



Australian Government

BSBLIB505 Develop disaster management plans

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to identify potential risks that could damage or destroy a collection of materials, and develop plans and take actions to eliminate or at least mitigate such risks.

It applies to individuals working in organisations holding significant collections. These include indoor and outdoor sites at museums, libraries, archives, galleries, cultural centres and organisations with records and information.

In large organisations, this role may be undertaken by specialist staff. However in many community-based organisations, generalists, often working with limited supervision such as managers, volunteers or committee members, may be responsible for the development of disaster management plans.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Library – Preventive Conservation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Assess risks to collections	1.1 Identify potential risks to collection material based on historical data, examination of collections and their physical environment 1.2 Assess risks according to probability and impact on collections 1.3 Identify items of significance in collections and assess risks specific to those

ELEMENT	PERFORMANCE CRITERIA
2 Establish mechanisms to address risks	2.1 Identify appropriate mechanisms to reduce or remove risks 2.2 Locate and consult with relevant specialists to determine ways of reducing specific risks 2.3 Document resources, actions and responsibilities for minimising or preventing risks 2.4 Establish and document appropriate measures for priority items
3 Establish procedures in event of disasters	3.1 Develop procedures for responding to disasters 3.2 Define roles and responsibilities of those involved in implementing disaster management plans 3.3 Allocate responsibilities to appropriate team members based on available expertise 3.4 Research potential disaster support networks
4 Finalise disaster management plans	4.1 Source and collate relevant information to include in disaster management plans 4.2 Create structure and format for plans that are logical, user-friendly and clearly understood by key stakeholders 4.3 Develop documentation to support disaster management plans 4.4 Integrate evaluation mechanisms into plans 4.5 Present plans to stakeholders and provide feedback opportunities 4.6 Develop strategies to ensure plans and required staff skills remain current 4.7 Make recommendations for integration of disaster management measures into other relevant organisational plans

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 2.2, 3.4, 4.1	Reads strategically and selectively, identifying a purpose before reading, and continually reflecting on the relevance of a text to meet needs

		Integrates prior knowledge with new information to predict, construct, confirm, challenge or extend understanding
Writing	2.2-2.4, 3.1-3.3, 4.1-4.7	Explores complex issues and articulates multi-faceted plans, organising content in a manner that supports the purpose, with format, text type and language to suit the audience
Oral Communication	2.2, 3.3, 3.4, 4.5	- Presents information and ideas clearly and logically to support planning and effectively influence others - Uses active listening skills to enhance understanding, and responds appropriately to constructive feedback
Navigate the world of work	2.2, 3.1, 3.4, 4.1, 4.3, 4.4, 4.6, 4.7	- Takes responsibility for establishing and managing organisational policies and procedures relevant to own role - Works independently and collectively in making decisions to achieve organisational outcomes in the area of disaster management - Ensures knowledge of disaster management strategies and support networks is accurate, comprehensive and current
Interact with others	2.2, 3.3, 3.4, 4.5	Collaborates with others sharing information to build strong work groups
Get the work done	1.1-1.3, 2.1, 2.3, 2.4, 3.1-3.3, 4.1-4.7	- Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others taking into account capabilities, efficiencies and effectiveness - Plans work activities of self and others, ensuring compliance with organisational disaster management policies and procedures - Approaches decision-making in diverse ways involving others when appropriate but making unilateral decisions when required - Systematically gathers and analyses all relevant information and evaluates options to make informed decisions - Accepts responsibility for risk management, applying problem-solving processes to determine solutions - Anticipates events where disaster management plans may be required - Uses main features and functions of digital tools to access, extract and share relevant information to achieve required outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB505 Develop disaster management plans	CULPRE501A Develop disaster management plans	Updated to meet Standards for Training Packages Unit moved from Library, Information and Cultural Services Training Package to Business Services Training Package.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBLIB505 Develop disaster management plans

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Performance Evidence

Evidence of the ability to:

- assess risks to the collection
- develop risk mitigation procedures
- develop a clear and concise disaster management plan for an actual collection or site or environment
- present plan to stakeholders and respond to feedback
- establish strategies to maintain currency of plan.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and discuss types of disasters that might affect collections and particular items in collections
- analyse causes and types of damage to collection material and collections
- analyse risk assessment processes in relation to collections
- analyse procedures used to reduce or remove risk in the relevant work context
- identify support networks that can be used in the event of disaster response and recovery
- analyse significance assessment methodology.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Library – Preventive Conservation field of work and include access to:

- a collection, cultural material or site for which a disaster management plan can be prepared
- historical data and collection records
- special purpose tools, equipment and materials.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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