## General Instructions

For better time management and efficiency, please fill the administrative and pre-event information off-site.

Please make sure you only fill the information you observe that is relevant to your site and record it with photographic evidence.

The users are encouraged to contextualise the form as per their situation and requirements.

If you observe matters that require attention and are out of your area of expertise, please inform the relevant personnel who can take action.

It is highly recommended that you involve the local and neighbouring communities, in order to gather accurate witness information of the pre- and post-event state of the site. The information gathered can be recorded at the end in the “notes” section.

<table>
<thead>
<tr>
<th>E</th>
<th>Administrative Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.1</td>
<td>Form number</td>
</tr>
</tbody>
</table>
| E.2 | Contact person on the site  
   *(Name, email and phone number)* |
| E.3 | Permission granting Authority/Organisation  
   *(Indicate the legal owner of the site or responsible organization in the emergency who will give permission for conducting assessment and subsequent operation)* |
| E.4 | Location of the site where bearers of the intangible elements are/were situated |
| E.5 | Description of the incident |
### E.6 Primary hazard

| ☐ Bomb and bomb induced fire |
| ☐ Missile |
| ☐ Extreme physical forces |
| ☐ Other: |

**Associated secondary/simultaneous hazard**

| ☐ Natural: |
| ☐ Man-made: |

### E.7 Have the bearers of the heritage or the communities directly associated, been displaced and/or killed?

| ☐ Yes |
| ☐ No |

### F Description of Elements

| F.1 Name/description of element |
| F.2 Type of element |

- ☐ Oral traditions and expressions, including language
- ☐ Performing arts
- ☐ Social practices, rituals and festive events
- ☐ Knowledge and practices concerning nature and the universe
- ☐ Traditional craftsmanship
- ☐ Science/skills related to nuclear energy
- ☐ Other:

**Note:** The types of elements listed above comply with the 2003 UNESCO Convention for the Safeguarding of Intangible Heritage. While it may not always be easy to differentiate between these categories, it is recommended that, in the aftermath of an emergency, teams agree on their interpretation of the categories, and group the affected intangible cultural heritage accordingly. The main purpose of determining the type of element in question is to gain a better understanding of which kinds of intangible cultural heritage are (the most) affected. If relevant, teams may also wish to replace these categories with more locally relevant terms (e.g. festivals, masked dances, music, religious rituals).
F.3 Level of protection

- ☐ International
- ☐ National
- ☐ State level
- ☐ Local/community level
- ☐ Unprotected
- ☐ Other:

F.4 In case of cultural industries, crafts etc., please specify which of the following were affected

- ☐ Raw materials
- ☐ Production space, machinery, tools, stocks of products/material
- ☐ Staff, skilled labour
- ☐ Transmission of skills

F.5 Description of effects

<table>
<thead>
<tr>
<th></th>
<th>Minor</th>
<th>Moderate</th>
<th>Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tangible assets</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>People</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Knowledge and traditions</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Explanation (for each of the three levels, describe how the heritage has been affected. Consider elements of access and long-term transmission and continuation).

Note on ‘damage levels’: The extent to which an element has been affected (minor, moderate or severe) will depend on the specific situation. Where possible, compare the severity level of the effects on different intangible cultural heritage of the same type (e.g. various festivals), or of intangible cultural heritage of different types (festivals, religious practices, crafts, etc.). The methodology should be agreed upon by the assessment team prior to undertaking the assessment, and may be further adjusted after the assessment, in discussion with the entire team. The main purpose of assessing damage levels is to gain an understanding of which types of intangible cultural heritage, or which specific intangible cultural heritage elements, have been more severely affected than others.

F.6 Level of continuity of function

- ☐ No disruption
- ☐ Total disruption
- ☐ Disruption at specific site but continued elsewhere
| F.7 | How effects on heritage element are affecting the community  
(When possible, add estimate number or percentage of affected people/households) | ☐ Directly  
☐ Indirectly |
| --- | --- | --- |
| F.8 | Are there any secondary risks to be considered? | ☐ Vandalism and looting  
☐ Community displacement  
☐ Arson  
☐ Change/loss of value  
☐ Conflict  
☐ Others: |
| F.9 | Risk assessment for elements | | | |
| | Primary Hazard | Secondary Hazards | Immediate Risk  
(Potential impact on safety/heritage values) | Vulnerability Factors  
(Underlying causes) | Corresponding recommended actions |
| Example | War | Bombing and fire | Lives of practitioners at risk; Practice likely to be discontinued due to social upheaval. | Inadequate housing; lack of insurance or indemnity coverage; no steady source of income. | Provide adequate shelters, etc. |
| Notes: |
References

