



**SEVERE WEATHER / CYCLONE PLAN**

**Electronic Copy**

**Version 9 – June 2018**

## SUNSHINE COAST AIRPORT PTY LTD - CYCLONE PLAN

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## ABBREVIATIONS

AEP	Aerodrome Emergency Plan
AIRSERVICES (ASA)	Airservices Australia
ARFFS	Aviation Rescue and Fire Fighting Service
ATC	Air Traffic Control (Airservices)
BOM	Bureau of Meteorology
LDMG	Local Disaster Management Group
QPS	Queensland Police Service
SCA	Sunshine Coast Airport
SCA Pty Ltd	Sunshine Coast Airport Pty Ltd as Trustee for Sunshine Coast Airport Trust
SCLDMG	Sunshine Coast Local Disaster Management Group
SCRC	Sunshine Coast Regional Council
TC	Tropical Cyclone
UTC	Universal Coordinated Time

## REVISION RECORD

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8.1	30 Oct 2013	All	All	Jason Rainbird	30/10/13
	Reissue under SCA Pty Ltd				
9	June 2018	All	All	Adrian Bannister	29/06/18

## DISTRIBUTION LIST

No.	Type	Organisation	Position
1.	Hard Copy	Sunshine Coast Airport Pty Ltd	Chief Executive Officer
2.	Hard Copy	Sunshine Coast Airport Pty Ltd	General Manager-Operations and Assets
3.	Hard Copy	Sunshine Coast Airport Pty Ltd	Airport Emergency Operations Centre (EOC)
4.	Hard Copy	Sunshine Coast Airport Pty Ltd	Airport Safety Officer
5.	Hard Copy	Airservices Australia	Control Tower Manager
6.	Hard Copy	Airservices Australia	ARFFS Senior Fire Commander
7.	Electronic	Sunshine Coast Airport Pty Ltd	Airfield Development Manager
8.	Electronic	Sunshine Coast Airport Pty Ltd	Airfield Manager
9.	Electronic	Sunshine Coast Regional Council	Emergency Management Coordinator
10.	Electronic	Sunshine Coast Regional Council	Executive officer SCRC LDMG
11.	Electronic	Queensland Fire & Emergency Service	Area Director
12.	Electronic	Queensland Police Service	District Superintendent
13.	Electronic	Aerocare	Manager, Sunshine Coast Airport
14.	Electronic	Civil Aviation Security Authority	Aerodrome Inspector
15.	Electronic	Jetstar, Virgin Australia, Qantas, Alliance	Manager, Sunshine Coast Airport
16.	Electronic	Air New Zealand	Emergency Planning Coordinator
18.	Electronic	Qantas Airways	Qantas Group Crisis Management Centre

## CYCLONE SUB-PLAN

### 1 Introduction

The Sunshine Coast Airport Pty Ltd (SCA Pty Ltd) Severe Weather & Cyclone Plan has been prepared by SCA Pty Ltd as a sub plan to the Aerodrome Emergency Plan (AEP) for use by SCA Pty Ltd staff and as guidance for all airport tenants in the preparation of individual company cyclone plans.

Airlines, operators, tenants and contractors are fully responsible for the safety and security of their own aircraft, buildings, plant, equipment and materials. They are to ensure that at all stages of alert, appropriate action is taken to remove or secure their property to safeguard it from damage and prevent it from causing damage to other property.

All major tenants and operators are to maintain an action plan detailing precautions to be taken in the event of a cyclone.

The Disaster Management Act 2003 S13(1) defines a disaster as a serious disruption in a community, caused by the impact of an event, that requires significant coordinated response by the State and other entities to help the community recover from the disruption. Disasters that may affect Sunshine Coast Airport include: Tropical Cyclones, Gale-Force Winds, Storms, Storm Surges, Earthquake, Tsunamis, Volcanic Ash and Micro Bursts.

The Cyclone Plan and Standard Operating Procedure will be prepared to manage potential danger and damage that may occur as result of a cyclone event. If in the event that airport infrastructure suffers significant damage impacting on airport operations post disaster event, the Airport Emergency Committee (AEC) would be convened to manage the disaster recovery program as per the Aerodrome Emergency Plan (AEP).

### 2 Cyclone Alert Phases – Overview

The SCA has adopted a six-stage alert system for the purpose of classifying responses to a cyclone as shown in Table 1: Airport Cyclone Alert Stages (below).

**Note:** The minimum and maximum times quoted in Table 1 are to be used as a guide depending on the cyclone category – e.g. Category 1 uses minimum lead times while category 3 and above use maximum lead times.

Table 1 - Airport Cyclone Alert Stages

Stage	When Initiated
1	Initiated on announcement by the Bureau of Meteorology of a Cyclone Watch, i.e. winds above gale force 24-48 hours away. Gale Force Winds (above 75km/h or 41kt).
2	Initiated on announcement by the Bureau of Meteorology of a Cyclone Warning, i.e. winds above gale force within 24 hours.
3	Cyclone Warning current-BOM Monitoring System. As a general guide, this stage will be declared when wind gusts exceed 100km/h (54kt) and are 6-12 hours away. Continue to monitor cyclone activity via BOM website and weather forecasts, prior to declaring stage 4.
4	Cyclone Warning Current-BOM Monitoring System. As a general guide, this stage will be declared when gusts greater than 100km/h (54kt) are 3-6 hours away.
5	Cyclone Warning Current - Gale Force Winds (above 100km/h, 54kt) have commenced.
6	Cyclone Warning Cancelled - Local Declaration of All Clear.

### 3 Cyclone Committee

When Stage 2 of the Plan is declared, Sunshine Coast Airport Pty Ltd will convene the Cyclone Committee consisting of the following core members:

- Sunshine Coast Airport Pty Ltd (SCA Pty Ltd)
- Sunshine Coast Airport Expansion Project (SCAEP)
- Airservices Australia – ATC and ARFFS
- Aerocare

Chair of the Cyclone Committee in succession is:

- SCA Pty Ltd CEO;
- SCA Pty Ltd General Manager- Operations and Assets;
- Airfield Manager.

The SCA Pty Ltd General Manager – Operations & Assets, through the Cyclone Committee shall ensure that the SCRC Local Disaster Management Group and the Sunshine Coast District Disaster Management Group are kept fully informed of the status of the airport.

As long as a cyclone warning remains current (from Stage 2 to the commencement of Stage 4), the committee will meet at frequent intervals and assist SCA Pty Ltd in deciding the timings for the declaration of Stages 3 and 4. The Cyclone Committee will re-convene at Stage 6 to commence clean-up and recommence airport operations as soon as practicable.

## 4 Notification of Cyclone Alert Stages

Stages 1 and 2 will be automatically initiated on announcement of a cyclone watch or a cyclone warning respectively.

Stages 3 and 4 will be declared by the SCA Pty Ltd General Manager-Operations and Assets, in consultation and agreement with members of the Airport Cyclone Committee. The timing of these phases will depend on the proximity and severity of the cyclone.

At any time during Stages 1 to 4, the Bureau of Meteorology may issue an Airport Warning. Airport Warnings will be treated in accordance with individual company policy.

The SCA Pty Ltd General Manager-Operations and Assets (or delegate) will advise airport tenants (where possible) when Stages 1 to 4 are activated.

There will be no formal notification of Stage 5 from SCA Pty Ltd to airport tenants. The Bureau of Meteorology will issue normal cyclone warnings through the media during these stages.

At Stage 6, SCA Pty Ltd will contact members of the Cyclone Committee by whatever means are available to convene a meeting to commence clean up and recommence airport operations as soon as practicable.

## 5 Stage One

**Note:** In the following stages, the minimum and maximum times are to be used as a guide depending on the cyclone category – e.g. Category 1 uses minimum lead times whilst Category 3 and above use maximum lead times.

Initiated on an announcement by the Bureau of Meteorology of a Cyclone Watch, i.e. winds above gale force (75km/h) are 24-48 hours away.

Airport tenants should commence initial preparation for a cyclone and consider:

- Conducting a review of their company cyclone procedures;
- Securing or removing non-essential equipment from open areas;
- Checking emergency stores and equipment (fuel, generators radios etc.).

## 6 Stage Two

Initiated on announcement by the Bureau of Meteorology of a Cyclone Warning, i.e. Winds above gale force (75km/h) within 24hours. Airport Cyclone Committee convenes.

Airport tenants should complete the initial preparation for a cyclone and:

- Finish securing or removing non-essential equipment from open areas;
- Remove/secure light aircraft;
- Continue to monitor cyclone advices from the Bureau of Meteorology – website.

## 7 Stage Three

Cyclone Warning current. As a general guide, this stage will be declared when high wind gusts exceeding 100km/h, are 6 - 12 hours away.

Airport tenants should consider commencing partial shutdown of their facilities and take the following actions:

- Move external equipment to safe areas, secure contents of premises, important documents, backup computers, etc.;
- Light aircraft relocated, stored in hangars or securely tied down;
- Consider sending non-essential staff home.

Bureau of Meteorology website/ forecasts to be monitored regularly prior to declaring Stage 4.

## 8 Stage Four

As a general guide, Stage 4 will be declared when gales with gusts greater than 100km/h (at the airport) are 3 - 6 hours away.

A staged shutdown of major airport facilities will commence upon declaration of Stage 4. This may include terminals, runway, lighting, etc.

ATC, ARFF and major airlines will cease operations as soon as practicable after the declaration of Stage 4.

Airport tenants are expected to complete shutdown of their own operations in a similar time frame.

After consultation with Airlines and ATC, and upon departure of last aircraft, the SCA Pty Ltd General Manager-Operations and Assets (or delegate) will issue a NOTAM advising of non-availability of airport facilities.

## 9 Stage Five

Gale force winds have commenced. Airport operations have ceased.

## 10 Stage Six

Local declaration All Clear made. Gale force winds have passed the Sunshine Coast, although a tropical cyclone warning may still exist (Stage 2).

The Airport will recommence operations. Timings will be dependent on the severity of the cyclone. The NOTAM to be lifted as required by SCA Pty Ltd General Manager-Operations and Assets (or delegate).



## APPENDIX A – TROPICAL CYCLONE WARNING SYSTEM

### *Tropical Cyclone Warning*

Tropical Cyclone Advises are issued by the Bureau of Meteorology's Tropical Cyclone Warning Centre and broadcast by radio and television stations.

Information is also available directly from the Bureau:

Fax Poll: (Telephone): 1902 935 277 Details: Forecast Track Map

Telephone: 1300 659 212 Details: Cyclone Advice

Internet: [www.bom.gov.au](http://www.bom.gov.au) Details: All weather and warnings.

### *Tropical Cyclone Forecast Threat and Track Maps*

The Bureau of Meteorology provides a Tropical Cyclone Forecast Threat and Track Maps displaying the forecast positions of each Tropical Cyclone up to 24 hours and is available from the Bureau's web page at <http://www.bom.gov.au/cyclone/index.shtml>.

### *Storm Tides*

The warning may mention above normal tides. The effect in terms of the risk of flooding at the coast will be described as follows:

- Abnormally high tides could cause minor flooding;
- Exceptionally high tides could cause serious flooding;
- Dangerously high tides could cause inundation of low-lying coastal land.

If evacuation of the Airport becomes necessary, additional messages from police or local government authorities will state who should move and give details of evacuation shelters.

### *Cyclone Severity*

An estimate of cyclone severity is included in the Advises in accordance with Table 2: Bureau of Meteorology – Cyclone Categories, below.

The severity in the zone of maximum winds and therefore the effects felt at individual locations may not be exactly as described in the accompanying table. Refer to a cyclone threat map for a more accurate guide of winds at specific locations.

It should also be noted that the category does not refer to storm tides; if a storm tide is expected it will be mentioned separately in the cyclone warning.

Table 2 – Bureau of Meteorology – Cyclone Categories

Category/Max Wind Gust	Typical Effects
Category 1 90-125km/h (<67kt)	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings.
Category 2 125-164km/h (67-89kt)	Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small craft may break moorings.
Category 3 165-224km/h (90-121kt)	Some roof and structural damage. Some caravans destroyed. Power failure likely.
Category 4 225-279km/h (121-150kt)	Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.
Category 5 > 280km/h (>151kt)	Extremely dangerous with widespread destruction.

Table 3 – Wind Speed Conversions

Km/h	Kt	Kt	Km/h
10	5	10	19
20	11	20	37
30	16	30	56
40	22	40	74
50	27	50	93
60	32	60	111
70	38	70	130
80	43	80	148
90	49	90	167
100	54	100	185
110	59	110	204
120	65	120	222
130	70	130	241
140	76	140	259
150	81	150	278
160	86	160	296
170	92	170	315
180	97	180	333
190	103	190	352
200	108	200	370
210	113	210	389
220	119	220	407
230	124	230	426
240	130	240	444
250	135	250	463
260	140	260	482
270	146	270	500
280	151	280	519