

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 	-	-	-