



Gapuwiyak Local Emergency Plan



**Northern Territory
Emergency Service**

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1. Document control

1.1. Governance

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1.2. Version history

Date	Version	Author	Summary of changes
16/11/2014	1	John McRoberts	First version
27/10/2015	2	Reece Kershaw	Reviewed and updated
30/12/2016	3	Kate Vanderlaan	Reviewed and updated
16/03/2018	4	Grant Nicholls	Reviewed and updated
28/11/2018	5	Travis Wurst	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate
20/01/2020	6	Michael Hebb	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate
17/11/2020	7	Travis Wurst	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate
02/11/2021	8	Martin Dole	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate
13/06/2023	9	Travis Wurst	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate

Disclaimer: Every effort has been made to ensure that the information contained within this Plan is accurate and where possible reflects current best practice. However, the Northern Territory Emergency Service does not give any warranty or accept any liability in relation to the content of material contained in the document.

2. Acknowledgement of Country

The Northern Territory Police, Fire and Emergency Services acknowledges the First Nations people throughout the Northern Territory, from the red sands of Central Australia to the coastal people in the Top End.

We recognise their continuing connection to their lands, waters and culture. We also pay our respects to the Aboriginal and Torres Strait Islander people with whom we work and who we serve and protect.

We pay our respects to the Aboriginal and Torres Strait Islander cultures, and to their leaders past, present and emerging.

3. Introduction

3.1. Purpose

The purpose of this Plan is to describe the emergency management arrangements for Gapuwiyak Locality (the Locality).

3.2. Application

This Plan applies to the Gapuwiyak Locality.

3.3. Key considerations

The *Emergency Management Act 2013* (the Act) is the legislative basis for emergency management across the Northern Territory (NT). The Act reflects an all hazards approach to emergency and disaster events, natural or otherwise. It provides for the adoption of measures necessary for the protection of life and property from the effects of such events.

The Act defines the emergency management structures, roles and responsibilities for the NT and, in conjunction with the Territory and regional emergency plan(s), form the basis for this Plan.

This Plan:

- confirms appointment of a Local Emergency Controller
- confirms establishment of the Local Emergency Committee (LEC)
- assesses hazards most likely to affect the community
- specifies control and coordination arrangements for mobilisation of local and, if necessary regional, resources
- identifies roles and responsibilities of key stakeholders
- details specific emergency response procedures for the higher risk situations.

4. Locality context

This Plan complements the Northern Regional Emergency Plan¹ as it relates to the Locality. For further information on the hierarchy of plans, refer to the Territory Emergency Plan. The Locality covers approximately 15,700 square kilometres (km) and is located approximately 120 km west of Nhulunbuy and 500 km east of Darwin and forms part of the Northern Region, as defined by the Territory Emergency Plan².

The population of the Locality is approximately 1,190, the main population centre being the town of Gapuwiyak (Lake Evella). All of the land in the Locality is recognised as Aboriginal owned and permits are required to travel into Gapuwiyak.



¹ More information can be found at: <https://www.pfes.nt.gov.au/emergency-service/publications>

² More information can be found at: <https://www.pfes.nt.gov.au/emergency-service/emergency-management>

4.1. Climate and weather

The Locality is situated in the Top End and experiences weather conditions typical to those of the region. There is a distinct Wet Season (November to April) and Dry Season (May to October).

The Locality's average annual rainfall is approximately 1,450 millimetres (mm).

4.2. Geography

The Locality ranges from wet tropical in the north to less tropical in the south. Changes in climate, landscape and soils contribute to marked diversity in native vegetation across the Territory.

4.3. Sacred sites

The Aboriginal Areas Protection Authority (AAPA) is a statutory body established under the *Northern Territory Aboriginal Sacred Sites Act 1989* and is responsible for overseeing the protection of Aboriginal sacred sites on land and sea across the NT.

A sacred site is defined by the *Aboriginal Land Rights (Northern Territory) Act 1978* (Cth) as being 'a site that is sacred to Aboriginals or is otherwise of significance according to Aboriginal tradition'. Sacred sites are typically landscape features or water places that are enlivened by the traditional narratives of Aboriginal people.

AAPA requests notification of any action that may have affected a sacred site.

For more information on sacred sites relevant to this Locality or to report an action that may have affected a sacred site, contact AAPA on (08) 8999 4365 or via email at enquiries.aapa@nt.gov.au.

4.4. Sites of conservation

Buckingham Bay is a remote bay in north east Arnhem Land, located about 120 km west of Nhulunbuy. For further information about this site and others contact the Department of Environment, Parks and Water Security³ (DEPWS).

4.5. Tourism

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

4.6. NT and local government

In March 2019, NT Government (NTG) implemented 6 regional boundaries across the NT to strengthen the role of the Regional Network Group and align service delivery and reporting. This Locality sits within the East Arnhem Boundary.

NTG agencies that have a presence in the Locality include:

- NT Police, Fire and Emergency Services (NTPFES)
 - NT Police Force (NTPF)
 - NT Emergency Service (NTES) Volunteer Unit (non operational)
- Department of Health (DoH)
 - Gapuwiyak Community Health Centre
- Department of Education (DoE)
 - Gapuwiyak (Lake Evella) School

³ More information can be found at: <https://nt.gov.au/environment/environment-data-maps/important-biodiversity-conservation-sites/conservation-significance-list>

Local government in the Locality is provided by the East Arnhem Regional Council (EARC). While council headquarters are in Nhulunbuy and it has a Service Delivery Centre Gapuwiyak (Lake Evella).

4.7. Building codes

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

4.8. Land use

The Locality land use is in consultation between EARC and Traditional Owners and include infrastructure in the areas of:

- residential
- sewerage ponds
- air strip
- waste management.

4.9. Power generation and distribution

Power generation and the distribution for the Locality is serviced by stand alone, diesel power stations. This is contracted out from Power and Water Corporation (PAWC). A solar farm was also completed in 2019 to supplement power generation. Homelands receive power through Homeland service providers.

4.10. Water services

PAWC supply the community with water via a gravity fed system. Water is also supplied to Homelands through service providers.

4.11. Health infrastructure

The Gapuwiyak Community Health Centre and Miwatj Health Aboriginal Corporation have the capacity to provide to emergency medical aid in addition to routine health treatment.

Serious medical cases are required to be medically evacuated to Darwin or Gove District Hospital.

4.12. Emergency service infrastructure

The Locality has the following emergency service infrastructure:

- police station and cells
- NTES Volunteer Unit.

4.13. Roads

All roads within the Locality are gravel including the access road.

Gapuwiyak (Lake Evella) road links up with the Central Arnhem Road which can become difficult, almost impassable, throughout the Wet Season.

4.14. Airports

The table below lists the airstrips in the Locality:

Name of the strip	Datum	Details (type, lighting etc.)	Operator of the strip
Gapuwiyak (Lake Evella)	12°29'57"S 135°48'17"E	Surface: Sealed Windsock: S side midway Lighting: Emergency - Solar PE on all night	Essential Services Operators (ESO) Lake Evella - Reporting Officer - Department of Infrastructure, Planning and Logistics (DIPL)
Marpurru	12°15'20.06"S 135°26'38.92"E	Unsealed/No lighting	Private
Donydi	12°53'20.86" 135°28'0.98"E	Unsealed/No lighting	Private
Gan Gan	13°2'47.15"S 135°57'3.34"E	Unsealed/No lighting	Private
Baniyala	13°11'54.24"S 136°13'37.95"E	Unsealed/No lighting	Private
Rayminggirr	12°24'25.69"S 135°59'50.01"E	Unsealed/No lighting	Private
Gurrumurru	12°35'34.14"S 136°13'45.04"E	Unsealed/No lighting	Private

4.15. Ports (barge landings)

The Locality has a barge landing located approximately 23 km from Gapuwiyak (Lake Evella) and is a mud/gravel landing which renders the landing unusable unless it is high tide. Accessibility to the barge landing is compromised at times during the Wet Season.

4.16. Telecommunication

Telecommunications are available across the Gapuwiyak (Lake Evella) town area via a combination of landline, mobile and satellite communications delivery.

4.17. Local radio stations

Gapuwiyak (Lake Evella) has the following radio stations:

- 103.9 FM Top End Aboriginal Bush Broadcasting Association (TEABBA)
- 106.1 FM Australian Broadcasting Corporation (ABC) Local Radio
- 88.9 FM Yolngu Radio
- 107.7 FM ABC.

4.18. Medically vulnerable clients

A list of all medically vulnerable clients is held with the manager of the Gapuwiyak (Lake Evella) Clinic within the Locality.

Aged care in the Locality is provided by EARC as a meals on wheels service.

5. Prevention

4.1. Emergency risk assessments

The Gapuwiyak (Lake Evella) LEC are responsible for undertaking appropriate activities to prevent and mitigate the impact of emergencies in their Locality.

4.2. Disaster hazard analysis and risk register

The LEC has identified the following hazards for the Locality:

- air crash
- fire (within Fire Protection Zones)
- road crash
- tropical cyclone.

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

Hazard	Overall consequence	Overall likelihood	Risk rating
Air crash	Moderate	Unlikely	Medium
Fire (within Fire Protection Zones)	Moderate	Unlikely	Medium
Road crash	Minor	Almost certain	Medium
Tropical cyclone	Moderate	Unlikely	Medium

4.3. Hazard specific prevention and mitigation strategies

Prevention and mitigation relates to measures to reduce exposure to hazards and reduce or eliminate risk. Actions include identifying hazards, assessing threats to life and property, and from these activities, taking measures to reduce potential loss of life and property damage.

The cornerstone of mitigation is guided and coordinated risk assessments, which should involve all potentially affected members of a community. Strategies are developed based on a thorough understanding of hazards identified in emergency risk planning and their interaction with all aspects of society.

Specific prevention and mitigation strategies for identified hazards can be found at **Annex C**.

6. Preparedness

Arrangements to ensure that, should an emergency occur, all resources and services that are needed to provide an emergency response and or recovery can be efficiently mobilised and deployed.

6.1. Planning

NT emergency plans⁴ are required by the Act and are maintained at a Territory, regional and local level. Arrangements in plans aim to be flexible and scalable for all hazards. The planning process enables agreements to be reached between people and organisations in meeting communities' needs during emergencies. The plan becomes a record of the agreements made by contributing organisations to accept roles and responsibilities, provide resources and work cooperatively.

The LEC is responsible for the annual review of operations and the effectiveness of the Local Emergency Plan, supported by the NTES Planning and Preparedness Command.

6.2. Emergency resources and contacts

The LEC are responsible for maintaining the emergency resource register and LEC contact list. Local emergency management stakeholders are to advise the Local Controller of changes to resource holdings, operational response capabilities and key personnel contacts. Emergency resource and LEC contact list for each locality are available on Web-Base Emergency Operation Centre (WebEOC).

6.3. Training and education

The Act provides the legislative requirement for those involved in emergency management activities to be appropriately trained. Training and education activities are undertaken to ensure agencies are familiar with and understand the NT emergency management arrangements, as well as the relevant controlling and hazard management authorities for identified hazards.

The NTES Learning and Development Command is responsible for emergency management training across the NT. Online and face to face training is scheduled throughout the year.

6.4. Community education and awareness

Effective and ongoing community education and preparedness programs that emphasise to communities the importance of practical and tested emergency plans and safety strategies is essential. Empowering communities to act in a timely and safe manner will minimise the loss of life, personal injury and damage to property and contribute to the effectiveness of any warning system.

List of available activities and initiatives in the area:

- NTES hazard briefings
- NTES Paddy Program
- NT Fire and Rescue Service (NTFRS) Smart Sparx Program
- Red Cross Pillowcase Program
- St Johns Ambulance First Aid in Schools Program.

6.5. Exercises

Local level exercises are a key measure for testing the effectiveness of the Local Emergency Plan and should involve all relevant stakeholders. Exercises ensure that the Plan is robust and understood, and that capabilities and resources are adequate. Exercises are conducted if the Plan has not been enacted since the last review, or substantial changes have occurred, including:

⁴ More information can be found at: <https://pfes.nt.gov.au/emergency-service/publications>

- legislative changes
- major changes have occurred in the areas of key personnel, positions or functions across prevention, preparedness, response and recovery
- new or emerging hazards/risks have been identified.

The NTES Planning and Preparedness Command have developed resources that outlines the process to develop the exercise concept in designing, planning, conducting, facilitating, participating or evaluating exercises.

7. Response

Actions taken in anticipation of, during and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support.

7.1. Control and coordination

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

7.2. Local Emergency Controller

In accordance with section 76 of the Act, the Territory Controller or their delegate (section 112 of the Act) has appointed a Local Emergency Controller (Local Controller). The Local Controller is the Officer in Charge of Gapuwiyak (Lake Evella) Police Station. The Local Controller is subject to the directions of the Regional Controller. The powers, functions and directions of the Local Controller can be found in sections 77, 78 and 79 of the Act.

7.3. Local Emergency Committee

In accordance with section 80 of the Act, the Territory Controller has established a Gapuwiyak (Lake Evella) Local Emergency Committee (LEC). The Local Controller is Chair of the LEC and remaining membership consists of representatives from NTG and non-government entities within the Locality. Division 11 of the Act specifies the establishment, functions, powers, membership and procedure requirements of a LEC.

7.4. Emergency Operations Centre/Local Coordination Centre

NT Emergency Management Arrangements	Controlling Authority Arrangements
Emergency Operations Centre (EOC) (Territory and regional level)	Incident Control Centre (ICC)
Local Coordination Centre (LCC) (Local level)	Incident Control Point (ICP)

LCCs will be established as required by Local Controllers to provide a central focus to the management, control and coordination of emergency operations in the Locality. When activated, the functions of the LCCs are:

- information collection and dissemination
- preparation and issue of official warnings and advice to the public
- coordination of the provision of resources required in the Locality
- submitting requests for resources through the Regional Controller to the Territory EOC where applicable
- dissemination of information to the media and general public.

The LCC for this Locality is the Gapuwiyak (Lake Evella) Police Station. The Regional EOC will be located in Darwin at the Peter McAulay Centre. Agencies and functional groups may establish their own coordination centres to provide the focal point for the overall control and coordination of their own agency resources. Liaison Officers from functional groups and support agencies will attend the EOC as required.

ICCs will be established as required by a Controlling Authority to provide an identified facility for the management of all activities necessary for the resolution of an incident.

An ICP is normally located near the incident in its early stages but may be relocated to an ICC where more permanent and convenient facilities and services are available.

7.5. WebEOC

WebEOC is a critical information management system used throughout the NT for emergency management activities. The system is owned and maintained by NTPFES. The online platform is used for the coordination of multi-agency response to, and recovery from, an emergency event. WebEOC also enables real-time information sharing across all NTG agencies involved in emergency management activities.

7.6. Situation reports

It is essential for effective control and coordination of emergency management operations that the Local Controller is able to gather and collate relevant information relating to the emergency from regular, concise and accurate situation reports (SITREPs).

LEC members are to provide SITREPs at agreed times to enable the preparation of a consolidated report which will be distributed to all committee members and other relevant authorities. This may be achieved through WebEOC.

7.7. Activation of the Plan

This plan has 5 stages of activation. These stages are designed to ensure a graduated response to hazardous events, thereby reducing the possibility of under or over reaction by the emergency management agency. The stages are:

Stage 1	Alert	This stage is declared when the Local Controller receives warning of an event which, in their opinion, may necessitate an emergency management response
Stage 2	Standby	This stage is declared when the Local Controller considers an emergency operation is imminent. During this stage passive emergency measures are commenced
Stage 3	Activation	This stage is declared when active emergency measures are required
Stage 4	Stand-down response operations and transition to Recovery	Stage 4 occurs when the Local Controller and Local Recovery Coordinator agree to transition to recovery (if required) in accordance with the transitional arrangements of this Plan
Stage 5	Recovery	This stage is called if ongoing recovery operations and coordination is required

The stages identified provide for a sequential response. However, it may be necessary because of the degree of warning and speed of onset of an event, for the Local Controller to skip the actions required under stage 1 or 2.

7.8. Stakeholder notifications

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

- all available members of the LEC
- Northern Regional Controller
- NTES Territory Duty Officer (TDO).

7.9. Official warnings and general public information

Official warnings and general public information will be broadcast to the Locality through the following means:

- radio broadcast
- television news broadcast
- SecureNT website and social media broadcasts and updates.

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

Emergency Alert is a national telephony-based emergency warning system that can deliver warning messages to landlines and mobile handsets based on the service address and mobile handsets based on the last known location of the device. Authority to utilise the Emergency Alert may be given by virtue of the pre-approval of a hazard specific emergency plan or under the Territory Emergency Plan.

The approval for the release of an Emergency Alert message can only be authorised by one of the following:

- Territory Controller
- Director, NTES
- Regional Controller
- Chief Fire Officer, NTFRS
- Deputy Chief Fire Officer, NTFRS
- Executive Director, BFNT
- Chief Fire Control Officer, BFNT.

The Standard Emergency Warning Signal (SEWS) is an audio alert signal (wailing siren) which may be broadcast on public media to draw attention to the fact that an urgent safety message is about to be made. Generally, SEWS is only played before announcements concerning significant emergencies where emergency management arrangements should be activated as a result.

Control and hazard management authorities may have pre-planned use of SEWS for non-weather related events, through a pre-approved hazard-specific emergency plan.

The approval for the release of a SEWS message can only be authorised by one of the following:

- Territory Controller
- Director, NTES
- Manager Hazard Preparedness and Response NT (the Bureau) (for weather and flood-related events).

Warning and information messages for general public are authorised by the Regional or Incident Controller. The dissemination of such emergency warnings and information is to be by whatever means are appropriate and available at the time.

7.10. Australasian Inter-Service Incident Management System

The Australasian Inter-Service Incident Management System (AIIMS)⁵ is a robust incident management system that enables the seamless integration of activities and resources of a single agency or multiple agencies when applied to the resolution of any event.

7.11. Closure of schools

The decision to close schools due to an impending threat will be made by the Chief Minister on advice from the Territory Emergency Management Council (TEMCO). When the nature of an event demands an immediate response, local authorities will take the appropriate steps to ensure the safety to the public. This action may include the temporary closure of a school to begin preparations, pending formal closure of the school by the Chief Minister for the remainder of the event.

The decision to reopen schools will be made by the Chief Minister on advice from the Chief Executive, DoE.

7.12. Closure of government offices

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

The decision to reopen government offices will be made by the Chief Minister on advice from the TEMCO.

All NTG agencies are to have an Emergency Preparedness Plan which sets out their processes for closing down their offices once approval has been given. This should have clearly articulated employee guidelines to ensure employees know when they are authorised to leave and are required to return to work.

7.13. Emergency shelters and strong buildings

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

There are no recognised emergency shelters within the Locality.

The local Rec Hall and the school are the most structurally sound organisation buildings in the community, without actually being certified as shelters. The Rec Hall building can hold about 70-100 people within the main areas and the school has many buildings and could hold 100-200 people.

There are a number of buildings built to the wind terrain code in the Locality. This includes both houses within the township and in homelands. A list of strong homes is available under the Department of Territory Families, Housing and Communities (TFHC).

DoE in conjunction with NTPF and shelter owners are responsible for the management of emergency shelters during an emergency event.

The responsibilities of the emergency shelter manager are:

- the provision of personnel to staff and operate the emergency shelters at such times as they are activated
- the maintenance of effective liaison with other stakeholders with responsibilities relating to shelters, in particular the NTPF.

Emergency shelters are opened under the direction of the Territory or Regional Controller in consultation with the Shelter Group (DoE). Emergency shelters will not normally operate for more than 48 hours.

The timing of the opening of emergency shelters will be dependent upon the severity of the impending incident, the numbers to be sheltered, the time of day the incident is expected to impact and the period of time the emergency shelters are likely to be occupied. The announcement that emergency shelters are

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

open in the Locality will be made by radio broadcast and social media, and will include emergency shelter rules such as no pets or alcohol being permitted in shelters and that food will not be provided.

7.14. Evacuation

Evacuation is a risk management strategy that can be used to mitigate the effect of an emergency or disaster on a community. It involves the movement of people to a safer location and their return. The decision to evacuate a community, including establishing an evacuation centre, is not taken lightly as it represents significant resource and financial implications.

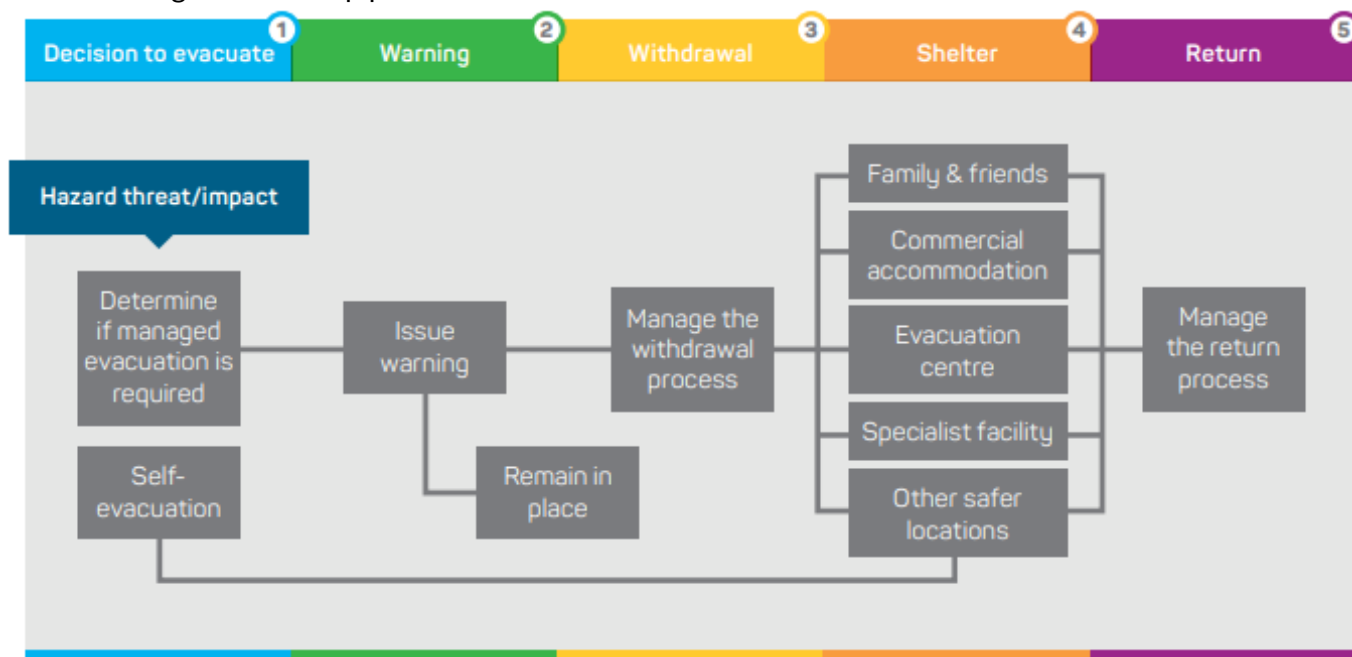
Evacuation of the Locality will be considered as a last resort. Where an evacuation is required the TEMC, in consultation with the Regional Controller, Local Controller and the LEC, will arrange emergency accommodation and transport, as necessary, through the relevant functional group/s.

An evacuation guideline for the Locality can be found at **Annex D**.

Evacuation is a complex process that has 5 distinct steps:

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

Each step is linked and must be carefully planned and carried out in order for the entire process to be successful. Given an evacuation centre will only be opened as a part an evacuation, it is vital to have an understanding of the 5-step process.



Source: Australian Institute of Disaster Resilience Evacuation Planning Handbook, 2017

7.15. Identified evacuation centres

An evacuation centre is designed to accommodate people for short to medium periods of approximately 4 to 6 weeks, although this figure may vary.

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

- 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.

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

7.16. Register.Find.Reunite registration and inquiry system

Australian Red Cross, in partnership with the Australian Government Attorney-General's Department, has developed an improved system to help reunite families, friends and loved ones separated by an emergency. This system is called Register.Find.Reunite.⁶

This system can be initiated by either the Territory or Regional Controller without the national system being activated. Any activation of this system should occur in consultation with the Welfare Group in the first instance.

7.17. Impact assessment

Immediately after an emergency event, there is a need to identify and assess impacts to inform short and long-term recovery priorities. Comprehensive assessment of all impacts is a vital component of emergency response activities. Guidelines for the conduct of rapid assessments in the NT, including the establishment of dedicated Rapid Assessment Teams (RATs) to collect data in the field, have been developed.

The Survey, Rescue and Impact Assessment Group, led by the NTPFES, is responsible for coordinating rapid impact assessments. At the local level, Local Controllers should contact the Survey, Rescue and Impact Assessment Group lead to discuss impact assessments if deemed appropriate.

⁶ More information can be found at: <https://register.redcross.org.au/>

8. Recovery

The coordinated process and measures for supporting emergency-affected communities in the reconstruction of physical infrastructure and restoration of the social, economic and natural environments.

8.1. Local Recovery Coordinator and Coordination Committee

When a region and/or Locality has been affected by an event, the Regional Recovery Coordinator may appoint a Local Recovery Coordinator in accordance with section 87 of the Act. The Local Recovery Coordinator will establish a Local Recovery Coordination Committee (LRCC) drawing from membership of the LEC and other relevant members of the community as needed. The Local Recovery Coordinator reports directly to the Regional Recovery Coordinator.

Local Recovery Coordinator and committee functions, powers and directions are established in Division 12 and 13 of the Act respectively.

8.2. Transitional arrangements

The transition from response to recovery coordination reflects the shift from the protection of life and supporting the immediate needs of the community to establishing longer term, more sustainable support structures.

The transition to recovery coordination occurs after the completion of the transition checklist and at a time agreed by the Territory Controller and Territory Recovery Coordinator in accordance with the Territory Emergency Plan.

Transition will occur when the Territory Recovery Coordinator is satisfied that the following has occurred:

- the Territory Controller has briefed the TEMC and the Territory Recovery Coordinator
- the Regional Controller has briefed the Regional Recovery Coordinator, and
- where there is significant changeover of personnel, the EOC planning operations and logistics sections have briefed incoming recovery planning, operations and logistics staff.

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

An example of response and recovery activities can be found at **Annex E**.

9. Debrief

Debrief processes embed continuous improvement into the delivery of emergency management activities. Consistent approaches to lessons learned encourage adaptability, and flexibility across all levels of government. Sharing of knowledge and experiences throughout emergency events assists with ongoing continuous improvement of people and organisations involved.

The NTG implements a lessons learned approach recognising the positive impact on organisational culture commensurate with increasing opportunities to achieve emergency management goals. Whilst lessons learned often begins in one agency through an internal debrief process, those lessons learned are transferable across multi-agencies.

During any operational response, personnel involved are encouraged to record activities where there are lessons to be learned. Activities can include decision making and consequential responses. Where decisions are made by an Incident Controller, Incident Management Team (IMT) member or a functional group member, those decisions should be recorded in a Decision Log (WebEOC). Decision Logs can be referred to as part of the debrief process.

10. Related references

The following references apply:

- *Emergency Management Act 2013*
- *Northern Territory Aboriginal Sacred Sites Act 1989*
- *Aboriginal Land Rights (Northern Territory) Act 1978 (Cth)*
- *Building Act 1993*
- *Building Regulations 1993*
- Territory Emergency Plan
- Northern Region Emergency Plan
- National Disaster Risk Reduction Framework
- National Disaster Risk Assessment Guidelines
- Rapid Assessment Team Guidelines
- Transition to Recovery Checklist.

11. Annexures

Annex A Functional groups - roles and responsibilities

Annex B Functions table

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

Annex D Evacuation guideline

Annex E Summary of response and recovery activities

11.1. Annex A: Functional groups - roles and responsibilities

Functional group	Local contact
Biosecurity and Animal Welfare	Department of Industry, Tourism and Trade (DITT)
Digital and Telecommunications	Department of Corporate and Digital Development (DCDD)
Critical Goods and Services	DITT
Emergency Shelter	Gapuwiyak School
Engineering	Department of Infrastructure, Planning and Logistics (DIPL)
Industry	DITT
Medical	Gapuwiyak Community Health Centre
Public Health	Gapuwiyak Community Health Centre
Public Information	DCMC
Public Utilities	PAWC
Transport	DIPL
Survey, Rescue, and Impact Assessment	NTPF
Welfare	DCMC with assistance of the Lake Evella store

Full details on functional group roles and responsibilities are detailed in the Territory Emergency Plan.

11.2. Annex B: Functions table

Emergency response and recovery functions with Identified agencies/organisation/provider
 During an event some of these functions may be needed at a local level.

Functions	Agency/organisation/provider responsible
Animal/livestock management	EARC
Anti-looting protection	NTPF
Banking services	Territory Credit Union
Broadcasting: What radio stations provide announcements?	ABC – Voice of the Gulf/TEABBA 103.9 FM/Yolngu Radio
Clearing of essential traffic routes	EARC
Clearing storm water drains	EARC
Clothing and household Items	Arnhem Land Progress Aboriginal Corporation (ALPA)
Community clean up	EARC
Control, coordination and management	Designated Control Authority
Coordination to evacuate public	NTPF
Critical goods and services (protect/resupply) <ul style="list-style-type: none"> • food • bottle gas • camping equipment • building supplies 	ALPA store
Damaged public buildings: Coordination and inspections	EARC
Disaster victim identification capability	NTPF
Emergency alerts	NTPFES/BFNT
Emergency catering	DITT/ALPA store
Emergency food distribution	DITT
Emergency Operations Centre (EOC), including WebEOC	NTPFES
Emergency shelter. Staff, operations and control	NTPF/DoE

Functions	Agency/organisation/provider responsible
Evacuation centre - Staffing, operations and control	TFHC/DoE
Financial relief/assistance	Centrelink
Identification of suitable buildings for shelters	NTPF
Interpreter services	Aboriginal Interpreter Service
Management of expenditure in emergencies	Controlling Authority and any activated functional groups at the direction of the Controlling Authority
Medical services	Gapuwiyak Community Health Centre
Network communications (IT): Responders/public maintenance and restoration of emergency communication	Telstra – Power Projects
Personal support	Gapuwiyak Community Health Centre
Power: Protection and restoration:	PAWC
Public messaging during response and recovery.	NTPFES/DCMC/EARC
Public/environmental health (EH) management <ul style="list-style-type: none"> All EH functions including water and food safety Disease control 	Gapuwiyak Community Health Centre
Rapid impact assessment	NTPF
Recovery coordination	DCMC
Repatriation	NTPF
Restoration of public buildings	EARC
Restoration of roads and bridges (council/territory) excluding railways	EARC/DIPL
Road management and traffic control including public Information on road closures	EARC
Sewerage: Protection and restoration	PAWC
Survey	NTPFES

Functions	Agency/organisation/provider responsible
Traffic Control	EARC/NTPF
Transport : Commercial and public airport/ planes, automobiles, buses	DIPL
Medically vulnerable groups	Gapuwiyak Community Health Centre/Aged Care EARC/TFHC
Waste management <ul style="list-style-type: none"> • collection • disposal of stock 	EARC
Water (including drinking water): Protection and restoration	PAWC

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

11.3.1. Air crash

	Hazard-specific capabilities	Controlling Authority	Hazard Management Authority
	Air crash	NT Police Force	NT Fire and Rescue Service

Air crash means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

Aircraft movements across the NT include commercial air transport and general aviation. 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 personnel⁷.

In the NT, Airservices Australia supplies an “on airport” Aviation Rescue and Fire Fighting Service (ARFFS) at Darwin, Alice Springs and Yulara Airports. NTFRS will assist ARFFS at these Airports.

Under the National Search and Rescue (SAR) Plan, responding to an aviation disaster that involves an unregistered aircraft, or an aircraft registered in another jurisdiction, is the responsibility of the state or territory in which the disaster occurred. Responses to accidents involving all other civilian (non-military) aircraft that occur outside an aerodrome precinct and within the Australian SAR Region are the Australian Maritime Safety Authority’s responsibility, in conjunction with the applicable state or territory emergency arrangements.

Responses to air crash incidents will be coordinated from the NT Joint Emergency Service Call Centre (JESCC). NTFRS resources will be responded as per pre determine response arrangements contained within the Intergraph Computer-Aided Dispatch (ICAD) system for incidents occurring within an NTFRS Emergency Response Area (ERA). For incidents occurring outside of an ERA, response will be approved by the rostered NTFRS TDO.

Where an aircraft emergency occurs within the vicinity of a certified or registered aerodrome, the local Aerodrome Emergency Plan (AEP) details the response arrangements to the emergency. The Australian Maritime Safety Authority, in conjunction with the applicable state or territory emergency arrangements, is responsible for coordinating the SAR phase when an aircraft is assumed to be lost, to have ditched or have crashed outside of a certified aerodrome, or a distress beacon associated with the aircraft or persons on board is detected.

The Australian Maritime Safety Authority may transfer coordination to the state or territory police services in accordance with the recovery effort as well as under national SAR arrangements.

NTFRS roles and responsibilities for an air crash on an aerodrome include:

- within an ERA where there is no "on aerodrome" fire service, or when designated in the AEP, take charge of firefighting operations
- where the ARFFS or Australian Defence Force fire service is stationed, assist that service in the firefighting operations and provide specialist firefighting equipment.

⁷ More information can be found at: www.atsb.gov.au/publications/2017/hazards-at-aviation-accident-sites/

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

- the aviation industry operates under stringent national, state and local legislation and guidelines to minimise risk to the community
- Australian Government Aviation Disaster Response Plan (AUSAVPLAN 2014)
- in accordance with the Civil Aviation Standards Authority Manual of Standards part 139 aerodromes may have an local AEP
- aerodrome maintenance
- reducing the risk of animal hazards on aerodromes
- training in PUASAR022 Participate in a Rescue Operation delivered to NTFRS members
- skills maintenance of procedures surrounding aircraft incidents developed by the Australian Transport and Safety Bureau.

Public message approval flow:

- NTPF Territory Duty Superintendent to approve public messaging and forward to NTPFES Media and Corporate Communications Unit for dissemination.

11.3.2. Fire

A fire hazard is an event, accidentally or deliberately caused, which requires a response from one or more of the statutory fire response agencies. A fire hazard can include, but not limited to:

Term	Definition
Structure fire	A fire burning part, or all of any building, shelter, or other construction.
Bushfire	An unplanned fire. It is a generic term that includes grass fires, forest fires and scrub fires. Bushfires are a natural, essential and complex part of the NT environment. The term bushfire is interchangeable with the term wildfire.
Vehicle fire	An undesired fire involving a motor vehicle.

Across the NT, landowners are an essential part of the fire management process. Communication, co-operation and shared responsibility within the community, matched by a capacity to undertake self-protective measures, form the basis of successful fire management throughout the NT.

In areas where there is no gazetted fire protection zone, if the owner or occupier of land is unable to control fire on the land, the owner or occupier must notify BFNT of this fact. When fires are reported to 000, the JESCC will contact BFNT to triage the report. In these areas, firefighting response from BFNT is not guaranteed as there is no established volunteer firefighting resource. BFNT may assist the owner or occupier of the land through the coordination of information and advice to assist the owner or occupier to control the fire. This may include liaison with affected neighbouring owners or occupiers for resource support, provision of fire weather information or the issuing of public information. In some circumstances, BFNT may deploy firefighting resources from larger regional centres to assist the owner or occupier to control the fire. BFNT have a rostered NT Duty Officer (NTDO) to provide 24/7 incident triage coverage who can be contacted through the JESCC.

Actions to be taken – Fire

As described above, in areas where there is no fire protection zone (BFNT) or emergency response area (NTFRS), fire is the responsibility of the land owner or occupier. Where an owner or occupier has contacted BFNT that they are unable to control fire on the land, BFNT may contact the Local Controller to discuss local response arrangements and coordination of resources.

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




- a fire danger period is declared over large areas when climatic and seasonal conditions presents increased fire risk for a prolonged period of time. A fire danger period usually coincides with the accepted 'fire season' in an area. Broadly this is during the Australian summer months in central Australia and during the Dry Season further north. A permit to burn is required before using fire during a fire danger period in all zones
- a fire ban can be declared for up to 24 hours. A combination of factors are considered when declaring a fire ban period including forecast fire danger, ignition likelihood, hazards and resourcing. All permits to burn are revoked within the declared fire ban area
- a fire management area can be declared in an area where BFNT have identified heightened fire risk. A fire management plan can be prescribed for a fire management area, and the Plan can require landowners to take action to prepare for, or prevent, the spread of fire
- additional fire regulations apply within NTFRS ERA and BFNT Fire Protection Zones (FPZ). Permits to burn are required throughout the entire year inside an ERA or FPZ and a minimum 4m wide firebreak within the perimeter boundary of all properties and additional firebreaks around permanent structures and stationary engines is required within an FPZ

- the BFNT Regional Fire Management Plan
- establishment of an IMT with liaison officers from other agencies to assist
- radio, television and social media posts.

Warning and advice approval flow

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

There are 3 warning levels:

	Warning level	Description
	Advice (Yellow)	An incident has started. There is no immediate danger. Stay up to date in case the situation changes
	Watch and Act (Orange)	There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family
	Emergency Warning (Red)	An Emergency Warning is the highest level of warning. You may be in danger and need to take action immediately. Any delay now puts your life at risk.

Each warning level has a set of action statements to give the community clearer advice about what to do. Calls to Action can be used flexibly across all 3 warning levels depending on the hazard.

All warnings and advice will be issued by the Incident Controller from the relevant controlling authority for fire (NTFRS or BFNT).

11.3.3. Road crash

	Hazard	Controlling authority	Hazard management authority
	Road crash	NT Police Force	NT Fire and Rescue Service

A road crash occurs when a vehicle collides with another vehicle, pedestrian, animal, road debris, or other stationary obstruction, such as a tree, pole or building. Road crashes often result in injury, disability, death, and or property damage as well as financial costs to both society and the individuals involved. Emergency services are frequently called on to extricate seriously injured casualties from their vehicles following road crashes. This is achieved by employing space creation techniques to create openings in the vehicle. These openings make it possible to administer first aid to the casualty and to remove them from the vehicle.

A number of factors contribute to the risk of collisions, including vehicle design, speed of operation, road design, weather, road environment, driving skills, fatigue, impairment due to alcohol or drugs, and behaviour, notably aggressive driving, distracted driving, speeding and street racing.

Responses to road crash incidents will be coordinated from the JESCC. NTFRS will respond as per pre-determined response arrangements contained within the ICAD system for incidents occurring within an NTFRS ERA. For incidents occurring outside of an ERA, response will be approved by the rostered NTFRS TDO.

NTES provides coverage for road crash through the maintenance of a rescue trailer and the means to provide ongoing training. Currently, 3 police officers have been trained to respond to road crash events.

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

- radio, television and social media posts
- targeted road safety campaigns
- community engagement strategies
- training in PUASAR024 - undertake road crash rescue delivered by NTES and NTFRS to NTPFES members.

Public message approval flow:

- NTPF Territory Duty Superintendent to approve public messaging and forward to PFES Media and Corporate Communication Unit for dissemination

11.3.4. Tropical cyclone

	Hazard	Controlling Authority	Hazard Management Authority
	Tropical cyclone	NT Police Force	NT Emergency Service

A tropical cyclone⁸ hazard includes a cyclone threat to the township, housing and infrastructure of the Locality including the surrounding areas. During the cyclone season, November to April, the Bureau keeps a 24-hour watch on developing tropical weather systems. The Bureau will issue a Tropical Cyclone Advice whenever a tropical cyclone is likely to cause winds in excess of 62 km/h (gale force) over Australian communities within the next 48 hours.

The northern region coast is affected by an average of 2 – 3 tropical cyclones annually, cyclones can seriously affect the social, built, natural and economic environments of communities impacted.

Table - Tropical cyclone categories

Category	Max mean wind (km/h)	Typical Strongest Gust (km/h)	Transport effects
1	63 - 88	< 125	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings
2	89 - 117	125 - 164	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	Some roof and structural damage. Some caravans destroyed. Power failures likely.
4	160 - 199	225 - 279	Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.
5	>200	> 279	Extremely dangerous with widespread destruction.

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.

As the Hazard Management Authority, the NTES have established, equipped and trained volunteer units, to support response and recovery operations to tropical cyclones.

The NTES maintain the Territory EOC in a state of readiness. If the EOC is required to be activated by the Local Controller, the NTES will support this activation and facilitate, where possible, the staffing requests for IMT personnel

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

- implementation of cyclone preparation initiatives and council clean ups
- radio, television and social media posts.

Public safety message process (initial notification):

- the Bureau issue a cyclone advice to NTES TDO

⁸ More information can be found at: <http://www.bom.gov.au/cyclone/tropical-cyclone-knowledge-centre/understanding/tc-info/>

- NTES TDO notifies Local Controller and NTES Northern Command Manager
- Local Controller Notifies LEC
- NTES Northern Command Manager consults with the Bureau, Regional Controller, NTES Director and Incident Controller to determine recommended messaging
- PFES Media and Corporate Communication Unit or Public Information Group receives approved messaging to publish
- responsibility for development and promulgation of warnings and information post the establishment of an IMT will rest with the Public Information Officer and the Incident Controller.

The response to a cyclone event is staged and dependant on timings of the Watch and Warnings issued by the Bureau and the projected impact on the communities. The following table provides a guide to typical actions for members of the LEC upon receipt of notifications from the Bureau. The table also notes the need for LEC members to contribute to the recovery process post the impact of the cyclone.

Actions to be taken – Cyclone – guide only

Organisation/ Provider	Watch	Warning (onset of Gale Force Winds)			Reduced risk	Transition to recovery
	48 hours	24 + hours	6 + hours	3 + hours		
All members	Attend briefings	Attend briefings	Attend briefings	Assist the Local Controller as required	Remain in shelter until directed by Local Controller Assist the Local Controller as required	Attend briefings Inform key personnel Assist the Local Controller as required
	Inform key stakeholders	Inform key personnel	Assist the Local Controller as required	Take and remain in shelter		
	Provide SITREPs	Assist the Local Controller as required	Inform key personnel			
	Assist the Local Controller as required					
	Ensure final preparations are undertaken prior to Warning					
Local Controller	Convene meeting of the LEC			Convene meeting of the LEC	Update LEC and allocate tasks as required	Take and remain in shelter
	Ensure LEC members and community have activated their Cyclone Plan	Ensure that the dissemination of the cyclone warning information to the public is maintained	Ensure that the dissemination of the cyclone warning information to the public is maintained			
	Co-ordinate the dissemination of the cyclone watch information to the relevant local community	Advise Regional Controller of state of preparedness and ascertain SITREPs requirement	At the appropriate time, advise persons at risk to move to a shelter			
	Communications established and maintained with Regional Controller, and NTES TDO and advise state of preparedness	Activate EOC if required				

Organisation/ Provider	Watch	Warning (onset of Gale Force Winds)			Reduced risk	Transition to recovery
	48 hours	24 + hours	6 + hours	3 + hours		
NTPF	Participate in REC meetings as required					
	<p>Brief police members</p> <p>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>Brief police members</p> <p>Assist with the preparation of the Emergency Operations Centre</p> <p>Disseminate Cyclone Warning information as directed by the Local Controller and advise information received</p>	<p>Brief police members</p> <p>Disseminate cyclone information as directed by the Local Controller</p> <p>Limit transport and ensure all emergency vehicles are fully operational</p> <p>Co-ordinate the movement of personnel to shelter</p> <p>Commence final patrol of area</p> <p>Ensure all personnel take shelter</p>	Take and remain in shelter	<p>When advised by Local Controller move outside ascertain the extent of injury to persons and damage to property and report with damage assessments</p> <p>Assist Local Controller with prioritising response operations</p>	<p>Assist in the preparation of the final SITREPs</p> <p>Ensure that all NTPF equipment used in the operation is accounted for, maintained and restored</p> <p>Inform key personnel</p>
DoE	<p>Brief Education personnel</p> <p>Advise Local Controller of state of preparedness and</p>	<p>Brief Education personnel</p> <p>When advised, close school and advise community</p>	<p>Brief Education personnel</p> <p>Provide emergency accommodation and, where</p>	Take and remain in shelter	Remain in shelter	Advise Local Recovery Coordinator of any urgent priorities and participate in

Organisation/ Provider	Watch	Warning (onset of Gale Force Winds)			Reduced risk	Transition to recovery
	48 hours	24 + hours	6 + hours	3 + hours		
	<p>availability of manpower</p> <p>Maintain normal education services</p> <p>Participate in pre-cyclone clean up</p>	<p>to secure buildings</p> <p>Staff to secure personal residence</p>	<p>possible, assist with welfare and other community services as required</p> <p>Ensure all personnel take shelter</p>			<p>meetings as required</p> <p>Assist with recovery efforts</p>
DoH	<p>Brief health centre personnel</p> <p>Advise Local Controller of stage of preparedness and of any urgent requirements</p> <p>Maintain normal health and families services</p> <p>Participate in pre-cyclone clean up</p>	<p>Brief health centre personnel</p> <p>Determine priorities and provide the Local Controller with information and advice on communications, first aid, medical and public health and community service matters</p> <p>Check, prepare and secure health centre stores equipment</p>	<p>Brief health centre personnel</p> <p>Complete security of health centre facilities including ambulance/essential vehicles and communications equipment</p> <p>Ensure that all requests for assistance are channelled through the Local Controller</p>	<p>Take and remain in shelter</p>	<p>Remain in shelter</p>	<p>Advise Local Recovery Coordinator of any urgent priorities and participate in meetings as required</p> <p>Assist with recovery efforts</p>
EARC	<p>Brief employees</p> <p>Advise the Local Controller of the state of preparedness and any urgent requirements</p>	<p>Brief employees</p> <p>Determine essential services priorities and notify Local Controller</p>	<p>Brief employees</p> <p>Ensure vehicles, plant and equipment is fuelled up and</p>	<p>Brief employees</p> <p>Take and remain in shelter</p>	<p>Remain in shelter until advised by the Local Controller that it is safe to move out</p> <p>Brief personnel</p>	<p>Advise Recovery Coordinator of any urgent priorities and participate in meetings as required</p>

Organisation/ Provider	Watch	Warning (onset of Gale Force Winds)			Reduced risk	Transition to recovery
	48 hours	24 + hours	6 + hours	3 + hours		
	<p>Advise Regional Office of declaration of Watch</p> <p>Ensure final community clean-up is complete</p>	<p>Provide the Local Controller with information and advice on communication</p> <p>Advise Regional Office of Warning declaration</p>	<p>prepared for recovery activities</p> <p>Advise the Regional Office of declaration of next Warning phase</p>		<p>When directed by Local Controller, conduct survey of community</p> <p>Brief Local Controller on all damage to infrastructure and essential services</p> <p>Restore services to community</p> <p>Clear roads of debris and fallen trees</p> <p>Advise Regional office of Reduced risk declaration towards transition to recovery</p>	
Support organisations	Provide support as requested by the Local Controller					

11.4. Annex D: Evacuation guideline

The following is to be used as a guide only.

Stage 1 - Decision		
Authority	<p>The Regional Controller will authorise the activation of the evacuation plan.</p> <p>This evacuation plan is to be approved by the TEMC prior to activation.</p>	Regional Controller in conjunction with TEMC
Legal references	The Act and approved Local Emergency Plan. It is recommended that the Minister declares an Emergency Situation under section 18 of the Act, when this evacuation plan is activated.	
Alternative to evacuation? i.e. shelter in place, temporary accommodation on-site/nearby.	If needed residents will be progressively relocated within the community to <location to be determined>.	Local Controller to arrange
Summary of proposed evacuation	<p>Decision – made by the Regional Controller when the community have sustained damage during <to be determined> that cannot support residents in situ during recovery.</p> <p>The Local Controller to disseminate information to the community.</p> <p>Withdrawal – 3 stage process:</p> <ol style="list-style-type: none"> 1. <location to be determined>; community to the <location to be determined>; to be registered for evacuation to <location to be determined> 2. once registered, groups to move to the airstrip assembly area using buses/vehicles 3. Red Cross to register check utilising Register Find Reunite. <p>Shelter – evacuees will be encouraged to stay with friends or family. The remainder will be accommodated at an evacuation centre <Location to be determined></p> <p>Return – to be determined once recovery can sustain return to <location to be determined>.</p>	The decision will be informed by additional advice from technical experts, e.g. the Bureau.
Which communities/outstations or geographical area does the evacuation apply to?	<Out stations, Homelands and homesteads>	

<p>Vulnerable groups within the community</p>	<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 <at a time to be determined>.</p>	<p>Medical Group and Transport Group to action.</p>
<p>Community demographics (approx. total number, family groups, cultural groups etc.)</p>	<p>For more information, refer to the Evacuation Centre Field Guide (page 20 section 4.3) which can be found in WebEOC.</p> <p>Examine the demographic breakdown of the community to be evacuated including:</p> <ul style="list-style-type: none"> • the total number of people being evacuated • an estimate of the number of people likely to require accommodation in the evacuation centre • a breakdown of the evacuees to be accommodated by age and gender. For example, the number of family groups and single persons, adult males and females, teenage males and females, and the number of primary school-aged children, toddlers and infants • a summary of cultural considerations, family groups, skin groups and community groups • potential issues that may arise as a result of these groups being accommodated in close proximity to one another • a summary of people with health issues, including chronic diseases, illnesses and injuries. • details of vulnerable clients (other than medically vulnerable), such as the elderly, frail and disabled (and if they are accompanied by support i.e. family members) • details of community workers also being evacuated who may be in a position to support the operation of the evacuation centre. Examples include teachers, nurses, health workers, shire staff, housing staff and police. 	
<p>What is the nature of the hazard?</p>	<p><To be determined></p>	
<p>Estimated duration of the potential evacuation?</p>	<p><To be determined></p>	

Triggers for the evacuation	<p>Example</p> <ol style="list-style-type: none"> 1. evacuation planning to commence when the Locality is under a <to be determined> 2. implement evacuation if the severity and impact has caused major damage and disruption to all services 3. elderly and vulnerable people are to be considered for evacuation due to limited health services. <p>Further details of the intra-community relocation plan are required.</p>	Regional Controller
Self-evacuation	Where possible residents will be encouraged to self-evacuate and make their own accommodation arrangements if they wish to do so. Individuals and families taking this option will be encouraged to register prior to leaving the community.	Local Controller
Responsibility for the coordination Stage 1	Regional Controller Local Controller	
Stage 2 – Warning		
Who has the authority to issue warnings?	<p>The Bureau will issue advice and warnings. All further public information will be approved by the Regional Controller in consultation with the Public Information Group and NTES.</p> <p>The Local Controller will coordinate the dissemination of community level information.</p> <p>A combination of the following will be utilised:</p> <ul style="list-style-type: none"> • broadcasted over radio and television • social media utilising the NTPFS Facebook page SecureNT twitter feed. • loud hailer • door to door • Emergency Alert System. 	Regional Controller to liaise with Public Information Group and NTES
Process for issuing evacuation warnings and other information	At community level, the Local Controller is to appoint a community spokesperson to disseminate up to date situational information at community meetings which are to be held immediately post a convening LEC meeting, at each declared stage of the Local Emergency Plan. A media brief approved by the Local Controller at each LEC meeting, will be announced over the local radio station containing current situational information, relevant safety information, what to prepare, when to self-evacuate, and where to go.	Local Controller

When will warnings be issued (relative to the impact of the hazard)?	Immediately upon a decision to evacuate being made the LEC will commence coordinating residents to prepare for transport.	Local Controller
What information will the messages contain? (What do people need to know?)	To be determined: <ul style="list-style-type: none"> • outline of the proposed evacuation plan • measure to prepare residences • safety issues; not overloading transport • items to bring on the evacuation • arrangements for pets and animals. 	Local Controller Biosecurity and Animal Welfare Group liaison
Responsibility for the coordination of Stage 2	Local Controller/Regional Controller	
Stage 3 - Withdrawal		
Outline	3 stage process: <ol style="list-style-type: none"> 1. community residents to <staging area 1> 2. <staging area 1> to airport 3. airport to <location to be determined> evacuation centre 	
Gapuwiyak community to the airstrip	<p>Lead</p> <ul style="list-style-type: none"> • NTPF <p>Overview</p> <ul style="list-style-type: none"> • the community will gather at the <location to be determined> prior to being transported by community buses to the airstrip. <p>Risks/other considerations</p> <ul style="list-style-type: none"> • evacuation should be undertaken during daylight hours, if possible. • risks include inclement weather, persons with infectious diseases, vulnerable persons, and frail/elderly persons, chronically ill • estimated time en-route: ___ minutes each way • estimated timeframe overall: ___ hours utilising current resources. • alternate transport options. 	NTPF

<p>Assembly area</p>	<p>Likely location of evacuation centre: Gapuwiyak School</p> <ul style="list-style-type: none"> • capacity up to 100 under cover • up to 200 with additional tents. <p>Additional resources will be required to host an evacuation centre in the form of tents and bedding. This will also be the point where evacuee registration will take place. Basic services should be provided i.e. drinking water, information.</p> <p>Services to be provided</p> <ul style="list-style-type: none"> • Red Cross Coordinator: Red Cross <p>Other details</p> <p>Evacuee registration. Residents will need to register at <location to be determined> or airport if (self-evacuating) to be permitted access to the evacuation centre at the <location to be determined>.</p>	<p>NTPF/TFHC</p>
<p>Gapuwiyak community to <location to be determined></p>	<p>Lead - NTPF</p> <p>Example Lead - Transport Group</p> <p>Overview</p> <ul style="list-style-type: none"> • Transport Group has identified commercial operators and the Police Air Section able to provide evacuation assistance. • Total proposed air assets: _____. Commercial operators will be charging commercial rates for their services at a cost of (\$_____). • The operation will begin at _____hrs with the first aircraft, leaving <to be determined> and arriving at _____hrs • The operation will continue throughout the day until all community members are evacuated. It is estimated that all community members can be evacuated by _____hrs (arriving in <to be determined>). 	<p>NTPF/Transport/Logistics</p>

<p>< Location > airport to evacuation centre <to be determined></p>	<p>Lead - Transport Group</p> <p>Example</p> <p>Overview</p> <ul style="list-style-type: none"> • Buses (Buslink) will be on standby at • <location to be determined> airport from ____am to receive passengers and continue throughout the day transferring to <to be determined> only, as required. • Transport staff will be on the ground at <location to be determined> airport to marshal passengers on buses only. • Buses to be arranged by the Transport Group. Evacuees will be collected from <location to be determined> airport and transported to the <location to be determined>. <p>A reception team provided by NTPF will meet evacuees and facilitate transport.</p> <ul style="list-style-type: none"> • details <to be determined> • estimated time en-route: ____ minutes • estimated timeframe: possibly ____ hours, dependant on aircraft arrivals • alternate transport options: ____. 	<p>Transport Group</p>
<p>End point</p>	<p><location to be determined></p>	<p>EOC/Welfare</p>
<p>Transport of vulnerable members of the community</p>	<p>Medical Group to arrange transport of vulnerable people from the community to <location to be determined>.</p>	<p>Medical Group</p>
<p>Registration and tracking</p>	<ul style="list-style-type: none"> • Welfare Group to activate registration arrangements. Registration will be undertaken by NTPF and will occur at <location to be determined>. • Names of evacuees will be obtained prior to boarding buses. • Where possible details of individuals and families self-evacuating to be obtained on arrival at the <location to be determined> airstrip. • If persons are not registered as evacuees or self-evacuees they will not be provided access to the evacuation shelter. 	<p>Welfare Group/ NTPF</p>

Coordination Stage 3	Regional Controller	EOC coordination.
Stage 4 – Shelter		
Overview	An evacuation centre will be established at the <location to be determined>. The <location to be determined> will be the primary areas used.	
Alternate shelter options	Where possible evacuees will be encouraged to seek alternative accommodation with family, friends or through commercial accommodation.	
Estimated duration of the shelter phase	To be determined	
Arrangements for domestic animals	No domestic animals are to accompany evacuees. Any self-evacuees with domestic animals will be expected to make their own arrangements for the animals.	Advise Animal Welfare
Roles		
• Director	TFHC	Welfare Group
• Deputy Director	TFHC	Welfare Group
• Logistics/planning	EOC	Controlling Authority
• Admin teams	EOC	DCMC/Welfare Group
• Shift manager/s	To be determined – drawn from pool of trained staff.	Welfare Group
• Welfare team	To be determined	Welfare Group
• Facility team	To be determined	
• Sport and Rec team	To be determined	
• Medical team	To be determined. It is likely St Johns volunteers will be requested. Evacuees will be referred to off-site medical services.	Medical Group
• Public health team	To be determined	Public Health Group
• Transport team	To be determined	Transport Group

Evacuation centre set-up	Refer to the evacuation centre template for set-up considerations.	
What strategy will be put in place to close the evacuation centre?	Closure of the evacuation centre will be largely dependent on the extent of inundation and complexity of the recovery process.	
Stage 5 – Return		
Indicators or triggers that will enable a return	(Refer to Recovery action plan for the community) DCMC	
Who is responsible for developing a plan for the return?	Recovery coordination in conjunction with IMT.	
• Transportation	To be determined	
• Route/assembly points en-route	To be determined	
• End point	To be determined	
How will information about the return be communicated to evacuees?	To be determined	
What information needs to be conveyed to the evacuated community members?	To be determined	

11.5. Annex E: Summary of response and recovery activities

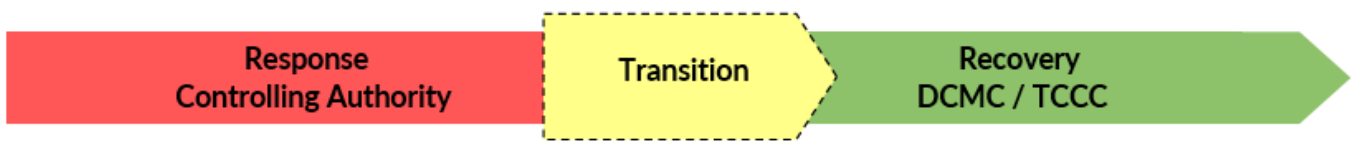
The following tables list a summary of possible response and recovery activities to be considered following an event.

This table is presented as a guide only, assisting emergency managers with operational decision making, planning and resource allocation. It also highlights the importance of response and recovery coordination working collaboratively.

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

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

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



Activity	Response activities	Recovery activities
1. Situational awareness	<ul style="list-style-type: none"> Road clearance teams General public Media reports Survey and rescue teams Impact assessment teams 	<ul style="list-style-type: none"> Contributes to recovery planning through impact assessment data Comprehensive impact assessments Needs assessment
2. Public Information	<ul style="list-style-type: none"> Public Information Group activation Spokespersons identified SecureNT activated 	<ul style="list-style-type: none"> Continues in recovery
3. Survey and Rescue	<ul style="list-style-type: none"> Survey teams deploy to designated areas Critical sites surveyed Deploy rescue teams – NTFRS and Territory Response Group provide primary Urban Search and Rescue capability 	<ul style="list-style-type: none"> Survey and impact assessment data used to develop the Recovery Action Plan
4. Road clearance	<ul style="list-style-type: none"> Road patrol teams deploy and check assigned routes Road clearance to priority sites Assess Stuart Hwy to Katherine (supply route) 	<ul style="list-style-type: none"> Restoration of road networks and bridges Return to business as usual

Activity	Response activities	Recovery activities
5. Emergency accommodation	<ul style="list-style-type: none"> • Emergency accommodation and shelter <ul style="list-style-type: none"> - evacuation centres • Provision of resources that will enable people to remain in their homes • Emergency clothing 	<ul style="list-style-type: none"> • Evacuation centres may continue into recovery. • Temporary accommodation options • Repatriation planning
6. Medical	<ul style="list-style-type: none"> • Hospital <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - determine the need for clinics to be opened - assess damage to clinics - deploy field hospital/s • Medical presence in shelters <ul style="list-style-type: none"> - supplied by the Medical Group • Ambulance pick up points on key, cleared roads • GP clinics and pharmacies <ul style="list-style-type: none"> - identify GP clinics able to open - identify pharmacies able to open • Medically vulnerable people <ul style="list-style-type: none"> - support agencies to follow-up and advise the Medical Group - vulnerable people in shelters 	<ul style="list-style-type: none"> • Hospital <ul style="list-style-type: none"> - repair works - business continuity plans • DoH <ul style="list-style-type: none"> - health centres - repair works - reopen other clinics • Support return of vulnerable people in community • GP clinics and pharmacies <ul style="list-style-type: none"> - ongoing liaison by the Medical Group • CareFlight/Royal Flying Doctor Service - resume business as usual • St John Ambulance – resume business as usual

Activity	Response activities	Recovery activities
	<ul style="list-style-type: none"> - support for vulnerable people at shelters • Care Flight/Royal Flying Doctor Service 	
7. Essential goods and services	<ul style="list-style-type: none"> • Establish emergency feeding and food distribution points • Assessing the damage to suppliers and retailers of critical resources • Assess the impact on barge operations and any effect on the ability to supply remote communities • Implement interim banking arrangements 	<ul style="list-style-type: none"> • Support the re-opening of the private business sector • Monitor levels and availability of essential goods • Manage logistics arrangements supplying resources to outlying communities • Public health inspections (food outlets) • Banking sector business continuity arrangements
	<p><u>Fuel</u></p> <ul style="list-style-type: none"> • Fuel suppliers and point of sale • Manage fuel supplies to emergency power generation 	<ul style="list-style-type: none"> • Monitor fuel levels • Infrastructure repairs • Emergency fuel supplies for recovery • Liaise with fuel suppliers, distributors and wholesalers to re-establish long term supply
	<p><u>Banking</u></p> <ul style="list-style-type: none"> • Assess damage to banks and ATMs • Implement temporary arrangements 	<ul style="list-style-type: none"> • Emergency cash outlets • Implement long term arrangements
8. Evacuation	<ul style="list-style-type: none"> • Evacuations within community • Evacuation out of community • Registration 	<ul style="list-style-type: none"> • Support services for evacuees • Recovery information for evacuees • Repatriation
9. Public health	<ul style="list-style-type: none"> • Communicable disease control response • Drinking water safety standards • Sewage and waste disposal • Safe food distribution and advice • Vector and vermin control • Food and commercial premises 	<ul style="list-style-type: none"> • Ongoing in recovery

Activity	Response activities	Recovery activities
10. Utilities	<ul style="list-style-type: none"> • Power supply • Power generation • Water supply • Sewerage • Emergency sanitation 	<ul style="list-style-type: none"> • Restore power network • Restore water and sewerage infrastructure • Issue alerts until safe to use
11. Impact assessments	<ul style="list-style-type: none"> • Training assessment teams • Initial impact assessments 	<ul style="list-style-type: none"> • Comprehensive impact assessments • Ongoing needs assessments
12. Transport infrastructure (supply lines)	<u>Air (airport/airstrip)</u> <ul style="list-style-type: none"> • Clear the runway to allow air movements • Establish a logistics hub at the airport • Terminal damage and operational capability assessment 	<ul style="list-style-type: none"> • Monitor repairs and business continuity activities
	<u>Road</u> <ul style="list-style-type: none"> • Highway and critical access roads damage assessment • Repair work to commence immediately 	<ul style="list-style-type: none"> • Planning and prioritising repair work of all affected key Territory Highways (Stuart, Barkly, Victoria and Arnhem)
	<u>Rail</u> <ul style="list-style-type: none"> • Rail damage assessment • Outage estimation 	<ul style="list-style-type: none"> • Ongoing liaison with operator to support restoration to business as usual
	<u>Port, harbour and barge</u> <ul style="list-style-type: none"> • Assess damage to port infrastructure and harbour facilities • Assess the damage to barge facilities 	<ul style="list-style-type: none"> • Repairing infrastructure • Establish alternate arrangements for the supply of remote communities
13. Waste management	<ul style="list-style-type: none"> • Waste management requirements and develop waste management plan if required 	<ul style="list-style-type: none"> • Continues in recovery
14. Repairs and reconstruction	<ul style="list-style-type: none"> • Private housing <ul style="list-style-type: none"> - impact assessments - temporary repairs • Government buildings <ul style="list-style-type: none"> - damage assessment • Public housing 	<ul style="list-style-type: none"> • Private housing <ul style="list-style-type: none"> - Information and support to facilitate repairs. • Government buildings <ul style="list-style-type: none"> - repairs and reconstruction • Public housing

Activity	Response activities	Recovery activities
	<ul style="list-style-type: none"> - impact assessments • Private industry - damage assessments 	<ul style="list-style-type: none"> - long term repair plans • Private industry - repair and reconstruction • Temporary accommodation for a visiting construction workforce
15. Transport services	<ul style="list-style-type: none"> • Staged re-establishment of public transport services 	<ul style="list-style-type: none"> • Continues in recovery
16. Telecommunication	<ul style="list-style-type: none"> • Telstra and Optus will assess the damage to their infrastructure • Put in place temporary measures to enable landline and mobile services 	<ul style="list-style-type: none"> • Repair damage networks and infrastructure (for private entities there is support for operators only)
17. Public safety	<ul style="list-style-type: none"> • Police will maintain normal policing services to the community 	<ul style="list-style-type: none"> • Gradual return to business as usual
18. Animal welfare	<ul style="list-style-type: none"> • Temporary emergency arrangements for pets 	<ul style="list-style-type: none"> • Reunite pets with their owners and cease emergency support arrangements
19. Community consultation	<ul style="list-style-type: none"> • Information provision regarding the overall situation, response efforts, what services are available and how to access them 	<ul style="list-style-type: none"> • Community consultation process regarding long term recovery and community development.

12. Acronyms

Acronyms	Definitions
AAPA	Aboriginal Areas Protection Authority
ABC	Australian Broadcasting Corporation
AEP	Annual Exceedance Probability
AIDR	Australian Institute Disaster Resilience
AIIMS	Australasian Inter-Service Incident Management System
ALPA	Arnhem Land Progress Aboriginal (Corporation)
BFNT	Bushfires NT
CDP	Community Development Program
DCDD	Department of Corporate and Digital Development
DCMC	Department of the Chief Minister and Cabinet
DEPWS	Department of Environment, Parks and Water Security
DIPL	Department of Infrastructure, Planning and Logistics
DITT	Department of Industry, Tourism and Trade
DoE	Department of Education
DoH	Department of Health
EARC	East Arnhem Regional Council
EOC	Emergency Operations Centre
ERA	Emergency Response Area
ESO	Essential Services Operators
ICAD	Intergraph Computer-Aided Dispatch
ICC	Incident Control Centre
ICP	Incident Control Point
JESCC	Joint Emergency Services Communications Centre
KM	Kilometres

Acronyms	Definitions
LCC	Local Coordination Centre
LEC	Local Emergency Committee
LRCC	Local Recovery Coordination Committee
M	Metres
NERAG	National Disaster Risk Assessment Guidelines
NT	Northern Territory
NTES	Northern Territory Emergency Service
NTFRS	Northern Territory Fire and Rescue Service
NTG	Northern Territory Government
NTPF	Northern Territory Police Force
NTPFES	Northern Territory Police, Fire and Emergency Services
PAWC	Power and Water Corporation
PPRR	Prevention, Preparedness, Response and Recovery
RAT	Rapid Assessment Team
RCC	Rescue Coordination Centre
SEWS	Standard Emergency Warning Signal
SITREP	Situation Report
TCCC	Territory Crisis Coordination Centre
TDO	Territory Duty Officer
TEABBA	Top End Aboriginal Bush Broadcasting Association
TEMC	Territory Emergency Management Council
TFHC	Department of Territory Families, Housing and Communities
WebEOC	Web-Base Emergency Operation Centre