



CAIRNS AIRPORT CYCLONE PLAN

Reference No: 2046 SO

Version 9

Document Control

Reference No	Version	Status	Sponsor	Author
2046 SO	9	Approved	Head of Operations	Emergency & Operational Resilience Manager

Amendments	Date	By whom
Version 9 - Review the plan and confirmed contact numbers and removed List of Effective Pages. Updated Cyclone Committee Membership.	25/10/2023	Emergency & Operational Resilience Manager
Version 8 - Update position titles and Head of Operations as Sponsor	19/10/2022	Emergency & Operational Resilience Manager
Version 7 - Update position titles (Chief Operating Officer)	15/10/2021	Aerodrome Operations and Emergency Manager
Version 6 – Replace title Chief Operations Officer with Head of Aviation. Update Cairns Airport membership of Airport Cyclone Committee to reflect current structure. Updated Tropical Cyclone Warning System with Social Media details, Cyclone Advice number and removed reference to Fax Poll services. Update Cyclone Committee Membership to reflect current participation.	12/10/2020	Aerodrome Operations and Emergency Manager
Version 5.2 – Update Cairns Airport membership of Airport Cyclone Committee to reflect current structure. Amended core membership (Non-Participating Airlines)	07/06/2019	Aerodrome Operations and Emergency Manager
Version 5.1 – Update contact details for the LDMG/DDMG	06/02/2018	Aerodrome Safety and Emergency Manager
Version 5 – Added China Southern and Hanian Airlines as Core members of Airport Cyclone Committee. Amended CAPL membership of Airport Cyclone Committee to reflect current structure.	25/10/2017	Security and Emergency Contractor
Version 4 – Added Hong Kong Airlines and Jin Air as Core members of Airport Cyclone Committee	14/11/2016	Security Operations Manager
Version 3 – Minor editorial changes including removal of Manager Compliance and United Airlines. Added Silk Air and Philippine Airlines. NQA Manager Security included as part of Committee Chair succession.	09/11/2015	Security Operations Manager
Version 2 – Complete Manual reissue inclusive of document control as well as new table Cyclone Stage Advice Notifications and Actions	07/11/2014	Operations
Version 1 – Complete Manual Reissue	01/08/2013	Operations
Summary		

The Cairns Airport Cyclone Plan Standard Operating Procedures will be prepared to counter potential danger and damage that may occur as a result of a Natural Disaster caused by a cyclone event.

Table of Contents

SECTION	TITLE	PAGE
	Document Control	2
	Table of contents	3
	Cyclone Plan Introduction	4
Table 1	Cyclone Stage Advice Notifications and Actions	5
	Tropical Cyclone Warning System	6
Table 2	Wind Category & Effect	7
Table 3	Wind Speed Conversion	8
	Cyclone Committee	9
	Cyclone Committee continued	10

Cyclone Plan

Introduction

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 Cairns Airport include:

- Tropical cyclones
- Gale-Force winds
- Storms
- Storm Surges
- Earthquake
- Tsunamis
- Volcanic Ash
- Tornados

The Cairns Airport Cyclone Plan Standard Operating Procedure (SOP) details the actions to be taken in to counter potential danger and damage that may occur as a result of a Natural Disaster caused by a cyclone event.

Post disaster where airport infrastructure suffers significant damage impacting on airport operations the Airport Emergency Committee (AEC) would be convened to manage disaster recovery program as per the Airport Emergency Plan (AEP).

TABLE 1 – CYCLONE STAGE ADVICE, NOTIFICATIONS AND ACTIONS

STAGE	ACTIVITY	WIND SPEEDS	NOTIFICATION	COMMENTS / ACTIONS
Stage 1	CYCLONE WATCH - Initiated by Bureau of Meteorology (BOM) by announcement of a Cyclone affecting the region.	Gale Force Winds (above 75 kmph) (41 kt) 24 - 48 hrs away	Advice via SMS by Cairns Airport	Cyclone watch: <ul style="list-style-type: none"> NQA team members to ensure company procedures are followed as per SOPs and review company procedures. Tenants review cyclone plan and company procedures. Secure or remove non-essential equipment from open areas. Check emergency stores equipment (fuel, generators, radio's etc.).
Stage 2	CYCLONE WARNING - Initiated by BOM by announcement of a Cyclone affecting the region.	Gale Force Winds (above 75 kmph) (41 kt) 24 hrs away	Advice via SMS by Cairns Airport	Cyclone Warning: <ul style="list-style-type: none"> Cyclone Committee is convened. Complete initial preparation. Implement company procedures. Complete removing / securing non-essential equipment. Remove / secure light aircraft. Continue to monitor cyclone activity via BOM website / media etc.
Stage 3	CYCLONE WARNING CURRENT – BOM Monitoring System	Gale Force Winds (above 100 kmph) (54kt) 6-12 hrs away	Advice Via SMS by Cairns Airport	Cyclone Warning Current: <ul style="list-style-type: none"> Commence partial shutdown of facilities, including unused aerobridges, documents computer etc. Consider sending non-essential staff home. Light aircraft relocated / stored /securely tied down. Consider flood precautions / sandbagging etc. Continue to monitor cyclone activity via BOM website / media etc.
Stage 4	CYCLONE WARNING CURRENT – BOM Monitoring System	Gale Force Winds (above 100 kmph) (54kt) at airport are 3-6 hrs away	Advice Via SMS by Cairns Airport	Cyclone Warning Current: <ul style="list-style-type: none"> Stage shut down of airport facilities, including aerobridge, terminals, airport ground lighting, radar etc. ATC, ARFFS, Airlines will cease operations as soon as possible after declaration of Stage 4. Airport tenants expected to complete their own shut down of their own operations in a similar time frame. After consultation with ATC, and upon departure of last aircraft, Cairns Airport Manager Aerodrome will issue a NOTAM advising of non-availability of airport facilities (from time/date). All staff should have departed airport Cyclone Committee is stood down.
Stage 5	CYCLONE WARNING CURRENT	Gale Force Winds (above 100 kmph) (54kt) have commenced	Nil Advice by Cairns Airport	Cyclone Warning Current: ALL AIRPORT OPERATIONS HAVE CEASED
Stage 6	CYCLONE WARNING CURRENT	Gale Force Winds (above 100 kmph) (54kt) have passed	Nil Advice by Cairns Airport	Cyclone Warning Current: ALL AIRPORT OPERATIONS REMAIN CEASED ALL CLEAR NOT YET ANNOUNCED – STAGE 5 MAY BE RE-DECLARED
Stage 7	CYCLONE WARNING MAY STILL EXIST	Gale Force Winds have passed Cairns, though a Cyclone warning may still exist	Nil Advice by Cairns Airport	CYCLONE WARNING MAY STILL EXIST <ul style="list-style-type: none"> Cyclone Committee to reconvene Commence call in of essential staff to return airport to normal operational status NOTAM to be lifted by Cairns Airport Manager Aerodrome. Timing to be determined by Airport Cyclone Committee and through the Chair
Stage 8	CYCLONE WARNING CANCELLED	Declaration of All Clear by District Disaster Manager	Advice via SMS by Cairns Airport Declaration of all clear	Cyclone Warning Cancelled <ul style="list-style-type: none"> Staff returning to airport to re-commence operations Tennant's clean-up operations commence Tennant's to liaise with Cairns Airport Infrastructure and Maintenance Department regarding loss of services and damage to facilities <p>NOTE: Following a severe cyclone Stage 8 may extend to several days as clean up continues</p>

For quality control purposes, this document is only valid on the day it is printed. Official versions are stored on the intranet.

This copy was last saved: 27/10/2023, last printed: 27/10/2023

2046_SO_CairnsAirportCyclonePlan_V9_EffectiveDate_25/10/2023_ReviewDate_04/10/2024

TROPICAL CYCLONE WARNING SYSTEM

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 by:

Method	Details	Number/Website
Telephone	Cyclone Advice	1300 659 210
Internet	All weather warnings	www.bom.gov.au
Social Media	X (Formally Twitter) Facebook	https://twitter.com/BOM_Qld https://www.facebook.com/bureauofmeteorology

TROPICAL CYCLONE FORECAST AND TRACK MAPS

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

Table 2 - WIND CATEGORY & EFFECT

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

TABLE 3 – WIND SPEED CONVERSIONS

Km/h	Kt
10	5
20	11
30	16
40	22
50	27
60	32
70	38
80	43
90	49
100	54
110	59
120	65
130	70
140	76
150	81
160	86
170	92
180	97
190	103
200	108
210	113
220	119
230	124
240	130
250	135
260	140
270	146
280	151

kt	km/h
10	19
20	37
30	56
40	74
50	93
60	111
70	130
80	148
90	167
100	185
110	204
120	222
130	241
140	259
150	278
160	296
170	315
180	333
190	352
200	370
210	389
220	407
230	426
240	444
250	463
260	482
270	500
280	519

CYCLONE COMMITTEE

The Cyclone Committee is convened at Stage 2 Cyclone Warning.

Chair of the Cyclone Committee in succession is:

- Chief Operating Officer
- Head of Operations
- Emergency & Operational Resilience Manager

Cairns Airport membership of the Cyclone Committee is:

- Chief Executive Officer
- Chief Operating Officer
- Head of Operations
- GM Infrastructure & Property Projects
- Chief Financial Officer
- GM People & Culture
- General Counsel & Company Secretary
- Manager ICT
- Manager Ground Transport
- Manager Aviation Business Development
- Manager Tourism Development
- Commercial Manager - Terminals
- Commercial Property Manager
- Media & Communications Manager
- Marketing Manager
- Safety & Infrastructure Manager
- Security Operations Manager
- Landside Infrastructure & Property Manager
- Aerodrome Operations Manager
- Emergency & Operational Resilience Manager
- Aerodrome Operations Supervisor
- Terminal Operations Manager
- Airport Duty Managers

The core members of the **Cairns Airport Cyclone Committee** comprise of:

- Cairns Airport Pty Ltd
- Airservices Australia
 - Air Traffic Control – Cairns Tower
 - Infrastructure Support Services

- Aviation Rescue and Fire Fighting Service
- Australian Border Force
- Australian Federal Police
- Air New Zealand
- Air Niugini
- Bonza
- Cobham Aviation
- Department of Agriculture, Fisheries and Forestry
- DNATA
- Jetstar
- Swissport
- Menzies Aviation
- National Emergency Management Agency (NEMA)
- Qantas Airways Limited
- Rex
- RFDS
- Skytrans
- Singapore Airlines
- Trident Services
- Virgin Australia

Note 1: The Chair of the Cyclone Committee will advise any change to the operational status of the airport to the Chief Executive Officer and Media & Communications Manager.

Note 2: The Emergency & Operational Resilience Manager or, if unavailable, the Chair of the Cyclone Committee will advise of any change to the operational status of the airport to the:

- Cairns Local Disaster Management Group – Cairns Region (LDMG-CR)
- Local Disaster Coordinator: M 0476 826 919
Email r.wicks@cairns.qld.gov.au
- Local Disaster Coordination Centre – Call centre (**when activated**): 1300 396 102;
Email cairnsdisastermanagement@cairns.qld.gov.au
- Cairns District Disaster Management Group (FN DDMG)
- Executive Officer Cairns DDMG P 07 4040 4940 or 07 40 404900; F 07 4031 5146;
M 0467 712 133,
Email DDC.Cairns@police.qld.gov.au

Note 3: The Emergency & Operational Resilience Manager or, if unavailable, the Chair of the Cyclone Committee will Log on to the [Bureau of Meteorology website](#) in preparation for the meeting.