

# The Canterbury Disaster Salvage Team

(Disaster Preparedness, Education and Training for Heritage and Cultural Institutions)

## Do your own disaster plan

- **If you don't have one start to create it!**
- **If you do have one test it out**



**Venue:** Air Force Museum  
**Date:** August 2<sup>nd</sup> and 3<sup>rd</sup> (Thursday and Friday)  
**Instructor:** Vesna Zivkovic



## DEVELOPING AND WRITING AN EMERGENCY PLAN CANTERBURY DISASTER TEAM WORKSHOP

### Workshop description

This 2-day workshop course will introduce the basic concepts and tools relevant for developing and writing an emergency plan. It will provide a systematic approach to define objective, scope and content of the emergency plan of the participants institutions, as well as process of the plan, target audience and the agency(ies) responsible for its implementation.

A hands-on component is included to practise and consolidate the use of this approach. The workshop will also aim at stimulating and improving critical thinking, teamwork, and communication skills. Workshop activities will include lectures, discussions, group exercises, presentations by participants, and template and real emergency plans.

### Learning outcomes

At the end of the workshop participants should be able to prepare and implement an emergency plan for their respective institutions or to improve the existing plans.

### Workshop content

**DAY 1** *Thanks to NZ Micrographics for sponsoring the morning and afternoon tea*



**Session 1:** Participants will be given sample plans to analyse and compare in group (table top exercise). Which plan do you like best and why?

**Session 2:** Following the exercise through discussion and brainstorming participants will understand the objective of an emergency plan, key elements of the plan, different types of plans integrated into an emergency plan, as well as role of different stakeholder in the plan development.

**Session 3:** Revisiting some elements of the plan, such as emergency teams, risk assessment, priority lists and documentation and providing tools for preparing specific elements of the plan (lecture and discussion)

**Session 4:** Developing documentation forms for the emergency plan (group work)

**DAY 2** *Thanks to Hydestor for sponsoring the morning and afternoon tea*

**Session 1:** Writing instructions (short lecture) and making a table content of an emergency plan according to each specific institution (individual work)

**Session 2:** Participants work individually on their plans and discuss in groups of two

**Session 3:** Participants prepare individually and present the plan of action for putting in motion the plan development and writing (what to expect in the planning process)

**Session 4:** Discussion and conclusion of the workshop

## Guest Speaker



**Vesna ŽIVKOVIĆ, MA**

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Vesna graduated archaeology at University of Belgrade, Faculty of Philosophy, Department of Archaeology (2000) and obtained master's degree in preventive conservation at University Paris 1, Pantheon Sorbonne (2006). Currently she is a PhD candidate at the University of Belgrade, focusing her research on environmental management for museum collections.

From 2001 she worked at the National Museum, Belgrade, as curator for preventive conservation and has been instrumental in developing preventive conservation services and activities in Serbia. Vesna participated in the establishment of the Department for Preventive Conservation at the National Museum in Belgrade, and for the last eight years was responsible for the Centre for the Preventive Conservation in the Central Institute for Conservation in Belgrade.

Vesna had been working on planning the climate control for museum collections and generating preservation plans and terms of reference for the preventive conservation aspect of the museums' reconstruction projects and storage reorganization projects. She had been providing advice for the museum community on efficient collections preservation, based on an understanding of risks to collections. She is the author of the guidelines on museum environment, handling museum collections and organizing the storages for museum community in Serbia.

Vesna was also responsible for delivering courses in preventive conservation and risk management for the museum community in Serbia and the region of South East Europe. She had been coordinator for developing the first university programme dealing with preventive conservation in the region, in collaboration with Université Paris 1 – Panthéon Sorbonne and Belgrade University. Furthermore, Vesna had been an invited resource person and lecturer and acted as course leader and project assistant for international and regional educational projects dealing with preventive conservation, risk and emergency management for museum, archival collections and immovable cultural heritage, including world heritage sites (Teamwork for Integrated Emergency Management for Southeast Europe (2007-2008), Reducing risks to collections and cultural heritage (2005 – 2014), Prévention des risques course in Tunis (2013), Museum disaster preparedness and risk mitigation in the event of disaster or conflict Course in Egypt (2013)), as well as storage reorganization (RE-ORG South East Europe, 2014 -2015, RE ORG International: Rajasthan, 2015). She also has important experience in delivering courses in the distance learning format and developing web tools and resources. Vesna participated in numerous regional and international conferences and seminars presenting institutional experience in environmental management for collections, cultural heritage risk management and preventive conservation.

