



# **MANINGRIDA LOCAL EMERGENCY PLAN 2021/22**



## TERRITORY EMERGENCY MANAGEMENT COUNCIL

### Authority

The Maningrida Plan (the Plan) approved by the Territory Controller in 2013 and in accordance with section 17 of the *Emergency Management Act 2013* (the Act) has been reviewed and endorsed by the Regional Emergency Controller, hereafter referred to as the Regional Controller, as the Territory Controller's delegate.

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

Regional Controller  
Martin Dole

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

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## Version History

<b>Document title</b>	Maningrida Local Emergency Plan
<b>Contact details</b>	Northern Territory Police, Fire and Emergency Services
<b>Approved by</b>	Regional Controller – <i>Martin Dole</i>
<b>Date approved</b>	2 November 2021
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Version	Date	Author	Comments
1.0	23 <sup>th</sup> July 2021	Brian Hennessy	Updated format and review of content.
1.0	3 <sup>rd</sup> August 2021	Brian Hennessy	Track changes sent to LC Maningrida to review.
1.0	2 <sup>nd</sup> November 2021	Martin Dole	Review of content and finalisation of plan.

## Amendment List

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

Officer in Charge, Local Controller  
 Maningrida Police Station  
 Lot 458  
 Maningrida NT 0822

Amendments promulgated are to be certified below when entered:

Revision Date	Description	Local Controller
2018	General formatting changes	K Riley / NTES
2019	Administrative review and formatting – entirety – Name change	A Heath / NTFRES
2020	Plan review.	K Chambers / OIC
Nov 2020	General formatting changes	J Richardson / NTPFES
Oct 2021	Plan review	B Hennessy / NTES
Nov 2021	General formatting changes	R McKinnon / NTPFES

## Purpose

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

## Application

2. This Plan applies to:
  - The Maningrida District

## Related References

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

## Plan

## Key Considerations

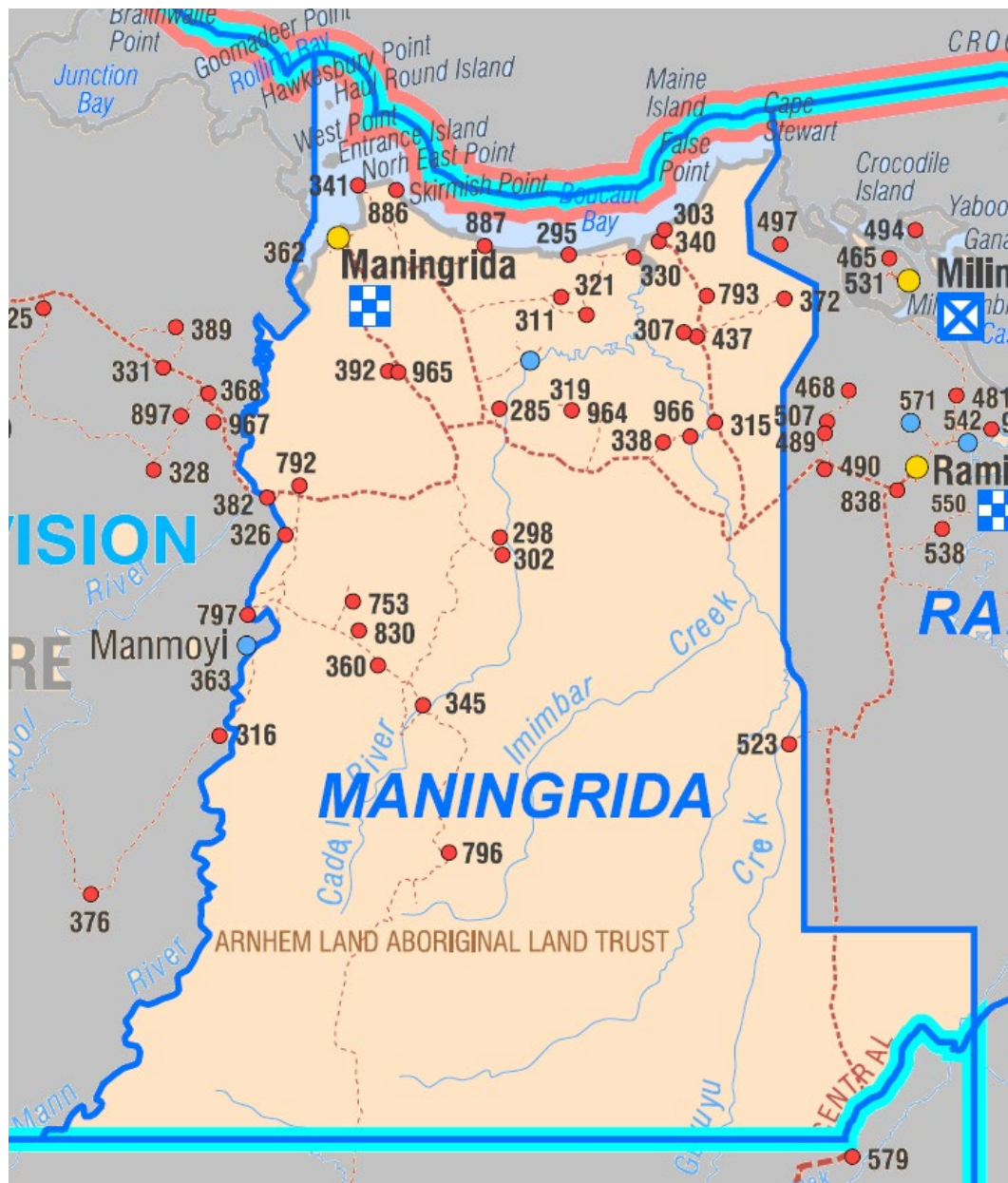
4. The *Emergency Management Act 2013* (the Act) is the legislative basis for emergency management across the Northern Territory (NT).
5. The Act reflects an all hazards approach to emergency and disaster events, natural or otherwise. It provides for the adoption of measures necessary for the protection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

- identifies roles and responsibilities of key stakeholders
  - details specific emergency response procedures for the higher risk situations.
8. This Plan complements the Emergency Management Plan as it relates to the District. For further information on the hierarchy of plans, refer Annex A.

## **Locality Context**

9. The District covers approximately 21,500 square kilometres and is located approximately 400kms east of Darwin, which forms part of Region 1 (Northern Region), as defined by the Territory Emergency Plan.
10. The District population is approx. 3,500 persons, the main population centre being the town of Maningrida.





## Climate and Weather

11. The District experiences similar weather conditions to those which occur throughout the Top End of the NT. That is, there is a distinct 'Wet' (November to May) and 'Dry' (June to October) season.
12. Compared to Darwin, temperatures tend to be slightly higher during the Wet and slightly lower during the Dry. The District's average annual rainfall is approximately 1,060 millimetres.

## Geography

13. The District ranges from sea level to the northern edge of the Arnhem Land escarpment. The District's northern boundary is the coastline, whilst an east-west line approximately 120km south of Maningrida is the

southern boundary. The highest point of approximately 400 metres is located in the south west corner of the district.

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

14. There are many areas in the vicinity of the District boundaries into which it is culturally unacceptable to go.
15. Boucaut Bay is a mangrove and beach-lined bay located on a remote stretch of coast in northern Arnhem Land.
16. Western Arnhem Plateau *is a sandstone* plateau of western Arnhem Land which extends over an area of about 32,000 square kilometres.
17. Maningrida coastal habitats include the floodplains of the Liverpool and Tomkinson Rivers, Nungbalgarri Creek, the coastline from West Point to Goomadeer Point, and the islands adjacent to this stretch of coast, including Haul Round Island.
18. Further information about this site can be found [here](#).

### **Tourism**

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

## **Public Administration**

### **NT and Local Government**

20. NT Government agencies that have a presence in the District include:
  - NT Police, Fire and Emergency Services (NTPFES)
    - NT Police Force (NTPF) (Police Station)
    - Northern Territory Emergency Service (NTES)
  - Department of Health
    - Maningrida Health Centre.
    - Mala' La Health Service Aboriginal Corporation
  - Department of Education
    - Maningrida College
21. Local government in the District is provided by the West Arnhem Regional Council (WARC).

## **Infrastructure**

### **Building Codes**

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

### **Land Use**

23. The District land use is in consultation between WARC, and Traditional Owners and include infrastructure in the areas of:
- Residential
  - Sewerage Ponds
  - Air Strip
  - Waste management.

### **Power Generation and Distribution**

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

### **Water Services**

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

### **Health Infrastructure**

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

### **Emergency Service Infrastructure**

28. The District has the following emergency service infrastructure:
- Police Station and cells
  - NTES Volunteer Unit
  - Maningrida Health Centre.

### **Roads**

29. The District has one main road running between Maningrida and Jabiru.
30. This road is completely unsealed and becomes impassable at times during the Wet season. There are many tracks that branch off this main road going to various outstations and beach spots.

## Airports

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

Name of the Strip	Datum	Details (type, length, etc.)	Operator of the strip
Maningrida	134° 14' 10.34" E 12° 3' 29.73" S	Surface: Sealed Dimensions: 1334 x 30 Windsock: Both ends Lights: Medium Intensity Manually Turned On Not Automatic Hazard: Birds/Animals Fuel Held: Yes	Contact: Shire Services Manager WARC
Mumeka	134° 8' 25.39" E 12° 21' 33.69" S	Surface: Dirt Dimensions: 788.6m x 50m Wind Sock Lights: No Lighting	Private
Jimarda	134° 14' 10.34" E 12° 3' 29.73" S	Surface: Dirt Lights: No Lighting	Private

## Ports (Barge Landings)

32. Maningrida barge landing is used for receiving supplies.

## Telecommunication

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

## Local Radio Stations

34. The District has the following radio stations:

- 104.5FM ABC Radio

## Vulnerable Clients

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

36. There is one (1) aged care facility in the District.

## Preparation

### Disaster Hazard Analysis and Risk Register

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

- Transport (Road, Marine and Aircraft)
- Tropical Cyclone

- Bushfire
- Marine Oil Spill.

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

Hazard	Overall Consequence	Overall Likelihood	Risk Rating
Transport Incident Road	Minor	Almost Certain	Medium
Transport Incident Air	Moderate	Possible	Medium
Transport Incident Marine	Minor	Likely	Medium
Cyclone Category 1 & 2	Minor	Almost Certain	Medium
Cyclone Category 3	Minor	Likely	Medium
Cyclone Category 4	Moderate	Likely	High
Cyclone Category 5	Major	Possible	High
Bushfire	Moderate	Likely	High
Marine Oil Spill	Minor	Unlikely	Low

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

39. Transport incidents refer to motor vehicle, marine and aircraft accidents.
40. These incidents are of an impact nature with little or no lead time. With the exception of maintaining infrastructure, no mitigation can be put in place.
41. The NTES, Maningrida Volunteer Unit maintain a Road Crash Rescue capability and supply a first response to any major incident until further resources can be sourced if needed.
42. The NTES, Maningrida Volunteer Unit maintain a Marine Rescue capability and supply a first response to any marine incident until further resources can be sourced if needed.
43. Procedures surrounding aircraft incidents have been developed by the Australian Transport and Safety Bureau and can found [here](#).

### Tropical Cyclone

44. Tropical cyclones are low-pressure systems that form over warm tropical waters and have gale force winds (sustained winds of 63 kilometers per hour or greater, and gusts in excess of 90 kilometers per hour) near the centre.
45. Gale force winds can extend hundreds of kilometers from the cyclone centre. If sustained winds around the centre reach 118 kilometers per hour (gusts in excess 165 kilometers per hour) then the system is called a severe tropical cyclone (these equate to category 3 or above).

46. Prevention and preparative controls for tropical cyclones include, but are not limited to:
- Preparation of the Local Emergency Plan and convening the LEC
  - Implementation of cyclone preparation initiatives and council clean ups
  - Radio, television and social media broadcasts and billboard announcements
  - Police patrols
47. Recent cyclone incidents
- Tropical Cyclone Nathan March 2015  
Coral Sea – Impacted between Nhulunbuy and Elcho Island. Power and Water services affected with 10 power lines down. Services restored after 24-36 hours.
  - Tropical Cyclone LAM February 2015  
Coral Sea – Impacted land between Millingimbi and Elcho Island. Minimal damage in Maningrida, minor roof repairs only. Moderate tree damage and clean up. Cyclone shelter opened to 200 residents.
  - Tropical Cyclone Monica April 2006 Category 5  
Impacted 35km west of Maningrida. Several houses in Maningrida damaged by fallen trees, with a 6 metre storm surge zone in Junction Bay.

### **Bushfire**

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

### **Marine Oil Spill**

50. A marine oil spill can completely disturb both water and land based ecosystems. More information can be found at Northern Territory Oil Spill Contingency Plan.

### **Preparation Activities**

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

### **Public Education**

52. The NTES delivers community education, awareness and prevention programs. These are also conducted by Commonwealth Government

agencies (Emergency Management Australia, Bureau of Meteorology), as well as non-government entities (Bushfires NT) to ensure ongoing public awareness of emergency and disaster events. Further information is available on each organisation's respective website.

## **Planning**

53. The Act requires Emergency Plans to be maintained at a Territory, regional and local level. Arrangements in plans aim to be flexible and scalable for all hazards. The planning process enables agreements to be reached between people and organisations in meeting communities' needs during emergencies. The plan becomes a record of the agreements made by contributing organisations to accept roles and responsibilities, provide resources and work cooperatively.
54. In accordance with section 17 of the Act, the operation and effectiveness of approved emergency plans must be reviewed at least once every 12 months.

## **Resource Coordination**

55. A master resource register is to be maintained by the District Local Controller for rapid reference during emergency management operations – refer Annex C.
56. Stakeholders are to ensure that the District Local Controller is kept advised of changes to resource holdings, operational response capability and key personnel contact arrangements on a regular basis.

## **Training and Education**

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

## **Exercises**

58. Exercises are a key measure for testing the effectiveness of plans and should be conducted at all levels and involve all stakeholders. Exercises ensure that plans are robust and understood, and that capabilities and resources are adequate to implement them.
59. Exercises are conducted when an Emergency Plan has not been enacted since the last review, or substantial changes have occurred, including:
  - Legislative changes
  - Major changes have occurred in the areas of key personnel, positions or functions across PPRR.
  - New or emerging hazards/risks have been identified.

60. Delivery of exercises is guided by advice from the Territory, Regional or Local Controllers, the Territory Recovery Coordinator, Territory Emergency Management Council, Regional Emergency Committee, or as required by functional groups.<sup>1</sup>

## **Response**

61. Response actions are those taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support<sup>2</sup>.

### **Control and coordination**

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

### **Local Emergency Controller**

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

### **Local Emergency Committee**

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

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

<sup>2</sup> Australian Institute for Disaster Resilience. (1998). Manual 3, Australian Emergency Management Glossary, Retrieved from <https://www.aidr.org.au/media/1430/manual-3-australian-emergency-management-glossary.pdf>



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

70. In accordance with section 87 of the Act, if a region and/or locality has been affected by an event, the relevant Regional Recovery Coordinator may appoint a Local Recovery Coordinator.
71. The Local Recovery Coordinator will establish a local Recovery Coordination Committee drawing from membership of the LEC and other relevant members of the community as deemed necessary.
72. The Local Recovery Coordinator will report directly to the Regional Recovery Coordinator.
73. Division 12 of the Act specifies the functions, powers and directions the Local Recovery Coordinator is subject to.
74. Division 13 of the Act specifies the establishment, functions, powers, membership and procedure requirements of Recovery Coordination Committee.

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

75. Local Control Centres (LCCs) will be established as required by Local Controllers to provide a central focus to the management, control and coordination of emergency operations in the District. When activated, the functions of the LCCs are:
  - information collection and dissemination
  - preparation and issue of official warnings and advice to the public
  - coordination of the provision of resources required in the locality
  - submitting requests for resources through the Regional Controller or the Territory Emergency Operations Centre
  - dissemination of information to the media and general public through the Public Information Group to ensure a single point of truth for releases of information to the wider community<sup>3</sup>.
76. The District LCC is the Maningrida Police Station.
77. The Regional EOC will be located in Darwin at the Peter McAulay Centre.
78. 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.
79. Liaison Officers from functional groups and support agencies will attend the EOC as required.

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

## WebEOC

80. WebEOC is a critical information management system used throughout the NT. It is an effective and efficient tool used by stakeholders that have a role and responsibility under the Territory Emergency Plan during prevention, preparation, response and recovery phases of any event.
81. WebEOC is a contemporary platform for the coordination of multi-agency response to any critical incident be it a severe weather event, flood, bush fire, industrial accident, major crime, terrorism or a large scale planned event. It provides the capacity to record (in real time) all information relevant to an incident and to share that information with other persons at the scene, an EOC and Functional Group personnel.
82. WebEOC allows for information sharing, managing tasks and submitting situational reports. It also assists the Control Authority to manage and disseminate current decisions and objectives. Together these functionalities provide an up-to-date situational awareness.

## Situation Reports (SITREPs)

83. It is essential for effective control and coordination of emergency management operations that the Local Controller is able to gather and collate relevant information relating to the emergency from regular, concise and accurate SITREPs.
84. LEC members are to provide SITREPs at agreed times to enable the preparation of a consolidated report which will be distributed to all committee members and other relevant authorities. This may be achieved through the WebEOC incident management system.

## Activation of the Plan

85. This plan set out five stages of activation these stages are designed to ensure a graduated response to hazardous events, thereby reducing the possibility of under or over reaction by the emergency management agency. The stages are:

<i>Stage 1</i>	<i>Alert</i>	This stage is declared when the Local Controller receives warning of an event which, in his or her opinion, may necessitate a emergency management response
<i>Stage 2</i>	<i>Standby</i>	This stage is declared when the Local Controller considers an emergency operation is imminent. During this stage passive emergency measures are commenced
<i>Stage 3</i>	<i>Activation</i>	This stage is declared when active emergency measures are required
<i>Stage 4</i>	<i>Stand-down response operations and</i>	Stage 4 occurs when the Local Controller and Local Recovery Coordinator agree to transition to recovery in accordance with the transitional

	<i>transition to Recovery</i>	arrangements of this Plan.
<i>Stage 5</i>	<i>Recovery</i>	This stage is called if on-going recovery operations and coordination is required.

86. The stages identified above provide for a sequential response. However, it may be necessary because of the degree of warning and speed of onset of an event for either the Regional or Local Controller to amalgamate the actions required under one stage.
87. Recovery may be activated when an incident or event has occurred that did not necessitate the activation of response stages 1 to 4. This may be in relation to a sudden impact event or slow onset event such as a drought situation.

### **Stakeholder Notifications**

88. Upon activation of the Plan the following personnel are to be advised as a matter of urgency:
- all available members of the LEC.
  - Divisional Superintendent.
  - Regional Controller.
  - NTES Duty Officer.
89. The Local Controller will notify LEC members of imminent events or activations through various means including but not limited to phone, SMS and email notifications dependant on the most appropriate and available at the time.

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

90. Official warnings are issued by the Bureau of Meteorology (BoM), Geoscience Australia and Bushfires NT.
91. Emergency Alert (EA) is a national telephony-based emergency warning system that can deliver warning messages to landlines and mobile handsets based on the service address and mobile handsets based on the last known location of the device.
92. 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.
93. Authority to utilise the Emergency Alert and SEWS may be given by virtue of the approval of an emergency plan. The authority and delegations can be found in the Territory Emergency Plan

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

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

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

### **Closure of Schools**

98. 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.
99. The decision to reopen schools will be made by the Chief Minister on advice from the Chief Executive, Department of Education.

### **Closure of Government Offices**

100. 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.
101. The decision to re-open government offices will be made by the Chief Minister on advice from the TEMC.
102. All NT Government agencies are to have an Emergency Preparedness Plan which sets out their processes for closing down their offices once approval has been given. This should have clearly articulated employee

guidelines to ensure employees know when they are authorised to leave and are required to return to work.

### **Emergency Shelters**

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

### **Emergency Shelters/Strong Buildings Locations**

104. The District has a number of strong houses as well as emergency shelters.
105. The table following shows those facilities identified as emergency shelters, their estimated capacity and the organisation responsible for their preparation and management.

<i>Responsibility</i>	<i>Shelter</i>	<i>Capacity</i>	<i>Contact</i>
Dept. of Education	Maningrida CEC (School)	300	Department Education
BAC	BAC Offices	50	BAC Office
MPA	MPA Offices	50	MPA Office
MPA	MPA Hotel Rooms (not the common room)	100	MPA Office
Aged Care Facilities	Aged Care Facility (Elderly Only)	Capacity Undetermined	Aged Care Facilities
Health Clinic	Management Decision (Medical Only – Not a Public Shelter)		Health Clinic

106. Those whose normal accommodation has been assessed as cyclone safe are to be encouraged to remain in their homes to reduce the burden on emergency shelters. However once emergency shelters are opened, no person is to be refused entry. Persons with special needs, the aged, the infirm and persons under the influence of drugs or alcohol are to be assessed by the shelter management team upon entry in to the emergency shelter.
107. The responsibilities of the emergency shelter manager are:
- the provision of those buildings designated as emergency shelters
  - the provision of personnel to staff and operate the emergency shelters at such times as they are activated

- the maintenance of effective liaison with other stakeholders with responsibilities relating to cyclone shelters, in particular the NTPF.
108. Emergency shelters are opened under the direction of the Territory or Regional Controller in consultation with the Emergency Shelter Group. The lead agency for this group is the Department of Education. Emergency shelters will not normally operate for more than 48 hours.
  109. 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.
  110. The announcement that emergency shelters are open in the District will be made by radio broadcast and will include emergency shelter rules such as no pets or alcohol being permitted in shelters and that food will not be provided.
  111. The Department of Education in conjunction with NT Police are responsible for the management of emergency shelters during an emergency event.

### **Evacuation Planning and Accommodation**

112. Evacuation is a risk management strategy that can be used to mitigate the effect of an emergency or disaster on a community<sup>4</sup>
113. The decision to evacuate a community, including establishing an evacuation centre, is not taken lightly as it represents significant resource and financial implications<sup>5</sup>.
114. Evacuation of the District will be considered as a last resort. Where an evacuation is required, the TEMC, in consultation with the Local Controller and the District, will arrange emergency accommodation and transport, as necessary, through the relevant Functional Group/s.

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

115. Australian Red Cross, in partnership with the Commonwealth Attorney-General's Department, has developed an improved system to help reunite families, friends and loved ones separated by an emergency. This system is called Register. Find. Reunite.
116. This system can be initiated by either the Territory or Regional Controller without the national system being activated<sup>6</sup>.
117. Any activation of this system should occur in consultation with the Welfare Group in the first instance.

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

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

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

## **Impact Assessment**

- 118. Immediately after a hazard has affected a community, assessment of the impact is a vital component of the situational awareness and implementation of response and recovery activities.
- 119. Guidelines to conduct rapid assessments in the NT, including the establishment of a dedicated Rapid Assessment Team/s (RAT) to collect data in the field have been developed. A copy is available in the WebEOC library for emergency management practitioners.
- 108. The Survey, Rescue and Impact Assessment Group, led by the NTPFES, is responsible for impact assessments.
- 120. At the local level, Local Controllers can activate the NTES to undertake impact assessments if deemed appropriate.

## **Recovery**

- 121. Emergency recovery is the coordination process of supporting affected communities in the reconstruction of the physical infrastructure, restoration of the economy and of the environment, and support for the emotional and physical wellbeing of those affected.
- 122. Recovery is often a long term process which can be measured in months, years or even decades. For the purpose of this plan only the early recovery phase is detailed.

## **Transitional Arrangements**

- 123. The transition from response to recovery coordination represents a fundamental shift in operational aims and tempo. This shift is from the protection of life and supporting the immediate needs of the community, to establishing longer term, more sustainable support structures.
- 124. The transition to recovery coordination occurs at a time agreed to by the:
  - Territory Controller
  - Territory Recovery Coordinator

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

## **Handover Arrangements**

- 125. Formal handover to recovery coordination will not occur until the Territory Recovery Coordinator is satisfied the following briefings have been completed:
  - the Territory Controller has briefed the TEMC and the Territory Recovery Coordinator

- the Regional Controller has briefed the Regional Recovery Coordinator, and
  - where there is significant changeover of personnel, the EOC planning operations and logistics sections have briefed incoming recovery planning, operations and logistics staff.
126. The Regional Recovery Coordinator will ensure all functional group leaders, agencies, support groups and other relevant stakeholders are notified of the transition to recovery well before it occurs. This notification is to include changes to relevant contact details and other pertinent information.
127. A summary of response and recovery activities can be found at Annex J.

### **Plan Governance**

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



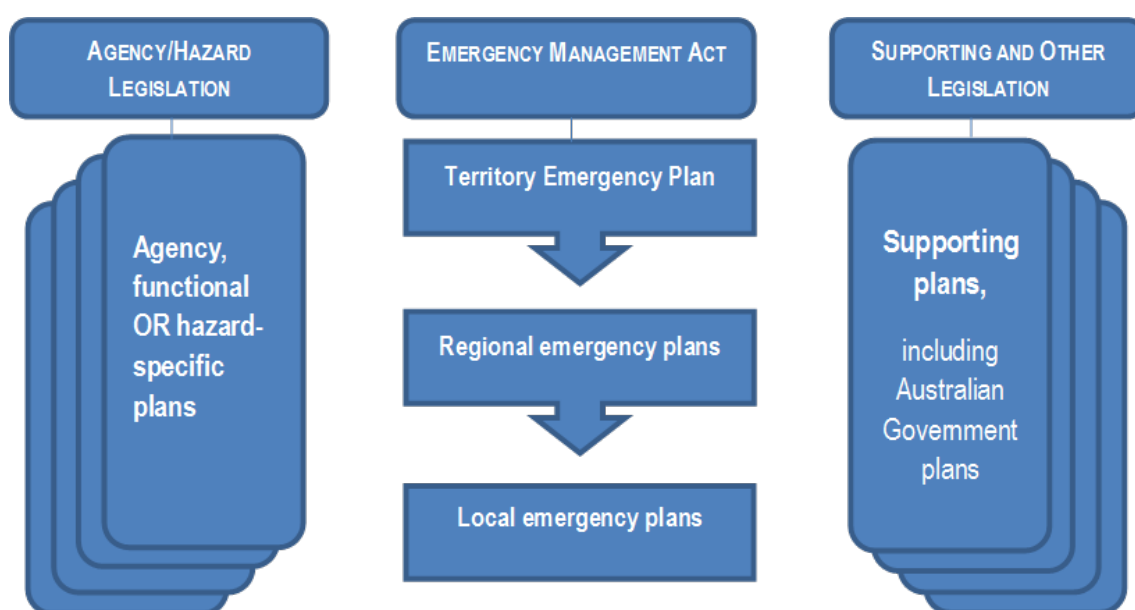
## **Annexures**

<b>Annex A</b>	<b>Hierarchy of Plans</b>
<b>Annex B</b>	<b>Functional Groups - Roles and Responsibilities</b>
<b>Annex C</b>	<b>Functional Groups</b>
<b>Annex D</b>	<b>Resource List</b>
<b>Annex E</b>	<b>Identified Risk Guideline –Transport Incident</b>
<b>Annex F</b>	<b>Identified Risk Guideline – Cyclone</b>
<b>Annex G</b>	<b>Identified Risk Guideline – Bushfire</b>
<b>Annex H</b>	<b>Evacuation Guideline</b>
<b>Annex I</b>	<b>SITREP Template</b>
<b>Annex J</b>	<b>Summary of Response and Recovery Activities</b>
<b>Annex K</b>	<b>Contact Details</b>
<b>Annex L</b>	<b>Debrief</b>
<b>Annex M</b>	<b>Glossary</b>
<b>Annex N</b>	<b>Acronyms</b>

## Annex A: Hierarchy of Plans

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

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



## Annex B: Functional Groups - Roles and Responsibilities

Functional Group	Position and Agency
Biosecurity and Product Industry	Department of Industry, Tourism and Trade
Communication Technology	NTPFES
Critical Goods and Services	Department of Industry, Tourism and Trade
Emergency Shelter	Department of Education
Engineering	Department of Infrastructure Planning and Logistics
Medical	Department of Health Top End Health Service
Public Health	Department of Health
Public Information	Department of the Chief Minister and Cabinet
Public Utilities	Power and Water Corporation
Transport	Department of Infrastructure Planning and Logistics
Survey and Rescue	NTPF with the assistance of Fire and Emergency Response Groups
Welfare	Territory Families

Function/Activity	Position and Organisation or Provider
Medical Services	Health
Power Supply (ESO)	PowerWater Corporation
Food supplier	MPA
Transportation	School
Housing	Interact

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

## Annex C: Functional Groups

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

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

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

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

<b>Functions</b>	<b>Agency /Organisation/Provider responsible</b>
and Recovery Assistance)	
Identification of suitable buildings for shelters	NTES
Interpreter Services	AIS
Management of Expenditure in emergencies	
Medical services	Health
Network communications (IT): Responders / Public Maintenance and restoration of emergency communication	ESC
Personal Support	Mala' La, Trauma Management
Power: Protection and restoration :	PowerWater Corporation
Public messaging during response and recovery.	TV, ABC, NTES
Public/Environmental Health (EH) management <ul style="list-style-type: none"> <li>• All EH functions including water &amp; food safety</li> <li>• Disease Control</li> </ul>	Health
Rapid Impact Assessment	Police
Recovery Coordination	Police
Repatriation	Police
Restoration of public buildings	DIPL
Restoration of roads and bridges (council/territory) excluding railways	WARC
Road management and traffic control including public Information on road closures	WARC
Sewerage: Protection and restoration	PowerWater Corporation
Survey	Police and NTES
Temporary accommodation (Recovery)	School and all agency
Traffic Control	Police
Transport : Commercial and Public airport/ planes, automobiles, ferries, buses	WARC
Vulnerable Groups	Department of Territory Families, Housing and Communities , Mala'La
Waste management <ul style="list-style-type: none"> <li>• Collection</li> <li>• Disposal of Stock</li> </ul>	WARC
Water (including drinking water): Protection and restoration	PowerWater Corporation

## Annex D: Resource List

### RESOURCE REGISTER

### Locality - Maningrida

Resource	Communications	Fire Fighting	Rescue	Medical	Aircraft	Vehicles			Plant	Fuel	Accommodation /Shelter	Food Supply & Storage
Legend Agency/Organisation	HF UHF VHF Marine (M) Satellite Ph (SP)	A=Appliance D=Drop on Unit T=Trailer F=Foam E=Extinguisher (4.5kg and above) GFU – Grass Fire Unit	RAR=Road Accident Rescue Team HE=Heavy Rescue Equipment WS=Workshop PG=Portable Genset FL=Floodlighting	=Hospital A=Ambulance C=Clinic F/A=First Aid Kits SF=Stretcher (fld) SB=Stretcher- (bsk) B=Blankets	F=Fixed Wing H=Helicopter (oo)=Seating Capacity (s)=Stretcher (w)=Winch (kg)=Payload	S=Sedan/Stationwagon U=Utility B=Bus (seating) T=Truck (capacity) WT=Water tanker FT=Fuel tanker LW=Liquid waste tanker			T=Tractor B=Bulldozer C=Crane (mobile) F=Frontend Loader F/L=Forklift L=Lowloader B/H=Back hoe G=Grader BC=Bobcat	A=Avgas D=Distillate J=Jet aviation L=LPG S=Super U=Unleaded	B=Beds R=Rooms C=Caravans T=Tents Tp=Tarpaulins Ps=Plastic Sheeting	R=Retail store B=Bulk dry goods K=Commercial Catering P=Portable cooking F=Freezer (fixed) Fm=Freezer (mobile) C=Coolroom
						2WD	4WD	All Terrain				
Maningrida Health Clinic	Sat phones x2 1. 0450943281 2. 0450943282 X 3 Vehicles with UHF radios		G x 1	A x1 SF x 1 HC x 1 FA x 6 BBx10(A), 4x(I)		U x 2	T x 2					
BAC Rangers	Marine x 3 Marine x 1 (office) Sat x 6 ULF x 20	D = x 2 Grass Units  4 ute pack spray units- 400lt'	B = 2 x Stabi craft (6mtr) B=1 Ocean Master 8 mtr PG = x 2	FA x10		Q x 2 Polaris	U x 6 T x 3	3	Tr = x 1 C = x 2	200-1000 Avgas		C/F X 1
<u>BAC CDEP</u>	Sat x 4		PG x 4	FA x 2		U x 1 T x 2			BC x 1 F x 1 Tr x 5 C x 5		CT x 2	
<u>Maningrida Police</u>	HF x 6 VHF UHF (station) Marine x 2 (Stn/House) 2 x Sat Phone		B x 1 Stabi (6 Mtr) G x 1 (Power to Police)	Blanket x 10 FA x 2 BB			U x 3			D (2001)	R x 5 (VOQ) demountables	
Mala'La Health		E x 2 (Head Office) E x 3 (Aged Care)	G x 1	A x 1 (At Clinic) FA x 3			U x 4					
<u>Maningrida Community Education Centre</u>	Sat x 4		PG x 2	FA x 4		B x 2 (seat 18)	T x 5 U x 1 C x 2		T x 1		Shelter designed cap 200	F x 1 walk in K x 2 (not commercial)
<u>WARC Sport &amp; Recreation</u>							T x 1		C x 2			

Resource	Communications	Fire Fighting	Rescue	Medical	Aircraft	Vehicles			Plant	Fuel	Accommodation /Shelter	Food Supply & Storage
Legend Agency/Organisation	HF UHF VHF Marine (M) Satellite Ph (SP)	A=Appliance D=Drop on Unit T=Trailer F=Foam E=Extinguisher (4.5kg and above) GFU – Grass Fire Unit	RAR=Road Accident Rescue Team HE=Heavy Rescue Equipment WS=Workshop PG=Portable Genset FL=Floodlighting	=Hospital A=Ambulance C=Clinic F/A=First Aid Kits SF=Stretcher (fld) SB=Stretcher-	F=Fixed Wing H=Helicopter (oo)=Seating Capacity (s)=Stretcher (w)=Winch (kg)=Payload LW=Liquid waste tanker	S=Sedan/Stationwagon U=Utility B=Bus (seating) T=Truck (capacity) WT=Water tanker FT=Fuel tanker LW=Liquid waste tanker			T=Tractor B=Bulldozer C=Crane (mobile) F=Frontend Loader F/L=Forklift L=Lowloader B/H=Back hoe	A=Avgas D=Distillate J=Jet aviation L=LPG S=Super U=Unleaded	B=Beds R=Rooms C=Caravans T=Tents Tp=Tarpaulins Ps=Plastic Sheeting	R=Retail store B=Bulk dry goods K=Commercial Catering P=Portable cooking F=Freezer (fixed) Fm=Freezer (mobile) C=Coolroom
West Arnhem Regional Council	4 X UHF 2 X Sat Phone		Gx1 4in1 work Pac PG x 1 WS			U x 4 WTx1	T x 6 (tipper) T x 1 Flatbed	Q x 2	B/H x 1 G x 2 L x 1 F x 1 T x 1	D-500lt	R X 10 depending on occupancy	
Bawinanga Aboriginal Corporation	10 x Sat Phones		B x 3 (Sur) (Rangers) PG x 3		F x 1 (Cessna 182) F x 1 (G8 Airvan)	U x 3 WTx2 T X 3	Tx 6 FT x 1		L x 1 Cr x 1 TT x 2 B x 1 BC x 1 Ch x 1 B/H x 1 G x 2	Distillate Opal Avgas Jet Fuel		R x 1 B x 1 F x 2 C x 2
Maningrida Progress Association	Sat x 1 (0147151871)	E X 8	G x 1	FA x 2		U x 3 1x Tray Truck	B x 1		F x 2	Distillate Opal	R x 9 B x 25	R x 1 F x 4 K x 1 FM x 1 B x 1 C x 3
NTES	Marine x 1 VHF x 1 Hand Held Radios x4	T x 1 F x 4 jerry	RAR with Rescue Gear PG x 1 small FL x 2 Sets B X 1 (4.8M) Storm/Chainsaw x1 Trailer	FA x 4 BB x 8 SF x 1 SB x 1 B x 8								
Centrelink	1 x Sat	2 x E				1 x 4WD			1 x Sat Ph			
GEC Complex	1 x Sat Ph			FA x 2			4WD x 1		1 Sat Ph	Distillate	R x 3 with 3B Office :2 x R no beds	P x 1
Department Of Corrections							3WD x 1			Distillate		Cyclone Kit

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

## **Annex E: Identified Risk Guideline - Transport Incident**

### **TRANSPORT INCIDENT**

#### **Introduction**

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

#### **Motor Vehicle**

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

Vehicular traffic ranges from cars to motorcycles, tourist coaches, caravans, road trains, and stock and fuel transporters. The vast majority of traffic accidents will be dealt with under existing day to day arrangements. Traffic accidents involving hazardous materials are covered under HAZMAT Risk.

#### **Marine**

Common marine incidents include groundings; capsize and swamping; fires; collisions with other boats, buoys, jetties and pontoons; falls within a boat and persons overboard.

The NT Police and NTES Volunteer Unit a first response capability.

#### **Aircraft**

Aircraft movements in the Maningrida include small fixed wing aircraft and rotary wing aircraft generally used for aerial mustering.

Region personnel involved with aircraft accidents are advised to obtain and read a copy of the Australian Transport Safety Bureau [Civil and Military Aircraft Accident Procedures for Police Officers and Emergency Services Personnel](#).

#### **Initial Responses**

Initially, some impact type mass casualty situations (depending on the number of victims and the location of the accident) could be beyond the immediate capability of local health responders. Therefore, responders should be aware that the first 15 minutes at the incident scene will be the most critical and probably the most difficult to manage.

The general consensus is that initial response will be based on a foundation of professional expertise and common sense. However, numerous variables could arise and responders should expect to encounter problems with supplies, communications, control, staging and transportation.

These procedures may change if there is any threat of fire or explosion.

#### **Rescue**

As information comes in from reconnaissance teams about the location and condition of survivors, rescue teams will respond.



## ACTIONS TO BE TAKEN – TRANSPORT INCIDENT

Organisation/Provider	Stage 1 Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
<b>ALL MEMBERS</b>	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform Key personnel. Provide SITREPS.	Attend Briefings. Inform Key personnel. Provide SITREPS.
<b>LOCAL CONTROLLER</b>			Notify NTES Duty Officer.  Dispatch Police mobile to scene.	Co-ordinate clean-up of scene.	Upon completion of the operation ensure all personnel are advised of debrief arrangements
<b>NORTHERN TERRITORY POLICE</b>			Carry out initial reconnaissance of the area affected by the incident  If possible, establish a mobile command post, up wind of incident and outside primary incident zone.  Implement traffic/crowd control measures as required.  Ensure statutory investigation procedures are carried out.  Unless directed otherwise, maintain regular SITREP's to EOC/Local Controller.	Co-ordinate clean-up of scene.	Account for ALL equipment used and supervise: cleaning, servicing/repair, and refurbishment.  Assist the Local Controller in the compilation of the Post Operations Report.  Assist the Local Controller with other tasks as directed.
<b>NTES</b>			Implement call out procedures and establish communications with Local Controller.  Brief personnel.  Despatch Fire trailer and Rescue trailer as directed by the Local Controller.  Liaise with Local Controller and carry out initial on scene assessment.	Assist Police in clean-up of scene.  Ensure all personnel are accounted for.  Confirm operational debrief arrangements with Local Controller.	Account for all equipment used and supervise cleaning, service/repair and refurbishment.  Advise Local Controller of any outstanding problems associated with the counter disaster operation.  Provide relevant information for preparation of final SITREP.  If necessary, liaise with the

Organisation/Provider	Stage 1 Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
					Local Controller regarding Critical Incident Stress Debriefing requirements.  Stand down all personnel.
<b>Health</b>			<p>Implement call out procedures.</p> <p>Equip and dispatch vehicle to accident scene.</p> <p>Brief staff and instruct to remain on standby (including manning of communications).</p> <p>Prepare Health Centre to receive possible accident victims.</p> <p>Notify Regional Office.</p> <p>If necessary, discharge any in patients from centre or arrange for their transfer to other facilities if required.</p> <p>Advise Aerial Medical Section Darwin of incident.</p> <p>If necessary, advise adjacent Health Clinics of situation with request for assistant or place on standby.</p> <p>Establish contact with onsite Police and Health Centre.</p>	<p>Assist on-site</p> <p>Commander as required in relation to deceased persons.</p> <p>Account for all health personnel</p>	<p>Refurbish equipment as necessary and co-ordinate the re-establishment of normal Health Centre operations.</p> <p>Liaise with Local Controller re requirements for Critical Incident Stress Debrief support.</p> <p>Liaise with Local Controller re any on-going public health issues resulting from the incident.</p>
<b>SUPPORT ORGANISATIONS</b>					
<b>Department of Education</b>	Provision of manpower, shelter and assist with welfare facilities as required.				
<b>Maningrida Club Inc</b>	Shelter only.				

Organisation/Provider	Stage 1 Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
<b>Maningrida Store</b>	Provision of manpower, provision of welfare support.				
<b>Councils</b>	Provision of manpower, welfare support - victims/responders, lighting/towing, road/airstrip clearance. Mechanical/electrical assistance, transportation, construction of by-pass roads.				
<b>Bawinanga Aboriginal Corporation</b>	Road/Airstrip clearance, mechanical assistance, transportation, construction of bypass roads. Rangers – Manpower, firefighting capability.				

## Annex F: Identified Risk Guideline – Cyclone

### Introduction

Maningrida is subject to tropical cyclones.

### Pre-Season Preparation

The District Local Controller, through the LEC, must ensure the following pre-season preparations are actioned:

- liaison is established with all participating local organisations to update contact details
- in conjunction with the NTES, arrange an appropriate exercise to test existing arrangements
- revise and amend this Plan as necessary
- in consultation with the NTES, develop and implement a suitable public education program.

### Cyclone Severity Categories

The severity of a tropical cyclone is described in terms of categories ranging from 1 (weakest) to 5 (strongest) related to the maximum mean wind speed.

Category	Maximum Mean Wind (km/h)	Typical Strongest Gust (km/h)	Central Pressure (hPa)	Typical Effects
1	63 - 88	< 125	> 985	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings
2	89 - 117	125 - 164	985 - 970	Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small craft may break moorings.
3	118 - 159	165 - 224	970 - 955	Some roof and structural damage. Some caravans destroyed. Power failures likely. (e.g. <i>Winifred</i> )
4	160 - 199	225 - 279	955 - 930	Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures. (e.g. <i>Tracy, Olivia</i> )
5	> 200	> 279	< 930	Extremely dangerous with widespread destruction. (e.g. <i>Vance</i> )

Source: Bureau of Meteorology

## Tropical Cyclone Action Statements for NT Season

### *Message Approval Flow*

- BoM will send Coordination Table with meteorological information to NTES Duty Officer
- NTES (Duty Officer/Regional Manager) will determine recommended Plan Stages based on information to hand
- NTES passes recommendations to Incident/Regional Controller to confirm Plan Stages
- NTES sets messages to confirmed Plan Stages and sends completed document to BoM
- BoM completes and releases TCA

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

	<ul style="list-style-type: none"> <li>• Make final preparations to home shelter and take shelter as gales arrive;</li> <li>• Private Sector businesses and organisations still open at this time are strongly advised to consider securing and closing their premises. Employers are reminded of their Duty of Care to ensure the safety of any employees still at work.</li> </ul> <p><i>[Insert point for Warning Message 2 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i></p> <p><i>[Insert point for Watch Message 1 – “...communities under watch...”]</i></p>
<b>Gales expected within 6 hrs</b>  <b>(Warning – Plan Stage 4)</b>  <b>SEWS recommended</b>	<b>Message 4</b>  ... residents <b>[from _____ to _____] [west/east of _____], to TAKE SHELTER NOW</b> <ul style="list-style-type: none"> <li>• DO NOT drive or move about outside, you will be advised by local authorities when it is safe to do so</li> </ul> <b>REPEATING: CONDITIONS ARE NOW AT A DANGEROUS LEVEL, TAKE SHELTER NOW</b>  <i>[Insert point for Warning Message 3 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i>  <i>[Insert point for Warning Message 2 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i>  <i>[Insert point for Watch Message 1 – “...communities under watch...”]</i>
<b>Gales in Area Now</b>  <b>(Warning – Plan Stage 5)</b>	<b>Message 5</b>  ... communities currently in shelter should remain until advised by local authorities that the all clear has been given. <ul style="list-style-type: none"> <li>• DO NOT drive or move about outside, you will be advised by local authorities when it is safe to do so.</li> </ul> <b>REPEATING: CONDITIONS ARE STILL AT A DANGEROUS LEVEL, REMAIN IN SHELTER.</b>  <i>[Insert point for Warning Message 4 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i>  <i>[Insert point for Warning Message 3 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i>  <i>[Insert point for Warning Message 2 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i>  <i>[Insert point for Watch Message 1 – “...communities under watch...”]</i>

<p><b>Gales have eased</b></p> <p><b>(All Clear – Plan Stage 6)</b>  <b>** Posted at tail of priority warning messages.</b></p>	<p><b>Message 6</b></p> <p><i>...residents [from _____ to _____] [west/east of _____] that IT IS NOW SAFE TO LEAVE YOUR SHELTER AREA.</i></p> <ul style="list-style-type: none"> <li>• Before moving around, ensure that you are wearing strong clothing and footwear.</li> <li>• Look around your immediate neighbourhood and render assistance where you can but beware of fallen power lines and debris.</li> <li>• Do not drive around unnecessarily as emergency vehicles require clear access.</li> <li>• If you have to drive, go directly to your destination.</li> <li>• Do not enter flood waters</li> <li>• Follow directions of local authorities.</li> </ul> <p>FOR LIFE THREATENING EMERGENCIES DIAL 000.  For Storm or Flood Assistance call 132 500</p>
	<p><b>At end of message run:</b>  Further advice on cyclone emergencies is available at <a href="http://www.securent.nt.gov.au">www.securent.nt.gov.au</a>  <i>Please ensure that friends, family and neighbours have heard and understood this message, particularly new arrivals to the area.</i></p>
<p style="text-align: center;"><b>Guidance Notes</b></p> <p><b>Expectation of Gales:</b>  Refers to the time period within which gales are <u>expected to start</u> in an area, based on forecast movement and intensity of a cyclone. For example, the statement “Gales expected in 6 – 12 hours” means that gales are expected in an area within 12 hours, but not before 6 hours.</p> <p><b>Stages 1 through 6</b>  The Stages within a Regional/Local Emergency Plan describe actions that will be undertaken locally to prepare or respond to requirements under their respective plans. Public Action Messages will state what we want the public to be doing.  There will be several plans activated and at different stages of activation. It is also possible that some actions may be undertaken, without a particular stage having been activated – e.g. sheltering of vulnerable persons prior to shelters opening to the public.  Activation of stages will occur based on forecast conditions/threat, current local conditions and state of preparation with local resources available.  It is entirely probable that persons sheltering will be doing so for an extended period, 12 – 18 hours or more. It is preferable people are in shelter before arrival of gales and are not released until gales have moved on and are not likely to return.</p>	

## ACTIONS TO BE TAKEN – CYCLONE

Organisation /Provider	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Transition to Recovery	Recovery
All Members	Attend Briefings.  Inform key personnel.  Provide SITREPS.  Carry out other duties by the Local Controller.	Attend Briefings.  Inform key personnel.  Provide SITREPS.  The Maningrida LEC to meet at least daily during Stage 2.  Carry out other duties by the Local Controller.	Attend Briefings.  Inform key personnel.  Provide SITREPS.  Carry out other duties by the Local Controller.	Attend Briefings.  Inform key personnel.  Provide SITREPS.	Remain in Shelter  Inform key personnel.  Provide SITREPS.  Undertake any other tasks directed by the Local Controller.	Attend Briefings.  Inform key personnel.  Provide SITREPS.	Attend Briefings.  Inform key personnel.  Provide SITREPS.	Attend Briefings.  Inform key personnel.  Provide SITREPS.  Undertake any other tasks directed by the Maningrida Local Controller.
Local Controller	Convene a meeting of the Maningrida LEC to advise members of the details of the Cyclone Watch Message and ascertain state of preparedness.  Coordinate the dissemination of the Cyclone Watch information to the public and relevant coastal communities.  Ensure that communications are established and maintained with the	Delegating activities and ascertain position and capabilities of all agencies.  Warn Shelter Managers to commence shelter preparation.  Ensure that personnel identified for deployment to other locations are briefed.  Ensure that dissemination of the Cyclone Warning information to	Advise Shelter Managers to finalise shelter preparations.  Ensure that the dissemination of the Cyclone Warning information to the public.  If necessary, coordinate transport for the movement of people to shelter.  At the appropriate time advise those persons at risk to prepare to take shelter.	All personal to take shelter.	When it is considered safe to move outside ascertain the extent of injury to persons and damage to property.	If necessary, ensure that the public is advised that the operation has concluded.  Prepare for transition to recovery.  Any ongoing recovery operations may operate from alternative premises.	Prepare and forward final SITREP.  In conjunction with the NT Recovery Coordinator and Regional Controller facilitate the handover of recovery operations (if required).  Begin compilation of information for Post Operation Report.	Any ongoing recovery operations may operate from alternative premises.



Organisation /Provider	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Transition to Recovery	Recovery
	Superintendent and Duty Officer, NTES and advise state of preparedness.	the public is maintained.  Advise Superintendent Northern Division and Duty Officer, NTES of state of preparedness and ascertain SITREP requirement.						
NT Police	Disseminate warnings and information as required. Maintain normal Police duties. Assist Local Controller as required. Ensure all operational vehicles are fully fuelled.	Brief Police members and NTES Volunteers. Assist with the preparation of the EOC. Disseminate Cyclone Warning information as directed by the Local Controller and advise of information received.	Brief Police members and NTES Volunteers. Limit transport and ensure all emergency vehicles are fully operational and fully fuelled. Assist the Local Controller as required. Commence final patrol of area. At the appropriate time advise those persons at risk to take shelter.	All personal to take shelter.	At the direction of the Controller move outside ascertain the extent of injury to persons and damage to property.	If necessary ensure that the public is advised that the operation has concluded.	In conjunction with the NT Recovery Coordinator and Regional Controller facilitate the handover of recovery operations (if required).	
NTES	Brief Unit Members.  Advise Duty Officer, NTES of Unit involvement and any additional equipment	Brief Unit Members, including emergency shelter manning.  Secure equipment.	Advise Duty Officer NTES of declaration of Stage 3.  Notify Unit members of the declaration of Stage 3 and	All personal to take shelter.	At the direction of the Controller move outside ascertain the extent of injury to persons and damage to property.	Ensure all members are accounted for. Account for all equipment used and supervise, cleaning, servicing/repair	Advise Local Recovery Coordinator of any urgent priorities and participate in meetings as required.	

Organisation /Provider	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Transition to Recovery	Recovery
	<p>requirements.</p> <p>Emergency Shelter Check and prepare Unit equipment.</p> <p>Take members through operational processes and procedures.</p> <p>Carry out other duties as directed by the Local Controller.</p>	<p>Debris surrounding airport cleared.</p> <p>Coordination of information for community Traditional Land Owners, CDEP, Rangers with supervision of NTES members.</p> <p>Cyclone Tracking Maps to be posted.</p> <p>Contact Barramundi fishing.</p> <p>One member to man and command communications with the Local Controller and NTES.</p> <p>Advise Duty Officer NTES of Unit involvement.</p>	<p>allocate tasks as required by Maningrida Controller.</p> <p>NTES will conduct a final preparedness survey.</p> <p>Barge to be closed.</p> <p>Keep in contact with outstations.</p> <p>Contact Barramundi fishing lodge and outstations to take shelter.</p> <p>NTES in conjunction with Police to drive around the community advising to take shelter with lights and sirens.</p> <p>The Unit Officer of NTES organise next shelter to be open.</p> <p>Assist with the management of shelters.</p> <p>At the appropriate time, assist the</p>		<p>With Police and Essential Services Officer, undertake a survey of damage.</p>	<p>and refurbishment.</p>		

Organisation /Provider	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Transition to Recovery	Recovery
			<p>population with movement to shelters.</p> <p>Ensure all personnel take shelter.</p>					
Bawinanga Aboriginal Corporation	<p>BAC ERT Team Members are to: Brief Staff.</p> <p>Maintain normal duties.</p> <p>Ensure all standby power supplies are in order (Barlmark)</p> <p>Clean up notification.</p> <p>Fuel station secured.</p> <p>Large machinery refuelled after clean up.</p> <p>CDEP and Rangers equipment all fuelled up and maintained; ready to go.</p>	<p>Notify and account for BAC all staff/visitors.</p> <p>Ensure all BAC plant and equipment is fuelled and stored within known areas.</p> <p>Clear up/secure loose items/tape windows.</p> <p>Water Truck to be filled keep all staff informed.</p> <p>Generators, fuel, food &amp; water supplies ready.</p> <p>Cyclone shelters being prepared.</p> <p>Designated staff to contact Outstation Communities.</p> <p>Information relayed to NTES OIC.</p> <p>Rangers, CDEP &amp; NTES to go</p>	<p>Cyclone supplies, food, water and fuel in generators all stocked up.</p> <p>Open shop if necessary at different hours.</p> <p>BAC ERT Team Members are keep all Staff informed.</p> <p>All worksites are to be made secure and locked down.</p> <p>All non-essential staff is stood down.</p> <p>NTES, Rangers and CDEP last sweep of BAC ERT Team.</p> <p>All personal to take shelter.</p>	All persons to take shelter.	Remain in shelter.	Close shelter when told to by the Police or NTES.	Hold a BAC meeting to keep staff and workers informed of community issues, Power and Water supplies.	

Organisation /Provider	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Transition to Recovery	Recovery
		house to House BAC Shelter(s) Office if required to be made secure (i.e. Individual offices are secured, BANK is secured).						
Health Centre	<p>Brief Health Centre personnel.</p> <p>Advise Local Controller of state of preparedness and of any urgent requirements.</p> <p>Check generator and fuel levels.</p> <p>Liaise with Police regarding: Maningrida Homelands/Outstations.</p> <p>Review booked patient travel arrangements with Patient Travel in Darwin Review patients that may need evacuation or have special needs with the Local or District Medical Officer</p>	<p>Brief Health Centre personnel.</p> <p>Any potential medevac's and long term ongoing treatment patients need to be transferred to appropriate medical facilities or appropriate safe places; at the discretion of Management at the Clinic.</p> <p>Fuel all vehicles.</p> <p>Allocate staff to check Emergency Equipment.</p> <p>Check Satellite phones.</p> <p>Review patient medications.</p> <p>Advise Top End Remote Health</p>	<p>Brief Health Centre personnel.</p> <p>Deliver Disaster Packs (5) to designated cyclone shelters).</p> <p>Allocate Health Centre vehicles to safe areas.</p> <p>Secure all medical records in filing cabinets or compactor.</p> <p>Transfer patients who require monitoring or treatment to clinic or other designated shelter (with necessary family members).</p> <p>Advise Top End Remote Health Management in Darwin of</p>	All personal to take shelter.	Remain in shelter.	<p>Upon advice from the Local Controller, ensure personnel and facilities are available for triage treatment as soon as the destructive winds have dropped.</p> <p>Advise the Maningrida Local Controller on all first aid/medical, public health and community Brief Health Centre personnel.</p> <p>On advice from the Local Controller stand down staff.</p>	Advise Local Recovery Coordinator of any urgent priorities and participate in meetings as required.	

Organisation /Provider	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Transition to Recovery	Recovery
	<p>e.g. antenatal, dialysis patients.</p> <p>Assist in reviewing Aged Care Facilities.</p> <p>Carry on work as usual.</p> <p>Maintain normal health and community services.</p>	Management of situation.	<p>situation.</p> <p>Upon advice from the Local Controller ensure all personnel take shelter.</p>					
Maningrida Progress Association	<p>Recheck all MPA property for any loose materials and tie down (or fill with water).</p> <p>Fill all vehicles' fuel tanks and make ensure generator is ready to go.</p> <p>Steps should be taken for Motel Guests to ensure all visitors are aware of the dangers and know what to do in the event of a cyclone.</p> <p>Monitor BOM website Cyclone Watch/radio/TV.</p>	<p>Remove all last minute potential cyclone debris.</p> <p>Check and secure generator shed and all cyclone supplies.</p> <p>Park all vehicles under solid shelter with handbrake on and vehicle in gear.</p>	<p>Cyclone supplies, food, water and fuel in generators all stocked up.</p> <p>Open shop if necessary at different hours</p> <p>All personnel to take shelter.</p>	All personal to take shelter.	Remain in shelter.	Close shelter when told to by the Police or NTES.	Hold a MPA meeting to keep staff and workers informed of community issues, Power and Water supplies.	
Mala'la Aged Care & Malala Health Board	<p>Check generator and fuel levels.</p> <p>Monitor BOM</p>	Fill vehicle fuel tanks and make sure all worksites are	Aged care people need to be moved to Aged Care	All personal to take shelter.	Remain in shelter.	Brief Health Centre personnel.	Advise Local Recovery Coordinator of any urgent	

Organisation /Provider	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Transition to Recovery	Recovery
	<p>website Cyclone Watch/radio/TV.</p> <p>Notify all staff of situation.</p> <p>Assist in reviewing Aged Care patients.</p> <p>Carry on work as usual.</p>	<p>cleared and set up for cyclone.</p> <p>Ensure all loose items or furniture are stored in storage shed or tied down.</p>	<p>Building at discretion of clinic management and aged care staff.</p> <p>People in Maningrida dependent on power operated medications, oxygen and asthma nebulisers needing power need to be assisted and organised at the discretion of the clinic management and aged care staff.</p> <p>Ensure building secure. Turn off and unplug all electrical equipment.</p> <p>All personal to take shelter.</p>			<p>On advice from the Local Controller stand down staff.</p>	<p>priorities and participate in meetings as required.</p>	

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

### **BUSHFIRE**

#### ***Introduction***

Fire within the Maningrida Township will be dealt with by the Police and Maningrida Emergency Service Volunteer Unit.

Should the incident escalate to the stage where a co-ordinated emergency response is necessary, the management of the overall operation will be executed by the Local Controller.

#### ***Initial Responses***

NT Police and NTES

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

NT Police

#### ***Notifications***

For escalated fires Local Controller to send out to necessary committee members:

- Health
- Rangers
- EARC

#### ***Communications***

Ensure communications are established and maintained with the Northern Commander and Duty Officer NTES.

## ACTIONS TO BE TAKEN – BUSHFIRE

Organisation/ Provider	Stage 1 Alert	Stage 2 Standby	Stage 3 Activation	Stage 4 Stand down	Stage 5 Recovery
<b>ALL MEMBERS</b>	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personal. Provide SITREPS.	Attend Briefings. Inform key personal. Provide SITREPS.
<b>LOCAL CONTROLLER</b>	Notify NTES Duty Officer.	Ascertain state of preparedness.  Determine the need to disseminate warning/information to the public.	Proceed to fire scene and carry out the following: Establish Forward Command Post.  Co-ordinate requests for assistance from other agencies.	On completion of operation:  Ensure all personnel (victims / responders) are accounted for.  Ensure all personnel are advised of debrief arrangements  Arrange for Critical Incident Stress Debriefing action as appropriate.	Compile and forward Post Operations Report (through Division) to NTES, Berrimah Police Centre.
<b>NT Police</b>			Contact Unit Officer, Maningrida NTES and arrange to meet at fire scene.  On arrival at scene, accompany Unit Officer and conduct reconnaissance of area.  If necessary, initiate evacuation procedures and arrange for security of evacuated property.	If required, implement (DVR) (DVI) procedures.  If required, ensure statutory investigation procedures are carried out.  Other considerations may include:  Establishment of enquiry centre  Arrangement for transportation of deceased persons	Upon completion of operations (as authorised by investigating authority), carry out the following:  Co-ordinate clean-up of scene.  Account for ALL equipment used and supervise: - cleaning, - servicing/repair, and - refurbishment.  Assist the Local Controller in the compilation of the Post Operations Report.  Assist the Local Controller with other tasks as directed.



Organisation/ Provider	Stage 1 Alert	Stage 2 Standby	Stage 3 Activation	Stage 4 Stand down	Stage 5 Recovery
NTES			<p>Implement callout procedures.</p> <p>Brief personnel and place on standby.</p> <p>Ascertain state of preparedness.</p> <p>Establish contact with Local Controller.</p> <p>Dispatch fire unit to area, assess situation and advise Local Controller.</p> <p>Advise Local Controller of situation and/or request for assistance</p> <p>Continue to liaise with onsite commander regarding requests for assistance.</p> <p>Contact Bac Rangers and provide briefing and assess possible availability of recourses to assist</p>	<p>Once under control, patrol area until satisfied fire is no longer a threat.</p> <p>Upon completion of operations:</p> <p>Account for all personnel.</p> <p>Account for ALL equipment used and supervise</p> <ul style="list-style-type: none"> <li>- cleaning,</li> <li>- servicing/repair, and</li> <li>- refurbishment.</li> </ul> <p>Conduct operational debrief with volunteer personnel.</p>	<p>If necessary, liaise with Local Controller re Critical Incident Stress Debriefing requirements.</p>
Health			<p>If necessary, implement call out procedures.</p> <p>Brief staff and if necessary, instruct to remain on standby.</p> <p>Prepare vehicles and Health Centre in the event of possible casualties.</p> <p>Notify Regional Office.</p> <p>Advise Local Controller of state of preparedness and maintain contact.</p> <p>Maintain normal health services and if activated,</p>	<p>Account for all health personnel.</p> <p>Refurbish equipment as necessary and co-ordinate the re-establishment of normal Health Centre operations.</p> <p>If necessary, liaise with Local Controller re requirements for Critical Incident Stress Debrief support.</p> <p>Conduct operational debrief with Health Centre staff.</p>	

Organisation/ Provider	Stage 1 Alert	Stage 2 Standby	Stage 3 Activation	Stage 4 Stand down	Stage 5 Recovery
			provide additional health and medical assistance as required.	Liaise with Local Controller re any on going public health issues resultant of the incident.  Provide relevant information to the Local Controller for inclusion in final SITREP.  Stand down personnel.	
<b>SUPPORT ORGANISATIONS</b>					
<b>Bawinanga Aboriginal Corp</b>			Provision of manpower, provision of welfare support.		
<b>Maningrida Progress Assoc.</b>			Provision of manpower, provision of welfare support.		
<b>Maningrida Store</b>			Provision of manpower, provision of welfare support.		
<b>Maningrida Bakery</b>			Provision of manpower, provision of welfare support.		

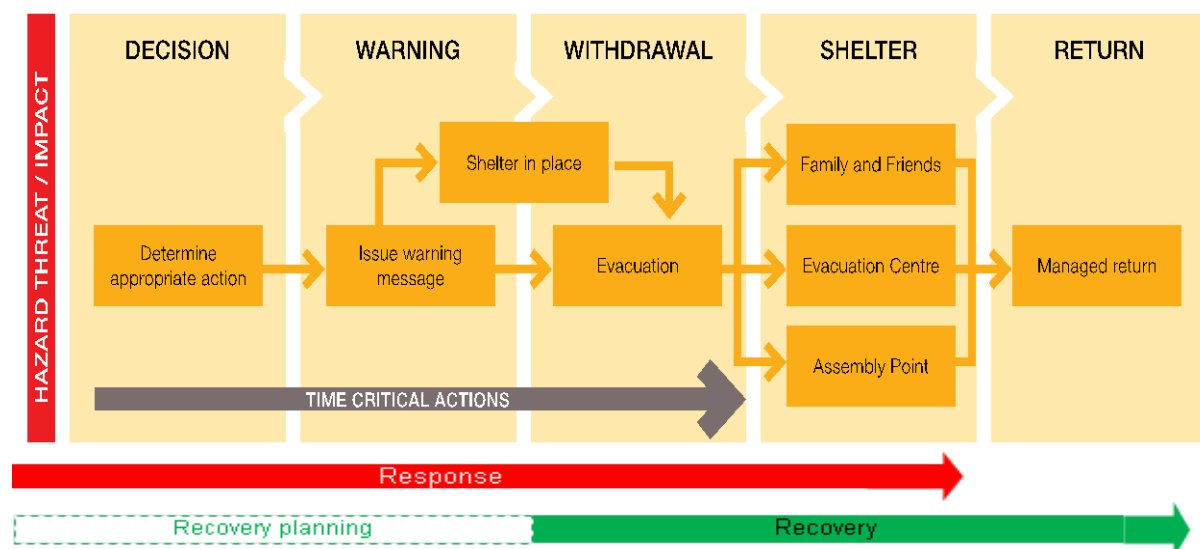
## Annex H: Evacuation Guideline

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

Evacuation is a complex process that has five distinct steps:

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

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



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

## Emergency Shelters

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

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

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

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

- meals

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

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

## Identified Evacuation Centres

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

## Evacuation Guidelines

Stage 1 - Decision		
Authority	The Region 1 Emergency Controller will authorise the activation of the evacuation plan. This evacuation plan is to be approved by the Territory Emergency Management Council prior to activation.	Regional Controller in conjunction with TEMC
Legal references	<i>Emergency Management Act</i> and approved Local Maningrida Local Emergency Plan (LEP). It is recommended that the Minister declares an Emergency Situation under section 18 of the <i>Emergency Management Act</i> when this evacuation plan is activated.	
Alternative to evacuation? I.e. shelter in place, temporary accommodation on-site/nearby.	Maningrida CEC (School) - Capacity 300 BAC Offices - Capacity 50 MPA Offices - Capacity 50 MPA Hotel Rooms - Capacity 100 Aged Care Facility - Capacity Undetermined Strong Buildings Within Maningrida there are 250 houses built to Category 3 cyclone rating. Full details are recorded at the Maningrida Police Station. If needed residents will be progressively relocated within the community to < > for pre staging post a cyclone impact. Refer to the Maningrida <b>staging</b> arrangements.	Maningrida Local Controller to arrange.
Summary of proposed evacuation	<b>Decision</b> – made by the Emergency Controller when the Maningrida <To be determined> The Maningrida Local Controller to disseminate information to the community. <b>Withdrawal</b> – four stage process; <ol style="list-style-type: none"> <li>Maningrida community to the Maningrida to be registered for evacuation to &lt;Location to be determined&gt;;</li> <li>Once registered, groups to move to the airstrip assembly area using buses/vehicles;</li> <li>Red Cross to register check utilising Register Find Reunite.</li> </ol> <b>Shelter</b> – evacuees will be encouraged to stay with friends or family. The remainder will be accommodated at an evacuation centre <Location to be determined>	The decision will be informed by additional advice from BOM up to that time.

	<b>Return</b> – to be determined once recovery can sustain return to <Location to be determined>	
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. The Identified people will be evacuated <At a time to be determined>.	Medical Group & Transport Group to action.
Community demographics (approx. total number, family groups, cultural groups etc)	Refer to Evacuation Centre Guidelines p.21 (section 4.2) Examine the demographic breakdown of the community to be evacuated including <ul style="list-style-type: none"> <li>• The total number of people being evacuated.</li> <li>• An estimate of the number of people likely to require accommodation in the evacuation centre.</li> <li>• A breakdown of the evacuees to be accommodated by age and gender. For example, the number of family groups and single persons, adult males and females, teenage males and females, and the number of primary school-aged children, toddlers and infants.</li> <li>• A summary of cultural considerations, family groups, skin groups and community groups.</li> <li>• Potential issues that may arise as a result of these groups being accommodated in close proximity to one another.</li> <li>• A summary of people with health issues, including chronic diseases, illnesses and injuries.</li> <li>• Details of vulnerable clients (other than medically vulnerable), such as the elderly, frail and disabled (and if they are accompanied by support ie: family members)</li> <li>• Details of community workers also being evacuated who may be in a position to support the operation of the evacuation centre. Examples include teachers, nurses, health workers, shire staff, housing staff and police.</li> </ul>	Maningrida Local Controller to obtain information.
What is the nature of the hazard?	<ul style="list-style-type: none"> <li>• Cyclone</li> </ul>	
Estimated duration of the potential evacuation?	<To be determined>	
Triggers for the evacuation	<p><b>&lt;Example</b></p> <ol style="list-style-type: none"> <li>1. Evacuation <i>planning</i> to commence when the Location is under a “Tropical Cyclone Watch”.</li> <li>2. Implement evacuation if the Cyclone category is at severe and impact has caused major damage and disruption to all services.</li> <li>3. Elderly and vulnerable people are to be considered for evacuation during the “TC Watch” due to limited health services.&gt;</li> </ol> <p>Further details of the intra-community relocation plan are required.</p>	Regional Controller & NTES to confirm triggers.

<b>Self-evacuation</b>	Where possible residents will be encouraged to self-evacuate and make their own accommodation arrangements if they wish to do so. Individuals and families taking this option will be encouraged to register prior to leaving the community.	Maningrida Local Controller
<b>Responsibility for the coordination Stage 1</b>	Regional Controller Local Controller	

<b>Stage 2 – Warning of Evacuation</b>		
<b>Who has the authority to issue warnings?</b>	<p>Bureau of Meteorology will issue Tropical Cyclone advice and warnings.</p> <p>All further public information will be approved by the Regional Controller in consultation with the Public Information Group and NTES.</p> <p>The Maningrida Local Controller will coordinate the dissemination of community level information.</p>	Regional Controller to liaise with Information Group and NTES
<b>Process for issuing evacuation warnings and other information</b>	<p>At community level, the Maningrida Local Controller is to appoint a community spokesperson to disseminate up to date situational information at community meetings; which are to be held immediately post a convening LEC meeting, <u>at each declared stage of the Maningrida LEP.</u></p> <p>A media brief approved by the Local Controller at each LEC meeting, will be announced over the Local Radio station containing current situational information, relevant safety information, what to prepare, when to self-evacuate, and where to go.</p>	Maningrida Local Controller
<b>When will warnings be issued (relative to the impact of the hazard)?</b>	Immediately upon a decision to evacuate being made the Maningrida LEC will commence coordinating residents to prepare for transport.	Maningrida Local Controller
<b>What information will the messages contain? (What do people need to know?)</b>	<p>To be determined: considerations -</p> <ul style="list-style-type: none"> <li>- Outline of the proposed evacuation plan</li> <li>- Measure to prepare residences</li> <li>- Safety issues; not overloading transport</li> <li>- Items to bring on the evacuation</li> <li>- Arrangements for pets and animals</li> </ul>	<p>Maningrida Local Controller</p> <p>Biosecurity &amp; Animal Welfare Group liaison</p>
<b>Responsibility for the coordination of stage 2</b>	Local Controller / Regional Controller	

<b>Stage 3 - Withdrawal</b>		
<b>Outline</b>	<p>Three stage process;</p> <ol style="list-style-type: none"> <li>a. Maningrida residents to &lt;Staging Area 1&gt;;</li> <li>b. &lt;Staging Area 1&gt; to Airport</li> <li>c. Maningrida Airport to &lt;Location To be determined&gt;</li> <li>d. &lt;Evacuation centre to be determined&gt;</li> </ol>	
<b>Maningrida Community to the Airstrip</b>	<p><b><u>Lead – NTES/NTPOL</u></b></p> <p>Overview – the community will gather at the Maningrida located at Maningrida prior to being transported by community buses to the airstrip.</p>	NTES / NTPOL

	<ul style="list-style-type: none"> <li>Risks/other considerations: Evacuation should be undertaken during daylight hours, if possible. Risks include inclement weather, persons with infectious diseases, vulnerable persons, and frail/elderly persons, chronically ill.</li> <li>Estimated time en-route: ____ minutes each way</li> <li>Estimated timeframe overall: ____ hours utilising current resources.</li> <li>Alternate transport options: Walk?</li> </ul>	
<b>Assembly area</b>	<p><b><u>Maningrida</u></b></p> <p>Maningrida will be utilised as an assembly point where people will be transported to after pick up from homes to await registration, buses and onward transport. This will also be the point where evacuee registration will take place. Basic services should be provided i.e. drinking water, information.</p> <ul style="list-style-type: none"> <li>Services to be provided: Red Cross</li> <li>Coordinator: Red Cross</li> <li>Other details: Evacuee Registration - NTPFES College staff onsite will have log on access to the Register.Find.Reunite system via the 3G network and hard copy registration forms should there be a network failure.</li> <li>Residents will need to register at Maningrida Club or Airport if (self-evacuating) to be permitted access to the designated evacuation centre at Darwin</li> </ul>	NTES/NTPOL
<b>Maningrida to &lt;Location to be determined&gt;</b>	<p><b><u>Lead – NTES/NTPOL</u></b></p> <p><b><u>Example</u></b></p> <p>Lead – Transport Group</p> <p>Overview – Transport Group has identified commercial operators and the Police Air Section able to provide evacuation assistance.</p> <p>Total proposed air assets: _____.</p> <p>Commercial operators will be charging commercial rates for their services at a cost of (\$_____).</p> <p>The operation will begin at _____hrs with the first aircraft, leaving &lt;To be determined&gt; and arriving at Maningrida at _____hrs.</p> <ul style="list-style-type: none"> <li>The operation will continue throughout the day until all community members are evacuated. It is estimated that all community member can be evacuated by _____hrs (arriving in &lt;To be determined&gt;).</li> </ul>	NTES / NTPOL
<b>&lt; Location &gt; Airport to Evacuation Centre &lt;To be determined&gt;</b>	<p><b><u>Lead –Transport Group</u></b></p> <p><b><u>Example</u></b></p> <p>Overview – Buses (Buslink) will be on standby at &lt;Location to be determined&gt; Airport from _____am to receive passengers and continue throughout the day transferring to &lt;To be determined&gt; only, as required. Transport staff will be on the ground at &lt;Location to be determined&gt; Airport to marshal passengers on buses only. Buses to be arranged by the Transport Group. Evacuees will be collected from &lt;Location to be determined&gt; Airport and transported to the &lt;Location to be determined&gt;.</p>	Transport Group

	<p>A reception team provided by NT Police will meet evacuees and facilitate transport.</p> <ul style="list-style-type: none"> <li>• Details: to be determined</li> <li>• Estimated time en-route: ____ minutes</li> <li>• Estimated timeframe: possibly ____ hours, dependant on aircraft arrivals.</li> <li>• Alternate transport options: ____</li> </ul>	
<b>End point</b>	<Location to be determined>	EOC / Welfare coordination
<b>Transport of vulnerable members of the community</b>	Medical Group to arrange transport of vulnerable people from the community to <Location to be determined>.	Medical Group
<b>Registration and tracking</b>	<p><u>Example</u></p> <p>Welfare Group to activate registration arrangements. Registration will be undertaken by NT Police and will occur at Maningrida Club. Names of evacuees will be obtained prior to boarding buses.</p> <p>Where possible details of individuals and families self-evacuating to be obtained on arrival at the Maningrida Airstrip. If persons are not registered as evacuees or self-evacuees they will not be provided access to the evacuation shelter.</p>	Welfare Group / NTPOL
<b>Who will coordinate stage 3?</b>	Regional Controller	EOC coordination.

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



<b>Team</b>		<b>Group</b>
• <b>Transport Team</b>	<To be confirmed>	Transport Group
<b>Evacuation centre set-up</b>	<b>Refer to the Evacuation Centre Template for set-up considerations</b>	
<b>What strategy will be put in place to close the evacuation centre?</b>	Closure of the evacuation centre will be largely dependent on the extent of inundation and complexity of the recovery process.	

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

## **Annex I: SITREP Template**

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

**SITREP NO:**

**Date:**

**Period covered:**

**From:**

**To:**

**AGENCY:**

**Created by:**

Current Situation:

Objectives:

Present Key Issues:

Future Key Issues:

Recommendation(s):

## Annex J: Summary of Response and Recovery Activities

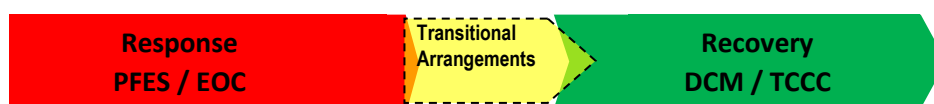
The following tables list a summary of possible response and recovery activities to be considered following an event.

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

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

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

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



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

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

	railway & associated infrastructure and report outage estimation	<input type="checkbox"/> Liaising with GWA and Australasia Rail to monitor repair work
	<u>Port, Harbour and Barge</u> Assess damage to Port infrastructure and harbour facilities Assess the damage to barge facilities	Repairing infrastructure Establish alternate arrangements for the supply of remote communities
13. Waste management	Waste management requirements and develop waste management plan if required	Continues in recovery
14. Repairs and reconstruction	Private housing <ul style="list-style-type: none"> <li>- Impact Assessments</li> <li>- Temporary repairs</li> </ul> <input type="checkbox"/> Government buildings <ul style="list-style-type: none"> <li>- Damage assessment</li> </ul> <input type="checkbox"/> Public Housing <ul style="list-style-type: none"> <li>- Impact Assessments</li> </ul> <input type="checkbox"/> Private Industry <ul style="list-style-type: none"> <li>- Damage assessments</li> </ul>	Private housing <ul style="list-style-type: none"> <li>- Information and support to facilitate repairs.</li> </ul> <input type="checkbox"/> Government buildings <ul style="list-style-type: none"> <li>- Repairs and reconstruction</li> </ul> <input type="checkbox"/> Public Housing <ul style="list-style-type: none"> <li>- Long term repair plans</li> </ul> <input type="checkbox"/> Private Industry <ul style="list-style-type: none"> <li>- Repair and reconstruction</li> </ul> <input type="checkbox"/> Temporary accommodation for a visiting construction workforce
15. Transport Services	Staged re-establishment of public transport services	Continues in recovery
16. Tele-communications	Telstra and Optus will assess the damage to their infrastructure Put in place temporary measures to enable landline and mobile services	Repair damage networks and infrastructure
17. Public safety	Police will maintain normal policing services to the community	Gradual return to core business
18. Pets	Temporary emergency arrangements for pets.	Reunite pets with their owners and cease emergency support arrangements
19. Community consultation	Information provision regarding the overall situation, response efforts, what services are available and how to access them	Community consultation process regarding long term recovery and community development

## Annex K: Contact Details

Position/Functional Group	Name	Email address	Work	Mobile	After Hours
Local Controller	Kim Chambers	<a href="mailto:kim.chambers@nt.gov.au">kim.chambers@nt.gov.au</a>	89 795 939	████████	N/A
Northern Territory Police Representative	Kim Chambers	<a href="mailto:Kim.chambers@nt.gov.au">Kim.chambers@nt.gov.au</a>	89 795 939	████████	N/A
NTES Territory Duty Officer	On call 24/7	<a href="mailto:TerritoryDutyOfficer.NTES@pfes.nt.gov.au">TerritoryDutyOfficer.NTES@pfes.nt.gov.au</a>		████████	
Maningrida Emergency Response Group	Jo Killmister	<a href="mailto:jo.killmister@ntschoools.net">jo.killmister@ntschoools.net</a>	89 795 950	████████	Sat Phone ████████
Maningrida Health Clinic					████████
	Jess Gatti	<a href="mailto:Jessica.gatti@malala.com.au">Jessica.gatti@malala.com.au</a>	89795939	████████	████████ ████████
Department of Education	Patrina Hayward	<a href="mailto:petrina.hayward@education.nt.gov.au">petrina.hayward@education.nt.gov.au</a>	89 795 950	████████	SAT Phone ████████ ████████ ████████ ████████
West Arnhem Regional Council Representative	Yanja Thompson	<a href="mailto:Yanja.thompson@westarnhem.nt.gov.au">Yanja.thompson@westarnhem.nt.gov.au</a>	89 796 600	████████	SAT Phone
		<a href="mailto:@westarnhem.nt.gov.au">@westarnhem.nt.gov.au</a>			████████
Maningrida Progress Association	Ian McLay	<a href="mailto:ian.mclay@mpainc.com.au">ian.mclay@mpainc.com.au</a>	89 796 010	████████	████████ SAT Phone ████████
	Rob Totten	<a href="mailto:mpastore.rob@bigpond.com">mpastore.rob@bigpond.com</a> <a href="mailto:mpainc@bigpond.com">mpainc@bigpond.com</a>	89 796016	████████	████████
Bawinanga Aboriginal Corporation	Ingrid Stonhill	<a href="mailto:Ingrid.stonhill@bawinanga.com">Ingrid.stonhill@bawinanga.com</a>	89 796 559	████████	████████

Position/Functional Group	Name	Email address	Work	Mobile	After Hours
Dhukurrnji Lodge Manager	Adam Longbottom	<a href="mailto:manager@dhukurrdjilodge.com.au">manager@dhukurrdjilodge.com.au</a>	██████████ ██████████		
Maningrida Power House and Maningrida Airport	Jake Marshall	<a href="mailto:jake.marshall@westarnhem.nt.gov.au">jake.marshall@westarnhem.nt.gov.au</a>	██████████		
	ESO Mark Jones	<a href="mailto:Mark.jones@westarnhem.nt.gov.au">Mark.jones@westarnhem.nt.gov.au</a>	██████████		
Mala'La Health Board	Ray Matthews	<a href="mailto:ray.matthews@malabam.com.au">ray.matthews@malabam.com.au</a>	89 795 772	██████████	Sat Phone ██████████ ██████████
Manayinkarirra Public Health Clinic	Jessica Gatti	<a href="mailto:Jessica.gatti@malala.com.au">Jessica.gatti@malala.com.au</a>	89795930	██████████	
	Lesley Woolf	<a href="mailto:Lesley.woolf@malala.com.au">Lesley.woolf@malala.com.au</a>		██████████	
Mala'La Flexible Aged Care	Toni Roberts				Sat Phone ██████████
National Indigenous Australians Agency (NIAA) – Australian Government	Iona Roy	<a href="mailto:iona.roy@offical.niaa.gov.au">iona.roy@offical.niaa.gov.au</a>	██████████ 89795480	██████████	██████████
Department of Chief Minister – Regional Director	Nic Sharah	<a href="mailto:Nicholas.sharah@nt.gov.au">Nicholas.sharah@nt.gov.au</a>	██████████ 89 998 345		
East Arnhem Recovery Coordinator	Jim Rogers	<a href="mailto:Jim.Rogers@nt.gov.au">Jim.Rogers@nt.gov.au</a>		██████████	
Maningrida Centrelink	Jo Moore	<a href="mailto:Jo.moore@servicesaustralia.gov.au">Jo.moore@servicesaustralia.gov.au</a>	89952907	██████████	██████████
Telstra Representative	David Stevenson	<a href="mailto:david.e.stevenson@team.telstra.com">david.e.stevenson@team.telstra.com</a>	██████████	██████████	██████████
Stedman Constructions	Michael Stedman	<a href="mailto:michaelstedman2@bigpond.com">michaelstedman2@bigpond.com</a>	██████████	██████████	██████████ Sat Phone

Position/Functional Group	Name	Email address	Work	Mobile	After Hours
Dept Child Protection – Remote Family Support Service	Tuaka Brown	<a href="mailto:Tuaka.brown@nt.gov.au">Tuaka.brown@nt.gov.au</a>	89795447		Sat Phone
Outback Spirit Barra Lodge	Manager/Caretaker  Brian Worsley (GM Camp/Lodge) Stuart Beath (Ops/Maintenance Manager)	<a href="mailto:barralodge@outbackspirit.net.au">barralodge@outbackspirit.net.au</a>  <a href="mailto:barralodge@outbackspirit.net.au">barralodge@outbackspirit.net.au</a>	89790469		



## Annex L: Debrief

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

# RECORD OF DEBRIEF

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

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

## Annex M: Glossary

### GLOSSARY

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

Functional Group	These responsibilities are laid out in functional plans and the Territory Emergency Plan.
Group Leader	The individual allocated responsibility to prepare for, respond to and command and control a functional group in response to a specific hazard based on their legislated and or technical capability and authority.
Lead agency	An agency allocated responsibility to prepare for and respond to a specific hazard based on their legislated and/or technical capability and authority.
Hazard Management Authority	The agency allocated responsibility to prepare for and respond to a specific hazard based on their legislated and/or technical capability and authority.
Participating organisations	Agencies which provide a supporting role in preparing and responding to a specific hazard based on their legislative and/or technical capability and authority.
Preparedness	<p>Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed.</p> <p>Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. <i>See also</i> comprehensive approach.</p> <p>Source: AEM Glossary.</p>
Prevention	<p>Regulatory and physical measures to ensure that Emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. <i>See also</i> comprehensive approach.</p> <p>Source: AEM Glossary.</p>
Recovery	<p>The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. <i>See</i> comprehensive approach.</p> <p>Measures which support emergency-affected individuals and communities in the reconstruction of the physical infrastructure and restoration of emotional, economic and physical well-being.</p> <p>Source: AEM Glossary.</p>
Region	Means a region specified in a Gazette notice under section 27 of the Act.
Regional Controller	For a region, means the Regional Emergency Controller for the region mention in section 54 of the Act.
Response	<p>Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support.</p> <p>Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. <i>See also</i> comprehensive approach.</p> <p>Source: AEM Glossary.</p>
Responsibilities	The state or fact of being responsible, answerable, or accountable for something within one's power, control, or management. (Dictionary.com)
Risk	The effect of uncertainty or objectives. (ISO Guide 73.2009 Risk

	management – Vocabulary)
Risk Identification	The process of finding, recognising and describing risks (ISO Guide 73.2009 Risk management – Vocabulary).
Stand down	Transition from responding to an event back to normal core business and/or recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.
Stand up	The operational state following “lean forward:” whereby resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centers are activated.
State of Disaster	Means a state of disaster declared under section 21 of the Act.
State of Emergency	Means a state of emergency declared under section 19 of the Act.
Volunteer member	Means a member of the NTES appointed under section 52 of the Act.
Vulnerability	The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community or persons to the impact of hazards (National Emergency Risk Assessment Guidelines).
Territory Controller	Means the Territory Emergency Controller mentioned in section 28 of the Act.
Territory Emergency Management Council	The management council is established under the terms laid out in Division 4 of the Act.
Territory Recovery Coordinator	Means the Territory Recovery Coordinator mentioned in section 32 of the Act.
WebEOC	WebEOC is a critical information management system used throughout the Northern Territory. It is used by agencies that have roles and responsibilities under the NT Emergency Management Act during prevention, preparation, response and recovery phases of any emergency.

## Annex N: Acronyms

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