
Glossary/Abbreviations

To create a standard use of language throughout New Zealand, the following is a suggested list of terms and abbreviations widely used in CDEM across agencies.

References:

Civil Defence Emergency Management Act 2002
National Civil Defence Emergency Management Plan and Guide
National Civil Defence Emergency Management Strategy (2007)

4Rs means:

- (a) Reduction (identifying and analysing long-term risks to human life and property from natural or non-natural hazards; taking steps to eliminate these risks if practicable, and, if not, reducing the magnitude of their impact and the likelihood of their occurring).
- (b) Readiness (developing operational systems and capabilities before a Civil Defence emergency happens, including self-help and response programmes for the general public, and specific programmes for emergency services, lifeline utilities, and other agencies).
- (c) Response (actions taken immediately before, during, or directly after a Civil Defence emergency to save lives and property, and to help communities recover).
- (d) Recovery (the co-ordinated efforts and processes used to bring about the immediate, medium-term, and long-term holistic regeneration of a community following a Civil Defence emergency).

Act (the Act) means the Civil Defence Emergency Management Act 2002 (CDEM Act).

Administering authority means, in relation to a Civil Defence Emergency Management Group, the administering authority appointed under section 23 of the CDEM Act 2002

Agencies means

- (a) Government agencies, including public service departments, non-public service departments, Crown entities, and Offices of Parliament; and
- (b) Non-Governmental organisations; and
- (c) Lifeline utilities.

Area, in relation to a Civil Defence Emergency Management Group, means the area that encompasses all the Districts of the local authorities that are members of the Group

Assembly area Where evacuees report, and the point from which they will be transported to a reception centre. Assembly areas should be public buildings that are well known, and that have toilets.

Capability means the effectiveness of co-operation and co-ordination arrangements across agencies for the delivery of resources in the event of an emergency.

Capacity means the adequacy of resources in terms of quantity, and suitability of personnel, equipment, facilities and finances.

Civil Defence Emergency Management has the same meaning as in section 4 of the CDEM Act, where the term:

- (a) Means the application of knowledge, measures, and practices that—
 - (i) are necessary or desirable for the safety of the public or property; and
 - (ii) are designed to guard against, prevent, reduce, or overcome any hazard or harm or loss that may be associated with any emergency; and
- (b) Includes, without limitation, the planning, organisation, co-ordination, and implementation of those measures, knowledge and practices.

Civil Defence Emergency Management Co-ordinating Executive Group or **Executive Group** means a Group established under section 20 of the CDEM Act 2002.

Civil Defence Emergency Management Group or **Group** means a Group established under section 12 or established or re-established under section 22 of the CDEM Act 2002.

Civil Defence Emergency Management Group Plan means a plan prepared and approved under section 48 of the CDEM Act 2002.

Cluster means a group of agencies that interact to achieve common CDEM outcomes across reduction, readiness, response, and recovery in a co-ordinated manner.

Community the ▶ the Community refers to the entire Gisborne District, its population, emergency services, business, infrastructure, volunteers, non-government organisations and resources.

Communities: ▶ refers to individual townships or geographical areas as defined in this Plan and their population, infrastructure and resources.

Community Link refers to the group of volunteers who manage their designated communities during the response to an emergency. Key staff are delegated some of the powers of the Controller so they can act during times of imminent danger or loss of communications with the GEOC.

Controller means the person who is the National Controller in accordance with section 10, or a Group Controller appointed under section 26.

Department means a department of the public service listed in the First Schedule of the State Sector Act 1988.

Director means the Director of Civil Defence Emergency Management appointed under section 8 CDEM Act 2002.

District has the same meaning as in section 5 of the Local Government Act 2002.

District Health Board means the provider of publicly funded services for the population of a specific geographical area in New Zealand.

Domestic animal is defined in this Guide as an animal that is kept by humans for companionship and enjoyment rather than for commercial reasons. In this context, domestic animals may also be referred to as companion animals or pets.

Emergency means a situation that:

- (a) Is the result of any happening, whether natural or otherwise, including, without limitation, any explosion, earthquake, eruption, tsunami, land movement, flood, storm, tornado, cyclone, serious fire, leakage or spillage of any dangerous gas or substance, technological failure, infestation, plague, epidemic, failure of or disruption to an emergency service or a lifeline utility, or actual or imminent attack or warlike act; **and**
- (b) Causes or may cause loss of life or injury or illness or distress or in any way endangers the safety of the public or property in New Zealand or any part of New Zealand; **and**
- (c) Cannot be dealt with by emergency services, **or** otherwise requires a significant and co-ordinated response under the Act.

Emergency Management Office The office within Council that has the responsibility for CDEM.

Emergency Services has the same meaning as in section 4 of the CDEM Act, where the term means the New Zealand Police, New Zealand Fire Service, National Rural Fire Authority, rural fire authorities, and hospital and health services.

Epidemic A disease affecting or tending to affect an atypically large number of individuals within a population, community or region at the same time.

Evacuation The temporary relocation (either spontaneous or organised) of all or part of a particular population or geographical region from a location that has been or is about to be affected by an emergency, to a place considered to be safe. Arrangements for pre-event and mandatory evacuation are detailed below.

Evacuation, Mandatory - takes place when it is determined by the Police, NZ Fire Service or a CDEM Controller that there is an absolute need to evacuate an area, usually on a large-scale and possibly for a long period of time (e.g., for more than 24 hours). Mandatory evacuation can be ordered under section 86 of the Civil Defence and Emergency Management Act 2002 and sections 28 and 28A of the Fire Service Act 1975. The Police or Fire Service will generally carry out this type of evacuation.

Evacuation, Pre-event - occurs when the level of risk is uncertain and it is recommended to evacuate within a certain geographic area (e.g. suburb) or by risk factor (e.g., people with certain health issues) until the level of risk is reduced. Pre-event evacuations may be further classed as either:

- ▶ Voluntary: where people are informed of a possible threat (e.g. an approaching cyclone), but no special evacuation measures (such as traffic control) are taken, and people may remain in the area if they choose.
- ▶ Recommended: when the threat (e.g. storm-surge) has a high probability of affecting people living in at-risk areas and they are encouraged to leave but the decision to do so is left to individuals. Evacuation plan support measures commence (e.g., transportation measures).

Evacuation, Self - occurs when people decide to relocate from their usual home locations, either with or without instruction from authorities, but without making themselves known to such authorities.

Fire Service includes the fire service units maintained by the New Zealand Fire Service, National Rural Fire Authority, rural fire authorities, airport rescue fire services, New Zealand Defence Force, industrial fire brigades registered under section 36 of the Fire Service Act 1975, and other fire service resources owned by private organisations.

GeoNet The GeoNet system is a national geological hazards monitoring and data collection system. GeoNet is operated by GNS Science and incorporates dual data centres with duty officers on 20 minute 24/7 response time.

Guide to the National Civil Defence Emergency Management Plan means that referred to in the National CDEM Plan and approved by government.

Group Controller means a person appointed as a Group Controller under section 26 of the CDEM Act 2002.

Group Emergency Operations Centre The centre that the Group will co-ordinate a response to an emergency it has been activated for.

Hazard has the same meaning as in section 4 of the CDEM Act, where it means something that may cause, or contribute substantially to the cause of, an emergency.

Hazardscape means the natural processes and events, and human actions that may cause harm or disruption to people's lives and livelihoods.

Lead agency means the organisation with current responsibility for managing an emergency.

Lifeline utility has the same meaning as in section 4 of the CDEM Act, where it means an entity named or described in Part A of Schedule 1, or that carries on a business described in Part B of Schedule 1.

Local Authority means a regional Council or territorial authority.
[Local Government Act 2002]

Minister has the same meaning as in section 4 of the CDEM Act 2002, where it means subject to any enactment, the Minister of the Crown who, with the authority of the Prime Minister, is for the time being responsible for administration of this Act.

National significance has the same meaning as in section 4 of the CDEM Act, where the term includes, without limitation, any case where the Minister or the Director considers that:

- (a) There is widespread public concern or interest; or
- (b) There is likely to be significant use of resources; or
- (c) It is likely that the area of more than one Civil Defence Emergency Management Group will be affected; or
- (d) It affects or is likely to affect or is relevant to New Zealand's international obligations; or
- (e) It involves or is likely to involve technology, processes, or methods that are new to New Zealand; or
- (f) It results or is likely to result in or contribute to significant or irreversible changes to the environment (including the global environment).

National Civil Defence Emergency Management Plan means a plan made under section 39 of the CDEM Act 2002.

National Civil Defence Emergency Management Strategy means a strategy completed under section 31 of the CDEM Act 2002.

National Controller means the person who is the National Controller in accordance with section 10 of the CDEM Act 2002.

Pandemic An epidemic (a sudden outbreak) that becomes very widespread and affects a whole region, a continent or the world.

Pacific Tsunami Warning Centre (PTWC) is a United States National Oceanographic and Atmospheric Administration facility that supports the PTWS.

PTWC tsunami bulletin A 'heads up' message giving information on earthquakes of $M > 6.5$, < 7.5 in the Pacific. No destructive threat, no tsunami warning. Investigation under way.

PTWC tsunami watch A message about earthquakes $M > 7.5$ in the Pacific, using only seismic information to alert recipients of the probability of a tsunami and that a tsunami investigation is underway.

PTWC tsunami warning A message about earthquakes $M > 7.5$ in the Pacific to warn recipients after confirmation has been received that a potentially destructive tsunami has been generated, or when confirmation has not been established but the tsunami travel time to the particular member country is less than 3 hours.

Public place means a place that, at any material time, is—

- (a) Open to or is being used by the public, whether free or on payment of a charge, and whether or not any owner or occupier of the place is lawfully entitled to exclude or reject any person; and
- (b) Includes, without limitation, any aircraft, hovercraft, ship or ferry or other vessel, train, or vehicle carrying or available to carry passengers for reward.

Reception centre - The site where evacuees are received and registered, and from which welfare agencies provide social support.

Recovery activities means activities carried out under this Act or any Civil Defence emergency management plan after an emergency occurs, including, without limitation—

- (a) The assessment of the needs of a community affected by the emergency; and
- (b) The co-ordination of resources made available to the community; and
- (c) Actions relating to community rehabilitation and restoration; and
- (d) New measures to reduce hazards and risks.

Recovery Co-ordinator means a Recovery Co-ordinator appointed under section 29 of the CDEM Act 2002.

Region has the same meaning as in section 5 of the Local Government Act 2002.

Regional Council has the same meaning as in section 5 of the Local Government Act 2002.

Risk has the same meaning as in section 4 of the CDEM Act, where it means the likelihood and consequences of a hazard.

Road has the same meaning as in section 2(1) of the Land Transport Act 1998.

Sheltering/shelter in place - A term used to describe the actions of people who stay in their home location during and following an emergency. It recognises that the home location may be damaged or compromised from the event (such as loss of power, water or structural damage).

Stakeholders – is inclusive of everyone living in the District, including individuals, family units, agencies, organisations and business – CDEM is and should be a core function for them all.

Stakeholders – key – those agencies with a legislative responsibility for CDEM, i.e. Police, Fire, Health, Council, the Eastland Group (Port, Airport, Power network), Transit, TELECOM agencies, Media, Petroleum and Gas Distributors.

State of local emergency means a state of local emergency declared under section 68 or section 69 of the CDEM Act 2002.

State of national emergency means a state of national emergency declared under section 66 of the CDEM Act 2002.

Sting The sting is the official New Zealand Civil Defence audio alert, which can be heard at www.civildefence.govt.nz.

Support agency means any agency that assists the lead agency during an emergency.

Supporting documentation includes detailed explanations, Standard Operating Procedures, the Director's guidelines, codes, and technical standards.

Territorial authority means a city Council or a District Council named in Part 2 of Schedule 2 of the Local Government Act 2002.

Unitary authority means a territorial authority that, by virtue of the Local Government Act 2002, has the functions, duties, and powers of a regional Council in respect of a region under its control.

ABBREVIATIONS

ACC	Accident Compensation Corporation
AFTN	Aeronautical Fixed Telecommunication Network
CAA	Civil Aviation Authority
CDEM	Civil Defence Emergency Management
CDEM	Civil Defence Emergency Management Officer
CYF	Department of Child, Youth and Family Services
DESC	System of domestic and external security co-ordination used by the government to manage all national crises
DESG	Domestic & External Security Group of Department of Prime Minister and Cabinet
DHB	District Health Board, and includes hospital and health services (including ambulance services)
DPMC	Department of the Prime Minister and Cabinet
DWM	District Welfare Manager
EIL	Eastland Infrastructure
EMO	Emergency Management Office
EOC	Emergency Operations Centre
EQC	Earthquake Commission
FRST	Foundation for Research, Science and Technology
GEOC	Group Emergency Operations Centre
GNS	Institute of Geological & Nuclear Science
GP	General medical practitioner
ICG/PTWS	International Co-ordination Group for the Pacific Tsunami Warning and Mitigation System
ICNZ	Insurance Council of New Zealand

ICP	Incident Control Point
IPENZ	Institute of Professional Engineers of New Zealand
MAF	Ministry of Agriculture and Forestry
MCDEM	Ministry of Civil Defence and Emergency Management
MFAT	Ministry of Foreign Affairs and Trade
MoH	Ministry of Health
MoRST	Ministry of Research Science and Technology
MOU	Memorandum of Understanding
MSD	Ministry of Social Development
NCMC	National Crisis Management Centre
NEP	National Exercise Programme
NHEP	National Health Emergency Plan
NGO	Non-governmental organisations, and excludes local government
NIWA	National Institute of Water and Atmospheric Research
NRCC	National Rescue Co-ordination Centre
NWRCG	National Welfare Recovery Co-ordination Group
NZSEE	New Zealand Society of Earthquake Engineers
NZFS	New Zealand Fire Service
NZQA	New Zealand Qualifications Authority
NZRT	New Zealand Response Team
ODESC	Committee of Officials for Domestic and External Security Co-ordination
OSH	Occupational safety and health
PHO	Primary health organisation
PRFO	Principal Rural Fire Officer
PTSD	Post-traumatic stress disorder
PTWC	Pacific Tsunami Warning Centre in Hawaii, operated by National Oceanographic and Atmospheric Administration
PTWS	Pacific Tsunami Warning System
RCA	Road controlling authority
REMA	Regional Emergency Management Advisor (MCDEM)
SAR	Search and Rescue
SOP	Standard Operating Procedure
SLSA	Surf Life Saving Association
SPCA	Royal New Zealand Society for the Prevention of Cruelty to Animals
TLA	[local] territorial local authority (includes city, District and unitary authorities)
TPK	Te Puni Kokiri
UNDAC	United Nations Disaster Assessment and Coordination
USAR	Urban search and rescue
WAG	Welfare Advisory Group