ALERT PROCEDURES

(www.bom.gov.au)

Bureau of Meteorology messages

CYCLONE WATCH

CYCLONE WARNING

CYCLONE WARNING

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Counter Disaster states of activation

STAGE 1
A tropical low or tropical cyclone exists but is unlikely to affect the Darwin area within the next 24 hours.

STAGE 2
A tropical cyclone is expected to cause gale force winds in the Darwin Area within the next 24 hours.

STAGE 3 (Schools / Colleges closed)
Increasing threat to the Darwin area declared when available information suggests destructive winds are likely to affect the Darwin area within the next 6-12 hours.

STAGE 4
Increasing threat to the Darwin area at this time an official announcement will be made to the public advising all persons to TAKE SHELTER.

STAGE 5
Increasing threat to the Darwin area declared when destructive winds have reached the boundary of the Darwin area.

STAGE 6
Declared when winds no longer pose a threat to the Darwin area.
NOTE All clear has not yet been announced Stage 5 may need to be re-declared if necessary.

ALL CLEAR
Declared when it is considered safe for public to leave shelters.
NOTE: Stages 4 and 5 could be re-imposed if the cyclone returns.

Official information concerning the alert can be obtained by telephoning
1300 659 211 – Cyclone Information Line, Automated message
131 444 – Emergency Service agencies, Cyclone Action Advice
**Introduction**

From November to April each year the Top End of the Northern Territory faces the threat of tropical cyclones and the potential of personal injury, damage and destruction of property.

This plan outlines the actions that should be taken by the staff of O’Loughlin Catholic College in the event of a tropical cyclone.

The purpose of the Cyclone Plan is to:
- Ensure the safety of staff and students
- Protect College Property
- Minimise disruption to normal programs/activities

This Cyclone Plan is distributed to each staff member (teaching & ancillary) by the Principal/Deputy Principal who are responsible for arranging appropriate in-servicing of staff to ensure that the various roles & responsibilities of staff are understood and able to be carried out.

It is the Co-Ordinators responsibility to ensure the Cyclone Plan is reviewed at the beginning of each year and that staff are adequately in-serviced in the event of the plan having to be put into effect assuming overall responsibility for its implementation.

The Deputy Co-Ordinator will assist the Co-Ordinator in initiating the review of the plan, in ensuring that all Area Co-Ordinators are aware of their responsibilities and that all staff adequately implements their responsibilities in the event of a Cyclone. The Deputy Co-Ordinator will also assist the Co-Ordinator as necessary.

**Emergency contact telephone numbers**

- Cyclone Update Information: 1300 659 211
- Northern Territory Emergency Services: 89223630
- Northern Territory Police, Fire & Emergency Services: 89997406
- Fire & Rescue: 89410000
- Police/ Cyclone Action Advice: 131444
- Ambulance: 89279000

**Other important numbers**

- Bureau of Meteorology: 89203800
- Forecasts and Warnings: 89203826
  (www.bom.gov.au)
- Royal Darwin Hospital: 89228888
- Darwin Private Hospital: 89206011
- Poisons Information Centre: 131126
- Power & Water Authority: 1800 245 090
Cyclone Plan – Area Co-ordinators

Co-Ordinator: Jim Jolly
Deputy Co-Ordinator: Kerryn Katal

Area Co-Ordinator 1: Science Block, Library, Technical Studies, Art Carina Abrantes
Area Co-Ordinator 2: Canteen, Home Economics, Music Helen Bull
Area Co-Ordinator 3: Drama/ Mary Ward Jo Green
Area Co-Ordinator 4: Gym Shirley Worsfold
Area Co-Ordinator 5: Hunter Block Garry Blackett
Area Co-Ordinator 6: Grounds Todd Montgomery
Area Co-Ordinator 7: Administration Joanne Fejo
Area Co-Ordinator 8: MacKillop Block Heidi Drummond
Area Co-Ordinator 9: Computer rooms, all computers in College Kris Lambert
Area Co-Ordinator 10: Hurley Block Kaleena Markowski
Area Co-Ordinator 11: Gsell Adam Beavis
Area Co-Ordinator 12: Collins Block Ella Carrie
Co-Ordinators Responsibilities (Area Co-Ordinators are responsible to the Deputy Co-Ordinator)

**Co-Ordinators: 1-2-3-4-5-8-9-10-11-12**

**Stage 1:** Ensure staff with personal possessions within their area take steps to secure them.

**Stage 2:** Ensure facilities and resources within the area are secured.
Ensure buildings within their areas are secured.

**Stage 3:** Upon receipt of advice from the Co-Ordinator, assist in the orderly collection and departure of students as per the “Arrangements for students going home” as outlined in this plan. Once completed Cyclone Preparedness responsibilities, and duty of care responsibilities, make their own way home, or to the nearest shelter as required. (Casuarina Shopping centre)

**Co-Ordinator 6 - Grounds** (is responsible to the Deputy Co-Ordinator)

**Stage 1 & 2:** Ensure the grounds are free from potential missiles.
Ensure College vehicles are secured, protected & full of fuel.
Assume overall responsibility for the general security of buildings.

**Stage 3:** Once completed Cyclone Preparedness responsibilities, make own way home or to a shelter.

**Stage 6:** Return to work once you have been notified by the Co-Ordinator that it is safe to do so.
Report to Administration on any damage on the College grounds.
On return assist others as necessary.

**Co-Ordinator 7 - Administration** (assisted by the Office Administration team)

Ensure a staff phone list is maintained & available.

**Stage 1 & 2:** Ensure that any Assets Registers & spare building keys are placed in the safe.
Ensure security of the premises.

**Stage 3:** Ensure staff record their name and time of departure.
Assist with effective communications with parents, staff & students.
Listen to radio/TV broadcasts for information about when parents are advised to collect students & pass the information on directly to the Co-Ordinator and Deputy Co-Ordinator.
Make own way home or to a shelter as required after completion of all duties outlined in the Cyclone Plan.

**Stage 6:** Return to work once you have been notified by the Co-Ordinator that it is safe to do so.
Inform Principal and Deputy on any damage around the College.
On return assist others as necessary
Evacuation of College – Arrangements for students going home

- Upon notification of evacuation, all students will return to home room
- Homeroom teachers will keep students until they have been collected or need to take the bus.
- Each student’s name must be marked off the roll as they are collected or leave to catch the bus.
- Homeroom teacher will then give the roll to the student Admin officer.
- If students have not been collected when staff are advised to leave, the homeroom teacher must:
  o clearly indicate their name on the roll
  o send students to the front office, with the roll
- At the Co-Ordinator’s discretion, the remaining students will be taken to the nearest Cyclone shelter (Casuarina Senior College) and handed over to the shelter Co-Ordinator, together with a list of their names.
- A list of students taken to the shelter will be posted on the Front Office window to inform late arriving parents of their whereabouts.
- The Co-Ordinator will indicate to staff when they are to leave. Staff will record their name and departure time on the list that will be located in the Front Office.
Cyclone Warning Procedure if you are not on the College grounds

Cyclone warnings are broadcast on all radio and television stations by the Bureau of Meteorology well in advance of a cyclone’s arrival. ABC Darwin is the lead station.

The Counter Cyclone Disaster Plan – Regional 1 has an independent system for activation, based on the meteorological warnings. Members of the Emergency Cyclone Shelter Group which includes Shelter Managers will act on different advice relayed from the Counter Disaster Controller regardless of the publicity broadcast message.

Implementation of notification of closure of schools procedures also occurs on advice relayed from the Counter Disaster Controller.

- Listen to the Radio or watch TV to ensure you are up to date with the progress of the cyclone. (ensure you have your cyclone kit ready)
- The Director of the Catholic Education Office will be informed via the Counter Disaster Controller regarding the closure of schools.
- This information will then be passed on to the principal of all schools. (Once Government schools are announced closed this means private sectors are to) unless otherwise stated.
- The Executive team at O’Loughlin Catholic College will be in contact via mobile, home phone or internet to inform staff of the Closure of the College, please ensure you have current contact details in the front office. You will also need to check any message banks or emails if you have not heard anything and think you should have.
- Once the all clear has been signalled and the Principal has checked the College grounds and buildings you will be given another call or message / text or email to let you know when it will be safe to return to work.

Pre – Wet Season Procedures

To be initiated by the WHSO by mid-September each year

<table>
<thead>
<tr>
<th>Activity</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revise &amp; update plan &amp; submit any amendments to the Principal</td>
<td>WHSO</td>
</tr>
<tr>
<td>Arrange distribution of plan to all staff in the workplace</td>
<td>Deputy Principal</td>
</tr>
<tr>
<td>Check the workplace is free from potential missiles</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Check all first aid kits, torches &amp; street directories are in stock. Stock up on plastic bags</td>
<td>WHSO / student admin</td>
</tr>
<tr>
<td>Ensure workplace personal contact list is up to date &amp; current</td>
<td>Deputy Principal</td>
</tr>
<tr>
<td>Report completion of preparations to Principal</td>
<td>WHSO</td>
</tr>
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