

Worksheet 5: All-Hazards Procedures Review

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Introduction

The [Emergency Response Planning Manual](#) describes two steps that provide heritage institutions with a structured approach to developing all-hazards incident management procedures for their emergency plan. This worksheet can be used to complete step 2 called “[Prepare all-hazards procedures for your plan](#),” which will help you prepare a list of all-hazards procedures and decide who will be responsible for each task and who else could assist.

Instructions

Review each procedure in this worksheet’s tables and check off those you want to keep in your emergency plan. Edit, delete or add procedures as necessary.

If you are using this worksheet to review an existing plan, check off procedures that have acceptable equivalents in your plan. Highlight others that you wish to add or that you will use to edit procedures in your plan.

Review the phrases used to group the procedures and check off those you want to keep in your plan or add to an existing plan. Add to or modify these grouping phrases if necessary to make them more useful for your institution.

Decide who on your incident management team can best manage each procedure and enter the team role name under “Who is responsible?” Include multiple role names if more than one person is responsible. Enter “All roles” where appropriate. In some cases, you may wish to duplicate and edit procedures to clarify the specific responsibility of different team roles. You can use the emergency objectives listed in the right-hand column along with those assigned to team roles in [Worksheet 3: Incident Management Team Chart](#) to help select a team role for each procedure. The objectives are also linked to the team roles listed in Table 6 of the *Emergency Response Planning Manual*.

Add the names of other staff, volunteers or contractors who could assist the team with specific procedures in the column under “Who else can contribute?” Document the contact information of

these people in your emergency plan or in the “Emergency response team” tables, if you are using the [Emergency Plan Template](#).

Once you have completed Worksheet 5, edit the corresponding text in your emergency plan. If you are using the Emergency Plan Template, transfer the roles names from the “Who is responsible?” column of this worksheet into the “Team member responsible” column in the template section called “All-hazards procedures by type of incident.”

We recommend including two versions of the all-hazards procedures: one organized by the type of incident, as in this worksheet, and one organized by the incident management team roles. Use Worksheet 5 to prepare or edit lists by team roles. If you are using the Emergency Plan Template, remove lists that do not correspond to the size of your team; then, rearrange and edit the procedures and the grouping phrases under each role name, as needed.

Worksheet

Procedures for all incidents

All-hazards procedures	Who is responsible?	Who else can contribute?	Key related emergency objective
Be informed of the incident.			Coordinate the responders.
Call 911 when lives are at risk.			Coordinate the responders.
Evacuate the building, if necessary.			Protect people.
Tell incident management team members to meet at a designated assembly point.			Coordinate the responders.
Liaise with first responders, when necessary.			Coordinate the responders.
Secure access to the affected area if not done by first responders.			Secure the site.
Manage recovery finances.			Pay for it all.
Document the overall incident.			Document the incident.
Prepare an incident report.			Document the incident.
Meet after the incident to discuss the response and recommend improvements to the emergency plan or other procedures.			Document the incident.
Update the emergency plan, when necessary.			Document the incident.

Procedures for when the media is involved

All-hazards procedures	Who is responsible?	Who else can contribute?	Key related emergency objective
Decide whether to contact the media.			Inform the relevant publics.
Respond to the media, when necessary.			Inform the relevant publics.

Procedures for when the incident requires closure of the building

All-hazards procedures	Who is responsible?	Who else can contribute?	Key related emergency objective
Inform visitors and staff of the closure of the building.			Inform the relevant publics.
Contract qualified personnel to determine when the building is safe to enter.			Protect people.

Procedures for when the incident results in damage to collections and/or property

All-hazards procedures	Who is responsible?	Who else can contribute?	Key related emergency objective
Contact the insurance company.			Pay for it all.
Procure the necessary personal protective equipment (PPE).			Protect people.
Assess and document the extent and nature of damage or loss to collections.			Save the collections.
Direct actions to limit further collection damage.			Limit the damage.
Assess and document the extent and nature of damage to the building and/or site.			Restore the building.
Direct actions to limit damage to property.			Limit the damage.
Order necessary supplies and equipment.			Obtain supplies and equipment.
Stabilize the building environment.			Restore the building.

All-hazards procedures	Who is responsible?	Who else can contribute?	Key related emergency objective
Manage the salvage and recovery of affected collections.			Save the collections.
Track the movement of collections, when necessary.			Document the incident.
Manage the repair of property.			Restore the building.
Work with the insurance adjuster.			Pay for it all.

Procedures for when the response takes longer than a few hours

All-hazards procedures	Who is responsible?	Who else can contribute?	Key related emergency objective
Meet [insert how often] to review progress.			Coordinate the responders.
Assemble and manage work crews.			Coordinate the responders.
Provide food and refreshments for crews.			Protect people.

Procedures for when the building is inaccessible for hours or days

All-hazards procedures	Who is responsible?	Who else can contribute?	Key related emergency objective
Establish an off-site command post.			Coordinate the responders.
Create a plan for collection salvage and recovery to be carried out when the building becomes accessible again.			Save the collections.
Assemble PPE to be used when the building becomes accessible again.			Obtain supplies and equipment.
Assemble the necessary supplies and equipment to be used when the building becomes accessible again.			Obtain supplies and equipment.

Procedures for when the building remains inaccessible for weeks or months

All-hazards procedures	Who is responsible?	Who else can contribute?	Key related emergency objective
Establish alternate workspaces.			Restore the building.
Find alternate temporary storage for collections.			Restore the building.

Procedures for when the building remains inaccessible during a community-wide emergency

All-hazards procedures	Who is responsible?	Who else can contribute?	Key related emergency objective
Liaise with emergency measures officials and monitor the community emergency response for the institution.			Coordinate the responders.
Establish a communications network to keep all staff informed of the status of the institution and to remain informed of the personal impact of the emergency on staff.			Coordinate the responders.
Schedule periodic incident management team meetings to develop institutional response strategies to be implemented when the building becomes accessible again.			Coordinate the responders.
Source supplies and equipment, and establish a depot outside of the community, if necessary.			Obtain supplies and equipment.

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