

Record-keeping in Emergency Response

It is vital to keep accurate records of all aspects of an emergency incident for purposes of insurance claims, liability, collections inventory control, and object condition records.

- 1) Centralized records should be kept of all events, decisions and actions taken, and all personnel involved.
- 2) A general damage assessment should be conducted as soon as possible after the event to ascertain the general condition of the collection and the building.
- 3) A detailed condition assessment should be conducted, when conditions allow, of all affected objects or groups of objects.
- 4) Finally, careful tracking records are essential as collections are moved from the site of the incident to triage and treatment.

Suggested supplies and equipment for record-keeping:

- Inventory of the collection, room by room, including storage and exhibition areas. (Keep a hard copy off-site.) *Note: If you have a database that is maintained or can be accessed off-site, you may be able to get printouts through the remote site in the event that you do not have access to the collections records.*
- Blank inventory sheets
- Object priorities list (keep a hard copy off-site)
- Blank paper/notebook
- Camera (film, batteries, memory card, etc.)
- Video camera
- Photographic log to fill out as photos are taken
- Tape recorder
- String tags, clipboards, pencils, permanent markers
- Laptop and battery back-up