



JANUARY

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

APRIL

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6 Day Light Savings Ends	7 Change batteries in smoke detectors	8	9	10	11 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	25 Anzac Day	26
27	28	29	30			

STICKER KEY

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

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

FEBRUARY

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

MAY

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

MARCH

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8 International Women's Day (UN)
9	10	11	12	13	14 General building inspection	15
16	17	18	19	20	21	22 World Water Day (UN)
23	24	25	26	27	28	29
30	31					

JUNE

Su	Mo	Tu	We	Th	Fr	Sa
National Reconciliation Week						
8	9 Intl. Archives Day King's Birthday	10	11	12	13 General building inspection	14
15	16	17	18	19	20 Pest check	21
22	23	24	25	26	27	28
29	30					

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 works to protect the world's cultural heritage threatened by armed conflict and natural disasters.
blueshieldaustralia.org.au

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.

archivalsurvival.com.au

iasdas.com.au

magsq.com.au

mgnsw.org.au

amagavic.org.au

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AI CCM DISASTER PREPAREDNESS CALENDAR

JULY

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

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

STICKER KEY

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- 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
					Check gutters	Intl. Day of the World's Indigenous Peoples
10	11	12	13	14	15	16
			National Science Week			
17	18	19	20	21	22	23
					Pest check	
24	25	26	27	28	29	30
31						

NOVEMBER

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

DECEMBER

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

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museums & galleries QUEENSLAND
magsq.com.au

Museums & Galleries of NSW
mgnsw.org.au

AMaGA Victoria
amagavic.org.au

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