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Please Note: The templates provided here are heavily based on those found in *Be Prepared: Guidelines for Small Museums for Writing a Disaster Plan*, which can be downloaded at <http://blueshieldaustralia.org.au/wp-content/uploads/2018/03/CAN-Be-Prepared.pdf>.

DISASTER PREVENTION AND PREPAREDNESS CHECKLIST

Use this checklist to work your way through the Disaster Preparedness Process.

PROGRESS CHECKLIST	YET TO START	IN PROGRESS	COMPLETED
Part One Prevention			
STEP 1. Assess all risks and threats			
STEP 2. Reduce or remove those risks			
Part Two: Preparedness			
STEP 3. Prioritise collection			
STEP 4. Establish Disaster Response Team			
STEP 5. Establish support networks			
STEP 6. Prepare the Disaster Response Plan			
STEP 7. Prepare the Disaster Recovery Plan			
STEP 8. Train all staff			
STEP 9. Review the Plan			

Disaster Review

DATE:

Notes: This is a working document to start you thinking about risks to your unique collection. What has happened in the past in your collection – both large and small disasters. Have there been past issues such as insect damage, vandalism, breakages, electrical issues, leaks. What large scale events have happened in your local area (floods, fire). How did you respond? Do underlying issues still exist?

TYPE OF DISASTER	CAUSE	DAMAGE	DURATION

Participants:

Risk Assessment Sheet

DATE:

Two very useful sources listing potential risks to help guide your thinking are: [Be Prepared](#) pp. 18-21; and the [ICMS Handbook on Emergency Procedures](#), Sections 4 and 5.

RISK (Event & Consequence)	PROBABILITY High-Low (5-1)	IMPACT High-Low (5-1)	TOTAL	CATEGORY OF RISK High 10-8 Medium 7-4 Low 3-1	PREVENTIVE ACTIONS

Participants:

Action Plan to Reduce / Remove Risk

DATE:

This Action List should become an official document that will help inform your strategic plan and collection management activities.

RISK	ACTION	RESOURCES	ASSIGNED TO	DUE BY	DATE COMPLETED

This action list was approved by on/.../.....

Actions will be reported on monthly / annually by the Collection Committee

Collection Priority List

Private & Confidential

DATE:

OBJECT	LOCATION*	MATERIAL	SECURITY^	RISKS!	NOTES #

- * See attached plan - room and cabinet reference
- ^e.g. retrieved with key, on stand, requires Phillip's head to remove
- ! e.g. particularly susceptible to water/mould/fire/insect attack
- # e.g. Trolley required, digital back up, accession number, size if large collection

Approved by on/..../.....
A copy of this list will be kept with the Disaster coordinator and in [museum location] –

DISASTER RESPONSE PLAN CHECKLIST

The following should be included in your response plan and are tasks that need to be completed before a disaster to be properly prepared.

Components of your Response Plan	Date Completed
1. Effective Disaster Response Steps	
2. Emergency responses to identified risks (See <i>Be Prepared</i> , pp 90-96 for samples)	
3. Floor plans – showing exits, disaster bin, mains switch, fire extinguishers	
4. Emergency contacts list	
5. Safety checklist	
6. Assess and stabilise Checklist	
7. Telephone tree (also copies next to museum phone and for Disaster Team members)	
8. Disaster Bin	
9. Collection Priority List (kept separately to publicly accessible plan)	

Disaster Response Team

DATE:

A description of roles can be found in Be Prepared, pp. 29-30.

ROLE	NAME	MOBILE	LANDLINE BH	LANDLINE AH
Disaster Coordinator				
Volunteer Coordinator				
Documenter				
Finance Officer				
Assessor				
Materials/Equip. Coordinator				
Social Media / Media Coordinator				
Networker				
General Helper				
Security Person				
OH&S Person				
Other				

Disaster Volunteer List

DATE:

NAME	MOBILE	EMAIL	AREA OF EXPERTISE	TRAINED

External Emergency Contact List

DATE:

ROLE	NAME	CONTACT DETAILS	EMAIL (if applicable)
State Emergency Services			
Ambulance			
Fire			
Police			
Council/Shire Offices			
Plumber			
Electrician			
Water			
Gas			
Security			
Pest Control			
Insurance Company (Policy No)			
Museums Australia/Other			
Conservator			
Locksmith			
Engineer			
Lawyer			
Freezer space			
Other museum contacts			
Off-site space for recovery			
Carpenter			
Glazier			
Drying Company (Moisture Control)			
Emergency Equipment Rental			

Steps in Effective Disaster Response

- 1.** Follow the Emergency Response Procedure for the particular threat or disaster (see pp 90-96 [Be Prepared](#) for typical examples)
- 2.** Evacuate visitors and staff if necessary, retrieve Priority List objects if possible
- 3.** Call Emergency Services and/or Disaster Coordinator if relevant (Using your Telephone Tree)
- 4.** Work through [Safety Checklist](#) to determine site stability
- 5.** Ensure there is no source of ongoing damage (turn off water, cover shelves with tarps etc.)
- 6.** Stabilise the situation as much as possible (turn off utilities, open windows) (Use [Access and Stabilise Checklist](#))
- 7.** Use the contents of the Disaster Bin to deal with any immediate problems
- 8.** Assess the damage and the situation to determine the extent of the disaster. Document all damage ([Incident Report](#) + take photos).
- 9.** Activate the telephone tree and call the rest of the Disaster Team, if required
- 10.** Go through the Disaster Response Plan to check if you have forgotten anything
- 11.** Sit down, review the situation, use the Disaster Recovery Plan to plan your recovery

Initial Safety Check

SAFETY SHOULD BE YOUR PRIMARY FOCUS

To determine whether there are any risks to your safety run through the following checklist. **If the answer to ANY of these questions is YES, the site is unsafe.** Leave the area and **DO NOT** re-enter until Emergency Services personnel have deemed it safe.

- Are there **electrical wires or power points** in contact with **water**?
- Does the **water** extend **beyond your view**? Electrical contact may be occurring where you can't see it?
- Is there **more than five centimetres of water** on the floor?
- Are the **passageways blocked or obstructed** in any way?
- Is there danger from **falling** material?
- Do the walls/ceiling appear **unstable**?

A simple stark sign that on the right is useful next to the museum phone and it can make up the cover to the Disaster Response Plan in the main museum area

[Image Source: [ALIA Disaster Management for Libraries](#)]



Emergency Immediate Actions

BIG or SMALL - Smoke or fire, water, oil or chemical leaks, power outage, etc.

Report it!

- 1. Safety first** Remain calm. If there is a life-threatening emergency call <000>. Evacuate as necessary.
- 2. Report it!** Call designated contact e.g. Facilities, Security on <XXX>. Tell the contact what is happening. Where it is.
- 3. Protect** Move yourself and others away from affected area to safety. Wait for further instructions as the Disaster Plan is activated.

Assess and Stabilise Checklist

Add to your Response Plan. You will use these questions to develop an accurate picture of the situation you face.

1. Is the site safe? (See Initial Safety Check) If NO evacuate area	YES / NO
2. Is the cause of the disaster still ongoing?	YES / NO
3. What needs to be done to prevent further damage?	
4. What extent of the collection has been damaged?	
5. What is main type of damage? (water, fire, breakage..)	WATER / FIRE / INSECTS / BREAKAGE / OTHER
6. Are any other objects or areas of the museum in immediate danger?	YES / NO
7. Does the full Disaster Response Team need to be called? (See Telephone Tree)	YES / NO
8. Does the situation need to be documented? (Default - YES - See Incident Record template)	YES / NO
9. Does outside help or expertise need to be called? (See Emergency Contact List)	YES / NO
10. Does the environment need to be further stabilised? (e.g. water or smoke damage)	YES / NO
11. Have any of the priority objects been damaged?	YES / NO
12. Does the Recovery Plan need to be activated?	YES / NO
13. What needs to be done to allow the recovery to begin?	
14. Do we need to move to our off-site location?	YES / NO

Incident Record

Date and time of incident	
Location of incident	
Name of person reporting incident	
Contact details	
Type of disaster (Tick) <input type="checkbox"/> Air-conditioning failure <input type="checkbox"/> Chemical spills <input type="checkbox"/> Fire/smoke <input type="checkbox"/> Insects/rodents <input type="checkbox"/> Pollutants <input type="checkbox"/> Power failure <input type="checkbox"/> Vandalism <input type="checkbox"/> Water <input type="checkbox"/> IT system outage <input type="checkbox"/> Other: (please specify)	
Summary of damage to collections Physical: Digital:	
Damage to facilities/infrastructure	
Brief description of incident	
Emergency Services advice if applicable	
Disaster Team Leader advice: Priorities & Actions	
Communications Priorities & Actions	Send incident report to President/Secretary/Treasurer/Collection Committee

** These reports should be kept and used to inform disaster plan updates*

DISASTER RECOVERY PLAN CHECKLIST

The following sections cover the areas that need to be included in your Recovery Plan. As with the Response Plan, use them as headings in your plan and consider them as the tasks that need to be completed now.

Components of your Recovery Plan	Date Completed
1. Organising the team (Disaster Team)	
2. Recording and evaluating damage (Use Damage Checklist)	
3. Recovery needs (Use All is Not Lost: The Collection Recovery Book)	
4. Stabilising the environment	
5. Salvage procedures (include Object Documentation List - See also <i>Be Prepared</i> , SLQ Disaster site)	
6. Action Sheets for each salvage team outlining specific recovery steps (e.g. based on <i>All is not Lost</i>)	
7. Locating Supplies	
8. Maintaining Morale	
9. Returning to normal	

Assessing Recovery Needs

Use the damage checklist to ensure you cover all the necessary areas for planning and expediated recovery:

- Do you need to call for more volunteers? If so, use your register.
- What expertise do you have 'in-house'?
- What expertise do you need (conservators, moisture control, engineers, AMaGA). Use the contact sheets and connections you have already put in place.
- Do you need to call for outside help (plumbers, electrician, conservator etc.)?
- What extra equipment and materials are needed?
- Do you need access to freezing facilities?
- Do you need a secure, off-site area to work in (as you need to move the objects)?
- Is pest control necessary?

Damage Checklist

DATE:

The area should always be confirmed safe to enter before recovery commences. Remember to take photographs as you assess!

1. Cause of damage?

Fire

Water

Structural Failure

Other

2. Type of Damage

Smoke

Soot

Damp

Very wet / sodden

Clean water

High humidity

Mould

Roof

Floor

Other

Chemical spill

Other

Charring / Burnt

Dehydration / Heat Embrittlement

Partially wet

Mud / silt

Dirty water

Swollen materials

Materials stuck together

Walls

Broken objects

sewage

3. What is the size of the area that has been affected? (e.g. how many rooms and how big are the rooms?) Use a floor plan if that's easier.

6. Can people move freely around the room/s?

Yes

No

If No what is impeding access:

Make sure that access in, out and around the affected area is cleared.

7. How much of the collection has been affected?

8. Is priority salvage material affected?

Yes

No

If Yes note collection items for priority treatment:

8. What type of materials/objects have been affected?

<input type="checkbox"/> basketry	<input type="checkbox"/> bone/ivory/horn	<input type="checkbox"/> books	<input type="checkbox"/> carpets/rugs
<input type="checkbox"/> documents	<input type="checkbox"/> drawings	<input type="checkbox"/> electronic media – CD / DVD	<input type="checkbox"/> ephemera
<input type="checkbox"/> files/ records	<input type="checkbox"/> frames	<input type="checkbox"/> furs/feather	<input type="checkbox"/> furniture
<input type="checkbox"/> geological samples	<input type="checkbox"/> glassware	<input type="checkbox"/> leather	<input type="checkbox"/> lino
<input type="checkbox"/> maps / plans	<input type="checkbox"/> metals – iron	<input type="checkbox"/> metals – nonferrous	<input type="checkbox"/> microforms
<input type="checkbox"/> mixed materials	<input type="checkbox"/> natural history specimens	<input type="checkbox"/> paintings	<input type="checkbox"/> paper
<input type="checkbox"/> photographs – albumen	<input type="checkbox"/> photographs - B&W	<input type="checkbox"/> photographs - colour	<input type="checkbox"/> plaster
<input type="checkbox"/> plastics	<input type="checkbox"/> stamps	<input type="checkbox"/> textiles	<input type="checkbox"/> timber / wood
<input type="checkbox"/> VHS / cassette tapes	<input type="checkbox"/> Other:		

9. Can the damaged objects be protected where they are?

- Yes (Go to Question 10) No (Go to Question 11)

10. What will you need to either raise objects above floor level or cover them from dripping water? (eg. Bricks, drop sheets)

11. Can the damaged objects be moved?

- Yes No If no – are they fixed (i.e. building elements) or too large?

12. Are the damaged items replaceable?

- Yes Yes – but with difficulty No Some Unsure

13. Can the objects be salvaged using in-house resources or will outside help be necessary?

- In-house External

15. Is there an area for drying the wet material?

- Yes On-site Yes Off- site

If Off-site how close is it to the disaster site?

How large is the drying site? _____

Can it be sealed and secured? Yes No

Does the site have running water? Yes No

Does the site have power? Yes No

16. Has the power been affected?

Yes – all over the building

Yes – part only

Is three-phase power available?

No

Yes

No

Is there a functioning generator on-site?

Yes

No

17. Are the surrounding roads to the site open?

Yes

No

18. What supplies and equipment will be needed for:

• recording

• packing

• transport

• air-drying

• freezing

19. What sort of assistance will be needed?

insurance broker

conservator

disaster consultant

electrician

carpenter

electrician

plumber

cleaner

building dryers

glazier

locksmith

removalist company

building engineer

Other:

Object Documentation List / Register

Date:

(Used to track damage, movement and treatment of objects during disaster recovery)

Scribe:

Object	Accession Number	Damage	Category of Salvage (A-D)*	Treatment	Location

* A=Immediate Treatment by museum staff
C= essentially stable – can be treated later

B= Immediate Treatment necessary by conservators
D= unsalvageable and should be discarded (i.e. no treatment at all), following documentation.