

CYCLONE PREPARATION PROCEDURES

The cyclone season officially starts on 1 November and ends on 30 April, but cyclonic events can occur outside this period. Cyclones affect coastal areas up to at least 50 km inland. This advice reminds staff and students of the procedures to follow in preparing for cyclones. It also outlines the communication processes that will be used in the event a cyclone impacts a CDU campus.

1. House-keeping

By November rubbish and other material which could become projectiles in the event of severe wind gusts, should be removed, stored in secure areas and/or tied down as appropriate. If you are aware of any rubbish etc that has not been removed, stored in secure areas and/or not tied down as appropriate then please communicate with your supervisor to ensure these issues are addressed. **This is a matter of high priority.**

Staff from the Office of Facilities Management can assist and advise if required. Contact facilities@cdu.edu.au or phone extension 6500.

Note: The **clear-up and secure action cannot be** left until a cyclone warning is issued because, at that time, all large bins are removed from the Campus site and the Office of Facilities Management staff will be engaged in other cyclone priority tasks.

2. Action required when a Cyclone Watch is issued

A **cyclone watch** is normally issued when there are indications that winds above gale force are anticipated in the area within 24 to 48 hours. A watch status notification is issued by the Northern Territory Emergency Services on advice from the Darwin Tropical Warning Centre and broadcast on local media.

The Emergency Controller at the University will also issue suitable advices via email. At that time staff should:

- take action to store documents in the safest and most secure location available
- remove equipment from desks and tables adjacent to windows, if possible
- check to ensure equipment stored in the open is secure
- move vehicles that are to remain on campus to previously designated locations.

3. Action required when a Cyclone Warning is issued

A **cyclone warning** is normally issued when there are indications that winds above gale force are anticipated in the area within 24 hours. A warning status is issued by the Northern Territory Emergency Services and broadcast by local media.

When appropriate, the University's Emergency Controller will issue suitable advices via a range of tools including email, SMS text messages and announcements on ABC Local Radio 105.7FM. At that time staff should:

- turn off all electrical equipment
- ensure all portable outdoor furniture and related items are stored within buildings, and
- **when advised**, vacate all University buildings and move off the applicable campus to shelter as advised by the Northern Territory Emergency Services
- all University buildings will now be locked and not accessible to staff or students until the all clear is issued by the Emergency Controller.

For further information

- http://www.securent.nt.gov.au/preparing/cyclones/know_where_you_will_take_shelter.html
- <http://www.bom.gov.au/>

4. Return to Work

Notification to return to work will be issued after the campus has been inspected and deemed safe. Following notice from the Vice-Chancellor, the Emergency Controller will announce the return to work via a range of tools including email, SMS text messages and announcements on ABC Local Radio 105.7FM.

These announcements will be supported by a system in which all supervisors will phone their direct reports to communicate the return to work.

Note: All staff who have direct reports should have an up-to-date contact list of staff phone numbers by the start of cyclone season.

Cyclone preparedness is a responsibility of all levels of management, and the individual, and the actions outlined above must be taken to ensure the site is thoroughly prepared at all times and to minimise disruption to University business.