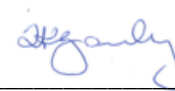
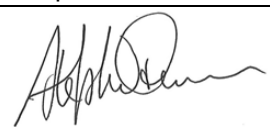
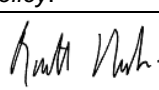
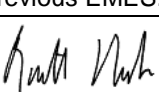
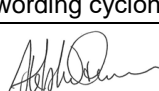







## Managing Severe Weather Events Policy

Description			
Domain	Corporate		
Policy number	COR002		
TRIM folder number	10/2456		
Owner/responsible area	CEO		
Date originally adopted	31/12/2008		
Author	Garry Lambert, Executive Manager Support Services		
<b>Distribute to</b>	Program Participants ✓	Staff ✓	Board ✓
<b>Via</b>	Information Bulletin ✓	Email ✓	Website ✓
<b>This Policy includes</b>	Procedure		✓
	Instrument or Delegation		N/A
	Attachments		✓
Approval Process			
Senior HR Officer approved to Progress	Yes	Signature:  Date approved: 12/12/2017	
Board Committee approved to progress	N/A		
Final authorisation	CEO		
Review cycle	Annually and as required		
<b>Signature</b>			14/12/2017
<b>Title</b>	Stephen Pincus, CEO		<b>Date</b>

Year reviewed			
2012	<b>Comment:</b> put on new template and updated to include program participants and employees into the one policy.		
	Signature 	12/12/2012	
	Name & Title: Dr Brett Dale, former CEO	Date	
2016	<b>Comment:</b> Annual review. Updated the approval process to include Senior HR Officer and remove previous EMES. Removed reference to PGPPP.		
	Signature 	11/01/2016	
	Name & Title: Dr Brett Dale, former CEO	Date	
2016	<b>Comment:</b> Annual review. Removed 'for employee and program participants' from the policy title. Updated wording cyclone 'emergency' kit.		
	Signature 	15/11/2016	
	Name & Title: Stephen Pincus, CEO	Date	

Year reviewed					
2017	<b>Comment</b> Annual review. Responsibilities have changed from EMES to resource manager.				
	<table border="1"> <tr> <td>Signature </td> <td>14/12/2017</td> </tr> <tr> <td>Name &amp; Title: Stephen Pincus, CEO</td> <td>Date</td> </tr> </table>	Signature 	14/12/2017	Name & Title: Stephen Pincus, CEO	Date
Signature 	14/12/2017				
Name & Title: Stephen Pincus, CEO	Date				

# Policy

## 1.0 Purpose

The Northern Territory General Practice Education (NTGPE) will provide and facilitate a diminished risk (as safe as possible) course of action for all contractors, NTGPE employees, program participants and visitors should a severe weather event or other natural disaster be imminent.

## 2.0 Scope

### 2.1 Application

- This policy applies to all employees of NTGPE and to contractors, program participants and visitors who may be in the care of NTGPE, or on NTGPE premises at the time a severe weather event occurs.
- In limited circumstances and where this policy is practicable to apply to program participants, it may apply as a general guiding document to program participants.

### 2.2 Limitations

- Where there is a severe weather event or natural disaster that is sudden and prevents NTGPE being able to facilitate an adequate response.
- Program participants may exercise some discretion where, due to the complex employer/employee relationship that may exist in some circumstances then NTGPE's duty of care is shared or diminished.
- Does not cover contractors operating outside the immediate direction and control of NTGPE employees.

## 3.0 Definitions

### 3.1 Employee

Any person who is on casual, temporary or fixed term employment with NTGPE can include program participants in certain contexts.

### 3.2 Program Participant

Any person enrolled in a program offered by or through NTGPE, for example:

- John Flynn placement program; and
- GP registrar placements (This policy acknowledges that GP registrar placements are usually an employee of another organisation).

### 3.3 Contractor

Any person contracted by NTGPE to perform a service or functions and is limited to these contractors that are under the immediate direction and control of an NTGPE employee.

### 3.4 Severe Weather

In the Northern Territory, severe weather is likely to be a cyclone; however, it could also be flooding or another extreme weather event including fire.

### 3.5 Cyclone Season

The cyclone season occurs in the top end of the Northern Territory and officially commences on 1 November and finishes 30 April. Cyclones can occur at any time during this period and from time to time, outside of this period.

### 3.6 Coordinator

The person designated by the CEO as the main person to coordinate collect and disseminate information and to issue instructions and information to employees regarding actions taken and decisions made during a severe weather event; usually the Resource Manager.

## **4.0 Responsibilities**

### **4.1 Responsibilities of NTGPE**

- 4.1.1 Ensure the Managing Severe Weather Events Policy and related procedures are current and available for employees and program participants.
- 4.1.2 Liaise with relevant organisations to ensure information and advice is current and provided in a timely manner, particularly the Bureau of Meteorology as well as CDU.
- 4.1.3 Ensure to the extent possible that NTGPE employees have registered with CDU for SMS messaging.

### **4.2 Responsibilities of the Chief Executive Officer (CEO)**

- 4.2.1 Chair the Severe Weather Event Group and oversee all activities during severe weather preparation and post event.
- 4.2.2 Determine and set membership of the Severe Weather Event Group annually.
- 4.2.3 Should the CEO be unavailable, their responsibilities will fall to the Coordinator.
- 4.2.4 Should neither the CEO nor the Coordinator be available the role and function will fall to the Senior HR Officer.

### **4.3 Responsibilities of Severe Weather Event Group**

- 4.3.1 Ensure this policy and related procedure is current and all relevant equipment and resources are available at the commencement of each cyclone season.
- 4.3.2 Coordinate all activities related to severe weather events and oversee procedural actions by NTGPE employees.
- 4.3.3 Provide guidance and advice to employees, contractors, program participants and visitors as required.
- 4.3.4 Ensure human resources has current employee contact details and next of kin at all times.
- 4.3.5 Ensure program managers have current contact details of all program participants including immediate family/guardian/responsible other contact details (where possible).
- 4.3.6 Ensure decisions and deliberations are made based on current information and advice from reputable sources.

### **4.4 Responsibilities of Employees**

- 4.4.1 Be familiar with this policy and related procedures to further awareness of the actions required in preparing for the event of a cyclone or any natural disaster, for their own personal safety and the safety of others.
- 4.4.2 Register with CDU to receive SMS messages regarding cyclones and severe weather events. Regularly check the CDU web site for information. Log-on is through SharePoint>Quick links>CDU E Centre:  
<https://idm.cdu.edu.au/pls/apex/f?p=1023:LOGIN:1771171384655101>
- 4.4.3 Program managers have special responsibility to have available during the cyclone season all program participant details, and to appropriately inform program participants of the *COR002 Managing Severe Weather Events Policy*.

#### **4.5 Responsibilities of Program Participants**

- 4.5.1 To be familiar with this policy and to ensure they take personal responsibility for planning for a severe weather event, relative to their placement.
- 4.5.2 Specifically, GP registrars should ensure they are familiar with the severe weather policy/cyclone planning applicable to their employment location.
- 4.5.3 Generally, John Flynn students will be evacuated if necessary, but subject to the circumstances of any event.
- 4.5.4 In the case of specific concerns advise the program manager.
- 4.5.5 Follow all reasonable directions provided by the program manager or delegate.

#### **5.0 Inclusions**

- 5.1 General Procedure for Employee and Program Participants
- 5.2 Program Participants in Remote Placements Cyclone Evacuation Procedure

#### **6.0 Attachments**

- Attachment 1 Program Participant Severe Weather Declaration Form
- Attachment 2 Cyclone Procedure for Program Participants
- Attachment 3 Cyclone Emergency Kit
- Attachment 4 Charles Darwin University Cyclone Evacuation and Emergency Kit
- Attachment 5 International House Darwin Cyclone Emergency plan poster for Residents 2016

#### **7.0 Related Policies and Legislation**

- 7.1 COR006 Employee Leave Policy and related procedures
- 7.2 COR001 Attendance Flexible Working Arrangements and Time in Lieu Policy
- 7.3 Cyclone Emergency General Advice produced and promulgated by Charles Darwin University
- 7.4 The NT Disasters Act 2008 -  
<http://www.pfes.nt.gov.au/resources/ntes/cda/docs/NTDisastersAct.pdf>
- 7.5 NT Government - Emergency Shelter Locations  
<https://secure.nt.gov.au/prepare-for-an-emergency/shelter-locations>

## General Procedure for Employees and Program Participants

### 1.0 Procedure

#### 1.1 General Procedure

- 1.1.1 The NTGPE coordinator (under authority of the CEO) is responsible for all communication in relation to severe weather events including advisories and directives on event category, office closure, 'All Clear' and return to work.
- 1.1.2 The coordinator must confer with the CEO before advising office closure, the evacuation of program participants from placement locations and return to work/location 'All Clear'.
- 1.1.3 Employees and program participants are expected to comply with all reasonable directives issued by the coordinator.
- 1.1.4 All new employees and program participants will be provided with a copy of the Managing Severe Weather Events Policy and related procedures during their orientation/induction.
- 1.1.5 A copy of the Managing Severe Weather Events Policy and related procedures will be readily available on SharePoint and the website.
- 1.1.6 Employees will be specifically reminded of the Managing Severe Weather Events Policy and related procedures in mid-October, prior to the annual cyclone season.
- 1.1.7 Each employee and program participant must familiarise themselves with the policy and related procedures to further their awareness of the actions required of them in preparing for the event of a cyclone or any natural disaster, for their own personal safety and the safety of others.
- 1.1.8 The coordinator or delegate approved by the CEO at the beginning of each cyclone season will be responsible for continuous monitoring of the Bureau of Meteorology messages website and media broadcasts during the development of a cyclone potentially affecting the NT.
- 1.1.9 In the event of the existence of a cyclone or other severe weather event, NTGPE shall take an active approach and be guided by the actions of the Northern Territory Police Fire and Emergency Services.

#### 1.2 Media

- 1.2.1 All media enquiry should be referred to the CEO.

#### 1.3 Cyclone Procedure

##### 1.3.1 NTGPE Severe Weather Event Group

NTGPE will establish a Severe Weather Event Group which will meet monthly throughout the season and when a cyclone is imminent, in relation to actions to be taken. The group is made up of the following members:

Role	Position
Chair	<ul style="list-style-type: none"> <li>• CEO</li> </ul>
Coordinator	<ul style="list-style-type: none"> <li>• Resource Manager</li> </ul>
Group Members	<ul style="list-style-type: none"> <li>• Senior HR Officer</li> <li>• EMES</li> <li>• others as directed by the CEO</li> </ul>

### 1.3.2 Cyclone Warning System

Bureau of Meteorology (BOM) Messages	Description
<b>Cyclone Watch</b> First BOM notice	This advice is issued if a cyclone is expected to affect coastal communities (up to 100km inland) within 48 hours, but not expected within 24 hours.
<b>Cyclone Warning</b> Second BOM Notice	This advice is issued if a cyclone is expected to affect coastal communities (up to 100km inland) within 24 hours or is already affecting communities.
<b>All Clear</b>	Declared when it is considered safe for the public to leave shelter and return home and back to work.

### 1.3.3 Cyclone Category Hierarchy

1.3.3.1 Cyclone categories are nominated by the Bureau of Meteorology or NT Emergency Services (NTES).

1.3.3.2 Cyclone categories range from 1 for a weak system to 5 for the most severe system as per table below. For example Cyclone Tracy was estimated to be a Category 4.

Cyclone Category	Strongest gusts (km/h)	Typical effects
1	Less than 125	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings.
2	125-170	Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small craft may break moorings.
3	170-225	Some roof and structural damage. Some caravans destroyed. Power failures likely.
4	225-280	Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.
5	More than 280	Extremely dangerous with widespread destruction.

### 1.3.4 Before the Cyclone Season

1.3.4.1 During October each year, the coordinator will issue instructions on housekeeping matters and ensures the workplace is reviewed for safety in advance of the wet season.

1.3.4.2 In mid-October the Senior HR Officer will request all employees to update their address and contact information with payroll who will prepare a consolidated list to be held by the CEO, Senior HR Officer and other staff as required, in a format that can be accessed 24/7 during severe weather events. Program managers to provide contact information for program participants.

1.3.4.3 The Severe Weather Event Group meets to consider risks and special circumstances in the coming season.

1.3.4.4 Employees are reminded to register for CDU SMS messages regarding the status of CDU campus – Go to SharePoint/Quicklinks/CDU eCentre.  
<https://idm.cdu.edu.au/pls/apex/f?p=1023:LOGIN:1771171384655101>

### **1.3.5 Cyclone WATCH announced (first BOM notice) - action to be taken**

- 1.3.5.1 Depending on cyclone severity and location consider calling together the Severe Weather Event Group.
- 1.3.5.2 Ensure employees and program participants are aware of the cyclone watch status.
- 1.3.5.3 Coordinator may issue an email reminder to Darwin employees to register for CDU SMS messages.
- 1.3.5.4 Coordinator to maintain an active interest in the developing weather event and proceed according to circumstances.

### **1.3.6 Cyclone WARNING announced (Second BOM Notice) action to be taken. The coordinator will:**

- 1.3.6.1 Call together the Severe Weather Event Group.
- 1.3.6.2 Issue email advice to employees and program participants advising that cyclone warning is current. If email is unavailable, then contact as appropriate to the circumstances.
- 1.3.6.3 Coordinate clean up preparations by all employees likely to be effected and the securing of the office.
- 1.3.6.4 Call together Severe Weather Event Group to assess and report on completion of procedures and assess whether it is appropriate to recommend employees and program participants leave work premises to go home or be evacuated in the case of program participants.
- 1.3.6.5 Confirm all employees have vacated, that preparations are complete, secure the building and leave.
- 1.3.6.6 Confirm all program participants are as secure as possible or have been evacuated.

### **1.3.7 Out of Hours Cyclone Planning**

- 1.3.7.1 If a Cyclone Watch is declared outside normal working hours, the coordinator and CEO will assess what action needs to be taken. Coordinator will liaise with relevant employees and program participants through the program managers and Program Support Team. Employees and program participants will only be contacted if deemed necessary.

### **1.3.8 Getting the 'All Clear' and Return to Work**

- 1.3.8.1 As soon as practicable after a cyclone passes, the coordinator /or delegate will contact employees and program participants to confirm the all clear to return to work or placement location and establish employee/program participant availability to return to work. After that advice and if personal damage has not been sustained, employees are expected to return to work at the start of the next business day and program participants as soon as next available flight back to their placement location.
- 1.3.8.2 Alternatively, the CDU SMS and web page information, advising that the University is 'open' is a notification for Darwin employees to return to work.



- 1.3.8.3 In cases where employee property damage has occurred and leave is required, normal personal or recreation leave will need to be taken if employees require time away from work unless otherwise approved by the CEO. Employees are required to inform their line manager that they will be on leave and provide an estimate of the length of time required.

#### **1.4 Flood Procedures for Flood Prone areas**

- 1.4.1 Alice Springs and Katherine can be subject to flooding.
- 1.4.2 Within these areas, control and coordination of counter disaster operations will be provided by the local Police/Emergency Operations Centre. In Alice Springs NTGPE office staff will follow the NTPHN office flood plan.
- 1.4.3 If flooding is predicted and evacuation becomes necessary, local evacuation centers will be set up.
- 1.4.4 Radio is regarded as the media likely to provide the most comprehensive and up to date information.

#### **2.0 Declaration of Natural Disaster**

- 2.1 Where the government declares an area to be natural disaster area employees will be considered to be on paid leave until notified that they are required back at work. This could be between one-to-five days depending on the level of devastation. Any further leave must be approved by NTGPE.

## Program Participants in Remote Placements Cyclone Evacuation Procedure

### 1.0 Remote Locations Top End

#### 1.1 Category 1 and 2 Cyclones

- 1.1.1 In the event of communities being placed on a **Cyclone Watch** or **Cyclone Warning**, program participants will follow the local health service's cyclone plan as well as the directions of the health service manager and Placement Supervisor.
- 1.1.2 NTGPE will be guided by the health service manager and/or Department of Health management regarding the evacuation of program participants from individual placement locations.
- 1.1.3 Should program participants wish to be evacuated to Darwin, they must liaise with the health service manager, placement supervisor and the NTGPE program manager. GP registrars will take instructions from their 'on location' employer.

#### 1.2 Category 3 to 5 Cyclones

- 1.2.1 In the event of communities being placed on a **Cyclone Watch** for a **Category 3-5** Cyclone, arrangements for evacuation of John Flynn students out of the placement location to Darwin will be made by NTGPE staff – where possible. Evacuation of students will commence, if possible, when the cyclone warning is announced or imminent. GP registrars will take instructions from their 'on location' employer. If evacuation is approved by the GP registrar's employer NTGPE staff will make arrangements where possible.
- 1.2.2 Should the cyclone watch be cancelled the travel to Darwin will also be cancelled by NTGPE staff.
- 1.2.3 Should the cyclone watch be elevated to a **Cyclone Warning**; the evacuation plan will be implemented and John Flynn students will be flown to Darwin where possible. GP registrars will take instructions from their 'on location' employer. If evacuation is approved by the GP registrar's employer NTGPE staff will make arrangements where possible.
- 1.2.4 Should Darwin be threatened by the same or another Category 3, 4 or 5 Cyclone, John Flynn students will be evacuated back to their place of origin, where possible. GP registrars will remain in their location and take advice from 'on location' employer.
- 7.5.1 If there is no possibility of John Flynn students returning home to their place of origin, they will evacuate to International House Darwin (IHD), CDU and follow all instructions as provided by IHD (refer attachments) and take a cyclone emergency kit provided by NTGPE with them.

**Managing Severe Weather Declaration Form**

I (name) \_\_\_\_\_ have read and understood NTGPE's Managing Severe Weather Event Policy for program participants and related procedures and understand my responsibility to abide by the policy and any instructions given to me for my safety by NTGPE or any health service, where relevant, during any severe weather event.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_

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***The program participant will keep a copy of this declaration and the original will be kept on the relevant Program file***

## Cyclone Procedure for Program Participants

### 1.0 Cyclone Procedure

#### 1.1 When a Category 1-3 Cyclone Watch has been declared

- 1.1.1 Contact your program manager daily.
- 1.1.2 Know and understand the placement location's cyclone policy and procedures.
- 1.1.3 Ensure you understand when the placement location will ask you to leave the health service and when you should return following the cyclone.
- 1.1.4 Decide whether you wish to be evacuated or remain in the community. You must personally speak to the program manager about this.
- 1.1.5 Take the following actions:
  - Charge your mobile phone and keep it charged for as long as possible.
  - Make sure you have some cash as electricity may be affected and electronic automatic teller machines are unlikely to function.
  - Check your cyclone emergency kit and ensure the radio and torch are working, below is a list of what should be in your kit.

#### 2.2 When a Category 1-3 Cyclone Warning has been issued

- 2.2.1 Tune the radio (in the cyclone emergency kit) to the local ABC channel – 105.7 FM and continue listening.
- 2.2.2 Emergency Services via the ABC radio 105.7 FM will advise the public when it is time to move to 'shelter.' Do so as soon as advised and ring the program manager to confirm your whereabouts. Don't make unnecessary phone calls during this stage.  
<https://secure.nt.gov.au/prepare-for-an-emergency/shelter-locations>

#### 2.3 When a Cyclone is Imminent

- 2.3.1 Disconnect all electrical appliances; i.e. pull plugs out of the wall sockets.
- 2.3.2 Remain indoors at all times.

#### 2.4 When a Cyclone Strikes

- 2.4.1 Stay inside
- 2.4.2 Place mattress/blanket over the top of you during the height of the storm.
- 2.4.3 When the wind drops DO NOT go outside as this may only be the 'eye' of the storm and gale force winds may return from the opposite direction some hours afterwards.
- 2.4.4 Stay well clear of all windows and doors.

#### 2.5 After the Cyclone

- 2.5.1 **DO NOT** go outside until advised by Emergency Services via the ABC Radio that it is safe to do so.
- 2.5.2 The Emergency Services will issue an advice of 'All Clear' (allowing you to go outside), what to do and when.
- 2.5.3 For your safety, stay away from power lines and trees.
- 2.5.4 The program manager will contact you after the cyclone as soon as telephone systems are restored.

**Please note:** *Depending on the severity of the cyclone and the impact it has on Darwin's essential services, it may be necessary to evacuate program participants from Darwin following the cyclone.*

## Cyclone Emergency Kit

Cyclone emergency kits, located at some placement locations, contain the following:

1. First Aid Kit
2. Portable Radio and spare batteries
3. Two torches and two batteries
4. Portable stove and gas canister
5. LED lantern
6. Box of all weather or wet matches
7. Box of candles
8. Can opener
9. Six rolls of masking tape
10. Large bin bags
11. Two plastic water containers (20 litres)
12. Basic food items for 4-5 students for approx 2 days (tinned food; e.g., baked beans, soup, corned beef, carton UHT milk)

### Note

- I. Items in Cyclone Emergency Kits are to be used **only** in the case of a cyclone. This includes basic food items.
- II. Contents of Cyclone Emergency kits are checked by the NTGPE staff at the beginning and end of the cyclone season and by program participants when they occupy accommodation during the cyclone season (1 November to 30 April). This includes:
  - checking if any items have been used from the First Aid Kit;
  - testing the radio and torch to ensure batteries are working;
  - testing the LED lantern; and
  - ensuring the gas canister has sufficient gas.
- III. Missing items are to be reported immediately to the program manager for replacement.

## Charles Darwin University Cyclone Evacuation and Emergency Kit

### Evacuation kit

An evacuation kit is a portable kit that normally contains the items you would require to survive for 72 hours, when evacuating from a disaster. The focus is on evacuation, rather than long-term survival.

The primary purpose of an evacuation kit is to allow you to evacuate quickly if a disaster should strike. It is therefore prudent to gather all of the materials and supplies that might be required to do this into a single place, such as a bag or a few storage containers. In addition to allowing you to survive a disaster evacuation, an evacuation kit may also be used when sheltering in place as a response to emergencies such as house fires, blackouts, cyclones, and other severe natural disasters.

Think about having an evacuation kit handy in your car, office, student residence and at home... just in case.

**EVACUATION KIT**

If you live in a low-lying coastal area or an area prone to flooding, preparing an Evacuation Kit now can save you time and stress in the event of cyclone, storm tide, flood or tsunami.



**✓ CHECKLIST**

- a - blanket
- b - sleeping bag
- c - kids toys/entertainment
- d - pillows
- e - warm clothes
- f - valuables + mementos
- g - essential medication
- h - mobile phone + charger
- i - important documents in sealed bags + cash
- j - baby formula + nappies
- k - toiletries

(Source: Queensland Government: <https://getready.qld.gov.au/natural-disasters/>)

# Emergency kit

An emergency kit is a package of basic tools and supplies prepared in advance as an aid to survival in an emergency. Emergency kits, in a variety of sizes, contain supplies and tools to provide a survivor with basic shelter against the elements, help you to keep warm, meet basic health and first aid needs, provide food and water, signal to rescuers, and assist in finding the way back to help.

## EMERGENCY KIT

For many emergencies, you may be able to shelter in place, either at home or at work. In this situation you will need to rely on items you've included in your Emergency Kit.

Include items you'd need for at least three days in case of disruption to essential services such as power and water supplies. Also, include the equipment you'll need to prepare meals with no power.

Keep your kit in a waterproof storage container and store in an easy to access location. Check your kit every three months to stock up and rotate supplies to ensure provisions are fresh and safe to use.



### CHECKLIST

- a - fresh water for three days
- b - three days worth of non-perishable food and can opener
- c - first aid kit
- d - portable radio
- e - torch
- f - sturdy gloves
- g - spare batteries for radio, torch and mobile phone
- h - essential medication
- i - mobile phone and charger
- j - important documents in sealed bags + cash
- k - baby formula + nappies
- l - waterproof bags
- m - toiletries

(Source: Queensland Government: <https://getready.qld.gov.au/natural-disasters/>)

## Attachment 5

### WI 4030.2 CYCLONE EMERGENCY PLAN

International House Darwin (IHD) management and staff will do everything possible to ensure your safety in the event of a cyclone. Your assistance and co-operation is vital! Please ensure you familiarise yourself with this Emergency Plan and update your contact details with the IHD office as soon as possible.

The cyclone season officially commences on 1 November and ceases on 30 April, but cyclonic events have been known to occur outside this period. Cyclones affect coastal areas up to at least 50 km inland from the sea.

#### **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. As soon as a cyclone watch has been issued, it will be posted on the CDU website – [www.cdu.edu.au](http://www.cdu.edu.au) and broadcasted on 104.1 Territory FM & ABC Local Radio FM 105.7.

At this point, the IHD team will initiate emergency procedures to ensure the safety of all residents. This will include communicating with residents via SMS, email. Please ensure you follow the directions of the Resident Leader's and IHD staff.

When a Cyclone Watch is declared, residents are asked to do the following:

- Bring all valuables such as passport, monies etc to the office for storage in the IHD safe;
- Secure all personal possessions in your room, preferably in a cupboard;
- Ensure your bike is moved to the bike shed;
- Contact your relatives and inform them that you are safe and that IHD will take all reasonable steps to ensure residents safety including evacuating you the nearest cyclone shelter - Dripstone Middle School, if necessary;
- Notify the IHD office if you leave the property;
- Prepare your Evacuation Kit containing the following:
  - A Jumper / change of clothes
  - A towel or blanket
  - Any personal Medication
  - A bottle of water
  - Mobile phone, Ipad or portable radio
  - A few muesli bars or energy bars

**Your Evacuation kit should take up no more room than a small back pack!**

#### **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.

At this point, the Vice Chancellor will determine if evacuation of some or all of the campus is required. IHD management will inform residents with updates via SMS, email and word of mouth through IHD staff and the R.L.'s. If the Vice Chancellor initiates an evacuation of IHD, IHD management will make necessary arrangements to move residents to the nearest cyclone shelter – Dripstone Middle School.

#### **Evacuation**

If an Evacuation is required, residents are asked to turn off and unplug all electrical devices in your rooms **except the fridge**. You are then to proceed with your Evacuation Kit (as listed above) to the centre of Brown building 3, and wait for further instructions.

IHD management will transport all residents to the nearest cyclone shelter – Dripstone Middle school. Residents will remain at the cyclone shelter until Emergency services and the Vice Chancellor give authority to return to IHD.

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W:\fas\fas-nfih\IHD\Management\Emergency Procedures\Cyclone Procedures\4030.2 IHD Cyclone Emergency plan 2013-2014.docx

*Yellow paper signifies that a document is controlled. Other paper copies are not guaranteed to be current.*

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