

Rationale

St Mary's Catholic Primary School is committed to providing a safe and healthy working environment for all persons who could be at risk in the event of a cyclone. St Mary's will heed the advice of the NT Government and the NT Catholic Education Office.

Commencement of Policy

This policy will commence from the date of approval. It replaces all other cyclone Procedures of St. Marys Catholic Primary School.

Application of the Policy and Procedure

The Procedures apply to all employees of St Mary's Catholic Primary School.

GENERAL CYCLONE INFORMATION

Tropical Cyclone Advice

A tropical cyclone **watch** is issued for coastal communities when the onset of gales is expected within 48 hours, but not within 24 hours. Watches are issued every 6 hours.

A tropical cyclone **warning** is issued for coastal communities when the onset of gales is expected within 24 hours, or are already occurring. Warnings are issued every 3 hours, becoming hourly when a cyclone is close to the coast

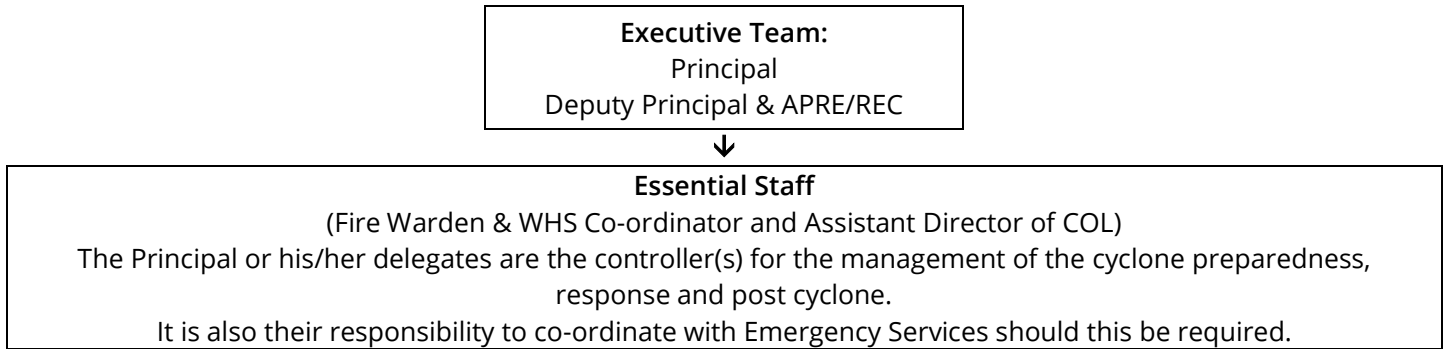
Cyclone Category System *(Source: Bureau of Meteorology)*

The severity of a tropical cyclone is described in terms of categories ranging from 1 (weakest) to 5 (strongest) related to the maximum wind gusts as shown in this table.

Category	Strongest Wind Gust (km/h)	Typical wind effects (Indicative Only)
1	Less than 125 (Damaging winds)	Negligible damage to homes. Limited damage to some caravans, crops and trees. Boats may drag moorings.
2	125-164 (Destructive winds)	Minor damage to homes. Significant damage to caravans, signs and trees. Heavy damage to some crops. Risk of power failure. Small boats may break
3	165-224 (Very destructive winds)	Some roof and structural damage. Some caravans destroyed. Power failure likely.
4	225-279 (Very destructive winds)	Significant roof and structural damage to homes. Many caravans destroyed and blown away. Dangerous airborne loose items. Widespread power failures.
5	More than 280 (Very destructive winds)	Extremely dangerous with widespread destruction. A lot of damage to homes and structures.

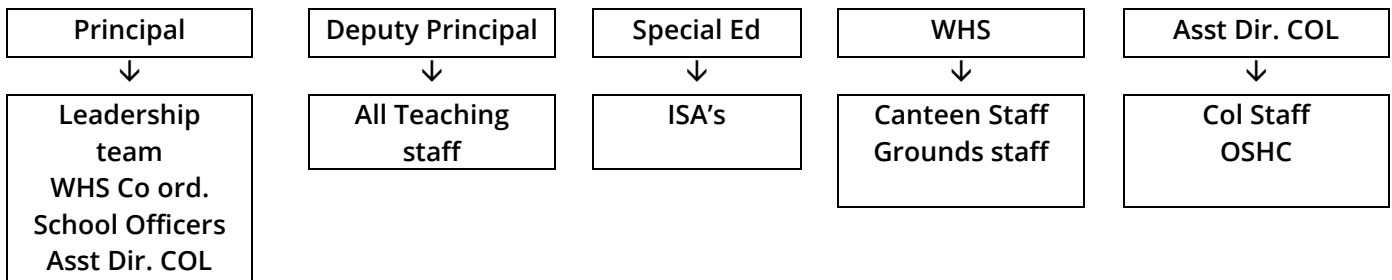
Procedure & Responsibilities

In the event of a cyclone watch being issued the chain of command is as follows



Contacting Staff

The following dictates the lines of communication



The Principal and the WHS Co-ordinators are responsible for conducting a safety inspection and ensuring a pre-cyclone clean up.

The Principal is responsible for coordinating a cyclone kit consisting of a radio, batteries, tape, additional water, first aid kit and some non-perishable food.

Staff contact details to be updated and provided to the Principal. These should only be used in the event of an emergency to contact staff.

Cyclone Watch Issued School Open

Principal or delegate monitors progress of cyclone/tropical low



Final check of school grounds conducted. All sporting equipment garbage bins etc to be secured or stored away



Principal or delegate to conduct staff briefings to advise when/if the school will close



NT Government to broadcast their decision to close all schools via radio and television stations



- **NT Government Dept. Education** determines whether schools remain closed or re-open
- School will remain closed until the NT Government announces that schools are to re-open via radio and television stations
- If St Mary's has suffered damage which would deem it unsafe to open, this information would be available via School App and Facebook site



Advice to St Mary's families accessed via School App and Facebook site

Cyclone Warning Issued School Open

Principal or delegate monitors the progress of cyclone.



Principal to conduct staff briefing to update staff and advise when/if school is to close.



NT Government to broadcast decision to schools and parents of school closure on radio and television stations.



NT Government Dept. of Education to decide whether schools to remain closed or re-open.
School will remain closed until the NT Government and Catholic Education Office NT announces that schools are to reopen via radio and television stations.



Upon direction to close the school the following activities will occur:

1. Windows closed and locked.
2. Paperwork removed from desktops and stored in desks or cupboards.
3. Computers and equipment unplugged and stored safely.
4. Bins emptied and stored.
5. Outdoor furniture, lunch boxes, mats, secured or stored away.
6. All sporting equipment, E deck toys, Chess set etc to be secured or stored away. All verandahs to be clear.
7. Teachers before leaving the school must turn off and unplug power to all items with the exception of fridges in use.
8. Ensure the door is locked when leaving.



If the announcement that schools are to close is made during school hours or when students are on the premises, any staff member with children needing to be collected will be permitted to leave and another teacher will be responsible for those students.

Each class, OSHC and COL will have a checklist of students to monitor and note who has been collected, by whom and when.

Students still remaining an hour after school closure has been announced on radio will gather in the Music room and supervised by a member of the leadership team. Parents will be rung, by a school officer to collect them. Class lists are to be handed to a member of the leadership team.

Post Cyclone

Official announcements will be made over the radio when the cyclone is over. The following post cyclone process applies:

- The Principal to contact Leadership team and 'essential' staff to arrange to meet at the school prior to employees resuming work. Rendezvous point maybe the front office. If damaged then the staff car park area
- Upon direction of the Principal, the facility will be inspected prior to allowing staff to return to work. Inspection to occur only if considered safe to do so
- Electrical equipment found to be wet must not be touched and an electrician must be engaged before turning on the power
- If windows are broken a contractor should be engaged to board them up to prevent additional rain damage and/or looting
- Where possible and safe to do so photos of any damage should be taken for insurance purposes
- Principal to contact CEO Director to advise the state of the school

List of Contacts

Arborist	ACE	
Asbestos Removal	Health Safety Environment Australia Pty Ltd	Telephone +61 8 8984 3222 Mobile 0428 038 224 dkenny@hseaustralia.com.au
Cleaner	Cyclone City Cleaners	Ph 89471042
Electrician	Group One	Ph 89475500
Plumber	Town and Country Plumbing Service	Ph. 89472060
Power and Water	Power & Water Corporation	1800 24 5092
Waste Removal	NT Budget Bins White Bins	0404 882 808 0429 31 3141
NT Emergency Services (NTES)		08 8922 3630 www.nt.gov.au/pfes
Bureau of Meteorology		1300 659 211 (Cyclone Advisory) www.bom.gov.au/cyclone/index/sht ml

Evaluation

This policy will be reviewed as part of the school's three-year review cycle or as required.

This policy will be published on the St Mary's Catholic Primary School website.

Review/Ratification

Year of review	SIRF Committee Responsible	Ratified By / Date (Month/Year)
2016	School Board	School Board - October 2016
2019	Finance, Facilities and Resources	

Next Review: 2019