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| RECORD OF TOOL BOX TALK |
| Workplace:  | Date: |
| Name of supervisor or presenter: | Time: |
| Topics discussed: CYCLONE PROCEDURE |
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| PROCEDURES FOR CYCLONES |

**BEFORE AND DURING THE CYCLONE*** Try to remain calm
* Move away from windows and outside walls
* Keep away from furniture and fittings that may fall
* Follow the advice from the cyclone warnings
* If possible, take cover under a desk or in a toilet
* Sit down, protect your face and head
* Don’t use the phone except for serious injury
* Don’t use vehicles except for serious injury

**AFTER THE CYCLONE*** Don't go outside until officially advised by the Chief Warden it is safe.
* Listen to local radio for official warnings and advice.
* If you have to evacuate, or did so earlier, don't return until advised. ...
* Beware of damaged power lines, bridges, buildings, trees, and don't enter floodwaters.
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