

Civil Defence Emergency Management Plan

Southern Emergency Operations Area of
South Waikato and Taupo Districts.

May 2005

Emergency Management

Taupo District Council – Administering Authority

**THE SOUTHERN COMBINED CIVIL DEFENCE EMERGENCY
MANAGEMENT ORGANISATION**

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Operative May 2005

Southern Emergency Operating Area

CIVIL DEFENCE EMERGENCY MANAGEMENT PLAN

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SOUTHERN COMBINED CIVIL DEFENCE EMERGENCY MANAGEMENT PLAN

I N D E X

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GLOSSARY

Civil Defence Emergency Management – Section 4 CDEM Act 2002.

All-hazards Approach

Developing one plan to deal with all hazards, rather than different plans for each hazard.

Sector Warden and Warden Post

A community building (school/etc) serviced by a mixture of Council staff and on the day volunteers during a declared state of emergency. These posts provide a link between the Southern Emergency Operations Centre (EOC) and Incident Control Points (ICP) as well as the local community. The Warden Post function is to, co-ordinate volunteers and to provide accurate and timely information

Southern Emergency Operating Area Civil Defence Plan

The Southern emergency management planning statement prepared in accordance with the Civil Defence and Emergency Management Act 2002

Comprehensive Emergency Management (CEM)

The term used to describe the four phases of the disaster cycle: reducing risks (Reduction), preparing plans and personnel (Readiness), responding to the event (Response), getting the community back to normal (Recovery). Also referred to as 'The Four Rs'.

Controller

The Civil Defence Emergency Management Act (Section 27) provides for the position of Local Controller who, during a state of emergency, is empowered to direct and co-ordinate the emergency response.

Administering Authority

Taupo District Council.

Declaration

The Civil Defence Emergency Management Act 2002 (Section 70) empowers local authorities to declare a state of local civil defence emergency that then empowers use of certain powers provided under Part V of the Act.

Disaster

Large-scale non-routine event, in which community infrastructures are socially disrupted and physically damaged, generally involve loss of life and property.

Emergency Management

The discipline and profession of applying science, technology, planning and management to deal with hazards and disasters. Locally this means activating, controlling and directing the community's response. Emergency Management works across all four phases of the Emergency Management life cycle (Reduction/Readiness/Response and Recovery).

Emergency Operations Centre (EOC)

The Emergency Operations Centre is located at the Taupo District Council's Office Lake Terrace Taupo; alternate EOC is available at South Waikato District Councils Offices, Torphin Crescent, Tokoroa. The EOC in use is the co-ordination point for all emergency activities within the SEOA.

On the Day Volunteer

Spontaneous volunteers who respond to an incident and offer their expertise and assistance.

Hazards

Potential extreme events that can injure or kill large numbers of people; do extensive damage to property; and disrupt community life. Hazards are created when the processes that can result in these extreme events interact with human uses. Natural or technological processes, or a combination of these can cause them.

Incident Action Plan (IAP)

The Incident Action Plan contains general control objectives reflecting the overall incident strategy and specific action plans for the next operational period.

Co-ordinated Incident Management System (CIMS)

The combination of facilities, equipment, personnel, procedures, and communications operating within a common organisational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Integrated Approach

Making sure that all emergency services and support groups are working together as a whole.

National Plans

The National Civil Defence Plans prepared by the Ministry of Civil Defence, in accordance with the Civil Defence Emergency Management Act 2002.

Resources

All personnel and major items of equipment available for assignment to incident tasks and on which status is maintained.

Incident Management Team (IMT)

The Incident Management Team is assembled to assist the local Controller in guiding the strategic direction of the response actions.

Recovery Manager/Co-ordinator

Appointed to provide overall co-ordination of disaster recovery activities within the community.

Incident Control Point (ICP)

This is part of the CIMS model and is a forward control point for response activities

Southern Emergency Operations Area (SEOA)

Combined area of Territorial Local Authorities of Taupo and South Waikato District Councils, combining for Civil Defence Emergency Management activities.

Waikato CDEMG Plan

Ministry of Civil Defence and Emergency Management (MCDEM)

Introduction.

This plan describes how the Southern Emergency Operating Area (SEOA) will respond to emergency incidents, including how it will fulfil its roles and responsibilities and how it will co-ordinate the community's response. This plan addresses the key points necessary to organise the response and refers to other plans/procedures that contain full details.

The legislative base for this plan is the

- Civil Defence Emergency Management Act 2002,

The Southern Emergency Operations Area (SEOA) consists of two Local Authorities (Taupo and South Waikato). The SEOA is a combined district in civil defence terms and is administered by the Taupo District Council. This plan is part of the transitional arrangements for the Waikato Region Civil Defence and Emergency Management Group (CDEMG). All SEOA councils are members of the Waikato CDEMG and are committed to comprehensive emergency management, enabling people and organisations to prepare for, respond to, and recover from mass emergencies and disasters. As the administering authority Taupo District Council has commenced all-hazards, all-agencies programme that promotes hazard/risk reduction, emergency readiness, response co-ordination and community recovery.

Recognising this work, the SEOA has adopted the following principles, which guides its efforts in emergency management:

1. Comprehensive emergency management;
2. The all-hazards approach;
3. Integrated emergency management systems;
4. Declarations made at the most appropriate level of government by elected representatives;
5. Routine events and emergencies are best handled at the local level wherever possible;

6. Community responsibility and self-reliance;
7. Individual responsibility and self-reliance, including the owner of any property being responsible for its reconstruction;
8. Structures underpinned with appropriate technical information and expertise; and
9. Recognition and involvement of volunteer organisations.

The practice of emergency management is built on the first three of these fundamental principles: comprehensive emergency management, an all-hazards approach and, integrated emergency management systems.

Comprehensive Emergency Management (CEM)

SEOA uses Comprehensive Emergency Management (CEM) to ensure resources are being committed to emergency management in a balanced, effective and efficient manner. CEM is based on four phases: reduction, readiness, response and recovery. Each of the phases is dependent on and linked to the others. Without an appropriate commitment to all four aspects, the concept will not be able to help the community fully.

All Hazards Approach

Hazards are the result of an interaction between human activities and the natural and technological processes that can generate extreme events. It is important that the hazard, the community's exposure to the hazard, and the likely effects of the hazard on the community are all understood. This is accomplished through the all hazards approach.

This approach ensures emergency planning is effective and efficient. There is a danger that communities will focus too much attention on any single hazard to the extent that the community becomes prepared for one type of disaster and not for others. The all-hazard approach balances this and allows planning to be more effective in all situations. A second issue is initial planning for the common effects of the various hazards and then planning for the hazard-specific problems.

Integrated Emergency Management Systems

There is a hierarchy of response and recovery plans within the SEOA that ensures that the responsibility, for both planning and responding, remains with the appropriate parties. SEOA plans are part of a larger system of emergency plans within the community that all relate to one another but serve distinct purposes. As part of this network this plan allocates specific roles and responsibilities during a declared state of emergency. This plan is strategic in scope and written from an all-hazards perspective. That is to say it defines the way a disaster response is managed in general terms without focusing on one particular type of disaster.

The next level of planning within SEOA is the Standard Operational Procedures (SOPs). These set out more specific information relating to how and by whom different aspects of the disaster response will be carried out. They form a more detailed agreement of responsibilities, explain the relationships between agencies and may set thresholds for involvement. The SOPs are the living documents of Emergency Management and are subject to regular updates.

There are various other manuals and documents that are part of the SEOA's collective response to the Emergency Management life cycle.

These comprise of:

- Contingency, Response and Reaction plans for specific events.
- Business Continuity Plans.
- Training and Awareness Manuals.
- External Agencies Plans.
- Resource and Contact Manual
- Public Awareness Programmes

Further developments/initiatives are underway which address generic protocols and plans from all SEOA members and other agencies. An Emergency Management Operations Committee has been established to identify and co-ordinate these plans for the area. Core membership includes all key stakeholders for the Emergency Management community (111 Agencies, Health, Utilities, SEOA members, Environment Waikato and the Ministry of Civil Defence and Emergency Management).

Further to this, a policy and planning committee has been established to overview strategies, plans, protocols and co-ordinate the budget/funding requirements for the SEOA. Core membership is made up from the combined district TLAs with the ability to co-opt others as required. The Policy and Planning committee meets on a six monthly basis with meetings being scheduled two weeks prior to the CDEMG meetings so that feedback can be shared with the regional grouping.

The response and recovery planning is aligned with the Co-ordinated Incident Management Systems. This means that roles and responsibilities of organisations and individuals in a disaster closely reflect those undertaken in normal times. It prevents the development of an independent 'disaster-only' system that may be in conflict with the normal systems and assists in a uniform response from all agencies.

Territorial Authorities who make up the Southern Area are: -

Taupo District Council
South Waikato District Council

Combined Area Civil Defence Organisation

The above two territorial authorities have agreed to unite for the purposes of maintaining a Southern Emergency Operating Area (combined Civil Defence district).

The SEOA is to be capable of operating during a state of national regional or local civil defence emergency.

Section 85 of the CDEM Act contains provisions important to local territorial response and recovery. This section replaces the provisions of Section 58 in the 1983 legislation. *It must now be noted that the CDEM Group Only have these powers, no doubt with appropriate delegation during a declared event. Note also that the NZ Police no longer have access to these powers prior to a declaration.*

For the above reasons Section 85 is reproduced in full below.

Section 85 Emergency powers of Civil Defence Emergency Management Groups

(1) While a state of emergency is in force in its area, a Civil Defence Emergency Management Group may –

(a) carry out or require to be carried out all or any of the following:

(i) works:

(ii) clearing roads and other public places:

(iii) removing or disposing of, or securing or otherwise making safe, dangerous structures and materials wherever they may be:

(b) provide for the rescue of endangered persons and their removal to areas of safety

(c) set up first aid posts, and provide for first aid to be given to casualties and for their movement to hospital, other place of treatment, or areas of safety:

(d) provide for the relief of distress, including emergency food, clothing, and shelter”

(e) provide for the conservation and supply of food, fuel, and other essential supplies:

(f) prohibit or regulate land, air, and water traffic within the area or district to the extent necessary to conduct civil defence emergency management:

(g) undertake emergency measures for the disposal of dead persons or animals if it is satisfied that the measures are urgently necessary in the interests of public health:

(h) disseminate information and advice to the public:

(i) enter into arrangements, including employment arrangements, with any person for the purpose of carrying out civil defence emergency management as may be agreed:

(j) provide equipment, accommodation, and facilities for the exercise of any of the powers conferred by this subsection.

A Civil Defence Emergency Management Group must not act inconsistently with any directions given by the Minister or the Director.

Compare: 1983 No 46 s 58(5)

Administration

All communications on civil defence matters should be addressed to: -

The Chief Executive

Taupo District Council
Private Bag 2005, Taupo

The Taupo District Council is the Administering Authority for the Southern Emergency Operating Area. Their offices are situated at: -

72 Lake Terrace, Taupo
Phone: - 07 3760899
Fax: - 07 3780118

Key Processes.

To manage the emergency readiness, response and recovery functions for the Southern Emergency Operations Area.

To manage, Emergency Management/Civil Defence on behalf of the Southern Emergency Operating Area.

Emergency Management Officers – routine daily co-ordination and development of the areas Readiness/Response and Recovery function for the area.

Administration support – provided by the councils existing administration team.

All Emergency Management staff will have senior response roles during an event.

PURPOSE OF CIVIL DEFENCE PLAN

This plan sets out a general framework covering the anticipated arrangements for dealing with declared emergencies and the general responsibilities of the participating organisations. Its purpose is to:

- provide a common understanding of the process through which resources will be co-ordinated in a disaster;
- provide a framework within which relevant organisations will assist, support and advise the Local Controller in co-ordinating the local response;
- identify by position the Local Controller and Alternate Local Controllers, and those who are authorised to

declare a state of Civil Defence Emergency, and to delineate the legal obligations, powers and responsibilities of the Local Controller and Alternate Local Controllers;

- define the scope of responsibilities for key emergency management personnel and agencies within the SEOA;
- empower the establishment and operation of an emergency management organisational structure; and
- outline the powers, responsibilities and procedures initiated by the SEOA to effectively respond to a major threat or large-scale hazard impact, which might lead to the declaration of a State of Local Civil Defence Emergency in the area.

Prior agreement and understanding of the roles and responsibilities of all these organisations is critical if effective disaster response is to be achieved. In this context, however, this planning statement does not deviate from the responsibilities of other agencies already outlined in the National Civil Defence Plans.

COMBINED DISTRICT JOINT COMMITTEE

A Combined District Joint Committee shall be established by the South Waikato and Taupo Districts with membership representing: -

- (a) South Waikato District Council
 - Mayor
 - Deputy Mayor
 - CEO (or Nominee)
 - Civil Defence Emergency Management Co-Ordinator.
- (b) Taupo District Council
 - Mayor
 - Chairperson Emergency Management Sub-committee
 - Management Services Manager
 - Emergency Management Officer
- (c) NZ Police - one representative
- (d) NZ Fire Service – one representative

(e) Health (including Ambulance) – two representatives

The joint committee as and when required but at least once annually, including consideration of any regional business, which affects the combined district.

The name of the joint committee shall be “ CDEM Southern EOA Committee ” and political representatives shall be entitled to meeting allowances if payable.

AREA COVERED BY PLAN

This plan is for the whole of Southern Emergency Operating Area (SEOA) and includes districts of South Waikato and Taupo. A declaration of a State of Local Civil Defence Emergency can be made for the whole area (or in part).

Disaster Threats to the Southern EOA:

Disasters can be classified in various ways. It is generally accepted that the disaster threat in New Zealand can be considered under four headings, viz-

Geological Threat: Events (earthquakes, volcanic eruptions, landslides tsunamis, shoreline erosion) associated with New Zealand's location on an active margin of the Pacific and Indian-Australian crustal plates, or with land instability.

Meteorological Threat: Storms, tornadoes, river and coastal floods and heat waves representing extremes of New Zealand's weather conditions.

Technological Threat: Events associated with human activities, which lead to disaster (e.g. accidents involving hazardous materials, failure of structures, major transportation accidents etc.)

External Threat: Events of extra-terrestrial or global origin, or overseas events, which have an impact on New Zealand

The Southern EOA is subject to all four categories.

Significant hazard risks in the Waikato region.

Hazard Risk	Emergency Operating Area	Priority*
Tsunami (Local)	Thames Valley	VERY HIGH
Earthquake (Kerepehi Fault, Richter Scale 6.8)	Thames Valley	HIGH
Earthquake (Ngangiho Fault, Richter Scale 6.3)	Southern	
River/Stream Flooding (Lower Waikato/Waipā)	Waikato Valley	
River/Stream Flooding (Waihou/Piako)	Thames Valley	
Tsunami (Distal)	Thames Valley	
Services/Infrastructure	Southern	
Electricity Failure	Thames Valley	
Human Pandemic	All	
River/Stream Flooding (Waihou/Piako)	Thames Valley	
Electricity Failure	Southern	
Ashfall Ruapehu	Southern	
Mayor Island Activity	Thames Valley	
Animal Epidemic	Waikato Valley	
Landslip/Hipāua	Southern	
Earthquake (Kerepehi Fault, Richter Scale 5.5)	Thames Valley	
Earthquake (Wairoa North fault, Richter Scale 7.1)	Waikato Valley	
Animal Epidemic	Thames Valley	
Geothermal Ground	Southern	
River/Stream Flooding (Coromandel Peninsula)	Thames Valley	
River/Stream Flooding (Middle Waikato)	Southern	
Animal Epidemic	Southern	
Severe Storm	Waikato Valley	
Storm Surge	Thames Valley	
Severe Storm	Southern	
River/Lake Control Structure Failure	Waikato Valley	

PART 1 - RESPONSE

To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan

1.1 OBJECTIVE

The purpose of this part of the Southern Emergency Operating Area Civil Defence Emergency Management Plan is to detail the responsibilities of local government and other authorities that have accepted roles in the event of a declared emergency.

1.2 SCOPE

- (a) The functions and priorities set out in this part of the Southern Emergency Operating Area Civil Defence Emergency Management Plan mainly apply to situations arising from localised disasters which can be handled by territorial authorities, with limited supporting action from some government agencies.
- (b) The measures in this plan, described for a state of local emergency, apply also during a state of national emergency as defined in section 66 of the Civil Defence Emergency Management Act 2002.

1.3 PRIORITIES

The following priorities for the allocation of resources are listed in order, although some overlap may occur:

- (1) *Preservation of life*
Alleviation of life-threatening dangers to people, movement of people from immediately threatened areas, and subsistence to those who have to remain.
- (2) *Preservation of government*
Preservation, maintenance and possible relocation of the machinery of government.
- (3) *Maintenance of law and order*
Deployment of Police and others that contribute to law and order.
- (4) *Care of sick, injured and provision of welfare services*
Maintenance of first aid and medical facilities, and the provision of priority welfare supplies and services.
- (5) *Protection of property*
Deployment of fire services to protect first those assets needed for recovery and restoration, and then other structures and assets.

- (6) *Inspection of damage*
Deployment of structural inspection teams to evaluate building damage and classify buildings as safe for usage or otherwise.
- (7) *Maintenance and restoration of essential services*
- (a) Discharge of their normal duties by central and local government agencies.
 - (b) Restoration of water supply and sewerage services.
 - (c) Restoration of telecommunication facilities.
 - (d) Supply of electric power and gas.
 - (e) Supply of food and other essential items.
 - (f) Restoration and operation of transport services.
 - (g) Restoration of public information and news services.
 - (h) Deployment of resources in a manner that minimises environmental damage and protects objects and structures of historical and cultural value.
- (8) *Other services*
Restoration of business and other organisations supplying desirable but non-essential services.
- (9) *Other functions*
Assistance to members of the public and businesses that do not qualify for a higher priority.

1.4. OVERVIEW OF RESPONSE TO MAJOR INCIDENTS AND EMERGENCIES

A high level overview of those **Incidents** and **Emergencies** are responded to be shown in the following table.

Important features of the table are'

- The relationship of the emergency services (as Incident Controllers), interfacing with Local, Group and National Controllers.
- The levels of activity within Local and Group Emergency Operating Centres for the different levels of incident and emergency, and;
- The provision of an overview of how an escalating incident would be handled, and the various steps and considerations involved in preparing to declare a state of Local Emergency.

Note also reference to the table of Potential Regional Hazards in the Introduction section.

Event types and status

Event type	Event status/ procedures	EOC role	Controller's Roles
<p>Level 1</p> <p>Local Incident for which a declaration is not required or appropriate</p> <ul style="list-style-type: none"> • Can be dealt with by Emergency Services and/or Local Authority resources alone. • Specialists may be required for specific circumstances 	<p>No Declaration</p> <ul style="list-style-type: none"> • The incident is dealt with using CIMS structures and principles. • Nature of the incident will dictate the Lead Agency. 	<p>EOC support</p> <p>EOCs may be alerted or be partially operative in support of the Lead Agency.</p>	<p>Local Controller notified if EOC involved</p>
<p>Level 2</p> <p>Local Incident for which a declaration is not required or appropriate</p> <ul style="list-style-type: none"> • Can be dealt with by Emergency Services and/or Local Authority resources alone. • Specialists may be required for specific circumstances 	<p>No Declaration</p> <ul style="list-style-type: none"> • The incident is dealt with using CIMS structures and principles. • Local Authority assumes co-ordinating role for functions agreed on the day. 	<p>EOC in Key Support Agency role</p> <p>Local Authority EOC partially or fully activated and co-ordinating agreed functions.</p>	<p>Local Controller co-ordinating the agreed functions.</p> <p>Group Controller notified</p>
<p>Level 3</p> <p>Imminent or State of Local Emergency involving a single EOA</p> <ul style="list-style-type: none"> • Escalates from Level 1 or 2 incident; or a warning of a major event is received and the event may not be able to be managed without the adoption of emergency powers <p>Or</p> <ul style="list-style-type: none"> • Immediately recognisable as an event that cannot be managed without the adoption of emergency powers. 	<p>Declaration of state of local emergency is being considered, or has been deemed necessary involving a single EOA – <i>Declaration can be for an entire district or one or more wards.</i></p>	<p>GEOC fully activated and is co-ordinating response and management of the emergency. GEOC and adjacent EOCs alerted or partially activated to monitor the situation and ready to respond if the situation deteriorates.</p>	<p>Local Controller exercising delegated powers.</p> <p>Group Controller supporting the Local Controller, and giving consideration to further escalation.</p> <p>Adjacent CDEM Groups and National Controller notified</p>

Cont'd: Event Types and Status

Event Type	Event Status/ Procedures	EOC Role	Controller's Role
<p>Level 4</p> <p>Imminent or State of Local Emergency that is regionally significant</p> <ul style="list-style-type: none"> • Due to the magnitude or geographic spread of the incident, the GEOC has been activated to manage the emergency and co-ordinate regional resources <li style="text-align: center;">Or • A warning of a significant event that will have a regional impact has been received <li style="text-align: center;">Or • Co-ordinated assistance is required to support an adjoining CDEM Group 	<p>Declaration of state of local emergency in the Waikato region is being considered, or has been deemed necessary, that involves the entire region or one or more districts.</p> <p style="text-align: center;">Or</p> <p>An adjacent CDEM Group requires assistance or a major population centre is devastated.</p>	<p>GEOC and all EOCs fully activated</p> <p>National Crisis Management Centre and adjacent EOCs may be alerted or partially activated to monitor the situation and be ready to respond if the situation deteriorates.</p>	<p>Group Controller exercising statutory powers.</p> <p>Local Controller responding to priorities set by the Group Controller</p> <p>National Controller giving consideration to further escalation.</p>
<p>Level 5</p> <p>Imminent or State of National Emergency.</p>	<p>Declaration of state of national emergency is being considered, or has been deemed necessary.</p>	<p>National Crisis Management Centre, GEOCs and all EOCs fully activated</p>	<p>National Controller exercising statutory powers.</p> <p>Group Controller responding to priorities set by the National Controller</p> <p>Local Controller responding to priorities set by the Group Controller.</p>

1.5 WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP CONTROLLER

- (a) The Waikato Civil Defence Emergency Management Group has appointed the Group Controller and Alternate Controllers to co-ordinate regional resources and measures when a local emergency is declared.
- (b) If the declaration sequence is from national downwards (as in a tsunami) the declaration automatically places the group in a state of local emergency.

(The normal progression would be from the Southern Emergency Operations Group).

- (c) If a state of local emergency is declared, the Group Controller shall co-ordinate the overall response throughout the Waikato Region.
- (d) If a local declaration is then terminated and one or more districts have re declared at their level the Group Controller and Group Emergency Operating Centre would remain activated to the level required to support the district or districts.
- (e) The Group Controller maintains oversight where declarations occur at a District level and *may* direct.

1.6 LOCAL CONTROLLER

The Waikato Civil Defence Emergency Management Group have approved and appointed a Local Controller for the Southern Emergency Operating Area. This person is named in SOP 1, Annexe D1.

1.7 ALTERNATIVE CONTROLLERS

The Waikato Civil Defence Emergency Management Group have also approved and appointed a number of Alternate Local Controllers. The Alternative Controllers, in the order as listed in SOP 1, Annexe D1, are to assume all the powers and duties of Local Controller should that person for whatever reason be unable to carry out the duties or exercise the powers granted to the Local Controller by this plan or statute.

1.8 LOCAL CONTROLLER'S ROLE, JOB DESCRIPTION AND PERSON SPECIFICATION

Current and nominated Local Controllers will be consistent, as far as reasonably practicable, with the requirements of the Waikato CDEM Group Plan, Part Three.

The Controller's Role, Job Description and Person Specification, as detailed in the group plan, are annexed to this section. The Southern EOA needs are currently being met within existing arrangements and the *Position* requirements in the Group Plan will require additional training and resourcing.

It is also noted that available 'Personal Development' opportunities are limited at this stage. The Southern EOA will keep pace with developments in this field and be fully compliant with the Group Plan by May 2006.

1.9 GROUP/LOCAL CONTROLLER INTERACTION

The interaction between a Group and Local Controller is one of the most critical interfaces in the CDEM environment. Knowing the boundaries of responsibility before, during and after an emergency is essential to an effective response.

The following table from the Waikato Group Plan illustrates this interface and is linked to the 'Levels of Emergency' at 1.4.

Activation level	Local controller role	Group controller role	Declaration likely
1	<ul style="list-style-type: none"> • Maintains a watching brief • Reports to the Local EOC only if activated 	<ul style="list-style-type: none"> • No formal involvement required 	x
2	<ul style="list-style-type: none"> • Ensures Local EOC is partially or fully activated and adequately resourced (depending on the scale of the emergency) • Coordinates agreed functions as set by this Plan and the SOPs • Notifies Group Controller of situation 	<ul style="list-style-type: none"> • Maintains a watching brief • Upon notification, offers assistance & support to Local Controller • Notifies senior GEOC staff and places them on standby, particularly if situation has the potential to escalate • Reports to the GEOC only if activated 	x
3	<ul style="list-style-type: none"> • Ensures local EOC is fully activated and resourced • Considers declaring a local emergency in consultation with the Group Controller & emergency services • Upon declaration, exercise statutory powers under the CDEM Act • Provide regular updates to the Group Controller while seeking CDEM Group support if required • Invites a GEOC liaison officer to be based at the Local EOC (if not already present) 	<ul style="list-style-type: none"> • Ensures GEOC is partially or fully activated (depending on the scale of the emergency) • Offers assistance to ALL Local Controllers (as and when required) • Advises senior GEOC staff and place them on partial activation in support of the Local EOC • Gives serious consideration to further escalation (i.e. a Group Declaration) 	✓ (local level)

		<p>in consultation with the Local Controllers & emergency services</p> <ul style="list-style-type: none"> • Advises adjacent CDEM Groups and National Controller • Deploy a GEOC liaison officer to the Local EOC 	
4	<ul style="list-style-type: none"> • Recommends (in discussion with the Group Controller and emergency services) declaring a Group Emergency • Supports and/or assist the Group Controller as required • Continues to coordinate response efforts at the local level • Ensures that the local EOC remains fully activated in support of the GEOC 	<ul style="list-style-type: none"> • Places the GEOC on full activation • Recommend (in discussion with the Local Controllers and emergency services) declaring a Group emergency • Upon declaration, exercise statutory powers under the CDEM Act • Provides regular updates to ALL Local Controllers & emergency services • Updates the National Controller on a regular basis, giving consideration to a National Declaration • Deploys a GEOC liaison officer to the Local EOC • Invites a MCDEM liaison officer to be based at the GEOC (if not already present) 	✓ (group level)
5	<ul style="list-style-type: none"> • As above, but respond to priorities set by the Group Controller 	<ul style="list-style-type: none"> • Responds to priorities set by the National Controller • Continues to coordinate response efforts at the Group level • Continues to provide regular updates to ALL Local Controllers • Considers with the National Controller the possibility of declaring a national emergency • Ensures that the Group EOC remains fully activated in support of the NEOC 	✓ (national level)

1.10 EXERCISE OF LOCAL CONTROLLER'S FUNCTIONS

- (a) Carry out any of the functions and duties of, or delegated to, the Group's Group Controller and to exercise the powers of Controllers

in the area for which the Group Controller is appointed, including, but not limited to, the powers in sections 86 to 94. (**Section 27(1) Civil Defence Emergency Management Act 2002**)

- (b) The Local Controller is delegated full powers of Section 86 to 94 of the Civil Defence Emergency Management Act 2002. Other delegations may apply.
- (c) For purposes of convenience the applicable statutes are reproduced in this section of the plan. **Note that Section 85, previously Territorial Powers under the Civil Defence Act, are now only exercisable by the Civil Defence Emergency Management Group unless delegated at the time of declaration.**

1.11 EMERGENCY POWERS OF CIVIL DEFENCE EMERGENCY MANAGEMENT GROUPS (Section 85 Civil Defence Emergency Management Act 2002)

- (1) While a state of emergency is in force in its area, a Civil Defence Emergency Management Group may -
 - (a) carry out or require to be carried out all or any of the following:
 - 1. works:
 - 2. clearing roads and other public places:
 - 3. removing or disposing of, or securing or otherwise making safe, dangerous structures and materials wherever they may be:
 - (b) provide for the rescue of endangered persons and their removal to areas of safety:
 - (c) set up first aid posts, and provide for first aid to be given to casualties and for their movement to hospital, other place of treatment, or areas of safety:
 - (d) provide for the relief of distress, including emergency food, clothing, and shelter:
 - (e) provide for the conservation and supply of food, fuel, and other essential supplies:
 - (f) prohibit or regulate land, air, and water traffic within the area or district to the extent necessary to conduct civil defence emergency management:
 - (g) undertake emergency measures for the disposal of dead persons or animals if it is satisfied that the measures are urgently necessary in the interests of public health:
 - (h) disseminate information and advice to the public:
 - (i) enter into arrangements, including employment arrangements, with any person for the purpose of carrying out civil defence emergency management as may be agreed:

- (j) provide equipment, accommodation, and facilities for the exercise of any of the powers conferred by this subsection.
- (2) A Civil Defence Emergency Management Group must not act inconsistently with any directions given by the Minister or the Director. Compare: 1983 No.46 s 58(5)

1.12 EVACUATION OF PREMISES AND PLACES (Section 86 Civil Defence Emergency Management Act 2002)

If a state of emergency is in force and, in the opinion of a Controller or any member of the police, the action authorised by this section is necessary for the preservation of human life, that person or a person authorised by him or her may require, within the area or district in which the emergency is in force, -

- (a) the evacuation of any premises or place, including any public place; or
- (b) the exclusion of persons or vehicles from any premises or place, including any public place. Compare: 1983 No 46 s 60(1)

1.13 ENTRY ON PREMISES (Section 87 Civil Defence Emergency Management Act 2002)

If a state of emergency is in force in any area, a Controller or a member of the police, or any person acting under the authority of a Controller or member of the police, may enter on, and if necessary break into, any premises or place within the area or district in respect of which the state of emergency is in force if he or she believes on reasonable grounds that the action is necessary for-

- (a) saving life, preventing injury, or rescuing and removing injured or endangered persons; or
- (b) permitting or facilitating the carrying out of any urgent measure for the relief of suffering or distress. Compare: 1983 No 46 s 61

1.14 CLOSING ROADS AND PUBLIC PLACES (Section 88 Civil Defence Emergency Management Act 2002)

If a state of emergency is in force, a Controller or a member of the police, or any person acting under the authority of a Controller or member of the police, or any person so authorised in a relevant civil defence emergency management plan, may, in order to prevent or limit the extent of the emergency, totally or partially prohibit or restrict public access, with or without vehicles, to any road or public place within the area or district in respect of which the state of emergency is in force.

Compare: 1983 No 46 s 62(1)

1.15 REMOVAL OF AIRCRAFT, VESSELS, VEHICLES, ETC (Section 89 Civil Defence Emergency Management Act 2002)

If a state of emergency is in force, a Controller or a member of the police, or any other person acting under the authority of a Controller or member of the police, may, in order to prevent or limit the extent of the emergency, -

- (a) remove from any place within the area or district in respect of which the state of emergency is in force, any aircraft, hovercraft, ship or ferry or other vessel, train, or vehicle impeding civil defence emergency management; and
- (b) if reasonably necessary for that purpose, use force or break into the aircraft, hovercraft, ship or ferry or other vessel, train, or vehicle.
Compare: 1983 No 46 s 63

1.16 REQUISITIONING POWERS (Section 90 Civil Defence Emergency Management Act 2002)

- (1) This section applies if a state of emergency is in force and, in the opinion of a Controller or a member of the police, the action authorised by this section is necessary for the preservation of human life.
- (2) The Controller or member of the police, or a person authorised by him or her, may direct the owner or person for the time being in control of any land, building, vehicle, animal, boat, apparatus, implement, earth-moving equipment, construction materials or equipment, furniture, bedding, food, medicines, medical supplies, or any other equipment, materials, or supplies, to immediately place that property (**requisitioned property**) –
 - (a) under his or her control and direction; or
 - (b) under the control and direction of a Controller or a member of the police, or person authorised by that Controller or member of the police, if that person has requested the person making the requisition to do so on his or her behalf.
- (3) A person exercising any power conferred on him or her by this section must give to the owner or person in charge of the requisitioned property a written statement specifying the property that is requisitioned and the person under whose control the property is to be placed.
- (4) If the owner or person for the time being in control of any property that may be requisitioned under this section cannot be immediately found, a Controller or a member of the police, or a person authorised by a Controller or member of the police, may assume immediately the control and direction of the requisitioned property.
- (5) If a person assumes the control and direction of requisitioned property under subsection (4), that person must ensure that, as

soon as is reasonably practicable in the circumstances, a written statement specifying the property that has been requisitioned and the person under whose control it has been placed is given to the owner or person formerly in charge of the requisitioned property.

- (6) The owner or person in control of any property immediately before it is requisitioned under this section must provide the person exercising the power under this section with any assistance that the person may reasonably require for the effective and safe use of that property. Compare: 1983 No 46 s 64(1)-(4)

1.17 POWER TO GIVE DIRECTIONS (Section 91 Civil Defence Emergency Management Act 2002)

While a state of emergency is in force, a Controller or a member of the police, or any person acting under the authority of a Controller or member of the police, may –

- (a) direct any person to stop any activity that may cause or substantially contribute to an emergency;
- (b) request any person, either verbally or in writing, to take any action to prevent or limit the extent of the emergency. Compare: 1996 No 30 s 137(1)(d), (e)

1.18 POWER TO CARRY OUT INSPECTIONS, ETC (Section 92 Civil Defence Emergency Management Act 2002)

While a state of emergency is in force, a Controller or a member of the police, or any person acting under the authority of a Controller or member of the police, may examine, mark, seize, sample, secure, disinfect, or destroy any property, animal or any other thing in order to prevent or limit the extent of the emergency.

1.19 PERSON EXERCISING EMERGENCY POWERS TO PROVIDE PROOF OF IDENTITY (Section 93 Civil Defence Emergency Management Act 2002)

A person exercising a power conferred on him or her by this Part must –

- (a) have with him or her, and produce if requested to do so, evidence of his or her identity; and
- (b) if requested to do so, produce evidence of or give a general explanation of the authority under which he or she is acting and the power or powers he or she is exercising. Compare: 1983 No 46 s 59

1.20 CONTRACTS IN URGENT CASES (Section 94 Civil Defence Emergency Management Act 2002)

- (1) Despite anything in the Public Bodies Contracts Act 1959, the following persons may, during a state of emergency, enter into any contract on behalf of a Civil Defence Emergency Management Group for any of the purposes of this Act:
- (a) the chairperson of the Group:
 - (b) the deputy chairperson of the Group:
 - (c) any employee of the Group who is authorised for the purpose in the Group's civil defence emergency management plan:
 - (d) the Group Controller.
- (2) A person who exercises the power conferred on him or her by this section must report the full circumstances of its exercise to the Civil Defence Emergency Management Group at its next ordinary meeting or, if that is not practicable, at its next succeeding ordinary meeting. Compare: 1983 No 46 s 68

1.21 DECLARATION OF A STATE OF LOCAL EMERGENCY

A declaration of a state of local emergency in respect of the Southern Emergency Operations Area, or one or more wards of the Southern District will be made by:

- (a) The Mayor of the Taupo District Council. Or if he/she is incapacitated or out of effective communication by;
- (b) The Deputy Mayor of the Taupo District Council or the Mayor of the South Waikato District Council.
- (c) Where the Mayor of the Taupo District Council and the Deputy Mayor of the Taupo District Council / South Waikato District Council are incapacitated, or out of effective communication, authorised personnel in the order nominated by the Southern Emergency Operations Area Civil Defence Emergency Management Organisation and listed in SOP 1, Annexe A1 of this plan are empowered to declare a state of local emergency in respect of the Southern Emergency Operations Area or 1 or more wards of the Southern District.
- (d) The Chairperson of the Waikato Civil Defence Emergency Management Group, and other appointed personnel, may declare a Local Emergency for the whole area of the Civil Defence Emergency Management Group or 1 or more districts or wards within the area.

Section 68 Civil Defence Emergency Management Act 2002

- (1) *A person appointed for the purpose under section 25 may declare that a state of local emergency exists in the area for which the person is appointed if at any time it appears to the person that an emergency has occurred or may occur within the area.*
 - (2) *A person who is authorised to declare a state of local emergency may declare that the state of local emergency exists in respect of the whole area of the Civil Defence Emergency Management Group concerned or 1 or more districts or wards within the area.*
 - (3) *A state of local emergency may be declared in respect of an area that is not affected by an emergency if, in the opinion of any person authorised to declare a state of local emergency in respect of that area, the resources of that area are needed to assist any other area where a state of local emergency is in force.*
 - (4) *The fact that a person purporting to be authorised by section 25 declares a state of local emergency is, in the absence of proof to the contrary, conclusive evidence that the person is a person authorised under that section to do so.*
 - (5) *Nothing in this section authorises a person to declare a state of local emergency for any part of New Zealand while a state of national emergency is in force in respect of that part.*
Compare: 1983 No 46 ss 51. 52
- (e) Section 25 of the Civil Defence Emergency Management Act 2002 gives each Mayor of a territorial authority an overriding authority to declare for their District or ward/s thereof.

Section 25 Civil Defence Emergency Management Act 2002

- (1) *A Civil Defence Emergency Management Group must appoint at least 1 person as a person authorised to declare a state of local emergency for its area.*
- (2) *The person or persons appointed under subsection (1) must be chosen from the representatives of the members of the Group.*
- (3) *If a Group appoints more than 1 person under this section, it must state in the instrument of appointment –*
 - (a) *whether the appointee has equal status to make a declaration or whether the appointee is authorised only to act in the absence of the other named persons:*
 - (b) *any other conditions or limitations.*
- (4) *If no appointed person is or is likely to be able to exercise his or her functions, duties, and powers under this Act, a*

representative of any member of the Group may exercise the power to declare a state of local emergency.

- (5) *Despite subsections (1) to (4), the Mayor of a territorial authority, or an elected member of the territorial authority designated to act on behalf of the Mayor if the Mayor is absent, may declare a state of local emergency that covers the district of that territorial authority.*

1.22 CONTACT LIST

The names of the persons empowered to declare a state of civil defence emergency are listed in SOP 1, Annexe D1

1.23 DECLARING A STATE OF LOCAL EMERGENCY

Persons authorised to do so within the Southern EOA should give consideration to declaring a state of local emergency under the following circumstances: -

- (a) When the powers granted to organisations or individuals by the Civil Defence Emergency Management Act 2002 are necessary or desirable for the preservation of life, property, or the relief of distress or suffering.
- (b) When a situation described in (a) above is threatening the population of the Taupo Emergency Operation Area or any part of the district and it is considered desirable to co-ordinate civil defence operations.
- (c) When a significant and co-ordinated response under the Act is required.
- (d) In practice declarations will continue to be requested by the Emergency Services.
- (e) A thorough understanding of '**Emergency**' as defined in Section 4 of the Civil Defence Emergency Management Act 2004 is essential.

Section 4 Civil Defence Emergency Management Act 2002

"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 this Act.*

Aid-Memoir

While the above sets out the legal requirements for a declaration the following aid-memoir may assist in evaluating the situation and it's likely impact and consequences. Considerations may include, but are not restricted to;

- Are qualified personnel monitoring the situation?
- Is there a clear danger to persons within the emergency operating area?
- Is there a need to evacuate significant numbers of people?
- Are Lifeline Utilities still functioning?
- If not what is the expected duration?
- Do we have accurate and relevant information?
- Have warnings been adequate?
- Is the effects on individual communities been assessed?
- Has there been adequate consultation regarding a likely declaration?
- i.e. have the Emergency Services, Group/Local controllers and Governance representatives been consulted?

1.24 DECLARATION OF A STATE OF LOCAL EMERGENCY FOR ONE OR MORE AREAS OF THE SOUTHERN DISTRICT

- (a) It will be necessary for the Incident Controller (CIMS Terminology) in the area involved to notify the Mayor of the Taupo District Council, or the Emergency Managers of the Taupo / South Waikato District Councils, by whatever means possible and as early as possible, of an impending or existing situation which requires or may require a declaration to be made.
- (b) A close liaison with the Southern Emergency Operating Centre and frequent situation reports will be necessary to enable the co-ordination of assistance to the affected area or areas.

1.25 LOCATION OF SOUTHERN EMERGENCY OPERATING CENTRES

- (a) The Southern Emergency Operating Centre will normally be established at either:

**Taupo District Council Offices, 72 Lake Terrace Taupo.
Phone: 07-376 0899.**

**South Waikato District Council Offices, Torphin Crescent
Tokoroa. Phone: 07-885 0340.**

- (b) The Local Controller has the authority to establish his/her emergency operating centre at the most appropriate location subject to discussion with parties likely to be affected. Because of enhanced communication and accommodation resourcing Taupo District Council is the preferred option.

1.26 FUNCTIONS OF THE SOUTHERN COMBINED EMERGENCY OPERATING CENTRE

- (a) To provide a base for the Local Controller so that he/she can exercise his/her co-ordination and control functions.
- (b) To provide a liaison point for all Emergency Services, Voluntary Organisations, Territorial Authority personnel and Government Departments involved in disaster relief in the Southern combined district during a state of emergency.
- (c) To gather, co-ordinate, record and evaluate information from all parts of the Southern Emergency Operating Area, regarding the emergency.
- (d) To control and co-ordinate the deployment of personnel and material resources, to the best advantage to cope with the emergency, throughout the Southern Emergency Operating Area.
- (e) To keep the Area Response Co-Ordination Centres and the Waikato Group Emergency Operating Centre informed as to the emergency situation.
- (f) To keep the public in the Southern Emergency Operating Area informed by way of instruction and news broadcasts.
- (g) To request assistance from the Waikato Civil Defence Emergency Management Group as required.

1.27 FUNCTIONS OF DISTRICT EMERGENCY RESPONSE CO-ORDINATION CENTRES (RCC)

- (a) To provide a base for the District Incident Controllers so that they can co-ordinate civil defence emergency management operations in the area.
- (b) To provide a liaison point for all Emergency Services, Voluntary Organisations, Territorial Authority personnel and Government Departments involved in civil defence emergency management operations in the area.
- (c) To gather, co-ordinate, record and evaluate information from within the area.

- (d) To co-ordinate the deployment of personnel and resources throughout the area to the best advantage.
- (e) To keep the Local Controller fully informed as to the emergency situation and the requirements for the area.
- (f) In practice District Emergency Response Coordination Centres may operate from the Fire Station most closely associated with the area of impact.

1.28 SOUTHERN OPERATIONS AREA CIVIL DEFENCE EMERGENCY MANAGEMENT ORGANISATION CHAIN OF CONTROL AND COORDINATION

Ministry of Civil Defence	Ph. (04) 473 0021 (24 Hour Answering Service)
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Waikato Group Controller Waikato CDEM Group Hamilton	Ph. (07) 856 7184 Ph. 0800 800 401 - 24 Hours
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Southern Emergency Operating Area Local Controller Southern Civil Defence Emergency Management Group	(See SOP 1, Annexe D1)
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DISTRICT EMERGENCY OPERATIONS CENTRES

Taupo	South Waikato Tokoroa
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AREA RESPONSE CO-ORDINATION CENTRES

Turangi	Mangakino	Putaruru
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1.29 WARDENS

A Warden system exists throughout the Southern Emergency Operating Area. Warden Posts have been established at strategic locations with most rural schools being designated for this purpose.

1.30 RESOURCES

- (a) Civil defence emergency management resources within the Southern Emergency Operating Area are available to the Response Co-ordinator for the area in which the resources are located but may be requested by the combined district Local Controller to assist in other areas if required.
- (b) Local resources should be utilised first and then additional assistance from within the combined district should be requested from the Local Controller. Requests for resources from outside the Southern EOA will be actioned by the Group Controller through the Waikato Group Emergency Operating Centre. (Formerly a Regional Council role.)
- (c) Liaison Officers from Government Departments and agencies based at the Combined District Emergency Operating Centre will be available to advise Area Response Co-ordinators as to the availability of their resources.

1.31 CIVIL DEFENCE EMERGENCY MANAGEMENT EXPENDITURE – PROCEDURE FOR CLAIMS

SOPs, Finance, refers to emergency expenditure. Those involved with tracking expenditure during an event should be fully conversant with this operating procedure. Note that each council has separate coding which will need to be verified on the day.

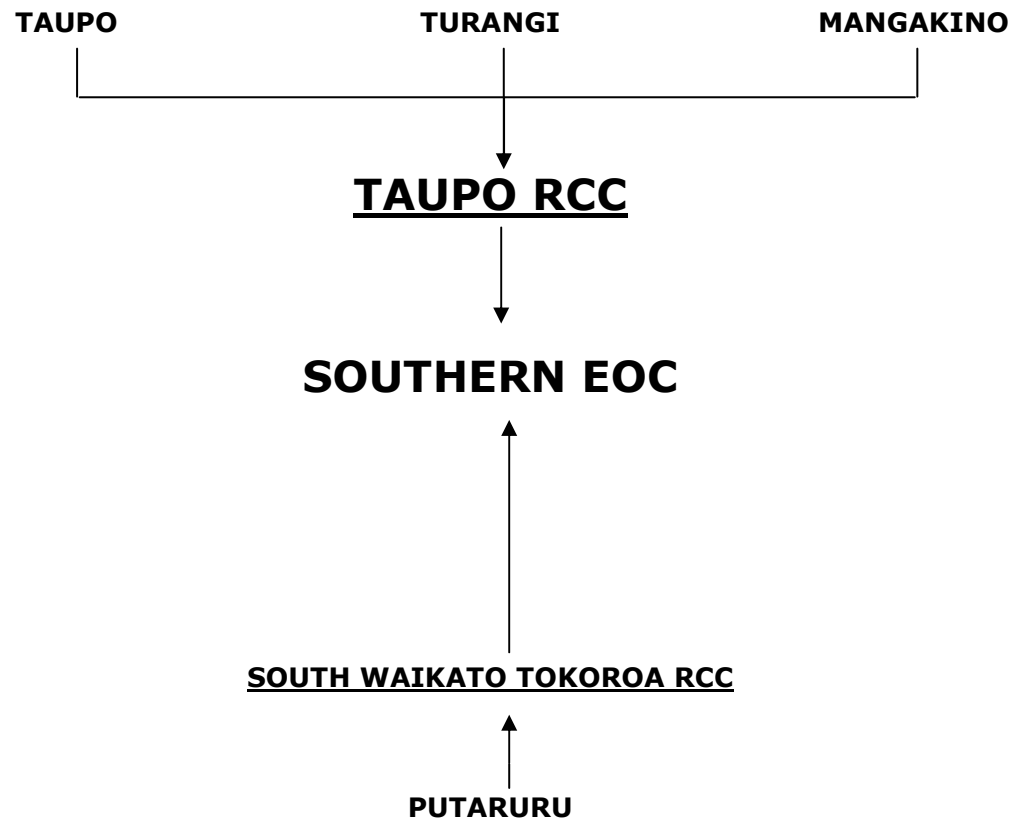
SOPs will be kept up to date with evolving policy and the pending National Plan.

1.32 SOUTHERN COMMAND STRUCTURE, EMERGENCY OPERATING CENTRE LAYOUT AND INTERFACE WITH WAIKATO GROUP STRUCTURE

The following figures show the current Southern Combined District structure and the interface with the Waikato CDEM Group.

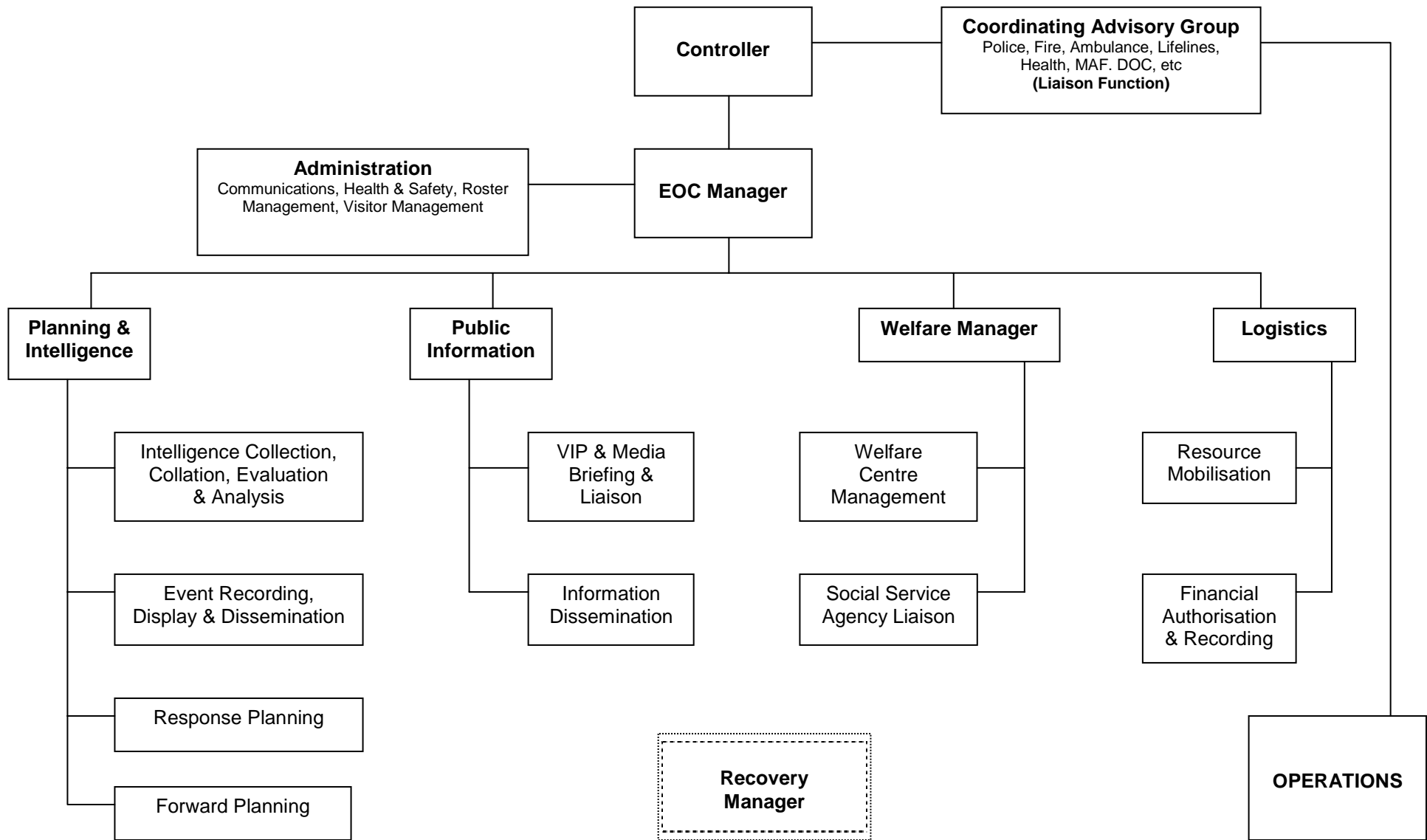
Note that this structure is liable to change and at all times must be consistent with the overall direction of the Group CDEM Plan.

**SOUTHERN COMBINED DISTRICT
COMMAND STRUCTURE**

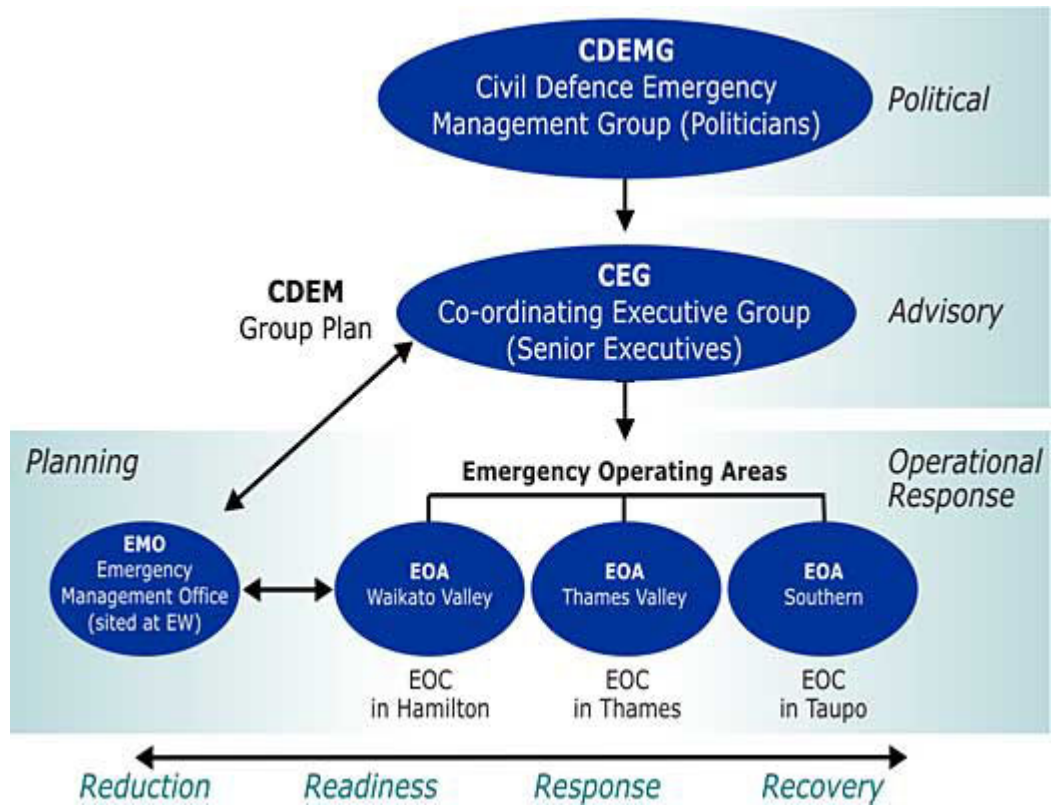


**EOC = Emergency Operating Centre
RCC = Response Coordinating Centre**

Southern Emergency Operating Centre Layout



The structure of the Waikato CDEM Group





The Waikato CDEMG Region Emergency Operating Areas (EOA's) and Emergency Operating Centres.

WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

DECLARATION OF A STATE OF LOCAL EMERGENCY

Pursuant to Section 61 of the Civil Defence Emergency Management Act 2002,

I, (Name) _____

hereby declare a state of local emergency to be in force in the Southern Combined District *or in that part specified below. (delete as necessary)*

The state of local emergency shall come into force on the time and date of the making of this declaration *(or omit final words and substitute a later specified time and date).*

DECLARED BY _____

DESIGNATION _____

TIME AND DATE OF DECLARATION _____

DISTRIBUTION. Original to Director of Civil Defence
Copy to Civil Defence Emergency Management Adviser
Copy to Southern Combined District

PUBLIC NOTICE OF THIS DECLARATION MUST BE GIVEN FORTHWITH BY SUCH MEANS AS ARE REASONABLY PRACTICABLE, AND IT MUST BE PUBLISHED IN THE GAZETTE AS SOON AS PRACTICABLE.

WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

DECLARATION EXTENDING STATE OF LOCAL EMERGENCY

Pursuant to Section 71 of the Civil Defence Emergency Management Act 2002,

I, (Name) _____

hereby extend the state of local emergency declared in respect of;

Southern Combined District or that part specified below (delete as necessary)

on (date of original declaration) _____

until (specify time and date which must not be later than the commencement of the 7th day after the date of this declaration)

DECLARED BY _____

DESIGNATION _____

TIME AND DATE OF DECLARATION _____

DISTRIBUTION. Original to Director of Civil Defence
Copy to Civil Defence Emergency Management Adviser
Copy to Southern Combined District

PUBLIC NOTICE OF THIS DECLARATION MUST BE GIVEN FORTHWITH BY SUCH MEANS AS ARE REASONABLY PRACTICABLE, AND IT MUST BE PUBLISHED IN THE GAZETTE AS SOON AS PRACTICABLE.

WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

DECLARATION TERMINATING STATE OF LOCAL EMERGENCY

Pursuant to Section 72 of the Civil Defence Emergency Management Act 2002.

I,
(Name) _____

hereby terminate the state of local emergency declared in respect of;
Southern Combined District or that part specified below. (delete as necessary)

on *(date of original declaration)* _____

The termination of the state of local civil defence emergency shall take effect from the time and date of the making of this declaration *(or omit final words and substitute a later specified time and date)*.

DECLARED BY _____

DESIGNATION _____

TIME AND DATE OF DECLARATION _____

DISTRIBUTION. Original to Director of Civil Defence
Copy to Civil Defence Emergency Management Adviser
Copy to Southern Combined District

PUBLIC NOTICE OF THIS DECLARATION MUST BE GIVEN FORTHWITH BY SUCH MEANS AS ARE REASONABLY PRACTICABLE, AND IT MUST BE PUBLISHED IN THE GAZETTE AS SOON AS PRACTICABLE.

PART 2 - DISASTER RECOVERY

To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan (refer also Cabinet Minute CAB(91)M25/29)

2.1 The Basis for Recovery

Assistance from central government in the recovery of a community may be required following a variety of events. A state of local emergency may be declared in some, but not all, cases. There are several specific types of natural disaster or emergency for which statutory powers to act to provide recovery assistance exist:

- (a) Civil Defence Emergency Management Emergencies: The Civil Defence Emergency Management Act 2002.
- (b) Agricultural Emergencies: Animals Act 1967 or the Biosecurity Act 1993.
- (c) Medical Emergency: The Health Act 1956.

For the types of emergency described above the legislation allows action to be taken for recovery purposes.

2.2 General Principles of Government Assistance

The purpose of disaster recovery is to restore the affected community to a position whereby normal social and economic activity may be resumed as quickly as possible. To achieve this, regional and territorial authorities are primarily responsible for dealing with the impact of a disaster in their geographical and functional areas of responsibility.

The aim of central government assistance is to provide the minimum level of assistance required to restore to the community the capacity for self help, with solutions which provide for the most appropriate long term solution. This does not imply an obligation to restore to previous levels if that is not sustainable in the longer term. Upgrading of facilities to a level greater than previously may be considered as special policy in cases where such upgrading would decrease the likelihood of a recurrence of the emergency. Wherever possible, central government assistance will be provided in accordance with existing departmental policies. Specific principles for recovery assistance are:

- (a) that central government has a role in the recovery process after a major natural disaster or emergency;
- (b) that any government response programme should be designed to restore the community capacity for self help, and be consistent with any government policies regarding mitigation and alleviation measures;

- (c) that initial and primary responsibility for recovery rests with the local community;
- (d) that risk management and its associated costs should be carried by the individuals, businesses and local authorities which benefit and are best able to manage or mitigate the risk;
- (e) that individuals, businesses and local authorities have a responsibility to the extent possible to insure against and attempt to minimise or mitigate risk, in advance of any event;
- (f) that government policies should encourage such proper management practices as:
 - (1) insurance of community and individual assets;
 - (2) establishment of adequate disaster reserve funds by businesses and local authorities;
 - (3) the adjustment, over time, of infrastructures to limit the potential for future damage.

Central Government recovery assistance will normally only be provided where:

- (a) there is a statutory requirement for action, or a need to invoke a statute to achieve the ends desired from the recovery process; or
- (b) recovery procedures cannot be carried out without central government assistance; or
- (c) central government assistance will aid the co-ordination of the recovery process to a significant extent; or
- (d) there are advantages of economies of scale.

In addition to immediate response measures co-ordinated by the Ministry of Civil Defence Emergency Management or other departments, central government can normally be expected to provide the following:

- (a) emergency feeding, housing and welfare assistance for affected people where this assistance is not available from other sources and agencies;
- (b) transportation assistance if evacuation becomes necessary;
- (c) restoration of those services and facilities which are central government's responsibility to provide;
- (d) assistance in the assessment and appropriate restoration of those services and facilities which are the responsibility of other agencies to provide but for which commercially viable insurance cannot be obtained or where the responsible agency cannot effect restoration within an appropriate time frame;
- (e) assistance in making good other damage. This will normally be restricted to the provision of additional expertise to assist in the detailed assessment of damage; the establishment of procedures and any necessary support to expedite insurance claims and damage repair; and, if necessary, the temporary provision of additional labour to speed clean up operations;

- (f) co-ordination of the response from central government through ODESC Co-ordinator and, if necessary, by the appointment of a recovery co-ordinator and the staff and facilities necessary for him/her to carry out his/her task;

2.3 Priorities for Disaster Assistance

- (a) Safety of individuals
- (b) Social recovery
- (c) Economic recovery
- (d) Physical recovery

2.4. Appointment of Recovery Co-ordinator (RC)

- (a) If a state of local emergency is in force and the Minister of Civil Defence Emergency Management is satisfied that the Southern Emergency Operating Area is unlikely to be able to ensure the effective co-ordination of the resources necessary to restore necessary services, amenities and habitation, the Minister may appoint upon such terms as he/she considers fit, a Recovery Co-ordinator for the Waikato **Civil Defence Emergency Management Group** under Section 29 of the Civil Defence Emergency Management Act 2002.
- (b) This Co-ordinator would hold office for a specified time not exceeding 28 days and may be re-appointed whether or not the state of emergency is then in force.
- (c) Refer to Waikato Civil Defence Emergency Management Plan for full Terms of Reference.

2.5 Recovery Managers

Recovery managers will be appointed at both Group and Local level. Although there is no specific authority under the CDEM Act for Recovery Managers the general powers of Section 18 can be seen as appropriate.

The national preference is for Group and Local Recovery Managers to be named in the Plan. In the Southern EOA Plan the most appropriate person will be appointed at the time and this could be a suitable person from outside the district.

The appointment of a Local Recovery Manager will be an objective, target and action in the Strategic section of the next generation Plan due by May 2006.

2.6 Restoration of Other Local Authority Assets

Local authority assets which are not the property of trading utilities and which form part of the essential services required for the community to function are eligible for government assistance in accordance with the general principles of government assistance if they fall into the category of 'generally uninsurable'. Financial assistance is not normally available for assets which receive a subsidy from any other source. Generally uninsurable essential services include water, storm water, electrical, sewerage and gas facilities and other structures, such as retaining walls and tunnels, upon which the essential services depend. The onus to demonstrate that a structure or facility is uninsurable rests with the local authority requesting assistance. Government assistance will not be available where the cost of repair or recovery of these assets is less than 0.0075% of Equalised Net Capital Value in the case of city councils and district councils. Where damage is greater than this amount the government will provide 60% of the repair or recovery cost of the outstanding amount.

In accordance with the principles in paragraph 2.2 above, which are designed to encourage local authorities to provide for their own protection, government assistance will not be available unless the local authority has adequately protected itself through proper maintenance, the provision of reserve funds, effective insurance or participation in a mutual assistance scheme with other local authorities to a level sufficient to ensure that the local authority can meet its obligation to provide for its own recovery to the extent defined in this plan.

2.7 Disaster Recovery Employment Scheme (DRES)

See National Civil Defence Plan Part 2 for guidelines and administration procedures.

2.8 Mayoral Relief Funds

See National Civil Defence Plan Part 2 for guidelines and sample trust deed.

2.9 Relationship to Waikato Group Plan

Recovery is of significant national, regional and local interest at the present time. Recent events have highlighted the gaps in current recovery planning.

The Group plan provides guidance and a checklist for local planning. This section of the Southern EOA Plan will need to be reviewed consistent with the final draft of the Group Plan.

PART 3 - WARNING SYSTEMS

To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan

3.1 Civil Defence Alerting System

Forecasts of potentially serious meteorological situations or warnings of unusual natural phenomena or other circumstances that could lead to an emergency, are whenever practicable, notified to the Southern Area Civil Defence Emergency Management Organisation.

This part of the plan sets out the systems used when warnings require rapid and widespread dissemination and in particular the warnings concerning tsunamis, floods, severe or very unusual weather conditions, volcanic hazards and forest or bush fires. Some events such as most technological disasters, tornadoes and earthquakes will occur with little or no warning.

3.2 Civil Defence Emergency Management Warning Signals

The signal indicating that a State of Emergency has been declared because of some imminent threat, is a series of five two minute blasts on Fire Service sirens, or any available device, i.e. car horns or hooters or by warnings from Police or Fire Service vehicles equipped with P.A. systems, by loud hailers or door to door warnings by Civil Defence Emergency Management personnel.

This signal is to be authorised by the Local Controller or by persons acting on his/her authority.

The signal is an indication to the general public to tune into the closest working radio station for emergency information and or instructions. It should not be sounded until the radio stations are in possession of the appropriate messages or information to be broadcast.

The official warning signal the "sting" will be used on Radio and Television alerting people of an important public announcement.

3.3. MetService Special Weather Bulletins

Notification of severe weather conditions, which may include heavy rainfall, severe gales and heavy snow are issued in the form of Special Weather Bulletins by MetService. These are sent by facsimile to regional councils, and to territorial authorities of the region affected, and also sent to the news media, certain Government departments and organisations, to the Ministry of Civil Defence Emergency Management and to the *Internet*.

MetService follows-up only the first of a Special Weather Bulletin with a telephone call from the Forecaster to Regional Councils, Civil Defence

Emergency Management Groups as well as to the Ministry of Civil Defence Emergency Management, to confirm receipt and to discuss expected developments and exchange data.

MetService may issue updates to the initial bulletin, but follow-up telephone calls will not be made unless a major change occurs, or new information is added.

3.4 Flood Warnings

The Metservice advises the Ministry of Civil Defence Emergency Management and appropriate local authorities of predicted heavy rainfall in their catchment areas.

Arrangements have been made with the Waikato Regional Council/CDEM Group for the notification of flood warnings to the Southern Area Civil Defence Emergency Management Organisation and the two Territorial Authorities of the Southern Area.

Important

To avoid confusion it must be clearly understood that, after consultation with Police and notification to Civil Defence Emergency Management Organisations, the responsibility for specific flood warnings to the public rests with the appropriate authority. These are normally messages concerned with flood heights, safety of stock and specific areas at risk.

The function of public warnings devolves upon the Combined Civil Defence Emergency Management Organisation, and Emergency Operating Centre only upon the declaration of an emergency.

3.5 Dissemination of Warnings including Special Weather Bulletins

Threats may be reported by several means including the public, MetService, Ministry of Civil Defence/Emergency Management, Regional Councils and Emergency Services.

The Emergency Planning Unit will have an 'On Duty' member available 24 hours a day via the contact details in SOP 1.

Information received will be verified by the 'Duty Officer' and if considered necessary the following personnel may be advised:

- Local Controller
- Alternate Local Controllers
- Constituent territorial authorities
- All Emergency Services
- Community Action Groups
- Radio Forestland (Tokoroa), Kiss FM and Lakeland FM (Taupo)
- All other contacts as deemed appropriate from time to time.

Dissemination of information received is, unless otherwise directed by the Controller, at the discretion of the Emergency Planning Unit Manager or person acting in his/her capacity. Experience has shown that procedures

in this area require constant updating and flexibility. A 'sample' Severe Weather Action Sheet is included as Annexe 'A'.

The Meteorological Service are now in a position to issue Special Weather Bulletins to a greater number of clients using the "Smartfax" system. They have agreed to issue such bulletins, not only to Regional Councils as in the past, but also to those District/City Councils which are likely to be affected by the content of the bulletin.

The Emergency Planning Unit receives a *pager alert* for "weather watch" and "severe weather bulletin".

After normal working hours, the fax system will still operate, but, in addition, the Ministry of Civil Defence Emergency Management National Duty Officer will telephone the message to one contact of each Civil Defence Emergency Management Organisation in the likely affected area, referring to the contact list of personnel presently used in the National Warning system. The reason for this is that the majority of fax machines will be unattended.

All Special Weather Bulletins contain an item, usually the last entry of the bulletin, which indicates when the next Special Weather Bulletin will be issued. These subsequent bulletins will continue until a cancellation is issued, which will be a separate item as part of a bulletin.

Notes:

- i. Outside normal working hours it is only the initial bulletin that will be passed verbally. Subsequent bulletins will still go by fax, but District or City Council staff requiring updates, should seek such information direct from the Meteorological Service, or from the Regional Council if current arrangements provide for this.
- ii. It is not necessary to wait until a subsequent update is issued, should there be any concern. The Meteorological Service have a Duty Forecaster available for the 24 hour coverage, and such forecaster can be contacted on telephone (04) 470-0783.

3.6 Tsunami Warnings

In the event of a coastal tsunami the Southern District would be affected by the supply of resources.

3.7 Serious Industrial Accidents and Chemical Spillage

Arrangements have been made with the Police for the Southern Civil Defence Emergency Management Organisation to be notified of major accidents in the area, e.g. fires, explosions, chemical spillage etc., This notification is purely informative and is not the signal for the Civil Defence Emergency Management Organisation to be activated. It ensures that the Civil Defence Emergency Management Organisation has been warned and is aware of the situation should an emergency develop.

3.8 The Rotorua Hazardous Substance Committee

This committee will be contacted by the Fire Service or local Police in the event of a chemical or other dangerous spillage.

Further contacts if required can be made through the New Zealand Fire Service Duty Supervisor in the Northern Communications Centre, Auckland, Phone: (09) 486-7948.

3.9 Persons Authorised to Issue Public Warnings

(a) **For the Southern Emergency Operating Area.**

The following persons are authorised by the Southern Combined Civil Defence Emergency Management Organisation, to issue public warnings concerning any danger capable of causing loss of life or injury or distress to people within the Southern Combined District, provided that a state of local emergency has been declared:-

- (1) The Local Controller.
- (2) In the absence of the Local Controller, one of the Alternative Local Controllers as listed in SOP 1 taken in the order of precedence as nominated.

3.10 Broadcasting of Public Warnings

Each District will make its own arrangements by radio availability in line with local communication arrangements.

3.11 Testing Warning System

The National Civil Defence Emergency Management warning tests will be actioned promptly and passed through the Southern alerting procedure as an exercise.

Regular Met. Service Severe Weather Bulletins ensure local systems are regularly tested. The following are notified: Mayor, Controllers and interested community groups.

ANNEXE A

SEVERE WEATHER ACTION SHEET



DATE: **TIME**
.....

RECEIVED:

THE FOLLOWING NOTIFIED ACCORDINGLY:

Name	Residence	Business	Mobile/Pager	<u>Con</u> <u>ct</u> <u>Time</u>

PART 4 - LAW AND ORDER

To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan

4.1 Functions

The functions of the Law and Order Plan are to detail the arrangements made for the maintenance of Law and Order and the continuing performance of recognised Police functions in the imminence of and during a state of emergency in the Southern Emergency Operating Area.

4.2 General

- (a) The Law and Order Plan will operate as a sub-plan to the Southern Civil Defence Emergency Management Plan.
- (b) Police are normally at the forefront of emergency management and control, and are accustomed to dealing with everyday emergency occurrences. This sub-plan recognises the responsibility of Police for the maintenance of law and order.

4.3 Principles Governing Police Measures in an Emergency

- (a) The responsibility of the Police for law and order is in no way transferred or modified by the declaration of a state of national or local emergency.
- (b) Police Officers continue to operate under Police command and in accordance with Police procedures.
- (c) The exercise of ordinary Police powers and special powers created by the declaration of a state of emergency shall, subject to any direction given by the Police Operation Commander, be at the discretion of the Police member for the time being in charge.
- (d) Any measures for the maintenance of law and order taken by any person other than a Police Officer are to conform to the directions given by the Police member in charge.
- (e) It is a Police responsibility to establish and maintain continuous liaison with civil defence emergency management organisations at all levels upon notification of the declaration of an emergency.

4.4 Police Responsibility for Law and Order

(1) General Responsibilities

The Police will:

- (a) Participate in the dissemination of civil defence emergency management warning messages in accordance with instructions maintained by the Ministry of Civil Defence Emergency Management.
- (b) Maintain law and order.
- (c) Take all measures within their power and authority to protect life and property; to facilitate the movement of rescue, medical, fire and other essential services, and to arrange for the identification of the dead.
- (d) Provide continuing representation on the National Civil Defence Emergency Management Committee and provide as required representation in the National Emergency Operating Centre, Group and local civil defence emergency management organisations.
- (e) Provide for the co-ordination of movement control (land) including movement control communications and the provision of personnel for traffic control. Details and specific duties are dealt with in Part Nine - Logistics of the National Civil Defence Emergency Management Plan.

(2) Specific Duties

The Police function includes:

- (a) The tactical control of access into and within the disaster area for the purposes of facilitating rescue, medical, fire and other essential services. (Determining policy on who will be admitted to disaster areas, once an emergency is declared, is the responsibility of the controller.)
- (b) The protection of property and security of evacuated areas.
- (c) The prevention and suppression of disorder.
- (d) Acting in support of the civil defence emergency management organisation in relation to the registration of evacuees and missing persons and notification to their next of kin.
- (e) Support of the coroner as required by the Coroners Act, in close liaison with the Department for Courts and Health Authorities.

4.5 Declaration of Local Emergency - Police Role

- (a) Although concurrence of Police is not obligatory, their advice should be sought before any declaration of a state of emergency is made.
- (b) A senior member of Police present in the Southern Civil Defence Emergency Operating Area may request the declaration of a state of local emergency, over all or any ward of the combined district, such requests to be made to any of those persons authorised to do so by Part 1 of this Plan.
- (c) Where a disaster or emergency is under Police control and no declaration has been made under any of the provisions of the Civil Defence Emergency Management Act 2002, the Police Operation Commander should liaise with the Local Controller of Civil Defence Emergency Management or his/her representative. This officer should be invited to attend the appropriate Police Operations Centre as a Civil Defence Emergency Management Liaison Officer. This procedure will facilitate support should additional aid be required and will also facilitate transference of control should this become necessary.
- (d) Further to paragraph (c) above, Police, will retain control of any disaster or emergency situation until such time as the Local Controller of Civil Defence Emergency Management is satisfied that the Southern Civil Defence Emergency Operating Centre is manned and able to assume such control.

4.6 Civil Defence Emergency - Police Powers

The Civil Defence Emergency Management Act 2002 confers certain powers on Police which may be exercised during a declared state of local emergency. These are:-

- (a) The evacuation of any area, building or place and the exclusion of any person or vehicle. (Section 86).
- (b) The authority to enter, or if necessary, break into any building, premises, or land where the action is necessary for saving life or preventing injury, or rescuing and removing injured or endangered persons, or permitting the carrying out of any urgent measures in respect of the relief of suffering or distress. (Section 87).
- (c) The total or partial prohibition or restriction of public access with or without vehicles on any road or public place. (Section 88).
- (d) The removal of any aircraft, vessel or vehicle etc impeding Civil Defence Emergency Management operations. (Section 89).
- (e) The compulsory requisition of a large range of items (Section 90).
- (f) The power to give directions (Section 91).

Note:

The exercise of the powers conferred on Police by Sections 86, 87 and 90 is dependent on the immediate and urgent need to preserve human life.

Any member of Police may authorise any other person to execute these powers provided that the member of Police believes the action is necessary for the reasons given above.

4.7 Identification and Disposal of the Dead

It is an accepted function of Police that they will have the prime responsibility for the recovery and identification of human remains. With regard to this task they shall liaise closely with the Coroner, Health Authorities, Civil Defence Emergency Management Group, Southern CDEM and local authorities having powers to undertake the emergency disposal of the dead (S85 (g) CDEM Act 2002) and with other agencies likely to be involved. Emergency mortuary facilities will be arranged as required by Police in liaison with the Coroner, Health Authorities and local authorities.

Where necessary Police will arrange for the deployment of D.V.I. (Disaster Victim Identification) teams.

4.8 Instructions to Rescue Agencies

Civil Defence Emergency Management and other agencies engaged in rescue activities should not move dead victims unless absolutely necessary to facilitate further rescue efforts, or unless a member of Police is present and signifies his approval to this action.

Note:

In certain circumstances the positive identification of a victim may hinge upon location in which the victim is found. It is therefore preferable that bodies be left "in situ", covered in the interests of decency and Police notified by any available means.

4.9 Reconciliation

The member of Police instructed or appointed to be responsible for the reconciliation of disaster victims shall establish close liaison with the appropriate Controller of Civil Defence Emergency Management regarding numbers of identified and unidentified victims, and their disposal.

According to normal Police procedures, names of victims will not be released until such time as identification has been made and next of kin notified.

4.10 Police Emergency/Disaster Plans

Emergency/disaster contingency plans are maintained by district commanders in each Police district. These plans provide for Police action to cope with any extraordinary emergency or disaster where an extensive co-ordinated response is necessary, and form the basis for Police action in the event of a national or local emergency. Reference should be made in group and local civil defence emergency management plans to the appropriate sections of Police emergency/disaster plans.

Police emergency/disaster plans also make provision for:

- (1) The establishment of an organisation to achieve early control of the disaster scene; to co-ordinate the activities of essential services; and to facilitate the saving of life and the protection of property.
- (2) The establishment of a Police operations headquarters.
- (3) The call-out of sufficient personnel to effectively meet Police requirements.
- (4) A description of basic procedures for dealing with the emergency/disaster including the alerting of and liaison with other emergency services.
- (5) Liaison at the appropriate level with other elements of the civil defence emergency management response and emergency operating centres.

4.11 Emergency Services Planning

- (a) Emergency Services Coordinating Committees are no longer structured within the Combined District on a formal basis.
- (b) A District Coordinating and Advisory Group (CAG) is fully operational and meets on a regular basis, usually two monthly. This is an extension of the previous ESCC concept in line with the "Emergency Management Group" Pilot recommendations and current legislation.
- (c) The (CAG) now includes the "Taupo and South Waikato Rural Fire Authorities".
- (d) The CAG adequately provides for "Emergency Services" liaison and would have an operational role in a declared emergency.

PART 5 - FIRE SERVICES

To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan

5.1 INTRODUCTION

- (a) The expression “fire services” may be taken to include the fire service units maintained by the NZ Fire Service, Rural Fire Authorities, Aerodrome Rescue Fire Services, NZ Defence Force, industrial fire brigades registered under Section 36 of the Fire Services Act 1975, and other fire service resources owned by private organisations. This plan applies to all those resources, to the Ministry of Civil Defence Emergency Management and to territorial authorities.
- (b) The NZ Fire Service, with their resources, national command and control structure, and wide experience of emergency management, provide an efficient and effective service. If a fire situation arises which endangers the safety of the public and which cannot be dealt with adequately by the NZ Fire Service, a local emergency should be declared.
- (c) In a local emergency fires may be occurring simultaneously over a wide area. Normal alarm and reporting systems may not operate. Road damage and traffic congestion may affect deployment of resources and access to water. Water supplies may be disrupted. Such circumstances may tax the normal resources of all the fire services in dealing with outbreaks of fire, or undertaking other emergency tasks for which the fire services are suitable because of their equipment and training. However, the fire services will always provide some level of response.
- (d) The methods of extinguishment, control or containment of a fire in a declared emergency may differ drastically from the normal NZ Fire Service methods and may require the assistance of other organisations or services. In a local emergency, close liaison is essential between the NZ Fire Service and civil defence emergency management emergency operating centres.

5.2 OBJECTIVE

The purpose of Part 5 of the Civil Defence Emergency Management Plan is to set out those planning, operational and co-ordinating measures that are necessary to ensure that all fire services are efficiently used before and during a state of emergency.

5.3 SCOPE

This part of the Plan covers:

- (1) The responsibilities of the fire services and related bodies with regard to their practical planning functions, before and during a state of local emergency.
- (2) The co-ordination of responsibilities at all levels:
 - (a) The necessity for the total fire services to give up-to-date information to Civil Defence Emergency Management organisations prior to, during and following, the declaration of a local emergency.
 - (b) Measures for the provision of rescue of persons and to control, contain and extinguish fires within the disaster area.
 - (c) Assistance to Civil Defence Emergency Management organisations in non-fire incidents for which the fire services' training and equipment are particularly suitable.
 - (d) Outline of the command structure, co-ordination, and liaison arrangements of the fire services (refer Annexe A).
 - (e) Supply of an aide-memoire of points that must be included in group and local civil defence emergency management plans (Annexe B).

This coordination is to be given effect, where applicable, through the procedures outlined in the CIMS Manual.

- (3) The measures in this plan, described for a state of local emergency, apply also during a state of national emergency as defined in section 66 of the Civil Defence Emergency Management Act 2002.

5.4 FUNCTIONS AND CAPABILITIES

- (1) The NZ Fire Service has the following functions and capabilities:
 - (a) Firefighting - to control, contain and extinguish fires.
 - (b) Containment of hazardous materials, escapes and spillages
 - (c) Rescue - the NZ Fire Service has an operational resource of equipment and personnel available for fire related rescues from structures and some other situations which are mainly of an urban nature.
 - (d) Limitation of damage - salvage of essential resources from endangered locations.
 - (e) Redistribution of water for specific needs - health and hygiene requirements of stricken areas.

Note: Water supplied through NZ Fire Service equipment may not be suitable for drinking without boiling, purifying or otherwise treating.

- (f) Temporary re-establishment of piped water supplies - use of NZ Fire Service pumping equipment and hose lines.
 - (g) Fire safety - action essential to prevent fires and the protection of vital facilities and resources.
 - (h) The provision of advice to Civil Defence and Emergency Management EOCs on matters within Fire Services expertise.
- (2) **NZ Defence Force** fire brigades are resourced for urban and rural fire fighting, rescue and limitation of damage. However, given that the NZ Defence Force response, under other Parts of this plan, may necessitate the inclusion of resources from NZ Defence Force fire brigades, NZ Defence Force's capacity to provide resources to the "Fire Services" response may be limited.
- (3) **The Rural Fire Authorities'** fire control units will be primarily involved in fighting fires in forests and general vegetation in rural areas. The rural fire authorities may be able to assist in the distribution of water supplies by tanker or temporary re-establishment of piped water supplies.
- (4) **The Airport Rescue Fire Services** will generally be involved in maintaining flight operations at appropriate airports. The services are capable of providing assistance in firefighting, rescue, water transport and limitation of damage. These services would be primarily suited to providing resources at emergency landing zones.
- (5) **Industrial Fire Brigades** will generally be involved in protecting the properties for which they were raised and in support of the fire fighting operations of the NZ Fire Service.

5.5 STATUTORY AUTHORITY

- (a) Section 28 of the Fire Service Act 1975 confers authority on the officer in charge of a fire incident or other emergency, to direct those under that officer's control to do whatever is necessary, within reason, for the protection of life and property.
- (b) Under section 36 of the Forest and Rural Fires Act 1977, principal rural fire officers of the Rural Fire Authorities have power to control fires occurring in forest and vegetation within their districts. If a regional fire emergency has been declared under the Forest and Rural Fires Act 1977, the National Rural Fire Officer may in the public interest take charge or appoint a Principal Rural Fire Officer or other appropriate fire officer to take charge for the duration of the regional fire emergency.

- (c) On the declaration of a local emergency, no additional powers or authority are conferred on the fire services. Rather, they continue to operate under the relevant sections of their own Acts.
- (d) During a local emergency, wide powers are conferred on the local controller. He/she may require the NZ Fire Service, NZ Defence Force fire fighting units, industrial fire brigades, Airport Rescue Fire Services, Rural Fire Forces and other organisations and people who are assisting the fire services to undertake specific duties not covered under other statutes.

5.6 RESPONSIBILITIES

- (1) Group and Local Civil Defence Emergency Management Organisations
 - (a) Each group and local civil defence emergency management plan shall give recognition to fire fighting services. An aide-memoire to assist in this is provided at Annexe B.
 - (b) The NZ Fire Service National Commander or designated representative shall be the fire service adviser to the local controller. The fire service adviser will provide planning and training advice as needed.
 - (c) During a local emergency the fire service adviser will advise the controller on the fire service operations, priorities and resources required to continue operations.
 - (d) Where a local emergency is declared in a Rural Fire Authority's area, the local controller will initiate appropriate liaison with the Principal Rural Fire Officer.
 - (e) The command of any brigade or brigades in a particular urban locality is vested in the Chief Fire Officer of the Fire District (including any protected area). Chief Fire Officers in charge of NZ Fire Service brigades will request reinforcements through their normal operational channels.
- (2) Local Controller
 - (a) In a declared emergency, the determination of the boundaries of responsibility and the priorities to be exercised in fire service operations and activities will be the responsibility of the local controller.
 - (b) The local controller must receive advice from the appropriate fire service adviser before tasking any fire service resources.

- (c) The use of water by the fire services during a declared emergency will be co-ordinated by the local controller under section 30 of the Fire Service Act 1975.
 - (d) The various fire services will retain their own command structures under the coordinated incident management system (CIMS). These structures will be responsible for the tactics necessary to control that part of the emergency determined by the local controller as the fire services' responsibility.
- (3) Liaison
- (a) Before and during a declared emergency, it is the responsibility of the fire service to establish and maintain a close working relationship with local civil defence emergency management (CDEM) organisations. It is the responsibility of CDEM organisations to help establish this relationship and to seek early intelligence of any emergency from the NZ Fire Service. This is critically important because during most emergencies the fire services are first on the scene.
 - (b) To maintain communications between the CDEM organisation and fire service headquarters, at the various levels, the NZ Fire Service will provide a fire service liaison officer to each CDEM operating centre, who shall attend that centre when requested. The fire service liaison officer at EOCs is responsible for the provision of communications to fire service headquarters.

5.7 MOBILISATION

- (a) Unless fire service resources have been declared a national resource (in which case they require release through the Director of Civil Defence Emergency Management), requests for fire service resources should be channelled through a local controller.
- (b) Mobilisation and commitment of the fire services will be actioned by the NZ Fire Service following a request from local controllers acting on advice from the fire service adviser.

5.8 SUPPORT REQUIREMENTS

- (a) In severely affected areas, effective management of fire service resources will depend upon communication. For this reason the restoration of interrupted fire service radio links should be accorded a high priority.
- (c) Provision of support (transport, supplies, communications, etc) beyond that needed for normal fire fighting and rescue services, is

the responsibility of the CDEM organisation in whose area the emergency exists, including:

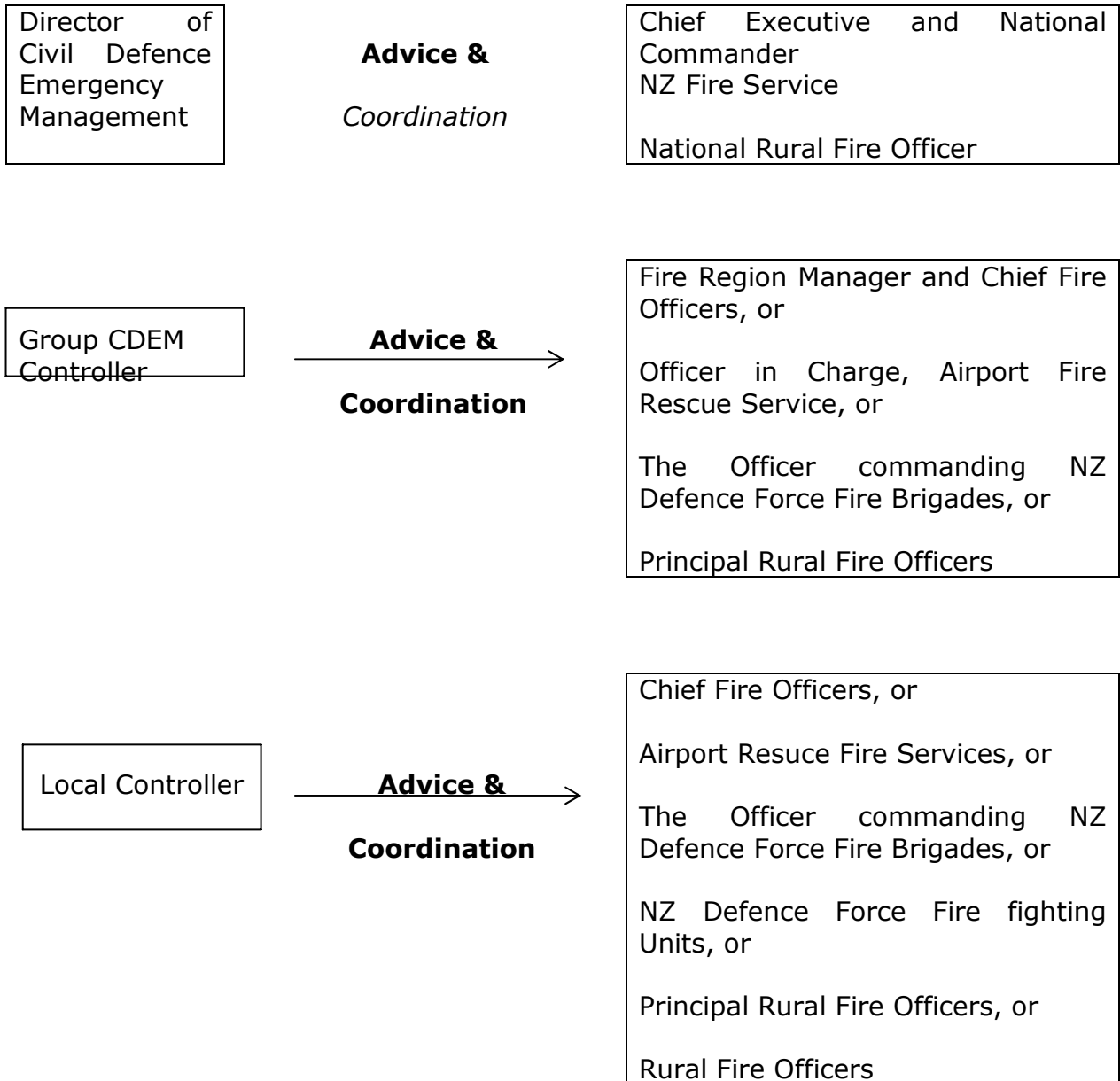
- (1) Fuel, rations and accommodation for fire service units responding from beyond the immediate emergency area;
 - (2) Fuel and rations for fire service units which have responded from within the immediate emergency area.
- (c) The NZ Fire Service will have in place plans to provide some welfare assistance to their own staff affected by the emergency.
- (d) The fire service pre-planned arrangements will normally ensure that supporting fire fighting units will have sufficient fuel to arrive at the emergency scene with perhaps some limited capacity for continued operation. Fire appliances are heavy users of fuel and maintenance of fuel supplies must be accorded a high priority by the CDEM organisation.

5.9 PLANNING

- (1) Southern Combined Civil Defence Emergency Management Planning should include -
 - (a) Contingency plans for each major hazard.
 - (b) Outline of methods for seeking additional resources from other districts or regions.
- (2) Southern Combined Civil Defence Emergency Management Planning involves -
 - (a) NZ Fire Service at region/district level.
 - (b) Ministry of Civil Defence Emergency Management.
 - (c) Representatives from local civil defence emergency management organisations as appropriate.
 - (d) Local Coordinating and Advisory Group.
 - (e) Principal Rural Fire Officer.
 - (f) Lifelines

A-1

CIVIL DEFENCE EMERGENCY MANAGEMENT FIRE ADVISORY STRUCTURE



B-1**CIVIL DEFENCE EMERGENCY MANAGEMENT
FIRE PLANNING AIDE MEMOIRE****Planning Requirements**

Efficient use of the total resources and capabilities of the fire services at all levels are key components of civil defence emergency management plans. Coordination of such resources is the responsibility of the NZ Fire Service National Commander and National Rural Fire Officer.

Group and local civil defence emergency management plans are to include a section dealing with fire. This should contain reference to the following elements:

- (1) hazard assessments;
- (2) listing of resources;
- (3) arrangements to overcome shortfalls in resources;
- (4) communication systems;
- (5) systems for liaison.

Regional

Group civil defence emergency management plans should:

- Contain contingency plans at a regional level for probable hazards, plus clear indication of any likely shortfall or surplus resources.
- List the names and telephone numbers to contact the designated regional fire service officers, plus similar details for the advisers in the local CDEM organisation.
- List the names and telephone numbers to contact the designated regional fire service.

Local

Local civil defence emergency management plans should:

- List the name and contact numbers of the designated fire service officers.
- Include contingency plans for each major hazard.
- Outline methods for seeking additional resources from other districts or regions.
- Detail arrangements for liaison.

Planning Aid

Planning should involve:

- (a) NZ Fire Service Region/District Level;
 - (b) Ministry of Civil Defence Emergency Management for region or regional CDEM committee for the district;
 - (c) Representatives from the local CDEM organisations;
 - (d) Emergency services coordinating committee;
 - (e) Principal Rural Fire Officer.
-
- Evaluate perceived threats:
 - (a) where each may evolve from;
 - (b) which events may precede fires;
 - (c) possible magnitude.

 - Seek analysis from professionals. (Do not proceed until this is received and understood.)
 - If perceived threat is reduced or increased, re-evaluate threat.
 - Identify the resources available and any limitations that may be placed on those resources.
 - Develop contingency plans to meet the major threats.
 - Regularly review resources, limitations and the perceived threats before the next plan renewal date arrives.

PART 6 - MEDICAL AND PUBLIC HEALTH

To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan

6.1 Introduction

- (a) Health has been defined as a state of complete physical, mental and social well being. An event leading to a declared emergency may seriously threaten the health of large numbers of people. Individuals may experience bereavement, physical injury, mental trauma and separation from families.
- (b) At the same time, such an event may strain the health resources of the affected community. Large numbers of casualties may test hospitals and other medical facilities. Health protection and mental health services may be confronted by new and intensified demands for help.
- (c) After a declared emergency health problems may persist. In particular, mental health problems may last a considerable time. Measures for the longer term will be found elsewhere in the Civil Defence Emergency Management Plan and in particular in Part Two - Disaster Recovery. Additionally, health is closely related to welfare and further guidance on welfare issues may be found in Part Eight - Welfare.

6.2 General Principles

The planning and execution of medical and public health measures during a local emergency should follow the principles below:

- (1) The normal responsibilities of Health Waikato Limited and Lakeland District Health and the Medical Officer of Health are not relinquished by the declaration of a local emergency.
- (2) Wherever possible the normal systems for the movement of casualties, their treatment and documentation will continue to be used.
- (3) All health professionals will continue to work using standard procedures and familiar surroundings to the greatest extent possible.
- (4) The Health Sector has adopted the New Zealand Coordinated Incident Management System.

6.3 Objective

The objective of this plan is to detail the responsibilities to be exercised by medical, public health and local authorities within the Southern

Emergency Operating Area in the imminence of, and during a local emergency.

6.4 Medical and Health Authority

Health Waikato Limited
Lakeland District Health Board

6.5 Jurisdiction

- (a) Health Waikato Limited and Lakeland District Health has jurisdiction over public hospitals, including geriatric, psychiatric, obstetric and general hospitals within the Waikato/Lakeland Regions. The combined district Medical Co-ordinator for the Southern Emergency Operating Area has jurisdiction over communities within the combined district. He/she will direct patients from the combined district to either Southern or Waikato Community Service Hospitals, having consideration for the normal hospital orientation of communities, and having communicated details to the Manager of the receiving hospital.
- (b) The Medical Officer of Health has authority in regard to all matters concerning public health.
- (c) Local authorities have public health responsibilities in respect of water supply, sanitation, waste disposal, pollution, control of animals, pests, vermin and toxic, hazardous or dangerous substances. Local Authority Environmental Health Departments/Sections normally operate in close co-operation with the Medical Officer of Health.

6.6 Co-ordination

(a) Southern Combined District Medical Co-ordinator

The coordination of the Southern EOA will be managed by Health Waikato.

6.7 Health Waikato Ltd/Lakeland Health Responsibilities

Health Waikato Ltd/Lakeland Health is to ensure that hospitals under its jurisdiction maintain appropriate hospital disaster plans.

These should include arrangements for:

- (a) the safety and continuing welfare of staff and patients;
- (b) the reception, admission and treatment of large numbers of casualties including:
 - (i) casualty sorting procedures
 - (ii) emergency documentation
 - (iii) the call-out of additional and off duty staff

- (c) evacuation of the hospital;
- (d) alternative accommodation;
- (e) procurement of supplies;
- (f) maintenance of essential services.

6.8 The hospital disaster plan should also cover the procedures to be used for the compilation of casualty listings and the release of these listings to N.Z. Police and civil defence emergency management organisations. Casualty lists are not to be released to the media or any other person or group.

6.9 Logistic Support

- (a) Where, as a result of an emergency, hospitals are unable to obtain normal supplies, either medical or general, the Hospital Administrator/Supply Officer should seek assistance from the appropriate area response coordinating centre. If supply requirements are unable to be met from local resources the request is to be forwarded by the fastest possible means to the Southern emergency operating centre for action by the local Controller.
- (b) Should it not be possible to meet the requirements from combined district resources the local Controller shall place demands with the Waikato Civil Defence Emergency Management Group Controller for procurement outside the combined district.
- (c) Emergency medical supplies are to be given priority by all sections involved in procurement, transport and distribution.

6.10 Restoration of Services to Hospitals

The Southern Combined Civil Defence Emergency Management Organisation must be aware of the need to ensure that the restoration or improvisation of services to hospitals, including water, electricity, drainage, waste disposal, liquid and solid fuels etc., is given high priority.

6.11 Evacuation of Hospitals

Additional transport may be required when, as a result of the emergency, it is necessary to evacuate a hospital or to discharge invalid patients in order to clear beds. The area response coordinating centre is responsible to provide this transport upon request of the combined district Medical Co-ordinator. Requests for additional transport should be forwarded to the combined district emergency operating centre for action by the local Controller.

6.12 Casualty Section In Southern Emergency Operating Area

Depending on the scale of disaster the Casualty Section will work under the direction of the Combined District Medical Co-ordinator and in

association with the Area Manager, Midland Ambulance Service, Order of St. John.

(a) The role of the Casualty Section in an Emergency

The Casualty Section could be called out to assist in the following roles:

- (1) assistance with first aid in a disaster area;
- (2) as first aid members of rescue units;
- (3) assisting ambulance drivers with seriously injured casualties;
- (4) driving auxiliary ambulances or ambulances;
- (5) caring for sick and/or injured evacuees at various sites, warden posts, welfare centres;
- (6) assisting with evacuation of casualties to treatment areas, e.g. as stretcher-bearers;
- (7) assistance at hospitals where necessary.

(b) Co-ordination of Casualty Section

The Casualty Section will be under the ultimate co-ordination of the combined district Medical Co-ordinator (if involved)

(c) Composition of Casualty Section

Casualty Section Personnel

- (i) Doctors
- (ii) St Johns Ambulance members
- (iii) Registered Nurses
- (iv) Red Cross Society members
- (v) Ambulance Officers
- (vi) Volunteers for first aid training

6.13 Public Health

All public health matters will be co-ordinated by the Public Health Co-ordinator who is the Medical Officer of Health, Hamilton/Lakeland Health. (SOP 1)

Territorial Authorities will maintain their statutory environmental health responsibilities in co-ordination with their other services.

6.14 Emergency Communications

Emergency radio communication will be established between Taupo/Tokoroa hospitals and Southern EOA centre. Handheld radios are to be made available for this purpose.

PART 7 - PUBLIC INFORMATION

To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan

7.1 Objective

This part of the Civil Defence Emergency Management Plan seeks to ensure that those who need information in a disaster get it and that those who provide information, give it in an accurate and timely way.

7.2 Scope

(a) Those who need information include:

- People who are directly affected by the disaster and who have to do something to ensure their safety;
- People who organise the response to the disaster and who prevent the situation from getting worse;
- People who disseminate public warnings and information;
- People who can contribute to the disaster response;
- People who are indirectly affected by the disaster;
- The news media;
- People who are interested.

(b) Those who provide information include:

- People who are directly affected by the disaster;
- People who organise the response to the disaster;
- The news media;
- Departments or organisations with specific roles in civil defence.

(c) This part of the civil defence emergency management plan explains the content and development of civil defence emergency management public information plans and the actions needed for them to be followed, in order to achieve the objective set out above.

7.3 Roles and Responsibilities

Civil Defence Emergency Management Organisations

(a) In normal times

- (i) To assist the Local Controller and civil defence emergency management response Co-ordinators, the Southern

Combined Civil Defence Emergency Management Organisation has appointed Public Information Managers to the Southern Emergency Operating Centre. These Managers are directly responsible to the Controller to ensure the direct line of communication with the public is unimpeded. See SOP 1 for those personnel appointed to this position.

- (ii) Where possible the Public Information Manager (PIM) will be assisted by a local representative of the news media and by other recruited assistants as and when required.
- (iii) To establish and maintain liaison with the public relations officer or media liaison officer of every organisation involved.
- (iv) To establish liaison with newspapers and other media in the Southern EOA.
- (v) To arrange a system for receiving authorisation and issuing information to the public following the declaration of a state of local emergency.
- (vi) In conjunction with the civil defence emergency management welfare co-ordinator, the PIM should arrange access to translators to assist those whose first language is not English.
- (vii) The Civil Defence Officer has a responsibility to ensure that there is a reasonable level of public awareness. It is also his/her function to carry out promotional exercises from time to time. The Civil Defence Officer is authorised to make media releases consistent with these objectives.

(b) In a civil defence emergency

- (i) Upon the declaration of a state of local emergency, authority for issuing all public information lies with the Local Controller.
- (ii) Once appropriate authorisation is obtained from the Local Controller, emergency instructions and information will be rapidly released to the public through all available methods of communication. To facilitate this, proforma public information bulletins may be prepared by the PIM.
- (iii) Where possible a Media Liaison Office will be set up in close proximity to the Southern Emergency Operating Centre. The PIM or an assistant will operate this office and deal with media requests, briefings etc. The Public Information Manager are authorised by the Southern Combined District to issue statements, news releases, instructions and information on behalf of the Local Controller.
- (iv) The Local Controller should be available at least twice daily to conduct a media briefing on the emergency situation.
- (v) Copies of situation reports and other relevant intelligence reports will be made available to media personnel after clearance by the Local Controller.

- (vi) In a major emergency a radio car or other mobile radio equipment may be based at the Southern Emergency Operating Centre to allow for immediate contact with Radio 98.6 ZHFM at Hamilton and through them to all other mainstream radio stations in the Waikato, Auckland and Tauranga/East Coast areas.
- (vii) The sounding of sirens, car horns, whistles, loud hailers etc is an instruction to the public to turn on their radios to listen for civil defence emergency management instructions and messages. Where radio stations are out of action because of the severity of the emergency some areas of the Southern Combined District will require door to door warnings by emergency services personnel, wardens etc.
- (viii) During a major emergency it may be necessary to set up a public inquiry centre situated in a building that is accessible and considered safe at that time in the particular disaster area. The public would be informed by all possible means i.e. media, emergency services, civil defence emergency management personnel as to where the centre is. It may be staffed by people representing the following:
 - Civil Defence Combined District or Areas. (Public information section)
 - Civil Defence Emergency Management Welfare Section.
 - Work and Income New Zealand.
 - Insurance Companies.
 - Health Department.
 - Territorial Authorities (Health and Building).
 - Citizens Advice Bureau.
- (ix) It is recognised that, apart from nominating representatives to a civil defence emergency management team, the news media in general have a wider obligation and, consistent with normal professional standards, will wish to report events from their own perspective. In general, accredited members of the media should be permitted free movement in the area of a disaster as long as they do not hamper, deter, or interfere with civil defence emergency management operations.
- (x) If the Local Controller decides access to a declared area should be limited, the PIM should help news media representative's list their priorities for access. If access must be denied or restricted for any reason, a complete explanation must be given to the media by the PIM.
- (xi) Where a Group civil defence emergency is declared, the regional PIM must liaise with the PIM(s) of the local civil defence emergency management organisation(s) affected to ensure that information given to the news media is consistent

and reflects the actual situation. Arrangements may be made to channel news releases and public information through the Group PIM if the local PIM(s) or Group Controller find this necessary.

- (xii) The PIM should make provision for broadcasting public warnings and public information in languages other than English if necessary.
- (xiii) The Civil Defence Officer has no authority to release information to the news media or public unless specifically authorised to do so by the Controller of the Southern Combined District.

7.4 The Emergency Services of New Zealand Police, New Zealand Fire Service and Health Authorities.

(a) In normal times

- (i) The emergency services are required by the Act to maintain plans for the continuation of their essential functions. These plans should include methods of meeting news media and public demands for information.
- (ii) When an emergency is anticipated the emergency services will provide public information about matters under their control as they would in normal circumstances. Further detail on public information from emergency services about impending threats is contained in the National Civil Defence Emergency Management Plan at Part Three - National Warning Systems.

(b) In a declared emergency

- (i) In a declared emergency, the determination of the boundaries of responsibility for the provision of public information lies with the Local Controller.
- (ii) With this shift of primary responsibility, the emergency services information officers need to exercise strict control over what information they release and should liaise closely with the PIM. In this way, the release of information should be consistent and authoritative.
- (iii) Specific emergency services' responsibilities include:
 - (a) To provide sufficient staff and telephones to handle public and media demands for information, if necessary on a 24-hour basis;
 - (b) To establish and maintain an effective liaison between the emergency services information team and the civil defence emergency management PIM;
 - (c) To ensure that field commanders are aware of the need for the co-ordinated release of information and that any releases are to be strictly within their own areas of responsibility;

- (d) To maintain a news media release log and a document file on all information, instructions and advice released to the public and to ensure that information is available to the civil defence emergency management PIM.

7.5 The News Media

- (a) In normal times

- (b) In a declared emergency

- (i) In a declared emergency, the news media should organise and co-ordinate information services for civil defence emergency management, disseminating civil defence emergency management advice, instructions, and announcements in the form authorised by the Local Controller.
- (ii) The news media should:
 - (a) Give priority to urgent civil defence emergency management messages, instructions and announcements.
 - (b) Precede and (if necessary) follow civil defence emergency management announcements, with suitable words, such as "This is/that was a message/instruction/announcement from the Local Controller for/name the emergency area".
 - (c) Where it is inadvisable or impossible to disseminate the civil defence emergency management message in the authorised form, advise the Local Controller to that effect and help to redraft the message.
 - (d) Keep in mind the likely impact of news reports, comments and other coverage of disaster on public safety and morale.
 - (e) Work (with assistance from civil defence emergency management) to restore normal media services and (where necessary) provide services and facilities to meet special public information needs created by the emergency.
 - (f) Contribute information to the emergency operating centre of the Southern Combined Civil Defence Emergency Management Organisation to assist them to respond to the local emergency.
- (iii) News media representatives are expected in their reporting to show consideration for people in a distressed condition.

7.6 Government Departments

- (a) Government departments are required under the National Civil Defence Emergency Management Plan, Part Three - National Warning Systems, to notify the Director of Civil Defence Emergency Management or the duty officer of any information regarding an actual or impending disaster affecting the public.
- (b) Before the declaration of a local emergency, Government departments and other agencies make statements on matters relating to their own field of interest, but when a local emergency has been declared, co-ordination of these statements through the PIM is required. Only when urgent life-saving measures are necessary should independent action be taken.
- (c) All departments and organisations are required to maintain communication channels for:
 - (i) telling people how the department or organisation is continuing its normal functions during an emergency
 - (ii) telling people what civil defence measures are being undertaken by the department or organisation and
 - (iii) telling staff and visitors in their premises what arrangements are in place to provide for their rescue and relief in an emergency

See Sections 58,59 Civil Defence Emergency Management Act 2002.

7.7 Voluntary Agencies

Many voluntary agencies will have information, which is needed by both the public and civil defence emergency management organisations. These agencies should ensure that their public information plans identify channels of communication that will be required in an emergency to disseminate information to the public.

7.8 Warnings and Messages

- (a) Warnings and messages passed to or through the news media are to be drafted by the Emergency Operating Centre staff and authorised by the Local Controller.

PART 8 - WELFARE

To be used in conjunction with the National Civil Defence Emergency Management Plan, The Southern Combined Civil Defence Emergency Management Welfare Manual and the Waikato Civil Defence Emergency Management Group Plan

8.1 General

- (a) An event leading to a declared emergency is likely to seriously threaten the physical and emotional well being of a large number of people. Individuals may suffer bereavement, physical injury, and separation from families. They may experience personal losses of clothing, housing, household goods, employment and income. Communities may be affected by severe damage to public utilities (power, telephone, water, gas and sewerage) and transport.
- (b) Various factors (e.g. weather, health hazards, disruption of supplies) may require evacuation of all or part of a population from a disaster area. Planning and organisation for the care of the homeless are essential to emergency management preparedness.
- (c) Welfare in this context includes the provision of shelter, accommodation, food, clothing, cash grants and other financial assistance, counselling, personal support and advice to persons affected or threatened by the event. The work of welfare may commence before the impact of the threatening event, and extend through any declared emergency and the implementation of any recovery plan approved by the Government.

8.2 Objectives

The objectives of this sub-plan are to set out the arrangements to be made for:-

- (a) the care of homeless or displaced persons;
- (b) the evacuation of areas where a serious danger exists to life and/or health;
- (c) the provision of accommodation, food and clothing for those in need;
- (d) the provision of food to emergency hospitals, medical units and personnel engaged in civil defence operations where necessary;
- (e) the establishment of a registration system for those persons who:-
 - (i) are forced to leave their normal place of residence by the emergency;

- (ii) are displaced or otherwise unable to return to their homes;
- (f) the provision of other support services as demanded/required by the situation, during the period of a declared state of civil defence emergency.

8.3 Long Term Support

In the aftermath of a major emergency there will often be a need for long-term support and assistance to those affected. Such continued support is not a civil defence emergency management responsibility, however, a state of local emergency should not be terminated until such time as normal every day welfare agencies are capable of taking over this function.

To assist these welfare agencies in the provision of long-term support, Civil Defence Emergency Management Organisations should be prepared to make available emergency welfare records produced and maintained while the state of local emergency was in force.

8.4 Responsibilities

(A) Southern Combined District

- (1) Pre Emergency: The Southern Combined CDEM Organisation shall have the following responsibilities:-
 - (a) the appointment of a suitable person as Combined District Welfare Co-ordinator (SOP 1);
 - (b) liaison with Welfare Sections to assist with training and organisation;
 - (c) liaison on a Combined District basis with assisting Agencies, Departments and Organisations;
- (2) Emergency: During a duly declared emergency the Southern Combined Civil Defence Emergency Management Organisation shall be responsible for:
 - (a) co-ordination of emergency welfare measures within the Southern including movement of evacuees-
 - (1) between areas
 - (2) to adjoining districts or regions
 - (b) co-ordination of reception measures for evacuees from adjoining districts or regions;

- (c) liaison with assisting volunteers, agencies, departments and organisations.
- (B) Welfare Sections
- (1) Pre-Emergency Responsibilities
 - (a) the appointment of suitable persons as Welfare Team Leaders; (SOP 1)
 - (b) to form welfare committees of local organisations and people involved in welfare;
 - (c) to exercise and train all welfare personnel;
 - (2) During a declared emergency the welfare sections will have the following responsibilities:
 - (a) to co-ordinate all welfare activities within their area;
 - (b) to assist in other areas if required;
 - (c) to receive evacuees from other areas or districts if so required;

8.5 Welfare Co-ordination

- (1) The Team Leader will liaise with all service supplying agencies.
- (2) The Team Leader shall:
 - (a) arrange for the establishment and management of welfare facilities;
 - (b) arrange and provide food to disaster workers and the affected community;
 - (c) provide suitable emergency shelter, and where necessary, assist in the provision of emergency accommodation;
 - (d) assist the local controller and officials during evacuations;
 - (e) arrange the provision of suitable emergency clothing, basic toiletries, etc;
 - (f) arrange for the provision of suitable personal services to all people affected by the disaster;
 - (g) arrange for the registration of evacuees, displaced people and relief workers and the collection of welfare data so that

the local controller can ascertain the requirements and impact of the event;

- (h) liaise closely with the public information section of the civil defence emergency management organisation;
- (i) arrange for the care and protection of domestic pets and other animals affected by the event;
- (j) liaise with the Southern Combined CDEM Welfare Coordinator who will keep the local controller fully briefed on the welfare situation.

8.6 National Registry

The New Zealand Red Cross will be responsible for the establishment of a national registry. The Southern Combined CDEM Organisation has adopted the Red Cross registration form and will cooperate fully with the national Red Cross enquiry registry.

8.7 Local Registration

Civil defence emergency management welfare sections are responsible for the initiation of registration procedures, as necessary, within their respective areas.

A District Registry will be established, if necessary, on the authority of the Controller.

8.8 Catering

Catering for the homeless, evacuee's etc., shall be a primary responsibility of the welfare sections in each area. Where necessary assistance should be sought from the Southern Combined CDEM Team Leader who will arrange assistance from unaffected areas.

8.9 Accommodation

Accommodation outside the affected area(s) will be co-ordinated by the Southern Combined CDEM Team Leader and requests in this regard should be directed to Southern Combined CDEM Emergency Operations Centre. Accommodation within areas will be the responsibility of the Team Leaders.

8.10 Evacuation

Where it is necessary for evacuees to move between areas the Southern Combined CDEM Team Leader will co-ordinate such movement. Movement within Region will be coordinated by the Waikato CDEM Group Welfare Manager. Movement between Regions shall be co-ordinated by the Ministry of Civil Defence and Emergency Management. Evacuation within areas will be the responsibility of the Controller.

8.11 Clothing

The provision of clothing and essential items to disaster victims shall be the responsibility of welfare sections. Where assistance is required in the collection and sorting of donated items from outside the area, such assistance should be requested through the Southern Combined CDEM Welfare Co-ordinator.

Transport of emergency clothing is to be co-ordinated by the Southern Combined CDEM Team Leader in consultation with the transport section.

8.12 Personal Services

Welfare sections shall be responsible for the provision of personal services. Work and Income District Offices will administer any payments to meet immediate and continuing needs of disaster victims, continue to administer normal benefit payments and administer billeting payments.

8.13 General Services

Welfare sections should, where possible, take advantage of the mandates accepted by assisting organisations in the provision of welfare services. (National Plan, Part 8, Annexe B refers).

8.14 Insurance

- (1) The New Zealand Insurance Industry no longer maintains an Insurance Emergency Plan. Insurance is an important part of welfare and the following issues need to be addressed: (*Note: In practice the Emergency Operating Centre will arrange appropriate liaison with the Insurance Industry*).
 - (a) the setting up of information centres to handle insurance inquiries from the public;
 - (b) the deployment of insurance assessors to a disaster area;
 - (c) the provision of advice to the public on actions to be taken to minimise or prevent further loss or damage;

- (d) the pooling of local insurance company resources in order that claims may be speedily processed;
- (2) A close liaison should be established between Insurance convenors and the Local Controller to ensure that:
 - (a) priorities of action are established;
 - (b) there is no conflict in information released to the public as regards insurance matters;

(Contact details SOP 1.)

Note: In practice the Insurance Industry has been represented at every Emergency Operating Centre briefing.

8.15 Welfare Contacts

Contact names and phone numbers for key welfare personnel are listed in SOP 1.

8.16 Welfare Centres

- (1) Welfare Assembly Centres
 - (a) Welfare assembly centres may be established in the Southern Combined District as required (generally at a school).
 - (b) Halls could also be used as welfare assembly centres.
- (2) Main Welfare Centres

Main welfare centres will be established as required at the following locations:-

Taupo
Turangi
Mangakino
Tokoroa
Putaruru

Refer SOPs for location of Welfare Centres.

PART 9 - LOGISTICS

To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Group Plan

9.1 Introduction

- (1) Logistics is the acquisition and management of the support requirements of civil defence emergency management.
- (2) This part of the Plan provides guidelines for the procurement of goods and services and the coordination or transport required in planning for and responding to support requirements during a declared emergency.

9.2 Principles

In supporting civil defence emergency management requirements, the following principles of logistics should be applied.

1. Preplanned inventories or databases are essential for identifying existing suppliers and sourcing resources likely to be required;
2. Local suppliers and resources should, where practicable, be used before those from outside the area;
3. Logistics support, including the provision of outside aid, is achieved by making full use of appropriate professional expertise from the local community and, to the extent possible, using normal sources and systems of procurement and distribution;
4. No assistance or resources should be forwarded to a civil defence emergency management organisation unless they are;
 - Pre-planned; or
 - Requested by that organisation; or
 - That organisation has been overwhelmed by the event and external goods and services are urgently required.
5. Unless otherwise agreed, the supplying organisation should be tasked with the delivery, or arranging for the delivery, of goods procured through it;
6. The purchasing of goods and services, and the organising of public appeals, should wherever possible be done in a way that does not undermine the local economy.

9.3 Local Responsibilities

The position of Logistics Manager may be created within the Emergency Operating Centre. The officer filling the position during any response activation is responsible to the Local Controller for arranging those supplies required to meet the demands of the organisation. This includes arranging such transport resources as may be required to support civil defence emergency management operations.

A Transport Liaison Officer may be appointed to the combined district Emergency Operating Centre by arrangement with the New Zealand Police Area Manager. If appointed this officer will advise the Local Controller on;

- Route availability and capacity
- Closures or road restrictions
- Priorities for re-establishment of essential routes
- Traffic control measures within the combined district
- Airfield and Port serviceability where appropriate.

Respective District Road Engineers, or Asset Managers, will advise the Local Controller and will be responsible to the Local Controller for arranging the re-instatement of essential routes. In carrying out this function District Road Engineers, or Asset Managers, will undertake the necessary liaison with contractors and State Highway authorities.

Local civil defence emergency management organisations are responsible for planning and delivering logistics support during any declared emergency covering all or part of the combined district. This will include;

1. Identifying and documenting critical resources.
2. Determining the extent of local logistics requirements.
3. Acquiring and arranging delivery of required goods and services.
4. Requesting logistics support from other civil defence emergency management organisations where goods or services are unobtainable through local efforts.
5. Supporting other civil defence emergency management organisations' logistics requirements when requested.

9.4 Regional Responsibilities

When a local emergency is declared within its region the CDEM Group must implement civil defence emergency management measures to assist the local civil defence emergency management organisation, including logistics support.

During a state of national or local emergency the group controller may set priorities, and direct and co-ordinate resources and services in consultation with the local controllers pursuant to section 27(2) of the Civil Defence Emergency Management Act 2002.

In each group civil defence emergency management plan, lead agencies may be designated for the management of the logistics function at a group level and any resources identified as group resources will be specified.

9.5 Classification of Resources

The local resources of an area should where practical, be identified, thus giving those responding to an emergency the necessary information to obtain additional resources required and to identify possible shortfalls.

Requests for resources to be supplied from beyond the area covered by the local emergency should where practical be made through the usual supplying organisations before seeking Ministry of Civil Defence Emergency Management support.

Resources are categorised into three main groupings:

- (1) National – which in a declared emergency are allocated and controlled by the Central Government through the Director of Civil Defence Emergency Management. National Resources are;
 - Those of the New Zealand Defence Force:
 - The rail and sea resources of Tranz Rail Limited:
 - Those of the New Zealand based airlines and shipping companies:
 - The transport resources of New Zealand Post Limited:
- (2) Regional resources are those which may have a strategic regional importance in a national or local emergency.
- (3) Local resources are any which are not reserved as national or regional resources.

Unless a higher state of emergency is in force over an area and there is a strategic reason for withholding them, any national or regional resources should be made available to a Local Controller who requests their use.

9.6 Traffic Control

Where road access to and within the combined districts is severely disrupted or otherwise limited by the emergency, traffic will be regulated according to the following priorities:

- Preservation of life

- Maintenance of law and order
- Care of the sick and injured
- Maintenance of essential services including civil defence supplies
- Protection of property

The New Zealand Police will co-ordinate all traffic control measures. This may include placing road blocks and control points outside the boundaries of the combined districts to regulate traffic and facilitate the movement of outward traffic.

9.7 Essential Routes

All essential State Highways will be identified and maintained by Transit New Zealand. Local Authority roads maintained by Territorial Local Authorities.

9.8 Requisitioning of Supplies and Transport

Requisitioning of supplies and transport will be a measure of last resort. Where urgency dictates, or no other option is viable, the Local Controller, or the Police, can exercise their powers under the Civil Defence Emergency Management Act 2002 (Section 90).

Where these powers are exercised the correct procedures are to be observed. See attached form at Annexe "A". In requisitioning transport resources the Local Controller accepts responsibility for proper operation, maintenance and repair (where damage is caused during the period the vehicle is under his/her control), and for the supply of fuel and lubricants.

Accurate records are to be maintained by the Logistics Manager.

Note: Refer to the National Civil Defence Emergency Management Plan, Part Nine, Logistics, for comprehensive guidance on 'Procedures' including;

Requisition of goods and services
 Payment and Reimbursement
 Recovery and Disposal of Unused Goods

See following (3) pages for 'Requisition' Forms

REQUISITION OF PROPERTY DURING A STATE OF EMERGENCY
(Front of Form)

To: _____
(Name and address of owner or person in control of the property)

TAKE NOTICE:

1. That a state of emergency is in force in

_____ [state area]

2. That this notice is furnished in accordance with the Civil Defence Emergency Management Act 2002, Section 90 (see over).

3. That whereas, _____ being a [delete inapplicable] Group Controller/Local Controller/Constable, believes that the action proposed is necessary for the preservation of human life,
Now, therefore, I, _____ being a [delete inapplicable] Group Controller/Local Controller/Constable/person authorised by _____ named above, hereby require you to place the following property under my control and direction:

[Description of property]

YOU ARE WARNED that it is an offence to fail to comply with this notice.

YOU ARE ENTITLED under section 109 of the Act (see over) to apply to:

[Indicate employer of requisitioning officer, e.g. territorial authority, NZ Police, Ministry of Civil Defence Emergency Management)

for compensation for:

- (1) the use of this requisitioned property;
- (2) any loss of or damage or injury to that property suffered or incurred whilst under my control.

Dated _____ this _____ day of _____

Signed _____ Designation _____

SEE OVER

SECTIONS 90 AND 108 CIVIL DEFENCE EMERGENCY MANAGEMENT ACT 2002

(Back of Form)

90 Requisitioning powers

- (1) This section applies if a state of emergency is in force, and, in the opinion of a Controller, or a member of the police, the action authorised by this section is necessary for the preservation of human life.
- (2) The Controller or member of the police, or a person authorised by him or her, may direct the owner or person for the time being in control of any land, building, vehicle, animal, boat, apparatus, implement, earth-moving equipment, construction materials or equipment, furniture, bedding, food, medicines, medical supplies or any other equipment, materials, or supplies to immediately place that property (**requisitioned** property) –
 - (a) under his or her control and direction; or
 - (b) under the control and direction of a Controller or a member of the police, or person authorised by that Controller or member of the police, if that person has requested the person making the requisition to do so on his or her behalf.
- (3) A person exercising any power conferred on him or her by this section must give to the owner or person in charge of the requisitioned property a written statement specifying the property that is requisitioned and the person under whose control the property is to be placed.
- (4) Where the owner or person for the time being in control of any property that may be requisitioned under this section cannot be immediately found, a Controller, or a member of police, or person authorised by a Controller or member of the police, may assume immediately the control and direction of the requisitioned property.
- (5) If a person assumes the control and direction of requisitioned property under subsection (4), that person must ensure that, as soon as is reasonably practicable in the circumstances, a written statement specifying the property that has been requisitioned and the person under whose control it has been placed is given to the owner or person formerly in charge of the requisitioned property.
- (6) The owner or person in control of any property immediately before it is requisitioned under this section must provide the person exercising the power under this section with any assistance that the person may reasonably require for the effective and safe use of that property.

Compare: 1983 No 46 s 64((1)-(4))

107 Compensation if property requisitioned

- (1) Subsection (2) applies if any requisitioned property has come under the control of the National Controller, any member of the police, or a person authorised by the National Controller or member of the police, while acting under section 90 in a state of emergency.
- (2) There is payable, on application by any person having an interest in the requisitioned property, out of money appropriated by Parliament, reasonable compensation for-
 - (a) the use of that requisitioned property while under that control; and
 - (b) any loss of or damage or injury to that requisitioned property suffered or incurred while under that control.
- (3) Subsection (4) applies if any requisitioned property has come under the control of a Civil Defence Emergency Management Group, a Group Controller, or a person authorised by the Group or Group Controller, while acting under section 90 in a state of emergency.
- (4) There is payable, on application by any person having an interest in the requisitioned property, by the Civil Defence Emergency Management Group that appointed the Group Controller, reasonable compensation for-
 - (a) the use of that requisitioned property while under that control; and
 - (b) any loss of, or damage or injury to, that requisitioned property suffered or incurred while under that control.
- (5) In determining the amount of compensation payable under this section for any loss of, or damage or injury to, requisitioned property, any amount that the person having an interest in the property has, or is likely to, recover under a contract of insurance or by any other means must be taken into account.
- (6) If there is any dispute as to the entitlement of any person to compensation under this section, or as to the amount of the compensation, or as to the liability of the Crown or any Civil Defence Emergency Management Group or other person to pay the compensation, the matter may be determined by a court of competent jurisdiction.

Compare: 1983 No 46 s 65

108 Compensation for loss or damage to personal property

- (1) Subject to subsections (3) and (4), every member of a Civil Defence Emergency Management Group, and any other person who carries out civil defence emergency management under the direction of the Director or a Civil Defence Emergency Management Group, or a Recovery Coordinator, and who suffers loss of or damage to his or her personal property occasioned by the exercise or performance of work or duties arising from a state of emergency is entitled to receive compensation equal to –
 - (a) the value of any personal property that has been lost; or
 - (b) the diminution in value of any personal property that has been damaged.
- (2) Subsection (1) may, at the discretion of the Minister, be applied to any person who is not a person referred to in that subsection.
- (3) Subsection (1) does not apply to any loss of or damage to property to the extent to which that loss or damage is covered by a contract of insurance.
- (4) A person is not entitled to receive any compensation under subsection (1) to the extent to which the person has recovered, or, having regard to the circumstances of the case, may reasonably be expected to recover, any damages, compensation, or ex gratia payment for the loss or damage.
- (5) Any compensation payable under subsection (1) must be paid by –
 - (a) the Crown if the person entitled to the payment was, at the time of the loss or damage, carrying out civil defence emergency management under the control of the Director or the National Controller or any person acting under the authority of the Director or the National Controller;
 - (b) the Civil Defence Emergency Management Group if the person entitled to the payment was, at the time of the loss or damage, carrying out civil defence emergency management under the control of –
 - (i) the Civil Defence Emergency Management Group; or
 - (ii) the Group Controller appointed by the Civil Defence Emergency Management Group; or
 - (iii) a Recovery Co-ordinator; or
 - (iv) any person acting under the authority of the Civil Defence Emergency Management Group or Group Controller.
- (6) If there is any dispute as to the entitlement of any person to compensation under this section, or as to the amount of the compensation, or as to the liability of the Crown or any Civil Defence Emergency Management Group to pay the compensation, the matter may be determined by a court of competent jurisdiction.

- (7) A payment of compensation by the Crown under this section must be made out of public money appropriated by Parliament for the purpose.
- (8) Despite anything to the contrary in the Social Security Act 1964, nothing in this section may be construed as to in any way limit or affect the entitlement of any person to any benefit under that Act.

Compare: 1983 No 46 s 75

See also S109 (Compensation for other matters) Civil Defence Emergency Management Act 2002

PART 10 - COMMUNICATIONS

To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Plan

10.1 Function

The function of the Communications Section of the Southern Combined Civil Defence Emergency Management Organisation is to provide the personnel and equipment necessary for the efficient transmission and reception of all messages into and out of the Southern combined district, as well as within the combined district in the imminence of or during a state of declared emergency.

10.2 Combined District Communications Section

Southern Combined CDEM Communications Section will be located at combined district emergency operating centre.

10.3 Primary Means of Communications

The primary means of communications will be the Telecom telephone system including the Cellular Mobile Network.

10.4 Alternate Means of Communications

Because of the possibility of the Telecom telephone system being out of order in an emergency situation, alternative radio communications, as listed, are provided:-

- (a) HF/SSB installed and maintained by the Ministry of Civil Defence Emergency Management at Taupo. Other installations at Tokoroa, Putaruru, Turangi, Mangakino and Omoiri are maintained by the Southern Combined Civil Defence Emergency Management Organisation.
- (b) UHF link maintained with Environment Waikato.
- (c) VHF link established with Hamilton from SEOA.
- (d) CD17 Channel is still operative within Tokoroa
- (e) Amateur radio privately owned and operated by licensed amateur radio operators (AREC) (HF, VHF and UHF).
- (f) (1) Government Departments - radio telephone

10.5 Facsimile facilities - are available at emergency operating centres.
(See SOP 1.)

10.6 Methods of Communication

- (a) The civil defence emergency management communication network has to be able to function in both day-to-day and emergency conditions. It needs to use the most reliable and least prone to error techniques available.
- (b) Where facilities are available, the following means in the order of preference shown should be used for all formal civil defence emergency management messages:
 - (1) Electronic messages between computers.
 - (2) Facsimile.
 - (3) Telex.
 - (4) Voice over the civil defence emergency management private PABX network.
 - (5) Voice over the public switched telephone network.
 - (6) Voice over HF, VHF or UHF radio.
- (c) For consultations and short briefings, communications as in (4), (5) or (6) above in that order of preference may be used.
- (d) At all levels, under emergency situations, communications may have to use dispatch riders, messengers and runners, citizen band radio etc. as a temporary means until full communications can be restored.

10.7 Priorities

Civil defence emergency management communication planning does recognise the priorities set out in the National Civil Defence Emergency Management Plan Part One - Government Response.

The planning, implementation, maintenance and any necessary restoration of communications should preserve the following priority order:

- (1) information gathering regarding the emergency;
- (2) information dissemination and warning systems;
- (3) rescue and evacuation of people under immediate threat;
- (4) the continuation of central and local government and law and order;
- (5) casualty management;
- (6) public information;
- (7) welfare and care of displaced people;
- (8) maintenance of essential services;

- (9) protection of property;
- (10) restoration and recovery;
- (11) other civil defence emergency management functions;

10.8 Documentation

For ease of operation, both within the combined district and also for communications outside of the combined district, it is advisable to use standard civil defence emergency management forms. These forms are available in combined district emergency operating centres

- (a) Message form (CD 1)
- (b) Radio Log.

10.9 Amateur Radio Emergency Communications (AREC)

AREC provides communications expertise and radio equipment throughout New Zealand. The main roles of AREC in civil defence emergency management are;

- Provision of *advice* at the planning stage for communications systems.
- Assistance in training civil defence emergency management staff.
- Operational assistance by providing equipment and/or trained staff.

10.10 Emergency Services Communications

New Zealand Police and New Zealand Fire Service share the same VHF Radio Network throughout the combined district. The Southern Emergency Operating Area (Tokoroa) is privileged to have access to this link, which is additional to the VHF links referred to in 10.4

PART 11 - ENERGY

To be used in conjunction with the National Civil Defence Emergency Management Plan and the Waikato Civil Defence Emergency Management Plan

11.1 Introduction

A declared emergency is likely to disrupt electricity and piped gas supplies in the area of the disaster. Restoration of these particular energy supplies will be an important part of restoring normal conditions during a civil defence emergency.

Protection and restoration of electricity supplies will be a priority in a local emergency in the Southern Combined Emergency Operating Area. Medical facilities, water and sewage systems and many other essential services depend on electricity for their continued operation, as does the commercial storage of food under refrigeration. Electricity is required for numerous communications systems (e.g. radio stations, radiotelephone systems, facsimile machines and word processors). The great majority of commercial and industrial enterprises use it for their essential processes. Almost every building in the country uses electricity for lighting. Most use it for heating as well, and the great majority of households use electricity for cooking, water heating and refrigeration.

Failure of the national grid, or of gas pipelines supplying power stations, may reduce electrical resources available to what can be provided from local sources of generation, such as local power schemes, in-house and standby generators, and generators available from hire centres. Some of these in turn are likely to depend on accessible stocks of LPG or diesel fuel.

11.2 Objective

This part of the civil defence emergency management plan prescribes the arrangements required for the restoration, operation and maintenance of the electricity system under emergency conditions, and the planning required to ensure the best use of available systems and resources in the event of a local emergency.

11.3 Principles

In an emergency, electricity supply systems should be accorded high priority for restoration and maintenance because of the life preserving and communications purposes to which electricity is put.

11.4 Priorities

The goal of civil defence emergency management measures is to save life and minimise suffering. This indicates that in the event of an emergency, energy supplies need to be made available for the following priorities:

- (a) medical centres (including hospitals);
- (b) emergency operating centres;
- (c) energy control centres;
- (d) communications networks;
- (e) water and sewage pumping;
- (f) gas production facilities;
- (g) liquid fuel pumping and delivery;
- (h) domestic/commercial/industrial uses;
- (i) other purposes.

11.5 Responsibilities - Electricity Supply

(a) At National Level

- (i) Sources of advice for the various sectors of electricity supply are as follows:

Sector	Source of Advice
- Electricity generation	Contact Energy Limited.
- ECNZ Generation	Local electricity distributors with generating capacity
- Electricity transmission	Trans Power (NZ) Ltd
- Electricity distribution	Local Power Companies. Network Operators. Electricity Retailers.

- (ii) Trans Power (NZ) Ltd has undertaken to provide advice to the Ministry of Civil Defence Emergency Management at national level on restoration and operation of electricity transmission systems. It will act where necessary as a first point of contact on electricity supply matters generally.

(b) Regional Level

Group Civil Defence Emergency Management has a major role in the event of major disruption to energy supplies during a declared emergency. Liaison will generally occur at a group level.

See National Civil Defence Emergency Management Plan, Part Eleven, Paragraphs 25 to 28.

(c) Local Level

Recent changes in Electrical Retailing have made it difficult to secure liaison at a *Local* level. There are so many retailers in the combined district it would be impractical to seek liaison with them all. This will be accessed through Lifelines.

For contact details see SOP 1.

11.6 During Local Emergencies

- (a) The persons appointed to provide liaison and advice to any emergency operating centre on matters concerning electricity should ensure that the EOC knows where and how to contact them in a local emergency. It may not be necessary for these people to stay in the EOC during an emergency provided communication between them and the EOC can be maintained.
- (b) In a local emergency the tasks of the electricity advisor shall be:
 - (i) at each level to provide advice, information and assistance to the civil defence emergency management organisation to ensure the effective and appropriate restoration of energy;
 - (ii) at each level to liaise with other levels of electricity advisors;
 - (iii) at the local level to liaise between distributors on matters relating to the restoration of supply;
 - (iv) in the case of regional electricity advisors, to liaise with Trans Power (NZ) Ltd over load allocation to electricity distributors within the region.
- (c) Standby generators are available in the Combined District. The Controller has the authority to requisition and establish priorities for these as required. In the event of a group emergency the Group Controller will have this responsibility.

11.7 Responsibilities Petroleum

The continuing provision of petroleum and associated lubricants is the responsibility of the Petroleum Industry. Specific responsibilities are:-

- (a) to overcome any disruption to local or overall distribution systems in order that supplies may be maintained;
- (b) to take such measures as are necessary to rectify any emergency within the industry. Any such emergency could, in itself, become a local emergency;

- (c) to maintain civil defence emergency management plans to cater for the provision of essential supplies to any part of the combined district where a local emergency has occurred;
- (d) the appointment of suitable persons within the industry to act as Sub-Regional Petroleum Industry Co-ordinators based at the Waikato EOC.

11.8 Requests for Assistance

All requests for assistance from outside the combined district, relating to energy matters, are to be made through the Waikato EOC. The Group Controller will request further assistance through the Director of Civil Defence Emergency Management where necessary.

11.9 Public Information

The public must be kept informed about the current energy supply situation during an emergency. Energy news releases are to be co-ordinated through the public information section at the controlling emergency operating centre.

PART 12 - TRAINING

To be used in conjunction with the Waikato Civil Defence Emergency Management Plan

12.1 Introduction

- (1) A wide range of community groups and agencies require training to prepare them to carry out their responsibilities in all phases of emergency management. If they are to be capable of a rapid and effective response, training needs must be identified and met.
- (2) The term "training" as used in this plan includes all activities by educational institutions and other training providers that enhance the skills, knowledge and attitudes of all involved in emergency management.
- (3) Training requirements must be written into corporate policy, formulated in quality management proposals, reflected in the quality systems adopted, and given a high priority.
- (4) The design and implementation of civil defence emergency management training programmes throughout New Zealand is, of necessity, diverse to meet the individual requirements of those with civil defence emergency management responsibilities.
- (5) Commonality of purpose and method are promoted by the promulgation of guidelines by the Ministry of Civil Defence Emergency Management

12.2 Responsibilities for Training

Waikato Civil Defence Emergency Management Group:

May provide training support to the Combined District, which will be determined through consultation and may be detailed in a Group Civil Defence Emergency Management Strategy or other document.

Southern Combined District:

The constituent authorities have the following responsibilities:

- (1) To implement a programme of training, relevant to the needs of their community and appropriate to the provisions of their civil defence emergency management plans.
- (2) To provide training, equipment, facilities and accommodation to enable the functions of rescue, first aid and relief of distress to be carried out on premises occupied by them.

This section to be developed as part of Local and Group Training Plans.