## 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:___________