

# **PROTOCOL OF INTERACTION**

## **BETWEEN GOVERNMENTAL BODIES, CULTURAL INSTITUTIONS AND ORGANIZATIONS IN RAPID RESPONSE FOR AN EMERGENCY SITUATION TO SAVE CULTURAL HERITAGE**

(PROJECT)

*The draft Protocol of Interaction is based on the results of the workshop «Improving the Effectiveness of Emergency Response, first aid and external risk management for cultural heritage in the historical center of Odesa», which took place in Odesa on September 18-19, 2023.*

**PREPARATION**

**c. 2**

**REACTION**

**c. 6**

**STABILIZATION AND RECOVERY**

**c. 10**

# PREPARATION

## 1. PLAN OF PRIORITY ACTIONS

## 2. COORDINATION

## 3. RESOURCE HUB

## 4. STORAGE OF INFORMATION

## 5. PROTECTION OF OBJECTS

## 6. COOPERATION WITH THE CSO SECTOR AND INTERNATIONAL ORGANISATIONS

## 7. INFORMATIONAL ACTIVITY on the importance of protecting cultural heritage

### 1. PLAN OF PRIORITY ACTIONS

- carrying out a situational analysis
- priority and sequence of actions in case of an emergency
- determination of priorities of CH objects
- distribution of duties among personnel
- the procedure for informing about an emergency situation
- identification of stakeholders and volunteers who can be involved in the rescue of the CS

### DEVELOPMENT OF THE PLAN OF PRIORITY ACTIONS

*the action plan provides a clear priority:*

#### 1. Saving people

#### 2. Rescue of collections / cultural values

#### 3. Protection of buildings, premises, documentation, inventories property

Each cultural institution / administrator of cultural heritage objects must develop a response plan, according to its characteristics, circumstances and analysis of potential risks and threats.

National and local authorities, operational response, civil protection and law enforcement agencies must inform cultural institutions/ managers of cultural heritage objects about the current response protocol, mandatory actions of managers in case of an emergency. The cultural institution / manager of the CH must coordinate its plan with the general response protocols in force on national and local levels.

### IMPLEMENTATION OF THE PLAN OF PRIORITY ACTIONS

#### Personnel training

#### Logistical and technical support

#### Availability of information (evacuation schemes, emergency numbers, etc.)

Institution of culture / administrator of the CH

## 2. COORDINATION (at the stage of preparation)

### EMERGENCY CONTACTS

Preparation of the handbook of telephone numbers of emergency services and officials (operational headquarters, State Emergency Service, Ministries of Culture and Internal Affairs, relevant departments of national and local authorities, etc.).

The handbook is prepared and distributed among the administrators of the CH and is updated by the Operational Headquarters.

### OPERATIONAL RESPONSE HEADQUARTERS

State  
Emergency  
Service

State  
authorities

Forces of law  
and order

Communal  
services

Local  
authorities

Representative  
responsible at the  
Headquarters for  
Cultural Heritage

Institution  
of culture /  
administrator  
of the CH

Provides information about CH objects, collections, (inventories and evacuation priorities), maps of sites and CH objects, floor plans of buildings, etc. that require special protection and treatment to the body or person determined by the Operational Response Headquarters.

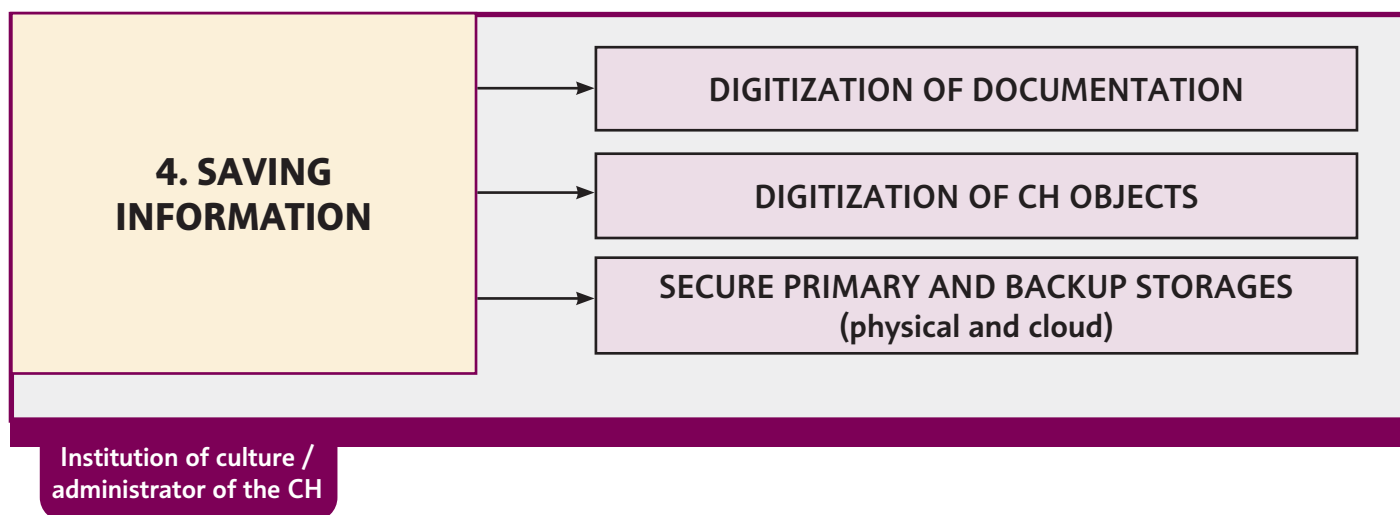
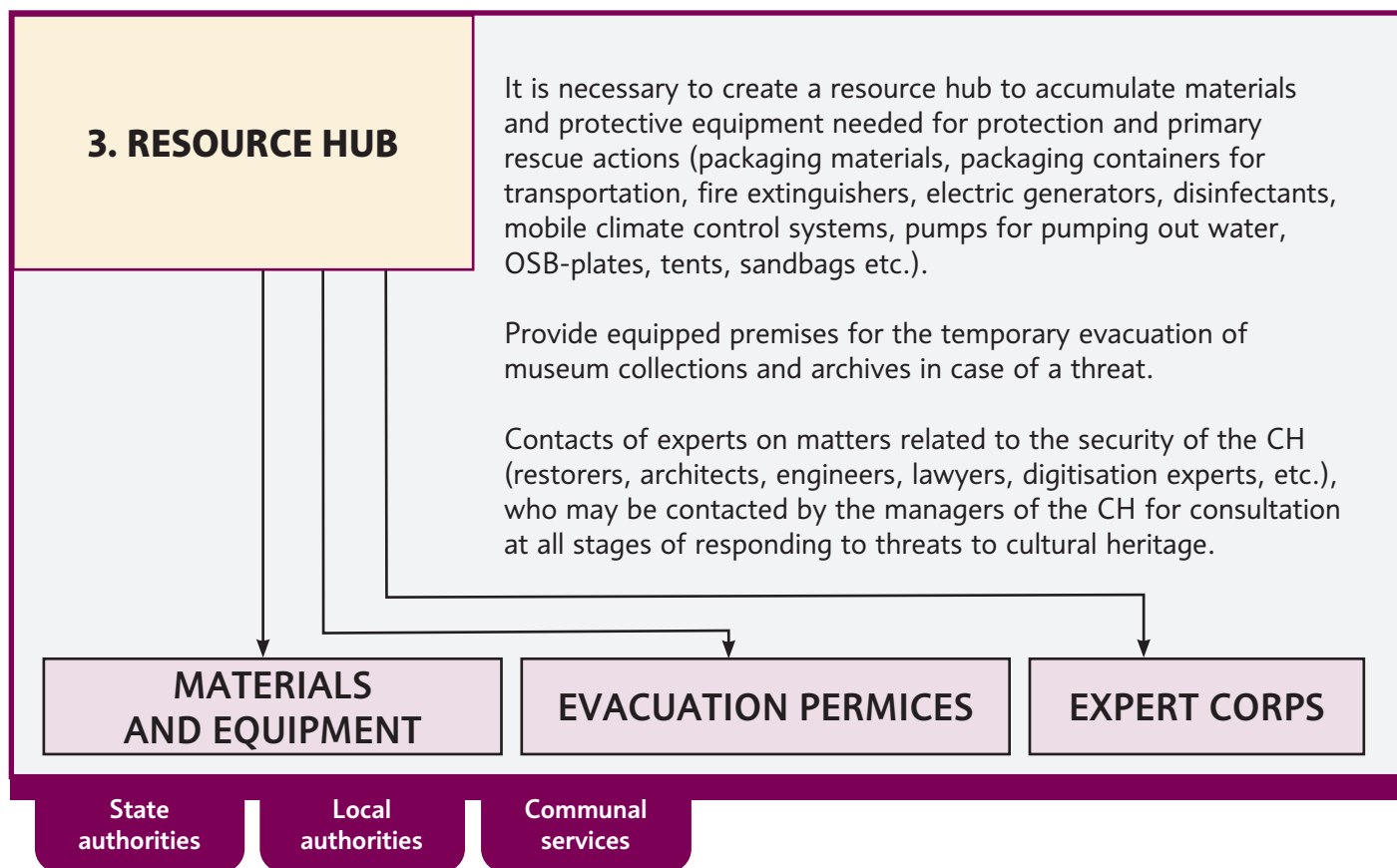
### EXPERT BASE

Database of contacts of CH protection experts, persons responsible for operational response from CH administrators, who can advise rescuers on the specifics of the CS object in case of an emergency.

To coordinate actions during an emergency situation, local authorities have created Operational response headquarters with the participation of representatives of all law enforcement agencies, emergency and civil protection bodies, state and communal services and organizations.

During martial law, such Operational Headquarters shall operate on a permanent basis for the duration of martial law.

The operational headquarters determines the body / position responsible for collecting information about the objects of the CH, collections, museum funds, etc. and shall take into account this information to save the CH in case of an emergency. For example, such a body could be the local department of the CH preservation.



## 5. PROTECTION OF OBJECTS OF CULTURAL HERITAGE

Protection of cultural heritage sites by establishing a security perimeter, anti-terrorist measures, appropriate alarms, video surveillance, monitoring etc. As well as preventive protection of CH objects by installing protective constructions, covers, etc., to reduce the destructive consequences of military actions for them.

Local authorities

Communal services

Police

Institution of culture / administrator of the CH

## 6. COOPERATION WITH THE PUBLIC SECTOR AND INTERNATIONAL ORGANIZATIONS

Establish contacts with public expert and charitable organizations working in the field of CH, international organizations and donors, representatives of state and local authorities of other countries, who are ready to contribute to the protection of cultural heritage objects in Ukraine.

Institution of culture / administrator of the CH

Local authorities

State authorities

## 7. INFORMATIONAL CAMPAIGN on the importance of protecting cultural heritage

Measures to raise public awareness of the importance of preserving cultural heritage and responding to its threats: information campaigns, focus on CH in emergency response trainings and curricula. Marking with the «Blue Shield» sign of objects that have the status of monuments and information work among the public and the military regarding the implementation of international standards of protection of the CH.

Regional/city military administration

Local authorities

State Emergency Service

Institution of culture / administrator of the CH

# REACTION

**1. NOTIFICATIONS  
AND INFORMING**

**4. PROTECTION AGAINST  
VANDALISM AND THEFT**

**2. ASSESSMENT  
OF THE SITUATION**

**5. DOCUMENTATION  
AND REPORTING**

**3. REACTION**

**6. PUBLIC COMMUNICATION**

## 1. NOTIFICATIONS AND INFORMING

If the hotlines of the State Emergency Service or the police receive a report about an emergency event in the territory where the CH objects are not from the manager of this CH object, then as part of the work of the Operational Response Headquarters, the CH security department or the responsible person is informed about the emergency case and ensures further communication between rescuers, the police and the manager of the CH facility.

Institution  
of culture /  
administrator  
of the CH

State Emergency Service

Forces of law and order

Management body

Representative  
responsible at the  
Headquarters for  
Cultural Heritage

Immediately after detecting an emergency situation, штаць the relevant services and authorities (the State Emergency Service, the National Police, Ministry of Culture, the relevant departments for the protection of cultural heritage of state authorities and local governments). Identify a responsible person from the institution for official communication with the authorities and other agencies.

### OPERATIONAL RESPONSE HEADQUARTERS

State Emergency Service

Forces of law and order

Representative  
responsible at the  
Headquarters for  
Cultural Heritage

Institution  
of culture /  
administrator  
of the CH

2. ASSESSMENT OF THE SITUATION ON SITE

After on site situational analysis, the damage caused to the CH, the degree of danger, the scale of the emergency and the possible consequences for the personnel and the population should be assessed and the necessary actions for its rescue/protection should be determined.

OPERATIONAL RESPONSE HEADQUARTERS



State Emergency Service

Forces of law and order

Representative responsible at the Headquarters for Cultural Heritage

In order to properly assess the state of the CH object, archive or museum collection, to make the right decisions regarding the response, constant communication with the head of the institution and, if necessary, the involvement of external specialists is required.

The responsible balance-keeper informs rescuers and law enforcement officers about the location of collections, building plans, priority values for rescue and their location, necessary measures to reduce the damage that may be caused to the CH during the liquidation of the consequences of an emergency event, etc.

Institution of culture / administrator of the CH

3. REACTION

Coordination to response an emergency situation while simultaneously protecting the CH from negative consequences is carried out with the mandatory involvement of a representative of the CH balance keeper. The responsibility for proper coordination with him is assigned to the corresponding representative in the Operational Response Headquarters.

State Emergency Service

- 1. The main task in responding to an emergency situation is to preserve people's lives and health.
- 2. After the threat to human life and health has been eliminated, rescuers eliminate other threats. During the work of the rescuers, other persons are not allowed to the scene of the emergency.

Police

- 3. The police guard the territory around the perimeter during the liquidation of the consequences of the emergency, as well as after it, preventing outsiders from entering.

Representative responsible at the Headquarters for Cultural Heritage

At this stage of the work of the State Emergency Service, the representative at the CH Preservation Headquarters is responsible for timely, high-quality communication between the rescuers and the CH balance keeper.

Institution of culture / administrator of the CH

3.A EVACUATION

If it is impossible to eliminate the threat to the mobile CH (museum funds, archives, libraries, etc.), their emergency evacuation is carried out. It is carried out with the involvement of the balance keeper of the CH and informing the management body about it. The National Police is involved for the security of the CH during the evacuation. Local authorities assist in finding a suitable place for temporary storage.

Institution of culture / administrator of the CH

Police

State Emergency Service

Management body of the administrator of the CH

ПРИБИРАННЯ

- 6. After completion of investigative actions, documentation of damages, photo and video recording. Do not allow the cleaning without the approval of the administration of the cultural heritage object to prevent the loss of exhibits and collections, decorative elements of interiors, parts of architectural design, etc.

Institution of culture / administrator of the CH

Communal services

DOCUMENTATION OF DAMAGE, PHOTO AND VIDEO RECORDING

- 5. After the work of the investigators and before cleaning up the consequences of the emergency event, the balance keeper documents the damages caused to the CH (Inspection Report, Act) and carries out photo-video recording of the site and objects.

Institution of culture / administrator of the CH

Investigative bodies

- 4. After the work of rescuers, Intelligence Service, State Bureau of Investigations, Prosecutor's Office carry out the necessary investigative actions. At this stage, representatives of the balance keeper or other persons may be admitted to the territory, according to the decision of the investigators.



#### 4. PROTECTION AGAINST VANDALISM AND THEFT

Protection of the cultural heritage object from vandalism and theft after the danger has been eliminated and the administration has been given access to the object.

Institution of culture / administrator of the CH

Police

Local authorities

#### 5. DOCUMENTATION AND REPORTING

Maintain documentation of all actions and decisions taken during an emergency. After completing the emergency response, compile a report for further analysis.

Institution of culture / administrator of the CH

#### 6. CRISIS PUBLIC COMMUNICATION

Coordination of information for public exposure with the Operational Response Headquarters, the balance keeper of the CH objects, its management body.

Provide the public with only verified and reliable information about the situation, including informing about prohibitions and recommendations for actions.

In any case do not inform about: storage locations or relocation of museum funds and archives, information containing personal data of individuals, information that may affect the safety of people, premises, property, objects of the CH.

Operational response headquarters

Institution of culture / administrator of the CH

Management body of the administrator of the CH

# STABILIZATION AND RECOVERY

## 1. SAFETY AND COORDINATION

## 3. STABILIZATION, CONSERVATION

## 2. DAMAGE ASSESSMENT AND PLAN OF STABILIZATION WORKS

## 4. RECOVERY PLAN

### 1. SAFETY AND COORDINATION

Any work on the object is carried out only with the permission of the relevant services and bodies.

When carrying out work, workers are provided with protective equipment, instructed on safety rules at the facility.

The planning of the works and their implementation takes place in coordination with all relevant services and bodies responsible for the protection of cultural heritage, subject to the availability of permits provided for by law.

Institution of culture / administrator of the CH

State Emergency Service

Management body of the administrator of the CH

Office of Protection of the CH

Local authorities

### 2. DAMAGE ASSESSMENT AND PLAN OF PRIORITY WORKS

Both national and international methods should be used to assess the degree of damage and risks. Determine the possibility of restoration and the set of necessary works.

Based on the assessment, prepare a plan, and estimate budget of stabilization emergency works.

Institution of culture / administrator of the CH

Office of Protection of the CH

Management body of the administrator of the CH

International organizations

### 3. STABILIZATION, CONSERVATION

Determine and carry out a set of priority anti-emergency works. The planning of works and their implementation takes place in coordination with the bodies responsible for the protection of cultural heritage, in accordance with the legislation.

Institution of culture / administrator of the CH

Office of Protection of the CH

Management body of the administrator of the CH

### 4. EARLY RECOVERY PLAN

In the conditions of the threat of repeated damage to the CH as a result of military operations, the expediency of immediate restoration is often in question. After stabilizing and, as far as possible, securing the CH facilities, it is important to prepare an early recovery plan. Use contacts with international organisations and other countries to protect cultural heritage sites. Consult with local experts.

The recovery plan concerns not only the damaged objects of the CH, but also the support of the institutions that take care of them.