etc.