

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
- $\cdot$  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
- When does your bushfire season begin (your state/ territory fire service will have information about this on their website)?
- $\cdot$  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?
- $\cdot\, \text{Use}$  the stickers to highlight seasonal dates on the calendar to remind your organisation to take action and prevent or reduce the disaster

#### JANUARY FEBRUARY

Su	Мо	Tu	We  1  New Year's  Day	Th 2	Fr 3	<b>Sa</b> 4	Su	Мо	Tu	We	Th	Fr	Sa 1	Su	Мо	Tu	We	Th	Fr	Sa 1
5	6	7	8	9	Backup files and update computer security	11	2	3	4	5	6	7 Check contents of disaster bin supplies	8	2	3	4	5	6	7	8 International Women's Day (UN)
12	13	14	15	16	17 General security inspection	18	9	10	11 Intl. Day for Women and Girls in Science	12	13	14 Check gutters Library Lovers Day (ALIA)	15	9	10	11	12	13	14 General building inspection	15
19	20	21	22	23	24 International Day of Education	25	16	17	18	19	20 World Day of Social Justice (UN)	21 Pest check Intl. Mother Language Day (UN)	22	16	17	18	19	20	21	22 World Water Day (UN)
26	27 Public Holiday (Australia Day)	28	29	30	31		23	24	25	26	27	28		30	24	25	26	27	28	29

# APRIL

Su	Мо	Tu 1	We 2	Th 3	Fr 4	<b>Sa</b> 5
6 Day Light Savings Ends	7 Change batteries in smoke detectors	8	9	10	Backup files and update computer security	12
13	14	15	16	17 General security inspection	18 Good Friday World Heritage Day	19
20	21 Easter Monday	22	23	24 Pest check		26
27	28	29	30			

# MAY

MAY							JUN	E					
Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa
				1	2	3	1	2 National Reconci	3  :ation Wools —	4	5	6	7
								National Reconci	liation vveek				
4	5	6	7	8	9 Check gutters	10	8	9 Intl. Arch Day King's Birthday		11	12	13 General building inspection	14
11	12	13	14	15	16	17	 15	16	17	18	19	20 Pest check	21
18 Intl. Muse Day	19 eum	20	21	22	23 Update emergency contacts	24	22	23	24	25	26	27	28
25	26	27	28	29 National Reconc	30	31	 29	30					

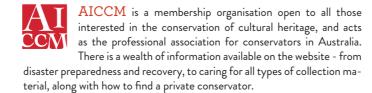
MARCH

# STICKER KEY









aiccm.org.au/disaster



blueshieldaustralia.org.au















Calendar Design by Mar Cruz (Mar-Cruz.com) Cover Design by Mollie Liu (mollie.moyan@gmail.com)

## 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**

- $\cdot$  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
- · Clear gutters

season

- · 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
- $\cdot$  Clear gutters
- · Check map of previous leak areas
- · Cut back tree limbs
- · Remove loose items from outside buildings

# Pest Threats

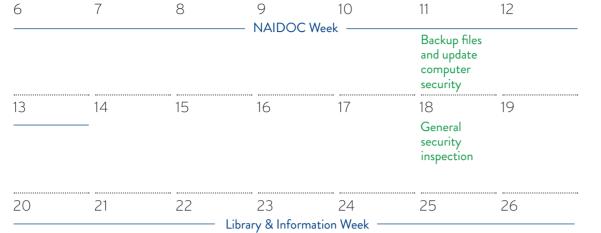
- · Check seals on doors and windows
- · Block holes, fireplaces and other entry points
- · Reduce water sources
- · Secure bins & remove foodscraps daily
- · Tidy up excess material such as boxes, paper etc.
- · Top up baits more regularly

## Digital threats

- · Backup digital files regularly
- $\cdot$  Update software when upgrades are released
- · Update security software regularly
- · Replace portable hard drives every 2 years
- $\cdot \, \mathsf{Clean} \,\, \mathsf{up} \,\, \mathsf{computer} \,\, \mathsf{files} \,\, \mathsf{and} \,\, \mathsf{desktops} \,\, \mathsf{regularly}$

### JULY

Su	Мо	Tu	We	Th	Fr	Sa
		1	2	3	4	5



•				
27	28	29	30	31

# AUGUST

Мо	Tu	We	Th	Fr	Sa
				1	2

3	4	5	6	7	8	9
					Check gutters	Intl. Day of the World's Indigenous Peoples
10	11	12	13	14	15	16
			— National Scie	ence Week ——		
17	18	19	20	21	22	23

24	25	26	27	28	 29	30

31

24	25	26	27	28	 29	30	••••••

Pest check

* *		0 0
3	4	
10 Backup files	 11	 2
computer security		
17 General security inspection	18	9
24 —— Disarma Pest check	25 ament Week——	16
31 Check electrical		23

2	3	4 Ask a	5	6 World Digital Preservation Day	7
9	10	11	12	13	14 Test

	***************************************
5	16
nt Week——	

•••••••••••••••••••••••••••••••••••••••	•••••
	31
	Check
	electrical
	equipment
	(test and tag)

24

# NOVEMBER

						1
2	3	4 Ask a Conservator Day	5 World Tsunami	6 World Digital Preservation Day	7	8
9	10	11	12	13	14 Test key equipment is working	15
16	17	18	19	20	21 Update emergency contacts	22

27

DECEMBER

SEPTEMBER

15

22

29

23

30

14

21

28

	Su	MO	Tu	we	In	Fr	Sa
		1	2	3	4	5 General building inspection	6
····	7	8	9	10 UN Human Rights Day	11	12 Put together holiday con- tact list	13
	14	15	16	17	18	19 Pest check	20
	21	22	23	24	25 Christmas Day		27 Intl. Day of Epidemic Preparednes
••••	28	29	30	31			

10

17

24

11

18

25

12

19 Response

26

training

General

building

inspection

30

### STICKER KEY

OCTOBER

Daylight Savings Begins

13

20

27

Intl. Day for

Audiovisual

Heritage

Intl. Day for Disaster Risk

Reduction

14

21

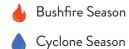
28

- Disarmament Week

12

19

26







2

9

16

23

30

8

15

22

29

3

10

17

24





26

disaster preparedness and recovery, to caring for all types of collection material, along with how to find a private conservator. aiccm.org.au/disaster

25



blueshieldaustralia.org.au

28

29

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 con-



Museums & Galleries of NSW

mgnsw.org.au





magsq.com.au





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13

20

27