



BUDERIM HISTORICAL SOCIETY INC

DISASTER PLAN

There are many types of environmental threats that may impact on the Buderim Historical Society's responsibilities and which can develop at short notice. The two main responses are:

- **Shelter in place.** Volunteers and visitors are advised to shelter in Vise House until the hazard has passed e.g. severe hail storm etc. Additional actions may include closing all of the windows and doors and turning off the electricity (on the western end of the cottage veranda near the Parlour doors or in the Store Room in Vise House).
- **Evacuation.** Volunteers and visitors are evacuated and, if necessary, moved across the road. This can take place at very short notice such as a fire or may take place ahead of time when an imminent hazard is approaching such as a cyclone.

Purpose of Plan

The aim of this disaster plan is to detail the arrangements and response to an emergency situation that requires the evacuation of Pioneer Cottage and/or Vise House. If phone is not working, please use a mobile phone if available. These people will call those necessary to help.

PRESIDENT	David Wood	5477 0102 – 0438 186 637
CONSERVATOR	Prue Cawley	5445 1341 – 0432 840 662
ASS. CONSERVATOR	Jess Harris	5476 9539 – 0411 626 170
VICE PRESIDENT	Prue Cawley	As above

Preparedness

All new volunteers are to be made aware of this plan and be asked to read it and sign the attached sheet when done. The plan is reviewed annually.

Evacuation

In the case of fire, when first noticed, the volunteer will ring **000** and notify the fire brigade. They will then assess the need to evacuate and check both houses to alert any workers or volunteers of the situation. If possible visitors could be allowed to leave after being accounted for. Notification of the above staff should be undertaken when possible.

In the case of an imminent danger such as cyclone please call all of the above to set the following plan, for where to store and/or place items, in motion:

WHERE	ITEMS	STORAGE	PLACEMENT
PARLOUR			
Bureau	2 vases – Annie Burnett Bust of King George & Queen Mary Waterford glasses Opaline vase	Wrap all in paper and place in a plastic Disaster box.	On the floor in Parlour
	All loose objects	Wrap all in paper and place in a plastic Disaster box.	Under chaise longue
MUSEUM ROOM			
Showcase under TV	Bible and Annie Burnett's memoirs All items on top and bottom shelves	In cardboard boxes.	On Dining room floor under table..
Wall case I	All items		
Wall case IV	All items		
Reading shelves	All photo albums All scrapbooks		
Square glass display cabinet	All glass	Wrap in paper and place in Disaster boxes	On Dining room floor
Small doll case		On floor	Under table
Wall above French door	Red Ensign	In Meeting Room Vise House	Against wall
DINING ROOM			
Built in cabinet	Everything off top	Place in cabinet	
Chiffonier	Everything off top	Place in cabinet	
Glass cabinet	All items	Wrap all in paper and place in a plastic Disaster box.	On Dining room floor
	Plates from wall	Wrap all in paper and place in a plastic Disaster box.	On Dining room floor

Plastic Disaster boxes are located in Store Rooms 1 & 2, Vise House. These should contain paper, tape, scissors, plastic, blankets etc

Keys for wall cabinets and display cases are located on the Key Board in Vise House.

WHERE	ITEMS	STORAGE	PLACEMENT
BACK VERANDA			
Bagatelle		Close down	On floor
Bottle cabinet	Empty – not locked	Wrap in paper and place in box	On floor in Dining room
Wall cases	Textiles	Pack into cardboard boxes.	Store in Vise House
Square display cabinet	Sewing machine	In box	On Dining room floor
Oblong display case	Tape glass	Pack in cardboard boxes	Store in Vise House
Laundry table	Secure any flyable objects	Pack those necessary in boxes	Under table

WHERE	ITEMS	STORAGE	PLACEMENT
BATHROOM			
All displays	All china	Wrap in paper	In low cupboards
	Non breakables		In bath tub
BEDROOM			
	All china	Pack in boxes	Under bed
	Bed and furniture	Cover with plastic	
	Remove all loose objects	Wrap and place in plastic box	Under bed
KITCHEN			
Dresser	All china	Wrap in paper. Pack in boxes	Under table
Table and safe	Clear	Pack in boxes	Under table

WHERE	ITEMS	STORAGE
INSIDE	All internal glass doors and cabinets of Pioneer Cottage & Vise House	Masking Tape

Plastic Disaster boxes are located in Store Rooms 1 & 2, Vise House. These should contain paper, tape, scissors, plastic, blankets etc

Keys for wall cabinets and display cases are located on the Key Board in Vise House.

OUTSIDE			
	ITEMS	STORAGE	PLACEMENT
Ramp	Remove lantern	Pliers & screwdriver needed. Kept in tool box in Store Room1, Vise House	Store in Kitchen
Veranda	Chairs		Inside in Hall
	BBQ		In Slab Hut
	Pot plants		Under Veranda
	Bistro Blinds		Remove and place in Back Bedroom
Slab Hut	Tape glass on cupboard doors	Masking Tape	
	Secure anything likely to fly	Ensure door locked	
Hoses	Remove		Garden Shed

WHERE	ITEMS	STORAGE
OUTSIDE	All external glass doors and windows of Pioneer Cottage and Vise House	Masking tape from the outside

ALL PAINTINGS			
PIONEER COTTAGE			
Museum Room	Remove all paintings above display cabinets	Tape glass and wrap	Under bed in Back Bedroom
Parlour	Remove glass covered paintings and mirror	Tape glass and wrap	Under chaise lounge
Dining Room	Removed Mr & Mrs Burnett and Swell house	Tape glass and wrap	Under table
Back Bedroom	Remove all glass covered hangings	Tape glass and wrap	Under chaise longue
Nursery	Remove all glass covered hangings	Tape glass and wrap	Under bed in Upstairs Bedroom
Upstairs Bedroom	Remove all glass covered hangings	Tape glass and wrap	Under bed in Upstairs Bedroom
VISE HOUSE			
Kitchen/Meeting	Secure all loose objects Remove perishables from refrigerator	In cupboards	
Office	Computers, printers and movable files etc. Chairs Loose items	In boxes if necessary Cover with plastic	Under desk In cupboard

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WHERE	ITEMS	STORAGE	PLACEMENT
NURSERY			
All displays	All china	Wrap in paper and place in box	Next to internal wall
	Non breakables	Pack in cardboard boxes	Next to internal wall
	Cot, cradle and chair	Cover with plastic	
	Cardboard Pioneer Cottage model	Cover with plastic	
UPSTAIRS BEDROOM			
	All china	Wrap in paper and place in box	Under or near bed
	Bed and furniture	Cover with plastic	
	Non-breakables	Pack in cardboard boxes	Under or near bed

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On completion close all internal doors.

Compiled June 2014, Revised May 2015, Revised March 2017, Revised May 2017, Revised 2018.

