

Initial Rapid Assessment Template for Identifying Risks, Monitoring Impacts, Assessing Needs for Immovable Cultural Heritage

Section I: Baseline information

To understand impact, you need a starting point to measure change, otherwise referred to as baseline information.

1. Describe the context
 - Record the geo-location of the heritage site likely to be affected.
 - What type of heritage site is likely to be affected? (e.g. monuments, historic buildings, religious buildings, archaeological sites, historic centres etc.)
 - What is the specific function or use of heritage site? (e.g. religious celebrations or activities, museum, archives, administrative use, tourist attraction, laboratories, housing etc.)
 - How many people are living or working inside the site?
 - Record different values associated with the heritage site (e.g. historical, artistic, scientific etc.).
 - Document how many people are directly involved with the care of the heritage site.
 - Where applicable, record the average monthly or annual revenue of the heritage site.
 - Document number of visitors (daily/monthly/yearly).
 - Record number of staff and residents of the heritage site.
 - How are the surroundings of heritage site (urban or open area)? If urban, is it a prominent residential area (specify details)?
 - How far is the nearest hospital from the site?
2. Identify existing sources of information (for example site plans, architectural drawings, any other surveys, inventories, census data, knowledge experts etc.) that can inform your understanding of pre-pandemic state described above.

Section II: Identify impacts and risks

This section requires you to think about how to identify risks stemming from the current crisis and the likely impact they will have.

Note : Normally, such assessments rely on being able to go on site or talk directly to stakeholders and affected communities. In a time of isolation and restricted movement in general, there will be challenges in accessing. This will be particularly difficult for communities where internet is poor or non-existent. In this situation, it is a matter of using your skills and knowledge of COVID-19 to identify who is exposed, who is likely to be vulnerable, and who may or may not have the capability and capacity to continue to care for immovable heritage. You may wish to use the table below to help describe impact in a consistent way.

IMMOVABLE CULTURAL HERITAGE			
Is the heritage site open and functioning?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Partially (specify)
If fully or partially open, how many people are still living or working inside the site? (e.g. religious congregations, etc.)			

<p>Is the heritage site used for an alternate function/activity?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes If yes, indicate the function/activity: <ul style="list-style-type: none"> ▪ Hospital or health care facility ▪ Quarantined Shelter ▪ Storage (for medical supplies or other) ▪ Administrative use Other (specify) _____
<p>Are there people accessing the site? (e.g. visitors, tourists, site staff, security services, guards, gardeners etc.)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes Specify who and how many are accessing?
<p>Are there any reports of COVID-19 positive cases in/around the site?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes Indicate where and how many?
<p>Do you suspect or have evidence that a part of your site is contaminated by the virus through staff or visitors?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>If yes, describe the areas that are likely to be affected. Studies have shown that COVID-19 can live up to nine days on surfaces, which means that the best option is to isolate areas with surfaces likely to be contaminated for a number of days.</p>		
<p>In case one or more of your staff members seem to be infected, do you have a contingency plan which identifies alternate staff for managing the site? You may have to ask your entire staff to quarantine themselves and prepare your site for that possibility. How likely is it?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes	

<p>In case of full or partial closure, what are potential hazards and risks to which the site is likely to be exposed? What are the vulnerability factors for the same?</p> <p><i>Note: Potential hazards could be biological growth, water, pests, theft, vandalism, fire etc.</i></p>	
<p>In case of decontamination, what are the likely risks to the heritage site? Specify which heritage components might be impacted and what are the vulnerability factors for the same?</p>	
<p>In case of alternate use to the site, what are the potential hazards and risks to the heritage site? Identify vulnerability factors such as the nature of interventions e.g. modification or addition of structural and non-structural features, and their characteristics such as permanent/temporal, reversible/irreversible). Identify those areas/heritage components that need to be protected during the new use.</p>	

Section III: Identify immediate needs and actions

This section should identify any immediate needs, that if not considered, could either result in extensive damage and possible actions that could be undertaken to mitigate this risk. Some questions that may be used to identify and prioritise these needs are:

1. What are the immediate needs of the staff to ensure personal safety?
2. Are the staff managing the heritage site affected? How are they being helped?
3. In the event, heritage site is closed, are there measures in place for their security and safety against secondary hazards like fire, theft or flooding?
4. In case you are in one of the hot spots of the outbreak, and you suspect that parts of your heritage site might be contaminated, have you gathered information on how to decontaminate it or specific buildings/areas in it?
5. Do you have a functional emergency response plan for your site? Is it coordinated with the local emergency management authority?
6. Is there an emergency communication plan? In case the heritage site is open to visitors, the staff have the responsibility to inform public on which measures they are taking to ensure safety of visitors and personnel?

7. Do you have ready to share site plan, architectural drawings and inventories of the heritage site and its components? This may be helpful in taking decisions on the accessibility, sanitised areas etc.
8. To meet these needs, which actions would you take and in which order of priority?
9. What will be the resources, partnerships, required to support the need and from where can these resources be accessed? identifying budget and human resource requirements will significantly improve chances of action for the identified needs.

Note: In order to remove bias from information, needs are prioritised based on feedback and data collected from different members of the staff or associated communities.

Section IV: Monitor

This section should identify how you will continue to monitor the impact of COVID-19 and other hazards, safety, security risks in the future. It should include consideration of how you will undertake stakeholder engagement to keep your information up-to-date and how this information will be shared with those who may need the information to assist in recovery.

1. Describe changes in the safety and security context of the situation – including the spread of COVID-19 and how it is impacted the heritage site of concern. Review the situation periodically after 7-10 days.
2. Are there changes in the use of the site in case it was put to alternate use? No/Yes (specify)
3. Have the communities in and around the site relocated? No/Yes (specify)
4. Using baseline information, record income losses if any, and how these will affect the heritage and its associated communities in the long-term.
5. Using information on likely impacts and risks, monitor how exposure to secondary hazards may change over time especially, if the heritage place is closed to public and staff. Observe the visible impacts of the closure/alternate use of the site e.g. blocked access, biological growth, pests, blocked drainage, fumigation impacts, basic services, humidity etc. Depending on accessibility, identify visible impacts at site, building exterior and interior levels.
6. Describe conflict situations or any chronic issues (drought, refugee crises, internal displacement) that are likely to intensify the impact on the cultural heritage and needs of the people and communities in the present and future.
7. Identify networks, institutions, platforms that are monitoring impact for coordinated actions and efforts.
8. Identify relevant schemes or grants announced for heritage sites that would help to respond to and recover from current crisis.

Prepared in collaboration with ICCROM's alumni network of cultural first aiders.

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