Milikapiti
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
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04/11/2015	2	Reece P Kershaw	Reviewed and updated
30/12/2016	3	Kate Vanderlaan	Reviewed and updated
28/11/2018	4	Travis Wurst	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate
23/01/2020	5	Michael Hebb	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate
17/11/2020	6	Travis Wurst	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate
13/01/2022	7	Janelle Tonkin	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate
20/06/2023	8	Travis Wurst	Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate
19/06/2024	9	Matthew Hollamby	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 Fire and Emergency Service (NTFES) and the Northern Territory Police Force (NTPF) acknowledges the First Nations people throughout the Northern Territory (NT), 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 Milikapiti Locality (the Locality).

3.2. Application

This Plan applies to the Milikapiti Locality.

3.3. Key considerations

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

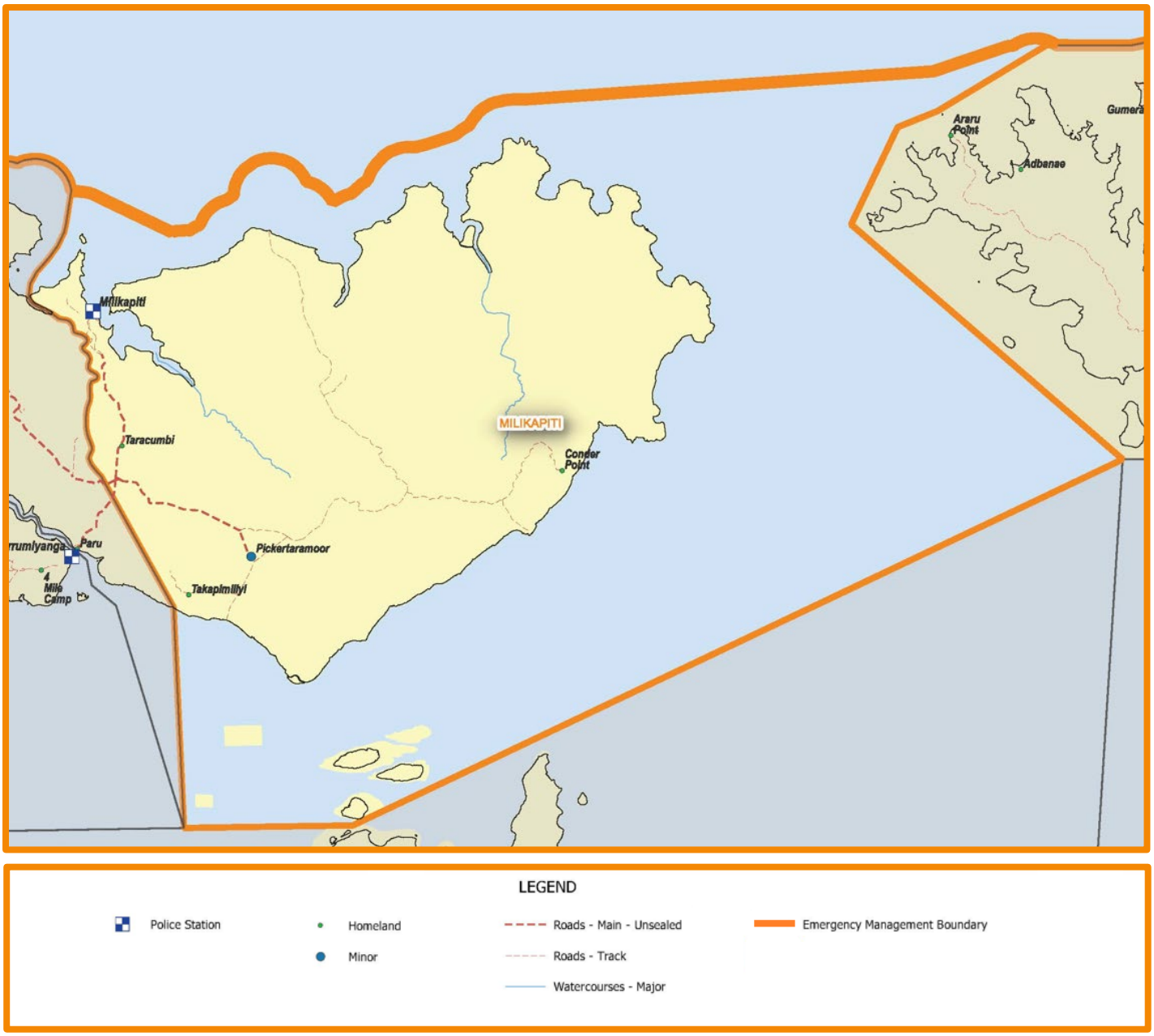
This Plan:

- 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 Plan[1] as it relates to the Locality. For further information on the hierarchy of plans, refer to the Territory Emergency Plan[2]. The Locality covers approximately 21,500 square kilometres (km) and is located approximately 120 km north of Darwin and forms part of the Northern Region, as defined by the Territory Emergency Plan.

The Locality population is approximately 650, the main population centre being the town of Milikapiti and including outstations that are only occupied on a seasonal basis.



[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 experiences similar weather conditions which occur throughout the Top End of the NT. There is a distinct Wet Season (October to April) and Dry Season (May to September). Compared to Darwin, temperatures tend to be slightly higher during the Wet Season and slightly lower during the Dry Season. The Locality's average annual rainfall is approximately 1,600 millimetres per annum. Melville Island is known to create its own weather phenomenon.

4.2. Geography

The general topography of the Locality ranges from sea level to a highest point of approximately 120 metres (m) on Melville Island. The Locality is drained by a number of rivers and creeks, the main being as follows:

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

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

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 1976* (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

The Tiwi Islands is a site of conservation significance, for further information about these sites contact the Department of Environment, Parks and Water Security[3] (DEPWS).

4.5. Tourism

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

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

4.6. NT and local government

In March 2019, the 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 Top End Boundary.

NTG agencies that have a presence in the Locality include:

- NTPF
    - police station
- Department of Health (DoH)
    - Milikapiti Health Centre
- Department of Education (DoE)
    - Milikapiti Primary School

Milikapiti is within the Tiwi Island Regional Council (TIRC) region.

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

Milikapiti has the following land usage, which is in consultation between the TIRC and the Traditional Owners:

- residential
- sewage ponds
- air strip
- waste management

4.9. Homelands

Homelands are typically located on Aboriginal land, which is held by the Aboriginal Land Trusts established under the *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth). There are also some homelands that are located on Community Living Areas or parcels of land within national parks. Assets on homelands are owned by the underlying leaseholder, which for the majority of homelands is the relevant Aboriginal Land Trust. Generally, homelands are not subject to the NTG leasing or part of the NT's remote public housing system.

The homeland service provider for this Locality is TIRC. Homeland service providers contribute to the delivery of housing, municipal and essential services, including fire breaks, where funding allows. Homeland service providers do not deliver emergency services. Land councils and local ranger groups within the Locality may provide land management activities on Aboriginal land, such as back burning, installing firebreaks and other mitigation works.

4.10. Power generation and distribution

All power supplied to Milikapiti comes from 3 diesel generators, which are operated and maintained by the Power and Water Corporation (PAWC).

4.11. Water services

Milikapiti water is supplied from bores which is treated and supplied to consumers by the PAWC.

4.12. Health infrastructure

The Locality has the capacity to provide emergency medical aid in addition to routine health treatment and has a fully equipped ambulance station. Serious medical cases are required to be evacuated to Darwin.

4.13. Medically vulnerable clients

The Milikapiti Health Centre has a list of medically vulnerable clients and it is updated regularly. There are no aged care facilities in the Milikapiti area.

4.14. Emergency service infrastructure

The Locality has the following emergency service infrastructure:

- police station and cells
- Milikapiti Health Centre
- sport and recreation hall

4.15. Roads

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

Major roads within the Locality are as follows:

- Pickertaramoor – Milikapiti/Paru Road Junction
- Pickertaramoor to Conder Point

4.16. Airports

The table below lists the airstrips in the Locality:

Name of the strip	Datum	Details (type, length, etc.)	Operator of the strip
Milikapiti (Snake Bay)	11°25.'S 130°38'E	Dimensions: 1440 metres (m) x 30 m Surface: sealed Windsock: terminal Hazard: fenced Lighting: manual, with backup generator Fuel held: nil	TIRC
Pickertaramoor	11°45.'S 130°52E	Dimensions: 1642 m x 49 m Surface: compact dirt Windsock: illuminated Hazard: wildlife/fenced Lighting: yes Fuel held: nil	TIRC

4.17. Ports (barge landings)

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

4.18. Telecommunication

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

4.19. Local radio stations

Milikapiti does not have a local radio station, but has the following broadcasts:

- 102.9 FM Australian Broadcasting Corporation (ABC) Radio
- 106.9 FM Top End Aboriginal Bush Broadcasting Association

5. Prevention

5.1. Emergency risk assessments

The Milikapiti LEC are responsible for undertaking appropriate activities to prevent and mitigate the impact of emergencies in their Locality.

5.2. Disaster hazard analysis and risk register

The LEC has identified the following hazards for the Locality:

- air crash
- fire (within Fire Protection Zone)
- 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	Minor	Unlikely	**Low**
Fire (within Fire Protection Zone)	Minor	Likely	**Medium**
Road crash	Minor	Likely	**Medium**
Tropical cyclone	Moderate	Likely	**High**

5.3. 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 plans[4] 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 NT Emergency Service (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-based Emergency Operations 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 but are not limited to within the area:

- NTES hazard briefings
- NTES Paddy 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 arrangements with the plan have 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

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

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) can appoint a Local Emergency Controller (Local Controller). The Local Controller for the locality is the Officer In Charge of the Milikapiti 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 Milikapiti 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 Milikapiti 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 NTPF and NTFES. 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 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 and are designed to ensure a graduated response to hazardous events, 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), NTPF, NTFES and controlling authorities.

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, NT Fire and Rescue Service (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 (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.

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 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.

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

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 or strong buildings

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 or fire.

The recognised emergency shelters within the Locality are:

Shelter(s)	People capacity
Milikapiti Police Station and cells	50
Milikapiti Primary School	50 (strong building, not shelter)
TIRC Office	60-80
Sport and Recreation Hall	200 (evacuation staging only)

The DoE, in conjunction with the NTPF and the shelter owners, is 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.

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

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 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. It is up to the discretion of the local individual shelter manager if food will 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.

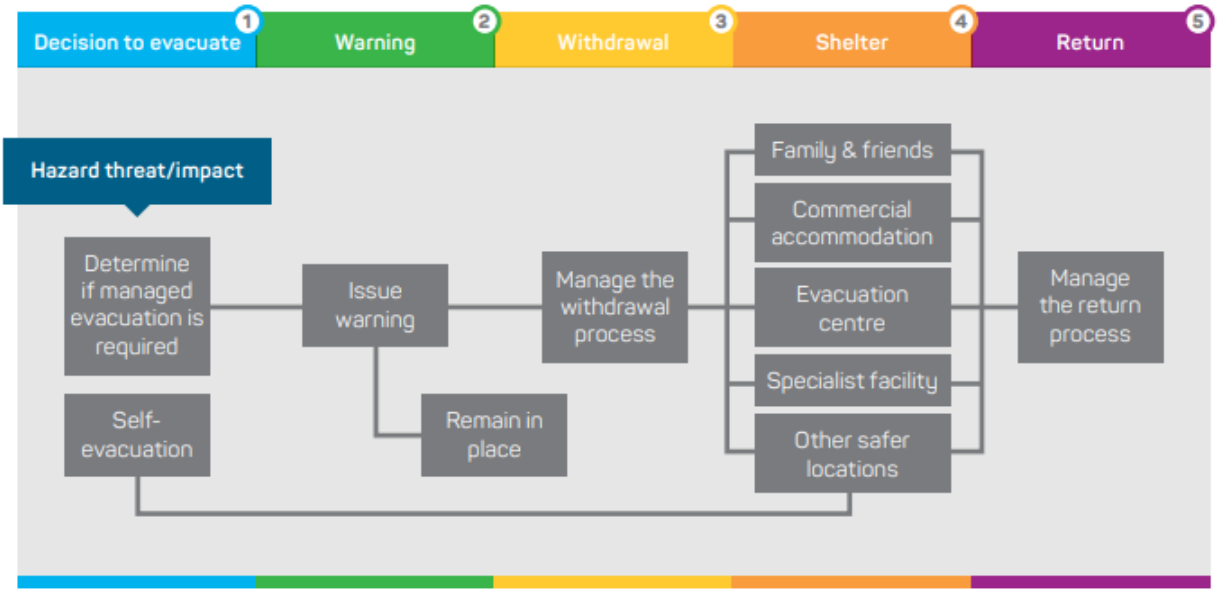
Evacuation of the Locality will be considered as a last resort. Where an evacuation is required the TEMC, in consultation with the Regional Controller, Local Controller and the LEC, will arrange emergency accommodation and transport, as necessary, through the relevant functional group/s.

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 Centre 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 NTPF/NTFES, 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 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 responsible agency for Recovery is the Department of the Chief Minister and Cabinet (CM&C). 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:

- *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth)
- *Building Act 1993*
- *Building Regulations 1993*
- *Emergency Management Act 2013*
- National Disaster Risk Assessment Guidelines
- National Disaster Risk Reduction Framework
- Northern Regional Emergency Plan
- *Northern Territory Aboriginal Sacred Sites Act 1989*
- Rapid Assessment Team Guidelines
- Territory Emergency Plan
- 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
Animal Welfare	Department of Industry, Tourism & Trade (DITT)/TIRC
Critical Goods and Services	DITT/Milikapiti Store
Digital and Telecommunications	Department of Corporate & Digital Development (DCDD)
Emergency Shelter	Milikapiti Primary School
Engineering	TIRC
Industry	DITT
Medical	Milikapiti Health Centre
Public Health	Milikapiti Health Centre
Public Information	CM&C
Public Utilities	PAWC Essential Services Officer (ESO)
Survey, Rescue and Impact Assessment	NTPF/NTFES
Transport	Tiwi Enterprises
Welfare	Department of Territory Families, Housing & Communities (TFHC)

Full details of 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	DITT
Anti-looting protection	NTPF
Banking services	Milikapiti Store/Milikapiti Sports & Social Club
Broadcasting: What radio stations provide announcements?	ABC Local Radio/Top End Aboriginal Bush Broadcasting Association/TIRC
Clearing of essential traffic routes	TIRC
Clearing storm water drains	TIRC
Clothing and household Items	Milikapiti Store
Community clean Up	TIRC
Control, coordination and management	Designated control authority
Coordination to evacuate public	NTPF
Critical Goods and Services (protect/resupply) • food • bottle gas • camping equipment • building supplies	Milikapiti Store
Damaged public buildings: Coordination and inspections	DIPL
Disaster Victim identification capability	NTPF/Milikapiti Health Centre
Emergency Alerts	NTPF/NTFES/BFNT
Emergency food distribution	TIRC/Catholic Care NT
EOC, including WebEOC	NTPF/NTFES
Emergency shelter staff, operations and control	Milikapiti Primary School
Evacuation centre - Staffing, operations and control	Milikapiti Primary School

Functions	Agency/organisation/provider responsible
Financial Relief/assistance Disaster Recovery Funding Arrangements	Services Australia
Identification of suitable buildings for shelters	DIPL
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	Milikapiti Health Centre
Network communications (IT): Responders / Public Maintenance and restoration of emergency communication	Telstra/DCDD
Power: Protection and restoration:	PAWC/ESO
Public messaging during response and recovery.	HMA/CM&C
Public/Environmental Health (EH) management • all EH functions including water & food safety • disease control	Milikapiti Health Centre
Rapid Impact Assessment	NTPF/NTFES
Recovery coordination	CM&C
Repatriation	As detailed in local emergency arrangements
Restoration of public buildings	DIPL
Restoration of roads and bridges (council/territory) excluding railways	DIPL/TIRC
Road management and traffic control including public Information on road closures	TIRC/NTPF
Sewerage: Protection and restoration	PAWC/ESO
Survey	NTPF/NTFES
Traffic control	NTPF

Functions	Agency/organisation/provider responsible
Transport : Commercial and Public airport/ planes, automobiles, ferries, buses	Tiwi Enterprise/DIPL
Vulnerable groups	Milikapiti Health Centre
Waste management • collection • disposal of stock	TIRC
Water (including drinking water): Protection and restoration	PAWC/ESO

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

11.3.1. 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.

Actions to be taken

As described above, in areas where there is no fire protection zone (BFNT) or Emergency Response Area (ERA) (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 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. Permits to burn are required throughout the entire year inside an ERA or Fire Protection Zones and a minimum 4 m wide firebreak within the perimeter boundary of all properties and additional firebreaks around permanent structures and stationary engines is required within an Fire Protection Zones
- the BFNT Regional Fire Management Plan
- establishment of an Incident Management Team with liaison officers from other agencies to assist
- radio, television and social media posts

Warning and advice approval flow (bushfire only):

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).

11.3.2. 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 Intergraph Computer-Aided Dispatch (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.

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 NTPF/NTFES members

Public safety message process:

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

11.3.3. Tropical cyclone

	Hazard	Controlling authority	Hazard management authority
	Tropical cyclone	NT Police Force	NT Emergency Service

A tropical cyclone[7] 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.

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 Regional 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
- NTES TDO issues Australian Warning System to the NTFES Media Unit

[7] 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 Manager Northern
- Local Controller notifies LEC
- NTES Manager Northern consults with the Bureau, Regional Controller, NTES Director and Incident Controller to determine recommended messaging
- NTFES Media and Corporate Communications 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.

Warnings and advice approval flow

The Australian Warning System is a new national approach to information and warnings during emergencies like storm, flood and cyclone. The system uses a nationally consistent set of icons that are found 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.

On advice from the Bureaus' weather warnings, the NTES determine the Australian Warning System level.

The NTES TDO is responsible for issuing Australian Warning System warnings and advice prior to an Incident Controller is appointed.

Actions to be taken – Tropical cyclone – guide only[8]

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 Inform key personnel Assist the Local Controller as required	Attend briefings Assist the Local Controller as required Inform key personnel	Assist the Local Controller as required Take and remain in shelter	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
Local Controller	Liaise with the NTES TDO/EOC Convene meeting of the LEC Ensure LEC members and community have activated their Cyclone Plan Co-ordinate the dissemination of the cyclone watch information to the relevant local community Participate in LEC meetings as required	Liaise with the NTES TDO/EOC Convene meeting of the LEC Ensure that the dissemination of the cyclone warning information to the public is maintained Activate EOC if required	Liaise with the NTES TDO/EOC Update LEC and allocate tasks as required Ensure that the dissemination of the cyclone warning information to the public is maintained At the appropriate time, advise persons at risk to move to a shelter NTPF presence will be required at the designated shelter/s	Take and remain in shelter	Liaise with the NTES TDO/EOC When it is declared safe to move outside, ascertain the extent of injury to persons and damage to property Give directions to survey teams advising community of reduced risk	Provide SITREPs to Regional Controller and Incident Controller Prepare for transition to recovery Begin compilation of information for Post Operation Report

[8] Action stages as per Tropical Cyclone advice and warnings issued by the Bureau of Meteorology

Organisation/ Provider	Watch	Warning (onset of Gale Force Winds)			Reduced risk	Transition to recovery
	48 hours	24 + hours	6 + hours	3 + hours		
NTPF	Brief police members Disseminate warnings and information as required Maintain normal police duties Assist Local Controller as required Ensure all operational vehicles are fully fuelled	Brief police members Assist with the preparation of the EOC Disseminate cyclone warning information as directed by the Local Controller and advise information received	Brief police members Disseminate cyclone information as directed by the Local Controller and advise him of information received Limit transport and ensure all emergency vehicles are fully operational Co-ordinate the movement of personnel to shelter Commence final patrol of area Ensure all personnel take shelter	Take and remain in shelter	When advised by Local Controller move outside ascertain the extent of injury to persons and damage to property and report with damage assessments Assist Local Controller with prioritising response operations	Assist in the preparation of the final SITREPs Ensure that all NTPF equipment used in the operation is accounted for, maintained and restored Inform key personnel
PAWC ESO	Participate in the pre-cyclone clean up Fill the main town supply water tank	Ensure all emergency equipment and wet weather	Turn off power and water services to the community, if	Take and remain in shelter	At the direction of the Local Controller, commence	Advise the Local Recovery Coordinator of any urgent priorities and

Organisation/ Provider	Watch	Warning (onset of Gale Force Winds)			Reduced risk	Transition to recovery
	48 hours	24 + hours	6 + hours	3 + hours		
	Check all bores and tanks Activate organisational cyclone procedures Maintain normal duties	gear are prepared Check satellite phone and radios Staff to secure personal residence Maintain normal duties	conditions are predicted to worsen All fuel taps on bulk storage tanks are to be turned off Power house to be secured Water supply to be turned off at the tank Ensure all personnel take shelter		restoration of services and conduct survey of infrastructure Advise of any damage and what essential services are still in operations and assistance, if required	participate in meetings as required
Milikapiti School	Participate in pre-cyclone clean up Refuel vehicles, fill water containers and maintain normal duties	When advised, close school and inform the community to secure buildings Staff to secure personal residences	Undertake final checks of shelter Ensure all personnel take shelter	Take and remain in shelter	At the direction of the Local Controller, check the school for damage Restore facilities and resume normal education duties as soon as possible	Advise Local Recovery Coordinator of any urgent priorities and participate in meetings as required
Health centre	Brief health centre personnel Advise Local Controller of state of preparedness and of any urgent requirements	Brief health centre personnel Any potential medevacs and long term treatment	Brief health centre personnel Deliver disaster packs to designated cyclone shelters	Take and remain in shelter	Upon advice from the Local Controller, ensure personnel and facilities are available for triage treatment as soon as the destructive	Advise the Local Recovery Coordinator of any urgent priorities and participate in meetings as required

Organisation/ Provider	Watch	Warning (onset of Gale Force Winds)			Reduced risk	Transition to recovery
	48 hours	24 + hours	6 + hours	3 + hours		
	Check generator fuel levels Liaise with NTPF regarding homelands/outstations Review booked patient travel arrangements with patient travel in Darwin Review patients that may need evacuation Assist in reviewing aged care facilities Maintain normal health and community services	patients need to be transferred to appropriate medical facilities or appropriate shelter, at the discretion of the clinic manager Ensure all vehicles are fuelled Allocate staff to check emergency equipment Check satellite phones Review patient medications Advise Top End Remote Health management of the situation	Allocate health centre vehicles to safe areas Secure all medical records in filing cabinets and compactor Transfer patients who require monitoring or treatment to clinic or other designated shelter (with necessary family members) Advise Top End Remote Health Management in Darwin of the situation Upon advice from the Local Controller ensure all personnel take shelter		winds have dropped Advise the Local Controller on all first aid/medical requirements	
Community store	Get emergency supplies ready Clear yard/store of any dangerous items	Staff to secure personnel residence Prepare to close store	Ensure all personnel take shelter	Take and remain in shelter	At the direction of the Local Controller, attend and assess damage to store and supplies	Participate in meetings as required

Organisation/ Provider	Watch	Warning (onset of Gale Force Winds)			Reduced risk	Transition to recovery
	48 hours	24 + hours	6 + hours	3 + hours		
		Undertake final checks				

11.4. Annex D: Evacuation guideline

The following is to be used as a guide only.

Stage 1 - Decision		
Authority	The Regional Controller will authorise the activation of the evacuation plan. This evacuation plan is to be approved by the TEMC prior to activation.	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	**Decision** – made by the Regional Controller when the community have sustained damage during <to be determined> that cannot support residents in situ during recovery. The Local Controller to disseminate information to the community. **Withdrawal** – 3 stage process: 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. **Shelter** – evacuees will be encouraged to stay with friends or family. The remainder will be accommodated at an evacuation centre <Location to be determined> **Return** – to be determined once recovery can sustain return to <location to be determined>.	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>	
Vulnerable groups within the community	The Medical Group will liaise with local health staff and provide information on medically vulnerable people.	Medical Group & Transport Group to action.

	The identified people will be evacuated <at a time to be determined>.	
Community demographics (approx. total number, family groups, cultural groups etc.)	For more information, refer to the Evacuation Centre Field Guide (page 20 section 4.3) which can be found in WebEOC. Examine the demographic breakdown of the community to be evacuated including: • the total number of people being evacuated • an estimate of the number of people likely to require accommodation in the evacuation centre • a breakdown of the evacuees to be accommodated by age and gender. For example, the number of family groups and single persons, adult males and females, teenage males and females, and the number of primary school-aged children, toddlers and infants • a summary of cultural considerations, family groups, skin groups and community groups • potential issues that may arise as a result of these groups being accommodated in close proximity to one another • a summary of people with health issues, including chronic diseases, illnesses and injuries. • details of vulnerable clients (other than medically vulnerable), such as the elderly, frail and disabled (and if they are accompanied by support i.e. family members) • details of community workers also being evacuated who may be in a position to support the operation of the evacuation centre. Examples include teachers, nurses, health workers, shire staff, housing staff and police.	
What is the nature of the hazard?	<To be determined>	
Estimated duration of the potential evacuation?	<To be determined>	

Triggers for the evacuation	**Example** 1. evacuation planning to commence when the 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. Further details of the intra-community relocation plan are required.	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?	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. The Local Controller will coordinate the dissemination of community level information. A combination of the following will be utilised: • broadcasted over radio and television • social media utilising the NTPFS Facebook page SecureNT X (formerly known as 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: • 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 Animal Welfare Group
Responsibility for the coordination of Stage 2	Local Controller/Regional Controller	
Stage 3 - Withdrawal		
Outline	3 stage process: 1. community residents to <staging area 1> 2. <staging area 1> to airport 3. airport to <location to be determined> evacuation centre	
<Location> community to the airstrip	**Lead** • NTPF **Overview** • the community will gather at the <location to be determined> prior to being transported by community buses to the airstrip. **Risks/other considerations** • evacuation should be undertaken during daylight hours, if possible. • risks include inclement weather, persons with infectious diseases, vulnerable persons, and frail/elderly persons, chronically ill • estimated time en-route: ___ minutes each way • estimated timeframe overall: ___ hours utilising current resources. • alternate transport options.	NTPF

Assembly area	Likely location of evacuation centre: <to be determined>. 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. **Services to be provided** • Red Cross Coordinator: Red Cross **Other details** 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>.	NTPF/TFHC
<Location> community to <location to be determined>	**Lead - NTPF** **Example Lead - Transport Group** **Overview** • Transport Group has identified commercial operators and the Police Air Section able to provide evacuation assistance. • Total proposed air assets: _____. Commercial operators will be charging commercial rates for their services at a cost of ($_____). • The operation will begin at _____hrs with the first aircraft, leaving <to be determined> and arriving at _____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>).	NTPF/Transport/ Logistics

< Location > airport to evacuation centre <to be determined>	**Lead - Transport Group** **Example** **Overview** • Buses will be on standby at <location to be determined> airport from _____am to receive passengers and continue throughout the day transferring to <to be determined> only, as required. • Transport staff will be on the ground at <location to be determined> airport to marshal passengers on buses only. • Buses to be arranged by the Transport Group. Evacuees will be collected from <location to be determined> airport and transported to the <location to be determined>. A reception team provided by NTPF will meet evacuees and facilitate transport. • details <to be determined> • estimated time en-route: ____ minutes • estimated timeframe: possibly ____ hours, dependant on aircraft arrivals • alternate transport options: ____.	Transport Group
End point	<location to be determined>	EOC/welfare coordination
Transport of vulnerable members of the community	Medical Group to arrange transport of vulnerable people from the community to <location to be determined>.	Medical Group
Registration and tracking	• 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.	Welfare Group/ NTPF

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 Group
Roles		
• **Director**	TFHC	Welfare Group
• **Deputy Director**	TFHC	Welfare Group
• **Logistics/planning**	EOC	Controlling authority
• **Admin teams**	EOC	CM&C/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) CM&C	
Who is responsible for developing a plan for the return?	Recovery coordination in conjunction with Incident Management Team (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 table outlines 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	• Road clearance teams • General public • Media reports • Survey and rescue teams • Impact assessment teams	• Contributes to recovery planning through impact assessment data • Comprehensive impact assessments • Needs assessment
2. Public Information	• Public Information Group activation • Spokes persons identified • SecureNT activated	• Continues in recovery
3. Survey and Rescue	• Survey teams deploy to designated areas • Critical sites surveyed • Deploy rescue teams – NTFRS and Territory Response Group provide primary Urban Search and Rescue capability	• Survey and impact assessment data used to develop the Recovery Action Plan
4. Road clearance	• Road patrol teams deploy and check assigned routes • Road clearance to priority sites • Assess Stuart Hwy to Katherine (supply route)	• Restoration of road networks and bridges • Return to business as usual

Activity	Response activities	Recovery activities
5. Emergency accommodation	• Emergency accommodation and shelter - 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 • Repatriation planning

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
	• Medical presence in shelter
	  - supplied by the Medical Group
	• Ambulance pick up points on key, cleared roads
	• GP clinics and pharmacies
	  - identify GP clinics able to open
	  - identify pharmacies able to open
	• Medically vulnerable people
	  - support agencies to follow-up and
		• Hospital
		  - repair works
		  - business continuity plans
		• DoH
		  - health centres
		  - repair works
		  - reopen other clinics
		• Support return of vulnerable people in community
		• GP clinics and pharmacies
		  - 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
	advise the Medical Group - vulnerable people in shelters - support for vulnerable people at shelters • CareFlight/Royal Flying Doctor Service	
7. Essential goods and services	• Establish emergency feeding and food distribution points • Assessing the damage to suppliers and retailers of critical resources • Assess the impact on barge operations and any effect on the ability to supply remote communities • Implement interim banking arrangements	• 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
	<u>Fuel</u> • Fuel suppliers and point of sale • Manage fuel supplies to emergency power generation	• Monitor fuel levels • Infrastructure repairs • Emergency fuel supplies for recovery • Liaise with fuel suppliers, distributors and wholesalers to re-establish long term supply
	<u>Banking</u> • Assess damage to banks and ATMs • Implement temporary arrangements	• Emergency cash outlets • Implement long term arrangements
8. Evacuation	• Evacuations within community • Evacuation out of community • Registration	• Support services for evacuees • Recovery information for evacuees • Repatriation
9. Public Health	• Communicable disease control response • Drinking water safety standards	• Ongoing in recovery

Activity	Response activities	Recovery activities
	• Sewage and waste disposal • Safe food distribution and advice • Vector and vermin control • Food and commercial premises	
10. Utilities	• Power supply • Power generation • Water supply • Sewerage • Emergency sanitation	• Restore power network • Restore water and sewerage infrastructure • Issue alerts until safe to use
11. Impact assessments	• Training assessment teams • Initial impact assessments	• Comprehensive impact assessments • Ongoing needs assessments
12. Transport infra-structure (supply lines)	<u>Air (Airport/Airstrip)</u> • Clear the runway to allow air movements • Establish a logistics hub at the airport • Terminal damage and operational capability assessment	• Monitor repairs and business continuity activities
	<u>Road</u> • Highway and critical access roads damage assessment • Repair work to commence immediately	• Planning and prioritising repair work of all affected key Territory Highways (Stuart, Barkly, Victoria and Arnhem)
	<u>Rail</u> • Rail damage assessment • Outage estimation	• Ongoing liaison with operator to support restoration to business as usual
	<u>Port, Harbour and Barge</u> • Assess damage to port infrastructure and harbour facilities • Assess the damage to barge facilities	• Repairing infrastructure • Establish alternate arrangements for the supply of remote communities
13. Waste management	• Waste management requirements and develop	• Continues in recovery

Activity	Response activities	Recovery activities
	waste management plan if required	

14. Repairs and reconstruction	• Private housing
	  - impact assessments
	  - temporary repairs
	• Government buildings
	  - damage assessment
	• Public housing
	  - impact assessments
	• Private industry
	  - damage assessments
		• Private housing
		  - information and support to facilitate repairs
		• Government buildings
		  - repairs and reconstruction
		• Public housing
		  - long term repair plans
		• Private industry
		  - repair and reconstruction
		• Temporary accommodation for a visiting construction workforce

15. Transport services	• Staged re-establishment of public transport services	• Continues in recovery
16. Telecommunications	• 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 (for private entities there is support for operators only)
17. Public safety	• Police will maintain normal policing services to the community	• Gradual return to business as usual
18. Animal welfare	• 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

12. Acronyms

Acronyms	Definitions
AAPA	Aboriginal Areas Protection Authority
ABC	Australian Broadcasting Corporation
AIIMS	Australasian Inter-Service Incident Management System
BFNT	Bushfires NT
CM&C	Department of the Chief Minister and Cabinet
DCDD	Department of Corporate and Digital Development
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
EMA	Emergency Management Australia
EOC	Emergency Operations Centre
ERA	Emergency Response Area
ESO	Essential Services Officer
FERG	Fire and Emergency Response Group
ICAD	Intergraph Computer-Aided Dispatch
ICC	Incident Control Centre
ICP	Incident Control Point
IMT	Incident Management Team
JESCC	Joint Emergency Services Communications Centre
KM	Kilometres
LCC	Local Coordination Centre
LEC	Local Emergency Committee

Acronyms	Definitions
LRCC	Local Recovery Coordination Committee
M	Metres
NERAG	National Disaster Risk Assessment Guidelines
NT	Northern Territory
NTES	Northern Territory Emergency Service
NTFES	Northern Territory Fire and Emergency Service
NTFRS	Northern Territory Fire and Rescue Service
NTG	Northern Territory Government
NTPF	Northern Territory Police Force
RAT	Rapid Assessment Team
RCC	Rescue Coordination Centre
SEWS	Standard Emergency Warning Signal
SITREP	Situation Report
TDO	Territory Duty Officer
TEMC	Territory Emergency Management Council
TFHC	Department of Territory Families, Housing and Communities
TIRC	Tiwi Island Regional Council
WebEOC	Web-Based Emergency Operations Centre