



CYCLONE RESPOSNE PLAN - GUIDE

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DOCUMENT AMENDMENT TABLE

VERSION	PREPARED BY	DATE	AMENDMENT DETAILS
1	Port Development	30/05/2024	Minor updates. Updated PDG references, name and logo.

INTRODUCTION

The purpose of this document is to provide proponents with a guide for the preparation of a Cyclone Response Plan (CRP). Note that for proposed new developments, CRP are to be submitted as part of the construction application package (refer to the Port Development Guidelines). The complete construction application package (including all documents and attachments) is to be submitted in accordance with the Port Development Guidelines.

For all other developments, CRPs are to be updated and submitted to Pilbara Ports on 1 October each year in accordance with Pilbara Ports' overarching CRP for the respective port. Any CRP prepared by a contractor or sub-contractor on the proponent's behalf, is to be reviewed and approved by the proponent before submission to Pilbara Ports.

This document provides proponents with a guide for the preparation of a CRP, and provides general information on the format and content of a CRP that is acceptable to Pilbara Ports.

Proponent CRPs are required to ensure that adequate control measures are in place to manage a cyclone threat, and minimise the impact of a cyclone event. All proponent CRP must be established in consultation with Pilbara Ports' Harbour Master.

Proponents must ensure that their CRP reference the mandated governance role of Pilbara Ports over the port, is consistent with Pilbara Ports' CRP for the respective port, acknowledges that Pilbara Ports' has ultimate sanction on port closure, and details the proponent's commitment to ensuring very clear lines of 24 hour communication between Pilbara Ports and the proponent prior to, during and post a cyclone event.

Pilbara Ports' overarching CRP for each port, remains in force throughout the year, although the officially recognised cyclone season extends from 1 November to 30 April.

1. DOCUMENT CONTROL AND AUTHORISATION

The front cover of the CRP should include document control details in accordance with the organisation's internal control procedures, to ensure that approved documentation can be clearly identified. As a minimum, information relating to the person who prepared the CRP and their accreditation details, along with sign-off details is to be included.

2. PROJECT DESCRIPTION (SCOPE OF CYCLONE RESPONSE PLAN)

Provide a brief description of the project, area, vessel and personnel covered under the CRP.

3. ROLES AND RESPONSIBILITIES

Provide a list of the roles and responsibilities of the project team and the cyclone management team associated with the project, including the terminal operator, ship masters, and pilots/loading masters, along with the contact details of the personnel who are responsible for updating the proponent's CRP.

4. CYCLONE PRE-SEASON PLANNING

Provide details of all pre-season planning activities.

4.1 Training

Provide details of training, drills, exercises, etc.

4.2 Onsite Cyclone Refuges / Shelters

Provide details of any onsite cyclone refuges / shelters that are permanent structures and have been established to meet Category 5, Wind Region D compliance standards.

4.3 Offsite Cyclone Shelters

Provide details of where onsite personnel will be housed in the event of a cyclone.

4.4 Temporary Structures

Provide details of temporary structures and how those temporary structures are to be secured during a cyclone or cyclone threat, such as tie-downs, removal from site, etc.

4.5 Cyclone Preparation Checklist

Provide details of your cyclone preparation checklist.

4.6 Cyclone Moorings

In a table format, provide details of all approved cyclone moorings, with the appropriate vessel's name as applicable.

5. CYCLONE RESPONSE STAGES

Provide details of the activities that you will carry out for each response stage to a cyclone or cyclone threat. As a guide Pilbara Ports will generally respond to a cyclone or cyclone threat in five stages. All proponent actions must be in accordance with Pilbara Ports' CRP for the respective port, and Pilbara Ports' Harbour Master's directions.

STAGE	KEY ELEMENT	PARAMETER
1	Monitor	Cyclone or tropical low has formed in northern waters.
2	Prepare	Cyclone tracking towards the port with the potential for impact.
3	Clear Port	Potential for 'gale force' winds to impact the port within 12 hours.
4	Shut Down	Potential for 'gale force' winds to impact the port within six hours.
5	Re-Open	Cyclone or threat of cyclone has passed.

Note: information on the definition of the cyclone season and the stages of the cyclone warning system are available from DFES Cyclone Warning information refer to <https://www.dfes.wa.gov.au/hazard-information/cyclone> Further details of activities to be carried out in each of the cyclone warning stages, including cyclone monitoring is contained within Pilbara Ports' Cyclone Response Plan for the respective port.

6. EMERGENCY CONTACTS

Provide details of all proponent emergency contacts, and local emergency services.

List your area local emergency services as well as useful workplace contacts such as wardens, first aid officers and other emergency contacts relevant to your site. If you work in close proximity to other neighbouring proponents, it can be helpful to include their contact details here too in case they need to be notified of an emergency that may affect them.

CONTACT	NAME	PHONE NUMBER
Emergency services – triple zero	Fire/police/ambulance	000
Police		[(Area code) Number]
Fire warden		
First aid officer		
WHS Representatives		
Security office		
Reception		
State Emergency Services (SES)		
Nearby businesses		
Poison information line		
Utilities services		
Principle contractor		
Marine Rescue		

7. EVACUATION PROCEDURES

Outline your evacuation procedures here. You should include a copy of your site plan with detailed locations of emergency exits, evacuation routes, safety equipment and locations of wardens clearly marked. If you have workers across multiple locations, ensure procedures are outlined for everyone.

7.1 Area Maps and Evacuation Procedures

Provide detailed maps clearly showing the location of the facility, onsite and offsite muster / assembly points, exit points, emergency services access points, offsite evacuation routes, major landmarks, etc. Where appropriate to do so, provide building / facility specific evacuation diagrams.

8. DOCUMENT OWNER

The Developments Manager has overall responsibility for this Guide.