GALIWIN'KU LOCAL EMERGENCY PLAN 2020/21

TERRITORY EMERGENCY MANAGEMENT COUNCIL

Authority

The Galiwinku Emergency Plan (the Plan) approved by the Territory Controller 2013 and in accordance with section 17 of the *Emergency Management Act 2013* (the Act) has been reviewed and endorsed by the Regional Controller.

Regional Controller
Travis Wurst

Dated this 17th day of November 2020

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Version History

The following table lists all previous endorsed versions of this plan:

Plan	Endorsed
Galiwinku Local Emergency Plan 2016/2017	Yes
Galiwinku Local Emergency Plan 2017/2018	Yes
Galiwinku Local Emergency Plan 2018/2019	Yes
Galiwinku Local Emergency Plan 2019/2020	Yes

Amendment List

Proposals for amendment to this plan are to be forward to:

Officer in Charge, Local Controller
Galiwin'ku Police Station
Galiwin'ku NT

Amendments promulgated are to be certified below when entered:

Revision Date	Description	Local Controller
July 2018	New template development and review	K.Riley/ NTES
Aug 2018	Plan review. Formatting amendments	A.Heath/ NTFRES
Nov 2020	Administrative amendments	J Richardson / NTPFES

Purpose

1.   The purpose of this Plan is to describe the emergency management arrangements for Galiwin'ku District (the District) during 2020/21.

Application

2.   This Plan applies to:

- The Galiwin'ku District.

Related References

3.   The following references apply:

- *Emergency Management Act 2013*

- Territory Emergency Plan 2020/21

- Northern Region Emergency Plan 2020/21

- National Disaster Risk Reduction Framework (NDRRF)

- National Disaster Risk Assessment Guidelines (NERAG).

Plan

Key Considerations

4.   The *Emergency Management Act 2013* (the Act) is the legislative basis for emergency management across the Northern Territory (NT).

5.   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.

6.   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.

7.   This Plan:

- confirms appointment of a Local Emergency Controller and Local Recovery Coordinator

- confirms establishment of the Local Emergency Committee (LEC) and Local Recovery Coordination Committee (LRCC)

- assesses hazards most likely to affect the community

- specifies control and coordination arrangements for mobilisation of local and, if necessary regional, Territory and national resources

- identifies roles and responsibilities of key stakeholders

- details specific emergency response procedures for the higher risk situations.

8. This Plan complements the Territory Emergency Plan as it relates to the District. For further information on the hierarchy of plans, refer **Annex A**.

Locality Context

9. The District covers approximately 13,700 square kilometres and is located approximately 120kms west of Nhulunbuy and 500kms east of Darwin, forming part of the Northern Region (Region 1) as defined by the Territory Emergency Plan.

10. The District population is approx. 2,156 persons[1], the main population centre being the town of Galiwin'ku.
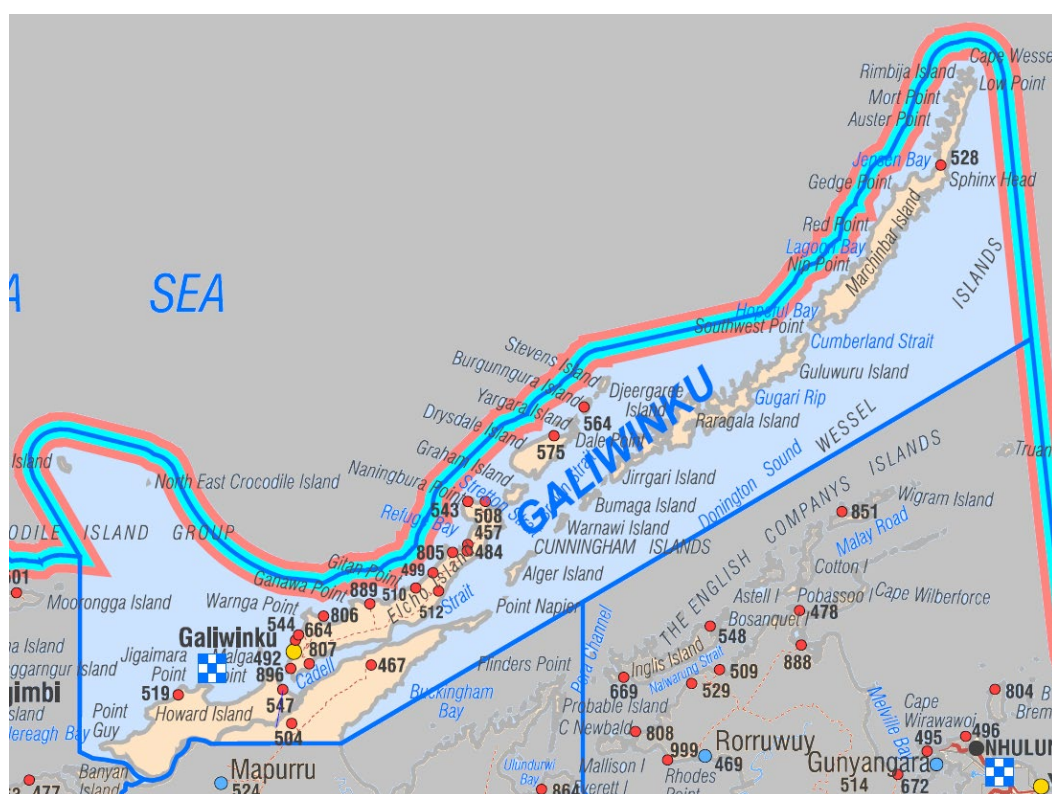
Climate and Weather

11. The District experiences similar weather conditions to those which occur throughout the Top End of the NT. That is, there is a distinct 'Wet' (November to May) and 'Dry' (June to October) season.

12. Compared to Darwin, temperatures tend to be slightly higher during the Wet and slightly lower during the Dry. The District's average annual rainfall is approximately 1,436 millimetres.

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[1] Census 2016

Geography

13.   The District ranges from long beaches to rocky bluffs.

14.   The beach on the north side of the rocks is the main beach and boat ramp. This is a 400ms long west-facing pocket of sand wedged in below the 20ms high bluffs, and cut by rocks in the south, together with the remains of an old rock jetty with a vehicle access ramp behind.

Sites of Conservation or Cultural Significance

15.   There are many areas in the vicinity of the District boundaries into which it is culturally unacceptable to go.

16.   Further information about this site can be found here.

Tourism

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

Public Administration

NT and Local Government

18.   NT Government agencies that have a presence in the District include:

- NT Police, Fire and Emergency Services (NTPFES)
    - NT Police Force (NTPF) (Police Station)
    - Northern Territory Emergency Service (NTES Volunteer Unit)
- Department of Health
    - Ngalkanbuy Health Centre Miwatj Health
- Department of Education
    - Shepherdson College

19.   Local government in the District is provided by the East Arnhem Regional Council (EARC). While council headquarters are in Nhulunbuy and Darwin and it has a Service Delivery Centre on Elcho Island.

Infrastructure

Building Codes

20.   Buildings in the District are gazetted under the *Building Act 2016* (NT), NT Building Regulations.

Land Use

21.   The District land use is in consultation between EARC, and Traditional Owners and include infrastructure in the areas of:

- Residential
- Sewerage Ponds
- Air Strip
- Waste management.

Power Generation and Distribution

22.   The District is serviced by stand-alone, diesel power stations. This is contracted out from PowerWater.

Water Services

23.   PowerWater is responsible for supplying the community with water via diesel generators.

24.   Marthakal supplies and maintains water to the homelands though bores and diesel generators.

Health Infrastructure

25.   The Ngalkanbuy Health Centre run by Miwatj Health Aboriginal Corp has the capacity to provide to emergency medical aid in addition to routine health treatment.

26.   Serious medical cases are required to be medically evacuated to Darwin.

Emergency Service Infrastructure

27.   The District has the following emergency service infrastructure:

- Police Station and cells
- NTES Volunteer Unit
- Ngalkanbuy Health Centre.

Roads

28.   Elcho Island has one main road running between Galiwin'ku and Gawa, which are at opposing ends of the island.

29.   During the Wet season, many of the roads are impassable.

Airports

30.   The table below lists the airstrips in The District.

Name of the Strip	Datum	Details (type, length, etc.)	Operator of the strip
Elcho Island	12° 01.2 S 135° 34.2 E Lot 295 Burmala Rd Northern Edge of community	Registered CTAF 127.15 Bitumen PCN 8/F/A/ Length 1440 WID 30 RWS 90 RWY Lighting LIRL/PAL 120.05	Marthakal Yolngu Airlines Pty Ltd

Ports (Barge Landings)

31.   The District has a barge landing located 5 kilometres south - east of the community.

Telecommunication

32.   Telecommunications are available across the Galiwin'ku town area via a combination of landline, mobile and satellite communications delivery

33.   Elcho Island Telecommunication tower is powered by batteries. The tower receives the signal via a repeater tower on the mainland located at Mapurru. Reduced reception occurs when the tower at Maparru is not operational.

Local Radio Stations

34.   The District has the following radio stations:

- 105.9FM ABC Local Radio.

Vulnerable Clients

35.   A list of all vulnerable medical patients within the District is held with the managers of the Ngalkanbuy Health Centre.

36.   A list of all vulnerable aged clients within the District is held with the managers of the EARC Aged Care Service, operated by Mabunji Aboriginal Resource Association.

Preparation

Disaster Hazard Analysis and Risk Register

37.   The LEC has identified the following hazards for the District which require a detailed operational response procedure:

- Transport (Road, Marine and Aircraft)

- Tropical Cyclone

- Bushfire

- Severe Storm.

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

Hazard	Overall Consequence	Overall Likelihood	Risk Rating
Transport Incident Road/Air	Moderate	Rare	Low
Cyclone CAT 1 & 2	Minor	Almost Certain	Medium
Cyclone CAT 3	Moderate	Likely	Medium
Cyclone CAT 4	Major	Likely	High
Cyclone CAT 5	Major	Possible	High
Bushfire	Minor	Likely	Medium
Severe Storms	Minor	Likely	Medium

Transport Incident (Road and Air)

39. Transport incidents refer to motor vehicle and air incidents.

40. These incidents are of an impact nature with little or no lead time. With the exception of maintaining infrastructure, no mitigation can be put in place.

41. Procedures surrounding aircraft incidents have been developed by the Australian Transport and Safety Bureau and can found here.

Tropical Cyclone

42. Tropical cyclones are low-pressure systems that form over warm tropical waters and have gale force winds (sustained winds of 63 kilometres per hours or greater, and gusts in excess of 90 kilometres per hour) near the centre.

43. Gale force winds can extend hundreds of kilometres from the cyclone centre. If sustained winds around the centre reach 118 kilometres per hour (gusts in excess 165 kilometres per hour) then the system is called a severe tropical cyclone (these equate to category 3 or above).

44. Prevention and preparative controls for tropical cyclones include, but are not limited to:

- Preparation of the Local Emergency Plan and convening the LEC

- Implementation of cyclone preparation initiatives and council clean ups

- Radio, television and social media broadcasts and billboard announcements

- Police patrols.

45.   Recent Events

- Cyclone NATHAN March 2015

Cyclone Nathan caused localised flooding, loss of essential services, power and water services, telecommunications.
There was further damage to housing and additional road and infrastructure damage, including damage to the access to the barge landing due to storm surge.

- Cyclone LAM February 2015

Cyclone Lam had the following impact across Elcho Island; localised flooding, Loss of essential services, power and water services, telecommunications, and damage to housing including the loss of houses.

Significant damage to road and infrastructure including access damaged barge landing due to storm surge. Airport restrictions were put in place.

Access to outstations was cut off, food shortage and water contamination became an issue.

Bushfire

46.   A fire hazard includes and fire threat to the township, housing and infrastructure of Galiwin'ku and all the surrounding outstations.

47.   Controlled burning occurs on a yearly basis in Galiwin'ku and the surrounding communities.

48.   The Galiwin'ku NTES unit maintain a Bushfire capability to provide first response to any fire incident.

Severe Storms

49.   Most rain falls during the period from December to March, but occasional storms occur at other times of the year. Rainfall will cut access to unsealed roads for up to 7 days at a time.

50.   Severe storm or severe weather warnings are issued by BoM when a severe weather is observed, or there is strong evidence of a severe weather event, and it is expected to persist.

51.   Severe weather can be quite localised and develop quickly. The exact location of severe weather can be hard to predict. The warnings are usually issued with up to 3 hours' notice, however due to their unpredictable nature, can have less or no lead-time before the event.

Public Education

52.   The NTES delivers community education, awareness and prevention programs. These are also conducted by Commonwealth Government

agencies (Emergency Management Australia, Bureau of Meteorology), as well and non-government entities (Bushfires NT) to ensure ongoing public awareness of emergency and disaster events. Further information is available on each organisation's respective website.

Planning

53.   The Act requires Emergency Plans to be 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.

54.   In accordance with section 17 of the Act, the operation and effectiveness of approved emergency plans must be reviewed at least once every 12 months.

Resource Coordination

55.   A master resource register is to be maintained by the District Local Controller for rapid reference during emergency management operations – refer Annex D.

56.   Stakeholders are to ensure that the District Local Controller is kept advised of changes to resource holdings, operational response capability and key personnel contact arrangements on a regular basis.

Training and Education

57.   The Act requires that those involved in emergency planning and operations are be appropriately trained. The NTES Emergency Management Training Unit provides the required training and education capability to ensure NT Government and non-government entities are appropriately trained.

Exercises

58.   Exercises are a key measure for testing the effectiveness of plans and should be conducted at all levels and involve all stakeholders. Exercises ensure that plans are robust and understood, and that capabilities and resources are adequate to implement them.

59.   Exercises are conducted when an Emergency Plan has 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 PPRR.

- New or emerging hazards/risks have been identified.

60. Delivery of exercises is guided by advice from the Territory, Regional or Local Controllers, the Territory Recovery Coordinator, Territory Emergency Management Council or Regional or as required by functional groups. [2]

Response

61. Response actions are those 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[3].

Control and coordination

62. 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/Delegate.

Local Emergency Controller

63. In accordance with section 76 of the Act, the Territory Controller has appointed a District Local Emergency Controller (Local Controller).

64. The Local Controller is the OIC of Galiwin'ku Police Station.

65. The Local Controller is subject to the directions of the Regional Controller for the region in which the District is located.

66. The powers, functions and directions the Local Controller is subject can be found in sections 77, 78 and 79 of the Act.

Local Emergency Committee

67. In accordance with section 80 of the Act, the Territory Controller has established a Galiwin'ku Local Emergency Committee (LEC).

68. The Local Controller is Chair of the LEC. Remaining membership consists of representatives from NT Government and non-government entities within the District.

69. Division 11 of the Act specifies the establishment, functions, powers; membership and procedure requirements of a LEC.

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[2] Section 3.5 & 3.6 of the Territory Emergency Plan.

[3] Australian Institute for Disaster Resilience. (1998). Manual 3, Australian Emergency Management Glossary, Retrieved from https://www.aidr.org.au/media/1430/manual-3-australian-emergency-management-glossary.pdf

Local Recovery Coordinator and Coordination Committee

70.   In accordance with section 87 of the Act, if a region and/or locality has been affected by an event, the relevant Regional Recovery Coordinator may appoint a Local Recovery Coordinator.

71.   The Local Recovery Coordinator will establish a local Recovery Coordination Committee drawing from membership of the LEC and other relevant members of the community as deemed necessary.

72.   The Local Recovery Coordinator will report directly to the Regional Recovery Coordinator.

73.   Division 12 of the Act specifies the functions, powers and directions the Local Recovery Coordinator is subject to.

74.   Division 13 of the Act specifies the establishment, functions, powers, membership and procedure requirements of Recovery Coordination Committee.

Emergency Operations Centres (EOCs)

75.   Local Control Centres (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 District. 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 or the Territory Emergency Operations Centre where applicable

- dissemination of information to the media and general public through the Public Information Group to ensure a single point of truth for releases of information to the wider community[4].

76.   The District LCC is the Galiwin'ku Police Station.

77.   The Regional EOC will be located in Darwin at the Peter McAulay Centre.

78.   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.

79.   Liaison Officers from functional groups and support agencies will attend the EOC as required.

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[4] Territory Emergency Plan Section 4.5.3

WebEOC

80. WebEOC is a critical information management system used throughout the NT. It is an effective and efficient tool used by stakeholders that have a role and responsibility under the Territory Emergency Plan during prevention, preparation, response and recovery phases of any event.

81. WebEOC is a contemporary platform for the coordination of multi-agency response to any critical incident be it a severe weather event, flood, bush fire, industrial accident, major crime, terrorism or a large scale planned event. It provides the capacity to record (in real time) all information relevant to an incident and to share that information with other persons at the scene, an EOC and Functional Group personnel.

82. WebEOC allows for information sharing, managing tasks and submitting situational reports. It also assists the Control Authority to manage and disseminate current decisions and objectives. Together these functionalities provide an up-to-date situational awareness.

Situation Reports (SITREPs)

83. 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 SITREPs.

84. 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 the WebEOC incident management system.

Activation of the Plan

85. With the exception of cyclones where six stages are used, this plan set out five 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 his or her opinion, may necessitate a 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*	This stage is declared when the Local Controller

	operations and transition to Recovery	considers that no further emergency management are necessary but if the consequences of the emergency require ongoing recovery coordination the Local Controller will advise the Local Recovery Coordinator in preparation for a transition to recovery.
Stage 5	*Recovery*	This stage is called if on-going recovery operations and coordination is required.

86.   The stages identified above provide for a sequential response. However, it may be necessary because of the degree of warning and speed of onset of an event for either the Regional or Local Controller to amalgamate the actions required under one stage.

87.   Recovery may be activated when an incident or event has occurred that did not necessitate the activation of response stages 1 to 4. This may be in relation to a sudden impact event or slow onset event such as a drought situation.

Stakeholder Notifications

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

- all available members of the LEC

- Divisional Superintendent

- Regional Controller

- NTES Duty Officer.

89.   The Local Controller will notify LEC members of imminent events or activations through various means including but not limited to phone, SMS and email notifications dependant on the most appropriate and available at the time.

Official Warnings and General Public Information

90.   Official warnings are issued by the Bureau of Meteorology (BoM), Geoscience Australia and Bushfires NT.

91.   Emergency Alert (EA) 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.

92.   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.

93.   Authority to utilise the Emergency Alert and SEWS may be given by virtue of the approval of an emergency plan. The authority and delegations can be found in the Territory Emergency Plan

94.   Controlling and Hazard Management Authorities may have pre-planned use of SEWS for non-weather related events approved by virtue of the approval of a Regional or Special emergency plan.

95.   The District will receive official warnings and general public information through the following means:

- radio broadcast

- television news broadcast.

96.   Warning and information messages for general public are authorised by the Local/Regional Controller/Delegate, as relevant. The dissemination of such warnings and information is to be by whatever means are appropriate and available at the time.

Australasian Inter-Service Incident Management System (AIIMS)

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

Closure of Schools

98.   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.

99.   The decision to reopen schools will be made by the Chief Minister on advice from the Chief Executive, Department of Education.

Closure of Government Offices

100.   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.

101.   The decision to re-open government offices will be made by the Chief Minister on advice from the TEMC.

102.   All NT Government 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.

Emergency Shelters

103.   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, fire or tsunami.

104.   The table following shows those facilities identified as cyclone shelters, their estimated capacity and the organisation responsible for their preparation and management.

105.   Emergency Shelters/Strong Buildings are located at:

Responsibility	Shelter	Capacity	Contact
NT Police	Police Cells	75	OIC Galiwin'ku Police
Dept. of Education	Sheperdson College	440	Principal Galiwin'ku
Marthakal	Workshop	300	Principal Galiwin'ku CEC
	Dhurrkay Building	300	Principal Galiwin'ku CEC
Strong Buildings		*Capacity*	
Buthan Subdivision-70 houses		700	
Other Coded Housing- 66 Houses		650	
Miwatj Health		100	
Marthakal Health		50	
Child Care		20	
EARC Office		50	

106.   Those whose normal accommodation has been assessed as cyclone safe are to be encouraged to remain in their homes to reduce the burden on emergency shelters.

107.   The responsibilities of the emergency shelter manager are:

• the provision of those buildings designated as emergency shelters

• 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 cyclone shelters, in particular the NTPF.

108. Evacuation is a risk management strategy that can be used to mitigate the effect of an emergency or disaster on a community[5].

109. Emergency shelters are opened under the direction of the Territory or Regional Controller in consultation with the Emergency Shelter Group. The lead agency for this group is the Department of Education. Emergency shelters will not normally operate for more than 48 hours.

110. 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.

111. The announcement that emergency shelters are open in the District will be made by radio broadcast and will include emergency shelter rules such as no pets or alcohol being permitted in shelters and that food will not be provided.

112. The Department of Education in conjunction with NT Police are responsible for the management of emergency shelters in an emergency event.

Evacuation Planning and Accommodation

113. Evacuation is a risk management strategy that can be used to mitigate the effect of an emergency or disaster on a community[6]

114. The decision to evacuate a community, including establishing an evacuation centre, is not taken lightly as it represents significant resource and financial implications[7].

115. Evacuation of the District will be considered as a last resort. Where an evacuation is required the TEMC, in consultation with the Local Controller and the District will arrange emergency accommodation and transport, as necessary, through the relevant Functional Group/s.

Register. Find. Reunite Registration and Inquiry System

116. Australian Red Cross, in partnership with the Commonwealth 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.

117. This system can be initiated by either the Territory or Regional Controller without the national system being activated[8].

118. The Welfare Group maintains Register. Find.Reunite. Any activation of this system should occur in consultation with the Welfare Group in the first instance.

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[5] EM Manual 11 Evacuation Planning, page 1
[6] EM Manual 11 Evacuation Planning, page 1
[7] Australian Emergency Management, Evacuation Planning Handbook 4 2013
[8] Territory Emergency Plan Section 4.17

Impact Assessment

119.   Immediately after a hazard has affected a community, assessment of the impact is a vital component of the situational awareness and implementation of response and recovery activities.

120.   Guidelines to conduct rapid assessments in the NT, including the establishment of a dedicated Rapid Assessment Team/s (RAT) to collect data in the field have been developed. A copy is available in the WebEOC library for emergency management practitioners.

121.   The Survey, Rescue and Impact Assessment Group, led by the NTPFES, is responsible for impact assessments.

122.   At the local level, Local Controllers can activate the NTES to undertake impact assessments if deemed appropriate.

Recovery

123.   Emergency recovery is the coordination process of supporting affected communities in the reconstruction of the physical infrastructure, restoration of the economy and of the environment, and support for the emotional and physical wellbeing of those affected.

124.   Recovery is often a long term process which can be measured in months, years or even decades. For the purpose of this plan only the early recovery phase is detailed.

Transitional Arrangements

125.   The transition from response to recovery coordination represents a fundamental shift in operational aims and tempo. This shift is from the protection of life and supporting the immediate needs of the community, to establishing longer term, more sustainable support structures.

126.   The transition to recovery coordination occurs at a time agreed to by the:

- Territory Controller

- Territory Recovery Coordinator

After consultation with TEMC, the Regional Controller and the Regional Recovery Coordinator.

Handover Arrangements

127.   Formal handover to recovery coordination will not occur until the Territory Recovery Coordinator is satisfied the following briefings have been completed:

- the Territory Controller has briefed the TEMC and the Territory Recovery Coordinator

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- the Regional Controller has briefed the Regional Recovery Coordinator, and

- where there is significant changeover of personnel, the EOC planning operations and logistics sections have briefed incoming recovery planning, operations and logistics staff.

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

129.   A summary of response and recovery activities can be found at Annex K.

Plan Governance

130.   Part 2, Division 3 of the Act outlines the preparation, consideration, approval and review requirements for Local Emergency Plans

Annexures

Annex A: Hierarchy of Plans

Annex B: Functional Groups - Roles and Responsibilities

Annex C: Functional Groups

Annex D: Resource List

Annex E: Identified Risk Guideline – Transport

Annex F: Identified Risk Guideline – Cyclone

Annex G: Identified Risk Guideline – Bushfire

Annex H: Identified Risk Guideline – Severe Thunderstorm

Annex I: Evacuation Guideline

Annex J: SITREP Template

Annex K: Summary of Response and Recovery Activities

Annex L: Contact Details

Annex M: Debrief

Annex N: Glossary

Annex O: Acronyms

Annex A: Hierarchy of Plans

Emergency management planning in the Territory is based upon a hierarchal system. It originates with the Territory Emergency Plan which provides the basis for subsequent regional, local and specific emergency management plans relating to specific threats.

- *Territory Emergency Plan.* A plan to describe the Northern Territory's approach to emergency and recovery operations, the governance and coordination arrangements and roles and responsibilities of agencies. The plan is supported by regional, local and hazard specific plans and functional group sub plans.

- *Regional Emergency Plans*. The regional emergency management structure is based upon two Police Regions. The plans provide a basis for coordinated emergency and recovery operations in the region.

- *Local Emergency Plans.* Plans developed for coordinated emergency and recovery operations in the identified locality.

- *Territory Wide Plans.* Plans are not associated with functional group operational plans but cover an all hazard/all agency/all regions approach.

- **Agency/functional group plans.** Plans developed for agencies or functional groups to deliver the functions and operations of their agency during an Emergency or disaster.

- *Australian Government Plans and Arrangements.* The Australian Government publish a range of national plans to deal with emergencies and disasters.

- *Special Emergency Plans.* Plans outlining the arrangements for the control, coordination and support response, for hazard specific emergencies and disasters such as emergency terrestrial and aquatic pest and disease incursions.
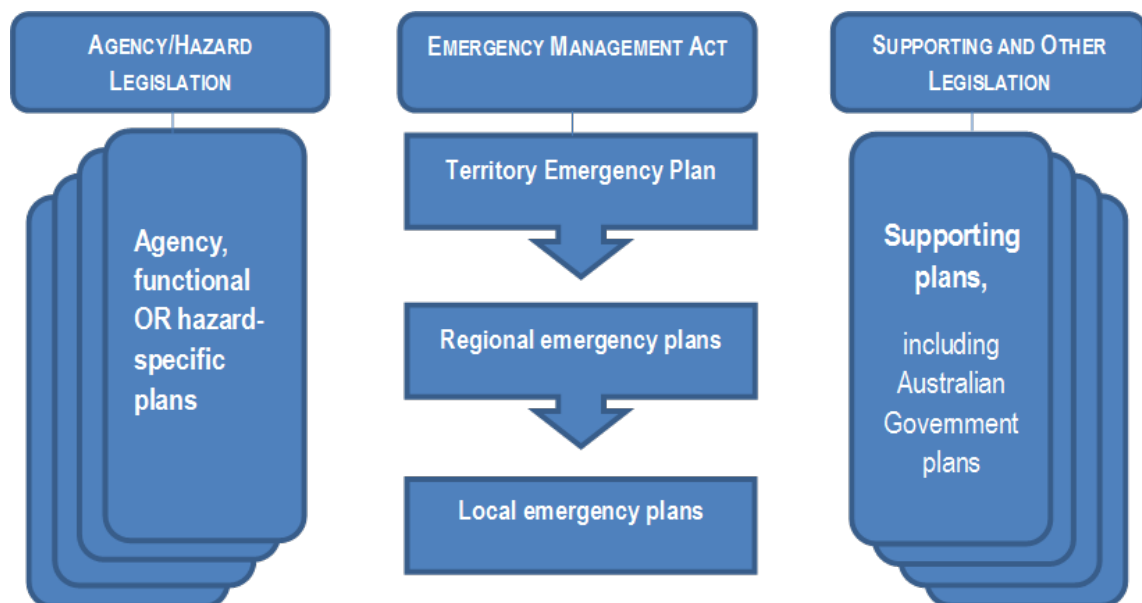
Annex B: Functional Groups - Roles and Responsibilities

Functional Group	Position and Agency
Biosecurity and Product Industry	Department of Primary Industry and Resources
Communication Technology	NTPFES
Critical Goods and Services	Department of Trade, Business and Innovation
Emergency Shelter	Department of Education
Engineering	Department of Infrastructure Planning and Logistics
Medical	Department of Health Top End Health Service
Public Health	Department of Health
Public Information	Department of the Chief Minister
Public Utilities	Power and Water Corporation
Transport	Department of Infrastructure Planning and Logistics
Survey and Rescue	NTPF with the assistance of Fire and Emergency Response Groups
Welfare	Territory Families

Function/Activity	Position and Organisation or Provider
Medical Services	Galiwin'ku Primary Health Centre - Department of Health
Power Supply (ESO)	Power and Water Corporation
Food supplier	Department of the Chief Minister with the assistance of the Galiwin'ku store
Transportation	Department of Infrastructure Planning and Logistics

Full details on agency roles and responsibilities are detailed in the Northern Territory Emergency Plan

Annex C: Functional Groups

Emergency Response and Recovery Functions with Identified Agencies/Organisation/Provider

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

Please consider which agency or community member might be responsible for providing this function:

Functions	Agency /Organisation/Provider responsible
Animal / Livestock Management	EARC
Anti-looting protection	NT Police
Banking Services	TCU
Broadcasting: What radio stations provide announcements	ABC, EARC
Clearing of essential traffic routes	EARC,NTES and Marthakal Rangers
Clearing storm water drains	EARC
Clothing and Household Items	ALPA, Birik Birik second-hand store
Community Clean Up	Marthakal, NTES, Rangers, EARC andALPA
Control, coordination and management	NT Police
Coordination to evacuate public	Police
Critical Goods and Services (protect/resupply) • Food • Bottle Gas • Camping Equipment • Building supplies	Marthakal, EARC, ANC, ALPA, Tuckerina, Bottom, Shop, AEC and Delta Reef
Damaged public buildings: Coordination and inspections	Marthakal, EARC and NTG
Disaster Victim Identification capability	Police
Emergency Alerts / SEWS	Police , EARC and Marthakal
Emergency Catering	Marthakal Motel, ALPA, School and Takirrina Takeaway
Emergency food distribution	NA
Emergency Operations Centre (EOC), including WebEOC, Recovery Coordination Centre (RCC)	Marthakal Health and Police
Emergency shelter. Staff, operations and control	Education school and Marthakal Workshop Manager
Evacuation centre - Staffing, operations and control	NA

Functions	Agency /Organisation/Provider responsible
Financial Relief /Assistance Payments of NDRRA (National Disaster Relief and Recovery Assistance)	Centrelink
Identification of suitable buildings for shelters	
Interpreter Services	AIS
Management of Expenditure in emergencies	NA
Medical services	Marthakal Health Clinic and Miwatj Health Clinic
Network communications (IT): Responders / Public Maintenance and restoration of emergency communication	Telstra (off Island)
Personal Support	NA
Power: Protection and restoration :	Contractor for PAWC and Marthakal Homelands
Public messaging during response and recovery.	EARC and ALPA
Public/Environmental Health (EH) management • All EH functions including water & food safety • Disease Control	NA
Rapid Impact Assessment	Police, NTES and EARC
Recovery Coordination	DCM
Repatriation	
Restoration of public buildings	Marthakal , Department of Housing and Community Development, AEC, EARC
Restoration of roads and bridges (council/territory) excluding railways	EARC, Marthakal
Road management and traffic control including public Information on road closures	NA
Sewerage: Protection and restoration	PowerWater
Survey	Police, NTES
Temporary accommodation (Recovery)	Marthakal Motel, School Motel, EARC contractor quarters, PM&C VOQ
Traffic Control	Police , NTES
Transport : Commercial and Public airport/ planes, automobiles, ferries, buses	School Bus, ALPA Bus, Aged Care bus, Marthakal bus, Marthakal hire vehicles
Vulnerable Groups	EARC Aged Care
Waste management	EARC

Functions	Agency /Organisation/Provider responsible
• Collection • Disposal of Stock	
Water (including drinking water): Protection and restoration	PowerWater, Marthakal Homelands

Annex D: Resource List

RESOURCE REGISTER   Locality - Galiwinku

Resource	Communications	Fire Fighting	Rescue	Medical	Aircraft	Vehicles			Plant	Fuel	Accommodation /Shelter	Food Supply & Storage
Legend Agency/Organisation	HF UHF VHF Marine (M) Satellite Ph (SP)	A=Appliance D=Dropon Unit T=Trailer F=Foam E=Extinguisher (4.5kg and above) GFU – Grass Fire Unit	RAR=Road Accident Rescue Team HE=Heavy Rescue Equipment WS=Workshop PG=Portable Genset FL=Floodlighting	=Hospital A=Ambulance C=Clinic F/A=First Aid Kits SF=Stretcher (fld) SB=Stretcher- (bsk) B=Blankets	F=Fixed Wing H=Helicopter (oo)=Seating Capacity (s)=Stretcher (w)=Winch (kg)=Payload	S=Sedan/Stationwagon U=Utility B=Bus (seating) T=Truck (capacity) WT=Water tanker FT=Fuel tanker LW=Liquid waste tanker			T=Tractor B=Bulldozer C=Crane (mobile) F=Frontend Loader F/L=Forklift L=Lowloader B/H=Back hoe G=Grader BC=Bobcat EX-Excavator	A=Avgas D=Distillate J=Jet aviation L=LPG S=Super U=Unleaded JC = Jerry Cans	B=Beds R=Rooms C=Caravans T=Tents Tp=Tarpaulins Ps=Plastic Sheeting	R=Retail store B=Bulk dry goods K=Commercial Catering P=Portable cooking F=Freezer (fixed) Fm=Freezer (mobile) C=Coolroom
						2WD	4WD	All Terrain				
Police	1 x SP 1xUHF (Marine) 1xHF	4 x E	1xPG	6xFA 8xB			3xU		1 x T	8xJC	2xB	1xEngel 1xEsky
NTES		1 x GFU	1 x RAR 1xFL	1xFA			1xU					
PM&C	1 x SP		1 X PG	3 X F/A			1x S				4 X B	1 X F
Marthakal Rangers												
EARC												
EARC Aged Care		5 x E	1 x Gen	1 x FA		1 xB	2xU			2xJC	3xT	1xC 1xF
Miwatj Health	1xSP			1XA 1XC 2XSF 10XB		2XU 1XB						
Marthakal Health	2XS 2XSP			1XC 2XSF 4XB			3XU					
AEC	1 x SP					2 x T			1xF 1xBH 1xBC 3xEX			
Bukmak												

Resource	Communications	Fire Fighting	Rescue	Medical	Aircraft	Vehicles		Plant	Fuel	Accommodation /Shelter	Food Supply & Storage
Legend Agency/Organisation	HF UHF VHF Marine (M) Satellite Ph (SP)	A=Appliance D=Dropon Unit T=Trailer F=Foam E=Extinguisher (4.5kg and above) GFU – Grass Fire Unit	RAR=Road Accident Rescue Team HE=Heavy Rescue Equipment WS=Workshop PG=Portable Genset FL=Floodlighting	=Hospital A=Ambulance C=Clinic F/A=First Aid Kits SF=Stretcher (fld) SB=Stretcher-	F=Fixed Wing H=Helicopter (oo)=Seating Capacity (s)=Stretcher (w)=Winch (kg)=Payload	S=Sedan/Stationwagon U=Utility B=Bus (seating) T=Truck (capacity) WT=Water tanker FT=Fuel tanker LW=Liquid waste tanker		T=Tractor B=Bulldozer C=Crane (mobile) F=Frontend Loader F/L=Forklift L=Lowloader B/H=Back hoe	A=Avgas D=Distillate J=Jet aviation L=LPG S=Super U=Unleaded JC = Jerry Cans	B=Beds R=Rooms C=Caravans T=Tents Tp=Tarpaulins Ps=Plastic Sheeting	R=Retail store B=Bulk dry goods K=Commercial Catering P=Portable cooking F=Freezer (fixed) Fm=Freezer (mobile) C=Coolroom
RJCP	1xSP			1 xFA		3xB	3xU 3xS		1500L D 1000L U		
PowerWater	As Per AEC										
ALPA Galiwinku	1 x SP						2XU 1XB	1 x FL			R
ALPA Buthan	1 x SP							1 x F/L			R and B
Shepherdson College	1=SP	Multiple =E	? workshop? Generator floodlighting	Multiple F/A Multiple =B		2 =U 2 =B			2=LPG Multiple = JC	Hilton 10 bedrooms Cyclone shelter	2=K 1=F 1=FM 2=C
George Mu's stores						1XT		1XF/L			1XF 1XC
Marthakal Airport	1XUHF		1XPG	1XFA	3XF	1XU 1XB			Jet aviation X10000 AVGAS X10000		
Marthakal Workshop	1Xmarine		1XWS								
Elcho Fuel									Distilate X 13000 Unlead X 10000		

Where Functional Groups are identified, those agencies are responsible for ensuring that a record of resources available during an event are completed and made available to the Local Controller during an event

Annex E: Identified Risk Guideline – Transport

TRANSPORT INCIDENT

Introduction

This plan provides generic guidance on the response to air and road emergencies within the District which necessitate the activation of emergency management arrangements.

Aircraft

Aircraft movements in the Galiwin'ku include small fixed wing aircraft and rotary wing aircraft generally used for aerial mustering.

Region personnel involved with aircraft accidents are advised to obtain and read a copy of the Australian Transport Safety Bureau *Civil and Military Aircraft Accident Procedures for Police Officers and Emergency Services Personnel*.

Motor Vehicle

An extensive four wheel drive track network is also present throughout the NT that creates additional potential issues associated with remote area incidents.

The vast majority of traffic accidents will be dealt with under existing day to day arrangements. Traffic accidents involving hazardous materials are covered under HAZMAT Risk.

Initial Responses

The main goals of any rescue are to bring the most good to the greatest number and to evacuate the living as soon as possible. Police will assume control of the scene, move survivors who are not severely injured or trapped in the wreckage to an appropriate space and commence the task of finding and extricating the trapped, seriously injured, unconscious, or deceased.

These procedures may change if there is any threat of fire or explosion.

Recovery Process

The recovery process may be complex, as people and communities will have a variety of needs, which will require numerous recovery measures involving a wide range of agencies.

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ACTIONS TO BE TAKEN – TRANSPORT INCIDENT

Organisation/Provider	Stage 1 Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
ALL MEMBERS	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.
LOCAL CONTROLLER	Notify NTES Duty Officer.		Notify NTES Duty Officer. Proceed to the incident site and carry out the following: - Establish a Forward Command Post. - Coordinate requests for assistance from other agencies. - If required, initiate search procedures. - If required, arrange for restricted air space over the incident site. - Arrange for the security and integrity of the site. - If required, arrange for photographs/video of the site to be taken. - If required, act as on-site media liaison officer. Prepare and forward regular SITREPs to the Regional Police Centre.	Upon completion of the operation ensure all personnel is advised of debrief arrangements.	
NORTHERN TERRITORY POLICE			Carry out initial reconnaissance of	Upon completion of operations (as authorised	Upon completion of operations (as authorised

			the area affected by the incident and initiate safety, first aid (DRSABCD) and Rescue procedures as required. Implement traffic/crowd control measures as required. If necessary, appoint staging section personnel to control and marshal traffic in and out of the area. Action security procedures for the incident scene and personal property. If required, implement Disaster Victim Registration.	by investigating authority) coordinate the clean-up of the scene.	by investigating authority) coordinate the clean-up of the scene.
NTES			Brief members. Proceed to the incident. Carry out other duties by the Elcho Island Local Controller.	Upon completion of the operation: a. Assist Police in clean-up of the scene. b. Confirm debrief arrangements.	
Medical/ Health	Procedures dependent on the level of incident.				

Annex F: Identified Risk Guideline – Cyclone

Cyclone

Introduction

Galiwinku is subject to tropical cyclones.

Pre-Season Preparation

The District Local Controller, through the LEC, must ensure the following pre-season preparations are actioned:

- liaison is established with all participating local organisations to update contact details

- in conjunction with the NTES, arrange an appropriate exercise to test existing arrangements

- revise and amend this Plan as necessary

- in consultation with the NTES, develop and implement a suitable public education program.

Cyclone Severity Categories

The severity of a tropical cyclone is described in terms of categories ranging from 1 (weakest) to 5 (strongest) related to the maximum mean wind speed.

Category	Maximum Mean Wind (km/h)	Typical Strongest Gust (km/h)	Central Pressure (hPa)	Typical Effects
1	63 - 88	< 125	> 985	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings
2	89 - 117	125 - 164	985 - 970	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	970 - 955	Some roof and structural damage. Some caravans destroyed. Power failures likely. (e.g. *Winifred*)
4	160 - 199	225 - 279	955 - 930	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	< 930	Extremely dangerous with widespread destruction. (e.g. *Vance*)

Source: Bureau of Meteorology

Tropical Cyclone Action Statements for NT Season
Message Approval Flow

- BoM will send Coordination Table with meteorological information to NTES Duty Officer
- NTES (Duty Officer/Regional Manager) will determine recommended Plan Stages based on information to hand
- NTES passes recommendations to Incident/Regional Controller to confirm Plan Stages
- NTES sets messages to confirmed Plan Stages and sends completed document to BoM
- BoM completes and releases TCA

Notes	Message Content & Format:
Gales / TC formation expected in 24 – 48 hrs *Gales/TC formation expected within 48hrs, not expected before 24 hours* **(Watch – Plan Stage 1)** *Only used at top of message run **if Darwin is included	**Message 1** *NTES advises** *…communities under Watch:* • Finalise your emergency kit preparations; • Clear your premises of potential wind borne missiles; • Commence home shelter preparations, or decide NOW where you will shelter; • If your present accommodation is not to code, or you're unsure, you should arrange to shelter with friends, family or in a public shelter or strong building, [or designated underground car parks in the Darwin area]**; • Do not move to shelter until advised by local authorities.
Gales expected in 12 – 24 hrs *Gales expected within 24 hours, not expected within 12 hours* **(Warning – Plan Stage 2)**	**Message 2** **…residents [**from_____ to____**] or [**east/west of___**]** • Your emergency kit should now be complete and ready; • Finalise home shelter preparations, or know now where you will shelter; • Do not move to shelter until advised by local authorities **[***Insert point for Watch Message 1 – "…communities under watch…"***]**
Gales expected in 6 – 12 hrs *Gales expected within 12 hours, not expected before 6 hours* **(Warning – Plan Stage 3)** **SEWS may be applied at this point**	**Message 3** **…residents [***from _____to_____***] [***west/east of _____***],** *A CYCLONE IS APPROACHING:* • Public shelters are now open **[***in Darwin this includes identified under cover car parks***] ;** • If not sheltering at home, PROCEED IMMEDIATELY to shelter with family, friends or at one of the public

Messages are listed in order of threat priority	shelters - take your emergency kit with you; • MAKE YOUR DECISION QUICKLY AS WINDS ARE SHORTLY EXPECTED TO REACH A DANGEROUS LEVEL; • Make final preparations to home shelter and take shelter as gales arrive; • Private Sector businesses and organisations still open at this time are strongly advised to consider securing and closing their premises. Employers are reminded of their Duty of Care to ensure the safety of any employees still at work. [*Insert point for Warning Message 2 – "…residents [from_____ to____] or [east/west of___] …"*] [*Insert point for Watch Message 1 – "…communities under watch…"*]
Gales expected within 6 hrs **(Warning – Plan Stage 4)** **SEWS recommended**	**Message 4** … residents [*from _____to_____] [west/east of _____]*, *to TAKE SHELTER NOW* • DO NOT drive or move about outside, you will be advised by local authorities when it is safe to do so REPEATING: CONDITIONS ARE NOW AT A DANGEROUS LEVEL, TAKE SHELTER NOW [*Insert point for Warning Message 3 – "…residents [from_____ to____] or [east/west of___] …"*] [*Insert point for Warning Message 2 – "…residents [from_____ to____] or [east/west of___] …"*] [*Insert point for Watch Message 1 – "…communities under watch…"*]
Gales in Area Now **(Warning – Plan Stage 5)**	**Message 5** … communities currently in shelter should remain until advised by local authorities that the all clear has been given. • DO NOT drive or move about outside, you will be advised by local authorities when it is safe to do so. REPEATING: CONDITIONS ARE STILL AT A DANGEROUS LEVEL, REMAIN IN SHELTER. [*Insert point for Warning Message 4 – "…residents [from_____ to____] or [east/west of___] …"*] [*Insert point for Warning Message 3 – "…residents [from_____ to____] or [east/west of___] …"*]

	[*Insert point for Warning Message 2 – "…residents [from_____ to____] or [east/west of___] …"*] [*Insert point for Watch Message 1 – "…communities under watch…"*]
Gales have eased **(All Clear – Plan Stage 6)** **** Posted at tail of priority warning messages.**	**Message 6** *…residents [from _____ to_____] [west/east of _____] that IT IS NOW SAFE TO LEAVE YOUR SHELTER AREA.* • Before moving around, ensure that you are wearing strong clothing and footwear. • Look around your immediate neighbourhood and render assistance where you can but beware of fallen power lines and debris. • Do not drive around unnecessarily as emergency vehicles require clear access. • If you have to drive, go directly to your destination. • Do not enter flood waters • Follow directions of local authorities. FOR LIFE THREATENING EMERGENCIES DIAL 000. For Storm or Flood Assistance call 132 500
	At end of message run: Further advice on cyclone emergencies is available at www.securent.nt.gov.au *Please ensure that friends, family and neighbours have heard and understood this message, particularly new arrivals to the area.*

Guidance Notes

Expectation of Gales:
Refers to the time period within which gales are expected to start in an area, based on forecast movement and intensity of a cyclone. For example, the statement "Gales expected in 6 – 12 hours" means that gales are expected in an area within 12 hours, but not before 6 hours.

Stages 1 through 6
The Stages within a Regional/Local Emergency Plan describe actions that will be undertaken locally to prepare or respond to requirements under their respective plans. Public Action Messages will state what we want the public to be doing.
There will be several plans activated and at different stages of activation. It is also possible that some actions may be undertaken, without a particular stage having been activated – e.g. sheltering of vulnerable persons prior to shelters opening to the public.
Activation of stages will occur based on forecast conditions/threat, current local conditions and state of preparation with local resources available.
It is entirely probable that persons sheltering will be doing so for an extended period, 12 – 18 hours or more. It is preferable people are in shelter before arrival of gales and are not released until gales have moved on and are not likely to return.

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ACTIONS TO BE TAKEN – Cyclone

Organisation /Provider	Stage 1 Watch	Stage 2. Warning	Stage 3 Warning	Stage 4 Warning	Stage 5 Warning	Stage 6 All Clear	Transition to Recovery	Recovery
ALL MEMBERS	Attend Briefings. Inform key personnel. Provide SITREPS. Carry out other duties by the Elcho Island Local Controller.	Attend Briefings. Inform key personnel. Provide SITREPS. The Committee to meet at least daily during Stage 2. Carry out other duties by the Elcho Island Local Controller.	Attend Briefings. Inform key personnel. Provide SITREPS. Carry out other duties by the Elcho Island Local Controller.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS. Undertake any other tasks directed by the Elcho Island Local Controller.	Attend Briefings. Inform key personnel. Provide SITREPS. Confirm Debrief arrangements.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.
LOCAL CONTROLLER	Notify NTES Duty Officer Convene a meeting of the Elcho Island LEC. Extra police to be sought from Region Coordinate the dissemination of the Cyclone Watch information to the public and prepare announcements for Community PA, including the procedures for after-hours	Convene a meeting of the Elcho Island LEC. Ensure that the dissemination of the Cyclone Warning information to the public is maintained. Ensure that communications are established and maintained with the Regional Controller and the Duty Officer, NTES. Activate the	Convene a meeting of the Elcho Island LEC. Notify Committee members of the declaration of Stage 3 and allocate tasks as required. Note: The Committee to meet at least daily during Stage 3 Ensure that the dissemination of	Ensure all personnel take shelter.	When it is considered safe to move outside, ascertain the extent of injury to persons and damage to property. Give direction to survey teams.	Notify Committee members of the declaration of Stage 6, and advise time and place of debrief.	Ensure that the public is advised that the operation has concluded and now moving into recovery. Prepare and forward final SITREP. In conjunction with the NT Recovery Coordinator and Regional Controller, facilitate the handover of recovery operations (if required).	Any ongoing recovery operations may operate from alternative premises.

Organisation /Provider	Stage 1 Watch	Stage 2. Warning	Stage 3 Warning	Stage 4 Warning	Stage 5 Warning	Stage 6 All Clear	Transition to Recovery	Recovery
	broadcasts. Ensure that communications are established and maintained with the Regional Controller and the Duty Officer, NTES.	EOC if needed.	the Cyclone Warning information to the public and SITREP frequency is maintained. At the appropriate time advise those persons at risk to take shelter.				Close EOC and stand down the Elcho Island LEC. Begin compilation of information for the Post Operation Report.	
NT POLICE	Brief Station Staff. Disseminate warnings and information as required. Maintain normal police duties. Assist Elcho Island Local Controller as required. Ensure all operational vehicles are fully fuelled.	Brief Station Staff. Assist with preparation of Emergency EOC if needed. Disseminate warnings and information as directed by the Elcho Island Local Controller. Limit transport and ensure all operational vehicles are fully fuelled. Assist the Elcho Island Local Controller as required.	Brief Station Staff. Disseminate warnings and information as directed by the Elcho Island Local Controller. Coordinate the movement of personnel to shelter Direct a final patrol of the town. Carry out registration/evacuation duties as required.	Brief Station Staff. Ensure all personnel take shelter.	Brief Station Staff. At Direction of Elcho Island Local Controller Commence survey.	Commence clean up and relief operations. Assist in advising the public of the conclusion of the operation	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel.
NTES	Brief Unit members.	Brief Unit members.	Secure equipment	Brief Unit Members.	Remain in shelter	Upon direction of the Elcho Island	Advise Local Recovery	Attend Briefings.

Organisation /Provider	Stage 1 Watch	Stage 2. Warning	Stage 3 Warning	Stage 4 Warning	Stage 5 Warning	Stage 6 All Clear	Transition to Recovery	Recovery
	Advise the Duty Officer, NTES of Unit involvement and any additional equipment requirements. Check and prepare Unit equipment. Carry out other duties as directed by the Elcho Island Local Controller.	Advise the Duty Officer NTES of the activation of Stage 2 and the Unit involvement.	At the appropriate time advise those persons at risk to take shelter.	Ensure all personnel take shelter.	Upon Direction of Local Controller commence survey	Local Controller, advise the Public when it is considered safe to leave the shelter Undertake any other tasks as directed by the Elcho Island Local Controller Advise the Duty Officer, NTES of the declaration of Stage 6. Provide SitRep to Duty Officer	Coordinator of any urgent priorities and participate in meetings as required.	Inform key personnel.
Medical / Health	Brief Departmental personnel. Advise Elcho Island Local Controller of the stage of preparedness and of any urgent requirements. Maintain normal health and community services.	Brief Departmental personnel. Determine health and community services priorities and advise the Elcho Island Local Controller. Provide the Elcho Island Local Controller with information and advice on communications, medical and public health and community service matters.	Brief Departmental personnel. Brief Departmental personnel on the declaration of Stage 3. Complete security of Departmental facilities including ambulances/essential vehicles, emergency power and communications equipment. Ensure that ALL	Brief Departmental personnel. Ensure all personnel take shelter.	Remain in shelter.	Brief Departmental personnel. Ensure personnel and facilities are available for casualty receipt and treatment upon receipt of All Clear advice. Restore Departmental facilities.	Advise Local Recovery Coordinator of any urgent priorities and participate in meetings as required.	

Organisation /Provider	Stage 1 Watch	Stage 2. Warning	Stage 3 Warning	Stage 4 Warning	Stage 5 Warning	Stage 6 All Clear	Transition to Recovery	Recovery
		Check, prepare and secure stores and equipment.	requests for resource assistance are channelled through the Elcho Island Local Controller Upon advice from the Elcho Island Local Controller, ensure all personnel take shelter.					
Education	Advise the Elcho Island Local Controller of the state or preparedness and availability of human resources. Maintain normal education services.	Brief Departmental staff on the declaration of Stage 2. In conjunction with the Elcho Island Local Controller and consider the closure of schools.	Brief Departmental staff on the declaration of Stage 3. Ensure all personnel take shelter. Where possible, assist with welfare and other community services.	Brief Departmental staff. Ensure all personnel take shelter.	Remain in shelter.	Brief Departmental staff. When it is considered safe to move outside ascertain the extent of injury to persons and damage to property as directed by the Elcho Island Local Controller Restore facilities and resume normal education duties as soon as possible.	Advise Local Recovery Coordinator of any urgent priorities and participate in meetings as required.	Attend Briefings. Inform key personnel.
Rangers	Advise the Elcho Island Local Controller of the	Brief Departmental staff on the	Brief Departmental staff on the	Brief Departmental	Remain in shelter.	Ensure personnel and facilities are		

Organisation /Provider	Stage 1 Watch	Stage 2. Warning	Stage 3 Warning	Stage 4 Warning	Stage 5 Warning	Stage 6 All Clear	Transition to Recovery	Recovery
	state or preparedness and availability of human resources.	declaration of Stage 2.	declaration of Stage 3. Ensure all personnel take shelter. Where possible, assist with welfare and other community services.	staff. Ensure all personnel take shelter.	Ensure personnel and facilities are available upon receipt of All Clear advice.	available upon receipt of All Clear advice		
East Arnhem Regional Council	Advise the Elcho Island Local Controller of the state or preparedness and availability of human resources.	Brief Departmental staff on the declaration of Stage 2.	Brief Departmental staff on the declaration of Stage 3. Ensure all personnel take shelter. Where possible, assist with welfare and other community services.	Brief Departmental staff. Ensure all personnel take shelter.	Remain in shelter. When directed by Local Controller begin survey.			

Annex G: Identified Risk Guideline – Bushfire

BUSHFIRE PLAN

Introduction

Fire within the Galiwin'ku Township will be dealt with by the Police and Galiwin'ku NT SES Unit.

 A combination of events can occur to trigger a Bushfire, these include:

- Above average rain increasing the fuel loads

- High fuels loads in unmanaged Blocks in Galiwin'ku

- Uncompleted mitigation burns. This will lead to a build-up of fuel i.e. Grass and shrub growth

- High winds 25kms to 100kms per hour

- Curing rate of 90% or more (dryness of grass)

- Periods when the fire danger rating for the region is Very High or greater.

Initial Responses

The initial response will be the Police and Galiwin'ku NTES unit.

Incident Controller

The Controlling Authority for a fire within Galiwin'ku is the NT Police.

Notifications

Notifications will be sent out to all relevant stakeholders and regional commands if needed.

Communications

It is essential that there is a single point of communications for all incoming and outgoing information at an incident scene, controlled by the Incident Controller, especially in a multi-agency incident.

All incoming and outgoing communications to any of the agencies involved need to be approved and understood by the on-site incident controller and logged accordingly. This will reduce confusion and resolve the problem of various emergency service agencies operating on different frequencies and ensure the best use of resources.

The communications station will control all radio, courier, and message information to and from the scene of the incident.

All Communications in and out of the incident scene must be through the Incident Controller via

- Phone

- Satellite Phone

- Radio

Recovery Process

The recovery process may be complex, as people and communities will have a variety of needs, which will require numerous recovery measures involving a wide range of agencies.

ACTIONS TO BE TAKEN – BUSHFIRE

Organisation/Provider	Stage 1 Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
ALL MEMBERS	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.
LOCAL CONTROLLER	Notify NTES Duty Officer.	Attend Briefings. Inform key personnel. Provide SITREPS.	Notify NTES Unit Officer. Proceed to the incident site and carry out the following:		
NT Police	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend to the incident.		
NTES	Attend Briefings. Inform key personnel.	Attend Briefings. Inform key personnel.	Notify NTES Duty Officer Attend to the incident.		
MEDICAL /HEALTH	Attend Briefings. Inform key personnel. Provide SITREPS.		Standby.		

Annex H: Identified Risk Guideline – Severe Thunderstorm

SEVERE THUNDERSTORMS

ACTION STATEMENT

The NTES advises that people should:

| *Northern Territory Action Statements*	*Phenomena*	*Hazard start <= 2 hours*	*Hazard start > 2 hours*
Secure loose outside objects	Damaging winds, destructive winds, tornadoes	Y	Y
Ensure pets and animals are in a safe area.	All except cancellation	Y	Y
Avoid remaining in the open when storms threaten.	All except cancellation	Y	Y
Move cars under cover.	Large hail	Y	Y
Slow down and turn your headlights on.	Heavy rain		
If it is raining heavily and you cannot see, pull over and park with your hazard lights on until the rain clears.	All except cancellation	Y	Y
Do not drive into water of unknown depth and current.	All		
If there is flooding, create your own sandbags by using pillow cases or shopping bags filled with sand and place them around doorways to protect your home.	Heavy rain	Y	Y
Be careful of fallen power lines. They are dangerous and should always be treated as live.	Cancellation	Y	Y
Stay away from flooded drains, rivers, streams and waterways.	Cancellation	Y	Y

Annex I: Evacuation Guideline

Evacuation is a risk management strategy that can be used to mitigate the effects of an emergency or disaster on a community. Evacuation involves moving people to a safer location, and is usually considered to include the return of the affected community. It is recommended that when advance warning is available to notify the Territory Emergency Management Council.

Evacuation is a complex process that has five 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 five-step process.
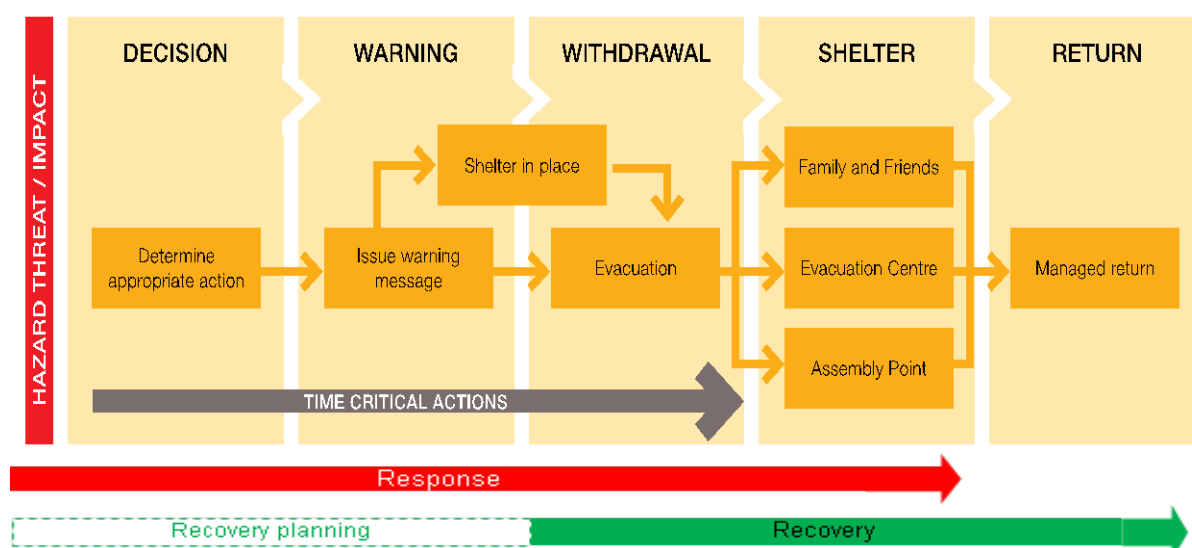
Source: Five stages of Evacuation, Qld Government, 2011.

Emergency Shelters

An emergency shelter can generally only operate for up to **48 hours.**

Although staffed by various community service providers, an emergency shelter offers minimal support services. People accessing a shelter are expected to be self-sufficient and provide their own food and emergency supplies.

Where longer-term emergency accommodation and support is required following a disaster or event, an evacuation centre may be set up. An evacuation centre is designed to accommodate people for short to medium periods of approximately **four to six 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.

Identified Evacuation Centres

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

Evacuation Guidelines

Stage 1 - Decision		
Authority	The Northern Region Emergency Controller will authorise the activation of the evacuation plan. This evacuation plan is to be approved by the Territory Emergency Management Council prior to activation.	Northern Regional Controller in conjunction with TEMC
Legal references	*Emergency Management Act* and approved Local Galiwin'ku Local Emergency Plan (LEP). It is recommended that the Minister declares an Emergency Situation under section 18 of the *Emergency Management Act* when this evacuation plan is activated.	
Alternative to evacuation? I.e. shelter in place, temporary accommodation on-site/nearby.	Galiwin'ku has 88 Strong houses are rated to category 3 cyclones, any cyclone rated higher, may need further considerations. These houses are spread around the community and each house can house up to 20 persons if required for short periods. Refer to the Galiwin'ku **staging** arrangements.	Galiwin'ku Local Controller to arrange.

Summary of proposed evacuation	<u>**Decision**</u> – made by the Region Emergency Controller when the Galiwin'ku have sustained damage during <To be determined> that cannot support residents in situ during recovery.
	The Galiwin'ku Local Controller to disseminate information to the community.
	<u>**Withdrawal**</u> – four stage process;
	   a. Galiwin'ku community to the Galiwin'ku to be registered for evacuation to <Location to be determined>;
	   b. Once registered, groups to move to the airstrip assembly area using buses/vehicles;
	   c. Red Cross to register check utilising Register Find Reunite.
	<u>**Shelter**</u> – evacuees will be encouraged to stay with friends or family. The remainder will be accommodated at an evacuation centre <Location to be determined>
	<u>**Return**</u> – to be determined once recovery can sustain return to <Location to be determined>
		The decision will be informed by additional advice from BOM up to that time.

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 & Transport Group to action.
Community demographics (approx. total number, family groups, cultural groups etc)	Refer to Evacuation Centre Guidelines p.21 (section 4.2) 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.	Galiwin'ku Local Controller to obtain information.
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 Location is under a <To be determined>". 2. Implement evacuation if the Cyclone category is at severe and impact has caused major damage and disruption to all services. 3. Elderly and vulnerable people are to be considered for evacuation during the "TC Watch" due to limited health services.> Further details of the intra-community relocation plan are required.	Northern Regional Controller & NTES to confirm triggers.
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.	Galiwin'ku Local Controller
Responsibility for the	Northern Regional Controller	

coordination Stage 1	Local Controller	

Stage 2 – Warning of Evacuation		
Who has the authority to issue warnings?	Bureau of Meteorology will issue Tropical Cyclone advice and warnings. All further public information will be approved by the Northern Regional Controller in consultation with the Public Information Group and NTES The Galiwin'ku Local Controller will coordinate the dissemination of community level information.	Northern Regional Controller to liaise with Information Group and NTES
Process for issuing evacuation warnings and other information	At community level, the Galiwin'ku 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, <u>at each declared stage of the Galiwin'ku LEP.</u> 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.	Galiwin'ku Local Controller
When will warnings be issued (relative to the impact of the hazard)?	Immediately upon a decision to evacuate being made the Galiwin'ku LEC will commence coordinating residents to prepare for transport.	Galiwin'ku Local Controller
What information will the messages contain? (What do people need to know?)	To be determined: considerations - - 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	Galiwin'ku Local Controller Biosecurity & Animal Welfare Group liaison
Responsibility for the coordination of stage 2	Local Controller / Regional Controller	

Stage 3 - Withdrawal		
Outline	Three stage process; a. Galiwin'ku residents to Galiwin'ku School; b. Galiwin'ku School to Airport c. Galiwin'ku Airport to <Location To be determined> d. <Evacuation centre to be determined>	
Galiwin'ku Community to the Airstrip	<u>Lead – NTPOL</u> Overview – the community will gather at the Galiwin'ku located at Galiwin'ku 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	NTPOL

	resources. • Alternate transport options: Walk?	
Assembly area	**Galiwin'ku** Galiwin'ku <Location To be determined> will be utilised as an assembly point where people will be transported to after pick up from homes to await registration, buses and onward transport. 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 - NTPFES College staff onsite will have log on access to the Register.Find.Reunite system via the 3G network and hard copy registration forms should there be a network failure. • Residents will need to register	NTPOL
Galiwin'ku to <Location to be determined>	**Lead – NTPOL** **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 Galiwin'ku at _____hrs. • The operation will continue throughout the day until all community members are evacuated. It is estimated that all community member can be evacuated by _____hrs (arriving in <To be determined>).	NTPOL
< Location > Airport to Evacuation Centre <To be determined>	**Lead –Transport Group** **Example** Overview – Buses (Buslink) 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 NT Police 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>	EOC / Welfare coordination
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	<u>Example</u> Welfare Group to activate registration arrangements. Registration will be undertaken by NT Police and will occur at Galiwin'ku Club. 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 Galiwin'ku Airstrip. If persons are not registered as evacuees or self-evacuees they will not be provided access to the evacuation shelter.	Welfare Group / NTPOL
Who will coordinate stage 3?	Regional Controller.	EOC 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
Roles		
• Director	DCM	DCM
• Deputy Director	TF	Welfare Group
• Log./planning	EOC.	NTES / NTPOL
• Admin teams	EOC	DCM / Welfare Group
• Shift manager/s	To be confirmed – drawn from pool of trained DCF staff.	Welfare Group
• Welfare Team	To be confirmed	Welfare Group
• Facility Team	Selected staff will lead this and arrange any maintenance required using existing contractors.	
• Sport and Rec Team	To be confirmed	
• Medical Team	To be confirmed. 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 confirmed>	Public Health Group
• Transport Team	<To be confirmed>	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) Dept. of Chief Minister**	
Who is responsible for developing a plan for the return?	Recovery Coordination in conjunction with PFES.	
• **Transportation**	To be confirmed.	
• **Route/assembly points en-route**	To be confirmed.	
• **End point**	To be confirmed.	
How will information about the return be communicated to evacuees?	To be confirmed.	
What information needs to be conveyed to the evacuated community members?	To be confirmed.	

Annex J: SITREP Template

SITUATION REPORT (SITREP)

SITREP NO:

Date:

Period covered: **From:** **To:**

AGENCY:

Created by:

Current Situation:

Objectives:

Present Key Issues:

Future Key Issues:

Recommendation(s):

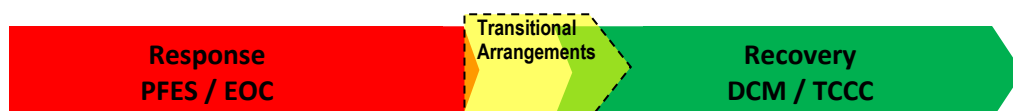**Annex K: Summary of Response and Recovery Activities**

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

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 produces many challenges, both foreseen and unpredicted. Response and Recovery Coordination must be flexible and able to adapt to the situation as it evolves.

This table is presented as a guide to assist emergency managers with operational decision making, planning and resource allocation. It also highlights the importance of Response and Recovery Coordination working collaboratively.

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.

| | Response PFES / EOC | Transitional Arrangements | Recovery DCM / TCCC |

	Activity	Response activities	Recovery activities
1.	Situational awareness	Survey and rescue teams Road clearance teams Impact assessment teams General public Media reports	- Continues in recovery through the use of impact assessments and Outreach
2.	Public Information	Public Information Group stood up Spokes persons identified SecureNT activated	- Continues in recovery - Handover to long term recovery coordination
3.	Survey and Rescue	Survey teams deploy to designated areas Critical sites surveyed Deploy rescue teams – NTFRS and TRS provide primary USAR capability	Nil
4.	Road clearance	Road patrol teams deploy and check assigned routes Road clearance to priority sites Assess Stuart Hwy to Katherine (supply route)	Monitoring and completing road clearance activities
5.	Emergency accommodation	Emergency accommodation and shelter - welfare assembly centres (WAC) - 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
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	Hospital - Business continuity arrangements - Repair work Department of Health- Health Centres - Repair work - Reopen other clinics Support vulnerable people to return home. GP clinics and pharmacies - Ongoing liaison by the Medical Group

			CareFlight –resume normal operations St John Ambulance – resumption of core business
		opened - Assess damage to clinics - Deploy field hospital/s ☐ Medical presence in WAC - 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 - Support agencies to follow-up and advise the Medical Group - Vulnerable people in shelters or WAC - Support for vulnerable people at shelters Care Flight	
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	Encourage private business to reopen Monitor levels and availability of critical resources Manage logistics arrangements supplying resources to outlying communities Public Health inspections (food outlets) Banking sector business continuity arrangements
		Fuel Fuel suppliers and point of sale Manage fuel supplies to emergency power generation	Liaise with fuel suppliers, distributors and wholesalers. Monitor fuel levels Infrastructure repairs
		Cash Assess damage to banks and ATMs Implement temporary arrangements	Implement long term arrangements
8.	Evacuation	Evacuations within community Evacuation out of community Registration	Support services for evacuees Recovery information for evacuees
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	Recovery of the power network Recovery of water and sewerage infrastructure
11.	Impact Assessments	Training assessment teams Initial Impact Assessments	Secondary Impact Assessments Continued assessments through outreach
12.	Transport infra-structure (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	

		Ask rail operator to assess damage to the railway & associated infrastructure and report outage estimation	☐	Liaising with GWA and Australasia Rail to monitor repair work
		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.	Tele-communications	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
17.	Public safety	Police will maintain normal policing services to the community		Gradual return to core business
18.	Pets	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

Annex L: Contact Details **(to update as required)**

Position/Functional Group	Name	Email address	Work	Mobile	After Hours
Local Controller	Andrew Barlow	Andrew.Barlow@pfes.nt.gov.au	0889879298	███████	███████
Police	Manuel Niki	Manuel.Niki@pfes.nt.gov.au	███████		███████
NTES Unit Officer	Benno SMITH	nhawe-enterprises@hotmail.com	███████	███████	███████
Jim Rogers		Jim.Rogers@nt.gov.au	0889870543	███████	███████
GEC	Iona Roy	Iona.roy@offical.niaa.gov.au		███████	
IEO	David YANGARRINY	Yangarriny.Munyarryun@offical.niaa.gov.au	08 8970 5263	███████	
PowerWater	Tim Hartog	esoelcho@outlook.com		███████	0147166044
Red Cross	Sarah COMBE	scombe@redcross.org.au		███████	
Marthakal Medical Clinic Manager	Peter Malavisi	Health.educator@marthakal.org	0889705515	███████	
Miwatj Health	Elizabeth Dhurrkay	ElchoClinicManager@miwatj.com.au	0889705800		0889705800

Marthakal CEO	Phil Crafter	bdm@marthakal.org	0889705505	██████████	
EARC	Mark Deacon	Mark.Deacon@eastarnhem.nt.gov.au	████████		██████████
Ranger	Mark Copeland	Ranger.manager@marthakal.org	████████		██████████
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ALPA Buthan	Reagan Foyle Chris O'Neill	Reagan.f@alpa.asn.au Chris.O@alpa.asn.au	████████ ████████		██████████ ██████████
ALPA RJCP	Richard Thorpe	rThorpe@swin.edv.au	████████		
Shepherdson College	Joe Hewett Va Varea	Joe.Hewett@ntschools.net Vaseva.Varea@ntschools.net	08 8987 9060	██████████	8816 2243 8209
Gawa Christian School	Rachel Herweynen	rachel.herweynen@ntschools.net	08 8970 5212		
EARC Aged Care and Disability	Donalesi Eastwell	donalesi.eastwell@eastarnhem.nt.gov.au	08 8987 9221	██████████	
Takarina Store and Bottom Shop	Leanne Anderson	Manager@elchogroup.com.au	████████ ████████	██████████	
Clan Representative	Don Winninba			██████████	

Clan Representative					
Clan Representative	Jane Garrutju			■■■■■	
Hazardous sites contacts					
Airport – Marthakal Yolngu Air	Suliasi Matakaruru-Aerodrome Reporting Officer Kane Fitzgerald- Senior Base Pilot Rebekah Farmer-Airport Manager	ARO@marthakal.org Mya.airservices@marthakal.org Airportmanager@marthakal.org	■■■■■ 1800709708 ■■■■■ ■■■■■ 08 89705012		1800709708
Marthakal Workshop					
Elcho Fuels	Shirley FORD	Elchofuel@gmail.com	89879040 89705056	■■■■■	■■■■■
Mapurru Outstation				■■■■■	
Langarra Outstation				■■■■■	

Annex M: Debrief

1. The purpose of this Annex is to provide a framework for a debrief process which complements the Whole of Government Debrief Process. The process should not be confused with training or exercise evaluations but rather considered as a lessons learned opportunity. Lessons learned leads to improved operational effectiveness, increased cost efficiency and reduced operational risk.

2. The Debrief Process embeds continuous improvement into the delivery of activities pursuant to the Territory Emergency Plan (TEP). Consistent approaches to lessons learned will encourage adaptability, and flexibility across all functional areas; sharing of knowledge and experiences will assist with ongoing continuous improvement of people and organisations.

3. Implemented judiciously, a lessons learned approach can have a positive impact on organisational culture commensurate with increasing opportunities to achieve goals. Whilst lessons learned often begins in one organisation through an internal debrief processes, those lessons learned are often transferable across multi-agencies; this Whole of Government Debrief Process and Lessons Management aims to ensure learnings are translatable across multiple organisations.

4. One of the most critical steps in the lessons management is the collection of information and observations of persons involved in the operation. The collection of this information is not limited to persons involved in the operation itself or the actions of those who provided a response, but includes those who had involvement prior to including the promulgation and implementation of plans (as lessons to be learned is not limited to how an emergency was managed but also includes the planning processes).

5. Debriefing is more than simply producing a report at the end of an operation. It forms part of the broader process of learning and has significant influential impact on an agency and sensitises people into doing the right thing. It prevents confusion and misinterpretation for future operations and drives home the main reasons the agency implores a lessons management system – to ensure that the agency learns from their mistakes and what they do well and drives continuous improvement.

6. Debriefs are not about distributing blame, but rather shifting focus towards improving capacity and capability to respond to incidents in a way that reflects improved planning, process, technology, support, training and development. The inevitability that exists with decisions made on a risk based approach carries a certain level of accepted risk and this needs to be taken into account when debriefing.

7. During any operation, anyone involved in the operation should be recording activities where there are lessons to be learned; activities can include decision making and consequential responses.

8. Where decisions are made by an Incident Management Team member or a Functional Group Leader, those decisions should be recorded in the Decision Log in the WebEOC event. Decision Logs can be referred to as part of the debrief process.

9. A Hot Debrief is held immediately after the incident response is complete or when a person concludes their shift in response to the incident. It allows rapid capture of real-time feedback aimed at addressing pressing or immediate concerns. This is a key time to address any health or safety issues and provides an opportunity for instant feedback.

10. The Hot Debrief will be fed into the Whole of Government Debrief Process and Lessons Management. For the purpose, the following template is to be used and uploaded to WebEOC.

RECORD OF DEBRIEF

Operation / event: _____

Date	
Time	
Location debrief held	
Operation background (provide succinct detail of sequence of events)	
What went well	
What could have been done better	
What opportunities are there for improvement	
Did the agency have sufficient capacity / capability	
Other related issues that contributed to the execution of the operation	
Open discussion points	
Action items arising and whom will monitor	
Are there any staff welfare concerns	
Are there staff that deserve recognition - detail of whom and why	

Annex N: Glossary

GLOSSARY

Term	In the context of this plan, this means:
All Hazards Approach	The application of one set of control, coordination and communication policies and procedures in a universal manner to emergency situations of varying type thereby promoting consistency of emergency management at all levels.
Affected area	A particular area where either an emergency situation, state of emergency or state of disaster exists.
Approved emergency plan	Means a plan approved under section 10930, 13(2), 16(2) of the Act.
Authorised Officer	Person or persons authorised under section 98 of the Act.
Chief Executive	The appointed position that leads the governance and management of a service responsible for the effective exercise of the relevant statutory powers, authorities, duties and functions consistent with the NT government policy.
Command	The authority to command is established in legislation or by agreement with agency/organisations. Command relates to agencies/organisations, functions and individuals. Situations are controlled.
Comprehensive approach	The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. *Syn*. 'disaster cycle', 'disaster phases' and 'PPRR'. Source: AEM Glossary
Control	The overall direction of activities, agencies or individuals concerned (source; SERM Act). Control operates horizontally across agencies / organisations, functions and individuals. Situations are controlled.
Controlling Authority	The authorised agency which has the overall direction of activities, agencies or individuals concerned.
Coordination	The bringing together of agencies and individuals to ensure effective emergency and rescue management but does not include the control of agencies, organisations and individuals by direction. Source: SERM Act.
Debrief	A meeting held during or at the end of an operation with the purpose of assessing the conduct or results of an operation.
Delegate	A person nominated to act as the representative of an officially appointed position holder, having the same powers and authority to commit the resources of the official employee.
Emergency	Means an event that requires significant coordinated response using the combined resources of the territory and non-government entities within the Territory.
Emergency Management Act	A Bill for an Act to provide for matters relating to emergency management and for related matters.
Emergency Situation	Exists in an area once a declaration to that effect is declared by the minister under section 3 of the Act.

Functional Group	These responsibilities are laid out in functional plans.
Group Leader	The individual allocated responsibility to prepare for, respond to and command and control a functional group in response to a specific hazard based on their legislated and or technical capability and authority.
Lead agency	An agency allocated responsibility to prepare for and respond to a specific hazard based on their legislated and/or technical capability and authority.
Hazard Management Authority	The agency allocated responsibility to prepare for and respond to a specific hazard based on their legislated and/or technical capability and authority.
Participating organisations	Agencies which provide a supporting role in preparing and responding to a specific hazard based on their legislative and/or technical capability and authority.
Preparedness	Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. *See also* comprehensive approach. Source: AEM Glossary.
Prevention	Regulatory and physical measures to ensure that Emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. *See also* comprehensive approach. Source: AEM Glossary.
Recovery	The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. *See* comprehensive approach. Measures which support emergency-affected individuals and communities in the reconstruction of the physical infrastructure and restoration of emotional, economic and physical well-being. Source: AEM Glossary.
Region	Means a region specified in a Gazette notice under section 27 of the Act.
Regional Controller	For a region, means the Regional Emergency Controller for the region mention in section 54 of the Act.
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. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. *See also* comprehensive approach. Source: AEM Glossary.
Responsibilities	The state or fact of being responsible, answerable, or accountable for something within one's power, control, or management. (Dictionary.com)
Risk	The effect of uncertainty or objectives. (ISO Guide 73.2009 Risk

	management – Vocabulary)
Risk Identification	The process of finding, recognising and describing risks (ISO Guide 73.2009 Risk management – Vocabulary).
Stand down	Transition from responding to an event back to normal core business and/or recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.
Stand up	The operational state following "lean forward:" whereby resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centers are activated.
State of Disaster	Means a state of disaster declared under section 21of the Act.
State of Emergency	Means a state of emergency declared under section 19 of the Act.
Volunteer member	Means a member of the NTES appointed under section 52 of the Act.
Vulnerability	The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community or persons to the impact of hazards (National Emergency Risk Assessment Guidelines).
Territory Controller	Means the Territory Emergency Controller mentioned in section 28 of the Act.
Territory Emergency Management Council	The management council is established under the terms laid out in Division 4 of the Act.
Territory Recovery Coordinator	Means the Territory Recovery Coordinator mentioned in section 32 of the Act.
WebEOC	WebEOC is a critical information management system used throughout the Northern Territory. It is used by agencies that have roles and responsibilities under the NT Emergency Management Act during prevention, preparation, response and recovery phases of any emergency.

Annex O: Acronyms

Acronyms	
ABC	Australian Broadcasting Corporation
AIIMS	Australasian Inter-Service Incident Management System
AMSA	Australian Maritime Safety Authority
ANZ MEC	Australia and New Zealand Management Committee
AusSAR	Australian Search and Rescue
BART	Batchelor Adelaide River and Tortilla flats bushfire brigade.
CASA	Civil Aviation Safety Authority
CAVDISPLAN	Australian Government Aviation Disaster Response Plan
COAG	Council of Australian Government
COMDISPLAN	Australian Government Disaster Response Plan
DCIS	Department of Corporate and Information Services
DCM	Department of the Chief Minister
DGEMA	Director General Emergency Management Australia
EA	Emergency Alert
EARC	East Arnhem Regional Council
EH	Environmental Health
EMA	Emergency Management Australia
EOC	Emergency Operations Centre
FERG	Fire and Emergency Response Group
MTSA	Maritime Transport and Offshore Facilities Security Act 2003
NCCTRC	National Critical Care and Trauma Response Centre
AGCCC	Australian Government Crisis Coordination Centre
NERAG	National Emergency Risk Assessment Guidelines
NSDR	National Strategy for Disaster Resilience
NTES	Northern Territory Emergency Service
NTFRS	Northern Territory Fire and Rescue Service
NTFRES	Northern Territory Fire Rescue and Emergency Service
NTG	Northern Territory Government
NTICS	Northern Territory Incident Control System
NTPFES	Northern Territory Police Fire and Emergency Services
PFES	Police, Fire and Emergency Services
POC	Point of Contact
PPRR	Prevention, preparedness, response and recovery
RCC	Rescue Coordination Centre
SEWS	Standard Emergency Warning Signal
TEMC	Territory Emergency Management Council
WAC	Welfare Assembly Centres