RECORD-KEEPING IN EMERGENCY RESPONSE

DOCUMENTING THE COLLECTIONS

GOAL: Keep *accurate* track of all collection materials.
This may require *SLOWING DOWN* your "response pace."

SUPPLIES (*most critical)

*Inventory (keep hard copy off-site)	Strong Adhesive Labels
*Holdings priorities (hard copy)	String Tags
*Blank Paper	Blank Inventory Sheet
*Pencils	Permanent Markers
*Camera (film, batteries)	Video Camera
*Clipboard	Laptop and Battery Back-up
*Photographic Log	Tape Recorder

RECORDING STEPS: DOCUMENTING THE COLLECTIONS

*VISUAL DOCUMENTATION
Visually record damaged **area** (photographs/video camera/sketch if necessary).
• Capture **typical examples of damage.**
• Record **specific objects by themselves in situ** as needed.
• Capture response and recovery activities.

*WRITTEN DOCUMENTATION
If possible*, **begin** with the **highest priority,** determined by:
• **Immediate Danger**
• **Proximity** (that which may be closest or most accessible)
• **Most valued, appears as a "holdings priority"**
• **Most vulnerable** (organic e.g., paper and textiles before inorganic except for iron)
• **Least damaged** (remove objects in pristine condition from a dangerous or compromised setting)
• **Most damaged**

At the *DISASTER SITE:*

FIRST, Record **LOCATION LOCATION LOCATION**

1. ***Note:***
* ***location*** of the object in the space
* Its ***accession/catalog/record group or series number***
* ***Placement in the room/location number***
* ***Type of object***

If there are ***missing*** or ***unreadable data***, note this on the inventory. If no information is available, ***indicate the location of the item when found*** and ***assign a supplemental number for tracking purposes.***

> ****NO item may leave the space until checked against the inventory and recorded. If there is no inventory, a removal inventory must be created.***

2. If the item is ***broken***, note the *number of pieces*. Keep pieces together at all times. Tagging and numbering pieces may be helpful.

3. Note if there is ***major damage*** to an item; otherwise ***note general condition*** if time permits.

SECOND, Record **MOVEMENT**

Indicate (using a symbol) ***which items are being removed*** from the site for triage, and their ***destination***.

(Be sure to provide a key as to symbol meaning, e.g., 4= Checked; S = Sent to Room X)

*At the **TRIAGE SITE:***

THIRD, Record TRACKING AND PACKING

1. Once at the triage site, record the ***treatment priority symbol*** that the object
    has been assigned. The ***treatment priority symbol*** will determine **what type
    of treatment** the item will receive, and **where** the item will be taken.
For example, **H** = high priority for freezing, to be packed and sent to freezer; **A1**
= air dry in High Priority Room 1; **A2** = air dry in Medium Priority Room 2.

2. Make note of relevant ***condition information*** that may not yet have been
noted.

3. If the item is to be ***packed*** and ***transported***, (e.g., **H** above) create a ***packing
list***, so that the item may be ***checked in*** when it arrives at its next site. ***Label
packed boxes*** on ***3 sides*** with ***treatment priority symbol*** and ***destination.***

4. ***Compile paperwork*** after items have left the triage area. Make this data
available to the emergency coordinator. Proceed to treatment areas to provide
additional assistance, if needed.

RECORDING STEPS: DOCUMENTING THE INCIDENT

Following the incident, as the emergency has been brought under control, it is important for all the participants to meet:

1) Gather complete and accurate information about the incident.

2) Assess aspects of response that worked well and specific areas of response that could benefit from improvement.

3) Help address stress by allowing participants to "unburden" and share their personal reactions to the event.

1. ACTIVITY LOG is useful to outline the event's **CHRONOLOGY.** Elements will include:
      Information provided:
      Time:
      Individual relating data:
      Communication mode:
        (PA System, Radio, Telephone, In-Person):

2. PERSONNEL RECORD
      Individuals involved: (including names, addresses and phone numbers of all staff, volunteers, and external assistance)
      Actions/activities:
      Time Spent:
      Injuries/illness related to the incident:
      Explore "human factor" (emotional response, adequate rest and sustenance, understanding of what transpired)

3. SUMMARY
Type of incident
Activity Log data
    Who witnessed or discovered problem
    Who was notified
    Actions taken to address event
      (in what order and by whom: internal/external personnel)
Describe relevant conditions: (examples below)
    Weather
    Building conditions
    Equipment involved
    Human elements
    Warnings
Actions required after incident
    Building stabilization
    Response and recovery efforts
Outcome of the event

DOCUMENTATION

Documentation is a crucial step in response and recovery. It may be one of the most difficult tasks in an emergency.

Why We Document

Data will aid in insurance claims.

Data will enable complete record-keeping for items impacted by a disaster.

Data will assist in inventory control.

Important aspect of documentation:
    Witness accounts of the disaster.
    Descriptions of the site.
    Visual depictions of the site (photographs/videotape).
    Visual depictions of objects.
    Notes on object condition.