



Disaster Preparedness Plan

June 2026

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1. Introduction

At its Committee Meeting of 6th 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 President and/or 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, Pandora Archive and 3 USB drives.
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 USB drives updated regularly. Two USB drives 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**):
 - Digital projectors x 2
 - Large Screen.
 - Box of technical equipment.
 - Camera
 - 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 the organisation 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/in and around buildings.

Another risk is from Pest and Vermin Infection.

IT downtime, computer viruses and equipment failure are hazardous to the storage of digital archives. Most records are backed up with hard copies.

BMACHO has not been subject to such emergencies to date (with the exception of attempted unsuccessful website hacking), 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/hacking. Is the current system of digital information storage sustainable?
- Inappropriate archive storage, such as with temperature, humidity variations etc. At present appropriate archive storage is 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., clerical backup in case of accident/illness.
- Inadequate communication systems for emergencies. Up-to-date Contacts Registers – see **Attachment C**.

c) Table 1 - Risk ratings

| Risk | Probability <i>High-low (5-1)</i> | Impact <i>High-low (5-1)</i> | Total <i>(number)</i> | Category <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

| Risk | Action | Resources | Assigned to | Review each year by 30th June* |
|--------------------------------------|---|-----------------------------------|------------------------------------|--|
| 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 | |

*Review undertaken and endorsed by Committee June 2026.

3. Disaster preparation

a) Collection priorities

BMACHO does not hold an artefact 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 camera, hard drive and projectors.

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

| Collection | Location | Security |
|--------------------|---|---|
| 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 |
| Financial records | 1/19 Stypandra Pl, Springwood, & 190 Cliff Dr, Katoomba | Archives in garage at Springwood in plastic storage boxes; 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 Secretary & two travel with Secretary in handbag. |
| Membership records | 1/19 Stypandra Pl, Springwood & 190 Cliff Dr, Katoomba | Garage in plastic storage boxes. Current list saved to computers and 3 USB drives |

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 30th 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

| Task | Allocation |
|---|--|
| 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 | Jan |
| 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 or Secretary, 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 where/when relevant. 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

| Disaster | Likelihood | Response |
|--------------------------------------|-------------------|--|
| 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 or Secretary 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 President or 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: ... 4th February 2022
Date this Plan adopted by BMACHO Committee: ... 4th February 2022
Date the Plan is due for Review: ... by 30th June 2023*

Updated Plan endorsed by BMACHO:

*Rod Stowe (President) Date: ... 4th August 2023
Date this Plan adopted by BMACHO Committee: ... 4th August 2023
Date the Plan is due for Review: ... by 30th June 2024*

Updated Plan endorsed by BMACHO:

*Patsy Moppett (President) Date: ... 6 September 2024
Date this Plan adopted by BMACHO Committee: ... 6th September 2024
Date the Plan is due for Review: ... by 30th June 2025*

Updated Plan endorsed by BMACHO:

*Patsy Moppett (President) Date: ... 6th June 2025
Date this Plan adopted by BMACHO Committee: ... 6th June 2025
Date the Plan is due for Review: ... by 30th June 2026*

Updated Plan endorsed by BMACHO:

*Rod Stowe (President) Date: ... 5th June 2026
Date this Plan adopted by BMACHO Committee: ... 5th June 2026
Date the Plan is due for Review: ... by 30th June 2027*

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 6 MAY 2026

| PUBLICATION | CURRENT STOCK | FOR SALE STOCK VALUE |
|---|----------------------|-----------------------------|
| 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 | \$120.00 |
| Blue Mountains History Journal Issue 6 | 4 | \$80.00 |
| Occasional Papers No 2 Artefacts | 7 | \$140.00 |
| Blue Mountains History Journal Issue 7 | 7 | \$140.00 |
| Greater Blue Mountains Heritage Trail Brochure 2019 | Recycled | \$-390.00 |
| Blue Mountains History Journal Issue 9 | 12 | \$240.00 |
| 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 |
| Blue Mountains History Journal Issue 12 | 1 | \$25.00 |

RECORDS AND WHERE THEY ARE STORED, AS AT 6th JUNE 2025

Minutes of Meetings 2006 – 2026

Home of Jan Koperberg 1/19 Stypandra Place, Springwood

Correspondence 2006 – 2026

Home of Jan Koperberg 1/19 Stypandra Place, Springwood

Financial Records 2006 – 2025 folders

Home of Jan Koperberg 1/19 Stypandra Place, Springwood

Financial Records 2016 – 2025

On hard drive and USB drive, and current 2026 on hard drive, USB drive and folder at home of Phil Hammon, 190 Cliff Drive, Katomba

Record of Grants applied for 2006-2025

Home of Jan Koperberg 1/19 Stypandra Place, Springwood

Membership Records 2006 – 2026

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

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

Appendix B: Equipment Register

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

EQUIPMENT REGISTER:

**Dell VOSTRO/1520 - Laptop recycled to Katoomba Tip 31ST December 2024*

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

**On loan to Blue Mountains Family History Society*

Epson Projector EB-FH52 1080 3LCD, 4000 ANSI, HDMI, USB PLUG N PLAY, MHL

Serial No: X8AG5100012

Purchased 25th August 2025 with \$1,000 Federal Government – Australian Volunteers Grant 2025-2026

**Appendix C:
Contacts Register**

**CONTACT DETAILS FOR BMACHO COMMITTEE MEMBERS
2026 – 2027**

Please refer to current Committee Secretary for details

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

Dixons Trees, Springwood 1300 265 189 or 02 4751 5554

Pest Control

Full Spectrum Services, Wayne Thomson 0430 220 263

Vandalism

Police: Emergency Number 000

Museums Advisor

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 & Products Liability and General Personal Accident Insurances:

- Combined Liability Insurance provided by Chubb Insurance Australia Limited for period 30 April 2026 to 30 April 2027
- Group Personal Accident Insurance (Volunteer Workers) provided by AFA Insurance on behalf of Zurich Australian Insurance Limited for period 30 April 2026 to 30 April 2027

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)