



Emergency plan for the protection of cultural heritage

Foreword

A timely, expeditious and targeted procedure for securing cultural heritage in case of dangerous situations (e.g. water infiltration caused by flooding or pipe bursts, natural or accidental events) must necessarily be planned in order not to expose cultural heritage to unpredictable risks. For this reason, the Augustinian Convent Museum has adopted an emergency plan for the protection and safety of its art collection in a situation of risk.

Prevention

A safe, well-maintained, ventilated, non-humid, easily accessible and unobstructed storage area was preset for the transport of the artworks in case of risk.

Cooperativa Girasole's ticketing, reception, and security staff have been trained and informed for first response in case of emergency.

Adequate measures have been introduced to prevent and contain damage to the collection.

A. Procedure in case of a disaster event

Before any intervention, promptly assess that:

1. the threat to the collection is real;
2. in case of danger activate the emergency response of the fire department and, if necessary, law enforcement;
3. the number of people in charge of securing artwork is sufficient;
4. the operation does not jeopardize the safety of the people involved in the operation and, if it does, arrange for the evacuation of staff and visitors and direct them to the following safe places;
5. if there is no risk to personnel, arrange for the movement of assets following the priority listed below.

B. Prioritization of the value of assets

1. Objects made of organic material such as paper, wood, fabric and bone, canvas (primarily paintings);
2. Objects made of fragile inorganic materials, such as glass, ceramics and clay;
3. Metal objects (sacred art objects);
4. Items of such size and weight that they are difficult to handle, keep them *in situ* and protect them with bubble wrap.

C. Emergency exit

In imminent risk consider whether:

- Evacuate property and people in the garden, cloister, churchyard or inside the Church of St. Jacob and Philip;
- Set up the work area for packing in the basement room or church hall.

D. Sequence of actions to be taken in case of risk

- Notify the pro-tempore parish priest and the museum director;
- Identify the most at-risk and fragile assets that can be easily reached without risk and move them to the safest security area.

E. Sequence of actions to be taken in an emergency

- Officially inform the Soprintendenza Archeologia, Belle Arti e Paesaggio for the metropolitan city of Florence and the provinces of Pistoia and Prato;
- Report individual secured assets with photos and identification tags;
- Provide packaging by following the procedure below.

F. Transport and packaging procedure

- Wear gloves and mask;
- Carry one object at a time, always using both hands to hold it. To ensure that the weight of the object is balanced, place one hand under the object and hold it with the other hand;
- For large goods apply an identification label on the back for paintings, under the base in the case of sculptures;
- For small goods packaging form an assembly line: one person dedicated to wrapping, another dedicated to preparing the boxes/crates, and another person dedicated to labeling the item with identification tags, if adhesive take care not to stick it on the surface, and place it in a sturdy, stackable container under other boxes;
- Use packaging materials to protect goods from impacts, vibration, dust and other contaminants, and from changes in the outdoor environment (bubble wrap and Tyvek or TNT);
- Once the asset(s) is placed in a crate or box, fill the voids with cushioning materials (ethafoam) to prevent the asset(s) from shifting and absorb impacts;
- To prevent mishandling of boxes containing objects, mark them with signs commonly used to indicate: fragility, top/bottom, handle with care, do not turn over.

G. Sequence of actions to be taken when the emergency is over

- Relocation of the assets, subject to due authorization from the Soprintendenza Archeologia, Belle Arti e Paesaggio for the metropolitan city of Florence and the provinces of Pistoia and Prato;

- Entrust the assignment to a firm with proven experience in the field of handling and transporting works of art.

Appendix

Useful materials and equipment for emergency rescue of cultural property	
	<p>First aid kit</p> <p>Potable water</p> <p>Flashlights and spare batteries</p>
Personal protective equipment (PPE).	<p>Masks: In order to prevent inhalation of dust and other airborne particles, use a face mask. Use masks with filters if handling objects coated with chemicals.</p> <p>Gloves: Cotton, nitrile or latex can be used when handling objects. Safety glasses: Use safety glasses to protect eyes if working in dusty or otherwise contaminated environments.</p> <p>Safety helmets: Can be used to protect the head from falling objects. Work aprons/gowns: Use white linen, cotton or polyester aprons or lab coats to protect clothing from contaminants when handling or packing goods.</p> <p>High-visibility jackets if working in dark areas or outside.</p>
For packing goods	<p>Tyvek: a synthetic material consisting of high-density polyethylene fibers, tyvek can be used to make water-resistant covering.</p> <p>TNT: (non-woven fabric) to protect the surface of paintings.</p> <p>Polyethylene foam [ethafoam], a shock-absorbing material that can be easily cut out and shaped to fit between goods in containers to absorb impacts.</p> <p>Durable and stackable boxes for the goods of small size.</p>

	Bubble wrap to be used for packing sacred objects and sculptures.
To document the assets put under shelter	Camera with battery and spare memory for photographing damaged goods. Stationery: notepad, pens, pencils, scissors, labels, twine and parcels.

The Director of the Museum

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