

AIM

In preparation for cyclone season, the Catholic Diocese of Darwin and Catholic Education have prepared a Cyclone Action Plan in alignment with the *CEO WHS 7 Emergency Management Plan* and *CEO WHS 31 Crisis Management Policy*. This action plan / procedures is to be adopted and implemented for all Diocese and Catholic Education operations, services, facilities, personnel and immediate areas that have the potential of being affected by a cyclone.

For the purpose of this document, Catholic Education (CE) will be used as reference to both the Catholic Diocese of Darwin and Catholic Education from this point on.

Suggested preparation tasks:

- Securing and protection of business assets – what needs to be done to protect business assets
- Communication processes – create a list of workers and student's family contact details for the purpose of follow ups and information updates to ensure workers and community safety prior to and after the event
- Cyclone awareness – education and training to encourage workers to subscribe to alerts, warnings and radio broadcasts
- Identification and control of threats from outside sources – cleaning up any outdoor equipment or debris that has the potential of becoming a projectile.
- Each College, School or Diocese Agency should assess, adjust and ensure that the Cyclone Action Plan is relevant to their operations and location.

General Information

A Cyclone Watch

A Cyclone Watch will be issued if a cyclone or potential cyclone exists and there are strong indications that winds above gale force will affect coastal or island communities within 24 to 48 hours of issue.

Cyclone Warning

A Cyclone Warning is issued as soon as gale force or stronger winds are expected to affect coastal or island communities within 24 hours.

For further information

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

The Catholic Education Office (CEO) Director has consulted with the NT Government and Emergency Services, and requested that Catholic Colleges and Schools also be included / mentioned during Cyclone Watch and Warning alerts and announcements.

As per the CE Emergency Management Plan and the Cyclone Emergency Form located on CENet, the CE Crisis Management Team (CMT) will make a decision on the closure of the Colleges and Schools based on advice from the Northern Territory Government and Emergency Services. This Notice of Closure will be conveyed to Principals and Staff by way of email, ABC local radio, Station 104.1 Territory FM, who will arrange for the message to be broadcast on all emergency and commercial radio stations.

The Action Plan outlines procedures as to what will happen or is required to happen throughout the various stages of the emergency.

CE Action Plan

The purpose of this document is to advise the Catholic Education staff, students and their families of the processes that will be undertaken in the event of a cyclone.

This Cyclone Action Plan / Procedure for the Catholic Education has been based on and developed in alignment with the CEO Emergency Management Plan. It has also been developed in consultation with the relevant stakeholders to ensure the safety of others will not be affected by actions taken by Catholic Education during such an event.

1. House-keeping

By the end of November, rubbish, materials and other objects 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 inform / contact the Principal, Manager, Facility or Infrastructure personnel of the workplace. **This is a matter of high priority.**

Note: The **clean-up and secure action cannot be** left until a cyclone warning is issued because, at this time, all large bins will be removed or locked away, and facility management and maintenance staff will be engaged in other cyclone priority tasks.

2. Action required when a Cyclone Watch is issued

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 CEO Director, Principals or Managers may also issue further advice or instructions 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

3. Action required when a Cyclone Warning is issued

Consideration and allowing ample time for all persons have the ability to make it safely home or to a designated Cyclone Shelter. The CEO Director or designated person may issue further advice and instructions via a range of tools including email, SMS text messages and announcements on ABC Local Radio 105.7FM.

At that time staff should:

- upon receiving advice from the CE Director or designated person, notify parents or guardians to come and collect their children.
- turn off all electrical equipment
- ensure all portable outdoor furniture and related items are stored within buildings, and
- **when advised**, vacate the premise by going either home or to shelter as advised by the Northern Territory Emergency Services
- Catholic Education and Diocese buildings will now be locked and not accessible to staff or students until the all clear is issued by the CEO Director, Principal or Manager.

4. Cyclone declared outside of business hours

Implement the above listed actions where possible prior to close of business (if adequate warning is provided) as advised by Principal, Manager following consultation with CEO Director.

Early Learning Centres / after school care facilities are to implement the above plans where possible. In order to allow staff, children and families plenty of time to get home or to a safe shelter, upon receiving an alert, Parents / Guardians of children should be contacted immediately informing them to pick up their children.

5. Return to Work

Notification to return to work will be issued after the college, school or facility has been inspected and deemed safe. Following notice from the Emergency Services and an assessment of the situation by the CMT, the CE Director or College / School Principal, will announce the return to work via a range of tools including email, SMS text messages and announcements on ABC Local Radio 105.7FM.

Upon the announcement of the Return to Work message, staff are to return to work in preparation for duties and return to normality.

These announcements will be supported by a system in which all Principals or supervisors (or proxies) will phone their direct reports to communicate the return to work timeframes.

6. Communication

Note: All Managers/ Leaders who have staff directly reporting to them should have an up-to-date contact list of staff phone numbers and emails by the start of cyclone season.

Therefore, staff should be encouraged to provide their personal contact details to form a register, so that Principals, Supervisors or colleagues are able to contact each other if they have concerns for the welfare of others during or after the emergency.

You can provide these details to the assigned person/s:

- Insert name of person – phone:
- Insert name of person – phone:
- Insert name of person – phone:

We recognise that not all persons may wish to provide this information, and it is left to the discretion of each individual.

Individuals are also encouraged to update their details on CENet, registering their mobile phone/s to received SMS text messages or alternate email.

Cyclone preparedness is a responsibility of all levels of management, individuals, and the actions outlined above must be taken to ensure the facility / site is thoroughly prepared at all times in order to minimise disruption to Catholic Education business.

Links

CE Crisis Management Policy

<https://cenet.nt.catholic.edu.au/Leadership/Records/WHS/WHS%2031%20CRISIS%20MANAGEMENT%20POLICY.pdf>

CE Crisis Management – Cyclone

<https://cenet.nt.catholic.edu.au/Leadership/Records/WHS/WHS31%20J-2%20Natural%20disaster%20cyclone.pdf>

CE Emergency Management Plan

Bureau of Meteorology (BoM) website

<http://www.bom.gov.au/>

Northern Territory Emergency Services (NTES) website

<http://www.pfes.nt.gov.au/emergency-service.aspx>

secureNT (the comprehensive NT Government Emergency website) website

<http://www.securent.nt.gov.au/>

Document History and Version Control

Version	Date Approved	Approved by	Brief Description
1.00		CEO Director	Writing and implementation of original document