



**BULMAN
LOCAL
EMERGENCY
PLAN
2020/21**



TERRITORY EMERGENCY MANAGEMENT COUNCIL

Authority

The Bulman Emergency Plan (the Plan) approved by the Territory Controller in 2013 and in accordance with section 17 of the *Emergency Management Act 2013* (NT) (the Act) has been reviewed and endorsed by the Regional Controller.

A handwritten signature in black ink, appearing to read 'Travis Wurst'.

Regional Controller
Travis Wurst

Dated this 17th day of November 2020

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Every effort has been made to ensure that the information contained within these guidelines is accurate and where possible reflects current best practice. However, NTES does not give any warranty or accept any liability in relation to the content of material contained in the document.

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Version History

The following table lists all previous endorsed versions of this plan:

Plan	Endorsed
Bulman Local Emergency Plan 2017/18	G. Nichols
Bulman Local Emergency Plan 2018/19	R.Kershaw
Bulman Local Emergency Plan 2018/19	M.Hebb

Amendment List

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

Officer in Charge, Local Controller
Bulman Police Station
Bulman NT 0822

Amendments promulgated are to be certified below when entered:

Revision Date	Description	Local Controller
July 2018	New template development and review	K.Riley/ NTES
Aug 2018	Plan review. Formatting amendments	A.Heath/ NTFRES
Aug 2019	Plan review.	R/Sgt Bulman Police
Oct 2020	Plan review	R/Sgt Daniel LEIGHTON
Nov 2020	Administrative Review	J Richardson / NTPFES

Purpose

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

Application

2. This Plan applies to:
 - The Bulman District

Related References

3. The following references apply:
 - *Emergency Management Act 2013* (NT)
 - Territory Emergency Plan 2020/21
 - Northern Region Emergency Plan 2020/21
 - National Disaster Risk Reduction Framework (NDRRF)
 - National Disaster Risk Assessment Guidelines (NERAG)

Plan

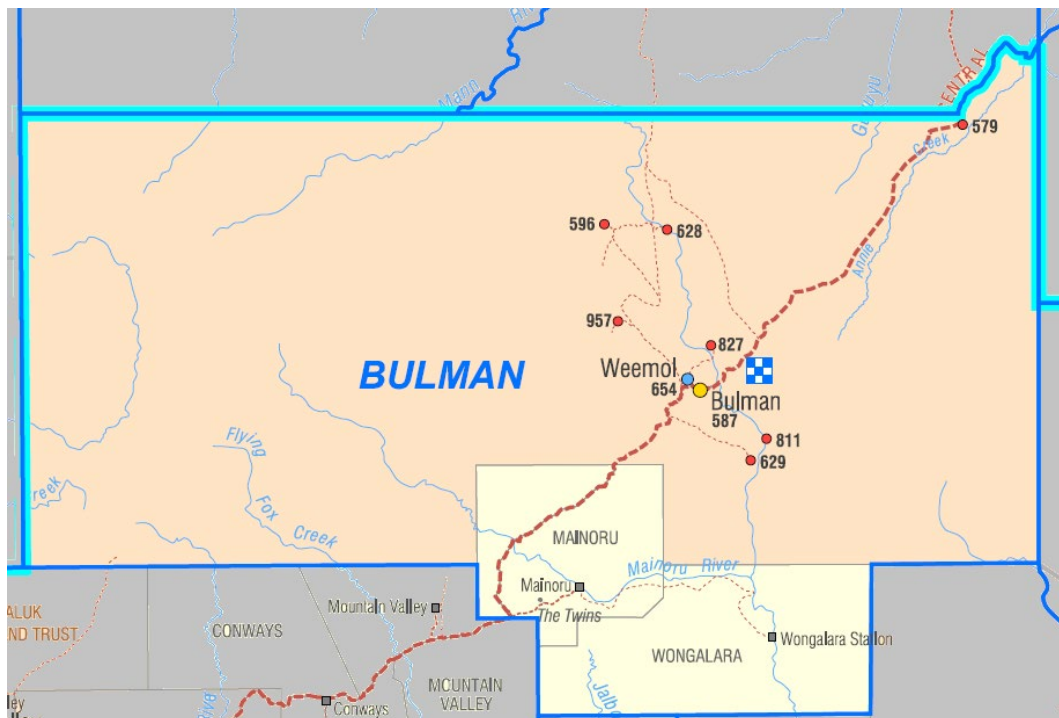
Key Considerations

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

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

Locality Context

9. The District covers approximately 14,400 square kilometres and is located approximately 623kms east, south east of Darwin and forms part of Region 1 (Northern Region), as defined by the Territory Emergency Plan.
10. The District population fluctuates between 250 to 500 persons, the main population centre being the town of Bulman.



Climate and Weather

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

Geography

13. The District ranges from rocky, sparsely vegetated, and semi-arid to thickly timbered, dense scrubby areas, well-watered by creeks and springs. Cattle stations take up about 30% of the district.

14. The District is drained by a number of rivers and creeks, the main being
- Annie Creek
 - Goyder River
 - Mainoru River
 - Chambers Creek
 - Flying Fox Creek
 - Wilton River.

Sites of Conservation or Cultural Significance

15. There are many areas in the vicinity of the District boundaries into which it is culturally unacceptable to go.
16. Nitmiluk National Park is a 292,800 hectare National Park owned by the Jawoyn Aboriginal people and jointly managed with the Parks and Wildlife Service of the Northern Territory.
17. Further information about this site can be found [here](#).

Tourism

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

Public Administration

NT and Local Government

19. NT Government agencies that have a presence in the District include:
- NT Police, Fire and Emergency Services (NTPFES)
 - NT Police Force (NTPF) (Police Station)
 - Department of Health
 - Bulman Health Centre.
 - Department of Education
 - Bulman School
20. Local government in the District is provided by the Roper Gulf Regional Council (RGRC).

Infrastructure

Building Codes

21. Buildings in the District are gazetted under the *Building Act 2016* (NT).

Land Use

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

Power Generation and Distribution

23. The District is serviced by stand-alone, diesel power stations and solar. This is contracted out from PowerWater.

Water Services

24. The District operates reticulated water and sewer systems in Bulman. Water is sourced from bores.
25. Some Outstations serviced from Bulman water is sourced from springs (Mt Catt, Barrapunta, Bigedi)

Health Infrastructure

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

Emergency Service Infrastructure

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

Roads

29. The Districts main road is the Central Arnhem Road, also known as the Bulman Track, which intersects with the Stuart Highway approximately 50km south of Katherine, linking with Nhulunbuy some 667km to the northeast.

Airports

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

Name of the Strip	Datum	Details (type, length, etc.)	Operator of the strip
Bulman (Delara)	13°40'8.91"S 134°17'41.27"E	Sealed 997.8m x 20.1m	RGRC
Mountain Valley	14°5'2.24E 133°48'40.28"E	Grass 900m x 99m	Mountain Valley
Mainoru	14°3'0.58"S 134°5'28.47"E	Red Gravel 1046.1m x 36.9m	Mainoru
Emu Springs	13°9'1.81"S 134°51'1.52"E	Dirt 1013.9m x 50m	Private

Telecommunication

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

Local Radio Stations

32. The District has the following radio stations:
- 104.5FM ABC Radio
 - TEABBA
 - Remote Indigenous Broadcasting Services (RIBS).

Vulnerable Clients

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

Preparation

Disaster Hazard Analysis and Risk Register

34. The LEC has identified the following hazards for the District which require a detailed operational response procedure:
- Transport (Road, Marine and Aircraft)
 - Hazardous Material Incident (HAZMAT) incident
 - Flood
 - Cyclone
 - Bushfire
35. These hazards have been rated against the National Disaster Risk Assessment Guidelines (NERAG) were reviewed in 2016 and gave the following results:

Hazard	Overall Consequence	Overall Likelihood	Risk Rating
Transport Incident	Minor	Likely	Medium
Hazardous Material Incident (HAZMAT)	Minor	Likely	Medium
Flood	Minor	Almost certain	Medium
Cyclone Cat 1 & 2	Minor	Likely	Medium
Cyclone Cat 3	Minor	Possible	Medium
Cyclone Cat 4	Medium	Unlikely	Low
Cyclone Cat 5	High	Unlikely	Low

Transport Incident (Road and Aircraft)

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

Hazardous Material Incident

39. Large quantities of hazardous materials are transported daily by road to many centres throughout the Northern Territory and as a consequence, any release or spillage could easily result in the loss of life, widespread disruption, danger to communities and a threat to the environment.
40. Hazardous material incidents encompass a wide variety of potential situations including fire, spills, explosions and chemical reactions.

Preparation Activities

41. 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.

Flood

42. A flood hazard includes a flood threat to the township, housing and infrastructure of Bulman and all the surrounding outstations and communities, including the isolation due to flood waters of any outstations and communities.

Cyclone

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

44. Gale force winds can extend hundreds of kilometres from the cyclone centre. If sustained winds around the centre reach 118 kilometres per hour (gusts in excess 165 kilometres per hour) then the system is called a severe tropical cyclone (these equate to category 3 or above).
45. Prevention and preparative controls for tropical cyclones include, but are not limited to:
 - Preparation of the Local Emergency Plan and convening the LEC
 - Implementation of cyclone preparation initiatives and council clean ups
 - Radio, television and social media broadcasts and billboard announcements
 - Police patrols.

Bushfire

46. A fire hazard includes a fire threat to each community, housing and infrastructure in the District including all the surrounding outstations
47. Controlled burning occurs on a yearly basis in the District and the surrounding communities.

Public Education

48. 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

49. 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
50. 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

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

52. 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

53. The Act provides requires that those involved in emergency planning and operations are be appropriately trained. The NTES Emergency Management Training Unit provides the required training and education capability to ensure NT Government and non-government entities are appropriately trained.

Exercises

54. 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.
55. 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.
56. Delivery of exercises is guided by advice from the Territory, Regional or Local Controllers, the Territory Recovery Coordinator, Territory Emergency Management Council or Regional or Local Controller as required by functional groups. ¹

Response

57. 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 support².

Control and coordination

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

¹ Section 3.5 & 3.6 of the Territory Emergency Plan.

² 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 Emergency Controller

59. In accordance with section 76 of the Act, the Territory Controller has appointed a District Local Emergency Controller (Local Controller).
60. The Local Controller is the OIC of Bulman Police Station.
61. The Local Controller is subject to the directions of the Regional Controller for the region in which the District is located.
62. 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

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

Local Recovery Coordinator and Coordination Committee

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

Emergency Operations Centres (EOCs)

71. 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 community³.

72. The District LCC is the Bulman Police Station.
73. The Regional EOC will generally be located in Darwin at the Peter McAulay Centre.
74. 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.
75. Liaison Officers from functional groups and support agencies will attend the EOC as required.

WebEOC

76. 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.
77. 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.
78. 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)

79. 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.
80. LEC members are to provide SITREPs at agreed times to enable the preparation of a consolidated report which will be distributed to all

³ Territory Emergency Plan Section 4.5.3

committee members and other relevant authorities. This may be achieved through the WebEOC incident management system.

Activation of the Plan

81. With the exception of cyclones where six stages are used, 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 transition to Recovery</i>	This stage is declared when the Local Controller considers that no further emergency management are necessary but if the consequences of the emergency require ongoing recovery coordination the Local Controller will advise the Local Recovery Coordinator in preparation for a transition to recovery.
<i>Stage 5</i>	<i>Recovery</i>	This stage is called if on-going recovery operations and coordination is required.

82. 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.

83. 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

84. 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

- Northern Commander
 - NTES Duty Officer.
85. 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

86. Official warnings are issued by the Bureau of Meteorology (BoM), Geoscience Australia and Bushfires NT.
87. 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. .
88. 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.
89. 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).
90. Control and Hazard Management Authorities may have pre-planned use of SEW for non-weather related events approved by virtue of the approval of a Regional or Special emergency plan.
91. The District will receive official warnings and general public information through the following means:
- radio broadcast
 - television news broadcast.
92. Warning and information messages for general public are authorised by the Local/Regional Controller/Delegate, as relevant. The dissemination of such warnings and information is to be by whatever means are appropriate and available at the time.

Australasian Inter-Service Incident Management System (AIIMS)

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

Closure of Schools

94. 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.
95. 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

96. 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.
97. The decision to re-open government offices will be made by the Chief Minister on advice from the TEMC.
98. 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

99. 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

100. The Bulman School located on high ground within the community. The school can accommodate 100 persons in buildings and 100 persons under cover.
101. 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
102. 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.
103. The local Council Office and the School are the most structurally sound buildings in the Community, without being actually certified as shelters. The council building can hold about 70-100 people within the main areas; the school has many buildings and could hold 100-200 people.
104. 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.
105. 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.
106. 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.
107. 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

108. Evacuation is a risk management strategy that can be used to mitigate the effect of an emergency or disaster on a community. It involves the movement of people to a safer location and their return.⁴
109. The decision to evacuate a community, including establishing an evacuation centre, is not taken lightly as it represents significant resource and financial implications⁵.
110. 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

111. Australian Red Cross, in partnership with the Commonwealth Attorney-General's Department, has developed an improved system to help reunite

⁴ EM Manual 11 Evacuation Planning, page 1

⁵ Australian Emergency Management, Evacuation Planning Handbook 4 2013

families, friends and loved ones separated by an emergency. This system is called Register. Find. Reunite.

112. This system can be initiated by either the Territory or Regional Controller without the national system being activated⁶.
113. The Welfare Group maintains Register. Find. Reunite. Any activation of this system should occur in consultation with the Welfare Group in the first instance.

Impact Assessment

114. 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.
115. 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.
116. The Survey, Rescue and Impact Assessment Group, led by the NTPFES, is responsible for impact assessments.
117. At the local level, Local Controllers can activate the NTES to undertake impact assessments if deemed appropriate.

Recovery

118. 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.
119. 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

120. 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.
121. The transition to recovery coordination occurs at a time agreed to by the:
 - Territory Controller
 - Territory Recovery Coordinator

⁶ Territory Emergency Plan Section 4.17

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

Handover Arrangements

122. 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.
123. 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.
124. A summary of response and recovery activities can be found at Annex K.

Plan Governance

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

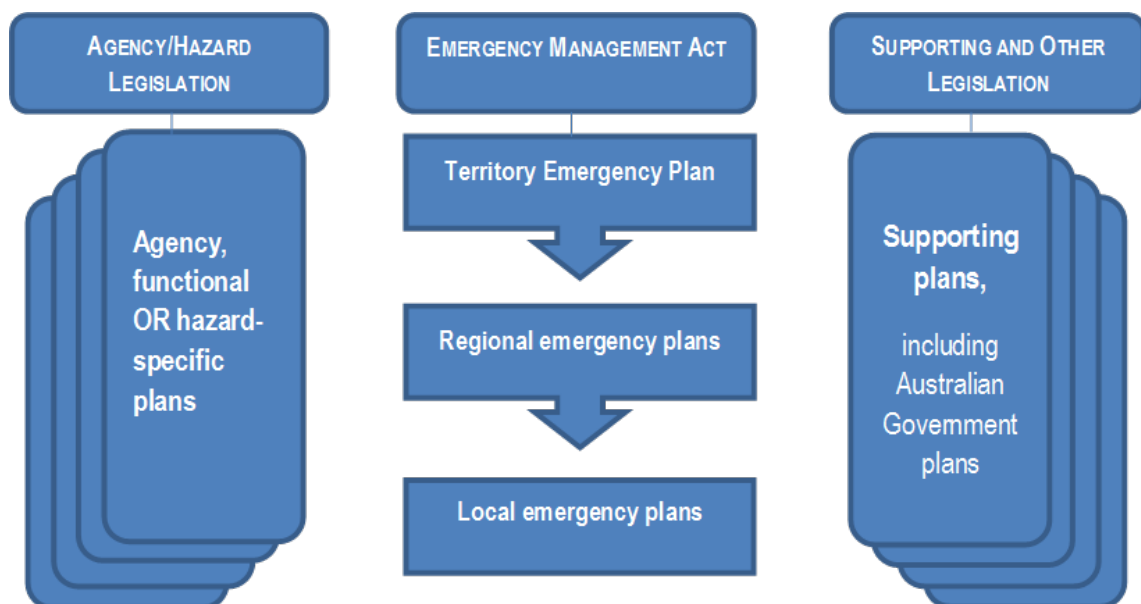
Annexures

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Annex A: Hierarchy of Plans

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

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



Annex B: Functional Groups - Roles and Responsibilities

Functional Group	Position and Agency
Biosecurity and Product Industry	Department of Primary Industry and Resources
Communication Technology	NTPFES
Critical Goods and Services	Department of Trade, Business and Innovation
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
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	Sunrise Health Service
Power Supply (ESO)	AA Electrical
Food supplier	Outback Stores
Transportation	Department of Infrastructure, Planning and Logistics

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

Annex C: Functional Groups

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

During an event some of these functions may be needed at a local level. Please consider which agency or community member might be responsible for providing this function:

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

Functions	Agency /Organisation/Provider responsible
Identification of suitable buildings for shelters	Already conducted Bulman School
Interpreter Services	Local community members
Management of Expenditure in emergencies	EOC
Medical services	Sunrise Health Clinic
Network communications (IT): Responders / Public Maintenance and restoration of emergency communication	Network on Satellite
Personal Support	Sunrise Health Clinic
Power: Protection and restoration :	AA essential services
Public messaging during response and recovery.	Local Controller/NT police coordinate via RGRC and Mimal Rangers
Public/Environmental Health (EH) management <ul style="list-style-type: none"> • All EH functions including water & food safety • Disease Control 	Sunrise Health Clinic
Rapid Impact Assessment	RGRC
Recovery Coordination	LEC
Repatriation	N/A
Restoration of public buildings	RGRC
Restoration of roads and bridges (council/territory) excluding railways	RGRC
Road management and traffic control including public Information on road closures	<i>Needs to be discussed in relation to road closure boom location</i>
Sewerage: Protection and restoration	AA Essential Services
Survey	NT Police / RGRC
Temporary accommodation (Recovery)	Nil
Traffic Control	NT Police
Transport : Commercial and Public airport/ planes, automobiles, ferries, buses	N/A
Vulnerable Groups	Sunrise Health Clinic
Waste management <ul style="list-style-type: none"> • Collection • Disposal of Stock 	RGRC
Water (including drinking water): Protection and restoration	AA essential Services

Annex D: Resource List
RESOURCE REGISTER

Locality - Bulman

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=Dropon Unit T=Trailer F=Foam E=Extinguisher (4.5kg and above) GFU – Grass Fire Unit	RAR=Road Accident Rescue Team HE=Heavy Rescue Equipment WS=Workshop PG=Portable Genset FL=Floodlighting	=Hospital A=Ambulance C=Clinic F/A=First Aid Kits SF=Stretcher (fid) SB=Stretcher-(bsk) B=Blankets	F=Fixed Wing H=Helicopter (oo)=Seating Capacity (s)=Stretcher (w)=Winch (kg)=Payload	S=Sedan/Stationwagon U=Utility B=Bus (seating) T=Truck (capacity) WT=Water tanker FT=Fuel tanker LW=Liquid waste tanker	2WD	4WD	All Terrain	T=Tractor B=Bulldozer C=Crane (mobile) F=Frontend Loader F/L=Forklift L=Lowloader B/H=Back hoe G=Grader BC=Bobcat	A=Avgas D=Distillate J=Jet aviation L=LPG S=Super U=Unleaded	B=Beds R=Rooms C=Caravans T=Tents Tp=Tarpaulins Ps=Plastic Sheeting	R=Retail store B=Bulk dry goods K=Commercial Catering P=Portable cooking F=Freezer (fixed) Fm=Freezer (mobile) C=Coolroom
Roper Gulf	UHF/SP	T, GFU	WS,PG	F/A	N/A			2x U 3X S		T, BC	D,U	N/A	N/A
Rangers	UHF/SP	GFU, 2xD, E12	RAR, WS, PG	F/A x15	H			1xS, 12xU T (8.5Ton)	B - 16 Quad ATV	T L Trailers 5 various sizes	A (10 – 26 44L drums), D (10,000L), U (2 – 4 44L drums)	B 9 R 9 T 3 large T 30 pup Tp Ps	C C (mobile) K – 150+ people
Outback stores	N/A	N/A	N/A	F/A	N/A			1xS		N/A	D,U	R	R,B,F,C
Sun Rise	SP	N/A	N/A	C,A,SF x2	N/A			2xS		N/A	N/A	3xB,3xR	N/A
NT Police	UHF,HF,SP	E	N/A	F/A	N/A			2XU		N/A	N/A	3xR	N/A
AA essential Services	SP	N/A	N/A	F/A	N/A			1xU		N/A	D	N/A	N/A
Bulman School	N/A	N/A	N/A	F/A	N/A			N/A		N/A	N/A	6xR	N/A
Roper Gulf	UHF/SP	T, GFU	WS,PG	F/A	N/A			2x U 3X S		T, BC	D,U	N/A	N/A

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

Annex E: Identified Risk Guideline – Transport

TRANSPORT INCIDENT

Introduction

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

Aircraft

Aircraft movements in the Bulman Region area including both small fixed wing aircraft and to rotary wing aircraft related to 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](#).

Motor Vehicle

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

Initial Responses

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

Incident Controller

The Local Controller is the Incident Controller.

ACTIONS TO BE TAKEN – TRANSPORT INCIDENT

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

Annex F: Identified Risk Guideline – Hazmat

HAZMAT INCIDENT

Introduction

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

Bulman does not have the resources to contain any HAZMAT incident, although Mimal Rangers are willing to take this on with the right training.

Incident Controller

The Local Controller is the Incident Controller.

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

Annex G: Identified Risk Guideline – Flood

FLOOD

Introduction

The severity of a flood event is usually stated in terms of the Annual Exceedance Probability (AEP) expressed as a percentage. The levels associated with a 1.0% AEP flood event is generally used for development control purposes. A flood event with a 1.0% AEP can be described as a flood which has odds of 100 to 1 of occurring in any one year. It is also referred to as a 1 in 100-year event but this can be confusing since a flood of this magnitude or greater could occur in successive years – even twice or more in one year is possible.

Natural Drainage and Flooding

The District is drained by a number of rivers and creeks, the main being as follows:

- Annie Creek
- Goyder River
- Mainoru River
- Chambers Creek
- Flying Fox Creek
- Wilton River.

There are two main areas that are affected by flooding. Firstly, the flood plains between Bulman and Weemol. This stops access to the main arterial Central Arnhem Highway; as a result, no access from Bulman to the Delara, Mainoru, and Mountain Valley Airstrips also, to the community power supply facility.

The other flood-affected area is also on the Central Arnhem Highway approximately 5km north east of Mainoru Store. Both of these locations subside in 2 to 3 days after heavy rain.

There are seven (7) causeways between Mainoru Store and Bulman that are prone to rising water and generally subsides 4-hours after heavy rain.

Localised Flooding

The Bulman District may be subject to inundation caused by seasonal monsoonal and severe storm activity. When such inundation occurs, access by both air and road may be severely restricted.

Flood Forecasting

Flood forecasts are provided by the Flood Forecast Team comprising personnel of the Department of Land Resource Management, Water Resources. The development of the flood forecasting system for the Bulman area is part of the Water Resource's overall

responsibility for the design and installation of flood warning systems throughout the Northern Territory in co-operation with the Bureau of Meteorology.

FLOOD MESSAGING

Advise Levels	Description –Bulman Flooding	Public Messaging Broadcast with BOM Flood Message Advise
Minor Flooding	<p>Flood waters are contained within the surrounding rivers, the west, south and east Alligator rivers</p> <p>There is some water over the access roads to Bulman caution is advised.</p>	<p>A Minor Flood Warning for _____ has now been declared.</p> <p>All Residents are advised to listen carefully to this advice.</p> <p>Consider your actions. Take necessary steps to ensure your personal safety, and protection of your property. Stock up on essential items.</p> <p>If evacuating, take essential medicines, baby necessities, clothing, blankets, a torch and valuable personal papers with you.</p> <p>We advise you stay with friends or family not in the flood prone area.</p> <p>There are NO public shelters open at this time. This has been a MINOR FLOOD WARNING FOR BULMAN.</p> <p>For more information please phone – 1800 500 070 – Flood Line.</p> <p>Or go to the Bureau of Meteorology website: www.bom.gov.au for more information on rainfalls etc.</p> <p>Stay tuned to this station for further information and advice.</p>
Moderate Flooding	<p>Flooding will occur along the access roads to the Bulman township and outstations</p> <p>All properties adjoining the floodplains have water over extensive parts of their land.</p> <p>Access to properties along the floodplains is by boat only.</p> <p>Possible required evacuations of pastoral residents and outstation communities may be required.</p>	<p>A Moderate Flood Warning for _____ has now been declared.</p> <p>All residents - listen carefully to this advice. Do NOT attempt to cross flooded roads.</p> <p>If you decide to evacuate, you should take essential medicines, baby necessities, clothing, blankets, a torch and valuable personal papers. You are advised to arrange to stay with friends or family not in the flood prone area.</p> <p>NO public shelters are open at this time.</p> <p>This has been a MODERATE FLOOD WARNING FOR _____</p> <p>For more information please phone – 1800 500 070 – Flood Line.</p> <p>Or go to the Bureau of Meteorology website: www.bom.gov.au for more information on rainfalls etc.</p> <p>Stay tuned to this station for further information and advice.</p>
Major Flooding	<p>Flooding will cover extensive areas.</p>	<p>A Major Flood Warning for Bulman has now been declared. All residents - listen carefully to this advice.</p> <p>Access is severely restricted. If present conditions persist, the Regional Controller advises that flooding is possible in the area. Do NOT attempt to cross Flooded</p>

		<p>roads.</p> <p>If you are in a threatened area take action now. Ensure your safety and protect your property.</p> <p>If you decide to evacuate, you should take essential medicines, baby necessities, clothing, blankets, a torch and valuable personal papers with you.</p> <p>You are advised to stay with friends or family not in the flood prone area.</p> <p>If you do not have this option please advise the NT Police to enable alternative arrangements to be made.</p> <p>This has been Major Flood Warning for the area.</p> <p>For more information please phone – 1800 500 070 – Flood Line.</p> <p>Or go to the Bureau of Meteorology website: www.bom.gov.au for more information on rainfalls etc.</p> <p>Stay tuned to this station for further information and advice.</p>
<p>Fallen River Height</p>	<p>A “Falling River Height” Advice for Bulman has now been declared.</p> <p>All residents are advised to listen carefully to this advice.</p>	<p>The Arnhem Highway may still remain closed but the Adelaide river is Falling. Head advice for local rivers from Police.</p> <p>Currently a Flood * << >> Warning for _____ is in effect.</p> <p>Where required, emergency services will be activated to assist the public in flood affected areas.</p> <p><i>This has been a FALLING RIVER HEIGHT ADVICE.</i></p> <p>For more information please phone – 1800 500 070 – Flood Line.</p> <p>Or go to Bureau of Meteorology website: www.bom.gov.au for more information on rainfalls etc.</p> <p>Stay tuned to this station for further information and advice or refer to SecureNT on line.</p>
<p>Cancellation of Flood Warning</p>	<p>A Flood Warning for the Bulman area has now been CANCELLED.</p>	<p>Local rivers are falling and the rivers are expected to continue falling.</p> <p>Further broadcasts will be issued if the situation alters.</p> <p><i>This has been a FLOOD WARNING FOR _____ - CANCELLATION ADVICE</i></p> <p>For more information please phone – 1800 500 070 – Flood Line.</p> <p>Or go to Bureau of Meteorology website: www.bom.gov.au for more information on rainfalls etc.</p> <p>Stay tuned to this station for further information and advice or refer to SecureNT on line.</p>

Annex H: Identified Risk Guideline – Cyclone

CYCLONE

Introduction

Bulman 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>Gales / TC formation expected in 24 – 48 hrs <i>Gales/TC formation expected within 48hrs, not expected before 24 hours</i> (Watch – Plan Stage 1)</p> <p>*Only used at top of message run **if Darwin is included</p>	<p>Message 1</p> <p><i>NTES advises*</i> ...communities under Watch:</p> <ul style="list-style-type: none"> • Finalise your emergency kit preparations; • Clear your premises of potential wind borne missiles; • Commence home shelter preparations, or decide NOW where you will shelter; • 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]**; • Do not move to shelter until advised by local authorities.
<p>Gales expected in 12 – 24 hrs <i>Gales expected within 24 hours, not expected within 12 hours</i> (Warning – Plan Stage 2)</p>	<p>Message 2</p> <p>...residents [from ____ to ____] or [east/west of ____]</p> <ul style="list-style-type: none"> • Your emergency kit should now be complete and ready; • Finalise home shelter preparations, or know now where you will shelter; • Do not move to shelter until advised by local authorities <p>[Insert point for Watch Message 1 – “...communities under watch...”]</p>
<p>Gales expected in 6 – 12 hrs <i>Gales expected within 12 hours, not expected before 6 hours</i> (Warning – Plan Stage 3)</p> <p>SEWS may be applied at this point</p>	<p>Message 3</p> <p>...residents [from _____ to _____] [west/east of _____], A CYCLONE IS APPROACHING:</p> <ul style="list-style-type: none"> • Public shelters are now open [<i>in Darwin this includes identified under cover car parks</i>]; • 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;

<p>Messages are listed in order of threat priority</p>	<ul style="list-style-type: none"> • MAKE YOUR DECISION QUICKLY AS WINDS ARE SHORTLY EXPECTED TO REACH A DANGEROUS LEVEL; • Make final preparations to home shelter and take shelter as gales arrive; • 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. <p><i>[Insert point for Warning Message 2 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i></p> <p><i>[Insert point for Watch Message 1 – “...communities under watch...”]</i></p>
<p>Gales expected within 6 hrs</p> <p>(Warning – Plan Stage 4)</p> <p>SEWS recommended</p>	<p>Message 4</p> <p>... residents [from _____ to _____] [west/east of _____], to TAKE SHELTER NOW</p> <ul style="list-style-type: none"> • DO NOT drive or move about outside, you will be advised by local authorities when it is safe to do so <p>REPEATING: CONDITIONS ARE NOW AT A DANGEROUS LEVEL, TAKE SHELTER NOW</p> <p><i>[Insert point for Warning Message 3 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i></p> <p><i>[Insert point for Warning Message 2 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i></p> <p><i>[Insert point for Watch Message 1 – “...communities under watch...”]</i></p>
<p>Gales in Area Now</p> <p>(Warning – Plan Stage 5)</p>	<p>Message 5</p> <p>... communities currently in shelter should remain until advised by local authorities that the all clear has been given.</p> <ul style="list-style-type: none"> • DO NOT drive or move about outside, you will be advised by local authorities when it is safe to do so. <p>REPEATING: CONDITIONS ARE STILL AT A DANGEROUS LEVEL, REMAIN IN SHELTER.</p> <p><i>[Insert point for Warning Message 4 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i></p> <p><i>[Insert point for Warning Message 3 – “...residents [from _____ to _____] or [east/west of _____] ...”]</i></p> <p><i>[Insert point for Warning Message 2 – “...residents [from _____</i></p>

	<p>to ____] or [east/west of ____] ...”]</p> <p>[Insert point for Watch Message 1 – “...communities under watch...”]</p>
<p>Gales have eased</p> <p>(All Clear – Plan Stage 6) ** Posted at tail of priority warning messages.</p>	<p>Message 6</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"> • Before moving around, ensure that you are wearing strong clothing and footwear. • Look around your immediate neighbourhood and render assistance where you can but beware of fallen power lines and debris. • Do not drive around unnecessarily as emergency vehicles require clear access. • If you have to drive, go directly to your destination. • Do not enter flood waters • Follow directions of local authorities. <p>FOR LIFE THREATENING EMERGENCIES DIAL 000. For Storm or Flood Assistance call 132 500</p>
	<p>At end of message run: Further advice on cyclone emergencies is available at www.securent.nt.gov.au <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;">Guidance Notes</p> <p>Expectation of Gales: 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>Stages 1 through 6 The Stages within a Regional/Local Emergency Plan describe actions that will be undertaken locally to prepare or respond to requirements under their respective plans. Public Action Messages will state what we want the public to be doing. There will be several plans activated and at different stages of activation. It is also possible that some actions may be undertaken, without a particular stage having been activated – e.g. sheltering of vulnerable persons prior to shelters opening to the public. Activation of stages will occur based on forecast conditions/threat, current local conditions and state of preparation with local resources available. It is entirely probable that persons sheltering will be doing so for an extended period, 12 – 18 hours or more. It is preferable people are in shelter before arrival of gales and are not released until gales have moved on and are not likely to return.</p>	

ACTIONS TO BE TAKEN – Cyclone

Organisation /Provider	Stage 1 Watch	Stage 2. Warning	Stage 3 Warning	Stage 4 Warning	Stage 5 Warning	Stage 6 All Clear	Transition to Recovery	Recovery
All Members	Inform key personnel Provide SITREPS	Inform key personnel Provide SITREPS	Inform key personnel Provide SITREPS	Inform key personnel Provide SITREPS	Inform key personnel Provide SITREPS	Inform key personnel Provide SITREPS	Inform key personnel Provide SITREPS	Inform key personnel Provide SITREPS
Local Controller	Convene a meeting of the Bulman LEC. Coordinate the dissemination of the Cyclone Watch information to the public.	Convene a meeting of the Bulman LEC. Coordinate the dissemination of the Cyclone Warning information to the public	Convene a meeting of the Bulman LEC. Coordinate the dissemination of the Cyclone Warning information to the Public. At the appropriate time advise those persons at risk to take shelter. Ensure all personnel takes shelter.	Ensure all personnel takes shelter.	When it is considered safe to move outside, ascertain the extent of injury to persons and damage to property. Give direction to survey teams.	Convene a meeting of the Bulman LEC. Coordinate the dissemination of the Cyclone information to the public. Ensure that communications are established and maintained with the Regional Controller and the Duty Officer, NTES.	Prepare and forward final SITREP. In conjunction with the NT Recovery Coordinator and Regional Controller facilitate the handover of recovery operations (if required). Stand down the LEC Committee Begin compilation of information for Post Operation Report	Any ongoing recovery operations may operate from alternative premises. Update and remodel emergency plans as per recommendations arising from debriefs/Gov't recommendations. Assist other organisations as they transition back to normal operations
NT Police	Maintain normal police duties. Ensure all operational vehicles are fully fuelled. Maintain Normal	Limit transport and ensure all operational vehicles are fully fuelled. Maintain normal duties.	Coordinate the movement of personnel to shelter. Direct a final patrol of the town.	Ensure all personnel takes 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.	In conjunction with the NT Recovery Coordinator and Regional Controller facilitate the handover of recovery	

Organisation /Provider	Stage 1 Watch	Stage 2. Warning	Stage 3 Warning	Stage 4 Warning	Stage 5 Warning	Stage 6 All Clear	Transition to Recovery	Recovery
	Duties.		Ensure all personnel takes shelter.				operations (if required).	
RGRC	Identify hazards and provide reduction plan Structure community messaging	Messaging Continue hazard reduction	Messaging and Coordinate shelter arrangements Final preparation and clearance check of communities	Ensure all personnel takes shelter	Remain in shelter until directed by Local Controller to commence survey	Conduct damage Infrastructure assessment. Provide a course of the action plan Conduct immediate rectification strategy	Commence complete infrastructure audit of community buildings and assets to commence return to homes for the community. Liaise with other lead organisations to manage transition back to normal	Commence ensuring damaged assets are replaced/repaired ASAP. Commence funding applications if applicable. Liaise with other agencies to manage the transition.
Sunrise Clinic	Advise the Local Controller of the state of preparedness and of any urgent requirements Have cyclone kit available. Fill jerry cans with water. Fill vehicles with fuel. Maintain Normal Duties.	Determine health Service priorities and advise the Local Controller. Provide the Local Controller with information and advice on communications, medical, public health and community service matters. Relocate vulnerable clients	Assist in shelter management Prep for triage activities Ensure that ALL requests for assistance are channelled through the Local Controller. Upon advice from the Local Controller ensure all personnel takes shelter.	All persons to take shelter.	Remain in shelter.	Check shelters for casualties. Respond to medical emergencies as required Restore facilities and resume normal duties as soon as possible	Conduct full audit of infrastructure to gain an understanding of any equipment faults caused by the cyclone. Engage professionals to undertake audits/repairs of those assets which AA essential cannot undertake. Commence	Have essential services returned to normal ASAP.

Organisation /Provider	Stage 1 Watch	Stage 2. Warning	Stage 3 Warning	Stage 4 Warning	Stage 5 Warning	Stage 6 All Clear	Transition to Recovery	Recovery
		Staff to secure personal residence. Maintain normal duties.					repair of assets.	
AA essential	ID fuel level Check stormwater outlets Activate Organisational Cyclone Procedures. Maintain normal duties.	Staff to secure personal residence. Maintain normal duties.	Advise the Bulman Local Controller on essential service matters.	All personal to take shelter.	Remain in shelter until directed by Local Controller to commence survey. Remove hazards as soon as possible. Begin repairing essential services.	Restore facilities and resume normal duties as soon as possible	Conduct full audit of infrastructure to gain an understanding of any equipment faults caused by the cyclone. Engage professionals to undertake audits/repairs of those assets which AA essential cannot undertake. Commence repair of assets.	Have essential services returned to normal ASAP.
Outback stores	Get emergency supplies ready. Clear yard / store of any dangerous items and lock up the store. Help with community clean up. Maintain normal duties.	Staff to secure personal residence. Prepare to close store.	Do final checks. Ensure all personnel takes shelter.	All personal to take shelter.	Remain in shelter.	Restore facilities and resume normal duties as soon as possible.	Provide food / fuel /water as required. Commence stocktake to enable stores to be replenished once roads re-open.	Restock store with items to enable community to once again function

Organisation /Provider	Stage 1 Watch	Stage 2. Warning	Stage 3 Warning	Stage 4 Warning	Stage 5 Warning	Stage 6 All Clear	Transition to Recovery	Recovery
Rangers	Identify out station numbers provide assistance with messaging. Identify any tourists in the local area	Staff to secure personal residence	Assist in relocation Weemol to shelter location Do final checks. Ensure all personnel takes shelter.	All personal to take shelter.	Remain in shelter.	Conduct sweep of outstations Provide community support assistance.	Conduct further patrols of outstations and remote areas to ensure no stranded persons. Provide SitRep to Local Controller on roads and infrastructure.	Commence having occupants of outstations returned to homes.
Bulman School	Participate in Pre Cyclone clean up involving: •Refuel vehicle. •Fill water containers and store. •Maintain normal duties.	When advised, close school prep shelters Staff to secure personal residence.	When advised, open shelters. Ensure all personnel takes shelter.	Assist in shelter operation. Ensure all personnel takes shelter	Remain in shelter	Assist where necessary. Provide shelter until all clear is given, and that homes are safe to return to.	Advise Local Recovery Coordinator of any urgent priorities and participate in meetings as required	The transition back to normal. Commence operations.

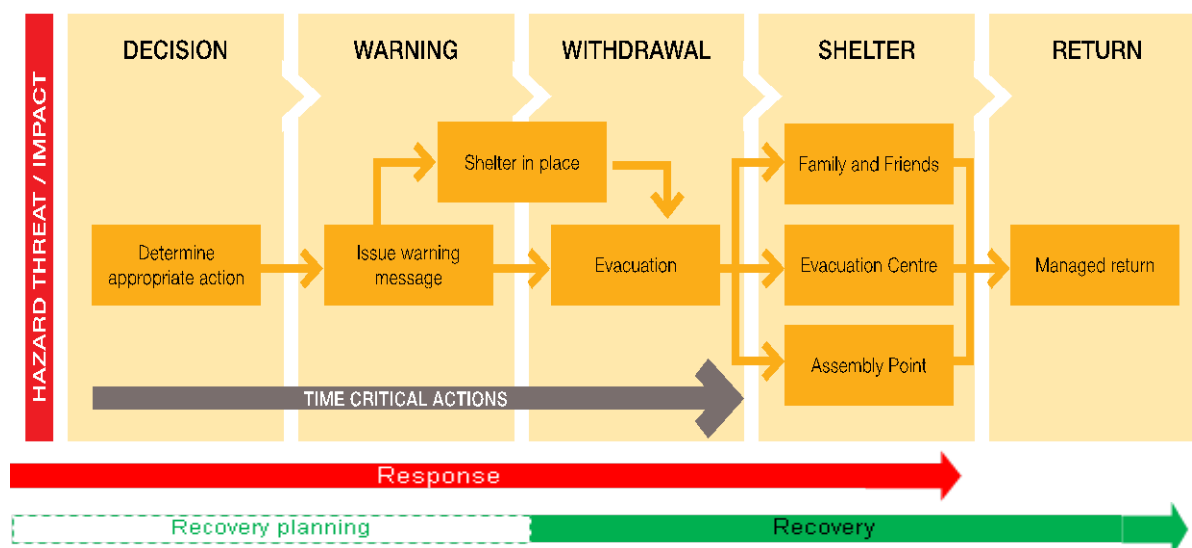
Annex I: Evacuation Guideline

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

Evacuation is a complex process that has five distinct steps:

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

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



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

Emergency Shelters

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

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

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

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

- meals

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

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

Identified Evacuation Centres

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

Evacuation Guidelines

Stage 1 - Decision		
Authority	The Northern Region Emergency Controller will authorise the activation of the evacuation plan. This evacuation plan is to be approved by the Territory Emergency Management Council prior to activation.	Northern Regional Controller in conjunction with TEMC
Legal references	<i>Emergency Management Act</i> and approved Local Bulman Local Emergency Plan (LEP). It is recommended that the Chief Minister declares an Emergency Situation under section 18 of the <i>Emergency Management Act</i> when this evacuation plan is activated.	
Alternative to evacuation? I.e. shelter in place, temporary accommodation on-site/nearby.	The evacuation destination will usually be the township of Bulman. Evacuees will be expected to provide for themselves where possible i.e. with family or friends. Where this is not possible, public shelters will be provided for short-term accommodation. The Bulman School located on high ground within the community. The school can accommodate 100 persons in buildings and 100 persons under cover. No stretchers or bedding are at the location. Bulman School is rated to Cat 2.	Bulman Local Controller to arrange.
Summary of proposed evacuation	Decision – made by the Region Emergency Controller when the Bulman have sustained damage during <To be determined> that cannot support residents in situ during recovery. The Bulman Local Controller to disseminate information to the community. Withdrawal – four stage process; <ol style="list-style-type: none"> Bulman community to the Bulman to be registered for evacuation to <Location to be determined>; Once registered, groups to move to the airstrip assembly area using buses/vehicles; Red Cross to register check utilising Register Find Reunite. Shelter – evacuees will be encouraged to stay with friends or family. The remainder will be accommodated at an evacuation centre <Location to be determined> Return – to be determined once recovery can sustain return to <Location to be determined>	The decision will be informed by additional advice from BOM up to that time.

Which communities/outstations or geographical area does the evacuation apply to?	Bulman and Weemol Communities. Mt Catt, Bigedi, Bawurrbarnda/Emu Springs, Blue Water, Mt Jean, Gorpulyul and Momob outstations.	
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"> • The total number of people being evacuated. • An estimate of the number of people likely to require accommodation in the evacuation centre. • A breakdown of the evacuees to be accommodated by age and gender. For example, the number of family groups and single persons, adult males and females, teenage males and females, and the number of primary school-aged children, toddlers and infants. • A summary of cultural considerations, family groups, skin groups and community groups. • Potential issues that may arise as a result of these groups being accommodated in close proximity to one another. • A summary of people with health issues, including chronic diseases, illnesses and injuries. • Details of vulnerable clients (other than medically vulnerable), such as the elderly, frail and disabled (and if they are accompanied by support i.e.: family members) • Details of community workers also being evacuated who may be in a position to support the operation of the evacuation centre. Examples include teachers, nurses, health workers, shire staff, housing staff and police. 	Bulman Local Controller to obtain information.
What is the nature of the hazard?	<To be determined>	
Estimated duration of the potential evacuation?	<To be determined>	
Triggers for the evacuation	<p><Example</p> <ol style="list-style-type: none"> 1. Evacuation <i>planning</i> to commence when the Location is under a <To be determined>”. 2. Implement evacuation if the Cyclone category is at severe and impact has caused major damage and disruption to all services. 3. Elderly and vulnerable people are to be considered for evacuation during the “TC Watch” due to limited health services.> <p>Further details of the intra-community relocation plan are required.</p>	Northern Regional Controller & NTES to confirm triggers.
Self-evacuation	Where possible residents will be encouraged to self-evacuate and make their own accommodation	Bulman Local Controller

	arrangements if they wish to do so. Individuals and families taking this option will be encouraged to register prior to leaving the community.	
Responsibility for the coordination Stage 1	Northern Regional Controller Local Controller	

Stage 2 – Warning of Evacuation		
Who has the authority to issue warnings?	Bureau of Meteorology will issue Tropical Cyclone advice and warnings. All further public information will be approved by the Northern Regional Controller in consultation with the Public Information Group and NTES The Bulman Local Controller will coordinate the dissemination of community level information.	Northern Regional Controller to liaise with Information Group and NTES
Process for issuing evacuation warnings and other information	At community level, the Bulman 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 Bulman LEP.</u> 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.	Bulman Local Controller
When will warnings be issued (relative to the impact of the hazard)?	Immediately upon a decision to evacuate being made the Bulman LEC will commence coordinating residents to prepare for transport.	Bulman Local Controller
What information will the messages contain? (What do people need to know?)	To be determined: considerations - <ul style="list-style-type: none"> - Outline of the proposed evacuation plan - Measure to prepare residences - Safety issues; not overloading transport - Items to bring on the evacuation - Arrangements for pets and animals 	Bulman Local Controller Biosecurity & Animal Welfare Group liaison
Responsibility for the coordination of stage 2	Local Controller / Region 2 Regional Controller	

Stage 3 - Withdrawal		
Outline	Three stage process; <ol style="list-style-type: none"> a. Bulman residents to Bulman School; b. Bulman School to Airport c. Bulman Airport to <Location To be determined> d. <Evacuation centre to be determined> 	
Bulman Community to the Airstrip	Lead – NTPOL Overview – the community will gather at the Bulman located at Bulman prior to being transported by community buses to the airstrip. <ul style="list-style-type: none"> • Risks/other considerations: Evacuation should be undertaken during daylight hours, if possible. Risks include inclement weather, persons with infectious diseases, 	NTPOL

	<p>vulnerable persons, and frail/elderly persons, chronically ill.</p> <ul style="list-style-type: none"> • Estimated time en-route: ___ minutes each way • Estimated timeframe overall: ___ hours utilising current resources. • Alternate transport options: Walk? 	
Assembly area	<p>Bulman</p> <p>Bulman 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"> • Services to be provided: Red Cross • Coordinator: Red Cross • 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. • Residents will need to register 	NTPOL
Bulman to <Location to be determined>	<p>Lead – NTPOL</p> <p>Example</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 <To be determined> and arriving at Bulman at _____hrs.</p> <ul style="list-style-type: none"> • 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 <To be determined>). 	NTPOL
< Location > Airport to Evacuation Centre <To be determined>	<p>Lead –Transport Group</p> <p>Example</p> <p>Overview – Buses (Buslink) will be on standby at <Location to be determined> Airport from _____am to receive passengers and continue throughout the day transferring to <To be determined> only, as required. Transport staff will be on the ground at <Location to be determined> Airport to marshal passengers on buses only. Buses to be arranged by the Transport Group. Evacuees will be collected from <Location to be determined> Airport and transported to the <Location to be determined>.</p> <p>A reception team provided by NT Police will meet evacuees and facilitate transport.</p> <ul style="list-style-type: none"> • Details: to be determined • Estimated time en-route: _____ minutes • Estimated timeframe: possibly _____ hours, dependant on 	Transport Group

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

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

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

Annex J: SITREP Template

SITUATION REPORT (SITREP)

SITREP NO:

Date:

Period covered:

From:

To:

AGENCY:

Created by:

Current Situation:

Objectives:

Present Key Issues:

Future Key Issues:

Recommendation(s):

Annex K: Summary of Response and Recovery Activities

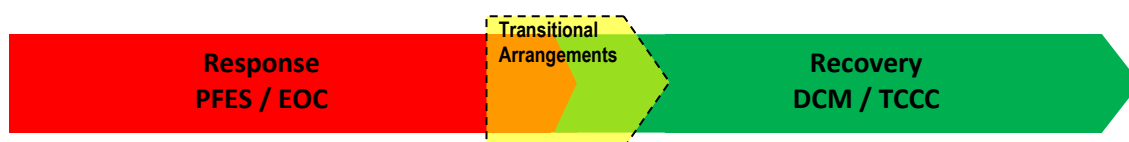
The following tables list a summary of possible response and recovery activities to be considered following an event.

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

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

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

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



Activity	Response activities	Recovery activities
1. Situational awareness	Survey and rescue teams Road clearance teams Impact assessment teams General public Media reports	<input type="checkbox"/> Continues in recovery through the use of impact assessments and Outreach
2. Public Information	Public Information Group stood up Spokes persons identified SecureNT activated	<input type="checkbox"/> Continues in recovery <input type="checkbox"/> Handover to long term recovery coordination
3. Survey and Rescue	Survey teams deploy to designated areas Critical sites surveyed Deploy rescue teams – NTFRS and TRS provide primary USAR capability	Nil
4. Road clearance	Road patrol teams deploy and check assigned routes Road clearance to priority sites Assess Stuart Hwy to Katherine (supply route)	Monitoring and completing road clearance activities
5. Emergency accommodation	Emergency accommodation and shelter - welfare assembly centres (WAC) - evacuation centres Provision of resources that will enable people to remain in their homes Emergency clothing	Evacuation centres may continue into recovery. Temporary accommodation options
6. Medical	Hospital - road clearance to the hospital - damage assessment - increase morgue capacity - divert patients from remote and regional areas - power (fuel) and water supplies Medical clinics and field hospitals - Determine the need for clinics to be opened	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"> - Assess damage to clinics - Deploy field hospital/s <input type="checkbox"/> Medical presence in WAC <ul style="list-style-type: none"> - Supplied by the Medical Group <input type="checkbox"/> Ambulance pick up points on key, cleared roads <p>GP clinics and pharmacies</p> <ul style="list-style-type: none"> - Identify GP clinics able to open - Identify pharmacies able to open <p>Medically vulnerable people</p> <ul style="list-style-type: none"> - Support agencies to follow-up and advise the Medical Group - Vulnerable people in shelters or WAC - Support for vulnerable people at shelters <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>	<p>Ongoing in recovery</p>
10. Utilities	<p>Power supply</p> <p>Power generation</p> <p>Water supply</p> <p>Sewerage</p> <p>Emergency sanitation</p>	<p>Recovery of the power network</p> <p>Recovery of water and sewerage infrastructure</p>
11. Impact Assessments	<p>Training assessment teams</p> <p>Initial Impact Assessments</p>	<p>Secondary Impact Assessments</p> <p>Continued assessments through outreach</p>
12. Transport infrastructure (supply lines)	<p><u>Air (Airport/Airstrip)</u></p> <p>Clear the runway to allow air movements</p> <p>Establish a logistics hub at the airport</p> <p>Terminal damage and operational capability assessment</p>	<p><input type="checkbox"/> Monitor repairs and business continuity activities</p>
	<p><u>Road</u></p> <p>Highway and critical access roads damage assessment</p> <p>Repair work to commence immediately</p>	<p>Planning and prioritising repair work of all affected key Territory Highways (Stuart, Barkly, Victoria and Arnhem)</p>
	<p><u>Rail</u></p> <p>Ask rail operator to assess damage to the</p>	

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

Annex L: LEC Contact Details (to be updated as required)

Position/Functional Group	Name	Email address	Work	Mobile	After Hours
Local Controller Police OIC	R/Sgt Daniel LEIGHTON	daniel.leighton@pfes.nt.gov.au	08 8975 4500	[REDACTED]	[REDACTED] 131 444 000
NTES Territory Duty Officer	On call 24/7	TerritoryDutyOfficer.NTES@pfes.nt.gov.au	[REDACTED]	[REDACTED]	[REDACTED]
Roper Gulf Council Council Services Coordinator	Position Vacant		08 8975 4887		
Roper Gulf Council Regional Community Safety Coordinator	Lachlan Thomas	lachlan.thomas@ropergulf.nt.gov.au	[REDACTED]	[REDACTED] Sat Phone [REDACTED]	[REDACTED]
SASO	Yasmin Murphy	Yasmin.murphy@ropergulf.nt.gov.au	89754887	[REDACTED]	
Big Rivers Recovery Coordinator	John De Koning	John.Dekoning@nt.gov.au	[REDACTED]	[REDACTED]	[REDACTED]
GEC / IEO	Deanna Kennedy	deanna.kennedy@network.pmc.gov.au	08 7978 2003	[REDACTED]	
Sunrise Health Clinic Manager	Dawn Hartley	dawn.hartley@sunrise.org.au	08 8975 4712	N/A	89754350
Store Manager Outback Stores - Manager	Mere Vuremaca	gln@outbackstores.com.au	08 8975 4711	N/A	89774198
ESO (AA Electrical)	Michael Johnson		08 8975 4705	Sat Phone [REDACTED]	
Bulman School Principal	Rosalea Cameron	rosalea.cameron@ntschoools.net	08 8975 4707	N/A	
Mimal Rangers	Julia Salt Toby Parton	wrc@mimal.org.au rc2@mimal.org.au	08 8977 4051	[REDACTED]	
Radio	Lee Hewitt	lee.hewitt@teabba.com.au	08 8939 0400		[REDACTED]

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 N: Glossary

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

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

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

Annex O: Acronyms

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