



Cyclone Preparation Fact Sheet

This fact sheet outlines essential steps for museums and galleries to prepare for cyclones, ensuring safety and protecting collections.

As the [first low](#) develops, it's an opportune time to enact your museum or gallery's disaster and cyclone preparedness plans.

Monitor Weather and Stay Informed

It is important to stay up-to-date by checking the Bureau of Meteorology website and listening to your local radio station for weather and warning updates.

Check your local council's social media and emergency dashboard for regular updates during an emergency event, including links to key emergency services in your region, weather warnings, where to obtain sandbags, road closures, evacuation centres and flood mapping.

The Queensland Government will also update its [alert website](#) during an emergency event.

Check the Queensland Police Service [Facebook](#) page and [X feed](#) (@qpsmedia) for regular updates.

[ABC Emergency](#) is another good centralised information point.

Understand Cyclone Categories and Severity

Cyclones are categorised from categories one (least severe) to five (most severe). Familiarise yourself with these categories – the Bureau of Meteorology explains in this [video](#):



[Understanding tropical cyclone categories, Bureau of Meteorology](#)

Preparation Steps:

1. Physical Preparations

If possible and/or practical:

- Clear gutters and downpipes.
- Trim overhanging tree branches.
- Secure loose outdoor items.
- Move any collection items stored in flood-prone areas, if possible. Make sure to update the new location in your cataloguing system.
- Sandbag your premises if it is at risk of flooding.

2. Staff and Volunteer Readiness

- Ensure all staff and volunteers understand the cyclone preparedness plan.
- Review emergency contact details and policies. This includes ensuring senior staff and office holders have updated personal contact details for each other stored in their mobile phones.
- Assess any loaned objects and arrange for their return if practical. Communicate with lenders regarding the approaching cyclone.
- Locate all keys for display cabinets, testing that all locks work and ensuring access to remove objects. Store the keys in the key safe and inform volunteers and staff on how to access them if necessary.
- Ensure all staff and volunteers are safe and not put in danger whilst the cyclone is ongoing.

3. Disaster Response Bin

Your disaster bin should be placed in a readily accessible location, and it should contain a list of its contents. It is important to regularly check and replace items, such as batteries, to ensure everything is up to date.

Your Disaster Response Bin should include:

- 1 copy of your disaster plan, including important contact details
- 1 torch
- 1 head torch
- 1 spare battery
- 10 metres plastic sheeting
- 2 rolls waterproof tape
- 1 pair scissors
- 1 Stanley knife
- 4 packets paper towelling
- 40 Chucks wipes
- 1 sponge mop
- 1 spare mop sponge
- 1 hand sponge
- 1 plastic bucket
- 1 brush & pan
- 8 garbage bags
- 2 boxes nitrile gloves
- 1 large & 1 medium rubber gloves
- 2 dust masks
- 2 waterproof pens
- 30 tyvek labels & ties
- 1 roll cotton tape
- 1 notebook
- 2 pens
- 30 ziplock bags



Image: Example of Disaster Response Bin – the lid is securely closed with a cable tie and cut when needed. This means that supplies aren't used for general cleaning purposes and are accessible when needed.

4. Digital Safety

Back up all important computer files or ensure automatic backups are functioning and are up-to-date.

5. Emergency Contacts

Maintain an updated list of emergency contacts, including local emergency services.

- Life threatening emergencies - 000
- Police/fire/ambulance (mobiles 000 and 112)
- [State Emergency Service \(SES\)](#) - 132 500
- [Energex](#) - 13 19 62
- Your local council
- Your security company/provider, if applicable

6. Post-Disaster Procedures

- Ensure post-disaster response procedures are well documented and accessible by staff and volunteers.
- Do not enter your museum or gallery's premises following the cyclone if it is unsafe to do so.
- Take detailed photographs of any damage to your premises, collections or displays for insurance purposes.
- Do not discard damaged collection items without first seeking professional advice. Freezing these items, especially paper-based materials, can buy you valuable time to evaluate water-damaged or mould-affected items and consult with a conservator. Refer to the State Library of Queensland's '[Info Guide](#)' to help determine whether this is a suitable option for your collection items.

Need Assistance:

If you require support, contact Museums & Galleries Queensland:

Phone: 07 30599740

Freecall: 1800 866 101

Email: information@magsq.com.au

Or

The Queensland Museum, Senior Museum Development Officer in your region:

North Queensland:

Phone: 07 4726 0619 Email: ewen.mcphee@qm.qld.gov.au

Far North Queensland:

Phone: 0478 307 447 Email: joanna.wills@qm.qld.gov.au

Central Queensland:

Phone: 0455 082 873 Email: sophie.price@qm.qld.gov.au

South East Queensland:

Phone: 07 3432 5145 Email: josh.tarrant@qm.qld.gov.au

Southern Inland Queensland:

Phone: 07 4659 4921 Email: elspeth.hocking@qm.qld.gov.au

Resources:

Resources for responding to floods and natural disasters – including resources for dealing with flood recovery and mould - can be found on the resources section of Museums & Galleries Queensland's [website](#).

Advice on how to salvage water damaged collections or personal treasures, can also be found on the State Library of Queensland's [website](#).

If you require mental health support for you or your workforce, contact [Beyond Blue](#). For resources to support young people affected by natural disasters, see [headspace](#). For First Nations people, contact [13YARN](#) to talk with an Aboriginal or Torres Strait Islander Crisis Supporter.

Being proactive in cyclone preparation can significantly mitigate risks to both personnel and valuable collections. Regular reviews and action will help ensure safety and preparedness during adverse weather conditions.



Queensland
Government

This fact sheet has been prepared by Museums & Galleries Queensland in partnership with Queensland Museum, Senior Museum Development Officers.