



Australian Government

Department of Education, Employment and Workplace Relations

CULPRE501A Develop disaster management plans

Release: 1

CULPRE501A Develop disaster management plans

Modification History

Release	Comments
Release 1	This unit of competency first released with <i>CUL11 Library, Information and Cultural Services Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to develop disaster management plans for organisations holding collections.

Application of the Unit

This unit applies to individuals working in organisations that hold significant collections. These include museums, libraries, archives, galleries, cultural centres and organisations with records and information and indoor and outdoor sites.

In large organisations, 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 disaster management plans.

In this context, they often work with limited supervision.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and Performance Criteria

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 items
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 the 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 that plans and required staff skills remain current 4.7 Make recommendations for the integration of disaster management measures into other relevant organisational plans

Required Skills and Knowledge

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

Required skills

- communication and teamwork skills to:
 - present disaster management plans for discussion and comment
 - respond appropriately to constructive feedback on disaster management plans
 - undertake consultation with a wide range of stakeholders on risks and strategies to manage disasters
- initiative and enterprise skills to:
 - anticipate events where disaster management plans may be required
 - incorporate feedback from consultation in ways that improve the overall effectiveness of disaster management plans
- literacy skills to:
 - articulate multi-faceted plans
 - develop checklists and other documentation for disaster management plans
 - prepare risk assessments
- planning and organising skills to develop systematic and comprehensive procedures and action plans related to disaster management
- problem-solving and contingency management skills to:
 - address complex practical issues
 - develop responses to a varied range of potential problems
- self-management skills to:
 - follow workplace procedures
 - prioritise work tasks and meet deadlines.

Required knowledge

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

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.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	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.
Context of and specific resources for assessment	Assessment must ensure access to: • a collection, cultural material or site for which a disaster management plan can be prepared • historical data and collection records.
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 • evaluation of a disaster management plan developed by the candidate • evaluation of candidate's response to different case studies to assess ability to develop plans that address particular workplace situations and challenges. Assessment methods should closely reflect workplace demands and the needs of particular client groups (consider the requirements of different age groups, clients with English as a second language, clients with disabilities, remote library users, etc.).
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • CULCNM501A Assess the significance of collections.

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:	• electrical or other equipment failure • fire • human error • legacy systems • local environment • loss of: • business records • data • natural disaster • nature and condition of buildings housing collections • pest infections • renovation and building projects • security systems • stability of objects in collections • storage conditions • system failure • theft • vandalism • water damage.
Collection material is defined as objects, collections, artworks, specimens, structures or sites, and includes:	• archaeological material • books and manuscripts • cultural sites and buildings • digital items • ethnographic material • film and audiovisual material • flora and fauna • furniture • oral histories • photographs • technological and industry items • textiles • works on paper and canvas.
Historical data may relate	• occurrences in local communities • previous disasters in similar locations or for similar

to:	- collections - previous disasters within organisations.
Significance may be past, current and future and may relate to:	- quality of documentation - rarity - synergy with mission of organisations - value of items, such as: - aesthetic - historical - monetary - research - social - spiritual - to the local community.
Mechanisms may include:	- briefing or training staff and outside contractors - changing operating procedures - controlling pests - creating and training disaster response teams - improving security - improving storage and display - moving cultural material to less risky locations - purchasing disaster response materials and equipment - repairing and maintaining buildings and sites - replacing equipment.
Procedures may be response or recovery and may include:	- assessing: - need for external assistance - need for relocation of collections - scope of disaster - contact lists - contacting insurance brokers and assessors - documenting situations - ensuring safety of personnel - initial response - record management issues - recording damage - reducing further damage - resources required for recovery - stabilising situations - staff or team organisation, both immediate and long-term - use of disaster bin or store - use of step-by-step response sheets.

<i>Those involved</i> may include:	• board members • elected officials • experts • local community members • other similar organisations • staff • volunteers.
<i>Support networks</i> may include:	• experts on particular types of cultural material • local community • local emergency services, such as: • ambulance • fire • police • regional museums • volunteers.
<i>Structure and format</i> may include:	• action sheets for each section • checklists • format, such as: • electronic • print-based • report.
<i>Documentation</i> may include:	• collection priority list • emergency and other telephone contacts • equipment checklists • floor plans indicating location of items, such as: • entrances • exits • fire extinguishers • utilities • response sheets for specific locations and objects • safety checklist.
<i>Evaluation mechanisms</i> may include:	• benchmarking with recognised guidelines and standards • feedback from staff consultations • regular internal or external review • review after disasters or near miss events.
<i>Organisational plans</i> may include those relating to:	• collections • maintenance • work health and safety • training.

Unit Sector(s)

Cultural services - Preventive conservation