



JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
1 New Year's Day	2	3	4	5	6 Backup files & update computer security	7
8	9	10	11	12	13 General security inspection	14
15	16	17	18	19	20	21
22	23	24	25	26 Australia Day	27	28
29	30 Int'l Day of Education	31				

FEBRUARY

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

MARCH

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3 Test & tag electrical equipment	4
5	6	7	8 Int'l Women's Day	9	10	11
12	13	14	15	16	17	18
19	20	21	22 World Water Day	23	24 General building inspection	25
26	27	28	29	30	31 Backup files & update computer security	

APRIL

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

MAY

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

JUNE

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

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

STICKER KEY

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

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

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conservationsuppliesaus.com.au

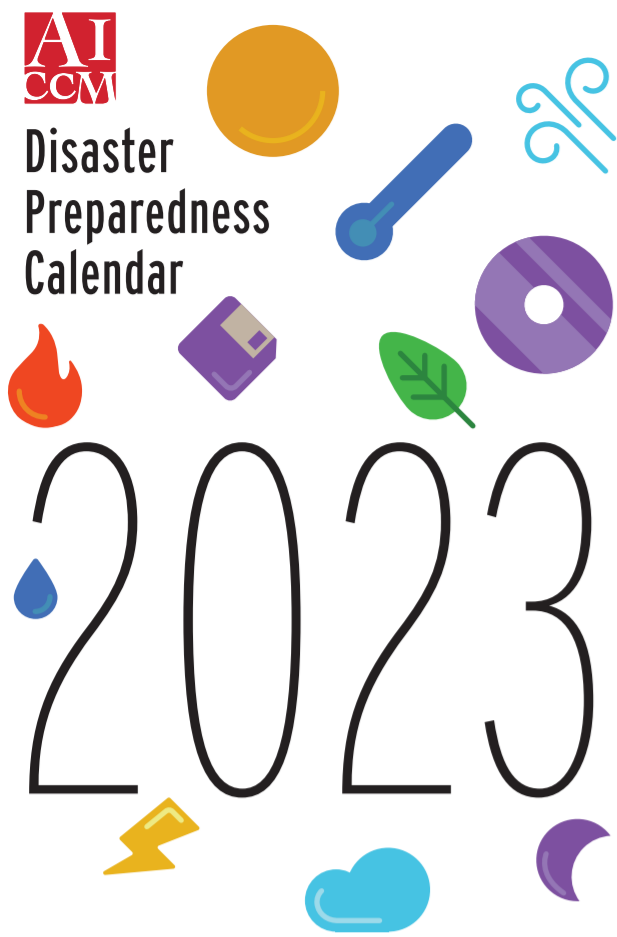
grace:
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steamatic.com.au



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.

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
- Cut back tree limbs
- Remove loose items from outside building

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

JULY

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

AUGUST

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

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