



Cyclone and Severe Weather Preparedness and Response Plan

October 2019 to October 2020



Contents

1. Document History	3
1.1..... Owner	3
1.2..... Revision History	3
2. Cyclone & Severe Weather Season	4
2.1 Introduction	4
3. Cyclone Preparedness and Response	4
3.1 Pre Cyclone Season – prior to October 30 annually	4
3.3 Official Communication During Cyclone Response.....	6
3.4 Cyclone Advices.....	7
3.5 Out of Hours – Cyclone Response	7
3.6 Roles during Cyclonic Events	7
Cyclone Warning <i>Stage 2 (Standby- within 24 hours) / Stage 3 (Activation – within 6 to 12 hours)</i>	8
Continued Cyclone Warning <i>Stage 4 (Take shelter) to Stage 6 – (All clear)</i>	9
3.7 Release from Duty	9
3.7.1... Schools and childcare centres.....	10
3.7.2 ... Government offices	10
3.8 Flooding of Cox Peninsula Road.....	10
3.9 Resumption of Duties.....	10
4. Post Cyclone Review	11

1. Document History

1.1 Owner

Parks and Wildlife Commission of the Northern Territory

TWP Work Health Safety Committee - WHS Chair

Territory Wildlife Park - Cyclone controller

1.2 Revision History

Revision	Date	Author	Summary of Changes
v1.0	30/10/2008	Damien Stanioch	Initial Release
V1.1	21/11/2011	Damien Stanioch	Updated
V1.2	20/09/2013	Damien Stanioch	Updated contacts list
V2.0	16/02/2015	Dion Wedd	Altered format, updated content
V2.1	18/09/2015 - 19/11/15	Damien Stanioch/ Dion Wedd	Updated contacts list
V2.2	15/10/16	Donna Jensen	Updated
V3.0	10/10/2017	Shael Martin & Donna Jensen	Revised. Altered format, additional information about severe weather.
V4.0	01/10/18	Donna Jensen	Revised
V4.1	03/6/19	Donna Jensen	Revised for Duty Officer and staff name updates

2. Cyclone and Severe Weather Season

2.1 Introduction

Cyclone season officially commences on 1 November and ceases on 30 April, however cyclonic activity and other severe weather can develop outside this period. Cyclones usually affect coastal zones up to 55km inland from the coast. Preparations to protect lives and property can assist in minimising loss and damage.

This plan specifies the roles and responsibilities of the Territory Wildlife Park employees during the cyclone season, and more importantly the particular requirements to be undertaken in the event that a cyclone or other severe weather becomes a threat to the region.

This plan covers the preparedness of Park employees to protect themselves, the animal collection and assets and to respond appropriately during and after a severe weather event. The procedures within this plan are to be read in conjunction with section preparedness plans, which are developed to ensure individual sections specific requirements are met accordingly.

A copy of this plan is made available to all TWP employees. Section supervisors are to ensure that each employee is aware of, and has read this plan and understands their associated responsibilities. This plan will be updated in October annually, and thereafter as required throughout the cyclone season.

The Park's Cyclone Coordinator for the period 1 October 2019 to 30 September 2020 is the General Manager Life Sciences.

The plan will be reviewed by the Cyclone Coordinator and the TWP Workplace Health and Safety Committee for approval by the Director TWP, by 1 November annually.

This Plan aligns with the Department of Tourism, Sport and Culture Cyclone Plan.

3. Cyclone Preparedness and Response

3.1 Pre Cyclone Season – prior to October 30 annually

Pre cyclone actions shall be initiated by the TWP WHS Committee and completed by all sections by October 30.

Task	Responsibility
<ul style="list-style-type: none">Review plan and submit changes to TWP Cyclone Controller	WHS Chair Director TWP
<ul style="list-style-type: none">Cyclone communications procedure reviewed annually	WHS Committee
<ul style="list-style-type: none">Cyclone plan updated on TWP Shared Drive	Cyclone Controller
<ul style="list-style-type: none">Review Cyclone Response Team members	Facilitated by the TWP WHS Committee and actioned by the Director TWP
Complete pre-season activities: <ul style="list-style-type: none">Update personal and Emergency Contact details in myHRUpdate Section Action Plans	To be coordinated by Cyclone Controller, delegated to members of the Cyclone Response Team

<ul style="list-style-type: none"> • Tidy internal and external work areas, storing or disposing of items that may become a missile during a cyclone • Relocate / store or dispose of non-essential equipment • Return non-essential files to the Information Management Unit 	
<ul style="list-style-type: none"> • Familiarise yourself with the TWP Cyclone Preparedness Plan 	All TWP employees
<ul style="list-style-type: none"> • Remind all TWP employees to have their own plans in place for their homes and families 	Actioned by Cyclone Controller
<ul style="list-style-type: none"> • Ensure government issued communication equipment such as mobile phones, satellite phones, iPads are operational. 	Actioned by Cyclone Controller

TWP Sectional Cyclone Preparedness Plans are developed to cover the preparedness of TWP employees, buildings and assets including the living collection. Sectional Plans will be updated on an annual basis.

3.2 Roles and Responsibilities

Territory Emergency Management Council

This Council is responsible for activating and implementing the Northern Territory Emergency Management Plan. It provides the highest level guidance to all NT Government employees about required preparedness and response for emergencies. The Council will deliver instructions, via the DTSC Agency Coordinator (see below). The Council has the power to close the Territory Wildlife Park or issue any other instruction in the interests of safety at any time (see section 3.7, below).

Department of Tourism, Sport and Culture Cyclone Planning Team

When the Agency Cyclone Coordinator activates a Cyclone Response, the Director of TWP will advise the TWP Cyclone Controller, GMLS Donna Jensen who will advise staff that this Plan and associated actions is activated. Throughout the Cyclone the Director will communicate with the TWP Cyclone Controller and DTSC Agency Coordinator.

DTC Agency Cyclone Coordinator

The Department of Tourism, Sport and Culture's Agency Cyclone Coordinator is Ms Neva McCartney. The Agency Coordinator is responsible for:

- Activating the Cyclone Planning Team (CPT) and briefing the CEO on the status of the agency's preparedness.
- Liaising with Division Heads regarding cyclone preparations.
- Acting as the main contact point for all cyclonic activities/queries and receiving and disseminating information relating to the cyclone.
- Collating the divisional reports before, during and after the cyclone.

Territory Wildlife Park Cyclone Coordinator

The Territory Wildlife Park's Cyclone Controller is the General Manager Life Sciences. The Park's Controller is responsible for:

- Preparing Sectional Cyclone and Severe Weather Preparedness Plans for the TWP and updating them annually.

- Identifying key personnel, specific roles and responsibilities.
- Ensuring employees are aware of cyclone procedures and acting as the conduit for official information or directions.
- Overseeing preparations during cyclone threat periods and providing final safety and security checks for their individual workplaces / areas.
- Reporting to the Director of the Territory Wildlife Park and Agency Cyclone Coordinator on a regular basis.

Territory Wildlife Park Cyclone Response Teams (CRT)

Under the direction of the TWP Cyclone Controller, responsibilities include:

- Coordinating the section action plans for the areas within their responsibility.
- Ensure that each section under their responsibility is adequately prepared prior to and during the cyclone season.
- Provide information and support to the Cyclone Controller during a cyclone.
- Assist with the coordination of post cyclone clean up and resumption of official duty.
- The CRT may be required to attend the park and activate this procedure if a cyclone watch or warning is declared on a weekend or public holiday.
- If a cyclone watch is declared and the Cyclone Controller is absent and cannot report for duty, the Response Team will meet and designate another member to act on the Controller's behalf.

Key Operational Employees (KOE)

- Staff that reside on the Park side of Berry Creek and are able to attend the TWP in an emergency.
- These staff members will be required to present for duty after the "All Clear" has been announced by the ACC. This may be on a weekend or non-rostered days.

All Employees are responsible for familiarising themselves with this Cyclone Plan, their specific section's Action Plan and assisting with specific cyclone preparations as directed.

3.3 Official Communication During Cyclone Response

- Messages communicated in the event of a cyclone will include key changes in the cyclone warning advice such as watch and warning messaging. This will also include information on the Park's own cyclone planning and preparation stages.
- During business hours, the communication of whole of agency advice will be delivered via face-to-face meetings with the Cyclone Response Team to be disseminated to each area of responsibility. Radios may also be used for ongoing communications.
- After hours advice will take place utilising the most appropriate communication tools which includes email, SMS text messaging, telephone calls etc. which should be clearly outlined in Park's communication plans, in accordance with the specific needs of the sections within the Park.
- Additional information on weather events and cyclones should be obtained from the Australian Bureau of Meteorology's website, www.bom.gov.au or via announcements on local radio and television stations.
- See the DTSC Cyclone Plan for information and a communications flow-chart.

3.4 Cyclone Advices

When there is a cyclone threat, the Bureau of Meteorology’s Darwin Tropical Cyclone Warning Centre (TCWC) will activate watch and warning messages. The Territory Emergency Plan has an independent alert and activation system that is based on these warnings, declared by the Territory Emergency Management Committee. Messages are issued to the public via radio, television or through internet media messaging.

CYCLONE WATCH (stage 1)	Messages include	Timing
Issued when damaging winds or gales are expected to affect communities within 48 hours.	<ul style="list-style-type: none"> • Communities likely to be affected • The cyclone’s location and direction • Cyclone intensity and severity category 	Every six (6) hours
CYCLONE WARNING (stages 2- 6)	Messages include	Timing
Issued when damaging winds or gales are likely to affect communities within 24 hours. Continue until the winds or gales no longer pose a threat.	<ul style="list-style-type: none"> • Communities likely to be affected • The cyclone’s location and direction • Cyclone intensity and severity category • Expected maximum wind gusts • Forecasts for heavy rain, flooding and abnormally high tide / storm surge 	Every three (3) hours or every (1) hour when it comes close to a community

Data provided by the Bureau of Meteorology (BoM)

3.5 Out of Hours – Cyclone Response

If a Cyclone Watch is declared outside normal working hours, the Agency Cyclone Controller will use the available information to determine whether any action is necessary, and when and who should undertake it.

Where Cyclone Watch preparations have not been carried out and the level of threat escalates to a Warning outside working hours, the Agency Cyclone Controller will notify the Director TWP and/or TWP Cyclone Controller and a decision will be made regarding the most appropriate course of action. The Director or Cyclone Controller will contact Duty Officers if this occurs on a weekend and advise further.

3.6 Roles during Cyclonic Events

The following section outlines the roles, responsibilities and actions required to prepare people, workplaces, assets and the living collection during a cyclonic event or threat. Employees participating in cyclone preparation activities should do so in accordance with their physical capabilities. Employees should always abide by safe working practices and the *NT Work Health and Safety Act*.

A list of **Key Operational Employees** that reside on the Park side of Berry Creek will be required to present for duty after the “All Clear” has been announced by the ACC. This may be on a weekend or non-rostered days.

Cyclone Watch (Alert - not less than 24 hours but within 48 hours)

Stage 1 Tasks	Responsibility
<ul style="list-style-type: none"> • Advise employees that a ‘Cyclone Watch’ has been issued and that the Park’s Cyclone Preparedness Plan and Section Action Plans are to be activated. • Cyclone controller to call meeting with Cyclone Response Team as soon as a Watch is issued by the Bureau of Meteorology. 	TWP Cyclone Controller
<ul style="list-style-type: none"> • Base to regularly update staff of current threat level 	TWP Cyclone Controller
<ul style="list-style-type: none"> • Notification to all sections of the need to activate the Watch phase of their section’s Action Plan 	Cyclone Response Team

<ul style="list-style-type: none"> • Café to notify guests when they arrive of the threat level and likely actions if the threat is elevated to a warning 	Guides Supervisor
<ul style="list-style-type: none"> • Supervisors to ensure all staff/volunteers have read are familiar with TWP Cyclone Preparedness Plan. • Activate the Watch phase of their action plans 	Section Supervisors
<ul style="list-style-type: none"> • Update personal and Emergency Contact details in myHR • Ensure that you have the contact details for your manager 	Employees
<ul style="list-style-type: none"> • Ensure all contractors working on site are alerted to the Watch status 	Workshop Manager

Cyclone Warning Stage 2 (Standby- within 24 hours) / Stage 3 (Activation – within 6 to 12 hours)

The TWP Cyclone and Severe Weather Preparedness and Response Plan will assist in identifying the appropriate timing of these actions. Remember there is a requirement to maintain operational capacity where possible until formal notification to close the Park is received from the Cyclone Controller.

Stage 2 and 3 tasks	Responsibility
<ul style="list-style-type: none"> • Advise all staff on the current level of the warning as notification comes to hand • Update Director on status of warning and when advisable to close the park • Keep a close watch on the likelihood of flooding along Cox Peninsula Rd • Upon notification of imminent closure of the park, coordinate the evacuation of all non-essential staff and visitors. • Seek advice from all section supervisors on their sections preparedness for a cyclone • Based on the state of the warning, coordinate any effort required to ensure all sections have final preparations in place • Notify Key Operational Employees that reside on the Park side of Berry Creek that they may be called in to assist 	Cyclone Controller Cyclone Response Team
<ul style="list-style-type: none"> • Facilitate evacuation of all visitors and contractors that may be on the park grounds when a warning is issued 	Cyclone Response Team
Prepare the workplace by : <ul style="list-style-type: none"> • Ensuring all steps of the Section’s action plan are in place and final preparations are ready to be implemented should the warning progress to stage 4. 	Employees
Confirm employees have completed the above tasks report to Cyclone Controller	Cyclone Response Team

Note closure of the Park may be announced during Stage 3 or when flooding is likely to cut Cox Peninsula Rd. Refer to Stage 4 procedures

Continued Cyclone Warning Stage 4 (Take shelter) to Stage 6 – (All clear)

Stage 4 – Continued Cyclone Warning (Take Shelter – within 2 to 6 hours)	Responsibility
<ul style="list-style-type: none"> Advise all staff of Park closure. 	Cyclone Controller,
<ul style="list-style-type: none"> Notify CEO and Minister’s office through Media Liaison regarding Park closure 	Director TWP
<ul style="list-style-type: none"> Finalise all duties on the section’s Action Plan and report as such to your relevant member of the Cyclone Response Team. 	Section supervisors
<ul style="list-style-type: none"> Cyclone Response Team members to notify Cyclone Controller that the section action plans are 100% complete. 	Cyclone Response Team
<ul style="list-style-type: none"> Cyclone controller to report to Director TWP that the park is clear and ready for staff to leave the grounds and prepare for their own safety 	Cyclone Controller
<ul style="list-style-type: none"> All staff to notify Cyclone Controller when departing the park 	All Employees
<ul style="list-style-type: none"> Confirm Cyclone preparations have been completed and workplaces are vacated and secure Close Park 	Cyclone controller
Stage 5 – Continued Cyclone Warning (Destructive Winds – reached perimeter of the Region)	Responsibility
Remain in shelter and continue monitoring media and weather bureau reports	All
Stage 6 – All Clear (Declared when winds no longer pose a threat to the Region)	Responsibility
<ul style="list-style-type: none"> On declaration of the all clear: Cyclone controller will contact Key Operational Staff if flooding of Cox Peninsula Rd is preventing staff from returning to duty. 	Cyclone Controller
<ul style="list-style-type: none"> A coordination meeting will be called to allocate tasks to Key Operational Staff to assess the damage. Upon the receipt of damage, the Cyclone Controller will prepare a report for PWCNT Leadership Team. Tasks will be allocated to staff to commence cleaning up areas that can be carried out manually Tasks that require resource allocation will be prioritised and actioned when practical, i.e., when access to the park is restored. <i>NB Personal safety at this time is paramount and any work conducted should be done so in accordance with safe work practices. Anything that is considered unsafe must be immediately reported to the Cyclone Controller.</i> 	Key Operational Staff/Cyclone Controller
<ul style="list-style-type: none"> Employees should: Ensure their family and property are secure; If on a normal business day, report for work at the earliest practicable time after the cyclone “all clear” has been announced unless specifically advised otherwise by the Cyclone Controller. All staff are expected to return to normal duties following the announcement of the “All Clear”. Anyone who resides on the Darwin side of Cox Peninsula Rd must contact the Cyclone Controller to get advice on the flood status of Cox Peninsula Rd before attempting to travel. 	Employees

3.7 Release from Duty

The Territory Emergency management Council monitors all cyclone developments and, where warranted will recommend to the Chief Minister the closure of schools and government offices. The Chief Minister has final approval. NT Emergency Services is responsible for issuing the formal “Notification of Closure of Schools” and “Notification of Closure of Government Offices” advices to the Chief Executive Officer, Department of Education and Training for schools and Agency CEO’s in the case of government offices. Media Releases will also be issued at these times.

Note: Release from duty is not a form of leave and is not recorded in MyHR

3.7.1 Schools and childcare centres

On receipt of advice that the “Notification of closure of Schools” has been issued, and subject to approval from your manager, the primary care giver may be released from duty with pay to collect their children from school. If a child care centre closes due to the school closure notification, the primary care giver may be released from duty with pay to collect their children.

Employees with other carer responsibilities, e.g. elder care or who need to collect children prior to the official “Notification of closure of Schools”, may access appropriate leave provisions such as Personal Leave.

Government offices do not close at this time and all other employees are to remain at work.

3.7.2 Government Offices

On receipt of advice of the “Notification of Closure of Government Offices”, all Territory Wildlife Park employees with the exception of the Director will be released from duty, with pay, to seek shelter.

Release from Duty is not a form of leave and is not recorded on MyHR.

The decision to re-open Government offices will be made by the Chief Minister and communicated to all staff via the Territory Emergency Management Council to various work groups.

3.8 Flooding of Cox Peninsula Road

The TWP Cyclone Controller or delegate will maintain observations and notify staff when it is likely that Berry Creek, Hardies Creek, Little Hardies Creek and Fly Creek on Cox Peninsula Rd are likely to flood. If flooding is imminent during a “Watch”, “Warning” or when an “All Clear” is announced, staff living in areas that require Cox Peninsula Rd to be accessible will be notified and released from duty.

3.9 Resumption of Duties

All employees are expected to listen to radio or other media broadcasts to determine when to return to work. When this announcement is made, employees are to return to work during normal business hours as soon as possible.

Where employees are unable to return to work due to personal circumstances (e.g. school remains closed, local flooding, damage to their residence requiring immediate attention etc) normal notification and leave provisions will apply.

Depending on the circumstances, the types of leave provisions that may apply are recreation, personal, emergency or leave without pay. Where feasible and by approval of the CEO, alternative work arrangements may be put in place.

If safety considerations remain after a cyclone, the Chief Minister may consider a number of alternative actions such as:

- Release from duty for a longer period.
- A directive that leave credits are to be used.
- Other actions considered appropriate in the prevailing circumstances.

4. Post Cyclone Review

A debrief will be held with the Cyclone Controller, Cyclone Response Team, and the Director TWP to review the situation response and effectiveness of the Plan. The TWP WHS Chair will complete a report and submit it to PWLT with findings and actions that are required.

Appendix A – Territory Wildlife Park Emergency Staff

Territory Wildlife Park Emergency Management First Response

Section/ Work Unit	Name	Position	Mobile Number
Director TWP	Shael Martin	TWP Director	0408 818 468
Life Sciences	Donna Jensen KOE	Cyclone Controller	0409 095 535
Visitor Experience	Simon Ferguson KOE	General Manager	0428 664 235
Visitor Services	Jasmine Jan	General Manager	0476 836 125
Supervisor	Lisa Gorman KOE	Visitor Services	0488 792 555
Workshop	Peter Beesley	Technical Support	0401 114 912

Territory Wildlife Park Staff Residing on the Park side of Berry Creek available in flooding (KOE) Key Operational Employees

Section/ Work Unit	Name	Mobile Number
General Manager Life Sciences	Donna Jensen	0409 095 535
T3 Supervisor Aquarium	Travis Messner	0437 842 667
Manager Workshop	Peter Beesley	0401 114 912
Workshop Supervisor	Robert Pohlner	0427 715 297
BAC staff member	Jo Freeman	0428 788 716
Zookeeper Animal Encounters	Nat Hoffman	0402 321 094
Zookeeper Monsoon Forest	Kate Burford	0400 328 944
Zookeeper Buffalo/VC	Will Ross	0416 424 204
Zookeeper Vet Nurse	Briana Verschoor	0418 195 669
Zookeeper Flight Deck	Tristan Langford	0428 049 201
Zookeeper Nocturnal House	April Stubbs	0400 836 037
Zookeeper Aquarium	Mick McCabe	0467 708 349

Manager Visitor Experience	Simon Ferguson	0428 664 235
Animal Records	Kathleen Hokin	0407 975 119
Visitor Services Supervisor	Lisa Gorman	0488 792 555
Park Guide	Luke Hare	0408 331 875

Appendix B - Emergency Contact Information

Telephone Numbers

Police, Fire, Ambulance (for life threatening emergencies)	000
NT Police (non emergency)	131 444
Power and Water Authority	1800 254 090
Royal Darwin Hospital	8922 8888
NT Tropical Cyclone Information (Bureau of Meteorology)	1300 659 211
NT Coastal and Land Weather Warnings (Bureau of Meteorology)	1300 659 214
Australian Tsunami Threat Information (1300 TSUNAMI)	1300 878 6264
NT Road report	1800 246 199

Where to find information

ABC Radio and local Media	Darwin: 105.7FM
For more stations please refer to the ABC website for frequencies.	Katherine: 106.1FM Nhulunbuy: 990AM
Bureau of Meteorology	www.bom.gov.au/weather/cyclone/index.shtml
Police, Fire and Emergency Services	http://www.pfes.nt.gov.au/
Secure NT	http://www.securent.nt.gov.au/natural_disasters/cyclones
Secure NT on Facebook	http://www.facebook.com/secureNT
Power and Water on Twitter	http://twitter.com/PowerWaterCorp
NT Road Report	http://www.ntlis.nt.gov.au/roadreport/
Cyclone Shelters	Public Shelters
Cyclone Information	Public Safety Advice - Cyclones

