

PROTECTION FOR HISTORIC ITEMS AT TIMES OF DISASTER

Hazard Analysis	Precautions (Annexes 1 + 2)	Emergency action (Annex 3)	Restoration / Reconstruction
<p>Identify hazards to immovable historic items, such as:</p> <ul style="list-style-type: none"> - Fire - Water damage - Flooding - Avalanches - Landslides - Earthquakes - Vandalism - Theft - and so on... 	<ul style="list-style-type: none"> - Check the technical installations from time to time - Be sure to do the following: <ul style="list-style-type: none"> • Make a list of the items that must be evacuated • Prepare safeguard documentation • Take constructional and technical precautions • Prepare shelters for historic items • Prepare lists with telephone numbers of specialists who must be alerted if there is an incident • Draw up a list of specialists who can be called in if repair or restoration is required - Keep staff informed, trained and exercised <p style="text-align: center;">↓ DISASTER PLAN</p>	<p>Incident</p> <p>Take steps in accordance with the guidelines</p> <p style="text-align: center;">↓</p> <p>TAKE IMMEDIATE ACTION</p>	<p>Call in specialists to help with restoration</p> <p>The following paperwork will prove useful:</p> <ul style="list-style-type: none"> • Lists, inventories • Safeguard documentation

PROTECTION OF CULTURAL PROPERTY AGAINST DISASTER

Precautions, Annex 1

Guidelines for the Preparation of a Disaster Plan

Hazard analysis Preparing a comprehensive hazard analysis will make it possible for every owner of a historic item to prepare a disaster plan, with the aim of mitigating damage if an incident should occur. If serious security deficiencies are identified in the course of the hazard analysis, these should immediately be notified in writing to the responsible authorities.

The disaster plan should include the concrete precautionary measures set out in the following paper.

1. Lists of cultural property that must be evacuated

It will hardly ever be possible to remove all portable cultural property to safety if there should be an incident.

Selection of movable cultural property It is for the owners - after consulting experts (e.g. curators of historic monuments) - to make a selection in good time of the cultural property that can be moved, assigning first or second priority to each piece.

Identification The inventory should not be confined merely to a list of the items but should make it possible both to find them in the building, and to identify them (providing photos, inventory numbers, special features etc.).

Distribution of evacuation lists These lists will serve their purpose only if they are known to staff as well as to the emergency services. The information should however be passed on in a targeted way, to avoid facilitating theft.

2. Safeguard documentation (inventories)

Documentation required for

- restoration
- identification
- return

Safeguard documentation comprises all information which can contribute to the restoration or reconstruction of an **immovable** historic item which has been damaged or destroyed. This also describes the extent of the responsibility of the heritage protection authorities; it is limited to making documentation available. Decisions on restoration or the manner

of reconstruction after damage is the business of the authorities and owner.

In the case of **movable** cultural property, an inventory or safeguard documentation makes it easier to identify items which must be removed if an incident occurs. And inventories also make it possible to identify the items removed after an emergency evacuation.

An officially-recognised historic item is much harder to sell on the market. For this reason, inventories and safeguard documentation are an effective protection against theft.

If there is a theft, an inventory makes it possible to prove the origin of the item.

A periodic check of the inventory is therefore important. Otherwise days or even months may pass before a theft is noticed.

3. Checking existing technical installations and putting in protective measures

Get in touch with security specialists

The condition of any building (its roof, windows, etc.) and technical installations (such as water pipes, sewers, drains, heating, air-conditioning, electrical wiring, etc.) should be checked regularly. Keeping attics and stores clean and tidy (not allowing rubbish to accumulate, and keeping exits clear), and the systematic use of non-flammable materials for exhibitions can substantially reduce the risk of fire.

When a building which is to house cultural property is under construction or being restored or altered, there is an opportunity to carry out improvements in the security field in collaboration with the emergency services and the historic monument authorities:

- in old buildings the **electrical installation** should be checked and overloading avoided
- **exits, particularly emergency exits**, should be marked
- provision should be made for **emergency lighting**
- a **lightning-conductor** should be installed
- **fire walls** and **fire doors** should be installed
- access to **hydrants** should be checked
- the condition of **water pipes** and **drains** should be checked
- if necessary, install **back-pressure valves** and **waterproof covers** and / or **slide valves**, to avoid flooding
- put **fire-points** into the building
- install **hand-operated fire-extinguishers**
- install **fire alarms**, **water detectors** and **burglar alarms**
- check **storeroom contents** (do not store easily flammable

materials)

- procure the **packing materials** which would be necessary if there were a disaster (crates, trolleys, gloves, etc.)
- and so on...

4. Shelters for cultural property

The possibility of constructing a shelter for important cultural property should be investigated in every building which houses collections. Built in accordance with the technical guidance of the Federal Office for Civil Protection, these make it possible to keep objects in the best possible way, with good “climatic” conditions, and also provide effective protection against theft or fire.

If it is not possible to construct a shelter specifically for cultural property, the possibility of using a personnel shelter either on a provisional or a permanent basis should be discussed with the municipal Civil Protection organisation.

5. Information and staff training

Staff training and drill

It is important that the staff should be informed of the risks and problems in the building, and of the steps to be taken. Members of staff who would be the first to be deployed in case of an incident must be drilled on site from time to time.

6. Further fundamentals for an emergency plan

Mark the locations of cultural property on the municipality emergency plans

The locations of the most important buildings, of valuable parts of the building and collections or objects should be shown on the **emergency services’ deployment plans**. The emergency plans should be clear. Information should be limited to the most important points. The sites in question should be regularly visited by senior members of the emergency services.

Detailed plans of buildings which house valuable historic items must provide the following information:

- access routes
- emergency exits
- water points (hydrants, fire-points, etc.)
- locations of manual fire extinguishers
- locations of electrical distribution and fuse boards
- location of the alarm panel (with information on how it can be turned off)
- location of the collections (inventory lists, storerooms)
- whereabouts of packing materials and moving equipment
- evacuation route

Addresses and telephone numbers	An up-to-date list should be kept with the addresses and telephone numbers of staff who are to be called in or informed if there should be an incident. It may be appropriate to organise a duty roster. There should also be an up-to-date list of specialists who can be contacted after an incident.
Location of keys	A key-box should be built into any building containing cultural property. The access key should be left in this key-box. The fire services hold a key to the key-box which can be drawn from the fire service vehicle only when it is in action. The place where keys to the show-cases are kept should be notified.
Access	Access to the collection and objects should be regulated.
Attachment	A simple and uniform system of attachment should be provided, allowing for rapid evacuation.
Information	The emergency services should be invited to make regular visits and practice deployments . One of the issues to be decided on such an occasion is the appropriate method of extinguishing any fire. Reduce likely causes of fire (by introducing a ban on smoking and open flames, checking electrical installations, etc.). And so on...

**Security measures,
comprehensive information and
rapid, careful action can
contribute to a great deal of cultural property
being saved if there is an emergency.**

DISASTER PROTECTION FOR CULTURAL PROPERTY

Precautionary measures, Annex 2

Checklist for a "Disaster Plan"

Field	Measures	Pending	Complete	Obs.
1. List of cultural property to be evacuated	<ul style="list-style-type: none"> - Copies of inventories not to be kept at the site of the collections - Prepare a list of the cultural property which must be evacuated in case of an incident - Mark cultural property which must be evacuated (without posting invitations to thieves) - Give instructions on access to the objects (how to take them down or dismantle them) - Distribute lists of cultural property to be evacuated in a targeted way 	-	-	-
2. Safeguard documentation (inventory sheets)	<ul style="list-style-type: none"> - Make a record of the building that meets the requirements of safeguard documentation - Make an inventory of movable cultural property - Microfilm the contents of archives and libraries 	-	-	-
3. Technical installations and arrangements	<ul style="list-style-type: none"> - Have electrical installation checked (including emergency lighting) - Have water pipes and drains checked - Check drains to clear firefighting water - Install fire alarms, water-level indicators, hygrometers and theft prevention devices - Check fire-doors, fire-walls etc. (consulting authorities for the protection of ancient monuments in case of valuable buildings) - Install fire-hose points - Install portable extinguishers, and maintain them regularly - Check arrangements for securing doors, windows and other means of access - Install a uniform and simple system to safeguard the objects - Use uniform locks for display cases and cupboards - Check storerooms are satisfactory - Mark emergency exits - Install lightning-conductors and have them checked periodically - Mark the location of hydrants - Procure material and equipment required for an evacuation (packing cases, trolleys, gloves, etc.) 	-	-	-
4. Shelters for cultural property	<ul style="list-style-type: none"> - Build shelters for cultural property - Assign personnel shelters or other Civil Protection structures as temporary or permanent shelters for cultural property 	-	-	-
5. Staff briefing and training	<ul style="list-style-type: none"> - Assign appropriate members of staff to the "disaster team" - Train the "disaster team" - Practice emergency procedures with staff (covering use of the fire-extinguishers, etc.) and train them in evacuation procedures 	-	-	-
6. Other fields	<ul style="list-style-type: none"> - Make a detailed plan of the building, and keep it up to date (showing access, emergency exits, fire-points, fire-extinguishers, alarm control board, location of collections and packing materials, etc.) - Record location of historical items on municipal emergency plans (fire services, Civil Protection organisation, police, local authority services, etc.) - Reduce possible sources of fire - Identify locations where water-damaged papers can be deep frozen - Draw up list of firms with extending ladders (for evacuation via windows) - Draw up list of addresses of specialists who are to be mobilised if there is an incident involving damage - Draw up lists of addresses of authorities who are to be contacted in case of an incident - Check access to storerooms - Carry out emergency exercises with local emergency services - Give the address lists and list of cultural property to be evacuated to the local emergency services in a sealed envelope 	-	-	-

PROTECTION OF CULTURAL PROPERTY AGAINST DISASTER

Action , Annex 3

Immediate action in case of incidents involving damage

Notice: The effectiveness of the measures listed in the table will be reinforced if a “disaster plan” for the building concerned has been prepared beforehand.

It is important that the question of who is in charge should be clearly settled during emergency action, so that there is the best possible coordination of available resources.

Nature of incident	Measures to be taken	Persons/authorities to be notified (tel: home and office)
Fire	<ul style="list-style-type: none"> - Turn off gas - Ask visitors to leave the building (possibly keeping back volunteers to help with evacuation of the cultural property) - Switch off electricity, after checking that nobody is still in the lifts - Close doors and windows - Prepare for arrival of the emergency services (access / hydrants / fire extinguishers / indicate the cultural property to be evacuated first) - Organise packing materials and trolleys required - Evacuate inventories, microfilms and the most valuable cultural property to a safe place (avoid the same object having to be moved several times) - Specify a provisional collecting point for the objects that are evacuated (under guard) - Plan removal of evacuated objects into the new store - 	<ol style="list-style-type: none"> 1. Fire service 2. Conservators / owner 3. Deputies 4. Restorers 5. Organisation for the preservation of ancient monuments 6. Head of PCP (Protection of Cultural Property Section) 7. Civil Protection Organisation (other services) 8. Insurance companies 9. ...
Water damage / flooding	<ul style="list-style-type: none"> - Turn off water supply and electricity, after checking that nobody is still in the lifts - In case of flooding, where possible move the most valuable cultural property to the upper storeys - Take steps to stop or reduce penetration of water - Take emergency steps to limit damage to the objects - Deep-freeze water-damaged documents, and contact the National Archives of the canton of Berne without delay - 	<ol style="list-style-type: none"> 1. Fire service 2. Conservators / owner 3. Deputies 4. Restorers 5. Organisation for the preservation of ancient monuments 6. Head of PCP (Protection of Cultural Property Section) 7. Civil Protection Organisation (other services) 8. Berne's Staatsarchiv (State Archives) Insurance companies ...
Vandalism / attempt on someone's life	<ul style="list-style-type: none"> - Rescue any injured, ask visitors to leave the building and close entrances - Alert the police - Take steps to limit damage, depending on its nature - 	<ol style="list-style-type: none"> 1. Ambulance 2. Police 3. Conservators / owner 4. Restorers 5. Organisation for the preservation of ancient monuments 6. NIKE (National Information Office for the Preservation of Heritage) 7. Insurance companies
Theft	<ul style="list-style-type: none"> - Report the theft to the police (avoid any steps which might impede the collection of evidence) - Draw up a list of what has been stolen on the basis of the inventory - Collect documentation on every stolen object (inventory sheet, etc.) - Notify the media, making available photographs of the stolen objects 	<ol style="list-style-type: none"> 1. Police 2. Schweiz. Depeschagentur (Swiss Press Agency) 3. Insurance companies 4. Local press

NB: The table should in addition take account of local hazards which might threaten the building (avalanches, landslides, earthquakes, etc.)

Effective steps can only be taken in a calm atmosphere; overreaction must be avoided!