



## **Disaster Preparedness Plan**

September 2024

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## 1. Introduction

At its Committee Meeting of 6<sup>th</sup> November 2020 BMACHO resolved to draft a Disaster Preparedness Plan (DPP) to address disaster preparedness of the organisation.

The formulation of the Plan and its operation will be the responsibility of the whole executive group, with primary management falling on the Secretary, unless a subcommittee is formed for the purpose.

BMACHO have specific circumstances which do not align with most historical societies, museums and heritage organisations. BMACHO does not have its own premises, but rather uses Members' premises for meetings, workshops, seminars, etc. Any archives the organisation holds are presently stored at the private residences of several committee members.

- Archived paper records and publications: The paper archives are stored in the garage at the official address of BMACHO Villa 1, 19 Stypantra Place, Springwood, with current folders in the home. In addition, paper records are held at 190 Cliff Drive, Katoomba.  
All *Heritage* Newsletters, Blue Mountains History Journals and Occasional Papers are uploaded to the BMACHO website, uploaded to the National Library's Trove, the State Library and Pandora Archive.  
A list of all currently held archives and their location is provided at **Attachment A**.
- Digital Records: Digital records are updated as soon as they are raised and are kept on a rotation of three USB drives. These USB drives are kept by the Secretary. The Secretary keeps 3 usbs updated regularly. Two usbs are kept in her day bag and the other one is kept at home.
- Equipment: The following equipment is also stored at Villa 1/19 Stypantra Place, Springwood (see Equipment Register at **Attachment B**):
  - Laptop computer – offered for sale in June 2023.
  - Digital projector.
  - Large Screen.
  - Box of technical equipment.
  - Camera – offered for sale in June 2023.
  - External Hard Drive 1 TG – loaned to Blue Mountains Family History Society June 2023.

The Plan is designed to address conservation and protection of such archive collection, to formulate actions to prevent disasters from occurring, and to prepare for disasters by developing the necessary procedures to effectively respond to and recover from a disaster when it does occur — thereby reducing the impact on the committee and the collection. The Plan should be used as an ongoing policy for collection conservation, protection and preparedness. The policy would be applied in the event of disaster and during disaster recovery.

## 2. Disaster prevention: Risk Assessment

### **a) Review history of disasters in organization and the community:**

The principal risk which has threatened both BMACHO and the wider Blue Mountains heritage community has been bushfire. Stormwater damage is also a real risk, resulting from inadequate stormwater fixtures on and around buildings.

IT downtime, computer viruses and equipment failure are hazardous to the storage of digital archives.

BMACHO has not been subject to such emergencies to date, but other organisations have.

**b) Identify risks and threats to the BMACHO collection:**

- Bushfire – is the biggest risk in the Blue Mountains, due to the location of committee members' homes in bushfire prone areas. There is a fire hydrant standpipe close to properties for use by Fire & Rescue and RFS. All properties have garden hoses.
- Water leaks – could happen during heavy rain or malfunctioning pipes, hot water systems. Condition assessment for each premises.
- Storm damage: roof and gutter damage, falling trees.
- Insect and vermin infestation.
- Vandalism and theft – not likely but cannot be ruled out.
- Equipment and IT breakdown/failure. Is the current system of digital information storage sustainable?
- Inappropriate archive storage, such as with temperature, humidity variations etc At present archive storage is the best which can be managed by each site owner.
- Industrial and technological disasters — spills of hazardous materials, blackouts, equipment failure, air conditioning failure etc.
- Human error, poor maintenance, fire alarms and firefighting equipment etc Secretarial backup in case of accident/illness.
- Inadequate communication systems for emergencies. Up-to-date Contacts Registers – see **Attachment C**.

**c) Table 1 - Risk ratings**

<b>Risk</b>	<b>Probability</b> <i>High-low (5-1)</i>	<b>Impact</b> <i>High-low (5-1)</i>	<b>Total</b> <i>(number)</i>	<b>Category</b> <i>(High 8-10, Medium 7-4, Low 3-1)</i>
Bushfire	4	5	9	High
House fire	2	4	6	Medium
Earthquake, cyclone	1	2	3	Low
Water leaks	2	2	4	Medium
Stormwater	3	3	6	Medium
Insect & vermin infestation	3	4	7	Medium
Vandalism & security	2	2	4	Medium
Inappropriate storage, environmental	4	4	8	High
Inappropriate storage, physical	2	3	5	Medium
Equipment failure	2	3	5	Medium
IT breakdown	3	5	8	High
Communications systems	2	4	6	Medium
Human error	2	3	5	Medium

**d) Table 2 - Actions to reduce or remove risks**

<b>Risk</b>	<b>Action</b>	<b>Resources</b>	<b>Assigned to</b>	<b>Review each year by 30<sup>th</sup> June*</b>
Bushfire	Fire & Rescue NSW, RFS, maintain onsite equipment, reduce fuel load	Onsite equipment	Site owner, Fire & Rescue NSW, RFS	
House fire	Fire & Rescue NSW, maintain onsite equipment	Onsite equipment	Site owner, Fire & Rescue, RFS	
Earthquake, cyclone	SES	-	SES	
Water leaks	Plumber, site owner, maintenance	Budget	Site owner	
Stormwater	Plumber, site owner, maintenance	Budget	Site owner	
Insect & vermin infestation	Pest control, site owner monitoring	Budget	Site owner, Cmtee	
Vandalism & security	Police, site owner vigilance	Insurances	Site owner	
Inappropriate storage, environmental	Site owner & Cmtee check	Insurances	Site owner & Cmtee archivist	
Inappropriate storage, physical	Site owner & Cmtee check	Insurances	Site owner & Cmtee archivist	
Equipment failure	Secretary & Cmtee maintenance	Insurances	Secretary	
IT breakdown	Secretary & Cmtee maintenance	Backup, virus protection	Secretary, IT	
Communications systems	Secretary & Cmtee maintenance	Backup, maintain current contacts	Secretary, IT	
Human error	Members vigilance, training	Insurances	Each member	

*\*Reviews undertaken August 2024 by Jan Koperberg.*

### **3. Disaster preparation**

#### **a) Collection priorities**

BMACHO does not hold an artifact collection such as in a museum. Its collection relates to archives and equipment belonging to the organisation since its inception in 2006. The archive collection comprises:

- Paper archives such as minutes, financial records, correspondence, grant records and various publications.
- Digital records such as minutes.
- Equipment such as computer, camera, hard drive and projector.

As the minutes are kept as hard copy and digitally, the paper archives are the main priority for protection in the collection. These records are stored at the homes of relevant Committee

members, therefore the status of their storage situation should be assessed and documented, being reviewed annually.

As such the following summary is provided:

**Table 3 - Site security**

<b>Collection</b>	<b>Location</b>	<b>Security</b>
Minutes	1/19 Stypandra Pl, Springwood	Garage/home in plastic storage boxes
Correspondence	1/19 Stypandra Pl, Springwood	Garage/home in plastic storage boxes
Grant records	1/19 Stypandra Pl, Springwood	Garage/home in plastic storage boxes
Publications	1/19 Stypandra Pl, Springwood	Garage in plastic storage boxes in home at Springwood
Financial records	1/19 Stypandra Pl, Springwood, & 190 Cliff Dr, Katoomba	Archives in garage/home in plastic storage boxes in home at S'wood; current at Katoomba, in home
Equipment	1/19 Stypandra Pl, Springwood	Garage in plastic storage boxes and loose in home
Digital recording	1/19 Stypandra Pl, Springwood	One USB held in home at Springwood by Correspondence Secretary & two travel with Correspondence Secretary in handbag.
Membership records	1/19 Stypandra Pl, Springwood, & 190 Cliff Dr, Katoomba	In home

A Security Review should be conducted for each premises by the site owner and at least one other Committee member each year and submitted to the Committee by 30<sup>th</sup> June each year for endorsement. See **Table 2**.

Emergency response, prevention and recovery would apply to each site storage area.

**b) Disaster Response Team**

A disaster response team for BMACHO should ideally involve the whole committee in such a small organisation. The principal core roles/responsibilities will relate to site reviews, collection storage reviews, updating of registers and the DPP, IT maintenance and equipment maintenance. Suggested task allocation is provided as follows:

**Table 4 - Disaster Response Team**

<b>Task</b>	<b>Allocation</b>
Site reviews and post disaster assessment	Jan, Phil plus one additional Committee member
Collection storage reviews	Jan, Phil plus one additional Committee member - Fiona
Register updates	Jan
DPP updates and maintenance	Patsy
Equipment maintenance	Jan
IT maintenance	Jan

It is essential that each site assessment and collection storage review be undertaken by the site owner together with a supporting Committee member to provide a sharing of responsibility for the site owner, and protection/support in the event of a disaster.

The Team coordinator would be the President, seconded by the DPP maintenance member.

**Given that archive storage is very much tied to current Committee membership, should circumstances change through disaster, accident, trauma, mishap, retirement, or archive relocation, this Plan would require immediate review.**

**c) Resources, networks**

BMACHO has an established network of contacts through its membership base, many of whom have established DPPs in place, who could provide advisory support in the event of disaster. BMACHO also has access to the Blue Mountains City Council’s Museums Advisor for Plan and operational review.

The contact Registers at **Attachment C** provide contacts for various aspects of disaster recovery which can be added to at any time, in addition to Committee contacts for emergencies. Ensure that each person on the list has access to the DPP.

It may be appropriate to contact the wider membership to ascertain whether there are others (external expertise) within the BMACHO community who might be available to assist on any level with disaster preparedness and or recovery, and their contacts added to the Contacts Register.

**d) Training**

Training opportunities should be provided to all members of the committee and volunteers Contact Register. This might include archive storage, bushfire preparedness, building maintenance.

**4. Disaster response**

**a) Response procedures**

This part of the Plan is used when a disaster threatens, or during and immediately after a disaster has occurred, dealing with the smaller disasters (both response and recovery) and the initial response to a major disaster.

**Table 5 - Disaster response**

<b>Disaster</b>	<b>Likelihood</b>	<b>Response</b>
Bushfire	High	Calm, fire alarm, source, brigade, safety, electrical, evacuate, salvage
Inappropriate storage, environmental	High	Temperature, humidity & moisture stabilisation, archive relocation, evacuate
House fire	Medium	Calm, fire alarm, source, brigade, safety, electrical, evacuate, salvage
Water leaks	Medium	Stabilise, source, safety, archive relocation, salvage
Stormwater	Medium	Stabilise, source, safety, archive relocation, salvage
Insect & vermin infestation	Medium	Stabilise, archive treatment and relocation

Vandalism & security	Medium	Stabilise, secure premises, 000 call, archive retrieval and relocation
Inappropriate storage, physical	Medium	Stabilise archive, relocate
Equipment failure	Medium	Repair or replace
IT breakdown	Medium	Retrieve, replace, backup
Communications systems	Medium	Maintain register, backup, options
Human error	Medium	Calm, training
Earthquake, cyclone	Low	Calm, safety, SES, electrical, water, evacuate

Ideally a separate response sheet should be prepared for each of the above responses.

A floor/site plan should be drawn up for each site storage area to identify the location of archive storage areas.

### ***b) Checklist***

Human life and safety always come before the care of the collection. Following a disaster leave the area and DO NOT re-enter until Emergency Services personnel have deemed it safe. If any of the following apply, the site is unsafe: electrical wires or power points in contact with water; more than 5cm of water on the floor; are the passageways blocked or obstructed in any way; danger from falling material; walls/ceiling appear unstable.

This checklist will apply to each site storage area.

- Is the area safe?
- What type of damage has occurred?
- What has caused the damage?
- What archive has been affected and can it be moved?
- Site access required.
- Assistance required.

### ***c) Assess and stabilise***

Assess and stabilise the situation for the archive site – site safety, prevention of further damage, call Disaster Response Team (President and DPP coordinator first), assess damage and cause, stabilise situation, document measures taken, call for outside assistance, establish recovery procedures.

## **5. Disaster recovery**

### ***a) Recovery procedures***

Archive recovery procedures will vary for each storage site, depending upon under what circumstances the articles are stored. Each site owner should address how they will attempt recovery with the guidance of the Disaster Response Team.

### ***b) Teams – recording and evaluation***

Recording of a disaster should be the combined responsibility of each site owner, the Secretary and the DPP coordinator. Evaluation should be undertaken by the Team both during and after the event.

### ***c) Stabilising environment***

The environment would be stabilised by the site owner in conjunction with available volunteers/committee members. Once the site is safe, archives would be retrieved, relocated and recovered through the combined efforts of the Team and nominated persons/experts on the Contact Register. A place of relocation is to be determined by the Committee.



Archives would be salvaged according to industry standard under the guidance of the BMACHO archivist.

**d) Returning the organisation to normal**

Following the disaster recovery, a meeting should be convened of the Disaster Response Team together with any other persons associated with the recovery process. The evaluation would take place resulting in recommendations for procedural adjustment and amendments to the DPP where required.

Archives should not be returned to the original place of keeping unless the site is safe and suitable for the storage required. Alternate storage spaces may be required but should be assessed in accordance with this plan prior to use, and the Plan and Registers amended accordingly.

\*\*\*\*\*

The above Disaster Preparedness Plan has been considered and agreed upon by the whole BMACHO Committee.

*Plan endorsed by BMACHO:*

*..... Rod Stowe (President) ..... Date: ... 4<sup>th</sup> February 2022*

*Date this Plan adopted by BMACHO Committee: ... 4<sup>th</sup> February 2022*

*Date the Plan is due for Review: ... by 30<sup>th</sup> June 2023*

*Updated Plan endorsed by BMACHO:*

*..... Rod Stowe (President) ..... Date: ... 4<sup>th</sup> August 2023*

*Date this Plan adopted by BMACHO Committee: ... 4<sup>th</sup> August 2023*

*Date the Plan is due for Review: ... by 30<sup>th</sup> June 2024*

*Updated Plan endorsed by BMACHO:*

*..... Patsy Moppett (President) ..... Date: ... 6 September 2024*

*Date this Plan adopted by BMACHO Committee: ... 6<sup>th</sup> September 2024*

*Date the Plan is due for Review: ... by 30<sup>th</sup> June 2025*

**References:**

*Be Prepared: Guidelines for Small Museums for Writing a Disaster Preparedness Plan: Heritage Collections Council May 2000*

**Appendix A:  
Archives Register – Publications and Records**

## **BMACHO PUBLICATIONS IN STOCK AS AT 13<sup>th</sup> August 2024**

<b>PUBLICATION</b>	<b>CURRENT STOCK</b>	<b>FOR SALE STOCK VALUE</b>
Occasional Papers No 1 Heritage and the Internet	7	\$70.00
Blue Mountains History Journal Issue 3	3	\$60.00
Blue Mountains History Journal Issue 5	6	\$120.80
Blue Mountains History Journal Issue 6	4	\$80.60
Occasional Papers No 2 Artefacts	9	\$180.59
Blue Mountains History Journal Issue 7	7	\$140.10
Greater Blue Mountains Heritage Trail Brochure 2019	Approx. 1,000	\$390.00
Blue Mountains History Journal Issue 9	13	\$260.00
Blue Mountains History Journal Issue 10	9	\$180.00
Blue Mountains History Journal Issue 11 – incorrectly paginated	29	\$580.00
Blue Mountains History Journal Issue 11	3	\$105.00

## **RECORDS AND WHERE THEY ARE STORED, AS AT 13 AUGUST 2024**

### **Minutes of Meetings 2006 – 2024**

Home of Jan Koperberg 1/19 Stypandra Place, Springwood

### **Correspondence 2006 – 2024**

Home of Jan Koperberg 1/19 Stypandra Place, Springwood

### **Financial Records 2006 – 2023 folders**

Home of Jan Koperberg 1/19 Stypandra Place, Springwood

### **Financial Records 2016 – 2024**

On hard drive and usb, and current 2023 on hard drive, usb & folder at home of Phil Hammon, 190 Cliff Drive, Katomba

### **Record of Grants applied for 2006-2024**

Home of Jan Koperberg 1/19 Stypandra Place, Springwood

### **Membership Records 2006 – 2023**

Home of Jan Koperberg, 1/19 Stypandra Place, Springwood, and Phil Hammon, 190 Cliff Drive, Katoomba.

- All equipment is stored at 1/19 Stypandra Place, Springwood.
- All unsold publications are stored at 1/19 Stypandra Place, Springwood

**Appendix B:  
Equipment Register**

**BLUE MOUNTAINS ASSOCIATION OF CULTURAL HERITAGE  
ORGANISATIONS INC**

**EQUIPMENT REGISTER:**

**Dell Vostro/1520 Laptop**

Serial No: CN-0T816J-12961-01V-04A5  
Service Tag: 1207QRK1  
Express Service  
Code: 5152631041  
with Windows 7 Pro OA installed  
Product Key: Q478K-RB7H7-MC6QV-4JHBQ-BXCV3

**Epson LCD Projector EB-S110, Model H433B**

Serial No: PTLK3700031

**Redleaf Projection Screen, QC: O.C. o6 Rz**

Code: 09110661387  
Screen size: 1.2.97 x 1.71

**Separate items:**

Belkin Surge Protector with 6 power outlets & 2 metre cord  
Laptop Carry Bag  
Laser Pointer  
Lexar USB, 8 GB  
Extension power cord, 8 metre

**Nikon Coolpix P50 Digital Camera with User's Manual and re-chargeable batteries and charger**

8.1 Mega-pixels, 3.6 x Zoom. Camera in Lowepro bag with battery charger and camera/computer USB cord, all stored in a "Zak!" bag

**My Book External Hard Drive, 1 TB/To with USB 3.0 + USB 2.0 100% compatible for photos, movie and music**

Serial No: WCAV5K712092

## **Appendix C: Contacts Register**

**CONTACT DETAILS FOR BMACHO COMMITTEE MEMBERS  
2024 - 2025**

**Patsy MOPPETT:** President  
Representing: BMACHO Individual Member  
Mailing address: 6 Bellevue Place, PORTLAND, 2847  
Mobile: 0418 483 727  
Email: [pmoppett@gmail.com](mailto:pmoppett@gmail.com)

**Rod STOWE** Vice-President  
Representing National Trust (NSW) Blue Mountains Branch  
Mailing Address: 6 Northcote Road, LEURA, 2780  
Telephone contact: 02 4784 3603  
Mobile: 0411 284 243  
Email: [rod.stowe@iinet.com.au](mailto:rod.stowe@iinet.com.au)

**Philip HAMMON** Treasurer and Membership Secretary  
Representing: BMACHO Individual Member  
Mailing address: 190 Cliff Drive, KATOOMBA, 2780  
Mobile: 0414 822 699  
Email: [philipandpeta@westnet.com.au](mailto:philipandpeta@westnet.com.au)

**Roy BENNETT**  
Representing: Mount Victoria & District Historical Society  
Mailing address: P O Box 78, MT VICTORIA, 2786  
Telephone contact: 02 4787 1131  
Mobile: 0448 697 533  
Email: [roylbennett@hotmail.com](mailto:roylbennett@hotmail.com)

**Fiona BURN** BMACHO Individual Member  
Representing: Blue Mountains Historical Society  
Mailing address: 13 Rupert Street, KATOOMBA, 2780  
Mobile: 0418 620 264  
Email: [Fiona.burn@hotmail.com](mailto:Fiona.burn@hotmail.com)

**Jan KOPERBERG:** Secretary and Public Officer  
Representing: Blue Mountains Family History Society  
Mailing address: 1/19 Stypandra Place, SPRINGWOOD, 2777  
Telephone contact: 02 4751 5834 (home)  
Mobile: 0410 198 737  
Email: [j.koperberg@bigpond.com](mailto:j.koperberg@bigpond.com)

**Richard MORONY:**  
Representing: Springwood Historical Society  
Mailing address: P O Box 253, SPRINGWOOD, 2777  
Mobile: 0402 436 837  
Email: [rtmorony@gmail.com](mailto:rtmorony@gmail.com)



**Gay HENDRIKSEN**

Representing: BMACHO Individual member  
Mailing address: 13 Boynton Street, BLAXLAND, 2774  
Mobile: 0447 189 137  
Email: [rowantree.hc@gmail.com](mailto:rowantree.hc@gmail.com)

**Kate O'NEILL**

Representing: Woodford Academy  
Mailing address: P O Box 176, HAZELBROOK, 2779  
Mobile: 0411 771 814  
Email: [kat13v@gmail.com](mailto:kat13v@gmail.com)

**EMERGENCY RESPONSE CONTACTS****Fire**

Fire: Emergency Number 000

**Fallen Trees**

SES: 132 500 or in a life-threatening emergency ring 000

**Plumbers**

Hobbs Plumbing 02 4739 0827  
Hi Flo Plumbing, Faulconbridge: 0451 182 000

**Roof Damage**

Emergency for tarpaulin cover – SES 132 500  
JSJ Roofing, Riverstone 02 9627 3232

**Tree Removal**

Arbor Worx, Tree Care Specialists, Katoomba 0404 509 600

**Pest Control**

Full Spectrum Services, Wayne Thomson 0430 220 263

**Vandalism**

Police: Emergency Number 000

**Museums Advisor**

Gay Hendriksen 0447 189 137  
Rebecca Turnbull 0412 757 625

**Archivist**

Fiona Burn 0418 620 264

**Locksmith**

All-Locks Master Locksmiths Pty Ltd - 24 hr  
Blaxland 02 4739 3656

**Lawyer**

Elizabeth Evatt Community Legal Service 02 4704 0207 or 1300 363 967

**Insurance**

BMACHO holds Public Liability and General Personal Accident Insurance:

- Combined General Liability Insurance is with Insurance Australia Limited trading as CGU Insurance, Policy Number 10M0887660 for 30 April 2023 to 30 April 2024
- Group Personal Accident (Voluntary Workers) Insurance is with AFA Pty Ltd on behalf of Zurich Australian Insurance Limited, Policy Number 5586554 for the same period.

Notes:

- BMACHO does not hold contents insurance – not relevant.
- Jan holds home contents insurance with NRMA.
- Phil holds home contents insurance – company not confirmed.

**Appendix D:  
Response sheet – form**

*(Yet to be formulated)*