

Broome Residential College

CYCLONES' POLICY AND PROCEDURES

Policy

The Broome Residential College of the Country High School Hostels Authority will ensure that all staff and students will be accommodated safely in the event of a cyclone. Staff will ensure duty of care to students on the premises at all times during blue/yellow and red alerts. Management will ensure that the property is safely locked and protected to the greatest possible extent during cyclones and that all appropriate insurances are in place. Staff will receive wages normally due during the period of cyclone and clean up.

Rationale

The Broome Residential College Cyclone Policy and Procedures has been written in consultation with local authorities, pm+d architects and structural engineers involved in the building of the college. The following information and facts have been considered:

- The BRC buildings have been constructed within current wind loading codes which allow for buildings to withstand a category 4 cyclone;
- This wind loading code does not adequately address the issue of impact damage which is a significant cause of damage to buildings during a cyclone;
- There are currently no buildings in Broome that achieve the technical standards of a cyclone shelter;
- The Broome Senior High School Gymnasium is noted as having previously been used as a cyclone shelter and has been assessed as a shelter option for BRC. It was deemed inappropriate as it has not been designed to a rating higher than that of Broome Residential College, and it does not provide for kitchen and ablution access.

Tom Vinicombe the local structural engineer for the BRC building project was contacted to discuss Cyclone shelter options. Tom provided the following advice for selection of on site shelter options:

- With the ever present risk of impact damage, spaces with fewer openings are safer.
- Generally, smaller rooms will be safer than larger rooms.
- With the use of core filled concrete, most spaces within the college are going to be safer than the average home in Broome.

Procedures

Cyclone Information:

Staff ([would it be better to say who is responsible for doing this?](#)) are encouraged to obtain this information for the benefit of students and staff to prevent unnecessary concern. Note that new warnings are issued on the hour and are usually broadcast at quarter past the hour.

Internet

See www.bom.gov.au for current information:

Cyclone Advices
Cyclone Warnings
Weather maps

Fax

For facsimile pictures dial 1902 935 298 or 1902 935 297 on the fax machine and follow instructions.

Phone

Bureau of Meteorology WA Tropical Cyclone Warning Advice 1300 659 210
Severe weather warning 1900 955 371

Radio

ABC Kimberley Radio AM 675 – advices will be issued at quarter past the hour until the cyclone has passed.

(The Broome ABC studio now has its own back-up generator so will be able to broadcast continuously even when the power has been cut; this was one of the recommendations from the Broome community following Cyclone Rosita in April 2000)

WAFM 101.3FM, STAR NETWORK 102.9FM

TV

GWN TV will advertise cyclone advices at quarter past the hour

State Emergency Services instructions regarding Cyclone advices and information. Broome phone 9193 5999 or (0417 937 073)

Printed notices, information and maps should be posted ([by whom?](#)) on the notice board at the reception area for the information of all staff and clients.

ALERTS

Alerts will be issued by the above media.

Blue, yellow or red flags will be raised on flagpoles at: Broome Police Station, Hammersley Street and Shire offices in Weld Street

• **Blue Alert** [\(do all staff do this or is the responsibility allocated?\)](#)

1. Advise students and staff about the possibility of a cyclone approaching Broome.
2. Warn students that on yellow alert we will assist them **to move to a safe place**. Check that college has sufficient food and water stores for all students, staff and staff families on premises, to last for a few days.
3. Check that we have
 - a) sufficient tarpaulins to cover all computers and other electronic equipment
 - b) sufficient Gaffer Tape to tape windows
 - c) mobile phone and charger in working order
 - d) vehicle is fully fuelled (don't leave this till the yellow alert)
 - e) Torches, am/fm radio and sufficient batteries are on hand
4. Tidy the yard areas. It is critical that the site is left clear of any debris and that any material around the college is adequately secured in the event of a cyclone.
5. Pack away outdoor furniture, equipment etc
6. Remove clothes and linen from clotheslines.

[Does the college already have sufficient stores of the items listed in 2 and 3 above and do people know where they are?](#)

• **Yellow alert – All staff on shift.**

Note that schools will close on yellow alert and staff should be supported to collect their children from schools, kindergartens, daycare centres etc and ensure their safety. Staff are to collect all college students from both schools on the bus.

1. Move all students, staff and their families to the evacuation areas of the college. See Cyclone Evacuation Map (appendix A). Staff partners and children may choose to stay in their homes, which are built to the same wind loading standards as the rest of the college. [In addition to shared college buildings, residential staff homes must be prepared according to the instructions 2, 3, 4, 5, 7, 8, and 14 below.](#)
2. Pack away all outside equipment and furniture, including items on verandahs and put inside building
3. Where possible – tape all windows
4. Shut all windows and lock
5. Turn off all air conditioning
6. Re-schedule all clients' appointments where possible.
7. Disconnect all computers from power at the wall
8. Move electronic equipment away from windows.
9. Cover computers, photocopier, fax machine, TV, DVD and any other electronic equipment with tarps
10. College Vehicles to be parked and secured in parking bays allocated.

11. Fax cyclone advice, names and emergency contacts list of all on site and completed procedure checklist to: [\(Do we already have a standard list of names/contacts and a checklist pororma? Also who is responsible for doing this?\)](#)
 - a) CHSHA Perth office (08)92645433, attention Jim Hopkins.
 - b) Police Station [\(number?\)](#)
12. Alert non supervisory staff due to work in the next 24-48 hours that the Broome Residential College will be closed to non-residential staff and that they will be advised by phone when to return to work. [\(who?\)](#)
13. Send non-residential staff home
14. Lock buildings
15. Place message on answering machine that the service will be closed until the all clear is given following the cyclone. Request student families to leave a message and inform them they will be contacted back as soon as staff are available to do so, alternatively they may call CHSHA Perth office for update and further information. [\(who?\)](#)

- **Red Alert**

Broome Residential College Non-Residential staff are to be sent home immediately if safe to do so. Residential staff are to muster students to shelter areas immediately.

Don't try to continue with clean up procedures – get to the shelter areas as personal safety is your first priority.

- **After the Cyclone**

When the College Manager has determined that it is safe to leave the sheltered areas, supervisory staff will assist students to move back to their respective dorms. Supervisory staff will assist students to contact their families to inform of their safety. Non-residential staff will be called in to assist with the clean-up only in daylight hours. Clean up will be under the supervision of the State Emergency Service, or College Manager (or delegated person), to ensure OH& S procedures and safety of staff.

The Broome Residential College should not be re-opened until:

- The property is clean and safe
- Power is restored – may need qualified electrician to check. [Under what circumstances should the electrician be called?](#)
- Water supply is restored
- Phone service is restored
- [Major?](#) Damages are repaired

If the BRC facility is assessed as unsafe, and required d repairs and restoration will take an extensive period of time, the College Manager will work with CHSHA, families, schools and Abstudy to find alternative residential options for staff and students.

These options may include:

- Liaising with families to find friends or family members in Broome with whom students can reside,
- Arranging transport home for students until such time as the BRC facility is safe,
- Requesting billet options from families within the school communities,
- Hotel, motel or other accommodation in Broome for staff members and their families (to be paid for by BRC)

Every phone call and action taken (from when? From the time of leaving the shelter?) should be recorded in the diary THIS IS VERY IMPORTANT – this may be needed for insurance purposes and/or any queries from CHSHA, DET, schools, and families/Police.

Re-opening of the Broome Residential College is at the absolute discretion of the Country High School Hostels Authority and the College Manager. Schools, families, DET and other relevant Broome organisations should be informed by facsimile (i.e. in writing) that the Broome Residential College is open.

Staff

- Staff due to work and who don't work because of yellow and red alert will be paid NORMAL hours as per normal.
- **All staff called in to clean up will be paid normal dayshift rates.**
- Critical Incident counselling should be offered to staff and their families if necessary.
- ALL staff should take time to debrief together as a work unit. This may be facilitated by a Professional, and may be done before the Service is reopened.

Students

- A follow up debriefing session with the student body should occur as soon as practical. This may be facilitated by a staff member who has been trained in Critical Incident Debriefing, or an external Professional.
- Critical Incident counseling should be offered to students and their families if necessary.
- Supervisors are to follow up with student families and any students who were not in residence at the time of the cyclone.

Property

The College Manager will make immediate contact with CHSHA in Perth and the College Insurers. Matters relating to insurance disclosures and claims are to go through the Finance Manager (Clay Shimmon) at CHSHA Perth office.

The College Manager will provide a written report to the next Board of Management Committee meeting re: damages, staff and student issues and any recommendations from the debriefing session.

This Cyclones⁺ policy and procedures should be reviewed by staff. (Does this refer to after the event, or in general?)

[Also – I would include a paragraph on how injuries will be handled.](#)

Author: Kristen Orazi College Manager 30th October 2007

Approved at Broome Residential College Board of Management Committee meeting held _____

Date to be reviewed _____