

Cyclone Policy

Purpose

The purpose of this procedure is to outline a process that will assist in protecting Gtec Training and Development Pty Ltd. clients, property and minimise potential losses and trauma in the event of a cyclone.

Commencement of Procedure

This procedure will commence from the date of approval. It replaces all other Cyclone Procedures of Gtec Training and Development Pty Ltd.

Application of the Procedure

The Procedures apply to all staff members and clients of Gtec Training and Development Pty Ltd.

General Cyclone Information

Tropical Cyclone Advice

1. A tropical cyclone watch is issued for coastal communities when the onset of gales are expected within 48 hours, but not within 24 hours. Watches are issued every 6 hours.
2. A tropical cyclone warning is issued for coastal communities when the onset of gales are expected within 24 hours, or are already occurring. Warnings are issued every 3 hours, becoming hourly when a cyclone is close to the coast.

Cyclone Category

Cyclone Category System (Source: Bureau of Meteorology)

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

1. Negligible damage to homes. Limited damage to some caravans, crops and trees. Boats may drag moorings.
2. Minor damage to homes. Significant damage to caravans, signs and trees. Heavy damage to some crops. Risk of power failure. Small boats may break

moorings.

3. Some roof and structural damage. Some caravans destroyed. Power failure likely.
4. Significant roof and structural damage to homes. Many caravans destroyed and blown away. Dangerous airborne loose items. Widespread power failures.
5. Extremely dangerous with widespread destruction. A lot of damage to homes and structures.

Responsibilities

In the event of a **cyclone watch** being issued the chain of command is:

- Senior Managers
- Administration
- Trainers

The Senior Managers are the controller(s) for the management of the cyclone preparedness, response and post cyclone.

It is the responsibility of Gtec Training and Development Pty Ltd. members/clients to be aware of deteriorating weather conditions (**cyclone warning**) if they are attending.

Members/Clients must be immediately contactable if the Senior Managers deem the closure of the facility imperative.

Members/Clients must be collected immediately.

It is the client's responsibility that current contact details are known to Gtec Training and Development administration.

The Senior Managers and the Gtec Training and Development staff are responsible for conducting a safety inspection and ensuring a pre-cyclone clean up.

Cyclone Watch Issued

- The Senior Managers are to contact staff about if the facility will be closed.
- The Senior Managers or staff are to advise clients/members (either in person/phone/text/FB or email) when/if classes will be cancelled or if the facility will be closed.
- Senior Managers and staff are to secure all equipment.
- Final check of the facility.
- Lock down the facility.
- The senior Managers consult with staff and monitor the progress of the cyclone.

Upon direction to close Gtec Training and Development, the following procedures will be put into place:

1. Anything outside of the facility must be brought inside or secured outside to avoid creating flying debris.
2. All electronics must be unplugged and stored in a secure room.
3. All chairs must be stacked and stored in a secure room.
4. Items on shelves must be removed and placed in a secure cupboard or room.
5. All other items must be secured or removed from the facility to avoid damage.
6. If the announcement that Gtec Training and Development Pty Ltd. is to be closed is made during class time, any client needing to be collected from another location will be permitted to leave and another client or staff member/s will be responsible for remaining at the facility.

7. If the announcement that Gtec Training and Development Pty Ltd. is to be closed before the beginning of class, it is the responsibility of the Senior Managers to communicate to the staff that clients/members must be contacted and advised not to attend.

Post Cyclone

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

The Senior Managers are to contact staff members to arrange to meet at the facility prior to clients/members resuming classes. The Rendezvous point is to be arranged by the Senior Managers, based on the condition of the facility.

Upon direction of the Senior Managers, the facility will be inspected prior to allowing clients to return to the facility. An inspection to occur only if considered safe to do so.

Electrical equipment found to be wet must not be touched and an electrician must be engaged before turning on the power.

Where possible and safe to do so equipment, stock, photos, documents and other damages should be photographed and recorded for insurance purposes.

The Senior Managers and staff are to contact Gtec Training and Development Pty Ltd. clients/members to advise the state of the facility and any other related updates/information.



Gtec Training and
Development Pty Ltd.
ENRICHING OUR COMMUNITY

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