



Club Cyclone Management Plan



Townsville Sailing Club

VHF Radio Channel 71

Phone: 4772 1105

Email: townsvillesailingclub@gmail.com

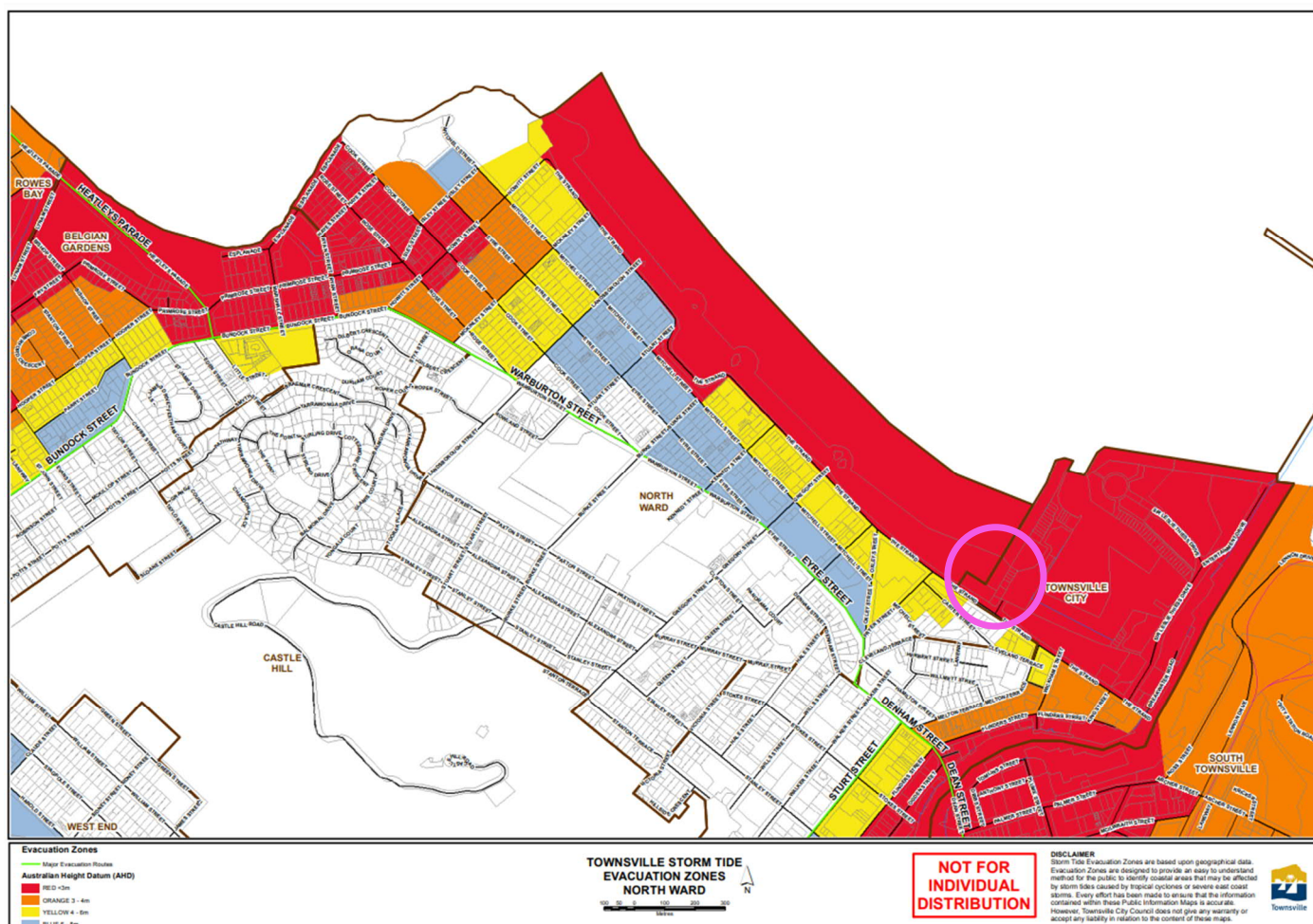
Website: www.townsvillesailing.com.au



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Scope of Plan

This Plan outlines the Townsville Sailing Club Inc (TSC) approach to mitigating the risks to people and property from tropical cyclones through:

- Maintaining club property
- Insuring club assets and operations
- Preparing the club ahead of cyclone events
- Assessing impacts to the club from cyclone events in a safe manner

Risk to TSC from Cyclones

Due to its geographical positioning, Townsville can experience cyclones over the cyclone season - November to April – though some cyclones have been recorded as late as June. Cyclones can bring hurricane force winds, elevated sea levels from storm surge and flooding rains. With TSC located immediately on the coast, the club-house is particularly at risk from damage due to cyclonic winds and inundation from storm surge.

The Townsville Local Disaster Management Group has established the *Storm Tide Evacuation Guide* and *Storm Tide Evacuation Zone Maps*, which identifies the TSC club-house to be in the **Red** evacuation zone, which means the ground level is generally below 1.0m above Highest Astronomical Tide (HAT). In actual fact the, the TSC club-house land is 1.3m above HAT and only if a storm tide above 1.3m above HAT occurs, is it likely that the club-house would be inundated from sea-water.

Cyclone Forecasts

The Bureau of Meteorology has legislative responsibility for monitoring and forecasting cyclones in Australia and rates their strength using a Category System from 1 to 5, where the most severe and destructive cyclones are Category 5 cyclones and winds can be in excess of 280km/h. The Bureau will track the path of cyclones and make predictions about where they may go and how strong they will be.

The Bureau of Meteorology will activate a public warning system prior to a cyclone forming and will monitor the system as it develops, tracking its path and intensity and forecasting its predicted track and strength. The Tropical Cyclone Warning Centre will liaise with the Townsville Local Disaster Management Group and all relevant emergency services to ensure the public remains informed. The Bureau of Meteorology and Townsville Local Disaster Management Group are the primary official sources of information for cyclone forecast and preparation requirements, that the guide actions under this Plan.

Related Documents

Documents related to this Plan include:

- Breakwater Marina Cyclone Management Plan
- Townsville Sailing Club Members Handbook
- Townsville Sailing Club Code of Conduct
- Townsville Sailing Club Boat Storage Agreement

Responsibilities

Responsibilities with respect to the implementation of this Plan are:

Role	Responsibility
Management Committee	<ul style="list-style-type: none">• Providing an adequate governance framework for the club, under which this Plan can operate, including periodic review of this Plan• Ensuring sufficient insurance is maintained for club property, assets and operations with respect to cyclone risk• Confirming approach and approving outlays for the restoration and re-building of club facilities in the event that substantial damage is sustained by the club from a cyclone.

Role	Responsibility
Commodore	<ul style="list-style-type: none"> • Keeping abreast of official forecasts, as well as official preparation and response requirements • Setting the <i>Level of Activation</i> for the cyclone event • Initiating and executing items in the <i>Cyclone Event Communication Plan</i> commensurate with the <i>Level of Activation</i> • Directing the <i>Club-house Pack Down Procedure</i> • Undertaking a post-impact initial inspection of the club facilities including developing a photographic log • Initiating the insurance claim process with the assistance on the Treasurer and Sports Administration Officer as required • Identifying a suitable delegate to assume any or all of the Commodore responsibilities in preparing for, or responding to the event, if the Commodore is unable to fulfil their duties
Vice Commodore	<ul style="list-style-type: none"> • Ensuring regular club-house maintenance is undertaken to keep facilities in good condition, and in a state of readiness ahead of cyclone season • Ensuring club First Aid Kits are stocked • Keeping abreast of official forecasts, as well as official preparation and response requirements • Assuming the responsibilities of the Commodore, in the event the Commodore is unable to do so and has not communicated alternative delegation arrangements
Rear Commodore	<ul style="list-style-type: none"> • Keeping abreast of official forecasts, as well as official preparation and response requirements • Ensuring club boats stored in the Breakwater Marina are prepared in accordance with the <i>Breakwater Marina Cyclone Management Plan</i> • Identifying a suitable delegate to assume any or all of the Rear Commodore responsibilities in preparing for or responding to the event, if the Rear Commodore is unable to fulfil their duties
Treasurer	<ul style="list-style-type: none"> • Arranging payments required for expenses associated with the execution of this plan, including obtaining approval from relevant signatories • Tracking costs specific to an individual cyclone event as a Job in Xero • Assisting the Commodore with the insurance claim process • Notifying the Secretary in the event the Treasurer responsibilities cannot be fulfilled
Sports Administration Officer	<ul style="list-style-type: none"> • Maintaining records relevant for the Plan including: <ul style="list-style-type: none"> ○ Register of stored boats ○ 3 x hard copies of this Plan document at the TSC club-house ○ 1 x hard copy of the Breakwater Marina Cyclone Management Plan document at the TSC club-house • Initiating and executing items in the <i>Cyclone Event Communication Plan</i> commensurate with the <i>Level of Activation</i> • Assisting the Commodore with the insurance claim process • Notifying the Secretary in the event the Sports Administration Officer responsibilities cannot be fulfilled
Secretary	<ul style="list-style-type: none"> • Assuming the responsibilities of the Sports Administration Officer, in the event the Sports Administration Officer is unable to do so and has not communicated accordingly • Assuming the responsibilities of the Treasurer, in the event the Treasurer is unable to do so and has not communicated accordingly
Club-house Pack Down Volunteers	<ul style="list-style-type: none"> • Undertaking work required for the <i>Club-house Pack Down Procedure</i> under the direction of the Commodore (or their delegate), in a safe

Role	Responsibility
	manner while complying with the <i>Townsville Sailing Club Code of Conduct</i> .
Owners of Boats stored on the Club Lawn or Beach	<ul style="list-style-type: none"> Removing personal boats from the Club Lawn or Beach storage prior to leaving town, if leaving town during Cyclone Season Removing boats from the Club Lawn or Beach storage as soon as possible after being requested to do so

Cyclone Event Activation Triggers

To guide the preparation and response of the Townsville Sailing Club during cyclone season, *Levels of Activation* for the Cyclone Management Plan are to be used and based on relevant triggers. At each *Level of Activation* there are typical activities that are required to enact the Cyclone Management Plan. The determination of *Level of Activation* and required activities should be guided by the table below, at the discretion of the Commodore based on the situation at hand:

Level of Activation	Likely Trigger	Typical Activities
Alert	Cyclone Season (Nov to Apr) (consistent with <i>Cyclone Outlook</i> in Breakwater Marina Cyclone Management Plan)	<ul style="list-style-type: none"> Keep the clubhouse in a generally tidy state (particularly outside of the sailing season) Ensure relevant registers and plans are up to date, with copies available Stay informed of cyclone outlook and forecasts Remove personal boats stored on the Club Lawn or Beach storage, if leaving town during Cyclone Season
Lean Forward	Cyclone Watch for Townsville (consistent with <i>Cyclone Watch</i> in Breakwater Marina Cyclone Management Plan)	<ul style="list-style-type: none"> Enact communication plan calling for volunteers for <i>Club-house Pack Down</i>, if required Remove all personal boats stored on the Club Lawn or Beach storage area Remove all In the Loop stand-up paddle boards Commence clean-up of loose items in club areas, volunteers are already available
Stand Up*	Cyclone Warning for Townsville (consistent with <i>Cyclone Warning</i> and <i>Cyclone Strike Warning</i> in Breakwater Marina Cyclone Management Plan)	<ul style="list-style-type: none"> Enact full <i>Club-house Pack Down Procedure</i> Track costs specific to the individual cyclone event Finalise <i>Club-house Pack Down Procedure</i> prior to onset of Gale Force Winds Initial post impact Inspection and photographic log of damage to the club-house and assets Commence insurance claims process, if required Clean up and unpack club-house, if appropriate
Stand Down	Cyclone threat has passed (out of cyclone season)	<ul style="list-style-type: none"> Finalise costs specific to the individual cyclone event Club returns to normal operations

* in the event that a cyclone hits Townsville, the Level of Activation should remain at Stand-Up until the TSC club-house is safe for general members to use, or a long-term recovery plan is developed.

Cyclone Event Communication Plan

Communication is essential to all phases of the TSC Cyclone Management Plan for coordination of personnel and ensuring situational awareness of relevant parties. An outline of the communication requirements is as follows:

Communication Item	Responsibility	Method	Purpose/Outline
Request to remove private stored boats	Sports Administration Officer	Email/Phone	<ul style="list-style-type: none"> Initial request via email to boat owners to remove boats stored on the Club-house lawn or the Beach Follow-up phone-calls with individual boat owners to remove boats
Call for Club-house Pack Down or Unpacking Volunteers	Sports Administration Officer	Email/SMS	<ul style="list-style-type: none"> Initial request via email to club members for volunteers to assist with <i>Club-house Pack Down Procedure</i>
Club-house Pack Down Briefing	Commodore	Verbal Briefing	<ul style="list-style-type: none"> Outline the requirements of the <i>Club-house Pack Down Procedure</i> to assisting Volunteers
Club-house Pack Down Debrief	Commodore	Verbal debrief	<ul style="list-style-type: none"> Debrief following <i>Club-house Pack Down Procedure</i> to understand of any departures for Procedure or relevant incidents
<i>Level of Activation</i> Change	Commodore	Email	<ul style="list-style-type: none"> Email to Management Committee outlining a change in the <i>Level of Activation</i> for the TSC Cyclone Management Plan All delegation of responsibilities should be noted
Situation Report	Commodore	Email	<ul style="list-style-type: none"> A daily email report to the Management Committee when at the <i>Lean Forward</i> or <i>Stand Up</i> Level of Activation. Provides a summary of activities that have occurred and are planned in response to the cyclone event
Post Impact Inspection Report	Commodore	Email	<ul style="list-style-type: none"> Outline of the inspection records following cyclone impact to Management Committee Recommendation for clean-up and restoration/re-building approach
Insurance Claim Correspondence	Commodore/ Treasurer/ Sports Administration Officer	Email/Phone	<ul style="list-style-type: none"> General Correspondence associated with a Cyclone related claim In general, anything discussed via phone should be confirmed via email and filed

Club-house Pack Down Procedure

The *Club-house Pack Down Procedure* is a significant undertaking requiring substantial man-power, and should only be fully enacted when official forecasts and directions indicate a high likelihood of being impacted by a cyclone. Enacting the full procedure needlessly will take unnecessary volunteer effort, both in the pack-down and the unpacking of the club. While the Commodore, or their delegate, is responsible for setting the *Level of Activation* that enacts the *Club-house Pack Down Procedure*, they are encouraged to confer with other *Management Committee* members before enacting the *Club-house Pack Down Procedure*.

The *Club-house Pack Down Procedure* primarily involves making outdoor areas of the club safe for potential cyclonic winds and storm surge as follows:

- Beach area:
 - Boats stored on beach to be taken home by owners
 - Roll up and store beach mats under the club house
 - All loose items to be collected and stored under the clubhouse or disposed of, as appropriate
- Club House lawn area:
 - Privately owned boats stored on grass to be taken home by owners
 - All club pacers to be de-rigged with masts stored under the club house
 - Club Pacers to be turned upside down and secured to ground (trolleys secured on up-turned Pacers)
 - All rubbish and recycling bins to be emptied and stored under the club-house
 - All containers for change bins to be stored under the club house
 - "In the loop boards" to be taken away by owners
 - Boat rack to be secured to ground including securing of boats to racks that can not be taken home or secured upside down
 - All banners on fencing removed
 - All loose items to be collected and stored under the clubhouse or disposed of, as appropriate
- Adjacent Block (with Ergon Sub-station):
 - Private items stored on block grass to be taken home by owners
 - All loose items to be collected and stored under the clubhouse or disposed of, as appropriate
- Opti storage area:
 - All loose items to be collected and stored under the clubhouse or disposed of, as appropriate
 - Store Optis on hull with water inside to weigh down and stacked two to three high where possible
- Clubhouse veranda:
 - All loose items to be collected and stored in the clubhouse or disposed of, as appropriate
 - All furniture moved into the clubhouse
 - All advertising banners removed
- Clubhouse upstairs:
 - Stack items from on the Veranda neatly inside
 - Secure windows with bracing
 - Store valuable items (such as trophies) out of main club-house area, in areas with smaller windows, such as toilets or admin office
 - Tape windows
- Clubhouse downstairs:
 - Stack loose items from outside storage areas, neatly under the club
 - Sand-bag downstairs toilets and bathroom drains to prevent sewage back flows in the event of Storm Tide
 - Sand-bag doorways using plastic sheeting to prevent inundation in the event of Storm Tide

Techniques for Sand-bagging are provided in Appendix A.

Safety Boats Stored in Breakwater Marina

Club boats stored in the Breakwater Marina must be prepared in accordance with the Breakwater Marina Cyclone Management Plan.

During a Cyclone

During the landfall of a Cyclone, all club members should be sheltered safely at locations away from the Club-house, as per their own emergency plans for the event. Under no circumstances, should any club member be at the club-house during cyclone landfall. Under a directed evacuation order by the District Disaster Management Group for the **Red** storm tide evacuation zone, police or other authorised persons are likely to check on the club-house to ensure all people have left to shelter at a safer location.

After a Cyclone

After a Cyclone has passed, the focus for the club will shift to assessing the damage and returning the club-house to a safe working order. The exact requirements for assessing the damage and returning the club-house to a safe working order will depend on the degree of damage sustained by the club-house. If the damage to club is not significant, the process for assessing the damage and returning the club-house to a safe working order will likely involve:

- Initially Inspecting and obtaining a photographic log of damage to the club house and assets
- Commencing insurance claims process, if required
- Cleaning up and unpack club-house.

In the event that substantial damage has been sustained by the club, clean-up and restoration/re-building of the club-house may need to be undertaken by a suitable qualified and experienced contractor. Should substantial damage be sustained by the club from a cyclone, the exact nature of the clean-up and restoration/re-building efforts will be determined by the Management Committee.

APPENDIX A – SANDBAGGING FACT-SHEET

What do I do once I have finished with the sandbags?

- » Sandbags that have been exposed to floodwater need to be thrown away.
- » Care should be taken when handling wet sand bags, sturdy gloves should be worn as floodwater can contain chemicals, harmful waste and contaminants.
- » Sandbags should not be reused if they have been in contact with floodwater.
- » Sand from used sandbags, not been exposed to floodwater or other contaminants, can usually be scattered on lawns or gardens as topsoil, where it will not wash into stormwater drains.
- » Contact your local Council for advice on how you can dispose of contaminated sandbags.

Storage of Sandbags

If keeping a stock of sandbags, be aware that they can rot if left wet and damp – store them in a dry place out of the sun

Examples of Sandbagging Doorways



**FLOOD STORM
EMERGENCY 132 500**
SES Assistance QLD Mobile App

ses.qld.gov.au

For more information about sandbags in your area, contact your local council:



Note: Building a wall such as this allows at least one door to be opened.



DIY Using Sandbags to protect your home

Using sandbags to protect your home

When placed correctly, sandbags can reduce the impact of flooding on your home or business. Sandbags will not stop the water completely but can reduce the amount of water entering your property.

Where can I get sandbags from?

Sandbags can be purchased from some local hardware stores or landscaping suppliers. Your local Council may supply sandbags during flood and storm season. Contact your local Council or visit their web site for further information.

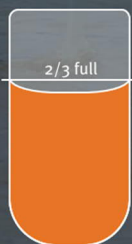
Sandbags may be in limited supply during an event when significant flooding is occurring and may only be issued by the Council or SES on a case by case basis. It is best to be prepared and purchase/prepare your own sandbags prior to an impending flood event.

Self-inflating sandbags are ready-to-use sandbags that don't require filling, they will self-inflate when they come into contact with water, can be stored a long time and are a light weight alternative to traditional sand-bags. Self-inflating sandbags can be purchased from some local hardware stores or landscaping suppliers.

How do I fill the sandbag?

Filling bags with sand works much better than soil, clay, gravel or a mixture of these, which can be used if sand is not available.

- » Sandbags only need to be filled to 2/3 full.
- » Do not over fill as they will be too heavy to carry. A filled sandbag can weigh 15-20 kgs.
- » Do not tie the top of the bag. The top of the bag may be tied for transport purposes only.



Note: Sandbags may be placed in plastic bags to provide greater water resistance.

How do I lay sandbags?

- » Place down a layer of plastic sheeting to act as the water proofing membrane.
- » Lay sandbags like brickwork on top of the plastic sheeting ensuring you stagger rows so that the joins do not line up.
- » Start at one end and work to the other end.
- » Ensure the unfilled top part of the bag is covered by the next bag.
- » Tuck flap under the bag at the end of the row.

TIP: Flattening down the sandbag row before adding the next row will help you to build a better structure.



Where do I need to put the sandbags?

- » For most buildings, to reduce the impact of flooding, sandbags should be placed over floor wastes and drains (e.g. laundry, shower and bath) to prevent backflow of grey water entering. Sandbags should be used in front of doorways /roller doors and brickwork vents.
- » Most standard homes and buildings on a concrete slab can be protected with less than 25 sandbags.
- » It is not always necessary to place a sandbag wall around your whole building to provide protection. This may only be necessary if it is on stumps or constructed of materials such as timber or fibro sheeting. Before building a sandbag wall, consider how you would remove floodwater that could become trapped between the sandbag wall and your building. (e.g. pump, siphon or bailing bucket).



Where do I place the sandbags?

- » Place a small sandbag wall across doorways. The number of layers required will be dependent on the expected flood height, however it is generally around two (2) sandbag rows high.
- » Make sure that you have at least one doorway that you can use to access or exit the building – do this by building a wall that allows the door to still be opened (refer to photos overleaf).
- » Air vents between brickwork may also require sandbags. Small vents may be covered with waterproof tape or plastic.
- » Cover all drainage holes and floor drains to stop backflow of contaminated water.
- » Protect air vents or drains with sandbags or tape.
- » To avoid back flow of grey water block toilets with a small plastic bag of sand, weighed down by a larger sandbag.



What else can I do to protect my home?

- » Raising valuables off the floor may prevent damage to personal items from floodwater that may still enter.
- » Lifting of curtains, rugs and bedding, and removing items from low cupboards may be necessary.
- » Turn off power and gas at the mains.
- » For other ways to protect your home and family during a flood contact your local Council or SES and visit their web sites for further information.