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1. Document Control

1.1. Governance

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30/12/2016	3	Kate Vanderlaan	Reviewed and updated
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13/06/2024	8	Matthew Hollamby	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate

Disclaimer: Every effort has been made to ensure that the information contained within this plan is accurate and where possible reflects current best practice. However, the Northern Territory Emergency Service does not give any warranty or accept any liability in relation to the content of material contained in the document.

2. Acknowledgement of country

The Northern Territory Fire and Emergency Service (NTFES) and the Northern Territory Police Force (NTPF) acknowledges the First Nations people throughout the Northern Territory (NT), from the red sands of Central Australia to the coastal people in the Top End.

We recognise their continuing connection to their lands, waters and culture. We also pay our respects to the Aboriginal and Torres Strait Islander people with whom we work and who we serve and protect.

We pay our respects to the Aboriginal and Torres Strait Islander cultures, and to their leaders past, present and emerging.

3. Introduction

3.1 Purpose

The purpose of this plan is to describe the emergency management arrangements for Maningrida Locality (the Locality).

3.2 Application

This Plan applies to the Maningrida Locality.

3.3 Key considerations

The Emergency Management Act 2013 (the Act) is the legislative basis for emergency management across the NT. The Act reflects an all hazards approach to emergency and disaster events, natural or otherwise. It provides for the adoption of measures necessary for the protection of life and property from the effects of such events.

The Act defines the emergency management structures, roles and responsibilities for the NT and, in conjunction with the Territory and regional emergency plan(s), form the basis for this Plan.

This Plan:

- confirms appointment of a Local Emergency
- confirms establishment of the Local Emergency Committee (LEC)
- assesses hazards most likely to affect the community
- specifies control and coordination arrangements for mobilisation of local and, if necessary regional, resources
- identifies roles and responsibilities of key stakeholders
- details specific emergency response procedures for the higher risk situations.

4. Locality context

This Plan complements the Northern Region Emergency Plan¹ as it relates to the Locality. For further information on the hierarchy of plans, refer to the Territory Emergency Plan². The Locality covers approximately 21,500 square kilometres (km) and is located approximately 400 km east of Darwin, which forms part of the Northern Region, as defined by the Territory Emergency Plan.

The Locality has a population of approximately 4,800 people, the main population centre is the town of Maningrida with approximately 3,950 people.



¹More information can be found at: https://www.pfes.nt.gov.au/emergency-service/publications

²More information can be found at: https://www.pfes.nt.gov.au/emergency-service/emergency-management

4.1 Climate and weather

The Locality is situated in the Top End and experiences weather conditions typical to those of the region. There is a distinct Wet Season (October to April) and Dry Season (May to September).

4.2 Geography

The Locality ranges from sea level to the northern edge of the Arnhem Land escarpment. The Locality's northern boundary is the coastline, whilst an east-west line approximately 120 km south of Maningrida is the southern boundary. The highest point of approximately 400 metres (m) is located in the south west corner of the Locality. The Locality is drained by a number of rivers and creeks. The main rivers that can impact the Locality, cutting off the Oenpelli/Maningrida Road are:

- Cadell River (to Ramingining)
- Blyth River (to Ramingining)
- Mann River (to Gunbalanya)
- Liverpool River (to Gunbalanya)
- Goomadeer River (to Gunbalanya)

4.3 Sacred sites

The Aboriginal Areas Protection Authority (AAPA) is a statutory body established under the *Northern Territory Aboriginal Sacred Sites Act 1989* and is responsible for overseeing the protection of Aboriginal sacred sites on land and sea across the NT.

A sacred site is defined by the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth) as being 'a site that is sacred to Aboriginals or is otherwise of significance according to Aboriginal tradition'. Sacred sites are typically landscape features or water places that are enlivened by the traditional narratives of Aboriginal people.

AAPA requests notification of any action that may have affected a sacred site. For more information on sacred sites relevant to this Locality, or to report an action that may have affected a sacred site, contact AAPA on (08) 8999 4365 or via email at enquiries.aapa@nt.gov.au.

4.4 Sites of conservation

Maningrida coastal habitats, Boucaut Bay and the associated coastal floodplains, the Western Arnhem Plateau are sites of significance to the NT. For further information about this site and others, contact the Department of Environment, Parks and Water Security³ (DEPWS).

4.5 Tourism

Tourism is also a major economic contributor to the Locality, particularly throughout the months of May to October.

4.6 NT and local government

In March 2019, NT Government (NTG) implemented 6 regional boundaries across the NT to strengthen the role of the Regional Network Group and align service delivery and reporting. This Locality sits within the Top End Boundary.

NTG agencies that have a presence in the Locality include:

- NTPF
- NTPF, Maningrida Police Station

³ More information can be found at: https://nt.gov.au/environment/environment-data-maps/important-biodiversity-conservation-sites/conservation-significance-list

- NTFES
 - NT Emergency Service (NTES) Volunteer Unit
- Department of Education (DoE)
 - Maningrida College

Local government in the Locality is provided by the West Arnhem Regional Council (WARC).

4.7 Building codes

Buildings and construction in the Locality are subject to the *Building Act 1993* and the *Building Regulations* 1993.

4.8 Land use

The Locality land use is in consultation between WARC and Traditional Owners and include infrastructure in the areas of:

- residential
- sewerage ponds
- air strip
- waste management
- cemetery

4.9 Homelands

Homelands are typically located on Aboriginal land, which is held by the Aboriginal Land Trusts established under the *Aboriginal Land Rights* (*Northern Territory*) *Act 1976* (Cth). There are also some homelands that are located on Community Living Areas or parcels of land within national parks. Assets on homelands are owned by the underlying leaseholder, which for the majority of homelands is the relevant Aboriginal Land Trust. Generally, homelands are not subject to the NTG leasing or part of the NT's remote public housing system.

The homeland service provider for this Locality is Bawinanga Aboriginal Corporation (BAC). Homeland service providers contribute to the delivery of housing, municipal and essential services, including fire breaks, where funding allows. Homeland service providers do not deliver emergency services. Land councils and local ranger groups within the Locality may provide land management activities on Aboriginal land, such as back burning, installing firebreaks and other mitigation works.

4.10 Power generation and distribution

The Locality is supplied with power by diesel generators which are operated and maintained by the Power and Water Corporation (PAWC). There is a solar farm which supplements power from the generators.

4.11 Water services

The Locality's water is sourced from bores which is treated and supplied by PAWC.

4.12 Health infrastructure

The Maningrida Health Centre under Mala'La Health Service Aboriginal Corporation has the capacity to provide to emergency medical aid in addition to routine health treatment. Serious medical cases are required to be medically evacuated to Darwin.

4.13 Medically vulnerable clients

A list of all medically vulnerable clients is held with the manager of the Maningrida Health Centre under Mala'La Health Service Aboriginal Corporation. The Mala'La Health Service Aboriginal Corporation also has aged care and community services in the Locality.

4.14 Emergency service infrastructure

The Locality has the following emergency service infrastructure:

- Maningrida Police Station and cells
- NTES Maningrida Volunteer Unit

4.15 Roads

The Locality has one main road running between Maningrida and Jabiru. This road is completely unsealed and becomes impassable at times during the Wet Season. There are many tracks that branch off this main road going to various outstations and beach spots.

4.16 Airports

The table below lists the airstrips in the Locality:

Name of the strip	Datum	Details (type, length, etc.)	Operator of the strip
Maningrida	134° 14' 10.34" E 12° 3' 29.73" S	Surface: sealed Dimensions: 1334 m x 30 m Windsock: both ends Lights: medium intensity Manually turned on not automatic Hazard: birds/wildlife Fuel held: yes	Contact: Shire Services Manager WARC
Mumeka (unsuitable in Wet Season)	134° 8' 25.39" E 12° 21' 33.69" S	Surface: dirt Dimensions: 788.6 m x 50 m Wind sock Lights: no lighting	Private
Jimarda (unsuitable in Wet Season)	134° 14' 10.34" E 12° 3' 29.73" S	Surface: dirt Lights: no lighting	Private
Gamardi (Dry Season only)	134° 42' 36" E 12° 19' 10" S	Surface: dirt Lights: no lighting	Private

4.17 Ports (barge landings)

Maningrida barge landing is used for receiving supplies.

4.18 Telecommunication

Telecommunications are available across the Maningrida town area via a combination of landline, mobile and satellite communications delivery. Outside of this, communication is limited to satellite options.

4.19 Local radio stations

Maningrida has the following radio station broadcasting in the Locality:

- 104.5FM Australian Broadcasting Corporation (ABC) Radio
- 106.1FM Top End Aboriginal Broadcasting (TEABBA) Radio

5 Prevention

5.1 Emergency risk assessments

The Maningrida LEC are responsible for undertaking appropriate activities to prevent and mitigate the impact of emergencies in their Locality.

5.2 Disaster hazard analysis and risk register

The LEC has identified the following hazards for the Locality:

- air crash
- fire (within Fire Protection Zones)
- heatwave
- marine oil spill
- road crash
- tropical cyclone

These hazards have been rated against the National Disaster Risk Assessment Guidelines (NERAG):

Hazard	Overall consequence	Overall likelihood	Risk rating
Air crash	Minor	Unlikely	Low
Fire (within Fire Protection Zones)	Minor	Likely	Medium
Heatwave	Minor	Possible	Low
Marine oil spill	Minor	Unlikely	Low
Road crash	Moderate	Almost certain	High
Tropical cyclone	Major	Possible	High

5.3 Hazard specific prevention and mitigation strategies

Prevention and mitigation relates to measures to reduce exposure to hazards and reduce or eliminate risk. Actions include identifying hazards, assessing threats to life and property, and from these activities, taking measures to reduce potential loss of life and property damage.

The cornerstone of mitigation is guided and coordinated risk assessments, which should involve all potentially affected members of a community. Strategies are developed based on a thorough understanding of hazards identified in emergency risk planning and their interaction with all aspects of society.

Specific prevention and mitigation strategies for identified hazards can be found at Annex C.

6 Preparedness

Arrangements to ensure that, should an emergency occur, all resources and services that are needed to provide an emergency response and or recovery can be efficiently mobilised and deployed.

6.1 Planning

NT emergency plans⁴ are required by the Act and are maintained at a Territory, regional and local level. Arrangements in plans aim to be flexible and scalable for all hazards. The planning process enables agreements to be reached between people and organisations in meeting communities' needs during emergencies. The plan becomes a record of the agreements made by contributing organisations to accept roles and responsibilities, provide resources and work cooperatively.

The LEC is responsible for the annual review of operations and the effectiveness of the Local Emergency Plan, supported by the NTES Planning and Preparedness Command.

6.2 Emergency resources and contacts

The LEC are responsible for maintaining the emergency resource register and LEC contact list. Local emergency management stakeholders are to advise the Local Controller of changes to resource holdings, operational response capabilities and key personnel contacts. Emergency resource and LEC contact list for each locality are available on Web-based Emergency Operations Centre (WebEOC).

6.3 Training and education

The Act provides the legislative requirement for those involved in emergency management activities to be appropriately trained. Training and education activities are undertaken to ensure agencies are familiar with and understand the NT emergency management arrangements, as well as the relevant controlling and hazard management authorities for identified hazards.

The NTES Learning and Development Command is responsible for emergency management training across the NT. Online and face to face training is scheduled throughout the year.

6.4 Community education and awareness

Effective and ongoing community education and preparedness programs that emphasise to communities the importance of practical and tested emergency plans and safety strategies is essential. Empowering communities to act in a timely and safe manner will minimise the loss of life, personal injury and damage to property and contribute to the effectiveness of any warning system.

List of available activities and initiatives but are not limited to within the area:

- NTES hazard briefings
- NTES Paddy Program
- NT Fire and Rescue Service (NTFRS) Smart Sparx Program
- Red Cross Pillowcase Program
- St Johns Ambulance First Aid in Schools Program

6.5 Exercises

Local level exercises are a key measure for testing the effectiveness of the Local Emergency Plan and should involve all relevant stakeholders. Exercises ensure that the Plan is robust and understood, and that capabilities and resources are adequate. Exercises are conducted if arrangements with the plan have not been enacted since the last review, or substantial changes have occurred, including:

⁴ More information can be found at: https://pfes.nt.gov.au/emergency-service/publications

- legislative changes
- major changes have occurred in the areas of key personnel, positions or functions across prevention, preparedness, response and recovery
- new or emerging hazards/risks have been identified.

The NTES Planning and Preparedness Command have developed resources that outlines the process to develop the exercise concept in designing, planning, conducting, facilitating, participating or evaluating exercises.

7 Response

Actions taken in anticipation of, during and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support.

7.1 Control and coordination

Arrangements for response are based on pre-agreed roles and responsibilities for stakeholders. When the scale and complexity of an event is such that resources of the community are depleted a number of arrangements are in place for assistance from the region, the Territory and/or the Australian Government. Pathway for assistance is through the Regional Controller.

7.2 Local Emergency Controller

In accordance with section 76 of the Act, the Territory Controller or their delegate (section 112 of the Act) has appointed a Local Emergency Controller (Local Controller). The Local Controller for the locality is the Officer In Charge of the Maningrida Police Station. The Local Controller is subject to the directions of the Regional Controller. The powers, functions and directions of the Local Controller can be found in sections 77, 78 and 79 of the Act.

7.3 Local Emergency Committee

In accordance with section 80 of the Act, the Territory Controller has established a Maningrida LEC. The Local Controller is Chair of the LEC and remaining membership consists of representatives from NTG and non-government entities within the Locality. Division 11 of the Act specifies the establishment, functions, powers, membership and procedure requirements of a LEC.

7.4 Emergency Operations Centre/Local Coordination Centre

NT Emergency Management Arrangements	Controlling Authority Arrangements
Emergency Operations Centre (EOC) (Territory and Regional level)	Incident Control Centre (ICC)
Local Coordination Centre (LCC) (Local level)	Incident Control Point (ICP)

LCCs will be established as required by Local Controllers to provide a central focus to the management, control and coordination of emergency operations in the Locality. When activated, the functions of the LCCs are:

- information collection and dissemination
- preparation and issue of official warnings and advice to the public
- coordination of the provision of resources required in the Locality
- submitting requests for resources through the Regional Controller to the Territory EOC where applicable
- dissemination of information to the media and general public

The LCC for this Locality is the Maningrida Police Station. The Regional EOC will be located in Darwin at the Peter McAulay Centre. Agencies and functional groups may establish their own coordination centres to provide the focal point for the overall control and coordination of their own agency resources. Liaison officers from functional groups and support agencies will attend the EOC as required.

Incident Control Centres (ICC) will be established as required by a controlling authority to provide an identified facility for the management of all activities necessary for the resolution of an incident.

An Incident Control Point (ICP) is normally located near the incident in its early stages but may be relocated to an ICC where more permanent and convenient facilities and services are available.

7.5 WebEOC

WebEOC is a critical incident management system used throughout the NT for emergency management activities. The system is owned and maintained by NTPF and NTFES. The online platform is used for the coordination of multi-agency response to, and recovery from, an emergency event. WebEOC also enables real-time information sharing across all agencies involved in emergency management activities.

7.6 Situation reports

It is essential for effective control and coordination of emergency management operations that the Local Controller is able to gather and collate relevant information relating to the emergency from regular, concise and accurate Situation Reports (SITREPs).

LEC members are to provide SITREPs at agreed times to enable the preparation of a consolidated report which will be distributed to all committee members and other relevant authorities. This may be achieved through WebEOC.

7.7 Activation of the Plan

This Plan has 5 stages of activation. These stages are designed to ensure a graduated response to hazardous events, thereby reducing the possibility of under or over reaction by the emergency management agency. The stages are:

Stage 1	Alert	This stage is declared when the Local Controller receives warning of an event which, in their opinion, may necessitate an emergency management response
Stage 2	Standby	This stage is declared when the Local Controller considers an emergency operation is imminent. During this stage passive emergency measures are commenced
Stage 3	Activation	This stage is declared when active emergency measures are required
Stage 4	Stand-down response operations and transition to recovery	Stage 4 occurs when the Local Controller and Local Recovery Coordinator agree to transition to recovery (if required) in accordance with the transitional arrangements of this plan
Stage 5	Recovery	This stage is called if ongoing recovery operations and coordination is required

The stages identified provide for a sequential response. However, it may be necessary because of the degree of warning and speed of onset of an event, for the Local Controller to skip the actions required under stage 1 or 2.

7.8 Stakeholder notifications

Upon activation of the Plan the following personnel are to be advised as a matter of urgency:

- all available members of the LEC
- Northern Regional Controller
- NTES Territory Duty Officer (TDO)

7.9 Official warnings and general public information

Official warnings and general public information will be broadcast to the Locality through the following means:

- radio broadcast
- television news broadcast
- SecureNT website and social media broadcasts and updates

Official warnings are issued by the Bureau of Meteorology (the Bureau), Geoscience Australia, Bushfires NT (BFNT), NTPF, NTFES and controlling authorities.

Emergency Alert is a national telephony-based emergency warning system that can deliver warning messages to landlines and mobile handsets based on the service address and mobile handsets based on the last known location of the device. Authority to utilise the Emergency Alert may be given by virtue of the pre-approval of a hazard specific emergency plan or under the Territory Emergency Plan.

The approval for the release of an Emergency Alert message can only be authorised by one of the following:

- Territory Controller
- Director, NTES
- Regional Controller
- Chief Fire Officer, NTFRS
- Deputy Chief Fire Officer, NTFRS
- Executive Director, BFNT
- Chief Fire Control Officer, BFNT

The Standard Emergency Warning Signal (SEWS) is an audio alert signal (wailing siren) which may be broadcast on public media to draw attention to the fact that an urgent safety message is about to be made. Generally, SEWS is only played before announcements concerning significant emergencies where emergency management arrangements should be activated as a result.

Control and hazard management authorities may have pre-planned use of SEWS for non-weather related events, through a pre-approved hazard-specific emergency plan.

The approval for the release of a SEWS message can only be authorised by one of the following:

- Territory Controller
- Director, NTES
- Manager Hazard Preparedness and Response NT (the Bureau) (for weather and flood-related events)

Warning and information messages for general public are authorised by the Regional or Incident Controller. The dissemination of such emergency warnings and information is to be by whatever means are appropriate and available at the time.

7.10 Australasian Inter-Service Incident Management System

The Australasian Inter-Service Incident Management System (AIIMS)⁵ is a robust incident management system that enables the seamless integration of activities and resources of a single agency or multiple agencies when applied to the resolution of any event.

7.11 Closure of schools

The decision to close schools due to an impending threat will be made by the Chief Minister on advice from the Territory Emergency Management Council (TEMC). When the nature of an event demands an immediate response, local authorities will take the appropriate steps to ensure the safety to the public. This action may include the temporary closure of a school to begin preparations, pending formal closure of the school by the Chief Minister for the remainder of the event.

The decision to reopen schools will be made by the Chief Minister on advice from the Chief Executive, DoE.

7.12 Closure of government offices

The decision to close government offices due to an impending threat will be made by the Chief Minister on advice from the TEMC. When the nature of an event demands an immediate response, local authorities should take all appropriate steps to ensure public safety and the protection of property.

The decision to reopen government offices will be made by the Chief Minister on advice from the TEMC.

All NTG agencies are to have an emergency preparedness plan which sets out their processes for closing down their offices once approval has been given. This should have clearly articulated employee guidelines to ensure employees know when they are authorised to leave and are required to return to work.

7.13 Emergency shelters and strong buildings

Emergency shelters and strong buildings are places of refuge that provide people with a place of protection and shelter during a disaster or emergency event such as a cyclone, flood or fire.

The recognised emergency shelters within the Locality are:

Shelter(s)	People capacity
WARC Office	50
Maningrida College	300
Maningrida Progress Association (MPA) Office (downstairs only)	50
MPA Motel	50

There are a number of buildings built to the wind terrain code in Maningrida and residents would be encouraged to remain in their homes.

The DoE in conjunction with NTPF and shelter owners are responsible for the management of emergency shelters during an emergency event.

The responsibilities of the emergency shelter manager are:

 the provision of personnel to staff and operate the emergency shelters at such times as they are activated

⁵ More information can be found at: https://pfes.nt.gov.au/emergency-service/publications

• the maintenance of effective liaison with other stakeholders with responsibilities relating to cyclone shelters, in particular the NTPF

Emergency shelters are opened under the direction of the Territory or Regional Controller in consultation with the Shelter Group (DoE). Emergency shelters will not normally operate for more than 48 hours.

The timing of the opening of emergency shelters will be dependent upon the severity of the impending incident, the numbers to be sheltered, the time of day the incident is expected to impact and the period of time the emergency shelters are likely to be occupied. The announcement that emergency shelters are open in the Locality will be made by radio broadcast and social media, and will include emergency shelter rules such as no pets or alcohol being permitted in shelters. It is up to the discretion of the local shelter manager to determine if food will be provided.

7.14 Evacuation

Evacuation is a risk management strategy that can be used to mitigate the effect of an emergency or disaster on a community. It involves the movement of people to a safer location and their return. The decision to evacuate a community, including establishing an evacuation centre, is not taken lightly as it represents significant resource and financial implications.

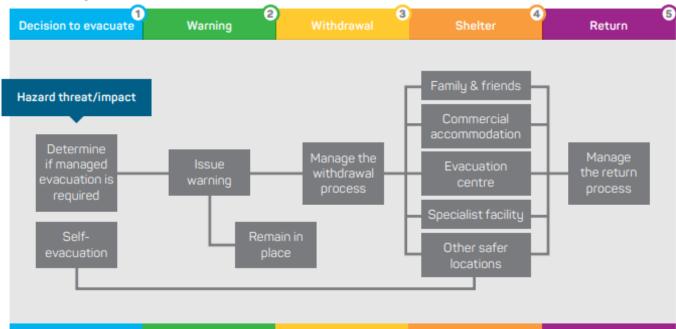
Evacuation of the Locality will be considered as a last resort. Where an evacuation is required the TEMC, in consultation with the Regional Controller, Local Controller and the LEC, will arrange emergency accommodation and transport, as necessary, through the relevant functional group/s.

An evacuation guideline for the Locality can be found at **Annex D**.

Evacuation is a complex process that has 5 distinct steps:

- 1. decision
- 2. warning
- 3. withdrawal
- 4. shelter
- 5. return

Each step is linked and must be carefully planned and carried out in order for the entire process to be successful. Given an evacuation centre will only be opened as a part an evacuation, it is vital to have an understanding of the 5-step process.



Source: Australian Institute of Disaster Resilience, Evacuation Planning Handbook, 2017

7.15 Identified evacuation centres

An evacuation centre is designed to accommodate people for short to medium periods of approximately 4 to 6 weeks, although this figure may vary.

An evacuation centre will provide some or all of the following services:

- meals
- beds
- linen
- personal support
- medical services (or access to them)
- assistance accessing finances and recreational activities

An evacuation centre implies the provision of these services in contrast to an emergency shelter, in which people are expected to be self-sufficient.

For further information on evacuation centres/shelters management, refer to the NT Evacuation Field Guide available on WebEOC.

7.16 Register. Find. Reunite registration and inquiry system

Australian Red Cross, in partnership with the Australian Government Attorney-General's Department, has developed an improved system to help reunite families, friends and loved ones separated by an emergency. This system is called Register.Find.Reunite⁶.

This system can be initiated by either the Territory or Regional Controller without the national system being activated. Any activation of this system should occur in consultation with the Welfare Group in the first instance.

7.17 Impact assessment

Immediately after an emergency event, there is a need to identify and assess impacts to inform short and long-term recovery priorities. Comprehensive assessment of all impacts is a vital component of emergency response activities. Guidelines for the conduct of rapid assessments in the NT, including the establishment of dedicated Rapid Assessment Teams (RATs) to collect data in the field, have been developed.

The Survey, Rescue and Impact Assessment Group, led by the NTPF and NTFES, is responsible for coordinating rapid impact assessments. At the local level, Local Controllers should contact the Survey, Rescue and Impact Assessment Group lead to discuss impact assessments if deemed appropriate.

⁶ More information can be found at: https://register.redcross.org.au/

8 Recovery

The coordinated process and measures for supporting emergency-affected communities in the reconstruction of physical infrastructure and restoration of the social, economic and natural environments.

8.1 Local Recovery Coordinator and Coordination Committee

When a region and/or Locality has been affected by an event, the Regional Recovery Coordinator may appoint a Local Recovery Coordinator in accordance with section 87 of the Act. The responsible agency for Recovery is the Department of the Chief Minister and Cabinet (CM&C). The Local Recovery Coordinator will establish a Local Recovery Coordination Committee (LRCC) drawing from membership of the LEC and other relevant members of the community as needed. The Local Recovery Coordinator reports directly to the Regional Recovery Coordinator.

Local Recovery Coordinator and committee functions, powers and directions are established in Division 12 and 13 of the Act respectively.

8.2 Transitional arrangements

The transition from response to recovery coordination reflects the shift from the protection of life and supporting the immediate needs of the community to establishing longer term, more sustainable support structures.

The transition to recovery coordination occurs after the completion of the transition checklist and at a time agreed by the Territory Controller and Territory Recovery Coordinator in accordance with the Territory Emergency Plan.

Transition will occur when the Territory Recovery Coordinator is satisfied that the following has occurred:

- the Territory Controller has briefed the TEMC and the Territory Recovery Coordinator
- the Regional Controller has briefed the Regional Recovery Coordinator
- where there is significant changeover of personnel, the EOC planning operations and logistics sections have briefed incoming recovery planning, operations and logistics staff

The Regional Recovery Coordinator will ensure all functional group leaders, agencies, support groups and other relevant stakeholders are notified prior to the transition to recovery. This notification is to include changes to relevant contact details and other pertinent information.

An example of response and recovery activities can be found at **Annex E**.

9 Debrief

Debrief processes embed continuous improvement into the delivery of emergency management activities. Consistent approaches to lessons learned encourage adaptability, and flexibility across all levels of government. Sharing of knowledge and experiences throughout emergency events assists with ongoing continuous improvement of people and organisations involved.

The NTG implements a lessons learned approach recognising the positive impact on organisational culture commensurate with increasing opportunities to achieve emergency management goals. Whilst lessons learned often begins in one agency through an internal debrief process, those lessons learned are transferable across multi-agencies.

During any operational response, personnel involved are encouraged to record activities where there are lessons to be learned. Activities can include decision making and consequential responses. Where decisions are made by an Incident Controller, Incident Management Team (IMT) member or a functional group member, those decisions should be recorded in a Decision Log (WebEOC). Decision Logs can be referred to as part of the debrief process.

10 Related references

The following references apply:

- Aboriginal Land Rights (Northern Territory) Act 1976 (Cth)
- Building Act 1993
- Building Regulations 1993
- Emergency Management Act 2013
- National Disaster Risk Assessment Guidelines
- National Disaster Risk Reduction Framework
- Northern Regional Emergency Plan
- Northern Territory Aboriginal Sacred Sites Act 1989
- Rapid Assessment Team Guidelines
- Territory Emergency Plan
- Transition to Recovery Checklist

11 Annexures

Annex A Functional groups - roles and responsibilities

Annex B Functions table

Annex C Prevention, mitigation strategies and action plans for identified hazards

Annex D Evacuation guideline

Annex E Summary of response and recovery activities

11.1 Annex A: Functional groups - roles and responsibilities

Functional group	Local contact
Animal Welfare	Department of Industry, Tourism and Trade (DITT)/Djelk BAC Rangers
Critical Goods and Services	DITT
Digital and Telecommunications	Department of Digital and Corporate Communications (DCDD)
Emergency Shelter	Maningrida College
Engineering	Department of Infrastructure, Planning and Logistics (DIPL)
Industry	DITT
Medical	Mala'La Health Service Aboriginal Corporation (Health Care and Aged Care)
Public Health	DoH/Mala'La Health Service Aboriginal Corporation (Health Care and Aged Care)
Public Information	CM&C
Public Utilities	PAWC
Survey, Rescue and Impact Assessment	NTPF/NTFES
Transport	DIPL
Welfare	Department of Territory Families, Housing and Communities (TFHC)

Full details of functional group roles and responsibilities are detailed in the Territory Emergency Plan.

11.2 Annex B: Functions table

Emergency response and recovery functions with identified agencies/organisation/provider.

During an event some of these functions may be needed at a local level.

Functions	Agency/organisation/provider responsible
Animal/livestock management	DITT/Djelk BAC Rangers
Broadcasting: What radio stations provide announcements?	ABC/TEABBA
Clearing of essential traffic routes	WARC/BAC/MPA
Clearing storm water drains	WARC/BAC/MPA
Clothing and household items	BAC/MPA
Community clean up	WARC
Control, coordination and management	Designated Control Authority
Coordination to evacuate public	NTPF
Critical Goods and Services (protect/resupply) • food • bottle gas • camping equipment • building supplies	DITT/BAC/MPA
Damaged public buildings: Coordination and inspections	WARC/DIPL/NTPF/NTFES
Disaster victim identification capability	NTPF
Emergency alerts	NTPF/NTFES/BFNT
Emergency food distribution	BAC/MPA/Dhurrkidji Lodge/168 General Store
Emergency Operations Centre (EOC), including WebEOC	NTPF/NTFES
Emergency shelter. Staff, operations and control	WARC/DoE/MPA
Evacuation centre - Staffing, operations and control	MPA/TFHC
Financial relief/assistance	CM&C

Functions	Agency/organisation/provider responsible
Identification of suitable buildings for shelters	DIPL
Management of expenditure in emergencies	Controlling authority and any activated functional groups at the direction of the controlling authority
Medical services	Mala'La Health Service Aboriginal Corporation
Network communications (IT): Responders/public maintenance and restoration of emergency communication	Telstra/DCDD
Power: Protection and restoration:	PAWC
Public messaging during response and recovery.	NTPF/NTFES/CM&C
Public/Environmental Health (EH) management • all EH functions including water and food safety • disease control	DoH
Rapid impact assessment	NTPF/NTFES
Recovery coordination	CM&C
Repatriation	CM&C
Restoration of public buildings	DIPL
Restoration of roads and bridges (council/territory) excluding railways	DIPL
Road management and traffic control including public Information on road closures	DIPL/NTPF/NTFES
Sewerage: Protection and restoration	PAWC
Survey	NTPF/NTFES
Traffic control	NTPF/NTFES/DIPL
Transport: Commercial and public airport/planes, automobiles, ferries, buses	DIPL
Vulnerable groups	TFHC/Mala'La Health Service Aboriginal Corporation
Waste management	WARC

Functions	Agency/organisation/provider responsible
• collection	
disposal of stock	
Water (including drinking water): Protection and restoration	PAWC

11.3 Annex C: Prevention, mitigation strategies and action plans for identified hazards

11.3.1 Fire

A fire hazard is an event, accidentally or deliberately caused, which requires a response from one or more of the statutory fire response agencies. A fire hazard can include, but not limited to:

Term	Definition
Structure fire	A fire burning part, or all of any building, shelter, or other construction – responded to by NTES
Bushfire	An unplanned fire. It is a generic term that includes grass fires, forest fires and scrub fires. Bushfires are a natural, essential and complex part of the NT environment. The term bushfire is interchangeable with the term wildfire. Initially responded to by BAC Rangers. Grass fires in Maningrida community would initially responded to by NTES
Vehicle fire	An undesired fire involving a motor vehicle – responded to by NTES

Across the NT, landowners are an essential part of the fire management process. Communication, cooperation and shared responsibility within the community, matched by a capacity to undertake self-protective measures, form the basis of successful fire management throughout the NT.

In areas where there is no gazetted fire protection zone, if the owner or occupier of land is unable to control fire on the land, the owner or occupier must notify BFNT of this fact. When fires are reported to 000, the Joint Emergency Services Call Centre, the (JESCC) will contact BFNT to triage the report. In these areas, firefighting response from BFNT is not guaranteed as there is no established volunteer firefighting resource. BFNT may assist the owner or occupier of the land through the coordination of information and advice to assist the owner or occupier to control the fire. This may include liaison with affected neighbouring owners or occupiers for resource support, provision of fire weather information or the issuing of public information. In some circumstances, BFNT may deploy firefighting resources from larger regional centres to assist the owner or occupier to control the fire. BFNT have a rostered NT Duty Officer (NTDO) to provide 24/7 incident triage coverage who can be contacted through the JESCC.

Actions to be taken - Fire

As described above, in areas where there is no fire protection zone (BFNT) or emergency response area (NTFRS), fire is the responsibility of the land owner or occupier. Where an owner or occupier has contacted BFNT that they are unable to control fire on the land, BFNT may contact the Local Controller to discuss local response arrangements and coordination of resources. Prevention and preparative controls include, but are not limited to:

- a fire danger period is declared over large areas when climatic and seasonal conditions presents increased fire risk for a prolonged period of time. A fire danger period usually coincides with the accepted 'fire season' in an area. Broadly this is during the Australian summer months in central Australia and during the Dry Season further north. A permit to burn is required before using fire during a fire danger period in all zones
- a fire ban can be declared for up to 24 hours. A combination of factors are considered when
 declaring a fire ban period including forecast fire danger, ignition likelihood, hazards and
 resourcing. All permits to burn are revoked within the declared fire ban area

- a fire management area can be declared in an area where BFNT have identified heightened fire risk. A fire management plan can be prescribed for a fire management area, and the plan can require landowners to take action to prepare for, or prevent, the spread of fire
- additional fire regulations apply within NTFRS Emergency Response Areas (ERA) and Bushfires NT Fire Protection Zones (FPZ). Permits to burn are required throughout the entire year inside an ERA or FPZ and a minimum 4 m wide firebreak within the perimeter boundary of all properties and additional firebreaks around permanent structures and stationary engines is required within an FPZ
- the BFNT Regional Fire Management Plan
- establishment of an IMT with liaison officers from other agencies to assist
- radio, television and social media posts

Warning and advice approval flow (bushfire only):

The Australian Warning System is a new national approach to information and warnings during emergencies like bushfire. The system uses a nationally consistent set of icons, like those below.

There are 3 warning levels:

Warning level		Description		
	Advice (Yellow)	An incident has started. There is no immediate danger. Stay up to date in case the situation changes		
	Watch and Act (Orange)	There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family		
	Emergency Warning (Red)	An Emergency Warning is the highest level of warning. You may be in danger and need to take action immediately. Any delay now puts your life at risk		

Each warning level has a set of action statements to give the community clearer advice about what to do. Calls to Action can be used flexibly across all 3 warning levels depending on the hazard.

All warnings and advice will be issued by the Incident Controller from the relevant controlling authority for fire (NTFRS or BFNT).

11.3.2 Road crash

Hazard	Controlling Authority	Hazard Management Authority
Road crash	NT Police Force	NT Fire and Rescue Service

A road crash occurs when a vehicle collides with another vehicle, pedestrian, animal, road debris, or other stationary obstruction, such as a tree, pole or building. Road crashes often result in injury, disability, death, and or property damage as well as financial costs to both society and the individuals involved. Emergency services are frequently called on to extricate seriously injured casualties from their vehicles following road crashes. This is achieved by employing space creation techniques to create openings in the vehicle. These openings make it possible to administer first aid to the casualty and to remove them from the vehicle.

A number of factors contribute to the risk of collisions, including vehicle design, speed of operation, road design, weather, road environment, driving skills, fatigue, impairment due to alcohol or drugs, and behaviour, notably aggressive driving, distracted driving, speeding and street racing.

Responses to road crash incidents will be coordinated from the JESCC. NTFRS will respond as perdetermined response arrangements contained within the ICAD system for incidents occurring within an NTFRS ERA. For incidents occurring outside of an ERA, response will be approved by the rostered NTFRS TDO.

Prevention and preparative controls include, but are not limited to:

- radio, television and social media posts
- targeted road safety campaigns
- community engagement strategies
- training in PUASAR024 undertake road crash rescue delivered by NTES and NTFRS to NTPF and NTFES members.

Public message approval flow:

• Police Territory Duty Superintendent to approve public messaging and forward to NTFES Media and Corporate Communication Unit for dissemination.

11.3.3 Tropical cyclone

Hazard	Controlling Authority	Hazard Management Authority	
Tropical cyclone	NT Police Force	NT Emergency Service	

A tropical cyclone⁷ hazard includes a cyclone threat to the township, housing and infrastructure of the Locality including the surrounding areas. During the cyclone season, November to April, the Bureau keeps a 24-hour watch on developing tropical weather systems. The Bureau will issue a Tropical Cyclone Advice whenever a tropical cyclone is likely to cause winds in excess of 62 km/h (gale force) over Australian communities within the next 48 hours.

The northern region coast is affected by an average of 2 – 3 tropical cyclones annually, and can have a serious effect on the social, built, natural and economic environments of communities impacted.

Table - cyclone categories

Category	Max Mean Wind (km/h)	Typical Strongest Gust (km/h)	Transport Effects
1	63 - 88	< 125	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings
2	89 - 117	125 - 164	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	118 - 159	165 - 224	Some roof and structural damage. Some caravans destroyed. Power failures likely. (e.g. Winifred)
4	160 - 199	225 - 279	Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures. (e.g. Tracy, Olivia)
5	>200	> 279	Extremely dangerous with widespread destruction. (e.g. Vance)

Note: Corresponding approximate wind gusts and central pressure are also provided as a guide.

Stronger gusts may be observed over hilltops, in gullies and around structures.

As the Hazard Management Authority, the NTES have established, equipped and trained volunteer units, to support response and recovery operations to tropical cyclones.

The NTES maintain the Territory EOC in a state of readiness. If the EOC is required to be activated by the Regional Controller, the NTES will support this activation and facilitate, where possible, the staffing requests for IMT personnel.

⁷ More information can be found at: http://www.bom.gov.au/cyclone/tropical-cyclone-knowledge-centre/understanding/tc-info/

Prevention and preparative controls include, but are not limited to:

- implementation of cyclone preparation initiatives and council clean ups
- radio, television and social media posts

Public safety message process:

- the Bureau issue a cyclone advice to NTES TDO
- NTES TDO issues Australian Warning System to the NTFES Media Unit
- NTES TDO notifies Local Controller and NTES Manager Northern
- Local Controller notifies LEC
- NTES Manager Northern consults with the Bureau, Regional Controller, NTES Director and Incident Controller to determine recommended messaging
- NTFES Media and Corporate Communication Unit or Public Information Group receives approved messaging to publish.

The response to a cyclone event is staged and dependant on timings of the Watch and Warnings issued by the Bureau and the projected impact on the communities. The table on pages 29 - 36 provides a guide to typical actions for members of the LEC upon receipt of notifications from the Bureau. The table also notes the need for LEC members to contribute to the recovery process post the impact of the cyclone.

Warnings and advice approval flow

The Australian Warning System is a new national approach to information and warnings during emergencies like storm, flood and cyclone. The system uses a nationally consistent set of icons that are found below.

There are 3 warning levels:

	Warning level	Description
<u>6</u>	Advice (Yellow)	An incident has started. There is no immediate danger. Stay up to date in case the situation changes
	Watch and Act (Orange)	There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family
	Emergency Warning (Red)	An Emergency Warning is the highest level of warning. You may be in danger and need to take action immediately. Any delay now puts your life at risk.

Each warning level has a set of action statements to give the community clearer advice about what to do. Calls to Action can be used flexibly across all 3 warning levels depending on the hazard.

On advice from the Bureaus' weather warnings, the NTES determine the Australian Warning System level.

The NTES TDO is responsible for issuing Australian Warning System warnings and advice prior to an Incident Controller is appointed.

Actions to be taken - tropical cyclone - guide only⁸

Organisation/	Watch	Warning (onset of Gale Force Winds)			Reduced risk	Transition to recovery
Provider	48 hours	24 + hours	6 + hours	3 + hours		
All members	Attend briefings Inform key stakeholders Provide SITREPs Assist the Local Controller as required Ensure final preparations are undertaken	Attend briefings Inform key personnel Assist the Local Controller as required	Attend briefings Assist the Local Controller as required Inform key personnel	Assist the Local Controller as required Take and remain in shelter	Remain in shelter until directed by Local Controller Assist the Local Controller as required	Attend briefings Inform key personnel Assist the Local Controller as required
Local Controller	Convene meeting of the LEC Ensure LEC members and community have activated their Cyclone Plan Co-ordinate the dissemination of the cyclone watch information to the relevant local community Communications established and	Convene meeting of the LEC Ensure that the dissemination of the cyclone warning information to the public is maintained Advise Regional Controller of state of preparedness and ascertain SITREPs requirement	Update LEC and allocate tasks as required Ensure that the dissemination of the cyclone warning information to the public is maintained At the appropriate time, advise persons at risk to move to a shelter	Take and remain in shelter	When it is declared safe to move outside, ascertain the extent of injury to persons and damage to property Give directions to survey teams advising community of reduced risk Provide SITREPs to Regional Controller and Incident Controller	Provide SITREPs to Regional Controller and Incident Controller Prepare for transition to recovery Begin compilation of information for Post Operation Report

 $^{^{\}rm 8}$ Action stages as per Tropical Cyclone advice and warnings issued by the Bureau of Meteorology

Organisation/	Watch	Warning	g (onset of Gale Force	Winds)	Reduced risk	Transition to recovery
Provider	48 hours	24 + hours	6 + hours	3 + hours		
	maintained with Regional Controller, and NTES TDO and advise state of preparedness Participate in REC meetings as required	Activate EOC if required			Prepare for transition to recovery	
NTPF	Brief police members Disseminate warnings and information as required Maintain normal police duties Assist Local Controller as required Ensure all operational vehicles are fully fuelled	Brief police members Assist with the preparation of the EOC Disseminate cyclone warning information as directed by the Local Controller and advise information received	Brief police members Disseminate cyclone information as directed by the Local Controller and advise him of information received Limit transport and ensure all emergency vehicles are fully operational Co-ordinate the movement of personnel to shelter Commence final patrol of area	Take and remain in shelter	When advised by Local Controller move outside ascertain the extent of injury to persons and damage to property and report with damage assessments Assist Local Controller with prioritising response operations	Assist in the preparation of the final SITREP Ensure that all NTPF equipment used in the operation is accounted for, maintained and restored Inform key personnel

Organisation/ Provider	Watch	Warning (onset of Gale Force Winds)		Reduced risk	Transition to recovery	
	48 hours	24 + hours	6 + hours	3 + hours		
			Ensure all personnel take shelter			
NTES	Brief Unit Members Advise Duty Officer, NTES of Unit involvement and any additional equipment requirements Cyclone Shelter Check and prepare Unit equipment Take members through operational processes and procedures Carry out other duties as directed by the Local Controller	Brief Unit Members, including cyclone shelter manning Secure equipment Debris surrounding airport cleared Coordination of information for community Traditional Land Owners, CDEP, Rangers with supervision of NTES members Cyclone tracking maps to be posted Contact Barramundi fishing lodge One member to man and command communications with the Local Controller and NTES	Advise Duty Officer NTES of declaration of further progression Notify Unit members of the declaration of progression and allocate tasks as required by Maningrida Controller NTES will conduct a final preparedness survey Barge to be closed. Keep in contact with outstations Contact Barramundi fishing lodge and outstations to take shelter NTES in conjunction with NTPF to drive	Take and remain in shelter	Remain in shelter until advised by Local Controller that it is safe to move outside Provide SITREPs as required	Coordinate any urgent priorities and participate in meetings as required Organise request for assistance documentation

Organisation/	Watch	Warning	g (onset of Gale Force	Winds)	Reduced risk	Transition to recovery
Provider	48 hours	24 + hours	6 + hours	3 + hours		
		Advise Duty Officer NTES of Unit involvement	around the community advising to take shelter with lights and sirens Unit Officer of NTES organise next shelter to be open Assist with the management of shelters At the appropriate time, assist the population with movement to shelters Ensure all			
			personnel take shelter			
PAWC ESO	Participate in precyclone clean up Fill the main town water supply tank Check all bore tank levels Maintain normal duties	Have emergency equipment and wet weather gear prepared Staff to secure personal residence Maintain normal duties	Turn off power and water supply to the community All fuel taps on bulk storage to be turned off Power house secured	Take and remain in shelter	At the direction of the Local Controller, commence survey Advise Local Controller of damage and what essential services are still in operation and assistance, if required	Assist the Local Recovery Coordinator as required

Organisation/	Watch	Warning (onset of Gale Force Winds)			Reduced risk	Transition to recovery
Provider	48 hours	24 + hours	6 + hours	3 + hours		
			Water supply to tank to be turned off Ensure all personnel take shelter			
Mala'La Health Service Aboriginal Corporation	Brief all clinic staff Assist in reviewing Aged Care patients Test satellite phones Prepare emergency kit Check generator and fuel levels Fill jerry cans with water and ensure vehicles are fuelled Maintain normal duties	Medical staff to have access to fully fuelled health vehicles Ensure all worksites are cleared and set up for cyclone Ensure all loose items or furniture is stored in storage shed or tied down Check and take vulnerable population list Staff to secure personal residence Maintain normal duties	Aged care people to be moved to Aged Care Building at discretion of clinic management and aged care staff People in Maningrida dependent on power operated medications, oxygen and asthma nebulisers needing power need to be assisted and organised at the discretion of the clinic management and aged care staff Do final checks, ensure building is secure. Turn off and unplug all electrical equipment	Take and remain in shelter	At the direction of the Local Controller check the health clinic for damage Prepare to reopen clinic When the airstrip is clear, organise medical evacuations, if required	Attend debrief Prepare to transition back to normal work requirements at the conclusion of the recovery operation

Organisation/ Provider	Watch	Warning (onset of Gale Force Winds)			Reduced risk	Transition to recovery
	48 hours	24 + hours	6 + hours	3 + hours		
			Ensure all personnel take shelter			
Maningrida College	Refuel education vehicles Fill water containers Maintain normal duties	Brief education personnel When advised, close school and advise community to secure buildings Staff to secure personal residence	Brief education personnel Do final checks Prepare to open shelter Ensure personnel take shelter	Take and remain in shelter	At the direction of the Local Controller, check the school for damage Brief the Local Controller when all personnel are accounted for Restore facilities and resume normal education duties as practicable	Attend debrief Prepare to transition back to normal work requirements at the conclusion of recovery operations
BAC	BAC ERT Team Members are to brief staff Maintain normal duties Ensure all standby power supplies are in order (Barlmark) Clean up notification Fuel station secured	Notify and account for BAC all staff/visitors Ensure all BAC plant and equipment is fuelled and stored within known areas Clear up/secure loose items/tape windows Water truck to be filled	Cyclone supplies, food, water and fuel in generators all stocked up Open shop if necessary at different hours BAC ERT Team members are to keep all staff informed All worksites are to be made secure and locked down	Take and remain in shelter	At direction from Local Controller, advise of damage and what essential services are still in operation and assistance, if required	Brief all personnel Prepare to transition back into normal work duties at the conclusion of the recovery operation

Organisation/ Provider	Watch	Warning (onset of Gale Force Winds)			Reduced risk	Transition to recovery
	48 hours	24 + hours	6 + hours	3 + hours		
	Large machinery after clean up CDEP and Rangers equipment all fuelled up and maintained ready to go	Keep all staff informed Generators, fuel, fuel and water supplies ready Cyclone shelters being prepared Designated staff to contact Outstation Communities Information relayed to NTES unit Ranger, CDEP and NTES to go house to house BAC shelter office (if required) to be made secure Staff to secure personal residence Advise the Local Controller on essential service matters	All non-essential staff to be stood down NTES, Rangers and CDEP last sweep of BAC ERT Team Ensure all personnel take shelter			
МРА	Recheck all MPA property for any loose materials	Remove all last minute potential cyclone debris	Do final checks	Take and remain in shelter	At the direction of the Local Controller, close shelter, then attend and assess	Assist the Local Recovery Coordinator as required

Organisation/ Provider	Watch	ch Warning (onset of Gale Force Winds)				Transition to recovery
	48 hours	24 + hours	6 + hours	3 + hours		
	and tie down (or fill with water) Fill all vehicles fuel tanks and ensure generator is ready to go Steps should be taken for motel guests to ensure all visitors are aware of the dangers and know what to do in the event of a cyclone Get emergency supplies ready Clear yard/store of any dangerous items Assist with community clean up	Check and secure generator shed and all cyclone supplies Park all vehicles under solid shelter with handbrake on and vehicle in gear (manual) Staff to secure personal residence Prepare to close store	Open shop if necessary at different hours Ensure personnel take shelter		damage to store and supplies Hold a MPA meeting to keep staff and workers informed of community issues, power and water supplies	
Support organisations	Provide support as requested by the Local Controller					

11.4 Annex D: Evacuation guideline

The following is to be used as a **guide** only.

Stage 1 - Decision		
Authority	The Regional Controller will authorise the activation of the evacuation plan. This evacuation plan is to be approved by the TEMC prior to activation.	Regional Controller in conjunction with TEMC
Legal references	The Act and approved Local Emergency Plan. It is recommended that the Minister declares an Emergency Situation under section 18 of the Act, when this evacuation plan is activated.	
Alternative to evacuation? i.e. shelter in place, temporary accommodation on-site/nearby.	If needed residents will be progressively relocated within the community to <location be="" determined="" to="">.</location>	Local Controller to arrange
Summary of proposed evacuation	 Decision - made by the Regional Controller when the community have sustained damage during <to be="" determined=""> that cannot support residents in situ during recovery.</to> The Local Controller to disseminate information to the community. Withdrawal - 3 stage process: <location be="" determined="" to="">; community to the <location be="" determined="" to="">; to be registered for evacuation to <location be="" determined="" to=""></location></location></location> once registered, groups to move to the airstrip assembly area using buses/vehicles Red Cross to register check utilising Register Find Reunite. Shelter - evacuees will be encouraged to stay with friends or family. The remainder will be accommodated at an evacuation centre <location be="" determined="" to=""></location> Return - to be determined once recovery can sustain return to <location be="" determined="" to="">.</location> 	The decision will be informed by additional advice from technical experts, e.g. the Bureau.
Which communities/outstations or geographical area does the evacuation apply to?	<out and="" homelands="" homesteads="" stations,=""></out>	
Vulnerable groups within the community	The Medical Group will liaise with local health staff and provide information on medically vulnerable people.	Medical Group and Transport Group to action.

	The identified people will be evacuated <at a="" be="" determined="" time="" to="">.</at>	
Community demographics (approx. total number, family groups, cultural groups etc.)	For more information, refer to the Evacuation Centre Field Guide (page 20 section 4.3) which can be found in WebEOC. Examine the demographic breakdown of the community to be evacuated including: • the total number of people being evacuated • an estimate of the number of people likely to require accommodation in the evacuation centre • a breakdown of the evacuees to be accommodated by age and gender. For example, the number of family groups and single persons, adult males and females, teenage males and females, and the number of primary school-aged children, toddlers and infants • a summary of cultural considerations, family groups, skin groups and community groups • potential issues that may arise as a result of these groups being accommodated in close proximity to one another • a summary of people with health issues, including chronic diseases, illnesses and injuries. • details of vulnerable clients (other than medically vulnerable), such as the elderly, frail and disabled (and if they are accompanied by support i.e. family members) • details of community workers also being evacuated who may be in a position to support the operation of the evacuation centre. Examples include teachers, nurses, health workers, shire staff, housing staff and police.	
What is the nature of the hazard?	<to be="" determined=""></to>	
Estimated duration of the potential evacuation?	<to be="" determined=""></to>	

Triggers for the evacuation	Example	Regional Controller
	 evacuation planning to commence when the Locality is under a <to be="" determined=""></to> 	
	implement evacuation if the severity and impact has caused major damage and disruption to all services	
	elderly and vulnerable people are to be considered for evacuation due to limited health services.	
	Further details of the intra-community relocation plan are required.	
Self-evacuation	Where possible residents will be encouraged to self-evacuate and make their own accommodation arrangements if they wish to do so. Individuals and families taking this option will be encouraged to register prior to leaving the community.	Local Controller
Responsibility for the	Regional Controller	
coordination Stage 1	Local Controller	
	Stage 2 – Warning	
Who has the authority to issue warnings?	The Bureau will issue advice and warnings. All further public information will be approved by the Regional Controller in consultation with the Public Information Group and NTES.	Regional Controller to liaise with Public Information Group and NTES
	The Local Controller will coordinate the dissemination of community level information.	
	A combination of the following will be utilised:	
	 broadcasted over radio and television 	
	 social media utilising the NTPFS Facebook page SecureNT X (formerly known as Twitter) feed. 	
	loud hailer	
	door to door	
	 Emergency Alert System. 	
Process for issuing evacuation warnings and other information	At community level, the Local Controller is to appoint a community spokesperson to disseminate up to date situational information at community meetings which are to be held immediately post a convening LEC meeting, at each declared stage of the Local Emergency Plan. A media brief approved by the Local Controller at each LEC meeting, will be announced over the local radio station containing current situational information, relevant safety information, what to prepare, when to self-evacuate, and where to go.	Local Controller

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When will warnings be issued (relative to the impact of the hazard)?	Immediately upon a decision to evacuate being made the LEC will commence coordinating residents to prepare for transport.	Local Controller
What information will the messages contain? (What do people need to know?) Responsibility for the coordination of Stage 2	 To be determined: outline of the proposed evacuation plan measure to prepare residences safety issues; not overloading transport items to bring on the evacuation arrangements for pets and animals. Local Controller/Regional Controller	Local Controller Animal Welfare Group
Outline	Stage 3 - Withdrawal	
Outline	 3 stage process: 1. community residents to <staging 1="" area=""></staging> 2. <staging 1="" area=""> to airport</staging> 3. airport to <location be="" determined="" to=""></location> 	
	evacuation centre	
<name> community to the airstrip</name>	Lead • NTPF	NTPF
	Overview	
	 the community will gather at the <location to be determined > prior to being transported by community buses to the airstrip.</location 	
	Risks/other considerations	
	 evacuation should be undertaken during daylight hours, if possible. 	
	 risks include inclement weather, persons with infectious diseases, vulnerable persons, and frail/elderly persons, chronically ill 	
	 estimated time en-route: minutes each way estimated timeframe overall: hours utilising current resources. 	
	alternate transport options.	

Assembly area	Likely location of evacuation centre: <to be="" determined=""></to>	NTPF/TFHC
	Additional resources will be required to host an evacuation centre in the form of tents and bedding. This will also be the point where evacuee registration will take place. Basic services should be provided i.e. drinking water, information.	
	Services to be provided	
	 Red Cross Coordinator: Red Cross 	
	Other details	
	Evacuee registration. Residents will need to register at <location be="" determined="" to=""> or airport if (self-evacuating) to be permitted access to the evacuation centre at the <location be="" determined="" to="">.</location></location>	
<name> community to</name>	Lead - NTPF	NTPF/Transport/
<location be<="" th="" to=""><th>Example Lead - Transport Group</th><th>Logistics</th></location>	Example Lead - Transport Group	Logistics
determined>		_
	Overview	
determined		
determined	Overview Transport Group has identified commercial operators and the Police Air Section able to provide evacuation	
determined	Transport Group has identified commercial operators and the Police Air Section able to provide evacuation assistance. Total proposed air assets: Commercial operators will be charging commercial rates for their services at a	

< Location > airport to	Lead - Transport Group	Transport Group
evacuation centre <to be="" determined=""></to>	Example	
determined,	Overview	
	 Buses will be on standby at 	
	 <location be="" determined="" to=""> airport from am to receive passengers and continue throughout the day transferring to <to be="" determined=""> only, as required.</to></location> 	
	 Transport staff will be on the ground at <location be="" determined="" to=""> airport to marshal passengers on buses only.</location> 	
	 Buses to be arranged by the Transport Group. Evacuees will be collected from <location be="" determined="" to=""> airport and transported to the <location be<br="" to="">determined>.</location></location> 	
	A reception team provided by NTPF will meet evacuees and facilitate transport.	
	details <to be="" determined=""></to>	
	 estimated time en-route: minutes 	
	 estimated timeframe: possibly hours, dependant on aircraft arrivals 	
	 alternate transport options: 	
End point	<location be="" determined="" to=""></location>	EOC/Welfare Group
Transport of vulnerable members of the community	Medical Group to arrange transport of vulnerable people from the community to <location be="" determined="" to="">.</location>	Medical Group
Registration and tracking	 Welfare Group to activate registration arrangements. Registration will be undertaken by NTPF and will occur at <location be="" determined="" to="">.</location> 	Welfare Group/ NTPF
	 Names of evacuees will be obtained prior to boarding buses. 	
	 Where possible details of individuals and families self-evacuating to be obtained on arrival at the <location be="" determined="" to=""> airstrip.</location> 	
	 If persons are not registered as evacuees or self-evacuees they will not be provided access to the evacuation shelter. 	

Coordination Stage 3 Regional Controller		EOC coordination
	Stage 4 – Shelter	
Overview	An evacuation centre will be established at the <location be="" determined="" to="">. The <location be="" determined="" to=""> will be the primary areas used.</location></location>	
Alternate shelter options	Where possible evacuees will be encouraged to seek alternative accommodation with family, friends or through commercial accommodation.	
Estimated duration of the shelter phase	To be determined	
Arrangements for domestic animals	No domestic animals are to accompany evacuees. Any self-evacuees with domestic animals will be expected to make their own arrangements for the animals.	Advise Animal Welfare Group
Roles		
• Director	TFHC	Welfare Group
Deputy Director	TFHC	Welfare Group
Logistics/planning	EOC	Controlling authority
Admin teams	EOC	CM&C/Welfare Group
Shift manager/s	To be determined – drawn from pool of trained staff.	Welfare Group
Welfare team	To be determined	Welfare Group
Facility team	To be determined	
Sport and Rec team	To be determined	
Medical team	To be determined. It is likely St Johns volunteers will be requested. Evacuees will be referred to off-site medical services.	Medical Group
Public health team	To be determined	Public Health Group
Transport team	To be determined	Transport Group

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Evacuation centre set-up	Refer to the evacuation centre template for set- up considerations.	
What strategy will be put in place to close the evacuation centre?	Closure of the evacuation centre will be largely dependent on the extent of inundation and complexity of the recovery process.	
	Stage 5 – Return	
Indicators or triggers that will enable a return	(Refer to Recovery action plan for the community) CM&C	
Who is responsible for developing a plan for the return?	Recovery coordination in conjunction with IMT.	
Transportation	To be determined	
Route/assembly points en-route	To be determined	
End point	To be determined	
How will information about the return be communicated to evacuees?	To be determined	
What information needs to be conveyed to the evacuated community members?	To be determined	

11.5 Annex E: Summary of response and recovery activities

Response

The following tables list a summary of possible response and recovery activities to be considered following an event.

This table is presented as a guide only, assisting emergency managers with operational decision making, planning and resource allocation. It also highlights the importance of response and recovery coordination working collaboratively.

Activities have been broken down and are listed under either response or recovery for simplicity and ease of use. In practice not all response activities will be completed during the response phase. Likewise not all recovery activities will commence after the transition to recovery.

The post event period of any event is highly dynamic and produces many challenges, both foreseen and unpredicted. Response and recovery coordination must be flexible and able to adapt to the situation as it evolves.

In most cases the points noted in this table and in the ensuing document are outlined in greater detail in functional group or agency plans.

Transition

	Controlling Auti	nority	DCMC/TCCC
Activity		Response activities	Recovery activities
1. Situa	ational awareness	 Road clearance teams General public Media reports Survey and rescue tea Impact assessment tea 	planning through impact assessment data Comprehensive impact assessments
2. Publ	ic Information	 Public Information Gro 	oup • Continues in recovery

SecureNT activated

Spokespersons identified

activation

•	Deploy rescue teams –
	NTFRS and Territory
	Response Group provide
	primary Urban Search and
	Rescue capability

- Restoration of road networks and bridges
- Road clearance to priority sites

Road patrol teams deploy

and check assigned routes

• Return to business as usual

Recovery

 Assess Stuart Hwy to Katherine (supply route)

Road clearance

Ac	tivity	Response activities	Recovery activities
5.	Emergency accommodation	 Emergency accommodation and shelter evacuation centres Provision of resources that will enable people to remain in their homes Emergency clothing 	 Evacuation centres may continue into recovery Temporary accommodation options Repatriation planning
6.	Medical	 Hospital road clearance to the hospital damage assessment increase morgue capacity divert patients from remote and regional areas power (fuel) and water supplies Medical clinics and field hospitals determine the need for clinics to be opened assess damage to clinics deploy field hospital/s Medical presence in shelters supplied by the Medical Group Ambulance pick up points on key, cleared roads GP clinics and pharmacies identify GP clinics able to open identify pharmacies able to open Medically vulnerable people 	 Hospital repair works business continuity plans Department of Health health centres repair works reopen other clinics Support return of vulnerable people in community GP clinics and pharmacies ongoing liaison by the Medical Group CareFlight/Royal Flying Doctor Service - resume business as usual St John Ambulance - resume business as usual

Activity	Response activities	Recovery activities
	 support agencies to follow-up and advise the Medical Group vulnerable people in shelters support for vulnerable people at shelters Care Flight/Royal Flying Doctor Service 	
7. Essential goods and services	 Establish emergency feeding and food distribution points Assessing the damage to suppliers and retailers of critical resources Assess the impact on barge operations and any effect on the ability to supply remote communities Implement interim banking arrangements 	 Support the re-opening of the private business sector Monitor levels and availability of essential goods Manage logistics arrangements supplying resources to outlying communities Public health inspections (food outlets) Banking sector business continuity arrangements
	 Fuel suppliers and point of sale Manage fuel supplies to emergency power generation 	 Monitor fuel levels Infrastructure repairs Emergency fuel supplies for recovery Liaise with fuel suppliers, distributors and wholesalers to re-establish long term supply
	 Banking Assess damage to banks and ATMs Implement temporary arrangements 	 Emergency cash outlets Implement long term arrangements
8. Evacuation	 Evacuations within community Evacuation out of community Registration 	 Support services for evacuees Recovery information for evacuees Repatriation
9. Public health	 Communicable disease control response 	Ongoing in recovery

Activity	Response activities	Recovery activities
40 Hallai	 Drinking water safety standards Sewage and waste disposal Safe food distribution and advice Vector and vermin control Food and commercial premises 	
10. Utilities	 Power supply Power generation Water supply Sewerage Emergency sanitation 	 Restore power network Restore water and sewerage infrastructure Issue alerts until safe to use
11. Impact assessments	Training assessment teamsInitial impact assessments	Comprehensive impact assessmentsOngoing needs assessments
12. Transport infrastructure (supply lines)	 Air (airport/airstrip) Clear the runway to allow air movements Establish a logistics hub at the airport Terminal damage and operational capability assessment 	 Monitor repairs and business continuity activities
	 Road Highway and critical access roads damage assessment Repair work to commence immediately 	 Planning and prioritising repair work of all affected key Territory Highways (Stuart, Barkly, Victoria and Arnhem)
	Port, harbour and barge • Assess damage to port infrastructure and harbour facilities Assess the damage to barge facilities	Repairing infrastructure Establish alternate arrangements for the supply of remote communities
13. Waste management	 Waste management requirements and develop waste management plan if required 	Continues in recovery

Act	ivity	Response activities	Recovery activities
14.	Repairs and reconstruction	 Private housing impact assessments temporary repairs Government buildings damage assessment Public housing impact assessments Private industry damage assessments 	 Private housing information and support to facilitate repairs Government buildings repairs and reconstruction Public housing long term repair plans Private industry repair and reconstruction Temporary accommodation for a visiting construction workforce
15.	Transport services	 Staged re-establishment of public transport services 	Continues in recovery
16.	Telecommunication	 Telstra and Optus will assess the damage to their infrastructure Put in place temporary measures to enable landline and mobile services 	Repair damage networks and infrastructure (for private entities there is support for operators only)
17.	Public safety	 Police will maintain normal policing services to the community 	Gradual return to business as usual
18.	Animal welfare	Temporary emergency arrangements for pets	Reunite pets with their owners and cease emergency support arrangements
19.	Community consultation	 Information provision regarding the overall situation, response efforts, what services are available and how to access them 	 Community consultation process regarding long term recovery and community development

12 Acronyms

Acronyms	Definitions	
AAPA	Aboriginal Areas Protection Authority	
ABC	Australian Broadcasting Corporation	
AEP	Annual Exceedance Probability	
AIDR	Australian Institute Disaster Resilience	
AIIMS	Australasian Inter-Service Incident Management System	
ALPA	Arnhem Land Progress Aboriginal Corporation	
BAC	Bawinanga Aboriginal Corporation	
BFNT	Bushfires NT	
DCDD	Department of Corporate and Digital Development	
CM&C	Department of the Chief Minister and Cabinet	
DEPWS	Department of Environment, Parks and Water Security	
DIPL	Department of Infrastructure, Planning and Logistics	
DITT	Department of Industry, Tourism and Trade	
DoE	Department of Education	
DoH	Department of Health	
EMA	Emergency Management Australia	
ERA	Emergency Response Area	
EOC	Emergency Operations Centre	
ESO	Essential Services Operators	
FERG	Fire and Emergency Response Group	
ICAD	Intergraph Computer-Aided Dispatch	
ICC	Incident Control Centre	
ICP	Incident Control Point	
JESCC	Joint Emergency Services Communications Centre	

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Acronyms	Definitions	
КМ	Kilometres	
LCC	Local Coordination Centre	
LEC	Local Emergency Committee	
LRCC	Local Recovery Coordination Committee	
МРА	Maningrida Progress Association	
NERAG	National Disaster Risk Assessment Guidelines	
NT	Northern Territory	
NTES	Northern Territory Emergency Service	
NTFES	Northern Territory Fire and Emergency Service	
NTFRS	Northern Territory Fire and Rescue Service	
NTG	Northern Territory Government	
NTPF	Northern Territory Police Force	
PAWC	Power and Water Corporation	
PPRR	Prevention, Preparedness, Response and Recovery	
RAT	Rapid Assessment Team	
RCC	Rescue Coordination Centre	
SEWS	Standard Emergency Warning Signal	
SITREP	Situation Report	
тссс	Territory Crisis Coordination Centre	
TDO	Territory Duty Officer	
TEMC	Territory Emergency Management Council	
TFHC	Department of Territory Families, Housing and Communities	
WebEOC	Web-Based Emergency Operations Centre	
WAC	Welfare Assembly Centres	
WARC	West Arnhem Regional Council	