FOREWORD
This document outlines the general and specific actions to be taken in relation to cyclones. Information contained in this document references the Emergency Management Plan of Charles Darwin University which considers any special processes undertaken in buildings (e.g. laboratory activities, computer operations, research materials, etc.) and provides shutdown processes in the event of an emergency.

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.

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. Deans/Directors and Cost Centre Managers should activate the first stage of their individual Cyclone Action Plans.

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, and issues such as public transport and the requirement to take shelter, including the need to evacuate students in residence, will be taken into consideration at this point. 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.

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 ABC Radio.

Individual Cyclone Action Plans
Each faculty and cost centre is required to formulate and enact individual Cyclone Action Plans.
CYCLONE ACTION PLAN
School of Psychological and Clinical Sciences
PRE-CYCLONE (September/October each year)

1. Housekeeping
   - By end of November the Emergency Management team member (Yellow 2 - Yolande Yep, Yellow 3 Mrs Lowe, Psychology Clinic Dr Podugu, Green 4- Associate Professor Heazlewood) 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.
   - SPACS Areas to check:
     • Yellow 2 surrounds
     • Yellow 3 surrounds
     • Green 4 surrounds

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 Yellow 2, Yellow 3 and Green 4 before end of October.

Cyclone season information update
The Emergency Management Team member for Yellow 2, Yellow 3 and Green 4 (or delegate) will:
1. distribute all sources of cyclone information including web links to CDU, Bureau of Meteorology, ABC Radio, and all cyclone related communications/updates issued by CDU via email to SPACS Allstaff list.
2. provide the names of staff to be included on the Cyclone Distribution List to the CDU Emergency Controller

CYCLONE EVENT

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, check emails or listen to ABC Radio for current advice.
2. take action to store documents in the safest and most secure location available
3. remove equipment from desks and tables adjacent to windows; if practicable.
4. check to ensure equipment stored in the open is secure
5. move vehicles which are to remain on campus to previously designated locations.

SPACS Specific Actions
1. Field work in progress will need to stop and return to base. Experimental work already underway will need to be shut down or reasonable alternative arrangements made. All fieldwork and experimental work not already underway will be postponed upon the issue of the first official University advice.

2. Undergraduate and postgraduate coursework teaching will cease upon notification of Casuarina Campus closing from the University. Once Casuarina Campus is re-opened for normal operations, all coursework teaching activity will recommence.

3. Move equipment adjacent to windows to a more secure location, if practicable

4. The Emergency Management Team members for Yellow 2 and Yellow 3 (or delegate) will distribute the University Notice(s) via email and post a copy in the foyer of Yellow 2 and Yellow 3 and at reception in Yellow 2 and Yellow 3. In the event of loss of electronic communication all advices will be those generated on ABC Radio. The Building Warden (or deputy) will monitor the radio and will become the sole point of contact for providing the updates in their area. For Green 4, from 1st December until the 1st February all cyclone watch and warning activities will be undertaken by Gym staff, outside of these time Ian Heazelwood (or nominee) is the responsible team member

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

1. All staff and students should monitor the CDU Cyclone Advice website, check emails or listen to ABC Radio for current advice.
2. Turn off all electrical equipment
3. Ensure all portable outdoor furniture and related items are stored within buildings
4. 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.

**SPACS 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 Emergency Management Team members for Yellow 2 (or delegate) and Yellow 3 will distribute the University Notice(s) via email and post a copy in the foyer of Yellow 2 and Yellow 3 and at reception in Yellow 2 and Yellow 3. In the event of loss of electronic communication all advices will be those generated on ABC Radio. The Building Warden (or deputy) will monitor the radio and will become the sole point of contact for providing the updates in their area. For Green 4, from 1st December until the 1st February all cyclone watch and warning activities will be undertaken by Gymn staff, outside of these time Ian Heazelwood (or nominee) is the responsible team member
SPECIAL CONSIDERATIONS

1. **Leaving work early**: In consultation with supervisor, individual staff may be excused from work early to meet personal obligations such as picking up children from school/child care, attending to visiting relatives 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**: GENERAL ADVICES FOR UNIVERSITY STAFF RE: RETURN TO WORK WILL NORMALLY BE BROADCAST BY ABC RADIO.

As soon as practicable after a storm, staff are to communicate with their supervisor(s) to confirm availability to return to work. Normally the communication will be to the supervisors work telephone number. However it may be more appropriate in some circumstances to make other arrangements and this is left to the discretion of individual units.