



**AICCM** DISASTER PREPAREDNESS CALENDAR

**JANUARY**

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

**APRIL**

| Su                        | Mo                                   | Tu | We | Th                       | Fr               | Sa |
|---------------------------|--------------------------------------|----|----|--------------------------|------------------|----|
|                           | 1<br>Easter Monday                   | 2  | 3  | 4                        | 5                | 6  |
| 7<br>Daylight Saving Ends | 8<br>Change smoke detector batteries | 9  | 10 | 11                       | 12               | 13 |
| 14                        | 15                                   | 16 | 17 | 18<br>World Heritage Day | 19<br>Pest check | 20 |
| 21                        | 22                                   | 23 | 24 | 25                       | 26               | 27 |
| 28                        | 29                                   | 30 |    |                          |                  |    |

**STICKER KEY**

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

**FEBRUARY**

| Su   | Mo | Tu                                | We                              | Th | Fr                               | Sa |
|--|----|-----------------------------------|---------------------------------|----|----------------------------------|----|
|  |    |                                   |                                 | 1  | 2<br>Check disaster bin supplies | 3  |
| 4  | 5  | 6                                 | 7                               | 8  | 9<br>Check gutters               | 10 |
| 11<br>Int'l Day for Women and Girls in Science | 12 | 13<br>Library Lovers Day          | 14                              | 15 | 16<br>Pest check                 | 17 |
| 18   | 19 | 20<br>World Day of Social Justice | 21<br>Int'l Mother Language Day | 22 | 23                               | 24 |
| 25   | 26 | 27                                | 28                              | 29 |                                  |    |

**MAY**

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

**MARCH**

| Su | Mo | Tu | We | Th | Fr   | Sa |
|----|----|----|----|----|--|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8<br>Int'l Women's Day                           | 9  |
| 10 | 11 | 12 | 13 | 14 | 15   | 16 |
| 17 | 18 | 19 | 20 | 21 | 22<br>World Water Day<br>General bldg inspection | 23 |
| 24 | 25 | 26 | 27 | 28 | 29<br>Good Friday                                | 30 |
| 31 |    |    |    |    |  |    |

**JUNE**

| Su                      | Mo                    | Tu | We                           | Th | Fr                                | Sa |
|-------------------------|-----------------------|----|------------------------------|----|-----------------------------------|----|
|                         |                       |    |                              |    |                                   | 1  |
| 2                       | 3                     | 4  | National Reconciliation Week |    |                                   | 8  |
| 9<br>Int'l Archives Day | 10<br>King's Birthday | 11 | 12                           | 13 | 14                                | 15 |
| 16                      | 17                    | 18 | 19                           | 20 | 21<br>Pest check                  | 22 |
| 23                      | 24                    | 25 | 26                           | 27 | 28<br>General building inspection | 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

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[aiccm.org.au/disaster](http://aiccm.org.au/disaster)

**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](http://blueshieldaustralia.org.au)

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[magsq.com.au](http://magsq.com.au)



**AI CCM** DISASTER PREPAREDNESS CALENDAR

**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<br>Backup files & update computer security | 6  |
| 7                          | 8  | 9  | 10 | 11 | 12   | 13 |
| NAIDOC Week                |    |    |    |    |  |    |
| 14                         | 15 | 16 | 17 | 18 | 19<br>General security inspection            | 20 |
| 21                         | 22 | 23 | 24 | 25 | 26   | 27 |
| Library & Information Week |    |    |    |    |  |    |
| 28                         | 29 | 30 | 31 |    |  |    |

**OCTOBER**

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

**STICKER KEY**

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

**AUGUST**

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

**NOVEMBER**

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

**SEPTEMBER**

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

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