

DELIVERABLE D.T4.2.2

Setting up of emergency plans for the target
heritage sites - Slovenia

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Authors:

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I. DESCRIPTIVE PART

I.1 General information

Plan name: Evacuation plan in emergency situation in Kočevje museum and pilot site historic buildings

Plan area (for the object, local, regional): the plan is prepared for six historical buildings on the main city street in the city centre (address Ljubljanska street number 3, 8, 9 and 26) and the building of the Regional Museum of Kočevje (address Prešernova street number 11)

I.2. Site description and hazard analysis

(Plan must be prepared for crisis situation in accordance with the Application Form. In addition, each partner can add to plan other crisis situations, e.g. fire, flood, heavy rainfall, storms, etc.)

In addition, in the case of a plan for a specific object, an assessment of the technical condition of the object, equipment, installations, emergency exits, access, places of collection or drainage and other should be added)

The plan is prepared for the risk of heavy rain for movable and non-movable cultural heritage. Six cultural heritage buildings along ljubljanska street are part of the project pilot site. Because two of the buildings (Ljubljanska 6 and 7) are currently under complete renovation. Their specific information will change after renovation and is therefore not included in this description). We have included also the provincial museum that is located in the significant cultural heritage building and has many important collections of movable cultural heritage inside.

Historical buildings positioned along the main town street in Kočevje are typical designs of Secession architecture. All addressed buildings present villas for middle-class inhabitants built in the late 19th and early 20th century. What the respective buildings have in common is their relatively moderate exterior with the most prominent element being the architectonics of windows and window frames. The buildings are of historical and cultural value for the Municipality of Kočevje. In the past, these were the places of inns, villas, homes and also a grammar school. Some buildings have preserved their function (grammar school), while others have been renovated to pursue business and tourist activities. A special example is Marijin dom located at Ljubljanska cesta 26. It was once a cloister, and between the First and the Second World War also served as a hospital. Currently, the building houses the offices of the Municipality of Kočevje, National administrative unit and local court.

Additional building to the pilot site is the provincial museum. The museum building is an extremely vital monument of the Slovene statehood. It was built in 1936/37 as a Sokol House. It was intended as a multi-purpose building with a large central gym - a hall with a theatre stage and side rooms. From 1 till 4 October 1943, an Assembly of the emissaries of the Slovene nation took place in the building. They were the first directly elected representation of an occupied nation in Europe during the World War II. After WW2 the building was renovated and renamed to Šeškov dom after the national hero Jože Šeško (1908 - 1942). In the years 1992 - 1999 there was a thorough renovation of the building which is now Šeškov dom Cultural Centre and a modern museum.

Main risk to all these buildings is heavy rain and wind. City floods are a big threat to all cultural heritage buildings included in the pilot site. The damage it can cause is quite big since the water can ruin the foundations and also the heavy wind can take off the roofs of those buildings and heavy rain can damage the interior of the buildings.

The historic buildings on Ljubljanska street are at risk when there is heavy rain and the level of underground water starts to rise and causes an “underground spring” to emerge. This is most evident in Ljubljanska cesta buildings with house numbers 6, 9 and 26. Since these are important representatives of architectural cultural heritage of Kočevje, the problem must be approached comprehensively and local responders need to eliminate the rainwater and groundwater in basements of the respective buildings.

The other aspect of the heavy rain is the accompanying heavy wind that lifts roofs. There is a good chance that heavy wind can lift and destroyed a part of the roof of the provincial museum building. Additional problem is that emergencies normally happen on more CH buildings in the same time so it is very difficult to manage all during heavy rain.

The buildings don't have valuable movable heritage inside except the provincial museum has a lot of movable cultural heritage objects in their premises which need evacuation.

Here is the access map for the buildings:

Ljubljanska street 3:

The access is in the back of the building. The space for firefighting vehicle is not marked and it is on the road “Cesta na stadion”. In case of emergency this road should be therefore closed. To enter the basement a key from the residents is needed.



Vhod v objekt in kletne prostore = access to the building and basement
Površina za gasilce = space for firefighting vehicle

Ljubljanska street 8:

The main entrance is not from the main road but on the other side from a small road where it is also possible space for firefighting vehicle is not marked. To enter the basement a key from the residents or security company is needed.



Vhod v objekt in kletne prostore = access to the building and basement

Površina za gasilce = space for firefighting vehicle

Ljubljanska street 9:

The access for firefighting vehicle is not marked but it could be at the back of the building where there is a side entrance. To enter a key from the security company is needed.



Vhod v objekt in kletne prostore = access to the building and basement

Površina za gasilce = space for firefighting vehicle

Ljubljanska street 26 - the Municipal building:

There are two entrances. Parked cars in front and in the back of the building could block the access. The space for firefighting vehicle is not marked but can be at the front or at the back of the building. The security company has keys to the doors.



glavni vhod = main entrance

vhod za zaposlene = entrance for employees

Površina za gasilce = space for firefighting vehicle

Prešernova street 11 - The Regional museum of Kočevje:

The access is in the front or at the back of the building. The space for firefighting vehicle is not marked. To security company has keys to the doors.



glavni vhod = main entrance

stranski vhod = back side entrance

Površina za gasilce = space for firefighting vehicle

I. 3. List of historic buildings with instructions for their protection

Immovable monuments:

No.	Characteristics of the historic object: - name - location / address - short description with the specification of the most valuable elements	Proposed method of protection (Divided into threats if there are differences in proceedings)	Necessary forces: - number of people: what services, volunteers, who else? - equipment: belonging to whom / stored where?	Estimated time needed for protection
1	Building on Ljubljanska street number 3, 8, 9 and 26 (Municipal building), Kočevje. Big threat of groundwater and rainwater penetrating the building basements.	The water pump is used to discharge groundwater and rainwater penetrating basements of the respective buildings.	2 firefighters for one water pump; firefighting vehicles, water pump, water vacuum cleaner and other standard personal firefighting equipment belonging to the municipality and the firefighters stored in the firefighter's premises	30 minutes for each building
2	Building on Presernova street number 11, Kočevje (Regional Museum of Kočevje) heavy wind can lift and destroy the roof of the provincial museum building.	Big plastic covers are used to cover the roof of the building and water vacuum cleaners is used to take water from the museum floor.	6 firefighters for adjusting the plastic cover on the roof, Firefighting vehicles, external lift, plastic covers, water vacuum cleaner other standard personal firefighting equipment	30 minutes

Movable monuments:

No.	Artifact characteristics: - name / type - short description - location - quantity, size, weight	Monument protection: - proposed method of protection - quantity and type of packaging	Necessary forces: - Number of people: what services, volunteers, who? - equipment: belonging to whom / stored where? - transport to a safe place/storage - how ?	Estimated time needed for protection	A safe place to which artifacts will be evacuated
1	Museum depot on the attic consisting of the following collections: 1. First depot room in the attic: archaeological collection (7.400 units) and art history collection: The objects of the art history collection and archeological collection are stored in drawers with mostly paper material,	<ul style="list-style-type: none"> • More valuable and sensitive items are moved closer to the evacuation routes. • For safer and faster vacuation some items will be already protected / packed and appropriately labeled • Basic equipment for protection and evacuation is in the museum stourage. 	4 employees of the museum, 2 public workers, 5 volunteers (ex-public workers and collectors - friends of the museum)	1 hour	First temporary storage will be in the hall of the museum building. After the emenrgency objects will be moved to a container or other stourage space of the museum.

<p>partly textile material. Textile items are stored in protective bags and hung on a metal stand.</p> <p>2. Second depot room in the attic: Ethnological collection (1.000 units), objects from the WW2 and the hunting collection, historical collection (2.500 - 3.000 units)</p> <p>Item are stored on metal racks and the material in this depot is mainly made of wood, followed by objects made of metal, textiles and glass and pottery.</p> <p>3. Attic offices: photo library and diatheque</p> <p>In two attic offices there is a photo library (12,446) and a diatheque (10,407 entries in the inventory book) in the file cabinets.</p>			
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I. 4. Materials and equipment necessary for protection

Firefighters:

- Firefighting vehicles
- Water pump
- Water vacuum cleaner
- Standard personal firefighting equipment

For people cleaning the rooms:

protective equipment for handling objects (mold may be present in humid environments; water may be chemically or biologically contaminated):

- Helmet
- Waterproof clothes with long sleeves
- Reinforced shoes, rubber boots
- Protective masks, gloves and glasses
- Disinfectant and first aid kit
- Head lamp
- Phone with important numbers
- Relative humidity meter (electronic)
- Drinking water
- Whistle

Room:

- Water cleaner
- Industrial and other dehumidifiers / dryers
- Electricity extensions
- Lights
- Ladders
- Brooms, garbage cans, waste bins
- Different trolleys, trays
- Access to clean (running) water

For objects:

- cleaning materials (absorbent sponges, dirty water bucket
- packaging materials (PVC and cardboard boxes, baskets, bags, foils, paper towels,
- Bamboo and wooden sticks,
- Scissors, knives, tape
- Pencil plain, crayons plain, eraser, spike, ruler
- Multicolored leaves to indicate priorities (by appointment)
- Meter

	Place of storage	person responsible for their release at the time of emergency
Museum of Kočevje	Premises of the museum on Prešernova street 11, storage under the stairs on ground floor, leaders on reception and in the library	Ms Vesna Jerbič Perko
Firefighters of Kočevje	Firefighter's headquarters on Roška street 10	Mr Igor Kalinič

I. 5. List of the evacuation / protection order

Regarding the CH buildings on Ljubljanska street: Firefighters respond to emergency calls according to the time that they are made - first calls will be addressed first, since there is very difficult to evaluate the emergency and volume of the problem before coming on the location.

Instructions for the museum: In case of flood in the attic only objects that are most vulnerable will be removed from the storage room in the attic: approximately 100 objects made of fabric, approximately 200 objects made of wood and 30 running meters archive material will be evacuated. CH objects, made of metal, stone, glass and other materials will not be removed from the attic in the emergency evacuation but later.

I. 6. List of rescue units, institutions and organizations that are intended to provide assistance

Organization	Name of the contact person	Contact number
Administration of the Republic of Slovenia for civil protection and disaster relief	Person on-duty	112
First responder – security company Sintal	Person on-duty	041788000
Voluntary fire brigade Kočevje	Igor Kalinič	041 390 624
Fire brigade Kočevje	Leon Behin	01 8931600
Civil protection	Antun Gašparac	01 8938242
Municipality of Kočevje	Nina Sambolec	01 8938244
Public Institute of the Republic of Slovenia for the Protection of Cultural Heritage		012410700
Community of Slovenian museums		02 2352605
Electricity company	Call center	01 230 40 02

I. 7. Diagram of the alarm / notification system

In case of small emergency, the employees first contact is Sintal - the security company who comes to the building as soon as possible. They have keys of all the doors. In case of fire they try to extinguish it. If they are not successful or they need help, they call the firefighters, wait for them at the entrance, explain the situation and open the doors. The security company responds to all alarms triggered by smoke alarms in the premises of the building.

In case of big emergency everyone can call 112 and the local firefighters will be activated.

I. 8. Operational Instructions

For the museum the organization scheme is the following:

The director:

- names the coordinator for the emergency situations and
- is responsible for all Materials and equipment necessary for protection.

The coordinator for emergency situations is responsible for prevention activities,

- In the event of an emergency, organizes and leads the rescue.
- Everyone follows his/her instructions.
- He cooperates with all working groups.
- Distributes lists of emergency numbers.
- In agreement with others, prepares plans with teams responsible for rescue in emergency situations (firefighters, rescuers, civil protection, army, red cross etc.

Working group for security and protection

- Takes care of the safety of people: visitors and employees.
- Takes care of the evacuation of visitors and employees and reduces or prevents the possibility of injury.
- Informs all employees (including part-time workers, public workers, students, etc.) about the rescue and evacuation procedures.

Working group for collections

- Rescues collections and objects.
- Prepares plans for the rescuing the collections, objects from endangered areas.
- Classifies objects according to the priority of solving into groups.

Working group for securing the building

- Collects documentation (eg floor plans, plans of all installations) and determines its storage location.
- Checks the location of emergency exits, evacuation routes and the availability of temporary collection points.

Working group for documentation

- Prepares lists and locations of important documents by priority.
- Proposes procedures for resolving the damage to the material in cooperation with conservators-restorers.
- Prepare a documentation form for the evacuation of objects.
- Collects existing documents regarding the insurance of buildings and objects.

I. 9. Organization of exercises and training in the field of cultural heritage protection.

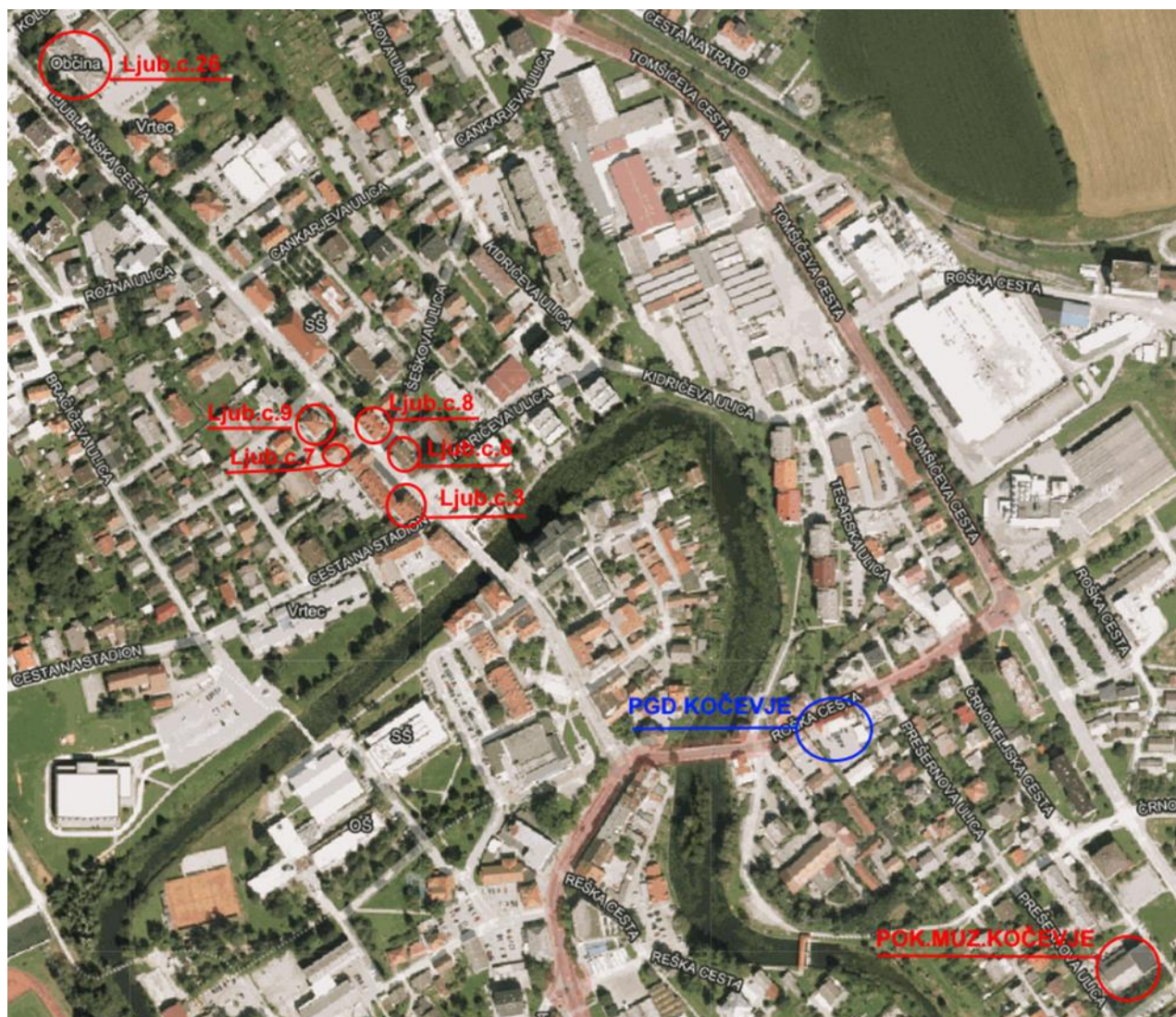
Provincial museum will have once a year theoretical and practical exercises for evacuation of CH objects in case of emergency. Firefighters and civil protection of Kočevje will also plan exercises on defending CH objects together with Slovenian institute of cultural heritage protection and Association of museums of Slovenia.

II. GRAPHIC PART

II.1 Organizational Map

A map including:

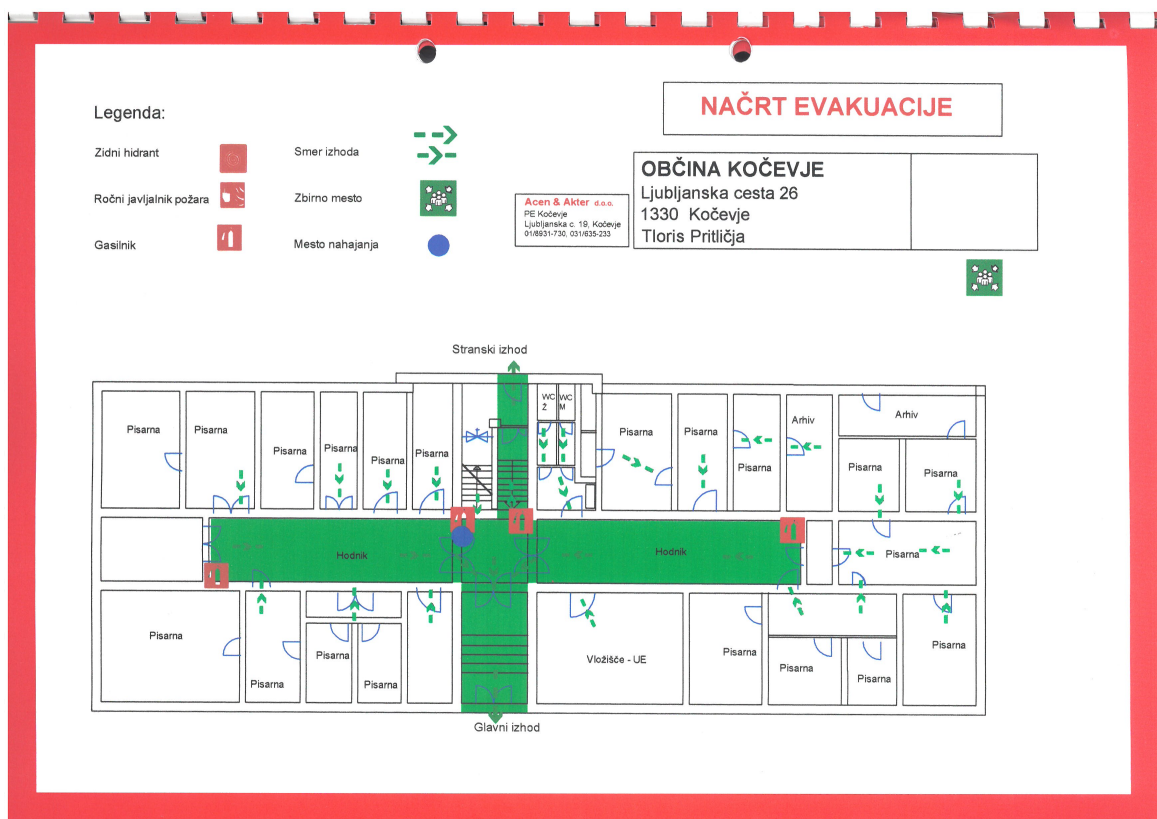
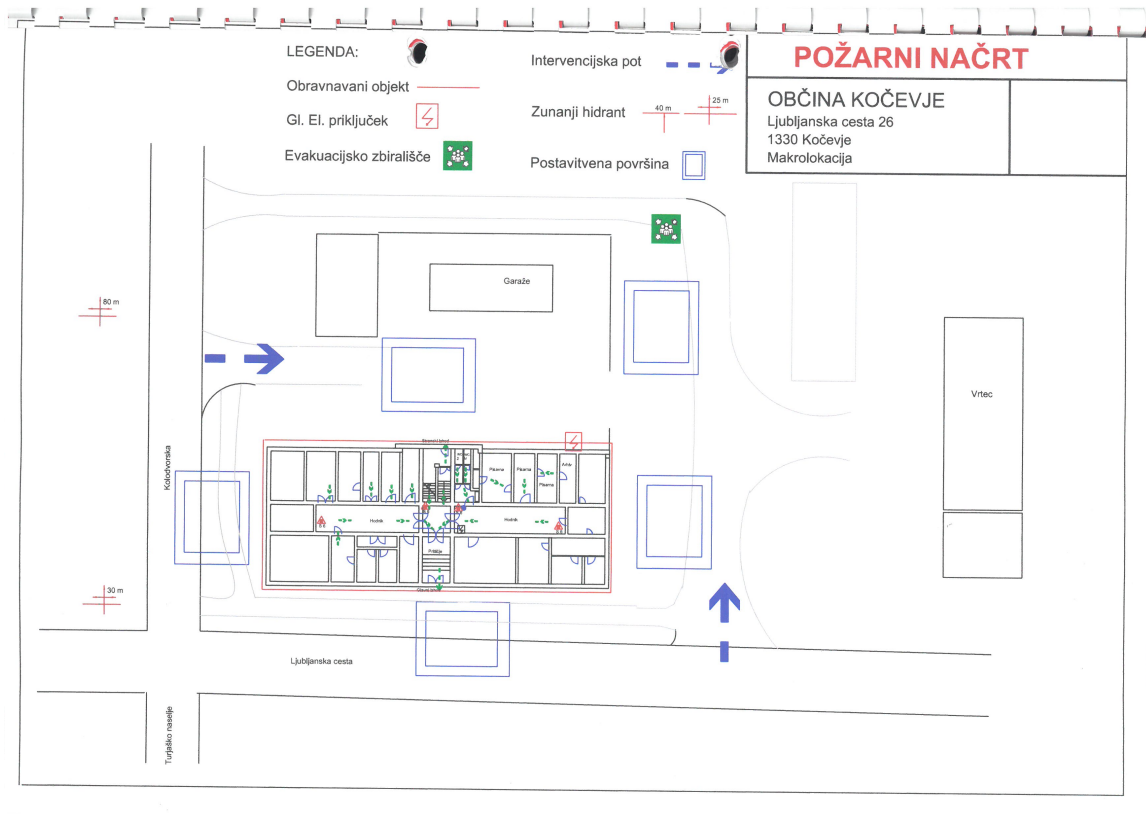
- immovable monuments: historical buildings on Ljubljanska street number 3, 8, 9 and 26 and the Regional Museum of Kočevje on Prešernova street number 11
- places with movable monuments: Regional Museum of Kočevje on Prešernova street 11
- headquarters of rescue units: PGD Kočevje, Roška street 11
- potential threats that can be shown on the map, e.g. rivers, landslides: / (threat is heavy rain)



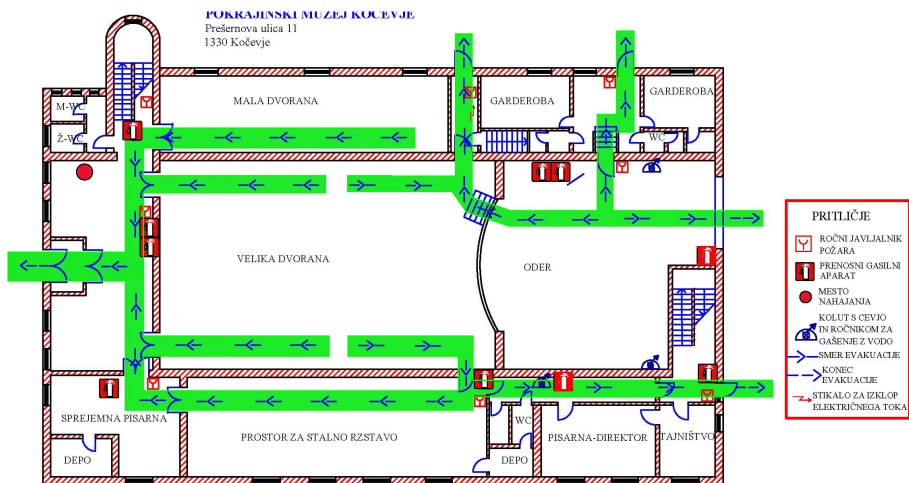
II. 2. Map of evacuation routes

Evacuation routes for the Museum and the building of the Municipality of Kočevje (for other buildings this is not sensible, because only the access to the basement is in need in case of emergency)

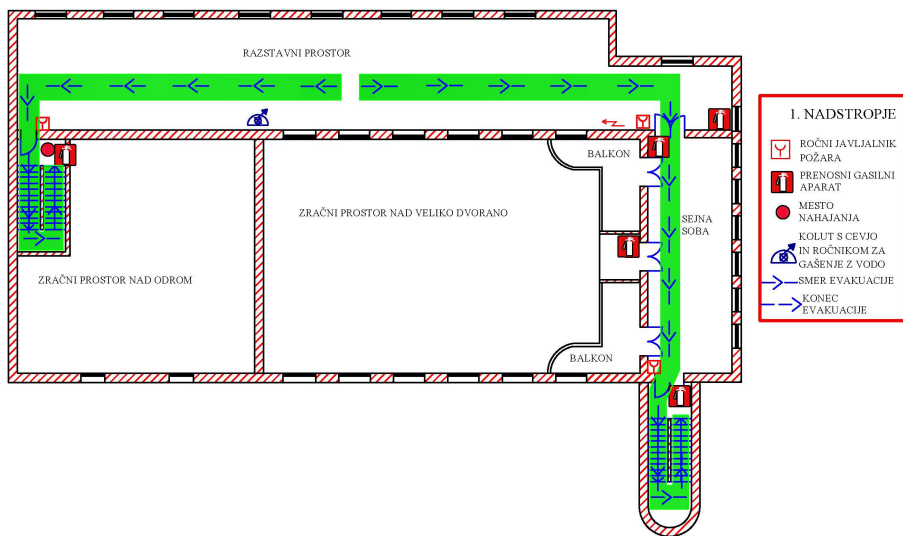
Ljubljanska street 26 - Municipality of Kočevje



Prešernova street 11 - Regional museum of Kočevje



POKRAJINSKI MUZEJ KOČEVJE
Prešernova ulica 11
1330 Kočevje



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