

## Damage Assessment Form – Sheet 2

### Movable Cultural Heritage | *to be filled on-site*

#### General Instructions

A form for screening and quick visual damage assessment for movable heritage. For a site containing multiple buildings, use separate forms. As a good practice, give a common reference number to each of those forms.

Data recorded in this form will help to identify severe to moderate physical damage, assess immediate risk that could further increase the damage and define immediate measures that can be taken at a site to secure and stabilize movable heritage and its building envelop.

Analysis of the data gathered in this form will help to estimate the time required, costs, as well as human resources needed for cultural heritage first aid operations.

It will also help to understand if the building in which the collections are housed is functional and can provide a safe and secure shelter.

This assessment will also help in building an overall view of the priorities, for individual heritage sites/institutions as well as overall priorities for first and recovery.

Before going to the site, if possible, collect previous documentation, such as a site map, a building floor plan(s), elevation drawings, pre-event photos.

<b>E</b>	<b>Administrative Information</b>	
E.1	Form number	
E.2	Date of assessment	
E.3	Contact person on the site <i>(Name, email and phone number)</i>	
E.4	Geo-coordinates of the heritage site (if the site is located at a height, please describe how to reach it)	

E.5	Site Context	<input type="checkbox"/> Village/Town <input type="checkbox"/> Countryside <input type="checkbox"/> Urban area <input type="checkbox"/> Industrial area <input type="checkbox"/> Other:
E.6	Number of buildings on the site	
E.7	Owner of the site/building	<input type="checkbox"/> Government <input type="checkbox"/> Private <input type="checkbox"/> Other: .....
E.8	What was the primary use of the building?	<input type="checkbox"/> Religious <input type="checkbox"/> Archive <input type="checkbox"/> Library <input type="checkbox"/> Museum <input type="checkbox"/> Archaeological <input type="checkbox"/> Residential <input type="checkbox"/> Theatre <input type="checkbox"/> Governmental <input type="checkbox"/> Hospital <input type="checkbox"/> Educational (school, university) <input type="checkbox"/> Other: .....
E.9	Number of floors/storeys	

Overall Site Access and Damage to the Building		
E.10	Primary source of damage	<input type="checkbox"/> Bomb and bomb induced fire <input type="checkbox"/> Artillery shelling <input type="checkbox"/> Missile strike <input type="checkbox"/> Extreme physical forces <input type="checkbox"/> Other:
E.11	Evaluate site access considering existing routes.	<input type="checkbox"/> Many routes <input type="checkbox"/> Two routes <input type="checkbox"/> Dead-end street <input type="checkbox"/> Only pedestrians <input type="checkbox"/> Other:
	Also explain if these routes are open and not blocked in any way:	
E.12	Is there a parking space available for medium to heavy vehicles? <i>(Mark on the site map/building floor plan)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, how many vehicles can be parked in or around the site/building?	
E.13	Do you see any explosives and their remnants around the site and/or blocking the access to the building(s) to be assessed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
E.14	Do you see debris which is not part of the heritage site strewn around or blocking the access to the building?	<input type="checkbox"/> Yes <input type="checkbox"/> No
E.15	Number of building entry and exit points <i>(Mark also with photo references)</i>	

E.16	Specify which entry and exit points can be used ( <i>Mark the functional entry and exit points on the site map/building floor plan</i> )				
E.17	Which of the building utilities are available and functional?		<input type="checkbox"/> Water <input type="checkbox"/> Gas <input type="checkbox"/> Electricity		
E.18	What is the overall degree of damage to the building		<input type="checkbox"/> Severe (heavy structural damage, very heavy non-structural damage)  <input type="checkbox"/> Moderate (moderate structural damage, heavy non-structural damage)  <input type="checkbox"/> Minor (slight structural damage, moderate non-structural damage)  <input type="checkbox"/> Destruction (total or near total collapse/damage)		
E.19	Damage observed to the building (Structural and non-structural)				
	<b>Level of damage</b>	<b>Severe</b> (heavy structural damage, very heavy non-structural damage)	<b>Moderate</b> (moderate structural damage, heavy non-structural damage)	<b>Minor</b> (slight structural damage, moderate non-structural damage)	<b>Destruction</b> (total or near total collapse/damage)
	Vertical structure (walls and columns)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Horizontal structure (beams and slabs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Cladding (decorative)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Doors and Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.20	<i>Please take a photo of the damage to the elements, especially if marked severe – e.g. exposed structural elements, broken fixtures, large cracks, etc. Mark its location on the site map/floor plan, if available, as Photo number 1.</i>				

<b>F</b>	<b>DAMAGE TO OBJECTS AND COLLECTIONS</b>	
<p>*Attach maximum 6-7 photos of street views and inside view with damaged objects. If possible, sketch a floor plan of the building and mark the photos with reference numbers on your sketch.</p>		
F.1	Are there safe interior spaces for storage <i>(Mark on the building floor plan)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If no, are there other safe spaces nearby that can be used as temporary shelter <i>(Mark on the site map/building floor plan)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
F.2	Are the objects in their original location?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
	If no, describe where the objects are: <i>(Mark on the floor plan sketch)</i>	

F.3	Where is the object currently located?	<input type="checkbox"/> Permanent exhibition <input type="checkbox"/> Temporary exhibition <input type="checkbox"/> Storage <input type="checkbox"/> Conservation Laboratory <input type="checkbox"/> Other:
F.4	If possible and applicable, indicate the number of heavy objects that will require extra man-power and equipment to salvage.	
F.5	Is there other debris deposited on the collection/objects?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
F.6	Describe overall damage to the objects: <i>(Check all that apply)</i>	<input type="checkbox"/> Wet <input type="checkbox"/> Broken <input type="checkbox"/> Dry <input type="checkbox"/> Semi-dry <input type="checkbox"/> Burnt <input type="checkbox"/> Soiled <input type="checkbox"/> Mouldy <input type="checkbox"/> Torn <input type="checkbox"/> Deformed <input type="checkbox"/> Other:
F.7	<i>Please take a photo showing the type of damage to the objects. Mark their location on your map as Photo number 2.</i>	
F.8	Degree of damage to the objects	<input type="checkbox"/> No damage <input type="checkbox"/> Level 1 - Minor damage <input type="checkbox"/> Level 2 - Moderate damage <input type="checkbox"/> Level 3 - Severe damage

	<p><b>In order to accurately assess the different levels of damage, refer to following classification:</b></p> <p><i>Level 1 (minor)</i> – The damage to the object is not increased when the object is handled (object can be moved and does not require careful handling).</p> <p><i>Level 2 (moderate)</i> – The damage to the object is not increased when it is calmly and carefully handled. However, if the object is subjected to handling or treatment that is too rough, there is a good chance that the damage will worsen.</p> <p><i>Level 3 (severe)</i> – Even careful and painstaking handling of the object will result in aggravation of the existing damage.</p>	
F.9	<p>If possible, give an estimate of how many objects are damaged. Give your estimate in percentage. E.g. 50% of objects are severely damaged, while 20% are moderately damaged.</p> <p>Explain:</p>	
F.10	<p>Are there some object(s) kept in a manner that need urgent attention?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
	<p>Please describe the physical state of the object(s) that need urgent attention:</p>	
F.11	<p><i>Please take a photo showing the objects or collection, that need urgent attention. Mark its location on your sketched building floor plan as Photo number 3.</i></p>	
F.12	<p>Are there any specific restrictions to be considered? (<i>Objects of spiritual value, access to services, electricity and ventilation, secondary risks, etc.</i>)</p>	

F.13	Are there any secondary risks to be considered?			
<p><b>Fire</b></p> <input type="checkbox"/> Fire due to exposed wiring/flammable materials <input type="checkbox"/> Fire due to exposed gas pipes	<p><b>Localized flooding</b></p> <input type="checkbox"/> Roof collapse and flooding <input type="checkbox"/> Pipe burst and localized flooding <input type="checkbox"/> Leakage/water seepage	<p><b>Vandalism</b></p> <input type="checkbox"/> Vandalism and looting <input type="checkbox"/> Signs of intentional destruction <input type="checkbox"/> Illicit trade of antiquities <input type="checkbox"/> Deliberate or indiscriminate bombing		
<p><b>Physical damage</b></p> <input type="checkbox"/> Shattered glass/shards falling on objects <input type="checkbox"/> Partial building collapse <input type="checkbox"/> Full building collapse <input type="checkbox"/> Landslides/fissures	<p><b>Hazardous material and waste:</b></p> <input type="checkbox"/> Chemicals and toxic materials/fumes <input type="checkbox"/> Pollutants <input type="checkbox"/> Other	<p><b>Other hazards (list and explain)</b></p>		
F.14	<p>List the immediate actions that need to be taken in order to secure and stabilise the collection. <i>(If possible, also give indicative costs, and specify if specialised help is required.)</i></p>	<input type="checkbox"/> Removal of debris <input type="checkbox"/> Safe removal of unexploded ordinances <input type="checkbox"/> Emergency stabilization <input type="checkbox"/> Documentation <input type="checkbox"/> Salvage of objects <input type="checkbox"/> Salvage and evacuation to another safe storage <input type="checkbox"/> Guard needed <input type="checkbox"/> Securing the site against future attack		
	Notes:			



**F.15** Sketch your overall site map/floor plan with corresponding photo numbers as indicated above.

A large grid for sketching a site map or floor plan. The grid consists of 20 columns and 20 rows of small squares, outlined in a light green color. The grid is intended for participants to draw their site maps and place photo reference numbers within the grid cells.

*Note: If deemed necessary, please take any extra relevant photo with corresponding photo reference numbers, and mark its location on the map/floor plan*