



## Checklist for protection of cultural assets

*This checklist should indicate how and where you can get information about cultural assets in the county/region concerning. It aims also to structure your tasks and measures according priorities.*

### **The aim of the protection of cultural assets of the SDC / HA**

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- Limit damages on cultural assets after disasters and conflicts
- Secure and protect damaged cultural assets.
- Help and support to sensitize the aid agencies towards the importance of protection of cultural assets.
- Support local and international organizations in there effort of protection of cultural assets.
- To give an input in the comprehensive protection of livelihood including cultural assets of the affected population. Support the identification of the population with there cultural assets.

### **Source of information before the mission:**

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- UNESCO, ICOMOS, ICOM websites ([www.unesco.com](http://www.unesco.com))
- Location of local property, identify affected areas and check possible historical and valuable sites (internet, media, contact specialists in Switzerland)
- Swiss specialists and institutions (Bundesamt für Bevölkerungsschutz BABS / KGS)
- Swiss Embassy in the country of your mission.

### **Source of information during the mission:**

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- Governmental Institutions
  - Ministry of Culture
  - Ministry of Security (Police and Civil protection)
  - Ministry of Education
  - University and schools
- Museum, Gallery
- Local and regional administration and institutions
- UN-offices
- Medias / Journalists
- Head of religious groups and communities
- Coordination organizations UNDAC / UNOCHA
- Local population



### List for procedures and steps at the initial stage

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If you have got any information's of cultural assets in danger follow the listed procedure.

1. Contact to local and national authorities and other important organizations in the region
2. Analyze the security situation in the region of the asset and specifically around the asset
3. Get all necessary permission to get access to the asset/monument
4. Preparation of a first risk assessment
  - a. Standardize the format of the assessment and reporting
  - b. Carry out a first risk assessment
    - Identify immediate measures and possible partners and actors
    - Visualizing the risk assessment and damage to the asset
    - Set priorities of immediate measures
    - Categorize the damage and document it
    - Describe first optional prevention measures
5. Give information to
  - a. National and local administration
  - b. SDC HQ / Desk person
  - c. UN Agencies
  - d. Journalist / Medias

### Elaborate possible options of intervention and phases

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As a first important guideline respect the following **"Think before you act"**

However in any case to not act if you do not have the green light from the authorities or the HQ Switzerland. What ever you do, be aware of religious and ethnic sensitivity

Possible options as immediate protection measures

1. Spread information to all actors in the field (National and International)
2. Engage guards to protect the asset (financing of salaries)
  - Prevention measures
  - Secure area
  - Protect and safeguard items
3. Identification of partners, specialists (local and international)
4. Elaborate possible options for second phases of protection
5. Assessment of local means (freezing house, transportation, packing, containers etc.)
6. Handing out of documentation to other organizations