

# TAIRAWHITI CDEM GROUP Adverse Event Plan 2017



## **Distribution**

Copies of the Adverse Event Plan, without contact names and numbers will be held by:

Tairāwhiti Roads	1
Lifelines Utilities	2
Area Co-ordinators	3
Police	1
Fire Service	1
Public Health Team of Te Puna Waiora (TPW)	3
St John	1

**Copies of the Adverse Event Plan, with contact names and numbers will be available for use at the CDEM office during events.**

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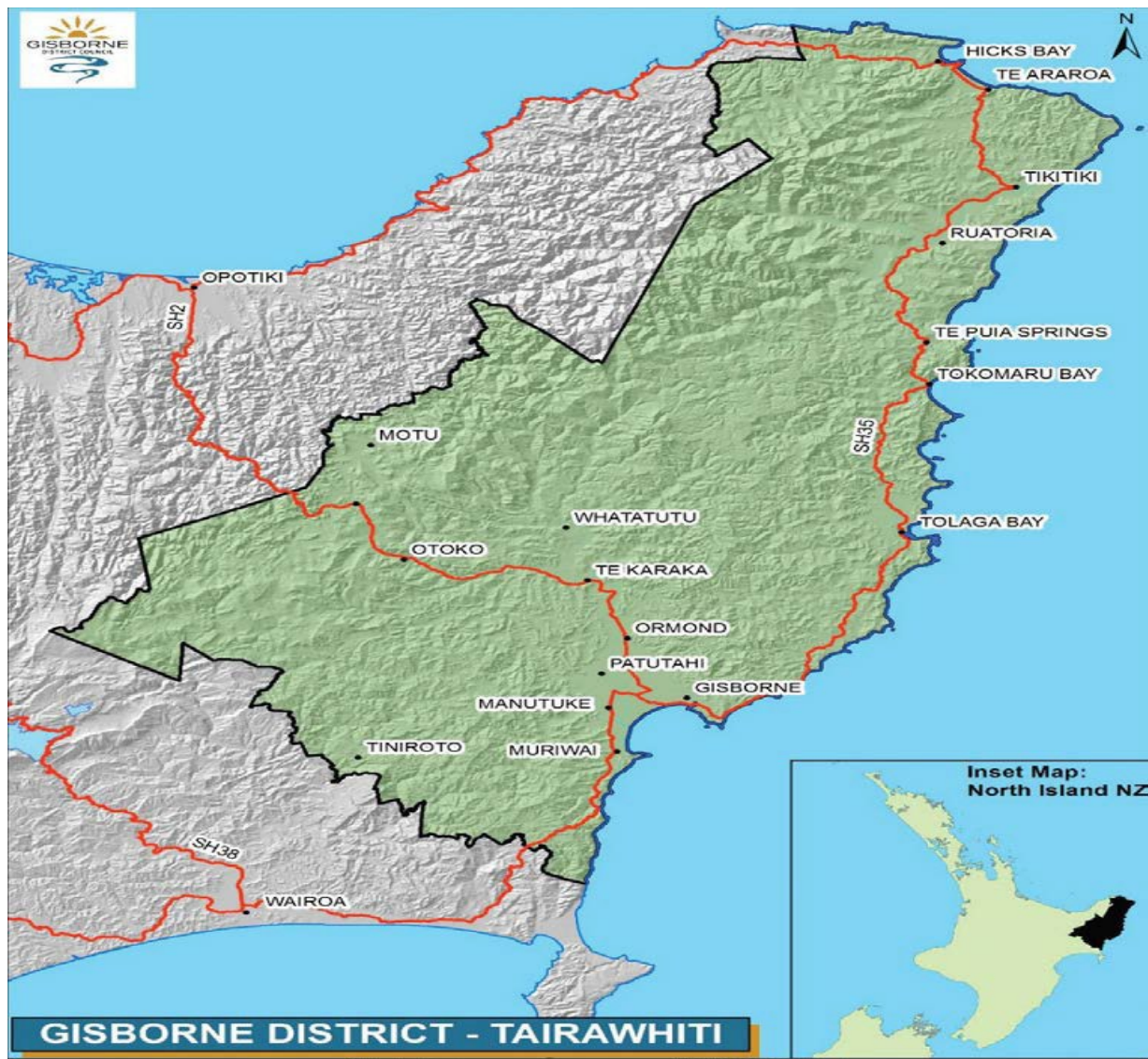
## Purpose

The Civil Defence Emergency Management Group Emergency Partners have a responsibility to maintain the delivery of services to the residents of Tairāwhiti during extreme events.

These events are not severe enough to warrant a civil defence declaration and are covered in this Adverse Event Plan. This Plan clarifies the roles and responsibilities of the response partners involved prior to, and during an adverse event.

The aim of the Plan is to ensure quick and effective response with no duplication of effort, and provide for the escalation of a civil defence emergency.

This Adverse Event Plan (AEP) should provide a seamless transition to other Plans such as the Flood Plans for Tolaga Bay, Poverty Bay Flats and Te Karaka, or for declaring a state of emergency. *Information from these plans are in the appendices.*



## **Emergency Coordination Centre (ECC)**

The ECC will be located either in the Civil Defence Emergency Management Office, Council Meeting Rooms or in the Council Chambers. The Hub at the EIT will be used as the temporary ECC until December 2017.

The role of the ECC is to:

- Co-ordinate the Council's response
- Liaise with other agencies (e.g. agencies that generate warnings, Lifelines, Utilities, Emergency Services and MCDEM)

*Some of these agencies may choose to have a presence in the ECC – some may be contactable by phone*

- Liaise with the media and issue media statements on behalf of Tairāwhiti Civil Defence Emergency Management and other agencies as required

*These will be via media, website notices/newsletters, Facebook, public notices and public meeting (depending upon the direction of the Response Manager or Controller)*

- Co-ordinate Councils after hours phone calls
- Collate information for situational awareness
- Co-ordinate welfare response when requested and if it is appropriate
- Co-ordinate logistical requirements
- Activate community link as required

Staffing will be declared for emergencies but scaled appropriately. Any activities coordinated from the ECC will be agreed between the lead agency and the Group Controller.

### **Staffing**

The Controller has no powers until an emergency is declared under the Civil Defence Emergency Management Act 2002. For an adverse event, a Controller or the Civil Defence Emergency Manager will manage council's response. The Controller, Civil Defence Emergency Manager or Response Manager will determine the appropriate staffing levels for the ECC.

Unless there is a pressing 'business as usual' need, council staff who hold key roles in the ECC, will as a matter of priority, be available to the Controller to assist in the management of the event. Community Link (Emergency Management volunteers) are aware that they may be requested to provide assistance during adverse events as well as during declared emergencies.

Their use however is still at the discretion of the Controller or Civil Defence Emergency Manager and with their agreement. The most likely ECC staff required will be the PIM (Media Team Leader, Facebook Supporter and Customer Services), Operations, Planning/Intelligence, Response Managers, Welfare and Message Coordinators.

### **Management of Resources**

Resources that belong to individual agencies remain under that agencies control except if they are specifically given to the response team for deployment.

### **Communications**

Communications will be carried out by phone, radio, email and text and facebook.

Those agencies that do not have access to Civil Defence radio frequencies generally operate on frequencies that can be monitored in the Civil Defence Emergency Management Office or the CDEM Radio Room.

### **Cell Phone Texts**

CDEM operates a text system and texts are sent out to emergency services, Leadership Team, Councilors and other Groups to let them know a warning or updated email has been sent out. These texts all begin with CDEM and the number of the text eg 01, 02, 03 etc. If a meeting is required the "Quick Meet" Group is texted and a time and venue is set. Responses are required and if no response received then a follow-up phone call is required.

### **Emergency Mobile Alerting (EMA)**

This will be operational by the end of 2017 with texts sent out to all EMA capable phones that have cellphone coverage. Text alerts can be sent by both the Group and MCDEM (as well as other emergency services such as Police, Ministry of Primary Industries (MPI) and Fire and Emergency New Zealand (FENZ).

A strict protocol has been developed for the use of this alerting and approved people in each group have the ability to send out information.

High priority alerts are for risks that:

- have occurred, are ongoing or where their probability of occurrence is greater than 50%
- have a significant threat to life, health and property; and
- where response actions should be taken immediately

***NB: If the above criteria is not met, then do not send a mobile alert***

### **Financial**

The costs for an event, both non-declared and declared, sit with the agency that expends them or has legislative responsibility for a certain part of the response.

There are exceptions to this, especially activities relating to evacuees. Under certain agreed circumstances, the Council will be able to recover the costs from the Ministry of Civil Defence Emergency Management (MCDEM). Agreement is required with the

Controller or the Civil Defence Emergency Manager prior to the expenditure. The ECC will have administration costs such as phones, meals and GDC staff costs (after hours only). Costs reimbursed 100% by MCDEM include any expense directly related to costs for evacuees and now includes helicopter costs for flying supplies to isolated families.

If it becomes apparent that Central Government funds could be used for response costs, the Civil Defence Emergency Manager will ensure that the CD Logistics Group is established to implement the appropriate financial systems and that the Ministry of Civil Defence & Emergency Management (MCDEM) is informed.

This financial support will generally be available once an ECC has been activated to support activities described in this plan.

The Controller and the Civil Defence Emergency Manager are authorised by the Council Chief Executive to expend up to \$10,000 on non-salary items. If an individual expenditure item exceeds or looks like it will exceed \$5,000, approval for further expenditure from the Council Chief Executive must be sought.

The following activities are examples of costs that the ECC may be required to meet.

- evacuation
- recovery activities
- air reconnaissance (not recoverable)
- logistical requirements (only recoverable if linked to evacuees)
- ECC costs (not recoverable)
- GDC staff costs (not recoverable)

### **Radio/Phone Communications**

Normal day-to-day communication systems will be used as well as the Civil Defence digital radio channels. Each area has both base and hand held radio. A map of the base radio locations will be drawn up and held at the ECC.

Emergency Services can link through the ESB164 liaison repeater located on Grey's Hill. The ECC monitors all the required channels.

The Civil Defence Emergency Management Office switchboard can be activated giving 6 lines into the ECC. The number is 867 9008.

### **Recovery**

The Recovery process for an adverse event will be aligned with the Group Recovery Plan.

The Recovery Manager will be kept informed of any adverse event and any decision to escalate to a declaration.

The Recovery Manager may be requested to attend the ECC and start collating information and liaising with people/organisations that may become involved from the

time the declaration is made. A decision will be made by the Council Chief Executive and organisations with a principle role in the affected sector, as to whether the Recovery Manager will manage or oversee the recovery.

Funding required for this activity will come from the Gisborne Civil Defence Emergency Fund.

### **Lead Agency**

During adverse events Police, Fire, Lifelines, DHB and the operational arm of the Council maintain their legislative responsibilities.

Emergency incidents that have legislative mandate will remain under their control and management.

CDEM will be a support agency for the purposes of co-ordination, information management and welfare support (if required).

CDEM can:

- Offer staff to help out
- Arrange transport
- Activate the ECC
- Arrange accommodation, temporary or overnight
- Register the evacuees (if required)
- Coordinate personal needs
- If necessary, arrange for translators

### **Decision Making**

As this plan is operative outside of a declared event, normal day-to-day procedures apply but may be adjusted depending on the priorities established by the management team.

It is the Controller or Civil Defence Emergency Manager's responsibility to ensure that the council's operational procedures are coordinated.

Significant or regular evacuations are covered by another plan and any decisions need to be guided by that document.



## Plans

### Adverse Event Plan

An adverse event could result from a sudden event with no warning (power outage), one with a warning, or from an event that develops gradually (flood). An adverse event may have the potential to develop into a declared civil defence emergency.

The transition from one state to another should be seamless and this Plan has been prepared using the procedures and resources that will be used during a declared emergency.

### CDEM Group Plan and Contingency Plans

Contingency plans include:

- Local, Regional and Distant Tsunami Contingency Plan
- Volcanic Contingency Plan
- Contingency Flood Plans (Poverty Bay Flats, Te Karaka and Tolaga Bay) **Maps and relevant information is attached as an Appendix**
- Pandemic Plan
- Public Information and Communication Strategy
- Welfare Plan
- Recovery Plan

### Marine Oil Spill Contingency Plan

This plan details the response actions required during a marine accident where oil is or may be released into the environment. The Adverse Event Plan does not in any way attempt to override the matters set out in the Marine Oil Spill Plan.

The full resources of the ECC are available to support a response to an oil spill.

### Welfare Plan

The Group Controller, Emergency Manager and the District Welfare Manager will decide the appropriate level of activation for volunteers and facilities when this Plan is activated.

### Recovery Plan

The Recovery Plan contains procedures for a declared event but the Recovery Manager may use these for a non-declared event if he/she is employed to co-ordinate the recovery activities for a non-declared event.

### Eastland Port Security Plan and Emergency Standard Operating Procedures

The Eastland Port Security Plan sets out the measures necessary to implement arrangements to meet International Security Agreements.

The Adverse Event Plan does not in any way attempt to override the matters set out in the Eastland Port Security Plan. The ECC will support Eastland Port with welfare arrangements for evacuated passengers or ship crews if required.

## Activation and Response

As a guide the following organisations are involved in warnings:

Hazard Alerts/Warnings	Alert/Monitoring Agency
Flood Warnings	Gisborne District Council
Tsunami Volcanic (Warnings)	MCDEM (alert Only)
Public Health Warnings Outbreak of Illness	Ministry of Health (MoH)
Weather Watches and Warnings Heavy rain Gale force winds Snow Thunderstorms Swells/Surges	Metservice
Volcanic Magnitude of an earthquake after the event	Geonet GNS
Animal and Plant Diseases Outbreaks Pest Invasions	Ministry of Primary Industries (MPI)
Terrorism	NZ Police

### National

National warnings and advisories provide information about the potential and actual threat to people, property, areas, or social or economic activities.

The National Warning System is a 24/7 process for communicating hazard information that may pose potential or imminent threats that might result in an emergency.

Warnings from the Ministry will be issued by the National Controller to the Civil Defence Emergency Manager and other key CDEM players.

### District

Tairāwhiti Civil Defence Emergency Management Office receives weather watches and warnings directly from the Met Service as well as national advisories and warnings from MCDEM.

Warnings concerning physical safety from a natural event, prior to and during an emergency, will be issued by the Civil Defence Emergency Manager or their representative after consultation with the key stakeholders such as Police, Fire Service, Health and Lifelines (roading, power).

Hazardous chemicals and technology failures are generally the responsibility of Police/Fire or the “owner” of the service/utility.

Tairāwhiti Civil Defence Emergency Management Office also maintains a system to alert people who live in areas of Gisborne that are prone to flooding.

### **Warnings issued to CD Groups**

Weather warnings and updates are issued by the CDEM office to the CD Warning Group which consists of contractors, interested parties, Media, Area Coordinators (who forward the warnings and updates to their Community Emergency Managers) and the Urban and Rural Community Emergency Managers

The warnings are also sent to GDC Staff, Leadership Team and Schools if during the school term.

These warnings are issued by email with texts sent to key players to notify them that an email has been sent.

The major rivers (Waipaoa and Hikuwai) have set trigger levels when actions are required by the CDEM Team.

CDEM has set up a text and email system where a text is sent to residents and contacts for the waka ama and rowing clubs to inform that an email has been sent regarding flooding along the Taruheru and Waimata Rivers.

Those that do not have cellphones have asked to be contacted by landline.

The texts and emails alert residents to possible flooding and the need to move furniture or even leave their homes and move to higher ground. If possible these texts and emails should be sent in daylight and replies received so that we know they have received the information.

This system is trialed at least annually but if possible 6 monthly.

*A map of the residences that have flooded in the past as well as contacts and a copy of what is required is in the appendix*

### **Community Link**

The Area Coordinator and Deputy (referred as ACs) receive warnings of any events that may lead to an emergency from the Tairāwhiti Civil Defence Emergency Management Office.

It is important that ACs have an understanding of the effects of any such warning and that warning systems are in place to best serve the communities for which you are responsible. Once the warning has been issued you have a responsibility to keep your community contacts & CEM's updated on developments.

- pass any relevant information back to the person who gave you the message

- establish contact with emergency services
- If the situation starts to worsen, establish your headquarters to a level that you are able to effectively monitor effects and pass information back to Gisborne

The accuracy and assessment in your reports will have a major bearing on any decisions to escalate the response. It must also be remembered that escalations close to, or at night, can cause the event to have far greater effects than one in daylight.

To this end it is in our interest to escalate in anticipation. To do this we need a clear picture of the event and a likely scenario. These will be discussed with the Council's Flood Warning Duty Officer and Duty Hydrologist.

### **Public**

The main method of issuing warnings/information to the public will be through CDEM email distribution lists, community link contacts, Facebook, Websites, Emergency Mobile Alert (EMA text message) and/or via the local radio stations.

The following methods are also available: door knocking and mobile PA system.

The warnings will be issued by the Tairāwhiti Civil Defence Emergency Management Office.

### **Standby of Community Link Volunteers**

The Civil Defence Emergency Manager contacts the affected Area Coordinators or City Community Emergency Managers and puts them on standby.

The Area Coordinators will then phone the Community Emergency Managers. Specific instructions will be issued at that time.

This may include:

- warning staff
- checking communications
- gathering information
- preparation of the Headquarters

### **Activation of Community Link Volunteers**

Community Emergency Managers in affected areas will be activated by the Area Coordinators after being contacted by the Civil Defence Emergency Manager. Some events require the ECC to activate to a predetermined level and some of these events also have a related contingency plan that details specific actions and trigger points.

When support outlined in this plan may be required or there is a threat to the public, those agencies dealing with the event are required to notify the Civil Defence Emergency Manager.

To maintain uniformity with the CDEM Group Plan, the terminology used will be the same

**i.e. Alert, Activated and Declared.**

## **When to activate**

Knowing when to activate the key stakeholders and the ECC is critical to the response.

A log of the event will be kept either in hard copy or in EMIS.

After each event a hot debrief or debrief will be held and a copy will be kept of lessons learnt and action taken.

The events will be reported in the Group Manager report to CEG and the Civil Defence Emergency Management Committee or Council meeting.

### **Triggers for escalation could include:**

- Council's after hours service unable to cope with calls
- The need to increase media information to the public because of deteriorating conditions or the need to clarify the situation, e.g. road closures
- A request from the Emergency Service or 'Utility Owner' for increased coordination
- More staff required to monitor the situation
- An obvious escalation of the event
- The need for evacuation

Once warnings have been passed on to agencies the Civil Defence Emergency Management Staff will continue to liaise with the agencies and act as a central information coordination centre to ensure a clear picture of the event is available.

The Flood warning duty officer updates the Civil Defence Emergency Manager on the levels and what the model is predicting so that decisions can be made. The Flood Warning Duty Officer will attend the meetings if required.

Should an event escalate, any of the above can request a change from Alert to Activated. The trigger levels identified above, will in most cases, drive the change in status.

In this phase, the dissemination of warnings and information to organisations and the public can be coordinated by the Civil Defence Emergency Management Staff if required. This includes media statements that are sent to local media such as Radio Network, Media Works and Radio Ngati Porou (RNP) and the Gisborne Herald.

## Key people

Team A	Team B
Area Coordinator/Area Coordinators	New Zealand Defence Force
CDEM Staff, Manager, Support and Controller (if required)	Recovery Manager/Alternate Controller
Police	Welfare Manager
Fire and Emergency New Zealand	Public Information Manager (PIM)
DHB Hauora Tairāwhiti (On Call MOH and On Call HPO)	Controller
Lifelines Coordinator	St John
GDC Customer Services Manager	
GDC COMMS Person	
Tairawhiti Roads	
Weather Related <ul style="list-style-type: none"> <li>➤ Duty Hydrologist</li> <li>➤ Flood Warning Duty Officer</li> </ul>	Weather Related <ul style="list-style-type: none"> <li>➤ Duty Hydrologist</li> <li>➤ Flood Warning Duty Officer</li> </ul>

### Phase 1 – Alert (Partial Adverse Event Plan Activation)

- Key people (Team A) are activated by the Civil Defence Emergency Manager
- Monitoring of the event will take place
- Sending out updates and information

The primary purpose of the Alert phase is to monitor the build-up of the event to ensure that escalation to Activated, if required, occurs at the appropriate time.

A meeting may be requested by any of the above to ensure that appropriate co-ordination for the response occurs – especially outside normal work hours and appropriate staff will be put on standby.

## Phase 2 – Activated (Plan Fully Activated)

- Team A are activated
- Partial ECC established
- Adverse Event Plan and communication systems are activated.
- The Ministry of Civil Defence Emergency Management (MCDEM) is kept informed

If a trigger level is reached and there appears to be a need for a more coordinated response from a central point, Civil Defence Emergency Management Staff will liaise with the following core group and others as required:

- Team A+B
- Hydrologist and Duty Flood Warning Officers
- Chief Executive/Leadership Team
- Mayor /Deputy Mayor

As a general rule Police, Fire Service and Health will provide liaison to the ECC as required and unless otherwise specified, the briefing which will also be held at the ECC.

The ECC will be the focal point for Council's operations and a central co-ordination point for other agencies including the media.

The CD Phone system will be activated along with the appropriate parts of the Community link will be activated. This may only be for affected areas or the whole district.

In this phase the dissemination of warnings and information to organisations and the public will be coordinated centrally by the Civil Defence Emergency Management Staff.

This does not preclude any agency from initiating and maintaining their own links with the media but messages need to be consistent.

### **Phase 3 – Declaration of state of local Emergency**

- Complete activation of ECC
- MCDEM informed and to discuss the need for a state of emergency
- A state of emergency will be declared

If the event escalates to the point where special powers of the Civil Defence Emergency Management Act 2002 are needed, or the Emergency Services resources are/or may become over extended, then consideration will be given to declaring a state of Emergency.

Declaration Forms are in the Controllers Box or in the blue Declarations folder by the Civil Defence Emergency Manager's desk.

#### **Stand down**

When there is no longer an obvious threat or a need for significant coordination, systems will revert to business as usual. A debrief may be held or the key players asked for comments about the response if preferred.



## **Roles and Responsibilities**

### **Introduction**

This plan is for use in non-declared emergencies and many of the Council's and other agencies functions will be carried out under normal operating arrangements and legislative authority.

The roles and responsibilities listed below are for those functions which extend outside those normal operating arrangements, involve other organisations or are necessary to co-ordinate response activities.

### **Controller**

The Controller, or in their absence the Emergency Manager, (who is also a Controller) will manage the councils response and the co-ordination arrangements for the partners.

### **Civil Defence Emergency Manager**

- Maintain overview of developing situations and disseminate the information to others who need to know
- Response Manager and/or Backup Controller as and when required
- Request that the event be coordinated through this Plan
- Responsible for ensuring that procedures and systems are in place to enable the activities described in this Plan to be performed in the ECC environment
- Assist and advise the Recovery Manager
- Maintain this Plan

### **Police**

Maintain normal responsibilities for law and order, scale staffing needs as required to meet any increase in services and provide liaison to the ECC as necessary.

Ensure that actions and information about the event are logged in the ECC.

Police are responsible for public safety and hence, by inference, evacuations but they have no general powers to evacuate people so will need a declaration if evacuations are required.

Police will be the lead agency for evacuation but will be supported by:

- Fire and Emergency New Zealand
- Community Link
- St John
- The New Zealand Defence Force

## **Fire and Emergency New Zealand**

Maintain normal responsibilities as required under the Fire and Emergency Services Act 2017, scale staffing needs as required to meet any increase in services and provide liaison to the ECC as necessary. Ensure that actions and information about the event are logged in the ECC.

## **Health**

Maintain normal day-to-day health responsibilities and services, scale staffing needs as required to meet any increase in services and provide liaison to the ECC when required as necessary.

Ensure that actions and information about the event are logged in the ECC.

## **Lifelines/Utilities**

Maintain normal services and scale up as required to meet increased demand to maintain services. Establish a link with the ECC.

If service is disrupted through a system failure not related to an event then the lifeline "owner" should notify the ECC.

## **St John**

Maintain normal day-to-day services as required. Scale as required:

- staffing needs
- vehicle levels
- air ambulance services (e.g. helicopter)
- liaise with Health

## **Animal Welfare**

If this is an issue the appropriate agency will be consulted for advice. This could be MPI or Council Animal Control. MPI can also deploy Federated Farmers or the SPCA.

## **Dead Stock Disposal**

This is an individual responsibility but for large numbers, the ECC may assist in disseminating advice from MPI, Councils Shared Services Section or the Medical Officer of Health.

## **Rivers & Drainage**

Council's Rivers & Drainage section will carry out their normal functions but may utilise Civil Defence volunteers to assist with monitoring water levels. The section may task volunteers but their involvement will first be approved by the Civil Defence Emergency Management Team.

## **Community Link**

Community Link will be alerted by cellphone, email or radio and if they are required to activate then they will follow the Area Coordinators/Community Link SOP.

They can be used to provide information about problems in their communities and assist with evacuations and the welfare of evacuees. They are not equipped or trained to carry out rescues, first aid or establish road blocks.

They should be made aware that Health and Safety are a priority and they will not be tasked with doing work but rather reporting situations, coordinating and facilitating help where it is required.

## **Public Information Management (PIM)**

### **Media**

The Civil Defence Media Officers will manage media releases

This service will also be available to other responding organisations including Lifelines and Tairawhiti Roads.

Releases will be authorised by the Controller or Civil Defence Emergency Manager after agreement with the key people.

There is a list of local radio stations that CDEM can contact and the station managers can break into the national broadcast to give local updates.

### **Customer Services**

During normal office hours, customer reception services will operate their normal procedures except that some calls may need to be redirected to the ECC

After hours the preferred option is to divert the council switchboard to the ECC so that staff working on them are located in one area. Customer services may provide staff for this purpose and have a roster of staff who are willing to be put on standby and called out at short notice is maintained. Customer Services will provide staff to answer calls, complete Request for Service (RfS) and input information into the Emergency Management Information (EMIS) System if appropriate.

### **Intelligence**

The Civil Defence Intelligence Team will be used to collate and disseminate information. Other agencies will need to form robust links with the ECC to ensure information is shared appropriately.

### **Tairawhiti Roads**

Tairawhiti Roads has authority to close and open both local roads and State Highways.

Police may also close roads due to matters of public safety but should immediately inform Tairawhiti Roads.

It is the responsibility of the agency closing and opening roads to inform the ECC so coordinated information can be given to the media and public.

Consideration needs to be given to the requirements of Emergency Services and lifeline operators to restore services, particularly to isolated areas. These requirements should be taken into account when establishing priorities. Where roads and bridges are open, they may be limited in width and/or vehicle load capacity. If emergency operations are being undertaken, these roads may need to be restricted as to their public use to avoid unnecessary congestion.

All notification of roading damage, including bridges, is to go to Customer Services and Tairawhiti Roads. No formal requests for action are to go direct to roading contractors.

Tairawhiti Roads will provide information on roading conditions and agree, where it is appropriate, that the CDEM office can release this information to the media as part of regular media updates and/or when urgent notification is required.

In the build up to an event, if Tairawhiti Roads public notification is not fully operational then the Police will co-ordinate release of roading information.

To ensure accurate information is released about road conditions Tairawhiti Roads and the Police will 'share' their information on a regular basis.

### **Welfare of Responders**

Welfare of all responders is an individual organisation responsibility. Welfare of the staff in the ECC is the responsibility of the Response Manager. While it may be difficult to take breaks during a response staff should be encouraged to stand up and move around. Food and water should be available for staff.

If staff are concerned about other staff then they should bring this up with the Response Manager and if required action will be taken.

### **Community Welfare**

Community welfare will be managed by the Civil Defence welfare organisation when requested and if it is deemed appropriate.

They will coordinate with the Welfare Coordinators of the affected areas.

### **School Buses and Rural Students**

Monitoring school bus routes prior to road closures will be necessary, though the use of resources to achieve this will be assessed at the time.

Bus Contractors need to be notified by 0615 on a school day if the buses are not to run. While in some cases it may be preferable to keep children 'at school' the first priority will be to return them 'home'. Most schools have family contacts in the city where they can stay however in some cases Children's Young Persons (CYPs) may need to be contacted.

[Appendix has Contact details of the bus companies and schools](#)

## **Marine Oil Spill**

If the situation in the field escalates and the Regional on Scene Commander (ROSC) requests assistance, Civil Defence Emergency Management Team can assist with the following:

- Set up and manager an Emergency Coordination Centre-ECC
- Local knowledge assistance
- Radio communications
- Telephone facilities
- Assistance with evacuations

## **Eastland Port Ltd**

If an occasion occurs that requires the evacuation of a cruise ship while it is visiting Gisborne and the passengers and crew need temporary or overnight accommodation, this Plan will be activated. The Civil Defence Emergency Management Team will, if requested, manage the 'evacuees' requirements from the time they are safely evacuated from the vessel.

If an evacuation occurs the Civil Defence Emergency Management Team can:

- Activate the ECC
- Arrange transport
- Arrange accommodation, temporary or overnight
- If required, register the evacuees
- Coordinate personal needs
- If necessary, arrange for translators
- Provide Maps

*NB It is assumed that the ship's crew involved with passenger welfare will be available to assist with the passengers.*

## **Eastland Network (Power)**

In large power outages (such as December 2016):

- Activate the ECC
- Send out media updates (if agreement is reached that CDEM will do this)
- Facilitate equipment for the community
- Arrange welfare needs if required
- Assist the lead agency as required

## **Definitions**

### **Adverse Event**

A non-declared emergency that affects people and property, including activities in the rural sector, which requires a co-ordinated response and may require recovery.

### **Civil Defence Emergency Manager**

The manager of the emergency management office which includes Civil Defence and Marine Oil Spill.

### **Coordinated Incident Management System (CIMS)**

The system used by agencies to manage incidents.

### **Command**

The internal direction of members and resources of an agency in the performance of that agency's role and tasks. Command relates to single agencies and operates vertically within the agency.

### **Control**

The overall direction of response activities in an emergency situation. Authority for control is established in legislation or by agreement and carries with it the responsibility for tasking and co-ordinating other agencies. Control relates to situations and can operate at either the single agency level or horizontally across agencies.

### **Co-ordination**

The bringing together of agencies and resources to ensure a consistent, co-ordinated and effective response to an incident.

### **Emergency Coordination Centre (ECC)**

The Council facility where the response to an event will be supported and managed. This will be from the EMO, The Hub at the EIT or the new Council building.

### **Emergency (Civil Defence Emergency Management Act 2002)**

- (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 this Act.

**Emergency Services (CDEM Act 2002)**

Means the New Zealand Police, Fire and Emergency New Zealand, hospital and health services.

**Controller**

Person who has authority to co-ordinate Council's response in conjunction with the response partners to manage adverse events.

Council has ratified five Controllers for events.

**Lifeline Utilities (CDEM Act 2002)**

Essential service within the community including; water, sewage, drainage and treatment, roading, airport, port, telecommunications, electricity and gas.

**Standard Operating Procedures (SOP)**

A document that describes in detail how a key activity will be carried out.

**Review Procedure**

The plan will be reviewed after any major event and completely every 5 years.





## Appendices

1. Pre Event Warning Procedures
  - Checklist for Adverse Events
  - Text Alert
  - Emails
  - Quick Meet
  - Heavy Swell
  - Makorori Weather Warning Alert List
2. CIMS and Declarations
  - CIMS Structure
  - Quick Guide on Declarations
  - Transition Guide after a Declaration
3. River Trigger Levels Waipaoa
  - Maps of the Te Karaka and Poverty Bay floodzones
  - Puha and Nesbitts Dip, Te Karaka
4. River Trigger Levels Hikuwai
  - Tolaga Bay Evacuation map
  - Map of flood zones
5. River Trigger Levels Te Arai
  - Map of flood zones
6. Properties Prone to Flooding along the Waimata and Taruheru Rivers
  - Gisborne City Flooding
  - Property Maps
  - Text Alerts and emails
  - Contacts – landlines
7. Maps and Places
  - Rural Area, City and Community Maps
  - School and Early Childhood Education Facilities
  - Community Emergency Centres
8. Contact List
  - General Contact List
  - Staff Contact List and ECC Roster List
  - School and Bus Contacts
9. Snowfall Maps
10. Radio Frequencies and Markers
  - Radio Frequencies
  - Map and Whiteboard Marking Colours
11. Standard Forms
  - Situation Reports
  - Status Reports
12. EMIS
  - Log in Details
  - How To Access The EMIS Training or Live Site from your Own Computer
13. Facebook Posts
  - How to put a post on Facebook