

Worksheet 1: Emergency Response Skills Questionnaire

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Introduction

The [*Emergency Response Planning Manual*](#) describes five tasks that provide heritage institutions with a structured approach to building an incident management team. This worksheet can be used to complete task 1 called “[Start with a skills survey](#),” which will help you assess who has the skills, assets and experience needed to respond during an emergency.

Instructions

Ask each person to fill out the worksheet by deciding how well the skills and experience listed in the left-hand column describe them: very well (V), somewhat (S), or not at all (N). The answer scale is subjective and will be interpreted differently by each person. If people are asking for further guidance, suggest that they interpret the answers as follows:

- Very well (V): You are confident in your skills and experience and would not hesitate to use them in an emergency.
- Somewhat (S): You have some skills and experience, but you wonder whether you would be able use them in an emergency without further training.
- Not at all (N): You know little to nothing about the topic, or the statement does not describe your situation. You would not want to be responsible for related work during an emergency.

Worksheet

Name:

Emergency response skills questionnaire

Skill, asset or experience	Degree to which it applies to you (V, S or N)
I respond well to change and unexpected events.	
I live less than 20 minutes from the institution.	
I have access to a vehicle.	
I have experience managing projects.	
I have experience managing people.	
I can manage meetings.	
I have good writing skills.	
I have experience hiring people.	
I have public relations experience or training.	
I have good public speaking skills.	
I have grant-writing experience.	
I have bookkeeping training or experience.	
I have experience with fundraising projects.	
I have security training.	
I have training in health and safety.	
I have current first aid training.	
I have done building repairs or renovations.	
I am a trained tradesperson.	
I have janitorial experience.	
I have worked with property restoration companies.	
I can work on my feet all day.	
I can lift heavy objects.	
I can work in a smoky or dusty environment.	
I am trained in handling heritage objects.	
I understand the properties of object materials.	
I have heritage object conservation training.	
I can use collections management software.	
I am skilled in photography.	
I can make videos.	

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