PURPOSE
This Plan outlines how staff in the Faculty of Engineering, Health, Science & the Environment will prepare for cyclone season and how the Faculty will respond in the case of a cyclone threatening the NT Top End (Darwin, Jabiru or Gove Peninsula regions). The Plan should be read in conjunction with the CDU Cyclone Emergency – General Advice available at http://www.cdu.edu.au/fas/cyclone and the CDU Emergency Management Plan available at http://www.cdu.edu.au/governance/Plans/emergencymanagementplan.pdf

GENERAL INFORMATION
Cyclone season in Australia is between November and April, but cyclones can still occur in the month of May. Cyclones often produce winds in excess of 200 km/h which can cause extensive damage to property and turn debris into dangerous missiles. Cyclones can also bring flooding rains, which cause further damage to property, and increase the risk of drowning or storm surge. Cyclones can cause huge seas, putting vessels in danger both in harbour and out at sea.

PRE-CYCLONE SEASON (September/October each year)
1. Housekeeping
By November the Emergency Management team member should have arranged for rubbish, or other materials, which could become projectiles in the event of severe wind gusts to be removed, stored in secure areas and or tied down as appropriate. If you are aware of any rubbish etc which 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 Finance and Asset Services are available to assist and advise if required. Please communicate with facilities@cdu.edu.au or phone 6500. Note that the clear-up and secure action cannot be left until such time as a cyclone warning is issued for at that point in time all large bins are removed from the Campus site and Finance and Asset Services staff will be employed on other cyclone priority tasks.

EHSE Faculty Office to check:
- Blue 5 Surrounds
- Blue 5 Courtyard

Schools to check:
- Balconies
- Courtyards
- Special teaching facilities like computer labs, storage areas and the like

2. Cyclone Kit
A fully operational battery operated torch, FM radio and spare batteries for those items are to be placed in Building Warden’s office in Blue 5 before end of October. Torches to be placed in First Aid Kits.

Cyclone season information update
The Faculty Emergency Management Team member will:
1. Distribute to staff all sources of cyclone information including web links to CDU, Bureau of Meteorology, EHSE Cyclone Plans, etc.
2. Provide the names of staff to be included on the Cyclone Distribution List to the CDU Emergency Controller
CYCLONE EVENT

Cyclone Watch – a cyclone watch is issued by the Bureau of Meteorology when a cyclone or developing cyclone is likely to affect coastal or inland communities within 24 to 48 hours.

CDU RESPONSE:

1. University's Emergency Controller will advise all key staff and wardens on the Cyclone Distribution List of the Cyclone Watch and the current status of the cyclone. Emergency Controller remains available to provide advice and assistance to faculties and cost centres should this be required.
2. Pro Vice Chancellors/Directors and Cost Centre Managers should activate Stage 1 of their individual Cyclone Action Plans.

STAGE 1 (Cyclone Watch):

The Emergency Coordinator at the University will issue suitable advices via the emergency email system and at that time staff should:

1. All staff and students should monitor the CDU Cyclone Advice website (particularly one hour within BOM announcements), check emails or listen to ABC radio for current advice.
2. Take action to store documents in the safest and most secure location available (including electronic documents on external storage devices that should be backed up to corporate drives).
3. Clean out refrigerators if practicable.
4. Remove equipment from desks and tables adjacent to windows if practicable.
5. Check to ensure equipment stored in the open is secure.
6. Move vehicles, which are to remain on campus to previously designated locations.
7. Review recovery stage of action plans to ensure preparation for soft re-opening deadlines.

Specific Actions

1. Faculty Emergency Cyclone Committee Member delegate (EO) to check on away from base activities in the cyclone affected area with the Faculty Support Hub. Such activity should cease and staff should return to base. All away from base activities in the cyclone affected area not already underway will be postponed upon the issue of the first official University advice.
2. Undergraduate teaching will only cease upon notification to do so from the University.
3. Move equipment adjacent to windows to a more secure location, if practicable
   - Computers/printers in offices
   - Other laboratory equipment
4. The Building Warden (or delegate) will distribute the University Notice(s) via email and post a copy at EHSE reception in Blue 5. In the event of loss of electronic or telephone communication all advice will be obtained first and foremost from ABC radio. The Building Warden (or delegate) will monitor the radio and will become the sole point of contact for providing the updates in their area.
5. Preparation for recovery and soft re-opening may include:
   - local briefings to explain soft re-opening deadlines to staff and the responsibilities of staff to attend work following Campus reopening,
   - identification of scheduled/timetabled learning activities (such as classes) likely to be impacted by Campus closure and soft re-opening, identifying ahead of time staff likely to be unable to attend work on re-opening and making arrangements for teaching to be operational,
   - ensuring supervisors/relevant staff have current contact lists to facilitate staff reporting in to work,
   - designating staff to be responsible for interim activities during soft re-opening and formal re-opening period.

If a Cyclone Watch is current on a Friday then immediately move to Stage 2 arrangements and ensure all is completed before close of business.
**Cyclone Warning** – a cyclone warning is issued by the Bureau of Meteorology when a cyclone or developing cyclone is likely to affect coastal or inland communities within 24 hours. Communities under threat will be advised to take certain precautions to safeguard life and property.

**CDU RESPONSE:**

1. The University's Emergency Controller will notify all key staff and wardens on the Cyclone Distribution List and advise them that a Cyclone Warning has been issued, and advise them to implement the second stage of their Cyclone Action Plans. Key staff and wardens on the Cyclone Distribution List will be alerted to the possibility of closure of the University, and system shutdowns.

2. If the Bureau of Meteorology forecasts the likelihood of cyclonic winds affecting the Darwin (Nhulunbuy) region immediately prior to, during or soon after University teaching hours, a decision to close the University will be made by the Vice-Chancellor at the earliest opportunity based on advice from the Emergency Controller. This Notice of Closure will be conveyed to staff via email and SMS alerts and CDU website announcements, and broadcast on all emergency and commercial radio stations.

The decision to close the University will be based on the following considerations: obligations of staff and student needs in relation to closures of schools and child care centres, children at home, elderly relatives and visitors; environmental factors such as local flooding; issues such as public transport and the requirement to take shelter, including the need to evacuate students in residence. Authority to advise staff to proceed home and to order any building, facility or the entire University closed rests with the Vice-Chancellor. Cost Centre Managers wishing to release staff from duty or close down all or part of any building they occupy are required to consult with their supervisor prior to taking such action.

**STAGE 2 (Cyclone Warning):**

When appropriate the Emergency Coordinator at the University will issue advice via the emergency email system. At that time staff should:

1. Monitor the CDU Cyclone Advice website (particularly within one hour of BOM announcements), check emails or listen to ABC radio for current advice.

2. Turn off all electrical equipment (computers do not need to be bagged and stored under desks, but should be shut down and turned off at the wall if practicable).

3. Ensure all portable outdoor furniture and related items are stored within buildings.

4. Ensure important documents stored as safely as possible to maximise business continuity in the event of water incursion and damage.

5. And when advised to by the Vice-Chancellor, vacate the University buildings and campus and seek appropriate shelter as advised by the Northern Territory Emergency Services.

**Specific Actions**

1. Complete Stage 1 actions

2. Commence shutdown off non-essential equipment including computers and office equipment.

3. Ensure all portable equipment and furniture is stored inside the building including the bike racks, BBQ's etc.

4. Shutdown all gas supplies at the bottles (unless running an instrument deemed to be essential).

5. Commence lock up of rooms and facilities in preparation for vacation of University property

6. The Building Warden (or delegate) will distribute the University Notice(s) via email and post a copy at EHSE reception in Blue 5. In the event of loss of electronic communication all advices will be those generated on 105.7 ABC radio. The Building Warden (or delegate) will monitor the radio and will become the sole point of contact for providing the updates in their area.
POST CYCLONE

Return to work: General advice for university staff re: return to work will be available on the CDU website and broadcast by 105.7 ABC radio and 104.1 Territory FM. Staff will only be able to occupy buildings once they are declared safe by FAS post cyclone.

SPECIAL CONSIDERATIONS

1. Leaving work early: With approval from their supervisor, individual staff may be excused from work early to meet personal obligations such as picking up children from school/child care, attending to dependents etc.

2. Staff on Leave: are required to check with their supervisor via telephone prior to returning to work post-cyclone. Staff may or may not be required to return to work early to assist with post-event activity. Staff must also consult CDU website or listen to ABC radio for the latest information regarding the cyclone and any arrangements for CDU.

3. Return to work: As soon as practicable after a cyclone, staff are to communicate with their supervisor to confirm availability to return to work. Normally the communication will be to the supervisors’ work telephone number. Staff have a personal responsibility to seek information about a return to work, use judgement about environmental conditions affecting their commute to work or home, avoid absences wherever possible and communicate with line management. The need to avoid absence from work should not conflict with, and is secondary to, the need to obey safety instructions and advice from authorities such as NT Police Fire & Emergency Services. Staff with dependents who are unable to attend work are eligible for carer’s leave. Staff who do not provide appropriate justification for not attending work when instructed can be told to take LWOP or ARL.

ALL CLEAR STAGE:

The Emergency Controller will:

• Assess the impact of the cyclone and take all necessary action to resume operations at the University.
• Based on the assessment the Vice-Chancellor will make a decision regarding the continued operation of the University. This advice will be broadcast by 105.7 ABC radio and 104.1 Territory FM.

The University has protocols for the ‘soft’ re-opening of campuses. This is to ensure areas responsible for delivering front-line services, particularly teaching, are able to respond to the decision to re-open and be operational in time for resumption of full services. Consideration to re-open the campuses approximately 4 hours after the decision to re-open is made subject to the following guidelines:

a. If the decision is made to re-open at around 8am then campuses should officially re-open for services at midday with staff expected to return to work in preparation for re-opening at this time unless otherwise advised.

b. If the decision is made to re-open campuses closer to midday then campuses should officially re-open for services at 8am the following day as per normal.
**KEY CONTACTS**

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<tr>
<th>Designation</th>
<th>Extension</th>
<th>Full number</th>
<th>Location (Casuarina Campus)</th>
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<tbody>
<tr>
<td>Emergency Cyclone Committee Member (Manager Technical Services) – Himi Ibrahim</td>
<td></td>
<td>0477 391 292</td>
<td>Yellow 2.1.26</td>
</tr>
<tr>
<td>Pro-Vice Chancellor EHSE – Sue Carthew</td>
<td>6550</td>
<td>8946 6550</td>
<td>Blue 5.1.06</td>
</tr>
<tr>
<td>HOS SEIT – David Lilley Nov 2015 - Jan 2016 Friso De Boer Jan - Apr 2016</td>
<td>6137</td>
<td>8946 6137</td>
<td>Purple 12.02.05</td>
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<tr>
<td></td>
<td>6994</td>
<td>8946 6994</td>
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</tr>
<tr>
<td>HOS Health – Rose McEldowney</td>
<td>6093</td>
<td>8946 6093</td>
<td>Blue 5.1.41</td>
</tr>
<tr>
<td>HOS Psychological &amp; Clinical Sciences – Timothy Skinner</td>
<td>6046</td>
<td>8946 6046</td>
<td>Yellow 2.2.16</td>
</tr>
<tr>
<td>Director, Research Institute of Environment &amp; Livelihoods – Andrew Campbell</td>
<td>7707</td>
<td>8946 7707</td>
<td>Red 1.2.41</td>
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<td></td>
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<td>0419 208 923</td>
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<tr>
<td>CDU Facilities and Services</td>
<td>6500</td>
<td>8946 6500</td>
<td>Orange 8</td>
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<tr>
<td>CDU Security – Casuarina</td>
<td>7777</td>
<td>8946 7777</td>
<td>Orange 2</td>
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**FURTHER INFORMATION AVAILABLE FROM**

1. Charles Darwin University Management Plan

2. CDU Cyclone advice