

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
PRESERVATION PROGRAMS**

AFTER ACTION REPORT SHORT FORM

Emergency Response Assessment

For Incidents Handled by In house Staff Only

***Directions:** This short form is for small incidents that do not involve outside emergency response contractors. Expand the form below as needed. For large incidents that require obtaining these services, use After Action Report long form.*

Unless otherwise designated, the staff persons (records custodian, curator, emergency beeper team member) who respond first to a records emergency in person or over the phone will write a report. Name the file After Action Report Short form [facility short name] [YYYYMONTHDD], for example, After Action Report short form AI 2009Feb20. Submit the completed report to the head of the emergency response team and the appropriate administrator or director as applicable, and submit and retain the file following the emergency response procedures for your facility.

1. Date of incident _____ Facility _____ Stack or affected locations _____
 Nature of incident? water ___ fire ___ natural disaster ___ mold ___ insects/rodents ___
 Other? _____
 What factors caused and/or contributed to the emergency event? _____
 Summarize outcome of event: no damage _____
 Damage: wet boxes ___ wet records ___ media bled ___ photos blocked ___ paper blocked ___
 moldy records ___ Other? _____
 Cubic feet or quantity of records damaged or affected? _____

2. Who discovered emergency? _____
 Who notified you? _____ How: beeper, phone, in person, other? _____
 Date and time event discovered? _____ Time elapsed till notified? _____
 Did you receive accurate, complete and timely information? Y/N

3. Who responded from the facilities staff?
 Were facilities staff and facilities contractors effectively/ appropriately deployed? Y/N
 Actions taken: e.g. shut off water ___ power ___ elevators ___ wet vacuum water, plastic
 sheeting brought to affected area, plastic draped over affected areas, clogged drains
 opened ___ floor drains opened ___ other? _____

4. When did records recovery efforts begin? _____
 Were records relocated? Y/N _____ If so, where? _____
 Were emergency response team members such as archival or curatorial staff involved?
 Y/N

Was there enough staff for relocation and recovery efforts? Y/N
Who relocated records? _____ Was temporary relocation space appropriate? Y/N
Was records movement and relocation well planned, documented, and executed? Y/N
Were records air dried? Y/N Were records reboxed? Y/N

5. Were supplies, equipment, carts and work surfaces adequate for records recovery?
Y/N If not, what measures were taken?

6. Did delay in any of the steps above affect the outcome or extent of the incident? Y/N

7. Was incident photographed or videotaped? Y/N (circle one or both)
If so, by whom? _____ Where are photos or recordings filed? _____
Were the media contacted? Y/N If so, by whom? _____

8. Was the security control number called? Y/N
Did security staff communicate in a clear and timely manner? Y/N
Did they take emergency response team to correct location of event? Y/N
Was security of records and facility maintained? Y/N
Was the institution's records emergency notification system activated? Y/N
If not, please explain. _____
Did the records emergency notification system work well? Y/N
Was contacting the appropriate archival, curatorial or conservation staff difficult? Y/N
If so, why?
How could the communication system be improved? _____

9. How could this incident be prevented or damage diminished?
What specific lessons were learned?
What actions should be recommended or implemented?
Do existing policies or procedures need review? Y/N
Do they need revision? Y/N If so, specify below.

Assessment completed by: _____ Date of report: _____