

Collections Salvage and Recovery Operation Initial Re-Entry Checklist

By Ann Frellsen

1. Has permission been given by civil authorities to re-enter?

A. Police Department(s)

B. Fire Department

C. Governmental inspection services: building inspector(s) for structural, plumbing, and electrical systems

i. Is the building structurally sound?

ii. If not, what personal protective equipment (PPE) is required to enter?

iii. What is time limit on being inside, i.e., how much time do you get to inspect and document collections? Will later salvage trips be time limited?

D. Health Department inspection

i. Could there be any bio-hazards inside – mold, raw sewage, dead things?

ii. If yes, what PPE is required to enter?

E. Utility Companies

i. Locate all systems' shutoffs: gas, electric, propane, etc.

ii. Check any equipment that was using utilities

iii. Check potential for leaks and explosion

F. Other (e.g., National Guard, local authorities)?

2) If indicated, have utilities been turned off?

A. Electricity

- i. Is lighting available? Check for shorts
- ii. Check for potential problems that might occur if power is restored
- iii. If power is off, what equipment is needed for inspection walk-through in different storage areas, work areas?
 - a. What amperage will be required? Know before procuring generators.
 - b. What distances will extension cords be needed?

B. Gas – Do you smell it? Evacuate area immediately! Alert authorities.

C. Water

- i. Is water potable (safe to drink)?
- ii. If not, is it safe to put your hands in it?
- iii. Can it be used to perform initial cleaning operations?
- iv. If not, what is a source for needed water, and how much do you need?

D. Other

- i. Are nearby storm sewer drains clear/clogged? (Might have an effect on building's drainage system and lowest floor.)
- ii. Are fire suppression systems functioning?
- iii. Are security systems functioning?

a. If not, determine security needs to be instituted (e.g. 24-hour perimeter, limited access, armed, etc.)

b. How will you staff and pay for needed security?

3) Do you have a buddy to go into the site with you? Never enter or work alone!

4) Are you fully equipped with appropriate PPE (protective/ reflective clothing, hard hat, gloves, respirator, goggles, boots, headlamp/flashlight)?

5) Do you have communications established?

A. Is Command Center informed about your re-entry?

B. All equipment ready (and fully charged)? e.g. walkie-talkies, cell phone

C. Does the equipment work inside the building?

D. Is there back-up equipment or alternatives (e.g. solar chargers)?

6) Do you have means for quick initial documentation?

A. Clipboards, paper (waterproof?), notebooks

B. Means for taking notes?

i. Pencils or ball point ink pens (NO felt-tip or roller ball pens- inks run)

ii. Camera with extra batteries and memory cards?

iii. Voice recorder with extra batteries

7) Do you understand your objective?

A. The first re-entry is NOT a salvage or recovery operation!

B. It is an Initial / General ASSESSMENT only – to provide information to better plan for next steps, determine needs so plans can be made and to gather resources for actual recovery operations.

C. **Stay FOCUSED** on the mission- Identify and document:

i. Specific locations of damaged collections; which areas are at risk

ii. Types of damage

iii. Amount or extent of damage

iv. Any additional problems that could impact salvage (e.g. access points blocked, broken windows, cabinets or drawers that won't open, etc.).