

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!