

Damage / Incident Response: Discussion Summary 2

Anything that could potentially have a negative impact

- child touching a painting or sculpture
- water running down the wall
- anything to do with any point of jeopardy

Incident happens

Notification sequence

- who gets notified
- who initiates it

Assessment by conservator

- no damage, just a report back or potential and/or real damage

No damage

- record incident
- feed back to reporters

Potential/and or damage – you are notified, you respond, you verify old or new damage, and then you either treat and perhaps insurance notification or remediation would be to wait until the wall was dry

Recommendation would be “please fix the ceiling”

Feed back up to the incident log – who, what, when, where, and why

Feedback types: email, training, phone call, damage report form

Incident report: email w/without annotated photograph and form

Record of the action taken