



NARU CYLCONE PLAN

2016 / 2017

NARU Cyclone Plan

The NARU cyclone plan sets out the complete procedures for the management of cyclones. The cyclone plan will be reviewed prior to, and implemented at the start of each cyclone season. The cyclone plan includes procedures for preseason, Cyclone Watch, Cyclone Warning, Cyclone Strike, All Clear, Cyclone Recovery and Post Season.

Preseason

1. Conduct review of cyclone plan.
2. Advise all staff, commercial tenants, and visitors at NARU, dates for cyclone season and direct them to consult the revised plan.
3. During the cyclone season, all accommodation guest staying at NARU are to be issued with a "Cyclone Season Advice Notice" (attachment A) providing cyclone awareness and emergency procedures information as well as the requirement to bring one set of warm, sturdy clothing for their cyclone kit.
4. Ensure cyclone kits are up to date with necessary equipment (attachment B).
5. Test and charge Satellite phone monthly.
6. Purchase plastic drop sheets for covering desks and office furniture.
7. Survey building and grounds for any required maintenance or loose objects; action removal or repair.
8. Review items in storage and dispose of any redundant items.
9. Prepare storage shed for vehicle storage.
10. All offices to be organised and files sorted and stored.

Cyclone Watch

1. Back up file server and place backup tape in Pelican case to be stored in NARU safe.
2. Inspect cyclone kits to ensure all items are present and operational.
3. Advise all persons in accommodation units, commercial tenancies, and guests that a Cyclone Watch is current and ensure they have access to current Cyclone Procedures. They should be advised to listen to ABC Local Radio 105.7 for updates.
4. Place notices, on notice boards of each accommodation unit, advising occupants what items they need to supply for their cyclone kit (attachment B).
5. Advise all office occupants to prepare to stow all loose items and cover desks with plastic drop sheets should a Cyclone Warning advice be issued.
6. Advise Associate Director Campus Operations (Facilities and Services Division) of cyclone status and cyclone outlook.
7. Remove external furniture (etc) to internal storage.
8. Refuel NARU vehicle, and store all other vehicles in NARU storage shed.
9. Test NARU emergency generator is working and has a reserve supply of fuel.
10. Note when next cyclone advice will be issued and check at that time.
11. Contact visitors with upcoming accommodation/office/field equipment bookings to advise of the current cyclone watch status. Guest are to be advised If a cyclone warning is issued by the BOM pre guest departing for NARU, guests must delay their arrival at NARU to either the cyclone warning status been downgrade or cancelled by the BOM.
12. Prepare for Cyclone Warning Status

Cyclone Warning

1. All normal operations to cease, final preparations to be completed (email auto response and notice of campus closure: (see attachment C)
2. Emergency cyclone kits to be placed in all occupied accommodation units.
3. Advise all visitors staying at NARU of Cyclone Warning status and emergency shelter locations. Occupants must be aware that the buildings at NARU are rated for a category 2 cyclone only; advise accommodation occupants they should go to cyclone shelters when advised by radio (ABC Darwin 105.7FM)
4. Confirm that all preparations are complete and all areas secured.
5. Compile list of people (associated with NARU) and their intended actions.
6. Contact visitors with upcoming accommodation/office/field equipment bookings advising them the campus is closed.
7. Advise Associate Director - Operations - (Facilities and Services Division) of cyclone warning status including intended cyclone plan for all visitors at NARU.
8. Close campus; release all staff from duties.

Cyclone Strike

1. Shelter in immediate location and listen to local radio (ABC Darwin 105.7fm) for advice.
2. Remain inside until all clear advice received.

Cyclone Recovery Plan (Post all clear advice)

1. Health and wellbeing of all staff and visitors to be ascertained and reported on to the Associate Director Operations.
2. Safety audit of the campus and all services to be carried out and reported to Facility & Services Engineering and Technical Services Manager.
3. Barricade any building and area's that pose a safety risk.
4. All recorded information to be provided to the Associate Director Operations, Services, Facilities and Services at the first available opportunity.

Post Season

1. Compile all information for the season and place all the documentation on file 3.3.1 Cyclone Procedures, and N: naru/cyclone procedures.
2. Review cyclone procedure (superseded plans must be crossed "Superseded" or destroyed).
3. Stow all cyclone items.
4. Dispose of unneeded equipment and materials.

Notes for review:

Attachment A (Find in N:\3.0_Safety_OH&S\OHS\Cyclone\Cyclone Season Advice Letter 2011-2012)

CYCLONE SEASON ADVICE (2016/2017)

The Northern Territory is prone to tropical cyclones from November to May. The cyclone season officially commences on 1 November and ends on 30 April, although cyclonic events have been known to occur outside this period.

In the event you are staying at NARU during a cyclone watch or warning, information and instructions about what to do are provided in all accommodation units. In the *Accommodation Guide* you will find a comprehensive guide to emergency procedures, shelters and contacts. In addition we provide the essential elements of a personal emergency kit such as radio, torch, water containers, and a first aid kit, as well as instructions to follow should evacuation from NARU be necessary. Please be assured that we liaise with all our guests well in advance of the arrival of dangerous winds and offer all the assistance we can.

As part of our preparations for the season, it is also important that all visitors to NARU are aware of personal safety, and advise it is necessary for them to have at least one item of warm, waterproof protective clothing and a pair of sturdy shoes among their personal possessions.

Please let me know if you have any questions about the cyclone season or the NARU Cyclone Plan (a copy of which is available in each accommodation unit).

John Nai-Smith
Operations Manager

ATTACHMENT B (Find in N:\3.0_Safety_OH&S\OHS\Cyclone\Guest cyclone kit notice.PDF)

IMPORTANT!

Due to the ***Cyclone Watch*** current for Darwin, and in accordance with the ***NARU Cyclone Plan***, we have placed a cyclone kit in this accommodation unit for emergency use only.

On this notice you will also find a list of items you should prepare for your cyclone kit.

Campus cyclone kit for accommodation units (provided by NARU)

- 1 x Torch with spare batteries
- 1 x Radio with spare batteries
- 1 x Portable gas cooker
- 1 x Saucepan and frying pan
- 1 x Box of Matches
- 4 x Plates, cups & utensils
- 1 x Lantern
- Pack of garbage bags
- Snap bags for documents
- 1 x First Aid Kit
- 2 x Thermal Blankets
- 1 x Sunscreen
- 4 x Candles
- 1 x Laundry and dish detergent
- 2 x Ponchos

Guest cyclone kit (provided by visitors/guests)

- Strong soled footwear and warm, waterproof clothing
- Light snacks and drinks
- Waterproof satchel for personal papers and valuables
- Any special medications or baby needs

PLEASE CONSULT THE ACCOMMODATION GUIDE IN THIS ACCOMMODATION UNIT FOR FURTHER INFORMATION ON CYLCONE PROCEDURES, SHELTERS AND CONTACTS.

To contact NARU in relation to urgent matters only, please phone the Operations Manager or on call staff member on mobile **0427 227 066** or
Satellite phone **0147 165 698**

Attachment C (Find in N:\3.0_Safety_OH&S\VOHS\Cyclone\notice of office closure)

Email auto response

As part of preparations for tropical cyclone (name) all normal operations at the North Australia Research Unit have ceased. Your email will be attended to when normal operations recommence.

For urgent matters only please contact the Operations Manager or on call staff member on 0427 227 066 or satellite phone 0147 165 968.

Notice for door

ADVICE OF OFFICE CLOSURE

This notice has been issued at (time) AM/PM, (Day / Date)

Due to the ***Cyclone Warning*** current for Darwin, and in accordance with the *NARU Cyclone Management Plan*, the NARU Campus has been closed.

To contact NARU in relation to urgent matters only, please phone the Operations Manager or on call staff member on mobile **0427 227 066** or Satellite phone **0147 165 698**