



ICCROM SHARJAH
الإشراف



The Police Guide to

Approaching Movable Cultural Properties in the Event of Fires and Explosions

Preliminary
Edition





The Police Guide to **Approaching Movable Cultural Properties** in the Event of Fires and Explosions

For coordinated emergency preparedness and response
for cultural property protection, safeguarding and care

Ahmed Suleiman

Preliminary Edition



This work has been conceived within the framework of ICCROM's flagship programme on First Aid and Resilience for Cultural Heritage in Times of Crisis (FAR), and its capacity building project on *Culture Cannot Wait: Heritage for Peace and Resilience*, supported by the Swedish Postcode Foundation,

and the ICCROM – SHARJAH POLICE collaboration for developing police institutional capacity in emergency preparedness and response for cultural property.

Published by the Regional Office for the Conservation of Cultural Heritage in Arab States (ICCROM-Sharjah), University City Sharjah, P.O. Box 48777- Sharjah, UAE.

© ICCROM 2020

© SHARJAH POLICE 2020

ISBN 978-92-9077-299-6

The publishing of this edition has been made possible thanks to the generosity of the Swedish Postcode Foundation.

Co-Creation	
Research and Text	Ahmed Suleiman
Research supervision	FAR programme mentorship
Scientific review	Helen McCracken, Rebecca Kennedy, Ashok Singh
Text Editing	Stephen Creek
Overall supervision	ICCROM Zaki Aslan, Aparna Tandon, Yasmin Hashem
Collaboration	SHARJAH POLICE Abdullah Al Meleeh (Lieutenant Colonel), Mohamed Al Shamsi (Lieutenant Colonel)
Publication layout design	Mohammed Iqsoosy
Photographs	ICCROM-Sharjah and SHARJAH POLICE <i>From the incident simulation conducted as part of the international training course on 'First Aid to Cultural Heritage for Preventing Illicit Trafficking in Times of Crisis' – Sharjah, UAE, 8th – 19th December 2019.</i>

This guide has been developed in accordance with the specific needs of the local host institutions of cultural heritage properties in Sharjah, United Arab Emirates, and for the benefit of SHARJAH POLICE. However, its use is not exclusive, and the concepts, methodologies and the framework within can be utilised more broadly and/or by other law enforcement agencies or at a national level.



Contents

Abbreviations and Acronyms	05
Foreword	06
Preface	07
1. Definitions	08
2. About the Guide	
2.1. WHY This Guide?	13
2.2. WHAT Is This Guide?	13
2.3. WHO Can Use This Guide?	14
2.4. The Scope of This Guide	14
3. Framework for Response	
3.1. Post-Incident Threats	19
3.2. Response Operation	20
3.2.1. Context-Specific Response	23
3.2.2. Operational Principles	23
3.3. Responding Actors and Stakeholders	25
3.3.1. Identification	25
3.3.2. Incident Command	28
3.3.3. Coordination	30
4. Police Intervention	
4.1. Scope of Action	37
5. Operation Workflow	
5.1. Response Activities Chart	39
6. Practice Notes	
6.1. Police needs checklist for CP-related interventions	41
6.2. A guide to handling CPs on-scene	45
6.3. How to provide temporary cover for exposed CPs	46
7. Glossary	48
8. Referential Documents	56

Abbreviations and Acronyms

BOP	Base of Operation
CP	Cultural Property
COR	Central Operations Room
FAC	First Aid to Cultural Heritage in Times of Crisis
HI	Host Institution
ICC	International Criminal Court
ICCROM	International Centre for the Study of the Preservation and Restoration of Cultural Property
ICOM	International Council of Museums
ICOMOS	International Council on Monuments and Sites
INTERPOL	International Criminal Police Organization
INTERPOL-NCB	National Central Bureau of the INTERPOL
LFA	Lead Federal Agency
LLA	Lead Local Agency
MENA	Middle East and North Africa
NCEMA	National Emergency Crisis and Disasters Management Authority
SANID	National Emergency Response Volunteer Programme – United Arab Emirates
SLA	Support Local Agency
SOI	Scene of Incident
UAE	United Arab Emirates
UN	United Nations
UN-IRMCT	United Nations – International Residual Mechanism for Criminal Tribunals
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNODC	United Nations Office on Drugs and Crime
UNSC	United Nations Security Council

Reading Note

Terms defined in section 1 (Definitions) serve understanding the specific topic of this guide, while the terms defined in section 7 (Glossary) provide necessary background understanding from the field of Disaster Risk Management. All the ***bold italic words***, highlighted in any colour, are the terms defined in the glossary.

Foreword

Due to the increasing cases in looting and illicit trafficking of cultural heritage and cultural properties, particularly in emergency situations, there is an urgent need to integrate cultural heritage first-aid methods within humanitarian work provided by specialised police units and other civil defence agencies, at the national and local levels. This form of international crime should be combatted in close cooperation with national cultural institutions, whose job is to protect cultural heritage as prescribed in legislative frameworks at country levels and in international conventions.

In this context, this guide is the result of a follow-up project of ICCROM's flagship programme on First Aid and Resilience for Cultural Heritage in Times of Crisis (FAR), and its capacity building project on *Culture Cannot Wait: Heritage for Peace and Resilience*, supported by the Swedish Postcode Foundation. The project was undertaken by a participant of the 2019 intake of the international training course on *First Aid to Cultural Heritage in Times of Crisis (FAC19)* conducted by ICCROM in Rome and Norcia, Italy from 11th November to 6th December 2019.

The guide is also the product of the collaboration between ICCROM and the SHARJAH POLICE aimed at developing institutional capacities in emergency preparedness and response for cultural property protection. Such collaboration was fostered following an international training course on '*First Aid to Cultural Heritage for the Prevention of Illicit Trafficking in Times of Crisis*', which took place at ICCROM-Sharjah Office, United Arab Emirates from 8th to 19th December 2019.

The course was co-organised by ICCROM-Sharjah and INTERPOL, and conducted by ICCROM experts with the support of the SHARJAH POLICE. It involved 25 representatives of national police authorities from Europe, South America, Africa, Asia, and the MENA Region, who were trained to protect cultural heritage properties from the risk of further damage and looting during emergency situations.

This guide is intended to enable users to coordinate multi-sectoral first response and rescue initiatives, including damage and risk mitigation, and the prevention of looting, vandalism, and illicit trafficking of affected cultural property in case of an emergency, particularly in case of fire or explosion incidents. It is designed for use within the local context of Sharjah, and carries the potential for wider adoption at national level.

Such potential will, in turn, contribute to enhancing national Disaster Risk Management (DRM) systems regarding cultural heritage concerns, especially by including locally developed practices in a National Response Framework (NRF).

Zaki Aslan
Regional Director,
ICCROM-Sharjah

Preface

The last decade has witnessed increasing threats to cultural heritage all around the world, especially in the MENA region. Such threats are posed equally by the risks of frequent and complex natural hazards, driven by climate change, and by violent human actions such as armed conflicts, intentional destruction, vandalism, and other illegal practices such as looting and illicit trafficking of movable CPs. Threats such as these have already put the identities, livelihoods, and cultural rights of many communities and cultural groups around the world in jeopardy.

Simultaneously, broad efforts have been (and continue to be) made globally to counter such threats by fostering the protection and safeguarding of the world's cultural heritage through the development of various multi-levelled frameworks, systems, and tools. Practices have also been put in place with the aim of reducing these risks and vulnerabilities, while promoting resilience.

These prolonged and strenuous efforts can be traced through: conventional documents like the UNSC resolution S/RES/2347 (2017), which considers intentional destruction to cultural heritage a threat to global peace and security; the legal and judicial frameworks of the INTERPOL, UN-IRMCT, and the ICC with regards to fighting illicit trafficking and destruction of CPs based on the conviction that crimes against cultural heritage are crimes against humanity; UNESCO's widely adopted "1954 Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict" with its regulations for execution; and finally through ICCROM's technical and operational frameworks and guidelines for risk management of cultural heritage and FAC.

However, similar efforts are required to ensure the functionality and sustainability of these instruments and promote the awareness and adoption of the frameworks, systems, and practices by more countries. This in turn ensures their integration into regional, national, and local response systems and their localisation within the institutions that respond to emergency situations and hazardous events.

In addition, hazardous events that require investigation due to criminal activity, which take place within or around the setting of a host institution (HI) of CPs and have a direct or indirect impact on the physical integrity the housed CPs, require a culture-sensitive approach to police intervention in order to ensure the CPs' protection and safeguarding while undertaking the security, legal, and judicial tasks. Examples of such events include the bombing incident in the vicinity of the Museum of Islamic Art in Cairo, Egypt, in 2015, and the arson incident that took place in the cathedral of Nantes, France, in 2020.

There is a pressing need to raise awareness within national police forces and build their capacity to handle affected CPs and/or work in coordination with specialist first aiders to cultural heritage.

Ahmed Suleiman
Consultant, ICCROM-Sharjah

DEFINITIONS



1. Definitions

The following definitions are adopted for the purposes of this guide:

1.1. Cultural Property: *(abbreviated hereunder as CP)*

The term ‘cultural property’¹ shall cover, irrespective of origin or ownership:

- (a) movable or immovable property** of great importance to the cultural heritage of every people, such as monuments of architecture, art, or history, whether religious or secular; archaeological sites; groups of buildings that, as a whole, are of historical or artistic interest; works of art; manuscripts, books, and other objects of artistic, historical, or archaeological interest; as well as scientific collections and important collections of books or archives or of reproductions of the property defined above;
- (b) buildings** whose main and effective purpose is to preserve or exhibit the movable cultural property defined in sub-paragraph (a) such as museums, large libraries and depositories of archives, and refuges intended to shelter the movable cultural property defined in sub-paragraph (a) in the event of armed conflict;
- (c) centres** containing a large amount of cultural property as defined in sub-paragraphs (a) and (b), to be known as ‘centres containing monuments’. (UNESCO, 1954-1999)²

¹ The term ‘cultural property’ is commonly used by legal documents to refer to the tangible aspects of cultural heritage (specified in definition), while the term ‘cultural heritage’ implicitly covers both the tangible and the intangible aspects and is commonly used by cultural professionals.

² UNESCO, *1954 Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict and its two (1954 and 1999) Protocols* – Basic Texts, Chapter I. General provisions regarding protection, Article 1 – Definition of Cultural Property.

1.2. Cultural Significance:

The definition given to ‘Cultural Significance’ by the Burra Charter is applicable for this guide:

‘Cultural Significance’ means aesthetic, historic, scientific, social, or spiritual value for past, present, or future generations. Cultural significance is embodied in the place itself: its fabric, setting, use, associations, meanings, records, related places, and related objects. Places may have a range of values for different individuals or groups.

The term ‘cultural significance’ is synonymous with ‘cultural heritage significance’ and ‘cultural heritage value’.³

1.3. Host Institution: *(abbreviated hereunder as HI)*

The term ‘host institution’ shall refer to the legal entity (or entities) responsible for the protection, care, and the physical and intellectual accessibility of the movable cultural property collection(s) defined in 1.1.(a) and houses it within the premises (defined in 1.1.(b)) under its direct authority.

This ‘legal entity’ may be governmental or non-governmental, profit or non-profit, and of social, cultural, political, scientific, educational, spiritual, service, or recreational purposes.

1.4. Setting:

The term ‘setting’ refers to the original or created environment where the movable cultural property defined in 1.1.(a) is located. It includes all the natural and man-made features in identified zones:

- (a) Immediate setting:** refers to the specific building or group of buildings defined in 1.1.(b) where the movable cultural property is housed in a safe and secure environment.
- (b) Surrounding setting:** refers to an area (pre-)demarcated around the immediate setting for the safety and security purposes.

³ ICOMOS, (2013), *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance*, Article 1. Definitions, Sub-article 1.2 and its explanatory notes.

1.5. Incident Location:

The term ‘incident location’ refers to the geographical position where the primary causative of the fire or explosion breakout incident takes place.

Identifying the ‘incident location’ on-scene, together with the causative and the direction(s)/path(s) of the fire spread or explosion wave, assists in developing an ‘incident scenario’ which, in turn, assists the incident investigation and the post-event damage and risk assessment, particularly for CPs.

1.6. Scene of Incident: *(abbreviated hereunder as SOI)*

A scene of incident⁴ (crime scene) is any physical scene, anywhere, that may provide potential evidence to an investigator. It may include a person’s body, any type of building, vehicles, places in the open air, or objects found at those locations.

‘Scene of incident/crime scene examination’ therefore refers to an examination where forensic or scientific techniques are used to preserve and gather physical evidence of an incident/a crime.⁵

Accordingly, a ‘scene of incident/crime scene’ is inclusive of - but not limited to - both the affected CPs’ ‘setting’ and the ‘incident location’.

⁴ Using the term ‘scene of incident’ is more appropriate for the purposes of this guide, than the term ‘crime scene’, as an ‘incident’ is not limited to an intentional, harmful human action that is defined as a ‘crime’, but can also be an accident or a natural hazard. However, this does not imply any difference in the definitions of ‘scene of incident’ and ‘crime scene’.

⁵ UNODC, (2008), *Toolkit to Combat Trafficking in Persons*, Chapter 5: Law enforcement and prosecution, Tool 5.9: Crime scene investigations.

2

ABOUT THE GUIDE



2. About the Guide

2.1. WHY This Guide?

The act of protection, safeguarding, and care for cultural property, in all its diversity, contributes to the social stability of its custodian communities. It helps to retain cultural identity, promoting social and cultural well-being and livelihood, as well as social cohesion.

In this sense, CPs are conceived as valuable assets that need to be protected for the public interest and the concerns of CP protection, safeguarding, and care should be placed alongside the concerns of safeguarding life and property, and security and law enforcement.

Hence, it falls within the scope of the police, among other responsible entities, to commit to protecting those private and public properties of value in order to achieve and maintain overall social stability.

The main purpose of this guide is to introduce and promote the objectives of cultural property protection, safeguarding, and care into the SHARJAH POLICE operational framework and protocols for **response** to fire and explosion incidents that may take place within the immediate or the surrounding setting, or in a location that allows **damage** or imposes threat to CPs.

2.2. WHAT Is This Guide?

This guide comprises operational guidelines and workflow for the unit/team within SHARJAH POLICE force that attends to CPs in SOIs within a holistic framework for response. That framework involves other police departments and other institutions involved in the protection and safeguarding of a CP and its use for incident investigation.

2.3. WHO Can Use This Guide?

This guide is appropriate for use by:

- (a) **the police unit/team** undertaking the operation in the SOI;
- (b) **the CP specialised personnel**, whether external experts or within the HIs, who may be needed to work alongside police on- and/or off-scene; and
- (c) **the other emergency services** that may be required in the response efforts on-scene, as appropriate to the incident.

2.4. The Scope of This Guide:

2.4.1. Methodological Scope:

This guide adheres to the basic principles, methodologies, and actions for salvage and first aid to CPs, developed and explained by ICCROM's FAC methodology and process, embedding them into the police protocols for approaching scenes of fire or explosion incidents in order to **mitigate** damage to CPs and to assist the efforts of examination, investigation, and case filing, particularly against acts of terrorism and crimes against cultural heritage.

2.4.2. Operational Scope:

- This guide is particularly concerned with the movable CPs defined in 1.1.(a), of various materials, scales, and weights, at risk of physical damage, whether directly or indirectly, in the event of fire or explosion incidents.
- Reference to fire and explosion incidents includes all the types of fire and explosion **hazards⁶**, **natural** and **human-induced**, accidental and intentional, as acknowledged and classified by the General

⁶ This guide is applicable in the cases (classified by the causative) of:

- fires of all classes: A, B, C, D, and E (or as acknowledged by UAE Civil Defence classification); and
- all physical, chemical, and mechanical explosions (or as acknowledged by UAE Civil Defence classification).

Headquarters of Civil Defence, Ministry of Interior, United Arab Emirates.⁷

- Reference to police interventions, including SOI examination and incident investigations, accords exclusively with the protocols acknowledged by the SHARJAH POLICE, Ministry of Interior, United Arab Emirates.

2.4.3. Applicability:

- This guide is applicable in the cases when:
 - (a) first aid in the SOI is required for movable CPs suffering physical and/or material damage caused directly or indirectly by the fire or explosion incident; and/or
 - (b) **emergency** evacuation from the SOI is required for movable CPs exposed to a risk of physical and/or material damage imposed directly or indirectly by the fire or explosion incident.
- This framework for response and police intervention (as explained in 3 and 4) is only effective when the fire or explosion incident affects CPs housed within an individual structure or a group of buildings, as a larger impact might imply a state of **complex emergency**, which will require the involvement of other **actors** and **stakeholders** (in addition to the listed in 3.3.1) at the local, federal, national, or international level.⁸

⁷ **Noting:** *UAE Fire and Life Safety Code of Practice*, 2018 Edition, General Headquarters of Civil Defence, Ministry of Interior, United Arab Emirates, available online: https://www.dcd.gov.ae/portal/eng/UAEFIRECODE_ENG_SEPTEMBER_2018.pdf

⁸ **Noting:** National Response Framework (NRF), First Edition, 2013, NCEMA, The Supreme Council for National Security, United Arab Emirates, available online: <https://www.ncema.gov.ae/en/home.aspx> According to the emergency and crisis classification levels and the levels of response acknowledged by NCEMA, this guide is effective within the scope of:

- Level 4 Emergency (coded as “green”); and
- Local Response.

- This framework for response can be best utilised through complementary training for the police unit/team and the cultural heritage personnel (or others entitled to approach CPs in the SOI) on:
 - the First Aid to Cultural Heritage in Times of Crisis (FAC); and
 - the Emergency Evacuation of Heritage Collections.
- This framework for response can only be effectively utilised when adopted as a basis to develop the local **emergency management system** (as explained in 3.3.2) to promote sustainability and ensure a pre-informed response, coordinated between and inclusive of all actors and stakeholders (listed in 3.3.1).



3

FRAMEWORK FOR RESPONSE



3. Framework for Response

3.1. Post-Incident Threats:

Movable CPs located within the scene of a fire or an explosion incident are mostly subject to the following threats imposed by the unstable situation triggered by the incident itself, as well as by undertaking **risks**- and **vulnerabilities**-un-informed response interventions that may bring additional damage or loss⁹:



- **Setting instability** brought by secondary hazards that may occur post-incident, such as:



- Secondary incidents, e.g. subsequent fires or explosions breaking out in the SOI due to exposed flammable or explodable occupancies¹⁰;



- structural failures in buildings that may lead to sudden collapses and, in turn, to further destruction;



- exposure to undesired conditions, e.g. weathering, physical, or mechanical conditions such as water damage; and



- security gaps that may lead to uncontrolled accessibility and, in turn, allow for looting and vandalism.



- Institutional **capacity shortage**, i.e. any of the responding actors and stakeholders lacking the sufficient expertise, resources, facilities, or equipment to undertake response interventions as required.



- Emergency management **system inefficiency**, e.g. a lack of sufficient preparedness measures or allowing for non- or mis-informed, belated, or uncoordinated response interventions.



- Responders' **inappropriate attitude** on-scene, e.g. negligence and **cultural insensitivity**.

⁹ Revise p.57 of the FAC Handbook (1) for elaboration on the on-scene risk and vulnerability identification.

¹⁰ The term 'occupancies' is adopted by the UAE Fire and Life Safety Code of Practice to refer to all objects and materials that are situated within (or occupy) a/the space of the respective area (referring to the SOI).

3.2. Response Operation:

Approaching movable CPs in the SOI should take place within an integrated framework for response where multiple actors and stakeholders are involved, alongside the police forces, in a coherent workflow of operation. Such framework should also comprise coordinated interventions on- and off-scene that serve the following purposes, as a whole¹¹:

- 1 Fire/Explosion Suppression**
- 2 Search and Rescue**
- 3 Setting Security and Stabilisation**
- 4 CP First Aid and Evacuation**
- 5 Incident Investigation**
- 6 CP Looting and Illicit Trafficking Prevention**

Such purposes should be given equal consideration and recognition in the response operation. However, operational priorities shift depending on (a) the nature of the emergency situation and its specific urgencies, (b) the dependence of some interventions on other interventions, and (c) the varied timeframes required for implementing each element. Therefore, in order to fulfil all these purposes, a typical response operation can be undertaken in three phases. Each phase combines a set of on-scene and off-scene interventions with coordinated workflows.

¹¹ The numbering given to the response purposes (1,2,3,4,5 and 6) does not express an operational sequence or a specific prioritisation. It is used only for reference purposes within this document.

Phase I: Emergency Response;

where equal priority is given on-scene to undertaking interventions for fire/explosion suppression (1) and the search and rescue (2). Meanwhile, off-scene interventions may be initiated by the police, in coordination with other responding actors and stakeholders, for the prevention of looting and illicit trafficking of the CPs (6), and in preparation for the subsequent on-scene interventions.

In this phase, access to the SOI is exclusive to the trained personnel from the civil defence, the ambulance, and the police forces.

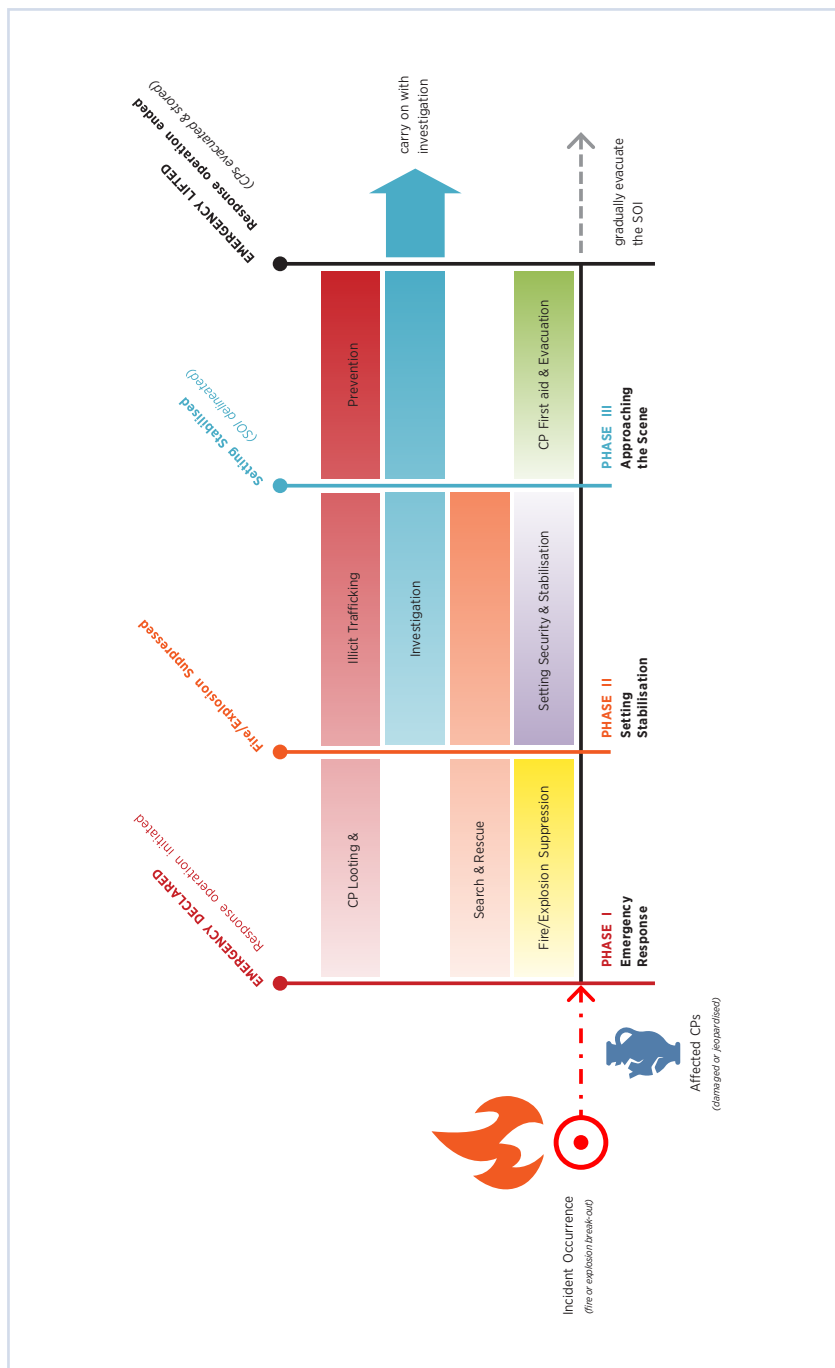
Phase II: Setting Stabilisation;

which is a transitional phase where interventions on-scene are undertaken by civil defence to re-stabilise the SOI and mitigate the risk of secondary hazards, after suppressing the fire/explosion, to make both the immediate and the surrounding settings safe and secure (3). This allows the wider physical access required for subsequent on-scene interventions of CP first aid and evacuation (4) and incident investigations (5). Meanwhile, measures for the prevention of looting and illicit trafficking of CPs (6) stay operational both on- and off-scene.

Off-scene police investigations on the incident (5) may be initiated in this phase. Also, search and rescue efforts (2) may extend in parallel with securing and stabilising the setting (3), as required.

Phase III: Approaching the Scene;

whereby the police are enabled to initiate full deployment on-scene, after ensuring the setting's security and stability, to undertake the extensive examination (5) and the first aid and/or evacuation required for CPs (4), in cooperation with other responding actors and stakeholders. Meanwhile, both on- and off-scene measures for the prevention of looting and illicit trafficking of CPs (6) stay operational.



3.2.1. Context-Specific response:

These phases should be considered a guiding structure to help plan and implement a response operation that accords with the specific identified operational priorities and corresponds with the wider emergency context. Also, Interventions within this framework are not necessarily sequential because:

- in some cases, interventions from different phases may be undertaken simultaneously in different locations within the SOI; and/or
- some of these interventions might not be required at all, or additional interventions or actors may be needed.

3.2.2. Operational Principles:

Within a context-specific response, the success of the response operation depends on full adherence to the humanitarian principles of humanity, neutrality, impartiality, and independence, and the complementary guiding principles for cultural heritage first aid¹².

¹² Revise p.13 of the FAC Handbook (1) for elaboration on the following guiding principles for cultural heritage first aid:

1. *People-centred first aid,*
2. *An inclusive attitude and respect for diversity,*
3. *Context-specific response,*
4. *Interlock culture with humanitarian assistance, and*
5. *Do no harm.*

Hence, adherence to the following principles in the planning and implementation of response interventions is recommended:



Prioritise life safety and security considerations, on-scene, in all actions for the affected and vulnerable people as well as deployed response team members.



Give the due recognition to cultural sensitivities associated to specific community groups, CPs, or HIs (e.g. places of worship and objects related to spiritual practices).



Ensure the full transparency of procedures and the active involvement of local communities in response actions by:

- (a) keeping the largest possible number of community members informed of on-going work and developments on- and off-scene (as appropriate by information dissemination protocols); and
- (b) encouraging initiatives from local civil society and community members and groups to take part in response and **recovery** interventions (as appropriate).



Maintain continual documentation, communication, and coordination among all responding actors and stakeholders, while ensuring **risk management** is applied in all interventions.

3.3. Responding Actors and Stakeholders:

3.3.1. Identification:

In accordance with the scope of local response, and the designed Local Emergency and Crisis Management System as defined by NCEMA¹³, response will be organised within a local **incident command system**, where the response-management team will include representatives from local stakeholder response and support organisations as well as NCEMA's Coordination and Response Office.

A typical response-management team, within the present scope, must initially include responding actors and stakeholders from the following groups, defined by their roles and responsibilities in the operation, along with any other context-specific bodies as required. All the concerned government authorities, local and foreign assistance bodies, and local civil society and community groups in Sharjah are identified according to these groups.



Incident Responders: *



The entities entitled to take operational responsibility on-scene for: undertaking immediate relief actions, serving purposes (1) and (2); and regaining physical accessibility to the SOI post-event, serving purpose (3). This group includes the civil defence, the ambulance and the municipal services departments.

- Sharjah Civil Defence
- National Ambulance
- Sharjah Electricity and Water Authority (SEWA)

¹³ Revise p. 24 & 27 of the National Response Framework (NRF).



Host Institutions (HIs): **

4 5 6

As defined in 1.2, HIs are responsible for the affected CPs. They are required to: offer all assistance to incident responders, security and law enforcement, and any involved specialised assistance in all interventions on- and off-scene that serve purposes (4) and (6); and ensure that all other response interventions are CP-informed, particularly for purpose (5).

- Sharjah Museums Authority
- Sharjah Archaeology Authority
- Sharjah Documentation and Archives Authority
- Doctor Sultan Al-Qasimi Centre for Gulf Studies



Security and Law Enforcement: *

1 2 3 4 5 6

The entity (or entities) responsible for: providing safety and security, and maintaining law and order through all interventions on-scene, serving all purposes; undertaking off-scene investigations and on-scene examination, serving purpose (5); undertaking (or facilitating) on-scene interventions and off-scene measures to protect and safeguard affected CPs, serving purposes (4) and (6). This group includes police (and military) forces, criminal investigation departments, and border and port control, in addition to private security companies (as appropriate).

- Sharjah Police
- Public Prosecution in Sharjah



Specialised Assistance: *

4 5 6

The foreign entity (or entities) that may (upon request) provide specific professional, technical, scientific, or networking assistance and expertise additionally required for undertaking: any of the CP-related interventions, serving purposes (4) and (6); and on-scene and off-scene investigations, serving purpose (5).

- ICCROM-Sharjah
- INTERPOL-NCB (Abu Dhabi)



Local Community: ***

1 2 3 4 5 6

All the local individuals, groups, NGOs, or civil-society organisations that: may/ can provide appropriate assistance on- or off-scene in undertaking any of the interventions, serving all purposes; or claim cultural or ownership rights associated with the affected CPs.

- SANID
- Emirates Red Crescent
- Custodian Community Groups Representatives

* By their role and responsibility, all entities identified within the incident responders and the security and law enforcement groups should be involved in all cases of response.

** The involvement of the identified HIs is subject to the affected CPs.

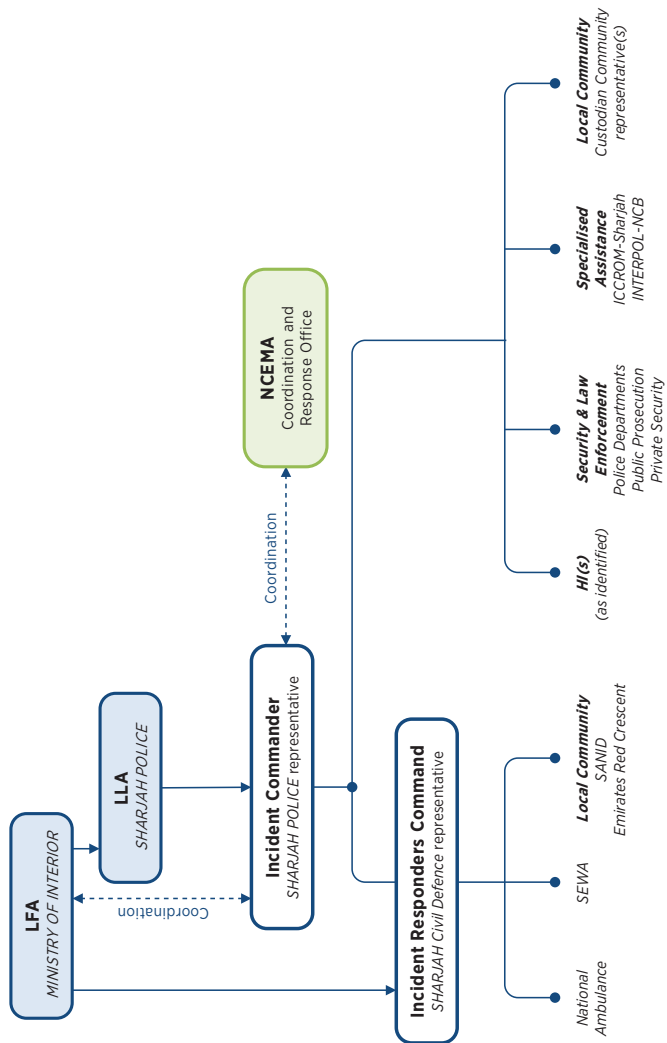
*** The involvement of any of the identified (or other) entities of the specialised assistance and the local community is subject to identified incident- or CP-specific necessities that require additional knowledge or capacities.

3.3.2. Incident Command:

In accordance with the National Risks and Threats Register, and due to its role and responsibility in operation, SHARJAH POLICE will be the Lead Local Agency (LLA) in the present incident command, while all the other entities will be the Support Local Agencies (SLA).

The representative of SHARJAH POLICE in the response-management team will be the ***incident commander*** who takes full charge of the operation and is responsible for coordination with the Lead Federal Agency (LFA) (the Federal Ministry of Interior) and NCEMA's local Coordination and Response Office. The representative of Sharjah Civil Defence will be in charge of the incident responders' group.

The following diagram illustrates the incident command system in accordance with NRF.



LSAs

3.3.3. Coordination:

Adopting the following mechanisms in pre-incident preparedness enhances coordination between the multiple actors in the post-incident response with regards to the protection and safeguarding of affected CPs.



Baseline DATA and information communication

For the purposes of CP first aid and evacuation, and the prevention of looting and illicit trafficking, HIs should guarantee that:

- all concerned security and law enforcement entities, as identified by 3.3.1, are able to identify, locate, and trace CPs by being:
 - granted the right and capacity (knowledge) to access available CP documentation, including registration DATA and **inventories**, as well as exhibition and storage spaces location and design; and
 - well-informed of the CPs' cultural significance.
- Incident responders (particularly the civil defence) are able to undertake CP-sensitive interventions by being well-informed of the location and design of exhibition and storage spaces as well as CP materials.



Caution: The existence of sufficient and accessible documentation of CPs and their immediate setting and a regularly revised cultural significance assessment for CPs are prerequisites for the present mechanism, otherwise CPs will be subject to mis-informed and culturally insensitive interventions (3.1).

HIs should also ensure that such documentation includes sufficient and accordingly structured descriptions of CPs to inform and facilitate swift transfer of information into reports of any missing objects post-incident.

In order to fulfil these purposes, pre-incident inventories provided by HIs should comprise the following basic information about CPs, in accordance with the international Object ID standards¹⁴:

- **Type of object:** a brief description of the object, e.g. illustrated manuscript, sculpture, vessel, etc. (illustrated with photographs)
- **Owner:** e.g. the HI and/or the custodian or inheritor individual or group.
- **Materials (and techniques):** what the object is made of, e.g. glass, ceramic, metal, textile, etc.
- **Measurement:** length, width, height, and weight.
- **Inscriptions and markings:** any identified remarkable features on the surface of the object.
- **Location (pre-incident):** identify where it is originally exhibited or stored using floor plans, photographs, and/or its given location code.

Additionally, the CP first aid team will be required to provide the following information on post-incident salvage and evacuation:

- **Post-incident condition:** e.g. damaged, broken, wet, etc. (illustrated with photographs)
- **New location (post-incident):** identify where it is located in the temporary storage destination using floor plans and/or a new location code.

¹⁴ Object ID meets the requirements of INTERPOL for the description of cultural objects to be entered in its database and is internationally promoted by ICOM. Revise:

- INTERPOL online portal: <https://www.interpol.int/en/Crimes/Cultural-heritage-crime/Object-ID>
- ICOM online portal: <https://icom.museum/en/resources/standards-guidelines/objectid/>

NOTE: Post-incident inventories, created by the CP first aid team, comprise all pre- and post-incident information (above-mentioned). However, pre-incident inventories are indispensable in the identification and inspection of missing objects, as described in section 5 (Operation Workflow).

The following table is the template used by the CP first aiders to create the post-incident inventory (or salvage record).

Entry number	Previous number	Assigned identification number	Type of object	Owner	Materials	Dimensions: length, width, height	Weight
In numeric sequence: 1, 2, 3, etc.	Pre-incident (given)	Post-incident (new)					

- **Transportation and delivery:** identify how and by whom CPs were transported, delivered, and installed in the temporary storage.

The following table is a sample of the movement-tracking forms used by the CP first aiders. Typically, it is partially filled on-scene before transportation and completed upon delivery in the storage destination.

Entry number	Box number	Total number of items in a box	Instructions for handling/transportation	Dispatched by	Date left
In numeric sequence: 1, 2, 3, etc.	(given before transportation) e.g. 20	(Before transportation) e.g. 12	e.g. Glass: handle with care	(name)	e.g. 29 Oct.

Original location code	Photo or floor plan reference number	Condition	New location	Photo or floor plan reference number	Moved by	Date	Relocation code
Pre-incident (given)	Pre-incident (given)	Post-incident	Post-incident (new)	Post-incident (new)			

Courier/ vehicle number	Date received	Box number	Total number of items in a box	Received by
xxxxx-xxx	e.g. 29 Oct.	(Same as column 2) e.g. 20	(on delivery) e.g. 12	(name)



Multi-actor **Training**

Scenario-based training, where all responding actors and stakeholders participate in complex emergency simulations, should be conducted regularly to foster inter-communication, develop a common understanding of response priorities on- and off-scene, and enhance performance in real emergency situations.



Coordinated Operation **Management**

The response-management system, as described in 3.3.2, should facilitate information channelling among actors, between on- and off-scene interventions, and to the wider range of stakeholders and local communities. Therefore, responding actors should establish:

- an on-scene-management base point: A **Base of Operation (BOP)** where all deployed teams in the SOI are based to coordinate their actions, and where on-scene information is collected and communicated externally to the larger audience (as appropriate) and, initially, internally with. . .
- an off-scene-management base point: A **Central Operations Room (COR)**, where all actors are represented, to undertake the overall action planning, decision making, and coordination with off-scene interventions.



4

POLICE INTERVENTION



4. Police Intervention

4.1. Scope of Action:

In relevant response operations, the concerned police departments/ units are required to undertake all necessary actions, on- and off-scene, to fulfil the following objectives:



Incident- and scene-related objectives

- Re-establishing overall safety and security for people and property on-scene against internal and external threats;
- assisting with the incident responders in evaluating the SOI and human casualties and the search, rescue and evacuation efforts; and
- undertaking the due investigations for identifying causatives and responsibility for a fire or an explosion.



CP-related objectives

- Minimising physical damage and loss, and
- preventing any further damage or potential loss.



Operation-related objectives

- Ensuring constant information, communication, and coordination, internally among all the responding actors and stakeholders and externally with other right-holders and stakeholders.
- Ensuring timely and risk-informed performance on-scene by all the responding actors and stakeholders.

5

OPERATION WORKFLOW



5. Operation workflow

5.1. Response Activities Chart:

Response Interventions		Sharjah Electricity & Water Authority (SEWA)	National Ambulance (On-scene)	Sharjah Civil Defence (On-scene)	Sharjah Police (On-scene)	Sharjah Police (Off-scene)	Host Institution (HI)	REMARKS	Timeframe
Investigation	CP Looting & Illicit Trafficking Prevention	Off-scene: <ul style="list-style-type: none">Share the technical plans of the structure with the locations and distribution of services and facilities within the civil defence and the police units. On-scene: <ul style="list-style-type: none">Cut the water, electricity, gas, etc. supplies off the surrounding setting immediately on incident report.	<ul style="list-style-type: none">Undertake coordinated search & rescue, with civil defence and police units, for people held and/or injured as well as for bodies of the deceased.	<ul style="list-style-type: none">Support primary & secondary fire/repulsion as appropriate (to CP materials).Undertake coordinated search & rescue, with police and ambulance units, for people held and/or injured as well as for bodies of the deceased.Report on all undertaken actions and the status fire/explosion scenario (break-out creative, burning medium, point 00 and spread direction) to the Central Operations Room (COR) upon fulfilling the suppression.Claim access to camera-control monitoring available in and surrounding the SOI, as necessary.	<ul style="list-style-type: none">Ban accessibility to the immediate setting (except for trained and authorised response).Control/supervise/inspect pedestrian & vehicular movement and transfer of materials into and/or out of the surrounding setting.Undertake personal inspection measures on entering and exiting immediate and surrounding settings.Establish and run a Base of Operation (BOR) in consultation with the HI, including all deployed teams for internal communication and coordination and for media.Claim access to camera-control monitoring available in and surrounding the SOI, as necessary.	<ul style="list-style-type: none">Raise alert and share inventories in all airports and border points on potential smuggling of CPs.Establish and run the COR including executive representatives of all responding actors and stakeholders.Study the architectural plans of the structure with the locations and distribution of CPs within (i.e. exhibition and storage spaces and design) with the civil defence and the police units.Study the incident scenario, as reported by the civil defence, to define a range of fragmented CP.Undertake Situation Analysis for CPs, in accordance with FAC, in consultation with the HI.Plan for on-scene CP first aid/evacuation actions (when needed) and decide on the need for specialised assistance, in consultation with the HI.Collect latest pre-incident camera recordings from all other entities in and surrounding the SOI.	On- and Off-scene: <ul style="list-style-type: none">Share the architectural plans of the structure with the locations and distribution of CPs within (i.e. exhibition and storage spaces and design) with the civil defence and the police units.Communicate the Cultural Significance and sensitivities of the affected CPs with the police.Inform the precise materials of hoisted CPs to the civil defence and the police units.Share (grant) access for the police unit to the digital Database, registration and inventories of the hoisted CPs as well as camera recordings.Initiate contact with the institutional and community stakeholders (i.e. funders, cultural organisations, custodian community representative) and any required CP assistance, as identified by situation analysis.	<ul style="list-style-type: none">All actors/responders on-scene should constantly report on their actions to the BOR.BOR should constantly communicate on-scene updates with COR.The COR should constantly prepare and communicate media statements.In cases of intentional bombing (e.g. terrorist attacks), the special operations dept. in SHARJAH POLICE secure the surrounding setting of the explosion scene, and all other HIs in the city, against other potential bombings).The need to call for external specialised assistance in search & rescue should be decided by the civil defence, in consultation with the police.	Emergency Response Bound to the time needed to suppress the fire/explosion
	Search & Rescue	On- and Off-scene: <ul style="list-style-type: none">Provide any relevant assistance and/or consultation as needed.	<ul style="list-style-type: none">Fulfill coordinated search & rescue, with civil defence and police units, for people held and/or injured as well as for bodies of the deceased (if not fulfilled in Phase I).Report on all undertaken actions (in addition to cases count and destinations) to the BOR upon the fulfillment of search & rescue and evacuate the SOI, in coordination with the Police.	<ul style="list-style-type: none">Fulfill coordinated search & rescue, with police and ambulance units, for people held and/or injured as well as for bodies of the deceased (if not fulfilled in Phase I).Undertake on-scene post-incident damage and risk assessment.Undertake all temporary stabilisation measures (i.e. shoring, isolate flammable occupancies, prevent liquids overflow and/or leakage) upon identified risks, as necessary for the safety of further on-scene interventions.Issue a safety guarantee and an access permission to the affected building/ group of buildings upon the fulfillment of structural stabilisation.Report on all undertaken actions to the BOR and evacuate the SOI, in coordination with the police.	<ul style="list-style-type: none">Maintain all security measures (undertaken in Phase I) in place.Define, map, delineate and secure (cordons) clear borders of the SOI.Undertake sufficient documentation (visual photographic and 3D mapping) for all of the SOI prior to any CP-related intervention, as necessary to inform incident investigators (i.e. SOI evidence and forensic analysis, upon granting access permission by the civil defence).Undertake on-scene damage and risk assessment for affected CPs, in consultation with the HI (i.e. open clear pathways in debris, temporarily and untested openings in exhibition and/or storage spaces, provide temporary cover for exposed CPs), as necessary.Report on all undertaken CP-related actions to the BOR and COR.Allow authorised access to the SOI for media coverage, as appropriate.	<ul style="list-style-type: none">Maintain alert in all airports and border points on potential smuggling of CPs.Initiate off-scene incident investigations (i.e. witness interrogation, emptying camera recordings, evidence and forensic analysis, etc.).Amend (co-amend) the planning for CP first aid/evacuation actions (when needed) with the HI (and the specialised FAC team, if deployed).Arrange all on-scene security measures and personnel and co-arrange availability of all materials, equipment and facilities with the HI, as required by the CP first aid/evacuation plan (i.e. safety gears, transportation means and storage of CPs, etc.).	On- and Off-scene: <ul style="list-style-type: none">Share and communicate all the necessary information with the specialised FAC team (i.e. architectural plans of the structure, exhibition and storage spaces and design, cultural significance and sensitivities, situation analysis and damage risk assessment).Communicate updates on the situation regarding CPs with the institutional and community stakeholders (i.e. funders, cultural organisations, custodian community members).Initiate contact with potential recovery partners (e.g. donors, cultural organisations, custodian community members).	<ul style="list-style-type: none">All actors/responders on-scene should constantly report on their actions to the BOR.BOR should constantly communicate on-scene updates with COR.The COR should constantly prepare and communicate media statements.Media messages, statements and access to the SOI should be coordinated among the police, the incident responders, and the HI in order not to hinder incident investigations, particularly in the case of crime.In cases where no evacuation and/or stabilisation is required for the affected CPs, the primary mitigation measures can be sufficient for the on-scene protection of the CPs until the HI initiates recovery measures.A foreign specialised FAC team should coordinate with the HI for travel arrangements, accommodation and the access permission to the scene and the COR.	Emergency Response Starting immediately after the suppression and being accompanied of most within 1 to 4 hours
	CP First Aid & Evacuation	On- and Off-scene: <ul style="list-style-type: none">Provide any relevant assistance and/or consultation as needed.		On- and Off-scene: <ul style="list-style-type: none">Provide any relevant assistance and/or consultation as needed.	On- and Off-scene: <ul style="list-style-type: none">Maintain all security measures (undertaken in Phase I) in place.Provide all on-scene security measures and personnel and coordinate all the materials, equipment and facilities with the HI, as required by the CP first aid/evacuation plan (i.e. safety gears, transportation and storage of CPs, etc.) for the FAC team to undertake salvage, stabilisation and packaging.Monitor all the processes of CP salvage, stabilisation and packaging, to prevent looting and forensic evidence destruction.Undertake personal inspection measures on all displaced personnel on-scene prior to CPs evacuation.Review the CP salvage record forms in comparison with pre-incident inventories to identify any missing/unrecorded properties, in consultation with the cultural expert(s).Secure, monitor and coordinate the CP evacuation route, transportation means, delivery and the temporary storage destination with the HI.Report on all undertaken CP-related actions to the BOR and COR.Initiate on-scene incident examinations as required.	<ul style="list-style-type: none">Maintain alert in all airports and border points on potential smuggling of CPs with special notice for any lost CPs identified.Decide on the need to call for specialised assistance for the illicit trafficking of the identified lost CPs, in consultation with the HI.Resume off-scene incident investigations, as appropriate upon updates from on-scene examination.Arrange for gradual evacuation of the immediate/ surrounding setting of CPs upon fulfillment of the on-scene examination, in coordination with the HI and the custodian community representative(s), to allow for post-incident recovery.	On- and Off-scene: <ul style="list-style-type: none">Maintain communication of updates on the situation regarding CPs with the institutional and community stakeholders (i.e. funders, cultural organisations, custodian community members).Provide the required cultural expert(s) with the sufficient knowledge of the specific CPs to co-monitor the processes of CP salvage, stabilisation, packaging and evacuation with the police.	<ul style="list-style-type: none">All actors/responders on-scene should constantly report on their actions to the BOR.BOR should constantly communicate on-scene updates with COR.The COR should constantly prepare and communicate media statements.All interventions of CP first aid and/or evacuation should be undertaken in the presence of cultural expert(s) who claim the sufficient CP-specific knowledge (e.g. museum curator, custodian cultural bearer).If evacuation of CPs should be undertaken, it should only be upon pre-planned, secured and coordinated transportation and temporary storage destination, thus, returning CPs in situ or providing a temporary storage within the SOI might be favoured in case it is not possible to provide a secure destination for temporary storage outside the SOI.	Emergency Response Setting as early as possible after the suppression and being accompanied of most within 4 to 8 hours
Post-Emergency	On-scene: <ul style="list-style-type: none">Gradually bring back the water, electricity, gas, etc. supplies to the SOI, as coordinated with the police, the HI and other right- and stakeholders.		On- and Off-scene: <ul style="list-style-type: none">Provide any relevant assistance and/or consultation as needed.	<ul style="list-style-type: none">Gradually reduce the emergency security measures from the SOI and allow access, as appropriate to ongoing incident investigations.Reduce security measures for the surrounding/ immediate setting of the CP and allow access, as appropriate to ongoing incident investigations.Maintain strict control and regular monitoring over CP exhibition and storage spaces (on-scene or in the temporary storage destination), in coordination with the HI.	<ul style="list-style-type: none">Resume and fulfil off-scene incident investigations, as appropriate.Resume local/cross-border search and tracking of any lost CPs, in consultation with the HI and the specialised assistance (when invited).Plan and coordinate for gradual return of the full claim over the SOI back to its rightful right- and stakeholders to allow wider recovery, as appropriate to ongoing investigations.	On- and Off-scene: <ul style="list-style-type: none">Maintain communication of updates on the situation regarding CPs with the institutional and community stakeholders (i.e. funders, cultural organisations, custodian community members).Maintain contacts with potential recovery partners (e.g. donors, cultural organisations, custodian community members).Initiate recovery interventions.	<ul style="list-style-type: none">Emergency (if/when) on-scene operation ended and the cultural sensitivities secured/evacuated	Emergency (if/when) on-scene operation ended Bound to ongoing the investigations and the cultural sensitivities	

Marking consistent documentation, (site management, communication and coordination. Specified assistance can be invited for consultation, technical support and/or direct intervention for any activity as appropriate.

Maintain constant documentation (de management, communication and coordination).
Specified assistance can be invited for consultation, technical support and/or direct intervention for any activity, as appropriate.

6

PRACTICE NOTES



6. Practice Notes

6.1. Police needs checklist for CP-related interventions:

The following table comprises a draft guide checklist of the operational needs for the CP-related interventions by police in the relevant response operations, as listed in the operation workflow. The applicability, cohesion, and exhaustiveness of this checklist in fulfilment of the CP-related interventions would be validated through a **tabletop exercise** with the other responding actors and stakeholders.

Pre-Incident		
For Preparedness	Actor & Stakeholder Networking	Develop contacts with cultural heritage experts in the area, custodian communities, and the region.
		Initiate communication with HIs and national and regional bodies of specialised assistance.
	Training	Train airport and border control and customs staff to: <ul style="list-style-type: none">▪ identify cultural heritage; and▪ access inventories.
		Train on-scene security and criminal investigation staff to: <ul style="list-style-type: none">▪ undertake CP-specific post-incident situation analysis, on-scene damage and risk assessment, and basic risk mitigation measures, in accordance with FAC;▪ identify CP fragments on-scene; and▪ access inventories.



Post-Incident (Response)		
For Phase I: Emergency Response	Preliminary Evaluation of the SOI	<p>Ascertain whether:</p> <ul style="list-style-type: none"> there are any jeopardised CPs (affected or at risk); <i>(is it a known cultural institution, museum, heritage place?)</i> there are any inventories available (in case CPs are jeopardised).
		<p>Identify any custodians or knowledge bearers of the site who may be able to inform police, particularly of its cultural significance and sensitivities.</p>
		<p>Ensure incident command post (or BOP) is not established in a place that would cause further damage to CPs <i>(noting that an explosion can propel heritage items outside of the building).</i></p>
		<p>Identify any secondary hazards and security gaps that may cause further damage.</p>
	Establishing Security and Control	<p>Secure the SOI from theft (as appropriate).</p>
		<p>Ensure that staging areas for emergency vehicles are situated (if possible) at a safe distance from CPs.</p>
		<p>If in command of the SOI, ensure that other incident responders are aware of the CPs (as necessary).</p>
		<p>Identify/define areas that need to be treated in a special way, according to cultural significance and sensitivities (e.g. religious practice, particularly vulnerable heritage). Cordon off if practical.</p>



Post-Incident (Response)		
For Phase II: Setting Stabilisation	Evaluating the SOI	Establish procedures to document evidence, including CPs (<i>a rapid photographic and 2D mapping documentation is recommended</i>).
		Establish whether external cultural heritage practitioners need to be involved.
		Seek a briefing of the CPs from cultural experts before entering the SOI and obtain pre-incident inventories.



Post-Incident (Response)

For Phase II: Setting Stabilisation & Phase III: Approaching the Scene	Processing Evidence at the Scene	Consider bringing a cultural heritage practitioner into the SOI.
		Seek the advice/on-scene engagement of cultural experts for undertaking risk mitigation measures, e.g.: <ul style="list-style-type: none"> ▪ Protecting exposed CPs from weather (if possible). ▪ Establishing safe indoor/outdoor pathways through the SOI so that CPs are not jeopardised if any areas need to be cleared for examination.
		Leave the cleaning of CPs to experts where possible and seek expert advice in cases when it is not possible to bring experts to SOI.
		Consider stabilisation urgencies, such as wet sensitive materials (e.g. mould can develop very quickly on paper and fabrics and will need to be treated as quickly as possible).
		Avoid marking on the bare surface of the CP when cataloguing evidence. If possible, pack CPs separately from other evidence and fix the labelling on the outside of the package.
	Evacuating CPs	In case of evacuation, obtain all information from the HI and the evacuation team on: <ul style="list-style-type: none"> ▪ vehicles/transportation means required; ▪ any special considerations of cultural significance and sensitivity and physical conditions (e.g. wet, fragile, etc.); and ▪ temporary storage destination.
	Tracking CPs	Obtain the post-incident salvage and storage records of CPs.

6.2. A guide to handling CPs on-scene:¹⁵

1. Use nitrile or vinyl gloves to handle objects that are dusty or contaminated. Make sure your gloves are the right size and fit your hands; otherwise you may inadvertently drop or cause damage to the object.
2. Change your gloves when they get too dirty, to avoid cross-**contamination** of dirt.
3. Wear a dust mask if handling dusty or dirty objects.
4. Remove any jewellery and accessories (e.g. ring, wristwatch, etc.) that may become entangled or scratch the object.
5. Before transporting objects from one place to another, identify a clear path and ensure there are no obstacles.
6. Always use two hands to hold an object. To ensure that the weight of the object is balanced, place one hand underneath it and use the other hand to support the body of the object.
7. Do not carry objects by their handles, spouts, or other fragile or protruding elements.
8. To avoid accidents or breakage, do not carry too many objects at the same time.
9. Where possible, use containers, boxes, or trays to move objects. For transporting objects over a distance, use a trolley if available.
10. For heavy or oversized objects, at least two people are needed to transport the object safely.

¹⁵ ICCROM, Prince Claus Fund for Culture and Development, (2018), FIRST AID TO CULTURAL HERITAGE IN TIMES OF CRISIS: 2. TOOLKIT, Security and Stabilisation: Tips for handling, p. 48.

6.3. How to provide temporary cover for exposed CPs¹⁶

1. Measure the length and width of the pile of debris.
2. Obtain a water-resistant cover, such as a tarpaulin, with dimensions larger than the pile of debris you have measured. If you cannot find material large enough to cover the surface area, join pieces together with strong, pressure-sensitive tape to create the desired size.
3. Cover the debris and secure the cover to the ground by nailing it down with tent pegs, or by weighing it down using heavy objects. Alternatively, a tent can be erected, providing coverage on all sides, if resources permit.

¹⁶ Id, Security and Stabilisation: Temporary cover, p.73.





GLOSSARY



7. Glossary ¹⁷

Actor

An organisation, community, or individual with agency that directly interacts with a system. An actor is always a **stakeholder**, but not all stakeholders are actors as they do not necessarily interact directly with the system but might maintain an interest in the behaviour and outcomes achieved by actors.

Capacity

The combined strengths, attributes, and resources available within an organisation, community, or society to manage and reduce disaster risks and strengthen resilience. Capacity includes: infrastructure, institutions, human knowledge, and skills, and collective attributes such as social relationships, leadership, and management.

Communication

The imparting or exchanging of information by speaking, writing, or using some other medium; the successful conveying or sharing of ideas and feelings.

Contaminant (Contamination)

A contaminant in museum collections refers to any chemical or biological material found on museum items that poses a potential hazard to those who use or care for them. The contaminant may be inherent, such as heavy metals that occur in pigments. It may have been acquired later inadvertently, or through treatments such as chemical preservatives and pesticide application.

Coordination

Coordination is the “collaboration between stakeholders or actors to improve results or performance, either during a collective endeavour, or in response to a common issue, event or context”.

¹⁷ ICCROM, Prince Claus Fund for Culture and Development, (2018), *FIRST AID TO CULTURAL HERITAGE IN TIMES OF CRISIS: 1. HANDBOOK*, Glossary, p. 137 – 149, and The American Federal Emergency Management Agency (FEMA), The FEMA Acronyms, Abbreviations & Terms (FAAT), Online Glossary [Accessed on 23/10/2020]: <https://training.fema.gov/programs/emischool/el361toolkit/glossary.htm>

Cultural Sensitivity

'Cultural sensitivity' as an attribute is defined as the "consciousness and understanding of the [values], standards, and principles of a specific culture, society, ethnic group or race, joined by a motivation to acclimate to one's actions with such"¹⁸.

Damage

Physical harm that impairs the value, usefulness, or normal function of something.

Damage Assessment

A damage assessment is a preliminary on-scene evaluation and documentation of damage or loss caused by an accident or natural event. A damage assessment records the extent of damage, and what can be replaced, restored, or salvaged. It can also be used to estimate the time needed for repair, replacement, and **recovery**. It is integral to facilitating an effective and efficient response by emergency responders.

Documentation

Documentation is a descriptive text or visual aid used to define or describe an object, design, specification, instruction, or procedure. As an activity, it stands for the systematic collection and archiving of records, in order to preserve them for future reference.

Emergency

A sudden and usually unforeseen event that calls for immediate measures to minimise its adverse consequences.

A **complex emergency** refers to a humanitarian crisis that is combined with security risks, political and civil disturbances, and hindrances to humanitarian assistance. Complex emergencies are multi-causal and require coordinated international responses, which go beyond the mandate or capacity of a single agency. Often, complex emergencies have a much longer cycle than sudden-onset emergencies.

¹⁸ N., Pam, (2013), PsychologyDictionary.org, C: *CULTURAL SENSITIVITY*, available online [Accessed on 23/10/2020]: <https://psychologydictionary.org/cultural-sensitivity/>

Emergency Management System

A system put in place that enables the organisation and management of resources and responsibilities for addressing all aspects of emergencies, but particularly preparedness, response, and rehabilitation.

Hazard

A phenomenon, substance, activity, or condition that is considered dangerous and which may cause loss of life, injury or other health impact, property damage, **loss** of livelihoods and services, social and economic disruption, or environmental **damage**.

Incident Command (IC)

The **Incident Command System** is an organisational element responsible for overall management of the incident and consists of the **Incident Commander** (either a single or unified command structure) and any assigned supporting staff.

Incident Commander

The individual responsible for all incident activities, including the development of strategies and tactics, and the ordering and release of resources. The incident commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the [scene of incident].

Incident Command System (ICS)

A standardised on-scene emergency management construct specifically designed to provide an integrated organisational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications, operating within a common organisational structure and designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organise field-level incident management operations.

Incident Command Post (ICP)

The field location where the primary functions are performed. The Incident Command Post may be co-located with the Incident Base of Operation or other incident facilities.

Inventory

An itemised list of current assets and resources, such as a catalogue of the property of an individual, [organisation], or estate.

Man-made (Human) Hazard-induced Emergency

Man-made ‘hazard-induced’ emergencies are events caused by human activities that significantly impact the population and environment. Examples include: nuclear and radiation-based accidents, chemical release, desertification, environmental pollution, conflicts, epidemics, and fires.

Natural-Hazard-Induced Emergency

Natural-hazard-induced emergencies are events caused by natural phenomena that seriously affect the society, economy, and/or infrastructure of a region. Depending on population **vulnerability** and local response capacity, natural disasters will pose challenges and problems of a humanitarian nature. Examples include: earthquakes, tsunami, hurricanes, floods, bush fires, volcanic eruption, landslides, and plague.

Mitigation (Mitigate)

Any action taken to reduce or eliminate the long-term risk to human life and property from hazards.

Prioritise

Determine the order for dealing with a series of items or tasks according to their relative importance.

Recovery

The restoring or improving of livelihoods and health, as well as the economic, physical, social, cultural, and environmental assets, systems, and activities of a disaster-affected community or society, aligning with the principles of sustainable development and ‘build back better’, to avoid or reduce future disaster risk.

Response

Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operation plans and of **mitigation** activities designed to limit the loss of life, personal injury, property damage, and other unfavourable outcomes.

Depending on the situation, response activities may include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; and specific law enforcement operations aimed at pre-empting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Examples: lockdown, shelter-in-place, evacuation [of people and movable cultural property], search and rescue operations, fire suppression, etc.

Risk

Risks in emergency situations are the potential negative impacts on people's lives, heritage components, and associated values. Risks are identified by looking for the potential hazards and existing vulnerabilities of the [scene of incident] and its movable cultural property components.

Risks are also defined as the combination of the probability of an event and its negative consequences.

Risk Assessment

An informed judgement, based on a methodology to determine the nature and extent of risk to cultural property. A risk assessment is carried out by analysing potential agents of deterioration and damage, and evaluating existing conditions of vulnerability that, together, could potentially harm exposed people, property, services, livelihoods, and the environment upon which they depend, along with the corresponding cultural significance.

Risk Management

The systematic approach and practice of managing uncertainty to minimise potential harm.

Stabilisation

An intervention or action intended to maintain the integrity and minimise further deterioration of unsafe, damaged, or deteriorated cultural property.

Stakeholder

Stakeholders are the people who have a direct or indirect interest, or who affect or are affected by, the implementation and outcome of intervention activities. Typically, they include individuals and representatives of communities, institutions, and/or organisations, and agencies invested in the response area.

Tabletop Exercise (TTX)

A discussion-based exercise intended to stimulate discussion of various issues regarding a hypothetical situation. Tabletop exercises can be used to assess plans, policies, and procedures, or to assess the types of systems needed to guide the *prevention* of, *response* to, or *recovery* from a defined incident.

TTXs are typically aimed at facilitating the understanding of concepts, identifying strengths and shortfalls, and/or achieving a change in attitude. *Participants* are encouraged to discuss issues in depth and develop decisions through slow-paced problem solving rather than the rapid, spontaneous decision-making that occurs under actual or simulated emergency conditions. TTXs can be breakout (i.e. groups split into functional areas) or plenary (i.e. one large group).

Vulnerability

The characteristics and circumstances of a community, system, or asset that make it susceptible to the damaging effects of a hazard. Factors may be physical, social, economic, and environmental. Vulnerability may change significantly within a community and over time.



8

REFERENTIAL DOCUMENTS



8. Referential Documents

National Guidelines of Relevance:

- *UAE Fire and Life Safety Code of Practice*, (2018 Edition), General Headquarters of Civil Defence, Ministry of Interior, United Arab Emirates, available online [Accessed on 23/10/2020]: https://www.dcd.gov.ae/portal/eng/UAEFIRECODE_ENG_SEPTEMBER_2018.pdf
- *National Response Framework (NRF)*, First Edition, (2013), NCEMA, The Supreme Council for National Security, United Arab Emirates, available online [Accessed on 23/10/2020]: <https://www.ncema.gov.ae/en/home.aspx>

ICCROM Background Publications:

- ICCROM, Prince Claus Fund for Culture and Development, (2018), *FIRST AID TO CULTURAL HERITAGE IN TIMES OF CRISIS: HANDBOOK AND TOOLKIT*, available online [Accessed on 23/10/2020]: <https://www.iccrom.org/publication/first-aid-cultural-heritage-times-crisis>
- UNESCO, ICCROM, (2016), *Endangered Heritage, Emergency Evacuation of Heritage Collections*, available online [Accessed on 23/10/2020]: (in English and Arabic) <https://www.iccrom.org/publication/endangered-heritage-emergency-evacuation-heritage-collections>
- ICCROM, Canadian Conservation Institute, (2016), *A Guide to Risk Management of Cultural Heritage*, available online [Accessed on 23/10/2020]: (in English and Arabic) <https://www.iccrom.org/publication/guide-risk-management>

International Conventional Documents of Relevance:

- UNSC, Resolution: S/RES/2347 (2017), available online [Accessed on 23/10/2020]: <https://www.un.org/securitycouncil/s/res/2347-%282017%29>
- UNESCO, (2017), *THE PENAL PROTECTION OF CULTURAL PROPERTY: THE FIGHT AGAINST THE IMPUNITY IN THE FRAMEWORK OF THE 1954*

HAGUE CONVENTION ITS 1999 SECOND PROTOCOL, available online [Accessed on 23/10/2020]: http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CLT/pdf/Penal-Protection-Cultural-Property-En_01.pdf

- UNESCO, *1954 Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict*, available online (with its protocols and regulations for execution) [Accessed on 23/10/2020]: <http://www.unesco.org/new/en/culture/themes/armed-conflict-and-heritage/convention-and-protocols/1954-hague-convention/>

UNODC Publications of Relevance:

- UNODC, (2009), *Crime scene and physical evidence awareness for non-forensic personnel*, available online [Accessed on 23/10/2020]: https://www.unodc.org/documents/scientific/Crime_scene_awareness__Ebook.pdf

INTERPOL Documents of Relevance:

Publications:

- INTERPOL, The Permanent Mission of Italy to the UN, The Permanent Mission of the Hashemite Kingdom of Jordan to the UN, UNESCO, UNODC, (2016), *PROTECTING CULTURAL HERITAGE: AN IMPERATIVE FOR HUMANITY, ACTING TOGETHER AGAINST DESTRUCTION AND TRAFFICKING OF CULTURAL PROPERTY BY TERRORIST AND ORGANIZED CRIME GROUPS*, available online [Accessed on 23/10/2020]: <https://www.interpol.int/en/Crimes/Cultural-heritage-crime/Protecting-cultural-heritage>
- UAE, INTERPOL Foundation for Safer World (IFSW), (2017), Brochure, *PROTECTING CULTURAL HERITAGE: Future-oriented policing projects*, available online [Accessed on 23/10/2020]: <https://www.interpol.int/en/Crimes/Cultural-heritage-crime/Protecting-cultural-heritage>
- UNESCO, INTERPOL, (et al.), (2018), *Fighting the Illicit Trafficking of Cultural Property: A TOOLKIT FOR EUROPEAN JUDICIARY AND LAW ENFORCEMENT*, available online [Accessed on 23/10/2020]: <https://www.interpol.int/en/Crimes/Cultural-heritage-crime/Protecting-cultural-heritage>

- INTERPOL, (2019), *CREATING A NATIONAL CULTURAL HERITAGE UNIT: THE VALUE OF A NATIONAL UNIT DEDICATED TO FIGHTING CRIMES AGAINST CULTURAL HERITAGE AND THE ILLICIT TRAFFIC OF CULTURAL PROPERTY*, available online [Accessed on 23/10/2020]: <https://www.interpol.int/en/Crimes/Cultural-heritage-crime/Protecting-cultural-heritage>

Agreements:

- INTERPOL, UNESCO, (1999), *COOPERATION AGREEMENT between THE INTERNATIONAL CRIMINAL POLICE ORGANIZATION – INTERPOL and THE UNITED NATIONS EDUCATIONAL AND CULTURAL ORGANIZATION*, available online [Accessed on 23/10/2020]: <https://www.interpol.int/en/Who-we-are/Legal-framework/Cooperation-agreements/Cooperation-agreements-United-Nations-and-related-organizations>
- INTERPOL, ICOM, (2000), *MEMORANDUM OF UNDERSTANDING BETWEEN THE INTERNATIONAL CRIMINAL POLICE ORGANIZATION – INTERPOL AND THE INTERNATIONAL COUNCIL OF MUSEUMS ON COUNTERING THE THEFT AND TRAFFICKING IN CULTURAL PROPERTY*, available online [Accessed on 23/10/2020]: <https://www.interpol.int/en/Who-we-are/Legal-framework/Cooperation-agreements/Cooperation-agreements-Global-international-organizations>

Notes

#culturecannotwait

ICCROM (the International Centre for the Study of the Preservation and Restoration of Cultural Property) is an intergovernmental organisation dedicated to the preservation of cultural heritage worldwide. Through training, information, research, cooperation, and advocacy programmes, it aims to enhance the field of heritage conservation and restoration, and raise awareness of the importance and fragility of cultural heritage.

ICCROM-Sharjah (the Regional Office for the Conservation of Cultural Heritage in Arab States) is a regional office of ICCROM located in Sharjah, UAE. Established by ICCROM and the Government of UAE, ICCROM-Sharjah has been dedicated to the protection and safeguarding of cultural heritage properties in the MENA region. Through its activities, it aims to support cultural heritage conservation, effective management, understanding, and appreciation in the Arab region.

SHARJAH POLICE is the general security and police force in the Emirate of Sharjah, under the authority of the federal Ministry of Interior. Its mission is to sustain overall safety and security, protect lives and properties and ensure local and federal law enforcement within the Emirate of Sharjah.

© ICCROM 2020

© SHARJAH POLICE 2020



www.shjpolice.gov.ae



University City Sharjah
P.O. Box 48777- Sharjah
U.A.E
+971 65552250
athar-centre@iccrom.org

Published thanks to the generosity of
the Swedish Postcode Foundation.



5.1. Response Activities Chart:

[illegible]