ICCROM

Initial Rapid Assessment Template
for Identifying Risks, Monitoring Impacts, Assessing Needs for Movable Cultural Heritage

This template is intended as guide for people/communities/authorities/institutions/NGOs who need to undertake an assessment of the impact on the movable cultural heritage as a result of the COVID-19 pandemic. Such assessments may be required in order to feed into any recovery planning or to seek support from governments, NGOs, or international organisations.

How to use this template?

This template has been prepared to serve only as a guide for a rapid assessment of the situation. The users are encouraged to contextualise it as per their situation and requirement. Everyone's situation will differ depending upon whether they are assessing the impact on a specific heritage collection or a wider assessment of the impact of COVID-19 on several different institutions such as libraries, archives and museums and/or religious heritage places. The approach however remains common in all cases: (1) establish your baseline; (2) assess impacts and risks; (3) identify immediate needs and actions; and (4) monitor.

NOTE: Movable heritage does not sit in isolation from immovable and intangible heritage. If the latter forms of heritage are an important aspect of the movable heritage you are assessing, you need to also undertake an integrated assessment of movable, immovable and intangible heritage (please see links to the relevant templates here).

Section I: Baseline information

To understand impact, you need a starting point to measure change against, otherwise referred to as baseline information.

1. Describe the context
    - Record the geo-location of the movable heritage likely to be affected.
    - Record the number of objects/ heritage collections in that location; gather site map (where applicable), floor plans indicating location of priority objects and inventories.
    - Identify if the objects/collections are housed in a heritage building.
    - Record different values associated with the collection e.g. historical, artistic, scientific and identify location of priority objects.
    - Document how many people are directly involved with the care of the objects/collections and those who would have access to the building and collections in case of closure.
    - Where applicable, record the average, monthly or annual revenue of the institution(s).
    - Record the number of visitors to the site (daily/monthly/yearly).
    - Describe the stakeholders use the site and collections or objects i.e., educators, scholars, school children, heritage practitioners etc.)
    - Assess level of security during non-working hours e.g., guards, provision of security cameras, alarms etc.
2. Identify existing sources of information (for example any surveys, inventories, finding aids, annual reports, census data, professional associations that may hold membership data, or experts/staff members, who can inform your understanding of pre-pandemic state described above. At the same time, find out if staff can access digital copies of critical records such as inventories.

Section II: Identify impacts and risks

This section requires you to think about how to identify risks stemming from the current crisis and the likely impact they will have.

Note : Normally, such assessments rely on being able to go on site or talk directly to stakeholders and affected communities. In a time of isolation and restricted movement in general, there will be challenges regarding access. In this situation, it is a

matter of using your skills and knowledge of COVID-19 to identify who is exposed, who is likely to be vulnerable, and who may or may not have the capability and capacity to continue to care for movable heritage. You may wish to use the table below to help describe impact in a consistent way.

IMPACTS AND SECONDARY RISKS – MOVABLE CULTURAL HERITAGE		
Is the institution/place housing objects or collections open and functioning?	☐ No	☐ Yes
Do you suspect or have evidence that a part of your building is contaminated by the virus through staff or visitors? Explain when could have occurred.	☐ No	☐ Yes
Is there any evidence (or reason to believe) that objects housed in these parts of the building have been contaminated by the virus?	☐ No ☐ Yes	
Are there safe interior spaces for isolating the contaminated objects?	☐ No ☐ Yes	
If no, are there other safe spaces whether outside or in a temporary shelter?	☐ No ☐ Yes	
Alternatively, would you be able to isolate the objects in-situ and quarantine the part of the building in which they are	☐ No ☐ Yes	
Describe the types of materials e.g. paper, metal, wood, canvas likely to be affected. Studies have shown that COVID-19 can live up to nine days on surfaces, which means that the best option is to isolate objects and spaces likely to be contaminated for a number of days (*see* relevant links at the bottom of this template, which will help in decision-making).		
Identify any existing vulnerability factors which could expose objects to harmful chemicals such as bleach or other disinfectants use to decontaminate spaces e.g. open shelves.		
In case one or more of your staff members seems to be infected, do you have a contingency plan which identifies alternate staff for collections care? You may have to ask your entire collections staff to quarantine themselves and prepare your institution for that possibility. How likely is it?	☐ No ☐ Yes	
In the event of the closure of your institution, identify any existing vulnerability factors, which could expose objects to secondary hazards like fire, theft or water leaks. *Example*: risk of fire due to old electric wiring.		
What would be the likely impact of secondary hazards on the safety of the objects and heritage values?		

Section III: Identify immediate needs and actions

This section should identify any immediate needs that, if not considered, could result in extensive damage, as well as the possible actions that could be undertaken to mitigate this risk. Some questions that may be used to identify and prioritise these needs are:

1. What are the immediate needs of the staff to ensure personal safety?

2. What is your plan if you cannot obtain personal safety equipment?

3. Are staff or people caring for objects affected? How are they being helped?

4. In the event that the objects or collections are inaccessible due to a lockdown scenario, are there measures in place for their security and safety against secondary hazards like fire, theft or flooding?

5. In case you are in one of the hotspots of the outbreak, and you suspect that parts of your building might be contaminated, have you gathered information on how to disinfect the building, quarantine collections as well as who can do it?

6. In the event of a large number of objects being contaminated, are you prepared for creating a quarantine space in your existing building or evacuate and relocate the objects to another quarantine space?

7. Do you have a functional emergency response plan? Is it coordinated with the local emergency management authority?

8. Is there an emergency communication plan? This should be of special concern to cultural institutions such as galleries, libraries, archives and museums that are open to visitors and have the responsibility to inform public about the measures they are taking to ensure safety of visitors and personnel?

9. Do you have ready to share inventories and floor plans indicating presence of priority objects/collections?

10. Are there ways in which remote access to collections can be provided? Describe how?

11. To meet these needs, which actions would you take and in which order of priority?

12. What will be the resources as well as partnerships, required to support the needs and from where can these resources be accessed. Identifying budget and human resource requirements will significantly improve chances of action for the identified needs.

Note: In order to remove bias from information, needs are prioritised based on feedback and data collected from different members of the staff and associated communities.

Section IV: Monitor

This section should identify how you will continue to monitor the impact of COVID-19 and other hazards, safety, security risks in the future. It should include consideration of how you will undertake stakeholder engagement to keep your information up-to-date and how this information will be shared with those who may need the information to assist in recovery.

1. Describe changes in the safety and security context of the situation – including the spread of COVID-19 and how it may impact the movable heritage of concern. If possible, review the situation every week.

2. Using baseline information, record income losses if any, and how these will affect the heritage and its associated communities in the long-term.

3. Using information on likely impacts and risks, monitor how exposure to secondary hazards may change over time especially, if the heritage place is closed to public and staff.

4. Describe conflict situations or any   chronic issues (drought, refugee crises, internal displacement) that are likely to intensify the impact on the cultural heritage and needs of the people and communities in the present and future.

5. Identify networks, institutions, platforms that are monitoring impact for coordinated actions and efforts.

6. Identify relevant schemes or grants announced for cultural heritage institutions that would help to respond to and recover from the current crisis.

Useful links:

National Center for Preservation Technology and Training (NCPTT), "Covid-19 Basics: Disinfecting Cultural Resources", Facebook Live video on March 25, 2020, https://www.ncptt.nps.gov/blog/covid-19-basics-disinfecting-cultural-resources/?fbclid=IwAR1Ds8IZFcm7ePifc7pma4jtslcr03hjV3BF7OB2XzdXS6WT0fIUUGjOC4k

Northeast Document Conservation Center - COVID-19 Leaflet
https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books?fbclid=IwAR2iSgr4RNeGWEEtL7dgVcRoqhxEmu8pfTf-8xLRpyjb62WBdLdSUoJfXHY

Institute of Museum and Library Services (IMLS)
https://www.imls.gov/coronavirus-covid-19-updates

Coordinated Statewide Emergency Preparedness - COSTEP
https://mblc.state.ma.us/costepma/index.php/cultural-institutions/mitigation/public-health-emergencies/

American Alliance for Museums
https://www.aam-us.org/2020/03/05/information-for-the-museum-field-on-the-covid-19-coronavirus/

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