

# Cyclone Shelter – Schools

## Operational Instructions and Information



Whilst the cyclone shelters have been constructed on school sites and fitted out to be utilised as sporting facilities, their primary role is to provide shelter to people prior to, and during the passage of the cyclone. With this in mind, there are some considerations to be undertaken around the day to day usage of the shelter.

- 640 chairs and four chair trolleys are provided with each shelter, these chairs are to remain within the shelter at all times and are not to be utilised throughout other areas of the school. Chair numbers will be audited in the annual maintenance check prior to each cyclone season.
- Generator and battery rooms are not to be utilised as storage places for any items, whether related to the cyclone shelter or not i.e. no machinery or fuels or combustible items.
- Batteries in battery room are not to be removed or disconnected for any other purposes.
- No filing cabinets or desks to be placed in front of electrical and ventilation board in staff room.
- User groups should not be given key access to GLA, staff room and stores
- In line with the cyclone shelter layout (attached) prior to school holiday periods (and at all times where practicable) schools are required to ensure that all areas highlighted as LDMG use are available and school equipment, computers, paperwork, sports equipment etc. are moved to the “School Use Areas” i.e. large sports store and approximately 1/3 of GLA/sports lab.
- Specialised internal locks (Alternative Solution) on exit doors are not to be engaged when not in use as a cyclone shelter. The school will not hold keys to these locks.
- A master key and keys to the additional locking mechanisms (Alternative Solution) will be held by the Local Disaster Management Group (LDMG).
- The school should also provide the LDMG with a security code (and training) if the shelter has an alarm system installed.
- The small storeroom (adjacent to staff room) may be required during cyclone shelter operations, so prior to school holidays or a disaster event this storeroom will be required to be emptied. Ensure that the items stored within this storeroom are easily moved.

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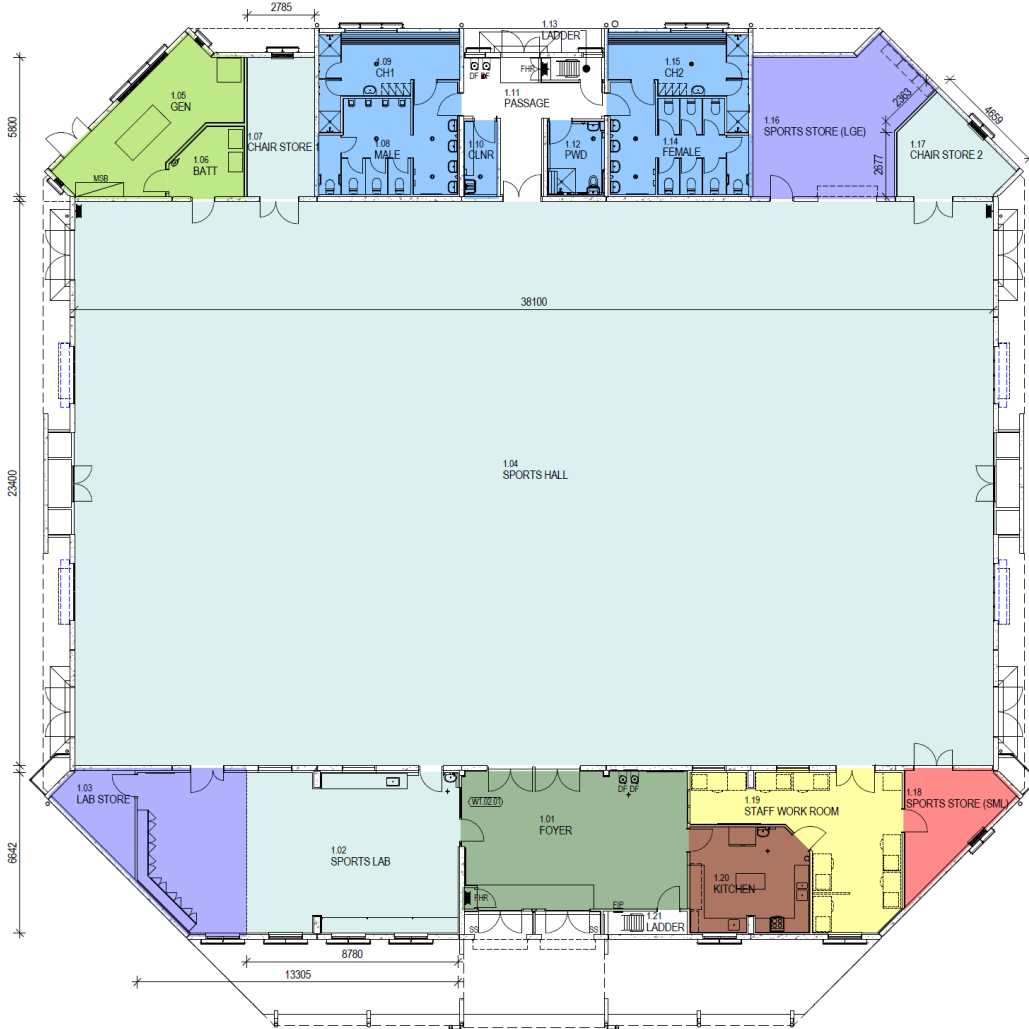
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- Maintenance of the shelters will be predominately managed by DH&PW. The specifics of this will be discussed during teleconferences with the schools and Regional Offices.
- Schools will be responsible for the daily operating costs such as electricity, water and cleaning.
- The DETE “Community Use Agreement” has been redrafted by DETE Legal and Administrative Law Branch to include specific references to the use of Cyclone shelters. Schools will be required to utilise this “Agreement” when negotiating community use of the shelter.
- No modifications to the building are to be undertaken without prior approval from DH&PW. Approval should be sought through the DETE Emergency and Security Management Unit.
- In preparation for an event, kitchen and fridge located in the kitchen must be left emptied and clean.





- SHELTER AREA
- SHELTER OFFICE & COMMUNICATION
- FIRST AID ROOM
- SHELTER REGISTRATION
- SHELTER EMERGENCY FACILITY
- SHELTER TEA & COFFEE
- AMENITIES
- CIRCULATION
- AREAS NOT AVAILABLE

