



SHUTE HARBOUR
MARINA

Cyclone Evacuation Plan

Cardno (Qld) Pty Ltd

ABN 57 051 074 992

5 Gardner Close Milton Q 4064

PO Box 388 Toowong

Queensland 4066 Australia

Telephone: 07 3369 9822

Facsimile: 07 3369 9722

International: +61 7 3369 9822

Email: cardno@cardno.com.au

Web: www.cardno.com.au

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		Name	Initials	Name	Initials
1	16 July 2008	V. Cavanough	VEC	C. Sutcliffe	CAS

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SHUTE HARBOUR MARINA RESORT CYCLONE EVACUATION PLAN

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1. INTRODUCTION

Cardno (Qld) Pty Ltd (Cardno) has been commissioned by Shute Harbour Marina Development Pty Ltd ("the Proponent") to prepare Cyclone Evacuation Plan (CEP) for the proposed Shute Harbour Marina Resort (SHMR) located within the Whitsunday Shire of Queensland. The Whitsunday Shire, located on the east coast of Queensland is in a cyclone affected area. Figure 1 provides a locality plan defining the project area.

The proposed Shute Harbour Marina Resort (SHMR) includes:

- a commercial, tourism and residential precinct (including internal roads and infrastructure) and supplementary 3 storey car park;
- a solid breakwater; and
- operation of the marina complex.

The impact of cyclonic wave conditions was an important consideration throughout the design of the project. The proposed marina design includes three breakwater structures. The western side will be flanked by a land reclamation area. The southern and eastern sides of the marina will be protected by vertical walls with only two openings on the eastern side. The south-eastern opening is required for navigational purposes and is about 40m wide at the entrance to the marina (refer to Figure 2). Wave penetration into the marina will therefore be limited; Shute Harbour would therefore be seen as a place of shelter during a cyclone. Notwithstanding the care, which was taken in establishing design, and construction criteria that were considered to be appropriate, no guarantee can be given that the structures are capable of maintaining their integrity in the complete range of cyclone conditions, which may occur in the Whitsunday area. SHMR is a place of shelter but can not be guaranteed as a safe haven.

It is only through preparation and planning for the cyclone season that imminent dangers can be abridged. This CEP identifies the pre-cyclone tasks, and the responsibilities of each individual and the emergency evacuation points that should be used in the event of a cyclone occurring.

It is the intention of this CEP that the reader has an understanding of this document well before a cyclone warning occurs. The document should assist staff and management to be well prepared in the event that a cyclone does occur.

2. TROPICAL CYCLONES

2.1 What is a Tropical Cyclone

Tropical cyclones are low pressure systems in the tropics with a well defined clockwise wind direction, deriving energy from warm tropical oceans with temperatures above 26.5°C. Destructive winds, storm surge, and heavy rains are characteristic of tropical cyclones. Tropical cyclones dissipate over land and colder seas. Cyclone season is primarily during summer and early autumn (November – April).

Research previously undertaken for the Whitsunday Shire Council indicates that 77 cyclones have occurred (within a 500km study area covering the Whitsunday Shire) during the 44 cyclone season recording period. This average equates to 1.83 cyclones per season. The worst cyclone recorded during this period was Cyclone Ada, a Category 4 cyclone which occurred at the Whitsunday Islands in 1970 causing serious damage to infrastructure and human lives.

2.2 Cyclone Watch

In the event that a cyclone forms off the East Coast of Australia the Bureau of Meteorology (BoM) will track low pressure system and will issue announcements to the public via the TV, Radio and other forms of media.

Cyclone watches may be maintained by listening to:

ABC, Tropical North	FM 101.1 (Coast) FM 89.9
4MK Mackay (Proserpine)	FM 101.9 (Coast) FM 91.5
Hot FM Mackay (Proserpine)	FM 100.3 (Coast) FM 94.7
Sea FM (Proserpine)	FM 98.7 (Coast) FM 92.3

Cyclone watches may be maintained by looking at:

Bureau of Meteorology www.bom.gov.au

A **Cyclone Watch** is issued by the Bureau of Meteorology in the event that a cyclone or potential cyclone exists and there are strong indications that winds above gale force will affect coastal or island communities within 24 to 48 hours. Messages can be obtained from the TV, radio and other media forms. Cyclone watch messages are renewed every six hours.

A **Cyclone Warning** is issued as soon as gales or stronger winds are expected to affect coastal or island communities within 24 hours. Cyclone warnings are issued every three hours.

A **Flash Cyclone Warning** will be issued as soon as destructive winds are expected to directly affect coastal or island communities within 6 to 12 hours.

2.3 Cyclone Categories

Tropical cyclones are categorised from 1 to 5, relating to the maximum winds strength.

Table 1 provides the characteristics of each cyclone category and typical events caused by the occurrence of a tropical cyclone.

Table 1 Tropical Cyclone Severity Categories

Category	Strongest Gust (km/hr)	Typical Effects (indicative only)
1 – Tropical Cyclone	Less than 125 (Gales)	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings.
2 – Tropical Cyclone	125 – 169 (Destructive winds)	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 – Severe Tropical Cyclone \ eg. Roma	170 – 224 (Very destructive winds)	Some roof and structural damage. Some caravans destroyed. Power failure likely.
4 – Severe Tropical Cyclone eg. Tracey	225 – 279 (Very destructive winds)	Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.
5 - Severe Tropical Cyclone eg. Vance	More than 280 (Very destructive winds)	Extremely dangerous with widespread destruction.

3. PRE-SEASON PREPARATION

3.1 Pre-season Preparation – October

Research has shown that cyclones in the Australian region exhibit more erratic paths than cyclones in other parts of the world. A tropical cyclone can last for a few days or up to two or three weeks. Movement in any direction is possible, including sharp turns or even loops. Even if previous cyclones have not moved over your area, this is no guarantee that future cyclones will also miss you.

Official cyclone season is November to April. Pre-season preparation is essential and will ensure that the effects of the cyclone are minimised as much as possible.

The Pre-Cyclone Season checklist in Appendix A should be used to ensure that the area is ready for the cyclone season.

The marina is to be audited by the Marina Manager and checked for the following:

- Building and contents insurance – check with your solicitor about legal liability.
- General marina cleanliness, clean gutters, check roof and complete any repairs, loose items shall be tied down or stored accordingly.
- Fell or remove problem trees, such as coconuts and Poinciana pods.
- Boat securing lines are to be checked for adequate size, chaffing or wearing.
- Integrity of Marina cleats to be checked.
- Marina through bolts to be checked for looseness.
- Ensure that all moorings are secure.
- Annual hardstand clean up to be co-ordinated by marina staff.
- Ensure that the emergency phone numbers are current, and are easily accessible and visible.

First Aid Kits

All First Aid kits are to be checked by the First Aid Officer and re-stocked, if necessary. The First Aid kit should also contain a portable radio, a torch and spare batteries. In the event of an evacuation the First Aid kit should be taken to the evacuation point.

Cyclone Kit

The Cyclone kit should contain adequate supplies for during and after the cyclone. The following items should be included in the Cyclone kit.

- Spare batteries for torches.
- Fuel for the back up power generator.
- Generator powered lighting.
- Food (non perishables) and can opener(s).
- Water (suggested 4 litre per person), and tank water if available.
- Emergency and contact phone numbers.
- Torches, candles and water proof matches.
- Blankets.
- Money (cash).

-
- Tape for the windows.
 - Gas cooking appliance (plus check that the gas bottle is full).
 - First Aid kit.

Staff Vehicles

All staff with vehicles to ensure that first aid kits are full and complete. Spare tyres are to be checked and vehicles refuelled if necessary.

Staff Training

Ensure that all staff are familiar with the cyclone warning system and what to do in the event of a cyclone as listed in Section 6 of this CEP.

Staff should also be aware of the evacuation point, as marked on Figure 2.

4. RESPONSIBILITY AND AUTHORITY DURING A CYCLONE

In the event that a cyclone does occur the Masters and owners of each vessel have an obligation under *Transport Operations Marine Safety Act 1994 (S40)* to at all times take appropriate precautions for the safety of their vessels, passengers and crew and nothing done by Marina management or staff at any time will impact on or over ride the absolute responsibility of Masters and owners in that regard.

In cyclonic or other extreme weather conditions, the Regional Harbour Master may give directions in relation to vessels when it is considered necessary to give the direction to ensure safety.

Subject to any directions given by the Regional Harbour Master the movement of vessels in and out of the Small Craft Haven is self managed. Management and staff will not interfere with that status.

Neither Marina management nor staff are empowered to direct or instruct Masters or owners of vessels or their passengers and/or crew in such a way that the legal obligations which Masters and owners have to their passengers and/or crew are interfered with or compromised in any way. No such directions or instructions will be given.

If they leave their vessel, all persons must then immediately comply with any directions given by Emergency Services personnel in the area.

4.1 Contacting the Regional Harbour Master

Contact may be made with the Regional Harbour Master by:

- Telephone (07) 49 443 700
- VHF Channels 16 and 11.

4.2 To Stay or Leave the Marina

When the design criteria for SHMR was being established, consideration was given to the likely range of weather conditions which might be experienced. The design work was carried out so that the overall structures would withstand the expected loads while vessels are moored in the berths.

Notwithstanding the care which was taken in establishing the design and construction criteria, no guarantee can be given that the structures are capable of maintaining their integrity in the complete range of cyclonic conditions which may occur in the SHMR area.

Vessels in the Marina are permitted to remain only on the understanding that the Masters or owners in charge of each of them will make the decision to exit or remain when a tropical cyclone or other extreme weather conditions are forecast. The Proponent accepts no responsibility for any consequence which results from the decisions of vessel Masters and owners.

4.3 To Stay or to Leave the Vessel

While Marina management and staff will provide assistance to Masters and owners of vessels, and people on vessels, including provision of information in relation to weather forecasts and warnings they will provide no suggestions, recommendations or directions about whether persons should remain on board or leave vessels.

The decision to remain on board or leave vessels is entirely the responsibility of the Masters and owners, or the persons themselves.

If the decision to leave the vessel has been made the evacuation point for SHMR is located in the multi storey car park adjacent to the resort, as illustrated on Figure 2. The multi storey car park is a strong concrete structure that is sheltered by means of the landscape. In the event that the cyclone hits, people should be directed to this point until the cyclone has passed.

Provision of emergency equipment will be supplied at the evacuation point which includes but is not limited to the First Aid kit, Cyclone kit and back up power provided by a generator.

5. RECOMMENDATIONS FOR SECURING VESSELS PENDING A CYCLONE

Mooring lines are to be doubled with secondary lines to alternative cleats. Do not run the secondary lines to the same cleats, as cleat failure will release the vessel from safe mooring. The secondary lines should be secured slightly slack to ensure that they are only required to work if the primary line fails. Do not secure lines to piles, as they will jam in the rollers. Ensure lines are of an adequate size to secure the vessel.

In extreme conditions vessels have a tendency to ride up onto the pontoons. Please ensure that the vessel is positioned in a manner that if the primary lines fail, that there is not enough slack on the secondary lines to allow the vessel to move on to the main or adjacent finger.

Ropes and other synthetic fibres such as polyethylene, polypropylene and polyester are all susceptible to U.V. damage from sunlight. All will deteriorate in some way and cannot usually be noticed until the rope is placed under stress.

Do not use chain to secure the vessel. Chain has no ability to stretch and will damage your vessel or the marina. Anchors may be lowered but ensure that there is enough slack out to compensate for the rise and fall of the swells & tide. Do not anchor over or onto walkways or piles.

Check boat cleats for integrity, generally ropes are stronger than these. If there is any uncertainty, secure a line to one of the main structural members. e.g. Mast.

Reduce wind loading to a minimum. Remove clears, and all deck equipment i.e. lifebuoys, covers etc and store below. Remove all furled sails. If this cannot be done, double wrap them to prevent wind from opening them up.

Stow away all loose gear (buckets, fishing gear etc) below. Deflate & stow inflatable dinghies. Other dinghies should preferably be launched, cleaned out and secured on the inside of the fuel pontoon, a marina or B marina. If left on the deck they should be cleaned out, bungs removed and securely lashed down, preferably overturned.

Ensure that all scuppers are clear and will stay clear.

Shore power and water leads are to be disconnected.

Position spare fenders and lines.

Confirm that all bilge pumps are working.

Radio Communication should be checked on VHF channels 16 then 11.

It is the owner's responsibility to ensure that their vessel is adequately secured, however, marina staff will assist wherever possible.

Masters and owners of vessels must comply with directions from Emergency Services, where directed.

6. PROCEDURES IN THE EVENT OF A CYCLONE

In the event that a cyclone watch or warning is issued, it is important that every effort is made in preparation before the cyclone hits. The pre cyclone procedures checklist should be used to ensure that all preparations are made before the cyclone hits.

6.1 Cyclone Watch Issued

- Monitor the cyclone forecasts from the BoM website <http://www.bom.gov.au/weather/cyclone/> and or TV and other media.
- Make cyclone tracking charts and weather forecasts available for patrons on the front counter of the main office/reception.
- Wherever possible, owners or nominated contact persons of all vessels will be advised that a tropical cyclone is predicted to be in the area within 48 hours.
- Staff are to dispose of any rubbish or debris around the Marina.
- Managers to inspect sites for possible defects and to identify vessels, which need securing.
- Managers to inform the Chief Executive of Shute Harbour Marina Development Pty Ltd of prevailing conditions.
- Ensure that the cyclone kits are available and fully stocked.

6.2 Cyclone Warning Issued

- Monitor the cyclone forecasts from the BoM website: <http://www.bom.gov.au/weather/cyclone/> and or TV and other media.
- Make cyclone tracking charts and weather forecasts available for patrons on the front counter of the main office/reception.
- Owners or Masters will be advised to attend their vessels and ensure they are secure.
- Staff is to make available copies of the Cyclone Responsibilities and Recommendations for Securing Vessels to any owners or Masters of vessels, as required.
- All staff members are to be made aware of their duties which may include the following;
 - marina trolleys and equipment are to be collected and secured;
 - assist vessel owners where possible in securing their vessels;
 - contact tenants and advise them to secure outdoor furniture or fittings;
 - ensure all loose items are secured;
 - backup any important electronic files and place them in a safe place;
 - vessels that do not have contactable owners, marina staff to secure the vessels;
 - all marina plant & equipment to be secured; and
 - fuel all vehicles and park them under shelter or in the multi storey car park, where practical.

6.3 Flash Cyclone Warning is Issued

- Monitor the cyclone forecasts for as long as possible and ensure a battery radio is available in the event of power loss.
- All electronic gates are to be opened and switched off manually at the main switch.
- The power to the fuel dock is to be disconnected along with water for each pontoon. All power is to be shut down for the whole marina from the main switch.
- Staff to ensure maintenance sheds are closed and secured.
- All power to the marina and tenancies is to be isolated.
- Marina Manager to conduct a final inspection of the marina to ensure vessel are properly secured and loose items have been secured
- All computers are to be switched off and unplugged from the wall. Monitors are to be disconnected from the base, and all cords are to be taped to the top of the base. Computers to be relocated to a safe place along with other portable electrical appliances.
- Staff are to carry out checks of their area to ensure that no items have been left loose. Chairs are to be placed under desks, and any additional items (such as phones, faxes and printers) are to be placed in safe and secure areas.
- All electrical equipment is to be unplugged and securely stowed.
- All storm shutters are to be closed or taped in a criss-cross pattern.
- After all preparations are complete, all staff are to proceed home or to their nearest cyclone shelter (i.e. the multi storey car park).
- The Marina and General Managers will be the last to leave, ensuring that their area has been fully evacuated in conjunction with Emergency Services Instructions.
- Marina patrons and guests are required to follow any official advice given by any Emergency Services personnel.
- If instructed to evacuate by Emergency Services personnel, ensure utilities are turned off (e.g. power, gas, water).
- Be ready to move to higher ground or shelter facilities as directed by Police and Emergency Services personnel. The evacuation point for the Shute Harbour Marina Resort is the multi level car park as indicated on Figure 2. High winds and flooded roads may be hazards during movement. Advice will be given through local TV, radio and other media. Police and State Emergency Services will also give verbal warnings.
- When the cyclone hits, keep calm & stay indoors or at the designated evacuation point.
- Stay away from windows.
- Protect yourself with mattresses pillows and blankets.
- Stay indoors until officially advised that the cyclone has passed.
- After the cyclone, listen to the radio to ensure the cyclone has passed.

7. AFTER A CYCLONE

After the cyclone has passed, and it is safe to leave homes and shelters, the General Manager of Shute Harbour Marina Development Pty Ltd will contact the Marina Manager and if possible arrange to assess the damage and strategise a plan of action.

An area may be required to treat the sick or injured. The Marina Manager is to complete an audit the marina area and record and/or photograph any damage. Following the audit the Post-Cyclone Checklist provided in Appendix B is to be completed.

If possible, staff will be advised by phone/local radio station whether or not it is safe to return to work. Reasonable time is to be given for staff to attend to their homes and carry out any necessary repairs. It is likely that there will be substantial water damage from tidal surge, so staff should be advised to wear old clothes and suitable footwear, bring food and water, and be prepared for cleaning up.

1. Owners of damaged vessels are to be contacted and advised to attend their vessels.
2. Marina Management is to arrange for utility vehicles to be provided for the clean-up.
3. No electrical equipment is to be used until electrical checks have been carried out and repairs completed, if required.
4. Marina Management is to check both network file servers and take any necessary action to ensure that business can return to normal as soon as possible.

8. EMERGENCY CONTACT DETAILS & INFORMATION

Contact phone numbers

Whitsunday Shire Counter Disaster Centre co-ordinates all services during a disaster.

Only call 000 in life threatening emergency situation.

Disaster Centre	4945 0290
Cyclone advise line	1300 659212
Ergon Life Threatening emergencies	13 16 70

Visit the following websites for more information.

Queensland Disaster Management Services
www.disaster.qld.gov.au

Emergency Management Queensland
www.emergency.qld.gov.au/emq

Bureau of Meteorology
www.bom.gov.au

Emergency Management Australia
www.ema.gov.au

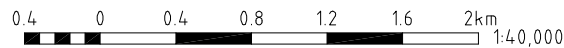
FIGURES

Figure 1 **Locality Plan**

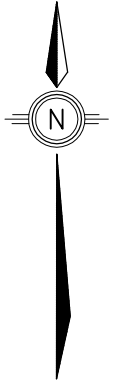
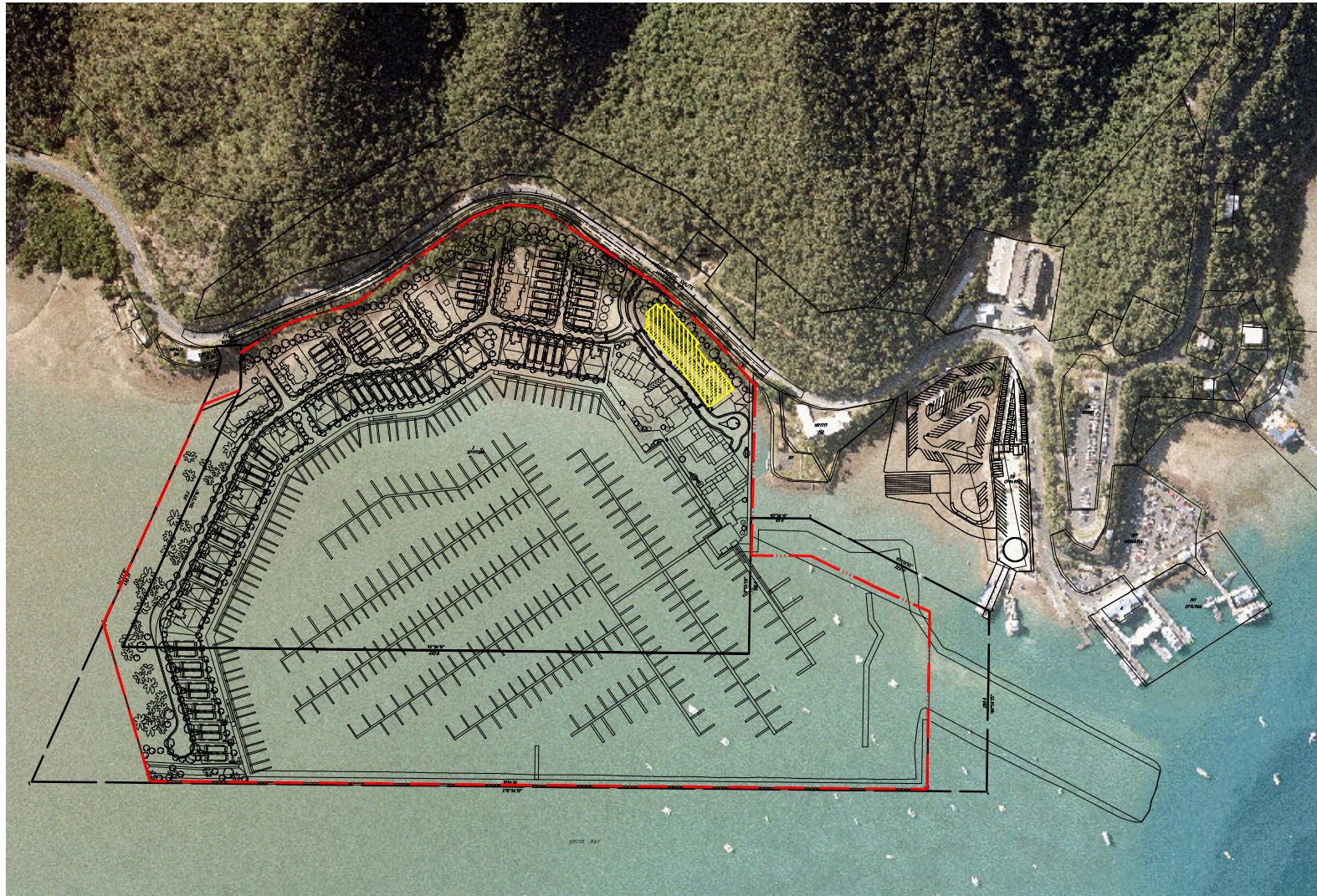
Figure 2 **Cyclone Evacuation Point**



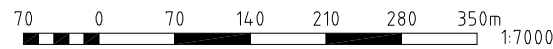
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Scale 1:40,000(A4)
FIGURE 1
REGIONAL LOCALITY



- LEGEND**
- Site boundary
 - Proposed Development
 - Cyclone Evacuation Point



Scale 1:7000(A4)

FIGURE 2 CYCLONE EVACUATION POINT

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Shute Harbour Marina Development Pty Ltd
CAD FILE: I:\7800-41\ACAD\Cyclone Evacuation\Figure 2 - Cyclone evacuation point_v4.dwg
XREF's: X-SURV-lease boundaries and Site Boundary; dcdw with aerial; Master Plan July 2008

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APPENDIX A

Pre-Cyclone Season Checklist

PRE-CYCLONE SEASON CHECKLIST

Date:

Action	Date Completed	Signature
1. Vessel Mooring Lines Checked		
2. Marina Checked for Integrity		
3. First Aid Kits - in vehicles - buildings *Cyclone Kit checked		
4. Boardwalk & Surrounds Cleaned * Coconut Palms / Trees Pruned		

All actions completed (date): ____/____/____

APPENDIX B

Pre-Cyclone Procedures Checklist

PRE-CYCLONE PROCEDURES CHECKLIST

Note - where an action item is noted, the action officer concerned is to report completion of action to the Marina Manager who will advise the CEO that all Pre cyclone procedures have been put in place.

Action	Actioned By	Completed (tick & initials)
CYCLONE WATCH		
Cyclone Advices & Tracking Maps Made Available and posted on notice boards	Counter Staff	
Staff to Clean Rubbish accumulated Junk Around Desks	Counter Staff	
Marina Adit to be Completed and any vessel owner's who need to be contacted phoned	Marina Manager	
Staff to Monitor Radio / internet for next cyclone watch messages	Counter Staff	
CYCLONE WARNING		
All vessel Owner / masters contacted and informed to attend their vessels.	Marina Manager / Counter Staff	
Marina Trolleys and equipment to be secured	Counter Staff	
Loose items secured	Counter Staff	
Assist Owners in securing vessels	Marina Manager	
Contact Marina Tenancies & advice to secure any outdoor furniture, fittings and equipment	Counter Staff	
Carry out computer back-up	Counter Staff	
CYCLONE IMMINENT		
Office is Shut down and doors are locked	Manager & Counter Staff	
Power to Fuel Dock is shut down along with water for each Marina along with main power to be shut down	Marina Manager	
Electronic Gates are to be manually opened and cable tied open	Marina Manager	
All computers are to be logged off, switched off and unplugged from the wall. Monitors are to be disconnected from the base, and all cords are to be taped to the top of the base. The Operatives are to co-ordinate the removal of all PCs to the strongroom / safe all other electrical appliances are to be turned off	Counter Staff	
The server and firewall are to be logged off, switched off and unplugged from the wall and put into the strongroom / safe.	Marina Manager / IT Consultant	

Action	Actioned By	Completed (tick & initials)
Work area check (chairs under desks, all items stowed away)	Counter Staff	
All staff provided with lift home if required	Manager	
Staff to provide contact phone number and address. Lists to be given to Manager.	Counter Staff	
Final check/secure and evacuation.	Manager Marina Manager	

POST-CYCLONE PROCEDURES CHECKLIST

POST CYCLONE		
Assess damage - Photograph	Manager Marina Manager	
Make safe – secure marina – assess damage	Marina Manger Marine Staff	
Staff advised of re-opening time	Marina Manager	
Owners of damaged vessels contacted and advised to attend vessels	Counter Staff	
Utes provided for clean-up	Manager	
Electrical checks done	Electrical Contractor	
Servers re-connected	Technical Officer, IT	
Move back PCs	Counter Staff	