



**YARRALIN  
LOCAL  
EMERGENCY  
PLAN  
2020/2021**



## TERRITORY EMERGENCY MANAGEMENT COUNCIL

### Authority

The Yarralin Plan (the Plan) approved by the Territory Controller 2020 and in accordance with section 17 of the *Emergency Management Act 2013* (NT) (the Act) has been reviewed and endorsed by the Regional Controller.

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

Regional Controller  
Travis Wurst

Dated this 17th day of November 2020

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#### Disclaimer

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.

# Table of Contents

Purpose .....	7
Application .....	7
Related References .....	7
Plan .....	7
Key Considerations .....	7
Locality Context .....	8
Climate and Weather .....	8
Geography.....	8
Sites of Conservation or Cultural Significance .....	9
Tourism .....	9
Public Administration.....	9
NT and Local Government .....	9
Infrastructure .....	9
Building Codes.....	9
Land Use.....	9
Power Generation and Distribution.....	9
Water Services .....	10
Health Infrastructure .....	10
Emergency Service Infrastructure.....	10
Roads.....	10
Airports .....	10
Telecommunication .....	11
Local Radio Stations .....	11
Vulnerable Clients .....	11
Preparation .....	11
Disaster Hazard Analysis and Risk Register.....	11
Transport Incident (Road and Aircraft).....	12
Flood .....	12
Public Education.....	12
Planning.....	12

Resource Coordination .....	12
Training and Education .....	13
Exercises.....	13
Response.....	13
Control and Coordination .....	13
Local Emergency Controller .....	14
Local Emergency Committee .....	14
Local Recovery Coordinator and Coordination Committee.....	14
Emergency Operations Centres (EOCs).....	14
WebEOC.....	15
Situation Reports (SITREPs).....	15
Activation of the Plan.....	16
Stakeholder Notifications .....	16
Official Warnings and General Public Information .....	17
Australasian Inter-Service Incident Management System (AIIMS).....	17
Closure of Schools.....	18
Closure of Government Offices.....	18
Emergency Shelters.....	18
Emergency Shelters/Strong Buildings Locations.....	18
Evacuation Planning and Accommodation .....	19
Register. Find. Reunite Registration and Inquiry System.....	19
Impact Assessment .....	20
Recovery.....	20
Transitional Arrangements .....	20
Handover Arrangements.....	20
Plan Governance .....	21
Annexures .....	22
Annex A: Hierarchy of Plans.....	23
Annex B: Functional Groups - Roles and Responsibilities.....	24
Annex C: Functional Groups.....	25
Annex D: Resource List.....	28

Annex E: Identified Risk Guideline - Transport .....	29
Annex F: Identified Risk Guideline - Flood .....	32
Annex G: Evacuation Guideline .....	39
Annex H: SITREP Template.....	46
Annex I: Summary of Response and Recovery Activities.....	47
Annex J: Contact Details.....	50
Annex K: Debrief.....	51
Annex K: Glossary.....	51
Annex L: Acronyms.....	56

## Version History

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

Plan	Endorsed
2018-2019	Travis WURST

## Amendment List

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

Officer in Charge, Local Controller  
Yarralin Police Station

Amendments promulgated are to be certified below when entered:

Revision Date	Description	Local Controller
August 2019	Plan review	R/Sergeant Ray Musgrave
October 2020	Plan review	R/Sergeant Lavinia Archibald
November 2020	Administrative and formatting amendments	J Richardson / NTPFES

## Purpose

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

## Application

2. This Plan applies to:
  - The Yarralin District

## Related References

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

## Plan

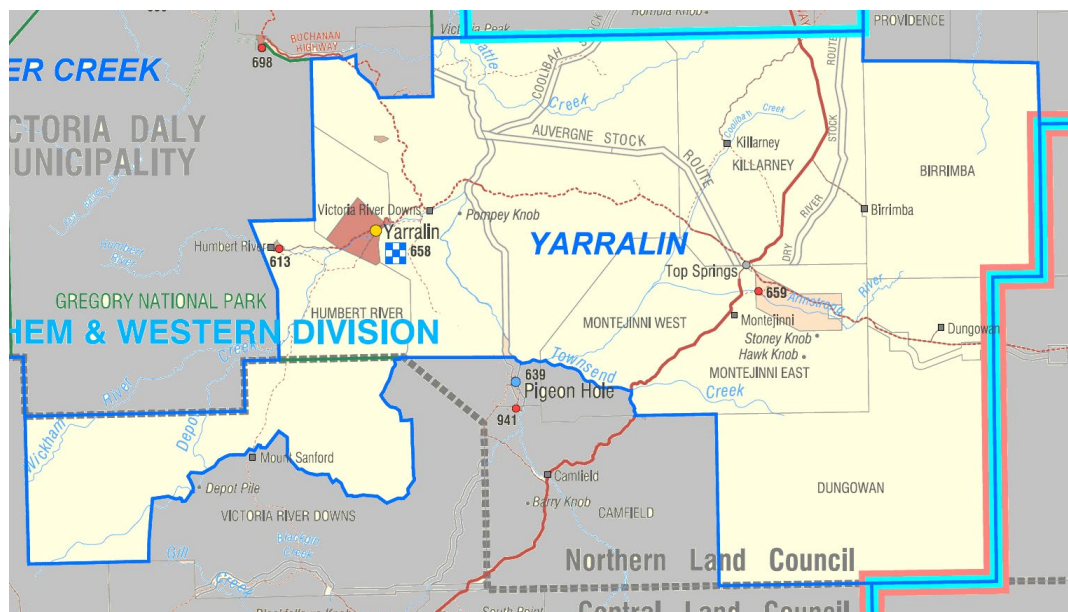
### Key Considerations

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

- specifies control and coordination arrangements for mobilisation of local and, if necessary regional, Territory and national resources
  - identifies roles and responsibilities of key stakeholders
  - Details specific emergency response procedures for the higher risk situations.
8. This Plan complements the Emergency Management Plan as it relates to the District. For further information on the hierarchy of plans, refer **Annex A**.

## Locality Context

9. The District is located approximately 382kms south-west of Katherine and forms part of Region 1 (Northern Region), as defined by the Territory Emergency Plan.
10. The district is accessed by the Buchanan highway which is predominantly a gravel road, and also is in close proximity of the Gregory National Park area.
11. The District comprises three (3) major communities close to the township of Yarralin, being Lingara, Top Springs and Pigeon Hole.



## 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.

## Geography

13. The district topography ranges from Sandy soils and Salt flats, to rocky outcrops into the escarpment and Jasper Gorge area of Gregory National



Park. The communities are in close proximity to the Victoria, Humbert and Yarralin Rivers that are feed from a number of small creeks within the Catchment area west of Kalkaringi.

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

14. There are many areas in the vicinity of the District boundaries into which it is culturally unacceptable to go.
15. Further information about these sites can be found [here](#)

### **Tourism**

16. The District is exposed to tourism by way of through traffic, and although on the increase, has no significant impact on the District at this time.

## **Public Administration**

### **NT and Local Government**

17. NT Government agencies that have a presence in the District include:
  - NT Police, Fire and Emergency Services (NTPFES) run by Police.
    - NT Police Force (NTPF) (Police Station)
  - Department of Health
    - The Yarralin Health Clinic
  - Department of Education
    - Yarralin School
18. Local government in the District is provided by the Victoria Daly Regional Council (VDRC).

## **Infrastructure**

### **Building Codes**

19. 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**

20. The Yarralin district land use is in consultation between VDRC, landowners and Traditional owners. A number of freehold and leasehold pastoralists utilise the area for the production of export cattle.

### **Power Generation and Distribution**

21. PowerWater is responsible for the supply of power to Yarralin.

## Water Services

22. PowerWater is responsible for the supply of water to Yarralin. Bore water is supplied throughout the community.

## Health Infrastructure

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

## Emergency Service Infrastructure

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

## Roads

26. The District has an approximate total of 320 kms of unsealed roads and 25kms of sealed roads. Main access is from the sealed Victoria Highway and the unsealed Buchanan Highway (384kms from Katherine) which is often impassable during the wet season.
27. Alternative access is from the Buntine Highway through Top Springs (404kms from Katherine). Again often impassable during the wet with sometimes 14 metres of water flooding the Dashwood Crossing.
28. A one-way trip from Katherine to the community will take approximately 4-5 hours. Apart from the Victoria Highway, all roads are unsealed gravel and often rocky.

## Airports

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

Name of the Strip	Datum	Details (type, length, etc.)	Operator of the strip
Yarralin	16°26.6'S 131°52.8'E	Surface: Sealed Windsock: Yes Hazards: Wildlife Fuel Held: Nil Lighting: LED Solar Lighting Fenced: yes Dimensions: 1210mx18m	Dept. of Infrastructure
VRD	16°24'S 131°00'E	Surface: Unsealed Limestone Gravel Windsock: Yes	VRD stn

		Hazards: Wildlife and cattle Fuel Held: AVGAS/AVTUR Lighting: Emergency Lighting Fenced: NIL Dimensions: 1251m x 30m	
Pigeon Hole Community	16°48'S 131°13'E	Surface: Unsealed Limestone Gravel Windsock: Yes solar illuminated Hazards: nil fenced Fuel Held: unknown Lighting: unknown Dimensions: 1000m x 18m	VDRC Yarralin

### Telecommunication

30. There is mobile coverage (4G) in Yarralin as well as fixed line. There are two (2) payphones in Yarralin Township, 1 in Lingara and 2 in Pigeon hole. Some stakeholders still maintain Satellite phones.

### Local Radio Stations

31. The District has two (2) local radio stations .These are often unmanned.
- 95.5FM ABC
  - 102.9 TEABBA

### Vulnerable Clients

32. A list of all vulnerable medical patients is held with the manager of the clinics within the District.
33. Currently there is service to assist elderly of Yarralin and outstations. Program assists their clients with 'meals on wheels', clinic visits, shopping trips, laundry, domestic help and excursions.

## Preparation

### Disaster Hazard Analysis and Risk Register

34. The LEC has identified the following hazards for this locality requiring detailed operational response procedure.
- Transport (Air and Road) -
  - Flood

Hazard	Overall Consequence	Overall Likelihood	Risk Rating
Transport Incident Air	Minor	Possible	Low
Transport Incident Road	Minor	Likely	Medium
Flood	Moderate	Likely	Medium

### Transport Incident (Road and Aircraft)

35. Transport incidents refer to motor vehicle, marine and aircraft accidents.
36. 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.

### Flood

37. Floods occur when water covers land that is normally dry. They may result from prolonged or very heavy rainfall, severe thunderstorms, monsoonal (wet season) rains in the tropics, or tropical cyclones. People who live near rivers or in low-lying coastal areas live with the greatest threat of floods. Periods of heavy rain, not necessarily in their area, can lead to rises in the water level of the rivers to a point where they can no longer hold the volume of water.

### Public Education

38. The NT Police delivers community education, awareness and prevention programs. These are also conducted by Commonwealth Government agencies as well and non-government entities to ensure ongoing public awareness of emergency and disaster events. Further information is available on each organisation's respective website.

### Planning

39. The Act requires Emergency Plans to be maintained at a Territory, regional and local level. Arrangements in plans aim to be flexible and scalable for all hazards. The planning process enables agreements to be reached between people and organisations in meeting communities' needs during emergencies. The plan becomes a record of the agreements made by contributing organisations to accept roles and responsibilities, provide resources and work cooperatively.
40. 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

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

42. 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**

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

### **Exercises**

44. 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.
45. Exercises are conducted when an Emergency Plan has not been enacted since the last review, or substantial changes have occurred, including:
- Legislative changes
  - Major changes have occurred in the areas of key personnel, positions or functions across Prevention, Preparedness, Response and Recovery, (PPRR)
  - New or emerging hazards/risks have been identified.
46. Delivery of exercises is guided by advice from the Territory, Regional or Local Controllers, the Territory Recovery Coordinator, Territory Emergency Management Council or Regional or as required by functional groups. <sup>1</sup>

### **Response**

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

### **Control and Coordination**

48. 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.

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

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

### **Local Emergency Controller**

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

### **Local Emergency Committee**

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

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

56. 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.
57. 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.
58. The Local Recovery Coordinator will report directly to the Regional Recovery Coordinator.
59. Division 12 of the Act specifies the functions, powers and directions the Local Recovery Coordinator is subject to.
60. Division 13 of the Act specifies the establishment, functions, powers; membership and procedure requirements of Recovery Coordination Committee.

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

61. Local Control Centres (LCCs) will be established as required by Local Controllers to provide a central focus to the management, control and coordination of emergency operations in the District. When activated, the functions of the LCCs are:
  - information collection and dissemination

- preparation and issue of official warnings and advice to the public
- coordination of the provision of resources required in the locality
- submitting requests for resources through the Regional Controller or the Territory Emergency Operations Centre
- Dissemination of information to the media and general public through the Public Information Group to ensure a single point of truth for releases of information to the wider community<sup>3</sup>.

62. The District LCC is the Yarralin Police Station.
63. The Regional EOC will generally be located in Darwin at the Peter McAulay Centre.
64. 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.
65. Liaison Officers from functional groups and support agencies will attend the EOC as required.

### **WebEOC**

66. 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.
67. 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.
68. WebEOC allows for information sharing, managing tasks and submitting situational reports. It also assists the Control Authority to manage and disseminate current decisions and objectives. Together these functionalities provide an up-to-date situational awareness.

### **Situation Reports (SITREPs)**

69. 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.
70. LEC members are to provide SITREPs at agreed times to enable the preparation of a consolidated report which will be distributed to all

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

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

### Activation of the Plan

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

<i>Stage 1</i>	<i>Alert</i>	This stage is declared when the Local Controller receives warning of an event which, in his or her opinion, may necessitate a emergency management response
<i>Stage 2</i>	<i>Standby</i>	This stage is declared when the Local Controller considers an emergency operation is imminent. During this stage passive emergency measures are commenced
<i>Stage 3</i>	<i>Activation</i>	This stage is declared when active emergency measures are required
<i>Stage 4</i>	<i>Stand-down response operations and transition to Recovery</i>	This stage is declared when the Local Controller considers that no further emergency management are necessary but if the consequences of the emergency require ongoing recovery coordination the Local Controller will advise the Local Recovery Coordinator in preparation for a transition to recovery.
<i>Stage 5</i>	<i>Recovery</i>	This stage is called if on-going recovery operations and coordination is required.

72. 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.

73. 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

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

- all available members of the LEC
- Divisional Superintendent.



- Regional Commander
- NTES Territory Duty Officer.

75. 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**

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

77. 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.

78. 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.

79. Authority to utilise the Emergency Alert and SEWS may be given by virtue of the approval of an emergency plan. The authority and delegations can be found in the Territory Emergency Plan.

80. Control and Hazard Management Authorities may have pre-planned use of SEWS for non-weather related events approved by virtue of the approval of a Regional or Special emergency plan.

81. The District will receive official warnings and general public information through the following means:

- radio broadcast
- Television news broadcast.

82. Warning and information messages for general public are authorised by the Local/Regional Controller/Delegate, as relevant. The dissemination of such warnings and information is to be by whatever means are appropriate and available at the time.

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

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

## **Closure of Schools**

84. The decision to close schools due to an impending threat will be made by the Chief Minister on advice from the Territory Emergency Management Council (TEMC). When the nature of an event demands an immediate response, local authorities will take the appropriate steps to ensure the safety to the public. This action may include the temporary closure of a school to begin preparations, pending formal closure of the school by the Chief Minister for the remainder of the event.
85. 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**

86. The decision to close government offices due to an impending threat will be made by the Chief Minister on advice from the TEMC. When the nature of an event demands an immediate response, local authorities should take all appropriate steps to ensure public safety and the protection of property.
87. The decision to re-open government offices will be made by the Chief Minister on advice from the TEMC.
88. All NT Government agencies are to have an Emergency Preparedness Plan which sets out their processes for closing down their offices once approval has been given. This should have clearly articulated employee guidelines to ensure employees know when they are authorised to leave and are required to return to work.

## **Emergency Shelters**

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

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

90. Strong buildings are the local Police Station and School. Initial flood withdrawal will move residents to the Yarralin School, then Police Station/ Courthouse, then onwards to the Yarralin Airstrip.
91. The responsibilities of the emergency shelter manager are:
  - the provision of those buildings designated as emergency shelters
  - the provision of personnel to staff and operate the emergency shelters at such times as they are activated
  - The maintenance of effective liaison with other stakeholders with responsibilities relating to cyclone shelters, in particular the NTPF.

92. Emergency shelters are opened under the direction of the Territory or Regional Controller in consultation with the Emergency Shelter Group. The lead agency for this group is the Department of Education. Emergency shelters will not normally operate for more than 48 hours.
93. 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.
94. 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.
95. 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**

96. Evacuation is a risk management strategy that can be used to mitigate the effect of an emergency or disaster on a community<sup>4</sup>
97. The decision to evacuate a community, including establishing an evacuation centre, is not taken lightly as it represents significant resource and financial implications<sup>5</sup>.
98. 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**

99. 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.
100. This system can be initiated by either the Territory or Regional Controller without the national system being activated<sup>6</sup>.
101. The Welfare Group maintains Register. Find. Reunite. Any activation of this system should occur in consultation with the Welfare Group in the first instance.

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

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

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

## **Impact Assessment**

102. 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.
103. Guidelines to conduct rapid assessments in the NT, including the establishment of a dedicated Rapid Assessment Team/s (RAT) to collect data in the field have been developed. A copy is available in the WebEOC library for emergency management practitioners.
104. The Survey, Rescue and Impact Assessment Group, led by the NTPFES, is responsible for impact assessments.
105. At the local level, Local Controllers can activate the NTES to undertake impact assessments if deemed appropriate.

## **Recovery**

106. 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.
107. 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**

108. 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.
109. The transition to recovery coordination occurs at a time agreed to by the:
  - Territory Controller
  - Territory Recovery Coordinator.

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

## **Handover Arrangements**

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

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

### **Plan Governance**

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

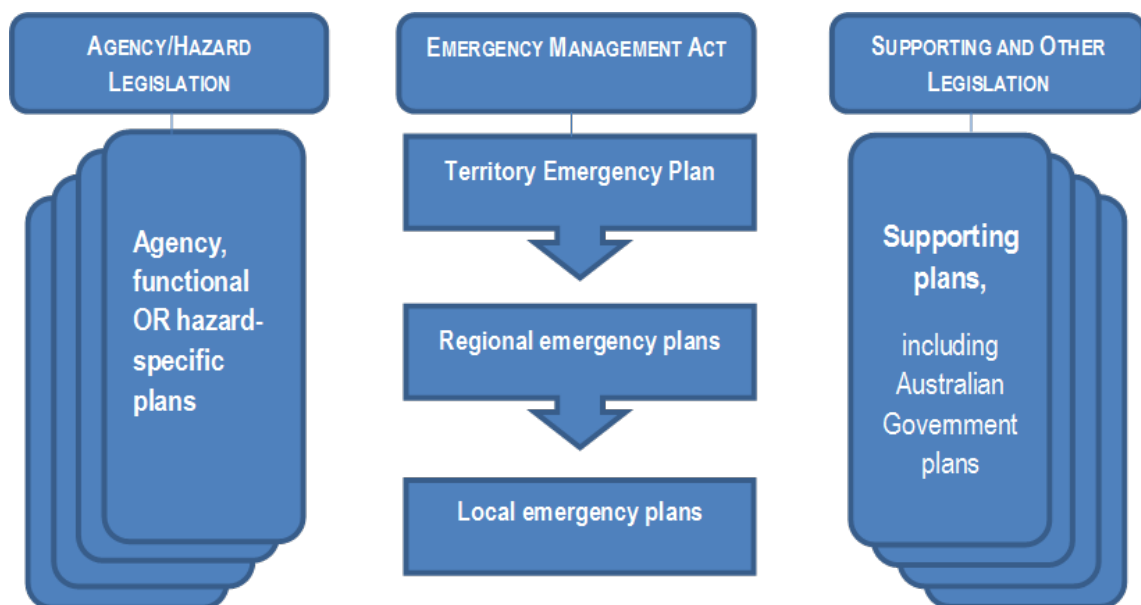
## **Annexures**

<b>Annex A</b>	<b>Hierarchy of Plans</b>
<b>Annex B</b>	<b>Roles and Responsibilities</b>
<b>Annex C</b>	<b>Functions Table</b>
<b>Annex D</b>	<b>Resource Lists</b>
<b>Annex E</b>	<b>Identified Risk Guideline - Transport</b>
<b>Annex F</b>	<b>Identified Risk Guideline - Flood</b>
<b>Annex G</b>	<b>Evacuation Guideline</b>
<b>Annex H</b>	<b>SITREP Template</b>
<b>Annex I</b>	<b>Summary of Response</b>
<b>Annex J</b>	<b>Contact Details</b>
<b>Annex K</b>	<b>Debrief</b>
<b>Annex L</b>	<b>Glossary</b>
<b>Annex M</b>	<b>Acronyms</b>

## Annex A: Hierarchy of Plans

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

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



## Annex B: Functional Groups - Roles and Responsibilities

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

Function/Activity	Position and Organisation or Provider
Medical Services	Health Clinic
Power Supply (ESO)	PowerWater
Food supplier	VDRC Convenience store
Transportation	NA
Housing	Department of Housing and Community Development

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	Police
Anti-looting protection	Police
Banking Services	N/A
Broadcasting: What radio stations provide announcements	ABC, TEABBA
Clearing of essential traffic routes	VDRC
Clearing storm water drains	VDRC
Clothing and Household Items	VDRC
Community Clean Up	VDRC
Control, coordination and management	NT Police
Coordination to evacuate public	Police
Critical Goods and Services (protect/resupply) <ul style="list-style-type: none"> <li>• Food</li> <li>• Bottle Gas</li> <li>• Camping Equipment</li> <li>• Building supplies</li> </ul>	VDRC
Damaged public buildings: Coordination and inspections	Engineering Group
Disaster Victim Identification capability	Police, Clinic
Emergency Alerts / SEWS	Police
Emergency Catering	VDRC
Emergency food distribution	VDRC
Emergency Operations Centre (EOC), including WebEOC, Recovery Coordination Centre (RCC)	Police
Emergency shelter. Staff, operations and control	Education / NT POLICE
Evacuation centre - Staffing, operations and control	Education / NT POLICE

Functions	Agency /Organisation/Provider responsible
Financial Relief /Assistance Payments of NDRRA (National Disaster Relief and Recovery Assistance)	Centrelink
Identification of suitable buildings for shelters	Police
Interpreter Services	AIS
Management of Expenditure in emergencies	Welfare
Medical services	Health Clinic
Network communications (IT): Responders / Public Maintenance and restoration of emergency communication	Telstra
Personal Support	NASIA
Power: Protection and restoration :	PowerWater
Public messaging during response and recovery.	Police
Public/Environmental Health (EH) management <ul style="list-style-type: none"> <li>All EH functions including water &amp; food safety</li> <li>Disease Control</li> </ul>	Department of Health
Rapid Impact Assessment	Police
Recovery Coordination	Police
Repatriation	Police and Health
Restoration of public buildings	Department of Housing and Community Development
Restoration of roads and bridges (council/territory) excluding railways	VDRC
Road management and traffic control including public Information on road closures	VDRC
Sewerage: Protection and restoration	PowerWater
Survey	Police, VDRC, PowerWater
Temporary accommodation (Recovery)	DCM
Traffic Control	Police
Transport : Commercial and Public airport/ planes, automobiles, ferries, buses	
Vulnerable Groups	Health
Waste management <ul style="list-style-type: none"> <li>Collection</li> <li>Disposal of Stock</li> </ul>	VDRC

Functions	Agency /Organisation/Provider responsible
Water (including drinking water): Protection and restoration	PowerWater

**Annex D: Resource List**  
**RESOURCE REGISTER**

**Locality - Yarralin**

Resource	Communications	Fire Fighting	Rescue	Medical	Aircraft	Vehicles			Plant	Fuel	Accommodation /Shelter	Food Supply & Storage
<b>Legend</b>  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 BT=Boat	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 FL=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)
<b>Victoria Daly Regional Council</b>	UHF / SP	TRAILER	WS	F/A		T	U		T,FL,B/H, BC, G		R	P
<b>Yarralin School</b>	SP			F/A		BUS (20 SEAT)	TROO PY (9)			LPG	TX7, 10 MATTRESS, Bx3, 3 x classrooms, 1 x library, 4 x toilets.	
<b>Yarralin Store</b>							U		F	D, U,	PS	R,B,F,C
<b>Police</b>	SP, M, HF, UHF	T	HE, PG, FL, BT	F/A B		4WD	4WD				R	Fm
<b>ESO – Power / water</b>	SP									D		
<b>Walangeri</b>		T				4WD	4WD		FL		11 x rooms with ensuites.  2 x Shared kitchen / laundry.	
<b>Yarralin Health</b>	SP			A, B, C, F/A, SB, SF		4WD						

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

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

### **TRANSPORT INCIDENT**

#### **Introduction**

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

#### **Motor Vehicle**

Vehicular traffic ranges from cars to 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.

#### **Aircraft**

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

#### **Initial Responses**

Dispatch Police to the scene; ensure the following organisations are notified:

- Katherine Health Centre;
- Gregory National Park Duty Manager (if incident located in Gregory National Park);
- Care flight if required;
- National Transport Safety Bureau (if incident involves an aircraft).

#### **Incident Controller**

The Regional/Local Controller will appoint a Police Officer as the onsite incident controller who will proceed to the scene and take overall control of the operation.

#### **Notifications**

Notifications will be sent out to all relevant stakeholders and regional commands.

#### **Communications**

It is essential that there is a single point of communications for all incoming and outgoing information at an incident scene, controlled by the Incident Controller, especially in a multi-agency incident.

#### **Recovery Process**

The recovery process may be complex, as people and communities will have a variety of needs, which will require numerous recovery measures involving a wide range of agencies. Such measures will be dynamic, to the extent that needs will constantly change over time as difficulties are overcome and new issues arise, and protracted, given that the full recovery process may take several years to complete

## ACTIONS TO BE TAKEN - TRANSPORT

Organisation/Provider	Stage 1 Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
<b>ALL MEMBERS</b>	Attend Briefings. Inform Key personnel.. Provide SITREPS.	Attend Briefings. Inform Key personnel. Provide SITREPS.	Attend Briefings. Inform Key personnel. Provide SITREPS.	Attend Briefings. Inform Key personnel. Provide SITREPS.	Attend Briefings. Inform Key personnel. Provide SITREPS.
<b>LOCAL CONTROLLER</b>			Carry out initial reconnaissance of the area affected.  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.
<b>NT POLICE YARRALIN</b>			Carry out initial reconnaissance of the area affected  Action security procedures for incident scene and personal property.	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.
<b>HEALTH CLINIC</b>			Implement call out procedures.  Equip and dispatch vehicle to accident scene.  Brief staff and instruct to remain on standby (including manning of communications).  Preparation of Health Centre to receive possible accident victims.  Notify Regional Office.  Advise Aerial Medical Section Darwin of incident and	Account for all health personnel.  Refurbish equipment as necessary and co-ordinate the re-establishment of normal Health Centre operations.  Provide relevant information to Local Controller for inclusion in the Post Operations Report.	Liaise with Local Controller regarding requirements for Critical Incident Stress debrief support.  Liaise with Local Controller regarding any on-going public health issues resultant of the incident.

			commence triage. Administer emergency treatment.		
<b>SUPPORT ORGANISATIONS</b>			Provision of manpower, provision of resource support and assist the Local Controller with other tasks as directed.		
<b>VDRC</b>			Provision of: Manpower, Road clearance, Mechanical/electrical assistance, Construction of bypass roads, assist the Local Controller with other tasks as directed.		
<b>STORE</b>			Provision of manpower, provision of welfare support and assist the Local Controller with other tasks as directed.		

## **Annex F: Identified Risk Guideline - Flood**

### **FLOOD**

#### **Introduction**

**YARRALIN** Community is prone to isolation and flooding with extreme rain falls in the catchments of the Wickham and Humbert Rivers. As the only flood gauge in the area is located at Williams Crossing, a long warning time of a possible flood in the Yarralin Community will not always be possible.

Although the gauge at Williams Crossing provides a guide to probable levels of the Wickham River adjacent to the Community, other factors also affect flooding in the Community, including local rain which feeds creeks and watercourses downstream from the Crossing, the tide times and levels in the Victoria River which influence the rate of flow of the Wickham River and the ability of the surrounding countryside to absorb water.

Should flooding occur, it will not be possible to access the Community by road and it is likely the airstrip will only be operable for a short period of time due to the billabong at the rear of the airstrip flooding and water raising to the fence line of the airstrip or further.

It is difficult to assess when and to what extent flooding will affect the Yarralin Community throughout any given wet season. Although some warning may be possible due to computation of data collected from Williams Crossing, a flood event may occur with little warning.

**LINGARA** Community has 3-4 creek and river crossings between the community and Yarralin. These crossings flood easily and quickly. Lingara residents are to be advised at the earliest possible time, to evacuate and head into Yarralin.

Should flash flooding occur it will not be possible to relocate to Yarralin via road and is likely that helicopter rescue will need to be initiated.

An evacuation will occur in the following phases:

- a. relocation,
- b. decision to evacuate,
- c. warning,
- d. withdrawal,
- e. shelter, and
- f. return

#### **Relocation**

Should the possibility of a flood be imminent, in the first instance those residents in houses under threat should relocate to the Yarralin School and Police Station Court House. These offices are on relatively high ground, and have toilets.

Should it be anticipated that the flooding will be for a few days only, the Service Manager, in consultation with the Regional Controller, NT Police Katherine, is to consider relocating those affected or vulnerable members of the Community to the School/Police Station or evacuate them into Katherine. Requests are to be from the Local Controller to the Regional Controller, NT Police Katherine.



### **Warning Phase**

It is anticipated that the community will already be in place at the relocation centre (School/Court House) when the warning phase of the evacuation commences.

The Local Controller and Council members to ensure all community members are aware that the decision to evacuate has been made.

Community members will be advised of the location of the relocation site (School/Court House) and that they are expected to have their families together and be ready to leave when called upon. The Health clinic Manager will take into account the most vulnerable members of the community and ensure that they are prepared to be evacuated first.

### **Shelter Phase**

The shelter provided (usually at Katherine) will provide for basic needs and is intended only for temporary relief until personnel can be returned to the Community.

Many evacuees will have extended families in Katherine who will provide accommodation and assistance. In addition those persons who desire to travel to other areas for the duration of the evacuation will be permitted to do so. The remaining evacuees will be accommodated under arrangements organised by the Superintendent Arnhem and Western Division.

When the evacuees arrive in Katherine, the Police will arrange for recording names of all evacuees. They are to be asked if they are travelling to other areas, staying with family or friends or if they require shelter. The destination is to be recorded, including the names of families they are staying with if this is the case.

If persons wish to go to the provided shelter, they will be directed by the Katherine Police and the Regional Council Manager who will assist allocating space to families and coordinating any other requirements.

The Yarralin Health Clinic staff will be available to assist with any ill or injured persons.

### **Return**

Evacuees and/or other persons who left Yarralin/ Lingara due to flood, will not be permitted to return to the community until authorised by the Superintendent Central Division.

The return phase of the evacuation will involve facilitating the safe and orderly return of evacuees to the Yarralin/Lingara Community once the Superintendent Central Division is advised by the relevant authorities that recovery is completed and it is safe to do so.

The Police and Regional Council Manager will record the names of evacuees as they depart Katherine or Darwin and this will be checked against the evacuee list. This is to ensure that all community members are aware that the evacuation operation is complete and they can return to the community.

### **.Flooding Advice**

<i>Advise Levels</i>	<i>Description –</i>	<i>Public Messaging Broadcast with BOM Flood Message Advise</i>
Watch	Flood waters are contained within the river banks.	Flood Early Warning system will be activated.
Minor Flooding	The “watch point” at the Central Arnhem Highway has reached 7.67 metres.	A Minor Floor Warning for Yarralin has now been declared. All Residents are advised to listen carefully to this advice.

		<p>Consider your actions. Take necessary steps to ensure your personal safety, and protection of your property. Stock up on essential items.</p> <p>If evacuating, take essential medicines, baby necessities, clothing, blankets, a torch and valuable personal papers with you.</p> <p>We advise you stay with friends or family not in the flood prone area.</p> <p>There are NO public shelters open at this time.</p> <p>This has been a MINOR FLOOD WARNING FOR YARRALIN If you decide to evacuate, you should take essential medicines, baby necessities, clothing, blankets, a torch and valuable</p> <p>For more information please phone – 1800 500 070 – Flood Line.</p> <p>Or go to the Bureau of Meteorology website: <a href="http://www.bom.gov.au">www.bom.gov.au</a> for more information on rainfalls etc.</p> <p>Stay tuned to this station for further information and advice.</p>
Moderate Flooding	Flooding will occur along the access roads to the community	<p>A Moderate Flood Warning for Yarralin has now been declared. All residents - listen carefully to this advice.</p> <p>If you are in a threatened area take action now. Ensure your safety and protect your property.</p> <p>If you decide to evacuate, you should take essential medicines, baby necessities, clothing, blankets, a torch and valuable personal papers. You are advised to arrange to stay with friends or family not in the flood prone area.</p> <p>NO public shelters are open at this time.</p> <p>This has been a MODERATE FLOOD WARNING FOR YARRALIN</p> <p>For more information please phone – 1800 500 070 – Flood Line.</p> <p>Or go to the Bureau of Meteorology website: <a href="http://www.bom.gov.au">www.bom.gov.au</a> for more information on rainfalls etc.</p> <p>Stay tuned to this station for further information and advice or refer to SecureNT online.</p>
Major Flooding	Flooding will cover extensive areas	<p>A Major Flood Warning for Yarralin has now been declared. If you are in a threatened area take action now. Ensure your safety and protect your property.</p> <p>If you decide to evacuate, you should take essential medicines, baby necessities, clothing, blankets, a torch and valuable personal papers with you</p> <p>You are advised to stay with friends or family not in the flood prone area.</p>

		<p>If you do not have this option please advise the NT Police to enable alternative arrangements to be made.</p> <p>This has been Major Flood Warning for the Yarralin area</p> <p>For more information please phone – 1800 500 070 – Flood Line.</p> <p>Or go to the Bureau of Meteorology website: <a href="http://www.bom.gov.au">www.bom.gov.au</a> for more information on rainfalls etc.</p> <p>Stay tuned to this station for further information and advice..</p>
<p>Fallen River Height</p>	<p>A “Falling River Height” Advice for &lt;Insert&gt; has now been declared.</p> <p>All residents are advised to listen carefully to this advice.</p>	<p>Currently a Flood *&lt;&lt; &gt;&gt; Warning for Yarralin is in effect.</p> <p>Where required, emergency services will be activated to assist the public in flood affected areas.</p> <p><i>This has been a FALLING RIVER HEIGHT ADVICE.</i></p> <p>For more information please phone – 1800 500 070 – Flood Line.</p> <p>Or go to Bureau of Meteorology website: <a href="http://www.bom.gov.au">www.bom.gov.au</a> for more information on rainfalls etc.</p> <p>Stay tuned to this station for further information and advice or refer to SecureNT on line.</p>
<p>Cancellation of Food Warning</p>	<p>A Flood Warning for the &lt;Insert&gt; area has now been CANCELLED.</p>	<p>The “watch point” at the &lt;Insert&gt; is falling and expected to continue falling.</p> <p>Further broadcasts will be issued if the situation alters.</p> <p><i>This has been a FLOOD WARNING FOR YARRALIN - CANCELLATION ADVICE</i></p> <p>For more information please phone – 1800 500 070 – Flood Line.</p> <p>Or go to Bureau of Meteorology website: <a href="http://www.bom.gov.au">www.bom.gov.au</a> for more information on rainfalls etc.</p> <p>Stay tuned to this station for further information and advice or refer to SecureNT on line.</p>

## ACTIONS TO BE TAKEN - FLOOD

Functional Group: Activities for GROUP LEADERS	Minor	Moderate	Major	Falling River Heights	Cancellation
<b>ALL FUNCTIONAL GROUP LEADERS</b>	Attend Briefings. Inform key personnel Provide SITREPS. Assist the Local Controller as required.	Attend Briefings. Inform key personnel. Provide SITREPS. Assist the Local Controller as required.	Attend Briefings. Inform key personnel. Provide SITREPS. Assist the Local Controller as required.	Attend Briefings. Inform key personnel. Provide SITREPS. Assist the Local Controller as required.  Confirm debrief arrangements with the Local Controller.	Attend Briefings. Inform key personnel. Provide SITREPS. Assist the Local Controller as required.
<b>LOCAL CONTROLLER</b>	Advise the Regional Controller of the situation.  Liaise with:  Department of Infrastructure, Planning & Logistics (DoIPL).  Department of Natural Environment and Resources (DNER).  Bureau of Meteorology (BOM).  Victoria Daly Regional Council (VDRC).  Disseminate warnings and information to the public as necessary.  Declare Stage 1, if necessary.  Prepare the EOC for activation. Notify NTES Duty Officer.	Disseminate warnings and information to the public as necessary.  Declare Stage 2, if necessary.  Prepare to close roads and evacuate if necessary.	advise members of the declaration of Major Flood Warning;  Brief members on the situation; and confirm relocation arrangements and agency readiness.  Consider school closure/s and confirm evacuation procedures.  Activate the EOC and ensure Liaison Officers are present or accessible via WebEOC.  Disseminate warnings and information to the public as necessary.  Declare Stage 3, if necessary.  Close roads and evacuate if necessary.	Disseminate 'Flood Cancellation' notification and information to the public as necessary.  Continue with Recovery Stage operations, as necessary.	Notify Committee members of the STANDDOWN declaration and advise time and place for debriefing.  In conjunction with the NT Recovery Coordinator facilitate the handover of recovery operations (if required).  Close EOC and stand down the Emergency Management Organisation.  Any ongoing recovery operations may operate from alternative premises.  Following the debrief, finalise the Post Operation Report.

	Liaise with BOM.				
<b>NT POLICE</b>	Disseminate warning/information to the public, (including remote communities), as required.  Maintain normal Police services.	Co-ordinate the preparation of the EOC.  Maintain dissemination of warning/information to the public, (including remote communities).  Carry out welfare registration/evacuation duties as required.	Maintain dissemination of warning/information to the public, (including remote communities).  Carry out welfare registration/evacuation duties as required.	Disseminate "Flood Cancellation" notification and information to the public as necessary.  Continue with Recovery Stage operations, as necessary.	Advise Local Controller of any perceived Critical Incident Stress Debriefing requirements.  Assist the Local Controller with the preparation of the Final SITREP and Post Operations Report.
<b>YARRALIN SERVICE MANAGER</b>	Ensure the wet season preparation actions are carried out  In conjunction with the Local Controller assess the need for evacuation.	Organise movement of those under threat to the relocation site  Determine those community members that need to be evacuated first (elderly, disabled, infirm and families with young children) and advise the Police.  In conjunction with Police, organise community resources for the evacuation  Assist with the registration of evacuees.		Once the flood waters have passed, attend Yarralin with the Local Controller to assess the condition of the community to determine when it is safe to return.	Organise the return phase using community resources, in conjunction with the Police.  Ensure a record of returning community members is commenced and maintained.
<b>Yarralin Health Centre</b>	Contact and advise Manager, Top End Remote Health Services Darwin.  Contact and alert Health Centre Personnel.  Check equipment and first aid supplies.  Brief staff and maintain normal health services.  Advise Local Controller of	Contact and advise Manager, Top End Remote Health Services Darwin.  Brief staff.	Contact and advise Manager, Top End Remote Health Services Darwin.  Initiate emergency response procedures.  Brief staff.  Advise Local Controller of first aid and medical response details.  Maintain normal health	Contact and advise Manager, Top End Remote Health Services Darwin.  Brief staff.  Advise Local Controller of first aid and medical response details.  Consider commencement of Recovery Stage operations, as necessary.	Contact and advise Manager, Top End Remote Health Services Darwin.  Brief staff.  Account for all staff and equipment and refurbish stores.  Confirm debrief arrangements with Local Controller.  Advise Local Controller of any

	state of preparedness and any immediate requirements.		services until advised by Local Controller or conditions prevent continuation of service.		perceived CISD requirements.
<b>VDRC</b>	<p>Contact/alert and brief Council personnel.</p> <p>Check and advise Local Controller of state of preparedness and availability of manpower and Council resources.</p> <p>Maintain Council services.</p> <p>Maintain contact with the Local Controller.</p>	<p>Brief Council personnel.</p> <p>Brief Local Controller on availability of council resources.</p> <p>Carry out appropriate protective or preventative measures as required by the Local Controller or as required/recommended by PWC / ERA</p> <p>Maintain Council services and carry out other duties as requested by the Local Controller.</p>	<p>Brief Council personnel.</p> <p>Initiate appropriate emergency response procedures.</p> <p>Through the Local Controller, liaise with Regional government authorities over essential services restoration, if necessary.</p> <p>Assist the Local Controller as required.</p>	<p>Brief Council personnel.</p> <p>Through the Local Controller, liaise with Regional government authorities over essential services restoration, if necessary.</p> <p>Assist the Local Controller as required.</p>	<p>Where appropriate, recall and, after briefing, stand down Council staff.</p> <p>Advise the Local Controller when all Council personnel are accounted for and on any outstanding problems associated with the emergency Operation.</p> <p>Confirm debrief arrangements with the Local Controller.</p> <p>Provide relevant information for the preparation of Post Operations Report. Ensure that all Council equipment used during the operation is accounted for, maintained and restored.</p>
<b>Private Industry</b>	<p>Contact and brief key personnel.</p> <p>Check availability of resources and advise Local Controller.</p>	<p>Brief key personnel.</p> <p>Brief Local Controller on availability of resources.</p> <p>Carry out appropriate protective or preventative measures as required by the Local Controller.</p>	<p>Brief key personnel.</p> <p>Initiate appropriate emergency response.</p> <p>Assist the Local Controller as required.</p>	<p>Brief key personnel.</p> <p>Assist the Local Controller as required.</p>	<p>Where appropriate, recall and stand down key personnel.</p> <p>Advise the Local Controller on any outstanding problems associated with the emergency operation. Confirm debriefing arrangements with the Local Controller. Provide relevant information for the preparation of Post Operations Report.</p>

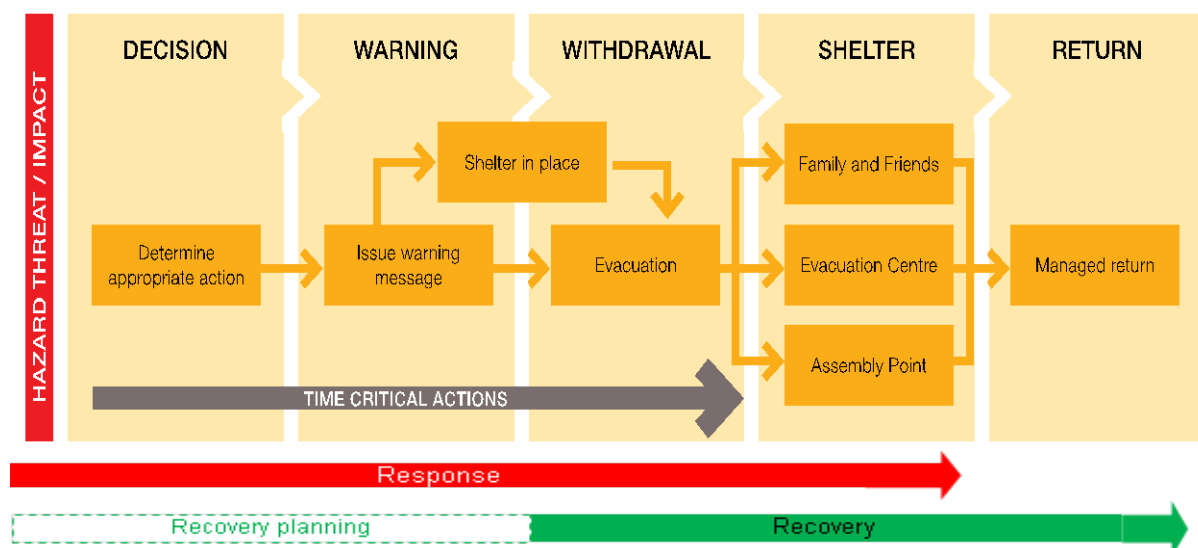
## Annex G: Evacuation Guideline

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

Evacuation is a complex process that has five distinct steps:

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

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



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

## Emergency Shelters

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

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

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

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

- meals
- beds
- linen

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

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

## Identified Evacuation Centres

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

## Evacuation Guidelines

Stage 1 - Decision		
Authority	The Regional Controller will authorise the activation of the evacuation plan. This evacuation plan is to be approved by the Territory Emergency Management Council (TEMC) prior to activation.	Regional Controller in conjunction with TEMC
Legal references?	<i>Emergency Management Act</i> and approved Local Yarralin Emergency Management Plan (LEMP). It is recommended that the Minister declares an Emergency Situation under section 18 of the <i>Emergency Management Act</i> when this evacuation plan is activated.	
Alternative to evacuation? i.e. shelter in place, temporary accommodation on-site/nearby.	Residents will be progressively relocated within the community as the river rises.	Yarralin Local Controller to arrange.
Summary of proposed evacuation	<p><u>Decision</u> – made by the Regional Controller when the level at Williams crossing exceeds <b>9m, and flooding has affected communities upstream. E.g. Kalkarindji.</b></p> <p><u>Warning</u> – the Yarralin Local Controller to disseminate information to the community.</p> <p><u>Withdrawal</u> – four stage process;</p> <ol style="list-style-type: none"> <li>Move residents in houses close to the river to the Council Offices.</li> <li>If further evacuation is required, registrations should take place at the courthouse prior to groups moving to the airstrip for onward transport;</li> <li>*If required* - Yarralin airstrip to Darwin via Aircraft.</li> <li>Darwin Airport to &lt;location to be determined&gt;.</li> </ol> <p><u>Shelter</u> – evacuees will be encouraged to stay with friends or family. The remainder will be accommodated at an evacuation centre established in &lt;location to be determined&gt;.</p> <p><u>Return</u> – to be determined once recovery can sustain return to the community.</p>	<p><b>Note*</b> Localised rainfall and flooding downstream may affect the Yarralin community. Possibility of self-evacuation is limited due to road closures in several places flooding surrounding access to Yarralin. There exists a high possibility of becoming stranded between creek crossings.</p> <p><b>**Williams crossing only gives a rough indication for a flood event.</b></p>
Which communities/outstations or geographical area does the evacuation apply to?	Yarralin, Lingara, Humbert, VRD, Kidman, Moolooloo, Killarney, Montejinni, Top Springs  Most pastoral properties have their own evacuation	Local Controller to confirm at time.



	plan. Contact by the Local Controller will confirm numbers of people remaining behind.	
Vulnerable groups within the community	<p>The Medical Group will liaise with local health staff and provide information on medically vulnerable people.</p> <p>The Identified people will be evacuated prior to a flood impact, during the Warning phase.</p> <p>vulnerable people in the community could consist of:</p> <ul style="list-style-type: none"> <li>- <i>antenatal (arranged to go to RDH)</i></li> <li>- <i>dialysis patients (arrangement to go to RDH)</i></li> <li>- <i>people who require walking frames (arranged to go to RDH)</i></li> <li>- <i>Other older or frail aged people (also able to go to RDH).</i></li> </ul>	<p>Medical Group &amp; Transport Group to action.</p> <p><b>*NOTE</b> - 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.</p>
Community demographics (approx. total number, family groups, cultural groups etc)	<p>Refer to Evacuation Centre Guidelines p.21 (section 4.2)</p> <p>Examine the demographic breakdown of the community to be evacuated including</p> <ul style="list-style-type: none"> <li>• The total number of people being evacuated.</li> <li>• An estimate of the number of people likely to require accommodation in the evacuation centre.</li> <li>• A breakdown of the evacuees to be accommodated by age and gender. For example, the number of family groups and single persons, adult males and females, teenage males and females, and the number of primary school-aged children, toddlers and infants.</li> <li>• A summary of cultural considerations, family groups, skin groups and community groups.</li> <li>• Potential issues that may arise as a result of these groups being accommodated in close proximity to one another.</li> <li>• A summary of people with health issues, including chronic diseases, illnesses and injuries.</li> <li>• Details of vulnerable clients (other than medically vulnerable), such as the elderly, frail and disabled (and if they are accompanied by support ie: family members)</li> <li>• Details of community workers also being evacuated who may be in a position to support the operation of the evacuation centre. Examples include teachers, nurses, health workers, shire staff, housing staff and police.</li> </ul>	Yarralin Local Controller to obtain information and report recommendations.
What is the nature of the hazard?	Flood	
Estimated duration of the potential evacuation?	Approximately 10 days to 3 weeks.	
Triggers for the evacuation	<ol style="list-style-type: none"> <li>1. Evacuation planning to commence when the Williams crossing exceeds <b>7m</b>.</li> <li>2. Implement evacuation when the Williams crossing, Dashwood exceeds <b>9m with advice from BOM that the river height is expected to continue to rise, with further localised rainfall.</b></li> </ol> <p>At this point (9 metres) any evacuation by road will not be possible. Affected residents should prepare to move to the school. Further details of the intra-</p>	Regional Controller, Yarralin OIC & NTES to confirm triggers.

	community relocation plan are required.	
Self-evacuation	The Yarralin Local Controller to identify those people within the community able to self-sustain. Individuals and families taking this option will be encouraged to register with a signed form stating they have sufficient supplies and no medical concerns.	Yarralin Local Controller
Responsibility for the coordination Stage 1?	Regional Controller Local Controller	
<b>Stage 2 – Warning</b>		
Who has the authority to issue warnings?	All public information will be approved by the Incident Controller (Regional Controller) in consultation with the Public Information Group. The Yarralin Local Controller will coordinate the dissemination of community level information.	Incident Controller to liaise with Information Group and LEC
Process for issuing evacuation warnings and other information	At community level, the Yarralin 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 Yarralin Local Emergency Plan</u> .  A media brief approved by the Local Controller at each LEC meeting, will be announced over the Local Radio station containing current situational information, relevant safety information, what to prepare, when to move, and where to go to evacuate.	Yarralin Local Controller
When will warnings be issued (relative to the impact of the hazard)?	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.  Flood WATCH – 4.0 Metres at Williams Crossing and predicted to rise.  Minor Flood WARNING – 6.0 Metres and predicted to rise.  Moderate Flood WARNING – 8.0 Metres and predicted to rise  Major Flood Warning – 10.0 Metres and predicted to rise.	Yarralin Local Controller
What information will the messages contain? (What do people need to know?)	To be determined: considerations - - Outline of the proposed evacuation plan - Measure to prepare residences - Safety issues; crocodiles, staying out of the water, road closures, isolation, food and water supplies - Items to bring on the evacuation - Arrangements for pets and animals Refer to attached information sheets.	Yarralin Local Controller; Animal Welfare Group; Transport Group
Responsibility for the coordination of stage 2?	Local controller / Region 2 Regional Controller	
<b>Stage 3 - Withdrawal</b>		
Outline	Four stage process; <b>a.</b> Move residents in houses close to the river to the Council Offices <b>b.</b> Muster at the courthouse for onward transport using buses/vehicles; <b>c.</b> <i><b>If required</b></i> - Courthouse to Darwin via	<b>*NOTE:</b> Depending on localised rainfall, the airstrip located within the community doesn't have adequate

	<p>Aircraft.</p> <p>d. <b>*If required*</b> - Yarralin airstrip to Darwin</p> <p>e. Darwin Airport to Darwin Showgrounds using busses.</p>	<p>shelter. It also may be required to muster at the courthouse.</p>
<p>Outstations / Community residents to Yarralin Council Offices</p>	<p><b>Lead –NTPOL</b></p> <p>Overview – the residents affected will be picked up by vehicles and transported to the Council Offices for registration.</p> <ul style="list-style-type: none"> <li>Risks/other considerations: Evacuation should be undertaken during daylight hours, if possible.</li> <li>Risks include rate of water flow, crocodiles, natural obstructions (submerged obstacles), persons with infectious diseases, vulnerable persons, frail/elderly persons, chronically ill.</li> <li>Estimated time en-route: 40 minutes each way</li> <li>Estimated timeframe overall: 16 hours utilising current resources.</li> <li>Alternate transport options: Helicopter</li> </ul>	<p>COUNCIL /NTPOL</p> <p><b>*Note: driving through floodwaters must be avoided at all cost.</b></p>
<p>Yarralin Community Transport to school</p>	<p><b>Lead – NTES/NTPOL</b></p> <p>Overview – smaller vehicles/buses to transport people to School</p> <p>Vehicles – Vic Daly Regional Council assets</p> <ul style="list-style-type: none"> <li>Estimated time en-route: 15 minutes each way</li> <li>Estimated timeframe: 5 hours total</li> <li>Alternate transport options: persons may have access to private vehicles</li> <li>Vehicle registration to be married up with residents being evacuated, if left behind on high ground.</li> <li>Pet registrations to be married up with residents being evacuated.</li> </ul>	<p>VDRC/NTPOL</p> <p><b>*NOTE:</b> Designated car park area / temporary animal fencing to be set up and arranged at stage 2.</p>
<p>Transport to Darwin</p>	<p><b>Lead –Transport Group</b></p> <p>Overview: Vehicles to be arranged by the VDRC to pick up and drop off to Airstrip. Evacuees will be collected from Darwin Airport, registered on arrival and transported to &lt;selected location&gt;.</p> <p>Details: Lead – Transport Group</p> <p>Overview – Transport Group has identified commercial operators and the Police Air Section able to provide evacuation assistance.</p> <p>Total proposed air assets:_____.</p> <p>Commercial operators will be charging commercial rates for their services at a cost of (\$_____).</p> <p>The operation will begin at _____hrs with the first aircraft, leaving Darwin and arriving at Yarralin at _____ hrs.</p> <ul style="list-style-type: none"> <li>The operation will continue throughout the day until all community members are evacuated. It is estimated that all community member can be evacuated by _____hrs (arriving in Darwin).</li> <li>Estimated time en-route: 2.5 – 3 hours</li> <li>Alternate transport options: limited.</li> </ul>	<p>Transport Group / NTPOL /</p>
<p>Assembly area Registration</p>	<p>Yarralin Council Offices will be utilised as an assembly point where people will be transported to await onward transport. This will also be the point where evacuee registration will take place. Basic services should be provided i.e. drinking water, information.</p> <ul style="list-style-type: none"> <li>Services to be provided: Vic Daly Shire &amp; Red Cross</li> <li>Coordinator: Red Cross</li> <li>Other details: Decision may be made to register once in Darwin.</li> </ul>	<p>Red Cross/ School/NTPOL / DCM</p>

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Residents will need to register to be permitted access to the evacuation centre at &lt;location to be determined&gt;.</li> </ul>	
Darwin Airport to <location to be determined>	<p><b>Lead –Transport Group</b></p> <p>Overview – Buses (Buslink) will be on standby at Darwin Airport from ____ am to receive passengers and continue throughout the day transferring to &lt;location&gt; only, as required. Transport staff will be on the ground at Darwin Airport to marshal passengers on buses only. Buses to be arranged by the Transport Group. Evacuees will be collected from Darwin Airport and transported to &lt;location to be determined&gt;.</p> <p>A reception team provided by NT Police will meet evacuees and facilitate transport.</p> <ul style="list-style-type: none"> <li>• Details: to be determined</li> <li>• Estimated time en-route: 15 minutes</li> <li>• Estimated timeframe: possibly 12 hours, dependant on aircraft arrivals.</li> <li>• Alternate transport options: Nil</li> </ul>	Transport Group / DCM
End point	<to be determined>	
Transport of vulnerable members of the community	<p>Medical Group to arrange transport of vulnerable people from the community to Darwin.</p> <p><b>*NOTE</b> - 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.</p>	Medical Group
Registration and tracking	<p>Welfare Group to activate registration arrangements. Registration will be undertaken by Health and will occur at Yarralin School. Names of evacuees will be obtained prior to boarding Aircraft.</p> <p>If persons are not registered as evacuees or self-evacuees they will not be provided access to the evacuation shelter.</p>	Welfare Group / Red Cross / Health NT Police
Who will coordinate stage 3?	Regional Controller in conjunction with Local Controller & Defence if required	EOC coordination.
<b>Stage 4 – Shelter</b>		
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	Welfare Group
• Facility Team	Selected staff will lead this in the first instance and arrange any maintenance required using existing contractors.	
• Sport and Rec Team	To be confirmed	
• Medical Team	To be confirmed. It is likely St Johns volunteers will be requested. Evacuees will be referred to off-site medical services.	Medical Group
• Public Health Team	Environmental Health Officer	Public Health Group
• Transport Team	To be confirmed	Transport Group
Evacuation centre set-up	<b>Refer to the Evacuation Centre Template for set-up considerations</b>	
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
<b>Stage 5 - Return</b>		
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 bus Road safety checks will be undertaken by Police as part of the safety plan. If the road is passable.	Transportation Plan
• Route/assembly points en-route	Evacuees will assemble in <selected location> 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 Yarralin 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-Yarralin residents do not board buses.	DCM/ Public Information Group

## **Annex H: 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 I: Summary of Response and Recovery Activities

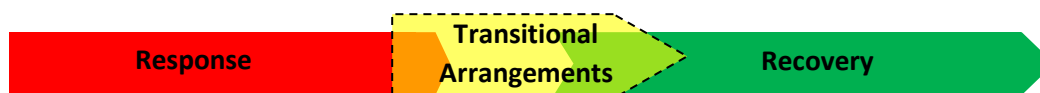
The following tables list a summary of possible response and recovery activities to be considered following an event.

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

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

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

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



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

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



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

## Annex J: Contact Details(to update as required)

Position/Functional Group	Name	Email address	Work	Mobile	After Hours
Local Controller	Lavinia Archibald	<a href="mailto:lavinia.archibald@pfes.nt.gov.au">lavinia.archibald@pfes.nt.gov.au</a>	08 8975 0882	[REDACTED]	[REDACTED]
Yarralin Police Station	Sat / Mobile phones		[REDACTED]	[REDACTED]	
Duty Officer NTES	NT Duty Officer	<a href="mailto:TerritoryDutyOfficer.NTES@pfes.nt.gov.au">TerritoryDutyOfficer.NTES@pfes.nt.gov.au</a>	[REDACTED]	[REDACTED]	[REDACTED]
ESO	Michael Malone	<a href="mailto:mick_malone@hotmail.com">mick_malone@hotmail.com</a>	08 8975 0713	[REDACTED]	[REDACTED]
Yarralin Health Clinic	Loraine Johns	<a href="mailto:yarralin@kwhb.com.au">yarralin@kwhb.com.au</a>	08 8975 0893 (24 hrs)	[REDACTED]	08 8975 0157
Yarralin Store	Betty and Barry Evans	<a href="mailto:yarralinstore@aiggroup.org.au">yarralinstore@aiggroup.org.au</a> <a href="mailto:bazbet@gmail.com">bazbet@gmail.com</a>	08 8975 1074	[REDACTED] [REDACTED]	[REDACTED] [REDACTED]
VDRC	Alicia King	<a href="mailto:alicia.king@vicdaly.nt.gov.au">alicia.king@vicdaly.nt.gov.au</a>	08 8975 0839		
Power station	Michael Malone	<a href="mailto:mick_malone@hotmail.com">mick_malone@hotmail.com</a>	08 8975 0713	[REDACTED]	08 8975 0414
Yarralin School	David Oke	<a href="mailto:david.oke@ntschoools.net">david.oke@ntschoools.net</a>	08 8975 0809	[REDACTED]	
Walangeri	Martin Schahinger	<a href="mailto:generalmanager@walangeri.com.au">generalmanager@walangeri.com.au</a>	[REDACTED]	[REDACTED]	
Lingara TO	Harry Young		08 89348 005 (24 hrs)	[REDACTED]	
Community Elders	Colin Campbell (TO)	<a href="mailto:colin.campbell@vicdaly.nt.gov.au">colin.campbell@vicdaly.nt.gov.au</a>	[REDACTED]	[REDACTED]	
	Wesley Campbell (TO)	<a href="mailto:wesley.campbell@vicdaly.nt.gov.au">wesley.campbell@vicdaly.nt.gov.au</a>	[REDACTED]	[REDACTED]	
	Charlie James		[REDACTED]	[REDACTED]	
	Laurie Manbulloo		[REDACTED]	[REDACTED]	

## Annex K: 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 L: Glossary

### GLOSSARY

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

	hazard based on their legislated and or technical capability and authority.
Lead agency	An agency allocated responsibility to prepare for and respond to a specific hazard based on their legislated and/or technical capability and authority.
Hazard Management Authority	The agency allocated responsibility to prepare for and respond to a specific hazard based on their legislated and/or technical capability and authority.
Participating organisations	Agencies which provide a supporting role in preparing and responding to a specific hazard based on their legislative and/or technical capability and authority.
Preparedness	<p>Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed.</p> <p>Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. <i>See also</i> comprehensive approach.</p> <p>Source: AEM Glossary.</p>
Prevention	<p>Regulatory and physical measures to ensure that Emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. <i>See also</i> comprehensive approach.</p> <p>Source: AEM Glossary.</p>
Recovery	<p>The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. <i>See</i> comprehensive approach.</p> <p>Measures which support emergency-affected individuals and communities in the reconstruction of the physical infrastructure and restoration of emotional, economic and physical well-being.</p> <p>Source: AEM Glossary.</p>
Region	Means a region specified in a Gazette notice under section 27 of the Act.
Regional Controller	For a region, means the Regional Emergency Controller for the region mention in section 54 of the Act.
Response	<p>Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support.</p> <p>Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. <i>See also</i> comprehensive approach.</p> <p>Source: AEM Glossary.</p>
Responsibilities	The state or fact of being responsible, answerable, or accountable for something within one's power, control, or management. (Dictionary.com)
Risk	The effect of uncertainty or objectives. (ISO Guide 73.2009 Risk management – Vocabulary)
Risk Identification	The process of finding, recognising and describing risks (ISO Guide 73.2009 Risk management – Vocabulary).
Stand down	Transition from responding to an event back to normal core business and/or recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.

Stand up	The operational state following “lean forward:” whereby resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centers are activated.
State of Disaster	Means a state of disaster declared under section 21 of the Act.
State of Emergency	Means a state of emergency declared under section 19 of the Act.
Volunteer member	Means a member of the NTES appointed under section 52 of the Act.
Vulnerability	The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community or persons to the impact of hazards (National Emergency Risk Assessment Guidelines).
Territory Controller	Means the Territory Emergency Controller mentioned in section 28 of the Act.
Territory Emergency Management Council	The management council is established under the terms laid out in Division 4 of the Act.
Territory Recovery Coordinator	Means the Territory Recovery Coordinator mentioned in section 32 of the Act.
WebEOC	WebEOC is a critical information management system used throughout the Northern Territory. It is used by agencies that have roles and responsibilities under the NT Emergency Management Act during prevention, preparation, response and recovery phases of any emergency.

## Annex M: Acronyms

Acronyms	
ABC	Australian Broadcasting Corporation
AIIMS	Australasian Inter-Service Incident Management System
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
EA	Emergency Alert
EH	Environmental Health
EMA	Emergency Management Australia
EOC	Emergency Operations Centre
FERG	Fire and Emergency Response Group
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
NTFRES	Northern Territory Fire Rescue and Emergency 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
VDRC	Victoria Daly Regional Council
WAC	Welfare Assembly Centres