

# PLAN

## CYCLONE MANAGEMENT PLAN - NORTHERN TERRITORY

### PLN-AUS-HSQ-011



REVISION	DATE	AMENDMENT SUMMARY	REVIEWER	APPROVER
01	18/7/24	General review	John Cowan	Regional HSSEQ Manager - Australia
02	15/10/24	Review pre Wet Season	DWSB/DMSB Managers	Regional HSSEQ Manager
03				

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### SCOPE

There is a need for ASCO Darwin Business units to have a “Cyclone Management Plan” ready for implementation at the beginning of each Cyclone Season (1st November to 30th April) which will meet the needs of the Company and the clients we serve.

BU leaders from these BU's will have designated key roles and responsibilities throughout any stages of the declared cyclone period including advice, watch and act and emergency warning. These roles reflect, where possible, the nature of the work carried out normally by each business unit.

### PURPOSE

The purpose of this Cyclone Plan is to:

- Ensure the safety of workers and contractors.
- Protect ASCO property and maintain operational activity.
- Minimize disruption to normal service.
- To assist the community if required.

This plan covers the following ASCO Darwin Business Units (BU):

- Darwin Supply Base (DWSB)
- Darwin Marine Supply Base (DMSB)

### PLAN SUMMARY

#### CYCLONE PLANNING COMMITTEE

The Cyclone Planning Committee will be led by the Regional HSSEQ & Training manager or their Deputy in their absence, the Deputy will be either a Darwin BU Manager or a member of the Australia Management Team to ensure readily available communications in the event of local communications failure.

#### COMMUNICATIONS

Communications will be the use of mobile phones and email in the event of communications failure the use of DWSB trunked 2-way radios will be utilised to ensure readily available communications between all business units.

Each BU will hold a battery powered radio to ensure if power failure is experienced updates can be received from local emergency channels:

- ABC Radio Darwin - 105.7FM.

In the event of a cyclone warning Business Unit management and staff contact details will be reviewed and each BU Manager will hold a current BU contact list to advise BU personnel of return to site.

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#### DMSB Additional Controls

- The DMSB Manager/deputy will be responsible to ensure they are in constant contact to receive the latest updates regarding the cyclone, Darwin Port conflict vessel movements and DMSB/EAW facility conditions from the Darwin Port General Manager Operations and/or Deputy.
- Updates will then be passed onto the other BU personnel, DMSB clients and facility users.
- Vessels are required to be ready for departure at 4 hours' notice, the DMSB Manager/deputy are to contact clients to clarify if their vessels are still arriving into Darwin or will be delayed.
- If arriving in Darwin, DMSB Manager/deputy are to check the tidal window to ensure that the vessel can depart at 4 hours' notice, if there are restrictions then the vessel is to be referred to EAW.
- Baker Hughes are to provide a list of Dangerous Goods stored on site; this is to be sent to Darwin Port.
- After the cyclone has passed and Darwin Port has reopened the DMSB Manager/deputy are to contact the facility users, MSB Security and Baker Hughes to provide updates.
- Electrical inspections are to be completed on site and Baker Hughes to ensure that the areas are safe.

#### CYCLONE WARNING UPDATES

The below contact numbers, websites and radio stations can be utilised to monitor all cyclone warnings within the NT:



#### CONTACT TELEPHONE NUMBERS

Northern Territory Emergency Services	131 444
Fire	8922 1555
Police	8901 0208
Ambulance	131 444
Cyclone Update Information	08 8920 3800

#### WEB SITES

NT Weather & Warning Summary	<a href="http://www.bom.gov.au/nt/">www.bom.gov.au/nt/</a>
Bureau of Meteorology	<a href="http://www.bom.gov.au/weather/radar">www.bom.gov.au/weather/radar</a>
Emergency Services NT	<a href="http://www.ntgov.au/pfes">www.ntgov.au/pfes</a>
NT Work Safe	<a href="http://www.worksafe.nt.gov.au">www.worksafe.nt.gov.au</a>

#### RADIO STATIONS

ABC Radio Darwin	105.7FM
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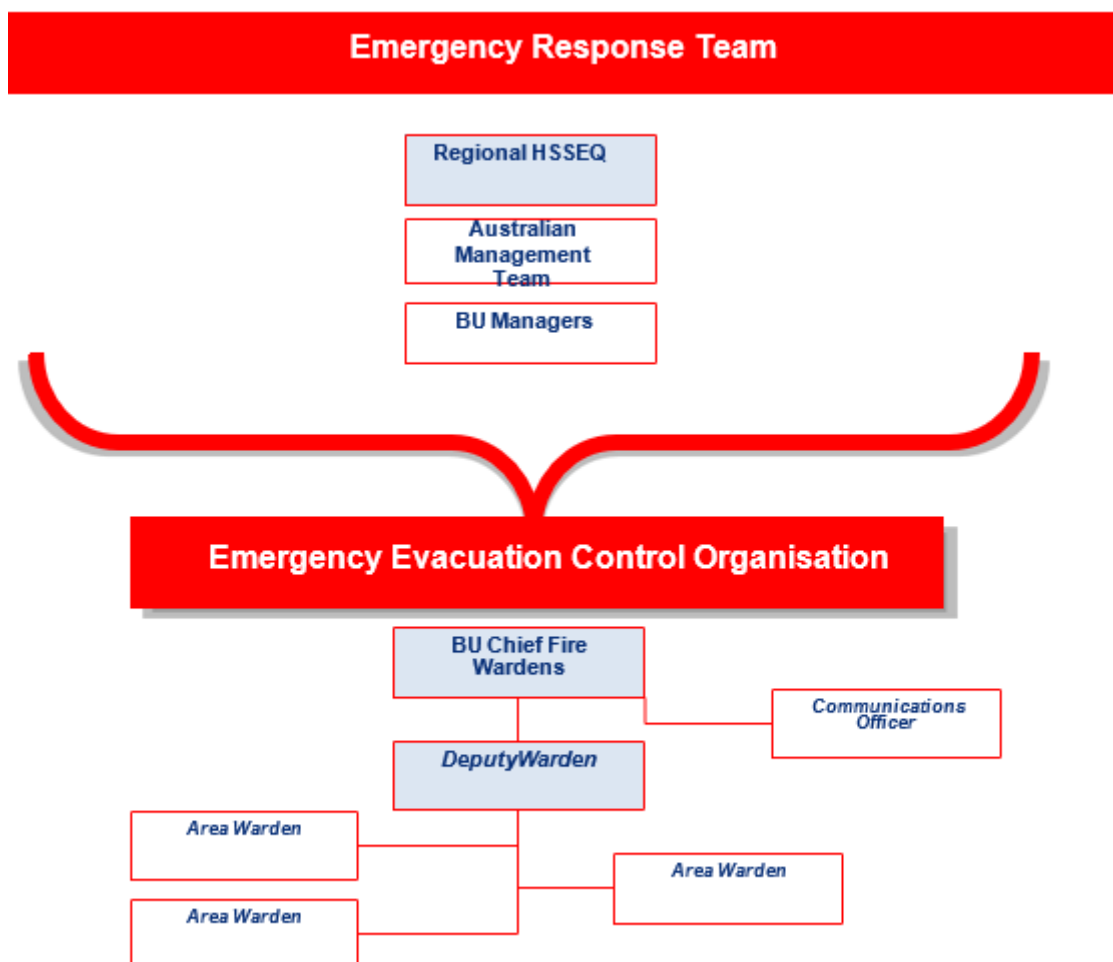
### CURRENT DARWIN CYCLONE COMMITTEE

CYCLONE PLANNING COMMITTEE.

- Regional HSSEQ & Training manager and or Regional Operations Manager
- Deputy Co-Ordinator - Darwin Supply Base manager or delegate
- Co-Ordinator 1 – DMSB Manager or delegate
- Co-Ordinator 3 – DWSB Supervisor or delegate

Defined roles and responsibilities minimise the confusion and ensure all emergency response activities are carried out as planned and normal supply base activities can resume as quickly as possible after the conclusion of the emergency.

### SUPPLY BASE EMERGENCY MANAGEMENT STRUCTURE



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### SUPPLY BASE SITE PREPARATION

#### Preparation – 1st October to 1st May

The off-season period will be spent evaluating lessons learnt from the previous season, selecting the cyclone committee and BU Emergency Response Teams for the upcoming season, and to ensure site readiness. As a minimum, monthly inspections will be undertaken, all actions from site inspections will be actioned as per business unit action registers.

All BU's will undergo site readiness inspections no later than the first Monday of September by the Darwin HSSEQ department to ensure compliance against Darwin Cyclone plan.

All inspections will be undertaken in accordance with and following guidance as per the ASCO Global planned inspection procedure.

### LOAD SECUREMENT

All loads left in external areas if weighing below the 5 tons thresholds will be secured by tie down blocks to ensure security during cyclonic event, containers of blocks over the 5-tonne threshold can be used as securement points for tie down purposes.

Tie down and planning review will be undertaken by the Cyclone committee by no later than August end of each year as part of Cyclone preparation monthly inspections.

#### BU Managers/Cyclone Committee with review the following:

- Required number of tie downs required for each BU
- Required number of chains and or lashings
- Planned location to undertake lashings
- Required training for personnel undertaking tie down of material
- All actions will be added to BU Action Registers until resolve (no later than the 1st of October).

#### Additional DMSB Cyclone controls include:

- If a cyclone Stage 2 - Watch and Act is declared the DMSB Manager/delegate is to contact the stevedores requesting that their crane booms are lowered and secured
- All safe man huts, gangways, meter marks, bins and other loose items are stowed away in the warehouse and secured

### SUPPLY BASE LOCKDOWN

All BU's will follow direction as per the BU Security Plan to ensure site integrity during a cyclonic event. Business unit Security and Emergency plans will be reviewed in line with this cyclone procedure to ensure compliance.

#### Additional DMSB Cyclone controls include:

- The DMSB Manager/delegate, DMSB Security and Baker Hughes Manager are to complete the final walk through the site to check that all items are secured



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- The DMSB security phone number is to be on forwarded to the DMSB Managers mobile
- Once the final checks are completed and the DMSB is closed, the DMSB Security mobile and office keys are to be handed into DP Security

### FUELING OF VEHICLES

When a cyclone watch is declared, all BU's will ensure refueling of:

- Standby Generators
- Forklifts
- Company vehicles
- Essential plant and equipment




### CYCLONE SEVERITY CATEGORIES

Cat	Maximum Mean Wind (km/h)	Typical Strongest Gust (km/h)	Typical Effects
1	63 - 88	<125	Damaging winds. Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings.
2	89 - 117	125 – 164	Destructive winds. Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small boats may break moorings.
3	118 - 159	165 - 224	Very destructive winds. Some roof and structural damage. Some caravans destroyed. Power failure likely.
4	160 - 199	225 – 279	Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failure.
5	>200	> 279	Extremely dangerous with widespread destruction.

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CYCLONE MANAGEMENT STAGES

ASCO DARWIN REPOSE STAGES	
Pre-Season Readiness	Cyclone procedure and Work Instructions reviewed and updated. Port users informed of cyclone precautions. Revised Cyclone Procedure distributed to staff and stakeholders. Cyclone exercises carried out.
Stage 1 - Advice 	Actions as per Stage One requirements in Cyclone Plan. Work instructions completed by designated staff members. Ships placed on four hours' notice of readiness.
Stage 2 – Watch and Act 	<b>Actions as below.</b> Key staff report to designated work areas. Work instructions completed by designated staff members. Ships placed on one hour's notice of readiness. Vessels may leave the Port of Darwin of their own accord.
Stage 3 – Emergency Warning 	Actions as per Stage Three requirements in Cyclone Plan. Work instructions completed by designated staff members. All equipment secured. Essential service vessels taken to designated cyclone refuges. Vessels to leave port or proceed to designated cyclone moorings or refuges. All staff leave worksite and take shelter if directed by the CEO. Harbour Control services suspended if the Port of Darwin is closed.
Cyclone past Darwin	Key personnel report to allocated work areas. Preparation for declaration of all clear. Plan for opening of Port agreed and communicated to stakeholders.
Post Cyclone Initial Assessment	All staff report to work once it is safe to do so. Damage and Port of Darwin assessment commenced. Harbour safety assessed.
Post Cyclone Recovery	Staff availability confirmed. Communication systems re-established. Equipment damage reports completed, and damage mitigation actioned.
Stand Down	Cyclone damage mitigation completed. Debrief of cyclone response. Cyclone Plan updated where necessary.

NON-CONFORMANCES

All Non-Conformances, in relation to this procedure will be investigated utilising the ASCO Service Improvement Process to ensure all non-conformances are investigated and suitable measures imposed to ensure satisfactory outcome.

ASSESSMENT AND AUDIT REVIEW

This plan must be kept under constant review to ensure that its provisions are reflective of reality. It is the responsibility of all staff to highlight any omissions or apparent weaknesses in the plan. This plan will be the subject of formal management review at intervals not exceeding 12 months but shall also be subject to review after any emergency response, whether planned or otherwise, legislative changes and workers feedback to ensure its suitability.





EMERGENCY CONTACT LIST

Company	Name	Position	Mobile
Darwin Marine Supply Base (DMSB)	Kylie Arnel	DMSB Manager	0418 533 048
	Gareth Felton	Facilities Management Coordinator	0427 709 097
	Christie Beeson	DMSB Supply Base Co-Ordinator	0418 759 776
	MSB Security	Guard on Duty	0455 481 169
Darwin Supply Base (DWSB)	John Cowan	DMSB Manager/Regional HSSEQ	0448 148 957
	Jesse Nudl	Operations Supervisor	0428 444 037
ASCO Head Office	Warren McHardie	Managing Director	0457 131 204
Wilson Security	Mark Severino	State Manager	0456 159 890
	Matty Fairman	Client Services Manager	0466 863 390
Baker Hughes	Kevin Smith	Facilities Manager	0419 817 613
Darwin Port	N/A	GM Operations (Vessel Ops)	0417 867 886
	N/A	Deputy Operations Manager	0497 199 726

ROLES & RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Regional HSSEQ Manager	Coordinate the Cyclone Planning Committee and communications between NT site locations
Supply Base Manager	<p>Overall responsibility for the site/ operations</p> <p>Communication of this Plan to personnel, ensuring workers are aware of the requirements within</p> <p>Coordination of cyclone preparation and tie down activities, ensuring removal or restraint of loose objects and structures that may be loose/ become damaged.</p> <p>Manage the activities onsite in the event of a cyclone, ensuring timely evacuation of personnel.</p> <p>Coordinate with Darwin Port, clients and stevedores around vessel movements, operations, and stevedore equipment (DMSB Only).</p>
HSSEQ Department	<p>Ensure the plan is reviewed annually, in consultation with Supply Base Manager/s</p> <p>Review inspection checklists to ensure adequacy for the workplace.</p>
Site Administration	<p>Maintain a hard copy file of emergency contacts for all personnel.</p> <p>Ensure cyclone kit is readily available and in good working order at the commencement of cyclone season.</p> <p>Display the cyclone status notifications from the Bureau of Meteorology on noticed boards</p>

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All Workers	Review Cyclone Management Plan and ensure requirements understood. Provide current contact/ emergency response contact to Site Administrator
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#### REFERENCE DOCUMENTS

DOCUMENT TITLE	BUSINESS FUNCTION	APPROVER
DMSB Emergency Repose Management Plan	HSSEQ	HSSEQ Manager
DWSB Emergency Response Management Plan	HSSEQ	HSSEQ Manager
ASCO Australia Adverse Weather Management Plan	HSSEQ	HSSEQ Manager
AS/NZS 1170.0:2002 Structural Design Actions	HSSEQ	N/A
Australian Standards AS3745 – 2010 Planning for Emergencies in Facilities	HSSEQ	N/A
Darwin Port Act	HSSEQ	N/A
Darwin Port Cyclone Plan	HSSEQ	N/A
Emergency Management Regulations	HSSEQ	N/A
NT Disaster Act	HSSEQ	N/A
The Australian Public Cyclone Shelter Guidelines	HSSEQ	N/A
Work Health and Safety Act	HSSEQ	N/A
Work Health and Safety Regulations	HSSEQ	N/A