

AICCM Disaster Preparedness Calendar



The AICCM Disaster Preparedness Calendar is designed to assist cultural organisations to be more prepared for the types of disasters likely to impact their region. In this calendar, you will see various reminders on specific dates throughout the year. Some of these are annual, such as changing the batteries in your smoke detector, others are more frequent, such as clearing gutters. All of these activities can help keep you and your organisation ready to respond to emergencies that might strike your locality.

USING THE STICKERS

The calendar comes with a series of stickers which allow you to add reminders for activities specific to your region. For example, for bushfire prone areas add the bushfire sticker to the calendar a week before bushfire season to prompt bushfire preventive preparations.

We suggest that you

- Connect with key people in your organisation
- Discuss threats to your region and organisation that happen over a year.
 - Is there a wet season?
 - Is there a time of year when storms are likely to occur?
 - When does your bushfire season begin (your state/territory fire service will have information about this on their website)?
- If you've already had to deal with a major event, how did you respond? What preparations made a difference? What would you do differently next time?
- Use the stickers to highlight seasonal dates on the calendar to remind your organisation to take action and prevent or reduce the disaster

POSITIONING THE CALENDAR

Find a central location for the calendar, perhaps a pin up board in the lunchroom, or near a meeting table. It is best positioned somewhere where it can be seen by as many people as possible. Feel free to add other reminders to it, the more it is used, the more useful it will become.



JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
					Backup files & update computer security	
9	10	11	12	13	14	15
					General security inspection	
16	17	18	19	20	21	22
23	24	26	26	27	28	29
	Int'l Day of Education					
30	31					

MAY

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
					Check gutters	
15	16	17	18	19	20	21
			Int'l Museum Day			
22	23	24	25	26	27	28
					Update emergency contacts	
29	30	31				

SEPTEMBER

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
					Pest check	
18	19	20	21	22	23	24
					General building inspection	
25	26	27	28	29	30	
			Response training			

PREPARING FOR SEASONAL DISASTERS OR EMERGENCIES

Bushfire Season

- Meet with fire services at the start of the season
- Update bushfire plan
- Clear gutters
- Remove tree litter

Cyclone Season

- Check local council guidelines
- Meet with Emergency Services at the beginning of season
- Clear gutters
- Clear drains
- Cut back tree limbs
- Remove loose items from outside buildings

Flood Season

- Meet with Emergency Services at the beginning of season
- Clear gutters
- Clear drains
- Make sure collection isn't stored directly on floor
- Check map of former leak areas

Major Storm Season

- Meet with Emergency Services at the beginning of season
- Clear gutters
- Check map of previous leak areas
- Cut back tree limbs
- Remove loose items from outside buildings

Pest Threats

- Check seals on doors and windows
- Block holes, fireplaces and other entry points
- Reduce water sources
- Secure bins & remove foodscraps daily
- Tidy up excess material such as boxes, paper etc.
- Top up baits more regularly

Digital threats

- Backup digital files regularly
- Update software when upgrades are released
- Update security software regularly
- Replace portable hard drives every 2 years
- Clean up computer files and desktops regularly

FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
					Check disaster bin supplies	
6	7	8	9	10	11	12
					Check gutters	
13	14	15	16	17	18	19
	Library Lovers Day (ALIA)				Pest check	
20	21	22	23	24	25	26
27	28					

JUNE

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
				Int'l Archives Day		
12	13	14	15	16	17	18
					Pest check	
19	20	21	22	23	24	25
					General building inspection	
26	27	28	29	30		

OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
					Backup files & update computer security	Daylight savings begins
9	10	11	12	13	14	15
				Int'l Day for Disaster Risk Reduction	General security inspection	
16	17	18	19	20	21	22
					Pest check	
23	24	25	26	27	28	29
				Int'l Day for Audiovisual Heritage		
30	31					

MARCH

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
					Check electrical equipment (test & tag)	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
					General building inspection	
27	28	29	30	31		

JULY

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
					Backup files & update computer security	
3	4	5	6	7	8	9
			NAIDOC Week		General security inspection	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					Library & Information Week	
31						

NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
				World Tsunami Awareness Day	Test key equipment is working	
6	7	8	9	10	11	12
					Check gutters	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
		World Digital Preservation Day			Update emergency contacts	
27	28	29	30			

APRIL

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
					Backup files & update computer security	
3	4	5	6	7	8	9
Daylight Saving Ends	Change smoke detector batteries				General security inspection	
10	11	12	13	14	15	16
				Pest check	Good Friday World Art Day	
17	18	19	20	21	22	23
Easter Sunday	World Heritage Day					
24	25	26	27	28	29	30

AUGUST

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
		Int'l Day of the World's Indigenous Peoples			Check gutters	
14	15	16	17	18	19	20
					Pest check	
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
					General building inspection	UN Human Rights Day
11	12	13	14	15	16	17
		Put together holiday contact list			Pest check	
18	19	20	21	22	23	24
25	26	27	28	29	30	31
		Int'l Day of Epidemic Preparedness				

STICKER KEY

- Bushfire Season
- Cyclone Season
- Flood Season
- Major Storm Season
- Pest Threats
- Digital Threats

AICCM

AICCM is a membership organisation open to all those interested in the conservation of cultural heritage, and acts as the professional association for conservators in Australia. There is a wealth of information available on the website - from disaster preparedness and recovery, to caring for all types of collection material, along with how to find a private conservator. aiccm.org.au/disaster

BLUE SHIELD AUSTRALIA

Blue Shield Australia is one of the many national committees of the international Blue Shield organisation, which works to protect the world's cultural heritage threatened by armed conflict and natural disasters. blueshieldaustralia.org.au