FACULTY OF ENGINEERING, HEALTH, SCIENCE & THE ENVIRONMENT

SCHOOL OF ENVIRONMENT
CYCLONE ACTION PLAN

PURPOSE
This Plan outlines how staff and students in the School of Environment (SENV) including the Research Institute for the Environment and Livelihoods (RIEL) and the Centre for Renewable Energy (CRE) will prepare for cyclone season, and how The School of Environment will respond in the case of a cyclone threatening the Northern Territory. The Plan should be read in conjunction with:


GENERAL INFORMATION
Cyclone season in tropical Australia is between November and April with occasional cyclones happening as late as May. Cyclones can be extremely destructive, creating strong winds and heavy rain causing flooding and extensive damage to buildings and equipment.

The School of Environment includes The Research Institute for the Environment and Livelihoods (RIEL), the Centre for Renewable Energy (CRE), the Darwin Centre for Bushfire Research (DCBR) and the National Environmental Research Program (NERP) North Australia Biodiversity Hub. The School has staff, adjunct research fellows and HDR students in Red 1, Yellow 2, Purple 2 and Purple 12, and HDR students in Red 6.

PRE-CYCLONE SEASON (September/October each year)

1. Housekeeping
School of Environment staff and students to check:

- Pink 5 shade houses – Remove or store any equipment or experiments no longer in operation. Remove any rubbish and debris.
- Pink 1 storage shed and compound - Remove any rubbish or unwanted debris from the shed and the surrounding compound.

School of Environment staff and students are advised to register or update their mobile numbers with eCentre, making contact during a cyclone event easier.

2. Cyclone Kit
The School of Environment has a cyclone kit (torches, batteries and radio) in case the power goes off. It is located in Red 1.2.42 in the top drawer of the filing cabinet beside the field store cupboard.

Cyclone season information update
The School of Environment representative (Emmylou Trombley or RIEL Admin ext. 7684) will:

1. Distribute to staff all sources of cyclone information including web links to CDU, Bureau of Meteorology, ABC and all cyclone-related communications/updates issued by CDU via email to riel-staff@cdu.edu.au and riel-students@cdu.edu.au.
2. Provide the names of staff and/or students and adjuncts 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 Heads of Schools activate Stage 1 of their individual Cyclone Action Plans.

STAGE 1 - Cyclone Watch

The Emergency Coordinator at the University will issue suitable advice via the emergency email system and at that time School of Environment staff and students should do the following:

1. Field work – If field work is being conducted in the cyclone affected area then field work should cease and staff and students should return to base if safe to do so. All field work activities in the cyclone affected area not already underway will be postponed upon the issue of the first official University advice. Relevant Course Coordinators / Unit Coordinators will communicate if site visits are postponed or to proceed under certain conditions?

2. All staff and students should monitor the CDU Cyclone Advice website (particularly one hour within BOM announcements), check emails or listen to ABC Radio (105.7) for current local advice.

3. If School of Environment staff and students are unsure of anything please contact the School of Environment emergency number 0447 030 329.

4. Undergraduate/Graduate teaching will only cease upon notification to do so from the University.

5. Move equipment adjacent to windows to a more secure location, if practicable
   - Computers/printers in offices
   - Other laboratory equipment
   - Clean out refrigerators if practicable
   - Remove equipment from desks and tables adjacent to windows if practicable.
   - Check to ensure equipment stored in the open is secure.
   - 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).
   - Secure equipment etc. in the Pink 5 shade houses as per the Technical Services plan.

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.

STAGE 2 - Cyclone Warning

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.

When appropriate, the Emergency Coordinator at the University will issue advice via the emergency email system. At that time School of Environment staff and students should:

1. Monitor the CDU Cyclone Advice website (particularly within one hour of BOM announcements), check emails or listen to ABC Radio 105.7 for current local 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 that any captive animals are moved to the safest location possible and that they are provided with additional food and water, as appropriate.

4. Check to ensure that back-up electricity systems are working for refrigerators, freezers, controlled temperature rooms and other laboratory facilities that need to be kept operating at all times.

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

6. Contact CDU Facilities and arrange for School of Environment fleet vehicles and other assets to be stored securely.

7. Commence shutdown of non-essential equipment including computers and office equipment.

8. School of Environment administrative staff to ensure all portable furniture is removed from the balconies and stored inside.

9. Commence lock up of rooms and facilities in preparation for evacuation of University property.

10. 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.

POST CYCLONE

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

Communication for re-opening is to be done via a top-down approach. Staff and students will be given four hours notice in advance on the re-opening. Staff / students 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 managers. 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 / students with dependents who are unable to attend work are eligible for carer’s leave. Staff / students who do not provide appropriate justification for not attending work when instructed can be told to take LWOP or ARL.

Examples of the four hour notice soft reopening rules.

a. If notice of re-opening comes out at 0800 hours, staff are expected to return to work at 1200 hours.

b. If the notice of re-opening comes out at 1200 hours, staff are expected to return to work at 0800 hours the next day.

SPECIAL CONSIDERATIONS

1. Leaving work early:
   With approval from their supervisor, individual staff / students 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/Students 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 Territory FM (104.1) for latest information regarding the cyclone and any arrangements for CDU.

3. Staff/Students on Official University Business outside of the NT:
Are required to check with their supervisor via telephone and/or email prior to returning to work post-cyclone. If staff or students are unable to contact their direct supervisor they are required to make contact with The School of Environment emergency number 0447 030 329.

**KEY CONTACTS:**

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<tr>
<th>Designation</th>
<th>Extension</th>
<th>Full number</th>
<th>Location</th>
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<tbody>
<tr>
<td>RIEL Emergency Number</td>
<td></td>
<td>0447 030 329</td>
<td></td>
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<tr>
<td>HOS School of Environment Keith Christian</td>
<td>6706</td>
<td>8946 67-6</td>
<td>Yellow 2.2.35</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>
</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 – Friso De Boer</td>
<td>6994</td>
<td>8946 6994</td>
<td>Purple 12.01.07</td>
</tr>
<tr>
<td>HOS Health – Rose McEldowney</td>
<td>6093</td>
<td>8946 6093</td>
<td>Blue 5.1.41</td>
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<tr>
<td>HOS Psychological &amp; Clinical Sciences – Timothy Skinner</td>
<td>6046</td>
<td>8946 6046</td>
<td>Yellow 2.2.16</td>
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<tr>
<td>Emergency Cyclone Committee Member – Himi Ibrahim</td>
<td></td>
<td>0477 391 292</td>
<td>Yellow 2.1.26</td>
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<tr>
<td>CDU Facilities and Services</td>
<td>6500</td>
<td>8946 6500</td>
<td>Casuarina – Orange 8</td>
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<tr>
<td>CDU Security – Casuarina</td>
<td>7777</td>
<td>8946 7777</td>
<td>Casuarina – Red 1</td>
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**FURTHER INFORMATION AVAILABLE FROM:**

1. Charles Darwin University Management Plan
2. CDU Cyclone advice

BOM website :