HARTS RANGE LOCAL EMERGENCY PLAN
2020/21

Authority

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

Narelle Beer
Regional Controller

Dated this   9th day of   November   2020

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Version History

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

Plan	Endorsed

Amendment List

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

Officer in Charge, Local Controller
Harts Range Police Station
Harts Range NT 0872

Amendments promulgated are to be certified below when entered:

Revision Date	Description	Local Controller
	New template review	N. Cowham / NTES
18/9/2018	Administrative review and formatting – entirety –	A Heath / NTES
26.10.2018	Contact List Updated – Annex L	LC: M Wyatt
26.10.2018	Master Resource Register – Annex D	LC: M Wyatt
20.11.2019	Contact List Updated – Annex L	LC: M Wyatt
20.11.2019	Master Resource Register – Annex D	LC: M Wyatt
21.10.2020	Plan Administrative review & update	LC: M Wyatt /NTPF

Purpose

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

Application

2.   This Plan applies to:

- The Harts Range District

Related References

3.   The following references apply:

- *Emergency Management Act 2013* (NT)

- Territory Emergency Plan 2020/21

- Southern Region Emergency Plan 2020/21

- National Disaster Risk Reduction Framework (NDRRF)

- National Disaster Risk Assessment Guidelines.(NERAG)

Plan

Key Considerations

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

5.   The Act reflects an all hazards approach to emergency and disaster events, natural or otherwise. It provides for the adoption of measures necessary for the protection of life and property from the effects of such events.

6.   The Act defines the emergency management structures, roles and responsibilities for the NT and, in conjunction with the Territory and Regional Emergency Plan(s), form the basis for this Plan.

7.   This Plan:

- confirms appointment of a Local Emergency Controller and Local Recovery Coordinator

- confirms establishment of the Local Emergency Committee (LEC) and Local Recovery Coordination Committee (LRCC)

- assesses hazards most likely to affect the community

- specifies control and coordination arrangements for mobilisation of local and, if necessary regional, Territory and national resources

- identifies roles and responsibilities of key stakeholders

- details specific emergency response procedures for the higher risk situations.

8.   This Plan complements the Territory Emergency Plan as it relates to the District.

Locality Context

9.   The District covers approximately 70, 000 square kilometres. The township of Harts Range is situated along the Plenty Highway, approximately 215 kilometres northeast of Alice Springs. The District is within the Southern Region, (Region 2), as defined by the Territory Emergency Plan.

10.   The population of the District is approximately 670, with approximately 225 residing in Harts Range (Atitjere)[1].
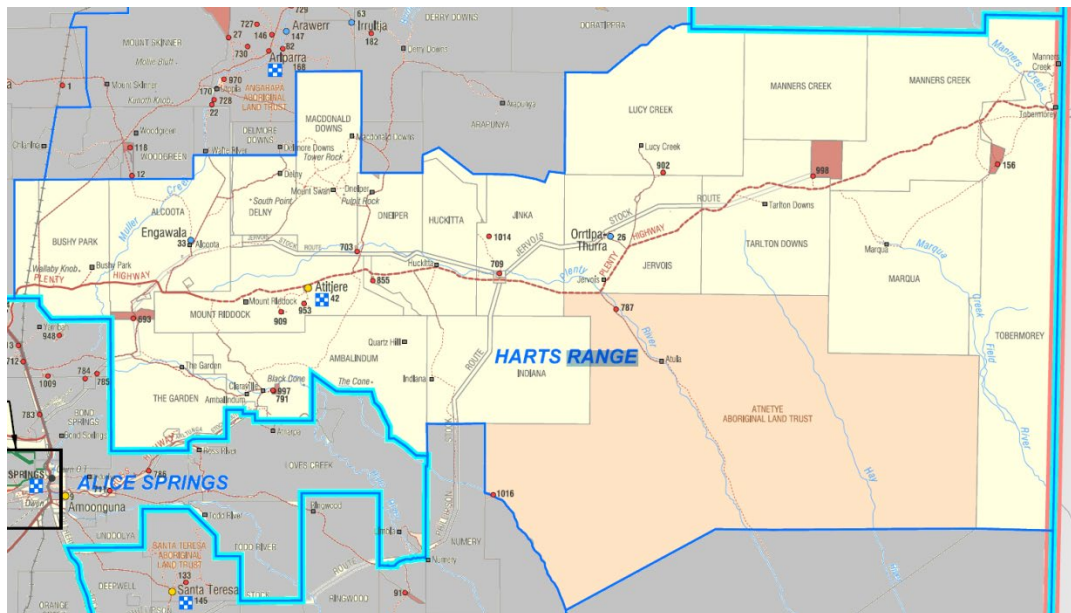
Climate and Weather

11.   The District experiences a broad variety of weather typical to Central Australian desert and grassland climate with high summer daytime and low winter night-time temperatures.

12.   The District's average annual rainfall is approximately 255 millimetres[2].

Geography

13.   The general topography of the District consists of relatively flat plains, with the Harts Range rising in places to over 1000 metres.

14.   The District is drained by a number of rivers and creeks. Of note, these include:

- Bundy River
- Plenty River
- Arthur River
- Muller Creek.

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[1] Australian Bureau of Statistics (2016)
[2] Bureau of Meteorology (2018)

Sites of Conservation or Cultural Significance

15.   There are many areas in the vicinity of the District boundaries into which it is culturally unacceptable to go. The following is a list of important conservation sites in the emergency management district:

- Dulcie Range.

16.   Further information about this site can be found [here](#).

Tourism

17.   The ever-popular Harts Range Bush Races and Sports Weekend is held over the Picnic Day long weekend in August each year. A large number of tourists also visit the various fossicking sites in the District, the most famous of which are located near Gemtree.

18.   The Plenty Highway is part of a road system that is now being promoted as "The Outback Way". This series of outback roads connect Boulia in Queensland and Laverton in Western Australia and is marketed as the world's longest shortcut. This has resulted in a significant increase in tourist traffic along the Plenty Hwy.

Public Administration

NT and Local Government

19.   NT Government agencies that have a presence in the District include:

- NT Police, Fire and Emergency Services (NTPFES)
  - NT Police Force (NTPF) (Harts Range Police Station)
  - NT Emergency Services – Harts Range Volunteer Unit
- Department of Health
  - Atitjere (Harts Range) Community Health Centre
  - Alcoota (Engawala) Health Centre
  - Bonya Health Centre (No permanent staff)
- Department of Education
  - Harts Range School
  - Bonya School
  - Alcoota School (Engawala)

20.   Local government in the District is provided by the Central Desert Regional Council (CDRC). While council headquarters is located in Alice Springs, there are Service Delivery Centres located in Harts Range and Engawala communities.

Infrastructure

Building Codes

21.   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

22.   Land use in the District is determined in consultation between CDRC, traditional owners and the Department of Infrastructure, Planning and Logistics (DIPL) including, but not limited to:

- sewage ponds

- air strip

- waste disposal.

Power Generation and Distribution

23.   Harts Range power station has three power generators which service the Atitjere community, Harts Range Police complex and the teachers and nurses residences.

24.   Engawala (Alcoota) power station has three power generators which service only the Engawala community and its infrastructure and Alcoota Station pastoral lease.

Water Services

25.   Ground water is the primary water source in the Southern Region.

26.   Power and Water Corporation (PAWC) is responsible for supplying the community with water sourced through bores and stored in tanks.

27.   Water infrastructure in the District includes:

- Harts Range -

    o   3 x production bores (only 2 in production – 1 held in reserve)

    o   1 x 49 kilolitre elevated tank

    o   1x 146 kilolitre ground tank

- Alcoota (Engawala) –

    o   4 x production bores

    o   1 x 45 kilolitre elevated tank

    o   2 x 27 Kilolitre ground tanks.

- Pastoral Properties –

    Each pastoral property in the district has a network of bores, both diesel and solar powered, that supply water to stock. All of these bores have a water tank of some description attached. Maps for these bores are held in the office storeroom at Harts Range Police Station.

Health Infrastructure

28.	There are three health centres in the District. These are situated at Harts Range, Engawala and Bonya. The Bonya health clinic has no permanent staff and is staffed one day a week (usually Wednesday) by staff from Harts Range health clinic.

29.	A Locum Doctor attends the centres when availability allows.

30.	Serious medical cases are required to be medically evacuated to Alice Springs. This is done by either Royal Flying Doctor Service or road transport.

Emergency Service Infrastructure

31.	The District has the following emergency service infrastructure:

- Police Station and cells

- NT Emergency Service Volunteer Unit.

Roads

32.	The main road in the District is the Plenty Highway, which is sealed for the first 150 kilometres from the Stuart Highway, and unsealed for the remainder past the Queensland border.

33.	Other roads in the district are unsealed. During periods of heavy rainfall all unsealed roads may become impassable.

Airports

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

Name of the Strip	Datum	Details (type, length, etc.)	Operator of the strip
YHTS Harts Range	Lat 22° 59' 37.0"S Long 134° 55' 30.0"E	• Dirt • 1200 meters • No fuel available • No Runway Lights	Central Desert Regional Council (08) 8956 9787 Atitjere@centraldesert.nt.gov.au
YJVS Jervois	Lat 22° 54' 52.11" Long 136° 7' 25"E	• Dirt • 1000 meters • No fuel available • No Runway Lights	Steve, Jervois Station, via Alice Springs NT 0872 08 8956 6307 jervois.station@gmail.com
YLUC Lucy Creek	Lat 22° 28'.17"S Long 136° 16'.56"E	• Dirt • 1200 meters • No fuel available • No Runway Lights	Alan and Jo Fogarty, PMB 104, Alice Springs NT 0872 08 8956 6303 jo@lucycreek.com.au
YALC Alcoota Station	Lat 22° 48' 10.0"S Long 134° 24' 19.0"E	• Dirt • 1190 meters • No fuel available • Solar Runway Lights	Alcoota Community 08 8956 9989 engawala@centraldesert.nt.gov.au

YMDK Mt Riddock	Lat 23° 02.02 S Long 134° 41.5 E	• Dirt • 970 meters • No fuel available • No Runway Lights	Mt Riddock Pastrol Co, PMB 43, Alice Springs NT 0872 08 8956 9963 cadzow@reachnet.com.au

35. All airstrips are subject to closure with low cloud cover, which may impact on the initial emergency response capability.

Rail Infrastructure

36. The Alice Springs to Darwin Railway line passes through the western edge of the Harts Range District. There are no sidings or boarding points within the District.

Telecommunication

37. Telecommunications are available across the District via a combination of landline, mobile phone and satellite communications delivery. Recently 2 mobile phone towers have been commissioned in the District – Atitjere and Jindalee.

38. These 2 towers provide mobile phone coverage to Atitjere and Engawala communities and along approximately 65kms of the Plenty Hwy from Gemtree east to 10kms past Atitjere.

Local Radio Stations

39. The District has the following radio station broadcasting in the area:

    • FM 102.9 – (Atitjere Community only)

    • AM 783 – ABC Alice Springs

    • AM 900 – 8HA Alice Springs

Vulnerable Clients

40. A list of all vulnerable medical patients is held with the Harts Range, Engawala and Bonya Health Centres.

41. Central Desert Regional Council provide aged care services in Harts Range and Engawala.

Preparation

Disaster Hazard Analysis and Risk Register

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

    • Transport Incident (Road, Rail and Aircraft)

    • hazardous material incident

    • bushfire

    • severe storms.

43. These hazards have been rated against the National Disaster Risk Assessment Guidelines (NERAG):

Hazard	Overall Consequence	Overall Likelihood	Risk Rating
Transport Incident	Minor	Likely	Medium
Hazardous Material Incident	Minor	Likely	Medium
Bushfire	Minor	Almost Certain	Medium
Severe storm	Minor	Likely	Medium
Flooding	Minor	Likely	Medium

Transport Incident (Road, Rail and Aircraft)

44. Transport incidents refer to aircraft, motor vehicle and rail accidents

45. 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.

46. Harts Range Volunteer Unit maintain a road crash rescue capability to provide first response to any major incident.

47. Procedures surrounding aircraft incidents have been developed by the Australian Transport and Safety Bureau and can found here.

Hazardous Material Incident (HAZMAT)

48. Large quantities of hazardous materials are transported daily by road to many centres throughout the NT. Consequently, any release or spillage has the potential to result in the loss of life, widespread disruption, and danger to the community and a threat to the environment.

49. HAZMAT incidents encompass a wide variety of potential situations including fire, spills, explosions and chemical reactions. They may include toxicity, flammability, radiological hazards, corrosive and explosives and as such, can threaten the health and safety of attending authorities and members of the public.

50. HAZMAT incidents will generally involve a transport incident which is of an impact nature with little or no lead time. With the exception of maintaining infrastructure, minimal mitigation can be put in place.

51. The NT Fire and Rescue Service (NTFRS) is the NT Hazard Management Authority. The NTFRS provides a HAZMAT response capability to any major incident to the District from Alice Springs.

Bushfire

52. A fire hazard includes a fire threat to the township, housing and infrastructure in the District and all the surrounding outstations.

53. Controlled burning occurs on a yearly basis in the District and the surrounding communities.

Severe Storm

54.   Most rain falls during the period from December to March, but occasional storms occur at other times of the year. Rainfall may cut access to unsealed roads for up to 7 days at a time.

55.   Severe storm or severe weather warnings are issued by the Bureau of Meteorology (BoM) when severe weather is observed, or there is strong evidence of severe weather, and it is expected to persist.

56.   Severe weather can be quite localised and develop quickly. The exact location of severe weather can be hard to predict. Warnings are issued with varying lead-times, depending on the weather situation.

57.   The NT Emergency Service is the Hazard Management Authority for severe storm events and would operate in accordance with their Standard Operating Procedures from Harts Range and supported by Alice Springs.

Flooding

58.   A flood hazard includes a flood threat to the township, housing and infrastructure of the communities and surrounding outstations within the Harts Range District.

59.   The BoM will issue a Flood Watch - Inland Rivers with up to four (4) days lead time in situations where forecast rainfall and catchment conditions may lead to flooding.

60.   The NT Emergency Service is the Hazard Management Authority for flooding events and would operate in accordance with their Standard Operating Procedures from Alice Springs.

Preparation Activities

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

Public Education

62.   NTES delivers community education, awareness and prevention programs. These are also conducted or supported by Australian Government agencies such as BoM and the Attorney-General's Department, as well as non-government entities like the Australian Red Cross, to ensure ongoing public awareness of emergency and disaster events. Further information is available on each organisation's respective website.

Planning

63.   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.

64.   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

65.   A master resource register is to be maintained by the Local Controller for rapid reference during emergency management operations – refer to Annex D for the Resource List (restricted).

66.   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

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

Exercises

68.   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.

69.   Exercises are conducted when a plan has not been enacted since the last review, or substantial changes have occurred, including:

- legislative changes

- major changes have occurred in the areas of key personnel, positions or functions across prevention, preparedness, response and recovery (PPRR)

- new or emerging hazards/risks have been identified.

Delivery of exercises is guided by advice from the Territory, Regional or Local Controllers, the Territory Recovery Coordinator, Territory Emergency Management Council, Regional Emergency Committee or as required by functional groups[3].

Response

70.   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[4].

Control and coordination

71.   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. The pathway for assistance is through the Regional Controller/delegate.

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[3] Territory Emergency Plan section 3.6
[4] Australian Institute for Disaster Resilience. (2014). Handbook 9, Australian Emergency Management Arrangements

Local Emergency Controller

72.   In accordance with *section 76 of the Act*, the Territory Controller has appointed a District Local Emergency Controller (Local Controller).

73.   The Local Controller is the OIC of Harts Range Police Station.

74.   The Local Controller is subject to the directions of the Regional Controller for the region in which the District is located.

75.   The powers, functions and directions the Local Controller is subject to can be found in sections *77, 78 and 79 of the Act.*

Local Emergency Committee

76.   In accordance with *section 80 of the Act,* the Territory Controller has established a Harts Range Local Emergency Committee (LEC).

77.   The Local Controller is Chair of the LEC. Remaining membership consists of representatives from NT Government and non-government entities within the District. The District LEC Executive Officer is a permanent NTES staff member appointed by the Executive Director, NTES.

78.   *Division 11 of the Act* specifies the establishment, functions, powers, membership and procedure requirements of a LEC.

Local Recovery Coordinator and Coordination Committee

79.   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.

80.   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.

81.   The Local Recovery Coordinator will report directly to the Regional Recovery Coordinator.

82.   Division 12 of the Act specifies the functions, powers and directions the Local Recovery Coordinator is subject to.

83.   Division 13 of the Act specifies the establishment, functions, powers, membership and procedure requirements of the Recovery Coordination Committee.

Emergency Operations Centres (EOCs)

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

- information collection and dissemination

- preparation and issue of official warnings and advice to the public

- coordination of the provision of resources required in the locality

- submitting requests for resources through the Regional Controller or the Territory Emergency Operations Centre where applicable

- dissemination of information to the media and general public through the Public Information Group to ensure a single point of truth for releases of information to the wider community[5].

85. The District LCC is the Harts Range Police Station.

86. The Regional Emergency Operations Centre will be located in Alice Springs at the Damian Clifton Centre as per the Southern Region Emergency Plan.

87. 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.

88. Liaison Officers from functional groups and support agencies will attend the EOC as required.

WebEOC

89. 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.

90. WebEOC is a contemporary platform for the coordination of multi-agency response to any critical incident be it a severe weather event, flood, wildfire, 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.

91. 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)

92. 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.

93. LEC members are to provide SITREPs at agreed times to enable the preparation of a consolidated report which will be distributed to all committee members and other relevant authorities. This may be achieved through the WebEOC incident management system.

94. Refer to Annex J for the SITREP Template.

Activation of the Plan

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

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[5] Territory Emergency Plan Section 4.5.3

Stage 1	Alert	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
Stage 2	Standby	This stage is declared when the Local Controller considers an emergency operation is imminent. During this stage passive emergency measures are commenced
Stage 3	Activation	This stage is declared when active emergency measures are required
Stage 4	Stand-down response operations and transition to Recovery	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.
Stage 5	Recovery	This stage is called if on-going recovery operations and coordination is required.

96.   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.

97.   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

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

- all available members of the LEC

- Divisional Superintendent.

- Regional Controller

- NTES Duty Officer.

99.   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

100.   Official warnings are issued by BoM, Geoscience Australia and Bushfires NT.

101. 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.

102. 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.

103. 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.

104. 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.

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

- radio broadcast

- television news broadcast.

106. 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)

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

Closure of Schools

108. 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 of 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.

109. 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

110. 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.

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

112.	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

113.	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 severe storm, flood, or fire.

Emergency Shelters/Strong Buildings Locations

114.	Those whose normal accommodation has been assessed as cyclone safe are to be encouraged to remain in their homes to reduce the burden on emergency shelters. Once emergency shelters are opened, no person is to be refused entry. Persons with special needs, the aged, the infirm and persons under the influence of drugs or alcohol are to be assessed by the shelter management team upon entry in to the emergency shelter.

115.	The table following shows those facilities identified as emergency shelters, their estimated capacity and the organisation responsible for their preparation and management.

Responsibility	Shelter	Capacity	Contact
Department of Education	Harts Range School	100	Principal, Harts Range School
Department of Education	Bonya School	100	Principal, Bonya School
Department of Education	Alcoota School	50	Principal, Alcoota School

116.	The responsibilities of the emergency shelter manager are:

- the provision of those buildings designated as emergency shelters

- the provision of personnel to staff and operate the emergency shelters at such times as they are activated

- the maintenance of effective liaison with other stakeholders with responsibilities relating to emergency shelters, in particular the NTPF.

117.	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.

118.	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.

119.	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.

120. 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

121. Evacuation is a risk management strategy that can be used to mitigate the effect of an emergency or disaster on a community[6].

122. The decision to evacuate a community, including establishing an evacuation centre, is not taken lightly as it represents significant resource and financial implications[7].

123. 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

124. 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.

125. This system can be initiated by either the Territory or Regional Controller without the national system being activated[8].

126. The Welfare Group maintains Register.Find.Reunite. Any activation of this system should occur in consultation with the Welfare Group in the first instance.

Impact Assessment

127. 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.

128. Guidelines to conduct rapid assessments in the NT, including the establishment of dedicated Rapid Assessment Teams (RAT) to collect data in the field have been developed. A copy is available in the WebEOC library for emergency management practitioners.

129. The Survey and Impact Assessment Group, led by the NTPFES, is responsible for impact assessments.

130. At the local level, Local Controllers can activate the NTES to undertake impact assessments if deemed appropriate.

Recovery

131. Emergency recovery is the coordination process of supporting affected communities in the reconstruction of the physical infrastructure, restoration

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[6] Australian Institute for Disaster Resilience. (2013). Handbook 4, Evacuation Planning (p.1).
[7] Australian Institute for Disaster Resilience. (2013). Handbook 4, Evacuation Planning.
[8] Territory Emergency Plan Section 4.17

of the economy and of the environment, and support for the emotional and physical wellbeing of those affected.

132.   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

133.   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.

134.   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

135.   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.

136.   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.

137.   A summary of response and recovery activities can be found at Annex K.

Plan Governance

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

Annexures

Annex A   **Hierarchy of Plans**

Annex B   **Roles and Responsibilities**

Annex C   **Functions Table**

Annex D   **Resource Lists**

Annex E   **Identified Risk Guideline –Transport Incident**

Annex F   **Identified Risk Guideline – Hazmat**

Annex G   **Identified Risk Guideline – Bushfire**

Annex H   **Identified Risk Guideline – Severe Storm**

Annex I   **Evacuation Guideline**

Annex J   **SITREP Template**

Annex K   **Summary of Response and Recovery**

Annex L   **Contact Details**

Annex M   **Debrief**

Annex N   **Glossary**

Annex O   **Acronyms**

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.

AGENCY/HAZARD LEGISLATION	EMERGENCY MANAGEMENT ACT	SUPPORTING AND OTHER LEGISLATION
Agency, functional OR hazard-specific plans	Territory Emergency Plan → Regional emergency plans → Local emergency plans	Supporting plans, including Australian Government plans
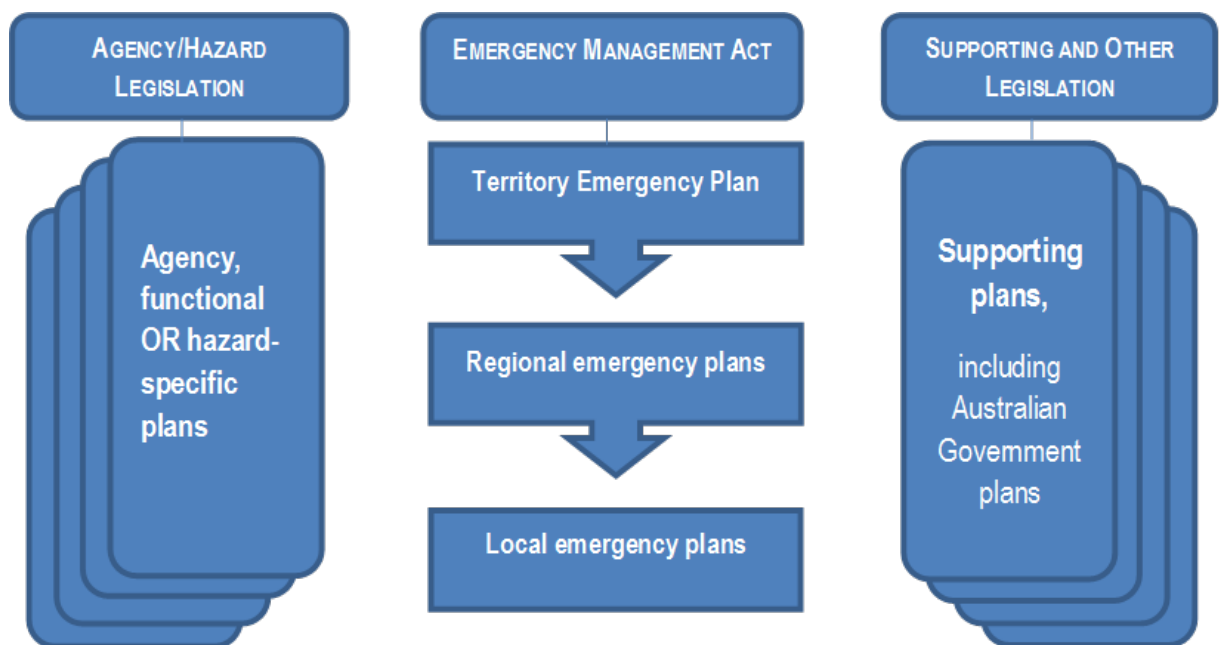
Annex B: Functional Groups - Roles and Responsibilities

Function/Activity	Position and Organisation or Provider
Medical Services	PHCM – Community Health Clinics
Power Supply (ESO)	PowerWater - on call
Food supplier	Managers – Community Stores
Transportation	Service Manager - Central Desert Regional Council NT Police
Housing	N/A
Evacuation Shelters	Principals – Regional schools
Emergency Services	NT Police NTES

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

Annex C: Functions Table

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

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

Functions	Agency /Organisation/Provider responsible
Animal / Livestock Management	NT Police/ Central Desert Regional Council
Anti-looting protection	NT Police
Banking Services	Central Desert Regional Council
Broadcasting: What radio stations provide announcements	ABC
Clearing of essential traffic routes	Central Desert Regional Council
Clearing storm water drains	Central Desert Regional Council
Clothing and Household Items	
Community Clean Up	Central Desert Regional Council
Control, coordination and management	NT Police
Coordination to evacuate public	NT Police
Critical Goods and Services (protect/resupply) • Food • Bottle Gas • Camping Equipment • Building supplies	
Damaged public buildings: Coordination and inspections	
Disaster Victim Identification capability	NT Police
Emergency Alerts / SEWS	NT Police in conjunction with NTES
Emergency Catering	
Emergency food distribution	
Emergency Operations Centre (EOC), including WebEOC, Recovery coordination centre (RCC)	Harts Range Police Station Local Controller's discretion (Secondary)
Emergency shelter. Staff, operations and control	Department of Education, NT Police & Central Desert Regional Council
Evacuation centre - Staffing, operations and control	
Financial Relief /Assistance Payments of NDRRA (National Disaster Relief and Recovery Assistance)	
Identification of suitable buildings for shelters	
Interpreter Services	
Management of Expenditure in emergencies	
Medical services	Harts Range, Alcoota (Engawala) and Bonya Health Clinics
Network communications (IT): Responders / Public	

Functions	Agency /Organisation/Provider responsible
Maintenance and restoration of emergency communication	
Personal Support	
Power: Protection and restoration :	PowerWater On Call
Public messaging during response and recovery.	NT Police, NTES and Department of the Chief Minister & Cabinet
Public/Environmental Health (EH) management • All EH functions including water & food safety • Disease Control	Department of Health
Rapid Impact Assessment	
Recovery Coordination	Department of the Chief Minister & Cabinet
Repatriation	NT Police
Restoration of public buildings	
Restoration of roads and bridges (council/territory) excluding railways	
Road management and traffic control including public Information on road closures	
Sewerage: Protection and restoration	PowerWater On Call
Survey	
Temporary accommodation (Recovery)	
Traffic Control	NT Police
Transport : Commercial and Public airport/ planes, automobiles, ferries, buses	Central Desert Regional Council NT Police
Vulnerable Groups	Department of Health and Territory Families
Waste management • Collection • Disposal of Stock	Central Desert Regional Council
Water (including drinking water): Protection and restoration	PowerWater On Call

Annex D: Resource List

RESOURCE REGISTER   Locality - Harts Range

Resource	Communications	Fire Fighting	Rescue	Medical	Aircraft	Vehicles		Plant	Fuel	Accommodation /Shelter	Food Supply & Storage
Legend ✎ Contact Details ✎	HF UHF VHF Marine (M) Satellite Phone	A=Appliance D=Drop-on Unit T=Trailer F=Foam E=Extinguisher (4.5kg and above)	RAR=Road Accident Rescue Team HE=Heavy Rescue Equipment WS=Workshop PG=Portable Genset FL=Floodlighting	H=Hospital A=Ambulance C=Clinic F/A=First Aid Kits SF=Stretcher-folding SB=Stretcher-basket B=Blankets	F=Fixed Wing H=Helicopter (oo)=Seating Capacity (s)=Stretcher (w)=Winch (kg)=Payload	S=Sedan/Station wagon U=Utility B=Bus (seating) T=Truck (capacity) WT=Water tanker FT=Fuel tanker LW=Liquid waste tanker 2WD 4WD All Terrain		T=Tractor B=Bulldozer C=Crane (mobile) F=Frontend Loader F/L=Forklift L=Low-loader 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=Cool room Cm=Cool room (mobile)
NT Police - Harts Range Ph: 89569772 After hours (Emergency only) Ph: 131444	UHF Bushfires NT UHF Sat Phone	T E	RAR, FL, PG	F/A, B		Ux2			D – 3000lts		FM, P
Harts Range Health Clinic Ph: 89569778 Fax: 89569947	Sat Phone			C, FA, Ax2		Sx2					
Bushfires NT Ph: 89523066 Fax: 89527576											
Parks and Wildlife Trephina-HQ EAST -Staffed X2 Arltunga – Unstaffed Ph: 89569765 - Trephina Ph: 89569770 – Arltunga	UHF Sat Phone	D=2 E	WS PG	FA SF		U=3		T	D U	B R	
Gemtree Caravan Park Ph: 89569855 Fax: 89569860	UHF					U	U				R
Jindalee Tx Site Ph: 89631277 Fax: 89631281	HF, Sat phone	T, E	FL	A, F/A		Ux1 Sx3		T, F/L	D (268,000 lt)		F,K,C
Cent Des Shire Engawala Ph: 89569 989 Fax: 89569976	UHF, Sat	T x 2, E x 10	WS, PG	C, A, SB, SF, B		T Ux1	Ux2	T x 2, FL, B/H	D		R, C, F
Cent Des Shire Atitjere Ph: 89569 787 Fax: 89569976	UHF	Tx2		F/A		Ux2, T		Tx3, BC, B/H	D		
H/Range Volunteer Unit Ph: C/- Police 89569772 Fax: 89569969	HF, UHF	E	RAR, PG, FL	F/A, B, SF		U				Tp	
Mt Riddock Station Ph: 89569963 Fax: 89569852	UHF Bushfires NT UHF	D X 3		F/A	H	U x 3,Tx2		Bx2, Gx2, BCx1,Lx2, Tx3,	D, A,	B, R	C,
Mt Swan Station Ph: 89569993 Fax: 89569852	Sat	T, E, Water	WS, PG, FL	F/A		S	U	T, F/L Loading Ramp	D	B, R	C, R
Arrum-Welke Aboriginal Corporation, Bonya Ph: 89566366	UHF	T, E		F/A		U, S, T		BC, B/H, T	D		R

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

Annex E: Identified Risk Guideline – TRANSPORT INCIDENT

Introduction

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

Aircraft

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

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

Motor Vehicle

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

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

Initial Responses

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

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

Reconnaissance

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

Rescue

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

Organisation/Provider	Stage 1 Alert	Stage 2 Standby	Stage Activation	Stage 4 Stand down	Stage 5 Recovery
ALL MEMBERS	Attend Briefings Inform key personnel Provide SITREPS	Attend Briefings Inform key personnel Provide SITREPS Monitor and update WebEOC	Attend Briefings Inform key personnel Provide SITREPS Monitor and update WebEOC	Attend Briefings Inform key personnel Provide SITREPS Monitor and update WebEOC	Attend Briefings Inform key personnel Provide SITREPS Monitor and update WebEOC
LOCAL CONTROLLER	Notify relevant Group Leaders. • Clinic / St John • NTFRS • NTES Duty Officer	Notify relevant Group Leaders. Notify NTES Duty Officer Collate SITREPS Request the creation of a WebEOC Incident Board	Notify relevant Group Leaders. Notify NTES Duty Officer Convene Committee briefing if required.	Notify relevant Group Leaders. Notify NTES Duty Officer Convene Committee briefing if required.	Notify relevant Group Leaders. Notify NTES Duty Officer Convene Committee briefing if required.
NTES / Police / NTFRS	Advise key personnel.	Update key personnel Brief crews attending Monitor and update WebEOC	Conduct firefighting/ Rescue efforts as per NTES/ NT Police / NTFRS SOP's Monitor and update WebEOC	Update WebEOC Conduct Debrief with members Monitor and update WebEOC	Assist where required Take action upon debrief
MEDICAL	Advise key personnel. Personnel notified will depend on extent and type of incident. Convene a briefing. This decision will be based on the number of casualties and the Clinic's activities.	Commence passive response measures Update key personnel Provide SITREP including updating WebEOC.	Mass Casualty Plan is activated (dependant on number of casualties) All relevant Sections Leaders have active their relevant plan Provide SITREPS including WebEOC.	Debrief with all members of response team	Support lead recovery agencies as required.
TRANSPORT	Duties as required by the Local Controller.	Duties as required by the Local Controller.	Duties as required by the Local Controller.	Duties as required by the Local Controller.	Duties as required by the Local Controller.

Annex F: Identified Risk Guideline – HAZMAT

Introduction

Large quantities of hazardous materials are transported daily by road to many centres throughout the NT and as a consequence any release or spillage could easily result in the loss of life, widespread disruption, danger to communities and a threat to the environment.

Initial Responses

The initial response will be coordinated by the NTPF assistance from the Harts Range local NTES Volunteer Unit. The Local Controller will determine the appropriate agency to continue with the primary response given the nature of the incident.

Incident Controller

The Incident Controller will be the NTPF in the first instance. Continuation of this role will be dependent on the given situation.

Notifications

Notifications to the community will be provided by police patrols, community radio, NTPFES social media, and community billboards.

Communications

Communications will be conducted through PFES digital radio system using duplex dispatch talk group or simplex talk groups. Satellite phones are also available to the Incident Controller.

Organisation Provider	Stage 1 Alert	Stage 2 Standby	Stage 3 Activation	Stage 4 Stand down	Stage 5: Recovery
ALL MEMBERS	Inform key personnel.	Inform key personnel.	Attend Briefings. Provide SITREPS.	Attend Briefings. Provide SITREPS.	Attend Briefings. Provide SITREPS.
LOCAL CONTROLLER			Notify relevant Group Leaders. NTES Duty Officer Convene LEC briefing if required. Attend the incident, assess need for further assistance.	Notify relevant Group Leaders. NTES Duty Officer Convene LEC briefing if required.	Notify relevant Group Leaders. NTES Duty Officer Convene LEC briefing if required.

Annex G: Identified Risk Guideline – Bushfire

Introduction

Wildfires within the Harts Range District will be managed by Bushfires NT.

The initial response will be conducted by the land holder until the land holder is unable to control the fire, or when they are instructed to hand over control to Bushfires NT.

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

Incident Controller

The Controlling Authority for a fire within the District is Bushfires NT.

As Per BFNT SOP 1.1
The Incident Controller is normally the highest ranked officer in attendance at the fire, which is the:
    (1) Fire Control Officer (FCO)
    (2) Fire Warden
    (3) Highest ranked officer from a brigade, or
    (4) The land manager.

In all situations it is desirable that the Incident Controller has powers under the *Bushfires Management Act 2016* or is under instruction from a Fire Warden.

As per BFNT CFCO Standard Order 1
All incidents are to be managed in accordance with the principles of the Australasian Inter-service Incident Management System (AIIMS). The Incident Controller shall have overall management of resources allocated to that incident. There shall only be one Incident Controller.

Notifications

A Bushfire Information Message (BIM) will be issued on a regular basis for bushfires that have a localised threat to property or public safety and meet any of the following criteria:
- A bushfire threatening or has the potential to pose a threat to public safety in the immediate area of the fire; or
- A bushfire is producing an undesirable effect (e.g. smoke) in an area that may cause concern to public; or
- BFNT Senior Fire Control Officer (SFCO) or Chief Fire Control Officer (CFCO) wishes to advise the public of a specific event.

A Bushfire Warning Message (BWM) is the highest level of warning to the public, and will generally be issued for wide area community impact. A BWM will be issued when all of the following criteria are meet:
- A bushfire running / contained under very high to extreme weather conditions; and

- The risk of loss of life or threat to properties is almost certain or has occurred; and
- BFNT is primarily undertaking defensive strategies to protect lives and property; or

Where special circumstances exist and specifically approved by the CFCO (or their delegate) e.g. if a life or house has been lost.

Organisation/Provider	Stage 1: Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
ALL MEMBERS	Attend Briefings Inform key personnel Provide SITREPS	Attend Briefings Inform key personnel Provide SITREPS	Attend Briefings Inform key personnel Provide SITREPS	Attend Briefings Inform key personnel Provide SITREPS	Attend Briefings Inform key personnel Provide SITREPS
BUSHFIRES NT	Gather Intelligence Issue Bushfire Information Message (BIM)	Gather Intelligence Issue Bushfire Warning Message (BWM)	Co-ordinate firefighting efforts utilising AIIMS principles Conduct firefighting efforts as per BFNT SOP's and CFCOSO's, and usual Firefighting practice Provide SITREPS to Incident Controller	Conduct debriefs Provide SITREPS to Incident Controller	
NTES DUTY OFFICER	Forward BIM to Local Controller	Forward (BMW) to Local Controller			
LOCAL CONTROLLER	Notify relevant Group Leaders.	Notify relevant Group Leaders. • Shelter Group • Medical Group • NTES Duty Officer Prepare evacuation plan Collate SITREPS Provide relevant SITREPS to Bushfires NT Convene Committee briefing if required.	Activate evacuation plan if required Notify relevant Group Leaders. • Shelter Group • Medical Group • NTES Duty Officer Request set up of WebEOC incident Monitor and update WebEOC	Notify relevant Group Leaders. Notify NTES Duty Officer Convene Committee briefing if required. Monitor and update WebEOC	Notify relevant Group Leaders. Notify NTES Duty Officer Convene Committee briefing if required. Monitor and update WebEOC

EMERGENCY SHELTER	Duties as required by the Local Controller	Advise key personnel Prepare evacuation plan Provide SITREPS to Local Controller	Activate evacuation plan (on advice from Local Controller) Duties as required by the Local Controller	Duties as required by the Local Controller	Duties as required by the Local Controller
SURVEY & RESCUE		Update key personnel Brief attending crews Monitor and update WebEOC	Fire Crews respond using AIIMS Conduct firefighting efforts as per BFNT/ NTFRS SOP's, and usual Firefighting practice Provide SITREPs Monitor and Update WebEOC	Monitor and Update WebEOC Conduct Debrief with members Resume normal activities	Assist where required Take action upon debrief
MEDICAL	Notify key personnel	Commence passive response measures	Duties as required by the Local Controller.	Duties as required by the Local Controller.	Duties as required by the Local Controller.
TRANSPORT	Duties as required by the Local Controller.	Duties as required by the Local Controller.	Duties as required by the Local Controller.	Duties as required by the Local Controller.	Duties as required by the Local Controller.

Annex H: Identified Risk Guideline – Severe Storm

Introduction

A severe storm is defined by the Bureau of Meteorology BoM as one which produces;
- hail, diameter of 2 cm or more ($2 coin size); or
- wind gusts of 90 km/h or greater; or
- flash floods; or
- tornadoes, or
- any combination of these.

Severe storms can be quite localised and develop quite quickly. The exact location of severe storms can be hard to predict.

Initial Responses

The initial response to a severe storm incident will involve reconnaissance of the scenes to ascertain the severity of damage and to prioritise the events.

Storm Damage response will be provided by the Alice Springs Volunteer Unit with assistance from other Southern Region Volunteer Units as required.

Incident Controller

A Police Officer will be appointed as the Incident Controller who will take overall control of the operation.

Due to the nature of severe storms, there will likely be multiple incident scenes. Due to this the Incident Controller will commonly be stationed at and co-ordinate from an EOC (if activated) communicating with the NT Emergency Service Duty Officer.

Communications

Communications will be conducted through PFES digital radio system using duplex dispatch talk group or simplex talk groups. Satellite phones are also available to the Incident Controller.

Notifications

Notifications to the community will be provided by police patrols, community radio, NTPFES social media, and community billboards.

The NTES advises that people should:

Northern Territory Action Statements	Phenomena	Hazard start <= 2 hours	Hazard start > 2 hours
Secure loose outside objects	Damaging winds, destructive winds, tornadoes	Y	Y
Ensure pets and animals are in a safe area.	All except cancellation	Y	Y
Avoid remaining in the open when storms threaten.	All except cancellation	Y	Y
Move cars under cover.	Large hail	Y	Y
Slow down and turn your headlights on.	Heavy rain		
If it is raining heavily and you cannot see, pull over and park with your hazard lights on until the rain clears.	All except cancellation	Y	Y
Do not drive into water of unknown depth and current.	All		
If there is flooding, create your own sandbags by using pillow cases or shopping bags filled with sand and place them around doorways to protect your home.	Heavy rain	Y	Y
Be careful of fallen power lines. They are dangerous and should always be treated as live.	Cancellation	Y	Y
Stay away from flooded drains, rivers, streams and waterways.	Cancellation	Y	Y

| Organisation/Provider	Stage 1: Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
ALL MEMBERS	Attend Briefings Inform key personnel Provide SITREPS	Attend Briefings Inform key personnel Provide SITREPS	Attend Briefings Inform key personnel Provide SITREPS Monitor and update WebEOC	Attend Briefings Inform key personnel Provide SITREPS Monitor and update WebEOC	Attend Briefings Inform key personnel Provide SITREPS Monitor and update WebEOC
NTES DUTY OFFICER	Forward Severe Weather Warning to Local Controller				
LOCAL CONTROLLER	Notify relevant Group Leaders.	Notify relevant Group Leaders. Notify NTES Duty Officer Convene Committee briefing if required.	Notify relevant Group Leaders. Notify NTES Duty Officer Request Watch Commander Set up WebEOC incident. Convene Committee briefing if required.	Notify relevant Group Leaders. Notify NTES Duty Officer Convene Committee briefing if required. Monitor and update WebEOC	Notify relevant Group Leaders. Notify NTES Duty Officer Convene Committee briefing if required. Monitor and update WebEOC
SURVEY & RESCUE (NTES)	Advise key personnel Seek weather forecast for coming days	Update key personnel Brief crews attending Monitor and update WebEOC	Conduct Storm Damage Operations as per NTES SOP's, Provide SITREPs Monitor and Update WebEOC	Update WebEOC Conduct Debrief with members Monitor and update WebEOC	Assist where required Take action upon debrief Monitor and update WebEOC

Annex I: Evacuation Guideline

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

Evacuation is a complex process that has five distinct steps:

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

Each step is linked and must be carefully planned and carried out in order for the entire process to be successful. Given an evacuation centre will only be opened as a part an evacuation, it is vital to have an understanding of the five-step process.
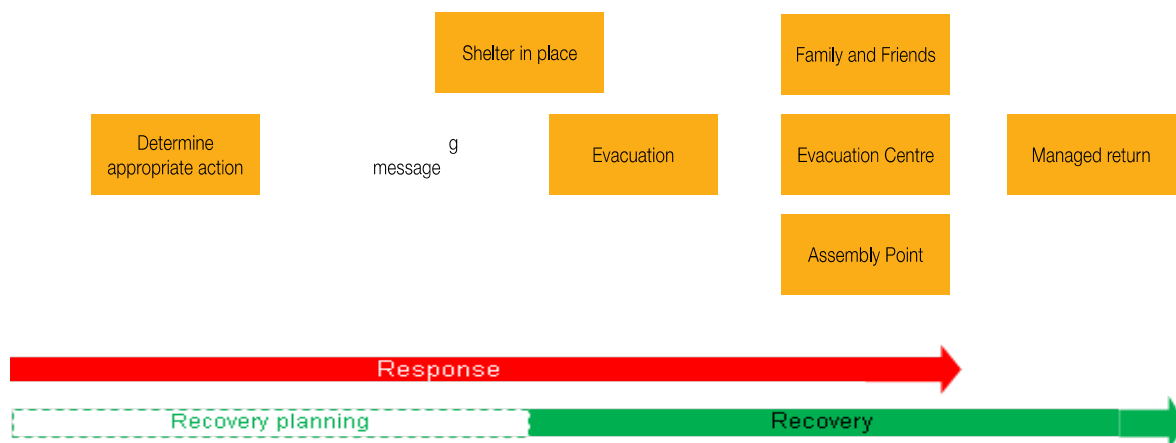
Source: Five stages of Evacuation, Qld Government, 2011.

Emergency Shelters

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

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

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

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

- meals
- beds
- linen

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

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

Identified Evacuation Centres

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

Evacuation Guidelines

Stage 1 - Decision		
Authority	The Regional Controller will authorise the activation of the evacuation plan. This evacuation plan is to be approved by the Territory Emergency Management Council prior to activation.	Regional Controller in conjunction with TEMC
Legal references	*Emergency Management Act* and approved Local Emergency Plan (LEP). It is recommended that the Minister declares an Emergency Situation under section 18 of the *Emergency Management Act* when this evacuation plan is activated.	
Alternative to evacuation? I.e. shelter in place, temporary accommodation on-site/nearby.	If needed residents will be progressively relocated within the community to <Location to be confirmed>; **Possible Location** **Harts Range School - capacity up to 100 evacuees** **Bonya School - capacity up to 100 evacuees** **Alcoota School - capacity up to 50 evacuees.**	Local Controller to arrange.
Summary of proposed evacuation	**Decision** – made by the Regional Controller when the community have sustained damage during *<To be determined>* that cannot support residents in situ during recovery. The Local Controller to disseminate information to the community. **Withdrawal** – four stage process; a. <Location to be determined>;community to the *<Location to be determined>;*to be registered for evacuation to <Location to be determined>; b. Once registered, groups to move to the airstrip assembly area using buses/vehicles;	The decision will be informed by additional advice from BOM up to that time.

	c. Red Cross to register check utilising Register Find Reunite. **Shelter** – evacuees will be encouraged to stay with friends or family. The remainder will be accommodated at an evacuation centre *<Location to be determined>* **Return** – to be determined once recovery can sustain return *to <Location to be determined>*	
Which communities/outstations or geographical area does the evacuation apply to?	*<Out Stations, Homelands and homesteads>*	
Vulnerable groups within the community	The Medical Group will liaise with local health staff and provide information on medically vulnerable people. A list of medically vulnerable people for Harts Range, Bonya and Engawala communities are held by the Atitjere, Bonya and Alcoota (Engawala) Community Health Centres. The Identified people will be evacuated <At a time to be determined>.	Medical Group & Transport Group to action.
Community demographics (approx. total number, family groups, cultural groups etc.)	Refer to Evacuation Centre Guidelines p.21 (section 4.2) Examine the demographic breakdown of the community to be evacuated including • The total number of people being evacuated. • An estimate of the number of people likely to require accommodation in the evacuation centre. • A breakdown of the evacuees to be accommodated by age and gender. For example, the number of family groups and single persons, adult males and females, teenage males and females, and the number of primary school-aged children, toddlers and infants. • A summary of cultural considerations, family groups, skin groups and community groups. • Potential issues that may arise as a result of these groups being accommodated in close proximity to one another. • A summary of people with health issues, including chronic diseases, illnesses and injuries. • Details of vulnerable clients (other than medically vulnerable), such as the elderly, frail and disabled (and if they are accompanied by support i.e.: family members) • Details of community workers also being evacuated who may be in a position to support the operation of the evacuation centre. Examples	Local Controller to obtain information.

	include teachers, nurses, health workers, shire staff, housing staff and police.	
What is the nature of the hazard?	<To be determined>	
Estimated duration of the potential evacuation?	<To be determined>	
Triggers for the evacuation	**<Example** 1. Evacuation *planning* to commence when the Location is under a <To be determined>"**.** 2. Implement evacuation if the severity and impact has caused major damage and disruption to all services. 3. Elderly and vulnerable people are to be considered for evacuation due to limited health services.> Further details of the intra-community relocation plan are required.	Regional Controller .
Self-evacuation	Where possible residents will be encouraged to self-evacuate and make their own accommodation arrangements if they wish to do so. Individuals and families taking this option will be encouraged to register prior to leaving the community.	Local Controller
Responsibility for the coordination Stage 1	Regional Controller Local Controller	
Stage 2 – Warning of Evacuation		

Who has the authority to issue warnings?	Bureau of Meteorology will issue advice and warnings.
	 All further public information will be approved by the Regional Controller in consultation with the Public Information Group and NTES
	 The Local Controller will coordinate the dissemination of community level information.
	 A combination of the following will be utilised
	 • broadcasted over radio and
	 • television
	 • Social media
	     o utilising the NT Police Fire and Emergency Services Facebook page, and
	     o SecureNT twitter feed.
	 • loud hailer
	 • door to door
	 • Emergency Alert System
		Regional Controller to liaise with Public Information Group and NTES

Process for issuing evacuation warnings and other information	At community level, the Local Controller is to appoint a community spokesperson to disseminate up to date situational information at community meetings; which are to be held immediately post a convening LEC meeting, <u>at each declared stage of the LEP.</u> A media brief approved by the Local Controller at each LEC meeting, will be announced over the Local Radio station containing current situational information, relevant safety information, what to prepare, when to self-evacuate, and where to go.	Local Controller
When will warnings be issued (relative to the impact of the hazard)?	Immediately upon a decision to evacuate being made the LEC will commence coordinating residents to prepare for transport.	Local Controller
What information will the messages contain? (What do people need to know?)	To be determined: considerations - - Outline of the proposed evacuation plan - Measure to prepare residences - Safety issues; not overloading transport - Items to bring on the evacuation - Arrangements for pets and animals	Local Controller Public Information Group, Biosecurity & Animal Welfare Group liaison
Responsibility for the coordination of stage 2	Local Controller / Regional Controller	
Stage 3 - Withdrawal		
Outline	Three stage process; **a.** Community residents to <Staging Area 1>; **b.** <Staging Area 1> to Airport **c.** Airport to <Location To be determined> **d.** <Evacuation centre to be determined>	
Community to the Airstrip	<u>Lead – NTPOL</u> Overview – the community will gather at the <Location To be determined> prior to being transported by community buses to the airstrip. • Risks/other considerations: Evacuation should be undertaken during daylight hours, if possible. Risks include inclement weather, persons with infectious diseases, vulnerable persons, and frail/elderly persons, chronically ill. • Estimated time en-route: ___ minutes each way • Estimated timeframe overall: ___ hours utilising current resources. • Alternate transport options:	NTPOL
Assembly area	**Likely location of Evacuation Centre:** Additional resources will be required to host an Evacuation Centre in the form of tents and bedding.	NTPOL / TF

	This will also be the point where evacuee registration will take place. Basic services should be provided i.e. drinking water, information. • Services to be provided: Red Cross • Coordinator: Red Cross • Other details: Evacuee Registration - • Residents will need to register at <Location To be determined> or Airport if (self-evacuating) to be permitted access to the evacuation centre at the Location To be determined>	
Community to <Location to be determined>	**Lead – NTPOL** **Example** Lead – Transport Group Overview – Transport Group has identified commercial operators and the Police Air Section able to provide evacuation assistance. Total proposed air assets: _____. Commercial operators will be charging commercial rates for their services at a cost of ($_____). The operation will begin at _____hrs with the first aircraft, leaving <To be determined> and arriving at _____hrs. • The operation will continue throughout the day until all community members are evacuated. It is estimated that all community member can be evacuated by _____hrs (arriving in <To be determined>).	NTPOL/ Transport / logistics
< Location > Airport to Evacuation Centre <To be determined>	**Lead –Transport Group** **Example** Overview – Buses (Buslink) will be on standby at <Location to be determined> Airport from _____am to receive passengers and continue throughout the day transferring to <To be determined> only, as required. Transport staff will be on the ground at <Location to be determined> Airport to marshal passengers on buses only. Buses to be arranged by the Transport Group. Evacuees will be collected from <Location to be determined> Airport and transported to the <Location to be determined>. A reception team provided by NT Police will meet evacuees and facilitate transport. • Details: to be determined	Transport Group

	• Estimated time en-route: _____ minutes • Estimated timeframe: possibly _____ hours, dependant on aircraft arrivals. • Alternate transport options: _____	
End point	<Location to be determined>	EOC / Welfare coordination
Transport of vulnerable members of the community	Medical Group to arrange transport of vulnerable people from the community to <Location to be determined>.	Medical Group
Registration and tracking	<u>Example</u> Welfare Group to activate registration arrangements. Registration will be undertaken by NT Police and will occur at <Location to be determined> . Names of evacuees will be obtained prior to boarding buses. Where possible details of individuals and families self-evacuating to be obtained on arrival at the <Location to be determined> Airstrip. If persons are not registered as evacuees or self-evacuees they will not be provided access to the evacuation shelter.	Welfare Group / NTPOL
Who will coordinate stage 3?	Regional Controller.	EOC coordination.
Stage 4 – Shelter		
Overview	An evacuation centre will be established at the <Location to be determined>. The <Location to be determined> will be the primary areas used.	
Alternate shelter options.	Where possible evacuees will be encouraged to seek alternative accommodation with family, friends or through commercial accommodation.	
Estimated duration of the shelter phase	<To be determined>.	
Arrangements for domestic animals	No domestic animals are to accompany evacuees. Any self-evacuees with domestic animals will be expected to make their own arrangements for the animals.	Advise Animal Welfare
Roles		
• **Director**	CMC	CMC
• **Deputy Director**	TF	Welfare Group
• **Log./planning**	EOC.	NTES / NTPOL
• **Admin teams**	EOC	CMC / Welfare Group
• **Shift manager/s**	To be confirmed – drawn from pool of trained DCF staff.	Welfare Group
• **Welfare Team**	To be confirmed	Welfare Group

• **Facility Team**	<To be determined>.	
• **Sport and Rec Team**	To be confirmed	
• **Medical Team**	To be confirmed. It is likely St Johns volunteers will be requested. Evacuees will be referred to off-site medical services.	Medical Group
• **Public Health Team**	<To be confirmed>	Public Health Group
• **Transport Team**	<To be confirmed>	Transport Group
Evacuation centre set-up	**Refer to the Evacuation Centre Template for set-up considerations**	
What strategy will be put in place to close the evacuation centre?	Closure of the evacuation centre will be largely dependent on the extent of inundation and complexity of the recovery process.	
**Stage 5 - Return**	
Indicators or triggers that will enable a return	**(refer to recovery action plan for the community) Dept. of Chief Minister**	Regional Recovery Coordinator
Who is responsible for developing a plan for the return?	Recovery Coordination in conjunction with IMT.	
• **Transportation**	To be confirmed.	
• **Route/assembly points en-route**	To be confirmed.	
• **End point**	To be confirmed.	
How will information about the return be communicated to evacuees?	To be confirmed.	
What information needs to be conveyed to the evacuated community members?	To be confirmed.	Public Information Group, Recovery Coordinator.

Annex J: SITREP Template

SITUATION REPORT (SITREP)

SITREP NO:

Date:

Period covered: **From:**   **To:**

AGENCY:

Created by:

Current Situation:

Objectives:

Present Key Issues:

Future Key Issues:

Recommendation(s):
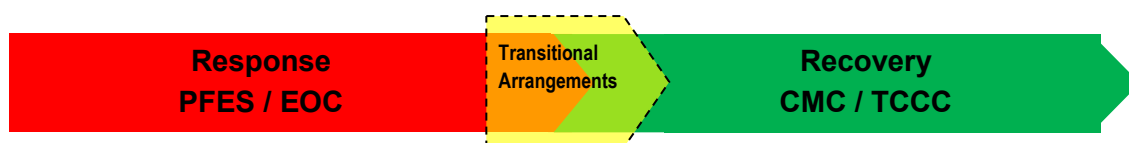
Annex K: Summary of Response and Recovery Activities

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

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

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

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

		- Assess damage to clinics
		- Deploy field hospital/s
		☐ Medical presence in WAC
		  - Supplied by the Medical Group
		☐ Ambulance pick up points on key, cleared roads
		☐ GP clinics and pharmacies
		  - Identify GP clinics able to open
		  - Identify pharmacies able to open
		☐ Medically vulnerable people
		  - Support agencies to follow-up and advise the Medical Group
		  - Vulnerable people in shelters or WAC
		  - Support for vulnerable people at shelters
		☐ Care Flight
			☐ St John Ambulance – resumption of core business

7.	Essential goods and services	☐ Establish emergency feeding and food distribution points ☐ Assessing the damage to suppliers and retailers of critical resources ☐ Assess the impact on barge operations and any effect on the ability to supply remote communities ☐ Implement interim banking arrangements	☐ Encourage private business to reopen ☐ Monitor levels and availability of critical resources ☐ Manage logistics arrangements supplying resources to outlying communities ☐ Public Health inspections (food outlets) ☐ Banking sector business continuity arrangements
		Fuel ☐ Fuel suppliers and point of sale ☐ Manage fuel supplies to emergency power generation	☐ Liaise with fuel suppliers, distributors and wholesalers. Monitor fuel levels ☐ Infrastructure repairs
		Cash ☐ Assess damage to banks and ATMs ☐ Implement temporary arrangements	☐ Implement long term arrangements
8.	Evacuation	☐ Evacuations within community ☐ Evacuation out of community ☐ Registration	☐ Support services for evacuees ☐ Recovery information for evacuees
9.	Public Health	☐ Communicable disease control response ☐ Drinking water safety standards ☐ Sewage and waste disposal ☐ Safe food distribution and advice ☐ Vector and vermin control ☐ Food and commercial premises	☐ Ongoing in recovery
10.	Utilities	☐ Power supply ☐ Power generation ☐ Water supply ☐ Sewerage ☐ Emergency sanitation	☐ Recovery of the power network ☐ Recovery of water and sewerage infrastructure
11.	Impact Assessments	☐ Training assessment teams ☐ Initial Impact Assessments	☐ Secondary Impact Assessments ☐ Continued assessments through outreach
12.	Transport infra-structure (supply lines)	**Air (Airport/Airstrip)** ☐ Clear the runway to allow air movements ☐ Establish a logistics hub at the airport ☐ Terminal damage and operational capability assessment	☐ Monitor repairs and business continuity activities
		Road ☐ Highway and critical access roads damage assessment ☐ Repair work to commence immediately	☐ Planning and prioritising repair work of all affected key Territory Highways (Stuart, Barkly, Victoria and Arnhem)
		Rail ☐ Ask rail operator to assess damage to the	

		☐ railway & associated infrastructure and report outage estimation	☐ Liaising with GWA and Australasia Rail to monitor repair work
		Port, Harbour and Barge ☐ Assess damage to Port infrastructure and harbour facilities ☐ Assess the damage to barge facilities	☐ Repairing infrastructure ☐ Establish alternate arrangements for the supply of remote communities
13.	Waste management	☐ Waste management requirements and develop waste management plan if required	☐ Continues in recovery

14.	Repairs and reconstruction	☐ Private housing
		  - Impact Assessments
		  - Temporary repairs
		☐ Government buildings
		  - Damage assessment
		☐ Public Housing
		  - Impact Assessments
		☐ Private Industry
		  - Damage assessments
			☐ Private housing
			  - Information and support to facilitate repairs.
			☐ Government buildings
			  - Repairs and reconstruction
			☐ Public Housing
			  - Long term repair plans
			☐ Private Industry
			  - Repair and reconstruction
			☐ Temporary accommodation for a visiting construction workforce

15.	Transport Services	☐ Staged re-establishment of public transport services	☐ Continues in recovery
16.	Tele-communications	☐ Telstra and Optus will assess the damage to their infrastructure ☐ Put in place temporary measures to enable landline and mobile services	☐ Repair damage networks and infrastructure
17.	Public safety	☐ Police will maintain normal policing services to the community	☐ Gradual return to core business
18.	Pets	☐ Temporary emergency arrangements for pets.	☐ Reunite pets with their owners and cease emergency support arrangements
19.	Community consultation	☐ Information provision regarding the overall situation, response efforts, what services are available and how to access them	☐ Community consultation process regarding long term recovery and community development

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

Position/Functional Group	Name	Email address	Work	Mobile	After Hours
Local Controller *Remote Sergeant* NT Police	Michael Wyatt	michael.wyatt@pfes.nt.gov.au	8956 9772	███████	131444 (emergency Only)
Area Manager Lingiari NT Emergency Service	Keith Lewis	Keith.lewis@pfes.nt.gov.au	8951 9302	███████	
NTES Territory Duty Officer	**On Call 24/7**	TerritoryDutyOfficer.NTES@pfes.nt.gov.au		███████	
Unit Officer NTES Harts Range Volunteer Unit	Melissa Wyatt	melissa.wyatt@nt.gov.au	8956 9778		███████
Council Service Co-ordinator - Aitijere Central Desert Regional Council	Warren Kenney	warren.kenny@centraldesert.nt.gov.au	8956 9787		
Council Services Co-ordinator - Engawala Central Desert Regional Council	Frank Tsoukos	frank.tzoukos@centraldesert.nt.gov.au	89569 989		
PowerWater – On Call					1800 245 090
Principal Harts Range School	Kylie McKay	kylie.mckay@ntschools.net	8956 9771		
Principal Engawala School	Suzanne Stone	suzanne.stone@ntschools.net	8956 9977		
Principal Bonya School	Mark Webster	Mark.webster@ntschools.net	8956 6352		
Senior Park Ranger East – Trephina Gorge Parks & Wildlife Commission NT	Jason Bunting	jason.bunting@nt.gov.au	8951 9270		
Co-ordinator Atitjere Rangers Central Land Council	Garth Forrester	garth.forrester@clc.org.au	8956 9588		
Fire Management Officer	Shane Leech	shane.leech@nt.gov.au	8951 9220	███████	

Bushfires NT					
CEO, Arram-Welke Aboriginal Corporation Bonya Community	Jeff Iverson	arramwelke@bigpond.com	89566366		
Manager Department of Health Harts Range Clinic	Liz Clancy	hartsrange.clinicmgr@nt.gov.au	8956 9778		8956 9086
Manager Department of Health Engawala Health Centre	TBA (vacant)	Engawalclinicmgr.THS@nt.gov.au	8956 9944		
Project Director Jervios Mine KGL Resources	Paul Richardson	prichardson@kglresources.com.au		███████	
Central Australia Recovery Coordinator *Regional Executive Director, Central Australia* Department of the Chief Minister & Cabinet	TBA	TBA	8951 5870		

Annex M: Debrief

1. The purpose of this Annex is to provide a framework for a debrief process which complements the Whole of Government Debrief Process. The process should not be confused with training or exercise evaluations but rather considered as a lessons learned opportunity. Lessons learned leads to improved operational effectiveness, increased cost efficiency and reduced operational risk.

2. The Debrief Process embeds continuous improvement into the delivery of activities pursuant to the Territory Emergency Plan (TEP). Consistent approaches to lessons learned will encourage adaptability, and flexibility across all functional areas; sharing of knowledge and experiences will assist with ongoing continuous improvement of people and organisations.

3. Implemented judiciously, a lessons learned approach can have a positive impact on organisational culture commensurate with increasing opportunities to achieve goals. Whilst lessons learned often begins in one organisation through an internal debrief processes, those lessons learned are often transferable across multi-agencies; this Whole of Government Debrief Process and Lessons Management aims to ensure learnings are translatable across multiple organisations.

4. One of the most critical steps in the lessons management is the collection of information and observations of persons involved in the operation. The collection of this information is not limited to persons involved in the operation itself or the actions of those who provided a response, but includes those who had involvement prior to including the promulgation and implementation of plans (as lessons to be learned is not limited to how an emergency was managed but also includes the planning processes).

5. Debriefing is more than simply producing a report at the end of an operation. It forms part of the broader process of learning and has significant influential impact on an agency and sensitises people into doing the right thing. It prevents confusion and misinterpretation for future operations and drives home the main reasons the agency implores a lessons management system – to ensure that the agency learns from their mistakes and what they do well and drives continuous improvement.

6. Debriefs are not about distributing blame, but rather shifting focus towards improving capacity and capability to respond to incidents in a way that reflects improved planning, process, technology, support, training and development. The inevitability that exists with decisions made on a risk based approach carries a certain level of accepted risk and this needs to be taken into account when debriefing.

7. During any operation, anyone involved in the operation should be recording activities where there are lessons to be learned; activities can include decision making and consequential responses.

8. Where decisions are made by an Incident Management Team member or a Functional Group Leader, those decisions should be recorded in the Decision Log in the WebEOC event. Decision Logs can be referred to as part of the debrief process.

9. A Hot Debrief is held immediately after the incident response is complete or when a person concludes their shift in response to the incident. It allows rapid capture of real-time feedback aimed at addressing pressing or immediate concerns. This is a key time to address any health or safety issues and provides an opportunity for instant feedback.

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

RECORD OF DEBRIEF

Operation / event:

_____

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

Annex N: Glossary

GLOSSARY

Term	In the context of this plan, this means:
All Hazards Approach	The application of one set of control, coordination and communication policies and procedures in a universal manner to emergency situations of varying type thereby promoting consistency of emergency management at all levels.
Affected area	A particular area where either an emergency situation, state of emergency or state of disaster exists.
Approved emergency plan	Means a plan approved under section 10(3), 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 (State Emergency and Rescue Management (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 (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	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. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. *See also* comprehensive approach. Source: AEM Glossary.
Prevention	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. *See also* comprehensive approach. Source: AEM Glossary.
Recovery	The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. *See* comprehensive approach. Measures which support emergency-affected individuals and communities in the reconstruction of the physical infrastructure and restoration of emotional, economic and physical well-being. Source: AEM Glossary.
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	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. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. *See also* comprehensive approach. Source: AEM Glossary.
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 21of the Act.
State of Emergency	Means a state of emergency declared under section 19 of the Act.
Volunteer member	Means a member of the NTES appointed under section 52 of the Act.
Vulnerability	The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community or persons to the impact of hazards (National Emergency Risk Assessment Guidelines).
Territory Controller	Means the Territory Emergency Controller mentioned in section 28 of the Act.
Territory Emergency Management Council	The management council is established under the terms laid out in Division 4 of the Act.
Territory Recovery Coordinator	Means the Territory Recovery Coordinator mentioned in section 32 of the Act.
WebEOC	WebEOC is a critical information management system used throughout the Northern Territory. It is used by agencies that have roles and responsibilities under the NT Emergency Management Act during prevention, preparation, response and recovery phases of any emergency.

Annex O: Acronyms

Acronyms	
ABC	Australian Broadcasting Corporation
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
CDRC	Central Desert Regional Council
COAG	Council of Australian Government
COMDISPLAN	Australian Government Disaster Response Plan
DCIS	Department of Corporate and Information Services
CMC	Department of the Chief Minister & Cabinet
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
WAC	Welfare Assembly Centres