



**MINYERRI  
LOCAL  
EMERGENCY  
PLAN  
2021/22**



## TERRITORY EMERGENCY MANAGEMENT COUNCIL

### Authority

The Minyerri Plan (the Plan) approved by the Territory Controller in 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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#### Disclaimer

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## Version History

<b>Document title</b>	Minyerri 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
<b>TRM number</b>	04:D21:58146

Version	Date	Author	Comments
1.0	26 <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 Minyerri 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  
Minyerri Police Station  
Minyerri NT 0822

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
Aug 2019	Plan review	R/Sergeant, Minyerri Police Station
Nov 2020	Administrative review and formatting	J Richardson / NTPFES
Oct 2021	Plan review	B Hennessy / NTES
Nov 2021	Administrative review and general formatting changes	R McKinnon / NTPFES

## Purpose

1. The purpose of this Plan is to describe the emergency management arrangements for Minyerri District (the District) during 2021/22

## Application

2. This Plan applies to the Minyerri 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.

## Plan

### Key Considerations

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

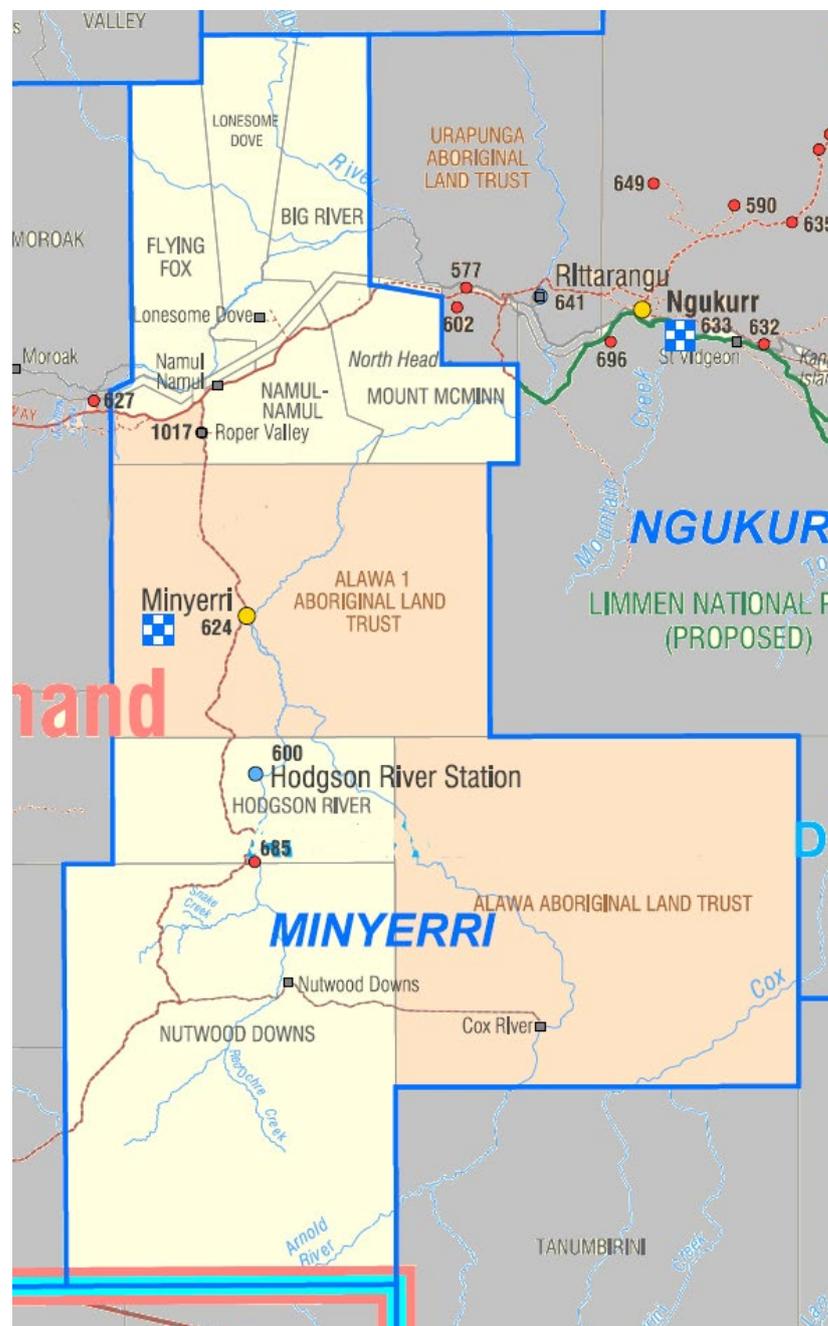
- details specific emergency response procedures for the higher risk situations.

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

## Locality Context

9. The District covers approximately 37,370 square kilometres and is located approximately 270 kilometres south-east of Katherine and forms part of Region 1 (Northern Region), as defined by the Territory Emergency Plan.

10. The District population is approximately 900 persons, the main population centre being the town of Minyerri.



## **Climate and Weather**

11. The District experiences similar weather conditions to those which occur throughout the Top End of the NT. That is, there is a distinct 'Wet' (November to May) and 'Dry' (June to October) season.
12. Compared to Darwin, temperatures tend to be slightly higher during the Wet and slightly lower during the Dry.

## **Geography**

13. The District ranges from relatively flat black soil plains to hilly outcrops rising to 190 metres.
14. The District is drained by a number of rivers and creeks, the main being
  - Hodgson River – will have effect on Hodgson River Road
  - Arnold River – no affect
  - Roper River – will affect the Roper Highway; at different locations
  - Wilton River – will affect the Roper Highway.

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

15. There are many areas in the vicinity of the District boundaries into which it is culturally unacceptable to go.
16. Further information about this site can be found [here](#).

## **Tourism**

17. The Roper River begins within the boundaries of the 13,840 hectare Elsey National Park. Numerous springs within the park feed the Roper River which, in the Dry season from April to September, flows gently through large waterholes and then tumbles over rocks and tufa dams. During the Wet season, flood waters cause the river to swell and rage on its journey to the sea.
18. The Limmen National Park includes striking sandstone 'lost city' formations, permanent tidal rivers and wetlands, a considerable collection of Indigenous and European historic sites and an abundance of wildlife including nesting Flatback Turtles on the shores of Maria Island.

## **Public Administration**

### **NT and Local Government**

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

- NT Police, Fire and Emergency Services (NTPFES)
    - NT Police Force (NTPF) (Police Station)
  - Department of Health
    - Minyerri Health Centre
  - Department of Education
    - Minyerri School.
20. Local government in the District is provided by the Roper Gulf Regional Council (RGRC).
21. All other services are provided by the Alawa Association.

## Infrastructure

### Building Codes

22. 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

23. The District land use is in consultation between RGRC, and Traditional Owners and include infrastructure in the areas of:
- residential
  - pastoral
  - sewerage ponds
  - air strip
  - waste management.

### Power Generation and Distribution

24. The District is serviced by stand-alone, diesel power stations. This is contracted out from Power and Water Corporate (PAWC) to AA Electrical.

### Water Services

25. The District operates reticulated water and sewer systems in Minyerri. Water is sourced from bores. Alawa Aboriginal Corporation is the PAWC agent in Minyerri and employs an Environmental Services Officer.

## Health Infrastructure

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

## Emergency Service Infrastructure

28. The District has the following emergency service infrastructure:
  - Police Station and cells
  - Sunrise Clinic Minyerri.

## Roads

29. The District roads all are subject to inundation at various creek/river crossings and low-lying areas during the Wet season.
30. Roper Highway joins the Stuart Highway seven kilometres south of Mataranka. The road is sealed for approximately 148 kilometres and unsealed for 70 kilometres to Ngukurr.

## Airports

31. The table below lists the airstrips in The District:

Name of the Strip	Datum	Details (type, length, etc.)	Operator of the strip
Minyerri	15°13'15.53"S 134°4'38.06"E	Sealed 1000m x 18m	Alawa Aboriginal Corporation

## Telecommunication

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

## Local Radio Stations

33. The District has the following radio stations:
  - 104.5FM ABC Radio.

## Vulnerable Clients

34. A list of all vulnerable medical patients is held with the manager of the Sunrise Clinic within the District.

## Preparation

### Disaster Hazard Analysis and Risk Register

35. The LEC has identified the following hazards for the District which require a detailed operational response procedure:
- transport (road, marine and aircraft)
  - hazardous material incident
  - bushfire
  - flood.
36. These hazards have been rated against the National Disaster Risk Assessment Guidelines (NERAG) were reviewed in 2016 and gave the following results:

Hazard	Overall Consequence	Overall Likelihood	Risk Rating
Transport Incident	Minor	Unlikely	Low
Hazardous Material Incident (HAZMAT)	Minor	Unlikely	Low
Bushfire	Minor	Likely	Low
Flood	Moderate	Likely	High

#### Transport Incident (Road and Rail)

37. Transport incidents refer to motor vehicle and rail incidents.
38. 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.
39. Procedures surrounding aircraft incidents have been developed by the Australian Transport and Safety Bureau and can found [here](#).

#### Hazardous Material Incident

40. Large quantities of hazardous materials are transported daily by road to many centres throughout the Northern Territory and as a consequence, any release or spillage could easily result in the loss of life, widespread disruption, danger to communities and a threat to the environment.
41. Hazardous material incidents encompass a wide variety of potential situations including fire, spills, explosions and chemical reactions.
42. Preparation activities are those arrangements that ensure, should an emergency occur, all resources and services which are needed to provide

an emergency management response to the effects can be efficiently mobilised and deployed.

## **Bushfire**

43. The Australian Fire and Emergency Service Authorities Council (AFAC) define a bushfire as an unplanned vegetation fire. It is a generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective (AFAC, 2014).

## **Flood**

44. 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. People who live near rivers or in low-lying coastal areas live with the greatest threat of floods. Periods of heavy rain, not necessarily in their area, can lead to rises in the water level of the rivers to a point where they can no longer hold the volume of water.

45.

## **Public Education**

46. 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**

47. 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.
48. 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

49. A master resource register is to be maintained by the District Local Controller for rapid reference during emergency management operations – refer Annex D.
50. 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

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

52. 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.
53. 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.
54. 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

55. 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>.

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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>

## **Control and coordination**

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

## **Local Emergency Controller**

57. In accordance with section 76 of the Act, the Territory Controller has appointed a District Local Emergency Controller (Local Controller).
58. The Local Controller is the OIC of Minyerri Police Station.
59. The Local Controller is subject to the directions of the Northern Controller.
60. The powers, functions and directions the Local Controller can be found in sections 77, 78 and 79 of the Act.

## **Local Emergency Committee**

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

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

64. 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.
65. 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.
66. The Local Recovery Coordinator will report directly to the Regional Recovery Coordinator.
67. Division 12 of the Act specifies the functions, powers and directions the Local Recovery Coordinator is subject to.
68. Division 13 of the Act specifies the establishment, functions, powers; membership and procedure requirements of Recovery Coordination Committee.

## Emergency Operations Centres (EOCs)

69. 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
  - 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>.
70. The District LCC is the Minyerri Police Station.
71. The Regional EOC will generally be located in Darwin at the Peter McAulay Centre.
72. 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.
73. Liaison Officers from functional groups and support agencies will attend the EOC as required.

## WebEOC

74. 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.
75. 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.
76. 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.

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

## Situation Reports (SITREPs)

77. 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.
78. 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

79. 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.

80. 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.
81. 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**

82. 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.
83. 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**

84. Official warnings are issued by the Bureau of Meteorology (BoM), Geoscience Australia and Bushfires NT.
85. 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.
86. 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.
87. 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.
88. Controlling and HAZMAT 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.
89. 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.

90. 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)**

91. 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**

92. 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.
93. 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**

94. 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.
95. The decision to reopen government offices will be made by the Chief Minister on advice from the TEMC.
96. All NT Government agencies are to have an Emergency Preparedness Plan which sets out their processes for closing down their offices once approval has been given. This should have clearly articulated employee guidelines to ensure employees know when they are authorised to leave and are required to return to work.

### **Emergency Shelters**

97. 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**

98. Those whose normal accommodation has been assessed as 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
99. The local Council Office and the school are the most structurally sound buildings in the community, without being actually certified as shelters. The council building can hold about 70 people within the main areas and the school has many buildings, including the basketball court, and could hold 100-200 people.
100. The responsibilities of the emergency shelter manager are:
- the provision of those buildings designated as emergency shelters
  - the provision of personnel to staff and operate the emergency shelters at such times as they are activated
  - the maintenance of effective liaison with other stakeholders with responsibilities relating to cyclone shelters, in particular the NTPF.
101. 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.
102. 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.
103. 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.
104. The Department of Education in conjunction with NT Police are responsible for the management of emergency shelters during an emergency event.

## **Evacuation Planning and Accommodation**

105. 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>.

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

106. 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>.
107. Evacuation of the District will be considered as a last resort. Where an evacuation is required the TEMC, in consultation with the Local Controller and the District, will arrange emergency accommodation and transport, as necessary, through the relevant Functional Group/s.

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

108. 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.
109. This system can be initiated by either the Territory or Regional Controller without the national system being activated<sup>6</sup>.
110. Any activation of this system should occur in consultation with the Welfare Group in the first instance.

### **Impact Assessment**

111. 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.
112. 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.
113. The Survey, Rescue and Impact Assessment Group, led by the NTPFES, is responsible for impact assessments.
114. At the local level, Local Controllers can activate the NTES to undertake impact assessments if deemed appropriate.

### **Recovery**

115. 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.

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

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

116. 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**

117. 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.

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

- Territory Controller
- Territory Recovery Coordinator.

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

### **Handover Arrangements**

119. 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.

120. 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.

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

### **Plan Governance**

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

## **Annexures**

<b>Annex A</b>	<b>Hierarchy of Plans</b>
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## Annex A: Hierarchy of Plans

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

- **Territory Emergency Plan.** A plan to describe the Northern Territory's approach to emergency and recovery operations, the governance and coordination arrangements and roles and responsibilities of agencies. The plan is supported by regional, local and hazard specific plans and functional group sub plans.
- **Regional Emergency Plans.** The regional emergency management structure is based upon two Police Regions. The plans provide a basis for coordinated emergency and recovery operations in the region.
- **Local Emergency Plans.** Plans developed for coordinated emergency and recovery operations in the identified locality.
- **Territory Wide Plans.** Plans are not associated with functional group operational plans but cover an all hazard/all agency/all regions approach.
- **Agency/functional group plans.** Plans developed for agencies or functional groups to deliver the functions and operations of their agency during an Emergency or disaster.
- **Australian Government Plans and Arrangements.** The Australian Government publish a range of national plans to deal with emergencies and disasters.
- **Special Emergency Plans.** Plans outlining the arrangements for the control, coordination and support response, for hazard specific emergencies and disasters such as emergency terrestrial and aquatic pest and disease incursions.



## Annex B: Functional Groups - Roles and Responsibilities

<b>Functional Group</b>	<b>Position and Agency</b>
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	NTPF with the assistance of Fire and Emergency Response Groups
Welfare	Department of Territory Families, Housing, and Communities
<b>Function/Activity</b>	<b>Position and Organisation or Provider</b>
Medical Services	Sunrise Health Service
Power Supply (ESO)	Alawa Aboriginal Corporation
Food supplier	Community Store x 2
Transportation	Department of Infrastructure, Planning and Logistics

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

## Annex C: Functional Groups

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

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

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

Functions	Agency /Organisation/Provider responsible
Animal / Livestock Management	Responsible cattle stations
Anti-looting protection	NT Police
Banking Services	Traditional Credit Union (TCU)
Broadcasting: What radio stations provide announcements	
Clearing of essential traffic routes	Alawa Council
Clearing storm water drains	Alawa Council / PowerWater
Clothing and Household Items	
Community Clean Up	Alawa Council
Control, coordination and management	NT Police
Coordination to evacuate public	NT 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 Stores, Hodgson Downs Store, Alawa Council
Damaged public buildings: Coordination and inspections	Alawa Council
Disaster Victim Identification capability	NT Police
Emergency Alerts / SEWS	NT Police
Emergency Catering	Alawa Council
Emergency food distribution	Alawa Council
Emergency Operations Centre (EOC), including WebEOC, Recovery Coordination Centre (RCC)	NT Police
Emergency shelter. Staff, operations and control	NT Police
Evacuation centre - Staffing, operations and control	NT Police
Financial Relief /Assistance	

Functions	Agency /Organisation/Provider responsible
Payments of NDRRA (National Disaster Relief and Recovery Assistance)	
Identification of suitable buildings for shelters	Local Emergency Committee
Interpreter Services	
Management of Expenditure in emergencies	
Medical services	Sunrise Health
Network communications (IT): Responders / Public Maintenance and restoration of emergency communication	
Personal Support	Alawa Council
Power: Protection and restoration :	PowerWater
Public messaging during response and recovery.	NT 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>	Sunrise Health
Rapid Impact Assessment	
Recovery Coordination	NT Police
Repatriation	NT Police
Restoration of public buildings	Alawa Council
Restoration of roads and bridges (council/territory) excluding railways	Alawa Council
Road management and traffic control including public Information on road closures	Alawa Council
Sewerage: Protection and restoration	PowerWater
Survey	NT Police
Temporary accommodation (Recovery)	NT Police
Traffic Control	NT Police / Alawa Council
Transport : Commercial and Public airport/ planes, automobiles, ferries, buses	NT Police
Vulnerable Groups	
Waste management <ul style="list-style-type: none"> <li>Collection</li> <li>Disposal of Stock</li> </ul>	Alawa Council
Water (including drinking water): Protection and restoration	PowerWater

## Annex D: Resource List

### RESOURCE REGISTER

Locality - Minyerri

Resource	Communications	Fire Fighting	Rescue	Medical	Aircraft	Vehicles			Plant	Fuel	Accommodation / Shelter	Food Supply & Storage	
<b>Legend Agency/Organisation</b>	HF UHF VHF Marine (M) Satellite Ph (SP)	A=Appliance D=Drop on Unit T=Trailer F=Foam E=Extinguisher (4.5kg and above) GFU – Grass Fire Unit	RAR=Road Accident Rescue Team HE=Heavy Rescue Equipment WS=Workshop PG=Portable Genset FL=Floodlighting	=Hospital A=Ambulance C=Clinic F/A=First Aid Kits SF=Stretcher (fid) SB=Stretcher- (bsk) B=Blankets	F=Fixed Wing H=Helicopter (oo)=Seating Capacity (s)=Stretcher (w)=Winch (kg)=Payload	S=Sedan/Stationwagon U=Utility B=Bus (seating) T=Truck (capacity) WT=Water tanker FT=Fuel tanker LW=Liquid waste tanker	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
Police	HF, UHF, SP		PG	F/A				Ux2			R		
Roper Valley OS									T				
Hodgson Downs Cattle Station	UHF, SP	D	PG, WS	F/A				Ux4, S (11)	B/H, G, T, F/L	D (23000lts), U (200lts), A (400lts)		C, K	
Alawa Council	SP	D, GFU	WS, PG (6)	F/A		U	B, U (2)		T, BC, B/H, G, F/L, F	D(11000lts), U (400lts)		F	
Quinns Shop							U		F/L			R, C	
Alpha Shop	UHF					B (12)	U		F/L			R, C, F	
Health Clinic	SP		RAR	C, A, F/A, B			S (3), U				B, R		
School	SP						U				R		

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

## Annex E: Identified Risk Guideline – Transport

### TRANSPORT INCIDENT

#### Introduction

This guide provides guidance on the response to air and road emergencies within the Minyerri Region which necessitate the activation of Emergency arrangements.

#### *Aircraft*

Aircraft movements in the Minyerri Region area including both small fixed wing aircraft and to rotary wing aircraft related to aerial mustering.

#### *Motor Vehicle*

Main roads within the Minyerri Region area are generally well maintained and are either single lane bitumen surface or it has a gravel surface. An extensive 4WD track network is also present throughout the NT that creates the additional problems associated with remote area incidents. Vehicular traffic ranges from cars to motorcycles, road trains; stock and fuel transporters.

#### *Initial Responses*

Police would attend and assess the situation. From the initial assessment, the Local Controller will decide if the situation needs to be escalated to involve other stakeholders.

#### *Incident Controller*

The Local Controller is the Incident Controller.

#### ACTIONS TO BE TAKEN – TRANSPORT INCIDENT

Organisation/Provider	Stage 1 Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
ALL MEMBERS			Attend Briefings. Inform key personnel Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.
LOCAL CONTROLLER			Attend incident Initial assessment if the incident will determine if other agencies will be called to assist.		

## Annex F: Identified Risk Guideline – Hazmat

### HAZMAT INCIDENT

#### **Introduction**

Police would attend and assess the situation. From the initial assessment, the Local Controller will decide if the situation needs to be escalated to involve other stakeholders.

Minyerri does not have the resources to contain any HAZMAT incident.

#### **Incident Controller**

The Local Controller is the Incident Controller.

Organisation/Provider	Stage 1 Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
LOCAL CONTROLLER			Attend incident Notify NTES Duty Officer Initial assessment if the incident will determine if other agencies will be called to assist. Notify relevant committee members	Notify relevant committee members. NTES Duty Officer	Notify NTES Duty Officer

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

### **Bushfire**

#### ***Introduction***

Bushfires within the Minyerri Region area are looked after by Bushfires NT which are the lead combat authorities for this threat, and a fire within the Minyerri Township will be dealt with by Alawa Aboriginal Corporation (within their Respective areas of responsibility).

#### ***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.

## ACTIONS TO BE TAKEN – BUSHFIRE

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>	Advise Duty Officer, On receipt of advice, and as overall controller of the incident if necessary:  Convene a meeting of the Minyerri/Hodgson Downs LEC to brief members on the situation.  Ascertain state of preparedness.  Determine the need to disseminate warning/information to the public.	Advise Duty Officer, If necessary, ascertain the need to set up forward command post	Advise Duty Officer, Proceed to fire scene and if necessary carry out the following:  Establish a Forward Command Post.  Coordinate requests for assistance from other agencies.  Act as on site media officer.	Advise Duty Officer On completion of operation:  Ensure all personnel (victims/responders) are accounted for.  Ensure all personnel is advised of debrief arrangements.	Advise Duty Officer,

<p><b>Survey and rescue</b></p>	<p>Advise key personnel. Seek fire weather forecast for coming days.</p>	<p>Update key personnel. Brief crews attending. Monitor and update WebEOC (If applicable).</p>	<p>BFNT Crews respond using AIIEMs and sectorise where possible. Conduct firefighting efforts as per BFNT SOPs, FGPs and usual Firefighting practice. Provide Sitreps. Deploy earthmoving machinery and aircraft (via contractors) if required. Once fire contained BFNT crews continue to mop up and patrol. Form Incident Management Team (if required). Update WebEOC (If applicable).</p>	<p>Update WebEOC (If applicable). Conduct Debrief with members. Resume normal activities. Conduct investigation (if required).</p>	<p>Assist where required. Take action upon debriefing.</p>
<p><b>Alawa Council</b></p>	<p>Advise key personnel</p>	<p>Update key personnel. Brief crews attending. Prepare and check all equipment. Monitor and update WebEOC (If applicable)</p>	<p>Respond and sectorise (if applicable). Conduct firefighting duties. Provide sitreps. Once the fire is contained continue to mop up and patrol. Update WebEOC (if</p>	<p>Update WebEOC (if applicable). Conduct debrief. Clean and prepare equipment. Resume normal duties.</p>	<p>Assist where required. Take action upon debriefing.</p>

			applicable)		
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## **Annex H: Identified Risk Guideline - Flood**

### **Introduction**

**Minyerri** Community is prone to isolation and flooding with extreme rain falls in the catchments of the Roper River.

Should flooding occur, it will not be possible to access the Community by road. It is difficult to assess when and to what extent flooding will affect the Minyerri Community throughout any given wet season.

Although some warning may be possible, a flood event may occur with little warning.

## ACTIONS TO BE TAKEN - FLOOD

Functional Group: Activities for GROUP LEADERS	Minor	Moderate	Major	Falling River Heights	Cancellation
<b>ALL FUNCTIONAL GROUP LEADERS</b>	Attend Briefings. Inform key personnel Provide SITREPS. Assist the Local Controller as required.	Attend Briefings. Inform key personnel. Provide SITREPS. Assist the Local Controller as required.	Attend Briefings. Inform key personnel. Provide SITREPS. Assist the Local Controller as required.	Attend Briefings. Inform key personnel. Provide SITREPS. Assist the Local Controller as required.  Confirm debrief arrangements with the Local Controller.	Attend Briefings. Inform key personnel. Provide SITREPS. Assist the Local Controller as required.
<b>LOCAL CONTROLLER</b>	Advise the Regional Controller of the situation.  Liaise with:  Department of Infrastructure, Planning & Logistics (DIPL).  Department of Environment, Parks and Water Security (DEPWS).  Bureau of Meteorology (BOM).  Alawa Council.  Disseminate warnings and information to the public as necessary.	Disseminate warnings and information to the public as necessary.  Declare Stage 2, if necessary.  Prepare to close roads and evacuate if necessary.	Advise members of the declaration of Major Flood Warning;  Brief members on the situation; and confirm relocation arrangements and agency readiness.  Consider school closure/s and confirm evacuation procedures.  Activate the EOC and ensure Liaison Officers are present or accessible via WebEOC.  Disseminate warnings and information to the public as necessary.	Disseminate "Flood Cancellation" notification and information to the public as necessary.  Continue with Recovery Stage operations, as necessary.	Notify Committee members of the STANDDOWN declaration and advise time and place for debriefing.  In conjunction with the NT Recovery Coordinator facilitate the handover of recovery operations (if required).  Close EOC and stand down the Emergency Management Organisation.  Any ongoing recovery operations may operate from alternative premises.  Following the debrief, finalise

	<p>Declare Stage 1, if necessary.</p> <p>Prepare the EOC for activation.</p> <p>Notify NTES Duty Officer.</p> <p>Liaise with BOM.</p>		<p>Declare Stage 3, if necessary.</p> <p>Close roads and evacuate if necessary.</p>		<p>the Post Operation Report.</p>
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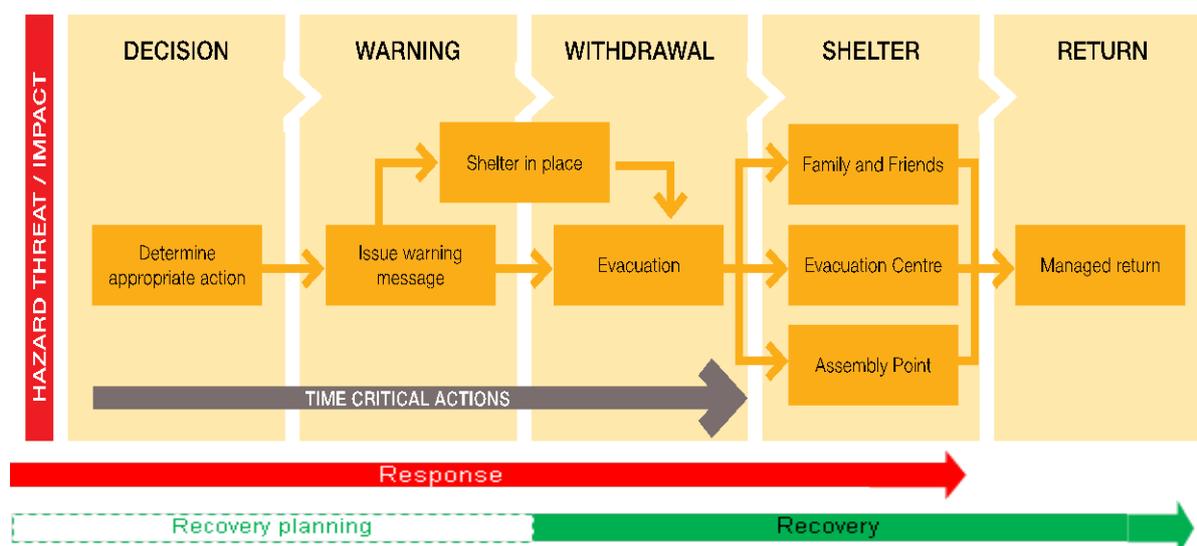
## Annex I: Evacuation Guideline

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

Evacuation is a complex process that has five distinct steps:

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

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



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

### Emergency Shelters

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

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

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

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

- meals
- beds
- linen

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

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

### Identified Evacuation Centres

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

### Evacuation Guidelines

Stage 1 - Decision		
Authority	The Northern Region Emergency Controller will authorise the activation of the evacuation plan. This evacuation plan is to be approved by the Territory Emergency Management Council prior to activation.	Northern Regional Controller in conjunction with TEMC
Legal references	<i>Emergency Management Act</i> and approved Local Minyerri Local Emergency Plan (LEP). It is recommended that the Minister declares an Emergency Situation under section 18 of the <i>Emergency Management Act</i> when this evacuation plan is activated.	
Alternative to evacuation? I.e. shelter in place, temporary accommodation on-site/nearby.	The local Council Office and the School are the most structurally sound buildings in the Community, without being actually certified as shelters. The council building can hold about 70 people within the main areas; the school has many buildings and could hold 100-200 people. If needed residents will be progressively relocated within the community to Minyerri School for pre staging post a cyclone impact. Refer to the Minyerri <b>staging</b> arrangements.	Minyerri Local Controller to arrange.
Summary of proposed evacuation	<b>Decision</b> – made by the Regional Controller when the Minyerri community have sustained damage during <To be determined> that cannot support residents in situ during recovery. The Minyerri Local Controller to disseminate information to the community. <b>Withdrawal</b> – four stage process; <ul style="list-style-type: none"> <li>a. Minyerri community to the Minyerri school to be registered for evacuation to Basketball court;</li> <li>b. Once registered, groups to move to the airstrip assembly area using buses/vehicles;</li> <li>c. Red Cross to register check utilising Register Find Reunite.</li> </ul> <b>Shelter</b> – evacuees will be encouraged to stay with friends or family. The remainder will be accommodated at an evacuation centre <Location to be determined> <b>Return</b> – to be determined once recovery can sustain return to <Location to be determined>	The decision will be informed by additional advice from BOM up to that time.
Which communities/outstations or geographical area does the evacuation apply to?	<Out Stations, Homelands and homesteads>	
Vulnerable groups	The Medical Group will liaise with local health staff and	Medical Group &

within the community	provide information on medically vulnerable people. The Identified people will be evacuated <At a time to be determined>.	Transport Group to action.
Community demographics (approx. total number, family groups, cultural groups etc)	Refer to Evacuation Centre Guidelines p.21 (section 4.2) Examine the demographic breakdown of the community to be evacuated including <ul style="list-style-type: none"> <li>The total number of people being evacuated.</li> <li>An estimate of the number of people likely to require accommodation in the evacuation centre.</li> <li>A breakdown of the evacuees to be accommodated by age and gender. For example, the number of family groups and single persons, adult males and females, teenage males and females, and the number of primary school-aged children, toddlers and infants.</li> <li>A summary of cultural considerations, family groups, skin groups and community groups.</li> <li>Potential issues that may arise as a result of these groups being accommodated in close proximity to one another.</li> <li>A summary of people with health issues, including chronic diseases, illnesses and injuries.</li> <li>Details of vulnerable clients (other than medically vulnerable), such as the elderly, frail and disabled (and if they are accompanied by support i.e.: family members)</li> <li>Details of community workers also being evacuated who may be in a position to support the operation of the evacuation centre. Examples include teachers, nurses, health workers, shire staff, housing staff and police.</li> </ul>	Minyerri Local Controller to obtain information.
What is the nature of the hazard?	<To be determined>	
Estimated duration of the potential evacuation?	<To be determined>	
Triggers for the evacuation	<p><b>&lt;Example</b></p> <ol style="list-style-type: none"> <li>Evacuation <i>planning</i> to commence when the Location is under a &lt;To be determined&gt;”.</li> <li>Implement evacuation if the Cyclone category is at severe and impact has caused major damage and disruption to all services.</li> <li>Elderly and vulnerable people are to be considered for evacuation during the “TC Watch” due to limited health services.&gt;</li> </ol> <p>Further details of the intra-community relocation plan are required.</p>	Northern Regional Controller & NTES to confirm triggers.
Self-evacuation	Where possible residents will be encouraged to self-evacuate and make their own accommodation arrangements if they wish to do so. Individuals and families taking this option will be encouraged to register prior to leaving the community.	Minyerri Local Controller
Responsibility for the coordination Stage 1	Northern Regional Controller Local Controller	

### Stage 2 – Warning of Evacuation

<b>Who has the authority to issue warnings?</b>	<p>Bureau of Meteorology will issue Tropical Cyclone advice and warnings.</p> <p>All further public information will be approved by the Northern Regional Controller in consultation with the Public Information Group and NTES</p> <p>The Minyerri Local Controller will coordinate the dissemination of community level information.</p>	Northern Regional Controller to liaise with Information Group and NTES
<b>Process for issuing evacuation warnings and other information</b>	<p>At community level, the Minyerri 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 Minyerri 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>	Minyerri Local Controller
<b>When will warnings be issued (relative to the impact of the hazard)?</b>	Immediately upon a decision to evacuate being made the Minyerri LEC will commence coordinating residents to prepare for transport.	Minyerri Local Controller
<b>What information will the messages contain? (What do people need to know?)</b>	<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>	<p>Minyerri Local Controller</p> <p>Biosecurity &amp; Animal Welfare Group liaison</p>
<b>Responsibility for the coordination of stage 2</b>	Local Controller / Regional Controller	

<b>Stage 3 - Withdrawal</b>		
<b>Outline</b>	<p>Three stage process;</p> <ol style="list-style-type: none"> <li>a. Minyerri residents to Basket Ball court</li> <li>b. Basket Ball court to Airport</li> <li>c. Minyerri Airport to &lt;Location To be determined&gt;</li> <li>d. &lt;Evacuation centre to be determined&gt;</li> </ol>	
<b>Minyerri Community to the Airstrip</b>	<p><b>Lead – NTPOL</b></p> <p>Overview – the community will gather at the Minyerri basketball Court located at Minyerri 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: ___ hours utilising current resources.</li> <li>• Alternate transport options: Walk</li> </ul>	NTPOL
<b>Assembly area</b>	<p><b>Minyerri</b></p> <p>Minyerri will be utilised as an assembly point where people will be transported to after pick up from homes to await</p>	NTPOL

	<p>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: Red Cross</li> <li>• Coordinator: Red Cross</li> <li>• Other details: Evacuee Registration - NTPFES College staff onsite will have log on access to the Register.Find.Reunite system via the 3G network and hard copy registration forms should there be a network failure.</li> <li>• Residents will need to register at Minyerri Club or Airport if (self-evacuating) to be permitted access to the evacuation centre &lt;location to be determined&gt;</li> </ul>	
Minyerri to <Location to be determined>	<p><b>Lead – NTPOL</b> <b>Example</b> Lead – Transport Group Overview – Transport Group has identified commercial operators and the Police Air Section able to provide evacuation assistance. Total proposed air assets: _____.</p> <p>Commercial operators will be charging commercial rates for their services at a cost of (\$_____).</p> <p>The operation will begin at _____hrs with the first aircraft, leaving &lt;To be determined&gt; and arriving at Minyerri at _____hrs.</p> <ul style="list-style-type: none"> <li>• The operation will continue throughout the day until all community members are evacuated. It is estimated that all community member can be evacuated by _____hrs (arriving in &lt;To be determined&gt;).</li> </ul>	NTPOL
< Location > Airport to Evacuation Centre <To be determined>	<p><b>Lead –Transport Group</b> <b>Example</b> Overview – Buses (Buslink) will be on standby at &lt;Location to be determined&gt; Airport from _____am to receive passengers and continue throughout the day transferring to &lt;To be determined&gt; only, as required. Transport staff will be on the ground at &lt;Location to be determined&gt; Airport to marshal passengers on buses only. Buses to be arranged by the Transport Group. Evacuees will be collected from &lt;Location to be determined&gt; Airport and transported to the &lt;Location to be determined&gt;.</p> <p>A reception team provided by NT Police will meet evacuees and facilitate transport.</p> <ul style="list-style-type: none"> <li>• Details: to be determined</li> <li>• Estimated time en-route: _____ minutes</li> <li>• Estimated timeframe: possibly _____ hours, dependant on aircraft arrivals.</li> <li>• Alternate transport options: _____</li> </ul>	Transport Group
End point	<Location to be determined>	EOC / Welfare coordination
Transport of vulnerable members of the community	Medical Group to arrange transport of vulnerable people from the community to <Location to be determined>.	Medical Group
Registration and	<b>Example</b>	Welfare Group /

tracking	Welfare Group to activate registration arrangements. Registration will be undertaken by NT Police and will occur at Minyerri Council office. Names of evacuees will be obtained prior to boarding buses. Where possible details of individuals and families self-evacuating to be obtained on arrival at the Minyerri Airstrip. If persons are not registered as evacuees or self-evacuees they will not be provided access to the evacuation shelter.	NTPOL
Who will coordinate stage 3?	Regional Controller.	EOC coordination.

Stage 4 – Shelter		
Overview	An evacuation centre will be established at the Council Office. The Council Office and Basketball court will be the primary areas used.	
Alternate shelter options.	Where possible evacuees will be encouraged to seek alternative accommodation with family, friends or through commercial accommodation.	
Estimated duration of the shelter phase	<To be determined>.	
Arrangements for domestic animals	No domestic animals are to accompany evacuees. Any self-evacuees with domestic animals will be expected to make their own arrangements for the animals.	Advise Animal Welfare
Roles		
• Director	CMC	CMC
• Deputy Director	DCF	Welfare Group
• Log./planning	EOC.	NTES / NTPOL
• Admin teams	EOC	CMC / Welfare Group
• Shift manager/s	To be confirmed – drawn from pool of trained DCF staff.	Welfare Group
• Welfare Team	To be confirmed	Welfare Group
• Facility Team	Selected staff will lead this and arrange any maintenance required using existing contractors.	
• Sport and Rec Team	To be confirmed	
• Medical Team	To be confirmed. It is likely St Johns volunteers will be requested. Evacuees will be referred to off-site medical services.	Medical Group
• Public Health Team	<To be confirmed>	Public Health Group
• Transport Team	<To be confirmed>	Transport Group
Evacuation centre set-up	<b>Refer to the Evacuation Centre Template for set-up considerations</b>	
What strategy will be put in place to close the evacuation centre?	Closure of the evacuation centre will be largely dependent on the extent of inundation and complexity of the recovery process.	

Stage 5 - Return		
Indicators or triggers that will enable a return	<b>(refer to recovery action plan for the community)</b> <b>Dept. of Chief Minister</b>	
Who is responsible for developing a plan for the return?	Recovery Coordination in conjunction with PFES.	
• Transportation	To be confirmed.	
• Route/assembly points en-route	To be confirmed.	
• End point	To be confirmed.	

<b>How will information about the return be communicated to evacuees?</b>	To be confirmed.	
<b>What information needs to be conveyed to the evacuated community members?</b>	To be confirmed.	

## **Annex J: SITREP Template**

### **SITUATION REPORT (SITREP)**

**SITREP NO:**

**Date:**

**Period covered:**

**From:**

**To:**

**AGENCY:**

**Created by:**

Current Situation:

Objectives:

Present Key Issues:

Future Key Issues:

Recommendation(s):

## Annex K: Summary of Response and Recovery Activities

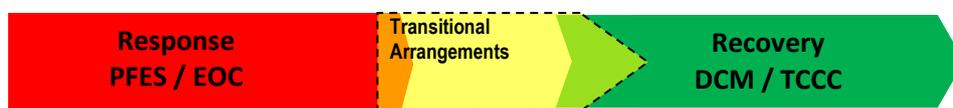
The following tables list a summary of possible response and recovery activities to be considered following an event.

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

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

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

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



Activity	Response activities	Recovery activities
1. Situational awareness	Survey and rescue teams Road clearance teams Impact assessment teams General public Media reports	<input type="checkbox"/> Continues in recovery through the use of impact assessments and Outreach
2. Public Information	Public Information Group stood up Spokes persons identified SecureNT activated	<input type="checkbox"/> Continues in recovery <input type="checkbox"/> Handover to long term recovery coordination
3. Survey and Rescue	Survey teams deploy to designated areas Critical sites surveyed Deploy rescue teams – NTFRS and TRS provide primary USAR capability	Nil
4. Road clearance	Road patrol teams deploy and check assigned routes Road clearance to priority sites Assess Stuart Hwy to Katherine (supply route)	Monitoring and completing road clearance activities
5. Emergency accommodation	Emergency accommodation and shelter - welfare assembly centres (WAC) - evacuation centres Provision of resources that will enable people to remain in their homes Emergency clothing	Evacuation centres may continue into recovery. Temporary accommodation options
6. Medical	Hospital - road clearance to the hospital - damage assessment - increase morgue capacity - divert patients from remote and regional areas - power (fuel) and water supplies Medical clinics and field hospitals - Determine the need for clinics to be opened - Assess damage to clinics - Deploy field hospital/s	Hospital - Business continuity arrangements - Repair work Department of Health- Health Centres - Repair work - Reopen other clinics Support vulnerable people to return home. GP clinics and pharmacies - Ongoing liaison by the Medical Group CareFlight –resume normal operations St John Ambulance – resumption of core business

	<ul style="list-style-type: none"> <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>	
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 railway &amp; associated infrastructure and report outage estimation</p>	<p><input type="checkbox"/> Liaising with GWA and Australasia Rail to monitor repair work</p>

	<p><u>Port, Harbour and Barge</u>  Assess damage to Port infrastructure and harbour facilities  Assess the damage to barge facilities</p>	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 <ul style="list-style-type: none"> <li>- Impact Assessments</li> <li>- Temporary repairs</li> </ul> <input type="checkbox"/> Government buildings <ul style="list-style-type: none"> <li>- Damage assessment</li> </ul> <input type="checkbox"/> Public Housing <ul style="list-style-type: none"> <li>- Impact Assessments</li> </ul> <input type="checkbox"/> Private Industry <ul style="list-style-type: none"> <li>- Damage assessments</li> </ul>	Private housing <ul style="list-style-type: none"> <li>- Information and support to facilitate repairs.</li> </ul> <input type="checkbox"/> Government buildings <ul style="list-style-type: none"> <li>- Repairs and reconstruction</li> </ul> <input type="checkbox"/> Public Housing <ul style="list-style-type: none"> <li>- Long term repair plans</li> </ul> <input type="checkbox"/> Private Industry <ul style="list-style-type: none"> <li>- Repair and reconstruction</li> </ul> <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	Nathan Lawrence	<a href="mailto:nathan.lawrence@pfes.nt.gov.au">nathan.lawrence@pfes.nt.gov.au</a>	89754364	██████████	██████████
NTES Duty Officer	Northern Duty Officer	<a href="mailto:Territorydutyofficer.ntes@pfes.nt.gov.au">Territorydutyofficer.ntes@pfes.nt.gov.au</a>	██████████	██████████	██████████
ESS	Brad GOLTZ (Daggz)	<a href="mailto:eso.minyerri@outlook.com">eso.minyerri@outlook.com</a>	██████████	██████████ – Sat Phone	██████████
Clinic Manager	Dedeiester Armah	<a href="mailto:minyerriclinicmanager@sunrise.org.au">minyerriclinicmanager@sunrise.org.au</a>	89754118	██████████	██████████
Big Rivers Recovery Coordinator	Will Bridgeman	<a href="mailto:william.bridgeman@nt.gov.au">william.bridgeman@nt.gov.au</a>	89738518	██████████	
Council Service Manager	Neralle ARNOLD	<a href="mailto:ceo@alawa.org.au">ceo@alawa.org.au</a>	89759797	██████████	██████████
Store Manager	Soum SAHA	<a href="mailto:warliburru@alpa.asn.au">warliburru@alpa.asn.au</a>	89759894	██████████	██████████
Store Manager	Quyen Hua	<a href="mailto:quintradingptyltd@outlook.com">quintradingptyltd@outlook.com</a>	89754276	██████████	██████████
School Principal	Jessica Robinson	<a href="mailto:jess.robinson@ntschoools.net">jess.robinson@ntschoools.net</a>	89759972	██████████	██████████
Aged Care Co-ordinator	Shelley BRAY	<a href="mailto:agedcare@alawa.org.au">agedcare@alawa.org.au</a>	89759797		

## 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

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