



This May take at least one of the following steps to prepare your organisation for disaster response:

- Dust off your disaster plan and make sure it's up to date or make a timeline for developing one.
- Download and use a copy of *Be Prepared* – guidelines for writing a disaster preparedness plan: <http://www.collectionsaustralia.net/search.php?search=be+prepared>
- Update your staff contact information.
- Identify and prioritise important collection materials.
- Identify the three biggest risks to your collection or heritage site.
- Get to know your local firefighters and police - invite them to tour your organisation and give you pointers on safety and preparedness.
- Conduct a building evacuation drill and evaluate the results.
- Eliminate hazards such as storage in hallways, blocked fire exits, or improper storage of paints, solvents, etc.
- Make a plan to install any needed safety systems.
- Find a 'buddy' collecting organisation to work with in case of a disaster. A model for collaboration is DIS-ACT: <http://www.anbg.gov.au/disact/>
- Provide staff with easily accessible disaster response information, such as provided by the Australian government's website, Emergency Management Australia: http://www.ema.gov.au/agd/EMA/emaInternet.nsf/Page/Emergency_Management
- Arrange or attend emergency response training days on firefighting, crowd control, flood water management etc.
- Attend an ALIA / CAVAL 'Disaster Planning for Cultural Collections' workshop in your city between May and September: <http://www.caval.edu.au/course-description.html?CID=168>
- If you work in a medium to large organisation, participate in activities associated with 'Business Continuity Awareness Week' between 28 April and 2 May: <http://www.thebci.org.au/BCAW.htm>
- Promote **MayDay** to your colleagues and post this flier on notice boards.



MayDay in Australia is coordinated by Blue Shield Australia.
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