PLAN
CYCLONE MANAGEMENT PLAN (NORTHERN TERRITORY) PLN-AUS-HSQ-011

REVISION	DATE	AMENDMENT SUMMARY	REVIEWER	APPROVER
1	14/10/2026	Review document and transferred to new template	Kylie Arnel/John Cowan	John Cowan

PLAN
CYCLONE MANAGEMENT PLAN (NORTHERN TERRITORY) PLN-AUS-HSQ-011

TABLE OF CONTENTS

SCOPE 3
PURPOSE 3
REFERENCE DOCUMENTS 3
ABBREVIATIONS 4
ROLES & RESPONSIBILITIES 4
CYCLONE PLANNING COMMITTEE 5
COMMUNICATIONS 6
CYCLONE WARNING UPDATES 7
EMERGENCY MANAGEMENT STRUCTURE 8
SUPPLY BASE SITE PREPARATION 9
FUELING OF VEHICLES & GENERATORS 9
LOAD SECUREMENT 9
ADDITIONAL LOAD SECUREMENT CONTROLS (DMSB) 9
SUPPLY BASE LOCKDOWN 10
ADDITIONAL SUPPLY BASE LOCKDOWN CONTROLS (DMSB) 10
CYCLONE SEVERITY CATEGORIES 11
CYCLONE MANAGEMENT STAGES 12
NON-CONFORMANCES 13
ASSESSMENT AND AUDIT REVIEW 13
EMERGENCY CONTACT LIST 14
CYCLONE RESPONSE STAGES 15

PLAN
CYCLONE MANAGEMENT PLAN (NORTHERN TERRITORY) PLN-AUS-HSQ-011

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 Supply Bases:

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

REFERENCE DOCUMENTS

DOCUMENT TITLE	INTERNAL/EXTERNAL
ASCO Australia Adverse Weather Management Plan	Internal
Darwin Port Act	External
Darwin Port Cyclone Plan	External
DMSB Emergency Repose Management Plan	Internal
DWSB Emergency Response Management Plan	Internal
Emergency Management Regulations	External
NT Disaster Act	External
The Australian Public Cyclone Shelter Guidelines	External
Work Health and Safety Act	External

ABBREVIATIONS

ABBREVIATION	MEANING
DMSB	Darwin Marine Supply Base
DWSB	Darwin Supply Base
DP	Darwin Port
EAW	East Arm Wharf

ROLES & RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Darwin Marine Supply Base Manager	Overall responsibility for the site/ operations Communication of this Plan to personnel, ensuring workers are aware of the requirements within Coordination of cyclone preparation and tie down activities, ensuring removal or restraint of loose objects and structures that may be loose/ become damaged. Manage the activities onsite in the event of a cyclone, ensuring timely evacuation of personnel. Coordinate with Darwin Port, clients and stevedores around vessel movements, operations, and stevedore equipment. Provide the Darwin Supply Base Manager (DWSB) and AMT updates on operations, cyclone information received from Darwin Port
Darwin Supply Base Manager	Overall responsibility for the site/ operations Communication of this Plan to personnel, ensuring workers are aware of the requirements within Coordination of cyclone preparation and tie down activities, ensuring removal or restraint of loose objects and structures that may be loose/ become damaged. Manage the activities onsite in the event of a cyclone, ensuring timely evacuation of personnel.

Regional HSSEQ Manager	Coordinate the Cyclone Planning Committee and communications between NT site locations. Ensure the plan is reviewed annually, in consultation with Supply Base Manager/s. Review inspection checklists to ensure adequacy for the workplace.
MSB Coordinator	Speak with stevedores, DP shipping, Harbour Control, Clients and vessels around the DMSB Schedule and plan port calls accordingly Ensure that vessels can depart within the tidal window and cyclone readiness period. Attend any cyclone exercises, meetings and coordinate with Darwin Port on behalf of DMSB Manager if required.
MSB Facilities Coordinator & Darwin Supply Base Supervisor	Assist with packing up the yard and putting away all loose items. Complete final inspection of the quayside before closing the gates. Remove the boom gates from the security office.
Site Administration	Maintain a hard copy file of emergency contacts for all personnel. Ensure cyclone kit is readily available and in good working order at the commencement of cyclone season.
All Personnel	Review Cyclone Management Plan and ensure requirements understood. Provide current contact/ emergency response contact to Site Administrator Update contractors contact list (Electrician, fuel bunkers etc) for emergencies

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 Supply Base Manager or a member of the Australia Management Team to ensure readily available communications in the event of local communications failure.

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.

COMMUNICATIONS

In the event of a cyclone warning supply base managers and staff contact details will be reviewed and each supply base manager will hold a current contact list to advise personnel of return to site.

Communication Controls (DMSB)

- The DMSB Manager/Coordinators 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 Darwin Supply Base, DMSB clients, vessels 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/Coordinators 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.
- DMSB Manager/Coordinator are to speak to clients, agents and vessels around the schedule and provide updates.
- Face to Face or Microsoft Team meetings may be held with ASCO, Darwin Port and stakeholders.
- Mobile Phones will be used for all communications to staff on the status of cyclone plan and requirements to attend the workplace. Important messages and changes in the tropical cyclone and the port status will also be communicated using mobile phones.
- Email will be used to distribute information, including status information for the tropical cyclone and the Port of Darwin.
- Social Media – DP has an established Facebook account under Darwin Port Operations. DP will use this social media platform to communicate the status of the port and associated operations. Darwin Port website will be used to provide information on the status of the Port and the DP tropical cyclone response.
- Text Messages - Individual managers will utilise text messages as a means of communicating information to personnel in their teams. Additionally, DP will communicate with stakeholders and Port users if emergency communication is required.

CYCLONE WARNING UPDATES

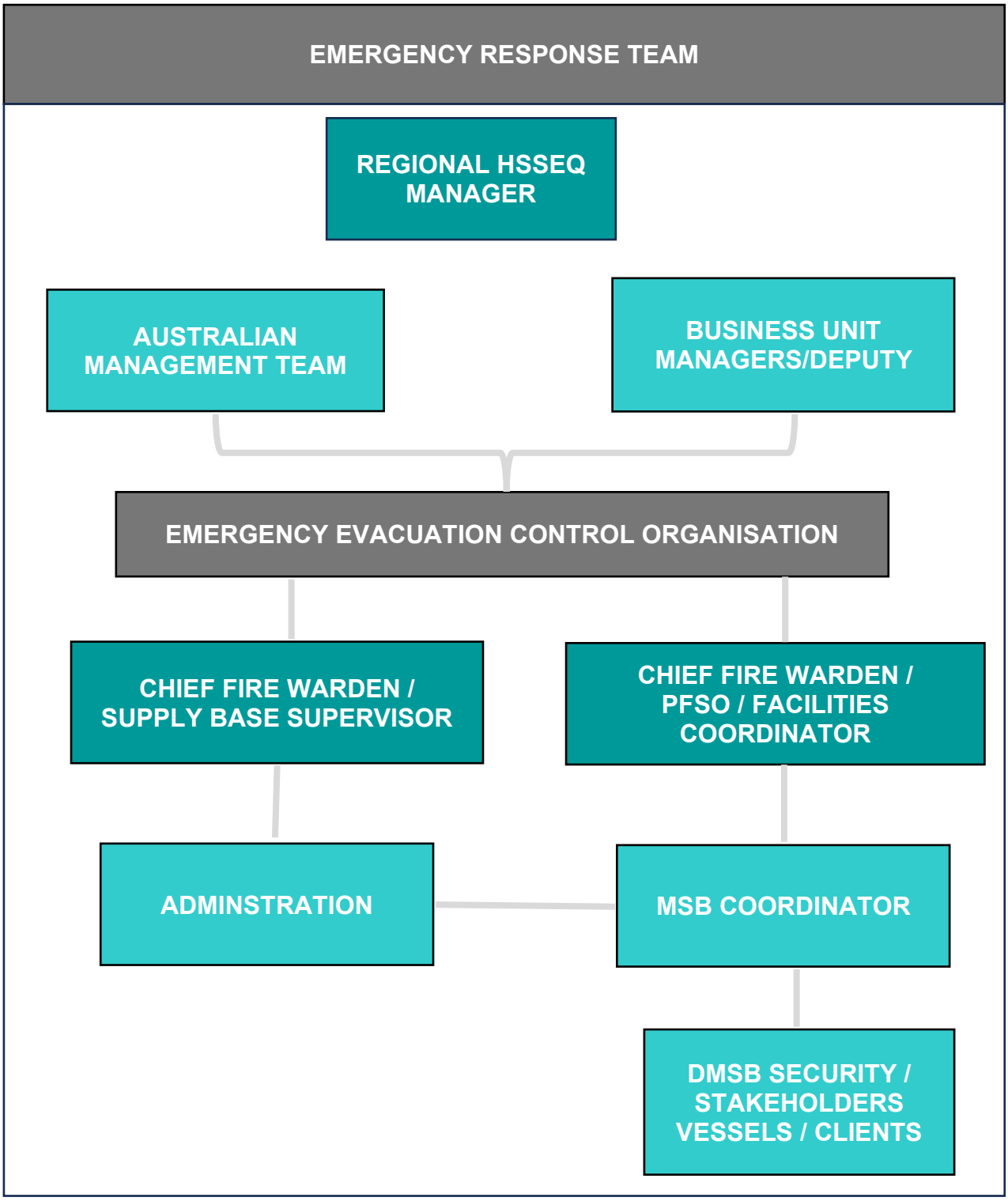
The below contact numbers, websites and radio stations can be utilised to monitor all cyclone warnings within the NT:

EMERGENCY SERVICES	CONTACT NUMBERS
Emergency	000
Cyclone Update Information	08 8920 3800
Emergency Services NT	132 500
Fire and Rescue Service NT	08 8999 3473
Police Force NT	131 444
Power and Water	1800 245 090
Road Reports	1800 246 199
St John Ambulance NT	08 8922 6200
Storm Assistance	132 500
Worksafe NT	1800 019 115

CYCLONE UPDATES	WEBSITE
Bureau of Meteorology	https://www.bom.gov.au/cyclone/
Darwin Port	https://darwinport.com.au/alerts-warnings
Police, Fire & Emergency Services NT	https://pfes.nt.gov.au/emergency-service/public-safety-advice/natural-disaster-advice/cyclones
Secure NT	https://securent.nt.gov.au/alerts-warnings
Road Reports NT	https://roadreport.nt.gov.au/home
Weather & Warning Summary NT	https://www.bom.gov.au/nt/warnings/

RADIO STATIONS	FM
ABC Radio	105.7
Mix 104.9	104.9
Territory FM	104.1
Hot 100	100.4

EMERGENCY MANAGEMENT STRUCTURE



SUPPLY BASE SITE PREPARATION

PREPARATION

The off-season period will be spent evaluating lessons learnt from the previous season, selecting the cyclone committee and Supply Base 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 Supply Bases 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.

FUELING OF VEHICLES & GENERATORS

When a cyclone watch is declared, all supply bases will ensure refuelling of:

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

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.

Supply Base Managers with review the following:

- Required number of tie downs required for each supply base
- 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 Supply Base Action Registers until resolve (no later than the 1st of November).

Additional Load Securement Controls (DMSB)

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 supply bases will follow direction as per the 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 Supply Base Lockdown Controls (DMSB)

- DMSB Manager/Coordinators are to ensure that the stevedore cranes, huts, safe havens, gangways and another loose items are stowed away.
- 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
- Once the DMSB has been secured, the DMSB security are to lock all offices, areas, warehouse and gates.
- The DMSB Security phone number is to be diverted to the DMSB Manager/Coordinator for any afterhours urgent phone calls.
- The DMSB security are to hand the security keys and mobile phone to DMSB Manager/Coordinator when leaving the site.
- After the cyclone has passed and Darwin Port has reopened the DMSB Manager/Coordinators are to contact the facility users, MSB Security and Baker Hughes to provide updates.
- DMSB Facilities Coordinator are to organise an Electrician to be available on site when DMSB opens to conduction Electrical inspections across the site including Baker Hughes to ensure that areas are safe.

CYCLONE SEVERITY CATEGORIES

CATEGORY	STRONGEST GUSTS (KM/H)	TYPICAL STRONGEST GUST (KM/H)	INDICATIVE TYPICAL EFFECTS
1	63 - 88	<125	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings.
2	89 - 117	125 - 164	Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small vessels may break moorings.
3	118 - 159	165 - 224	Some roof and structural damage. Some caravans destroyed. Power failures likely.
4	160 - 199	225 - 279	Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.
5	>200	>279	Extremely dangerous with widespread destruction.

CYCLONE MANAGEMENT STAGES

CYLCONE WARNINGS	
PRE-SEASON READINESS	Warnings will be broadcast on local radio and television and on social media through the Secure NT Facebook Page and the Bureau of Meteorology website.
STAGE 1 ADVICE 	A Tropical Cyclone Advice when a tropical cyclone is likely to cause winds at 63 km/h or greater (gale force) over Australian communities within the next 48 hours. An incident has started. There is no immediate danger. Stay up to date in case the situation changes.
STAGE 2 WATCH AND ACT 	Tropical Cyclone Watch updated every 6 hours when gales are expected to start within 24–48 hours. If you plan to self-evacuate, now is the time to do so. Authorities may issue evacuation orders during the Watch and Act period to remove residents to a safe location ahead of any anticipated impact.
STAGE 3 EMERGENCY WARNING 	Tropical Cyclone Warning every 3 hours when gales are expected within 24 hours or already happening. An Emergency Warning is the highest level of warning. You may be in danger and need to take action immediately. Any delay now puts your life at risk.
CYCLONE PAST DARWIN	Preparation for declaration of all clear.
POST CYCLONE INITIAL ASSESSMENT	All staff report to work once it is safe to do so.
POST CYCLONE RECOVERY	Communication systems re-established. Equipment damage reports completed, and damage mitigation actioned.
STAND DOWN	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	MSB Coordinator	0418 759 776
	MSB Security	Guard on Duty	0455 481 169
Darwin Supply Base (DWSB)	John Cowan	DWSB Manager / Regional HSSEQ	0448 148 957
	Jesse Nudl	DWSB Supervisor	0428 444 037
ASCO Head Office	Warren McHardie	Managing Director	0457 131 204
Darwin Port	David Power	Operations Manager	0417 867 886
	Peter Sedgwick	Senior Manager Marine Operations	0497 199 726
	Wayne Bodkin	Port Security Officer	0448 658 652
	Harbour Control	Duty Officer	08 8919 0821
	David Cairns	Manager Port Logistics Operations	0407 319 706
Wilson Security	Mark Severino	State Manager	0457 131 204
Baker Hughes	Jason McKellar	Supply Base Manager	0477 933 224
Aurizon Stevedores	Sean Walsh	Port Services Superintendent	0499 738 058
Qube Ports	Scott Sims	Port Operations Manager	0401 542 089
Linx Stevedores	Edward Wilson	Operations Manager	0429 159 464
The Cool Guys (Electrician)	Paul Holwill	Manager	0400 156 257

CYCLONE RESPONSE STAGES

STAGE	ACTIONS	RESPONSIBLE	DP STATUS
PRE-SEASON	**ADVICE**		**OPEN**
	Cyclone plan reviewed and updated.	DMSB/HSSEQ Manager	
	Cyclone exercise with Darwin Port and stakeholders carried out.	DMSB Manager/Coordinator	
	Cyclone plan tool boxed with DMSB & DWSB Teams	DMSB/HSSEQ Manager	

STAGE	ACTIONS	RESPONSIBLE	DP STATUS
STAGE 1	**ADVICE**		**OPEN**
	Cyclone plan will be initiated	DMSB/DWSB Manager	Initial planning for escalation to Stage 2
	Attend Darwin Port cyclone meetings and provide updates	DMSB Manager/Coordinator	
	Notify all clients, stakeholders, vessels and ASCO of any cyclone updates provided by DP	DMSB Manager/Coordinator	
	Review DMSB schedule - ask clients and vessels if they are still going ahead with their port call or cancelling it.	DMSB Manager/Coordinator	
	Speak to DP Shipping/Harbour Control around pilot bookings if required.	DMSB Manager/Coordinator	
	Advise clients and ships that they are now on **four hours'** notice of readiness	DMSB Manager/Coordinator	
	Refer vessels to EAW if tidal windows are only open for short periods	DMSB Manager/Coordinator	
	Check international cargo clearance, if CLEAR status request client to collect	DMSB Manager/Coordinator	
	Send a list of Dangerous Goods stored on site to Darwin Port (including Baker Hughes)	DMSB Manager/Coordinator	
	Site inspection of the quayside, yard and Baker Hughes area	Facilities Coordinator	
	All equipment currently not being used to be stored internally or prepared for tie down	Facilities Coordinator/Supervisor	
	Validate all personnel and client contact details	DMSB/DWSB Manager/Admin	

STAGE	ACTIONS	RESPONSIBLE	DP STATUS
STAGE 2	**WATCH AND ACT**		**OPEN**
	Monitoring of cyclone or tropical low is undertaken	DMSB/DWSB Manager	But under review GMO may action procedure to close the Port of Darwin
	Cyclone updates are to be transmitted to staff and contractors as required	DMSB/DWSB Manager	
	Notify all clients, stakeholders, vessels and ASCO of any cyclone updates provided by DP	DMSB Manager/Coordinator	
	Vessels are placed on **one hours'** notice of readiness and may leave on their own accord	DMSB Manager/Coordinator	
	Unplug all electrical items, computers and secure the admin/security offices	Admin/Manager	
	All portable signage and security boom gates are to be stored in warehouse	Facilities Coordinator/Supervisor	
	All Material Handling Equipment to be fuelled and parked internally	Facilities Coordinator/Supervisor	
	All bins, safe havens, cones, barriers, gangways on site store inside warehouse	Facilities Coordinator/Supervisor	
	Tying down equipment, crane booms, and any loose items	Facilities Coordinator/Supervisor	
	Vehicles and generator are to be fully fuelled	Facilities Coordinator/Supervisor	
	Send any non-essential staff home	DMSB/DWSB Manager	
	All 2-way radios to be fully charged and all local deliveries to cease	DWSB Manager/Supervisor	
	Continual monitoring of cyclone or tropical low – regular updates provided to AMT	DMSB/DWSB Manager	

STAGE	ACTIONS	RESPONSIBLE	DP STATUS
STAGE 3 	**EMERGENCY WARNING**		**TBA - CLOSED**
	All equipment is now secured.	Facilities Coordinator/Supervisor	GMO will action procedure to close the Port of Darwin if the risk to people, property and the environment justifies closure.
	Vehicles are placed in warehouse.	Facilities Coordinator/Supervisor	
	No vessels alongside DMSB. Vessel to leave port or proceed to designated cyclone moorings or refuges.	DMSB Manager/Coordinator	
	Harbour Control services suspended if the Port of Darwin is closed	DMSB Manager/Coordinator	
	Start-up generator and keep it running	Facilities Coordinator	
	Contact Electrician and request that they are available when site is reopened to do inspection	Facilities Coordinator	
	Conduct final walk around site to ensure everything is secured	DMSB/DWSB Manager	
	DMSB Security lock ages, doors and secure site; then hand keys and phone to Manager	DMSB Manager	
	All staff, DMSB Security, Baker Hughes leave site and take shelter	DMSB/DWSB Manager	
	Provide Darwin Port, ABF, ASCO AMT final update that site is closed	DMSB/DWSB Manager	
	Check on all staff to see if they need any assistance at home	DMSB/DWSB Manager	
	Monitor cyclone updates from DP, NTG, BOM	DMSB/DWSB Manager	

STAGE	ACTIONS	RESPONSIBLE	DP STATUS
	CYCLONE PAST DARWIN		**TBA - OPEN/CLOSED**
	Monitor cyclone updates from DP, NTG, BOM	DMSB/DWSB Manager	Port open or closed status under review
	Check on all staff to ensure that they are safe and if they need any assistance at home	DMSB/DWSB Manager	
	Key personnel report to allocated work areas.	DMSB/DWSB Manager	
	Preparation for declaration of all clear	DMSB/DWSB Manager	
	Plan for opening of Port agreed and communicated with stakeholders.	DMSB Manager	
	DP to contact DMSB advising the status of the port and that it is safe to return	DMSB Manager	
	Contact Electrician, MSB Security, Baker Hughes and Facilities Coordinator to make a time to meet on site	DMSB Manager	
	Provide ASCO AMT updates	DMSB/DWSB Manager	

STAGE	ACTIONS	RESPONSIBLE	DP STATUS
POST CYCLONE	**INITIAL ASSESSMENT**		**OPEN**
	Return to site, open security gate, offices and warehouse	DMSB/DWSB Manager	Open with caution
	Conduct site inspection and mud plant. Check for any damage, take photos and tag it out	DMSB Manager/Facilities Coordinator/Baker Hughes	
	Inspect electrical items and mud plant	Facilities Coordinator/Supervisor	
	Start restoring site, unpacking warehouse and unlashing equipment	Facilities Coordinator/Supervisor	
	POST CYCLONE RECOVERY		**OPEN**
	If safe to do so all staff return to site	All	Open with caution
	Plan for opening of Port agreed and communicated with DMSB stakeholders.	DMSB Manager/Coordinator	
	Provide ASCO AMT updates	DMSB/DWSB Manager	
	STAND DOWN		**OPEN**
	Notify all clients, stakeholders, vessels that DMSB is now open	DMSB Manager/Coordinator	Open
	Debrief of cyclone response	DMSB/DWSB Manager	
	Cyclone Plan updated where necessary	DMSB/DWSB Manager	