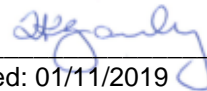


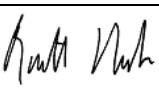
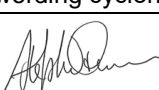






Managing Severe Weather Events Policy

Description		
Domain	Corporate	
Policy number	COR002	
TRIM folder number	10/2456	
Owner/responsible area	CEO	
Date originally adopted	31/12/2008	
Author	Garry Lambert, Executive Manager Support Services	
Distribute to	Program participants ✓	Staff ✓
Via	Information Bulletin ✓	Email ✓
This Policy includes	Procedure	✓
	Instrument or delegation	N/A
	Attachments	✓
Approval Process		
Senior HR Officer approved to progress	Yes	Signature:  Date approved: 01/11/2019
Board Committee approved to progress	N/A	
Final authorisation	CEO	
Review cycle	Annually and as required	
Signature		07/11/2019
Title	Stephen Pincus, CEO	Date

Year reviewed		
2012	Comment: put on new template and updated to include program participants and employees into the one policy.	
	Signature 	12/12/2012
	Name & Title: Dr Brett Dale, former CEO	Date
2016	Comment: Annual review. Updated the approval process to include senior HR officer and remove previous EMES. Removed reference to PGPPP.	
	Signature 	11/01/2016
	Name & Title: Dr Brett Dale, former CEO	Date
2016	Comment: Annual review. Removed 'for employee and program participants' from the policy title. Updated wording cyclone 'emergency' kit.	
	Signature 	15/11/2016
	Name & Title: Stephen Pincus, CEO	Date

Year reviewed		
2017	Comment Annual review. Responsibilities have changed from EMES to resource manager.	
	Signature 	14/12/2017
	Name & Title: Stephen Pincus, CEO	Date
2019	Comment Annual review. Update staff position titles. Replaced the term employees with staff. Added the definition BOM, executive and line manager and natural disaster. Added new clause 4.2.2 under CEO responsibilities. Added 7.6 Alice Springs NT PHN office flood plan and attachment 6 CDU What to do during an earthquake.	
	Signature 	07/11/2019
	Name & Title: Stephen Pincus, CEO	Date

Policy

1.0 Purpose

The Northern Territory General Practice Education (NTGPE) will provide and facilitate a diminished risk (as safe as possible) course of action for all contractors, NTGPE staff, program participants and visitors should a severe weather event or other natural disaster be imminent.

2.0 Scope

2.1 Application

- This policy applies to all staff of NTGPE and to contractors, program participants and visitors who may be in the care of NTGPE, or on NTGPE premises at the time a severe weather event occurs.
- In limited circumstances and where this policy is practicable to apply to program participants, it may apply as a general guiding document to program participants.

2.2 Limitations

- Where there is a severe weather event or natural disaster that is sudden and prevents NTGPE being able to facilitate an adequate response.
- Program participants may exercise some discretion where, due to the complex employer/staff relationship that may exist in some circumstances then NTGPE's duty of care is shared or diminished.
- Does not cover contractors operating outside the immediate direction and control of NTGPE staff.

3.0 Definitions

3.1 Bureau of Meteorology (BOM)

The BOM is Australia's national weather, climate and water agency.

3.2 Contractor

Any person contracted by NTGPE to perform a service or functions and is limited to these contractors that are under the immediate direction and control of NTGPE staff.

3.3 Coordinator

The person designated by the CEO as the main person to coordinate collect and disseminate information and to issue instructions and information to staff regarding actions taken and decisions made during a severe weather event; usually the travel and housing coordinator.

3.4 Cyclone Season

The cyclone season occurs in the top end of the Northern Territory and officially commences on 1 November and finishes 30 April. Cyclones can occur at any time during this period and from time to time, outside of this period.

3.5 Executive

NTGPE's executive is made up of the CEO, director of training (DoT), director of education (DoE) and executive manager education and support (EMES). The executive provides high level strategic and operational support to the CEO.

3.6 Line manager

Line manager has direct managerial responsibility for an individual staff member.

3.7 Program participant

Any person enrolled in a program offered by or through NTGPE, for example:

- John Flynn placement program (JFPP); and
- GP registrar placements (This policy acknowledges that GP registrar placements are usually an employee of another organisation).

3.8 Severe weather

In the Northern Territory, severe weather is likely to be a cyclone; however, it could also be flooding or another extreme weather event including fire.

3.9 Natural disaster

A natural event such as a bushfire, cyclone, flood, earthquake, tsunami, severe storm and storm surge.

3.10 Staff

Any person who is on casual, temporary or fixed term employment with NTGPE and can include program participants in certain contexts.

4.0 Responsibilities

4.1 Responsibilities of NTGPE

4.1.1 Ensure this policy and related procedures are current and available for staff and program participants.

4.1.2 Liaise with relevant organisations to ensure information and advice is current and provided in a timely manner, particularly the BOM as well as CDU.

4.1.3 Ensure to the extent possible that NTGPE staff have registered with CDU for SMS messaging.

4.2 Responsibilities of the Chief Executive Officer (CEO)

4.2.1 Ensure staff are provided with relevant information relating to this policy and procedure at induction.

4.2.2 Ensure executive, line managers and staff are aware of the emergency contact procedure and provided with emergency information regarding cyclones and severe weather events following the order of the organisation chart.

4.2.3 Chair the Severe Weather Event Group and oversee all activities during severe weather preparation and post event.

4.2.4 Determine and set membership of the Severe Weather Event Group annually.

4.2.5 Should the CEO be unavailable, responsibilities will fall to the Coordinator.

4.2.6 Should neither the CEO nor the Coordinator be available the role and function will fall to the senior HR officer.

4.3 Responsibilities of Severe Weather Event Group

4.3.1 Ensure this policy and related procedure is current and all relevant equipment and resources are available at the commencement of each cyclone season.

4.3.2 Coordinate all activities related to severe weather events and oversee procedural actions by NTGPE staff.

4.3.3 Provide guidance and advice to staff, contractors, program participants and visitors as required.

4.3.4 Ensure human resources has current staff contact details and next of kin at all times.

4.3.5 Ensure program managers have current contact details of all program participants including immediate family/guardian/responsible other contact details (where possible).

4.3.6 Ensure decisions and deliberations are made based on current information and advice from reputable sources.

4.4 Responsibilities of staff

- 4.4.1 Be familiar with this policy and related procedures to further awareness of the actions required in preparing for the event of a cyclone or any natural disaster, for their own personal safety and the safety of others.
- 4.4.2 Register with CDU to receive SMS messages regarding cyclones and severe weather events. Regularly check the CDU web site for information. Log-on is through SharePoint>Quick links>CDU E Centre:
<https://idm.cdu.edu.au/pls/apex/f?p=1023:LOGIN:1771171384655101>
- 4.4.3 At the beginning of each term Program Managers will communicate the requirement of registrars to have a cyclone kit in their accommodation. A list of what should be in the kit will be provided and a link to emergency kit information will be noted (SecureNT). JFPP students completing a placement in any location likely to be impacted by a cyclone will be advised by the Program Manager prior to their placement to bring a battery-operated radio, with spare batteries, with them and to ensure that they purchase 10 litres of water and non-perishable food upon arrival at their placement location. All program participants will be given an NTGPE branded torch at the beginning of their term/placement.

4.5 Responsibilities of program participants

- 4.5.1 To be familiar with this policy and to ensure they take personal responsibility for planning for a severe weather event, relative to their placement.
- 4.5.2 Specifically, GP registrars should ensure they are familiar with the severe weather policy/cyclone planning applicable to their employment location.
- 4.5.3 Generally, John Flynn students will be evacuated if necessary, but subject to the circumstances of any event.
- 4.5.4 In the case of specific concerns advise the program manager.
- 4.5.5 Follow all reasonable directions provided by the program manager or delegate.

5.0 Inclusions

- 5.1 General procedure for staff and program participants
- 5.2 Program participants in remote placements cyclone evacuation procedure

6.0 Attachments

- Attachment 1 Program Participant Severe Weather Declaration Form
- Attachment 2 Cyclone Procedure for Program Participants
- Attachment 3 Cyclone Emergency Kit
- Attachment 4 Charles Darwin University Cyclone Evacuation and Emergency Kit
- Attachment 5 Charles Darwin University Cyclone Action Plan for NTGPE
- Attachment 6 International House Darwin Cyclone Emergency Plan
- Attachment 7 Charles Darwin University What to do during an earthquake

7.0 Related policies and legislation

- 7.1 COR006 Employee Leave Policy and related procedures
- 7.2 COR001 Attendance Flexible Working Arrangements and Time in Lieu Policy
- 7.3 Cyclone Emergency General Advice produced and promulgated by Charles Darwin University
- 7.4 The NT Disasters Act 2008 -
<http://www.pfes.nt.gov.au/resources/ntes/cda/docs/NTDisastersAct.pdf>
- 7.5 NT Government - Emergency Shelter Locations
<https://securent.nt.gov.au/prepare-for-an-emergency/shelter-locations>
- 7.6 Alice Springs NT PHN office flood plan

General Procedure for Staff and Program Participants

1.0 Procedure

1.1 General Procedure

- 1.1.1 The NTGPE coordinator (under authority of the CEO) is responsible for all communication in relation to severe weather events including advisories and directives on event category, office closure, 'All Clear' and return to work.
- 1.1.2 The coordinator must confer with the CEO before advising office closure, the evacuation of program participants from placement locations and return to work/location 'All Clear'.
- 1.1.3 Staff and program participants are expected to comply with all reasonable directives issued by the coordinator.
- 1.1.4 All new staff and program participants will be provided with a copy of the Managing Severe Weather Events Policy and related procedures during their orientation/induction.
- 1.1.5 A copy of the Managing Severe Weather Events Policy and related procedures will be readily available on SharePoint and the website.
- 1.1.6 Staff will be specifically reminded of the Managing Severe Weather Events Policy and related procedures in mid-October, prior to the annual cyclone season.
- 1.1.7 Staff and program participants must familiarise themselves with the policy and related procedures to further their awareness of the actions required of them in preparing for the event of a cyclone or any natural disaster, for their own personal safety and the safety of others.
- 1.1.8 The coordinator or delegate approved by the CEO at the beginning of each cyclone season will be responsible for continuous monitoring of the BOM messages website and media broadcasts during the development of a cyclone potentially affecting the NT.
- 1.1.9 In the event of the existence of a cyclone or other severe weather event, NTGPE shall take an active approach and be guided by the actions of the Northern Territory Police Fire and Emergency Services.

1.2 Emergency contact procedure

- 1.2.1 In the event of a cyclone or severe weather, The CEO, in discussions with the travel and housing coordinator, and executive will ensure that staff are provided with information following the contact order of the organisation chart.
 - 1.2.1.1 In the event the CEO is unavailable, EMES, DoE and DoT will be responsible for implementing the emergency contact procedure.
 - 1.2.1.2 Each line manager is responsible for telephoning information to the staff member identified under their management and if the person is unavailable, leave a short and concise message.
 - 1.2.1.3 The organisation chart will be updated annually and as required to ensure inclusion of all staff. It is important to maintain current information so that everyone receives notifications in a timely manner.

1.3 Media

- 1.3.1 All media enquiry should be referred to the CEO.

1.4 Cyclone Procedure

1.4.1 NTGPE Severe Weather Event Group

NTGPE will establish a Severe Weather Event Group which will meet monthly throughout the wet season and when a cyclone is imminent, in relation to actions to be taken. The group is made up of the following members:

Role	Position
Chair	<ul style="list-style-type: none">• CEO
Coordinator	<ul style="list-style-type: none">• Travel and housing coordinator
Group members	<ul style="list-style-type: none">• Senior HR officer• EMES• others as directed by the CEO

1.4.2 Cyclone Warning System

BOM messages	Description
Cyclone Watch First BOM notice	This advice is issued if a cyclone is expected to affect coastal communities (up to 100km inland) within 48 hours, but not expected within 24 hours.
Cyclone Warning Second BOM Notice	This advice is issued if a cyclone is expected to affect coastal communities (up to 100km inland) within 24 hours or is already affecting communities.
All Clear	Declared when it is considered safe for the public to leave shelter and return home and back to work.

1.4.3 Cyclone Category Hierarchy

1.4.3.1 Cyclone categories are nominated by the BOM or NT Emergency Services (NTES).

1.4.3.2 Cyclone categories range from 1 for a weak system to 5 for the most severe system as per table below. For example, Cyclone Tracy was estimated to be a Category 4.

Cyclone Category	Strongest gusts (km/h)	Typical effects
1	Less than 125	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings.
2	125-170	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	170-225	Some roof and structural damage. Some caravans destroyed. Power failures likely.
4	225-280	Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.
5	More than 280	Extremely dangerous with widespread destruction.

1.4.4 Before the Cyclone Season

1.4.4.1 During October each year, the coordinator will issue instructions on housekeeping matters and ensures the workplace is reviewed for safety in advance of the wet season.

1.4.4.2 In mid-October the senior HR officer will request all staff to update their address and contact information with payroll who will prepare a consolidated list to be held by the CEO, senior HR officer and other staff as required, in a format that can be accessed 24/7 during severe weather events. Program managers to provide contact information for program participants.

- 1.4.4.3 The coordinator arranges a meeting of the severe weather event group to consider risks and special circumstances in the coming wet season. The coordinator will arrange regular meetings through the cyclone season if required.
- 1.4.4.4 Staff are reminded to register for CDU SMS messages regarding the status of CDU campus – Go to SharePoint/Quicklinks/CDU eCentre.
<https://idm.cdu.edu.au/pls/apex/f?p=1023:LOGIN:1771171384655101>

1.4.5 Cyclone WATCH announced (first BOM notice) - action to be taken

- 1.4.5.1 Depending on cyclone severity and location, coordinator to call together the Severe Weather Event Group.
- 1.4.5.2 The Coordinator should ensure staff are aware of the cyclone watch status.
- 1.4.5.3 The program managers should ensure program participants who may potentially be affected are aware of the cyclone watch status.
- 1.4.5.4 Coordinator may issue an email reminder to Darwin staff to register for CDU SMS messages.
- 1.4.5.5 Coordinator to maintain an active interest in the developing weather event and proceed according to circumstances.

1.4.6 Cyclone WARNING announced (Second BOM Notice) action to be taken. The coordinator will:

- 1.4.6.1 Call together Severe Weather Event Group to assess and report on completion of procedures and assess whether it is appropriate to recommend staff leave work premises to go home or be evacuated.

Call together Severe Weather Event Group to review the placement location of program participants and to decide whether any action is required by NTGPE.
- 1.4.6.2 Issue email advice to staff and program participants advising that cyclone warning is current. If email is unavailable, then Coordinator/Line Manager to contact staff and Program Managers to contact program participants as appropriate to the circumstances.
- 1.4.6.3 Coordinate clean up preparations by all staff likely to be affected and the securing of the office.
- 1.4.6.4 Confirm all staff have vacated, that preparations are complete, secure the building and leave.
- 1.4.6.5 Confirm with program managers that all program participants are as secure as possible or have been evacuated.

1.4.7 Out of Hours Cyclone Planning

- 1.4.7.1 If a Cyclone Watch is declared outside normal working hours, the coordinator and CEO will assess what action needs to be taken. Coordinator will liaise with relevant staff and program participants through the program managers and program support team. Staff and program participants will only be contacted if deemed necessary.

1.4.8 Getting the 'all clear' and return to work

- 1.4.8.1 As soon as practicable after a cyclone passes, the coordinator /or delegate will contact staff and program participants to confirm the all clear to return to work or placement location and establish staff/program participant availability to return to work. After that advice and if personal damage has not been sustained, staff are expected to return to work at the start of the next business day and program participants as soon as the next available flight back can transport them to their placement location.
- 1.4.8.2 Alternatively, the CDU SMS and web page information, advising that the University is 'open' is a notification for Darwin staff to return to work.
- 1.4.8.3 In cases where staff property damage has occurred, and leave is required, normal personal or recreation leave will need to be taken if staff require time away from work unless otherwise approved by the CEO. Staff are required to inform their line manager that they will be on leave and provide an estimate of the length of time required.

1.5 Flood procedures for flood prone areas

- 1.5.1 Alice Springs, Katherine and a number of remote communities can be subject to flooding.
- 1.5.2 Within these areas, control and coordination of counter disaster operations will be provided by the local Police/Emergency Operations Centre. In Alice Springs NTGPE office staff will follow the NTPHN office flood plan.
- 1.5.3 If flooding is predicted and evacuation becomes necessary, local evacuation centers will be set up.
- 1.5.4 Radio is regarded as the media likely to provide the most comprehensive and up to date information.

2.0 Earthquake

2.1 On CDU campus during an earthquake

If you are on campus, please follow the 'What to do during an emergency" procedure in attachment 6.

2.2 During an earthquake – general

- if you are in an elevator, drop, cover and hold. When the shaking stops, try and get out at the nearest floor if you can safely do so
- if you are at the beach or near the coast, drop, cover and hold then move to higher ground immediately in case a tsunami follow the quake
- if you are driving, pull over to a clear location, stop and stay there with your seatbelt fastened until the shaking stops. Once the shaking stops, proceed with caution and avoid bridges or ramps that might have been damaged
- if you are in a mountainous area or near unstable slopes or cliffs, be alert for falling debris or landslides.

2.3 After an earthquake - general

- listen to your ABC local radio station as emergency management officials will be broadcasting the most appropriate advice for your community and situation.
- be aware that electricity supply could be out, and fire alarms and sprinkle systems can go off in buildings during an earthquake even if there is no fire. Check for and extinguish small fires.
- only use the phone for short essential calls to keep the lines clear for emergency calls.
- if you smell gas or hear a blowing or hissing noise, open a window, get everyone out quickly and turn off the gas if you can. If you see sparks, broken wires or evidence of electrical system damage, turn off the electricity at the main fuse box if it is safe to do so.

- keep your animals under your direct control as they can become disoriented. Take measures to protect your animals from hazards, and to protect other people from your animals.

Source: *CDU Emergency management: Earthquake*

3.0 Declaration of natural disaster

3.1 Where the government declares an area to be natural disaster area staff will be considered to be on paid leave until notified that they are required back at work. This could be between one-to-five days depending on the level of devastation. Any further leave must be approved by NTGPE.

Program Participants in Remote Placements Cyclone Evacuation Procedure

1.0 Remote Locations

1.1 Category 1 and 2 Cyclones

- 1.1.1 In the event of communities being placed on a **Cyclone Watch** or **Cyclone Warning**, program participants will follow the local health service's cyclone plan as well as the directions of the health service manager and placement supervisor.
- 1.1.2 NTGPE will be guided by the health service manager and/or Department of Health management regarding the evacuation of program participants from individual placement locations.
- 1.1.3 Should program participants wish to be evacuated to Darwin, they must liaise with the health service manager, placement supervisor and the NTGPE program manager. GP registrars will take instructions from their 'on location' employer.

1.2 Category 3 to 5 Cyclones

- 1.2.1 In the event of communities being placed on a **Cyclone Watch** for a **Category 3-5** Cyclone, arrangements for evacuation of John Flynn students out of the placement location to Darwin will be made by NTGPE staff – where possible. Evacuation of students will commence, if possible, when the cyclone warning is announced or imminent. GP registrars will take instructions from their 'on location' employer. If evacuation is approved by the GP registrar's employer NTGPE staff will make arrangements where possible.
- 1.2.2 Should the cyclone watch be cancelled the travel to Darwin will also be cancelled by NTGPE staff.
- 1.2.3 Should the cyclone watch be elevated to a **Cyclone Warning**; the evacuation plan will be implemented and John Flynn students will be flown to Darwin where possible. GP registrars will take instructions from their 'on location' employer. If evacuation is approved by the GP registrar's employer, NTGPE staff will assist where possible.
- 1.2.4 Should Darwin be threatened by the same or another Category 3, 4 or 5 Cyclone, John Flynn students will be evacuated back to their place of origin, where possible. GP registrars will remain in their location and take advice from 'on location' employer.
- 1.2.5 If there is no possibility of John Flynn students returning home to their place of origin, they will evacuate to International House Darwin (IHD), CDU and follow all instructions as provided by IHD (refer attachments) and take a cyclone emergency kit provided by NTGPE with them.

Managing Severe Weather Declaration Form

I (name) _____ have read and understood NTGPE's Managing Severe Weather Event Policy for program participants and related procedures and understand my responsibility to abide by the policy and any instructions given to me for my safety by NTGPE or any health service, where relevant, during any severe weather event.

Signature: _____ **Date:** _____

Witness Name: _____ **Date:** _____

Witness Signature: _____

The program participant will keep a copy of this declaration and the original will be kept on the relevant Program file

Cyclone Procedure for Program Participants

1.0 Cyclone Procedure

1.1 When a Category 1-3 Cyclone Watch has been declared

- 1.1.1 Contact your program manager daily.
- 1.1.2 Know and understand the placement location's cyclone policy and procedures.
- 1.1.3 Ensure you understand when the placement location will ask you to leave the health service and when you should return following the cyclone.
- 1.1.4 Decide whether you wish to be evacuated or remain in the community. You must personally speak to the program manager about this.
- 1.1.5 Take the following actions:
 - Charge your mobile phone and keep it charged for as long as possible.
 - Make sure you have some cash as electricity may be affected and electronic automatic teller machines are unlikely to function.
 - Check your cyclone emergency kit and ensure the radio and torch are working, below is a list of what should be in your kit.

2.2 When a Category 1-3 Cyclone Warning has been issued

- 2.2.1 Tune the radio (in the cyclone emergency kit) to the local ABC radio channel Darwin 105.7 FM or Alice Springs 783 AM and continue listening.
- 2.2.2 Emergency Services via the ABC radio channel Darwin 105.7 FM or Alice Springs 783 AM will advise the public when it is time to move to 'shelter.' Do so as soon as advised and ring the program manager to confirm your whereabouts. Don't make unnecessary phone calls during this stage.
<https://secure.nt.gov.au/prepare-for-an-emergency/shelter-locations>

2.3 When a Cyclone is Imminent

- 2.3.1 Disconnect all electrical appliances; i.e. pull plugs out of the wall sockets.
- 2.3.2 Remain indoors at all times.

2.4 When a Cyclone Strikes

- 2.4.1 Stay inside
- 2.4.2 Place mattress/blanket over the top of you during the height of the storm.
- 2.4.3 When the wind drops DO NOT go outside as this may only be the 'eye' of the storm and gale force winds may return from the opposite direction some hours afterwards.
- 2.4.4 Stay well clear of all windows and doors.

2.5 After the Cyclone

- 2.5.1 **DO NOT** go outside until advised by Emergency Services via the ABC Radio that it is safe to do so.
- 2.5.2 The Emergency Services will issue an advice of 'All Clear' (allowing you to go outside), what to do and when.
- 2.5.3 For your safety, stay away from power lines and trees.
- 2.5.4 The program manager will contact you after the cyclone as soon as telephone systems are restored.

Please note: *Depending on the severity of the cyclone and the impact it has on Darwin's essential services, it may be necessary to evacuate program participants from Darwin following the cyclone.*

Cyclone Emergency Kit

Cyclone emergency kit items (example):

1. First Aid Kit
2. Portable Radio and spare batteries
3. Two torches and two batteries
4. Portable stove and gas canister
5. LED lantern
6. Box of all weather or wet matches
7. Box of candles
8. Can opener
9. Six rolls of masking tape
10. Large bin bags
11. Two plastic water containers (20 litres)
12. Basic food items for 4-5 students for approx 2 days (tinned food; e.g., baked beans, soup, corned beef, carton UHT milk)

SecureNT (<https://securent.nt.gov.au/>) provides more comprehensive information relating to cyclone and severe weather preparation and resources, please see the link below.

Charles Darwin University Cyclone Evacuation and Emergency Kit

Evacuation kit

An evacuation kit is a portable kit that normally contains the items you would require to survive for 72 hours, when evacuating from a disaster. The focus is on evacuation, rather than long-term survival.

The primary purpose of an evacuation kit is to allow you to evacuate quickly if a disaster should strike. It is therefore prudent to gather all of the materials and supplies that might be required to do this into a single place, such as a bag or a few storage containers. In addition to allowing you to survive a disaster evacuation, an evacuation kit may also be used when sheltering in place as a response to emergencies such as house fires, blackouts, cyclones, and other severe natural disasters.

Think about having an evacuation kit handy in your car, office, student residence and at home... just in case.

EVACUATION KIT

If you live in a low-lying coastal area or an area prone to flooding, preparing an Evacuation Kit now can save you time and stress in the event of cyclone, storm tide, flood or tsunami.



✓ CHECKLIST
<input type="checkbox"/> a - blanket
<input type="checkbox"/> b - sleeping bag
<input type="checkbox"/> c - kids toys/entertainment
<input type="checkbox"/> d - pillows
<input type="checkbox"/> e - warm clothes
<input type="checkbox"/> f - valuables + mementos
<input type="checkbox"/> g - essential medication
<input type="checkbox"/> h - mobile phone + charger
<input type="checkbox"/> i - important documents in sealed bags + cash
<input type="checkbox"/> j - baby formula + nappies
<input type="checkbox"/> k - toiletries

(Source: Queensland Government: <https://getready.qld.gov.au/natural-disasters/>)

Emergency kit

An emergency kit is a package of basic tools and supplies prepared in advance as an aid to survival in an emergency. Emergency kits, in a variety of sizes, contain supplies and tools to provide a survivor with basic shelter against the elements, help you to keep warm, meet basic health and first aid needs, provide food and water, signal to rescuers, and assist in finding the way back to help.

EMERGENCY KIT

For many emergencies, you may be able to shelter in place, either at home or at work. In this situation you will need to rely on items you've included in your Emergency Kit.

Include items you'd need for at least three days in case of disruption to essential services such as power and water supplies. Also, include the equipment you'll need to prepare meals with no power.

Keep your kit in a waterproof storage container and store in an easy to access location. Check your kit every three months to stock up and rotate supplies to ensure provisions are fresh and safe to use.



CHECKLIST

- a - fresh water for three days
- b - three days worth of non-perishable food and can opener
- c - first aid kit
- d - portable radio
- e - torch
- f - sturdy gloves
- g - spare batteries for radio, torch and mobile phone
- h - essential medication
- i - mobile phone and charger
- j - important documents in sealed bags + cash
- k - baby formula + nappies
- l - waterproof bags
- m - toiletries

(Source: Queensland Government: <https://getready.qld.gov.au/natural-disasters/>)

Charles Darwin University Cyclone Action Plan for NTGPE

Purpose

To outline how Northern Territory General Practice Education staff will prepare for the cyclone season and how NTGPE staff will respond in the case of a cyclone threatening the Darwin region.

General Information

This Plan must be read in conjunction with the CDU *Emergency Advice – Tropical Cyclone Advice*, located on the intranet at: <http://www.cdu.edu.au/staff-net/cyclone-emergency-advice> and the *Cyclone Preparation Procedures* (also attached as hardcopy in appendix): <http://www.cdu.edu.au/sites/default/files/staffnet/docs/cyclone-preparation.pdf>

Staff members with a work mobile phone are required to subscribe to the CDU SMS text service (used by the University to alert and update staff during extraordinary situations) via *My SMS Details* in eCentre. This service is also available for private mobile phones and staff members are encouraged to subscribe.

Please note that the SMS text service only provides short messages related to extraordinary situations (e.g. the closing and re-opening of a campus) but is not, for example, used to provide regular cyclone updates.

Pre-Cyclone Season

NTGPE staff members should ensure that general housekeeping is adhered to at all times to reduce the amount that needs to be done at the point when a cyclone has been declared. Filing and archiving should be done on a regular basis.

Staff members should discuss foreseeable special personal requirements with their supervisor (e.g. need to pick up kids, care for person at home, etc.) to allow for adequate planning in the case of a cyclone threat.

Staff members with known periods of absence during the cyclone season should secure their work area, as far as possible, before they go on leave and make appropriate arrangements with their supervisor for the actions required to secure work areas to be covered by another staff member during their absence.

Cyclone Watch Declared

Action required in consultation with NTGPE Cyclone Management team:

- Secure all not currently used paperwork in filing cabinets and compactuses.
- Clear desks/shared workspaces of all but currently used work materials.
- Staff with workstations along windows: secure all files, books, etc. not currently used in cabinets and compactuses.
- Confirm special personal requirements with supervisor (e.g. need to pick up kids, care for other person at home, etc.).
- Assist with securing work areas for absent staff members.
- Adequate emergency access/egress must be maintained at all times.
- Contact Facilities Management (x6500) to arrange for rubbish or other materials that may become projectiles in the event of severe wind gusts to be removed, stored or tied down as appropriate.
- Comply with all other instructions contained in the *Tropical Cyclone Advice* and any directions issued by the CDU Emergency Control Organisation.

Cyclone Warning Declared

Action required in consultation with NTGPE Cyclone Management team to minimize/prevent loss or damage:

- Secure all personnel/workers comp files and official paperwork in filing cabinets and compactuses.
- Secure/lock compactuses.
- Clear desks of any loose items (to reduce risk from flying items).
- Switch off and unplug (from power points) all electrical equipment, including computers (don't unplug blue cable), copiers/fax/printers, etc.
- For areas in close proximity to windows: relocate computers, phones, etc. (away from windows and off the floor, where possible).
- Assist with work areas of absent staff or with general use areas.
- Comply with all other instructions contained in the *Tropical Cyclone Advice* and any directions issued by the CDU Emergency Control Organisation.

Cyclone Declared Outside of Business Hours

Implement the above listed actions where possible prior to close of business (if adequate warning is provided) as advised by NTGPE cyclone management team in consultation with CDU Emergency Control Organisation.

If a cyclone warning has been declared over the weekend, or if you are unsure whether the Casuarina Campus will be open or closed, listen to radio announcements on ABC Local Radio 105.7FM.

The closure of a campus will also be advised via the CDU SMS text service.

Return to work

General advice for CDU staff to return to work will normally be broadcast by radio announcements on ABC Local Radio 105.7FM. The re-opening of a campus and return to work timing will also be advised via the CDU SMS text service.

Generally, staff members are expected to be at work after lunch if the announcement to re-open the campus has been made prior to 7am or at 8am, the next day if the announcement has been made after that time.

Links

CDU Emergency Management Plan

<https://www.cdu.edu.au/emergency/preparing-emergency>

Bureau of Meteorology (BoM) website

<http://www.bom.gov.au/>

Northern Territory Emergency Services (NTES) website

<http://www.pfes.nt.gov.au/emergency-service.aspx>

secureNT (the comprehensive NT Government Emergency website) website

<http://www.securent.nt.gov.au/>

Reference links:

CDU Website

<http://cdu.edu.au/emergency/cyclone>

ABC Emergency News

<http://www.abc.net.au/news/emergency/>

ABC Local Radio frequency finder

<https://radio.abc.net.au/help/offline>

Cyclone shelters in the NT

<http://www.pfes.nt.gov.au/Emergency-Service/Public-safety-advice/Shelters-in-the-NT.aspx>

Charles Darwin University International House Darwin Cyclone Emergency Plan

The cyclone season officially commences on 1 November and ceases on 30 April, but cyclonic events have been known to occur outside this period. Cyclones affect coastal areas up to at least 50 km inland from the sea.

Cyclone Watch

A Cyclone Watch will be issued if a cyclone or potential cyclone exists and there are strong indications that winds above gale force will affect coastal or island communities within 24 to 48 hours of issue. As soon as a cyclone watch has been issued, it will be posted on the CDU website – www.cdu.edu.au and broadcasted on Territory FM – 104.1 and ABC Local Radio FM 105.7.

At this point, International House Darwin (IHD) Management and staff members will initiate emergency procedures to ensure the safety of all residents. This will include communicating with residents via SMS, email and word of mouth through IHD staff. Please ensure you follow the directions of the Resident Leader and IHD staff.

Residents are asked to do the following:

- Bring all valuables such as passport, monies etc to the office for storage in the safe
- Secure all personal possessions in your room, preferably in a cupboard
- Ensure your bike is moved to the bike shed
- Contact your relatives and inform them that you are safe and that IHD will take all reasonable steps to ensure residents safety including evacuating you the nearest cyclone shelter - Dripstone Middle School, if necessary.
- Notify the IHD office if you leave the property
- Prepare your Evacuation Kit containing the following:
 - A Jumper / change of clothes
 - A towel or blanket
 - Any personal Medication
 - A bottle of water
 - Mobile phone, Ipod or portable radio
 - A few muesli bars or energy bars

Your Evacuation kit should take up no more room than a small back pack!

Cyclone Warning

A Cyclone Warning is issued as soon as gale force or stronger winds are expected to affect coastal or island communities within 24 hours.

At this point, the Vice Chancellor will determine if evacuation of the property is required. IHD management will inform residents with updates via SMS, email and word of mouth through IHD staff and the R.L.'s. If the Vice Chancellor initiates an evacuation, IHD Management will make necessary arrangements to move residents to the nearest cyclone shelter – Dripstone Middle School.

Evacuation

If an Evacuation is required, residents are asked to turn off and unplug all electrical devices (except the fridge) in their rooms. You are then to proceed with your Evacuation Kit (as listed above) to the centre of Brown building 3, and wait for further instructions.

IHD management will transport all residents to the nearest cyclone shelter – Dripstone Middle school. Residents will remain at the cyclone shelter until Emergency services and the Vice Chancellor give authority to return to IHD.

International House Darwin management and staff, along with Charles Darwin University, will do everything possible to ensure your safety. Your assistance and co-operation is vital!

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Yellow paper signifies that a document is controlled. Other paper copies are not guaranteed to be current.



Charles Darwin University What to do During an Earthquake

What to do during an EARTHQUAKE



- **DROP** to the ground: take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls and anything that could fall, such as lighting fixtures or furniture.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking.
- **DO NOT** use the elevators.
- Be aware that the electricity may go out or the sprinkler systems or the fire alarms may turn on.
- **DO NOT** use a doorway as shelter.
- If outside, keep well clear of buildings, overhead structures, walls, bridges, power lines or trees.
- After the earthquake you should check for any hazards before re-entry to buildings.
- If required, seek further advice from CDU Facilities or Security prior to re-entry.

CAUTION!

NO DOORWAYS. Standing in a doorway leaves you extremely exposed, especially to flying glass.

NO RUNNING. Panic kills, you can't outrun an earthquake, and you're probably running past good cover.

For more information visit cdu.edu.au/emergency

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