



CYCLONE SEASON INFORMATION AND PROCEDURES

Swimming Northern Territory Affiliated Clubs

Dear staff and Club Officials,

The official cyclone season commenced on 1 November and will remain in force until 30 April. Now is the time to evaluate, plan and prepare the club facilities and grounds and take appropriate action to reduce risk to person and property with respect to potential cyclones.

Please review the following Cyclone Plan and ensure that this is communicated to all staff and volunteers, and they are aware of their obligations.

If you have any queries in relation to the items to be included in your cyclone plan, please contact NT Emergency Services on 8922 3630 or SNTI 08 8945 3578

In addition, it is Management's responsibility to secure all loose items to safeguard Council's property, and this should be attended to now with ongoing consideration until the end of the season.

Please follow the following Procedures:

Daily Procedures

1. Store and secure all outdoor items.
2. Turn off gas bottles
3. Disconnect non-essential electrical items
4. Ensure buildings and facilities are secure.

Building Closure (By Council or Territory Regional Counter Disaster Controller)

During the official cyclone season, the red 'Cyclone Information Re Building Closure' Procedure sign must be displayed on your main entrance door.

Copies of this sign can be obtained from Council

The sign states when the Facility will be declared 'officially closed'. This is when all public buildings are declared closed by the Territory Regional Counter Disaster Controller. This will normally occur during

Cyclone Warning when a cyclone is expected to affect Darwin within 12 to 24 hours. This is also when Council will declare its public buildings closed including Swimming Pools.

Post Cyclone

Council staff will inspect its facilities depending on the severity of the cyclone and the community need for facilities. Council will advise Management when it is safe to re-enter the building as soon as practical after the cyclone. Staff must not re-enter the building until advised that Council has inspected the Facility and it has been declared safe to enter.

Cyclone Procedure Signs.

The following signs are provided for your use.

1. Cyclone Procedures –City of Darwin
2. Building Closure Procedure
3. Warning Venue is closed due to current Cyclone Warning

Ilian Wilson

Executive Officer

10 December 2015



CYCLONE PROCEDURES



OFFICIAL CYCLONE SEASON 1 NOVEMBER TO 30 APRIL

Advise Council of Updated Organisation Contacts

Provide as many contacts as is applicable, including landline and mobile telephone numbers (and office alarm details, if applicable, for post cyclone inspections).

Daily Procedures

- Store away and/or secure all outdoor equipment including garbage bins at the end of each day
- Turn off gas at the gas bottle at the end of each day
- Turn off and disconnect non-essential electrical items at the end of each day, which will also assist with loss and/or damage from power 'surges'
- Leave fridges and freezers on and do not turn off power at the meter or try to disconnect hard wired items such as stoves
- Ensure the building is secured.

Check Insurance Policy for Cyclone Cover including storm surge and flooding associated with/or as a result of a cyclone.

Building Closure – By Council and/or the Territory Regional Counter Disaster Controller

During the official cyclone season, the red 'Cyclone Information Building Closure Procedure' sign **must** be displayed on your main entrance door. This sign explains when the Centre will be declared 'officially closed', ie when all public buildings are declared closed by the Territory Regional Counter Disaster Controller. This normally occurs during the Cyclone Warning Stage when a cyclone is expected to affect Darwin within 12 to 24 hours and when Council will declare its public buildings closed including this.

Please ensure that all staff, Management/Committee members, volunteers and users of this venue are aware when it is declared 'officially closed'.

When a cyclone is imminent, only emergency maintenance as deemed by Council will be attended to for safety reasons.

Post Cyclone

Council staff will inspect its facilities depending on the severity of the cyclone and the community need for facilities, and advise the nominated Organisation contact/s when it is safe to re-enter the venue as soon as practical after the cyclone.

No-one may re-enter this venue until advised that Council has completed their inspection and it has been declared safe to enter.

Council Contacts

Pre-Cyclone Advice – Recreation Services Officers:

Matt: W: 89300 627, M: 0417 88 11 27, E: m.grassmayr@darwin.nt.gov.au

Claire: W: 89300 419, M: 0403 455 779, E: c.dandie@darwin.nt.gov.au

Post Cyclone Advice, Inspections and Official Building Re-Opening – Building Services Manager:

Maxine: W: 89300 529, M: 0418 892 001, E: m.flanagan@darwin.nt.gov.au

**WARNING! THIS VENUE IS NOW
OFFICIALLY CLOSED DUE TO THE
CURRENT CYCLONE WARNING.**



**DO NOT ENTER UNTIL COUNCIL
OFFICERS HAVE INSPECTED AND
GIVEN THE ALL CLEAR.**



CYCLONE INFORMATION

BUILDING CLOSURE PROCEDURE

The official **Cyclone Season** commenced **1 November** and is in force until **30 April**.

During a **Cyclone Warning** (when a cyclone's expected to impact Darwin within 12-24 hours) this building will be declared '**CLOSED**' when all public buildings are declared '**CLOSED**' by the **Territory Regional Counter Disaster Controller**.

This venue will then be **closed until further notice** due to the approaching cyclone.

Following the cyclone, **DO NOT ENTER** the venue until signposted that it has been inspected and is declared '**SAFE**' to enter.