

Buderim Historical Society (BHS)

Disaster Preparedness Plan

The compilation of this plan has been authorised by the BHS Management Committee. The Policy and Procedure Group comprising the President, Curator, Health and Safety officer and a Committee member prepared the plan for consultation with the volunteers who may assist in enacting the plan.

The aim of the plan is to protect the collection, the museum buildings and people working in and around these buildings by being prepared for a disaster of any size. It is to be used in part or in full, depending on the threat imposed. The plan should be read in conjunction with the BHS Collection Policy, Fire and Emergency Plan and Conservation Plan.

To prepare this document, the Heritage Collections Council's "Be prepared: Guidelines for small museums for writing a disaster preparedness plan", 2000 has been used.

The basic elements of disaster preparedness are disaster:

- prevention;
- preparation;
- response; and
- recovery.

These elements are based on understanding the risks that our museum is exposed to, alleviation of those risks and getting prepared for potential disasters.

A disaster can include: a roof leak, a pest invasion, a fire, a cyclone, or theft of a significant object/s from our collection.

1. Disaster Prevention

The nature of risks and threats to the building and collection that have been assessed from past accidents, disasters and emergencies as likely to occur are outlined in the following table:

Type of Disaster	Damage	Cause	Duration
Severe storm	Water damage	Leaking roof	2-3 days
Vandalism	Broken window	Break-in	1 day
Workmen	Broken window/s	Mowing	3hrs

The risks considered covered the major categories of:

- natural disasters;
- industrial and technological disasters failure;
- human disasters; and
- geographical risks.

In considering the risks that may threaten our building and collection, the following were taken into account:

- storage systems for the collection;
- the storage area;

- building construction or renovation;
- security systems;
- fire suppression systems;
- environmental conditions and controls;
- lighting, light and ultraviolet radiation;
- wet specimens that may contain inflammable liquids;
- historic objects that may contain unstable chemicals;
- dangerous chemicals stored on-site for use in the museum;
- exits and evacuation points; and
- condition of roof and guttering.

The following risks have been rated according to probability and impact on the collection:

Risk (event and consequence)	Probability High – Low (5-1)	Impact High – Low (5-1)	Total (number)	Category of risk (High 10 -8, Medium 7-4, Low 3-1)	Prevention /Action to minimise risk
Bushfire/ fire – Buildings and collection burnt	1	5	6	M	Fire & Emergency Plan, Disaster Preparedness Plan
Leak – (from roof) Objects water damaged	5	5	10	H	Repair ASAP Conservation Plan
Cyclone Windows and /or roof damaged and building contents water damaged	3	5	8	H	Disaster Preparedness Plan
Vandalism Windows/display cabinets smashed, graffiti	2	3	5	M	Security lights and cameras
Earthquake Structural collapse	1	1	2	L	Disaster Preparedness Plan
Bomb threat Museum temporarily closed	1	1	2	L	Disaster Preparedness Plan
Pest infestation Cockroaches, silverfish and geckos	3	4	7	M	Regular checking of storage boxes, cleaning, Health & Safety inspections

Actions to reduce or remove identified risks are listed above.

2. Disaster Preparation

To prepare for a disaster, a [priority list for the Collection](#) has been developed by the Curator and agreed to by the Management Committee. This list outlines the location of each object, security (eg locked cabinet, location of keys), and cataloguing information/documents. A floor plan with the location of these objects is available. Emergency Services have been familiarised with the location of these significant objects.

This list is to be kept separate from the Disaster Preparedness Plan.

The [Disaster Response Team](#) has been nominated for the most appropriate person for each role, taking into consideration not all key personnel may be available when the disaster occurs.

Liaise with the Sunshine Coast Council Cultural Heritage Team regarding what assistance would be available.

Disaster Response Team Roles

A list of personnel and an alternate for each role has been prepared for easy reference with the responsibilities of each role described briefly on the back of the list for easy reference:

Disaster Coordinator

Role: To oversee and coordinate activities during and after the disaster and to make the final decisions. Liaise with Emergency Services where necessary. To map out the Recovery Plan after assessing the situation. To be easily identified by wearing a high vis safety vest and name tag.

Volunteer Coordinator

Role: To coordinate volunteers, both members of BHS and the general public who may offer their services. It is the role of the volunteer coordinator to make sure:

- they are matched to suitable tasks and receive the proper training in that task (see Recovery Action Sheets— Disaster Recovery Plan)
- that they are cared for regarding food and drink (and sleep if necessary!)
- transport is provided, if necessary
- a timetable for volunteers is developed so they do not get overtired
- any other tasks as they arise.

Documenter

Role: To coordinate all the necessary activities and make sure that all the documentation is done according to the Recovery Plan. If time permits, to also note down major decisions that are made during the recovery process.

Financial adviser

Role: To assist with decisions with regard to the recovery (equipment hire, purchase of materials) as well as keep an account of monies spent or allocated and be able to advise on the financial picture. Notify the insurance company re the Collection and BWMCA re building repairs, insurance, etc.

Assessor

Role: To assess the condition of the collection and objects after the disaster in a variety of circumstances. To determine to what extent objects are damaged, prioritise objects that need attention, and decide what sort of salvage procedures are suitable. Liaise with Sunshine Coast Council Cultural Heritage team and Queensland Museum for advice and assistance.

Materials and Equipment Coordinator

Role: To source the supplies, materials and equipment needed for the disaster recovery. To ensure that Disaster boxes are stocked and regularly checked for disaster readiness, according to the list of contents. To coordinate helpers to collect items.

Media coordinator

Role: To liaise with the media to provide quotes, radio interviews etc and will be the only person the media will talk to from BHS.

Networker

Role: To ensure that communication lines are open (land lines, mobile phones etc), that the telephone tree has been activated and that all support networks and emergency services have been contacted. This person is the initial point of contact for those contacting the BHS and must work closely with the Coordinator.

Security person

Role: To ensure that the collection is safe, that no-one is on site who is not supposed to be there and that the site is not open to anyone off the street.

General helper

Role: To assist with collecting extra supplies, materials and equipment, food for workers, people to assist in the recovery, an extra pair of hands when needed.

Health & Safety person

Role: To be aware of health and safety issues while the response and recovery plan is in operation. Use the Safety Checklist as the initial response to ensure the site is safe to enter.

Identification of roles for personnel

A lanyard is available with a laminated name tag for each role position to identify the person responsible. These are stored in Disaster Box No1 in an easily accessible location.

A high vis vest for the Disaster Coordinator to be kept behind the main entrance door in Vise House.

Each person nominated has agreed that they are prepared to undertake the allocated role.

Once the assigned roles have been allocated and accepted, each member is fully briefed as to what their role entails. This may take many forms such as: attending the training workshops; preparing the Recovery Action Sheets; reading the Disaster Preparedness Plan from cover to cover; training their own group of volunteers.

Support and expertise from the Sunshine Coast Council Heritage team can be sought as well as assistance from members of other heritage museums.

Initial [training](#) of volunteers is to be undertaken with annual revision included with other planned emergency response training. All new volunteers are to read this plan as part of their induction.

3. Disaster Response Plan

The following sections cover the areas that are included in our response plan. See [Disaster Response Flow Chart](#).

The [initial responder](#) will:

- Follow the [Emergency Response Procedure](#) for the particular threat or disaster. (See 3.1 below)
- Evacuate visitors and staff if necessary
- Call Emergency Services, if relevant, and Disaster Coordinator.
- Retrieve Priority List objects if possible.
- Hand over to the Disaster Coordinator and assist where necessary.

The [Disaster Coordinator](#) will:

- Liaise with Emergency Services where necessary.
- Work through the [Safety Checklist](#) to determine site stability.
- Ensure there is no source of ongoing damage. (turn off water, cover shelves etc.)
- Stabilise the situation as much as possible (turn off utilities, open windows). Use the [Assess and Stabilise the Situation](#) checklist.
- Use the contents of the Disaster Boxes to deal with any immediate problems.
- Assess the damage and the situation to determine the extent of the disaster. Use the [Damage Checklist \(1-6\)](#). Document all damage.
- Activate the [Telephone Tree](#) and call the rest of the Disaster Team, if required.
- Go through the [Disaster Response Plan](#) to check if anything has been forgotten.
- Sit down, review the situation, use the [Disaster Recovery Plan](#) to plan the recovery.

3.1 Emergency Responses:

General Evacuation Responses

If you are directed to evacuate the building (either by the Disaster Coordinator or Emergency Services):

- Remain calm.
- Turn off all hazardous operations.
- Follow instructions.
- Assist disabled people.
- Leave the area in an orderly fashion.
- Follow the established evacuation route.
- Move away from the building. Go directly to the Emergency Assembly Area and report to the Evacuation Coordinator for a 'head count'.
- Do not block the street, driveway or building entrances.
- Stay in the Emergency Assembly Area until instructed otherwise.

Fire

Refer to the [BHS Fire and Evacuation Plans for Pioneer Cottage and Vise House](#).

Severe Storm

Usually if there is a severe storm there will be advanced warning:

- Contact Disaster Coordinator (David Wood Phone: 5477 0102 or mobile 0438 186 637)
- Listen to the local radio station for weather updates.
- Disconnect electrical equipment and appliances not in use.
- Secure outdoor items, where possible move them inside.
- If safe to do so check gutters and down pipes.
- Have battery powered equipment such as torches at hand.
- Only use the telephone for emergency calls.
- Tape across windows or attach plywood sheets.
- Put plastic sheeting over beds, shelves, large items, display cases.
- Backup software and data files.
- Volunteers and visitors are advised to shelter in Vise House until the storm has passed.
- Evacuate when instructed to do so.

Cyclone

Follow the instructions for a severe storm, in addition:

- Board up windows or protect them with storm shutters or tape. Try to seal around the windows.
- Limit access to the building to one door and secure the others.
- Try to seal any areas that would allow water access.
- Move collections away from the windows.
- Move to a designated shelter.
- Evacuate to a local shelter if ordered to do so by authorities.
- Remain indoors. Don't be fooled by the calmness of the 'eye' of the storm. Remember, the winds on the other side of the 'eye' will come from the opposite direction.

Bushfire

- If there is a bushfire warning, listen to the local radio station for updates.
- Prepare to evacuate upon direction.
- Follow the instructions of the local emergency authorities (SES, police, CFA etc.).
- Check battery powered equipment and back up power sources.
- If bushfire is approaching stay inside keeping windows and doors shut, block gaps from inside with wet towels.
- Fill buckets and sinks with water and prepare equipment for fighting small internal fires.
- Hose down external walls, roof and garden on the side facing the fire, if it is safe to do so.
- Remove combustible materials from around the building.
- Where possible move outdoor collection items inside or out of the fire's path.
- Attach a hose to an outside mains tap.
- Allow the bushfire to pass before exiting the building.

Bomb Threat

If you receive a bomb threat through a telephone call:

- Remain calm.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the police or, as soon as the caller hangs up, notify them yourself.
- Complete the attached [Bomb Threat Checklist](#) immediately. Write down as much detail as you can remember.
- Follow the instructions of the police.
- Evacuate as directed.

3.2 Documentation

The following documents are to be stored in [Disaster Box No1](#) as well as off site:

- Disaster Response Flow Chart
- Steps for Disaster Response
- Safety checklist
- Assessing and Stabilising the Situation Checklist
- Emergency Contact List – this list is to be kept updated and checked annually
- Damage checklists
- Disaster Response Telephone Tree
- Object Documentation List
- Disaster Recovery Volunteer Register

Disaster Box contents

A laminated list of items, contained in each of the Disaster boxes, is attached to the front of each box.

The contents of these boxes are checked against the laminated list on the front of the box annually (September) also if there is a threat of an impending disaster.

[Collection Priority Objects List](#) is to be kept in the Disaster Box No1 and with the Fire and Evacuation Plans.

- In the event of a fire, objects identified as Priority 1 on the [Collection Priority List](#) are to be removed, if safe to do so.

Disaster Preparedness Storage of the Collection

- In the event of impending cyclone, both Priority 1 and 2 objects are to be stored according to the Storage and Placement instructions for each room/area.

4. Disaster Recovery

Once the immediate response is complete and the building is declared safe, the Disaster Coordinator will:

- Assemble Disaster Response Team and prepare to sketch out the Recovery Plan.
- Review the situation and make sure you have all relevant information:
 - extent and type of damage
 - Priority List objects that were damaged
 - condition of the environment of the building ([Damage checklist items 1 - 6](#))
 - general feeling about size of recovery operation (will outside help be required?)
- Ensure all damage is documented and photographed ([Damage checklist items 7 – 19](#) and [Object Documentation List](#)).
- Determine what is needed for recovery — volunteers, material and equipment, outside expertise, space, freezer facilities.
- Organise the team — some to focus on environment, others on salvage. Refer to [Disaster Recovery Volunteer Register](#).
- Modify (stabilise) the environment (remove wet material, open windows, fans)
- Specify which salvage procedures will be used and decide on the Team leaders for each procedure.
- Use the Action sheets and salvage procedures to set up the areas for salvage.
- Move into salvage operations-making sure all object movement and treatment are documented.
- Ensure adequate supplies are on hand and that you have all the help needed.
- Ensure all formal notifications have occurred — council, insurance company etc.
- Ensure all workers are well looked after. Celebrate milestones and keep everyone informed.

5. Disaster Preparedness Plan Review

Aim: The aim is to ensure that the Disaster Preparedness Plan is regularly reviewed and updated. This should happen after each disaster, minor or major; after each training session; and whenever anyone learns something new about Disaster Preparedness.

Strategies:

- Develop a de-briefing process.
- Review the plan and procedures after each training session.
- Regularly update the plan.
- Maintain a record book.

Date of Endorsement: 26 April 2019

BHS Management Meeting

Signed _____ (President)

Print name: David Wood