



Australian Government

Department of Education, Employment and Workplace Relations

CULMS011B Develop a disaster preparedness plan

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit describes the performance outcomes, skills and knowledge required to develop a disaster preparedness plan for any collection of cultural material.

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

Application of the Unit

Application of the unit This unit applies to individuals working in museums, libraries, galleries, cultural centres and other organisations and sites (indoor and outdoor), which hold significant collections of cultural material.

In large institutions, this role may be undertaken by specialist staff. However, in many community based organisations, generalists such as managers, volunteers or committee members may be responsible for the development of the disaster preparedness plan.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability Skills The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying Employability Skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Assess risks to the collection	1.1 Identify <i>potential risks</i> to the <i>cultural material</i> based on <i>historical review</i> and examination of the collection and its environment including the site and surrounds 1.2 Evaluate the potential impact and likelihood of specific risks to the collection based on analysis of key factors 1.3 Rate risks according to probability and impact on the collection 1.4 Identify <i>significance of items</i> in the collection and assess risks specific to those items
2 Establish mechanisms to address risks	2.1 Identify appropriate <i>mechanisms to reduce or remove risks</i> 2.2 Identify and consult with relevant specialists and other stakeholders to determine ways of reducing

ELEMENT	PERFORMANCE CRITERIA
	specific risks
	2.3 Clearly articulate resources, actions and responsibilities for minimising/preventing risks
	2.4 Establish and document appropriate measures for priority items
3 Establish procedures in the event of disaster	3.1 Define roles and responsibilities of <i>those involved in implementing</i> the disaster preparedness plan 3.2 Take account of the need for both disaster response and recovery in the development of <i>procedures in the event of a disaster</i> 3.3 Allocate responsibilities to appropriate team members based on available expertise and other factors 3.4 Evaluate potential disaster <i>support networks</i> and take appropriate action to activate same
4 Develop and communicate the disaster preparedness plan	4.1 Source and collate relevant information for inclusion in disaster preparedness plan 4.2 Create a <i>structure and format for the plan</i> which is logical, user-friendly and clearly understood by key stakeholders 4.3 Develop clear and concise <i>documentation to support the disaster preparedness plan</i> 4.4 Develop and integrate <i>evaluation mechanisms</i> into the plan 4.5 Develop mechanism for communication of the plan to all stakeholders, including feedback opportunities 4.6 Develop appropriate mechanisms to keep plan and required staff skills current 4.7 Develop and communicate recommendations for the integration of disaster preparedness measures into

ELEMENT**PERFORMANCE CRITERIA***other relevant organisational plans*

Required Skills and Knowledge

Required Skills and knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- planning and organisational skills to develop procedures and action plans
- communication skills to undertake consultations with a wide range of stakeholders on complex practical issues
- problem-solving and contingency management skills to develop responses to a varied range of potential problems
- literacy skills to articulate multi-faceted plans, and to develop checklists and other documentation for the disaster preparedness plan.

Required knowledge

- types of disaster that might affect particular cultural material in the relevant work context
- typical causes and types of damage to cultural material in the relevant work context
- risk assessment processes for cultural collection items
- typical procedures used to reduce or remove risk in the relevant work context
- support networks which can be used in the event of disaster in the relevant work context
- sources of assistance for disaster response and recovery.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- knowledge of risks and risk assessment processes in the relevant collection context
- ability to develop a clear, concise and relevant disaster preparedness plan for an actual collection/site/environment.

Context of and specific resources for assessment

Assessment must ensure:

- access to a collection/cultural material/site for which disaster preparedness plan can be prepared.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- evaluation of a disaster preparedness plan developed by the candidate
- evaluation of candidate's response to different case studies to assess ability to develop plans to address particular workplace situations and challenges.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- CUEOHS02C Establish and maintain a safe and secure workplace
- CULMS605C Develop and implement procedures for the movement and storage of cultural material

EVIDENCE GUIDE

- CULMS009B Implement preventive conservation activities.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Potential risks may relate to:

- fire
- water damage
- electrical or other equipment failure
- theft
- human error
- vandalism
- storage conditions
- security systems
- pest infections
- natural disaster
- renovation/building projects
- nature/condition of building housing collection
- nature of collection, e.g. unstable objects
- local environment

Cultural material is defined as 'objects, collections, artworks, specimens, structures or sites' and includes:

- archaeological material
- books and manuscripts
- cultural sites/buildings
- ethnographic material
- flora and fauna
- film/audiovisual material
- furniture
- photographs
- technological/industry items
- textiles
- works on paper/canvas

Historical review may involve review of:

- previous disasters within the organisation
- previous disasters in similar locations or for similar collections
- occurrences in the local community

RANGE STATEMENT

Significance of items for protection may relate to:

- value to the local community (past, current and future), i.e. significance
- synergy with mission of the organisation
- quality of documentation
- monetary value
- rarity
- historic, aesthetic, social/spiritual, research value

Mechanisms to reduce or remove risks may include:

- repairs and maintenance to building and site
- pest control
- change in operating procedures
- improved security
- equipment replacement
- movement of cultural material to less risky location
- briefing/training of staff or outside contractors
- creation and training of a disaster response team
- improved storage/display
- purchase of disaster response materials and equipment

Those involved in implementing the plan may include:

- staff
- volunteers
- board members/elected officials
- local community
- other similar organisations
- experts

Procedures in the event of disaster may be response or recovery and may include:

- initial response
- who to contact
- ensuring safety of personnel
- stabilising the situation
- assessment of scope of disaster
- assessment of need for external assistance
- assessment of need for relocation of collection
- use of disaster bin/store
- use of step-by-step response sheets

RANGE STATEMENT

- contacting insurance broker/assessor
- documentary situation
- reducing further damage
- record management issues
- recording damage
- resources required for recovery
- staff/team organisation (immediate and longer term)

Support networks may include:

- regional networks e.g. region museum network
- experts on particular types of cultural material
- local community
- volunteers
- local emergency services e.g. fire, police

Structure and format for the plan may be:

- report
- checklists
- action sheets
- print-based
- electronic

Documentation to support the disaster preparedness plan may include:

- response sheets for specific locations/objects
- equipment checklists
- floor plans (with entrances/exits, fire extinguishers, utilities etc.)
- emergency and other telephone contacts
- safety checklist
- collection priority list

Evaluation mechanisms may include:

- regular review (internal or external)
- staff consultations/feedback
- review after the disaster or near-miss event

Other relevant organisational plans may include:

- maintenance plan
- training plan
- collection policy
- occupational health and safety plan

RANGE STATEMENT

Unit Sector(s)

Not applicable.

Competency field

Competency field	Preventive Conservation
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