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Risk Evaluation and Planning Program

Risk Evaluation Tool Instructions

1. Complete the *likelihood of occurrence* column on the **Risk Prioritization Worksheet**.
 - a. Values for this column are:

1 = Not likely	4 = Likely
2 = Possible	5 = Very likely
3 = Quite possible	

RISK EVALUATION AND PLANNING PROGRAM						
Risk Prioritization Worksheet						
HAZARDS	Likelihood of Occurrence (1-5)	multiplied by	Severity of Damage (1-5)	equals	Risk Rating	
1. EXTERIOR: Natural disasters						
1a. earthquake		X		equals	0	
1b. flooding below ground level or below the water table		X		equals	0	
1c. flash flood		X		equals	0	
1d. hail		X		equals	0	

2. During a site walk-through, answer the questions on the **Walk-through Checklist**. Most questions require only a “Yes” or “No,” but some are open-ended. Some of the questions on the Checklist are answered on the Site Questionnaire but might require additional information or clarification.
 - a. The Checklist is in two sections:
 - i. Section I addresses overall institutional policies and practices.
 - ii. Section II addresses individual physical structures. If the institution has more than one building housing collections, this section can be filled out for each.

3. After the walk-through, discuss and assess how the answers to the **Checklist** questions impact the severity of damage each hazard could produce. Damage could come in the form of ruined collections, injured people, and/or monetary expense because of needed services or closure of the museum. Use this information to assign a value in the *severity of damage* column on the **Risk Prioritization Worksheet**.
 - a. Values for this column are:

1 = No damage
2 = Slight (minor damage requiring in-house clean-up or repair; operations continue to function; small monetary investment)
3 = Moderate (damage requiring extra labor; operations may need to be suspended; moderate monetary investment to return to

regular operations)

4 = High (damage requiring outside services and vendors; temporary suspension of operations; significant monetary investment)

5 = Very high (damage resulting in total loss; indefinite closure of institution)

RISK EVALUATION AND PLANNING PROGRAM
Risk Prioritization Worksheet

HAZARDS	Likelihood of Occurrence (1-5)	multiplied by	Severity of Damage (1-5)	equals	Risk Rating
1. EXTERIOR: Natural disasters					
1a. earthquake		X		equals	0
1b. flooding below ground level or below the water table		X		equals	0
1c. flash flood		X		equals	0
1d. hail		X		equals	0

4. Multiply the values of the *likelihood of occurrence* and *severity of damage* columns to get the *risk rating* on the **Risk Prioritization Worksheet**. The Excel file (available online) is set up to perform this calculation automatically and will color-code the cell based on the resulting value.
- **Red** ratings (16-25) receive top priority for mitigation and planning.
 - **Yellow** ratings (6-15) can be addressed after red.
 - **Green** ratings (1-5) have little chance of occurring in the region and are low on the priority list for mitigation and planning.

RISK EVALUATION AND PLANNING PROGRAM
Risk Prioritization Worksheet

HAZARDS	Likelihood of Occurrence (1-5)	multiplied by	Severity of Damage (1-5)	equals	Risk Rating
1. EXTERIOR: Natural disasters					
1a. earthquake	3	X	4	equals	12
1b. flooding below ground level or below the water table	4	X	4	equals	16
1c. flash flood	1	X	4	equals	4
1d. hail		X		equals	0
1e. heavy snow		X		equals	0

5. Once the Risk Prioritization Worksheet is complete, take stock of the highest priority risks (noted by the largest number or color-coded red); these are the risks that need practical suggestions for mitigation and planning.