

In collaboration with The National Archives of the Netherlands, ICOM-SEE and MNC ICOM

Teamwork for Integrated Emergency Management in South East Europe

A Museums Emergency Programme Education Initiative

DRAFT WORKSHOP SCHEDULE

19 Nov. - 1 Dec. 2007, Ohrid, Macedonia

MONDAY 19-11		
Date/Time	MODULE 1 – INTRODUCTION	Instructors
08:30-09:00	Registration	
09:00-10:15	M1.1 Introduction of the participants, instructors and organizers. Orientation to the Course (Objectives and Outline)	Vesna Živković Foekje Boersma Aparna Tandon
10:15-10:45	Objectives of the Introductory Workshop	Vesna Živković
10:45-11:00	Introduction to the Course Website	Foekje Boersma
11:00-11:30	Coffee Break	
11:30- 12:00	Inauguration – Welcome Speeches by ICCROM, GCI, ICOM-SEE and MNC ICOM	Aparna Tandon Foekje Boersma Mila Popovic- Zivancevic Zaharinka Baceva
12:00-13:00	Panel Session- "Disaster Risk and the Role of NGOs and IGOs in Integrated Emergency Management"	Panel moderator: Aparna Tandon
12:00- 12:30	Disaster risk and role of the Non-governmental Organizations in Integrated Emergency Management: Case Study of Macedonia. Key Note Speech by Dr. Krste Bogoeski	Key note speaker: Dr. Krste Bogoeski
12:30-12:50	Panelists: - Mila Popovic-Zivancevic (ICOM-SEE) - Gerrit de Bruin (ICA/IFLA), - Damir Dijaković (UNESCO) to be confirmed - Aparna Tandon (ICCROM)	
12:50- 13:00	Discussion and Conclusion	
13:00-14:00	Buffet Lunch	
14:00-15:15	M1.2 Introducing the concept and principles of Integrated Emergency Management for Museums.	Rohit Jigyasu
15:15-18:00	Visit to the Museums	
15:15-15:45	Walk to Icon Gallery and St Mary Perivlepta church	
15:45-16:30	Visiting the Icon Gallery and Church	Vesna Živković Milčo Georgievski
16:30-16:45	Walk to the Robevci House	
16:45-17:15	Visiting the Robevci House	
17:15	Return to the Hotel	
19:00-21:00	Reception at the hotel	

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TUESDAY 20-11		
Date/Time	MODULE 2-DISASTER RISK ASSESSMENT	Instructors
8:30-9:00	Individual Study	
9:00- 10:30	M2.1 Knowing the Context for Understanding Disaster Risks	Rohit Jigyasu Vesna Živković
10:30-11:00	Coffee Break	
11:00-11:30	M2.2 The Concept of Disasters: Hazards / Agents and Related Terms	Rohit Jigyasu Vesna Živković
11:30-13:00	M2.3 Tools for Comprehensive Identification of Disasters	Vesna Živković Rohit Jigyasu
13:00-14:00	Lunch	
14:00-15:30	M2.4 Importance of Communication with the Media	Adalberto Biasiotti
15:30-15:45	Coffee Break	
15:45-16:15	Discussion	
16:15-17:15	M2.3 Tools for Comprehensive Identification of Disasters- Presentation of case-study	Rohit Jigyasu

WEDNESDAY 21-11		
Date/Time	MODULE 2-DISASTER RISK ASSESSMENT	Instructors
All day	M2.5 Field exercise – Identifying Disaster Risks	Rohit Jigyasu Vesna Živković
8:30-9:00	Participants go to their respective 'MEP Case Study Museums' (Robevci House or Icon Gallery)	
9:00-9:20	Instructors explain the field exercise and introduce worksheets	
9:20-11:00	Identification of the Disaster Risks (individual observations)	
11:00-11:30	Coffee Break	
11:30-14:00	Group Work – Identifying Major Disaster Risks and Analyzing their Causes and Effects based on Site Observations and info in the Case-Study Dossier	
	Packed Lunch at the Site	
14:00-14:30	Participants return to the Hotel	
14:30-16:00	Group work (preparation for presentation) Coffee break during group work	
16:00-17:00	Presentation and Discussion	

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THURSDAY 22-11		
Date/Time	MODULE 2-DISASTER RISK ASSESSMENT	Instructors
8:30-9:00	Individual Study	
9:00- 11:00	MODULE 2-DISASTER RISK ASSESSMENT M2.6 Risk Analysis – Building on Disaster Scenarios	Vesna Živković Rohit Jigyasu
11:00-11:30	Coffee Break	
11:30-13:00	M2.7 Risk Assessment – Writing Disaster Scenarios	Vesna Živković Rohit Jigyasu
13:00-14:00	Lunch	
14:00-15:30	Presentation and Discussion	
15:30-15:45	Coffee Break	
15:45-17:15	M2.8 Introduction to Risk Evaluation Process	Vesna Živković Rohit Jigyasu

FRIDAY 23-11		
Date/Time	MODULE 3 – MITIGATING DISASTERS	Instructors
8:30- 9:30	M3.1 Techniques and Strategies for Mitigating Earthquakes	Rohit Jigyasu
9:30-10:30	M3.2 Techniques and Strategies for Mitigating Floods/Water	Gerrit de Bruin
10:30-11:00	Coffee Break	
11:00-12:00	M3.3 Techniques and Strategies for Mitigating Fire	Bihanne Wassink
12:00-13:00	M3.4 Techniques and Strategies for Mitigating Theft	Adalberto Biasiotti
13:00-14:00	Lunch	
14:00-15:30	M3.5 Risk Mitigation Measures and Strategies with Reference to Case Study Museums (to be continued)	Rohit Jigyasu Vesna Živković
15:30-15:45	Coffee Break	
15-45- 17:15	M3.5 Risk Mitigation Measures and Strategies with Reference to Case Study Museums	Rohit Jigyasu Vesna Živković

SATURDAY 24-11		
9:00-17:00	Mini Conference: Dealing with Emergencies in Museums – Lessons Learnt	All the participants and Instructors

SUNDAY 25-11 Free Day (Optional: Tour may be organized)		
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MONDAY 26-11		
Date/Time	MODULE 4: EMERGENCY PREPAREDNESS & RESPONSE	Instructors
8:30-9:00	Individual Study	
9:00 – 9:30	Recap of the first week. Inviting queries from participants and discussion. Revisiting IEM cycle	Rohit Jigyasu Vesna Živković
9:45 – 11:00	M4.1 Identifying and Creating Emergency Teams (Discussion)	Gerrit de Bruin Adalberto Biasiotti
11:00-11:30	Coffee Break	
11:30 – 13:00	M4.2 Communication and Coordination with External Authorities / Institutions	Adalberto Biasiotti Gerrit de Bruin
13:00-14:00	Lunch	
14:00 – 15:30	M4.1 Identifying and Creating Emergency Teams	Adalberto Biasiotti Gerrit de Bruin
15:30-15:45	Coffee Break	
15:45 – 17:15	M4.3 Special Emergency Considerations for Documentation	Bihanne Wassink Azra Bečević

TUESDAY 27-11		
Date/Time	MODULE 4: EMERGENCY PREPAREDNESS & RESPONSE	Instructors
8:30-9:00	Individual Study	
9:00- 11.00	M4.4 Aids for Emergency Response Planning: Designing and Reading Emergency Signage & Map Reading	Rohit Jigyasu
11:00-11:30	Coffee Break	
11:30-13:00	M4.5 Planning and Training of Staff: Evacuation of People during an Emergency	Adalberto Biasiotti
13:00-14:00	Lunch	
14:00-15:30	M4.6 Special Tools and Considerations for Salvaging Collections during an Emergency (to be continued)	Bihanne Wassink Azra Bečević Foekje Boersma
15:30-15:45	Coffee Break	
15:45-17:15	M4.6 Special Tools and Considerations for Salvaging Collections during an Emergency	Bihanne Wassink Azra Bečević Foekje Boersma

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WEDNESDAY 28-11		
Date/Time	MODULE 4: EMERGENCY PREPAREDNESS & RESPONSE	Instructors
8:00-10:00	Individual study Preparation for Simulation Exercise at 'MEP Museum'	
10:00-10.30	Participants walk to the 'MEP Museum' (Icon Gallery)	
10:30-13:00	M4 Response in an Emergency Situation Simulation Exercise at 'MEP Museum'	Adalberto Biasiotti
13:00-14:00	Lunch at the School	
14:00-15:30	M4 Debriefing at the Site	Foekje Boersma
15:30-16:00	Return to the Classroom	
16:00 -17:15	M4.7 Role of Volunteers in Emergency Response	Adalberto Biasiotti

THURSDAY 29-11		
Date/Time	MODULE 5 – RECOVERY AND REHABILITATION MODULE 6 – EMERGENCY PLANS	Instructors
8:30-9:00	Individual study	
9:00- 11:00	M5.1 Planning Recovery of the Museum (Site, Building and Collections), Estimating the Cost of Recovery	Bihanne Wassink Rohit Jigyasu
11:00-11:30	Coffee Break	
11:30 – 13:00	M6.1 Writing Emergency Plans	Bihanne Wassink Gerrit de Bruin
13:00-14:00	Lunch	
14:00 – 15:30	M6.2 Building Networks, Mobilization and Sharing of Resources (Human and Technical)	Gerrit de Bruin Bihanne Wassink
15:30-15:45	Coffee Break	
15:45 –16:15	M6.3 Objectives of the Distance Mentoring Phase (to be continued)	Foekje Boersma Aparna Tandon
16:15-17:15	M6.4 Emergency Planning in National and Regional Context	Vesna Živković Rohit Jigyasu



The Getty Conservation Institute



Museums Emergency Programme
Programa de Urgencia en los Museos
Programme d'urgence dans les musées

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FRIDAY 30-11		
Date/Time	MODULE 6 – EMERGENCY PLANS	Instructors
8:30-9:00	Individual study	
9:00-9:30	What is an action plan?	Aparna Tandon
9:00- 13:00	M6.3 Developing plans of actions for the museums (group work)	
13:00-14:00	Lunch	
14:00 – 15:30	M6.3 Presentation of the participants' project proposals	
15:30-15:45	Coffee Break	
15:45-17:15	Evaluation of the Course by the Participants Conclusion of the Workshop	

SATURDAY 01-12
Special Event Organized by MCN-ICOM

Plenary Session with Fire Brigade, Police, the Municipality