



Outside School Care NT

OSC-NT PR.12 – Cyclone Watch/Warning Procedures

<p>Procedure Description:</p>	<p>The procedure outlines the decisions to be taken upon the event of a Cyclone Watch and/or Warning and the communication that will follow to Staff and Parents/Guardians</p>
<p>Key Points</p>	
<p>1.0</p>	<p>DEFINITION OF A CYCLONE WATCH OR WARNING</p> <p>A tropical CYCLONE WATCH is issued for coastal communities when the onset of gales is expected within 48 hours, but not within 24 hours.</p> <p>A tropical CYCLONE WARNING is issued for coastal communities when the onset of gales is expected within 24 hours, or are already occurring</p> <p>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.</p>
<p>2.0</p>	<p>DECISIONS TO BE TAKEN BY OSC NT MANAGEMENT:</p> <p>When a CYCLONE WATCH is advised:</p> <p>IF OSC NT Services are closed (Watch announced overnight or during the weekend) OSC NT SERVICES will NOT OPEN.</p> <p>IF OSC NT Services are in session (ASC and VAC Care) a DECISION will be made to CLOSE services early.</p> <p>When a CYCLONE WARNING is advised.</p> <p>IF OSC NT Services are closed (Watch announced overnight or during the weekend) OSC NT SERVICES will NOT OPEN.</p> <p>IF OSC NT Services are in session (ASC and VAC Care) services will be CLOSED IMMEDIATELY.</p>
<p>3.0</p>	<p>ACTION to be taken by DIRECTIORS if a service is in session on the announcement of a WATCH or WARNING:</p> <p>If a CYCLONE WATCH is advised AND OSC NT Management have advised that the session should cloase early.</p> <p>Directors:</p> <ul style="list-style-type: none"> - Should advise staff of the planned early close - Inform parents by SMS and email using KIDSOFT of the planned early closure - Review the security of the outside area (presence or expected arrival of storm activity) and bring children inside (if appropriate) - As children are collected by parents and numbers reduce, Directors should release staff in the following order of priority ensuring that the regulation staff:children ratios are maintained. <ul style="list-style-type: none"> o Staff with children o Staff with longer commuting distances o Casual or junior staff

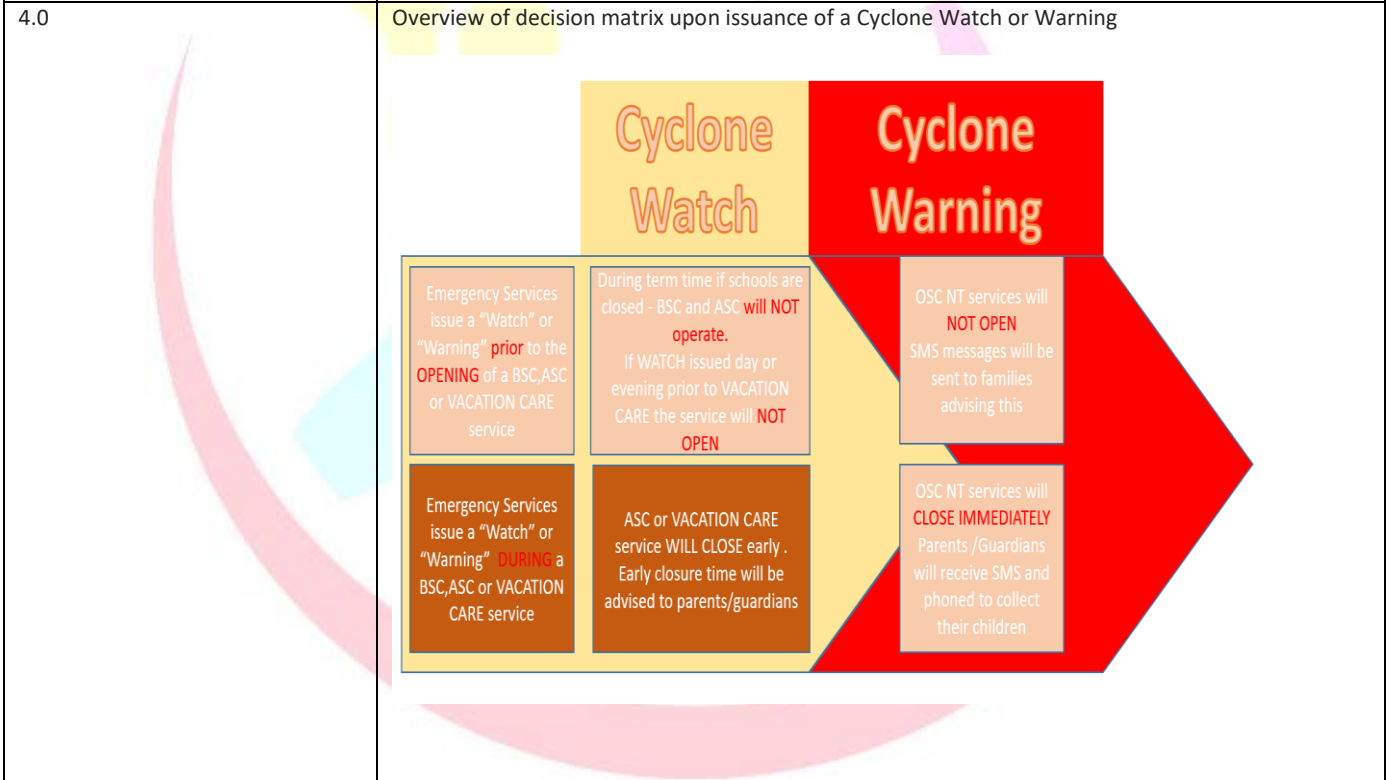
The Director and 2IC should remain on site until the last child is collected

If a **CYCLONE WARNING** is advised the ASC or VAC session will be **SUSPENDED IMMEDIATELY**

Directors:

- Should advise staff of **SUSPENSION**
- Inform parents by SMS and email using KIDSOF T of the **CLOSURE** and **ADVISE PARENTS THAT CHILDREN SHOULD BE COLLECTED ASAP.**
- Hold a **GROUP TIME** session with children and advise them (without causing alarm) that their parents will collect them from the service
- Review the security of the outside area (presence or expected arrival of storm activity) and bring children inside.
- As children are collected by parents and numbers reduce, Directors should release staff in the following order of priority ensuring that the regulation staff:children ratios are maintained.
 - o Staff with children
 - o Staff with longer commuting distances
 - o Casual or junior staff

The Director and 2IC should remain on site until the last child is collected.



Related Policies: OSC NT 40 – Emergency Drills and Exercises Policy

Related Checklists and Logbooks: Sign in /Sign Out procedure

Specific Information for Parents:

Sources/References:	www.securent.gov.au www.bom.gov.au
Version Control/Updates:	Version: 3.0 December 2016 To be reviewed and updated by: June 2017

