NT EMERGENCY SERVICE

Pine Creek
Local Emergency Plan

Contents

1. Document control

1.1. Governance

Document title	Pine Creek Local Emergency Plan
Contact details	NT Emergency Service, Planning and Preparedness Command
Approved by	Territory Controller
Date approved	16 November 2014
Document review	Annually
TRM number	04:D23:66248

1.2. Version history

Date	Version	Author	Summary of changes
16/11/2014	1	John McRoberts	First version
04/11/2015	2	Reece P Kershaw	Reviewed and updated
30/12/2016	3	Kate Vanderlaan	Reviewed and updated
16/03/2018	4	Grant Nicholls	Reviewed and updated
29/11/2018	5	Travis Wurst	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate
12/02/2020	6	Michael Hebb	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate
17/11/2020	7	Travis Wurst	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate
13/01/2022	8	Janelle Tonkin	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate
20/06/2023	9	Travis Wurst	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate
13/06/2024	10	Matthew Hollamby	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate
11/03/2025	11	Peter Malley	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate

2. Acknowledgement of Country

The Northern Territory Fire and Emergency Services (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 Pine Creek Locality (the Locality).

3.2. Application

This Plan applies to the 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:

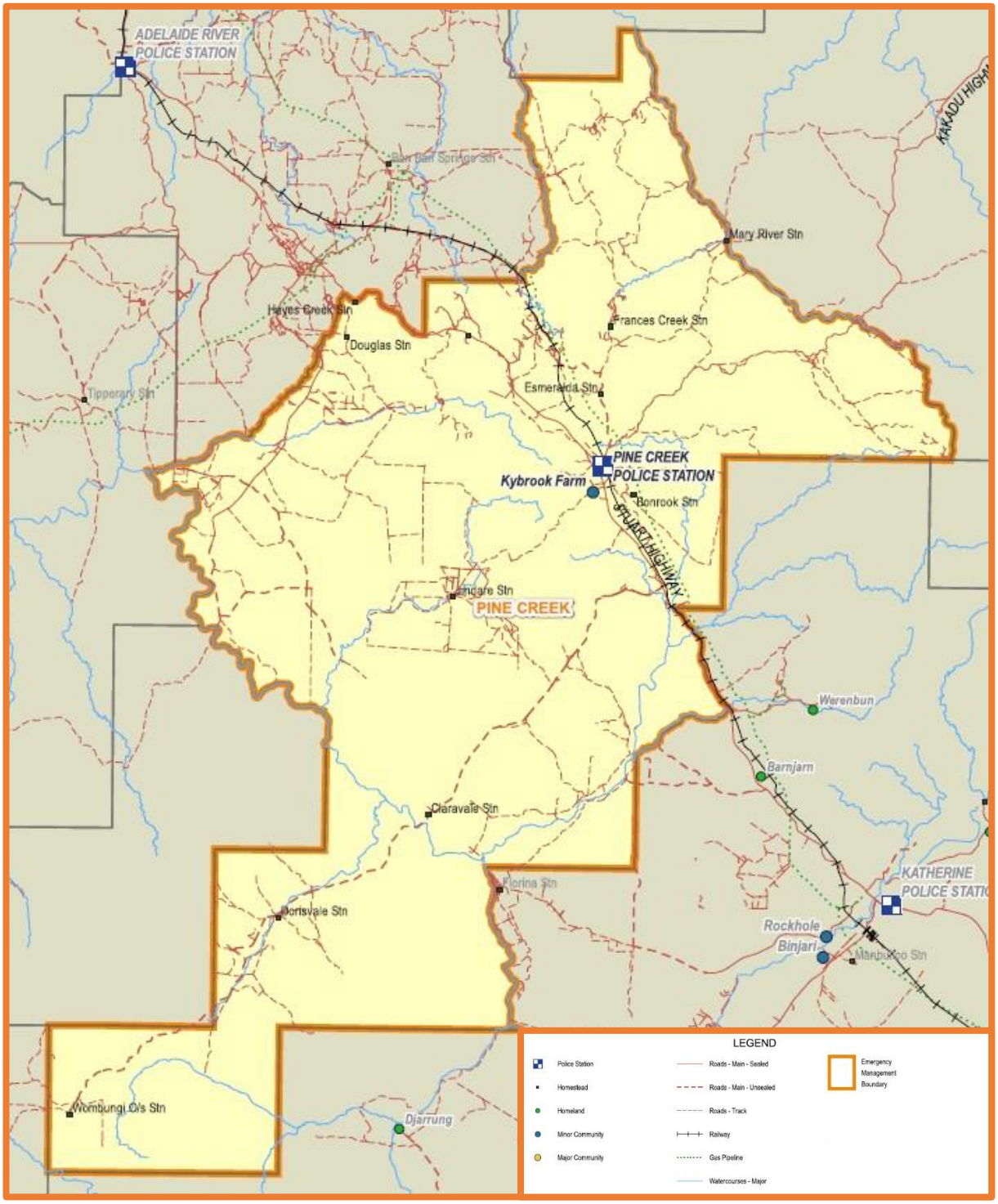
- confirms appointment of a Local Emergency Controller
- confirms establishment of the Local Emergency Committee (LEC)
- confirms appointment of a Local Recovery Coordinator
- confirms establishment of a Local Recovery Coordination Committee
- assesses hazards most likely to affect the community
- specifies 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 Regional Emergency Plan[1] as it relates to the Locality. For further information on the hierarchy of plans, refer to the Territory Emergency Plan[2]. The Locality covers approximately 25,700 square kilometres (km) and is located approximately 220 km south of Darwin and forms part of the Northern Region, as defined by the Territory Emergency Plan.

To obtain more information about this Locality, Bushtel[3] is the central point for information about the remote communities of the NT, their people and culutral and historical influences.

The Locality population is approximately 350 persons, the main population centre being the town of Pine Creek. There is a local aboriginal community, Kybrook Farm, located approximately 8.5 km away. The police station services several outlying stations including Claravale, Dorisvale, Jindare, Mary River, Oolloo, and Douglas Daly.



[1] More information can be found at: https://www.pfes.nt.gov.au/emergency-service/publications
[2] More information can be found at: https://www.pfes.nt.gov.au/emergency-service/emergency-management
[3] More information can be found at: https://bushtel.nt.gov.au/

4.1. Climate and weather

The Locality experiences similar weather conditions which occur throughout the Top End of the NT. There is a distinct Wet Season (October to April) and Dry Season (May to September). Compared to Darwin, temperatures tend to be slightly higher during the Wet Season and slightly lower during the Dry Season.

4.2. Geography

The township of Pine Creek ranges from flat open plains to very rough, hilly country and eventually, the escarpment of the Kakadu National Park to the east. The Locality is drained by 2 main river systems:

- Daly River System, comprising of Pine Creek, Hayes Creek, the Cullen, Ferguson, Edith, Douglas and Daly River
- Mary River System, comprising of the McKinlay River, Big Nellie Creek, Little Nellie Creek and the Mary River

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

Yinberrie Hills is a site of conservation significance for this Locality. For further information about these sites contact the Department of Lands, Planning and Environment [4] (DLPE).

4.5. Mining and industry

The Locality has the following mining areas:

- Cosmo Mine, which is located north of Hayes Creek within Douglas Daly. This mine is currently non-operational and is in the process of being filled in and having the area regenerated
- Linecrest Ltd operates the Frances Creek Iron Ore Project
- Union Reef is located approximately 20 km north of Pine Creek, the mine is currently non-operational

4.6. Tourism

Pine Creek is the gateway to Kakadu and receives and influx of tourists between April and September. Approximately 200 visitors camp/pass through each day. There is also the Annual Gold Rush Festival in late June which attracts approximately 500 visitors.

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

4.7. NT and local government

This Locality sits within the Big Rivers Boundary, with the following NT Government (NTG) agencies that have a presence in the Locality:

- NTPF
    - Pine Creek Police Station
- NTFRS
    - Pine Creek Volunteer Fire and Emergency Response Group (FERG)
- Department of Health (DoH)
    - Pine Creek Health Centre
- Department of Education and Training (DET)
    - Pine Creek Primary School

Pine Creek is within the Victoria Daly Regional Council (VDRC) region. AusProjects control Kybrook Farm and the Pine Creek Compound including manage rubbish collection, weed control, cemetery maintenance, parks and gardens, community roads and maintenance.

4.8. Building codes

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

4.9. Land use

Pine Creek, in consultation between VDRC and Traditional Owners, has the following land usage:

- air strip
- cemetery
- horticulture
- mining
- pastoral
- residential
- sewage ponds
- waste management

4.10. 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 AUS Projects NT. 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.

4.11. Power generation and distribution

Pine Creek, Pine Creek Compound and Kybrook Farm are serviced by the Power and Water Corporation (PAWC) electricity grid. There is a power station approximately 8 km east of Pine Creek, located on the Kakadu Highway. It is managed and owned by EDL and has 3 turbines that substitutes the main grid with electricity producing 26.9 megawatt, which is powered by natural gas.

4.12. Water services

PAWC operates reticulated water and sewer systems in Pine Creek. Water is sourced from bores and the local enterprise dam, an Essential Services Officer (ESO) is employed as a representative from PAWC.

4.13. Health infrastructure

The Pine Creek Health Centre is staffed by 3 full time Remote Area Nurses and 2 Aboriginal Health Practitioners. A medical officer visits the clinic one day per week from Katherine. There is a fully equipped 4WD ambulance based at the health centre.

The health centre has the capacity to provide emergency medical aid in addition to routine health treatment. Serious medical cases are required to be evacuated to Darwin. Patients can be evacuated either via road or air.

4.14. Medically vulnerable clients

The Pine Creek Health Centre has a list of medically vulnerable clients and it is updated regularly. There are no aged care facilities in the Pine Creek area, but the VDRC provides services for aged care residents.

4.15. Emergency service infrastructure

The Locality has the following emergency service infrastructure:

- FERG shed
- Pine Creek Health Centre
- police station and cells

4.16. Roads

The main roads within the Locality are as follows:

- Fountain Head Road, links with the Stuart Highway 8 km north of Hayes Creek, passing through Ban Ban Springs Station and Mount Wells. The road is sealed to Ban Ban Springs Station with well-formed gravel road to Mount Wells
- Mount Wells Road, links with the Kakadu Highway 4 km from Pine Creek and continues through to Fountain Head Road. The road is unsealed and is subject to flooding during the Wet Season
- Oolloo Road, connects the Douglas/Daly area with the Old Stuart Highway with the 35 km northwest end of the road sealed, the remainder is unsealed and subject to flooding
- Stuart Highway, the main road in the locality, dual lane sealed
- The Kakadu Highway, which links the Stuart Highway near Pine Creek with Jabiru, passing over the Mary and South Alligator Rivers. The highway is sealed.

4.17. Airports

The table below lists the airstrips in the Locality:

Name of the strip	Datum	Certified Aerodrome	Details (type, length, etc.)	Operator of the strip
Douglas Daly	13°50'S 131°12'E	No	Natural grass 1500 (m) x 50 m	Private
Jindare	13°05'00'S 131°36'E	No	Red gravel and grass 900 (m) x 50 m	Jindare Station (privately owned)
Mary River Station	13°43'S 131°43'E	No	Dirt 2210 m x 99 m	Private

4.18. Rail infrastructure

The Darwin to Adelaide Railway transits through the NT terminating in the vicinity of East Arm Port. At least 12 trains use the line each week, carrying either passengers or a variety of freight including hazardous chemicals/materials. Rail maintenance crews also operate various vehicles on the line at different times.

In the event of a major incident, many railway authorities have response capabilities and can provide specialised assistance, advice and support.

The various railway organisations are:

Organisation	Function
Australasian Railway Corp	Managed by both the NT and South Australian Governments
One Rail (Previously Genesee & Wyoming Inc.)	Rail operator
Great Southern Railway	Passenger service operator (once per week)
Australian Southern Railroad	Train control operator of freight trains
Pacific National	Locomotive operator, including locomotive crews and terminal operators
BJB Joint Venture	Track maintenance
Evans Deacon Industries	Maintenance of rolling stock
All contact with these authorities is to be through the Regional Controller.	

4.19. Telecommunication

Telecommunications are available across the Pine Creek township area via a combination of landline, mobile and satellite communications delivery. Telstra telecommunications are on a 4G network, with an approximate radius of 20 km of Pine Creek. There is no Vodafone or Optus phone or internet coverage within the Locality. Mary River Roadhouse is serviced by the Telstra and Optus network. Across the remainder of the locality, satellite communications are the only applicable service.

4.20. Local radio stations

Pine Creek does not have a local radio station, but has the following broadcasts:

- 102.1 FM Top End Aboriginal Bush Broadcast Association
- 106.1 FM Australian Broadcasting Corporation (ABC) Local Radio

5. Prevention

5.1. Emergency risk assessments

The Pine Creek 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 Territory Emergency Management Council (TEMC) have identified 30 hazards that may pose a risk across the NT, which have been allocated to designated Controlling Authorities and Hazard Management Authorities.

Many hazards require specific prevention and mitigation measures, an annual risk assessment (rated against the National Emergency Risk Assessment Guidelines) is undertaken by the LEC and determines which hazards pose a greater risk to the Locality.

The following hazards were identified as posing a medium risk to the Locality, with further advice provided within **Annex C**:

- bushfire (within Fire Protection and Management Zone)
- fire (within Gazetted Area)
- heatwave
- road crash

Hazard	Overall consequence	Overall likelihood	Risk rating
Bushfire (within Fire Protection and Management Zones)	Moderate	Unlikely	**Medium**
Fire (within Gazetted Area)	Moderate	Unlikely	**Medium**
Heatwave	Moderate	Unlikely	**Medium**
Road crash	Moderate	Unlikely	**Medium**

The remaining hazards were identified as posing a low to very low risk to the Locality, and any queries regarding the response to these hazards should be directed through the Local Controller:

Hazard	Overall consequence	Overall likelihood	Risk rating
Air crash	Minor	Rare	**Very Low**
Coastal marine incident	Not applicable	Not applicable	
Cyber attack (NTG enterprise ICT environment only)	Minor	Extremely Rare	**Very Low**
Cyclone	Moderate	Rare	**Low**
Dam safety	Not applicable	Not applicable	
Earthquake	Minor	Extremely Rare	**Very Low**
Emergency animal disease	Moderate	Rare	**Low**
Emergency aquatic animal disease	Not applicable	Not applicable	
Emergency marine pest	Not applicable	Not applicable	

Hazard	Overall consequence	Overall likelihood	Risk rating
Emergency plant pest or disease	Moderate	Rare	Low
Flooding	Minor	Unlikely	Low
Hazardous material	Moderate	Very Rare	Low
Human Disease	Moderate	Very Rare	Low
Invasive animal biosecurity	Moderate	Rare	Low
Invasive plant biosecurity	Moderate	Rare	Low
Major power outage	Minor	Unlikely	Low
Marine oil spill (inside the port)	Not applicable	Not applicable	
Marine oil spill (outside the port)	Not applicable	Not applicable	
Rail crash	Moderate	Very Rare	Low
Space weather	Minor	Extremely Rare	Very Low
Storm and water damage	Minor	Extremely Rare	Very Low
Storm surge	Not applicable	Not applicable	
Structural collapse	Minor	Extremely Rare	Very Low
Terrorism	Minor	Extremely Rare	Very Low
Tsunami	Not applicable	Not applicable	
Water contamination (potable)	Moderate	Very Rare	Low

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 plans[5] 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 Regional Controller is responsible for the annual review of operations and the effectiveness of the Local Emergency Plan, supported by the LEC and the NT Emergency Service (NTES) Planning and Preparedness Command.

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

6.2. Emergency resources and contacts

The Local Controller is 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. For further information contact the NTES Learning and Development Command via email at Training.EMTU@pfes.nt.gov.au.

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
- NTFRS Smart Sparx 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:

- 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. The Local Controller can request an exercise by emailing the request through to EmergencyManagementPlanning@pfes.nt.gov.au.

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 to seek 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) can appoint a Local Emergency Controller (Local Controller). The Local Controller for the locality is the Officer In Charge of the Pine Creek 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 Pine Creek Local Emergency Committee (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 are 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 Pine Creek Police Station. The Regional EOC is 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.

ICCs 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 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 information management system used throughout the NT for emergency management activities. The system is owned and maintained by NTPF/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 and are designed to ensure a graduated response to hazardous events, 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
- Secure NT website and social media broadcasts and updates

Official warnings are issued by the Bureau of Meteorology (the Bureau), Geoscience Australia, 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
- Chief Officer, 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
- Chief Officer, 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)[6] 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.

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

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 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, DET.

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 or strong buildings

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

Pine Creek has no dedicated or suitable emergency shelters. The VDRC Multi Resource Centre can be used as a staging area and has cooking and toilet facilities. The Pine Creek Primary School, has multiple rooms, toilets, showers and a small kitchen facility.

The DET in conjunction with the NTPF and the 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
- the maintenance of effective liaison with other stakeholders with responsibilities relating to shelters, in particular the NTPF.

Emergency shelters are opened under the direction of the Territory or Regional Controller in consultation with the Shelter Group (DET). 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 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.

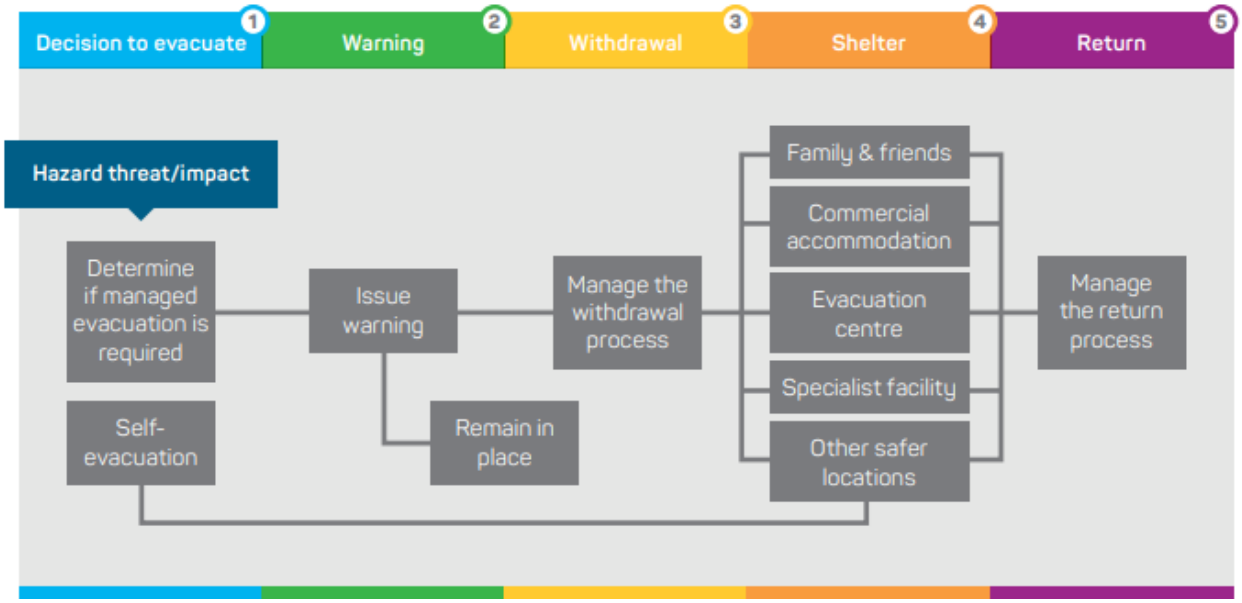
Evacuation of the Locality will be considered as a last resort. Where an evacuation is required the TEMC, in consultation with the Regional Controller, Local Controller and the LEC, will arrange emergency accommodation and transport, as necessary, through the relevant functional group/s.

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 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:

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

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 Centre Field Guide available on WebEOC.

7.16. Register.Find.Reunite Registration and inquiry system

The 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.Reunite[7].

This system can be activated by either the Territory or Regional Controller without the national system being activated, in consultation with the NTPF and 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, is responsible for coordinating rapid impact assessments. At the local level, local controllers or an Incident Controller if appointed, should contact the Survey, Rescue and Impact Assessment Group lead to discuss impact assessments if deemed appropriate.

[7] 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 multiple 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 (within 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 Specific 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 Agriculture and Fisheries (DAF)/Wagiman-Guwardagun Rangers
Critical Goods and Services	Lazy Lizard/United Service Station
Digital and Telecommunications	Department of Corporate Communications & Development (DCDD)
Emergency Shelter	Pine Creek Primary School
Engineering	VDRC
Industry	Department of Trade, Business and Asian Relations (DTBAR)
Medical	Pine Creek Health Clinic
Public Health	DoH
Public Information	CM&C
Public Utilities	PAWC/ESO
Survey, Rescue and Impact Assessment	NTPF/NTFES
Transport	VDRC
Welfare	Department of Children and Families (DCF)

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	DAF/Wagiman-Guwardagun Rangers
Anti-looting protection	NTPF
Banking services	Post Office/ATM
Broadcasting: What radio stations provide announcements?	ABC Local Radio
Clearing of essential traffic routes	VDRC/FERG/NTPF/NTFES
Clearing storm water drains	VDRC
Clothing and Household Items	DCF
Community clean up	VDRC
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	Pine Creek Hotel/United Service Station/Lazy Lizard
Damaged public buildings: Coordination and inspections	DLI
Disaster Victim identification capability	NTPF
Emergency Alerts	NTPF/NTFES/BFNT
Emergency food distribution	DCF
EOC, including WebEOC	NTPF/NTFES
Emergency shelter staff, operations and control	VDRC/DET
Evacuation centre - Staffing, operations and control	VDRC/DCF
Financial Relief/Assistance Disaster Recovery Funding Arrangements	CM&C/DCF
Identification of suitable buildings for shelters	LEC
Interpreter services	Aboriginal Interpreter Service
Management of expenditure in emergencies	Controlling authority and any activated functional groups at the direction of the controlling authority
Medical services	Pine Creek Health Clinic

Functions	Agency/organisation/provider responsible
Network communications (IT): Responders /Public Maintenance and restoration of emergency communication	Telstra
Power: Protection and restoration:	PAWC/ESO
Public messaging during response and recovery.	Hazard management authority/CM&C
Public/Environmental Health (EH) management • all EH functions including water & food safety • disease control	DoH
Rapid Impact Assessment	NTPF/NTFES
Recovery Coordination	CM&C
Repatriation	DCF
Restoration of public buildings	DLI
Restoration of roads and bridges (council/territory) excluding railways	DLI
Road management and traffic control including public Information on road closures	VDRC/NTPF
Sewerage: Protection and restoration	PAWC/ESO
Survey	NTPF/NTFES
Traffic control	DLI
Transport: Commercial and Public airport/ planes, automobiles and buses	VDRC/DLI
Vulnerable groups	Pine Creek Health Clinic/DCF
Waste management • collection • disposal of stock	VDRC
Water (including drinking water): Protection and restoration	PAWC/ESO

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

11.3.1. Fire

	Hazard	Controlling authority	Hazard management authority
	Fire (within Gazetted Area)	NT Fire and Emergency Services (NT Fire and Rescue Service)	NT Fire and Emergency Services (NT Fire and Rescue Service)
	Bushfire (within Fire Protection and Management Zones)	NT Fire and Emergency Services (Bushfires NT)	NT Fire and Emergency Services (Bushfires NT)

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.
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.
Vehicle fire	An undesired fire involving a motor vehicle.

Agency capabilities

BFNT - Trained and equipped to combat bushfires only (also known as grassfires or wildfires). BFNT members are not trained or equipped to combat fires involving structures, vehicles or hazardous material.

NTFRS - Protects the Territorian community from emergencies involving fire, motor vehicle crashes and other dangerous situations, including hazardous materials and building collapse.

Under the Territory Emergency Plan BFNT and NTFRS are both the hazard management authority and Controlling Authority for fires within each of their jurisdictions. This means that either relevant agency is responsible for managing technical aspects of responding to a bushfire and commanding its resources through their Incident Controller. This means that if a fire is occurring within an Emergency Response Area (ERA) then the NTFRS is the controlling and hazard management authority. If a fire is occurring within a fire protection zone, then BFNT is the controlling and hazard management authority.

Across the NT, landowners are an essential part of the fire management process. Communication, co-operation, 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.

The NTFRS and BFNT identifies 3 classes of incidents and describes them in generic terms, as shown in the following table:

Incident classification	Description
Level 1	Level 1 incidents are generally characterised by being able to be resolved through the use of local or initial response resources only.
Level 2	Level 2 incidents may be more complex either in size, resources or risk. They are characterised by the need for: • deployment of resources beyond initial response; or • sectorisation of the incident; or • the establishment of function sections due to the levels of complexity; or • a combination of the above.
Level 3	Level 3 incidents are characterised by degrees of complexity that may require the establishment of divisions for effective management of the situation.

Actions to be taken

In instances where the Local Controller is required to perform a task or function, the controlling authority will contact the Local Controller. Tasks approved by the controlling authority's Incident Controller may include, but not limited to:

- liaison with key community stakeholders
- closure of roads or places
- fire cause or protection of potential area of origin
- post fire impact assessments

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 ERA and BFNT fire protection and management zones. Permits to burn are required throughout the entire year inside an ERA or fire protection and management zones 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 a fire protection zone
- the BFNT Regional Fire Management Plan
- establishment of an Incident Management Team with liaison officers from other agencies to assist
- radio, television and social media posts

Warnings and advice approval flow (bushfire only):

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

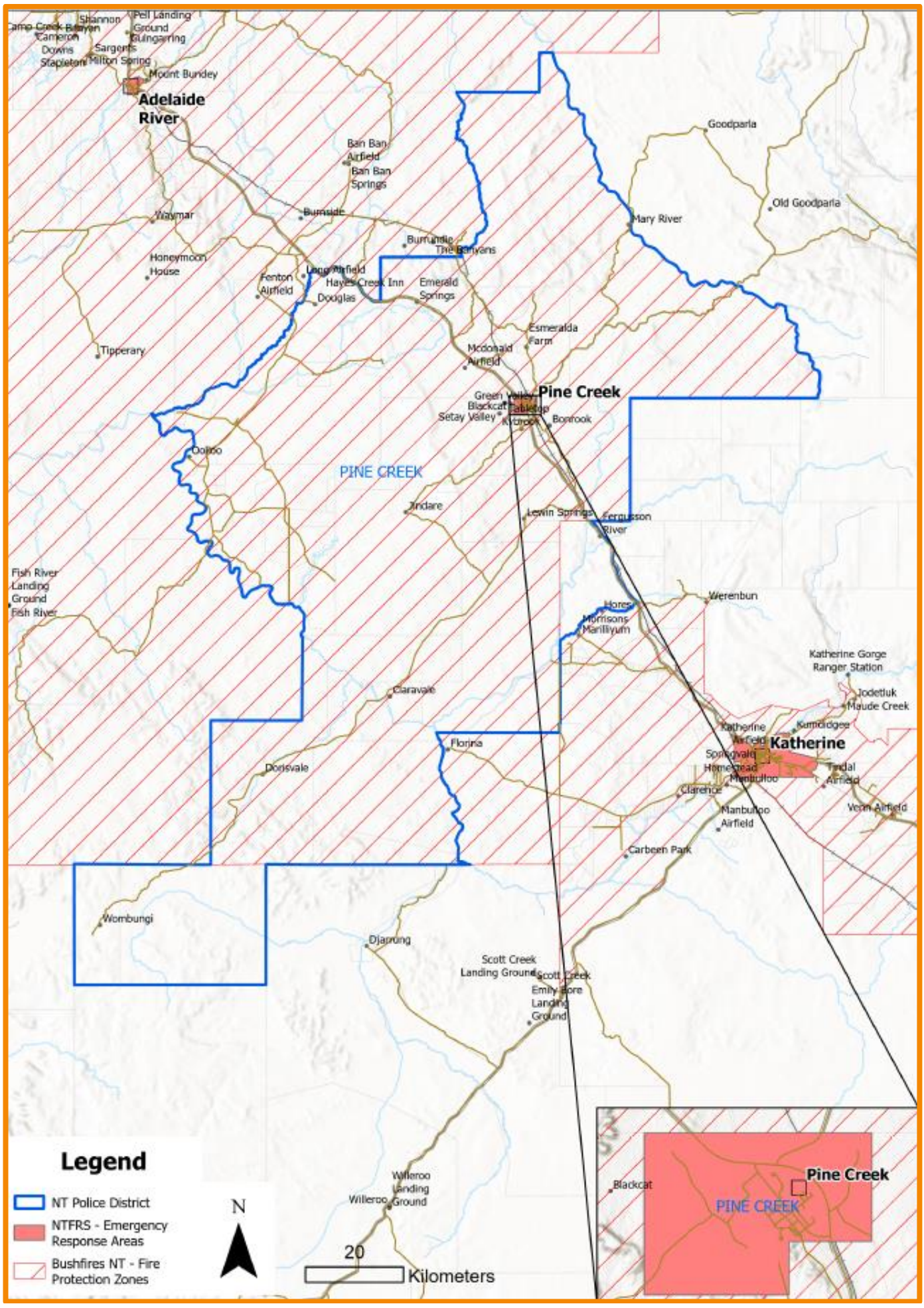
There are 3 warning levels

	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).

Fire ERA map – Pine Creek



11.3.2. Heatwave

	Hazard	Controlling Authority	Hazard Management Authority
	Heatwave	Department of Health	Department of Health

The NT has naturally warm to hot weather. However, maximum and minimum temperatures occasionally exceed historical records creating heatwave conditions. Heatwave (extreme heat) conditions occur across the Territory between the months of October and March. Extreme heat is predicted to become more frequent, more intense, of longer duration, and occurring earlier in the warm season.

A heatwave occurs when maximum and minimum temperatures are unusually hot (unusual for that location) projected over a 3 day period. Heatwaves can occur with or without high humidity. They have potential to cover a large area, exposing individuals and communities to hazardous heat. Forecast minimum and maximum temperatures are compared to the historical data of a location as well as temperatures over the last 30 days to establish a heatwave occurrence.

Extreme heat can be very taxing on the body. The human body can be over-heated when it is surrounded by a temperature close to or exceeding body temperature of 37˚C in the presence of dehydration. If the body's temperature is unable to be reduced adequately by evaporation of perspiration or moving to cooler surroundings, the resulting illness may range from mild to severe/catastrophic.

A heatwave forecast is a warning that the hot temperatures will be a shock to the body, compared to recent temperatures. Even the most acclimatised NT residents can be affected by heat stress. The Bureau's heatwave forecast covers all localities in the NT.

NT Health publishes heat health alerts where a severe or extreme heatwave is forecast to affect:

- a major centre (Greater Darwin Region, Alice Springs, Katherine, Tennant Creek, Nhulunbuy OR
- 3 or more populated centres in a Bureau weather district

AND the forecast is:

- 3 or more days of severe heatwave OR
- 2 or more days of extreme heatwave

The level of a severe or extreme heatwave event will determine the magnitude of response required to effectively manage the situation. The following describes heatwave incident response hierarchy and are based on AIIMS incident classification.

Level	Description
Level 1	The thresholds for a heatwave are activated with a Severe or Extreme Heatwave meeting the triggers. The Severe or Extreme Heatwave has minimal or no impact on normal operations. The Severe or Extreme Heatwave continues for one - 3 days. Hospitals and health services may observe an increase in activity commensurate with the incident. Response by NT Health through heat health alerts. Community alert messaging may utilise Watch and Act or Emergency Warning for day(s) where the heatwave is occurring.
Level 2	The Extreme Heatwave continues for approximately 3 - 6 days. The triggers for activation of plan are met. The Extreme Heatwave has major impact on normal operations. The weather event is resulting in compounding impacts on essential services and infrastructure, and there are anticipated impacts on human health and infrastructure. Hospital and health service activity increases. Response by NT Health through heat health alerts and emergency medical attention. Community alert messaging utilises Watch and Act, and Emergency Warning. Functional groups support requested if required. ICC may be established.

Level 3	An Extreme Heatwave is protracted, exceeding 6 days. The triggers for activation of plan are met. Maximum temperatures for the localities are exceeded for what is normally expected and multiple days with significantly increased night-time temperatures. Public infrastructure is affected. Power supply outages, compounding the heatwave and resulting in the public unable to seek respite from the heat. Abnormally high presentations at hospitals for heat related illness. Abnormally high ambulance call outs. Businesses are taking significant actions to protect the welfare of their workers. There are a significant number of anticipated impacts.

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

- preseason situational awareness with the Bureau
- developing heat health communication and community engagement strategies
- engagement with government and private agencies, functional groups and community organisations
- preparing fact sheets, and translating into indigenous and multicultural languages
- monitoring the Bureau heatwave forecast and decision support product
- public messaging (using radio, website posts, and social media posts) when a heatwave is forecasted, imminent or in progress

Public safety message process:

- NT Health receives heatwave warning from the Bureau
- the heatwave decision support product is reviewed and localities of forecast severe or extreme heatwave noted
- NT Health Strategic Media, Marketing and Communications Team publish heat health alerts on NT Health Alerts webpage and other channels
- NT Health publishes media release through NTG Media Releases
- NT Health engages with media to broadcast heat health messages

Warnings and advice approval flow:

The Australian Warning System is a 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.

11.3.3. Road crash

	Hazard	Controlling authority	Hazard management authority
	Road Crash	NT Police Force	NT Fire and Emergency Services (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 per pre-determined response arrangements contained within the SerPro 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/NTFES members

Public safety message process:

- NTPF Territory Duty Superintendent to approve public messaging and forward to NTPF and NTFES Media Unit for dissemination

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 to be determined>.	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. The Local Controller to disseminate information to the community. **Withdrawal** – 3 stage process: 1. <location to be determined>; community to the <location to be determined>; to be registered for evacuation to <location to be determined> 2. once registered, groups to move to the airstrip assembly area using buses/vehicles 3. Australian 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 to be determined> **Return** – to be determined once recovery can sustain return to <location to be determined>.	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 stations, Homelands and homesteads>	

Vulnerable groups within the community	The Medical Group will liaise with local health staff and provide information on medically vulnerable people. The identified people will be evacuated <at a time to be determined>.	Medical Group and Transport Group to action
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>	
Estimated duration of the potential evacuation?	<To be determined>	

Triggers for the evacuation	**Example** 1. evacuation planning to commence when the Locality is under a <to be determined> 2. implement evacuation if the severity and impact has caused major damage and disruption to all services 3. 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.	Regional Controller
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 coordination Stage 1	Regional Controller 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. 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 NTPF/NTFES Facebook page SecureNT • loud hailer • door to door • Emergency Alert System.	Regional Controller to liaise with Public Information Group and NTES
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

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?)	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 Animal Welfare Group
Responsibility for the coordination of Stage 2	Local Controller/Regional Controller	
Stage 3 - Withdrawal		
Outline	3 stage process: 1. community residents to <staging area 1> 2. <staging area 1> to airport 3. airport to <location to be determined> evacuation centre	
<Location> community to the airstrip	**Lead** • NTPF **Overview** • the community will gather at the <location to be determined> prior to being transported by community buses to the airstrip. **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.	NTPF

Assembly area	Likely location of evacuation centre: <to be determined>. 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** • Australian Red Cross Coordinator: Red Cross **Other details** Evacuee registration. Residents will need to register at <location to be determined> or airport if (self-evacuating) to be permitted access to the evacuation centre at the <location to be determined>.	NTPF/DCF
<Location> community to <location to be determined>	**Lead - NTPF** **Example Lead - Transport Group** **Overview** • 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 cost of ($_____). • The operation will begin at _____hrs with the first aircraft, leaving <to be determined> and arriving at _____hrs • The operation will continue throughout the day until all community members are evacuated. It is estimated that all community members can be evacuated by _____hrs (arriving in <to be determined>).	NTPF/Transport/ Logistics

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

Coordination Stage 3	Regional Controller	IMT coordination
Stage 4 – Shelter		
Overview	An evacuation centre will be established at the <location to be determined>. The <location to be determined> will be the primary areas used.	
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**	DCF	Welfare Group
• **Deputy Director**	DCF	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

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

The following table outlines 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.

Activity	Response activities	Recovery activities
1. Situational awareness	Road clearance teams General public Media reports Survey and rescue teams Impact assessment teams	Contributes to recovery planning through impact assessment data Comprehensive Impact Assessments Needs Assessment
2. Public Information	Public Information Group activation Spokespersons identified SecureNT activated	Continues in recovery
3. Survey and Rescue	Survey teams deploy to designated areas Critical sites surveyed Deploy rescue teams – NTFRS and NTPF Specialist Response Division provide primary Urban Search and Rescue capability	Survey and Impact Assessment data used to develop the Recovery Action Plan
4. Road clearance	Road patrol teams deploy and check assigned routes Road clearance to priority sites Assess Stuart Highway to Katherine (supply route)	Restoration of road networks and bridges Return to business as usual
5. Emergency accommodation	Emergency accommodation and shelter	Evacuation centres may continue into recovery

Activity	Response activities	Recovery activities
	- evacuation centres Provision of resources that will enable people to remain in their homes Emergency clothing	Temporary accommodation options Repatriation planning
6. Medical	Hospital - Identify any issues with accessing facilities - Initial Impact assessment - Access to critical supplies e.g. medicines, consumables, power or fuel and water - ongoing acute clinical care and critical services requirements - increase morgue capacity Health Centres - identify any issues with accessing facilities - Access to critical supplies e.g. medicines, consumables, power or fuel and water GP clinics and pharmacies - identify operational GP services - identify operational pharmacies Support Medically vulnerable people Medical retrieval services (air and road	Ongoing provision of health services - which may include business continuity plans - engagement with stakeholders Repatriation of medically vulnerable people in community GP clinics and pharmacies - ongoing liaison by the Medical Group Medical retrieval services – resume business as usual
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
	<u>Fuel</u> Fuel suppliers and point of sale Manage fuel supplies to emergency power generation	Monitor fuel levels Infrastructure repairs Emergency fuel supplies for recovery

Activity	Response activities	Recovery activities
		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 Drinking water safety standards Sewage and waste disposal Safe food distribution and advice Vector and vermin control Food and commercial premises	Ongoing in recovery
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 teams Initial impact assessments	Comprehensive impact assessments Ongoing 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)
	Rail Rail damage assessment	Ongoing liaison with operator to support restoration to business as usual

Activity	Response activities	Recovery activities
	Outage estimation	
	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
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	NTPF 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
AIIMS	Australasian Inter-Service Incident Management System
BFNT	Bushfires NT
CM&C	Department of the Chief Minister and Cabinet
DCDD	Department of Corporate and Digital Development
DCF	Department of Children and Families
DLPE	Department of Lands, Planning and Environment
DET	Department of Education and Training
DLI	Department of Logistics and Infrastructure
DoH	Department of Health
DTBAR	Department of Trade, Business and Asian Relations
EMA	Emergency Management Australia
EOC	Emergency Operations Centre
ERA	Emergency Response Area
ESO	Essential Services Officer
FERG	Fire and Emergency Response Group
ICC	Incident Control Centre
ICP	Incident Control Point
IMT	Incident Management Team
JESCC	Joint Emergency Service Communications Centre
KM	Kilometres
LCC	Local Coordination Centre
LEC	Local Emergency Committee

Acronyms	Definitions
LRCC	Local Recovery Coordination Committee
M	Metre
NERAG	National Disaster Risk Assessment Guidelines
NT	Northern Territory
NTES	Northern Territory Emergency Service
NTFES	Northern Territory Fire and Emergency Services
NTFRS	Northern Territory Fire and Rescue Service
NTG	Northern Territory Government
NTPF	Northern Territory Police Force
PAWC	Power and Water Corporation
RAT	Rapid Assessment Team
RCC	Rescue Coordination Centre
SEWS	Standard Emergency Warning Signal
SITREP	Situation Report
TDO	Territory Duty Officer
TEMC	Territory Emergency Management Council
VDRC	Victoria Daly Regional Council
WebEOC	Web-Based Emergency Operations Centre