



**MINJILANG  
LOCAL  
EMERGENCY  
PLAN  
2021/22**



## TERRITORY EMERGENCY MANAGEMENT COUNCIL

### Authority

The Minjilang 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 Emergency Controller, hereafter referred to as the Regional Controller, as the Territory Controller's delegate .

A handwritten signature in black ink, appearing to read 'M Dole'.

Regional Controller  
Martin Dole

Dated this 2<sup>nd</sup> day of November 2021

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## Version History

<b>Document title</b>	Minjilang Local Emergency Plan
<b>Contact details</b>	Northern Territory Police, Fire and Emergency Services
<b>Approved by</b>	Regional Controller – <i>Martin Dole</i>
<b>Date approved</b>	2 November 2021
<b>Document Review</b>	Annually
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Version	Date	Author	Comments
1.0	25 <sup>th</sup> July 2021	Brian Hennessy	Updated format and review of content.
1.0	3 <sup>rd</sup> August 2021	Brian Hennessy	Track changes sent to LC Minjilang to review.
1.0	2 <sup>nd</sup> November 2021	Martin Dole	Review of content and finalisation of plan.

## Amendment List

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

Officer in Charge, Local Controller  
Minjilang Police Station  
Minjilang NT

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	J Richardson / NTPFES
Oct 2021	Plan review	B Hennessy / NTES
Nov 2021	General formatting changes	R McKinnon / NTPFES

## Purpose

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

## Application

2. This Plan applies to the Minjilang District.

## Related References

3. The following references apply:
  - *Emergency Management Act 2013*
  - Territory Emergency Plan 2021/22
  - Northern Region Emergency Plan 2021/22
  - National Disaster Risk Reduction Framework (NDRRF)
  - National Disaster Risk Assessment Guidelines.
  - Minjilang Pandemic Plan

## Plan

### Key Considerations

4. The *Emergency Management Act 2013* (the Act) is the legislative basis for emergency management across the Northern Territory (NT).
5. The Act reflects an all hazards approach to emergency and disaster events, natural or otherwise. It provides for the adoption of measures necessary for the protection of life and property from the effects of such events.
6. The Act defines the emergency management structures, roles and responsibilities for the NT and, in conjunction with the Territory and Regional Emergency Plan(s), form the basis for this Plan.
7. This Plan:
  - confirms appointment of a Local Emergency Controller and Local Recovery Coordinator
  - confirms establishment of the Local Emergency Committee (LEC) and Local Recovery Coordination Committee (LRCC)
  - assesses hazards most likely to affect the community
  - specifies control and coordination arrangements for mobilisation of local and, if necessary regional, Territory and national resources

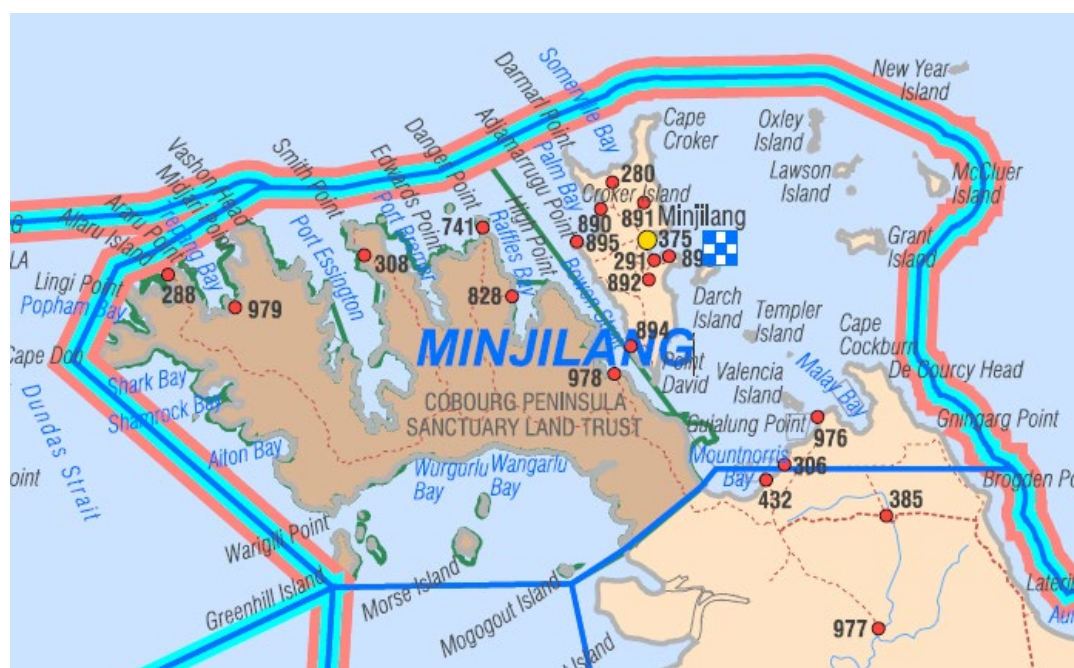
- identifies roles and responsibilities of key stakeholders
- details specific emergency response procedures for the higher risk situations.

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

## Locality Context

9. The Minjilang emergency management district covers an area of approximately 8000 km<sup>2</sup> including Crocker Island, the Cobourg Peninsula and the surrounding islands.
10. Minjilang is the major community in the district situated on Crocker Island just off the Cobourg Peninsula approximately 250kms north east of Darwin, forming part of the Northern Region (Region 1) as defined by the Territory Emergency Plan.
11. Population of the Minjilang district is approximately 400 people, with the majority being about 300 residing in the Minjilang township, with the remaining in outstations and the Ranger station at Black Point.

### Map of area/township/community



12. Populations listed below is the expected populations during the wet season, refer to map prior for ID# location reference.

ID #	Community Name	Alternate Names	Population	Community Type	Resource Council
280	Alamirra	Alamirra Alamirr		Family Outstation	Demed Association Inc
288	Araru Point	Araru	Four (4)	Family Outstation	Demed Association Inc

291	Walka	Barge Landing Walkaa		Family Outstation	Demed Association Inc
306	Tigers Camp	Wamunyi Wanninguji Wanungi		Family Outstation	Demed Association Inc
308	Gumeragi	Gamuriggi Gumaragi	Four (4)	Family Outstation	Demed Association Inc
375	Minjilang	Croker Island	300	Major	
741	Gul Gul	Danger Point Gulgul		Family Outstation	Demed Association Inc
828	Mariah			Family Outstation	Demed Association Inc
890	Wanakutja			Family Outstation	Demed Association Inc
891	Timor Springs			Family Outstation	Demed Association Inc
892	Sandy Bay			Family Outstation	Demed Association Inc
894	Marramarrani			Family Outstation	Demed Association Inc
895	Adjamarragu			Family Outstation	Demed Association Inc
976	Buni-Inwunbuluk	Annesley Point	Thirty (30) people during dry, six (6) caretaker in wet	Family Outstation	Demed Association Inc
978	Irgul Point	Urgul		Family Outstation	Demed Association Inc
979	Adbanae			Family Outstation	Demed Association Inc

### **Climate and Weather**

13. 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 April) and 'Dry' (May to October) season.
14. Temperatures are higher during the Wet season averaging between 30°C to 40°C and the Dry season averaging between 23°C to 28°C, with the coldest times tending to be in June/July.

### **Geography**

15. Minjilang's landscape is a mixture of flat and slightly elevated, covered with native gum trees and fringed by sandy beaches, mangroves and coral reef.

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

16. There are many areas in the vicinity of the District boundaries into which it is culturally unacceptable to go.
17. Before exploring areas around the Minjilang community it is preferable that information on those areas is explained by the local Police. Advice given should be duly noted and complied with.



18. Further information about these sites can be found [here](#).

## **Tourism**

19. Tourism is an economic contributor to the District, throughout the year.
20. Venture North – Cobourg Coastal Camp is a family owned company specialising in small group cultural and nature based tours throughout Northern Australia, tour groups of up to six (6) per group stay at the Cobourg Coastal Camp during the dry season.
21. Seven Spirit Bay Wilderness Lodge was renovated over 2016 and has eight (8) people working on site. The lodge houses up to sixty (60) people.
22. Wiligi Outstation - The senior traditional land owner of Wiligi outstation, Reuben Cooper, Runs an eco-tourism business, all year round. They cater for up to 4 clients at a time, for trips of up to a week.

## **Public Administration**

### **NT and Local Government**

23. NT Government agencies that have a presence in the District include:
- NT Police, Fire and Emergency Services (NTPFES)
    - NT Police Force (NTPF) (Police Station).
  - Power and Water Corporation
  - Department of Health
    - Red Lily Health Centre (NGO).
  - Department of Education
    - Mamaruni School.
24. West Arnhem Regional Council (WARC) provides a range of local government services in Minjilang.
25. Within Minjilang, Non-Government organisations include the Crèche and Rangers.

## **Infrastructure**

### **Building Codes**

26. 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**

27. Minjilang land use direction is in consultation between WARC and Traditional Owners.

## **Power Generation and Distribution**

28. Power and Water Corporation (PAWC) is responsible for the supply of power to Minjilang. Power is supplied via diesel generators. A small solar farm helps to supplement the diesel generators. During the wet season (cloud cover) provides only 5% additional input into the grid.

## **Water Services**

29. Power and Water Corporation (PAWC) is responsible for the supply of water to Minjilang. Bore water is supplied via diesel generators throughout the community.

## **Health Infrastructure**

30. The Health Clinic in the Minjilang community consists of five (5) consult rooms, emergency room and a small pharmacy. Both the Emergency room and Pharmacy have backup generators.
31. Serious medical cases are required to be medically evacuated to Darwin.

## **Emergency Service Infrastructure**

32. The District has the following emergency service infrastructure:
  - The Police Station consists of a number of container buildings and a main accommodation house.
  - Health Clinic.

## **Roads**

33. There are a number of sealed roads within Minjilang Community. All other roads are gravel and are relatively well maintained, however they are prone to flooding and deteriorating during the wet season including the road connecting Minjilang Township to the barge landing and also the Minjilang Township to the Airstrip. The main access road to the Airstrip becomes unpassable at various times during the wet season due to seasonal flooding. An unmaintained bypass road can be accessible connecting the town to the airstrip during these times of flooding although it is also subject to flooding. The roads are maintained by grader for 2 weeks only of the year. All roads to outstations are unmaintained 4WD tracks
34. Roads within the community of Minjilang are sealed. All other roads throughout district are unsealed.

## **Airports**

35. The airport hosts a single airstrip, as listed below.

Name of the Strip	Datum	Details (type, length etc)	Operator of the strip
Minjilang	11-09-36 S 132-32-22 E	Local airport(light traffic) Sealed all weather 3543ft Night lights	Currently WARC do airport inspections.
Murganella	11-32-965 S 132-55-205E	Gravel strip 1072 metres	Arnhem Land Aboriginal Land Trust
Smith Point	11-07-5 S 132-09-0 E	Gravel strip 1343 metres	Cobourg Peninsula Sanctuary Land Trust

\*NOTE: It is possible that the access road to the Minjilang Airstrip could be inundated with water during the wet season

## Telecommunication

36. Telecommunications are available across the Minjilang town area via a combination of landline, mobile and satellite communications delivery. Minjilang has mobile data and landline telecommunication infrastructure available via Telstra. During the wet season Communications can be intermittent. It has been known during storms in the wet season for communications to be disrupted for up to four (4) days at a time. Contact in an emergency may require radio or HF contact to the mainland

## Local Radio Stations

37. The District has two (2) local radio stations:
- 102.9 FM ABC Radio
  - 106.1 FM TEABBA Radio

## Vulnerable Clients

38. The Minjilang Health Centre has a list of vulnerable persons. Records are kept with the Clinic Manager.

## Preparation

### Disaster Hazard Analysis and Risk Register

39. The LEC has identified the following hazards for the District which require a detailed operational response procedure:
- Transport ( Air, Marine and Road)
  - Cyclone.
  - Bushfire.
  - Flood.
40. These hazards have been rated against the National Disaster Risk Assessment Guidelines (NERAG) were reviewed and gave the following results:

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

### Transport Incident (Road, Marine and Aircraft)

41. 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.
42. There is a probability of aircraft incidents occurring in the vicinity of the Minjilang Aerodrome. Minjilang Airport is serviced by aircraft carrying up to 20 persons and averages 40 movements per month. The entire district is subject to seasonal storm activity.
43. Initial Response NT Police, Health Clinic and WARC
44. Procedures surrounding aircraft incidents have been developed by the Australian Transport and Safety Bureau and can found [here](#) .

### Tropical Cyclone

45. Tropical cyclones are low-pressure systems that form over warm tropical waters and have gale force winds (sustained winds of 63 kilometres per hours or greater, and gusts in excess of 90 kilometres per hour) near the centre.
46. 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).
47. 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**

48. A fire hazard includes and fire threat to the township, housing and infrastructure of Minjilang and all the surrounding outstations.

## **Flood**

49. Floods occur when water covers land that is normally dry. They may result from prolonged or very heavy rainfall, severe thunderstorms, monsoonal (wet season) rains in the tropics, or tropical cyclones.

## **Public Education**

50. NTES delivers community education, awareness and prevention programs. These are also conducted or supported by Australian Government agencies such as the Bureau of Meteorology and Attorney-General's Department, as well as non-government entities like the Australian Red Cross, to ensure ongoing public awareness of emergency and disaster events. Further information is available on each organisation's respective website.

## **Planning**

51. 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.
52. 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**

53. A master resource register is to be maintained by the District Local Controller for rapid reference during emergency management operations – refer Annex D.
54. 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**

55. The Act requires that those involved in emergency planning and operations are be appropriately trained. The NTES Learning and Development Command provides the required training and education capability to ensure NT Government and non-government entities are appropriately trained.

## Exercises

56. 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.
57. Exercises are conducted when a 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.
58. Delivery of exercises is guided by advice from the Territory, Regional or Local Controllers, the Territory Recovery Coordinator, Territory Emergency Management Council or Regional Emergency Committee or as required by functional groups<sup>1</sup>.

## Response

59. 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

60. 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 Northern Controller/delegate.

## Local Emergency Controller

61. In accordance with section 76 of the Act, the Territory Controller has appointed a District Local Emergency Controller (Local Controller).
62. The Local Controller is the OIC of Minjilang Police Station.
63. The Local Controller is subject to the directions of the Regional Controller.
64. The powers, functions and directions the Local Controller can be found in sections 77, 78 and 79 of the Act.

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

<sup>2</sup> <https://knowledge.aidr.org.au/media/1764/handbook-9-australian-emergency-management-arrangements-kh-final.pdf>

## **Local Emergency Committee**

65. In accordance with section 80 of the Act, the Territory Controller has established a Minjilang Local Emergency Committee (LEC).
66. The Local Controller is Chair of the LEC. Remaining membership consists of representatives from NT Government and non-government entities within the District.
67. Division 11 of the Act specifies the establishment, functions, powers; membership and procedure requirements of a LEC.

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

68. 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.
69. 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.
70. The Local Recovery Coordinator will report directly to the Regional Recovery Coordinator.
71. Division 12 of the Act specifies the functions, powers and directions the Local Recovery Coordinator is subject to.
72. Division 13 of the Act specifies the establishment, functions, powers; membership and procedure requirements of Recovery Coordination Committee.

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

73. 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>.
74. The District LCC is the Minjilang Police Station.

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

- 75. The Regional EOC will be located in Darwin at the Peter McAulay Centre.
- 76. 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.
- 77. Liaison Officers from functional groups and support agencies will attend the EOC as required.

**WebEOC**

- 78. 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.
- 79. 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.
- 80. 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 up-to-date situational awareness.

**Situation Reports (SITREPs)**

- 81. 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.
- 82. 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**

- 83. 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 the 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 their opinion, may necessitate an 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.
<i>Stage 4</i>	<i>Stand-down response operations and transition to Recovery</i>	Stage 4 occurs when the Local Controller and Local Recovery Coordinator agree to transition to recovery in accordance with the transitional arrangements of this Plan.
<i>Stage 5</i>	<i>Recovery</i>	This stage is called if ongoing recovery operations and coordination is required.

84. 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.

85. 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**

86. 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.

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

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

88. Official warnings are issued by the Bureau of Meteorology (BoM), Geoscience Australia and NTES.

89. 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.

90. The Standard Emergency Warning Signal (SEWS) is an audio alert signal (wailing siren) which may be broadcast on public media to draw attention to the fact that an urgent safety message is about to be made. Generally, SEWS is only played before announcements concerning significant

emergencies where emergency management arrangements should be activated as a result.

91. 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.
92. Control and Hazard Management Authorities may have pre-planned use of SEWS for non-weather related events approved by virtue of the approval of a Regional or Special emergency plan.
93. The District will receive official warnings and general public information through the following means:
  - radio broadcast
  - television news broadcast
  - Secure NT internet and Facebook site.
94. Warning and information messages for general public are authorised by the Local/Regional Controller/delegate, as relevant. The dissemination of such warnings and information is to be by whatever means are appropriate and available at the time.

### **Australasian Inter-Service Incident Management System (AIIMS)**

95. 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**

96. 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.
97. 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**

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

100. 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 authorized to leave and are required to return to work.

### **Emergency Shelters**

101. 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**

102. 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.
103. Minjilang Shelters:
- Mumanuri School - Can accommodate up to three hundred (300)
104. Strong buildings – Minjilang
- New Block homes, lot numbers 117, 116, 133, 134, 191, 194, 118, 125, 173, 227, 129, 226, 242, 243, 249a, 249b, 246, 247, 182a, 182b and 145.
    - Map of houses held by Minjilang Police in L drive.
105. Annesley Point
- 2 strong houses – reported by a local resident to be constructed to a Category 4 Cyclone code.
106. Black Point Ranger Station
- 5 dwellings that were built to code at the time of construction.
    - Shipping container professionally concreted into the ground and built to code at the time of construction capable of holding the residents of the ranger station and Gumeragi outstation.
107. The Gumeragi outstation remains in contact with the ranger station throughout the wet season and any warnings passed on by the rangers
108. Araru outstation
- shipping container
109. All other outstations should not be occupied during the wet season
110. Seven Spirit Bay Wilderness Lodge, located on the mainland – Garig Gunak Barlu National Park, Cobourg Peninsula, has 24 cabins and a large lodge, all built to code at the time of construction and endured

cyclone Ingrid.

111. The timing of the opening of emergency shelters will be dependent upon 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 emergency shelters, in particular the NTPF.
112. 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.
113. 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. .
114. 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.
115. 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**

116. 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>. The mitigation strategy to minimise the requirement for community evacuation due to a COVID-19 emergency event would be to utilise identified shelters, which can accommodate up to 350 persons for an extended period if required. The accommodation buildings identified as safe and habitable, with residents to remain in situ.
117. 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>.
118. 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.

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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

## **Register. Find. Reunite Registration and Inquiry System**

119. 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.
120. This system can be initiated by either the Territory or Regional Controller without the national system being activated<sup>6</sup>.

### **Impact Assessment**

121. The Survey, Rescue and Impact Assessment Group, led by the NTPFES, is responsible for impact assessments.
122. At the local level, Local Controllers can activate the NTES to undertake impact assessments if deemed appropriate.
123. 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.
124. 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.

## **Recovery**

125. 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.
126. 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**

127. 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.
128. The transition to recovery coordination occurs at a time agreed to by the:
- Territory Controller
  - Territory Recovery Coordinator.

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

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

### **Handover Arrangements**

129. 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.
130. 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.
131. A summary of response and recovery activities can be found at Annex K.

### **Plan Governance**

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

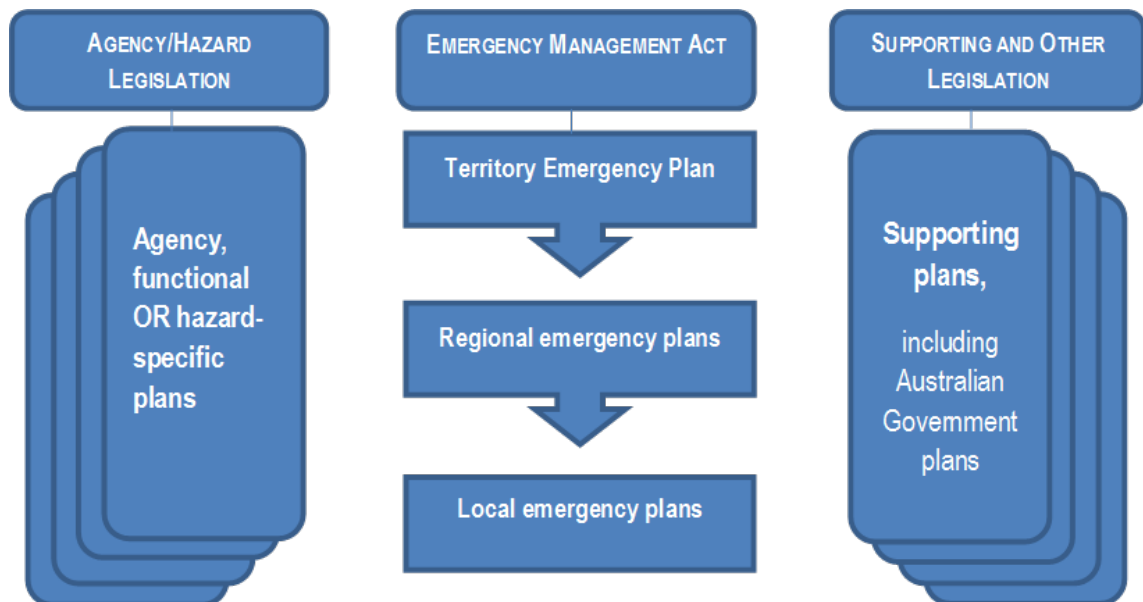
## **Annexure**

<b>Annex A</b>	<b>Hierarchy of Plans</b>
<b>Annex B</b>	<b>Functional Groups - Roles and Responsibilities</b>
<b>Annex C</b>	<b>Functions Groups</b>
<b>Annex D</b>	<b>Resource Lists</b>
<b>Annex E</b>	<b>Identified Risk Guidelines – Transport</b>
<b>Annex F</b>	<b>Identified Risk Guidelines – Cyclone</b>
<b>Annex G</b>	<b>Identified Risk Guidelines – Wild Fire</b>
<b>Annex H</b>	<b>Identified Risk Guidelines – Flood</b>
<b>Annex I</b>	<b>Evacuation Guideline</b>
<b>Annex J</b>	<b>SITREP Template</b>
<b>Annex K</b>	<b>Summary of Response</b>
<b>Annex L</b>	<b>Contact Details</b>
<b>Annex M</b>	<b>Debrief</b>
<b>Annex N</b>	<b>Glossary</b>
<b>Annex O</b>	<b>Acronyms</b>

## 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 Industry, Tourism and Trade
Communication Technology	NTPFES
Critical Goods and Services	Department of Industry, Tourism and Trade
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 and Cabinet
Public Utilities	Power and Water Corporation
Transport	Department of Infrastructure Planning and Logistics
Survey and Rescue	NT Police
Welfare	Territory Families

### Minjilang

Function/Activity	Position and Organisation or Provider
Medical Services	Health Clinic
Power Supply (ESO)	Power & Water Corporation,
Food supplier	ALPA
Transportation	NA
Housing	Territory Housing

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

## Annex C: Functional Groups

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

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

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

Functions	Agency /Organisation/Provider responsible
Animal / Livestock Management	Police
Anti-looting protection	Police
Banking Services	ALPA ATM
Broadcasting: What radio stations provide announcements	ABC TEABBA
Clearing of essential traffic routes	WARC
Clearing storm water drains	WARC
Clothing and Household Items	ALPA
Community Clean Up	WARC
Control, coordination and management	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>	ALPA
Damaged public buildings: Coordination and assessments	WARC
Disaster Victim Identification capability	Police and Clinic
Emergency Alerts / SEWS	Police
Emergency Catering	ALPA
Emergency food distribution	ALPA
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
Identification of suitable buildings for shelters	NTPOL
Interpreter Services	AIS

Functions	Agency /Organisation/Provider responsible
Management of Expenditure in emergencies	CMC
Medical services	Health Clinic
Network communications (IT): Responders / Public Maintenance and restoration of emergency communication	Telstra
Personal Support	NASIA
Power: Protection and restoration :	PowerWater
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>	
Rapid Impact Assessment	Police
Recovery Coordination	Police
Repatriation	Police and Health
Restoration of public buildings	Department of Territory Families, Housing and Communities
Restoration of roads and bridges (council/territory) excluding railways	WARC
Road management and traffic control including public Information on road closures	WARC
Sewerage: Protection and restoration	PowerWater
Survey	Police, WARC, Power & Water
Temporary accommodation (Recovery)	CMC
Traffic Control	Police
Transport : Commercial and Public airport/ planes, automobiles, ferries, buses	
Vulnerable Groups	Health
Waste management <ul style="list-style-type: none"> <li>• Collection</li> <li>• Disposal of Stock</li> </ul>	WARC
Water (including drinking water): Protection and restoration	PowerWater

## Annex D: Resource List

### RESOURCE REGISTER

### Locality - Minjilang

Resource	Communications	Fire Fighting	Rescue	Medical	Aircraft	Vehicles			Plant	Fuel	Accommodation /Shelter	Food Supply & Storage	
<b>Legend</b> <b>Agency/Organisation</b>	HF UH F VH F Marine (M) Satellite Ph (SP)	A=Appliance D=Dropon Unit T=Trailer F=Foam E=Extinguisher (4.5kg and above) GFU – Grass Fire Unit	RAR=Road Accident Rescue Team HE=Heavy Rescue Equipment WS=Workshop PG=Portable Genset FL=Floodlighting	H=Hospital A=Ambulance C=Clinic F/A=First Aid Kits SF=Stretcher (fld) SB=Stretcher- (bsk) B=Blankets	F=Fixed Wing H=Helicopter (oo)=Seating Capacity (s)=Stretcher (w)=Winch (kg)=Payload	S=Sedan/Stationwagon U=Utility B=Bus (seating) T=Truck (capacity) WT=Water tanker FT=Fuel tanker	2WD	4WD	All Terrain	T=Tractor B=Bulldozer C=Crane (mobile) F=Frontend Loader F/L=Forklift L=Lowloader B/H=Back hoe 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 Cm=Coolroom (mobile)
West Arnhem Regional Council	UHF, SP		WS, PG, FL	FA		U (1)	U(5), S(2), T(2)22, 500KG	Buggy 91)	T, F, F/L, B/H, BC,	D, U	B, R,	K, F, FM,	
PowerWater	SP, HF	E (6)	WS (tools), Chain Saws,	F/A			U			D (12500ltr)	B (4)		
Clinic	SP	E		F/A , S/F , S/B , A , C ,	Access to F , H		S, (1) U (1)				B , R (patients only)		
Store	SP	E (2)	PG	F/A , B	Access to F	T	U		F/L		TP	R , B , K , P , F , FM , C , CM	
School	SP	E		F/A		B (21)					R	K	
Black Point Ranger Station Ph: 088979 0244	HF (Meander Vessel) VHF x 9; SP x 3	GFU, D x 2 (400ltr) D (600ltr)	PG (6kva, 3.8kva, 2kva), FL x 2	F/A x 5, SF x 1, Poisons F/A x 1			S x 1 U x 2		T	U (2000ltr) D (2000ltr)	B x 4, T x 4	C, P, Fmx 2 (Engel)	
NLC	SP (2), UH (3), M (1)		WS, PG, chainsaw (5)	F/A (5)			S (1), U (2)		V= 7.2m cuddy 250hp				
Police	M (2), SP (2), police portables (2), Police vehicle (1)		PG, chainsaw, vehicle recovery straps, FL	F/A (2), B (4)	F (2)		U		V = 6m c/c 130hp		B (5)		

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**

### **Introduction**

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

#### **Aircraft**

Aircraft movements in the District 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](#)

#### **Vehicle**

All roads on Croker are gravel 4WD tracks which network throughout the area, during the wet this can create additional problems such as road wash outs etc. which are associated with remote area incidents.

#### **Marine**

A number of community members have their own boats, used for recreational purposes. However a large scale Marine incident is rated **low**.

### **Initial Responses**

Initial response will be the NT Police, Health Clinic and WARC.

#### **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 Minjilang will be by any means made possible due to the location.

### **Recovery Process**

The recovery process may be complex, as people and communities will have a variety of needs, which will require numerous recovery measures involving a wide range of agencies. Such measures will be dynamic, to the extent that needs will constantly change over time as difficulties are overcome and new issues arise, and protracted, given that the full recovery process may take several years to complete.

Experience demonstrates that recovery is best achieved when affected communities exercise a high degree of self-determination. It should be seen as a developmental process through which communities attain a proper level of functioning

## ACTIONS TO BE TAKEN Transport

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. Coordinate requests for assistance from other agencies. If required, initiate search procedures.	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 MINJILANG</b>			Carry out initial reconnaissance of the area affected by the incident Other considerations may include: Establishment of temporary morgue. Establishment of enquiry centre for the purpose of providing: General information on incident). Details of victims. Location of victims. Safety of victims.	Account for ALL equipment used and supervise: Cleaning. Servicing/repair. Refurbishment. 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>			<p>Implement call out 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>Account for all health 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>Liaise with Local Controller regarding requirements for 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>WARC</b>			Provision of Manpower, Road Clearance, Mechanical/Electrical assistance, Construction of bypass roads Assist the Local Controller with other tasks as directed.		
<b>ALPA STORE</b>			Provision of Manpower, Welfare Support and Assist the Local Controller with other tasks as directed.		

## Annex F: Identified Risk Guideline – Cyclone

### CYCLONE PLAN

#### **Introduction**

Minjilang is subject to tropical cyclones, most notably Cyclone Ingrid in March 2005.

#### **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<sup>7</sup>**

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 as shown in this table.

Note: Corresponding approximate wind gusts and central pressure are also provided as a guide. Stronger gusts may be observed over hilltops, in gullies and around structures.

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> )

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<sup>7</sup> Source BOM website



## Tropical Cyclone Action Statements

<i>TCA Message Approval Flow</i>	
<ul style="list-style-type: none"> <li>• BoM will send Coordination Table with meteorological information to NTES Duty Officer</li> <li>• NTES (Duty Officer/Regional Manager) will determine recommended Plan Stages based on information to hand</li> <li>• NTES passes recommendations to Incident/Regional Controller to confirm Plan Stages</li> <li>• NTES sets messages to confirmed Plan Stages and sends completed document to BoM</li> <li>• BoM completes and releases TCA</li> </ul>	
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>  <i>...communities under Watch:</i></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></p> <p><b>(Warning – Plan Stage 2)</b></p>	<p><b>Message 2</b></p> <p><i>...residents [from ____ to ____] or [east/west of ____]</i></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><i>[Insert point for Watch Message 1 – “...communities under watch...”]</i></p>
<p><b>Gales expected in 6 – 12 hrs</b>  <i>Gales expected within 12 hours, not expected before 6 hours</i></p> <p><b>(Warning – Plan Stage 3)</b></p> <p><b>SEWS may be applied at this point</b></p>	<p><b>Message 3</b></p> <p><i>...residents [from _____ to _____] [west/east of _____],</i>  <b>A CYCLONE IS APPROACHING:</b></p> <ul style="list-style-type: none"> <li>• Public shelters are now open <i>[in Darwin this includes identified under cover car</i></li> </ul>

<p><b>Messages are listed in order of threat priority</b></p>	<p><i>parks</i>];</p> <ul style="list-style-type: none"> <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> <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>[Insert point for Warning Message 2 – “...residents [from_____ to_____] or [east/west of____] ...”]</p> <p>[Insert point for Watch Message 1 – “...communities under watch...”]</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 _____</b>] [<b>west/east of _____</b>], to TAKE SHELTER NOW</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>[Insert point for Warning Message 3 – “...residents [from_____ to_____] or [east/west of____] ...”]</p> <p>[Insert point for Warning Message 2 – “...residents [from_____ to_____] or [east/west of____] ...”]</p> <p>[Insert point for Watch Message 1 – “...communities under watch...”]</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</li> </ul>

	<p>will be advised by local authorities, when it is safe to do so.</p> <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>(All Clear – Plan Stage 6)</b></p> <p><b>** Posted at tail of priority warning messages.</b></p>	<p><b>Message 6</b></p> <p><i>...residents [from _____ to _____] [west/east of _____] that IT IS NOW SAFE TO LEAVE YOUR SHELTER AREA.</i></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></p> <p>Further advice on cyclone emergencies is available at <a href="http://www.securent.nt.gov.au">www.securent.nt.gov.au</a></p> <p><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</p>	

movement and intensity of a cyclone. For example, the statement “Gales expected in 6 – 12 hours” means that gales are expected in an area within 12 hours, but not before 6 hours.

**Stages 1 through 6**

The Stages within a Regional/Local Emergency Plan describe actions that will be undertaken locally to prepare or respond to requirements under their respective plans. Public Action Messages will state what we want the public to be doing.

There will be several plans activated and at different stages of activation. It is also possible that some actions may be undertaken, without a particular stage having been activated – e.g. sheltering of vulnerable persons prior to shelters opening to the public.

Activation of stages will occur based on forecast conditions/threat, current local conditions and state of preparation with local resources available.

It is entirely probable that persons sheltering will be doing so for an extended period, 12 – 18 hours or more. It is preferable people are in shelter before arrival of gales and are not released until gales have moved on and are not likely to return.

## ACTIONS TO BE TAKEN Cyclone Minjilang

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
<b>ALL MEMBERS</b>	Attend Briefings. Inform key personnel. Provide SITREPS on preparations. Carry out other duties requested by the Local Controller.	Attend Briefings. Inform key personnel. Provide SITREPS on preparations. The LEC to meet at least daily during Stage 2. Carry out other duties requested by the Local Controller.	Attend Briefings. Inform key personnel. Provide SITREPS. Carry out other duties by the Local Controller. Take or proceed to shelter on the advice of the Local Controller or BoM broadcast warnings.	Remain in shelter.	Remain in shelter until requested to commence survey duties. Inform key personnel. Provide SITREPS on known impacts.	Attend Briefings. Inform key personnel. Provide SITREPS. Confirm Debrief arrangements.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.
<b>LOCAL CONTROLLER</b>	Convene a meeting of the Minjilang 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	Convene a meeting of the Minjilang LEC. 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.	Convene a meeting of the Minjilang LEC. Notify of stage 3. Ensure that the dissemination of the Cyclone Warning information to the public. At the appropriate time advise those persons at risk to take shelter. Supervise Shelter Arrangements	All personal to take shelter.	When it is considered safe to move outside, give direction to survey teams to ascertain the extent of injury to persons and damage to property. Provide SITREPS to the Regional Controller.	Notify NTES Duty Officer. Advise the public as appropriate when it is considered safe to leave shelter. Commence response operations, damage assessments and monitor clean up and relief operations. ..	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.	Assist the local Recovery Coordinator as requested. Resume normal policing prevention and response activities. 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
	are established and maintained with the Superintendent and Duty Officer, NTES and advise state of preparedness.	Ensure that dissemination of the Cyclone Warning information to the public is maintained. Advise Superintendent Northern Division and Duty Officer, NTES of state of preparedness and ascertain SITREP requirement.						
<b>NORTHERN TERRITORY POLICE</b>	<p>Brief Station members Disseminate warnings and information as required.</p> <p>Maintain normal police duties.</p> <p>Assist Local Controller as required.</p> <p>Ensure all operational vehicles are fully fuelled.</p> <p>Test communications systems including HF radio and sat phones.</p>	Brief Station members and Disseminate Cyclone Warning information as directed by the Local Controller and advise of information received	Brief Police members 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.	Brief Station Staff. Assist in advising the public of the conclusion of the operation. Assist Local Controller as required.	In conjunction with the NT Recovery Coordinator and Regional Controller facilitate the handover of recovery operations (if required).	<p>Assist the Local Recovery Coordinator as requested.</p> <p>Resume normal policing prevention and response activities.</p>

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
<b>HEALTH CLINIC</b>	<p>Brief Health Centre personnel.</p> <p>Participate in Pre Cyclone clean up.</p> <p>Test satellite phone.</p> <p>Have cyclone kit available.</p> <p>Fill jerry cans with water.</p> <p>Fill vehicles with fuel.</p> <p>Maintain Normal Duties</p>	<p>Brief Health Centre personnel.</p> <p>Medical staff to have access to health vehicles.</p> <p>Check and take population list.</p> <p>Staff to personal residence.</p> <p>Maintain Normal Duties.</p>	<p>Brief Health Centre personnel.</p> <p>Do final checks.</p> <p>Ensure all personnel take shelter.</p>	<p>All personal to take shelter.</p>	<p>Ensure all personnel remain in shelter until safe to leave.</p> <p>At direction of Local Controller, check the Health Clinic premises for damage.</p>	<p>Check shelters for casualties.</p> <p>Respond to medical emergencies as required.</p> <p>Ensure that all personnel involved in the operation are accounted for.</p> <p>Advise Local Controller on all first aid/medical, public health and community services matters.</p>	<p>Advise Local Recovery 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>
<b>MINJILANG SCHOOL</b>	<p>Brief Education personnel.</p> <p>Participate in Pre Cyclone clean up involving: Refuel vehicle.</p> <p>Fill water containers and store.</p> <p>Maintain Normal Duties.</p> <p>Advise Local Controller of state of preparedness and availability of manpower.</p>	<p>Brief Education personnel.</p> <p>When advised, close school and advise community to secure buildings.</p> <p>Staff to secure personal residence</p>	<p>Brief Education personnel.</p> <p>Do final checks.</p> <p>Ensure shelter is prepared.</p> <p>Ensure all personnel take shelter.</p>	<p>Ensure all personnel take shelter.</p>	<p>Ensure all personnel remain in shelter</p> <p>At direction of Local Controller, check the School for damage.</p>	<p>Assist where necessary.</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>

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
<b>ALPA STORE</b>	<p>Brief all employees.</p> <p>Ready emergency supplies.</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>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>Brief Education personnel.</p> <p>Advise Local Controller when all personnel are accounted for</p> <p>At direction of Local Controller, attend and assess damage to store and supplies.</p> <p>Report to Local Controller with damage and supply stocks.</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>
<b>ESSENTIAL SERVICES - PAWC</b>	<p>Participate in Pre Cyclone clean up.</p> <p>Fill the main town supply water tank.</p> <p>Check all bores and Tanks.</p> <p>Activate Organisational Cyclone Procedures.</p> <p>Maintain Normal Duties.</p>	<p>Have Emergency equipment and wet weather gear together.</p> <p>Check Sat phone or Radio.</p> <p>Staff to secure Personal residence.</p> <p>Maintain Normal duties.</p>	<p>Turn off PAWC to the Community.</p> <p>All fuel taps on bulk storage tanks are turned off.</p> <p>Power house Secured.</p> <p>Water supply turned off at tank.</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 commence survey.</p> <p>Advise Police of damage and what essential services are still in operation and assistance is required, if any.</p>	<p>Remove hazards as soon as possible.</p> <p>Begin repairing essential services.</p> <p>Restore facilities and resume normal duties as soon as possible</p>	<p>Assist Local Controller as required.</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>



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
<b>SUPPORT ORGANISATIONS</b>  Telstra Corporation Private Enterprise	Provide support as requested by the Minjilang Local Controller.							

## **Annex G: Identified Risk Guideline – Fire**

### **Bushfire**

#### ***Introduction***

Bushfires within the Minjilang Region area are looked after by Bushfires NT which are the lead combat authorities for this threat. If there is a fire within the Minjilang community, there is currently no capability or resource to deal with a fire in the township.

#### ***Incident Controller***

All incidents are to be managed in accordance with the principals of the Australasian Inter-service Incident Management System (AIIMS). The Incident Controller shall have overall management of the incident and overall responsibility for the management of resources allocated to that incident.

## **Annex H: Identified Risk Guideline – Flood**

### **Flood**

#### ***Introduction***

Flooding principally occurs to only one main and one backup roadway into the Minjilang community. It is localised to one specific area of the island

#### ***Localised Flooding***

The Minjilang Community can be affected by flooding to the low lying section of the main airstrip road, which runs from the community to the airstrip. Heavy rainfall would lead to community access to the airstrip being severely affected. There is an alternate road that may be available, but this too can be subject to flooding. The only means to travel to the airstrip in these circumstances would be by boat across the flooded portion of the road.

#### ***Means to Mitigate this Hazard***

The only viable means to mitigate this hazard would be the construction of a built up portion of road in the flood plain.

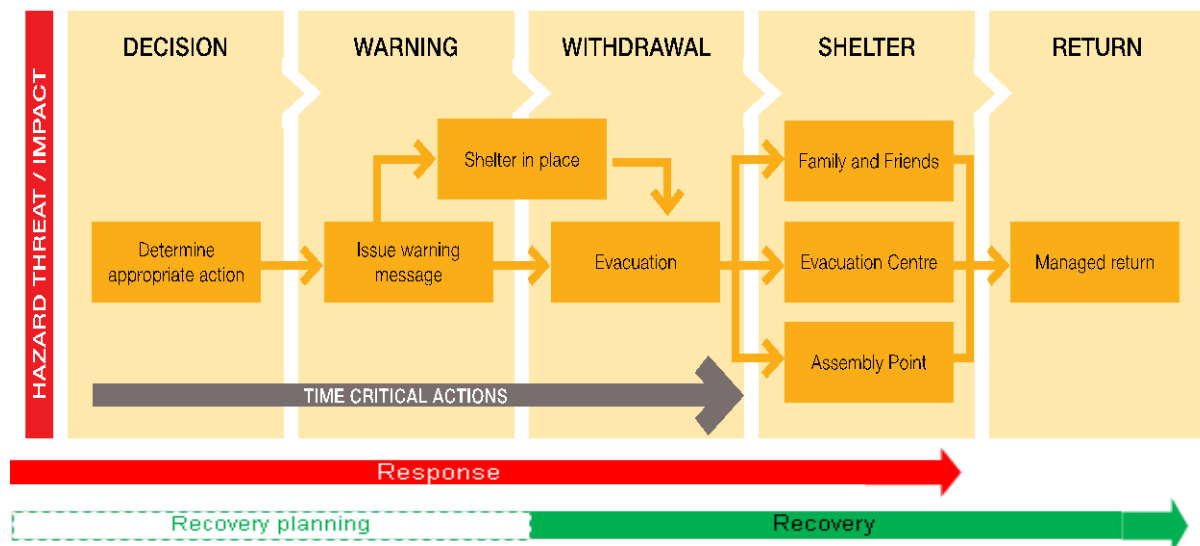
## Annex I: Evacuation Guideline

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

Evacuation is a complex process that has five distinct steps:

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

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



Source: *Five stages of Evacuation*, Qld Government, 2011.

### Emergency Shelters

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

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

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

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

- meals
- beds

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

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

## Identified Evacuation Centres

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

## Evacuation Guidelines

Stage 1 - Decision		
Authority	The Northern Region 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 2013</i> and approved Local Minjilang Local Emergency Plan (LEP). If an evacuation is imminent it is highly recommended that the Territory Controller request the Minister declare an Emergency Situation under section 18 of the <i>Emergency Management Act 2013</i> .  <b>*NOTE:</b> <b>An emergency situation is automatically activated when a cyclone watch or warning is declared (duration 3 days max)</b>	Minister declares an Emergency Situation.
Alternative to evacuation? i.e. shelter in place, temporary accommodation on-site/nearby.	Residents will be progressively relocated within the community to the Cyclone Shelter for pre staging; post a cyclone impact. Refer to the Minjilang staging arrangements.	Minjilang Local Controller to arrange.
Summary of proposed evacuation	<b>Decision</b> – made by the Northern Region Emergency Controller when the Minjilang has sustained damage during a cyclone that cannot support residents in situ during recovery. The Minjilang Local Controller to disseminate information to the community. <b>Withdrawal</b> – Four stage process; <ol style="list-style-type: none"> <li>Minjilang community to the shelter to be registered for evacuation to Darwin;</li> <li>Once registered, groups to move to the airstrip assembly area using buses/vehicles;</li> <li>Red Cross to register check utilising Register Find Reunite prior to boarding aircraft.</li> <li>Darwin Airport to &lt;location to be determined&gt; using buses (as per Transport Group arrangements).</li> </ol> <b>Shelter</b> – evacuees will be encouraged to stay with friends or family. The remainder will be accommodated at an evacuation centre established in <Location to be determined>. <b>Return</b> – to be determined once recovery can sustain return to Minjilang.	The decision will be informed by additional advice from BOM up to that time.
Which	Minjilang community primarily.	Local

communities/outstations or geographical area does the evacuation apply to?	Outstations will come into Minjilang prior to a cyclone impact. There are 16 out stations including the ranger's station on Black Point and the Coburg area.	Controller to confirm
Vulnerable groups within the community	<p>The Medical Group will liaise with local health staff and provide information on medically vulnerable people.</p> <p>The Identified people will be evacuated prior to a cyclonic impact, during the Warning phase.</p> <p>vulnerable people in the community could consist of:</p> <ul style="list-style-type: none"> <li>- <i>antenatal (arranged to go to RDH)</i></li> <li>- <i>dialysis patients (arrangement to go to RDH)</i></li> <li>- <i>people who require walking frames (arranged to go to RDH)</i></li> <li>- <i>Other older or frail aged people (also able to go to RDH).</i></li> </ul>	<p>Medical Group &amp; Transport Group to action.</p> <p>*The Identified people will be evacuated prior to a cyclonic impact, during the Warning phase.</p>
Community demographics (approx. total number, family groups, cultural groups etc)	<p>Refer to Evacuation Centre Guidelines p.21 (section 4.2)</p> <p>Examine the demographic breakdown of the community to be evacuated including</p> <ul style="list-style-type: none"> <li>• <b>The total number of people being evacuated.</b></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, night patrol and police.</li> </ul>	<p>Minjilang Local Controller to obtain information. Strong leader group to assist or Local Elders.</p>
What is the nature of the hazard?	Cyclone Impact	
Estimated duration of the potential evacuation?	Approximately 10 days to 2 weeks.	
Triggers for the evacuation	1. Evacuation <i>planning</i> to commence when the Minjilang	Regional Controller

	<p>is under a “Tropical Cyclone Watch”.</p> <ol style="list-style-type: none"> <li>2. Implement evacuation if the Cyclone category is at severe and impact has caused major damage and disruption to all services.</li> <li>3. 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>	& NTES to confirm triggers.
Self-evacuation	Where possible residents will be encouraged to self-evacuate and make their own accommodation arrangements if they wish to do so. Individuals and families taking this option will be encouraged to register prior to leaving the community.	Minjilang Local Controller / WARC to obtain list
Responsibility for the coordination Stage 1	Regional Controller Local Controller	
<b>Stage 2 – Warning of Evacuation</b>		
Who has the authority to issue warnings.	<p>Bureau of Meteorology will issue Tropical Cyclone advice and warnings.</p> <p>All further public information will be approved by the Region 2 Regional Controller in consultation with the Public Information Group and NTES.</p> <p>The Minjilang Local Controller will coordinate the dissemination of community level information.</p>	Regional Controller to liaise with Information Group and NTES
Process for issuing evacuation warnings and other information	<p>At community level, the Minjilang 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 Minjilang LEP.</u></p> <p>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.</p>	Minjilang Local Controller
When will warnings be issued (relative to the impact of the hazard)?	Immediately upon a decision to evacuate being made the Minjilang LEC will commence coordinating residents to prepare for transport.	Minjilang Local Controller
What information will the messages contain? (What do people need to know?)	<p>To be determined: considerations -</p> <ul style="list-style-type: none"> <li>- Outline of the proposed evacuation plan</li> <li>- Measure to prepare residences</li> <li>- Safety issues; not overloading transport</li> <li>- Items to bring on the evacuation</li> <li>- Arrangements for pets and animals</li> </ul>	Minjilang Local Controller Biosecurity & Animal Welfare Group liaison
Responsibility for the coordination of stage 2	Local Controller / Regional Controller	
<b>Stage 3 - Withdrawal</b>		
Outline	<p>Four stage process;</p> <ol style="list-style-type: none"> <li>a. Minjilang residents to Cyclone shelter;</li> <li>b. Shelter to Airport</li> </ol>	<b>*NOTE: The roads to the airstrip may</b>

	<p>c. Minjilang Airport to Darwin d. Darwin Airport to designated site.</p>	<p><b>inundated and difficult to pass due to localised flooding. Council to check.</b></p>
<p>Minjilang Community to the Airstrip</p>	<p><b>Lead –NTPOL/WARC</b> Overview – the community will gather at the Cyclone shelter to be registered prior to being transported by community buses to the airstrip.</p> <ul style="list-style-type: none"> <li>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: 5 minutes each way</li> <li>Estimated timeframe overall: 2 hours utilising current resources.</li> <li>Alternate transport options: Nil</li> </ul>	<p>NTPOL / WARC</p>
<p>Minjilang to Darwin</p>	<p><b>Lead –NTPOL/Transport Group</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 Darwin and arriving at Minjilang 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 Darwin).</li> </ul>	<p>NTPOL/WARC / Transport group</p>
<p>Darwin Airport to &lt;location to be determined&gt;</p>	<p><b>Lead –Transport Group</b> Overview – Buses (Buslink) will be on standby at Darwin Airport from _____ am to receive passengers and continue throughout the day transferring to &lt;site&gt; only, as required. Transport staff will be on the ground at Darwin Airport to marshal passengers on buses only. Buses to be arranged by the Transport Group. Evacuees will be collected from Darwin 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: 15 minutes</li> <li>Estimated timeframe: possibly 12 hours, dependant on aircraft arrivals.</li> <li>Alternate transport options: Nil</li> </ul>	<p>Transport Group</p>



<b>Assembly area</b>	<p><b>Minjilang cyclone shelter</b></p> <p>Minjilang Shelter 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.</p> <ul style="list-style-type: none"> <li>• Services to be provided: Shelter group Red Cross</li> <li>• Coordinator: Red Cross</li> <li>• Other details: Evacuee Registration - hard copy registration forms should there be a network failure.</li> <li>• Residents will need to register at Shelter or Airport if (self-evacuating) to be permitted access to the evacuation centre at the &lt;Location to be determined&gt;.</li> </ul>	Shelter group /NTPOL / Red Cross.
<b>End point</b>	<Location to be determined>.	EOC / Welfare coordination
<b>Transport of vulnerable members of the community</b>	Medical Group to arrange transport of vulnerable people from the community to Darwin.	Medical Group
<b>Registration and tracking</b>	<p>Welfare Group to activate registration arrangements. Registration will be undertaken by NT Police and will occur at Minjilang shelter. Names of evacuees will be obtained prior to boarding aircraft.</p> <p>TrackMi may be used as a registration system for those residents who intend staying at the evacuation centre. Residents should be asked to identify any pets remaining to assist Animal Welfare with their ongoing care.</p> <p>Where possible details of individuals and families self-evacuating to be obtained on arrival at the Minjilang Airstrip. If persons are not registered as evacuees or self-evacuees they will not be provided access to the evacuation shelter.</p>	Welfare Group / NTPOL / Animal Welfare
<b>Who will coordinate stage 3?</b>	Regional Controller.	EOC coordination.
<b>Stage 4 – Shelter</b>		
<b>Overview</b>	An evacuation centre will be established at the <Location to be determined>.	
<b>Alternate shelter options.</b>	Where possible evacuees will be encouraged to seek alternative accommodation with family, friends or through commercial accommodation.	
<b>Estimated duration of the shelter phase</b>	10 days to 2 weeks.	
<b>Arrangements for domestic animals</b>	No domestic animals are to accompany evacuees. Any self-evacuees with domestic animals will be expected to make their own arrangements for the animals. Animal Welfare will follow up with residents at the evacuation centre regarding domestic pets left behind.	Advise Animal Welfare
<b>Roles</b>		
• Director	CMC	CMC
• Evacuation Centre Manager	Territory Families	Welfare Group
• Log./planning	EOC.	NTES / NTPOL
• Admin teams	EOC	CMC/ Welfare Group

• Shift manager/s	To be confirmed – drawn from pool of trained Territory Families 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.	CMC /Territory Families
<b>Stage 5 - Return</b>		
Indicators or triggers that will enable a return	The Local Recovery Coordinator will advise when the majority of homes have been made safe, power and water are connected, and the Health Centre and the store are functional.	Local Recovery Coordinator
Who is responsible for developing a plan for the return?	Recovery Coordination in conjunction with IMT.	CMC
• Transportation	Movement of evacuees will be by aircraft and bus	Transportation Plan
• Route/assembly points en-route	Evacuees will assemble in the <designated site> prior to boarding buses. It is important that only individuals and families transported to Darwin as a part of the initial evacuation are allowed to board buses to the airport.	Evacuation Centre
• End point	To be confirmed.	
How will information about the return be communicated to evacuees?	Communication to residents will begin the day before the repatriation. Residents will be advised at the morning meeting at the evacuation centre and by using SMS messages.	
What information needs to be conveyed to the evacuated community members?	The repatriation of evacuees will be preceded by a communication campaign aimed at the residents providing advice on when the repatriation is likely to commence and how it will operate. Community members will oversee the process to ensure non-community based residents do not board buses.	Local Recovery Coordinator / CMC.

**Annex J: SITREP Template**

**SITUATION REPORT (SITREP)**

**SITREP NO:**

**Date:**

**Period covered:**

**From:**

**To:**

**AGENCY:**

**Created by:**

Current Situation:

Objectives:

Present Key Issues:

Future Key Issues:

Recommendation(s):

## Annex K: Summary of Response and Recovery Activities

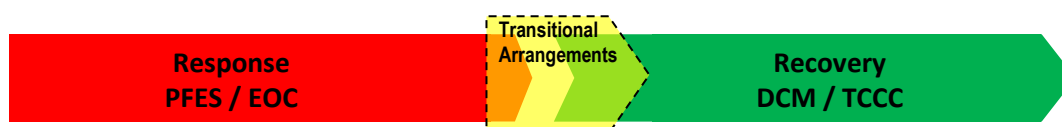
The following tables list a summary of possible response and recovery activities to be considered following an event.

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

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

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

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



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	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

	<ul style="list-style-type: none"> <li>- Deploy field hospital/s</li> <li><input type="checkbox"/> Medical presence in WAC <ul style="list-style-type: none"> <li>- Supplied by the Medical Group</li> </ul> </li> <li><input type="checkbox"/> Ambulance pick up points on key, cleared roads</li> </ul> <p>GP clinics and pharmacies</p> <ul style="list-style-type: none"> <li>- Identify GP clinics able to open</li> <li>- Identify pharmacies able to open</li> </ul> <p>Medically vulnerable people</p> <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> <p>Care Flight</p>	business
7. Essential goods and services	<p>Establish emergency feeding and food distribution points</p> <p>Assessing the damage to suppliers and retailers of critical resources</p> <p>Assess the impact on barge operations and any effect on the ability to supply remote communities</p> <p>Implement interim banking arrangements</p>	<p>Encourage private business to reopen</p> <p>Monitor levels and availability of critical resources</p> <p>Manage logistics arrangements supplying resources to outlying communities</p> <p>Public Health inspections (food outlets)</p> <p>Banking sector business continuity arrangements</p>
	<p><u>Fuel</u></p> <p>Fuel suppliers and point of sale</p> <p>Manage fuel supplies to emergency power generation</p>	<p>Liaise with fuel suppliers, distributors and wholesalers. Monitor fuel levels</p> <p>Infrastructure repairs</p>
	<p><u>Cash</u></p> <p>Assess damage to banks and ATMs</p> <p>Implement temporary arrangements</p>	<p>Implement long term arrangements</p>
8. Evacuation	<p>Evacuations within community</p> <p>Evacuation out of community</p> <p>Registration</p>	<p>Support services for evacuees</p> <p>Recovery information for evacuees</p>
9. Public Health	<p>Communicable disease control response</p> <p>Drinking water safety standards</p> <p>Sewage and waste disposal</p> <p>Safe food distribution and advice</p> <p>Vector and vermin control</p> <p>Food and commercial premises</p>	<p>Ongoing in recovery</p>
10. Utilities	<p>Power supply</p> <p>Power generation</p> <p>Water supply</p> <p>Sewerage</p> <p>Emergency sanitation</p>	<p>Recovery of the power network</p> <p>Recovery of water and sewerage infrastructure</p>
11. Impact Assessments	<p>Training assessment teams</p> <p>Initial Impact Assessments</p>	<p>Secondary Impact Assessments</p> <p>Continued assessments through outreach</p>
12. Transport infrastructure (supply lines)	<p><u>Air (Airport/Airstrip)</u></p> <p>Clear the runway to allow air movements</p> <p>Establish a logistics hub at the airport</p> <p>Terminal damage and operational capability assessment</p>	<p><input type="checkbox"/> Monitor repairs and business continuity activities</p>
	<p><u>Road</u></p> <p>Highway and critical access roads damage assessment</p> <p>Repair work to commence immediately</p>	<p>Planning and prioritising repair work of all affected key Territory Highways (Stuart, Barkly, Victoria and Arnhem)</p>
	<p><u>Rail</u></p> <p>Ask rail operator to assess damage to the</p>	

	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 Assess the damage to barge facilities	Repairing infrastructure Establish alternate arrangements for the supply of remote communities
13. Waste management	Waste management requirements and develop waste management plan if required	Continues in recovery
14. Repairs and reconstruction	Private housing - Impact Assessments - Temporary repairs <input type="checkbox"/> Government buildings - Damage assessment <input type="checkbox"/> Public Housing - Impact Assessments <input type="checkbox"/> Private Industry - Damage assessments	Private housing - Information and support to facilitate repairs. <input type="checkbox"/> Government buildings - Repairs and reconstruction <input type="checkbox"/> Public Housing - Long term repair plans <input type="checkbox"/> Private Industry - Repair and reconstruction <input type="checkbox"/> Temporary accommodation for a visiting construction workforce
15. Transport Services	Staged re-establishment of public transport services	Continues in recovery
16. Tele-communications	Telstra and Optus will assess the damage to their infrastructure Put in place temporary measures to enable landline and mobile services	Repair damage networks and infrastructure
17. Public safety	Police will maintain normal policing services to the community	Gradual return to core business
18. Pets	Temporary emergency arrangements for pets.	Reunite pets with their owners and cease emergency support arrangements
19. Community consultation	Information provision regarding the overall situation, response efforts, what services are available and how to access them	Community consultation process regarding long term recovery and community development

## Annex L: Contact Details

Position/Functional Group	Name	Email address	Work	Mobile	After Hours
Local Controller	Ramingining Local Controller	Currently short term secondments at Minjilang – Craig Hamilton (Ramingining)	08 8979 7858		
NTES Territory Duty Officer	24/7 on call	<a href="mailto:TerritoryDutyOfficer.NTES@pfes.nt.gov.au">TerritoryDutyOfficer.NTES@pfes.nt.gov.au</a>		██████████	
WARC - CSM	Cathy MAKINGS	<a href="mailto:Cathy.makings@westarnhem.nt.gov.au">Cathy.makings@westarnhem.nt.gov.au</a>	08 8970 3501	██████████	██████████ SAT
WARC	David MAKINGS	<a href="mailto:David.makings@westarnhem.nt.gov.au">David.makings@westarnhem.nt.gov.au</a>	08 8970 3501	██████████	
ADMIN - WARC	Shane Wauchope	<a href="mailto:shane.wauchope@westarnhem.nt.gov.au">shane.wauchope@westarnhem.nt.gov.au</a>	08 8970 3500		
ESO	Terry Jackson	<a href="mailto:terry.jackson@westarnhem.nt.gov.au">terry.jackson@westarnhem.nt.gov.au</a>	08 8979 0209	██████████	██████████
ALPA store	Tiana HARRIS	<a href="mailto:crokerisland@alpa.asn.au">crokerisland@alpa.asn.au</a>	08 8979 0266		██████████
Redlily Clinic	Priscilla MUSWIBE	<a href="mailto:minjilang.manager@redlily.org.au">minjilang.manager@redlily.org.au</a> , <a href="mailto:stephen.hayes@redlily.org.au">stephen.hayes@redlily.org.au</a>	08 8979 0229	██████████	
School	Adam Dicks	<a href="mailto:adam.dicks1@ntschoools.net">adam.dicks1@ntschoools.net</a>	08 8979 0255		
Local Recovery coordinator	Sandra Schmidt	<a href="mailto:Sandra.schmidt@nt.gov.au">Sandra.schmidt@nt.gov.au</a>	08 8999 5236	██████████	
Community Development Program	Greg BROWN	<a href="mailto:Heike.raabe@alpa.asn.au">Heike.raabe@alpa.asn.au</a>		██████████	
Rangers	Bryan MacDonald	<a href="mailto:garngirc@nlc.org.au">garngirc@nlc.org.au</a>		██████████	

## Annex M: Debrief

1. The purpose of this Annex is to provide a framework for a debrief process which complements the Whole of Government Debrief Process. The process should not be confused with training or exercise evaluations but rather considered as a lessons learned opportunity. Lessons learned leads to improved operational effectiveness, increased cost efficiency and reduced operational risk.
2. The Debrief Process embeds continuous improvement into the delivery of activities pursuant to the Territory Emergency Plan (TEP). Consistent approaches to lessons learned will encourage adaptability, and flexibility across all functional areas; sharing of knowledge and experiences will assist with ongoing continuous improvement of people and organisations.
3. Implemented judiciously, a lessons learned approach can have a positive impact on organisational culture commensurate with increasing opportunities to achieve goals. Whilst lessons learned often begins in one organisation through an internal debrief processes, those lessons learned are often transferable across multi-agencies; this Whole of Government Debrief Process and Lessons Management aims to ensure learnings are translatable across multiple organisations.
4. One of the most critical steps in the lessons management is the collection of information and observations of persons involved in the operation. The collection of this information is not limited to persons involved in the operation itself or the actions of those who provided a response, but includes those who had involvement prior to including the promulgation and implementation of plans (as lessons to be learned is not limited to how an emergency was managed but also includes the planning processes).
5. Debriefing is more than simply producing a report at the end of an operation. It forms part of the broader process of learning and has significant influential impact on an agency and sensitises people into doing the right thing. It prevents confusion and misinterpretation for future operations and drives home the main reasons the agency implores a lessons management system – to ensure that the agency learns from their mistakes and what they do well and drives continuous improvement.
6. Debriefs are not about distributing blame, but rather shifting focus towards improving capacity and capability to respond to incidents in a way that reflects improved planning, process, technology, support, training and development. The inevitability that exists with decisions made on a risk based approach carries a certain level of accepted risk and this needs to be taken into account when debriefing.
7. During any operation, anyone involved in the operation should be recording activities where there are lessons to be learned; activities can include decision making and consequential responses.
8. Where decisions are made by an Incident Management Team member or a Functional Group Leader, those decisions should be recorded in the Decision Log in the WebEOC event. Decision Logs can be referred to as part of the debrief process.
9. A Hot Debrief is held immediately after the incident response is complete or when a person concludes their shift in response to the incident. It allows rapid capture of real-time feedback aimed at addressing pressing or immediate concerns. This is a key time to address any health or safety issues and provides an opportunity for instant feedback.
10. The Hot Debrief will be fed into the Whole of Government Debrief Process and Lessons Management. For the purpose, the following template is to be used and uploaded to WebEOC.



# RECORD OF DEBRIEF

Operation / event: \_\_\_\_\_

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

## Annex N: Glossary

### GLOSSARY

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

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