

# Worksheet 2: Emergency Response Skills Inventory

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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 3 called “[Compare skill sets with roles](#),” which will help you assess who may be particularly suited to specific emergency response roles.

## Instructions

Collect the completed Worksheet 1: Emergency Response Skills Questionnaire from those who have filled it out and compile the answers into this worksheet. Enter the names of potential incident management team members in the top row. Then enter their positive questionnaire answers (V for “very well,” S for “somewhat”) in the cells below. Skip or cross out cells where the answer is N for “not at all.” Seeing who has the relevant skills is easier if you ignore the negative answers.

Compare the skill sets of potential members as revealed in the skills inventory to those that are useful for suggested team roles, using Table 1 as a guide. Remember to use the inventory to stimulate discussion and guide decisions, not to determine them automatically. Skill sets of real people may not align perfectly with the descriptions of suggested roles.

**Table 1: skills useful for incident management team roles**

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

# Worksheet

## Emergency response skills inventory

| Skill, asset or experience                         |  |  |  |  |  |  |
|----------------------------------------------------|--|--|--|--|--|--|
| 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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