YMCA of the Northern Territory

CYCLONE MANAGEMENT PLAN

Cyclone Management Plan

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Cyclone Management Plan

Introduction

The northern region of the Northern Territory is subject to tropical cyclones generally from November to the end of April. Although cyclones cannot be prevented or controlled, it is possible to reduce their impact both at the workplace and at home through careful preparation and planning.

This procedure has been prepared to enable YMCA of the Northern Territory (YMCA) to perform certain tasks as allocated under the 'Northern Territory All Hazards Emergency Management Arrangements' and to enable YMCA to manage or resume its normal duties and functions as soon as possible after the cyclone threat has passed.

All phases of this plan are to be set in motion by the Chief Executive Officer (CEO) or designated representative. All sites have their own procedures which are outlined in the attachments.

Warnings Issued, Stages and Categories

A six stage cyclone warning system is utilised in the Northern Territory.

Bureau of Meteorology Messages	**Stages to be declared**
CYCLONE WATCH A tropical low or tropical cyclone exists and gale force winds are likely to affect region within the next 48 hours – but not before 24 hours	**STAGE 1**
CYCLONE WARNING A tropical cyclone is expected to cause gale force winds in region within the next 24 hours.	**STAGE 2**
CYCLONE WARNING Increasing threat to region	**STAGE 3** Declared when available information suggests that destructive winds are likely to affect region within the next 6-12 hours.
CYCLONE WARNING Increasing threat to region	**STAGE 4** An official announcement will be made to the public advising all persons in region to TAKE SHELTER
CYCLONE WARNING Increasing threat to region	**STAGE 5** Declared when destructive winds have reached the boundary of region
	STAGE 6 Declared when winds no longer pose a threat to communities within region. NOTE: ALL CLEAR has NOT yet been announced. Stage 5 may be re-declared if necessary.
	ALL CLEAR Declared when it is considered safe for the public to leave shelters. Post Cyclone operations phase**.**
STAND DOWN	**STAND DOWN** Declared when the region Controller considers no further counter disaster measures are necessary.

Cyclone Management Plan

Cyclone Severity Categories

The severity of a tropical cyclone is described in terms of categories ranging from 1 to 5 related to the zone of maximum winds. An estimate of cyclone severity is included in all tropical advices. Remember that the Warning Service is not designed to give an exact statement of conditions at individual locations but will give a general idea of the expected worst conditions. Using this severity scale, communities will be able to assess the degree of cyclone threat and take appropriate action. Damage will vary depending upon factors such as:

- How far you are from the zone of maximum winds
- How exposed the location is
- Building standards
- Vegetation type
- Resultant flooding

CAT.	STRONGEST GUST (Km/h)	AVERAGE MAXIMUM WIND (Km/h)	INDICATIVE CENTRAL PRESSURE (hPa)	TYPICAL EFFECTS (Indicative only)
1	less than 125	63 - 88	greater than 985	Negligible house damage. Damage to some crops, trees and caravans.
2	125 - 164	89 - 117	985 - 970	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	165 - 224	118 - 159	970 - 955	Some roof and structural damage. Some caravans destroyed. Power failures likely.
4	225 - 279	160 - 199	955 - 930	Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.
5	more than 279	more than 200	below 930	Extremely dangerous with widespread destruction.

Cyclone Plan

It is the CEO's responsibility to review the Cyclone Plan annually, by no later than September of every year, which typically is a month before the official Cyclone Season. It is the CEO's responsibility to schedule a meeting specifically for the Cyclone Plan to be held in early September, for the purpose of reviewing the current Cyclone Plan and to also train and educate the management team as well as the general workforce in Cyclone planning and preparations.

Any recommendations for improvements to the cyclone procedure should be directed to the designated person for your work area, in accordance with the Communication section of this plan.

Communications

Employee directions will come through the channels identified in the following table. These positions are nominated as follows or the person acting in the position.

Work Area	Emergency response position	Contact number
Senior Management Team	Chief Executive Officer	0410 689 241
Corporate Services	Executive Manager - People & Culture	0401 009 767
Recreation & Aquatics	Sales & Marketing Manager	0419 262 642
Youth and Community Services	Executive Manager - Youth & Community Services	0459 988 345
Children and Family Services	Executive Manager - Children & Family Services	0409 875 230

At the declaration of each stage of a cyclone, management will meet and discuss planning for the stage based on weather and other information provided by the Bureau of Meteorology and the recommendations of the Northern Territory Government, Emergency Operations Centre (EOCs), through the CEO.

Operations Centres

To affect operational control and coordination, Northern Territory Government has a system of Emergency Operations Centres (EOCs) which are established at Territory, regional and local levels. EOCs are where information is received, collated, analysed and disseminated, and resources are coordinated. A Counter Disaster Controller will direct EOCs who will provide information to businesses and residents on how to respond to the emergency. YMCA will take directions from the EOC.

Pre-Cyclone Checklist

TASK	RESPONSIBILITY
All employees to be made aware of the content of these procedures and their role in case of a cyclone	Managers / WHS Advisor
Facility checklist to be updated and stored in nominated place (each facility to have a list for the site). Including contact list of employees, contractors and services and current cyclone shelters	Site Manager
Ensure that tenants have Cyclone procedures in place for the facility they occupy and have cyclone shelter list	Executive Manager - Youth & Community Services and Site Manager
Allocation for petty cash provisions for each site A list of cost codes to be made available for the recovery activities	Finance Officer
Employee roster is prepared to cover employee designated to cyclone preparations	Site Manager in conjunction with the Executive Manager
Generators to be tested/serviced	Executive Managers
FM Radio/s to be tested in operational mode. Number of operation hand held radios to be noted	Site Manager
A copy of the cyclone procedures should be placed in each YMCA vehicle	Employee responsible for vehicle
Cyclone stores procured e.g. radios, batteries, torches etc.	Site Manager
Goods and Services organised/purchased and stored appropriately	Site Manager

Stage 1 - Cyclone Watch

Tropical Low or Tropical Cyclone exists and gale force winds are likely to affect region within the next 48 hours.

In the absence of Northern Territory Government advice for people to remain in a safe location through the media, employees are to attend work. If employees have personal reasons for not attending work given the potential threat of a cyclone, employees need to apply for leave, and YMCA will do its best to accommodate these requests.

Essential employees should prepare their own homes at this stage and ensure the safety of their families at this time.

Management should consider at minimum the following tasks at a Stage 1 Warning. The extent of activation of each task will be dependent on the information available to Management at the time of their meeting. Managers are responsible for keeping relevant employees informed of cyclone activity.

TASK	RESPONSIBILITY
Activate Stage 1 Preparation	CEO
Employee briefed and all sites prepared	CEO and Executive Manager
IT Backup completed for all sites	IT Officer
Ensure updated telephone contact lists are in vehicle. Vehicles checked for oil, water and safety equipment Being mindful of keeping the vehicle fully fuelled	Employee responsible for vehicle
Assess effect of cyclone on any current construction works	Executive Manager, CEO and WHS Advisor
Assess effect of cyclone on current planned YMCA events	Site Manager, Exec. Managers and WHS Advisor
FM radios located and batteries charged	Site Manager
All loose and non-essential items to be stored or tied down	Site Manager
Begin preparation for shutdown of the building, containers ready for stowing items	Site Manager, Executive Manager, WHS Advisor and building owners

Cyclone Management Plan

Stage 2 - Cyclone Warning

Gale force winds expected within 24 hours.

On advice from the Northern Territory Government, all YMCA facilities will be closed. This may be in line with the school closures during term dates.

On the advice of Managers, appropriate preliminary clean up measures will commence at site if not already completed. Following facility closure, employees should return to their homes and make final preparations.

Time of departure will be dependent upon the time of the warning and local flooding, if any, and employees with children will be given priority due to school/child care closures. Managers are to be notified and permission sought prior to leaving.

ALL EMPLOYEES ARE TO CONTACT THEIR MANAGER PRIOR TO LEAVING THE FACILITIES

TASK	RESPONSIBILITY
Activate Stage 2	CEO
Employees briefed on actions and roles, and who will be required following the all clear from Authorities	CEO, Executive Manager
All files to be returned to secure area at end of work day	All employees
Electricity and gas cylinders turned off/disconnected	Site Manager
IT Backup completed	IT Officer
Confirm public advised of cyclone impact on current planned YMCA events	Executive Manager
All cash balanced (including petty cash floats) and placed in safe	Site Manager
Temporary sign placed on doors advising YMCA closure and list of cyclone shelters displayed.	Site Manager
Confirm all YMCA facilities are secured and closed	Executive Manager, CEO

Stage 3 - Cyclone Warning

Increasing threat to region, destructive winds expected within 6 – 12 hours
The extent of activation of each task will depend on the information available to Management at the time of their meeting. All employees are not to remain at site once closure has been completed.

ALL EMPLOYEES TO CONTACT THEIR MANAGER PRIOR TO LEAVING THE BUILDING

Task	Responsible Officer
Activate Stage 3	CEO
Employees briefed on actions or roles required for returning to the facility once given the all clear by Authorities	Executive Manager
Confirm no employees are remaining in the facility prior to returning home	Site Manager

Stage 4 - Cyclone Warning

Increasing threat to region. Cyclone imminent – take shelter
There is to be no employees in any of the facilities. Employees should remain at home or in shelters until advised by Authorities of the 'ALL CLEAR'. Beware the false calm in the 'eye' of the cyclone.

Stage 5 - Cyclone Warning

Increasing threat to region. Destructive winds have hit
Employees should remain at home or in shelters until advised by Authorities of the 'ALL CLEAR'. Beware the false calm in the 'eye' of the cyclone.

Stage 6 - Cyclone Warning

Declared when winds no longer a threat
Employees should remain at home or in shelters until advised by Authorities of the 'ALL CLEAR'.

All Clear - Recovery (Post Cyclone)

Following the "ALL CLEAR' being received, Employees should begin securing their own property and families. After doing so, Site Managers are to attend their facility to begin assessment. Where telecommunications are available, Site Managers are to make contact with their Executive Manager/CEO as soon as is practicable. Risk management processes must be followed for potential hazards at each facility. This may completed in partnership, or by, the facility's relevant Government/Council body.

CEO is to be advised of facility damage from Executive Managers and employee's well-being. Any additional employee requirements will be assessed. CEO is to provide an update of facility status to the Board of Directors.

Employees should advise their manager of their personal situation at this time. If telecommunications are unavailable, employees should be directed by official media advice, Radio/TV, SecureNT http://www.securent.nt.gov.au/

Employees will return to work following the assessment of the cyclone damage and advice of the Executive Manager.

Recovery Tasks

Task	Responsible Officer
Activate Recovery	CEO
Assessment of facilities structure and contents	Executive Managers, WHS Advisor and building owners
Decision made to open facilities for business subject to cyclone damage	CEO
Relevant contractors advised of works required for recovery	Building owners
Develop operational maintenance plan identifying issues, remediation required, cost estimates and timeframes for all locations	Executive Managers and WHS Advisor
Managers advised of decision	CEO and Executive Managers
Employees contacted to return to work if practicable	Site Manager
Employees briefed of facility operation recovery plans and duties/role in recovery process	Executive Managers
Facilities opened for business	Site Manager

After Hours Procedures

Where a stage is declared outside normal business hours, at a minimum, the CEO and Executive Managers will begin planning for the situation based on weather information and information provided by the Bureau of Meteorology. The CEO and Executive Managers will convey the plans to employees as soon as practical.

After hours (outside normal business hours of YMCA) advice of a cyclone will require all stages of these procedures to be completed. This may involve employees being requested to assist with specific tasks, as delegated by the CEO and Executive Managers. The CEO is to contact all Executive Managers immediately, to initiate the cyclone plans outlined in these procedures.

During out of office hours, communication will be by phone. If phone communication is unavailable, employees should be directed by official media reports – SecureNT, FM radio, television.

In the event of a cyclone warning being issued after hours each Executive Manager will be responsible for ensuring that appropriate measures have been taken to secure work areas, and tasks are completed based on Management advice and this plan.

Employees should be guided by media communication in relation to cyclone activity. If the public are advised to remain indoors and not travel on roads then employees should follow the advice of the media.

In the absence of advice to remain in a safe location by the media, employees should attend work the next working day. If employees have personal reasons for not attending work given the potential threat of a cyclone, they must contact their manager and will need to apply for leave.

Attachment A - Emergency Contact Telephone Numbers

Alarm Servicing - Chubb	13 15 98
Berrimah Police Station	8927 8888
Palmerston Police Station	8999 3422
Katherine Police Station	8973 8000
Alice Springs Police Station	131 444
Police, Fire and Emergency Services - **Emergency**	000 112 for mobiles
Emergency Services and Police Assistance - **non-emergency**	131 444
Emergency Services helpline (Floods, Storms and Cyclones)	132 500
Power and Water Corp - Emergency Line	1800 245 090
City of Palmerston	8935 9922
Darwin City Council	8930 0300
Litchfield Council	8983 0600
Katherine Town Council	8972 5500
Alice Springs Council	8950 0500
NT Government Switchboard	8999 5511

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Attachment B - Shelter Locations

THIS YMCA FACILITY IS CLOSED TO THE PUBLIC UNTIL FURTHER NOTICE. EMERGENCY CYCLONE SHELTERS ARE LISTED BELOW.

Cyclone, Storm and Flood Information http://www.securent.nt.gov.au/

LOCATION DETAILS FOR EMERGENCY CYCLONE SHELTERS

Supreme Court Building	The Esplanade, Darwin NT
Casuarina Senior College	61 Trower Road, Moil
Nightcliff Middle School	90 Aralia Street, Nightcliff
Dripstone Middle School	326 Trower Road, Tiwi
Palmerston Senior College	Tilston Avenue, Driver, Palmerston
Rosebery Primary and Middle School	Cnr Forrest Parade and Belyuen Roads, Rosebery
Girraween Primary School	Garruth Road, Girrraween
Taminmin College	Challoner Circuit, Humpty Doo
Berry Springs Primary School	150 Cox Peninsula Road, Berry Springs
Cox Peninsula Community Govt. Council Office	Lot 62, Wagait Tower Road, Wagait Beach

LOCATION DETAILS FOR UNDERGROUND CAR PARKS

Double Tree by Hilton Hotel Esplanade	116 The Esplanade, Darwin
Casuarina Square Shopping Centre (Big W Basement Parking)	247 Trower Road, Casuarina
Palmerston Shopping Centre	Temple Terrace, Palmerston
Palmerston Hub Complex	3 Maluka Street, Palmerston

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Attachment C - Employee Contact Directory

Work Area	Responsible Officer	Contact number
Senior Management team	Chief Executive Officer	0419 772 069
WHS	WHS Advisor	0414 738 136
People & Culture	Executive Manager – People & Culture	0414 738 136
People & Culture	Safeguarding Children and Training Officer	0414 738 136
IT All sites	IT Officer	0419 514 613
Systems	Systems Officer	0409 936 169
Recreation & Aquatic Services	Sales & Marketing Manager	0419 262 642
Palmerston Swimming and Fitness Centre	Centre Manager	0411 431 050
Youth and Community Services	Executive Manager – Youth & Community Services	
Accommodation Services	Hostel Manager	0439 916 949
Palmerston Youth Centre	Youth and Community Services Team Leader	0433 395 898
Children and Family Services	Children and Family Services Manager	0409 875 230
Jingili Kindergarten	Children and Family Services Manager	0409 875 230
Driver Primary School OSHC	Coordinator	0439 991 459
Durack Primary School OSHC	Coordinator	0439 991 095
Pools Area Manager	Area Manager	0419 262 642
Casuarina Pool	Coordinator	0439 838 447
Casuarina Pool	Duty Manager - 2	0405 965 755
Nightcliff Pool	Coordinator	0405 965 755
Parap Pool	Coordinator	0408 539 236
CDU	Centre Manager	0488 081 157

Attachment D - Emergency Contacts and Delegations while on leave template

When on leave employees are required to complete the attached template during the cyclone period and ensure it is displayed on the employee notice board.

Name	Leave Dates	Period out of Darwin	Emergency Contact Number

Attachment E - Contractor Contact Details template

Managers to provide details to the WHS Advisor during cyclone period

Contact Name	Contact Number	Description of Services/Supplies

Attachment F - List of Emergency Stores and Supplies for Cyclone Kit

Personal Protective Equipment

- Hi vis safety vests (assess quantity required per site)
- Heavy duty garden gloves (assess quantity required per site)
- Safety glasses (assess quantity required per site)
- Hats (assess quantity required per site)
- Sun screen
- Insect repellent
  NB: Staff must wear closed in shoes

Emergency Kit items

As advised by SecureNT http://www.securent.nt.gov.au/preparing/emergency_kits/emergency_kits.html

Items

- Battery-operated radio with spare batteries
- Torch with spare batteries (all sizes), candles and waterproof matches
- First Aid Kit and manual with any essential medicines that may not be found in a basic kit (e.g. Panadol, Ventolin)
- Blankets
- Strong and sealable plastic bags (for storing/protecting items and clean ups)
- Spare phone battery/charger
- Boxed water
- 1 x contractors list of qualifications and machinery items
- 3 x Palmerston/Darwin emergency shelters list and map of directions
- Masking tape for windows
- Heavy duty tape e.g electrical tape, duct tape
- Tarpaulins, various sizes and ropes or tie-downs
- Cleaning items: squeegee, brooms, mops, buckets, heavy duty garbage bags etc

Ensure the following

- Plastic sheeting is in good repair/purchased. Sheeting and tape is accessible
- Store the kit in a dry area that is easily accessible without electricity
- Make sure every employee knows where the kit is stored
- Check the contents of your kit at least once a year to ensure items still work and consumables have not past their use-by date
- Batteries have expiry dates, water does go stale and non-perishables will perish over a period of time
- Employee roster prepared to cover those designated to cyclone preparations and recovery
- All employees are briefed on procedures and whereabouts of materials

Attachment G - Cyclone Procedure - Palmerston Swimming and Fitness (PSF)

Remember to delegate jobs where possible to other employees. The Site Manager is ultimately responsible for overseeing and implementing the following procedures.

ANNOUNCEMENT OF CYCLONE/TROPICAL LOW

1. Centre is to have on local radio for frequent updates
2. Site manager is responsible for keeping updated with the cyclone paths www.securent.nt.gov.au
3. Site manager are responsible for the cleaning and packing up of their area
4. Check PSF's Cyclone Kit includes all items as per *Attachment F*
5. Print copies of documents below and place around the facility (gym notice board, front entrance, aquatic notice board)
   - Up-to-date emergency contact list
   - Up-to-date cyclone shelter and other cyclone information
   - Up-to-date Cyclone Management plan
   - Copies of Cyclone Update posters - DEVELOPING CYCLONE/TROPICAL LOW, WATCH, WARNING

CYCLONE WATCH

A cyclone watch indicates the areas and communities that may experience gales or stronger winds in one to two days' time.

1. Change cyclone update sign from 'DEVELOPING CYCLONE/TROPICAL LOW' to 'WATCH'
2. Start minor clean-up of facility, i.e. do rubbish clean up, ensure all unused doors are locked, do an external perimeter check and remove any rubbish/small loose items (make a note of any larger items which may need moving upon cyclone warning)

CYCLONE WARNING (STAGE 2) – FACILITY EVACUATED

A cyclone warning indicates the areas and communities that may experience gales or stronger winds within 24 hours. Evacuate the facility and ensure all members and patrons are aware of the situation and are advised to return to their homes or if required, to their nearest cyclone shelter (Refer Attachment B).

Advise patrons:

Attention all patrons, we have been placed on Cyclone Warning. The center is now closing. Please stay calm and leave through the nearest exit. We advise that you return to your homes or if required, to the nearest cyclone shelter. ***Please walk if possible, if you are driving please drive slowly and follow Police direction.***

REPEAT UNTIL ALL PATRONS ARE EVACUATED

Ensure each employee evacuates their own area (PT's for the gym, Lifeguard for the pool, Duty manager for inside toilets and back office, Group Fitness Instructors for the group fitness room, karate and physio business owners manage their leased area, etc.)

Delegate to people who are in the area for each section:

Pool - complete one final check of area, lock and secure outside toilets and check plant room doors are locked. Tape up training room windows and unplug any electronic devices. Plant room pumps will remain

on unless notified otherwise by council.
Weights room and Health Consult room - all lights and power points are switched off, fitballs, etc. are stored in Health consult room, computer and all electronic devices are switched off, plug pulled out of point, covered with large plastic bag and moved to back office.
Cardio - unplug all cardio equipment and fans.
Multipurpose/GF room - turn off all fans and stereo. Move all objects away from window and ensure window is taped up.
Reception - pack up all computers, phones and EFT machines into black plastic bag and store in back office.
Karate and Physio - ensure all windows and doors are closed and all loose items are stored away, tape up any and all windows, all power points are switched off and electronic devices are unplugged.

1. Change cyclone update sign from 'WATCH' to 'WARNING'
2. Call City of Palmerston to organise contractor to tie up the retractable shade cloth
3. Print off current cyclone shelter maps from www.securent.nt.gov.au (place on counter for those who are exiting and may want them)
4. Put all loose items in kiosk into cupboards
5. Tape windows
6. Remove any larger items from exterior of building, if unable to be secured
7. Place lane rope holders inside external corridor near hallway fire exit door along with all boot camp equipment (ensuring manual handling procedure is followed)
8. Place ALL forms, brochures, laminating machine, guillotine, trays and merchandise NEATLY into cupboards
9. Turn off all electronic devices (including computers, phones, EFT machine etc. in ALL AREAS OF THE FACILITY).
10. Place communication diary, health consult diary, phone message book and all other stationary type items into drawers
11. Put all cafe tables in the store room
12. Store the following in the storeroom:
    - all non-permanent notice boards (next to kiosk)
    - BBQ
    - all bins (emptied)
    - pool vacuum
    - pot plants
13. As duties are completed, employees will be released from duty on the following priority basis:
    - Need to collect own children from childcare or school
    - Need to travel long distance home
    - Other relevant needs
14. CLOSING TIME: close the facility as per normal

CYCLONE WARNING (STAGE 3) – FACILITY CLOSED
By Stage 3 there should not be any employees or patrons remaining in the facility. If there are, they are to ensure all doors are locked and make their way home or to the nearest cyclone shelter immediately (Cyclone Shelters are activated at stage 2).

Attachment H - Cyclone Procedure - Palmerston Youth Space

Remember to delegate jobs where possible to other employees. An appointed employee will be ultimately responsible for overseeing, and implementing the following procedures.

ANNOUNCEMENT OF CYCLONE/TROPICAL LOW

1. Tune into the Local radio for frequent updates.
2. The appointed employee is responsible for keeping updated with the cyclone paths www.securent.nt.gov.au
3. The appointed employee is responsible for cleaning and packing up of the area.
4. Place signs up around facility (notice board and front entrance)
5. Check Palmerston Youth Space's Cyclone Kit includes all items as per *Attachment F*
6. Print copies of:
    - Up-to-date emergency contact list
    - Up-to-date cyclone shelter and other cyclone information
    - Up-to-date Cyclone Management plan
    - Copies of Cyclone Update posters - DEVELOPING CYCLONE/TROPICAL LOW, WATCH, WARNING

CYCLONE WATCH

A cyclone watch indicates the areas and communities that may experience gales or stronger winds in one to two days' time.

1. Change cyclone update sign from 'DEVELOPING CYCLONE/TROPICAL LOW' to 'WATCH'
2. Start minor clean-up of facility, i.e. do rubbish clean up, ensure all unused doors are locked, do an external perimeter check and remove any rubbish/small loose items (make a note of any larger items which may need moving upon cyclone warning).

CYCLONE WARNING (STAGE 2) – FACILITY EVACUATED

A cyclone warning indicates the areas and communities that may experience gales or stronger winds within 24 hours. Evacuate the facility and ensure all patrons are aware of the situation and are advised to return to their homes or if required, to their nearest cyclone shelter (Refer *Attachment B*).

Advise patrons:

Attention all patrons, we have been placed on Cyclone Warning. The center is now closing. Please stay calm and leave through the nearest exit. We advise that you return to your homes or if required, to the nearest cyclone shelter. ***Please walk if possible, if you are driving please drive slowly and follow Police direction.***

REPEAT UNTIL ALL PATRONS ARE EVACUATED

The Palmerston Youth Services Team, in consultation with the Executive Manager – Youth & Community Services, should arrange to:

1. Contact parents/guardians to collect their child immediately
2. Change cyclone update sign from 'WATCH' to 'WARNING'
3. Print off current cyclone shelter maps from www.securent.nt.gov.au (place on counter for those who are exiting and may want them)

4. Put all loose items in kitchen into cupboards
5. Tape windows
6. Remove any larger items from exterior of building if needed
7. Place ALL forms, brochures, laminating machine, guillotine, trays and merchandise NEATLY into cupboards
8. Turn off all electronic devices (including computers, phones, photocopiers etc. in ALL AREAS OF THE FACILITY).
9. **Office** - pack up all computers, phones into plastic bag and store in secure area.
10. Place all other stationary type items into drawers - all non-permanent notice boards moved into secure position, external equipment moved to secure position, all bins (emptied)
11. As duties are completed, employees will be released from duty on the following priority basis:
    - Need to collect own children from childcare or school
    - Need to travel long distance home
    - Other relevant needs
12. CLOSING TIME: close the facility as per normal

If any children remain at the facility within one hour of the request to pick up being made, the Palmerston Youth Services team must make every effort to contact any person identified on the child's enrolment form. The parent/guardian is to also be advised if the child is not collected by a due time, the child will be transported to the nearest police station for care. If this is unsuccessful, the Palmerston Youth Services Team is to then advise the Executive Manager of the uncollected child.

If a cyclone is imminent, any children still at the service are to be transported to the nearest police station and a notice will be placed on the doors of the service advising of the transportation. Timeframe is to be no longer than 3 hours from notification to parents/guardians. The Team is to keep in constant contact with Management.

Palmerston Youth Services Team is to advise the Executive Manager when all children have been collected and the service is about to be locked and all employees have gone home.

CYCLONE WARNING (STAGE 3) – FACILITY CLOSED

By Stage 3 there should not be any employees or patrons remaining in the facility. If there are, they are to ensure all doors are locked and make their way home or to the nearest cyclone shelter immediately (Cyclone Shelters are activated at stage 2).

Cyclone Management Plan

Attachment I - Cyclone Procedure - Children's Services

Remember to delegate jobs where possible to other employees. The Coordinator is ultimately responsible for overseeing and implementing the following procedures in conjunction with the representative from the School as required.

ANNOUNCEMENT OF CYCLONE/TROPICAL LOW

1. Tune into the Local radio for frequent updates.
2. Coordinator is responsible for keeping updated with cyclone paths www.securent.nt.gov.au
3. Coordinators and Educators are responsible for the cleaning and packing up of their area
4. Place signs up around facility (notice board and front entrance)
5. In conjunction with the Schools, check the Service's Cyclone Kit includes all items as per *Attachment F*
6. Print copies of:
   - Up-to-date emergency contact list
   - Up-to-date cyclone shelter and other cyclone information
   - Up-to-date Cyclone Management plan
   - Copies of Cyclone Update posters - DEVELOPING CYCLONE/TROPICAL LOW, WATCH, WARNING.

CYCLONE WATCH

A cyclone watch indicates the areas and communities that may experience gales or stronger winds in one to two days' time. Employees are to remain at their normal duties.

The Coordinator should:

1. Ensure the employees are familiar with the Cyclone Management plan
2. Recheck the property for any loose material and tie down or store all large relatively light items such as rubbish bins.
3. Display a sign and provide a copy to parents/guardians detailing:
   In the event of a cyclone, if a cyclone warning is issued, it is YMCA Policy that parents/guardians are phoned to collect their children from the facility immediately.

CYCLONE WARNING (STAGE 2) - FACILITY CLOSED

A cyclone warning indicates the areas and communities that may experience gales or stronger winds within 24 hours.

The Coordinator, in consultation with the Executive Manager - Children and Family Services, should arrange to:

1. Contact parents/guardians to collect their child immediately, as per YMCA Policy
2. Store all resources and documents in a dry, safe place (waterproof bags)
3. Large/heavy valuables could be protected in a strong cupboard
4. Batten down the service, secure doors and tape windows
5. Disconnect the computers and store in waterproof packaging
6. Switch off all electrical equipment at the power point and unplug
7. Switch off water, power and gas.

8. As the number of children reduces, employees will be released from duty on the following priority basis:
   - Need to collect own children from childcare or school
   - Need to travel long distance home
   - Other relevant needs

If any children remain at the facility within one hour of the request to pick up being made, the Coordinator will make every effort to contact any person identified on the child's enrolment form. The parent/ guardian is to also be advised if the child is not collected by a due time, the child will be transported to the nearest police station for care. If this is unsuccessful, the Coordinator is to then advise the Executive Manager of the uncollected child.

If a cyclone is imminent, any children still at the service will be transported to the nearest police station and a notice will be placed on the doors of the service advising of the transportation. Timeframe is to be no longer than 3 hours from notification to parents/guardians. The Coordinator is to keep in constant contact with Management.

Coordinator is to advise the Executive Manager when all children have been collected and the service is about to be locked and all employees have gone home.

CYCLONE WARNING (STAGE 3) – FACILITY CLOSED

By Stage 3 there should not be any employees or children remaining in the facility. If there are, they are to ensure all doors are locked and make their way home or to the nearest cyclone shelter immediately (Cyclone Shelters are activated at stage 2).

Cyclone Management Plan

Attachment J - Cyclone Procedure - Hostel

Remember to delegate jobs where possible to other employee members. The Site Manager is ultimately responsible for overseeing, and implementing the following procedures.

ANNOUNCEMENT OF CYCLONE/TROPICAL LOW

1. All radios are to be placed on local radio for weather updates
2. Ensure all common areas are tidy and free from any possible flying hazards
3. Hostel manager is responsible for keeping updated with cyclone paths www.securent.nt.gov.au
4. Cyclone warning signs to be placed around the hostel (Reception/Lobby/Dining area/ staircase/ smoking area/entrance)
5. Check Hostel's cyclone kit includes all items as per *Attachment F*
   Support/encourage tenant to prepare their own personal cyclone kit that includes food, water, clothing, medications, personal items and documents
6. Ensure the cyclone kit and first aid kits are accessible
6. Print copies and place on the notice board close to lobby/dining area of:
   - Up-to-date emergency contact list
   - Up-to-date cyclone shelter and other cyclone information
   - Up-to-date Cyclone Management Plan
   - Copies of Cyclone Update posters - DEVELOPING CYCLONE/TROPICAL LOW, WATCH, WARNING

CYCLONE WATCH

A cyclone watch indicates the areas and communities that may experience gales or stronger winds in one to two days' time.

1. Change cyclone update sign from 'DEVELOPING CYCLONE/TROPICAL LOW' to 'WATCH'
2. Start clean-up of facility, i.e. do rubbish clean up, ensure all unused doors are locked, do an external perimeter check and remove any rubbish/small loose items (make a note of any larger items which may need moving upon cyclone warning).
3. Print off current cyclone shelter maps from www.securent.nt.gov.au provide to residents
4. Advise residents of the cyclone shelters and to make preparations to relocate to their chosen facility once Stage 2 is declared

CYCLONE WARNING (STAGE 2) – CLOSE RECEPTION / OFFICE AND FACILITY

A cyclone warning indicates the areas and communities that may experience gales or stronger winds within 24 hours. Ensure all tenants are aware of the situation and are advised to move to their nearest cyclone shelter (Refer Attachment B).

1. Change cyclone update sign from status 'WATCH' to 'WARNING'
2. Remove all chairs from outside areas
3. Petty cash tin is to be locked and stored in a secure area
4. Tape all windows
5. Have residents tape room windows/sliding doors
6. Remove any larger items from exterior of building

7. Turn off all electronic devices (including computers, phones, printers, outdoor TV, indoor TV in all areas of the hostel.
8. Place all forms, brochures and merchandise neatly into cupboards – move all non-permanent notice boards, external equipment and all bins (emptied) into secure position
9. As duties are completed, employees will be released from duty on the following priority basis:
   - Need to collect own children from childcare or school
   - Need to travel long distance home
   - Other relevant needs
10. Advise NT Police if there are any residents who have chosen to remain at the facility
11. Reception CLOSING TIME: close the facility as per normal

If evacuation takes place during office hours ensure all tenants are aware of the situation. Encourage tenants to seek shelter with family or friends or to proceed to NTG shelters.

Do a final check on all areas of the hostel:
Pool - Make sure all movable chairs and tables are stacked and kept indoors. Remove the cover and ensure it is stacked in a secure place.
Multipurpose room - All glass doors are taped and if possible use mattresses to cover inside of rooms from possible glass breakages.
Stage - Ensure no items are on stage and portable screen is stored indoors in its box.
Work shed - Ensure shutter door is closed and locked. Make sure all electrical tools are switched off and packed away.
Office - Tape up all windows and keep all files and documents in metal cabinets and locked. Switch off all computer lights and air conditioners. Cover all computers with plastic bags.
Dining area - Stack all tables and chairs. Place chairs in kitchen and stack tables on top of each other. Move Barbeques into kitchen.
Kitchen - Clear all unused pots and pans. Switch off all power to stove and appliances.

CYCLONE WARNING (STAGE 3) – FACILITY CLOSED
By Stage 3 there should not be any employees or residents remaining in the facility. If there are, they are to ensure all doors are locked and make their way home or to the nearest cyclone shelter immediately (Cyclone Shelters are activated at stage 2).

Cyclone Management Plan

Attachment K - Cyclone Procedure - Y Central

Remember to delegate jobs where possible to other employees. Senior management is ultimately responsible for overseeing, and implementing the following procedures.

ANNOUNCEMENT OF CYCLONE/TROPICAL LOW

1. Tune into the Local radio for frequent updates.
2. WHS Advisor is responsible for keeping updated with cyclone paths http://www.securent.nt.gov.au/
3. All staff are responsible for the cleaning and packing up of their area
4. Check the Service's Cyclone Kit includes all items as per *Attachment F*
5. Print copies of:
   - Up-to-date emergency contact list
   - Up-to-date cyclone shelter and other cyclone information
   - Up-to-date Cyclone Management Plan

CYCLONE WATCH

A cyclone watch indicates the areas and communities that may experience gales or stronger winds in one to two days' time.

1. Change cyclone update sign from 'DEVELOPING CYCLONE/TROPICAL LOW' to 'WATCH'
2. Start clean-up of office, i.e. clear desk space of non-essential items, remove rubbish/small loose items (make a note of any larger items which may need moving upon cyclone warning).

CYCLONE WARNING (STAGE 2) – FACILITY CLOSED

A cyclone warning indicates the areas and communities that may experience gales or stronger winds within 24 hours.

1. Change cyclone update sign from 'WATCH' to 'WARNING'
2. Print off current cyclone shelter maps from www.securent.nt.gov.au
3. Petty cash tin is to be locked and stored in a secure area
4. Place ALL forms, brochures, laminating machine, guillotine, stationary, trays and merchandise NEATLY into store room/cupboards
5. Pack up all hard copy files and store in the store room or server room
6. Turn off all electronic devices (including printers, air conditioning, etc.)
7. Pack computers, phones and the EFT machine into plastic bag and store in the store room
8. Tape all windows and doors
9. As duties are completed, employees will be released from duty on the following priority basis:
   - Need to collect own children from childcare or school
   - Need to travel long distance home
   - Other relevant needs
10. CLOSING TIME: close the office as per normal

CYCLONE WARNING (STAGE 3) – FACILITY CLOSED

By Stage 3 there should not be any employees remaining in the facility. If there are, they are to ensure all doors are locked and make their way home or to the nearest cyclone shelter immediately (Cyclone Shelters are activated at stage 2).

Attachment L - Cyclone Procedure - Casuarina Swimming Pool (CSP)

Remember to delegate jobs where possible to other employees. The Site Coordinator is ultimately responsible for overseeing and implementing the following procedures.

ANNOUNCEMENT OF CYCLONE/TROPICAL LOW

1. Centre is to have on local radio for frequent updates
2. The Site Coordinator is responsible for keeping updated with the cyclone paths www.securent.nt.gov.au
3. The Site Coordinator is responsible for the cleaning and packing up of their area
4. Check CSP's Cyclone Kit includes all items as per *Attachment F*
5. Print copies of documents below and place around the facility (front entrance, aquatic notice board)
   - Up-to-date emergency contact list
   - Up-to-date cyclone shelter and other cyclone information
   - Up-to-date Cyclone Management plan
   - Copies of Cyclone Update posters - DEVELOPING CYCLONE/TROPICAL LOW, WATCH, WARNING

CYCLONE WATCH

A cyclone watch indicates the areas and communities that may experience gales or stronger winds in one to two days' time.

1. Change cyclone update sign from 'DEVELOPING CYCLONE/TROPICAL LOW' to 'WATCH'
2. Start minor clean-up of facility, i.e. do rubbish clean up, ensure all unused doors are locked, do an external perimeter check and remove any rubbish/small loose items (make a note of any larger items which may need moving upon cyclone warning)

CYCLONE WARNING (STAGE 2) – FACILITY EVACUATED

A cyclone warning indicates the areas and communities that may experience gales or stronger winds within 24 hours. Evacuate the facility and ensure all members and patrons are aware of the situation and are advised to return to their homes or if required, to their nearest cyclone shelter (Refer Attachment B).

Advise patrons:

Attention all patrons, we have been placed on Cyclone Warning. The center is now closing. Please stay calm and leave through the nearest exit. We advise that you return to your homes or if required, to the nearest cyclone shelter. ***Please walk if possible, if you are driving please drive slowly and follow Police direction.***

REPEAT UNTIL ALL PATRONS ARE EVACUATED

Ensure each employee evacuates their own area (Lifeguard's for the pools, Duty manager for inside toilets and Kiosk etc.)

Delegate to people who are in the area for each section:

Pool, Toilets/Change rooms - complete one final check of area, lock and secure outside toilets and check plant room doors are locked. Unplug any electronic devices. Plant room pumps will remain on unless notified otherwise by council.

Kiosk - pack up all computers, phones and EFT machines into black plastic bag and store in back office.

Cyclone Management Plan

1. Change cyclone update sign from 'WATCH' to 'WARNING'
2. City of Darwin will contact YMCA if a decision has been made to remove shade cover and organise contractor if removal is required
3. Print off current cyclone shelter maps from www.securent.nt.gov.au (place on counter for those who are exiting and may want them)
4. Put all loose items in kiosk into cupboards
5. Tape windows
6. Remove any larger items from exterior of building, if unable to be secured
7. Place lane rope holders inside storage shed
8. Place ALL forms, brochures, laminating machine, guillotine, trays and merchandise NEATLY into cupboards
9. Turn off all electronic devices (including computers, phones, EFT machine etc. in ALL AREAS OF THE FACILITY).
10. Place communication diary, phone message book and all other stationary type items into drawers
11. Put all benches/tables in the store room
12. Store the following in the storeroom:
    - all non-permanent notice boards
    - all bins (emptied)
    - pool vacuum
13. As duties are completed, employees will be released from duty on the following priority basis:
    - Need to collect own children from childcare or school
    - Need to travel long distance home
    - Other relevant needs
14. CLOSING TIME: close the facility as per normal

CYCLONE WARNING (STAGE 3) – FACILITY CLOSED

By Stage 3 there should not be any employees or patrons remaining in the facility. If there are, they are to ensure all doors are locked and make their way home or to the nearest cyclone shelter immediately (Cyclone Shelters are activated at stage 2).

Attachment M - Cyclone Procedure - NIghtcliff Swimming Pool (NSP)

Remember to delegate jobs where possible to other employees. The Site Coordinator is ultimately responsible for overseeing and implementing the following procedures.

ANNOUNCEMENT OF CYCLONE/TROPICAL LOW

1. Centre is to have on local radio for frequent updates
2. The Site Coordinator is responsible for keeping updated with the cyclone paths www.securent.nt.gov.au
3. The Site Coordinator is responsible for the cleaning and packing up of their area
4. Check CSP's Cyclone Kit includes all items as per *Attachment F*
5. Print copies of documents below and place around the facility (front entrance, aquatic notice board)
   - Up-to-date emergency contact list
   - Up-to-date cyclone shelter and other cyclone information
   - Up-to-date Cyclone Management plan
   - Copies of Cyclone Update posters - DEVELOPING CYCLONE/TROPICAL LOW, WATCH, WARNING

CYCLONE WATCH

A cyclone watch indicates the areas and communities that may experience gales or stronger winds in one to two days' time.

1. Change cyclone update sign from 'DEVELOPING CYCLONE/TROPICAL LOW' to 'WATCH'
2. Start minor clean-up of facility, i.e. do rubbish clean up, ensure all unused doors are locked, do an external perimeter check and remove any rubbish/small loose items (make a note of any larger items which may need moving upon cyclone warning)

CYCLONE WARNING (STAGE 2) – FACILITY EVACUATED

A cyclone warning indicates the areas and communities that may experience gales or stronger winds within 24 hours. Evacuate the facility and ensure all members and patrons are aware of the situation and are advised to return to their homes or if required, to their nearest cyclone shelter (Refer Attachment B).

Advise patrons:

Attention all patrons, we have been placed on Cyclone Warning. The center is now closing. Please stay calm and leave through the nearest exit. We advise that you return to your homes or if required, to the nearest cyclone shelter. ***Please walk if possible, if you are driving please drive slowly and follow Police direction.***

REPEAT UNTIL ALL PATRONS ARE EVACUATED

Ensure each employee evacuates their own area (Lifeguard's for the pools, Duty manager for inside toilets and Kiosk etc.)

Delegate to people who are in the area for each section:

Pool, Toilets/Change rooms - complete one final check of area, lock and secure outside toilets and check plant room doors are locked. Unplug any electronic devices. Plant room pumps will remain on unless notified otherwise by council.

Kiosk - pack up all computers, phones and EFT machines into black plastic bag and store in back office.

Cyclone Management Plan

1. Change cyclone update sign from 'WATCH' to 'WARNING'
2. City of Darwin will contact YMCA if a decision has been made to remove shade cover and organise contractor if removal is required
3. Print off current cyclone shelter maps from www.securent.nt.gov.au (place on counter for those who are exiting and may want them)
4. Put all loose items in kiosk into cupboards
5. Tape windows
6. Remove any larger items from exterior of building, if unable to be secured
7. Place lane rope holders inside storage shed
8. Place ALL forms, brochures, laminating machine, guillotine, trays and merchandise NEATLY into cupboards
9. Turn off all electronic devices (including computers, phones, EFT machine etc. in ALL AREAS OF THE FACILITY).
10. Place communication diary, phone message book and all other stationary type items into drawers
11. Put all benches/tables in the store room
12. Store the following in the storeroom:
    - all non-permanent notice boards
    - all bins (emptied)
    - pool vacuum
13. As duties are completed, employees will be released from duty on the following priority basis:
    - Need to collect own children from childcare or school
    - Need to travel long distance home
    - Other relevant needs
14. CLOSING TIME: close the facility as per normal

CYCLONE WARNING (STAGE 3) – FACILITY CLOSED

By Stage 3 there should not be any employees or patrons remaining in the facility. If there are, they are to ensure all doors are locked and make their way home or to the nearest cyclone shelter immediately (Cyclone Shelters are activated at stage 2).

Attachment N - Cyclone Procedure – Parap Swimming Pool (PSP)

Remember to delegate jobs where possible to other employees. The Site Coordinator is ultimately responsible for overseeing and implementing the following procedures.

ANNOUNCEMENT OF CYCLONE/TROPICAL LOW

1. Centre is to have on local radio for frequent updates
2. The Site Coordinator is responsible for keeping updated with the cyclone paths www.securent.nt.gov.au
3. The Site Coordinator is responsible for the cleaning and packing up of their area
4. Check CSP's Cyclone Kit includes all items as per *Attachment F*
5. Print copies of documents below and place around the facility (front entrance, aquatic notice board)
   - Up-to-date emergency contact list
   - Up-to-date cyclone shelter and other cyclone information
   - Up-to-date Cyclone Management plan
   - Copies of Cyclone Update posters - DEVELOPING CYCLONE/TROPICAL LOW, WATCH, WARNING

CYCLONE WATCH

A cyclone watch indicates the areas and communities that may experience gales or stronger winds in one to two days' time.

1. Change cyclone update sign from 'DEVELOPING CYCLONE/TROPICAL LOW' to 'WATCH'
2. Start minor clean-up of facility, i.e. do rubbish clean up, ensure all unused doors are locked, do an external perimeter check and remove any rubbish/small loose items (make a note of any larger items which may need moving upon cyclone warning)

CYCLONE WARNING (STAGE 2) – FACILITY EVACUATED

A cyclone warning indicates the areas and communities that may experience gales or stronger winds within 24 hours. Evacuate the facility and ensure all members and patrons are aware of the situation and are advised to return to their homes or if required, to their nearest cyclone shelter (Refer Attachment B).

Advise patrons:

Attention all patrons, we have been placed on Cyclone Warning. The center is now closing. Please stay calm and leave through the nearest exit. We advise that you return to your homes or if required, to the nearest cyclone shelter. ***Please walk if possible, if you are driving please drive slowly and follow Police direction.***

REPEAT UNTIL ALL PATRONS ARE EVACUATED

Ensure each employee evacuates their own area (Lifeguard's for the pools, Duty manager for inside toilets and Kiosk etc.)

Delegate to people who are in the area for each section:

Pool, Toilets/Change rooms - complete one final check of area, lock and secure outside toilets and check plant room doors are locked. Unplug any electronic devices. Plant room pumps will remain on unless notified otherwise by council.

Kiosk - pack up all computers, phones and EFT machines into black plastic bag and store in back office.

Cyclone Management Plan

1. Change cyclone update sign from 'WATCH' to 'WARNING'
2. City of Darwin will contact YMCA if a decision has been made to remove shade cover and organise contractor if removal is required
3. Print off current cyclone shelter maps from www.securent.nt.gov.au (place on counter for those who are exiting and may want them)
4. Put all loose items in kiosk into cupboards
5. Tape windows
6. Remove any larger items from exterior of building, if unable to be secured
7. Place lane rope holders inside storage shed
8. Place ALL forms, brochures, laminating machine, guillotine, trays and merchandise NEATLY into cupboards
9. Turn off all electronic devices (including computers, phones, EFT machine etc. in ALL AREAS OF THE FACILITY).
10. Place communication diary, phone message book and all other stationary type items into drawers
11. Put all benches/tables in the store room
12. Store the following in the storeroom:
    - all non-permanent notice boards
    - all bins (emptied)
    - pool vacuum
13. As duties are completed, employees will be released from duty on the following priority basis:
    - Need to collect own children from childcare or school
    - Need to travel long distance home
    - Other relevant needs
14. CLOSING TIME: close the facility as per normal

CYCLONE WARNING (STAGE 3) – FACILITY CLOSED

By Stage 3 there should not be any employees or patrons remaining in the facility. If there are, they are to ensure all doors are locked and make their way home or to the nearest cyclone shelter immediately (Cyclone Shelters are activated at stage 2).

Attachment O - Cyclone Procedure – Charles Darwin University Gym (CDU)

Remember to delegate jobs where possible to other employees. The Site Manager is ultimately responsible for overseeing and implementing the following procedures.

ANNOUNCEMENT OF CYCLONE/TROPICAL LOW

7. Centre is to have on local radio for frequent updates
8. Site manager is responsible for keeping updated with the cyclone paths www.securent.nt.gov.au
9. Site manager are responsible for the cleaning and packing up of their area
10. Check PSF's Cyclone Kit includes all items as per *Attachment F*
11. Print copies of documents below and place around the facility (gym notice board, front entrance, aquatic notice board)
    - Up-to-date emergency contact list
    - Up-to-date cyclone shelter and other cyclone information
    - Up-to-date Cyclone Management plan
    - Copies of Cyclone Update posters - DEVELOPING CYCLONE/TROPICAL LOW, WATCH, WARNING

CYCLONE WATCH

A cyclone watch indicates the areas and communities that may experience gales or stronger winds in one to two days' time.

3. Change cyclone update sign from 'DEVELOPING CYCLONE/TROPICAL LOW' to 'WATCH'
4. Start minor clean-up of facility, i.e. do rubbish clean up, ensure all unused doors are locked, do an external perimeter check and remove any rubbish/small loose items (make a note of any larger items which may need moving upon cyclone warning)

CYCLONE WARNING (STAGE 2) – FACILITY EVACUATED

A cyclone warning indicates the areas and communities that may experience gales or stronger winds within 24 hours. Evacuate the facility and ensure all members and patrons are aware of the situation and are advised to return to their homes or if required, to their nearest cyclone shelter (Refer Attachment B).

Advise patrons:

Attention all patrons, we have been placed on Cyclone Warning. The center is now closing. Please stay calm and leave through the nearest exit. We advise that you return to your homes or if required, to the nearest cyclone shelter. ***Please walk if possible, if you are driving please drive slowly and follow Police direction.***

REPEAT UNTIL ALL PATRONS ARE EVACUATED

Ensure each employee evacuates their own area (PT's for the gym, Duty manager for inside toilets and back office, Group Fitness Instructors for the group fitness room etc.)

Delegate to people who are in the area for each section:

Weights room and Health Consult room - all lights and power points are switched off, fitballs, etc. are

stored in Health consult room, computer and all electronic devices are switched off, plug pulled out of point, covered with large plastic bag and moved to back office.
Cardio - unplug all cardio equipment and fans.
Multipurpose/GF room - turn off all fans and stereo. Move all objects away from window and ensure window is taped up.
Reception - pack up all computers, phones and EFT machines into black plastic bag and store in back office.

15. Change cyclone update sign from 'WATCH' to 'WARNING'
16. Print off current cyclone shelter maps from www.securent.nt.gov.au (place on counter for those who are exiting and may want them)
17. Place ALL forms, brochures, trays and merchandise NEATLY into cupboards
18. Tape windows
19. Remove any larger items from exterior of building, if unable to be secured
20. Turn off all electronic devices (including computers, phones, EFT machine etc. in ALL AREAS OF THE FACILITY).
21. Place communication diary, health consult diary, phone message book and all other stationary type items into drawers
22. Store the following in the storeroom:
    - all non-permanent notice boards
    - all bins (emptied)
    - pot plants
23. As duties are completed, employees will be released from duty on the following priority basis:
    - Need to collect own children from childcare or school
    - Need to travel long distance home
    - Other relevant needs
24. CLOSING TIME: close the facility as per normal

CYCLONE WARNING (STAGE 3) – FACILITY CLOSED
By Stage 3 there should not be any employees or patrons remaining in the facility. If there are, they are to ensure all doors are locked and make their way home or to the nearest cyclone shelter immediately (Cyclone Shelters are activated at stage 2).