



## MayDay 2011

This May, take at least one of the following steps to prepare your organisation for emergency prevention, preparedness, response and recovery.



- Dust off your counter-disaster plan and make sure it's current, or make a timeline for developing one, using *Be Prepared: Guidelines for writing a disaster preparedness plan*: <http://www.blueshieldaustralia.org.au/documents/Be.Prepared.pdf>
- Identify and prioritise your important collection items and heritage sites
- Identify the three biggest risks to your collection or heritage site
- Get to know your local firefighters, police and SES – invite them to tour your organisation to give you pointers on safety and preparedness
- Find a 'partner' heritage organisation to work with in case of an emergency. A model for collaboration is DISACT: <http://www.anbg.gov.au/disact/>
- Arrange or participate in an emergency response training day on firefighting, crowd control, flood water management etc
- Attend a course on business continuity planning, a conference on resilience, or a workshop on emergency preparedness
- Host a morning tea to raise funds for Blue Shield Australia
- Consider the protection offered by your storage facilities – and plan to build safer repositories
- Familiarise yourself with Blue Shield Australia's web pages – particularly the Disaster management pages regarding emergency prevention & preparedness, plus response & recovery – and share the information with your colleagues
- Contact Blue Shield Australia ([info@blueshieldaustralia.org.au](mailto:info@blueshieldaustralia.org.au)) in early April to register your participation in MayDay and to request information about any supporting programs or activities

*Promote MayDay to your colleagues by posting this flier on your notice boards and intranet, and facilitate discussion with colleagues about what you will do to mark MayDay on 1 May, and throughout the month of May this year.*