



**MILIKAPITI  
LOCAL  
EMERGENCY  
PLAN  
2020/21**



## TERRITORY EMERGENCY MANAGEMENT COUNCIL

### Authority

The Milikapiti 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.

A handwritten signature in black ink, appearing to read 'Travis Wurst'.

Regional Controller  
Travis Wurst

Dated this 17th day of November 2020

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#### Disclaimer

Every effort has been made to ensure that the information contained within these guidelines is accurate and where possible reflects current best practice. However, NTES does not give any warranty or accept any liability in relation to the content of material contained in the document.

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## Version History

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

Plan	Endorsed
Milikapiti Local Emergency Plan	2018

## Amendment List

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

Officer in Charge, Local Controller  
Pirlangimpi Police Station

Amendments promulgated are to be certified below when entered:

Revision Date	Description	Local Controller
July 2018	General formatting changes	D Hawkes / NTES
Aug 2018	Administrative review and formatting – entirety –	A Heath / NTFRES
Nov 2020	Administrative review and formatting – entirety	J Richardson / NTPFES

## Purpose

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

## Application

2. This Plan applies to:
  - The Milikapiti District

## Related References

3. The following references apply:
  - *Emergency Management Act 2013*
  - Northern Region Emergency Plan 2020/21
  - National Disaster Risk Reduction Framework (NDRRF)
  - National Disaster Risk Assessment Guidelines (NERAG).

## Plan

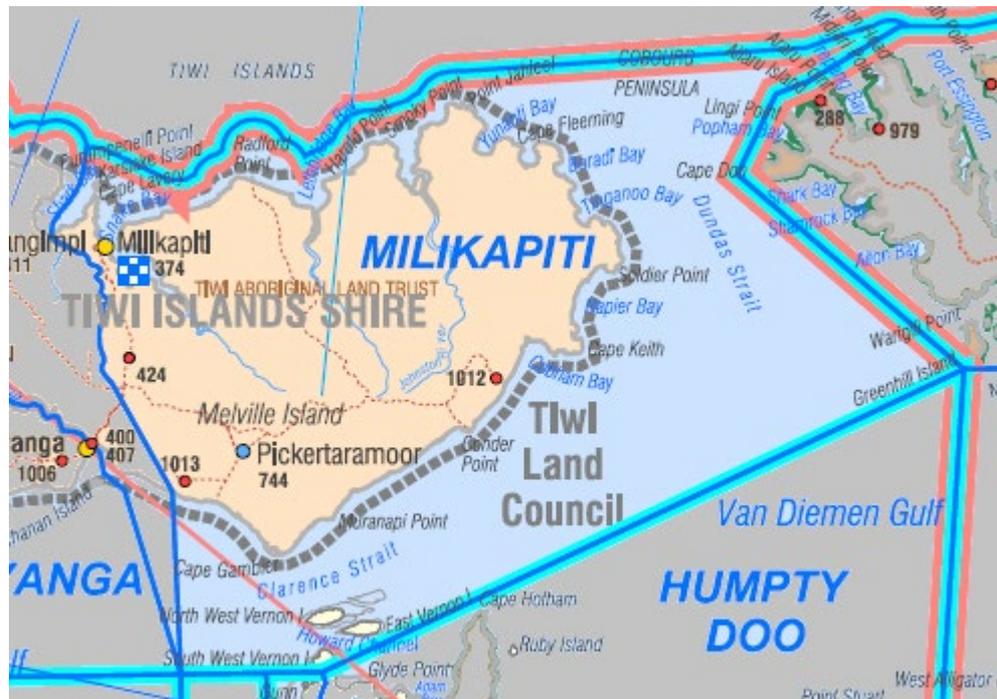
### Key Considerations

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 Northern Region Emergency Management 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 21,500 square kilometres and is located approximately 120km north of Darwin, forming part of the Northern Region, (Region 1) as defined by the Territory Emergency Plan.
10. The District population is approx. 550 persons, the main population centre being the town of Milikapiti including outstations that are only occupied on a seasonal basis.



## 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 1,600 millimetres per annum. Melville Island creates its own weather phenomenon

## Geography

The general topography of the District ranges from sea level to a highest point of approximately 120 metres on Melville Island.

The District is drained by a number of rivers and creeks, the main being as follows:

- Maxwell Creek
- Tjipripu River
- Jessie (Aliu) River
- Johnston (Tuanungku) River
- Goose Creek
- Shark Bay
- Kulimpinni.

Apsley Strait, which links the Arafura Sea with Beagle Gulf, passes between the islands. Vegetation ranges from saline coastal flats and mangroves to densely wooded areas. There are several pine plantations on Melville Island which are operated by Melville Forestry.

### **Sites of Conservation or Cultural Significance**

13. There are many areas in the vicinity of the District boundaries into which it is culturally unacceptable to go.
14. Before exploring areas around the Milikapiti community it is preferable that information on those areas is explained by the local Police. Advice given should be duly noted and complied with.
15. Further information about these sites can be found [here](#).

### **Tourism**

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

## **Public Administration**

### **NT and Local Government**

17. NT Government agencies that have a presence in the District include:
  - NT Police, Fire and Emergency Services (NTPFES)
    - NT Police Force (NTPF) (Police Post only, not permanently manned) serviced from Pirlangimpi.
  - Department of Health
    - Milikapiti Health Centre.
  - Department of Education
    - Milikapiti School.
18. Local government in the District is provided by the Tiwi Island Regional Council. (TIRC)

# Infrastructure

## Building Codes

19. Buildings and construction in the District are subject to the [Building Act 2016 \(NT\)](#), [NT Building Regulations](#) and the [Building Code of Australia](#).

## Land Use

20. The District land use is in consultation between Tiwi Island Regional Council, and Traditional Owners and include infrastructure in the areas of:
- Residential
  - Sewerage Ponds
  - Air Strip
  - Waste management.

## Power Generation and Distribution

21. The District is supplied with power by 3 diesel generators which are operated and maintained by PowerWater Corporation (PAWC).

## Water Services

22. The District is supplied with water from bores which is treated and supplied to consumers by PAWC.

## Health Infrastructure

23. The District has the capacity to provide emergency medical aid in addition to routine health treatment.
24. Serious medical cases are required to be medically evacuated to Darwin.

## Emergency Service Infrastructure

25. The District has the following emergency service infrastructure:
- Police Post
  - Milikapiti Health Centre
  - Sport & Recreation Hall.

## Roads

26. There are some sealed roads within each township that include the Milikapiti Township to the barge landing and that which links to Pirlangimpi, Pickertaramoor and Paru. All other roads are relatively well maintained however they are prone to flooding and deterioration during the 'Wet'.

## Airports

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

Name of the Strip	Datum	Details (type, length, etc.)	Operator of the strip
Milikapiti	11° 25.'S 130° 38E	Direction: 130° / 310° Dimensions: 1440m x 30m Surface: Sealed Windsock: Terminal Hazard: Fenced Lighting: Manual – with back up Genset Fuel Held: Nil	Milikapiti Council

## Ports (Barge Landings)

28. The barge landing is 1km from the Milikapiti community on a sealed road.

## Telecommunication

29. Telecommunications are available across the Milikapiti town area via a combination of landline, mobile and satellite communications delivery.

## Local Radio Stations

30. The District has the following radio stations:

- 102.9FM ABC Radio
- National Indigenous Radio Service(NIRS)106.9.

## Vulnerable Clients

31. A list of all vulnerable medical patients is held with the manager of the Health Centre within the District.

## Preparation

### Disaster Hazard Analysis and Risk Register

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

- Transport (Road, and Aircraft);
- Tropical Cyclone
- Bushfire.

33. These hazards have been rated against the National Disaster Risk Assessment Guidelines (NERAG) were reviewed in 2016 and gave the following results:

Hazard	Overall Consequence	Overall Likelihood	Risk Rating
Transport Incident Air	Minor	Possible	Low
Transport incident Road	Moderate	Possible	Medium
Cyclone - Category 1 or 2	Minor	Likely	Medium
Cyclone Category 3	Moderate	Likely	High
Cyclone Category 4	Major	Likely	High
Cyclone category 5	Major	Likely	High
Bushfire	Minor	Possible	Low

### Transport Incident (Road and Aircraft)

34. 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.
35. Procedures surrounding aircraft incidents have been developed by the Australian Transport and Safety Bureau and can found [here](#).

### Tropical Cyclone

36. Tropical cyclones are low-pressure systems that form over warm tropical waters and have gale force winds (sustained winds of 63 kilometres per hour or greater, and gusts in excess of 90 kilometres per hour) near the centre.
37. 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).
38. 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.

### Bushfire

39. A fire hazard includes a fire threat to the township, housing and infrastructure in the District including all the surrounding outstations.
40. Controlled burning occurs on a yearly basis in the District and the surrounding communities.

### Preparation Activities

41. Preparation activities are those arrangements that ensure, should an emergency occur, all resources and services which are needed to provide an emergency management response to the effects can be efficiently mobilised and deployed.

## **Public Education**

42. 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 as non-government entities (Australian Red Cross) to ensure ongoing public awareness of emergency and disaster events. Further information is available on each organisation's respective website.

## **Planning**

43. 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.
44. 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**

45. A master resource register is to be maintained by the District Local Controller for rapid reference during emergency management operations – refer Annex D.
46. 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**

47. The Act requires that those involved in emergency planning and operations are to 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**

48. 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.
49. 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 prevention, preparedness, response and recovery
  - New or emerging hazards/risks have been identified.
50. 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 <sup>1</sup>.

## Response

51. 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<sup>2</sup>.

### Control and coordination

52. 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.

### Local Emergency Controller

53. In accordance with section 76 of the Act, the Territory Controller has appointed a District Local Emergency Controller (Local Controller).
54. The Local Controller is the OIC of Pirlangimpi Police Station. Additional personnel are sent to Milikapiti through Northern Command resources, as or if required.
55. The Local Controller is subject to the directions of the Regional Controller for the region in which the District is located.
56. 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

57. In accordance with section 80 of the Act, the Territory Controller has established a Milikapiti Local Emergency Committee (LEC).
58. The Local Controller is Chair of the LEC. Remaining membership consists of representatives from NT Government and non-government entities within the District.

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<sup>1</sup> Section 3.5 & 3.6 of the Territory Emergency Plan.

<sup>2</sup> 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>

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

### **Local Recovery Coordinator and Coordination Committee**

60. 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.
61. 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.
62. The Local Recovery Coordinator will report directly to the Regional Recovery Coordinator.
63. Division 12 of the Act specifies the functions, powers and directions the Local Recovery Coordinator is subject to.
64. Division 13 of the Act specifies the establishment, functions, powers; membership and procedure requirements of Recovery Coordination Committee.

### **Emergency Operations Centres (EOCs)**

65. 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<sup>3</sup>.
66. The District LCC is the Milikapiti Police Post.
67. The Regional EOC will generally be located in Darwin at the Peter McAulay Centre.
68. 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.

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<sup>3</sup> Territory Emergency Plan Section 4.5.3

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

### **WebEOC**

70. 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.
71. 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.
72. 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)**

73. 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.
74. 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**

75. With the exception of cyclones where six stages are used, this plan sets 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 an emergency management agency. The stages are:

<i>Stage 1</i>	<i>Alert</i>	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
<i>Stage 2</i>	<i>Standby</i>	This stage is declared when the Local Controller considers an emergency operation is imminent. During this stage passive emergency measures are commenced
<i>Stage 3</i>	<i>Activation</i>	This stage is declared when active emergency measures are required

Stage 4	<i>Stand-down response operations and transition to Recovery</i>	This stage is declared when the Local Controller 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	<i>Recovery</i>	This stage is called if on-going recovery operations and coordination is required.

76. 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.
77. 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**

78. 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.
79. 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 media at the time.

### **Official Warnings and General Public Information**

80. Official warnings are issued by the Bureau of Meteorology (BoM), Geoscience Australia and Bushfires NT.
81. 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.
82. 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 public 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.

83. 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.
84. 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, Hazard or Special emergency plan.
85. The District will receive official warnings and general public information through the following means:
  - radio broadcast
  - television news broadcast.
86. Warning and information messages for general public are authorised by the Local/Regional Controller, 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)**

87. Australasian Inter-Service Incident Management System (AIIMS) and 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**

88. 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.
89. 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**

90. The decision to close government offices due to an impending threat will be made by the Chief Minister on advice from 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.
91. The decision to re-open government offices will be made by the Chief Minister on advice from TEMC.

92. 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

93. 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.

### Emergency Shelters/Strong Buildings Locations

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

<i>Responsibility</i>	<i>Shelter</i>	<i>Capacity</i>	<i>Contact</i>	<i>Remarks</i>
Dept. of Education	Milikapiti (School)	50	Department Education	Strong Building – Not shelter
Tiwi Council	Council Office	60/80	Tiwi council	
Sport & Rec	Sport & Recreation Hall	50/200		Evacuation Staging only

95. 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. However once emergency shelters are opened, no person is to be refused entry. Persons with special needs, the aged, the infirm and persons under the influence of drugs or alcohol are to be assessed by the shelter management team upon entry in to the emergency shelter.
96. 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.
97. 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.
98. 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.

99. 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.
100. 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**

101. Evacuation is a risk management strategy that can be used to mitigate the effect of an emergency or disaster on a community<sup>4</sup>
102. The decision to evacuate a community, including establishing an evacuation centre, is not taken lightly as it represents significant resource and financial implications<sup>5</sup>.
103. 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**

104. 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.
105. This system can be initiated by either the Territory or Regional Controller without the national system being activated<sup>6</sup>.
106. The Welfare Group maintains Register.Find.Reunite. Any activation of this system should occur in consultation with the Welfare Group in the first instance.

### **Impact Assessment**

107. 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.
108. 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.
109. The Survey, Rescue and Impact Assessment Group, led by the NTPFES, is responsible for impact assessments.

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<sup>4</sup> EM Manual 11 Evacuation Planning, page 1

<sup>5</sup> Australian Emergency Management, Evacuation Planning Handbook 4 2013

<sup>6</sup> Territory Emergency Plan Section 4.17

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

## **Recovery**

111. 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.
112. 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**

113. 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.
114. 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**

115. 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,
  - 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.
116. 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.
117. A summary of response and recovery activities can be found at Annex J.

## **Plan Governance**

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

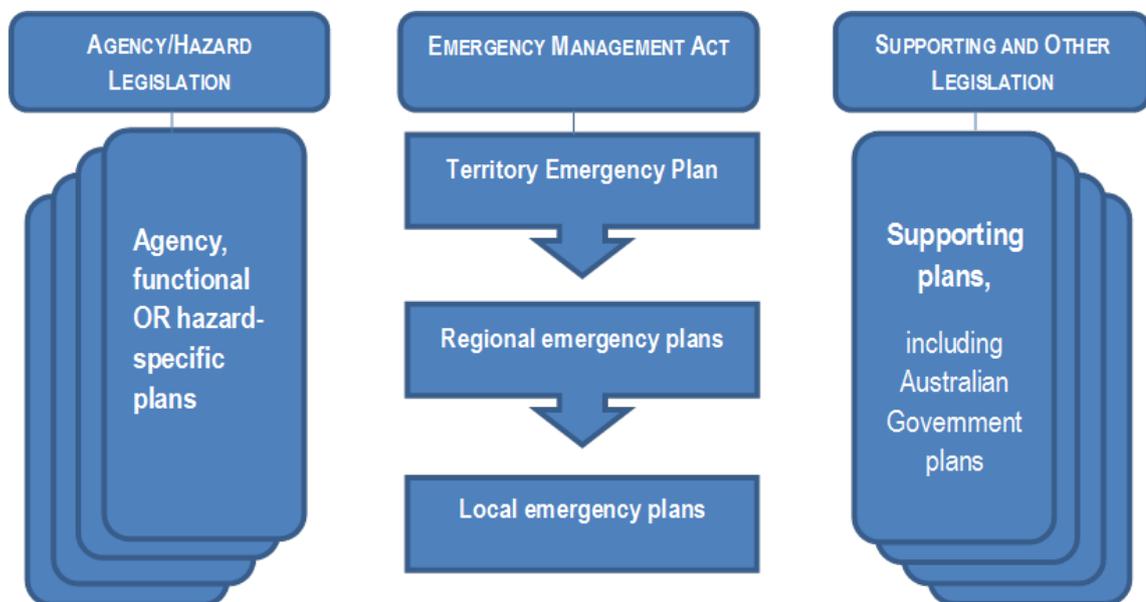
## **Annexures**

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## 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	Health Clinic
Power Supply (ESO)	PAWC
Food supplier	Community Store
Transportation	Tiwi Islands Regional Council
Housing	Department of Housing and Community Development

Full details on agency roles and responsibilities are detailed in the 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:

<b>Functions</b>	<b>Agency /Organisation/Provider responsible</b>
Animal / Livestock Management	Police
Anti-looting protection	Police
Banking Services	Community Store
Broadcasting: What radio stations provide announcements	ABC
Clearing of essential traffic routes	Tiwi Islands Regional Council
Clearing storm water drains	Tiwi Islands Regional Council
Clothing and Household Items	Community Store
Community Clean Up	Tiwi Islands Council
Control, coordination and management	NT Police
Coordination to evacuate public	Police
Critical Goods and Services (protect/resupply) <ul style="list-style-type: none"> <li>• Food</li> <li>• Bottle Gas</li> <li>• Camping Equipment</li> <li>• Building supplies</li> </ul>	Community Store
Damaged public buildings: Coordination and inspections	Tiwi Islands Regional Council
Disaster Victim Identification capability	Police and Clinic
Emergency Alerts / SEWS	Police
Emergency Catering	Community Store
Emergency food distribution	Community Store
Emergency Operations Centre (EOC), including WebEOC, Recovery coordination centre (RCC)	Police
Emergency shelter. Staff, operations and control	Education
Evacuation centre - Staffing, operations and control	Education
Financial Relief /Assistance Payments of NDRRA (National Disaster Relief and Recovery Assistance)	Centrelink

<b>Functions</b>	<b>Agency /Organisation/Provider responsible</b>
Identification of suitable buildings for shelters	LEC
Interpreter Services	AIS
Management of Expenditure in emergencies	Welfare
Medical services	Health Clinic
Network communications (IT): Responders / Public Maintenance and restoration of emergency communication	Telstra
Personal Support	Welfare
Power: Protection and restoration :	Power and Water
Public messaging during response and recovery.	Police
Public/Environmental Health (EH) management <ul style="list-style-type: none"> <li>All EH functions including water &amp; food safety</li> <li>Disease Control</li> </ul>	Health
Rapid Impact Assessment	Police
Recovery Coordination	Police
Repatriation	As detailed in local emergency arrangements
Restoration of public buildings	NTG
Restoration of roads and bridges (council/territory) excluding railways	NTG / Tiwi Islands Council
Road management and traffic control including public Information on road closures	Tiwi Islands Regional Council
Sewerage: Protection and restoration	PAWC
Survey	Police TIRC Power and water
Temporary accommodation (Recovery)	DCM
Traffic Control	Police
Transport : Commercial and Public airport/ planes, automobiles, ferries, buses	Transport Group
Vulnerable Groups	Health
Waste management <ul style="list-style-type: none"> <li>Collection</li> <li>Disposal of Stock</li> </ul>	Tiwi Islands Regional Council
Water (including drinking water): Protection and restoration	PAWC

## Annex D: Resource List

### RESOURCE REGISTER

### Locality - Milikapiti

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=Drop on 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/Station wagon U=Utility B=Bus (seating) T=Truck (capacity) WT=Water tanker FT=Fuel tanker LW=Liquid waste tanker	2WD	4WD	All Terrain	T=Tractor B=Bulldozer C=Crane (mobile) F=Frontend Loader F/L=Forklift L=Lowloader B/H=Backhoe G=Grader BC=Bobcat	A=Avgas D=Distillate J=Jet aviation L=LPG S=Super U=Unleaded	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
<b>Milikapiti Police</b>	HF, SP, UHF			F/A				U					
<b>Tiwi Islands Regional Council</b>	UHF, SP	A	WS x 1 PG x 4	F/A x 3, M		T x 1	U x 7		BC x 2 F x 1 GX x 1 TX x 4 CP x 1	D, O	R x 7		
<b>Milikapiti School</b>	UHF	E x 6		F/A x 3		U x 1	S x 2					Fm	
<b>Milikapiti Health Centre</b>	UHF, SP	E x 8 Fire Hose		A, S, B, C, F/A, SB			S x 2						
<b>Milikapiti Store</b>	UHF, SP	E x 2		F/A x 2		S x 1						R K P F M C	
<b>Power and Water</b>	HF, UHF, SP	E x 12		F/A x 1			U x 2	BC		D x 170,000			
<b>Melville Island Lodge</b>	VHF	E	WS, PG	F/A B		B, F/T	Sx4 Ux2			ULP, D	B, R	B, F	
<b>Yapilika Forestry Centre</b> <b>Tiwi Plantations Corporation</b>	UHF, VHF in vehicles, SP x 2	D Fire Tanker x 4 GFU x 5	WS, PG x 2	F/A x 2	Airstrip (Maxwell Creek)	WT x 1 FT x 1	S x 3 U x 10		T x 3, B, F x 3 F/L x 2, L, G.	D, U	B, R	B, K, F, C	

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 road and air emergencies within the District which necessitate the activation of emergency management arrangements.

#### **Motor Vehicle**

Main roads within the District are well maintained and have a bitumen surface. An extensive four wheel drive track network is also present throughout the NT that creates additional potential issues associated with remote area incidents.

Vehicular traffic ranges from cars to motorcycles, tourist coaches, caravans, road trains, and stock and fuel transporters. 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.

#### **Aircraft**

Aircraft movements in the Milikapiti 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](#).

#### **Initial Responses**

Due to the limited emergency rescue capabilities on Melville Island initial response will be limited to the NT Police, Health Clinic and Tiwi Island Regional Council.

#### **Incident Controller**

The Regional/Local Controller will appoint a Police Officer as the onsite incident controller who will proceed to the scene and take overall control of the operation.

#### **Notifications**

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

#### **Communications**

Communication at Milikapiti will be by any means made possible due to the location.

## ACTIONS TO BE TAKEN – TRANSPORT INCIDENT

Organisation/Provider	Stage 1 Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
<b>ALL MEMBERS</b>	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.
<b>LOCAL CONTROLLER</b>	Notify NTES Duty Officer.		Notify NTES Duty Officer.  Carry out initial reconnaissance of the area affected by the incident and initiate safety, first aid and rescue procedures (e.g. DRSABCD) as required.  Coordinate requests for assistance from other agencies.  If required, initiate search procedures.  If required, arrange for restricted air space over incident site.	Ensure all personnel (victims and responders) are accounted for.  Ensure all personnel are advised of debrief arrangements.	Arrange for Critical Incident Stress Debriefing action as appropriate.  Compile and forward post operations report.
<b>NT POLICE MILIKAPITI</b>			Carry out initial reconnaissance of the area affected by the incident and initiate safety, first aid and rescue procedures (e.g. DRSABCD) as required.  Action security procedures for incident scene and personal property.	Account for ALL equipment used and supervise:  Assist the Local Controller with other tasks as directed.	Assist the Local Controller in the compilation of the Post Operations Report.
<b>HEALTH CLINIC</b>			Implement call out	Account for all health	Liaise with Local Controller regarding requirements for

Organisation/Provider	Stage 1 Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
			<p>procedures.</p> <p>Equip and dispatch vehicle to accident scene.</p> <p>Brief staff and instruct to remain on standby (including manning of communications).</p> <p>Preparation of Health Centre to receive possible accident victims.</p> <p>Notify Regional Office.</p> <p>Advise Aerial Medical Section Darwin of incident and commence triage.</p> <p>Administer emergency treatment.</p>	<p>personnel.</p> <p>Refurbish equipment as necessary and co-ordinate the re-establishment of normal Health Centre operations.</p> <p>Provide relevant information to Local Controller for inclusion in the Post Operations Report.</p>	<p>Critical Incident Stress debrief support.</p> <p>Liaise with Local Controller regarding any on-going public health issues resultant of the incident.</p>
<b>SUPPORT ORGANISATIONS</b>					
<b>TIWI ISLANDS REGIONAL COUNCIL</b>	Provision of: Manpower, Road clearance, Mechanical/electrical assistance, Construction of bypass roads Assist the Local Controller with other tasks as directed.				
<b>COMMUNITY STORE</b>	Provision of manpower, provision of welfare support and Assist the Local Controller with other tasks as directed.				

## Annex F: Identified Risk Guideline Cyclone

### Cyclone

#### Introduction

Milikapiti 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. <i>Winifred</i> )
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. <i>Tracy, Olivia</i> )
5	> 200	> 279	< 930	Extremely dangerous with widespread destruction. (e.g. <i>Vance</i> )

Source: Bureau of Meteorology

## Tropical Cyclone Action Statements

### *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:
<p><b>Gales / TC formation expected in 24 – 48 hrs</b>  <i>Gales/TC formation expected within 48hrs, not expected before 24 hours</i>  <b>(Watch – Plan Stage 1)</b></p> <p>*Only used at top of message run                      **if Darwin is included</p>	<p><b>Message 1</b></p> <p><i>NTES advises*</i>                      ...communities under Watch:</p> <ul style="list-style-type: none"> <li>• Finalise your emergency kit preparations;</li> <li>• Clear your premises of potential wind borne missiles;</li> <li>• Commence home shelter preparations, or decide NOW where you will shelter;</li> <li>• 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]**;</li> <li>• Do not move to shelter until advised by local authorities.</li> </ul>
<p><b>Gales expected in 12 – 24 hrs</b>  <i>Gales expected within 24 hours, not expected within 12 hours</i>  <b>(Warning – Plan Stage 2)</b></p>	<p><b>Message 2</b></p> <p>...residents [from _____ to _____] or [east/west of _____]</p> <ul style="list-style-type: none"> <li>• Your emergency kit should now be complete and ready;</li> <li>• Finalise home shelter preparations, or know now where you will shelter;</li> <li>• Do not move to shelter until advised by local authorities</li> </ul> <p>[Insert point for Watch Message 1 – "...communities under watch..."]</p>
<p><b>Gales expected in 6 – 12 hrs</b>  <i>Gales expected within 12 hours, not expected before 6 hours</i>  <b>(Warning – Plan Stage 3)</b></p> <p><b>SEWS may be applied at this point</b></p> <p><b>Messages are listed in order of threat priority</b></p>	<p><b>Message 3</b></p> <p>...residents [from _____ to _____] [west/east of _____],                      A CYCLONE IS APPROACHING:</p> <ul style="list-style-type: none"> <li>• Public shelters are now open [<i>in Darwin this includes identified under cover car parks</i>];</li> <li>• If not sheltering at home, PROCEED IMMEDIATELY to shelter with family, friends or at one of the public shelters - take your emergency kit with you;</li> <li>• MAKE YOUR DECISION QUICKLY AS WINDS ARE SHORTLY EXPECTED TO REACH A DANGEROUS LEVEL;</li> <li>• Make final preparations to home shelter and take shelter as gales arrive;</li> </ul>

	<ul style="list-style-type: none"> <li>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.</li> </ul> <p><i>[Insert point for Warning Message 2 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i></p> <p><i>[Insert point for Watch Message 1 – “...communities under watch...”]</i></p>
<p><b>Gales expected within 6 hrs</b></p> <p><b>(Warning – Plan Stage 4)</b></p> <p><b>SEWS recommended</b></p>	<p><b>Message 4</b></p> <p>... residents <b>[from _____ to _____] [west/east of _____], to TAKE SHELTER NOW</b></p> <ul style="list-style-type: none"> <li>DO NOT drive or move about outside, you will be advised by local authorities when it is safe to do so</li> </ul> <p>REPEATING: CONDITIONS ARE NOW AT A DANGEROUS LEVEL, TAKE SHELTER NOW</p> <p><i>[Insert point for Warning Message 3 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i></p> <p><i>[Insert point for Warning Message 2 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i></p> <p><i>[Insert point for Watch Message 1 – “...communities under watch...”]</i></p>
<p><b>Gales in Area Now</b></p> <p><b>(Warning – Plan Stage 5)</b></p>	<p><b>Message 5</b></p> <p>... communities currently in shelter should remain until advised by local authorities that the all clear has been given.</p> <ul style="list-style-type: none"> <li>DO NOT drive or move about outside, you will be advised by local authorities when it is safe to do so.</li> </ul> <p>REPEATING: CONDITIONS ARE STILL AT A DANGEROUS LEVEL, REMAIN IN SHELTER.</p> <p><i>[Insert point for Warning Message 4 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i></p> <p><i>[Insert point for Warning Message 3 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i></p> <p><i>[Insert point for Warning Message 2 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i></p> <p><i>[Insert point for Watch Message 1 – “...communities under watch...”]</i></p>
<p><b>Gales have eased</b></p>	<p><b>Message 6</b></p>

<p><b>(All Clear – Plan Stage 6)</b>  <b>** Posted at tail of priority warning messages.</b></p>	<p><i>...residents [from _____ to _____] [west/east of _____] that</i>  <b>IT IS NOW SAFE TO LEAVE YOUR SHELTER AREA.</b></p> <ul style="list-style-type: none"> <li>• Before moving around, ensure that you are wearing strong clothing and footwear.</li> <li>• Look around your immediate neighbourhood and render assistance where you can but beware of fallen power lines and debris.</li> <li>• Do not drive around unnecessarily as emergency vehicles require clear access.</li> <li>• If you have to drive, go directly to your destination.</li> <li>• Do not enter flood waters</li> <li>• Follow directions of local authorities.</li> </ul> <p>FOR LIFE THREATENING EMERGENCIES DIAL 000.  For Storm or Flood Assistance call 132 500</p>
	<p><b>At end of message run:</b>  Further advice on cyclone emergencies is available at <a href="http://www.securent.nt.gov.au">www.securent.nt.gov.au</a>  <i>Please ensure that friends, family and neighbours have heard and understood this message, particularly new arrivals to the area.</i></p>
<p style="text-align: center;"><b>Guidance Notes</b></p> <p><b>Expectation of Gales:</b>  Refers to the time period within which gales are <u>expected to start</u> 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.</p> <p><b>Stages 1 through 6</b>  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.</p>	

## 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 Local Controller.	Attend Briefings. Inform key personnel. Provide SITREPS. The Milikapiti LEC to meet at least daily during Stage 2. Carry out other duties by the Local Controller.	Attend Briefings. Inform key personnel. Provide SITREPS. Carry out other duties by the Local Controller.	Attend Briefings. Inform key personnel. Provide SITREPS.	Remain in Shelter Inform key personnel. Provide SITREPS. Undertake any other tasks directed by the Local Controller.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS. Undertake any other tasks directed by the Milikapiti Local Controller.
Local Controller	Convene a meeting of the Milikapiti LEC to advise members of the details of the Cyclone Watch Message and ascertain state of preparedness. Coordinate the dissemination of the Cyclone Watch information to the public and relevant coastal communities. Ensure that communications are established and maintained with the Superintendent and Duty Officer,	Delegating activities and ascertain position and capabilities of all agencies. Warn Shelter Managers to commence shelter preparation. Ensure that personnel identified for deployment to other locations are briefed. Ensure that dissemination of the Cyclone Warning information to the public is maintained.	Advise Shelter Managers to finalise shelter preparations. Ensure that the dissemination of the Cyclone Warning information to the public. If necessary, coordinate transport for the movement of people to shelter. At the appropriate time advise those persons at risk to prepare to take shelter.	All personal to take shelter.	When it is considered safe to move outside ascertain the extent of injury to persons and damage to property.	If necessary, ensure that the public is advised that the operation has concluded. Prepare for transition to recovery. Any ongoing recovery operations may operate from alternative premises.	Prepare and forward final SITREP. In conjunction with the NT Recovery Coordinator and Regional Controller facilitate the handover of recovery operations (if required). Begin compilation of information for Post Operation Report.	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
	NTES and advise state of preparedness.	Advise Superintendent Northern Division and Duty Officer, NTES of state of preparedness and ascertain SITREP requirement.						
NT Police	Disseminate warnings and information as required. Maintain normal Police duties. Assist Local Controller as required. Ensure all operational vehicles are fully fuelled.	Brief Police members and NTES Volunteers. Assist with the preparation of the EOC. Disseminate Cyclone Warning information as directed by the Local Controller and advise of information received.	Brief Police members and NTES Volunteers. Limit transport and ensure all emergency vehicles are fully operational and fully fuelled. Assist the Local Controller as required. Commence final patrol of area. At the appropriate time advise those persons at risk to take shelter.	All personal to take shelter.	At the direction of the Controller move outside ascertain the extent of injury to persons and damage to property.	If necessary ensure that the public is advised that the operation has concluded.	In conjunction with the NT Recovery Coordinator and Regional Controller facilitate the handover of recovery operations (if required).	
Essential Services	Participate in pre cyclone clean up. Fill the main town supply water tank.  Check all bores and Tanks.  Activate organisational cyclone	Have emergency equipment and wet weather gear together  Check Sat phone or Radio.  Staff to secure personal residence.	Turn off power and water to the community, if conditions warrant the need to do so  All fuel taps on bulk storage tanks are turned off.  Power house	Ensure all personnel take shelter.	Ensure all personnel take shelter.  At direction of Local Controller commence survey.  Advise Police of damage and what	Restore facilities and resume normal duties as soon as possible.	Advise Local Recovery Coordinator of any urgent priorities and participate in meetings as required.	Attend debrief  Preparation to transition back to normal work requirements at the conclusion of Recovery operations as soon as practical.

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
	procedures. Maintain normal duties.	Maintain normal duties.	secured. Water supply turned off at tank. Ensure all personnel take shelter.		essential services are still in operation and assistance is required, if any.			
Milikapiti School	Participate in pre cyclone clean up involving: • Refuel vehicle. • Fill water containers and store. • Maintain normal duties.	When advised, close school and advise community to secure buildings. Staff to secure personal residence.	Do final checks. Ensure all personnel take shelter.	Ensure all personnel take shelter.	Ensure all personnel take shelter. At direction of Local Controller, check the school for damage.	Assist where necessary. 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 debrief Preparation to transition back to normal work requirements at the conclusion of Recovery operations as soon as practical.
Health Centre	Brief Health Centre personnel. Advise Local Controller of state of preparedness and of any urgent requirements. Check generator and fuel levels. Liaise with Police regarding: Milikapiti Homelands/Outstations.	Brief Health Centre personnel. Any potential medevac's and long term ongoing treatment patients need to be transferred to appropriate medical facilities or appropriate safe places; at the discretion of Management at the Clinic. Fuel all vehicles.	Brief Health Centre personnel. Deliver Disaster Packs (5) to designated cyclone shelters). Allocate Health Centre vehicles to safe areas. Secure all medical records in filing cabinets or compactor. Transfer patients who require	All personal to take shelter.	Remain in shelter.	Upon advice from the Local Controller, ensure personnel and facilities are available for triage treatment as soon as the destructive winds have dropped. Advise the Milikapiti Local Controller on all first aid/medical, public health and community Brief	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
	<p>Review booked patient travel arrangements with Patient Travel in Darwin</p> <p>Review patients that may need evacuation or have special needs with the Local or District Medical Officer e.g. antenatal, dialysis patients.</p> <p>Assist in reviewing Aged Care Facilities.</p> <p>Carry on work as usual.</p> <p>Maintain normal health and community services.</p>	<p>Allocate staff to check Emergency Equipment.</p> <p>Check Satellite phones.</p> <p>Review patient medications.</p> <p>Advise Top End Remote Health Management of situation.</p>	<p>monitoring or treatment to clinic or other designated shelter (with necessary family members).</p> <p>Advise Top End Remote Health Management in Darwin of situation.</p> <p>Upon advice from the Local Controller ensure all personnel take shelter.</p>			<p>Health Centre personnel.</p> <p>On advice from the Local Controller stand down staff.</p>		
Community Store	<p>Get emergency supplies ready.</p> <p>Clear yard / store of any dangerous items and lock up store.</p> <p>Help with community clean up.</p> <p>Maintain normal duties.</p>	<p>Staff to secure personal residence.</p> <p>Prepare to close store.</p>	<p>Do final checks.</p> <p>Ensure all personnel take shelter.</p>	<p>Ensure all personnel take shelter.</p>	<p>Ensure all personnel take shelter.</p> <p>At direction of Local Controller, attend and assess damage to store and supplies.</p>	<p>Assess food stocks and advise on quantity.</p> <p>Restore facilities and resume normal duties as soon as possible.</p>	<p>Advise Local Recovery Coordinator of any urgent priorities and participate in meetings as required.</p>	<p>Attend debrief</p> <p>Preparation to transition back to normal work requirements at the conclusion of Recovery operations as soon as practical.</p>

## **Annex G: Identified Risk Guideline - Bushfire**

There is no fire capability in the Milikapiti Township

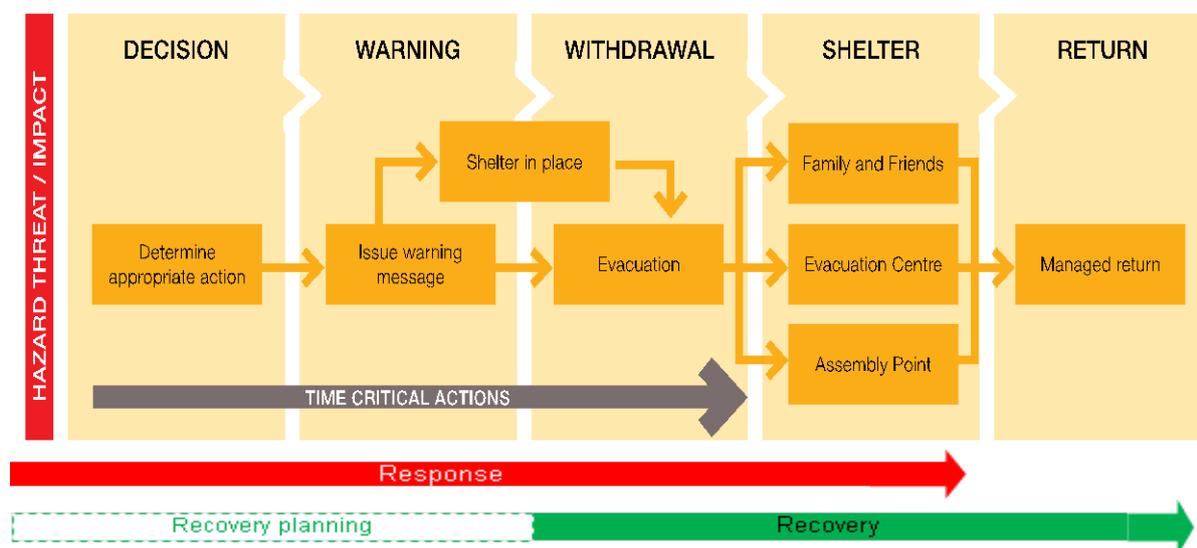
## Annex H: Evacuation Guideline

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 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.	Regional Controller in conjunction with TEMC
Legal references	<i>Emergency Management Act</i> and approved Local Milikapiti Local Emergency Plan (LEP). It is recommended that the Minister declares an Emergency Situation under section 18 of the <i>Emergency Management Act</i> when this evacuation plan is activated.	
Alternative to evacuation? I.e. shelter in place, temporary accommodation on-site/nearby.	Residents will be progressively relocated within the community to the Milikapiti club for pre staging post a cyclone impact. Refer to the Milikapiti staging arrangements.	Milikapiti Local Controller to arrange.
Summary of proposed evacuation	<b>Decision</b> – made by the Northern Region Emergency Controller when the Tiwi Islands have sustained damage during a cyclone that cannot support residents in situ during recovery. The Milikapiti Local Controller to disseminate information to the community. <b>Withdrawal</b> – three stage process; <ul style="list-style-type: none"> <li>a. Milikapiti community to the Club to be registered for evacuation to Darwin;</li> <li>b. Once registered, groups to move to the airstrip assembly area using buses/vehicles;</li> <li>c. Red Cross to register check utilising Register Find Reunite.</li> <li>d. Darwin Airport to &lt;to be determined&gt; using buses (as per Transport Group arrangements).</li> </ul> <b>Shelter</b> – evacuees will be encouraged to stay with friends or family. The remainder will be accommodated at an evacuation centre established at a location to be determined. <b>Return</b> – to be determined once recovery can sustain return to Milikapiti.	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?	Milikapiti Community  Pickertaramoor, Taracumbi, Paru.  Yapilika (Maxwell Creek), Port Melville residents, have their own evacuation plan if required	
Vulnerable groups within the community	The Medical Group will liaise with local health staff and provide information on medically vulnerable people.	Medical Group & Transport Group to

	The Identified people will be evacuated <At a time to be determined>.	action.
<b>Community demographics (approx. total number, family groups, cultural groups etc)</b>	Refer to Evacuation Centre Guidelines p.21 (section 4.2) Examine the demographic breakdown of the community to be evacuated including <ul style="list-style-type: none"> <li>The total number of people being evacuated.</li> <li>An estimate of the number of people likely to require accommodation in the evacuation centre.</li> <li>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.</li> <li>A summary of cultural considerations, family groups, skin groups and community groups.</li> <li>Potential issues that may arise as a result of these groups being accommodated in close proximity to one another.</li> <li>A summary of people with health issues, including chronic diseases, illnesses and injuries.</li> <li>Details of vulnerable clients (other than medically vulnerable), such as the elderly, frail and disabled (and if they are accompanied by support ie: family members)</li> <li>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.</li> </ul>	Milikapiti Local Controller to obtain information.
<b>What is the nature of the hazard?</b>	<ul style="list-style-type: none"> <li>Cyclone</li> </ul>	
<b>Estimated duration of the potential evacuation?</b>	Approximately 10 days to 2 weeks.	
<b>Triggers for the evacuation</b>	<ol style="list-style-type: none"> <li>Evacuation <i>planning</i> to commence when the Tiwi Islands are under a “Tropical Cyclone Watch”.</li> <li>Implement evacuation if the Cyclone category is at severe and impact has caused major damage and disruption to all services.</li> <li>Elderly and vulnerable people are to be considered for evacuation during the “TC Watch” due to limited health services.</li> </ol> <p>Further details of the intra-community relocation plan are required.</p>	Regional Controller & NTES to confirm triggers.
<b>Self-evacuation</b>	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.	Milikapiti Local Controller
<b>Responsibility for the coordination Stage 1</b>	Regional Controller Local Controller	

<b>Stage 2 – Warning of Evacuation</b>		
<b>Who has the authority to issue</b>	Bureau of Meteorology will issue Tropical Cyclone advice and warnings.	Regional Controller to

warnings?	All further public information will be approved by the Regional Controller in consultation with the Public Information Group and NTES  The Milikapiti Local Controller will coordinate the dissemination of community level information.	liaise with Information Group and NTES
Process for issuing evacuation warnings and other information	At community level, the Milikapiti 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 Milikapiti 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.	Milikapiti Local Controller
When will warnings be issued (relative to the impact of the hazard)?	Immediately upon a decision to evacuate being made the Milikapiti LEC will commence coordinating residents to prepare for transport.	Milikapiti 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	Milikapiti Local Controller  Biosecurity & Animal Welfare Group liaison
Responsibility for the coordination of stage 2	Local Controller / Regional Controller	

<b>Stage 3 - Withdrawal</b>		
Outline	Three stage process; a. Milikapiti residents to Milikapiti Club; b. Milikapiti Club; to Airport c. Milikapiti Airport to <Location To be determined> d. <Evacuation centre to be determined>	
Milikapiti Community to the Airstrip	<b>Lead –NTPOL</b> <ul style="list-style-type: none"> <li>Overview – the community will gather at the Milikapiti Club located approximately 300 metres from the airstrip 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.</li> <li>Estimated time en-route: ___ minutes each way</li> <li>Estimated timeframe overall: ___ hours utilising current resources.</li> <li>Alternate transport options: Walk?</li> </ul>	NTPOL
Assembly area	<b>Milikapiti</b> Milikapiti club 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. <ul style="list-style-type: none"> <li>Services to be provided: Red Cross</li> <li>Coordinator: Red Cross</li> <li>Other details: Evacuee Registration - NTPFES College staff</li> </ul>	NTPOL

	<p>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.</p> <ul style="list-style-type: none"> <li>Residents will need to register at Milikapiti Club or Airport if (self-evacuating) to be permitted access to the designated evacuation centre.</li> </ul>	
Milikapiti to <Location to be determined>	<p><b>Lead –NTPOL</b> <b>Example</b> Lead – Transport Group Overview – Transport Group has identified commercial operators and the Police Air Section able to provide evacuation assistance. Total proposed air assets: _____.</p> <p>Commercial operators will be charging commercial rates for their services at a cost of (\$ _____).</p> <p>The operation will begin at _____hrs with the first aircraft, leaving &lt;To be determined&gt; and arriving at Milikapiti at _____hrs.</p> <ul style="list-style-type: none"> <li>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 &lt;To be determined&gt;).</li> </ul>	NTPOL
< Location > Airport to Evacuation Centre <To be determined>	<p><b>Lead –Transport Group</b> <b>Example</b> Overview – Buses (Buslink) will be on standby at &lt;Location to be determined&gt; Airport from _____am to receive passengers and continue throughout the day transferring to &lt;To be determined&gt; only, as required. Transport staff will be on the ground at &lt;Location to be determined&gt; Airport to marshal passengers on buses only. Buses to be arranged by the Transport Group. Evacuees will be collected from &lt;Location to be determined&gt; Airport and transported to the &lt;Location to be determined&gt;.</p> <p>A reception team provided by NT Police will meet evacuees and facilitate transport.</p> <ul style="list-style-type: none"> <li>Details: to be determined</li> <li>Estimated time en-route: _____ minutes</li> <li>Estimated timeframe: possibly _____ hours, dependant on aircraft arrivals.</li> <li>Alternate transport options: _____</li> </ul>	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	<p><b>Example</b> Welfare Group to activate registration arrangements. Registration will be undertaken by NT Police and will occur at Milikapiti 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 Milikapiti Airstrip. If persons are not registered as evacuees or self-evacuees they</p>	Welfare Group / NTPOL

	will not be provided access to the evacuation shelter.	
Who will coordinate stage 3?	Northern 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	DCF	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	<b>Refer to the Evacuation Centre Template for set-up considerations</b>	
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	<b>(refer to recovery action plan for the community) Dept. of Chief Minister</b>	
Who is responsible for developing a plan for the return?	Recovery Coordination in conjunction with IMT.	
• 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	To be confirmed.	

needs to be conveyed to the evacuated community members?		
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## **Annex I: 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 J: 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.



Activity	Response activities	Recovery activities
1. Situational awareness	Survey and rescue teams Road clearance teams Impact assessment teams General public Media reports	<input type="checkbox"/> Continues in recovery through the use of impact assessments and Outreach
2. Public Information	Public Information Group stood up Spokes persons identified SecureNT activated	<input type="checkbox"/> Continues in recovery <input type="checkbox"/> 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 opened - Assess damage to clinics - Deploy field hospital/s <input type="checkbox"/> Medical presence in WAC - Supplied by the Medical Group	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

	<input type="checkbox"/> Ambulance pick up points on key, cleared roads GP clinics and pharmacies <ul style="list-style-type: none"> <li>- Identify GP clinics able to open</li> <li>- Identify pharmacies able to open</li> </ul> Medically vulnerable people <ul style="list-style-type: none"> <li>- Support agencies to follow-up and advise the Medical Group</li> <li>- Vulnerable people in shelters or WAC</li> <li>- Support for vulnerable people at shelters</li> </ul> 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
	<u>Fuel</u> 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
	<u>Cash</u> 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 infrastructure (supply lines)	<u>Air (Airport/Airstrip)</u> Clear the runway to allow air movements Establish a logistics hub at the airport Terminal damage and operational capability assessment	<input type="checkbox"/> Monitor repairs and business continuity activities
	<u>Road</u> 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)
	<u>Rail</u> Ask rail operator to assess damage to the railway & associated infrastructure and report outage estimation	<input type="checkbox"/> Liaising with GWA and Australasia Rail to monitor repair work
	<u>Port, Harbour and Barge</u> Assess damage to Port infrastructure and harbour facilities	Repairing infrastructure Establish alternate arrangements for the supply

	Assess the damage to barge facilities	of remote communities
13. Waste management	Waste management requirements and develop waste management plan if required	Continues in recovery
14. Repairs and reconstruction	<p>Private housing</p> <ul style="list-style-type: none"> <li>- Impact Assessments</li> <li>- Temporary repairs</li> </ul> <p><input type="checkbox"/> Government buildings</p> <ul style="list-style-type: none"> <li>- Damage assessment</li> </ul> <p><input type="checkbox"/> Public Housing</p> <ul style="list-style-type: none"> <li>- Impact Assessments</li> </ul> <p><input type="checkbox"/> Private Industry</p> <ul style="list-style-type: none"> <li>- Damage assessments</li> </ul>	<p>Private housing</p> <ul style="list-style-type: none"> <li>- Information and support to facilitate repairs.</li> </ul> <p><input type="checkbox"/> Government buildings</p> <ul style="list-style-type: none"> <li>- Repairs and reconstruction</li> </ul> <p><input type="checkbox"/> Public Housing</p> <ul style="list-style-type: none"> <li>- Long term repair plans</li> </ul> <p><input type="checkbox"/> Private Industry</p> <ul style="list-style-type: none"> <li>- Repair and reconstruction</li> </ul> <p><input type="checkbox"/> Temporary accommodation for a visiting construction workforce</p>
15. Transport Services	Staged re-establishment of public transport services	Continues in recovery
16. Tele-communications	<p>Telstra and Optus will assess the damage to their infrastructure</p> <p>Put in place temporary measures to enable landline and mobile services</p>	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 K: Contact Details (to be updated, as needed)**

Position/Functional Group	Name	Email address	Work	Mobile	After Hours
Police Local Controller	Todd ACKERLEY	<a href="mailto:todd.ackerley@pfes.nt.gov.au">todd.ackerley@pfes.nt.gov.au</a>	088978 3969	██████████	██████████
NTES Territory Duty Officer	On Call 24/7	<a href="mailto:TerritoryDutyOfficer.NTES@pfes.nt.gov.au">TerritoryDutyOfficer.NTES@pfes.nt.gov.au</a>		██████████	
Manager –Health Centre	Geoff HUTCHINSON	<a href="mailto:milikapiti.clinicmgr@nt.gov.au">milikapiti.clinicmgr@nt.gov.au</a>	8978 3950		██████████
ESO – Power and Water	Michael FOGARTY	<a href="mailto:eso@aaelectrical.com.au">eso@aaelectrical.com.au</a>		██████████	██████████
Tiwi Islands Council	Bill toy Alice Williams	<a href="mailto:bill.toy@tiwislands.nt.gov.au">bill.toy@tiwislands.nt.gov.au</a> <a href="mailto:Alice.williams@tiwislands.nt.gov.au">Alice.williams@tiwislands.nt.gov.au</a>	8978 3958	██████████ ██████████	
Milikapiti Store	Ed and Raelz Tucker	<a href="mailto:milikapitistore@bigpond.com">milikapitistore@bigpond.com</a>	8978 3915	██████████ ██████████	
Manager – Sports and Social Club	Paula RODDA	<a href="mailto:admin@milikapiticlub.com.au">admin@milikapiticlub.com.au</a>	8970 9312	██████████	
Dept of Education	Kathryn Leo	<a href="mailto:kathryn.leo@ntschoools.net">kathryn.leo@ntschoools.net</a>	8978 3960	██████████	
Night Patrol	Josephine Byrnes	<a href="mailto:josephine.byrnes@tiwislands.nt.gov.au">josephine.byrnes@tiwislands.nt.gov.au</a>		██████████	
Melville Lodge	TBA	<a href="mailto:info@melvillelodge.com.au">info@melvillelodge.com.au</a>	8978 3664	██████████	
Government Engagement Co-ordinator	Tim Scott	<a href="mailto:tim.scott@network.pmc.gov.au">tim.scott@network.pmc.gov.au</a>		██████████	
Regional Recovery Coordinator	DCM	<a href="#">TBA</a>			

## Annex L: 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 M: 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 and the Territory

	Emergency Plan.
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	<p>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.</p> <p>Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. <i>See also</i> comprehensive approach.</p> <p>Source: AEM Glossary.</p>
Prevention	<p>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. <i>See also</i> comprehensive approach.</p> <p>Source: AEM Glossary.</p>
Recovery	<p>The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. <i>See</i> comprehensive approach.</p> <p>Measures which support emergency-affected individuals and communities in the reconstruction of the physical infrastructure and restoration of emotional, economic and physical well-being.</p> <p>Source: AEM Glossary.</p>
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	<p>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.</p> <p>Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. <i>See also</i> comprehensive approach.</p> <p>Source: AEM Glossary.</p>
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 21 of 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 N: 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
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
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
TIRC	Tiwi Islands Regional Council
WAC	Welfare Assembly Centres