



**PEPPIMENARTI
LOCAL
EMERGENCY
PLAN
2020/2021**



TERRITORY EMERGENCY MANAGEMENT COUNCIL

Authority

The Peppimenarti Emergency Plan (the Plan) has been prepared by the Northern Territory (NT) Emergency Service (NTES) in accordance with section 15 of the *Emergency Management Act* (NT) (the Act).

This plan supersedes the 2019/20 Peppimenarti Local Emergency Plan.

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
Peppimenarti Local Emergency Plan	2018
Peppimenarti Local Emergency Plan	2019

Amendment List

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

Officer in Charge, Local Controller
Peppimenarti Police Station
Peppimenarti NT

Amendments promulgated are to be certified below when entered:

Amendment number	Description	Updated by	Date
1	Administrative and formatting amendments	J Richardson / NTPFES	11/11/2020

Purpose

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

Application

2. This Plan applies to the Peppimenarti District.

Related References

3. The following references apply:
 - *Emergency Management Act 2013*
 - 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

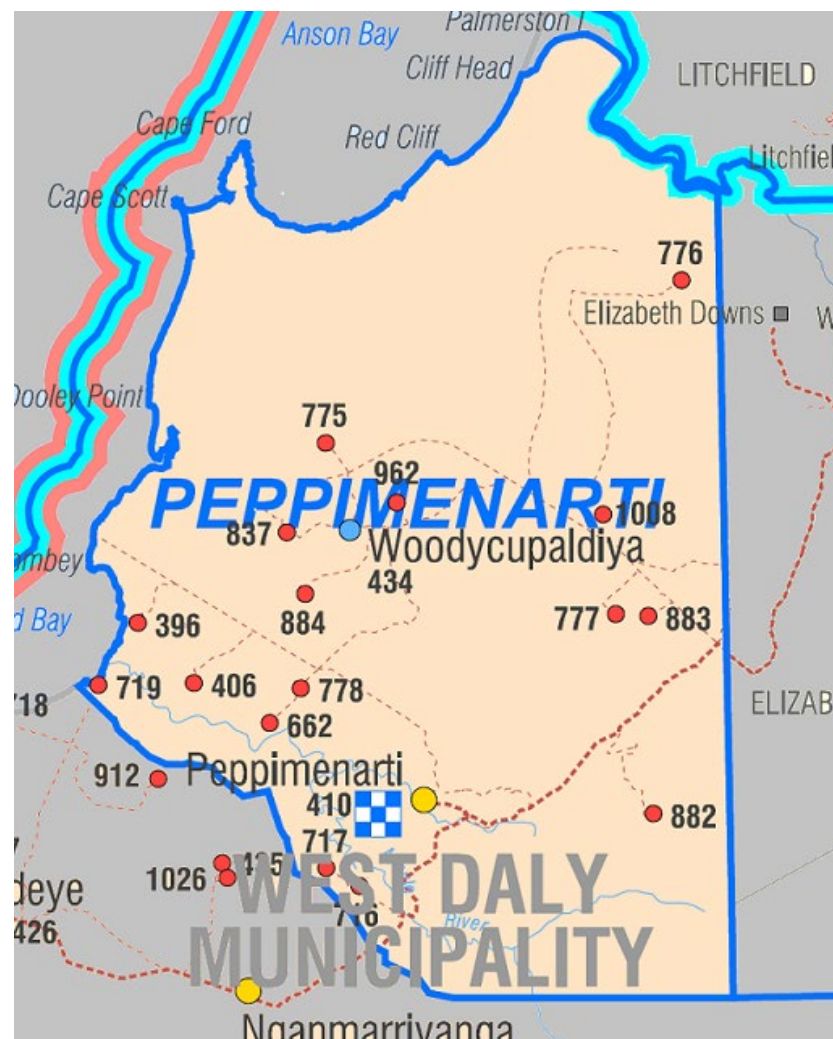
4. The *Emergency Management Act 2013* (the Act) is the legislative basis for emergency management across the Northern Territory (NT).
5. The Act reflects an all hazards approach to emergency and disaster events, natural or otherwise. It provides for the adoption of measures necessary for the protection 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.
 9. For further information on the hierarchy of plans, refer Annex A.

Locality Context

10. Peppimenarti is a remote Aboriginal community situated on Tom Turner Creek approximately 320kms south west of Darwin and 120kms west of the Daly River crossing along the Port Keats Road. This district forms part of Region 1 (Northern Region), as defined by the Territory Emergency Plan.
11. The population of the Peppimenarti district is estimated to be approximately 325, with a number of outstations.

Map of area/township/community



Climate and Weather

12. 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.
13. Compared to Darwin, temperatures tend to be slightly higher during the Wet and slightly lower during the Dry.

Geography

14. The District topography ranges from sea level to a height point of approximately 120 metres.
15. The District contains a number of significant creeks and water ways including Apsley Strait, The Narrows, and Arrimu Creek. The monsoonal rains in the wet season result in regular localised flooding of roads in the region, resulting in a heavy reliance on barges for supplies.

Sites of Conservation or Cultural Significance

16. There are many areas in the vicinity of the District boundaries into which it is culturally unacceptable to go.
17. Before exploring areas around the Peppimenarti community it is preferable that information on those areas is explained by the local Police.
18. Further information about these sites can be found [here](#).

Tourism

19. Tourism in the region is supported by the local Art Centre. Local Indigenous artists

Public Administration

NT and Local Government

20. NT Government agencies that have a presence in the District include:
 - NT Police
 - Department of Health
 - Peppimenarti Health Centre
 - Department of Education
 - Peppimenarti School
21. Local government in the District is provided by West Daly Regional Council (WDRC).

Infrastructure

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

Land Use

The District has the following land usage:

- Agriculture and Horticulture,
- Stockfeed,
- Land Trust.

Power Generation and Distribution

The District is serviced by Power and Water Corporation (PAWC) and contracts Essential Services Operators to run these services day-to-day.

Water Services

23. The District is serviced by Power and Water Corporation (PAWC) and contracts Essential Services Operators to run these services day-to-day.

Health Infrastructure

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

Emergency Service Infrastructure

26. The District has the following emergency service infrastructure:
- Police Station and cells
 - Health Clinic.

Roads

27. Road access to Peppimenarti is via the “Daly River Road” which joins the Stuart Highway via Dorat Road at Adelaide River, 110kms south of Darwin. This road becomes an unformed and undrained gravel road from the Daly River through to Peppimenarti and passes low lying plains that are subject to flooding during the Wet season.
28. The road from Daly River to Peppimenarti is approximately 70kms and is impassable to all traffic for 5-6 months of the year.

Airports

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

Name of the Strip	Location	Details (type, length etc)	Operator of the strip
Peppimenarti	14° 14.'S 130° 09E	Direction: 260° / 080° Dimensions: 1200m Surface: Sealed Windsock: Southern side runway Hazard: Birds Lighting: Sealite SL70 – Photo Electric 24 hr Fuel Held: Nil	WDRC

Telecommunication

30. Peppimenarti has mobile and land line telecommunication infrastructure.
31. Limited communications beyond the township can be experienced. Radio communications include Radio, UHF, and HF.
32. Satellite communications offer an alternative to mobile, landline and digital radio in an event where there may be local carriage failure. All agencies are encouraged to have access to backup satellite communications in case of carrier failure.

Local Radio Stations

33. The District has two (2) local radio stations.
 - 106.1FM ABC Radio
 - 98.5FM TEABBA Radio.

Vulnerable Clients

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

Preparation

Disaster Hazard Analysis and Risk Register

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

- Transport (Air and Road)
- Cyclone
- Wildfire
- Flood

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

Hazard	Overall Consequence	Overall Likelihood	Risk Rating
Transport Incident Air	Minor	Possible	Low
Transport Incident	Minor	Likely	Medium
Cyclone - Category 1 or 2	Minor.	Likely	Medium
Cyclone Category 3	Major	Likely	High
Cyclone Category 4	Major	Likely	High
Cyclone category 5	Major	Likely	High
Wildfire	Minor	Possible	Low
Flood	Moderate	Likely	Medium

Transport Incident (Road and Aircraft)

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. Due to the limited emergency rescue capabilities at Peppimenarti, initial response will be limited to the NT Police, Health Clinic and WDRG.

39. Procedures surrounding aircraft incidents have been developed by the Australian Transport and Safety Bureau and can found [here](#) .

40. Refer to Annex E for the Transport Incident Identified Risk Guidelines

Tropical Cyclone

41. 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.

42. 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).
43. 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.
44. Refer to Annex F for the Identified Risk Guidelines Cyclone

Wildfire

45. A fire hazard includes a fire threat to the township, housing and infrastructure in the District including all the surrounding outstations.
46. Controlled burning occurs on a yearly basis in the District and the surrounding communities.
47. Refer to Annex G for the Wildfire Identified Risk Guidelines.

Flood

48. A flood hazard includes a flood threat to the township, housing and infrastructure of Peppimenarti including the surrounding area.
49. BoM will issue a Flood Watch - Inland Rivers with up to four days lead time in situations where forecast rainfall and catchment conditions may lead to flooding.
50. The NT Emergency Service are the Hazard Management Authority for flood events and would operate in accordance with their Standard Operating Procedures from Darwin with support from other Northern Region Units as required.
51. Refer to Annex H for the Identified Risk Guidelines Flood.

Public Education

52. NTES delivers community education, awareness and prevention programs. These are also conducted or supported by Australian Government agencies such as the Bureau of Meteorology and Attorney-General's Department, as well as non-government entities like

the Australian Red Cross, to ensure ongoing public awareness of emergency and disaster events. Further information is available on each organisation's respective website.

Planning

53. The Act requires Emergency Plans to be maintained at a NT, regional and local level. Arrangements in plans aim to be flexible and scalable for all hazards, ensuring that the responsibilities of key stakeholders are recorded to ensure community needs during emergency and/or disaster events are met.
54. In accordance with section 17 of the Act, the operation and effectiveness of approved emergency plans must be reviewed at least once every 12 months.

Resource Coordination

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

Training and Education

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

Exercises

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

60. Delivery of exercises is guided by advice from the Territory, Regional or Local Controllers, the Territory Recovery Coordinator, Territory Emergency Management Council or Regional Emergency Committee or as required by functional groups¹.

Response

61. Response actions are those taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support².

Control and coordination

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

Local Emergency Controller

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

Local Emergency Committee

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

Local Recovery Coordinator and Coordination Committee

70. In accordance with section 87 of the Act, if a region and/or locality has been affected by an event, the relevant Regional Recovery Coordinator may appoint a Local Recovery Coordinator.

¹ Section 3.5 and 3.6 of the Territory Emergency Plan.

² <https://knowledge.aidr.org.au/media/1764/handbook-9-australian-emergency-management-arrangements-kh-final.pdf>

71. The Local Recovery Coordinator will establish a local Recovery Coordination Committee drawing from membership of the LEC and other relevant members of the community as deemed necessary.
72. The Local Recovery Coordinator will report directly to the Regional Recovery Coordinator.
73. Division 12 of the Act specifies the functions, powers and directions the Local Recovery Coordinator is subject to.
74. Division 13 of the Act specifies the establishment, functions, powers, membership and procedure requirements of Recovery Coordination Committee.

Emergency Operations Centres (EOCs)

75. Local Control Centres (LCCs) will be established as required by Local Controllers to provide a central focus to the management, control and coordination of emergency operations in the District. When activated, the functions of the LCCs are:
 - information collection and dissemination
 - preparation and issue of official warnings and advice to the public
 - coordination of the provision of resources required in the locality
 - submitting requests for resources through the Regional Controller or the Territory Emergency Operations Centre where applicable
 - 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.
76. The District LCC is the Peppimenarti Police Station.
77. The Regional EOC will be located in Darwin at the Peter McAulay Centre.
78. Agencies and Functional Groups may establish their own Coordination Centres to provide the focal point for the overall control and coordination of their own agency resources.
79. Liaison Officers from functional groups and support agencies will attend the EOC as required.

WebEOC

80. WebEOC is a critical information management system used throughout the NT. It is an effective and efficient tool used by stakeholders that have a role and responsibility under the Territory Emergency Plan during prevention, preparation, response and recovery phases of any event.

³ Territory Emergency Plan Section 4.5.3

81. WebEOC is a contemporary platform for the coordination of multi-agency response to any critical incident be it a severe weather event, flood, bush fire, industrial accident, major crime, terrorism or a large scale planned event. It provides the capacity to record (in real time) all information relevant to an incident and to share that information with other persons at the scene, an EOC and Functional Group personnel.
82. WebEOC allows for information sharing, managing tasks and submitting situational reports. It also assists the Control Authority to manage and disseminate current decisions and objectives. Together these functionalities provide up-to-date situational awareness.

Situation Reports (SITREPs)

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

Activation of the Plan

85. With the exception of cyclones where six stages are used, this Plan sets out five stages of activation. These stages are designed to ensure a graduated response to hazardous events, thereby reducing the possibility of under or over reaction by the emergency management agency. The stages are:

<i>Stage 1</i>	<i>Alert</i>	This stage is declared when the Local Controller receives warning of an event which, in their opinion, may necessitate an emergency management response.
<i>Stage 2</i>	<i>Standby</i>	This stage is declared when the Local Controller considers an emergency operation is imminent. During this stage passive emergency measures are commenced.
<i>Stage 3</i>	<i>Activation</i>	This stage is declared when active emergency measures are required.
<i>Stage 4</i>	<i>Stand-down response operations and transition to Recovery</i>	This stage is declared when the Local Controller considers that no further emergency management is 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 ongoing recovery operations and coordination is required.
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86. The stages identified above provide for a sequential response. However, it may be necessary because of the degree of warning and speed of onset of an event for either the Regional or Local Controller to amalgamate the actions required under one stage.
87. Recovery may be activated when an incident or event has occurred that did not necessitate the activation of response stages 1 to 4. This may be in relation to a sudden impact event or slow onset event such as a drought situation.

Stakeholder Notifications

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

Official Warnings and General Public Information

90. Official warnings are issued by the Bureau of Meteorology (BoM), Geoscience Australia and NTES.
91. Emergency Alert (EA) is a national telephony-based emergency warning system that can deliver warning messages to landlines and mobile handsets based on the service address and mobile handsets based on the last known location of the device.
92. The Standard Emergency Warning Signal (SEWS) is an audio alert signal (wailing siren) which may be broadcast on public media to draw attention to the fact that an urgent safety message is about to be made. Generally, SEWS is only played before announcements concerning significant emergencies where emergency management arrangements should be activated as a result.
93. Responsibility for the management of the SEWS within the NT rests with the NTPFES in conjunction with the NT Regional Director of BoM for meteorological purposes.

94. Approval for the release of a SEWS message can only be authorised by:
- Territory Controller
 - Director, NTES
 - NT Regional Director of BoM (for weather and flood related events).
95. Controlling and HAZMAT Authorities may have pre-planned use of SEWS for non-weather related events approved by virtue of the approval of a Regional or Special emergency plan.
96. The District will receive official warnings and general public information through the following means:
- radio broadcast
 - television news broadcast.
97. 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.

Northern Territory Incident Control System (NTICS)

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

Closure of Schools

99. 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).
100. 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.
101. 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

102. The decision to close government offices due to an impending threat will be made by the Chief Minister on advice from the TEMC.

103. 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.
104. The decision to reopen government offices will be made by the Chief Minister on advice from the TEMC.
105. 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 authorized to leave and are required to return to work.

Emergency Shelters

106. Emergency shelters and places of refuge are buildings or structures that provide people with a place of protection and shelter during a disaster or emergency event such as a cyclone, flood or fire.
107. 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.
108. Peppimenarti Emergency Shelters/Strong Buildings are located at the
 - Peppimenarti club
 - Peppimenarti school
 - Peppimenarti store.
109. 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 emergency shelters, in particular the NTPF.
110. The decision to open emergency shelters rests solely with the Local Controller, however consultation with the appropriate members of the LEC will occur prior to a decision being made.
111. 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.

112. Emergency shelters will generally only be opened for cyclones of a severity of category 3 or above.
113. 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.
114. 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

115. Evacuation is a risk management strategy that can be used to mitigate the effect of an emergency or disaster on a community⁴.
116. The decision to evacuate a community, including establishing an evacuation centre, is not taken lightly as it represents significant resource and financial implications⁵.
117. 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

118. Australian Red Cross, in partnership with the Commonwealth Attorney-General's Department, has developed an improved system to help reunite families, friends and loved ones separated by an emergency. This system is called Register. Find. Reunite.
119. This system can be initiated by either the Territory or Regional Controller without the national system being activated⁶.
120. 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

121. 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.
122. Guidelines to conduct rapid assessments in the NT, including the establishment of a dedicated Rapid Assessment Team/s (RAT) to collect

⁴ EM Manual 11 Evacuation Planning, page 1

⁵ Australian Emergency Management, Evacuation Planning Handbook 4 2013

⁶ Territory Emergency Plan Section 4.17

data in the field have been developed. A copy is available in the WebEOC library for emergency management practitioners.

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

Recovery

125. 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.
126. 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

127. 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.
128. The transition to recovery coordination occurs at a time agreed to by the:
 - Chief Minister
 - Territory Controller
 - Director Security and Emergency Recovery
 - Territory Recovery Coordinatorafter consultation with TEMC, the Regional Controller and the Regional Recovery Coordinator.

Handover Arrangements

129. 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 Director Security and Emergency Recovery and the nominated Recovery Coordinator

- if significant changeover of personnel has occurred, the EOC planning operations and logistics cells have briefed incoming recovery planning staff.
130. The Director Security and Emergency Recovery and Regional Recovery Coordinator will advise all relevant stakeholders of the transition to recovery well before it occurs via establishment of the Recovery Coordination Committee.
131. This notification is to include changes to relevant contact details and any other pertinent information.
132. A summary of response and recovery activities can be found at Annex K.

Plan Governance

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

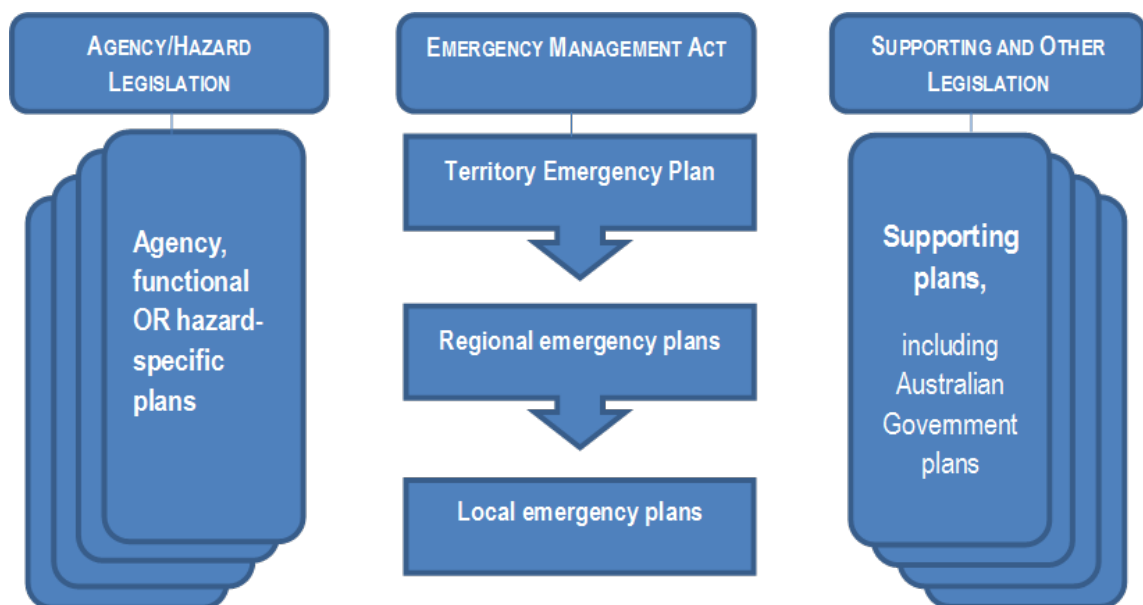
Annexure

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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

Peppimenarti

Functional Group	Position and Agency
Biosecurity & Product Industry	Department of Primary Industry & Resources
Communication Technology	NT Police, Fire and Emergency Service
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
Public Health	Department of Health
Public Information	Department of the Chief Minister
Public Utilities	Power Water
Transport	NT Police
Survey and Rescue	Department of Infrastructure, Planning and Logistics
Welfare	Department of Territory Families

Function/Activity	Position and Organisation or Provider
Medical Services	Peppimenarti Health Clinic (Department of Health)
Power Supply (ESO)	Essential Services Officer – Power Water
Food supplier	Department of the Chief Minister
Transportation	Department of Infrastructure, Planning and Logistics
Housing	Department of Housing
Engineering	WDRC

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	Biosecurity & Product Integrity Group
Anti-looting protection	NT Police
Banking Services	Critical Goods and Services
Broadcasting: What radio stations provide announcements	Information Group
Clearing of essential traffic routes	Provider ABC
Clearing storm water drains	Engineering Group
Clothing and Household Items	Welfare
Community Clean Up	WDRC
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 	Department of Business
Damaged public buildings: Coordination and inspections	Engineering Group
Disaster Victim Identification capability	NT Police DVI
Emergency Alerts / SEWS	NT Police / NTES
Emergency Catering	Not defined. Working Group to be set up and defined in the plan
Emergency food distribution	
Emergency Operations Centre (EOC), including WebEOC, Recovery coordination centre (RCC)	NT Police DCM
Emergency shelter. Staff, operations and control	DoE
Evacuation centre - Staffing, operations and control	DTF
Financial Relief /Assistance Payments of NDRRA (National Disaster Relief and Recovery Assistance)	Treasury, Welfare Group, DoTBI, DoPIR, DoHCD
Identification of suitable buildings for shelters	Local Emergency Committee

Functions	Agency /Organisation/Provider responsible
Interpreter Services	Welfare
Management of Expenditure in emergencies	Welfare
Medical services	Department of Health
Network communications (IT): Responders / Public Maintenance and restoration of emergency communication	Telstra
Personal Support	Welfare Group
Power: Protection and restoration :	Power Water
Public messaging during response and recovery.	BOM, NT Police
Public/Environmental Health (EH) management <ul style="list-style-type: none"> All EH functions including water & food safety Disease Control 	Department of Health
Rapid Impact Assessment	Not yet defined. DCM Project Officer to undertake a project on Rapid Impact Assessment.
Recovery Coordination	DCM
Repatriation	As detailed in local emergency arrangements
Restoration of public buildings	NTG
Restoration of roads and bridges (council/territory) excluding railways	NTG, WDRC
Road management and traffic control including public Information on road closures	Engineering Group
Sewerage: Protection and restoration	Power Water (AA Essential Services)
Survey	NT Police
Temporary accommodation (Recovery)	DCM
Traffic Control	NT Police, DoI contractors
Transport : Commercial and Public airport/ planes, automobiles, ferries, buses	Transport Group
Vulnerable Groups	Welfare Group
Waste management <ul style="list-style-type: none"> Collection Disposal of Stock 	WDRC
Water (including drinking water): Protection and restoration	Power Water

Annex D: Resource List

RESOURCE REGISTER

Locality - Peppimenarti

Resource	Communications	Fire Fighting	Rescue	Medical	Aircraft	Vehicles			Plant	Fuel	Accommodation /Shelter	Food Supply & Storage
Legend Agency/Organisation	HF UHF VHF Marine (M) Satellite Ph (SP)	A=Appliance D=Drop on Unit T=Trailer F=Foam E=Extinguisher (4.5kg and above) GFU – Grass Fire Unit	RAR=Road Accident Rescue Team HE=Heavy Rescue Equipment WS=Workshop PG=Portable Genset FL=Floodlighting	H=Hospital A=Ambulance C=Clinic F/A=First Aid Kits SF=Stretcher (fld) SB=Stretcher-(bsk) B=Blankets	F=Fixed Wing H=Helicopter (oo)=Seating Capacity (s)=Stretcher (w)=Winch (kg)=Payload	S=Sedan/Stationwagon U=Utility B=Bus (seating) T=Truck (capacity) WT=Water tanker FT=Fuel tanker LW=Liquid waste tanker			T=Tractor B=Bulldozer C=Crane (mobile) F=Frontend Loader F/L=Forklift L=Lowloader B/H=Back hoe G=Grader BC=Bobcat	A=Avgas D=Distillate J=Jet aviation L=LPG S=Super U=Unleaded	B=Beds R=Rooms C=Caravans T=Tents Tp=Tarpaulins PS=Plastic sheeting	R=Retail store B=Bulk dry goods K=Commercial Catering P=Portable cooking F=Freezer (fixed) Fm=Freezer (mobile) C=Coolroom Cm=Coolroom (mobile)
						2WD	4WD	All Terrain				
Peppimenarti Police	HF, SP, UHF, M, VHF	D, T, A	RAR, PG, FL	F/A x 3, SF			U x 2					
West Daly Council	UHF, SP	A	WS x 1 PG x 4	F/A x 3, M		T x 1	U x 7		BC x 2, F x 1 GX x 1, TX x 4 CP x 1	D, O	R x 7	
Pularumpi School	UHF	E x 6		F/A x 3		U x 1	S x 2					C x 1 F x 3
Peppimenarti Health Centre	UHF, SP	E x 8		A, S, B, C, F/A		U x 1	S x 4					
Peppimenarti Store	UHF, SP	E x 20		F/A x 2		T x 1	U x 2		F/L x 1	D x 7000 U x 7000	R x 2	C, F, R
Sport and Recreation Club	UHF, SP	E x 20		F/A x 2		S x 1			F/L x 2			C, F, R
PWC	HF, UHF, SP	E x 12		F/A x 1			U x 2	BC		D x 170, 000		

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 Guidelines – Transport

Introduction

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

Initial Responses

Due to the limited emergency rescue capabilities on Peppimenarti, initial response will be limited to the NT Police, Health Clinic, West Daly Council and NTES.

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

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

Motor Vehicle

Main roads within the District are maintained and have either a bitumen surface or graded dirt road. A network of four wheel drive tracks is also present throughout the NT which may create additional issues associated with remote area incidents.

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

Initial Responses

The main goals of any rescue are to bring the most good to the greatest number and to evacuate the living as soon as possible. NT Police will assume control of the scene, move survivors who are not severely injured or trapped in the wreckage to an appropriate space and commence the task of finding and extricating the trapped, seriously injured, unconscious, or deceased.

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

Reconnaissance

Once the Incident Controller has taken charge of the scene, two man reconnaissance teams should be sent, equipped with radio, clipboard, flashlight and basic medical gear, into assigned sectors of the wreckage to locate survivors.

Rescue

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

ACTIONS TO BE TAKEN – TRANSPORT

Organisation/Provider	Stage 1 Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
ALL MEMBERS	Attend Briefings. Inform Key personnel.. Provide SITREPS.	Attend Briefings. Inform Key personnel. Provide SITREPS.	Attend Briefings. Inform Key personnel. Provide SITREPS.	Attend Briefings. Inform Key personnel. Provide SITREPS.	Attend Briefings. Inform Key personnel. Provide SITREPS.
LOCAL CONTROLLER			Carry out initial reconnaissance Of the area affected by the incident and initiate safety, first aid and rescue procedures (e.g. DRSABCD) as required. Coordinate requests for assistance from other agencies. If required, initiate search procedures. If required, arrange for restricted air space over incident site.	Ensure all personnel (victims and responders) are accounted for. Ensure all personnel are advised of debrief arrangements.	Arrange for Critical Incident Stress Debriefing action as appropriate. Compile and forward post operations report.
NT POLICE PEPPIMENARTI			Carry out initial reconnaissance of the area affected by the incident and initiate safety, first. Action security procedures for incident scene and personal property. Other considerations may include: the use of the Peppimenarti boat in river	Account for ALL equipment Assist the Local Controller with other tasks as directed.	Assist the Local Controller in the compilation of the Post Operations Report.

			rescues.		
HEALTH CLINIC			<p>Implement call out procedures.</p> <p>Equip and dispatch vehicle to accident scene.</p> <p>Brief staff and instruct to remain on standby (including manning of communications).</p> <p>Preparation of Health Centre to receive possible accident victims.</p> <p>Notify Regional Office.</p> <p>Advise Aerial Medical Section Darwin of incident and commence triage.</p> <p>Administer emergency treatment.</p>	<p>Account for all health personnel.</p> <p>Refurbish equipment as necessary and co-ordinate the re-establishment of normal Health Centre operations.</p> <p>Provide relevant information to Local Controller for inclusion in the Post Operations Report.</p>	<p>Liaise with Local Controller regarding requirements for Critical Incident Stress debrief support.</p> <p>Liaise with Local Controller regarding any on-going public health issues resultant of the incident.</p>
SUPPORT ORGANISATIONS					
WDRC			Provision of: Manpower, Road clearance, Mechanical/electrical assistance, Construction of bypass roads, assist the Local Controller with other tasks as directed.		
STORE			Provision of manpower, provision of welfare support and assist the Local Controller with other tasks as directed.		

Annex F: Identified Risk Guidelines – Cyclone

CYCLONE PLAN

Introduction

Peppimenarti is subject to tropical cyclones, most notably Cyclone Ingrid in March 2005.

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 Categories⁷

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 as shown in this table.

Note: Corresponding approximate wind gusts and central pressure are also provided as a guide. Stronger gusts may be observed over hilltops, in gullies and around structures.

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>)

⁷ Source BOM website

Tropical Cyclone Action Statements

<i>TCA Message Approval Flow</i>	
<ul style="list-style-type: none"> • 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> <i>...communities under Watch:</i></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></p> <p>(Warning – Plan Stage 2)</p>	<p>Message 2</p> <p><i>...residents [from ____ to ____] or [east/west of ____]</i></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><i>[Insert point for Watch Message 1 – “...communities under watch...”]</i></p>
<p>Gales expected in 6 – 12 hrs <i>Gales expected within 12 hours, not expected before 6 hours</i></p> <p>(Warning – Plan Stage 3)</p> <p>SEWS may be applied at this point</p>	<p>Message 3</p> <p><i>...residents [from _____ to _____] [west/east of _____],</i> 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</i>

<p>Messages are listed in order of threat priority</p>	<p><i>parks</i>];</p> <ul style="list-style-type: none"> • 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; • 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</p>

	<p>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_____ to_____] or [east/west of _____] ...”]</i></p> <p><i>[Insert point for Watch Message 1 – “...communities under watch...”]</i></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</p>	

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.

ACTIONS TO BE TAKEN – Cyclone Peppimenarti

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	Attend Briefings. Inform key personnel. Provide SITREPS on preparations. Carry out other duties requested by the Local Controller.	Attend Briefings. Inform key personnel. Provide SITREPS on preparations. The LEC to meet at least daily during Stage 2. Carry out other duties requested by the Local Controller.	Attend Briefings. Inform key personnel. Provide SITREPS. Carry out other duties by the Local Controller. Take or proceed to shelter on the advice of the Local Controller or BoM broadcast warnings.	Remain in shelter.	Remain in shelter until requested to commence survey duties. Inform key personnel. Provide SITREPS on known impacts.	Attend Briefings. Inform key personnel. Provide SITREPS. Confirm Debrief arrangements.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.
LOCAL CONTROLLER	Convene a meeting of the Peppimenarti LEC to advise members of the details of the Cyclone Watch Message and ascertain state of preparedness. Coordinate the dissemination of the Cyclone Watch information to the public and relevant	Delegating activities and ascertain position and capabilities of all agencies. Warn Shelter Managers to commence shelter preparation. Ensure that personnel identified for deployment to other locations are briefed. Ensure that	Advise Shelter Managers to finalise shelter preparations. Ensure that the dissemination of the Cyclone Warning information to the public. If necessary, coordinate transport for the movement of people to shelter. At the appropriate time	All personal to take shelter.	When it is considered safe to move outside, give direction to survey teams to ascertain the extent of injury to persons and damage to property. Provide SITREPS to the Regional Controller.	If necessary, ensure that the public is advised that the operation has concluded. Prepare for transition to recovery. Any ongoing recovery operations may operate from alternative premises..	Prepare and forward final SITREP. In conjunction with the NT Recovery Coordinator and Regional Controller facilitate the handover of recovery operations (if required). Begin compilation of information for Post Operation	Assist the local Recovery Coordinator as requested. Resume normal policing prevention and response activities. Any ongoing recovery operations may operate from alternative premises

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
	coastal communities. Ensure that communications are established and maintained with the Superintendent and Duty Officer, NTES and advise state of preparedness.	dissemination of the Cyclone Warning information to the public is maintained. Advise Superintendent Northern Division and Duty Officer, NTES of state of preparedness and ascertain SITREP requirement.	advise those persons at risk to prepare to take shelter.				Report.	
NORTHERN TERRITORY POLICE	Brief Station members Disseminate warnings and information as required. Maintain normal police duties. Assist Local Controller as required. Ensure all operational vehicles are fully fuelled. Test communications systems including HF	Brief Station members Disseminate Cyclone Warning information as directed by the Local Controller and advise of information received	Brief Police members Limit transport and ensure all emergency vehicles are fully operational and fully fuelled. Assist the Local Controller as required. Commence final patrol of area. At the appropriate time advise those persons at risk to take shelter.	All personal to take shelter.	At the direction of the Controller move outside ascertain the extent of injury to persons and damage to property.	Brief Station Staff. Assist in advising the public of the conclusion of the operation. Assist Local Controller as required.	In conjunction with the NT Recovery Coordinator and Regional Controller facilitate the handover of recovery operations (if required).	Assist the Local Recovery Coordinator as requested. Resume normal policing prevention and response activities.

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
	radio and satphones.							
HEALTH CLINIC	<p>Brief Health Centre personnel.</p> <p>Advise Local Controller of state of preparedness and of any urgent requirements.</p> <p>Check generator and fuel levels.</p> <p>Liaise with Police regarding Peppimenarti Homelands/Outstations.</p> <p>Review booked patient travel arrangements with Patient Travel in Darwin Review patients that may need evacuation or have special needs with the Local or District Medical Officer e.g. antenatal,</p>	<p>Brief Health Centre personnel.</p> <p>Any potential medevac's and long term ongoing treatment patients need to be transferred to appropriate medical facilities or appropriate safe places; at the discretion of Management at the Clinic.</p> <p>Fuel all vehicles.</p> <p>Allocate staff to check Emergency Equipment.</p> <p>Check Satellite phones.</p> <p>Review patient medications.</p> <p>Advise Top End Remote Health Management of situation.</p>	<p>Brief Health Centre personnel.</p> <p>Deliver Disaster Packs (5) to designated cyclone shelters).</p> <p>Allocate Health Centre vehicles to safe areas.</p> <p>Secure all medical records in filing cabinets or compactor.</p> <p>Transfer patients who require monitoring or treatment to clinic or other designated shelter (with necessary family members).</p> <p>Advise Top End Remote Health Management in Darwin of situation.</p>	All personal to take shelter.	<p>Ensure all personnel remain in shelter until safe to leave.</p> <p>At direction of Local Controller, check the Health Clinic premises for damage.</p>	<p>Check shelters for casualties.</p> <p>Upon advice from the Local Controller, ensure personnel and facilities are available for triage treatment as soon as the destructive winds have dropped.</p> <p>Advise the Peppimenarti i Local Controller on all first aid/medical, public health and community Brief Health Centre personnel.</p> <p>On advice from the Local Controller stand down staff.</p>	<p>Advise Local Recovery Advise Local Recovery Coordinator of any urgent priorities and participate in meetings as required.</p>	<p>Attend debrief</p> <p>Preparation to transition back to normal work requirements at the conclusion of Recovery operations as soon as practical.</p>

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
	<p>dialysis patients.</p> <p>Assist in reviewing Aged Care Facilities.</p> <p>Carry on work as usual.</p> <p>Maintain normal health and community services.</p>							
PEPPIMENARTI SCHOOL	<p>Participate in Pre Cyclone clean up involving:</p> <ul style="list-style-type: none"> • Refuel vehicle. • Fill water containers and store. • Maintain normal duties. 	<p>When advised, close school and advise community to secure buildings.</p> <p>Staff to secure personal residence</p>	<p>Do final checks.</p> <p>Ensure shelter is prepared.</p> <p>Ensure all personnel take shelter.</p>	<p>Remain in shelter</p>	<p>Ensure all personnel remain in shelter</p> <p>At direction of Local Controller, check the School for damage.</p>	<p>Assist where necessary.</p>	<p>Advise Local Recovery Coordinator of any urgent priorities and participate in meetings as required.</p>	<p>Attend debrief</p> <p>Preparation to transition back to normal work requirements at the conclusion of Recovery operations as soon as practical.</p>

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
STORE	Get emergency supplies ready. Clear yard / store of any dangerous items and lock up store. Help with community clean up. Maintain normal duties.	Staff to secure Personal residence. Prepare to close store.	Do final checks. Ensure all personnel take shelter.	Remain in shelter.	Remain in shelter At direction of Local Controller, attend and assess damage to store and supplies	Brief all employees. Advise Local Controller when all personnel are accounted for.	Advise Local Recovery Coordinator of any urgent priorities and participate in meetings as required.	Attend debrief Preparation to transition back to normal work requirements at the conclusion of Recovery operations as soon as practical.
ESSENTIAL SERVICES - PAWC	Participate in Pre Cyclone clean up fill the main town supply water tank. Check all bores and Tanks. Activate organisational cyclone procedures. Maintain normal duties.	Have Emergency equipment and wet weather gear together. Check Sat phone or Radio. Staff to secure personal residence. Maintain Normal	Turn off PAWC to the Community. All fuel taps on bulk storage tanks are turned off. Power house secured. Water supply turned off at tank.	Ensure all personnel take shelter.	Ensure all personnel take shelter. At Direction of Local Controller commence survey. Advise Police of damage and what essential services are still in operation and assistance is required, if any.	Remove hazards as soon as possible. Begin repairing essential services. Restore facilities and resume normal duties as soon as possible	Assist Local Controller as required.	Attend debrief Preparation to transition back to normal work requirements at the conclusion of Recovery operations as soon as practical.
SUPPORT ORGANISATIONS St John Ambulance, Aust NT, Telstra Corporation, Private Enterprise			Provide support as requested by the Peppimenarti Local Controller.					

Annex G: Identified Risk Guideline – Wildfire

Introduction

Wildfires within the Peppimenarti District will be managed by the West Daly Shire Council, which is the recognised lead combat authority for this threat. Should the incident escalate to the stage where a co-ordinated emergency response is necessary, the management of the overall operation will be executed by the Local Controller.

Initial Responses

West Daly Shire Council to respond.

The first senior officer from the Hazard Management Authority will assume incident control under the AIIMS.

Incident Controller

NT Police

Notifications

The Intent is that a Bushfire Information Message (BIM) will be issued on a regular basis for Wildfire that have a localised threat to property or public safety and meet any of the following criteria:

- A Wildfire is threatening or has the potential to pose a threat to public safety in the immediate area of the fire; or
- A bushfire is producing an undesirable effect (e.g. smoke) in an area that may cause concern to public; or
- BFNT Senior Fire Control Officer (SFCO) or CFCO wishes to advise the public of a specific event.

A Bushfire Warning Message (BWM) is the highest level of warning to the public, and will generally be issued for wide area community impact. A BWM will be issued when all of the following criteria are met:

- A bushfire is running / contained under very high to extreme weather conditions; and
- The risk of loss of life or threat to properties is almost certain or has occurred; and
- BFNT is primarily undertaking defensive strategies to protect lives and property; or
- Where special circumstances exist and specifically approved by the CFCO (or his delegate) e.g. If a life or house has been lost.

Communications

All fire ground radio communications will be conducted through the Police Fire and Emergency Services Radio Network, unless advised by the Local Controller.

ACTION TO BE TAKEN WILDFIRE

Organisation/Provider	Stage 1 Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
All Members	Attend Briefings. Inform Key personnel.. Provide SITREPS.	Attend Briefings. Inform Key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.
Local Controller	Attend Briefings. Inform Key personnel.. Provide SITREPS.	Attend Briefings. Inform Key personnel. Provide SITREPS.	Notify NTES Duty Officer. Respond, as necessary. Form Incident Management Team (if required) Update WebEOC (If applicable).	Notify NTES Duty Officer. Update WebEOC (If applicable) Conduct Debrief with members Resume normal activities Conduct investigation (if required).	Notify NTES Duty Officer. Assist where required Take action upon debrief.
NT Police – 2IC	Attend Briefings.	Attend Briefings. Inform Key personnel. Provide SITREPS. Coordinate the dissemination of Bushfire information to the public and surround Pastoral stations.	Establish contact with Local Controller for details and confirmation of requirements. Then contact Council Bushfire Representative and arrange to meet at fire scene. Advise EOC / Local Controller of departure and estimated time of arrival (ETA). On arrival at scene, accompany Council Bushfire Representative and conduct reconnaissance of area. Provide first SITREP to EOC / Local Controller. As interim on site commander, carry out the following actions: If necessary, appoint staging section personnel to control and marshal vehicular traffic in / out of area. Maintain regular SITREP's to Operational Centre / Local Controller.	Upon completion of operations (as authorised by investigating authority); Co-ordinate clean-up of scene. Account for ALL equipment Assist the Local Controller in the compilation of the Post Operations Report. Assist the Local Controller with other tasks as directed.	Liaise with Local Controller regarding requirements for Critical Incident Stress debrief support.
Peppimenarti Health Centre	Attend briefings	Implement SOP's to prepare respond to	Establish contact with Local Controller and if necessary attend	Upon completion of operation: Account for all health personnel.	Liaise with Local Controller regarding requirements for

		possible injuries	meeting of the LEM Committee. If necessary, implement call out procedures. Brief staff and if necessary, instruct to remain on standby. Prepare vehicles and Health Centre in the event of possible casualties. Notify Regional Office. Advise Local Controller of state of preparedness and maintain contact. Maintain normal health services and if activated, provide additional health and medical assistance as required.	Refurbish equipment as necessary and co-ordinate the re-establishment of normal Health Centre operations. If necessary, liaise with Local Controller re requirements for Critical Incident Stress debrief support. Conduct operational debrief with Health Centre staff. Liaise with Local Controller re any on going public health issues resultant of the incident. Provide relevant information to the Local Controller for inclusion in final SITREP. Stand down personnel.	Attending debrief and reporting requirements.
PAWC	Attend Briefings	Implement SOP's to protect Infrastructure.	Assist the Local Controller where required	Restore facilities and resume normal duties as soon as possible.	Liaise with Local Controller regarding requirements for Attending debrief and reporting requirements.
WDRC	Attend Briefings	Implement SOP's to assist with Fire control Assist with the dissemination of Bushfire information to the public and surround Pastoral stations.	On receipt of advice of fire/bushfire threat: Implement callout procedures. Brief personnel and place on standby. Ascertain state of preparedness. Establish contact with Local Controller. Dispatch fire unit to area, assess situation and advise Local Controller. If necessary, attend meeting of the LEM Committee and brief committee. If necessary, advise adjacent volunteer Brigades of situation with request for assistance or place on standby.	Upon completion of operations; Account for all personnel. Account for ALL equipment used and supervise: Cleaning Servicing/repair Refurbishment Conduct operational debrief with volunteer personnel. If necessary, liaise with Local Controller re Critical Incident Stress Debriefing requirements. Provide information for inclusion in final SITREP as requested by the Local Controller. Prepare Fire Report for HQ Bush Fires Council if required.	Liaise with Local Controller regarding requirements for Attending debrief and reporting requirements.

			Dispatch Units to fire scene, reassess situation and take appropriate action to contain fire and extinguish if possible. Continue to liaise with onsite commander regarding requests for assistance. Once under control, patrol area until satisfied fire is no longer a threat.		
Peppimenarti School	Attend Briefings	Implement SOP's to assist with Sheltering arrangements if required.	Provide Mustering point shelter/catering assistance as required by the Local Controller. Provide fire prevention and preparedness education to the community. Provide other assistance as necessary.	If necessary, liaise with Local Controller re Critical Incident Stress Debriefing requirements.	Liaise with Local Controller regarding requirements for Attending debrief and reporting requirements.
Private Industry	Attend Briefings	Assist the Local Controller as required.	Provision of manpower and welfare support.	If necessary, liaise with Local Controller re Critical Incident Stress Debriefing requirements.	Liaise with Local Controller regarding requirements for Attending debrief and reporting requirements.

Annex H: Identified Risk Guideline – Flood

Introduction

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

Natural Drainage and Flooding

Drainage for the Peppimenarti district is via Tom Turners Creek.

Localised Flooding

During the Wet season the Peppimenarti region can experience local flooding.

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 Peppimenarti 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.

Flooding Advise

Advise Levels	Description –	Public Messaging Broadcast with BOM Flood Message Advise
Minor Flooding	Flood waters are contained within Tom Turner Creek. There is some water over the access roads to Wadeye and Daly River, caution is advised.	A Minor Flood Warning for Peppimenarti has now been declared. All Residents are advised to listen carefully to this advice. Consider your actions. Take necessary steps to ensure your personal safety, and protection of your property. Stock up on essential items. If evacuating, take essential medicines, baby necessities, clothing, blankets, a torch and valuable personal papers with you. We advise you stay with friends or family not in the flood prone area. There are NO public shelters open at this time. This has been a MINOR FLOOD WARNING FOR PEPPIMENARTI. For more information please phone – 1800 500 070 – Flood Line. Or go to the Bureau of Meteorology website: www.bom.gov.au for more information on rainfalls etc. Stay tuned to this station for further information and advice.
Moderate Flooding	Flooding will occur along the access roads to the community. All properties adjoining the creek have water over extensive parts of their land. Access to properties along the creek is by boat only. Any evacuation of community is	A Moderate Flood Warning for Peppimenarti has now been declared. All residents - listen carefully to this advice. 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.

	now only possible by air.	NO public shelters are open at this time. This has been a MODERATE FLOOD WARNING FOR Peppimenarti. For more information please phone – 1800 500 070 – Flood Line. Or go to the Bureau of Meteorology website: www.bom.gov.au for more information on rainfalls etc. Stay tuned to this station for further information and advice.
Major Flooding	Flooding will cover extensive areas. Water over road between Peppimenarti and Wadeye and Peppimenarti and Daly.	A Major Flood Warning for Peppimenarti has now been declared. All residents - listen carefully to this advice. Tom Turner Creek is predicted to rise. If present conditions persist, the Regional Controller advises that flooding is possible in the area. If you are in a threatened area take action now. Ensure your safety and protect your property. If you decide to evacuate, you should take essential medicines, baby necessities, clothing, blankets, a torch and valuable personal papers with you. You are advised to stay with friends or family not in the flood prone area. If you do not have this option please advise the NT Police to enable alternative arrangements to be made. This has been Major Flood Warning for the Peppimenarti area. For more information please phone – 1800 500 070 – Flood Line. Or go to the Bureau of Meteorology website: www.bom.gov.au for more information on rainfalls etc. Stay tuned to this station for further information and advice.
Fallen River Height	A “Falling River Height” Advice for Peppimenarti has now been declared. All residents are advised to listen carefully to this advice.	The Tom Turner Creek height is falling and expected to continue falling. Currently a Flood * << >> Warning for Peppimenarti is in effect. Where required, emergency services will be activated to assist the public in flood affected areas. <i>This has been a FALLING RIVER HEIGHT ADVICE.</i> For more information please phone – 1800 500 070 – Flood Line. Or go to Bureau of Meteorology website: www.bom.gov.au for more information on rainfalls etc. Stay tuned to this station for further information and advice or refer to SecureNT on line.
Cancellation of Flood Warning	A Flood Warning for the Peppimenarti area has now been CANCELLED.	Tom Turner Creek is falling and is expected to continue falling. Further broadcasts will be issued if the situation alters. <i>This has been a FLOOD WARNING FOR PEPPIMENARTI - CANCELLATION ADVICE</i> For more information please phone – 1800 500 070 – Flood Line. Or go to Bureau of Meteorology website: www.bom.gov.au for more information on rainfalls etc. Stay tuned to this station for further information and advice or refer to SecureNT on line.

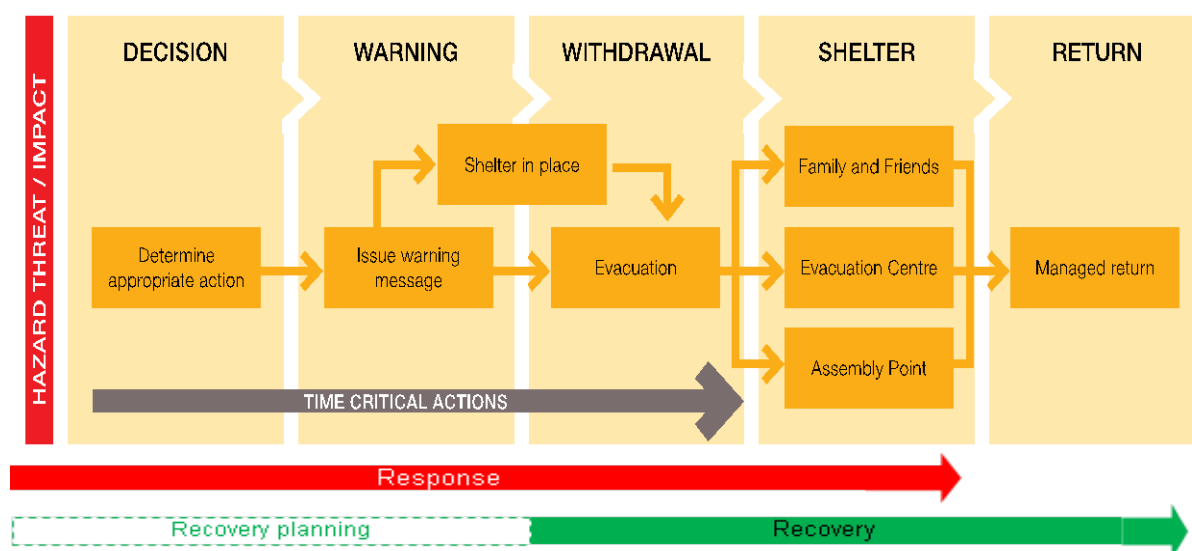
Annex I: Evacuation Guideline

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.

Evacuation 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 Controller will authorise the activation of the evacuation plan. This evacuation plan is to be approved by the Territory Emergency Management Council prior to activation.	Regional Controller in conjunction with TEMC
Legal references?	<i>Emergency Management Act</i> and approved Local Peppimenarti Emergency Management Plan (LEMP). 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.	Residents will be progressively relocated within the community as the river rises. Refer to the Peppimenarti flood relocation arrangements.	Peppimenarti Local Controller to arrange.
Summary of proposed evacuation	<u>Decision</u> – made by the Region 2 Emergency Controller when the Daly River exceeds 14.1m . <u>Warning</u> – the Peppimenarti Local Controller to disseminate information to the community. <u>Withdrawal</u> – Four stage process; <ol style="list-style-type: none"> Peppimenarti community to the Social club for registration; Airport assembly area using buses/vehicles; Airport to Darwin to via aircraft. Darwin Airport to <Location to be determined> <u>Shelter</u> – evacuees will be encouraged to stay with friends or family. The remainder will be accommodated at an evacuation centre established in <Location to be determined>. <u>Return</u> – to be determined.	*Pending localised rainfall, supplies on hand and number of houses affected. The communities of Peppimenarti, emu point and Woodycupaldiya, will already be isolated from each other at this point. All communities have some local supplies of food and fuel except Emu Point with no fuel on hand. People have risked a drive through floodwaters to Peppi from emu point to get fuel in the past.
Which	Peppimenarti Community	Most outstations

communities/outstations or geographical area does the evacuation apply to?	Emu Point outstation Woodycupaldiya Outstation	remain in situ. Some families will chose to stay at Peppimenarti for the wet season.
Vulnerable groups within the community	The Medical Group will liaise with local health staff and provide information on medically vulnerable people. Other people who are physically unable to be evacuated by small boat will also be identified. As atam on theof..... vulnerable people in the community consist of: <ul style="list-style-type: none"> - <i>antenatal (arranged to go to KH)</i> - <i>dialysis patient (arrangement to go to RDH)</i> - <i>people who require walking frames (arranged to go to RDH)</i> - <i>other older or frail aged people (also able to go to RDHH).</i> 	Medical Group & Transport Group to action . *NOTE - Katherine hospital may be the preferred option to relocate vulnerable people. That option must be assessed by Health at the time and have no threat of flooding. Pending the situation.
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 ie: 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. 	Peppimenarti Local Controller to obtain information.
What is the nature of the hazard?	Flood	
Estimated duration of the potential evacuation?	Approximately 10 days to 2 weeks.	

Triggers for the evacuation	<ol style="list-style-type: none"> 1. Evacuation planning to commence when the Daly River exceeds 12.0m. 2. Implement evacuation when the Daly River exceeds 14. m with advice from BOM that the river height is expected to exceed 14.0m.* Tom Turner Creek will be surrounding the community. <p>At this point (14.0 metres) any evacuation of the community will be by Aircraft. Further details of the intra-community relocation plan are required.</p>	Regional Controller & NTES to confirm triggers. *Pending localised rainfall, supplies on hand and number of houses/ residents affected.
Self-evacuation	<p>Where possible residents will be encouraged to self-evacuate and make their own accommodation arrangements, within the community with other family members or family in Darwin.</p> <p>The Peppimenarti Local Controller to identify those people within the community able to self-evacuate. Individuals and families taking this option will be encouraged to register prior to leaving the community.</p>	Peppimenarti Local Controller
Responsibility for the coordination Stage 1?	Region 2 Regional Controller Local Controller	
Stage 2 – Warning		
Who has the authority to issue warnings?	<p>All public information will be approved by the Incident Controller (Regional Controller) in consultation with the Public Information Group.</p> <p>The Peppimenarti Local Controller will coordinate the dissemination of community level information.</p>	Incident Controller to liaise with Information Group.
Process for issuing evacuation warnings and other information	<p>At community level, the Peppimenarti 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 Peppimenarti Local Emergency Plan.</u></p> <p>A media brief approved by the Local Controller at each LEC meeting, will be announced over the Local Radio station containing current situational information, relevant safety information, what to prepare, when to self-evacuate, and where to go.</p>	Peppimenarti Local Controller
When will warnings be issued (relative to the impact of the hazard)?	<p>Warnings will be issued by BOM at the following trigger points: All information will be disseminated at community meetings held immediately after every LEC meeting.</p> <p>Flood WATCH – 12.0 Metres and predicted to rise.</p> <p>Minor Flood WARNING – 12.6 Metres and predicted to rise.</p> <p>Moderate Flood WARNING – 13.1 Metres and predicted to rise</p> <p>Major Flood Warning – 14.0 Metres and predicted to rise.</p>	Peppimenarti Local Controller *NOTE: There are no specific gauging stations for warning levels at Peppimenarti. The local Watch points are Tom Turner Crossing, The swamp behind the community and the Daly River.

<p>What information will the messages contain? (What do people need to know?)</p>	<p>To be determined: considerations -</p> <ul style="list-style-type: none"> - Outline of the proposed evacuation plan - Measure to prepare residences - Safety issues, crocodiles, staying out of the water, road closures, club closed to all Port Keats residents. - Items to bring on the evacuation - Arrangements for pets and animals <p>Refer to attached information sheets.</p>	<p>Peppimenarti Local Controller</p>
<p>Responsibility for the coordination of stage 2?</p>	<p>Local controller</p>	
<p>Stage 3 - Withdrawal</p>		
<p>Outline</p>	<p>Four stage process;</p> <ol style="list-style-type: none"> a. Peppimenarti community to the Social club for registration; b. Airport assembly area using buses/vehicles; c. Airport to Darwin to via aircraft. d. Darwin Airport to <Location to be determined> 	
<p>Peppimenarti Community to the Club for registrations</p>	<p><u>Lead – NTES/NTPOL</u> Overview – the community will gather at the muster point located within the community then transported to the airstrip</p> <ul style="list-style-type: none"> • Risks/other considerations: Evacuation should be undertaken during daylight hours, if possible. Risks include rate of water flow, crocodiles, natural obstructions, persons with infectious diseases, vulnerable persons, and frail/elderly persons, chronically ill. • Estimated time en-route: 30 minutes each way • Estimated timeframe overall: 16 hours utilising current resources. This includes pick up and drop off from Club to Airstrip and return. • Alternate transport options: Helicopter 	<p>NTES/NTPOL</p> <p>*NOTE: The airstrip is hard to locate in bad weather and doesn't have a homing beacon for aircraft. A clear visual will be required</p>
<p>Peppimenarti to Darwin</p>	<p><u>Lead –Transport Group</u> Overview: Buses to be arranged by the Transport Group. Evacuees will be collected from Darwin airport and transported to <Location to be determined>.</p> <ul style="list-style-type: none"> • Details: to be determined • Estimated time en-route: 2.5 – 3 hours • Estimated timeframe: 3 hours dependant on number of buses • Alternate transport options: Personal vehicles / family pick up (non-preferred option) 	<p>Transport Group</p>
<p>Assembly area</p>	<p><u>Peppimenarti club</u> Peppimenarti club will be utilised as an assembly point where people will be transported to await vehicles 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: Vic Daly Shire & Red Cross • Coordinator: Red Cross 	<p>NTES/NTPOL</p> <p>*Decision required where registrations will take place.</p>

	<ul style="list-style-type: none"> Other details: Persons travelling from Peppimenarti to have 1 bag of essential items only. Evacuee Registration – Red Cross 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 at the Peppimenarti club or airport Darwin to be permitted access to the evacuation centre at <to be determined>. 	
End point	Location to be determined	
Transport of vulnerable members of the community	Medical Group to arrange transport of vulnerable people from the community to Katherine. *NOTE - Katherine hospital may be the preferred option to relocate vulnerable people. That option must be assessed by Health at the time and have no threat of flooding.	Medical Group
Registration and tracking	Welfare Group to activate registration arrangements. Registration will be undertaken by NT Police and will occur at Peppimenarti club. Names of evacuees will be obtained prior to boarding aircraft. Where possible details of individuals and families self-evacuating to be obtained at the airstrip prior to leaving the community. If persons are not registered as evacuees or self-evacuees they will not be provided access to the evacuation shelter.	Welfare Group NT Police
Who will coordinate stage 3?	Region 1 Regional Controller / local Controller	
Stage 4 – Shelter		
Overview	An evacuation centre will be established at <Location to be determined>.	
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	10 days to 2 weeks.	
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
• Evacuation Centre Manger	Territory Families	Welfare Group
• Log./planning	To be confirmed.	NTES/NTPOL
• Admin teams	To be confirmed.	DCM/Welfare Group
• Shift manager/s	To be confirmed – Territory Families staff.	Welfare Group
• Welfare Team	To be confirmed.	
• Facility Team	Selected staff will lead this and arrange any maintenance required using existing contractors.	
• Sport and Rec Team	To be confirmed	
• Medical Team	To be confirmed. It is likely St Johns volunteers will be requested. Evacuees will be referred to off-site medical services.	Medical Group
• Public Health Team	Xavier Schobben or other nominated Environmental Health Officer	Public Health Group

• Transport Team	Alex Rae (not required on site)	Transport Group
Evacuation centre set-up	Refer to the Evac Centre Template for set-up considerations	
What strategy will be put in place to close the evacuation centre?	Closure of the evacuation centre will be largely dependent on the extent of inundation and complexity of the recovery process.	DCM/Territory Families
Stage 5 - Return		
Indicators or triggers that will enable a return	The Local Recovery Coordinator will advise when the majority of homes have been made safe, power and water are connected, and the Health Centre and the store are functional.	Local Recovery Coordinator
Who is responsible for developing a plan for the return?	Recovery Coordination in conjunction with PFES.	DCM
• Transportation	Movement of evacuees will be by air.	Transportation Plan
• Route/assembly points en-route	Evacuees will assemble in the Rotary Hall prior to boarding buses. It is important that only individuals and families transported to Darwin as a part of the initial evacuation are allowed to board buses.	Local Recovery Coordinator
• End point	To be confirmed.	
How will information about the return be communicated to evacuees?	Communication to residents will begin the day before the repatriation. Residents will be advised at the morning meeting at the evacuation centre and by using SMS messages.	EOC
What information needs to be conveyed to the evacuated community members?	The repatriation of evacuees will be preceded by a communication campaign aimed at the Peppimenarti residents providing advice on when the repatriation is likely to commence and how it will operate. Community members will oversee the process to ensure non-Peppimenarti residents do not board buses.	DCM/ Public Information Group

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

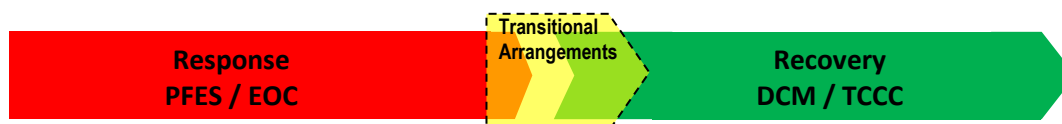
The following tables list a summary of possible response and recovery activities to be considered following an event.

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	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

	<ul style="list-style-type: none"> - opened - Assess damage to clinics - Deploy field hospital/s - Medical presence in WAC - Supplied by the Medical Group - 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>	CareFlight –resume normal operations 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>	<ul style="list-style-type: none"> - Monitor repairs and business continuity activities
	<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>	

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

Annex L: Contact Details

Position/Functional Group	Name	Email address	Work	Mobile	After Hours
Local Controller	Gary Palmer	PeppimenartiPolice@pfes.nt.gov.au Gary.palmer@pfes.nt.gov.au	0889 782 143	██████████	██████████
2IC Police	Unknown	PeppimenartiPolice@pfes.nt.gov.au	08 8978143		
Manager – Peppimenarti Health Centre	Joanne KERR	Peppimenarti.clinicmgr@nt.gov.au	0889 781 066	██████████	0889 781 465
ESO – PAWC	Nathan Piera	esopeppi@bigpond.com	0889 7882358	██████████	0889 781 188
WDRC - Civil	Jo Parry			██████████	
West Daly – Prime Minister and Cabinet	Kirk Whelan	Kirk.whelan@network.pmc.gov.au	0889 781 263	██████████	
West Daly – Prime Minister and Cabinet	Henry Wilson	Henry.wilson@network.pmc.gov.au		██████████	0889 781 363
Deewin Kirim Aboriginal Corporation	Ray Whear	gm@deewinkirim.org.au	0889 782 665	██████████	
Deewin Kirim Aboriginal Corporation	Natasha Cameron	natasha@deewinkirim.org.au	0889 782 665	██████████	
Peppimenarti Store	Jeffrey Phillips	peppistore@gmail.com	0889782586	██████████	
Peppimenarti Club - Manager	Karl Lukanovic	klukanovic@hotmail.com	0889 781 377	██████████	0889 782 857
Peppimenarti School	Chelsea Collins	chelsea.collins@ntschoools.net	0889 782 455	██████████	██████████
Local Recovery coordinator.	Wayne Buckley	wayne.buckley@nt.gov.au		██████████	
Government Engagement Co-ordinator	Kirk Whelan	kirk.whelan@network.pmc.gov.au	08 8978 1263	██████████	

Annex M: Debrief

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

10. The Hot Debrief will be fed into the Whole of Government Debrief Process and Lessons Management. For the purpose, the following template is to be used and uploaded to WebEOC.

RECORD OF DEBRIEF

Operation / event: _____

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

Annex N: Glossary

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. <i>Syn.</i> '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
AGCCC	Australian Government Crisis Coordination Centre
NERAG	National Emergency Risk Assessment Guidelines
NSDR	National Strategy for Disaster Resilience
NTES	Northern Territory Emergency Service
NTFRS	Northern Territory Fire and Rescue Service
NTG	Northern Territory Government
NTICS	Northern Territory Incident Control System
NTPFES	Northern Territory Police Fire and Emergency Services
PFES	Police, Fire and Emergency Services
POC	Point of Contact
PPRR	Prevention, preparedness, response and recovery
RCC	Rescue Coordination Centre
SEWS	Standard Emergency Warning Signal
TEMC	Territory Emergency Management Council
WAC	Welfare Assembly Centres