

## **INCIDENT COMMAND SYSTEM**

### **INCIDENT COMMANDER**

The overall leader of the response. This person is not usually the institution's senior manager, but the person who is most qualified for the role and who is fully supported by the senior management. He or she is supported by the Command Staff.

### **Command Staff:**

#### **INFORMATION OFFICER**

The primary contact for anyone who wants to know about the incident and the institution's response to it.

#### **SAFETY OFFICER**

The looks after the safety of everyone involved in the incident response. This includes not only determining the necessary personal protective equipment, enforcing safe practices, and identifying potential hazards, but also things like checking to make sure that people take breaks.

#### **LIAISON OFFICER**

The "go-between" for the Incident Commander and any outside agencies.

### **General Staff, the Section Chiefs:**

#### **OPERATIONS**

Directs all the strategic and tactical actions required to meet the incident objectives.

#### **PLANNING**






Predicts the probable course of events and prepares alternative strategies.

#### **LOGISTICS**

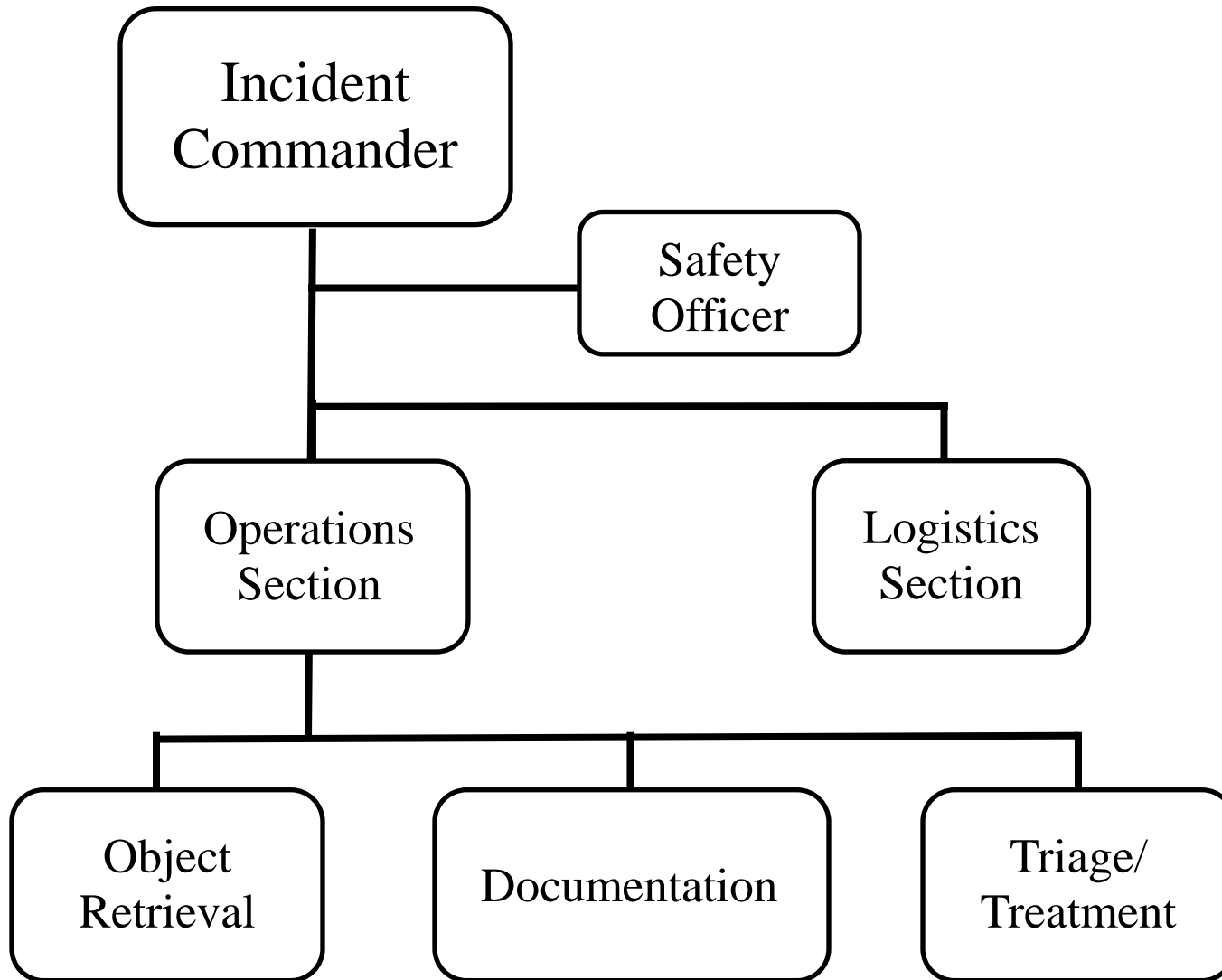
Oversees resources, services, and facilities.

#### **ADMINISTRATION/FINANCE**

Sees that costs are contained and everything is paid for.

	<p><b>INCIDENT COMMAND POST</b></p> <p>The center of the response and the headquarters of the Incident Commander.</p>
	<p><b>BASE</b></p> <p>The base of administrative and logistics functions. They can be located in the same facility or area as the Incident Command Post.</p>
	<p><b>STAGING AREA(S)</b></p> <p>Where available assets (personnel, equipment, supplies) wait until they are assigned to the scene. Overseen by the Operations or Logistics Section Chief.</p>
	<p><b>CAMP</b></p> <p>Areas that are equipped and staffed to provide food, water, sleeping areas, and sanitary services for response personnel.</p>
	<p><b>HELIBASE(S)</b></p> <p>Places stocked with fuel and other supplies from which helicopters can operate during the response.</p>

**INCIDENT COMMAND SYSTEM: WORKSHOP VERSION**



# INCIDENT COMMAND SYSTEM

Name of the Incident: \_\_\_\_\_

Date: \_\_\_\_\_

**INCIDENT COMMANDER:** \_\_\_\_\_  
*(this individual is also the OPERATIONS SECTION CHIEF)*

**SAFETY OFFICER:** \_\_\_\_\_

**OPERATIONS SECTION CHIEF:** \_\_\_\_\_  
*(this individual is also the INCIDENT COMMANDER)*

**Object Retrieval Strike Team - Team Leader:** \_\_\_\_\_

Team: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Documentation Strike Team - Team Leader:** \_\_\_\_\_

Team: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Triage Treatment Strike Team - Team Leader:** \_\_\_\_\_

Team: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOGISTICS SECTION CHIEF:** \_\_\_\_\_

Assistant: \_\_\_\_\_

*(optional)*

# Field Guide Assessment Form

From the *Field Guide to Emergency Response*

(Photocopy this form before using.)

Date \_\_\_\_\_ Time \_\_\_\_\_ am pm

Name \_\_\_\_\_ Affiliation \_\_\_\_\_ Other participants \_\_\_\_\_

Assessor/Inspector:  Conservator  Volunteer  Staff member  Other \_\_\_\_\_

Page(s) 1 of \_\_\_\_\_ Attachments:  Sketches  Documents  Images  Other \_\_\_\_\_

## Assessor Contact Information

Street address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## Jurisdictional Information

*(If known; leave blank if not sure. Name of agency, institution, or individual that currently owns or administers the collection and is responsible for its long-term care)*

Owner/Administrator \_\_\_\_\_

Contact \_\_\_\_\_ Department/Division \_\_\_\_\_

Street address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

## Initial Situation Survey

What type of emergency is it? \_\_\_\_\_ Is it still happening? Yes  No

What is the nature (e.g., water, fire, structural dirt/debris) and extent of damage? \_\_\_\_\_

Where is the damage (e.g., room, furniture, collection)? \_\_\_\_\_

Can the staff handle the situation initially? Yes  No  Who is in charge? \_\_\_\_\_

Is it safe to enter? Yes  No  If no, what needs to be done to make it safe? \_\_\_\_\_

Who discovered/reported damage? \_\_\_\_\_ How long has the collection been damaged? \_\_\_\_\_

What has been done so far? \_\_\_\_\_

What is the security status? \_\_\_\_\_

Does anything need to be done to clean and/or secure the area before attending to the collection? \_\_\_\_\_

Other notes \_\_\_\_\_

Rapid Collections Assessment

Material	# objects damaged	% collections damaged	Nature/severity (use key below)	Treatment needed? (circle)	Curatorial Priority (circle one if known)	Notes
<b>Example: Books</b>	<b>1,037</b>	<b>~5%</b>	<b>A1, B3, K2, L2</b>	<b>(yes) no</b>	<b>(1) 2 3</b>	<b>many books okay; some need urgent care</b>
Books				yes no	1 2 3	
Paper				yes no	1 2 3	
Photos				yes no	1 2 3	
Film				yes no	1 2 3	
Magnetic media				yes no	1 2 3	
Plastic				yes no	1 2 3	
Electronic Equipment				yes no	1 2 3	
Wood				yes no	1 2 3	
Other organic:				yes no	1 2 3	
Stone				yes no	1 2 3	
Metal				yes no	1 2 3	
Ceramic				yes no	1 2 3	
Glass				yes no	1 2 3	
Furniture				yes no	1 2 3	
Textile				yes no	1 2 3	
Paintings				yes no	1 2 3	
Other:				yes no	1 2 3	

Nature of Damage:

- A) Water damage
- B) Mold
- C) Corrosion
- D) Structural damage
- E) Cracks, splits, breaks or holes
- F) Losses
- G) Peeling, flaking or tenting paint
- H) Delamination
- I) Fire damage
- J) Discoloration
- K) Loose pieces
- L) Tears
- M) Other: \_\_\_\_\_

Severity of Damage:

- 1) Severe
- 2) Moderate
- 3) Minor

Are collections in jeopardy of further damage? Yes  No  If yes, what needs to be done to prevent further damage? \_\_\_\_\_

## **WORKING WITH A COMMERCIAL DOCUMENT RECOVERY SERVICE**

- Be clear about the services you need. If unsure, ask for detailed explanations
- Document with photos before contracted services start
- For books and documents, request a sample batch (if frozen) be processed and evaluated before signing an agreement
- Sign letter of agreement/contract that specifies types of treatments
- Consult local/regional networks for assistance & recommendations on reputable companies

### **Questions for a Recovery Service**

- What is your experience working with libraries/archives/museums or similar?
- Can you provide three references from similar recovery projects?
- What are your quality control measures?
- Do you provide guarantees for treated materials?
- What is your insurance coverage? Please provide a sample Certificate of Insurance
- What drying methods do you offer?
- What other recovery services can you provide?
- Do you provide free estimates? Free processing of sample batches?
- Do you recommend that this work be performed on-site or in your document recovery center? Why?
- Do you subcontract parts of the recovery or treatment?
- Who makes shipping/transportation arrangements?

## **SALVAGE IN-HOUSE OR CALL IN A RECOVERY SERVICE?**

- How many items are affected?
- What types of items are affected?
- How wet are they?
- Has mold set in?
- Have collection priorities been established?
- What space is available to use for air drying and treatment?
- Is there funding available? If so, how much?
- What will your insurance cover?
- How many staff people are available to assist? Do they have any areas of expertise (conservators)?
- What kind of facilities and equipment do you have available?
- Can the institution close, or does it have to remain open during the recovery? What essential functions does it need to stay open, if it must?

### **Triage Priorities**

- The most vulnerable materials (parchment, photographs, etc.)
- The collection(s) of greatest importance/value
- The size of the collection(s) involved
- Items which are *physically* the most readily accessible.





