



Survey for Memory Institutions, to measure risks, damages and disasters in documentary heritage

WELCOME AND THANK YOU TO PARTICIPATE IN THE SURVEY

INSTRUCTIONS:

The online Survey does not allow to save changes or drafts. Before filling the format we suggest to review the PDF versión of the Survey, to prepare and gather the information in advance.

If you have doubts, comments or questions, please write to: Yolia Tortolero (yoliatortolero@gmail.com)

* Mandatory field

1.1.- Name of respondent

Function / activities

Institutional position

Email

Telephone number

1.2.-Completion date (dd/mm/yyyy)

1.3.- Institution / organization (official name)

Address (street, number, city, zip code, country)

Contact name / Director / Other

Function / Activities

Contact information (telephone, email, web site, other)

1.4.- Organization (choose one or more)

a) National

b) State

c) Municipal

d) Public

e) Private

f) Non Profit

g) Others:

1.5.- Memory Institution

Archive

Library

University

Museum

Others:

1.6.- Give a brief description of the documentary heritage preserved in the institution (archival or bibliographical collections/ dates, years or centuries/ type of items (manuscripts, books, newspapers, photographs, film, video, sound recordings, digital records, others)

1.7.- Write a list of three to five experts (name, surname and email) in preservation, who can be contacted to help your Institution in case of an emergency or disaster

2.- BACKGROUND (PREVIOUS DAMAGES AND DISASTERS OCCURRED IN THE INSTITUTION AND COLLECTIONS)

2.1.- Measure the type and level of damage occurred in the documentary heritage collections

Please register only the damages occurred

Level of damage (choose one option for each damage occurred)

	Very high	Medium or moderate	Low	No risk
Fire				
Moisture				
Falling debris				
Dust				
Insect, pests, microorganisms				
Lack of maintenance				
Building or structural damages				
Damages to the electric system				
Damages to the hydraulic system				
Interruptions of communications (telephone, computers, internet, access to digital records)				
Loss of staff				
Lack of security measures				
Lack of budget to operate				

Other

Register any other damage occurred in the documentary heritage

2.1.1.- Explain which corrective actions were taken after each damage occurred in your documentary heritage collections

2.1.2.- After those damages occurred, did there were lost items, records or collections?

Yes

No

If you answer yes, list the titles, volume (of materials damaged on linear meters), content and dates of each one

2.1.3.- After those damages occurred, did there were inventories of the lost items?

Yes

No

If you answer yes, say if they were complete and updated

2.1.4.- Did some of those lost items or collections have been recorded in digital form?

Yes

No

2.2.- Register any previous disasters occurred in your Institution or in your Documentary heritage collections

Level of damage (choose one option for each disaster)

Very high

Medium or moderate

Low

No risk

Earthquake

Flood

Storms

Hurricane

Fire

Chemical damage

Civil disturbance

Theft

Illicit trafficking of
documentary heritage

Armed conflict

Other

Register any other disaster occurred in the institution or documentary heritage

2.2.1.- After those disasters occurred, did there were lost or damaged items, records or collections?

Yes

No

If you answer yes, list the titles, volume (of materials damaged on linear meters), content and dates of each one

2.2.2.- After those disasters occurred, did there were inventories of the lost items?

Yes

No

If you answer yes, say if they were complete and updated

2.2.3.- Did some of those lost items or collections have been recorded in digital form?

Yes

No

3.- RISK REDUCTION MEASURES

3.1.- Register which of the following hazards could happen in your institution

3.1.1.- Meteorological

Very high

Medium or moderate

Low

No risk

a) Storm / rain / cyclone

b) Hurricane

c) Typhoon

d) Tornado

e) Ice Storm

f) Dust Storm

3.1.2.- Hydrological

Very high

Medium or moderate

Low

No risk

a) Flood

b) Tsunami

3.1.3.- Geological: volcanic, earthquake

Very high

Medium or moderate

Low

No risk

a) Earthquake

b) Volcanic

3.1.4.- Biological

Very high

Medium or moderate

Low

No risk

a) Pest infestation
(rodents, animals,
insects, others)

b) Microorganisms
(bacteria, virus, mould)

c) Diseases

3.1.5.- Human induced

Very high

Medium or moderate

Low

No risk

a) Fire

b) Pollution

c) Social or political
conflict

d) War

e) Technological hazard

3.1.6.- Chemical

Very high

Medium or moderate

Low

No risk

a) Radioactive

b) Nitrate (film,
cellulose)

Other (s)

Register any other hazard that can happen in the institution or documentary heritage

4.- MANAGEMENT PLAN IN CASE OF EMERGENCY OR DISASTER

4.1.- Does your institution have a written management plan in case of emergency or disaster?

Yes

No

4.1.1.- If you answer yes, register the date of creation and the last update

4.2.- Which of the following issues (4.2.1, 4.2.2, 4.2.3) are included in each phase of your Institutional Emergency Plan? If your institution does not have an Emergency Plan, please fill in the first column each one of the main issues that your institution need to include in an Emergency Plan

4.2.1.- Phase of prevention / emergency preparedness

	Need to be included	Partly included / need to be updated	Included and updated
a) Procedures to carry out periodic risk assessments (meteorological, hydrological, others) to prevent damages or disasters			
b) Written handbooks or guides to prevent risks to documentary heritage			
c) Institutional procedure to prevent risks, in coordination with local and national Civil Protection authorities			
d) Updated directory of staff, local authorities and responsible of implementing the management plan			
e) Syllabus to give workshops and training sessions on risk reduction, disaster management, others			
f) Informative or training sessions designed for local security agents, Civil Protection authorities or responsables of emergencies			
g) Drill protocols for each type of risk, emergency or disaster			
h) Proceedings to monitor and conduct periodic reviews to the physical and environmental conditions of each collection			

i) Annual program to promote awareness-raising campaigns to preserve documentary heritage and prevent risks

j) Updated inventories of the documentary heritage collections in which the vital records are identified to safeguard or rescue them in case of emergencies and disasters

k) Updated list of the institution's most relevant inventories, collections and records of the institution, identifying which have been digitized and which of these digitized copies have been stored off-site

l) Topographic map to locate the collections

4.2.2.- Phase of response to emergencies and disasters

	Need to be included	Partly included / need to be updated	Included and updated
a) Written handbooks, guides or procedures for each type of emergency and disaster			
b) A preparedness plan that is well known by the institutional emergency response team			
c) Procedure included in the emergency plan to assess damages to the institution's building structure			
d) Procedure included in the emergency plan to assess damages to documentary heritage collections			

e) Procedure included in the emergency plan to activate immediate communication with local, national and international emergency agencies

f) Administrative procedure, defined by the Institution, to report damages to an insurance company, to cover some costs caused by emergencies or disasters

g) Specific procedure to remove part of the damaged collections of documentary heritage to a safer location (on-site or off-site)

h) Format to report damages and taken actions during the emergency or disaster (to be filled in by the emergency response team)

i) Procedure and form to update the emergency plan, to be filled in after the emergency or disaster

4.2.3.- Recovery phase after emergencies or disasters

	Need to be included	Partly included / need to be updated	Included and updated
a) Effectiveness analysis of the procedures followed during previous phases			
b) Analysis of the positive results and of the negative consequences after implementing the emergency plan			
c) Written report of actions, damages and losses of collections			
d) Assessment of damages (using statistics, numbers, visual images, evidence)			

e) Written security and safety report, used to document each problem, its location and corrective actions

f) Written list of recovery activities and recommendations for action after the emergency or disaster, immediately and in the short, medium and long term

g) Register of the new risks or damages, produced after the emergency or disaster (example: water damage from firefighting)

h) Proposal of an educational and awareness-raising campaign, to be scheduled after the emergency or disaster

i) Written proposal to schedule updates of inventories for those collections damaged or lost, including the decision to store copies of them off-site

j) Strategic Plan form, to be filled after the emergency or disaster to measure assessments, strenghts, weakness, threats and opportunities

5.- Would your institution be willing to include some documentary heritage collections on a secure Register of Documentary Heritage at Risk, to receive international support from UNESCO or other international organizations such as IFLA or Blue Shield?

Yes

No

If you answer Yes, Did some of these collections are listed in the Memory of the World Register or other listing mechanism?

Yes

No

Comments or notes