#### Name of Heritage property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### An outline of the risk process: Identify threats and risks, assess the risk, prioritise it, identify tactics to mitigate the risk, and create the action plan.  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Type of Heritage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Review date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Using this worksheet

This Disaster Preparedness Worksheet is generic and can be adapted to your situation.

If a section does not apply to your situation you can delete or cross them out.

While working through the process, try to complement your existing systems rather than replicate them.

Having a site plan or a floor plan of your heritage property (or the place where your heritage object(s) or collection is located) will also help you with your planning. If you don’t have one to hand, a quick, rough sketch will work too.

****

# Table 1. Threats and Data Sources

|  |  |  |  |
| --- | --- | --- | --- |
| Threat | Evidence | Data source | How to access |
| Storm | Storms can happen anywhere, at any time of year and are often accompanied by strong winds, large hailstones and lightning. | VicSES | <https://www.ses.vic.gov.au/know-your-hazards/storm>  |
| Bushfire |  |  |  |
| Grassfire |  |  |  |
| Flood (riverine / flash) |  |  |  |

#

# Table 2. Potential Impacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Threat | What is at risk (eg. Timber building) | Possible impacts | What do we already do to reduce this risk? | What more could be done? |
| Bushfire | Timber buildings | Embers may lodge or enter cracks in weatherboards causing total destruction |  |  |
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# Table 3. Reality Checking – Risks identified on site and potential actions to remediate

|  |  |  |
| --- | --- | --- |
| Issues observed  | Location | Potential actions that need to be taken |
| Evidence of falling damp | Main building, master bedroom, north-west corner. | Investigate roof and gutters, make repairs |
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# Table 4. Risk Evaluation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk number | The risk | What are the chances this will happen? (likelihood) (Almost certain, likely/unlikely/rare/very rare/ extremely rare) | If it happens, what might the level of damage or loss be? (consequence) (Catastrophic/Major/Moderate/Minor/Insignificant) | Risk Rating(Extreme, High, Medium, Low, Very Low) |
| 1 | Bushfire | Unlikely- is a chance as in an undulating area with high fuel loads (leaf and bark litter) and close to forest but high rainfall. | Major- if totally destroyed, property will be irreplaceable |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

Use this risk matrix to plot your risks (circle with your **risk number** (or name) from Table 4). See Risk 101 [hyperlinked] for further instructions.



**Questions to consider when completing this process**

Any issues with completing the process? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What could be done differently next time? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Was it a worthwhile process? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRINT** this table separately and **DISPLAY** where people can see

# ACTION PLAN

# Table 5. Action plan

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Number (in priority order) | Action | Permit Required? Where From? | Resources | Budget | Potential Barriers & Possible Solutions | Actions Owner | Due Date | Done (Initial & Date) | Notes For Next Time |
| 1 | Rake bark and leaf litter and remove from property (green waste bin or take to tip if too big) | No (allowed under Heritage Victoria’s general exemptions (p.27)) | Rakes, wheelbarrow, shovels, trailer. | N/A - free green waste disposal at council tip | None | Jane (gardener) | 1/09/2023 |  | **First line is an example only** |
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