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Functional Manager	WHS Support Officer		

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1. Outline

- 1.1 The *Work Health and Safety (National Uniform Legislation) Act 2011* (WHS Act) and Regulations (WHSR), set out legal obligations for a Person Conducting a Business or Undertaking (PCBU) and officers to carefully manage risks and implement best industry practice systems for health and safety. As part of these requirements the legislative framework is focused on managing and protecting the health and safety of all workers, contractors, volunteers, visitors and others affected by the business of the Institute.
- 1.2 Before the commencement of every “wet” season, people living and working in the top end of the Northern Territory should familiarise themselves with the NT Emergency Service cyclone advice, relevant Institute policies and procedures and carry out some basic planning and preparation to safeguard themselves and their families should an emergency or cyclonic event develop. The basic preparations should include:
- tidy up any rubbish or loose materials in and around the workplace that may become airborne in high winds;
 - **prepare a cyclone kit of food, medicines and other essentials; and**
 - know the locations of emergency shelters and understand where and when you will seek shelter and what you need to take with you.
- 1.3 Additional information is available from the following sites:
- NT Emergency Service - <https://www.pfes.nt.gov.au/emergency-service>
 - Secure NT - <http://www.securent.nt.gov.au>

2. Pre-Wet Season Preparation (WSP)

To be conducted at the start of September

<i>Pre-Wet Season Tasks</i>	<i>Responsibility</i>
Revise and Update Procedures; Coordinate Procedures	Director People and Culture
Arrange distribution of amended plans, procedures and contacts all staff and students.	Director People and Culture, Director Student Experience
Advise staff to update their address and contact information in myHR and with the work group or unit	Director People and Culture
An inspection of the campus, leased housing and remote centres to be carried out by Facilities Manager in September to confirm readiness	Facilities Manager
Grounds clean up dangerous tree removal	Facilities Manager
Review and confirm student and staff have access to important information posters.	Director People & Culture / Work Health and Safety / Student Experience
Call for volunteers to assist in emergency operations	Facilities Manager to all staff

<i>Pre-Wet Season Tasks</i>	<i>Responsibility</i>
Check/service generators (B5 - ICT and Main Store) and fuel supplies; check emergency electrical connections B27 - Kitchen	Facilities Manager
Purchase stocks of large plastic bags and “gaffer” tape	Facilities Manager
Check functionality and availability of Satellite phones and vehicles Batchelor and remote	Fleet Coordinator

Send Cyclone/Wet Season warning notices to all staff (text messages and emails)

Director People and Culture

<p>Holiday Prep notification to staff.</p> <p>Send out to all staff a notification of what is expected of them prior to going on leave:</p> <ul style="list-style-type: none"> • Desk clear • Computer turned off and unplugged • Laptops to be put away in a drawer or if able taken home in case WFH requested • Printers to be turned off and unplugged • Move things away from windows if possible • Power points to be turned off • Files and cabinets to be locked • Food items/refrigerators to be cleared and cleaned out 	Facilities Manager
Test Institute Voice Messaging voice mail and change voice message to reflect change of season information.	Director People & Culture Current Phone Number: 8939 7444
Stock emergency rations and food in kitchen stores	Facilities Manager / Kitchen Manager
Report completion of pre-Cyclone/Wet Season preparations to CEO and/or Executive Leadership Team	Director People and Culture

3. Stages of a Cyclonic Event

The Northern Territory Emergency Service has adopted the Australian Warning System for cyclone, flood and storm emergencies.

There are now three levels of warning. These are:

1. **Advice (yellow).**

An incident has started. There is no immediate danger. Stay up to date, informed and monitor conditions.

2. **Watch and Act (orange).**

Conditions are changing and you need to start taking action to protect yourself.

3. **Emergency Warning (red).**

This is the highest level of warning. You may be in danger and need to take action immediately. Shelter now.

The symbols used for the three stages of cyclone warning are:

		
Advice	Watch and Act	Emergency Warning

3.1 Stage 1 Advice

3.1.1 A cyclone advice is issued by the Bureau of Meteorology if a cyclone or potential cyclone exists and there is a strong indication that winds above gale force will affect coastal communities within 24 to 48 hours. A report is issued every 6 hours by Bureau of Meteorology (website) and gives an estimate of the cyclone location, severity category, direction of movement and areas that could be affected.

3.1.2 During a cyclone advice it is important you:

- Listen to the radio, TV or check the BOM site on the internet for further information
- Notify any off-duty workers within the affected region or location
- Review any planned travel for workers to affected regions or locations

Staff should continue to work normally during a cyclone advice.

Task	Responsibility
CEO receives advice from DPC and Facilities Manager and/or NT Emergency Service and/or other source, and relays to relevant staff: http://www.bom.gov.au/products/IDR633.loop.shtml#skip	Director People and Culture

Task	Responsibility
<p>Advise all staff and students affected or likely to be affected by the event, that an advice has been issued.</p> <p>Note: Staff members working at Casuarina Campus are to refer to the CDU cyclone plan.</p>	<p>Staff Director People and Culture,</p> <p>Students Director Student Experience</p>
Record Institute Message using the 8939 7444 allocated number.	Manager Facilities
<p>Method of Communication during this stage:</p> <p>Communications will be maintained with staff and students via email, website and cyclone boards (located in Kitchen area, Library, Student Services, Student Travel and at Security check point of Batchelor Campus).</p>	<p>Staff Director People and Culture / Facilities Manager- WHS</p> <p>Students Director Student Experience</p>
<p>Prepare evacuation plan for students accommodated on campus. Students may either return to home or cyclone shelter as appropriate.</p> <p>Planning to include support/emergency kit for students.</p>	Director Student Experience
<p>Ensure all Institute vehicles are fuelled and parked under solid shelter B17 (where available) with hand brake on and in gear. Ensure keys for all vehicles are available. Spare keys to be kept with responsible work group or unit.</p>	Fleet Coordinator
Preparation of campus for possible cyclone. All objects, equipment and loose material that could become a projectile in strong winds to be secured or put under cover.	Facilities Manager
A final inspection of the campus to be carried out to confirm readiness.	Facilities Manager
Set up operations centre and advise all staff.	Director People and Culture

3.2 Stage 2 Watch and Act

- 3.2.1 Cyclone Watch and Act are issued as soon as gales or stronger winds are expected to affect coastal communities. Warnings are given every 3 hours when gales are expected within 24 hours or already happening. It identifies communities being threatened and gives the cyclonic event a name, its location, severity category and possible direction. A forecast of heavy rainfall, flooding and abnormally high tides could be included.
- 3.2.2 If a cyclone Watch and Act predicts that your specific region or locality will be affected, follow the task list below:

Task	Responsibility
Advise all staff and students affected or likely to be affected by the event, that a Cyclone Warning has been issued.	Staff Director People and Culture Students Director Student Experience
Install emergency generators at the kitchen, check operation. Ensure all generators are fully fuelled and at least 3 days spare fuel is onsite – 200 litres of fuel to be stored in the generator room in building Orange 5	Facilities Manager
Change Phone message on 8939 7444 advising of change to Stage 2.	Facilities Manager
Bulk SMS to be sent to staff advising status	Director People and Culture
Upon receipt of information from Deputy Chief Executive Officer - Operations detailing likely impact of event on staff and students travel, the CEO is to make a decision to activate a “close down” whether it is the DPC or Batchelor Institute of the Institute activities and send staff home on emergency leave.	CEO/ Deputy Chief Executive Officer - Operations/ (Refer to Wet Season Transport Procedures part 2 for guidance)
Staff and Student travel Notify students and staff scheduled to travel to and from Batchelor during the event.	Staff Director People and Culture Students Director Student Experience
Staff must notify Supervisors/Managers that all files and the office is secure, and computers closed down prior to departing the workplace.	All staff and students
Managers, Supervisors and Commuter Bus Drivers must record staff and student movements and provide updates to Chief Warden.	Chief Warden/ Wardens/ Bus Drivers
Ensure that mobile and satellite telephones are fully charged	All staff

<i>Task</i>	<i>Responsibility</i>
Satellite Phones to be allocated to Chief Warden, Director People and Culture, Campus Manager, Facilities Manager	Fleet Coordinator
Upon receipt of advice from the CEO, Staff and Students not directly involved in the functional capacity of the cyclone procedure are to leave the workplace and proceed home or to cyclone shelters as required.	CEO/ All non-essential staff and students

- 3.2.3 This phase of the warning is given when destructive winds or potential flooding are likely to affect the region within 6-12 hours.
- 3.2.4 All staff must now be sent home/cyclone shelter.

3.3 Stage 3 Emergency Warning

Note: At this stage the Institute, and the township, will come under the direction of the local Authorities.

Tasks	Responsibility
Ensure all non-essential staff and students have been sent home or to cyclone shelter.	Staff Director People and Culture Students Director Student Experience
Change Phone message on 8939 7444 advising of change to Stage 3.	Facilities Manager
Ensure that preparations required for cyclone impact been completed including vital equipment and file security.	Director People and Culture and Facilities Manager
Check status of remote locations in cyclone affected area.	Facilities Manager
Report completion to the CEO or in their absence, Deputy CEO - Operations	Director People and Culture
Secure workplace and go to shelter	Facilities Manager

An official announcement will be made to the public advising that all persons are to take shelter. Stay inside your shelter, well clear of windows. Listen to a portable radio for regular cyclone updates. If the house starts to break up, protect yourself with mattresses, blankets etc. Anchor yourself to a strong fixture. Beware of the calm eye. Don't assume a cyclone is over until advised by an official announcement (radio).

Note: There is no designated cyclone shelter in Batchelor; some remote communities have designated shelters. Remote area staff must check if the community shelter or their building is most appropriate.

3.4 All Clear / Safe to Leave Shelter

This stage may be announced through an Advice, similar to Stage 1 announcing that an incident has started.

3.4.1 The 'All clear' will be declared when it is considered safe for the public to leave their shelter. A formal advice giving the 'All Clear' will be made by the Local Controller of the Counter Disaster Team once the cyclone has passed and poses no further immediate threat.

3.4.2 Return to Work / Leave

All staff are expected to listen to radio or other media broadcasts for situation updates. When the "All Clear" announcement is made by the CEO, employees are to return to work as soon as possible. Staff who are unable to return to work due to their personal circumstances (e.g. school remains closed, local flooding prevents travel, severe damage to an employee's residence requiring immediate attention), may take leave. Depending on the circumstances, the leave provisions that would apply include Emergency, Recreation, Personal and Leave Without Pay. Where feasible, and by approval of the CEO, alternative work arrangements may be put in place.

If safety considerations remain after a cyclone, the CEO may consider several alternative actions such as:

- Release from Duty for a longer period,
- A directive that leave credits are to be used, or
- Other actions considered appropriate in the prevailing circumstances.

3.4.3 Tasks, once the 'All Clear' is given, are as follows:

Task	Responsibility
Assess damage, devise preliminary recovery strategy and establish priorities.	Facilities Manager, ICT Manager & All Managers
Change Phone message on 8939 7444 advising of change to Stage 7.	Facilities Manager
Provide status report to CEO for affected region or locality.	Deputy Chief Executive Officer - Operations
All staff and students to return to work at the earliest practical time. This should be as soon as possible after arrangements have been made for the accommodation of dependants and the safeguarding of property.	CEO, Director People and Culture, Director Student Experience

4. Closure of Schools and Offices

The Counter Disaster Council monitors all cyclone developments and, where warranted, will recommend to the Chief Minister the closure of schools and Government offices. If the Chief Minister approves these closures; the NT Emergency Service will notify affected regions through the media of that decision. This is generally an indication for the Institute to follow suit and implement this WHS Cyclone Plan, however the CEO has duties and obligations and will provide a decision for workers, contractors, volunteers and visitors of the Institute affected by the event.

The Counter Disaster Council has indicated that in the event of a serious cyclone threat, it would

recommend the closure of schools and (Government) offices during the latter part of a Level 2 cyclone WARNING, and before Level 3 was announced. The intention therefore is that the Institute's business or undertakings affected by the cyclonic event will be closed by the time the WARNING moves to Level 3.

5. Emergency Supply Kits

No individual emergency kits are held by the Institute. An ancillary services kit is held for support of students living in residences, but no provision has been made for individual office kits.

The Institute has no cyclone shelter. No assumption is made that any staff or students will be sheltering at the Batchelor Campus in the event of a direct cyclone impact

Individual staff members need to close down their workstations and clear loose items from desks and floors. It is recommended, where practicable, staff place computers into cupboards or drawers for extra protection, preferably wrapped in large plastic bags, available from the Facilities Manager.

6. Communications

Once a Cyclone ADVICE is declared, the Institute will establish a communication centre with a direct line contact number – 8939 7444. This contact phone number will be provided and confirmed by email as soon as a cyclonic event advice occurs and will be made available to staff and Students.

Note: workers should call this number 8939 7444 if they are unsure of procedures for leaving and returning to work or if they are unable to contact their immediate supervisors/managers.

6.1 Radio

6.1.1 ABC local radio, frequencies listed below, broadcast regular updates;

- Alice Springs: 783 AM and 99.7 FM
- Adelaide River: 98.9 FM
- Darwin: 657 AM and 105.7 FM
- Batchelor: 105.7 FM
- Katherine: 639 AM and 106.1 FM
- Nhulunbuy: 990 AM and 107.7 FM
- Tennant Creek: 684 AM and 106.1 FM
- Wadeye: 98.9 FM and 107.7 FM

See Appendix F for a list of current ABC frequencies in the NT

6.1.2 For other areas, refer to the ABC website for frequencies
<http://www.abc.net.au/reception/freq/Frequency-NT.pdf>

Note: When reference is made to a Counter Disaster Region by radio or formal communication from the Territory Emergency Management Council (TEMC) and/or NT Emergency Service, Counter Disaster Region 1 = within a 55-kilometre radius of DARWIN GPO

7. Institute Contacts

Name	Position or title	Region or locality	Contact details and mobile
Joe Martin-Jard	Chief Executive Officer	All	Mobile: 0473 589 497 Email: joe.martin-jard@batchelor.edu.au
Renee Long	Deputy Chief Executive Officer - Operations	All	Mobile: 0407 122 683 Email: renee.long@batchelor.edu.au
Katrina McGarvie	A/Director People and Culture	All	Mobile: Email: katrina.mcgarvie@batchelor.edu.au
Adam Troyn	Manager of Marketing, Public Relations and Communications	All	Mobile: 0476 449 190 Email: adam.troyn@batchelor.edu.au
Sesle Pastore	Director Student Experience	All	Mobile: 0437 00 637 Email: sesle.pastore@batchelor.edu.au
Robert Sharp	Facilities Manager	All	Mobile: 0457 167 025 Email: robert.sharp@batchelor.edu.au
Kathryn Gilbey	Executive Dean, Faculty of Tertiary Education and Research	All	Mobile: 0429 532 629 Email: kathryn.Gilbey@batchelor.edu.au
Fishta Fidiana	Chief Financial Officer	All	Mobile: 0418 708 173 Email: fishta.fidiana@batchelor.edu.au
Costa Bulsey	Residential Coordinator	Batchelor	Phone: (08) 8939 7463 Mobile 0428 287 109
	HSE Support Officer	CDU	Phone: (08) 8946 6473 Email: hse@cdu.edu.au
Lynette Ross	Director Central Australia – Alice Springs DPC	Alice Springs	Phone: (08) 8951 8318 Email: lynette.ross@batchelor.edu.au
Nigel Quinn	Manager ICT	All	Phone: 0418 424 244
	Security	Batchelor	Phone: 0447 021 113
	Security	Alice Springs	Phone: (08) 8955 5888 (24/7 contact)

8. Emergency Contact List

Service	Title	Contact
Cyclone Information		Phone: 1300 659 211
Emergency Police, Fire & Ambulance		000
Emergency services	On call Duty Officer	Mobile: 0408 896 245
Police		Phone: 131 444 (non-critical)
Batchelor Police		Phone: 8976 0015
Batchelor Clinic		Phone: 8976 0011
Coomalie Council		Phone: 8976 0058
Power and Water		Phone: 1800 245 092
Fire Services		Phone: (08) 8999 3473 (non-critical)
Telstra Help Desk		Phone: (08) 8924 4355

9. Responsibilities

Responsibilities are as described and allocated throughout this plan.

10. Supporting Documents

- Work Health and Safety Policy

11. Related documents and references

- *Work Health and Safety (National Uniform Legislation) Act (NT) 2011* and Regulations
- Safe Work Australia and NT WorkSafe information bulletins
- Northern Territory Government websites and information publications
- *Emergency Management Act (NT) 2013*
- Police, Fire and Emergency Services
- Secure NT
- Australian Government website and information publications
- Bureau of Meteorology
- Australian Broadcasting Corporation website and information publications
- AS/NZS 4801:2001 Occupational health and safety management systems – Specification with guidance for use
- AS/NZS 4804:2001 Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques

12. Modification history

<i>Date</i>	<i>Version</i>	<i>Sections modified</i>	<i>Authority</i>	<i>Details</i>
Dec 2013	6		ERG	
Oct 2014	7	All	ERG	Minor revisions and updates
Nov 2015	8	All	Director HR/ WHS	Minor revisions and updates
Oct 2018	9	All	Director HR/ WHS	Minor revisions and updates
April 2021	10		Facilities & Infrastructure Manager	Minor revisions and updates
Nov 2021	11	All	Director People and Culture	Minor revisions and updates
September 22	12	All	Director People and Culture	Minor revisions and updates
October and November 2023	v1 2023	All	Chief Executive Officer	Revision to make the plan consistent with the Northern Territory Emergency Service Oct23 adoption of the Australian Warning System for cyclone, flood and storm emergencies. Update to contacts.
October 2024	v1 2024	various	SET	Minor revisions and updates

13. Feedback

If you have any comments or feedback about this Procedure, please contact the Director People and Culture or the Work Health and Safety Support Officer on (08) 8939 7315.

APPENDICES

- Appendix A Public cyclone shelters
- Appendix B Cyclone severity categories
- Appendix C Cyclone Warning System
- Appendix D Sample emails to staff
- Appendix E Flow Chart of Key Actions
- Appendix F ABC TV and radio services

Appendix A Public cyclone shelters

Additional information concerning public shelters is available from Police Fire & Emergency Services.

Darwin and the Greater Darwin region Public Shelters

*(Pets **cannot** be taken to these shelters.)*

Note: Emergency shelters are unique to the Northern Territory and are a direct legacy of Cyclone Tracy. Following Cyclone Tracy, selected buildings were repaired and upgraded by the Government so they could be used as emergency shelter facilities during the rebuilding of Darwin. Shelters have continued to be provided for residents who are at risk from STORM SURGE, live in caravan parks or other non-coded homes. These shelters include:

<i>Building name</i>	<i>Address</i>
Berry Springs Primary School	1150 Cox Peninsula Road, Berry Springs
Casuarina Senior College	61 Trower Road, Moil
Wagait Shire Council Office	Lot 62, Wagait Tower Road, Wagait Beach
Dripstone High School	326 Trower Road, Tiwi
Girraween Primary School	Carruth Road, Girraween
Nightcliff Middle School	90 Aralia Street, Nightcliff
Palmerston Senior College – Palmerston College	Tilston Avenue, Driver, Palmerston
Palmerston College – Rosebery Campus	185 Forrest Parade, Rosebery
Rosebery Primary & Middle School	Cnr. Forrest Parade & Belyuen Roads, Rosebery
Sikh Community Centre (Community shelter)	8 Earhart Court, Marrara
Supreme Court Building	The Esplanade, Darwin NT
Taminmin High School	Challoner Circuit, Humpty Doo

Darwin and the Greater Darwin region Shelters in Carparks

*(Vehicles and caged/restrained pets **permitted**.)*

Note: A number of undercover car parks have been identified as places where residents can shelter in their cars with their pets, provided the pets are properly restrained. These car parks were built to code but they are not designed as emergency shelters. They do not have supporting staff, are not fully enclosed, are without amenities and do not have debris screens. Vehicles and pets may not be left unattended. These shelters include:

<i>Building name</i>	<i>Address</i>
Casuarina Square Shopping Centre	247 Trower Road, Casuarina
Palmerston Shopping Centre	Temple Terrace, Palmerston
Double Tree by Hilton Hotel	116 The Esplanade, Darwin
Palmerston Hub Complex	3 Maluka Street, Palmerston

Katherine and the Greater Katherine region Public Shelters

*(Pets **cannot** be taken to these shelters).*

Note: Katherine region shelters will be opened in this order, tune into your local radio to learn more. These shelters include:

<i>Building name</i>	<i>Address</i>
Katherine High School	Grevillea Street, Katherine East
MacFarlane Primary School	Grevillea Street, Katherine East
Casuarina Street Primary School	Corner Casuarina Street & Needham Terrace, Katherine

Alice Springs and the Greater Alice Springs region Public Shelters

*(Pets **cannot** be taken to these shelters.)*

Note: Alice Springs region shelters will be opened in this order, tune into your local radio to learn more. These shelters include:

<i>Building name</i>	<i>Address</i>
Braitling Primary School	80 Head Street, Braitling
Centralian Middle School	56 Milner Road, Gillen
Centralian Senior College	10 Grevillea Drive, Sadadeen
Larapinta Primary School	22 Albrecht Drive, Larapinta
Yirara College	South Stuart Highway, Alice Springs

Appendix B Cyclone severity categories

Category	Strongest gust (km/h)	Average maximum wind (km/h)	Indicative central pressure (hPa)	Typical effects (indicative only)
1	90-124	63-88	Greater than 985	Negligible house damage. Damage to some crops, trees and caravans
2	125-169	89-117	985-970	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	170-224	118-159	970-955	Some roof and structural damage. Some caravans destroyed. Power failures likely.
4	225-279	160-199	955-930	Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.
5	More than 280	More than 200	Below 930	Extremely dangerous with widespread destruction.

Note: the descriptions of damage are indicative only. Damage will vary between localities due to factors such as building standards, flooding, etc.). On occasions, central pressures in official warnings may vary from those in the above table.

Information provided by the Bureau of Meteorology <http://www.bom.gov.au/cyclone/about/> .

Appendix C Cyclone Warning System

Cyclone warnings broadcasted by local radio stations are based on information from the Bureau of Meteorology and may differ from the Stages of Activation declared by the Counter Disaster Controller. The Cyclone Counter Disaster Plan warnings are however linked to the timing of the meteorological warnings.

Bureau of Meteorology messages	NT Counter disaster stages and activation		Stages
CYCLONE ADVICE A tropical low or tropical cyclone exists and is likely to affect Counter Disaster Region within the next 48 hours - but not before 24 hours	ADVICE	Level 1	Preparation Stage
CYCLONE WARNING A tropical cyclone is expected to cause gale force winds in Counter Disaster Region within the next 24 hours	WATCH and ACT- The initial stage of a cyclone warning should be used to clean up and prepare for vacating the building or workplace. Non-essential workers may be allowed to leave once complete. If the threat continues to develop, Emergency Services will announce the closure of schools and government offices and all workers will be required to vacate.	Level 2	Clean Up Stage
CONTINUED CYCLONE WARNING Increasing threat to Counter Disaster Region.	WATCH and ACT - Declared when available information suggests that destructive winds are likely to affect Counter Disaster Region community within the next 6-12 hours.	Level 2	Security Stage
TAKE SHELTER CYCLONE WARNING Increasing threat to Counter Disaster Region.	EMERGENCY WARNING - At this time an official announcement will be made to the public advising all persons in Counter Disaster Region to TAKE SHELTER .	Level 3	
DESTRUCTIVE WINDS IN REGION CYCLONE WARNING Increasing threat to Counter Disaster Region	EMERGENCY WARNING Declared when destructive winds have reached the boundary of Counter Disaster Region.	Level 3	
PRE-ALL CLEAR	- ADVICE Declared when winds no longer pose a threat to communities within Counter Disaster Region.		

<i>Bureau of Meteorology messages</i>	<i>NT Counter disaster stages and activation</i>		<i>Stages</i>
	Note: The ALL CLEAR has not yet been announced. Stage 5 may need to be re-declared if necessary.		
ALL CLEAR	ADVICE Declared when it is considered safe for the public to leave shelter. STAND DOWN - Declared when no further Counter Disaster measures are necessary		

Appendix D Sample emails to staff

The following three email samples (Alert, Standby and Activation) may be used by the Institute and Director to provide official communication of a cyclonic event to occur. Generally, these emails will go out to the generic All Staff Email, so all are kept informed.

Generic email address: AllStaff@batchelor.edu.au

Alert for Level 1 Advice—All staff

The Bureau of Meteorology (BoM) has issued a Cyclone Watch for the Territory coast including the specific region or locality. Gale force winds are likely to affect the area within the next 48 hours, but not within 24 hours. The latest details of the tropical cyclone/low may be obtained from the BoM website <<http://www.bom.gov.au/>>.

Staff should continue to work as normal while undertaking cyclone preparations including those specific to their duties.

Each staff member should ensure the following is completed:

- Read the Institute's WHS Cyclone Plan 2022-2024 to familiarise themselves with what to expect and how to access information should a cyclone continue to develop
- Update personal details on MyHR and/or with their immediate supervisor/manager and/or divisional manager/faculty head
- Remove all loose items from desktops, walls, tops of filing cabinets and secure in lockable filing cabinets or drawers
- Pack personal items ready to be taken home
- All files not in immediate use are to be stored in a safe manner. If the announcement is upgraded to a WARNING, all files in Records will be safely stored and the compactus *locked and sealed with tape and plastic
- All workers need to have their immediate supervisor/manager's contact details, mobile and satellite phones are to be fully charged and car custodians are required to refuel vehicles and organise any home garaging
- Assist with specific cyclone preparations for your work group or unit as directed.

Should the cyclone threat escalate outside work hours, workers should listen to media sources and/or access the BoM website for details of the cyclone and refer to the Institute's WHS Cyclone Plan 2022-2024 to ascertain whether they should attend work for their next normal shift.

Standby Level 2 – Watch and ActAll staff

The Bureau of Meteorology (BoM) has issued a Cyclone Warning for the Territory coast including the specific region or locality. The latest details indicate that the tropical cyclone is expected to cause gale force winds within the next 24 hours. Further details of the tropical cyclone are available from the BoM website <<http://www.bom.gov.au/>>.

Cyclone preparations as detailed in the Institute's WHS Cyclone Plan 2022-2024 are to be given priority by all staff and must be completed prior to leaving the workplace. If the Chief Minister closes schools and/or government offices, workers will be advised and given an opportunity to care or make arrangements for dependents.

Preparations to be undertaken include:

- Paintings and other valuable hangings should be removed from walls and moved into rooms away from the perimeter of the building
- Electrical devices including faxes, photocopy machines and kitchen appliances (excluding fridges) should be disconnected and where possible, sealed in plastic bags;
- Computers and printers are to be turned off and the power plugs removed from the wall prior to going home. These devices should be sealed in garbage bags, and moved away from windows or placed on the desk
- As a final step, telephones should be disconnected, sealed in plastic bags* and placed on their desk
- Assist with specific cyclone preparations for your business unit as directed.

Should the cyclone threat continue to escalate outside work hours, workers should listen to media sources and/or access the BoM website for details of the cyclone and refer to the Cyclone Plan to ascertain whether they should attend work.

**do we have sufficient stock of plastic bags suitable for this purpose*

Activation Level 2 – Watch and Act All Staff

The Bureau of Meteorology (BoM) has issued a Cyclone Warning for the Territory coast including the specific region or locality and destructive winds are likely to affect the area within the next 6-12 hours.

Institute offices in the specified region are now closed until further notice.

Workers should listen to media sources and/or access the BoM website for details of the cyclone and refer to the Institute's WHS Cyclone Plan 2022-2024 to find when they should return to work.

Appendix E Flow Chart of Key Actions

Pre-Wet Season

Review and update previous year's Procedures. Arrange for distribution to all workers
Confirm **Emergency Supply Kits** are complete and available (i.e. tape for windows, plastic for computers/phones)
Advise all staff to update their contact details in myHR and with their supervisor/manager



ADVICE

CEO advised by Director People and Culture/ Chief Warden of a Cyclone Advice
Director People and Culture advises all staff and students that a Cyclone Advice has been issued

SecureNT also advise

You should do all of the following:

- check your property for any loose material and tie down, or fill with water, all large and relatively light items such as boats and rubbish bins
- listen for an announcement that schools may close, be prepared to collect your children
- monitor conditions. Cyclones and tropical lows are fickle; they can change direction, intensify quickly or move faster than expected.
- check your neighbours are aware of the situation.
- fill your vehicle's fuel tanks and jerry cans
- check your emergency kit and fill any water containers you may have - you should have at least 10 litres of water per person in your household
- ensure household members know where the strongest part of the house is and what to do in the event of a cyclone warning or an evacuation
- stay informed. Listen to the radio for updates, or follow SecureNT on social media and online

Note: An Advice may also be issued after the main threat has passed.



WATCH AND ACT

Director People and Culture advises all staff and students that a Cyclone Watch has been issued
Plan evacuation of students
Ensure vehicles are fuelled, parked under solid shelter (where possible) handbrake engaged and in gear
Ensure all mobile and satellite phones are fully charged
Ensure files are secure and computers turned off (prior to workers leaving the workplace) On receipt of advice from the CEO, staff and students who do not have a functional role in the cyclone plan may leave the workplace. Building Wardens must advise Chief Warden of staff movements
All Directors' contact phones are to be diverted to mobiles or voicemail. An email to be sent out to all workers advising them of relevant details

Secure NT also advise that:

At this stage you should do all of the following:

- make sure your property is prepared
- decide if you are staying or going to a shelter
- pack an evacuation kit
- park vehicles under solid shelter with the handbrake on and in gear
- put wooden or plastic outdoor furniture in your pool or inside with other loose items
- close shutters and board or block all windows
- draw the curtains and shut doors
- put large or heavy valuables in a strong cupboard
- remain indoors with your pets
- listen to your local radio or television for further information.

If you plan to self-evacuate, now is the time to do so.

Authorities may issue evacuation orders during the Watch and Act period to remove residents to a safe location ahead of any anticipated impact.



EMERGENCY WARNING

All non-essential staff and students should now have been sent home or to a safe place/shelter

Ensure that preparations required for cyclone impact have been completed including computers and file security

Report completion of tasks to CEO and go home or to a safe place/shelter

Note: Any staff member or student expecting to travel back to Darwin from Batchelor Campus (Batchelor) should ensure enough time is available to enable safe travel in going home or to a safe place/shelter

SecureNT also advise that

You may need to leave storm surge or flood-prone areas in a cyclone.

Be ready to move to high ground or shelters as directed by police or emergency service workers.

If you are told to evacuate you should:

- switch off your electricity, gas and water
- take your evacuation kit
- lock your house
- wear warm clothing and strong footwear, not thongs
- pay attention to warnings and follow advice given by police or emergency service workers.



All Clear

Assess damage, devise recovery strategy and re-establish priorities

Any identified hazards are to be reported and notified to the Facilities Manager / Director People and Culture

Facilities Manager provide a status report to the CEO

All staff and students return to work on “All Clear” advice from CEO

Appendix F ABC TV and radio services

<i>Area Served</i>	<i>ABC TV</i>	<i>ABC Digital TV</i>	<i>ABC Local Radio</i>	<i>ABC Classic FM</i>	<i>ABC News Radio</i>	<i>triple j</i>	<i>ABC Radio National</i>
Adelaide River	11		98.9 FM			101.3 FM*	100.5 FM
Alexandria			105.5 FM*				
Alexandria Station Homestead	63*						
Ali Curung	57*					101.3 FM*	
Alice Springs	7	8	783 AM '	97.9 FM	104.1 FM	94.9 FM	99.7 FM
Alice Springs North	69*						
Ampilatwatja	67*						
Angurugu	58*						
Areyonga	66*						
Arlparra	60*						
Barunga	69*						
Batchelor						92.9 FM*	92.1 FM*
Bathurst Island	69*		91.3 FM				92.9 FM
Bayu-Undan		41*					
Bickerton Island	60*		105.7 FM*				
Borrooloola	6	10	106.1 FM			99.7 FM*	107.7 FM
Bulman						104.5 FM*	
Canteen Creek	69*						
Cattle Creek	68*						
Channel Point						96.1 FM*	
Cooinda	45*						
Daly River	10	7	106.1 FM			104.5 FM*	107.7 FM
Darwin	46*	30	105.7 FM	107.3 FM	102.5 FM	103.3 FM	657 AM
Douglas Daly	63*						

Area Served	ABC TV	ABC Digital TV	ABC Local Radio	ABC Classic FM	ABC News Radio	triple j	ABC Radio National
East Alligator	65*						
Elliott			105.3 FM*				
Engawala	57*					105.3 FM*	107.7 FM*
Galiwinku	8		105.9 FM			105.1 FM*	107.5 FM
Gapuwiyak	69*		106.1 FM*				
Groote Eylandt			106.1 FM			98.1 FM*	107.7 FM
Haasts Bluff	57*		105.9 FM*				
Hodgson Downs	69*		106.3 FM*				
Imangara	57*		104.1 FM*				107.7 FM*
Imanpa	63*						
Jabiru		7	747 AM		102.1 FM*	105.3 FM*	107.7 FM
Jim Jim	69*		105.9 FM*				
Kalkaringi	57*						107.7 FM*
Katherine		8	106.1 FM'	94.9 FM*	105.3 FM	99.7 FM*	639 AM
Kings Canyon Resort	69*		89.1 FM*				
Kintore	57*					98.9 FM*	107.7 FM*
Knocker Bay							104.5 FM*
Lajamanu						98.9 FM*	96.5 FM*
Laramba	56*		107.7 FM*			100.5 FM*	105.3 FM*
Maningrida	63*		104.5 FM*			102.9 FM*	
Mataranka		8	106.1 FM				107.7 FM
McArthur River Mine			105.3 FM*			106.9 FM*	
Mereenie	67*						
Mereenie Gas/Oil Field			96.3 FM*			104.3 FM*	
Milingimbi			104.5 FM*			101.3 FM*	107.7 FM*

Area Served	ABC TV	ABC Digital TV	ABC Local Radio	ABC Classic FM	ABC News Radio	triple j	ABC Radio National
Minjilang	69*		102.9 FM*				
Mount Liebig	57*		104.9 FM*			100.1 FM*	107.3 FM*
Newcastle Waters	8		106.1 FM				107.7 FM
Ngukurr			104.5 FM*			98.1 FM*	99.7 FM*
Nhulunbuy	11		990 AM			98.1 FM*	107.7 FM
Numbulwar	69*		104.5 FM*			97.3 FM*	
Nyirripi	57*						
Palumpa			102.9 FM*				104.3 FM*
Peppimenarti	69*		102.1 FM*				
Pine Creek		10	106.1 FM				107.7 FM
Port Bremmer							103.7 FM*
Ramingining			107.3 FM*				104.1 FM*
Ranger Uranium Mine			88.5 FM*				
Santa Teresa	68*						
South Alligator							88.1 FM*
South Alligator (Kakadu Resort)	65*						
Tanami			96.1 FM*				
Tennant Creek	9	9A	106.1 FM	98.1 FM*		107.7 FM*	684 AM
Ti Tree	67*		107.7 FM*				102.9 FM*
Timber Creek	69*		106.9 FM*				105.3 FM*
Tipperary	66*		88.1 FM*				
Titjikala	56*						
Uluru	69*		93.3 FM*			92.5 FM*	91.7 FM*
Umbakumba	56*		104.7 FM*				
Urapunga	68*						107.5 FM*

<i>Area Served</i>	<i>ABC TV</i>	<i>ABC Digital TV</i>	<i>ABC Local Radio</i>	<i>ABC Classic FM</i>	<i>ABC News Radio</i>	<i>triple j</i>	<i>ABC Radio National</i>
Wadeye	69*					98.9 FM*	100.5 FM*
Warruwi			103.7 FM*				
Willowra	57*					100.5 FM*	
Wilora	57*		107.3 FM*				
Wudykapildiya	69*						
Yarralin	69*						94.5 FM*
Yirrkala	60*		92.5 FM*				
Yuelamu	56*		100.1 FM*			97.7 FM*	102.5 FM*
Yuendumu	55*					100.5 FM*	98.1 FM*
Yulara	67*		99.7 FM*	98.9 FM*		95.7 FM*	98.1 FM*

* indicates that the station is a “self- help station” and while licensed to rebroadcast ABC programs, is not under the control of the ABC