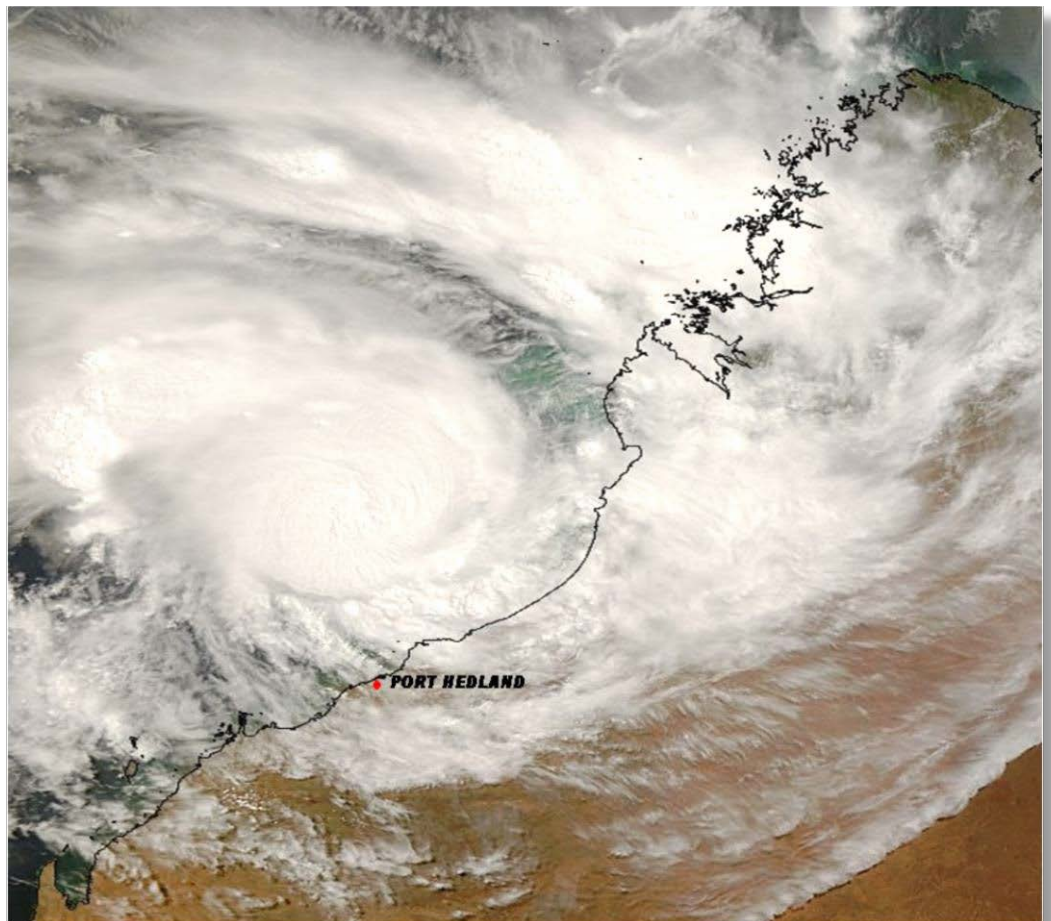


Tropical Cyclone Procedures Manual

2019 Version 17



Prevention – Preparedness – Response – Recovery

UNCONTROLLED DOCUMENT WHEN PRINTED

Table of Contents

Contents

1.1	<i>Amendment Record</i>	3
PART 2	INTRODUCTION	8
2.1	<i>General</i>	8
2.2	<i>Aim</i>	8
2.3	<i>Objective</i>	8
2.4	<i>Scope</i>	8
2.5	<i>Title</i>	8
2.6	<i>Authority</i>	8
2.7	<i>Hazard Definition</i>	8
2.8	<i>Four Phase Emergency Model</i>	8
PART 3	THE TROPICAL CYCLONE AND STORM SURGE HAZARD	9
3.1	<i>Introduction</i>	9
3.2	<i>Cyclone Definition and Description</i>	9
3.3	<i>Tropical Cyclone Category System</i>	10
3.4	<i>Storm Surge and Storm Tide</i>	11
3.5	<i>Rainfall and Flooding</i>	11
PART 4	RESPONSIBILITIES	14
4.1	<i>Town of Port Hedland Responsibilities</i>	14
4.2	<i>Welfare Centres</i>	14
PART 5	PREPAREDNESS PHASE	15
5.1	<i>September Each Year</i>	15
	• <i>Ranger/ Emergency Services Advisor</i>	15
	• <i>Property Administration Officer</i>	15
	• <i>Coordinator Workshops</i>	15
5.2	<i>October Each Year</i>	15
	• <i>All Departments</i>	15
	• <i>Manager Depot Operations</i>	15
	• <i>Senior Workplace Health and Safety Advisor</i>	15
5.3	<i>November Each Year</i>	15
	• <i>Ranger/ Emergency Services Advisor</i>	15
	• <i>Manager Depot Operations</i>	15
PART 6	RESPONSE PHASE	21
6.1	<i>Response Activities</i>	21
6.2	<i>Cyclone Forecasting and Warning System</i>	21
	<i>Cyclone Watch / Warning</i>	22
6.3	<i>Community Alert System</i>	23
	<i>General Blue Alert Council Response</i>	23
	23	
	<i>General Yellow Alert Council Response</i>	23
	<i>All Clear Council Response</i>	24
7.1	<i>Introduction</i>	25
7.2	<i>Specified Roles and Responsibilities</i>	25
7.3	<i>Cyclone Coordination Group</i>	25
PART 8	RECOVERY PHASE	33
8.1	<i>Introduction</i>	33
	Facilities Checklists	39
	Office of the CEO Checklists	38
	Governance Checklists	57
	Financial Services Checklists	59
	Human Resources Checklists	61
	Marketing, Events & Communications Checklists	63
	Environmental Health Checklists	69
	Information Technology and Records	79
	Emergency Management Checklists	83
	Depot Checklists	92

PART 1 DOCUMENT CONTROL

1.1 Amendment Record

Proposals for amendment to this document are to be forwarded to the Ranger – Emergency Services Advisor

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Version	Date	Amendment	Amended By
V1	16.11.99	Initial	David Wilkins
V2	30.08.00	Complete review incorporating revisions suggested after TC's John, Ilsa & Steve, the revised WASES Pilbara Region Tropical Cyclone Emergency Management Plan February 2000 and FESA report on Emergency Response Operations for TC's Elaine and Vance November 1999. Also amended to reflect ToPH revised Management Structure November 1999 and changes to staffing levels since.	David Wilkins
V3	15.12.01	Amended to reflect changes to staffing and external agency representatives.	Chris Hurstfield
V4	30.09.02	Amended after meeting on 12 September 2002 with staff, prior to commencement of 2002/2003 season	Andriena Ciric
V5	31.01.05	Amended Contacts	Andriena Ciric
V6	16.01.06	Complete Revision including ToPH revised management structure	Andriena Ciric
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V8	2011	Revision Review Engineering, Added Response/Recovery checklists for Engineering	Fletcher Eastwell
V9	28.02.2012	Amended Ranger Services Checklists	Clare Fletcher
V10	11/09/2012	Review and Amendments to Checklists	Neil Abernethy
V11	18/10/2013	Review and Amendments to Checklists	Neil Abernethy
V12	15/09/2014	Review and Amendments to Checklists including ToPH revised management/staff restructure	Neil Abernethy
V13	21/08/2015	Review and Amendments to Checklists	Daniel Hendriksen
V14	20/12/16	Review and Amendments to Distribution & Contacts list and, Checklist Role Titles	Mary Holland
V15	08/09/17	Reissue	Andrew Neil
V16	26/10/18	Edit and update with current info – amend checklists / contacts lists	MCuvalo
V17	21/10/19	Annual review – amend checklists/contacts	Keith Squibb

1.2 – Internal Contact List @ 8th November 2019

It is acknowledged that the contact list below will change reasonably over the coming months. This list is published purely for reference and for up to date contact details please refer to the Internal Phone List located on the intranet

EXECUTIVE

EXT	NAME	POSITION	LOCATION	MOBILE
315	David Pentz	Chief Executive Officer	Civic Centre - East Wing	0458240893
313	Zoey Lee Paley	Executive Assistant to CEO and Mayor	Civic Centre - East Wing	0448 055013
311	Fred Riebeling	Commissioner	Civic Centre - 2nd Floor	0419 936979
786	Josephine Bianchi	Director Community Services	JD Hardie Centre	0408 879891
339	Anthea Bird	Director Corporate Services	Civic Centre - East Wing	0427907347
309	Craig Watts	Director Regulatory Services	Civic Centre - West Wing	0438 829682
747	Peter Chandler	Director Infrastructure Services (Acting)	Depot - Wedgefield	0420739590

CORPORATE SERVICES - DIRECTORATE

EXT	NAME	POSITION	LOCATION	MOBILE
339	Anthea Bird	Director Corporate Services	Civic Centre - East Wing	0427907347
392	Melinda Eggerling	Administration Officer	Civic Centre - East Wing	
Governance				
329	Rebecca Somerford	Manager Governance (Acting) / Legal Advisor	Civic Centre - East Wing	
312	Angelique Lewis	Senior Governance Advisor	Civic Centre - East Wing	
314	Louise O'Donnell	Governance Advisor	Civic Centre - East Wing	
317	Wendy Barnard	Corporate Support Officer	Civic Centre - East Wing	
327	Tammy Wombwell	Governance Officer	Civic Centre - East Wing	
357	Louise O'Donnell	Governance Advisor	Civic Centre - East Wing	
Procurement				
307	Vivian Hendricks	Senior Procurement Advisor	Civic Centre - East Wing	0419469387
301	Megan Paganella	Procurement Officer	Civic Centre - East Wing	
Records				
702	Lara Lynch	Senior Records Officer	Depot	0405441839
703	Sandy Goundar	Records Officer	Depot	
735	Theresa Ashenden	Digitisation Officer	Depot	
Finance				
346	Kate McLeod	Manager Financial Services	Civic Centre - East Wing	
330	Marry Lucot	Accounts Officer	Civic Centre - West Wing	
345	Sally Rodgers	Accounts Officer	Civic Centre - West Wing	
350	Nicole Doody	Rates Officer	Civic Centre - West Wing	
397	Suzanne MacKay	Senior Management Accountant	Civic Centre - East Wing	
326	Johnathon Hallt	Contract Accountant	Civic Centre - East Wing	
349	Jennifer Lofthouse	Finance and Payroll	Civic Centre - East Wing	
396	Noni Entwisle	Revenue & Treasury Officer	Civic Centre - West Wing	
Human Resources				
348	Lyne Mear	Manager Human Resources	Civic Centre - East Wing	0458093737
310	Kim Gregory	Workplace Health & Safety Advisor	Civic Centre - East Wing	0439276168
336	Sarah Adair	Human Resources Officer - Training & Performance	Civic Centre - East Wing	
342	Samantha Davey	Human Resources Support Officer	Civic Centre - East Wing	
343	Lia Quintanilla	Human Resources Business Partner	Civic Centre - East Wing	0419914129
344	Sarah Warren	Human Resource Officer - Recruitment, Relocation & Logistics	Civic Centre - East Wing	
354	Sandra Brockwell	Senior Workplace Health & Safety Advisor	Civic Centre - East Wing	0417998392
395	Nicole Bell	Human Resource Office - Projects	Civic Centre - West Wing	
356	Philippa Golden	Human Resource Support Officer	Civic Centre - West Wing	
363	Natasha Wainwright	Senior HR / Business Partner	Civic Centre - East Wing	
ICT				
332	Darren Smith	Senior Project Manager	Civic Centre - East Wing	
351	James Watts	IT Support Officer	Civic Centre - East Wing	0488015268
364	Karl Daybell	ICT Officer	Civic Centre - East Wing	0419921442
390	IT Helpdesk	IT Help Desk (Karl Daybell or James Watts)	Civic Centre - East Wing	
Meeting Rooms				
382	West Wing Meeting Room	Civic Centre - West Wing Meeting Room	Civic Meeting Rooms	
384	East Wing Meeting Room	Civic Centre - East Wing Meeting Room	Civic Meeting Rooms	
305	Civic Chambers	Chambers - Civic Centre Upstairs	Civic Meeting Rooms	

REGULATORY SERVICES - DIRECTORATE

EXT	NAME	POSITION	LOCATION	MOBILE
309	Craig Watts	Director Regulatory Services	Civic Centre - West Wing	0438 829682
358	Tamara Coote	Administration Officer	Civic Centre - West Wing	
Environmental Health & Community Safety				
316	Michael Cuvalo	Manager Environmental Health & Community Safety	Civic Centre - West Wing	0417923177
333	Alia Deane	Community Safety Advisor	Civic Centre - West Wing	0429370623
389	Olivia Johnston	Senior Environmental Health Officer	Civic Centre - West Wing	0458002112
367	Kimi Ahluwalia	Graduate Environmental Health Officer	Civic Centre - West Wing	
352	Keith Squibb	EMERGENCY SERVICES	Civic Centre - West Wing	0427701065
Rangers				
730	Christoph Matzen	Team Leader - Ranger	Civic Centre - West Wing	0417998392
738	Keith Squibb	Ranger & Emergency Services Advisor	Civic Centre - West Wing	0427701065
726	Wayne Clark	Ranger - Hot Desk	Civic Centre - West Wing	0447464830
720	Mark Krause	Ranger - Hot Desk	Civic Centre - West Wing	0400739115
727	Hannah Nordmann	Ranger - Hot Desk	JD Hardie	0448878276
740	Brittany Rutherford	Ranger - Hot Desk	JD Hardie	0409682555
741	Rangers	Ranger - Hot Desk	Divert to Depot	
Town Planning & Development				
328	Chaz Roberts	Manager Town Planning & Development	Civic Centre - West Wing	0447898604
366	Craig Zanotti	Senior Planner	Civic Centre - West Wing	
321	Keryn Dempsey	Development Services Officer	Civic Centre - West Wing	
334	Timothy Hodge	Planning & Development Support Officer	Civic Centre - West Wing	
319	Josh Allbeury	Graduate Planner	Civic Centre - West Wing	
386	Kate Instone	Project Planner	Civic Centre - West Wing	
Waste Operations				
743	Rebecca Walter	Manager Waste Operations	Depot - Wedgefield	0422 655661
714	Landfill	Landfill	Depot - Wedgefield	

COMMUNITY SERVICES - DIRECTORATE

EXT	NAME	POSITION	LOCATION	MOBILE
786	Josephine Bianchi	Director Community Services	JD Hardie Centre	0408879891
365	Laura Hawes	Manager Marketing, Events and Communications	Civic Centre - West Wing	0448001376
Communications				
324	Ashleigh Telford	Senior Communications Officer	Civic Centre - West Wing	
322	Harrison Quenault	Communications Officer	Civic Centre - West Wing	
331	Joseph Golden	Graduate Communications Officer	Civic Centre - West Wing	
318	Michael Rodrigues	Marketing & Communications Officer	Civic Centre - West Wing	
Customer Service				
359	Melissa McKelvie	Team Leader - Customer Service	Civic Centre - West Wing	
340	Shekkira Jones	Customer Service Officer	Civic Centre - Reception	
302	Kelly Andrews	Customer Service Officer	Civic Centre - Reception	
300	TOPH Main Number	Main Line to Town of Port Hedland	Civic Centre - Reception	
Events & Matt Dann				
325	Amber Evans	Senior Arts & Cultural Officer	Civic Centre - West Wing	
385	Ashlee Groch	Events Officer	Civic Centre - West Wing	
369	Sally Zielke	Matt Dann Operations	Matt Dann	
361	MD Box Office	Matt Dann Box Office	Matt Dann	
383	MD Movie Room	Matt Dann Movie Room	Matt Dann	
778	Mark Toomath	Manager Community Development	JD Hardie Centre	0419948318
Community				
785	Kiah McVea	Community Engagement Officer (Acting)	JD Hardie Centre	
781	Angela Rooney	Projects Officer - Community Services and Delivery	JD Hardie Centre	
Library				
373	South Hedland Library Front Desk	South Hedland Library - Front Desk	Library - South Hedland	
370	Tanya Parish	Library Officer	Library - South Hedland	
374	Anna Winkler	Library Officer Local History	Library - South Hedland	
375	Gillian Westera	Senior Librarian	Library - South Hedland	0457333552
376	Cate Taylor	Libraries Supervisor	Library - South Hedland	
377	Julie Daybell	Library Officer	Library - South Hedland	

COMMUNITY SERVICES - DIRECTORATE

EXT	NAME	POSITION	LOCATION	MOBILE
JD Hardie				
380	JD Kiosk	JD Hardie Centre - Kiosk	JD Hardie Centre	
779	Jess ODea	Facilities Operations Officer	JD Hardie Centre	
780	Sarah Harris	Programs Officer	JD Hardie Centre	
783	Lauren Kennedy	Senior Youth Officer	JD Hardie Centre	
Sports & Recreation				
782	Ben McNeil	Senior Sports & Facilities Officer	JD Hardie Centre	0448177372
790	Tenielle Dunne	Sports & Facilities Officer	JD Hardie Centre	
784	Morgan Howrie	Trainee Sports & Recreation	JD Hardie Centre	
765	Cheye Hill	Manager Leisure Facilities	Stadium	0418804089
Stadium				
750	Stadium Main Line			
754	Amanda Egan	Gym Team Leader	Stadium	
763	Matthew Cordery	Coordinator Stadium Operations	Stadium	0418554971
760	Maria Hayward	Project Officer - Leisure Facilities	Stadium	
764	Emma McSweeney	Membership Experience Officer	Stadium	
766	Jeremy Parker	Membership Experience Officer	Stadium	
768	Karla Mallinson	Customer Service Team Leader	Stadium	
756	Jennifer Palmer	Chreche and Childrens Programs	Stadium	
Bookings				
769	Patrycja Rosinska	Events and Bookings Officer	Stadium	
761	Erin Haswell	Bookings Officer	Stadium	
Stadium Other				
751	Kiosk 1	Stadium Kiosk	Stadium	
752	Kiosk 2	Stadium Kiosk	Stadium	
753	Customer Service 2	Customer Service Front Desk	Stadium	
755	Customer service 1	Customer service Front Desk	Stadium	
767	Yarrie Room	Stadium Yarrie Room	Stadium	
Aquatic				
776	Brenden Roser	Coordinator Aquatic Operations	South Hedland Aquatic Centre	0418862948
795	Gratwick Aquatic Centre Admin	Gratwick Aquatic Centre Admin	Gatwick Aquatic Centre	
796	Gratwick Aquatic Centre Kiosk	Gratwick Aquatic Centre Kiosk	Gatwick Aquatic Centre	
797	Gratwick Aquatic Centre First Aid	Gratwick Aquatic Centre First Aid	Gatwick Aquatic Centre	
774	SHAC Admin Office	SHAC Admin Office Front Desk	South Hedland Aquatic Centre	
775	SHAC Admin Office	SHAC Admin Office Front Desk	South Hedland Aquatic Centre	

INFRASTRUCTURE SERVICES - DIRECTORATE

EXT	NAME	POSITION	LOCATION	MOBILE
747	Peter Chandler	Director Infrastructure Services (Acting)	Depot - Wedgefield	0420739590
Infrastructure				
700	Mary Holland	Administration Officer	Depot - Wedgefield	
701	Charissa Mackesey	Administration Officer	Depot - Wedgefield	
Property Management				
707	Tanya Reid	Coordinator Property Management	Depot - Wedgefield	0438905746
733	Desiree Grossmith	Property Management Officer	Depot - Wedgefield	0409782105
722	Paul Howrie	Project Officer Property Management	Depot - Wedgefield	
713	Michael Timbury	Building Maintenance Officer	Depot - Wedgefield	0428915441
718	Michael Johnson	Building Maintenance Officer	Depot - Wedgefield	0429102797
Projects & Engineering				
742	Ryan Pickup	Manager Project Design & Delivery (Acting)	Depot - Wedgefield	0448033235
710	Daniel Van Vo	Asset Data Officer	Depot - Wedgefield	0458016579
708	Frances Mac Nabola	Engineering Technical Officer	Depot - Wedgefield	
711	Sarik Salim	Project Officer	Depot - Wedgefield	0408948231
739	Hayden Walsh	Graduate Engineer	Depot - Wedgefield	
745	Aaron Smith	Project Manager (Acting)	Depot - Wedgefield	
731	Grant Voss	Manager Parks, Gardens & Engineering Services	Depot - Wedgefield	0459228246
Parks & Gardens				
712	Naomi Phillips	Coordinator Parks & Gardens	Depot - Wedgefield	
721	Brad Rains	Coordinator Parks & Gardens	Depot - Wedgefield	0488058613
709	Malcome Tuck	Leading Hand Parks & Gardens (Acting)	Depot - Wedgefield	
724	Carl Wangemann	Leading Hand Parks & Gardens Irrigation	Depot - Wedgefield	0439607052
746	Megan Jones	Horticultural Technical Officer	Depot - Wedgefield	
729	Jessica Twaddle	Coordinator Depot Operations	Depot - Wedgefield	0407388273
719	Genny Mulchay	Fleet Operations Officer	Depot - Wedgefield	
734	Vevean Pao	Storeperson	Depot - Wedgefield	
Depot Other Numbers				
704	Depot Conference	Depot Conference Room	Meeting Room	
705	Crib room	Depot Crib Room	Depot - Wedgefield	
714	Landfill	Landfill	Depot - Wedgefield	
736	Depot Training Room	Depot Training Room	Depot - Wedgefield	

PART 2 INTRODUCTION

2.1 General

The Town of Port Hedland is located on the Pilbara Coast and is prone to a number of natural threats. The Pilbara coast, from Port Hedland to the Exmouth Gulf; nicknamed 'Cyclone Ally', is the most cyclone prone area in Australia.

The cyclone season runs from the 1st November through to the 30th April each year.

2.2 Aim

The aim of this manual is to detail each of the departmental procedures for planning, preparation, response & recovery to tropical cyclone and storm surge hazards

2.3 Objective

This procedures manual has the following objectives:

- a) To describe the organisation, the planning, preparation, response and recovery procedures for Town of Port Hedland (ToPH) employees.
- b) To establish principles for the management of tropical cyclone and storm surge hazards within the Town of Port Hedland district.

2.4 Scope

This plan brings together ToPH policies, practices, procedures and guidance that have been implemented to ensure effective management of tropical cyclone and storm surge hazards in the district.

2.5 Title

The title of this plan is the *Town of Port Hedland Tropical Cyclone Procedures Manual*.

2.6 Authority

The authority for this plan is vested in the Chief Executive Officer (CEO) for the ToPH.

The ToPH CEO has overall responsibility for the actions in relation to pre tropical cyclone preparation, post tropical cyclone clean up and resumption of normal services in the recovery phase.

The exercise of this function is delegated to the Local Recovery Coordinator.

The Ranger - Emergency Services Advisor has the responsibility for advising Council about all aspects relating to this manual and in particular, the stages of tropical cyclone and storm surge preparedness, response and recovery.

2.7 Hazard Definition

A hazard is defined as a situation or condition with the potential for loss or harm to the community or environment.

2.8 Four Phase Emergency Model

This plan utilises a Four Phase Emergency model that examines emergency management in terms

PPRR – Prevention, Preparedness, Response, Recovery

PREVENTION – Activities to eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of injury or damage likely to be incurred.

PREPAREDNESS – Activities that focus on essential emergency response capabilities through the development of plans, procedures, the organisation and management of resources, training and public education. These activities support the local community in their preparations for a safer environment.

RESPONSE – Activities that combat the effects of the event, provide emergency assistance for casualties, and help reduce further injury or damage and facilitate effective recovery operations for and in the local community.

RECOVERY – Activities designed to support emergency affected local communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen its effects on the community.

Note:

Recovery must commence at the same time as response efforts.

PART 3 THE TROPICAL CYCLONE AND STORM SURGE HAZARD

3.1 Introduction

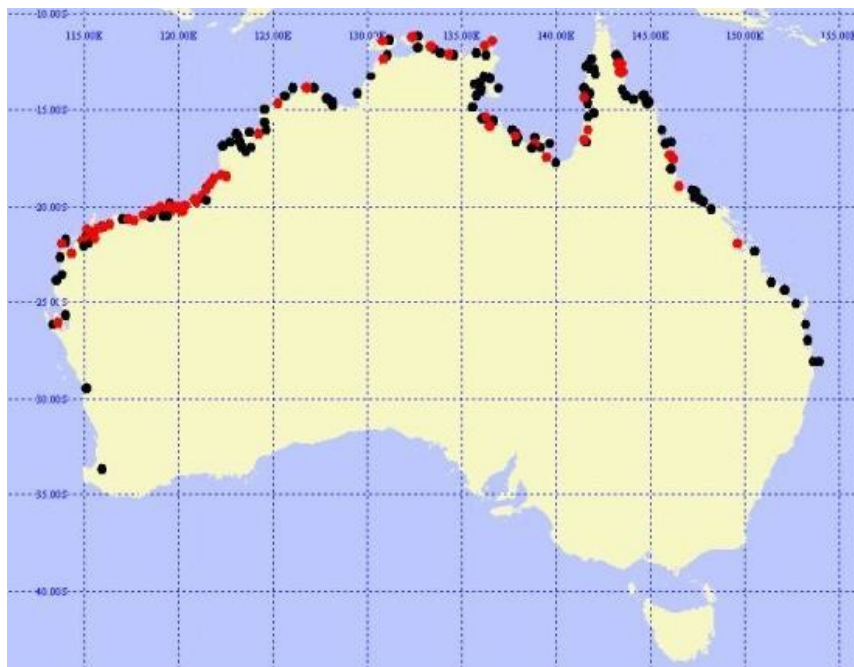
The Pilbara Coast is prone to a number of natural threats, cyclonic activity is identified as the biggest threat facing the Town of Port Hedland.

The Pilbara coast, from Port Hedland to the Exmouth Gulf, is the most cyclone prone area in Australia, with this coastline threatened by tropical cyclones more often than any other area of Australia.

Cyclone season runs for approximately six months of the year, typically 1 November – 30 April and the Pilbara coastline is vulnerable to the devastating winds, high seas and heavy rain that can be generated by a tropical cyclone.

The effects of tropical cyclones are destructive winds, heavy rain, storm surge, and flooding which in turn can cause significant disruption to communication, infrastructure and create a threat to life.

Rapid growth and transient nature of the Pilbara population can result in people being unaware of the potential danger of tropical cyclones and of the best way to protect their lives and property when tropical cyclone threat is imminent.



The Black dots symbolize cyclones that have impacted the coast of Australia. The Red dots symbolize severe coastal impacts from cyclones.

3.2 Cyclone Definition and Description

Tropical Cyclones are low pressure systems that form over warm tropical waters and have gale force winds (sustained winds of 63 km/h or greater and gusts in excess of 90 km/h) near the centre.

The gale force winds can extend hundreds of kilometres from the cyclone centre. If the sustained winds around the centre reach 118 km/h (gusts in excess 165 km/h) then the system is called a severe tropical cyclone.

The circular eye or centre of a tropical cyclone is an area characterised by light winds and often by clear skies. Eye diameters are typically 40 km but can range from under 10 km to over 100 km.

The eye is surrounded by a dense ring of cloud about 16 km high known as the eye wall which marks the belt of strongest winds and heaviest rainfall

A cyclone often produces large amounts of rain, so in addition to damage from wind gusts, flooding may occur within the affected area and the associated catchment areas and river basins.

To be classified as a tropical cyclone the wind speed must exceed 63 km/h, although wind speeds of up to 300 km/h and rainfall in excess of 900 mm have been recorded during tropical cyclones in WA.

In severe cyclones, wind gusts exceed 165 km/h and can reach more than 280 km/h for category 5 systems.

Tropical cyclones can persist for many days and may follow quite erratic paths. They usually dissipate over land or colder oceans

The 'eye' of a cyclone is deceptively calm and people need to ensure they continue to observe the relevant alert and stay sheltered unless the all clear signal has been given. The eye is the centre of the cyclone and is often characterised by light winds and sometimes clear skies. Surrounding the eye is a ring of dense cloud, called the eye wall, in which heavy rain and the most destructive winds are embedded. This wall of cloud often extends up to 15km high.

3.3 Tropical Cyclone Category System

The extent of damaging winds will vary between cyclones. More importantly, the most severe winds will be confined to a small area around the outside of the eye. Often people will experience the winds in the outer part of a Category 4 or 5 cyclone. They will believe that they have experienced a major cyclone, yet the winds may have only been Cat 1 or 2 strength.

- **Category 1 tropical cyclone**
 - Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings.
 - A Category 1 cyclone's strongest winds are GALES with typical gusts over open flat land of 90 - 125 km/h.
- **Category 2 tropical cyclone**
 - Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small craft may break moorings.
 - A Category 2 cyclone's strongest winds are DESTRUCTIVE winds with typical gusts over open flat land of 125 - 164 km/h.
- **Category 3 severe tropical cyclone**
 - Some roof and structural damage. Some caravans destroyed. Power failures likely.
 - A Category 3 cyclone's strongest winds are VERY DESTRUCTIVE winds with typical gusts over open flat land of 165 - 224 km/h.
- **Category 4 severe tropical cyclone**
 - Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.
 - A Category 4 cyclone's strongest winds are VERY DESTRUCTIVE winds with typical gusts over open flat land of 225 - 279 km/h.
- **Category 5 severe tropical cyclone**
 - Extremely dangerous with widespread destruction.

- A Category 5 cyclone's strongest winds are VERY DESTRUCTIVE winds with typical gusts over open flat land of more than 280 km/h.

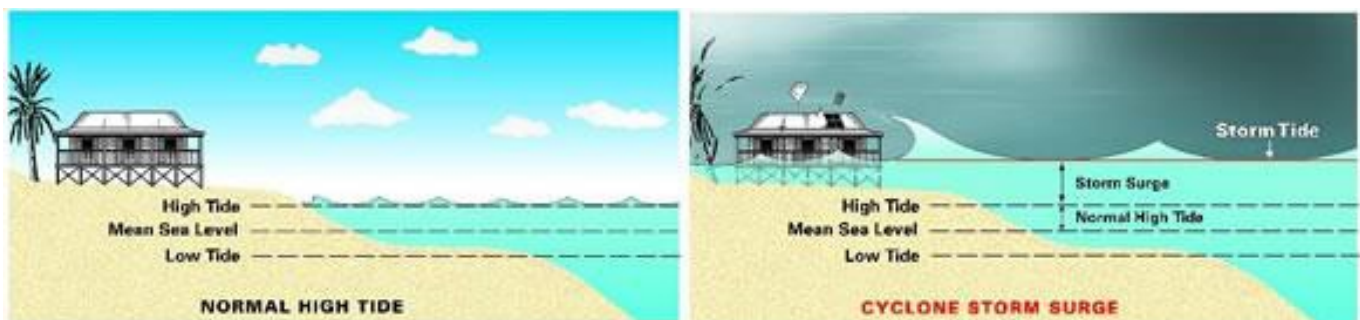
Typically gusts over open land will be about 40% greater than the mean wind and gusts over the ocean will be 25 - 30% greater than the mean wind. It is often the stronger gusts that cause the most significant damage to buildings

While a cyclone advice may refer to a certain maximum sustained wind or gust, there will be localised points where the winds will exceed this value, particularly in gullies, about ridges and between buildings where winds can be funnelled by the landscape

3.4 Storm Surge and Storm Tide

Storm surge is the abnormal rise in seawater level during a storm, measured as the height of the water above the normal predicted astronomical tide. The surge is caused primarily by cyclone winds pushing water onshore. The amplitude of the storm surge at any given location depends on the orientation of the coastline with the storm track; the intensity, size, and speed of the storm and the local bathymetry

The combination of storm surge and normal (astronomical) tide is known as a storm tide. The worst impacts occur when the storm surge arrives on top of a high tide. When this happens, the storm tide can reach areas that might otherwise have been safe. On top of this are pounding waves generated by the powerful winds.



Water levels can rise several metres in just a few hours during the time of very strong winds when it is too late to move about so it is important that you make the decision to evacuate early. If you live in a low lying area susceptible to storm surge then identify an alternative place to shelter before the cyclone arrives.

Along the central Pilbara coast where tidal ranges are large, significant coastal inundation is generally averted if a tropical cyclone crosses at low astronomical tide, since the storm surge is rarely greater than the inter-tidal range.

3.5 Rainfall and Flooding

Heavy rainfall associated with the passage of a tropical cyclone can produce extensive flooding. This can cause further damage and even possible fatalities caused by drowning.

The heavy rain can persist as the cyclone moves inland and decays, hence flooding due to a decayed cyclone can occur a long way from the tropical coast as the remains of a cyclone move into central and southern parts of the continent.

Some of Australia's heaviest rainfalls have occurred in association with tropical cyclones and their decay over land.

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PART 4 RESPONSIBILITIES

4.1 Town of Port Hedland Responsibilities

The Town of Port Hedland as the Chair of the Port Hedland Local Emergency Management Committee, is responsible for ensuring that the vulnerability of the community is reduced to the greatest extent possible and to coordinate the recovery operations post incident.

The capability and commitment of the Town of Port Hedland is to undertake tasks and meet the responsibilities of the local government as identified in Westplan - CYCLONE

- **Prevention**
 - Enforcement of strict building codes and land use planning designed consistent with the objectives and requirements set by the Western Australia Planning Commission and to reinforce construction standard in areas vulnerable to cyclone.
 - Provision of pre-season green waste clean-up programs.
- **Preparedness**
 - Promotion and participation in public education and awareness programs in conjunction with the HMA annually.
 - Provide resources to assist the HMA when necessary.
 - Participate in Incident Management Teams (IMT) Operations Area Support Groups (OASG) & Incident Support Groups (ISG) as required.
 - Present cyclone preparedness sessions for Council staff.
 - Develop Local Emergency Management Arrangements.
- **Response**
 - Ensure that Council resources and personnel are protected from danger and ready for use should a recovery phase be required.
 - Make available suitable local government buildings to be used as evacuation centres
 - Open and close roads within our jurisdiction and notify the HMA as required.
 - Provide resources to assist the HMA when necessary
 - Participate in Incident Management Teams (IMT) Operations Area Support Groups (OASG) & Incident Support Groups (ISG) as required
- **Recovery**
 - Enact the Local Recovery Plan
 - Restore infrastructure and emotional, social, economic and physical wellbeing.
 - Minimise the recurrence of the hazard and/or lessen its effects on the community by making the community more resilient against future damage.
 - Inspect and declare affected areas fit for habitation

4.2 Welfare Centres

Primary Welfare Centre: JD Hardie Centre

Welfare centre will be opened on the advice of the HMA and are manned by the Department for Communities.

Town of Port Hedland staff may be required to man welfare centres until such time as Dept. of Communities staff are mobilised.

PART 5 PREPAREDNESS PHASE

5.1 September Each Year

- **Ranger/ Emergency Services Advisor**
 - Review Cyclone & Storm Surge Procedures Manual.
 - Verify the validity of departmental checklists
 - Verify the validity of contact list
- **Property Administration Officer**
 - Complete Pre Season Checklist for staff housing and facilities
- **Coordinator Workshops**
 - Review Plant Resource List

5.2 October Each Year

- **All Departments**
 - Complete preseason checklists and return to Ranger - Emergency Services Advisor
- **Manager Depot Operations**
 - Prepare preseason green waist clean up service.
- **Senior Workplace Health and Safety Advisor**
 - Ensure Emergency Kits are fit for purpose and rectify any deficiencies.

5.3 November Each Year

- **Ranger/ Emergency Services Advisor**
 - Attend preseason briefings with the HMA and BoM
 - Issue clean up notices as required following pre-season clean-up program
- **Manager Depot Operations**
 - Complete pre-season clean-up program

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PART 6 RESPONSE PHASE

6.1 Response Activities

The response phase commences when the Bureau of Meteorology (BOM) issues the first “Cyclone Watch” message. Such messages may be accompanied by warnings of possible storm surge for susceptible areas of coast.

Different departments will have different obligations during the response phase.

6.2 Cyclone Forecasting and Warning System

Tropical Cyclone Advises are issued whenever a tropical cyclone is expected to cause winds in excess of 62 km/h (gale force) over land in Australia. A tropical cyclone advice may be a watch and/or a warning, depending on when and where the gales are expected to develop and are issued by the Bureau of Meteorology. The cyclone watch and warning are totally separate from that of the Blue, Yellow and Red Community Alerts.

A Tropical Cyclone Watch is issued when the onset of gales is expected within 48 hours but not within 24 hours.

A Tropical Cyclone Warning is issued when the onset of gales is expected within 24 hours, or are already occurring

Each advice issued for a particular cyclone will be numbered sequentially, starting at number 1 for the first advice. A tropical cyclone advice may contain a combined watch and warning. That is, it will provide information on the area under watch status and the area under warning status.

While the threat remains, a tropical cyclone advice will be issued every six hours, increasing to every three hours when cyclone warnings are required. In some circumstances, when a cyclone approaching the coast is under radar surveillance, the advices may be issued hourly.

Subsequent to the declaration of a cyclone watch phase, the Ranger - Emergency Services Advisor will advise the CEO and make preparations to form the Cyclone Coordination Committee. The primary purpose of this team is to monitor and continually assess the adverse weather conditions having the potential to form into a cyclone that is likely to affect the continued operation of the Council. Refer to Section 7.3 for expanded procedures

During this phase other warnings may be issued as follows:

A Flash Cyclone Warning – Issued by TCWC when it is the first warning to an area which was not previously alerted or as an urgent amendment to a current warning

Storm Surge Warning – Prediction of surge level will be given to the Regional Operations Centre by the TCWC 18 hours prior to onset. Community evacuation notices will be disseminated by the Regional Cyclone Control Centre as required.

Community Alerts – The HMA uses a system of coloured alerts to advise communities of the precautions that should be taken at appropriate stages of cyclone development. The alerts are determined by the Local Incident Controller in conjunction with the Operations Area Manager and disseminated to the media as part of the TCWC cyclone advices. Local warning is achieved by media and by the status on the cyclone alert signage in prominent locations.



Cyclone Watch / Warning

A cyclone watch/warning is issued whenever a tropical cyclone is expected to cause winds in excess of 62 km/h (gale force) over land in Australia. A tropical cyclone advice may be a watch and/or a warning, depending on when and where the gales are expected to develop.

In the event a Cyclone Watch issued by BoM, some sections of the organisation may need to perform activities noted in Blue Alert Checklist prior to the blue or yellow alert being issued.

NOTE:

The HMA is the only agency to issue coloured alerts.

Staff should exercise caution in accepting advice from other sources.

The Ranger - Emergency Services Advisor will notify staff of impending or changes to any warnings

6.3 Community Alert System

General Blue Alert Council Response

BLUE ALERT



Get ready for a cyclone.

You need to start preparing for cyclonic weather.

Work requirements:-

- Identify what will need to be done in the event of a yellow alert.
- Can any of these tasks be completed in advance without hindering your ability to continue work.
- Fill work vehicle with Fuel (if applicable).
- Locate mobile phone charger and ensure work phone is fully charged.
- Complete relevant departmental procedure check-lists.

On notification of a **BLUE ALERT** all staff are to remain at work but must ensure they are prepared to take immediate action if upgrading to a **YELLOW ALERT** occurs and to complete the relevant checklists:

General Yellow Alert Council Response

YELLOW ALERT



Take action and get ready to shelter from a cyclone.

You need to prepare for the arrival of a cyclone.

Work Requirements:-

- Lift all items off the floor (where practicable / possible).
- Move computers and other electronic equipment away from the external windows.
- Other duties as directed by your manager.
- Complete relevant departmental procedure check-lists.
- Managers/Coordinators can release staff on a Yellow Alert on advice from the CEO.

No member of staff is to leave the premises without first informing their supervisor.

Note:

If a Yellow Alert is called and you are not at work – **DO NOT** come to work unless you have been identified by your manager as someone who will undertake specific tasks in the event of a cyclone.

If you are unsure, make sure you check with your manager / coordinator at the beginning of cyclone season.

Staff that may be required to undertake specific tasks during or following a cyclone may include Depot, Landfill, and Rangers.

On notification of Yellow Alert, staff required to undertake specific tasks are expected to remain at work until they have been advised to go home.

General Red Alert Council Response

RED ALERT



Take shelter from the cyclone.

You need to go to shelter immediately.

All staff must have completed their duties and have left Council premises before a red alert is issued.

If this is not the case, refer to the Ranger - Emergency Services Advisor (or delegate) for advice.

Continue to monitor work phones and emails for updates on the cyclone's progress.

All Clear Council Response

ALL CLEAR



The cyclone danger has passed but take care.

Wind and storm surge dangers have passed but you need to take care to avoid the dangers caused by damage.

Work Requirements:-

The Ranger - Emergency Services Advisor will notify Cyclone Coordination Committee when an all clear has been given. The respective Department Managers will advise their staff of when the requirement to return to work is expected. The exception is any staff member who has been identified as someone who will undertake specific tasks in the event of a cyclone which may include Depot, Landfill and Rangers.

All Staff are to,

- Continue to listen for public information announcements.
- Only proceed outside with caution
- Check for danger from fallen power lines, fallen trees, broken water and sewerage lines, loose roof sheeting and debris
- Check to see if neighbours are all right.
- Report any injuries and dangerous situations.
- Check pets and animals.
- Do not make unnecessary telephone calls as the lines may be needed for emergency medical assistance or rescue requests.
- All Managers and Directors are to return to the workplace to provide damage reports to the Cyclone Coordination Committee as soon as domestic arrangements permit.
- Staff with children: If schools/Day Care centres remain closed after staff are requested to return to work & alternative child minding is not available staff shall not be required to return to work that day

On notification of **All Clear (With Caution)** being announced, any staff member who is required to undertake specific duties as identified by your Manager/Coordinator are to complete the appropriate Response / Recovery checklists:

7.1 Introduction

Local Government plays an important role participating in emergency management due to their strong relationship with the local community networks and locally available resources. Local Governments also have responsibilities to contribute to the safety and wellbeing of their community.

The Australian Local Emergency Management Arrangements list the principle roles and responsibilities for Local Governments are:

- Ensuring all requisite local emergency planning and preparedness measures are undertaken
- Ensuring all adequate local response capability is in place, including local volunteer resources
- Undertaking cost effective measures to mitigate the effects of emergencies on local communities, including routinely conducting emergency risk assessments
- Systematically taking proper account of risk assessments in land use planning to reduce hazard risk
- Undertaking public education and awareness, and ensuring appropriate local emergency warnings are provided
- Ensuring appropriate local resources and arrangements are in place to provide emergency relief and recovery services to the local community
- Representing community interests in emergency management to other spheres of government and contributing to decision making processes
- Participating in post emergency assessment and analysis.

7.2 Specified Roles and Responsibilities

In the event of a cyclone, certain TOPH staff have specific roles and responsibilities along with the responsibility for recovery after an event.

The Ranger - Emergency Services Advisor is primarily responsible for informing and advising the CEO on strategic and operational matters before, during and after an emergency.

7.3 Cyclone Coordination Group

The Cyclone Coordinating Group is a representation of staff who receive, monitor and assess adverse weather conditions having the potential to affect council operations and distribute to staff as required. The committee convenes during the cyclone information phase, through to the transition from Blue Alert to Yellow Alert as new information becomes available and will receive briefings from the Ranger - Emergency Services Advisor on the current and predicted conditions, actions of the ISG/OASG/IMT/HMA and provide other advice as required. During Yellow and Red Alerts, notifications and updates will be disseminated via email.

7.4 Cyclone Coordination Group Terms of Reference

Purpose

The purpose of the Cyclone Coordination Group (CCG) is to coordinate a council wide approach in respect to the preparedness, response and recovery to tropical cyclones that have the potential of impacting the Town of Port Hedland, in order maintain continuity of service and/or restore normal operations as quickly as possible if required.

Responsibilities

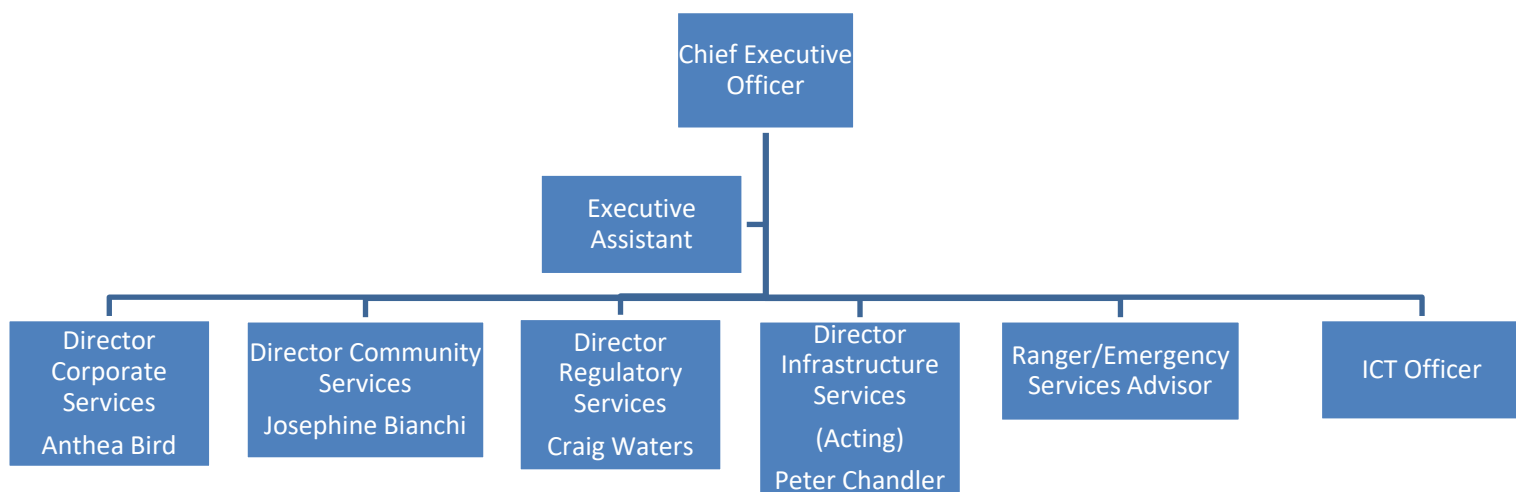
The CCG is responsible for:

- The development of prioritized prevention, preparedness, response and recovery strategies, for each directorate,
- Monitor & validate the progress of departmental prevention, preparedness, response and recovery activities
- Setting priorities, targets and triggers for departmental readiness and response,

- Promotion effective inter-department working relationships in order prevent overlaps and to minimize gaps,
- Sharing information with other directorates in respect to any red flags, gaps and overlaps,
- Developing internal communication strategies,
- Sharing lessons learned.

Membership

The CCG is primarily made up of the following structure.



The following agenda is the suggested format for the Cyclone Coordination Group.

Cyclone Coordination Group

Date of meeting	
Time of meeting	
Name of Venue	
Teleconference Dial-in details (if applicable)	Dial – 1800 062 923 Enter – 784880451971#

Incident Type	
Incident Number/Name	
Incident Level	
Meeting opened & Welcome Record of attendance - Apologies Confirmation of Minutes - Action arising from previous Minutes - Confirmation of Liaison contact details	CEO
HMA/Controlling Agency Report 1. Update on outcomes from previous meeting 2. Current situation Report (SitRep) 3. Emergency Situation or State of Emergency declaration status - 4. Details of significant issues – 5. Assistance required –	CESA

<p>Department Reports</p> <ol style="list-style-type: none"> 1. Preparedness Reports 2. Response activities 3. Resource status 4. Red Flags 	<p>All departments</p>
<p>Initial Post Incident Assessment</p> <ol style="list-style-type: none"> 1. Losses (life/property/environment) – 2. Road closures– 3. Welfare Centers– 4. Evacuation– 5. Essential Services (Electricity, Water, Gas, Telecommunications, Sewage) – 6. Transition to Recovery 	<p>CESA</p>
<p>Action items</p>	<p>All</p>
<p>Details of Next Meeting</p>	
<p>Meeting closed</p>	

Minutes of the meeting will be taken by the Executive Assistant to the CEO

8.1 Introduction

The recovery phase will, in most situations, commence while the response phase is still under way and the two phases may exist in parallel for a period of time. Generally once the assessment of the impact of the cyclone or storm surge on the community is completed and the immediate life-saving activities have ended, the response phase may be considered to be completed, making way for the Recovery Phase to assume control

During recovery, the Local Recovery Coordinator (LRC), will convene the LRCG which will have representatives from various local and state organisations in order to coordinate all activities to return to community to normality.

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Town of Port Hedland Facilities Checklists



Pre Cyclone Season Checklists

Blue Alert Checklists

Yellow Alert Checklists

All Clear Checklists

Pre Cyclone Season Checklist

Council Facilities

Senior Property & Facilities Officer to forward checklist to all tenants for return prior to 30 October each year.

Building maintenance to complete drive by inspections for review of properties prior to 30 November each year

Responsible Officer Title: Senior Property Management Officer

Council Facility: _____

Date: _____ / _____ / _____

Check (✓)	Task
	Carry out visual inspection and arrange repairs where necessary
	Property Management Officer
	Send memo to staff with staff housing regarding pre-cyclone clean up tasks
	Ensure tenants complete pre-cyclone checklists for Council owned buildings which would include but not limited to:
	- If cyclone shutters available ensure they are easily accessible
	- Clear drains where applicable
	- Flush out gutters where applicable
	- Organise pruning of trees where applicable
	- Remove coconuts from palms where necessary
	- Store and secure loose or dangerous items
	- Ensure adequate supply of sandbags,
	Return completed form to Ranger/ Emergency Services Advisor
Comments	

Senior Property & Facilities Officer Signature: _____

Pre Cyclone Season Checklist Staff Housing

Staff with Council Housing (Tenants) are responsible for completing the below check-list is completed prior to the beginning of cyclone season each year. (1st October).

Senior Property Management Officer to return to Ranger/Emergency Services Advisor when completed.

Responsible Officer Title: Tenant of Council Staff Housing

Property Address: _____

Date: _____ / _____ / _____

Check (✓)	Task
	Carry out visual inspection of house and property and arrange repairs where necessary
	Ensure loose materials have been removed from yards or are neatly stacked ready to be tied down
	If cyclone shutters available, ensure they are easily accessible and complete a trial fitting
	Ensure sufficient rope (or tie downs) are available to tie down loose items
	Clean out drains where applicable
	Return completed form to Property Management Officer
Comments	

Tennant's Signature: _____

Senior Property & Facility Officer Signature: _____

Pre-Cyclone Season Checklist

South Hedland and Gratwick Aquatic Centres

Responsible Officer Title: Aquatics and Facilities Officer

Centre Name: _____

Date: _____

Check (√)	Task	
Aquatic Facility Name:		
	Cyclone Ready Team to be formed and contact details to be listed in front of Cyclone Procedures Manual.	
	Conduct regular checks of Aquatic Centre surroundings for rubbish/debris during cyclone season	
	Update staff contact details list	
	Ensure all pool chemicals and cleaning chemicals are stored on a pallet	
	Ensure the chemical shed is clean & tidy and free from chemical spills	
	Ensure Chlorine storage shed is clean & tidy from sand & debris	
	Check lock on shed is of bi-lock master key type	
	Record quantities and types of chemicals below	
	Chemical Type	Quantity
Comments		

Responsible Officer Signature: _____



Facilities Manager

Responsible Officer Title: **Facilities Manager**

Date: _____

Check (✓)	Task
	Distribute Blue Alert checklists to staff
	Cancel non-essential meetings
	Re-locate all non-essential files and resources to Records Department
	Ensure all Council vehicles in the section are fuelled up
	Charge all council mobile phones, two way radios and equipment.
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time.
	Confirm completion of Building Maintenance Blue Alert checklist
	Confirm completion of Matt Dann Centre Blue Alert checklist
	Confirm completion of JD Hardie Centre Blue Alert checklist
	Confirm completion of Aquatic Centres Blue Alert checklist
	Confirm completion of Wanangkura Stadium Blue Alert checklist
	Confirm completion of Libraries Blue Alert Checklist
	Return all completed checklists to Ranger/Emergency Services Advisor
Follow Blue Alert action plan.	

Responsible Officer Signature: _____



Depot Maintenance

Responsible Officer Title: Depot Coordinator

Maintenance Date: _____

Check (✓)	Task
	Source and confirm hire of generator for Depot
	Visually check main drains, culvert outlets and drainage pits. Clear any obstructions
	Install chains and signs across boat ramps – DO NOT LOCK
	Take 10 sandbags to Port Hedland Library – place 5 near each entrance
	Take 100 sandbags to Civic Centre – place 15 near each entrance
	Take 40 sandbags to South Hedland Library – place 8 near each entrance
	Take 70 sandbags to JD Hardie Centre
	Take 18 sandbags to Hedland Well Womens Centre
	Take 100 sandbags to Wanangkura Stadium
	Take sandbags to other facilities as requested
	Ensure sandbags available for depot offices
	Locate flooding signs, stands and multi message board
	Collect all roadwork signs from the field
	Set out safety equipment and wet weather clothing in readiness
	Store all outdoor furniture in nursery sea container
	Ensure all sea containers in yard have been tied down
	Ensure all council vehicles, plant and equipment in the section are fuelled up
	Designate on-call vehicles, ensure each vehicle has a cyclone emergency bag
	Ensure chains and signs are available if required
	Ensure gate house and ticket box at Racecourse is tied down
	Charge all council mobile phones, two way radios and other equipment
	If advised that it is likely a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business
	Create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information and return to Admin Officer Works and Services
	Return completed checklist to Manager Depot Operations.
Comments	
Follow Blue Alert action plan.	

Responsible Officer Signature: _____



Matt Dann Theatre and Cinema

Responsible Officer Title: Supervisor Matt Dann Cultural Centre

Date: _____ Time: _____

Check (✓)	Task
	Bookings – in all cases, alcohol at an event is banned if Blue Alert is issued.
	Advise patrons that a Blue Alert has been issued and that if Yellow Alert is issued the programme will be cancelled and the facility will close.
	Advise any bookings made for the next 48 hours that if the alert is upgraded to Yellow, the bookings will be cancelled
	Turn off all technical equipment at the wall points and unplug where possible – (This is outlined in Yellow currently, surges and fluctuations are prone to occur on blue, so I would rather this occur on blue.)
	Ensure all items are lifted off the floor in Office, Kiosk, Biobox, Green Room, Foyer and Tech Room and anything else prone to water damage.
	Ensure all walkways in the venue are clear from obstructions (Whilst this is an OHS requirement normally, sometimes the high school may put items in the way, better to check than not!)
	Ensure no loose objects are on the exterior side of the building
	Move all wheelie bins to the loading bay against the building to eliminate the chance of them blowing around.
	Ensure all Council vehicles in the section are fuelled up
	Charge all council mobile phones, two way radios and equipment.
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time.
	Return completed checklist to Facilities Manager
Comments	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



JD Hardie Centre

Responsible Officer Title: JD Hardie Youth Zone Supervisor

Date: _____

Check (✓)	Task
	Confirm and take note of the current location of all staff in your section
	No alcohol is to be consumed or stored on the premises.
	Advise patrons that a Blue Alert has been issued and that if Yellow Alert is issued the programme will be cancelled and the facility will close.
	Advise any bookings made for the next 48 hours that if the alert is upgraded to Yellow, the bookings will be cancelled
	Prepare to close the JD Hardie Youth Centre and put up "Closed due to Cyclone" sign
	Turn off all technical equipment at the wall points and unplug where necessary
	Ensure all items are lifted off the floor in Office, Kiosk, Music recording room, Rehearsal and Music Lab, especially computer or electrical equipment and anything prone to water damage
	Tape external windows with cracks and cover with black plastic where possible
	Ensure all walkways in the venue are clear from obstructions (Whilst this is an OHS requirement normally, sometimes equipment may be left in the way)
	Move all wheelie bins to the emergency exit hallway at the end of the indoor stadium (if possible check if the depot can be emptied for Welfare Centre use) so as to eliminate the chance of them blowing around
	Advise all tenants that the Centre will be utilised as a Welfare Centre and will be closed if Yellow Alert is issued
	Lock all equipment away
	Ensure all Council vehicles in the section are fuelled up
	Charge all council mobile phones, two way radios and equipment.
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time.
	Return completed checklist to Facilities Manager
Comments	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



South Hedland and Gratwick Aquatic Centres

Responsible Officer Title: Aquatics and Facilities Officer

Centre Name: _____

Date: _____

Check (✓)	Task
	In consultation with Leisure Manager, discuss closure plans.
	Remove all fibreglass shade shelters from poles and place in the pool
	Remove shade cloth from shade shelters
	Place all loose items to specific change rooms, store room and shed: - Tables - Chairs - Suction cleaner and poles - Water cooler steps - Rubbish bins - Blackboard signs - Automatic Pool Cleaner
	Turn off power to Barbeques at main switchboard
	Place Covers on lane rope reels and place in store room(SHAC). GAC no reels, leave lane ropes anchored on one fixture point and tied to ladder
	Tie swings to frame work
	Tie diving boards to frame work
	SHAC Aqua Tower to be cabled down and secured to fittings on splash pad
	All windows to be taped (GAC)
	Ensure sandbagging of all required doors. Doors must be sealed with black plastic to 600mm high and sandbagged 4 bags high
	Sand bag along embankment to ensure fertilizer run off and debris does not enter the pool.
	Locate mobile phone chargers and ensure mobile phones charged up
	Centre to be fully inspected to ensure cyclone readiness
	Return completed checklist to Facilities Manager
	<i>***The Manager can override the above policy and keep the centres open at their discretion and in consultation with the Ranger - Emergency Services Advisor.***</i>
Comments	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



Wanangkura Stadium

Responsible Officer Title: Stadium Coordinator

Date: _____

Check (✓)	Task
	Make contact with the Facilities Manager to discuss closure plans.
	Charge all council mobile phones, two way radios and equipment.
	Turn off power to external courts at switchboard
	All unsecured green bins to be stored in external loading dock storeroom
	Check and remove loose items from external areas and carpark
	Prepare "Closed due to Cyclone" signs in preparation for Yellow Alert.
	Ensure the sandbagging of all doors is complete. Doors must be sealed with Black Plastic 600mm high and 4 sandbags high.
	All Blue Alert signage to be displayed around the centre.
	Creche to close immediately upon blue alert
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Centre to be fully inspected to ensure cyclone readiness
	Return completed checklist to Facilities
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work
Comments	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



Libraries

Responsible Officer Title: Senior Librarian

Date: _____

Check (✓)	Task
	Display BOM Advice on cyclone activity for patrons and staff
	Ensure adequate supply of sand and sandbags for libraries
	All resources at floor level to be moved to higher shelves
	If on Blue Alert in the AM, post notices and verbally advise the public that the library will close if alert is upgraded to Yellow
	If on Blue Alert at close of business, all ITC Hardware (except server room) will be turned off at the wall socket and powerboard. Elevate electronic equipment of the floor where possible.
	Ensure all Council vehicles in the section are fuelled up
	Charge all council mobile phones, two way radios and equipment.
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time.
	Return completed checklist to Facilities Manager
Comments	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



Facilities Manager

Responsible Officer Title: Facilities Manager

Date: _____

Check (✓)	Task
	Distribute Yellow Alert Checklists to department staff
	Clear all calendars and cancel all meetings by email, telephone and website
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Upon the declaration of a Yellow Alert, send staff home AFTER the advice from CEO, unless a staff member is someone identified as someone who will undertake specific tasks in the event of a cyclone
	Confirm completion of Matt Dann Centre Yellow Alert checklist
	Confirm completion of JD Hardie Centre Yellow Alert checklist
	Confirm completion of Aquatic Centres Yellow Alert checklist
	Confirm completion of Wanangkura Stadium Yellow Alert checklist
	Confirm completion of Libraries Yellow Alert checklist
	Return all completed checklists to Ranger - Emergency Services Advisor
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Building Maintenance

Responsible Officer Title: Coordinator Property Management

Date: _____

Check (✓)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Take all files to Records Department
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Work with the Ranger - Emergency Services Advisor if the Town intends to open one or more of its buildings as a Welfare centre
	Arrange Sand bagging Civic Centre entrances
	Return completed checklist to Ranger/Emergency Services Advisor
Comments	Where required Property Management Officer will be on call
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Depot Maintenance

Responsible Officer Title: Depot Coordinator

Date: _____

Check (✓)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Upon the declaration of a Yellow Alert, send staff home AFTER the advice from CEO, unless a staff member is someone identified as someone who will undertake specific tasks in the event of a cyclone
	Check all tie-downs are secure
	Coordinator Maintenance in conjunction with Manager to turn off Depot at power mains
	Final check of yard and secure Depot building and lock gates
	Return completed checklist to manager Depot Operations
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Matt Dann Theatre and Cinema

Responsible Officer Title: Supervisor Matt Dann Cultural Centre

Date: _____

Check (✓)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	If children are at the facility and are still unaccompanied when a Yellow Alert is issued, the CPFS should be contacted to take the children to the nearest welfare centre.
	Advise any bookings made for the next 48 hours that the bookings are cancelled and venue closed due to cyclone
	Put up sign advising that venue is closed due to cyclone
	Lock all access gates
	Ensure all audio and lighting gear in the biobox is covered including consoles
	Move Films Speakers behind the screen, closer to the screen (Slightly away from the wall) – In the event that water runs down the wall, they won't be harmed.
	Upon locking the building, ensure the theatre air conditioner is left running (Should be the case normally anyway).
	Walk through building ensuring all people have left, turn off main power and lock building
	Return completed checklist to Facilities Manager
Comments	As the Matt Dann Cultural Centre is owned by the Education Department, once advised of the "All Clear with Caution", ToPH staff must not enter the Centre until the Hedland Senior High School Principal or designated personnel inform ToPH staff they are safe to enter the site.
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



JD Hardie Centre

Responsible Officer Title: Youth Zone Supervisor

Date: _____ Time: _____

Check (✓)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Advise tenants of the Centre that the Centre is now closed unless opened as a Welfare Centre – they will need to report to the CPFS team.
	If children are at the facility and are still unaccompanied when a Yellow Alert is issued, the CPFS should be contacted to advise the children are at Welfare Centre.
	Confirm with pre booked hirers that bookings are cancelled.
	Put up sign advising that venue is closed for business and now operating as a Welfare Centre.
	Tape external windows with cracks and cover with black plastic where possible
	Lock all "No Access" areas and ensure tenants areas are secure
	All equipment put away and storage rooms locked
	Any valuables in kiosk, kitchen and office locked away
	All toilets checked to insure enough toilet paper
	Ensure all equipment in Music recording, rehearsal and music lab are kept away from the walls and elevated from the floor
	Secure and lock safe room and staff office
	Liaise with Ranger - Emergency Services Advisor for correct alarm code and possession of building keys. Call Alarm company in Perth to advise the building is staying unarmed due to being opened as a Welfare Centre.
	Walk through building ensuring that all people have left, turn off main power and lock building.
	Return completed checklist to Facilities Manager
Comments	

Responsible Officer Signature: _____



South Hedland and Gratwick Aquatic Centres

Responsible Officer Title: Aquatics and Facilities Officer

Centre Name: _____

Date: _____

Check (✓)	Task
	Contact Leisure Manager to agree on timing for closure of the centres
	Display "Closed due to Cyclone" signs. Allow no more access to the centre. Do a full walk around to ensure that no visitors are left in the venue.
	Staff to call parents/guardians of any unattended minors left at the Centre. Liaise with local authorities if contact and arrangements cannot be made.
	Clear all calendars and cancel all meetings by email, telephone and website
	Staff to prepare a slurry and super-chlorinate water prior to departure.
	Call all staff on shift and advise them not to come in.
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	Padlock any on-site skips.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Secure all access doors.
	Set building alarm and secure access doors on exit.
	Do last walk around of building to ensure cyclone ready.
	Contact Facilities Manager and confirm centre is secure, all staff have departed and return completed checklist to Facilities Manager
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Wanangkura Stadium

Responsible Officer Title: Stadium Coordinator

Date: _____

Check (✓)	Task
	Contact Facilities Manager to agree on timing for closure of centre
	Clear all calendars and cancel all meetings by email, telephone and website
	Upon decision to close, display “Closed due to Cyclone” signs. Allow no further access to the centre and conduct a full walk around to ensure that no visitors remain in the centre.
	Shutdown air-conditioning plant and heating boilers in plant room with guidance from BSA
	Close cyclone shutters in plant room
	Confirm that sandbagging has been completed and sufficient
	Turn off Gas tank and shutdown water heaters
	Check water storage tanks are full for fire pumps.
	Advise all rostered staff not to come into work
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	Secure all access doors to stadium and lock internal office doors.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Conduct final walk around of building to ensure cyclone readiness.
	Set building alarm and secure access doors on exit with sandbags
	Set BMS to lock gym door
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Return completed checklist to Facilities Manager
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Libraries

Responsible Officer Title: Senior Librarian

Date: _____

Check (✓)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist. NOTE – IT equipment in server room remains on.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Advise public that the alert has been upgraded to Yellow and ask them to leave the building. Ensure toilets are checked.
	Close library and post notice "Closed due to Cyclone"
	Close compactus
	Tape external windows – PORT LIBRARY ONLY
	Walk through building ensuring all people have left, turn off main power and lock building
	Advise Security Company the Library is closing due to Yellow Alert in case of power failure and loss of sensors and alarm
	Ensure all entrances are sandbagged
	Upon the declaration of a Yellow Alert, send staff home AFTER the advice from CEO, unless a staff member is someone identified as someone who will undertake specific tasks in the event of a cyclone
	Port – turn off reticulation (Box on ground between road and shed)
	Return completed checklist to Facilities
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____

ALL CLEAR



The cyclone danger has passed but take care.

Wind and storm surge dangers have passed but you need to take care to avoid the dangers caused by damage.

Building Maintenance

Responsible Officer Title: **Coordinator Property Management**

Date: _____

Check (√)	Task
	Response
	Inform and check on staff welfare
	On instruction from Local Recovery Coordinator check & assess all Town buildings
	Photograph any damaged building for insurance purposes
	Report to Local Recovery Coordinator on Status
	Recovery
	Undertake approved works to correct damage to Town buildings
Comments	
Follow Response/Recovery action plan as per Cyclone Coordination Group	

Responsible Officer Signature: _____

ALL CLEAR



The cyclone danger has passed but take care.

Wind and storm surge dangers have passed but you need to take care to avoid the dangers caused by damage.

Wanangkura Stadium

Responsible Officer Title: Leisure Manager

Date: _____

Check (✓)	Task
	Response
	Once 'All Clear' is given by TOPH, the Leisure Manager will inspect the entire premise with another staff member from the Centre to ensure full safety to our patrons and staff.
	Inform and check on staff welfare
	Once entire premise inspected and the Leisure & Recreation Manager believes it is safe to do so, start calling staff that are required on shift to come into the Stadium to prepare the facility for opening.
	Recovery
	Sandbags and black plastic to be removed for all doors and windows.
	Restore computers and IT equipment
	Fill out any hazard and incident reports required.
	Organise for repairs to any damage caused by cyclone.
Comments	
Follow Response/Recovery action plan as per Cyclone Coordination Group	

Responsible Officer Signature: _____

ALL CLEAR



The cyclone danger has passed but take care.

Wind and storm surge dangers have passed but you need to take care to avoid the dangers caused by damage.

South Hedland and Gratwick Aquatic Centres

Responsible Officer Title: Aquatic Centre Coordinator

Centre Name: _____

Date: _____


Check (✓)	Task
	Response
	Once "All Clear" is given by TOPH, Aquatic Centre Coordinator to inspect the entire premise with another staff member to ensure full safety to our patrons and staff.
	Inform and check on staff welfare
	Once entire premise inspected and the Aquatic Centre Coordinator believes it is safe to do so, start calling staff that are required on shift to come into the centre to prepare the facility for opening.
	Aquatic Centre Coordinator to liaise with Environmental Health Team regarding reopening process and timelines
	Recovery
	Sandbags and black plastic to be removed for all doors and windows.
	Restore computers and IT equipment
	Fill out any hazard and incident reports required.
	Arrange for contractor to attend and re-install shade sails
	Organise for repairs to any damage caused by cyclone.
Comments	
Follow Response/Recovery action plan as per Cyclone Coordination Group	

Responsible Officer Signature: _____

Town of Port Hedland Office of the CEO Checklists



Office of the CEO Checklists

BLUE ALERT  **Get ready for a cyclone.**
 You need to start preparing for cyclonic weather.

Office of CEO

Responsible Officer Title: Executive Assistant to the CEO and Mayor

Date: _____

Check (✓)	Task
	Executive assistants to check Mayor and Councillor's calendars and provide advice
	Cancel non-essential meetings
	Re-locate all non-essential files and resources to Records Department
	Ensure Council vehicles in the section are fuelled up
	Charge mobile phones and other equipment.
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time.
	Attend Cyclone Coordination Committee
	Prepare media releases
Comments	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



Office of CEO

Responsible Officer Title: Executive Assistant to the CEO and Mayor

Date: _____

Check (✓)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Take all files to Records Department
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Attend Cyclone Coordination Committee
	Prepare media releases
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____

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BLUE ALERT  **Get ready for a cyclone.**
 You need to start preparing for cyclonic weather.

Governance

Responsible Officer Title: Manager Governance

Date: _____

Check (✓)	Task
	Cancel non-essential meetings
	Re-locate all non-essential files and resources to Records Department
	Ensure all Council vehicles in the section are fuelled up
	Charge all council mobile phones, two way radios and equipment.
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time.
	Return completed checklist to Ranger - Emergency Services Advisor
Comments	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



Records

Responsible Officer Title: Records Officer

Date: _____

Check (✓)	Task
	All resources at floor level to be moved to higher shelving
	Charge all council mobile phones, two way radios and equipment.
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time.
	Ensure Disaster Bins (x 2) are ready to be used
	Advise staff all records are to be packed in a plastic bag in an archive box and returned to Records with your name on the box immediately on Blue Alert
	Make a list of all outstanding files and retrieve files from staff – return to boxes at normal location
	Records Shed – Airport
	All resources at the floor level to be moved to higher shelving
	Ensure Disaster Bin is ready to be used
	Close the compactus
	Records Office - Depot
	Close the compactors and cupboards holding files
	Ensure Disaster Bin is ready to be used
	Close the compactus
	Ensure all materials are of the ground
	Close all windows and lock
	Return completed checklist to Director Corporate and Performance
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



Records

Responsible Officer Title: Records Officer

Date: _____

Check (✓)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Upon the declaration of a Yellow Alert, send staff home AFTER the advice from CEO, unless a staff member is someone identified as someone who will undertake specific tasks in the event of a cyclone
	Disconnect and cover the large plotter and photocopier
	Cross tape (X) glass windows in the Records room
	Secure and pack away all loose items from work desk tops
	Complete final inspection to ensure all records have been returned
	Return completed checklist to Ranger/Emergency Service Advisor
	Once checklist complete, coordinate with Depot staff
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



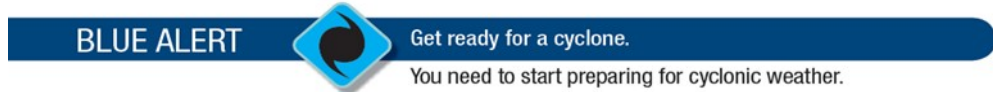
Governance

Responsible Officer Title: Manager Governance

Date: _____

Check (✓)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Take all files to Records Department
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Upon the declaration of a Yellow Alert, send staff home AFTER the advice from CEO, unless a staff member is someone identified as someone who will undertake specific tasks in the event of a cyclone
	Return completed checklist to Ranger - Emergency Services Advisor
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Financial Services

Responsible Officer Title: **Manager Financial Services**

Date: _____

Check (✓)	Task
	Cancel non-essential meetings
	Re-locate all non-essential files and resources to Records Department
	Ensure all Council vehicles in the section are fuelled up
	Charge all council mobile phones, two way radios and equipment.
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time.
	Return completed checklist to Ranger - Emergency Services Advisor
Comments	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



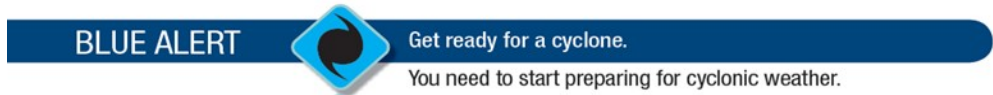
Financial Services

Responsible Officer Title: Manager Financial Services

Date: _____

Check (✓)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Take all files to Records Department
	Organise an account code specific to the event for all items relating to the event so WANDRRA funding can be sort
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Upon the declaration of a Yellow Alert, send staff home AFTER the advice from CEO, unless a staff member is someone identified as someone who will undertake specific tasks in the event of a cyclone
	Return completed checklist to Ranger - Emergency Services Advisor
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Human Resources

Responsible Officer Title: Manager Human Resources

Date: _____

Check (✓)	Task
	Cancel non-essential meetings
	Re-locate all non-essential files and resources to Records Department
	Ensure all Council vehicles in the section are fuelled up
	Charge all council mobile phones, two way radios and equipment.
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Confirm and create a list of the current staff in the organisation, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time.
	Return completed checklist to Ranger - Emergency Services Advisor
Comments	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



Human Resources

Responsible Officer Title: Manager Human Resources

Date: _____

Check (✓)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Take all files to Records Department
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Upon the declaration of a Yellow Alert, send staff home AFTER the advice from CEO, unless a staff member is someone identified as someone who will undertake specific tasks in the event of a cyclone
	Return completed checklist to Ranger - Emergency Services Advisor
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Customer Service

Responsible Officer Title: Customer Service Officer

Date: _____

Check (✓)	Tasks
	Front Counter
	All resources at floor level to be moved to higher shelves
	Cancel all bookings for the next 48 hours
	Complete all cash counts/daily transactions
	Take down the Civic Centre flags,
	Clear workstation including pamphlets, wall hangings and any loose items
	Move display rack into stationary room
	Prepare for cyclone activity as per latest cyclone advice
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time.
	Return
	Switch Board
	Contact Insight Call Centre in Perth to advise of the impending Blue Alert Status
	Prepare for cyclone activity as per latest cyclone advice
	Return completed checklist to Manager Marketing, Events & Communications
Comments	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



Communications

Responsible Officer Title: Senior Communications Officer

Date: _____

Check (✓)	Task
	Cancel non-essential meetings
	Re-locate all non-essential files and resources to Records Department
	Ensure all Council vehicles in the section are fuelled up
	Charge all council mobile phones, two way radios and equipment.
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time.
	Issue media release advising of Blue Alert
	Continue to issue updates to community and media through Facebook and database
	Manage media enquiries and requests for CEO/Mayor interviews
	Return completed form to Manager Marketing, Events & Communications
Comments	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



Marketing, Events & Communications

Responsible Officer Title: Manager Marketing, Events & Communications

Date: _____

Check (✓)	Task
	Distribute Yellow Alert Checklists to department staff
	Clear all calendars and cancel all meetings by email, telephone and website
	Move all resources up off the floor
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Upon the declaration of a Yellow Alert, send staff home AFTER the advice from CEO, unless a staff member is someone identified as someone who will undertake specific tasks in the event of a cyclone
	Confirm completion of Customer Service Yellow Alert checklist
	Confirm completion of Communications Yellow Alert Checklist
	Return all completed checklists to Ranger - Emergency Services Advisor
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Customer Service

Responsible Officer Title: Customer Service Officer

Date: _____

Check (✓)	Tasks
	Front Counter
	Clear all calendars and cancel all meetings by email, telephone and website
	Take all files to Records Department
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Disconnect and cover the large photo copier located in customer service
	Complete all cash counts/daily transactions and lock away in vault
	Obtain additional sand bags for vault use
	Prepare to close Civic Centre put up sign "Closed due to Cyclone"
	Switch Board
	Contact Insight Call Centre to advise of Switch diversion until "All Clear – with Caution"
	Inform ICT of Switch diversion
	Prepare for cyclone activity as per latest cyclone advice
	Return completed checklist to Manager Marketing, Events & Communications
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Communications

Responsible Officer Title: Senior Communications Officer

Date: _____

Check (✓)	Task
	Cancel non-essential meetings
	Re-locate all non-essential files and resources to Records Department
	Ensure all Council vehicles in the section are fuelled up
	Charge all council mobile phones, two way radios and equipment.
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time.
	Issue media release advising of Yellow Alert
	Continue to issue updates to community and media through Facebook and database
	Manage media enquiries and requests for CEO/Mayor interviews
	Return completed form to Manager Marketing, Events & Communications
Comments	
<b style="color: orange;">Follow Yellow Alert action plan as per public response	

Responsible Officer Signature: _____

Environmental Health Checklists

**Pre-Cyclone Season Checklist
Environmental Health**

Responsible Officer Title: Manager Environmental Health

Date: _____

Check (✓)	Task
	Distribute preseason department checklists
	Brief staff on season outlook
	Ensure Council wide chemical storage areas are secure and locked
	Ensure Council wide chemical supplies, records and registers are up to date
	Coordinate with Media releases for food premises & mosquito prevention
	Confirm completion of Ranger Services pre-season checklist
	Confirm completion of Environmental Health pre-season checklist
	Return all completed checklists to Ranger - Emergency Services Advisor
Comments	

Responsible Officer Signature: _____

Pre-Cyclone Season Checklist

Chemical Storage

Responsible Officer Title: Environmental Health Officer

Date: _____

Check (✓)	Task
	Check operation of fogging equipment at the Depot (in the EH sea container)
	Ensure pesticide containers are stored on shelves above the floor
	Remove and dispose of empty pesticide containers
	Ensure sufficient supplies of insecticide are available
	Check lock on chemical store shed
	Check chemical supply register records to ensure adequate supply of chemicals is in store
	Return all completed checklists to Manager Environmental Health
Comments	

Responsible Officer Signature: _____

Pre-Cyclone Season Checklist Ranger Services

Responsible Officer Title: Team Leader Rangers

Date: _____

Check (√)	Task
	Check all communication systems to ensure good working order
	Issue clean up notices as required immediately following pre-cyclone clean up service.
	All equipment is in good working order
	Pound supplies to last 4 weeks
	Adequate ammunition
	Return completed form to Manager Environmental Health
Comments	

Responsible Officer Signature: _____

Pre-Cyclone Season Checklist

Environmental Health

Responsible Officer Title: Environmental Health Officer

Date: _____

Check (✓)	Task
	Assist EHM/EHO/RESA in completing their checklists
	Open and Close flood gates as required
	Return all completed checklists to Manager Environmental Health
Comments	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



Environmental Health

Responsible Officer Title: Manager Environmental Health

Date: _____

Check (✓)	Task
	Distribute department Blue Alert checklist
	Identify what tasks need to be completed in a Yellow Alert and complete any of
	Cancel non-essential meetings
	Re-locate all non-essential files and resources to Records Department
	Ensure all Council vehicles in the section are fuelled up
	Charge all council mobile phones
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time.
	Coordinate with Media for mosquito controls & food outlet precautions media releases
	Confirm completion of Environmental Health Technician Blue Alert Checklist
	Confirm completion of Ranger Services Blue Alert checklist
	Return completion Blue Alert checklists to Ranger - Emergency Services
Comments	

Responsible Officer Signature: _____



Ranger Services

Responsible Officer Title: Team Leader Rangers

Date: _____

Check (✓)	Task
	Confirm and take note of the current location of all staff in your section
	Patrol Town sites for Cyclone hazards as required
	Fuel all vehicles, jerry cans and fire pumps
	Fill fire units with fresh water
	Secure loose items in pound and around abandoned vehicle impounded
	Feed animals in pound
	Ensure tie down materials are at hand
	Fill emergency containers with water
	All other duties as designated by the Ranger/ Emergency Safety Advisor
	Charge all council mobile phones, two way radios and equipment.
	Charge Satellite Phone
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time.
	Reduce or remove the animals in the pound. If practical organise housing for dogs at the vet or with SAFE carers over the cyclone period.
	Advise all campers to leave McGregor St Overflow Camping area and relocate out of the path of incoming cyclone
	Seal McGregor St RV Overflow Camping Area to prevent Entry and post sign informing of closure
	Return completed checklist to Manager Environmental Health
Comments	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



Environmental Health

Responsible Officer Title: Manager Environmental Health

Date: _____ Time: _____

Check (✓)	Task
	Distribute Yellow Alert Checklists
	Clear all calendars and cancel all meetings by email, telephone and website
	Take all files to Records Department
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Upon the declaration of a Yellow Alert, send staff home AFTER the advice from CEO, unless a staff member is someone identified as someone who will undertake specific tasks in the event of a cyclone
	Confirm completion of Ranger Services Yellow Alert checklist
	Return completed checklists to Ranger - Emergency Services Advisor
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Ranger Services

Responsible Officer Title: Team Leader Rangers

Date: _____

Check (✓)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Take all files to Records Department
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Animals to be double fed at the pound prior to Red Alert.
	Check cyclone sign locations are current
	Take one Ranger vehicle to a predetermined safe location
	Patrol town sites for possible cyclone hazards
	Confirm that the RV Overflow area is not occupied
	Other duties as directed by Ranger - Emergency Services Advisor
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____

ALL CLEAR



The cyclone danger has passed but take care.

Wind and storm surge dangers have passed but you need to take care to avoid the dangers caused by damage.

Environmental Health

Responsible Officer Title: Manager Environmental Health

Date: _____

Check (✓)	Task
	Response
	Inform and check on staff welfare
	Check water levels and report to Local Recovery Coordinator
	Photograph any damaged building for insurance purposes
	Open & close flood gates as required
	Commence fogging as required
Comments	
Follow Response/Recovery action plan as per Cyclone Coordination Group	

Responsible Officer Signature: _____



Information Communication Technology

Responsible Officer Title: ICT Officer

Date: _____

Check (✓)	Task
	Distribute department Blue Alert checklists
	Cancel non-essential meetings
	Relocate all hardware to IT cage
	Perform full manual back to tapes and store off site
	Manually start 'Cyclone Tape Job'. Depending on time of going to blue this may be done after the daily backup which runs between 8pm and 10pm
	Relocate all non-essential files and resources to Records Department
	Ensure all Council vehicles in the section are fueled up
	Charge mobile phones.
	Commence Backup
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time.
	Confirm emergency generators are on site
	Check upstairs IT area at Civic Centre is secured
	Ensure that additional computers and phones are ready for deployment to other locations if required
	Confirm completion Records Blue Alert checklist
	Return completed checklists to Ranger/Emergency Services Advisor
Comments	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____

Information Technology

Responsible Officer Title: IT OFFICER

Date: _____

Check (✓)	Task
	Distribute Yellow Alert checklists
	Clear all calendars and cancel all meetings by email, telephone and website
	Take all files to Records Department
	Move all resources up off the floor
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Upon the declaration of a Yellow Alert, send staff home AFTER the advice from CEO, unless a staff member is someone identified as someone who will undertake specific tasks in the event of a cyclone
	Check backups are complete and remove backup from site
	Switch server room from power mains power to generator power
	Confirm receipt of Record Yellow Alert checklist
	Export tapes 100-104 from the tape library
	Export the Veeam Config Backup to USB drive
	Store tapes and USB drive in lockable ip68 rated case to be taken off site by responsible officer/director
	Return completed checklists to Ranger/Emergency Service Advisor
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Information Communications Technology

Responsible Officer Title: ICT Officer

Date: _____

Check (✓)	Task
	Response
	Inform and check on staff welfare and take note of location of all staff in your section. Inform them of return to work information and time
	Inform staff if they are required for a specific recovery role
	Recovery
	Inspect and document all damage to work area
	Inspect server room
	If power is connected, switch server room back to mains power
	Confirm connectivity
	Notify Ranger/Emergency Services Advisor of Status
Comments	
Follow Response/Recovery action plan as per Local Recovery Coordinator	

Responsible Officer Signature: _____



All Departments

Responsible Officer Title: _____

Date: _____

Check (✓)	Task
	Response
	Inform and check on staff welfare and take note of location of all staff in your section. Inform them of return to work information and time
	Inform staff if they are required for a specific recovery role
	Recovery
	Inspect and document all damage to work area
	Book all costs to event account code.
	Clean up work area
	Advise Ranger - Emergency Services Advisor of status
Comments	
Follow Response/Recovery action plan as per Local Recovery Coordinator	

Responsible Officer Signature: _____

Emergency Management Checklists

Pre-Cyclone Season Checklist
Emergency Management

Responsible Officer Title: Ranger - Emergency Services Advisor

Date: _____

Check (√)	Task
	Confirm all pre-season checklist have been sent
	Ensure 3 x Satellite Phones are accessible and serviceable
	Ensure Internal Cyclone and Continuity Procedures are valid
	Attend BoM briefings as required
	Submit RFQ for emergency generators
	Ensure incident control stores are available and sufficient
	Evaluate Welfare Centres
	Confirm receipt of all Facilities pre-season checklists
	Confirm receipt of all Environmental Health pre-season checklists
	Confirm receipt of all Depot pre-season checklists
	Cyclone Season file created
Comments	

Responsible Officer Signature: _____



Emergency Management

Responsible Officer Title: Ranger/ Emergency Services Advisor

Date: _____

Check (✓)	Task
	Confirm Blue Alert checklists have been distributed
	Attend IMT, OAMG and ISG meetings as required
	Brief Cyclone Coordination Group
	Pass on any relevant information to LEMC and LRCC members
	Maintain cyclone file which includes emergency contacts lists
	Check location of welfare centre keys
	Position emergency generators at welfare centre/s and Civic Centre
	Conduct Pre Start on vehicle and vehicle is fuelled up
	Ensure Mobile and Satellite phones remain charged
	If Blue Alert will be or will be likely to be called after the close of business, notify the CCG and recommend all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Confirm a list of the key staff & contact information.
	Confirm VPN is accessible
	Confirm receipt of all Facilities Blue Alert checklists
	Confirm receipt of all Finance Blue Alert checklists
	Confirm receipt of all Environmental Health Blue Alert checklists
	Confirm receipt of all Depot Blue Alert checklists
	Place completed checklist/ in incident file.
	Monitor conditions
	Brief LEMC/LRCC as required
	Confirm Dial In facilities are operational.
Follow Blue Alert action plan as per OASG/ISG/IMT direction.	

Responsible Officer Signature: _____



Emergency Management

Responsible Officer Title: Ranger - Emergency Services Advisor

Date: _____

Check (✓)	Task
	Confirm Yellow Alert checklists have been distributed
	Attend IMT, OAMG and ISG meetings as required and update the CCG
	Open welfare centres on request
	Ensure emergency generators are positioned at the welfare centre/s and Civic Centre and are running
	Clear all calendars and cancel all meetings by email, telephone and website
	Take all files to Records Department
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	Ensure all staff allocated with mobile phone take home their mobile phone and charged to remain on standby if assistance is required.
	Ensure mobile and satellite phones remain charged
	Liaise with Media to ensure timely and accurate warnings
	Staff list and contact details created on Blue Alert to be taken home for reference
	Take copies of the Towns Plans and resource information
	Confirm receipt of all Facilities Yellow Alert checklists
	Confirm receipt of all Finance Yellow Alert checklists
	Confirm receipt of all Environmental Health Yellow Alert checklists
	Confirm receipt of all Depot Yellow Alert checklists
	Place completed checklists in incident file.
	Confirm Dial in facilities are operational
	Brief LEMC/LRCG as required.
Comments	
Follow Yellow Alert action plan as per OASG/ISG/IMT direction	

Responsible Officer Signature: _____



Recovery

Responsible Officer: Ranger - Emergency Services Advisor

Date: _____

Check (✓)	Task
	Liaise with staff on department status
	Brief CCG on Council Status
	Organise briefing and debriefing for staff
	Arrange to de-mobilise JD Hardie and Civic Centre Generators
	Assist Local Recovery Coordinator where required.

Responsible Officer Signature: _____



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Pre-Cyclone Season Checklist

Workshop Plant & Equipment Resource List

Responsible Officer Title: Coordinator Depot Operations

Date: ____ / ____ / ____

Check (✓)	Resource
	For Heavy and Light Vehicle Information Vehicle listings – see workshop Listings  Heavy Vehicles List  Light Vehicles List <i>Figure 1 Light Vehicles Figure 2 Heavy Vehicles</i>
	Ensure all vehicles, machinery & plant available are functional, with services up to date and operational at the beginning of each cyclone season
	Ensure 2 x fuel cards are available for all fuels and oils (emergency only)
	Ensure cyclone response trailer is stocked and operational (use checklist contents) Test all pumps & engines in cyclone response trailer
	Prepare and contact contractors - auto electrician, mechanic, pumps and tyres
	Tyres audit and procure critical spares
	Ensure water carts are fully operational (submersible pumps)
	Ensure all chainsaws & polesaws have been serviced, sharpened and are complete
	Test Skidsteers with road brooms and repair / carry out maintenance works where required
	Check all compressors, pumps & generators on workshop truck
	Arrange service of Wilson St flood pumps if required
	Pump out sump at start of season
	Back of workshop clean up to ensure no missile laying around
	Return completed checklist to Manager Depot Operations
Comments	

Responsible Officer Signature: _____

Pre-Cyclone Season Checklist

Depot Stores

Responsible Officer Title: Store Person

Date: ____/____/____

Check (✓)	Task
	Ensure the below items are on hand -
	5 x 20L Gerry cans – Diesel (Yellow) - Filled
	10 x 20lt Gerry cans – Unleaded (Red) - Filled
	2 Stroke drums to befull
	3x Pump drive unit (Robin EY20 – 3 DU53) – yellow/petrol – Cyclone water (this item and the next two items should be on the pump trailer 1TLA 111 located in the Depot yard)
	3 x 2” Flexi drive pump FP2T
	3 Pump hoses and connections
	Source Generators as required
	25 x Rolls Gaffa/cloth tape
	3 Coils rope 10 or 12mm x 250mtr
	50 x Star pickets 150 or 180mtr lengths
	1000 sandbags are available in good order with cable ties
	12 x torches with spare batteries in working order
	Gumboots various sizes
	Check & restock Incident Response kits
	Check signage e.g. (Water Over Road)
	Jackets / Pant Rain Wear
	12 x Ratchet Straps - 1200
	Tarps 5 x 5m (5 onsite)
	Tarps to protect Sandbags
	3 x Rolls Multipurpose Black polythene (plastic) 1800 1200
	Ensure there is a full set of spare keys for all fleet
	Return completed checklist to Manager Depot Operations
Comments	

Responsible Officer Signature: _____

Pre-Cyclone Season Checklist

Parks & Gardens

Responsible Officer Title: Coordinator Parks & Gardens

Date: ____/____/____

Check (✓)	Task
	Ensure that equipment is readily available for staff to remove shade sails at the following park locations – <ul style="list-style-type: none"> • Cemetery Beach – Port Hedland; • Pretty Pool – Port Hedland. • Marquee Park All shade sails now operate with pulley systems to enable ToPH staff to remove safely
	Liaise with the Coordinator Maintenance about minor drain clearing.
	Complete P2 chemical storage checklist in liaison with Environmental Health.
	Trees pruned & coconuts removed at all ToPH reserves & parks
	Ensure all verges are sprayed to minimise regrowth
	Liaise with the Coordinator Works about filling sandbags
	Monitor effluent tanks and lower water levels to cater for influx of water
	Liaise with Water Corp Re: Seasonal planning
	Clean and ensure room for mowers in all sheds a Marie Marland Oval
	Remove goal post nets
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time.
	Return completed checklist to Manager Depot Operations
Comments	

Responsible Officer Signature: _____

Pre-Cyclone Season Checklist Maintenance

Responsible Officer Title: Coordinator Engineering

Date: ____/____/____

Check (✓)	Task
	Ensure all storm water drains are clear of vegetation, silt and debris
	Clean all culverts, pits, grates, kerb outlets as required
	Check floodgates at Cooke Point Drive and Wilson St – See Map for locations
	Ensure trailers are set up with signs, pumps and hoses
	Ensure hand held two way radios are charged ready for use
	Clean out sump and drain area
	Coordinate the filling of 1000 sandbags
	Review the Traffic Management signs and cones. Ensure there are enough available for use during emergency or flooding
	Pre Cyclone green waste clean-up is completed in late September/ early October
	Check floodgates at Cooke Point Drive and Wilson St – See map for locations
	Floodwater lift pump maintenance procedure
	Have a generator on standby for Floodwater lift pump
	Check floodwater lift pump shut off flap covers, bolts, hinges and seals – repair or replace as required
	Perform flood water lift pump test runs – (Monthly major test November – April and bimonthly May – October)
	Five yearly inspection of bearings / bushes
	Confirm and create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information. This ensures they can be informed if they are required or when the all clear is given the specified return to work time. Report to Administration Officer
	Return completed checklist to Manager Depot Operations

Responsible Officer Signature: _____



Council Depot

Responsible Officer Title: Manager Parks Garden & Engineering

Date: _____

Check (✓)	Task
	Confirm distribution of all Blue Alert Checklists
	Confirm operation of Wilson St flood pumps if required
	Ensure vehicle is fuelled up
	Charge mobile phones, two way radios and equipment.
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Obtain a list of the current staff in your section from the Admin Officer Works and Services
	Confirm completion of Depot Offices Blue Alert checklist
	Confirm completion of Workshop and Fleet Operations Blue Alert checklist
	Confirm completion of Depot Stores Blue Alert checklist
	Confirm completion of Maintenance Blue Alert checklist
	Confirm completion of Parks and Gardens Blue Alert checklist
	Confirm completion of Landfill & Waste Blue Alert checklist
	Return completed checklists to Ranger - Emergency Services Advisor
Comments	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



Depot Offices

Responsible Officer Title: Administration Officer – Works & Services

Date: _____

Check (✓)	Task
	Check kitchen & unplug electrical appliances
	Check drinking water supplies. Arrange extra delivery if less than a 4 day supply
	Order food for Recovery staff
	Ensure the availability of a small generator for the kitchen
	Ensure all Council vehicles in the section are fuelled up
	Charge all council mobile phones, two way radios and equipment.
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Request from Coordinators etc and compile a list of staff in their section including staff on annual or personal leave and their personal contact information and return to Manager Depot Operations
	Return completed checklist to Manager Depot Operations
Comments	
Follow Blue Alert action plan as per public response.	



Responsible Officer Signature: _____



Workshop & Fleet Operations

Responsible Officer Title: Coordinator Depot Operations

Date: _____

Check (✓)	Task
	Coordinator to contact absent staff to make and maintain communications on organisational updates and report to Depot Administration Officer
	Ensure all submersible pumps and drive motors are full of fuel
	Secure all loose items in wash down bay
	Attach / tie down trailers
	Ensure all Council vehicles in the section are fuelled up
	Charge all council mobile phones, two way radios and equipment.
	Install 400L diesel pod to workshop ute and fill
	All Civic Centre pool vehicles brought to the depot and stored
	Ensure bulk Diesel tanks (Depot & Landfill) are filled – min 20,000 LTS ea
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information and return to Admin Officer Works and Services
	Return completed Checklist to Manager Depot Operations
Comment	Please see attached Heavy Vehicle and Light Vehicle Register   Heavy Vehicles 2017 Light Vehicles 2017
	Follow Blue Alert action plan as per public response.

Responsible Officer Signature: _____



Depot Stores

Responsible Officer Title: Stores Person

Date: _____

Check (✓)	Task
	Tie down light materials in yard
	Set out safety equipment and clothing in readiness for cyclone
	Ensure availability of generators, fully fuelled
	Ensure all spare Jerry Can Containers are full of fuel – 20L & 10L
	Ensure all cyclone response trailer jerry cans are filled and located on trailers
	Ensure all containers in yard are securely closed / Locked
	Ensure all keys for vehicles and machinery are returned
	Distribute Cyclone/Emergency kits as required
	Prepare stock of appropriate signage ready for Crews
	Charge all two way radios and equipment located in Stores
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Return completed checklist to Manager Depot Operations
Comment	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



Parks & Gardens

Responsible Officer Title: Coordinator Parks & Gardens

Date: _____

Check (✓)	Task
	Tidy up trees and branches around town that could potentially fly around in strong winds and become missiles
	Return all mechanical equipment to depot
	Assess the need to turn off reticulation at the mains for all Parks & Reserves
	Liaise with Water Corp Re: Water Supply & Effluent
	Secure any loose equipment at oval compounds sheds and fasten all doors. Loose materials at sporting reserves are to be placed inside nearby storage areas
	Collect all rubbish bins from Council reserves and tie down
	Gates at sporting reserves to be locked
	Return all mechanical equipment to depot
	Remove shade sails at Cemetery Beach, Pretty Pool and Marquee Park
	Assess the need to turn all BBQ's in parks off at the mains
	Stock vehicle with cyclone response gear
	Ensure all Council vehicles in the section are fuelled up
	Ensure all fuel containers in trucks are full
	Ensure all chainsaws and pole saws are working and sharp. Ensure sharpening tools are in trucks.
	Ensure nursery is secure and tied down
	Charge all council mobile phones, two way radios and equipment.
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information and return to Admin Officer Works and Services
	Return completed checklist to Manager Depot Operations
Comment	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



Landfill & Waste Operations

Responsible Officer Title: Coordinator Waste

Date: _____

Check (✓)	Task
	Seal tip face
	Source and confirm hire of generator for Landfill site and have connected
	Make ready a suitable location for disposal of domestic waste in case of flooding
	Ensure all bins in the yards are away or tied down securely – store in toilet block
	Ensure Cyclone kit is in Coordinators vehicle
	Ensure all Council vehicles in the section are fueled up
	Charge all council mobile phones, two way radios and equipment.
	If advised that it is likely that a Blue Alert will be called after the close of business, or is likely to occur over a weekend, all Blue Alert and Yellow Alert checklists are to be completed by close of business.
	Create a list of the current staff in your section, include staff on annual or personal leave and their personal contact information and return to Admin Officer Works and Services
	Coordinator to contact absent staff to make and maintain communications on organisational updates and report to Administration Officer
	Send out all rubbish trucks to complete days collection run
	Return completed checklist to Manager Depot Operations
Comments	
Follow Blue Alert action plan as per public response.	

Responsible Officer Signature: _____



Council Depot

Responsible Officer Title: Manager Parks Gardens & Engineering

Date: _____

Check (✓)	Task
	Confirm distribution of all Yellow Alert checklists
	Clear all calendars and cancel all meetings by email, telephone and website
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	Department staff list and contact details created on Blue Alert to be taken home for reference
	Upon the declaration of a Yellow Alert, send staff home on the advice from CEO, unless a staff member is someone identified as someone who will undertake specific tasks in the event of a cyclone
	Final check of office and kitchen
	Confirm completion of Depot Offices Yellow Alert checklist
	Confirm completion of Workshop and Fleet Operations Yellow Alert checklist
	Confirm completion of Depot Stores Yellow Alert checklist
	Confirm completion of Maintenance Yellow Alert checklist
	Confirm completion of Parks and Gardens Yellow Alert checklist
Comments	Confirm completion of Landfill & Waste Yellow Alert checklist
	Return completed checklists to Ranger - Emergency Services Advisor
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Depot Office

Responsible Officer Title: Administration Officer

Date: _____

Check (✓)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	Send and updated staff list and contact details created on Blue Alert to Manager Depot Operations if required
	Final check of office and kitchen
	Return completed checklist to Manager depot Operations
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Workshop & Fleet Operations

Responsible Officer Title: Coordinator Depot Operations

Date: _____

Check (✓)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Upon the declaration of a Yellow Alert, send staff home AFTER the advice from CEO, unless a staff member is someone identified as someone who will undertake specific tasks in the event of a cyclone
	Attach or tie down any at risk trailers to vehicles if not already completed
	Final check of workshop, Store, tyre shed, secure buildings containers and lock all
	Return completed checklist to Manager Depot Operations
Comment	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Stores

Responsible Officer Title: Store Person

Date: _____

Check (✓)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Upon the declaration of a Yellow Alert, send staff home AFTER the advice from CEO, unless a staff member is someone identified as someone who will undertake specific tasks in the event of a cyclone
	Final check of yard and Buildings
	Lock all doors
	Return completed checklist to Manager Depot Operations
Comment	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Parks and Gardens

Responsible Officer Title: Coordinator Parks & Gardens

Date: _____

Check (✓)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Upon the declaration of a Yellow Alert, send staff home AFTER the advice from CEO, unless a staff member is someone identified as someone who will undertake specific tasks in the event of a cyclone
	Ensure mowers are stored in the shed securely
	Check and remove all debris from the inlet sumps and side entry pits/drains in South
	Return completed checklist to manager Depot Operations
Comment	
<p>Follow Yellow Alert action plan as per public response.</p>	

Responsible Officer Signature: _____



Maintenance

Responsible Officer Title: **Coordinator Maintenance**

Date: _____

Check (✓)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Upon the declaration of a Yellow Alert, send staff home AFTER the advice from CEO, unless a staff member is someone identified as someone who will undertake specific tasks in the event of a cyclone
	Check all tie-downs are secure
	Coordinator Maintenance in conjunction with Manager to turn off Depot at power mains
	Final check of yard and secure Depot building and lock gates
	Return completed checklist to manager Depot Operations
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____



Landfill & Waste Operations

Responsible Officer Title: Coordinator Waste Operations

Date: _____

Check (√)	Task
	Clear all calendars and cancel all meetings by email, telephone and website
	Move all resources up off the floor
	Ensure all IT Hardware is prepared for a cyclonic event. Switch off the power at the wall and disconnect. Elevate all electronic equipment (Computers, power boards etc.) off the floor on to your desk. If you have any issues, request ITC staff to assist.
	All Staff allocated with a mobile phone are to take home their mobile phone and charger to remain on standby if assistance is required.
	Business unit staff list and contact details created on Blue Alert to be taken home for reference
	Upon the declaration of a Yellow Alert, send staff home AFTER the advice from CEO, unless a staff member is someone identified as someone who will undertake specific tasks in the event of a cyclone
	Final check of Landfill site securing all doors and locks
	Lock main entry gate and ensure closed sign is flipped over to "CLOSED"
	Return complete checklist to Manager Depot Operations
Comments	
Follow Yellow Alert action plan as per public response.	

Responsible Officer Signature: _____

ALL CLEAR



The cyclone danger has passed but take care.

Wind and storm surge dangers have passed but you need to take care to avoid the dangers caused by damage.

Depot Office

Responsible Officer Title: Administration Officer

Date: _____

Check (✓)	Task
	Response
	Restore power to office & kitchen
	Monitor phones & relay information to Coordinators & Manager
	Compile ITS staff list for welfare purposes
	Recovery
	Inspect and document all damage to work area
	Book all costs to event account code.
	Clean up work area
	Report status to Manager Depot Operations
Comments	
Follow Response/Recovery action plan as per Incident Support Group response.	

Responsible Officer Signature: _____

ALL CLEAR



The cyclone danger has passed but take care.

Wind and storm surge dangers have passed but you need to take care to avoid the dangers caused by damage.

Workshop & Fleet Operations

Responsible Officer Title: Coordinator Depot Operations

Date: _____

Check (✓)	Task
	Response
	Check welfare of staff & report to Administration Officer
	Ensure 2 callout vehicles are available for immediate response
	Check workshop buildings & area for safety
	Recovery
	Any damaged vulnerable components of buildings. Store plastic roof sheeting should be replaced with a more durable alternative.
	Inspect and document all damage to work area
	Book all costs to event account code.
	Clean up work area
	All Civic Centre pool vehicles to be returned
	Assist stores with return of all cyclone response equipment
	Follow up with co-ordinators if needed
	Report status to Manager Depot Operations
Comments	
Follow Response/Recovery action plan as per Cyclone Coordination Group	

Responsible Officer Signature: _____

ALL CLEAR



The cyclone danger has passed but take care.

Wind and storm surge dangers have passed but you need to take care to avoid the dangers caused by damage.

Depot Stores

Responsible Officer Title: Stores Person

Date: _____

Check (✓)	Task
	Response
	Check stores buildings for damage
	Check depot grounds for damage and safety hazards
	Clear debris from vehicles & buildings if required
	Recovery
	Inspect and document all damage to work area
	Book all costs to event account code.
	Clean up work area
	Ensure all equipment signed out is returned
	Ensure all cyclone response bags are returned
	Ensure all chainsaws are returned and cleaned
	Ensure wet weather gear is returned
	Ensure all signs are returned
	Report status to Manager Depot Operations
Comments	
Follow Response/Recovery action plan as per Cyclone Coordination Group	

Responsible Officer Signature: _____



The cyclone danger has passed but take care.

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Parks and Gardens

Responsible Officer Title: Coordinator Parks & Gardens

Date: _____

Check (✓)	Task
	Response
	Inform and check on staff welfare, inform Administration Officer
	Coordinator to assist with assessment of damage
	Clear trees from road as requested
	Liaise with Depot Manager to help clear minor drain blockages as requested or encountered
	Assess parks & prioritise tasks
	Assess fallen trees for repair or removal
	Book all costs to event account code.
	Recovery
	Assess the need to arrange contractor to restore shade sails to parks
	Clean up parks & reserves
	Check reused water system
	Liaise with Water Corp
	General check & repair of all systems
	Restore power to reticulation
	Restore power to BBQ's in Parks & Gardens
	Book all costs to event account code.
	Repot Status to Manager Depot Operations
Comments	
Follow Response/Recovery action plan as per Cyclone Coordination Group	

Responsible Officer Signature: _____

ALL CLEAR



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Maintenance

Responsible Officer Title: Coordinator Engineering

Date: _____

Check (✓)	Task
	Response
	Inform and check on staff welfare, inform Administration Officer
	Pump flooded areas as requested
	Assist with signage for flooded or damaged roads and footpaths
	Install safety signs for collapsed pits as required
	Assess drainage & road conditions
	Clean- up of roadways as required
	Assist in repair of crucial roads
	Book all costs to event account code.
	Recovery
	Inspect and document all damage to work area
	Book all costs to event account code.
	Clean up work area
	Report status to Manager Depot Operations
Comments	
Follow Response/Recovery action plan as per Cyclone Coordination Group	

Responsible Officer Signature: _____

ALL CLEAR



The cyclone danger has passed but take care.

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Landfill & Waste Operations

Responsible Officer Title: Coordinator Waste Operations

Date: _____

Check (✓)	Task
	Response
	Inform and check on staff welfare, inform Administration Officer
	Assess site for best emergency tipping areas for contractors
	Ensure 24hr disposal point at front of landfill is clear, secure and able to receive waste
	Write public announcements re rubbish services. Send to ToPH Publicity Officer
	Open the following green waste drop off points: Port Hedland – Hardstand area adjacent to Port compound & skatepark South Hedland – Behind Marie Marlon Oval via Hudson St
	Recovery
	Formulate a plan for Recovery – Ongoing waste pickup throughout the community
	Have input into Recovery Management via the Director Engineering
	Inspect and document all damage to work area
	Book all costs to event account code.
	Clean up work area
	Report status to Status to Manager Depot Operations.
Comments	
Follow Response/Recovery action plan as per Cyclone Coordination Group	

Responsible Officer Signature: _____

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