



MAKE AN EMERGENCY CONTACT LIST

Make a contact list of the institutions that are in charge, or have any relation, with emergencies in your region. Post it in a visible place in your institution.

Some important contacts are...

- + Heritage emergency first aid volunteers (B-CARE):
www.balkancare.net/contact
- + Emergency contact person at your regional cultural institution: _____
- + Fire department: _____
- + Police: _____
- + Nearest hospital: _____
- + National Operational Center for Emergencies:

- + Department of Civil/Military Cooperation:

Contact your emergency institutions...

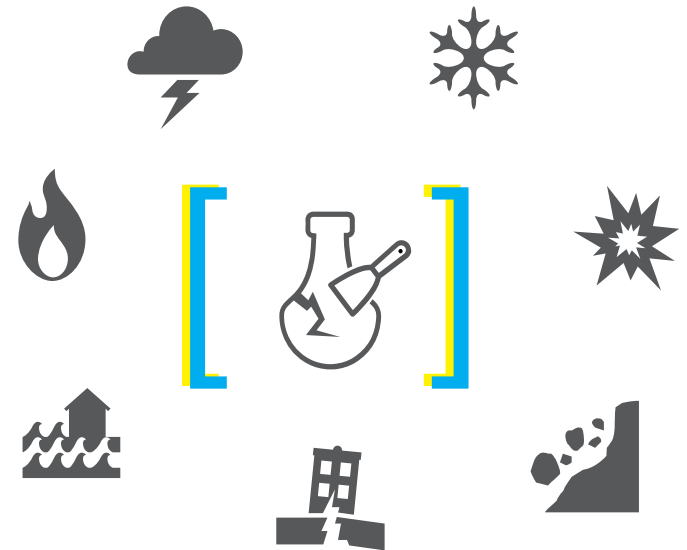
- + Inform them about your institution/site: location, mission, director, direct contact (yours) and why your cultural resources need special attention.
- + Ask them to visit your institution during the day and night, so they will know it in case of an emergency.
- + Request that they train you and your colleagues. Some of your colleagues could also be selected as volunteers to help during emergencies.

NEED ASSISTANCE?

Cultural Heritage without Borders Albania (CHwB Albania) and Urban Development Center (Centar za urbani razvoj), Serbia, through the support of Prince Claus Fund, Netherlands, have trained volunteers to assist your region in case of an emergency that involves cultural heritage. If you require assistance to support you, please do not hesitate to check the list of volunteers on our website: **www.balkancare.net**

This pamphlet was produced for the project Balkan Cultural Aid Response for Emergencies (B-CARE) with funding from the Prince Claus Fund through the Cultural Emergency Response (CER) program.

HOW TO PROTECT CULTURAL HERITAGE IN AN EMERGENCY



B+CARE
BALKAN CULTURAL AID RESPONSE FOR EMERGENCIES



B+CARE
BALKAN CULTURAL AID RESPONSE FOR EMERGENCIES



HAVE AN INVENTORY READY

If your institution does not have an inventory of your collection or assets, it is important to start to build it, preferably with a description and photos of your collection/site.

Prioritize the list by both value (historical, artistic, etc.) and vulnerability (how delicate / susceptible to damage), taking into account the following categories:

- + High importance
- + Medium importance
- + Low importance

This list will help you prioritize evacuation, salvage or recovery actions if disaster strikes.

Send this list to your own email and to your colleagues and / or keep it online in the cloud.

Keep an inventory of people, too...

In a disaster during public hours, the emergency responders will need an updated list of visitors and staff: how many and where they might be. They will also need to know about staff members with special needs.



PREPARE AN EMERGENCY BRIEFCASE

Collect the following information...

- + Maps of the institution showing entrances, exits, elevators, utility shut-offs (water, gas, electricity), alarm and sprinkler systems, telephones, cables and hazardous materials.
- + An aerial photograph of the institution and surrounding area for reviewing response routes. Your local municipality may have such photos. Or visit Google Maps / Bing Maps
- + Contact information for staff. Photos can help identify missing or injured people.
- + Locations and types of hazardous materials, including collections (e.g., ammunition, medical supplies, preserved specimens).
- + Locations of priority objects according to your inventory. These can be marked on the plan using shading, colored notations or photographs.
- + Information on who to contact for master keys and keys to exhibit cases.

Make several copies of this briefcase...

- + Keep one, give another to one of your colleagues and send it also to emergency institutions.
- + Send any digital information of the briefcase to your e-mail or the cloud.



EMERGENCY SUPPLIES CHECKLIST

Here is a list of some supplies that could come in useful if your institution/site faces an emergency. Be sure to check your supplies periodically.

General Supplies

- Emergency Response Plan
- Emergency phone lists
- Disposable cameras
- Clipboard and documentation forms
- Pencils, permanent markers
- Scissors (4 pairs)
- Object tags

Safety Supplies

- Caution tape and signs
- First Aid kit
- Anti-bacterial towelettes
- Respirators
- Protective clothing, boots
- Work gloves
- Latex and Nitrile gloves
- Safety goggles

Supplies for Removing Water

- Cellulose sponges
- Squeegee with handle
- Sponge mops
- Bucket
- Broom
- Dust pan & brush
- White blotting paper
- Terrycloth towel

- Paper towels
- Disposable diapers
- Rags

Lights and Power

- Work lights, stands, extra bulbs
- Electrical cords, power strips
- Flashlight and spare batteries
- String

Tool box

- Hammer
- Pliers
- Crow bar
- Vice grips
- Slot screwdrivers
- Phillips screwdrivers
- Utility knives, extra blades

Containers, Supports, Wrapping Materials

- Roll of 4ml clear polyethylene
- 2 rolls duct tape with dispensers
- Corrugated polypropylene boxes
- Clear polyethylene bags
- Heavy-duty garbage bags
- Nylon cable ties
- 20 20cm wood blocks