



## Let's Get Prepared: Collection Disaster Plan - A simple approach.

Why do you need a Collection Disaster Plan?

*The world is experiencing a tenfold increase in natural disasters.*

*Summer Bushfires of 2019 and Northern Rivers and central west flooding in 2022.*

To provide you and your organisation with clear guidance on

- What collection objects are a priority.
- Who to contact before, during and after a disaster.
- Where to get more help

What are the key elements of a Collection Disaster Plan

- Understanding the risks to your collection and building
- Prevention and preparation for these risks
- How to respond to the disaster
- How to recover post-disaster

### Risk Assessment

Walk around your building and collection areas. What happens during a rain event? What happens on hot days? Are there any leaks, mouldy areas or building concerns? What incidents have happened in the past?

Consider if any of these risks threaten your building and collection.

	Water related	Fire related	Collection
Building	<input type="checkbox"/> Blocked gutters <input type="checkbox"/> Poor drainage <input type="checkbox"/> Leaking pipes <input type="checkbox"/> Rising damp <input type="checkbox"/> Peeling paint <input type="checkbox"/> Roof leaks <input type="checkbox"/> Plumbing over Collections <input type="checkbox"/> Damp patches	<input type="checkbox"/> Electricals (tagged & tested?) <input type="checkbox"/> Hot works onsite <input type="checkbox"/> Contractors onsite <input type="checkbox"/> Machinery onsite <input type="checkbox"/> other	<input type="checkbox"/> Pests <input type="checkbox"/> Poor storage <input type="checkbox"/> Dust <input type="checkbox"/> Mould <input type="checkbox"/> Physical damage <input type="checkbox"/> Collection data <input type="checkbox"/> Database backup <input type="checkbox"/> Theft <input type="checkbox"/> Onsite renovations
Locality / Region	<input type="checkbox"/> Proximity to river <input type="checkbox"/> Proximity to flood plain <input type="checkbox"/> Heavy seasonal rain <input type="checkbox"/> Street drainage	<input type="checkbox"/> Is a bushfire a threat? <input type="checkbox"/> Proximity to factories? <input type="checkbox"/> Other	<input type="checkbox"/> Close to construction <input type="checkbox"/> Earthquake region <input type="checkbox"/> Dust storms <input type="checkbox"/> Vandalism



## Assigning a value to Risks

By using the likelihood and impact criteria to assign a value to the risks, we can better prevent or prepare for these risks.

Assigning value uses a number rather than words to clearly define risks and their priority.

### **ACTION –**

Make a list of your risks, assign values to highlight your preparation goals.

Likelihood – 1 to 5	Impact 1 to 5
1. <b>Rare</b> – event may occur only in exceptional circumstances	1. <b>Insignificant</b> – impact is of no consequence
2. <b>Unlikely</b> – may occur 1 in 10 years	2. <b>Minor</b> – impact is somewhat important
3. <b>Possible</b> – may occur 1 in 3 years	3. <b>Moderate</b> – impact is important and significant
4. <b>Likely</b> – may occur 1 per year	4. <b>Major</b> – impact is very important or extremely serious
5. <b>Almost certain</b> – currently occurring or multiple times per year	5. <b>Catastrophic</b> – impact is catastrophic

## Prevention

How do you prevent these risks? What controls do you have in place?

For example: *Maintenance program*  
 - *Gutters cleaned every 3 months.*  
*Pest inspections*  
*Protecting collections from leaks*




### **ACTION –**

Use your risks list and compare to prevention programs in place.

## Preparation

The risks that cannot be prevented must be prepared for. These include those risks that you identified as **Moderate** to **Catastrophic** impact and may also be **Rare** and **Unlikely**.

For example:

		
Bush fire	Flood	Storm

Preparation for these risks will build the framework for response and recovery to ALL disasters.



## Preparation – Resources & Collections

The response team, the equipment, and collection information that is essential for an effective response.

**ACTION-**  
Who is on your team?  
Create the list and  
contact details.

### Resources – People (your team)

#### Teamwork – First Response to Salvage

Role	Response	Recovery & Salvage
Disaster Leader	Directs actions, contacts team, informs stakeholders	Directs actions
Documentation	Records disaster scene, object damage, use of template	Records movement of objects & salvage actions.
Assessment	Assess damage to objects - type, level, quantity	Determines salvage options - onsite, expert assistance
Building (security)	Assess building damage, prevent further damage and address security issues	Options for alternate locations for salvage
Materials & equipment	Use of disaster bin, cleaning supplies, tables	External suppliers, small to large equipment

#### Additional Roles

Role	Response	Recovery & Salvage
Social media	Clear social media message Plus - Inform stakeholders - Head Office, MGNSW, Council etc	Continues
Finance	Funds available for purchase equipment	Long term & larger expenses -freezers, fans, dehumidifiers.
Volunteer coordinator	Contacts additional volunteer support	Coordinates roster for salvage operation
Salvage team	Continue salvage operation	Continues



## Resources – People (your contacts & contractors)

**ACTION** – Make a list of your networks and create a relationship.

Your networks and support agencies	MGNSW, SES, RFS Other collecting organisations in your region
Contractors	Plumbers, electricians, maintenance
Specialised Contractors	Conservators, art handlers, transport, logistics

## Resources – Equipment & Supplies

### Disaster Response Supplies

PPE	Water related	Documentation	Equipment/ tools	Offsite
Gloves, masks	Buckets, mops	Pens, pencils, markers	Zip lock bags, garbage bags	Fans, Dehumidifiers
Aprons, goggles	Chux, sponges	Paper, post it notes	Packing tape, masking tape	Freezers, Generators
Boots	Blotter, paper towel	Templates and forms	Tubs, tables, trolleys	Storage facilities, gazeboes
First aid kit	Absorbent snakes	Labels	Scissors, Stanley knives	
	Clothes line, pegs	Floor plans	Extension cords, Vacuum, torches	

**ACTION** – Create a response kit. Create a list of where to access additional equipment.

## Preparation- collection

It is essential to create a Collection Priority List. This list will be used to make informed decisions during risk prevention, disaster response and disaster recovery.

What are your significant objects? Create a list by using -

- Significance Assessments
- Significance statements
- Collection database and research



Create the list and include -

Priority #	Accession Number	Object title /description	Material type	Size	Location	Security/access

Priority 1 = Highly significant object

Priority 2 = Important object, of value to the collection, community.

Priority 3 = Little value, props, non-collection material, replaceable.

**ACTION –**

Create your priority list.  
How will you share this list?

**Response → Recovery**

What is response and how to use your collection disaster plan for effective response.

<b>First response</b> Stage 1	Incident occurs
	Safety of people, public, staff
	Stabilise situation, protect collection if possible
	Notify – your disaster response leader/team
	Assess the damage - Quick assessment, overall assessment

<b>Response &amp; Assess</b> Response team onsite Stage 2	<b>Key tasks:</b> <ul style="list-style-type: none"> <li>✓ Documentation</li> <li>✓ Collection damage assessment</li> <li>✓ Collection triage</li> <li>✓ Building damage assessment</li> <li>✓ Plan recovery</li> </ul>	<b>Key Disaster plan resources:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Response team contacts</li> <li><input type="checkbox"/> Collection priority list</li> <li><input type="checkbox"/> Damage assessment form</li> <li><input type="checkbox"/> Floor plans</li> <li><input type="checkbox"/> Supplies onsite / offsite</li> <li><input type="checkbox"/> Contractors contacts</li> </ul>
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<b>Recovery</b> Stage 3	<b>Key Tasks:</b> <ul style="list-style-type: none"> <li>✓ Documentation</li> <li>✓ Collection triage</li> <li>✓ Collection transport</li> <li>✓ Building stabilisation</li> </ul>	<b>Key Disaster plan resources:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Collection priority list</li> <li><input type="checkbox"/> Damage assessment form</li> <li><input type="checkbox"/> Salvage guidelines</li> <li><input type="checkbox"/> Supplies onsite / offsite</li> <li><input type="checkbox"/> Contractors contacts</li> </ul>
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for further assistance

**ACTIONS –**

Create damage assessment forms.  
Check out salvage resources.  
Pull it all together and  
**YOU** have a plan.



## Additional Resources.

### **Museums & Galleries NSW**

Facebook group, resource pages, consultants register, grant opportunities.

### **AICCM** (Australian Institute for Conservation of Cultural Materials)

Disaster resource pages, Disaster preparedness calendar, Conservators

### **Be Prepared:** A guide for Small Museums in writing Disaster Preparedness Plans.

Available on AICCM website.

### **All is not Lost**

Publication by MAAS (Museum of Applied Arts & Sciences)

### **Significance 2.0** A guide for assessing the significance of collections

Available on Arts Gov website.

### **RFS Bushfire Survival Plan**

Four step guide to plan for bushfire response.

Available on Rural Fire Service website

### **ALIA Disaster plans** Library orientated guide for developing plans.

Available on ALIA website (Australian Library & Information Association)

### **PVAG** (Public Galleries Association of Victoria)

Factsheet on Integrating Climate change into disasters preparedness planning.

Available on pvag.gov.au website

### **Salvage on Youtube**

State Library of Queensland

American Conservation Institute (AIC)