



If calling please ask for: Democratic Services

18 June 2018

## **Civil Defence Emergency Management Group**

Order Paper for meeting to be held at the Porirua Emergency Operations Centre, 2B Raiha Street, Porirua on

**Friday, 22 June 2018 at 9.00am**

### **Membership of Group**

Mayor Booth	(Carterton District Council)
Mayor Guppy	(Upper Hutt City Council)
Mayor Gurunathan	(Kapiti Coast District Council)
Councillor Laidlaw	(Greater Wellington Regional Council)
Mayor Lester	(Wellington City Council)
Mayor Napier	(South Wairarapa District Council)
Mayor Patterson	(Masterton District Council)
Mayor Tana	(Porirua City Council)
Mayor Wallace	(Hutt City Council)

## Civil Defence Emergency Management Group (CDEM Group)

Order Paper for the meeting to be held on Friday, 22 June 2018, at 9.00am at the Porirua Emergency Operations Centre, 2B Raiha Street, Porirua

### Public Business

		Page No
1. Apologies		
2. Public participation		
3. <a href="#">Confirmation of the minutes of 20 April 2018</a>	<b>Report 18.140</b>	<b>3</b>
4. <a href="#">CDEM Group Appointments</a>	<b>Report 18.254</b>	<b>8</b>
5. <a href="#">WREMO Quarterly Report - 1 January 2018 to 31 March 2018</a>	<b>Report 18.256</b>	<b>12</b>
6. <a href="#">Amendment to the Group Plan 2013-2018 - Strategic Recovery Planning</a>	<b>Report 18.257</b>	<b>80</b>
7. <a href="#">Wellington Region Earthquake Plan (WREP) - Endorsement for Consultation</a>	<b>Report 18.258</b>	<b>86</b>
8. Response Teams and Ara Tahi update	<b>Brief</b>	
9. Declaration exercise	<b>Exercise</b>	

**Next meeting: 24 August 2018**



**Report 18.140**

20/04/2018

File: CCAB-21-212

**Minutes of the Civil Defence and Emergency Management Group meeting held in the Council Chamber, Level 2, Upper Hutt City Council, 838 Fergusson Drive, Upper Hutt, on Friday, 20 April 2018 at 9:01am**

**Present**

Mayor Wallace (Chair)	(Hutt City Council)
Mayor Booth (from 9:07am)	(Carterton District Council)
Mayor Guppy	(Upper Hutt City Council)
Mayor Gurunathan	(Kapiti Coast District Council)
Councillor Laidlaw	(Greater Wellington Regional Council)
Mayor Patterson	(Masterton District Council)
Mayor Tana	(Porirua City Council)

**Also present**

Deputy Mayor Jill Day	(Wellington City Council)
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**1 Apologies**

*Moved* (Mayor Wallace/ Mayor Tana)

*That the CDEM Group accepts the apologies for absence from Mayors Lester and Napier, and the apology for absence from Mayor Booth.*

The motion was **CARRIED**.

**2 Public Participation**

There was no public participation.

3 **Confirmation of the minutes of 1 December 2017**

*Moved* (Mayor Patterson/ Mayor Guppy)

*That the CDEM Group confirms the minutes of the meeting of 1 December 2017, Report 17.495.*

The motion was **CARRIED**.

4 **CDEM Group Appointments**

**Report: 18.138**

File: CCAB-21-209

*Moved* (Mayor Wallace/ Mayor Guppy)

*That the CDEM Group:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Approves the following controller appointments:*
  - a. *Adrian Glen, Alternate Group Controller*
  - b. *Jeremy Holmes, Alternate Group Controller*
  - c. *Max Pedersen, Local Controller, Kapiti District*
4. *Removes the following appointees from the list:*
  - a. *Mark Constable, Alternate Local Controller, Wellington City*
  - b. *Wayne Maxwell, Local Controller, Kapiti District*
  - c. *Anita Dixon, Alternate Local Controller, Kapiti District*

The motion was **CARRIED**.

5 **Declaration Guide and Documentation**

David Russell, Manager, Operations Readiness, handed to the members of the CDEM Group guidance for declaring a state of emergency, and associated documents that would need to be completed by territorial authorities if they did wish to declare an emergency.

Mayor Booth arrived during discussion of item 5, at 9:07am.

6 **WREMO Quarterly Report 1 October to 31 December 2017**

The CDEM Group commended Upper Hutt City Council on their average attendance for the quarter.

Jeremy Holmes, Regional Manager, Wellington Civil Defence and Emergency Management, spoke to the report.

**Report: 18.137**

File: CCAB-21-207

*Moved*

*(Mayor Guppy/ Mayor Patterson)*

*That the CDEM Group:*

- 1. Receives the report.*
- 2. Notes the content of the report.*
- 3. Approves the report as an accurate record of those activities occurring in the second quarter of 2017/2018.*

The motion was **CARRIED**.

## 7 **Group Plan Update**

### **Oral presentation**

Jeremy Holmes, Regional Manager, Wellington Civil Defence and Emergency Management, gave a presentation to the CDEM Group, reaffirming that the National CDEM Strategy is to realise the vision of a resilient New Zealand through the 4Rs: Reduction; Readiness; Response; and Recovery.

Jeremy Holmes also discussed WREMO's role for delivery of CDEM actions across the 4Rs in the Wellington Region, the delivery outcomes, and timelines.

*Moved*

*(Mayor Wallace/ Mayor Patterson)*

*That the CDEM Group:*

- 1. Notes the progress being made on findings of the Wellington Region CDEM Review.*
- 2. Notes the outcomes of the Council CEs' Workshop on 2 February 2018.*
- 3. Notes the inclusion of the increased WREMO funding level in Council LTPs which are due for approval in June.*
- 4. Notes CEG's endorsement of the draft Group Resilience Framework and Group Plan development sequence (now underway).*

The motion was **CARRIED**.

## 8 TAG Process Update

### Oral presentation

Jeremy Holmes, Regional Manager, Wellington Civil Defence and Emergency Management, gave a presentation, updating the CDEM Group on the progress and timeline of the TAG.

*Moved* (Mayor Wallace/ Mayor Booth)

*That the CDEM Group:*

1. *Notes the progress being made by DPMC with the Ministerial Review.*
2. *Notes the general themes of the Ministerial Review.*
3. *Notes the level of regional engagement in the consultation phase of the Ministerial Review.*
4. *Notes the planned level of regional involvement in Ministerial Review working groups.*

The motion was **CARRIED**.

Mayor Patterson left the meeting during discussion of item 8, at 9:47pm.

## 9 NZ-Response Team Update

### Oral presentation

Jeremy Holmes, Regional Manager, Wellington Civil Defence and Emergency Management, gave a presentation to the CDEM Group in relation to the latest developments with NZ-Response Team, and updated the CDEM Group on the timing of upcoming meetings. Jeremy Holmes noted legal and liability concerns raised by NZ-Response Team volunteers, and updated the CDEM Group on the measures taken to resolve.

*Moved* (Mayor Wallace/ Mayor Guppy)

*That the CDEM Group:*

1. *Notes the background to the current NZ-Response Team issue.*
2. *Notes the progress made over the past month.*
3. *Notes the interim arrangements to allow NZ-Response Team to deploy.*
4. *Notes the plans to progress the issue going forward.*

The motion was **CARRIED**.

10 **Porirua Emergency Operations Centre**

**Oral presentation**

Jerry Wrenn, Local Controller, Porirua, and Scott Martin, Deputy Local Controller, Porirua, gave a presentation to the CDEM Committee, showcasing Porirua City Council's new premises for the Emergency Operations Centre.

**Noted:** The CDEM Group requested officers investigate the prospect of holding the next CDEM Group meeting at the new Emergency Operations Centre premises in Porirua.

Mayor Patterson returned to the meeting during discussion of item 10, at 9:58am.

11 **Role of Kapiti Airport in an Emergency**

Mayor Gurnathan spoke to the report and reiterated Kapiti Airport's critical position in the Region during an emergency. Mayor Gurnathan thanked mayors of the CDEM Group for signing the letter to the Ministers. Both Ministers have acknowledged receipt of the letter, and Mayor Gurnathan will update the CDEM Group when a response is received.

**Report: 18.141**

File: CCAB-21-214

*Moved*

*(Councillor Laidlaw/ Mayor Tana)*

*That the CDEM Group:*

- 1. Receives the report.*
- 2. Notes the content of the report and attachments.*

The motion was **CARRIED**.

**Next meeting: 22 June 2018.**

The meeting closed at 10:16am.

Chair, Wellington Civil Defence Emergency Management Group.

Date:



**Report** 18.254  
**Date** 11 June 2018  
**File** CCAB-21-222

**Committee** Civil Defence Emergency Management Group (Joint Committee)  
**Author** Jeremy Holmes, Regional Manager

## CDEM Group Appointments

### 1. Purpose

To request the Joint Committee make the following CDEM Group appointments.

### 2. Background

Sections 26 and 27 of the Civil Defence Emergency Management Act 2002 (the Act) requires a CDEM Group to appoint, either by name or reference to the holder of an office, a suitably qualified and experienced person to be the Group Controller for its area and to appoint at least one suitably qualified and experienced person to perform the functions and duties, and exercise the powers of the Group Controller if they are absent from duty for any reason. It also states that a CDEM Group may appoint one or more persons to be a Local Controller.

### 3. CDEM Group appointments

The updated list of endorsements and appointments for the Group Controller (and alternates), Group Recovery Managers, Local Controllers (and alternates), Local Recovery Managers and the Group Lifelines Utility Co-ordinator is proposed as follows.

#### Statutory appointments:

Controllers	
<b>CDEM Group</b>	David Russell (Group Controller) Rian van Schalkwyk (alternate) Dan Neely (alternate) Alistair Allan (alternate) Davor Bejakovich (alternate) Bruce Pepperell (alternate) Jeremy Holmes (alternate) Adrian Glen (alternate)

<b>Wellington City</b>	Simon Fleisher (Local Controller) Steve Cody (alternate) Gunther Wild (alternate) Toni Thompson (alternate) Nicola Brown (alternate) David Chick (alternate) Kane Patena (alternate) Barbara McKerrow (alternate) <b>Phil Becker (alternate)</b> <b>Sarah Murray (alternate)</b> <b>Kane McCollum (alternate)</b> <b>Stephen McArthur (alternate)</b> <b>Michelle Riwai (alternate)</b> <b>Baz Kaufmann (alternate)</b> <b>Deborah Howse (alternate)</b>
<b>Porirua City</b>	Jerry Wrenn (Local Controller) Trevor Farmer (alternate) Brian Anderson (alternate) James Jefferson (alternate) Scott Martin (alternate) Bruce Pepperell (alternate)
<b>Kapiti District</b>	Max Pedersen (Local Controller) Scott Dray (alternate) Bruce Johnston (alternate) Kevin Currie (alternate) Glen O'Connor (alternate) Rian van Schalkwyk (alternate)
<b>Hutt City</b>	Lester Piggott (Local Controller) Matt Reid (alternate) Bruce Sherlock (alternate) Geoff Stuart (alternate) Debra Nicholas (alternate) Simon Fleisher (alternate)
<b>Upper Hutt City</b>	<b>Geoff Swainson (Local Controller)</b> <b>Richard Harbord (Alternate)</b> Mike Ryan (alternate) Steve Taylor (alternate) Jessica Hare (alternate)
<b>Wairarapa</b>	David Hopman (Local Controller) Jonathan Hooker (alternate) Murray Johnstone (alternate) Mark Allingham (alternate) Darryl McCurdy (alternate)

**Non-statutory appointments:**

<b>Recovery Managers</b>	
<b>CDEM Group</b>	<b>Dan Neely (Recovery Manager)</b> <b>Nigel Corry</b> Luke Troy Deborah Hume
<b>Wellington City</b>	Mike Mendonca (Recovery Manager) Paul Andrews Danny McComb
<b>Porirua City</b>	Tamsin Evans
<b>Kapiti Coast District</b>	Sarah Stevenson
<b>Hutt City</b>	Kim Kelly
<b>Upper Hutt City</b>	Steve Taylor (Recovery Manager) Geoff Swainson
<b>Wairarapa</b>	Tania Madden (Masterton) Jennie Mitchell (South Wairarapa) Dave Gittings (Carterton)
<b>Lifelines Co-ordination</b>	
<b>CDEM Group</b>	Richard Mowll

**4. Comment**

Appointments are being made in accordance with the CDEM Act 2002 and the Wellington region Civil Defence Emergency Management Group Plan (2013 – 2018).

**5. Communication**

No further external communication is required.

**6. The decision-making process and significance**

The matter requiring decision in this report has been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

**6.1 Significance of the decision**

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Owing to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

## 6.2 Engagement

Due to its procedural nature, no engagement on this matter has been undertaken.

## 7. Recommendations

*That the CDEM Group:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Approves the following controller appointments:*
  - a. *Geoff Swainson, Local Controller, Upper Hutt*
  - b. *Richard Harbord, Alternate Controller, Upper Hutt*
  - c. *Phil Becker, Alternate Controller, Wellington City*
  - d. *Sarah Murray, Alternate Controller, Wellington City*
  - e. *Kane McCollum, Alternate Controller, Wellington City*
  - f. *Stephen McArthur, Alternate Controller, Wellington City*
  - g. *Michelle Riwai, Alternate Controller, Wellington City*
  - h. *Baz Kaufmann, Alternate Controller, Wellington City*
  - i. *Deborah Howse, Alternate Controller, Wellington City*
4. *Approves the following recovery appointments:*
  - a. *Dan Neely, Group Recovery Manager*
  - b. *Nigel Corry, Alternate Group Recovery Manager*

Report prepared by:

**Jeremy Holmes**  
Regional Manager



**Report** 18.256  
**Date** 11 June 2018  
**File** CCAB-21-223

**Committee** Civil Defence Emergency Management Group (Joint Committee)  
**Author** Jeremy Holmes, Regional Manager

## **WREMO Quarterly Report - 1 January - 31 March 2018**

### **1. Purpose**

To inform the Joint Committee of Wellington Region Emergency Management Office's (WREMO) achievements and progress against the activities scheduled in the 2017/18 Annual Plan.

### **2. Background**

The WREMO Quarterly Report included as [Attachment 1](#) incorporates the Annual Plan work programme and additional areas of work identified by the WREMO leadership team.

### **3. Quarterly Report**

The attached report provides the results of the Community Resilience, Operational Readiness and Business and Development Teams, as well as an executive overview by the Regional Manager.

The content of the Quarterly Report has been reviewed and endorsed by both the Coordinating Executive Group (CEG) and the CEG Subcommittee.

### **4. Communication**

No further external communication is required.

### **5. The decision-making process and significance**

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Owing to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

#### **5.1 Engagement**

Due to its procedural nature, no engagement on this matter has been undertaken.

## **6. Recommendations**

*That the CDEM Group:*

- 1. **Receives** the report.*
- 2. **Notes** the contents of the report.*
- 3. **Approves** the report as an accurate record of those activities occurring in the third quarter of 2017/2018.*

Report prepared by:

**Jeremy Holmes**  
Regional Manager

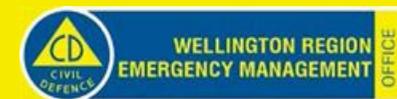
**Attachment 1:** WREMO Quarterly Report (1 January – 31 March 2018)

**WELLINGTON REGION  
EMERGENCY MANAGEMENT OFFICE**

# **Quarterly Report**

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**1 January – 31 March 2018**



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COMMUNITY  
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# Executive Summary

## Overview

Another busy quarter, dominated by the decision-making from the Wellington Region CDEM Review, the development of region's draft Group Resilience Framework and engagement with GWRC to lift its Emergency Coordination Centre (ECC) capability.

## Wins

### 1. *Wellington Region CDEM Review*

On 2 February the Council CE's met to discuss the findings and recommendations from the Wellington Region CDEM Review. Specifically, WREMO's role, its priorities, timeframes and funding level for the next five years. The meeting occurred shortly after the Minister released the findings of the Ministerial Review on Better Responses to Natural Disasters and Other Emergencies in mid-January. After an open and honest conversation by all attendees, it was agreed that WREMO's role would be expanded in accordance with the recommendations of regional review and the general direction of the national review. It was agreed that WREMO would adopt a much more comprehensive and integrated approach to emergency management than it has done previously and that it would work on building the region's capability to respond effectively to large scale events. Additional resources to carry out the above work were agreed upon, with councils agreeing to put the increased funding levels into their Long Term Plans for approval in June. On 23 March these findings were endorsed by CEG.

### 2. *Group Resilience Framework*

While the above conversations were occurring, WREMO worked with members of the CEG Sub Committee to develop a draft Group Resilience Framework for the region that was compatible with the new regional direction and the new National Disaster Risk Strategy that is being prepared by MCDEM. On 23 March the content of the draft Group Resilience Framework was also endorsed by the CEG and approval given for the framework to be used as the basis for the upcoming Group Plan workshops and the next Group Plan.

### 3. *GWRC ECC Capability*

In accordance with the new direction for WREMO to increase the region's capability to respond effectively to large scale events, in February and March WREMO worked closely with members of GWRC's Executive Leadership Team to identify a suitable pool of people to undergo training to staff the region's ECC. Through this process 153 people were identified as being potentially suitable and a training program has been developed to start lifting their capability from mid-April.

# Executive Summary

## Developments

More notable activities occurring during the quarter include:

- 1. Community Emergency Hubs.** Work has continued progressing the region's Community Emergency Hubs to a common operating standard, including making Hub Start Up Kits portable so they can be re-located in the event that circumstances or the community require it..
- 2. Community Leadership Training.** WREMO has started working with the Red Cross to offer leadership training to suburbs once they have developed their community response plans. The training will cover various aspects including conflict resolution and project management to help communities increase their level of connectedness and community preparedness.
- 3. Regional CDEM Training Strategy.** After several years of ad hoc CDEM training, one member of the WREMO Operational Readiness team has been seconded full time onto the Regional CDEM Training Strategy Project – a project to develop a comprehensive training strategy to deliver competent and confident EOC and ECC staff who can respond effectively in a large scale emergency. The project is being guided by a steering group make up of representatives from various councils around the region who also have a strong desire to achieve a step change in the quality of training being delivered. Once completed, it is intended that it will be implemented in early 2019 by a new staff member whose duties will be to manage training delivery on a permanent basis.
- 4. Earthquake Planning.** Following on from the recent endorsement of the Wellington Region Earthquake Plan (WREP) Version 1.1 at the end of last year, work has continued on the development of the WREP Version 2.0 and the development of local emergency earthquake plans that will align with WREP 2.0 and the new national earthquake plan when it is released in the next quarter.

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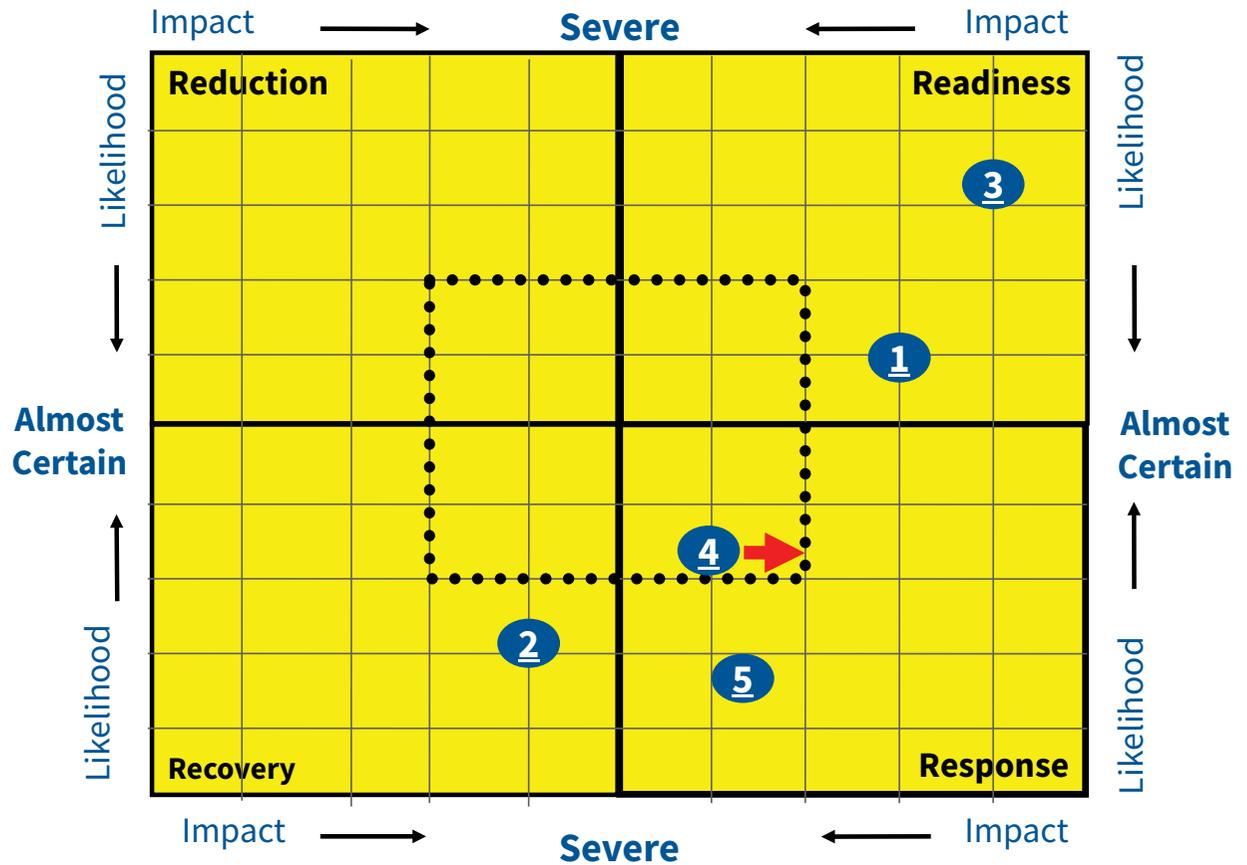
OPERATIONAL  
READINESS

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# Executive Summary

**Risk Matrix as at 31 March 2017**

- 1. Waning community motivation for resilience building initiatives
- 2. Recovery Framework (Developing)
- 3. Implementation of MCDEM initiatives
- 4. Numbers of Council staff attending EOC/ECC training
- 5. Health and Safety



SUMMARY

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# Executive Summary

## Risk explanation and treatment

1. As time elapses since our last significant emergency (November 2016), public interest in resilience building initiatives continues to wane. However, ongoing publicity around community preparedness successes and initiatives does appear to be keeping some forward momentum.
2. The lessons arising from Christchurch's recovery programme must be incorporated into a framework tailored for the Wellington region. Work on this is underway, also incorporating those lessons from the November series of events. The aim is to have a robust framework that aligns at a national, regional, and local level and it be included in the next Group Plan.
3. Central Government policies and initiatives often take a top down approach, with little consideration being given to the interpretation and/or implementation of the policies concerned. Such an approach can sometimes pose significant challenges for regions who are responsible for the interpretation and/or implementation of these policies. At the March meeting of Regional Managers it was agreed that Regional Managers would meet with MCDEM on a quarterly basis to adopt a more collaborative approach than has existed previously. The first of these meetings is scheduled for April.
4. This risk reflects the fluctuating numbers of council staff attending EOC/ECC training. While the total numbers attending training have generally remained stable over the reporting period these numbers now need to be maintained and (preferably) improved upon. Where numbers have fluctuated or progress has not been made, councils and WREMO staff are being encouraged to look critically at the reasons why and to develop plans to increase the number of staff attending. This risk has regularly been highlighted to council executives, noting council obligations under the CDEM Act 2002 and the WREMO founding agreement which requires councils to make staff available for EOC/ECC training and operations. The November 2016 series of events also highlighted the importance of being able to activate and maintain sufficient staff to perform required emergency functions.
5. Answers to key Health and Safety factors, as they relate to CDEM, were promulgated in the 30 June 16 report. Health and Safety is constantly being assessed by WREMO and council staff in accordance with mandated requirements.

## Financial Summary - As at 31 March 2018

WREMO Income Statement 31-Mar-18	YTD as at 31 March			Full Year
	Actual \$000	Budget \$000	Variance \$000	Budget \$000
Rates & Levies	797	663	135	883
Government Grants & Subsidies	-	-	-	-
External Revenue	1,635	1,636	(1)	2,181
Investment Revenue	2	3	(1)	4
Internal Revenue	-	-	-	-
<b>TOTAL INCOME</b>	<b>2,435</b>	<b>2,301</b>	<b>133</b>	<b>3068.6</b>
less:				
Personnel Costs	1,776	1,684	(92)	2,246
Materials,Supplies & Services	336	361	25	482
Travel & Transport Costs	45	53	7	70
Contractor & Consultants	109	132	23	177
Internal Charges	98	94	(4)	125
Total Direct Expenditure	2,365	2,324	(40)	3099.1
Financial Costs	-	-	-	-
Bad Debts	-	-	-	-
Transition Costs - operational	-	-	-	-
Depreciation	50	51	1	85
Loss(Gain) on Sale of Assets / Investments	(45)	-	45	(40)
<b>TOTAL EXPENDITURE</b>	<b>2,370</b>	<b>2,375</b>	<b>5</b>	<b>3144.1</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>65</b>	<b>(74)</b>	<b>138</b>	<b>(76)</b>
Add Back Depreciation	50	51	(1)	85
Other Non Cash	-	-	-	-
Vehicles and other plant purchases	-	-	-	(120)
Net External Investment Movements	-	-	-	-
<b>NET FUNDING BEFORE DEBT &amp; RESERVE MOVEMENTS</b>	<b>115</b>	<b>27</b>	<b>138</b>	<b>(111)</b>
Debt Additions / (decrease)	-	-	-	-
COUNCIL reimbursements	-	-	-	-
Reserve Investments Interest	(2)	(2)	-	(4)
Reserve Investments Transfer Out	-	-	-	115
<b>NET FUNDING SURPLUS (DEFICIT)</b>	<b>113</b>	<b>26</b>	<b>138</b>	<b>0</b>

The third quarter has seen WREMO's spend continue to align with the budget. There has been a slight overspend in personnel due to an increased focus on professional development and the staff secondments.

The WREMO team are actively managing their spend against budget and are looking to be on track for the remaining quarter.

**Balance of reserve as at  
31 March 2018  
\$86,000\***

\*Once 2017/2018 allocations have been transferred

SUMMARY

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# Community Resilience

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**Regional update**



# Community Resilience

## Community Emergency Hubs

The team has continued to progress the region's Community Emergency Hubs to a common operating standard. Much of the work over the last two quarters has entailed:

- assessing the suitability of the venue and securing ongoing tenure as a Hub, and/or identifying and developing an alternative venue;
- meeting the facility owner/manager/staff and ensuring they fully understand the Hub concept and community response model;
- identifying Hub key or lockbox code holders for each venue;
- ensuring lockboxes or alternative access arrangements are in place and Hub signage has been installed;
- installing new Hub Start-up Equipment Kits and operating guides;
- checking the status of Hub radios and making them mobile; and
- developing and updating an asset register.

Outcomes from the process have included better recording of Hub resources, improved access to many Hubs, and consistent guides and equipment to speed-up and help coordinate the community response more effectively. There is still a number of venues where progress has been slow due to ongoing discussions with the facility owner/manager and arrangements over access due to schools being in session. An important aspect of the equipment upgrade involves making all Hub equipment mobile, which involves all Hub radios having mobile antennas and car battery power leads. Work on ensuring Hub radios are better integrated into the new regional radio network has also started and will continue to be progressed over the next quarter.

## Red Cross/WREMO Community Leadership Programme

WREMO has been working with Red Cross to develop a Leadership Programme, to be offered to members of a suburb once a Community Response Plan has been completed. The training will cover many skills that are required in times of stress, such as conflict resolution, facilitation project management and navigating challenges. WREMO and Red Cross will support each other in engaging with communities, and the delivery of both the Community Response Plan and the Leadership Programme. Ongoing support will then be provided by Red Cross to support the community in getting projects that improve preparedness and connectedness identified in the Community Response Planning, up and running. The initial pilot will occur in Porirua.

## FUNcilitation workshop

The team delivered a FUNcilitation workshop at the Joint Centre for Disaster Research's Summer Institute. This workshop provides training on how to work with communities to fifty Emergency Managers from across NZ, Australia and other parts of the world. The Hub concept was discussed and many participants asked for the resources to be shared as none had not encountered a similar model, but saw it as a critical advancement within the sector.



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# Community Resilience

## Fair Engagement

Autumn marks the gradual close of a busy summer engagement programme for the Resilience Team attending fairs and other community events across the region. The team has continued to target regional events and fairs that provide a good opportunity to engage with a large and diverse audience or where preparedness is an appropriate topic. With the end of the fair season the team is planning to use the quieter winter months to explore additional opportunities to expand and improve the effectiveness of our engagement next season.

## Te Hikoi a Rūaumoko (Ruaumoko's Walk)

WREMO have been working with the New Zealand Red Cross to develop and trial an education package to be delivered to years 4 and 5 school students in the Wairarapa. The package includes the Get Prepared messages, using the "Earthquake Guide", "What's the Plan Stan" and a story written in Hawkes Bay developed around a Maori Legend, Te Hikoi a Rūaumoko (Ruaumoko's Walk). This will also help promote the management of school attending the Schools Workshops. If successful, the programme could be expanded across the region.

## Resilience Chocolate Bar – Partnership between Nikau Foundation, WREMO, Wellington Chocolate Factory

Over the last nine months, WREMO has continued its work with the Nikau Foundation and the Wellington Chocolate Factory to create a Resilience Fund managed by the foundation which helps fund small-scale community-driven projects that improve preparedness and/or connectedness. The fund will be available to communities across the region that have completed Community Response Planning. The Wellington Chocolate Factory is excited by the opportunity and will create a special resilience chocolate bar to help raise awareness of the importance of resilient communities and raise money to support the fund. WREMO will endorse the project and link the Nikau Foundation to relevant suburbs who are in the process of renewing their Response Plans and are looking to improve their resilience.

SUMMARY

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## Fair season

WREMO staff engage with the public to promote emergency preparation and awareness of tsunami evacuation zones.

SUMMARY

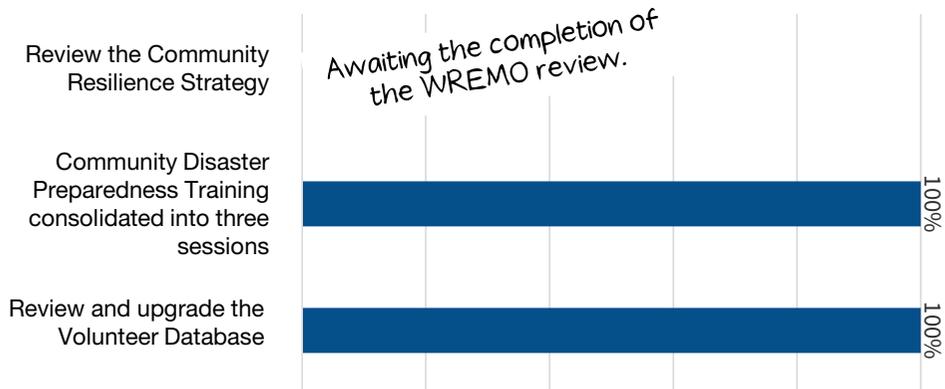
COMMUNITY  
RESILIENCE

OPERATIONAL  
READINESS

BUSINESS &  
DEVELOPMENT

# Community Resilience

**Completed**  
previous quarters
  **Completed**  
this quarter
  **Remaining**  
to be completed



**Aged Residential Care Workshop**



**School-based Workshop**



**Community Hub Activations**



**Community Preparedness Training**



**Community Response Plans**



14 CRPs are in development around the region.

**Prepared Business Workshop**



**Prepared Apartment Workshop**



SUMMARY

COMMUNITY RESILIENCE

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# Community Resilience

## Public education

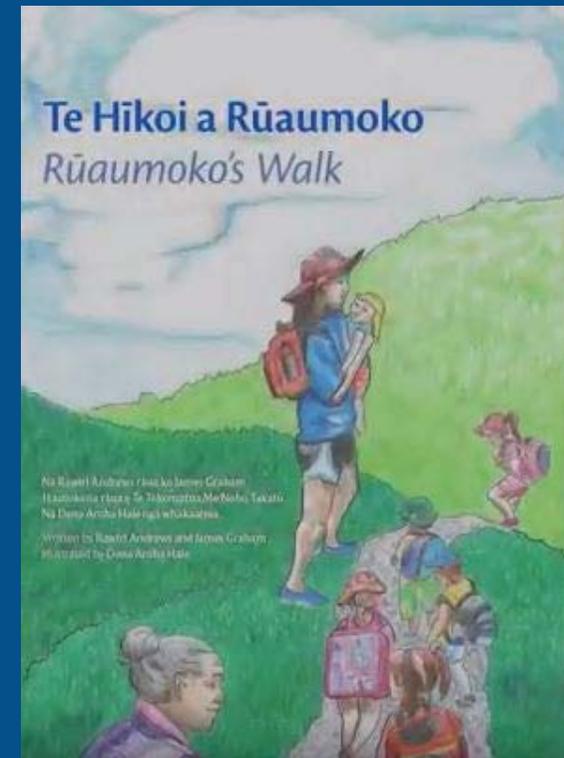
- ON-GOING** Regular Facebook posts.
- ON-GOING** Promote the new Earthquake Preparedness Guide.
- COMPLETE** Promote Tsunami WalkOut for November 14<sup>th</sup> Anniversary.

## Community engagement

- ON-GOING** Support Community-Driven projects related to the CRP process.
- ON-GOING** Spend at least two hours a week engaging with community leaders in non-related emergency management activities.
- IN PROGRESS** Begin incorporating long-term resilience and recovery planning into the CRP process.

## Te Hikoī a Rūaumoko

Te Hikoī a Rūaumoko (Rūaumoko's Walk) is based on Kahungunu legends and dialect telling the story of what to do in an earthquake with a subsequent tsunami threat.



SUMMARY

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## Community Resilience

### Preparedness enablers

- ON-GOING** Promote emergency water tanks as a fundraiser to increase distribution.
- NOT STARTED** Support the logistics to sell discounted Home Foundation Kits and Emergency Toilets.
- IN PROGRESS** Support and develop the logistics of an ongoing sales promotion through a large homeware stores and supermarkets.

### Tsunami Blue Lines

- ON-GOING** Assist local councils, as appropriate, in planning and implementation of Tsunami Blue Lines across the region.

### WREMO website

- ON-GOING** Provide content to new Get Prepared and WREMO websites as required.
- ON-GOING** Completed and up-to-date Hub Guides are loaded onto the WREMO Website.

## Water tank promotion at Karori Lions Carnival

In a collaboration between WREMO, Karori Lions and The Tank Guy, the Karori Lions Carnival was used as an opportunity to talk to Karori residents about emergency water tanks, and fundraise for the community organisation by selling water tanks on their behalf.



SUMMARY

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# Operational Readiness

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Regional update



# Operational Readiness

## Operational events

In February (19 – 21) ex-Tropical Cyclone Gita was forecast to be a severe weather event affecting the Wellington region. In response to the forecast, preparations were made. However, the predicted storm path changed and the region avoided the main impact of the storm. Some of the peripheral impacts from the storm included:

- closure of Wellington Airport, due to strong winds;
- closure of SH 1 between Pukerua Bay and Paekakariki, due to storm damage to the sea wall;
- evacuation of houses in Paraparaumu, due to stormwater drainage flooding; and
- damage to Titahi Bay boatsheds, due to the high tide and waves.

## Operational Readiness

Over the quarter the main focus has been on the initiation of a number of operational capability projects (see next page).

In January one member of the Operational Readiness team was seconded full time to work on the highest priority project: the development of a CDEM Training Strategy for the Wellington CDEM Group. The secondment is expected to last for six months.

Good progress has continued on the development of the Wellington Region Earthquake Plan (WREP) Version 2.0. A technical writing firm has been engaged to assist with the development of the plan's structure and its document linkages. The plan is on track to be presented to the Joint Committee on 22 June 2018 for approval.

In March, the first month of the 2018 EOC training schedule, EOC induction training was run for five of the nine Councils.



SUMMARY

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# Operational Capability

Over the quarter a number of projects have been initiated to support the following key operational capabilities:

## Skilled people

Work has now started on the development of the Wellington Region CDEM Training Strategy to provide the region with a pool of competent and confident people who are able to respond effectively in an emergency.

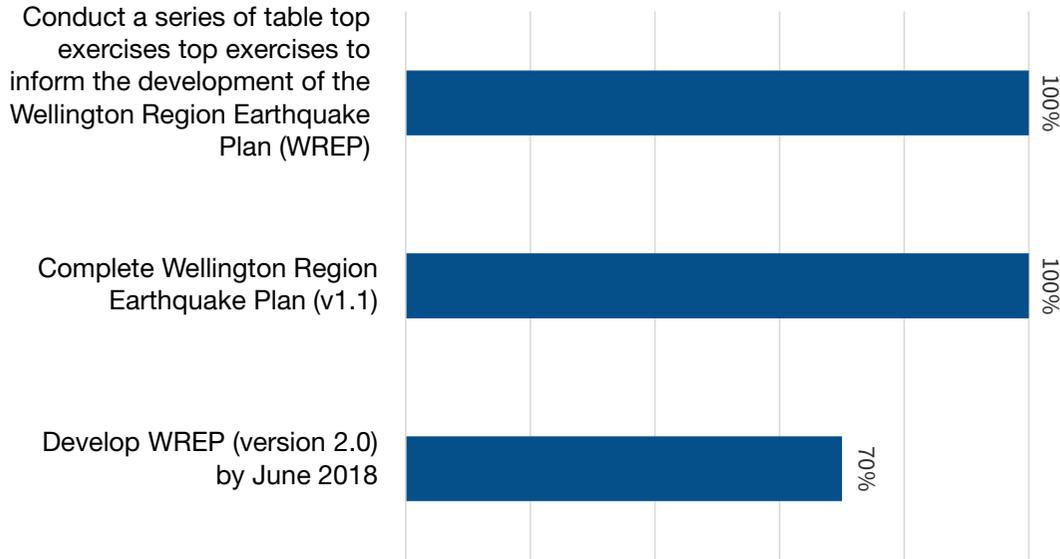
## Capable systems

- Local earthquake response plans are now being developed for the six EOCs in the region to enable them to direct and coordinate their local immediate response to a major earthquake.
- A welfare needs assessment project has been initiated to develop a system and process (based on national guidance) for effective needs assessment across the Wellington Region CDEM Group after a significant event.
- A review is being undertaken of the region's operational readiness systems (plans, SOPs and processes) to identify which are still relevant, which are no longer required, which have shortfalls and what action is required to ensure all operators are able to respond effectively and quickly in an emergency.
- Work has also started on identifying the requirements of the region's emergency management information systems to identify what systems are viable, affordable, trainable and usable for an effective regional emergency management response.

## Operative equipment

A review is also being done of the region's radio network to address the following: consolidation of frequencies, channel naming, channel spacing and agency permissions for use.

# Operational Readiness



## Earthquake Response Plans

We have continued to provide regional contributions to the Wellington Earthquake National Initial Response Plan (WENIRP) Version 2.0.

Following the endorsement of the Wellington Regional Earthquake Response Plan (WREP) Version 1.1, our focus is now on the development of WREP Version 2.0 and on the development of local earthquake response plans for the six Emergency Operations Centres.

## Duty Officer Activation



SUMMARY

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# Operational Readiness

## Stakeholder engagement

- ON-GOING** Operational equipment checks are completed monthly.
- ON-GOING** Support the regional ECC and local EOCs after action review process following any activation of the ECC or EOCs.
- COMPLETE** Ensure the primary Lifelines Utility Coordinator (LUC) role is contracted and managed.
- ON-GOING** Participate in the local Emergency Services Coordination Committees and Regional Inter-agency Liaison Committee.
- ON-GOING** Engage with Lifeline Utilities organisations to enable regional resilience, readiness and response coordination.
- ON-GOING** Conduct information sharing sessions/workshops with emergency management stakeholders.
- ON-GOING** Work with the Wellington Lifelines Group (WeLG), the Wairarapa Engineering Lifelines Association (WELA) and individual lifelines agencies to enhance capability.

## Information sharing sessions/workshops with emergency management stakeholders

The following sessions were held in this quarter:

- **7 Jan 18 – Reconnaissance of Belmont Old Coach Road** to identify an alternate communications route into the Hutt Valley.
- **13 Feb 18 – GWRC Leaders forum** to identifying staff for the Wellington CDEM Group ECC.
  - **28 Feb 18 – Meeting with MCDEM and FENZ** to better understand fire following an earthquake and the Wellington CDEM Group's response requirements.
  - **13 Mar 18 – Exercise Rauora II**, a mass rescue Table Top Exercise for a ship disaster in the Wellington region and CDEM welfare support requirements.
    - **14 Mar 18 – Community resilience programme meeting** for several Wellington Water initiatives.
    - **20 Mar 18 – Wellington Region Public Information Managers (PIM) Meeting. A regular meeting of the region's PIMs.** The focus of this meeting was Emergency Mobile Alerts, capability development and training.
    - **21 Mar 18 – Australasian Fire and Emergency Service Authorities Council Forum** for Urban Search and Rescue requirements following a major Wellington earthquake.

SUMMARY

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# Operational Readiness

## Exercises and Training

- ON-GOING** Develop and deliver staff training in accordance with Operational Readiness Training Programme.
- ON-GOING** Deliver ECC/EOC staff induction training (as required).

## Documentation

- IN PROGRESS** Review regional and local plans for other CDEM responses (as required).

## Emergency Management Information System (EMIS)

- ON-GOING** Support councils with continued development and refinement of the Emergency Management Information System (EMIS).

## Duty Officer system & alerting

- ON-GOING** Develop a robust notification process for alerting WREMO staff for response actions, as a model to assess viability of a region wide notification system.
- ON-GOING** Manage the duty officer systems and processes.

## EOC training

March was the first month of the 2018 EOC training schedule. During this period induction was conducted across five of the nine Councils.

Training in the next quarter will concentrate on CIMS (New Zealand's Coordinated Incident Management System) and functional desk training.

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# Group Welfare Developments

## Manage the Regional Welfare work programme

- The Group Welfare Manager participated and contributed as a member of the National Registration and Needs Assessment Review project team and the Resilience Funded Welfare Toolbox steering group (this latter group is developing tools and guidance to support Welfare Managers in planning and response).
- A Welfare Concept of Operations has been drafted to be included in the Group Welfare Plan. The Concept of Operations outlines the process for welfare activation and support in different types of events, including those not led by CDEM.
- WREMO is currently developing a process for volunteers to be trained as surge capacity for Emergency Assistance Centres (EACs) across the region should they be requested by a local Emergency Operations Centre (EOC) during a response. The process covers the initial interaction, background checks and codes of conduct, training, deployment information and ongoing engagement. The surge capacity is currently sitting at around twenty five people.

## Support local welfare planning and activities

- Work continued on the development of the Emergency Assistance Centre (EAC) Best Practice Guide and role descriptions for EAC staff. It will be available as supporting documentation for those EAC staff undergoing ongoing training.
- Following flooding events in the region in August (primarily Wellington City and Porirua) there was much discussion around the role and responsibilities of Council (and supporting agencies) in supporting displaced people. A case study of these events is being finalised by a contractor provided by the MCDEM Resilience Fund, the Group Welfare Manager, and Local Welfare Managers from WCC and PCC. The case study will be included in agendas for the CEG Sub-Committee and CEG in the next few months.
- The Group Welfare Manager attended Local Welfare Committees as and when they occurred.

# Group Welfare Developments

## Manage the Regional Welfare work programme

- Ongoing engagement within CDEM (and wider) to advocate for welfare and ensure its inclusion in planning at all levels of the WENIRP and WREP (and other planning).
- The Group Welfare Manager presented on the complexities of welfare planning and response to the Massey University Joint Centre for Disaster Research Summer Institute for the 3rd successive year. The presentation generated a wider appreciation for welfare arrangements among the Institute's New Zealand and international practitioners and students.
- The group Welfare Manager also attended the second Police mass rescue exercise, Exercise Rauora, on 13 March. The exercise involved supporting and advising the Police Welfare team about CDEM Welfare arrangements.

## Chair and drive the Wellington Regional Coordination Group to enhance individual and collective capability and planning

- The first Regional Welfare Coordination Group meeting was held on 5 March. Agenda items covered the Group Welfare Plan review, the Needs Assessment project, discussion around the Common Minimum Dataset information requirements for Needs Assessment, an update on the organisational changes at the Ministry of Social Development and the Ministry for Children.
- The Group Welfare Plan is currently being reviewed to be signed off by the end of the 2017/2018 financial year. Updates include a more operational focus, increased guidance and direction for local level planning, and a review of Wellington Regional Coordination Group membership and agency boundaries.
- Expectations have been set that in the initial stages of a response, agencies will hold actions (primarily around Needs Assessment) to allow for a (tele)conference to ensure best use of resources, and collaboration and action planning to reduce duplication and reputational risks to CDEM.
- Progress is still being made on clarifying roles and responsibilities within welfare, and documenting this as part of the Group Welfare Plan and Concept of Operations. Better engagement and buy-in from some agencies is required to ensure a consistent and effective welfare response.

## Group Welfare Developments

	WCC	HCC	UHCC	PCC	KCDC	WAIR	REG
Local Welfare Manager	Completed	Completed	Completed	Completed	In progress	Completed	Completed
Local Welfare Manager Alternates	Completed	Completed	Completed	Completed	In progress	Completed	Completed
Local Welfare Committee/Rural Advisory Group (Wairarapa) meeting	Completed	Joint Hutt Valley Local Welfare Committee		Completed	Completed	Completed	Completed
Connected to welfare agencies	Completed	Completed	In progress	Completed	Completed	Completed	Completed
EACs identified	Completed	Completed	In progress	Completed	In progress	Completed	N/A
EAC staff identified	Completed	Completed	Not started	Completed	In progress	In progress	N/A
EAC training run	In progress	Completed	Not started	Completed	In progress	In progress	In progress
EMIS Registration/Needs Assessment forms ready (electronic & hard copy)	Completed	Completed	Not started	Completed	In progress	In progress	N/A
Local Welfare Plan	In progress	In progress	Not started	In progress	In progress	Not started	In progress
Attending and contributing to Regional/joint planning sessions	In progress	Completed	In progress	In progress	In progress	Completed	Completed

KEY:  Completed  In progress  Not started

This table highlights gap areas within welfare arrangements and planning across the Wellington Region. Progress has been made since the last QR, with Local Welfare Committees up and running, or planned, in most areas during the next few months. This will be important in building relationships amongst agencies with responsibilities and supporting roles in welfare delivery, particularly in larger events. This table will be updated on progress for each QR going forward.

Planning towards the major areas of the WREP for welfare (Emergency Assistance Centres and Needs Assessment) are ongoing, as shown in the table. Training for EAC staff continued to increase confidence and the capability of welfare support in the region. However the numbers of staff available for these important public facing roles are currently very low.

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# Geographical Area

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**Community Resilience and  
Operational Readiness updates**



# Emergency Coordination Centre (GWRC)

## Personnel



The number of staff made available to operate the ECC.

## Equipment Audit



ECC equipment is audited every 6 months.

## Activation procedure



ECC activation procedure tested each quarter.

\* Due to the low number of staff attending training during the first half of financial the year, the focus has been on increasing staff numbers rather than auditing equipment and testing activation.

## Training Sessions and Attendance

No training was held this quarter.

The focus has been on identifying suitable numbers of staff to undergo training on an ongoing basis from April.

On 13 February 2018 the GWRC Leaders Forum met to consider staffing options to meet the ECC commitment (as agreed by the GWRC Executive Leadership Team in October 2017). Since this Forum, GWRC have identified a cohort of 122 staff to fill positions in the ECC (or support other EOC's in the region if required).

As part of this process WREMO has been developing a training programme to take those who have been identified from induction through to being confident in a complex inter-agency ECC environment - modules that deliver on the GWRC goals of staff serving their community, enhancing staff confidence, and providing valuable skills to employees.

The first training session (induction training) will run on 18 April.

**Completed** previous quarters
  **Completed** this quarter
  **Remaining** to be completed

\* Totals shown above are annual totals as set in the WREMO Annual Plan

SUMMARY

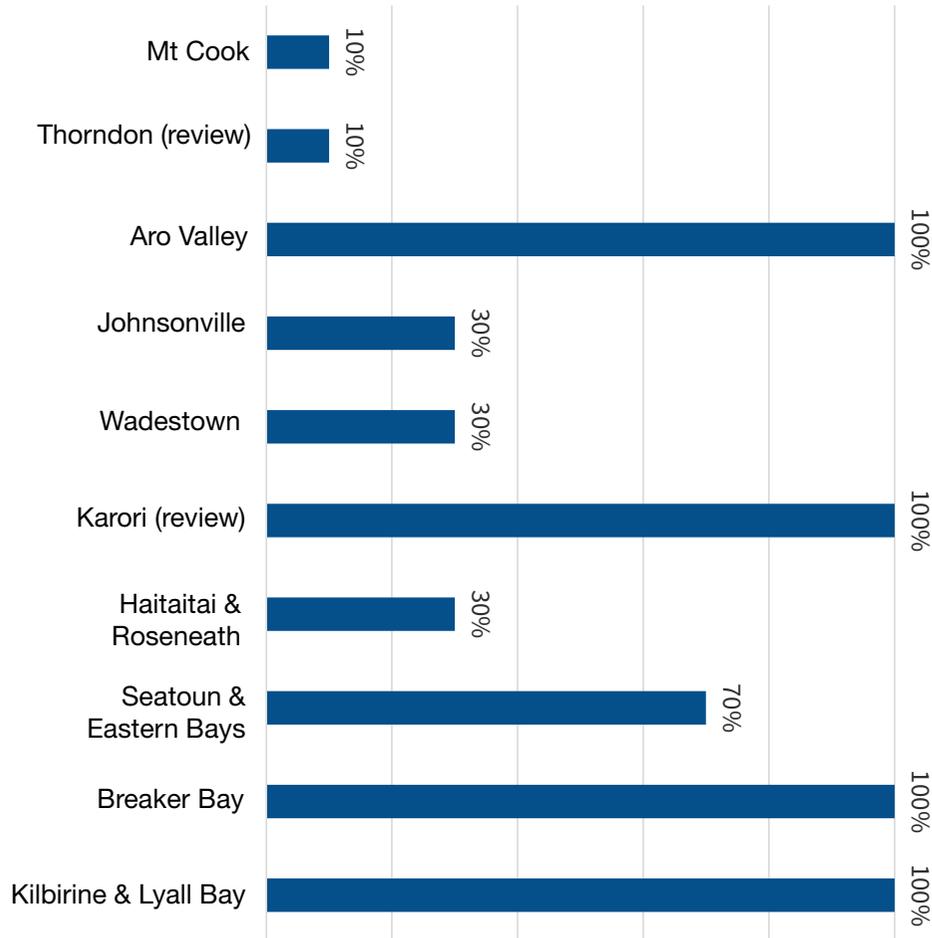
COMMUNITY RESILIENCE

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# Wellington City

## Community Response Plans



## Workshops

### Business-based



### Apartments



### School-based



A community area guide is developed



100% of hubs are ready to activate

*Currently at 79%*

**Completed** previous quarters  
 **Completed** this quarter

## Community Course



## Hub Activations



## Fair Attendance



**Completed** previous quarters  
 **Completed** this quarter  
 **Remaining** to be completed

SUMMARY

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## Wellington Community

- WREMO attended the Newtown Festival on Sunday 4 March. An information booth was set up to promote water tanks, provide information and encourage preparedness. While there, WREMO staff met the Southern ward councillors and Paul Eagle, the Rongotai Member of Parliament.
- Eastern Bays Community Response Planning started on 15 February and finished on 21 March. Attendees included residents, organisations and communities from Shelly Bay through to Moa Point. As small coastal communities, they discussed realities versus expectations and the importance of building relationships across their neighbourhoods. Assistance was provided by the co-ordinators of Seatoun Village, Breaker Bay and Moa Point to ensure the wider community was informed about the sessions. The cluster of communities now have plenty of information to support their neighbourhood preparedness and community relationship building.
- An emergency planning workshop for school and early childhood education centres was delivered on Thursday 8 March. Representatives from six early childhood centres and one tertiary provider (New Zealand Language College) attended.
- With the support of the Hataitai Resident's Association, Hataitai-Roseneath Community Response Planning commenced on 20 March. The planning process is being well supported by the local school communities who are also the Community Emergency Hubs.
- The first ten new advertising bollards were installed in the Wellington CBD by Phantom Billstickers this quarter. We are now working with InnerCity Wellington, Body Corporate Chairs Group and Wellington City Council to secure funding for basic emergency rescue items to be put in each bollard and to identify key holders for them. Local businesses have been contacted in the first instance to see if they are able to hold keys. Residents will then be introduced to the concept. A further ten bollards are to be installed within the calendar year, with the community helping to identify the next locations.

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## Massey University's Orientation Day

WREMO assisted with the Health and Safety stand at Massey University's Orientation Day.

A competition was run to win an Emergency Kit. Students entered by looking at a range of emergency items and choosing three that would be of least benefit to them. The competition generated a lot of good discussion with students about personal getaway kits and emergency plans.

Many students noted that they already had emergency plans and water stored at home as their parents had discussed the risk with them before they moved down to Wellington.



SUMMARY

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# Wellington City

## Personnel



The number of staff made available to operate the EOC.

## EOC Equipment Audit



EOC equipment is audited every 6 months.

## Activation procedure



Council EOC activation procedure tested every quarter.

## Training sessions and attendance

No training was held in January



Average attendance (quarter): 50%

Completed previous quarters
  Completed this quarter
  Remaining to be completed

\* Totals shown above are annual totals as set in the WREMO Annual Plan

**Activation Notification** – WCC is looking at a new system upgrade. Tests have been completed.

**Supporting Local Plans** – Preparation is underway for the development of a local earthquake plan.

**Equipment Checks** – On course and up-to-date.

**Equipment Audits** – This is on hold as we work through issues with Asset Tiger (the new off-the-shelf asset management tool).

**Emergency Services Coordination Committee** – The Wellington ESCC met on 16 March.

SUMMARY

COMMUNITY RESILIENCE

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## Wellington City Council

- WCC have completed their recruitment drive for new alternate Controllers. The names currently going through the Executive Leadership team approval process.
- WCC and WREMO have confirmed the WCC training programme for 2018.
- In February WCC ran ICT training for its EOC staff to increase their level of familiarity with the EOC ICT systems. Almost three quarters of the 120+ EOC staff for EOC roles attended. WCC intends to compliment the WREMO provided training this year with further locally developed and delivered training.
- The training programme for this year is:
  - March - Introduction to the EOC (EOC 100);
  - April – an online session on CIMS 2 (staff will come to the EOC, log on as individuals and work through the session in their own time over the two hours with WREMO staff in attendance to facilitate and guide as required);
  - May – an online session on Controller Powers;
  - June to October - a two-day back-to-back CIMS 4 course will be run each month, with staff attending one of these courses (the CIMS 4 courses require staff to attend two 8 hour sessions on consecutive days - a departure from the normal monthly training of 2 hours per month per individual).

The training year will end with an EOC activation exercise in November.

SUMMARY

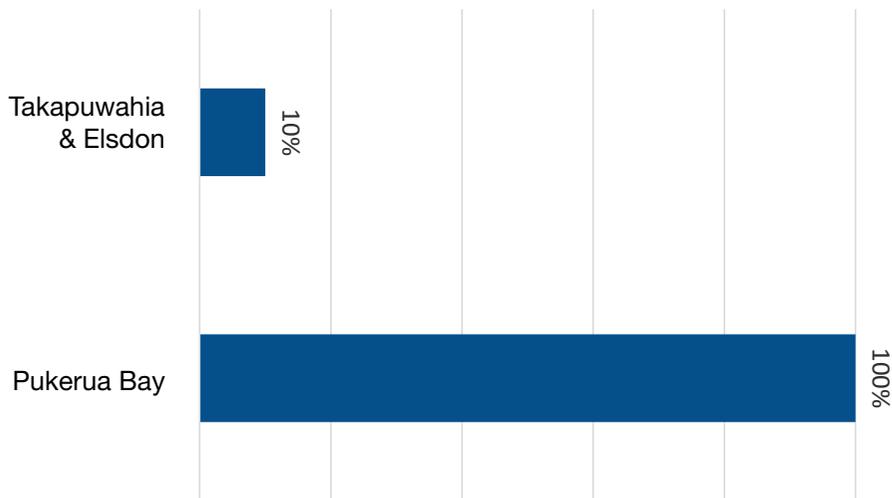
COMMUNITY  
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# Porirua City

## Community Response Plans



### Workshops

#### Business-based



#### School-based



A community area guide is developed



100% of hubs are ready to activate

### Community Course



### Hub Activations



### Fair Attendance



Completed previous quarters
  Completed this quarter
  Remaining to be completed

SUMMARY  
 COMMUNITY RESILIENCE  
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SUMMARY

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## Ranui Community Emergency Hub Exercise

Members of the Ranui community  
practice setting up a Hub

## Porirua Community

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- After a member of the Hongoeka Marae attended our preparedness training course last year, it was requested we run the course for residents from Hongoeka. The course was run over a single day, with good discussions had about how the Marae could operate as a Community Emergency Hub in a large scale emergency. The Marae will soon have a Hub kit and sign so, if needed, they can set up to help the wider community. We will continue working with the residents of Hongoeka to ensure they have a Hub guide that will work for them if they need it.
- We are also working with residents of Elsdon and Red Cross to deliver a Leadership Programme for members of the community. Red Cross and WREMO will work together to help the community develop its Community Response Plan, and then give individuals the knowledge and skills needed to lead community projects that could benefit the area, both pre- and post-emergency. This will be an ongoing project for WREMO and Red Cross for several months.
- As a way of engaging with all parts of our community, we have worked with Whitireia to offer preparedness talks and information to ESOL students – individuals for whom English is not their primary language. The talks have engaged those with extremely limited English and those with only a basic understanding of the language. Many of the students are new to New Zealand and are unfamiliar with our hazards.

SUMMARY

COMMUNITY  
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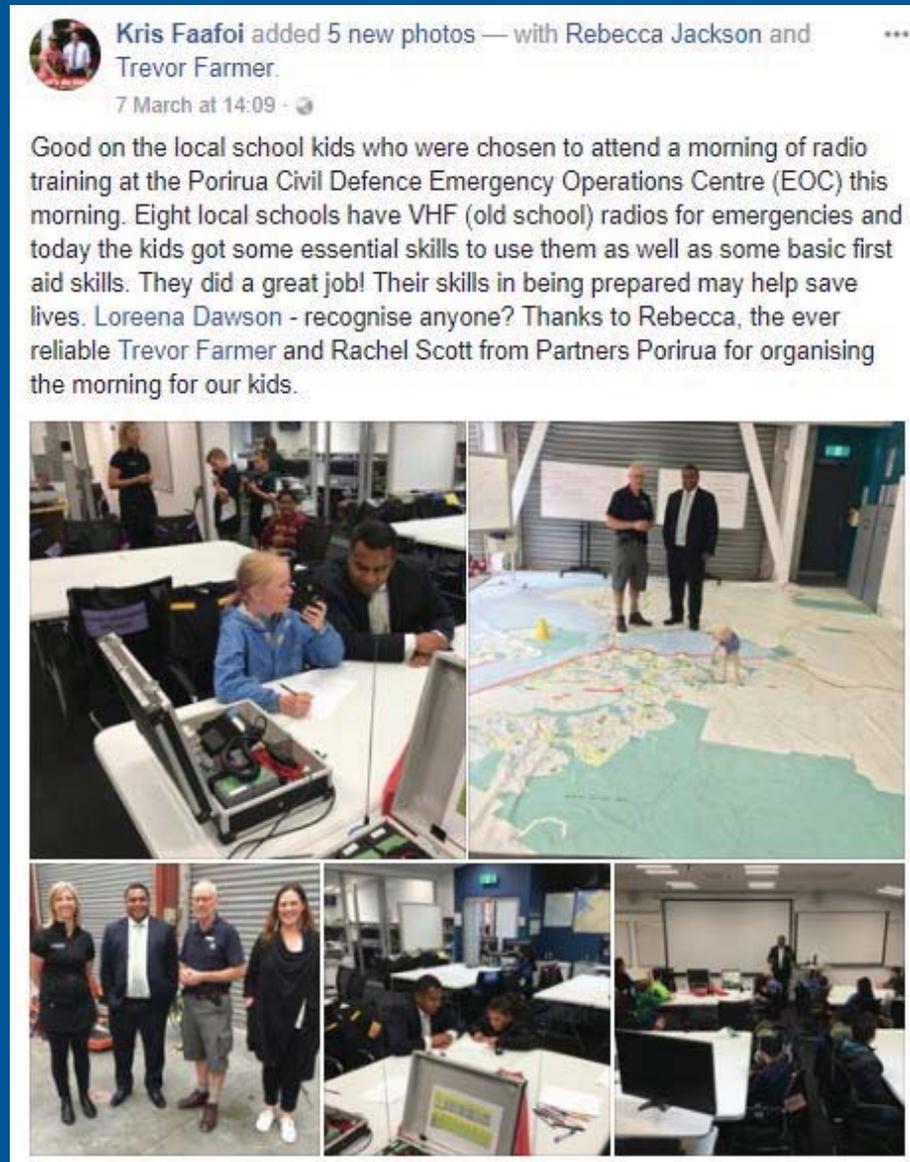
BUSINESS &  
DEVELOPMENT

## Minister visits Porirua EOC for school radio training

WREMO worked with Partners Porirua to train students in using the radios located at the Community Emergency Hubs. Four students from seven of the nine Hub schools came to the Porirua Emergency Operations Centre where they learned to use a two-way radio, as well as being shown the basics of how to keep themselves safe following an earthquake. The students will now run radio tests on a weekly basis, ensuring the radios are able to be used in an emergency. The student all enjoyed the day, and practiced using the radio by playing games related to preparedness.

The Honourable Kris Faafoi, the Minister for Civil Defence and Emergency Management and local MP joined the training session.

The EOC Operations and Porirua Emergency Response Team supported this radio training day.



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# Porirua City

## Personnel



The number of staff made available to operate the EOC.

## EOC Equipment Audit



EOC equipment is audited every 6 months.

## Activation procedure



Council EOC activation procedure tested every quarter.

## Training sessions and attendance

No training was held in January



Average attendance (quarter): 27%

- Completed previous quarters
- Completed this quarter
- Remaining to be completed

\* Totals shown above are annual totals as set in the WREMO Annual Plan

Porirua Council's elected officials visited PEOC. They were briefed on the use of the EOC by Jerry Wrenn (Porirua Local Controller). Scott Martin (Operations and alternate Controller) took the councillors through the operational capability, systems, training and materiel resources that the new EOC has on site.

### Training

Twelve staff went through a CIMS 2 (coordinated incident management system) online course in preparation for the CIMS 4 course. Unfortunately the CIMS 4 course coincided with the arrival of ex-tropical Cyclone Gita and was postponed.

The Porirua City Council Building Compliance team have been working on Building Rapid Assessment Training with MBIE. This training will culminate in an exercise later in the year that will be supported by EOC staff.

In March the Public Information Management (PIM) and Logistics desks completed their desk activity sessions.

### Porirua Emergency Response Team

The Porirua Emergency Response Team are working towards getting Category 1 (CAT1R) certification.

### Activation procedure

The activation procedure was tested using WhatsApp

SUMMARY

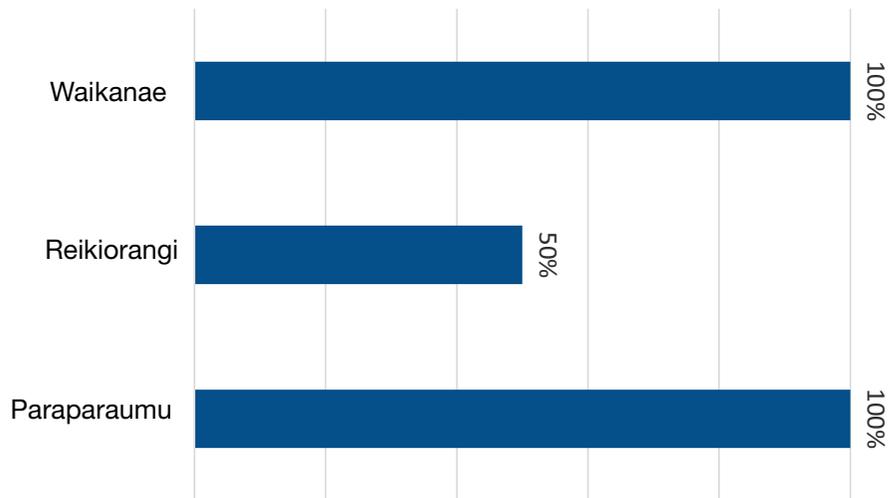
COMMUNITY RESILIENCE

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# Kapiti Coast

## Community Response Plans



## Workshops

### Business-based



### Aged Residential Care



### School-based



A community area guide is developed



100% of hubs are ready to activate

## Community Course



## Hub Activations



## Fair Attendance



Completed previous quarters
  Completed this quarter
  Remaining to be completed

SUMMARY

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## Preparedness Course

Members of the Kapiti community attend a preparedness course at the Kapiti EOC

## Kapiti Coast Community

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- A Hub exercise was held at Waikanae's new emergency Hub (the Waikanae Baptist Church) on 25 March. This exercise was an important component of the Waikanae Community Response Plan Review. A local community working group, the Waikanae Community Emergency Response Planning Team, has been established. The Team's mission is to coordinate, plan and raise awareness of their local Hubs and Hub exercises.
- In Otaki and Te Horo similar community teams have resulted in much larger and more diverse community representation at Hub exercises than has occurred previously.
- A Paraparaumu Planning Team is now planning for their first Hub exercises later in the year.
- A Preparedness Course was run from the Kapiti EOC over three nights during February and early March. The course covered the local hazards and risks, initial actions in response to an earthquake or tsunami, the community response, Hubs, and personal preparedness. At the completion of the course many people chose to sign up as Emergency Assistance Volunteers and/or join their local Community Emergency Response Planning Team and help embed the Hub concept in their area.
- All Hubs in Kapiti have now been re-equipped with mobile VHF radios, portable Hub kits and maps. All Hubs can be accessed via a lockbox system and have wall signage, emergency water tanks and a small number of lock box code holders to help open the Hubs when they are needed. Now that the Hub equipment upgrade is complete, the push over the next 18 months will be to improve signage and raise awareness of where the local Hubs are and what they are!
- Work is still continuing to complete the Reikiorangi community response plan. The goal is to review the local Hub Guide, ensure community assets are recorded and work toward a Reikiorangi Hub exercise at their new Hub in early May.

SUMMARY

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# Kapiti Coast

## Personnel



The number of staff made available to operate the ECC.

## EOC Equipment Audit



EOC equipment is audited every 6 months.

## Activation procedure



Council EOC activation procedure tested every quarter.

## Training sessions and attendance

No training was held in January or February

Average attendance (quarter): 68%



The Kapiti EOC staff continue to be trained on a monthly basis. A training module for March was developed and delivered to staff on 27 March. The training included opening and starting up the EOC, discussions around the separate desk functions, comparing the discussion-outcomes with CIMS requirements, a scenario-based exercise to practice information gathering, decision-making and displaying essential information on white boards, and a presentation / discussion on community response and Hubs.

Completed previous quarters
  Completed this quarter
  Remaining to be completed

\* Totals shown above are annual totals as set in the WREMO Annual Plan

SUMMARY

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## Kapiti Coast District Council

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### Operational events

- On 12 February heavy rain caused local flooding - which required some sand bagging - and the erosion/washout of a bridge approach over the Waitohu Stream in Otaki. The event was dealt with locally by council infrastructure services.
- While Cyclone Gita hit the top of the South Island hardest, it had a moderate impact on the Kapiti Coast on 19 and 20 February. In Kapiti around 54mm of rain fell over a period of four hours causing river levels to rise (Waikanae River and Waitohu Stream reached first alarm levels). Local flooding caused four families to self-evacuate to friends and/or family. A burst water main caused some road damage in Raumati.
- State Highway 1 was washed out in some areas between Pukerua Bay and Paekakariki causing long traffic delays. Quick repairs through the use of heavy earth moving equipment from Transmission Gully operations resulted in the road being opened for all traffic by the end of 21 February.
- The Kapiti EOC was opened to monitor the event but no full activation was required.

### Kapiti Coast District Council – Operational Readiness

- Great progress has been made building and maintaining relationships with response agencies across the Kapiti district. The Kapiti Emergency Services Coordinating Committee (KSECC) and the Kapiti Local Welfare Committee met on 15 February and 1 March respectively, with both meetings very well attended.
- Another great achievement in Kapiti has been the collaborative engagement of the six duty controllers, including a new initiative of collective duty controllers training (scenario-based exercises, relationship building, developing workable 'battle rhythms' for variable scenarios, and engaging EOC and other council staff in working better together before and during an emergency).



## Repairs to SH1 after Cyclone Gita

Cyclone Gita's storm surge damaged Centennial Highway (SH1). Temporary repairs enabled both lanes of the highway to be reopened within two days.

SUMMARY

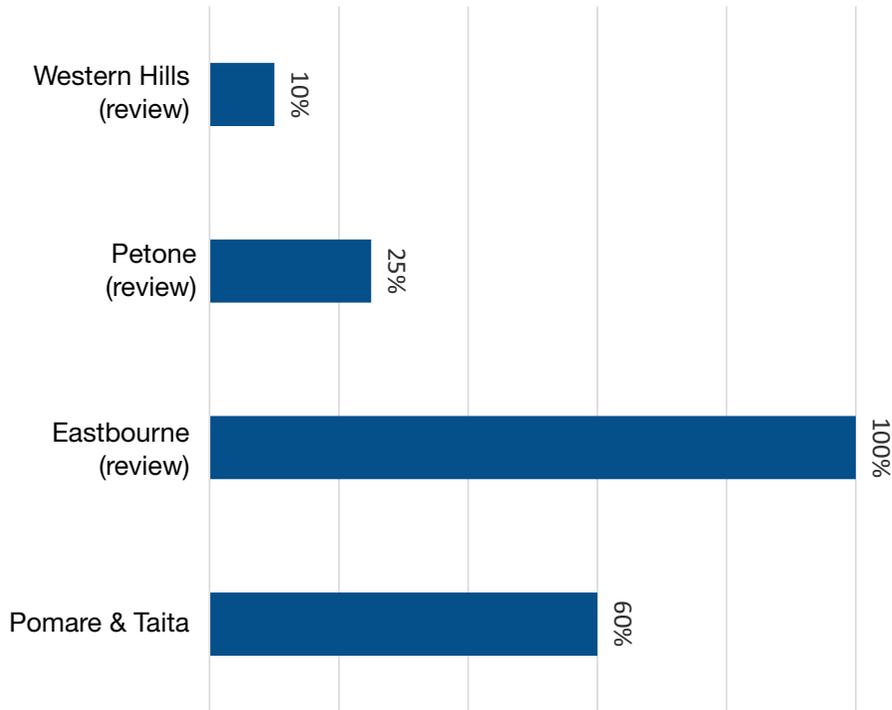
COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT

# Hutt City

## Community Response Plans



## Workshops

### Business-based



### School-based



**IN PROGRESS** A community area guide is developed

**IN PROGRESS** 100% of hubs are ready to activate  
Currently at 72%

## Community Course



## Hub Activations



## Fair Attendance



Completed previous quarters
  Completed this quarter
  Remaining to be completed

SUMMARY

COMMUNITY RESILIENCE

OPERATIONAL READINESS

BUSINESS & DEVELOPMENT



## MultiFest Naenae

WREMO attended MultiFest in Naenae - a festival promoting diversity in the Hutt community. We discussed emergency preparedness with participants and promoted the household water tanks, which are now available from Naenae Library.

SUMMARY

COMMUNITY  
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## Hutt City Community

---

- Community Emergency Hubs continue to be visited, have their equipment audited and maps installed. All radios have been tested from the EOC.
- In collaboration with Team Naenae, the Naenae Boxing Academy and the Community Panel, WREMO facilitated a Community Emergency Hub exercise for Naenae, Waterloo and Waiwhetu communities.
- WREMO presented at the Te Awakairangi Health Network (Primary Health Organisation) Local Emergency Group (LEG) quarterly training session. WREMO discussed where the health system fits in within the wider CDEM environment and how the LEGs could coordinate with the Community Emergency Hubs.
- We held a school and early childhood education centre (ECE) emergency preparedness workshop in Lower Hutt on 20 March. The workshop had a great turnout and the group were very engaged. There was a lot of good discussion about reunification processes and its importance. Some of the schools and ECE's had already run emergency drills. Those that hadn't were able to benefit from the lessons learned. Many took the workshop as an opportunity to make connections with neighbouring facilities.
- WREMO attended the February Petone Rotary Fair. Our focus was water storage and the water tank display prompted a lot of interest and discussion. We teamed up with Petone Library to ensure that there were water tanks for sale at the Fair and many people took advantage of this and went home with a tank! The Fair was also a good opportunity to engage people in discussions about Tsunami Evacuation Zones and the Blue Lines.
- WREMO also spoke at the February Petone Rotary Fair meeting. The focus of this presentation was the Community Emergency Hub concept and the plans to review the Petone Community Response Plan (CRP) this year. The group were very engaged and supportive of the changes we had made. There was also a lot of support for assisting with the CRP review..

SUMMARY

COMMUNITY  
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SUMMARY

COMMUNITY  
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## Battle of the Bays

Teams representing each bay competed in a competition that included tent pitching, Grab'n'Go Bag relay, water tank filling and a Earthquake Preparedness Guide quiz.

# Hutt City

## Personnel



The number of staff made available to operate the EOC.

## EOC Equipment Audit



EOC equipment is audited every 6 months.

## Activation procedure



Council EOC activation procedure tested every quarter.

## Training sessions and attendance

No training was held in January or February



Average attendance (quarter): 35%

A new Emergency Management Advisor, Operational Readiness, has been appointed for the Hutt Valley.

### EOC Training

EOC training for March consisted of an EOC Induction session and a Lifeline Utility session.

The Induction saw 15 new staff attend and be assigned to the different desks, which is a great increase in capacity. The Lifelines session was run by Richard Mowll and focussed on the key regional and local infrastructure assets in the Hutt Valley. Staff gained a greater appreciation of vulnerabilities in the Hutt, which led to some pragmatic discussions about how to incorporate this into future planning.

Completed previous quarters
  Completed this quarter
  Remaining to be completed

\* Totals shown above are annual totals as set in the WREMO Annual Plan

SUMMARY

COMMUNITY RESILIENCE

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## Secondary Schools Rescue Training

Seventy students from seven schools in the Hutt Valley participated in Day One of the three day Secondary Schools Rescue Training programme. It was great to see the students supporting each other throughout the six activity stations which included knot tying, reconnaissance and stretcher work. Day Two, in April, will follow a similar format giving students another chance to practice before the competition on Day Three later in the year.

SUMMARY

COMMUNITY  
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DEVELOPMENT

# Upper Hutt City

## Community Response Plans



### Workshops

#### Business-based



#### School-based



A community area guide is developed



100% of hubs are ready to activate

*Currently at 88%*

### Community Course



### Hub Activations



### Fair Attendance



Completed previous quarters
  Completed this quarter
  Remaining to be completed

SUMMARY

COMMUNITY RESILIENCE

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## March Madness Festival

WREMO partnered with Wellington Water and Upper Hutt Neighbourhood Support to share joint preparedness messages around water preparedness and increasing neighbourly connections for good times and in a disaster.

## Upper Hutt City Community

- Community Emergency Hubs continue to be visited, have their equipment audited and maps installed. All radios have been tested from the EOC.
- Te Piringa o te Awakairangi Marae resilience group (Hutt Valley wide) continue to meet and are interested in how the Hub model can be adapted and changed to meet the Marae's emergency planning and coordination needs.
- WREMO was invited to be the guest speaker for the Rebus Club in Upper Hutt: to talk about the Community Emergency Hub concept and how Upper Hutt can be better prepared.

SUMMARY

COMMUNITY  
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# Upper Hutt City

## Personnel



The number of staff made available to operate the EOC.

## EOC Equipment Audit



EOC equipment is audited every 6 months.

## Activation procedure



Council EOC activation procedure tested every quarter.

This quarter has been much quieter than normal with no training scheduled.

A new Emergency Management Advisor, Operational Readiness has been appointed for the Hutt Valley.

We are working to finalise the work programme for the remainder of the financial year.

## Training sessions and attendance

No training was held this quarter

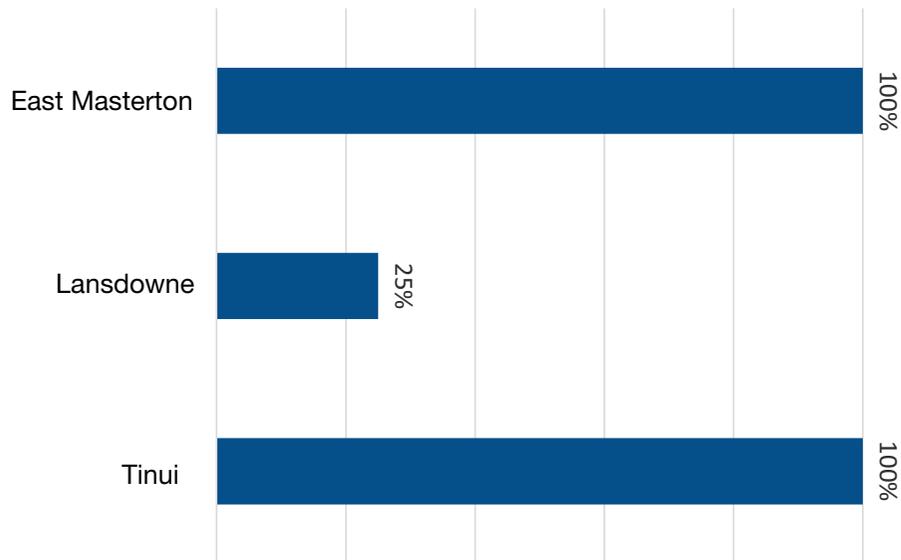
Completed previous quarters
  Completed this quarter
  Remaining to be completed

\* Totals shown above are annual totals as set in the WREMO Annual Plan

SUMMARY  
 COMMUNITY RESILIENCE  
 OPERATIONAL READINESS  
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# Wairarapa

## Community Response Plans



### Workshops

#### Business-based



#### School-based



#### Aged Residential Care



A community area guide is developed



100% of hubs are ready to activate

### Community Course



### Hub Activations



### Fair Attendance



Completed previous quarters
  Completed this quarter
  Remaining to be completed

SUMMARY

COMMUNITY RESILIENCE

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## Carterton Celebrate 2018

Promoting preparedness as part of Carterton Celebrate 2018.



SUMMARY  
COMMUNITY RESILIENCE  
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## Wairarapa Community

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- Greytown held a Community Emergency Hub Exercise on Sunday 18 March. Eighteen people attended and ran the Hub. The exercise was based around a large (7.9) earthquake along the Wairarapa fault with tourists stuck in Greytown and roads closed. Local members of Red Cross, St John and the volunteer Fire Service attended.
- A Business Continuity Planning workshop was run in Masterton on 21 February. Feedback received indicated it was "informative", "thought provoking" and "easy to understand". It also made people think about ways of coping in an emergency both at work and at home.
- We continue to work with a variety of community partners - reaching out into the community to spread preparedness messages. During March for Neighbours Day, WREMO worked with Red Cross to present to some elderly networks. 50 people attended the Care Network presentation, 45 the attended the Age Concern presentation in Masterton, and another 20 in Featherston.
- WREMO is also a member of East Coast LAB (Life at the Boundary) - a collaborative project to that brings together scientists, emergency managers, experts and stakeholders across the East Coast of the North Island to make it make it easy and exciting to learn about hazards that affect us.

SUMMARY

COMMUNITY  
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# Wairarapa

## Personnel



The number of staff made available to operate the EOC.

## EOC Equipment Audit



EOC equipment is audited every 6 months.

## Activation procedure



Council EOC activation procedure tested every quarter.

## Training sessions and attendance

No training was held in January or February



Average attendance (quarter): 100%

Completed previous quarters
  Completed this quarter
  Remaining to be completed

\* Totals shown above are annual totals as set in the WREMO Annual Plan

Following consultation with school principals at the end of 2017, weekly radio checks with rural schools (Mauriceville, Whareama, Tinui and Wainuioru) have now stopped. The radios have been moved into the halls neighbouring the schools and are now Community Emergency Hub assets located in the Hub kits.

Equipment checks in the EOC are continuing to be completed on a monthly basis. Functional testing of ICT equipment is also carried out at the same time.

The Wairarapa Earthquake Response Plan is continuing to be developed, with the Wairarapa councils required to provide input into the plan in the second half of 2018.

The requirement for a new EOC facility has been added into the Masterton District Council Long Term Plan.

The Emergency Services Coordinating Committee met this quarter, with further planning being conducted for the table top exercise in May.

SUMMARY  
 COMMUNITY RESILIENCE  
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# Wairarapa Times-Age

Local News ▾ Midweek Property Jobs Death Notices Subscribe ▾

## Masterton Castlepoint Rd closed

11:17 AM Thursday Mar 8, 2018



Flooding on Masterton Castlepoint Rd this morning. PHOTO/STEVE RENDLE

## Wet start to Autumn

After a prolonged rain event on the 7 and 8 March, significant road closures, cautions, slips and surface flooding were experienced by many isolated rural Wairarapa communities.

SUMMARY

COMMUNITY  
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# Business and Development

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**Regional update**



## Business and Development

- The focus for this quarter was the further development and implementation of staff professional development (both individual and collective). WREMO staff attended storytelling and project management training this quarter.
- WREMO policies have been reformatted as a linked document to enable staff to easily access relevant policies. Additional policies for development have been identified. Policies currently under development are Alcohol and Drug Use, and further work on the Duty Officer, Activation and Call Out policies.
- As part of the Project Management Course, new templates were developed to create a full suite of project management tools. The Project Management Office (PMO) is currently being established to provide project oversight and prioritisation of WREMO projects.
- Human Resources have been centralised to the Business and Development team. This new arrangement has been recently tested with the appointment and induction of the new Emergency Management Advisor based in Lower Hutt. The changes have created a more cohesive and consistent approach to HR across WREMO.
- The Group Plan review has commenced with stakeholder workshops scheduled for April and May.
- The team continue to support the regional Public Information Manager's (PIM) network, including providing an update on Emergency Mobile Alerts to the PIM Meeting held on the 20 March.
- WREMO continues to support the national Working Groups for the Red Cross Hazard App, Common Alerting Protocol and Emergency Management Alerts, hosting meetings of these three Working Groups on the 21 March.

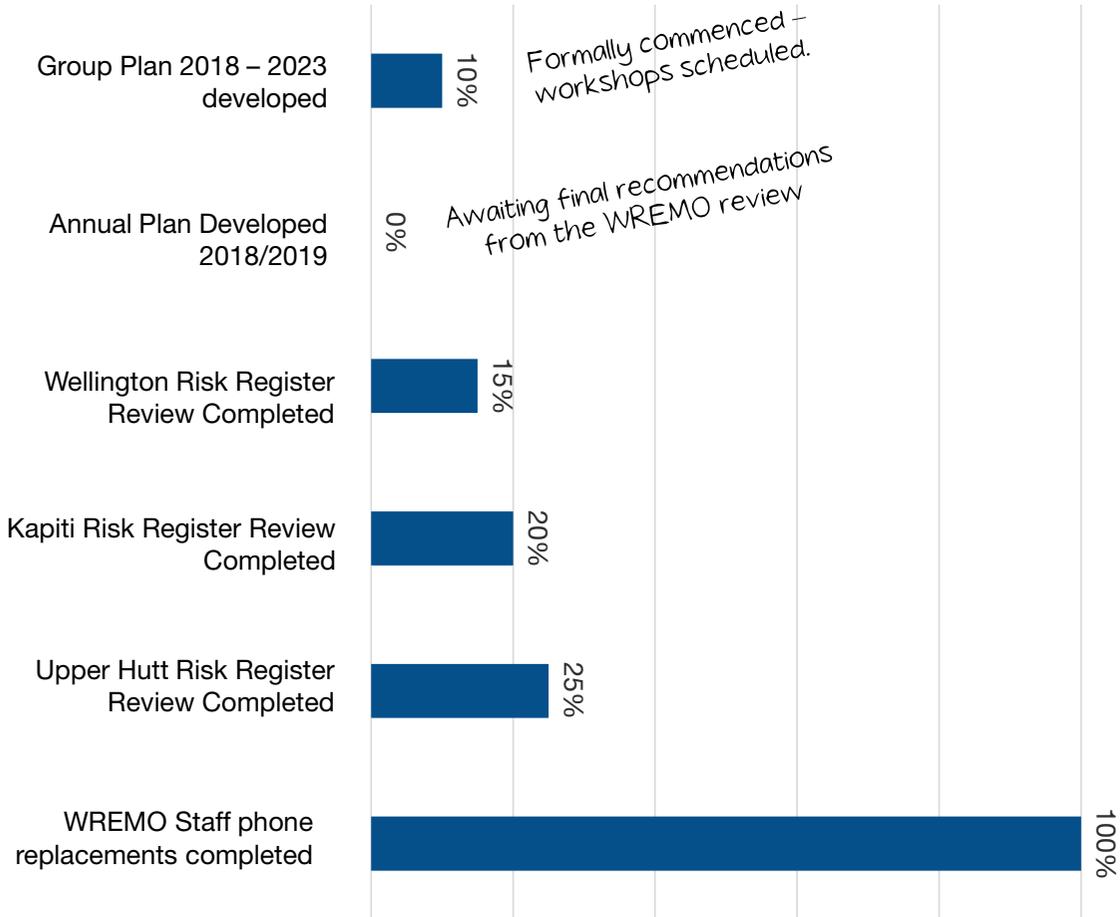
SUMMARY

COMMUNITY  
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# Business and Development



## WREMO information sharing seminar



Completed previous quarters
  Completed this quarter
  Remaining to be completed

SUMMARY

COMMUNITY RESILIENCE

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## Shattering the boundary

**Russ Van Dissen of GNS Science presenting his talk on the initial investigations into the Kaikoura Faults.**

SUMMARY

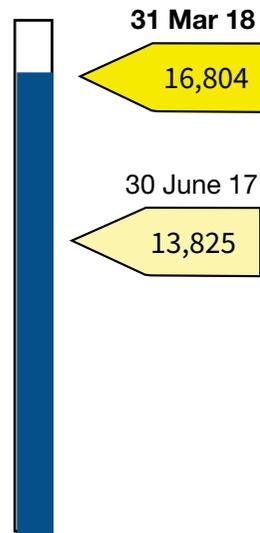
COMMUNITY RESILIENCE

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# Water tanks and Hazard App

## Water tank sales



## Red Cross Hazard App downloads



SUMMARY

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# Business and Development

## Policy and strategic planning

- ON-GOING** Existing procedures are reviewed, in accordance with the schedule.
- ON-GOING** New policies are developed as required.
- ON-GOING** Revised or new policies are distributed to all WREMO staff.

## Finance

- ON-GOING** WREMO budgets are set, monitored, and reported on in a timely and effective manner.
- ON-GOING** Support is provided to Community Resilience and Operational Readiness on budgetary matters.
- ON-GOING** Processing of expenditure is managed in accordance with procurement policy.
- ON-GOING** Agreed portions of Councils CDEM budgets are administered by WREMO.

## WREMO Policies

All WREMO Policies have been placed in a centralised reference document, which is available to all staff.

## Finance

WREMO finances are monitored to ensure expenditure is managed in accordance with GW finance and procurement policies.

SUMMARY

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# Business and Development

## ICT & Website

- ON-GOING** The content on the website is up-to-date.
- ON-GOING** ICT support is provided that meets the business needs of WREMO staff.
- ON-GOING** Technical support for the implementation of EMIS.
- ON-GOING** Business needs of EOC staff are met, working in collaboration with Council ICT staff.

## Administration

- ON-GOING** All administrative requirements of the CDEM Group Joint Committee are met.
- ON-GOING** All administrative requirements of all remaining committees are met.
- ON-GOING** A centralised library at Thorndon is maintained.
- ON-GOING** All book movements are tracked and accounted for.
- ON-GOING** The following documents are regularly updated: interagency contact list and procurement registers.

## ICT

WREMO's Sharepoint implementation has been in place for several months now, with staff now able to access all historical and current documents with ease, reducing the administrative burden previously encountered when searching for files. The final structure is being ironed out and is expected to further improve usability and functionality.

With old phones reaching the end of their lives, new smartphones were rolled-out to all WREMO staff recently. Each staff member was able to choose between an Apple iPhone and Samsung Galaxy S8. Giving staff a choice meant that they were likely to be more comfortable using the device, resulting in higher productivity.

WREMO ICT has a large work program for the remainder of this financial year and the 2018-19 year. Among the items covered: helping staff understand the prioritisation of helpdesk tickets has led to better outcomes and more realistic expectations; reviewing WREMO's internal ICT network; and the introduction of Asset Tiger (a new Asset Management System).

To ensure that WREMO continues to provide a safe working environment for all staff - during business and usual and activations - one ICT staff member is being trained to conduct electrical "Tag & Test" assessments on all electrical equipment in EOCs across the region.

SUMMARY

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# Business and Development

## Health and Safety

GN-GOING

All activities comply with Council Policy and legislative requirements.

GN-GOING

Work incidents and near misses are reported in Greater Wellington's Health and Safety Management System.

GN-GOING

Health and Safety is included in 6-monthly audits.

## Professional Development

GN-GOING

All staff are able to attend individual and collective professional development opportunities on a regular basis.

## Health and Safety

- At WREMO the leadership team and staff are fully committed to providing and maintaining a safe and healthy working environment for staff, contractors, volunteers and visitors. This is at Thorndon, all six of our working sites, in WREMO vehicles and other (community or private) sites where we conduct our services (for example, after hours volunteer training, community meetings, neighbourhood gatherings, etc.).
- H&S is a standing agenda item at all team meetings, including the Leadership Team. During meetings H&S is discussed with regards to incidents/near misses, the management of those incidents/near misses and the resulting action outcomes thereof. Much emphasis is placed on workplace health and safety responsibilities and engaging staff in making changes to reduce the chances of harm.

SUMMARY

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## Business and Development

### Values

ON-GOING

Promote Group mission, vision, and inculcate WREMO Values in Staff

COMPLETE

Arrange one team building event for all WREMO staff.

ON-GOING

Project support is provided to all other business units to complement staff competencies.

### Planning Managers Group

ON-GOING

CDEM Group interests, as part of the Natural Hazards Strategy, are promoted.

### Common Alerting Platform

COMPLETE

Contribute to the development of a national Common Alerting Platform (CAP).

## Common Alerting Protocol (CAP-NZ) Technical Standard

In February 2018 the Common Alerting Protocol (CAP-NZ) Technical Standard was published.

Common Alerting Protocol (CAP) is a digital format for exchanging emergency alerts. It supports effective warnings by ensuring message consistency and enabling simultaneous distribution over many communication channels. It is the international standard for alerting.

WREMO has supported the development of this technical standard by providing a staff member to sit on the national CAP Working Group as one of the three CDEM Group representatives.

The CAP Working Group has been retained to continue to support the implementation of CAP in New Zealand in tools such as the Red Cross Hazard App and the Emergency Mobile Alerts.

SUMMARY

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**Report** 18.257  
**Date** 11 June 2018  
**File** CCAB-21-225

**Committee** Civil Defence Emergency Management Group (Joint Committee)  
**Author** Jeremy Holmes, Regional Manager

## **Amendment to the Group Plan 2013-2018 – Strategic Recovery Planning**

### **1. Purpose**

To inform the Joint Committee of the amendment to the Group Plan 2013-2018, to make provision for Strategic Recovery Planning.

### **2. Background**

In 2016, amendments to the Civil Defence Emergency Management Act 2002 created new requirements for Civil Defence Emergency Management (CDEM) Groups to engage in strategic recovery planning. These changes recognised that, in the past, Groups had focused primarily on readiness and response. However, events have shown the need for Groups to proactively engage communities and partner agencies in planning for recovery.

In accordance with these new requirements, in August 2017 the Ministry of Civil Defence and Emergency Management directed that by 1 June 2018 all CDEM Groups were to have considered the requirements detailed in the (new) 2017 Strategic Planning for Recovery Director's Guideline, and identified what actions they would take to meet the new requirements.

This amendment to the 2013-2018 Wellington CDEM Group Plan is a minor amendment to the Plan. It covers the period from 1 June 2018 until 1 January 2019, when the new Group Plan is expected to come into effect.

### **3. Changes**

The Strategic Recovery Planning Changes document, included as [Attachment 1](#), identifies the changes required. This document was worked through with the Ministry of Civil Defence and Emergency Management to ensure the new requirements were met. This document has been added to the Group Plan 2013-2018 on the [www.wremo.nz](http://www.wremo.nz) website.

### **4. Communication**

No further external communication is required.

## **5. The decision-making process and significance**

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Owing to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

### **5.1 Engagement**

Due to its procedural nature, no engagement on this matter has been undertaken.

## **6. Recommendations**

*That the CDEM Group:*

- 1. Receives the report.*
- 2. Notes the contents of the report.*
- 3. Approves the amendment of the Group Plan 2013-2018.*

Report prepared by:

**Jeremy Holmes**  
Regional Manager

**Attachment 1:** Strategic Recovery Planning Changes document

# Strategic Recovery Planning Changes to the 2013-2018 Wellington CDEM Group Plan

## Why is the Group making these changes?

In 2016 amendments to the CDEM Act 2002 created new requirements for CDEM Groups to engage in strategic recovery planning. These changes recognised that, in the past, Groups had focused primarily on readiness and response but events have shown the need for Groups to proactively engage communities and partner agencies in planning for recovery.

In accordance with these new requirements, in August 2017 MCDEM directed that by 1 June 2018 all CDEM Groups were to have considered the requirements detailed in the (new) 2017 Strategic Planning for Recovery Director's Guideline and identified what actions they would take to meet the new requirements.

This amendment to the 2013-2018 Wellington CDEM Group Plan is a minor amendment to the plan. It covers the period from 1 June 2018 until 1 January 2019, when the new Group Plan for the period 2019-24 is expected to come into effect.

## What is Strategic Planning for Recovery?

Strategic planning for recovery determines what CDEM Groups and each member of the Group need to do to ensure their communities are well-placed and supported to recover from any emergencies resulting from the hazards and risks identified in the CDEM Group plan. Strategic planning for recovery aims to achieve the following outcomes:

- Comprehensive understanding of what is needed to support communities to overcome the consequences from specific hazards and risks, and to build on the opportunities to reduce risk and strengthen resilience;
- Communities are engaged, have an enhanced ability to adapt, and decision-makers understand what is important to the communities;
- Immediate, medium-term and long-term recovery outcomes, and a community recovery vision are defined;
- Risks are identified and managed through additional reduction, readiness, response and recovery measures;
- Local and regional capacity and capability to prepare for, manage and deliver recovery (across a range of emergencies) is readily accessible, with a clear understanding of the local, regional and central government roles and responsibilities.

The 2017 Directors Guidelines (DGL) for Strategic Recovery Planning outlines six areas for developing and improving recovery plans. These are:

1. Understand community values and priorities for recovery
2. Recovery vision and outcomes
3. Understand consequences and opportunities from specific hazards and risks
4. Capacity, capability, collaboration and leadership
5. Monitoring and evaluation
6. Prioritise and implement strategic recovery actions.

The actions outlined in the following sections reflect the work that the Wellington CDEM Group and members of the Group are doing to support strategic planning for recovery through the six areas outlined above, until the expiry of the current Group Plan on 31 December 2018. Strategic planning for recovery will be a critical part of the CDEM Group Plan review and the revised plan will provide longer-term strategic recovery objectives and associated actions.

## 1- Understanding community values and priorities for recovery

An understanding of community values and priorities is needed to be able to adequately prepare the community, supporting agencies and local authorities to recover from emergencies. The Wellington Region Strategic Recovery Framework outlines a potential model for looking at recovery outcomes, and proposes a structure for directly including community liaisons in post-disaster recovery plans.

In addition, the Community Response Plans facilitated by WREMO include a module on discussing what communities value. This helps determine what recovery outcomes are critical for communities across all environments and informs recovery preparedness.

### Actions to be completed by end of 2018

- Initial comparison of District Plans in the Wellington Region to post-disaster plans, in order identify gaps and opportunities for future plan alignment.

### Possible future actions

- To incorporate into the 2019-24 Group Plan an examination of the identified gaps from the review of District Plans, with identified priorities and timelines.
- Using 2018 Census data, compare communities in the Wellington Region to case studies of disaster impacted communities with similar demographics and risks to those in our Region.

## 2- Recovery vision and outcomes

An understanding of the desired community recovery outcomes helps inform the support needed by the community, and supports decisions regarding the priorities and opportunities to reinstate and enhance community assets. The Group Strategic Recovery Framework includes a description on recovery outcomes based on the different consequences following an event.

### Actions to be completed by end of 2018

- Review vision statements and goals of District Plans and look for opportunities to better align the Wellington Region Strategic Recovery Framework.

### Possible future actions

- Use 2018 census, Community Response Plans, and other data sets to better understand where the vision of recovery planning can meet the stated needs of communities.

## 3- Understand consequences/opportunities from specific hazards/risk

Communities rely on infrastructure to maintain their standard of living. An understanding of this infrastructure and its resilience is crucial to the development/recovery of a community. The Infrastructure Resilience Indicator Set (IRIS) report partially bridged our understanding of earthquake/tsunami impacts to disruptions to infrastructure and, to a limited degree, the social/economic effects of such disruptions.

The Group partners with science agencies such as GNS Science and the Joint Centre for Disaster Research and continues to rely on the technical advice and analysis these agencies contribute towards a credible evidence base.

#### Actions to be completed by end of 2018

- Review the results of the Regional Resilience Project (lead by the Wellington Lifelines Group and GNS) to understand opportunities for reducing risks.

#### Possible future actions

- Workshop the Natural Hazards Strategy objectives with local authorities to ensure there is consistency with interpretation of the policies for development and urban planning.

## 4- Capacity, capability, collaboration and leadership

Understanding the roles and responsibilities and the people in those roles will collaborate both pre and post disaster, is key to positive recovery outcomes. Part of the current Wellington Region Strategic Recovery Framework addresses this by defining roles, and providing a structure for local and regional recovery organisations. This includes a common concept of operations for all councils in the region in recovery management, including the identification of modular Recovery Environments and Support Services which can be scaled up as needed post-event.

Though councils will play a leading role in recovery, the Group recognises that positive recovery outcomes require leadership from community and business sectors, and a collaborative relationship between the full range of partners.

#### Actions to be completed by end of 2018

- Propose a process for engaging councils and community partners for further development of the Wellington Region Strategic Recovery Framework.

#### Possible future actions

- Develop a regional capacity report of how many recovery-relevant positions (such as planners or engineers) are staffed in councils under business-as-usual roles, and compare to case studies to understand how many of these roles may be required post-disaster.

## 5- Monitoring and evaluation

The progress of recovery efforts, and their effectiveness in meeting the desired recovery outcomes for the community need to be monitored and evaluated throughout. This gives confidence that the right support is being provided, in the right way, at the right time. Establishing a baseline for a range of factors across the Recovery Environments (Built, Natural, Social, Economic and Cultural) is an important process to undertake pre-disaster. Having a well-informed baseline helps show where communities were headed before an event, how that changed post-event, and enables recovery outcomes to match or improve upon pre-disaster conditions. Preliminary work has begun on developing a 'balance scorecard' to be used to track post-event recovery progress and the achievement of agreed recovery objectives. It will help identify emerging issues to prompt additional support, or change, in the approach to the recovery as the needs of the community change over time.

#### Actions to be completed by end of 2018

- Develop a proposed timeline for aligning future updates to Wellington Region Strategic Recovery Framework to coincide with the 5 year cycle of the Group Plan.

### Possible future actions

- Researching and developing recovery indicators that enable a comparison of pre-disaster conditions and post-disaster recovery outcomes.
- Investigation of levels of hazard risk acceptance through the National Hazards Strategy engagement working group.

## 6- Prioritisation and Implementation of Strategic Recovery Actions

With the breadth of possible actions the Group could take in regards to recovery planning it is necessary to create a clear sense of priorities and build a pathway to implementation. The previous sections explain what the Group has done or is currently doing regarding strategic recovery planning, as well as listing intended actions for the remainder of the current Group Plan (ending December 31, 2018). Possible future actions are also included. Further prioritisation of actions and scheduling for implementation will be included as a part of the ongoing development for the 2019-2024 Group Plan.



**Report** 18.258  
**Date** 11 June 2018  
**File** CCAB-21-227

**Committee** Civil Defence Emergency Management Group (Joint Committee)  
**Author** David Russell, Group Controller

## **Wellington Region Earthquake Plan (WREP) - Endorsement for Consultation**

### **1. Purpose**

To inform the Joint Committee of the progress of the Wellington Region Earthquake Plan (WREP) and seek endorsement for the release of the WREP Implementation Guide for consultation.

### **2. Background**

The WREP provides a Wellington Civil Defence Emergency Management (CDEM) Group regional plan that will direct and coordinate the immediate regional response to a major earthquake in the Wellington Region, until a formal response structure is established and a specific event action plan is released.

### **3. Progress Update**

The WREP has been constructed in two parts, similar to the national model of the National CDEM Plan 2015 and its Guide, as follows:

- A four part response plan of more than 270 pages that provides a comprehensive planning document affording considerable guidance to enable the Wellington CDEM Group to coordinate its initial response.
- A plan implementation guide of 66 pages that summarises the key WREP points and where they are located in the larger Plan. i.e. what its purpose is, what the infrastructure and vulnerabilities are, the detailed response tasks, the Wellington CDEM Group expectations of all agencies that will have a part to play in the response and other key response information.

The Coordinating Executive Group Subcommittee has considered the Plan and has provided initial guidance at a special meeting on 25 May 2018. The intent is to put the WREP Implementation Guide out for consultation over the July - August period to the following audience:

- Wellington CDEM Group members
- Government agencies that provide services within the Region. e.g. NZ Transport Agency, GNS Science, Ministry of Business Innovation and Employment, Ministry of Primary Industries, Ministry of Social Development, Department of Corrections
- Private/non-government health providers in the Region, e.g. primary health organisations (Compass, TeAHN, Ora Toa, Cosine), general health practices,

private hospitals, pharmacies, aged residential care centres, and disability support services

- Lifeline utilities
- Other private service providers in the Wellington Region. e.g. CentrePort, Wellington Airport, Kapiti Airport, Seaview Marina, Hood Aerodrome
- Other response agencies – Response Teams, Red Cross.

Several sections of the main WREP continue to be developed. A Wellington CDEM Group workshop is to be conducted on 28 June 2018 to develop the health and disabilities component of the WREP. Utilising the smaller Implementation Guide, as the consultation tool, will allow wider visibility of the larger WREP document and enable directed components of the WREP to be released to appropriate stakeholders. The final WREP and its Implementation Guide will be presented to the Wellington CDEM Group for approval on 14 December 2018.

#### **4. Communication**

No further external communication is required.

#### **5. The decision-making process and significance**

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Owing to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

##### **5.1 Engagement**

Due to its procedural nature, no engagement on this matter has been undertaken.

#### **6. Recommendations**

*That the CDEM Group:*

1. *Receives the WREP Implementation Guide in [Attachment 1](#).*
2. *Notes the contents of the WREP Implementation Guide.*
3. *Endorses the release of the WREP Implementation Guide for consultation to the abovementioned audience.*

Report prepared by:

David Russell  
Group Controller

Report approved by:

Jeremy Holmes  
Regional Manager

**Attachment 1:** WREP Implementation Guide



# Wellington Region Earthquake Plan (WREP)

Implementation  
Guide

DRAFT



Published by the Wellington Region Civil Defence Emergency Management Group

**Context**

This planning implementation guide has been issued by the Wellington Region Civil Defence Emergency Management Group to support the use of the WREP. The WREP is a comprehensive document which provides considerable planning information to support the Group members in undertaking an immediate response to a major earthquake in the Wellington region. The WREP Implementation Guide provides more succinct direction on the immediate response implementation, detailing the key tasks and expectations of agencies involved in the response, the response principles and a synopsis of what the key implementation requirements of the response are and where to find more details in the WREP.

This document is not copyright and may be reproduced with acknowledgement. It is available, along with further information about the Wellington Region Emergency Management Office (WREMO), on the WREMO website at [www.getprepared.nz](http://www.getprepared.nz)

# Quick access



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## Section 2 Immediate response implementation



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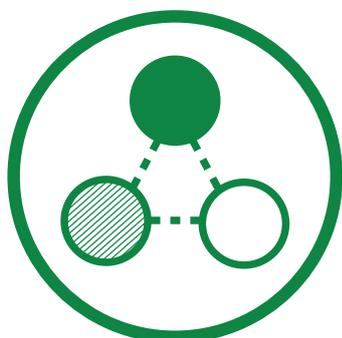
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# Section 1

# Context



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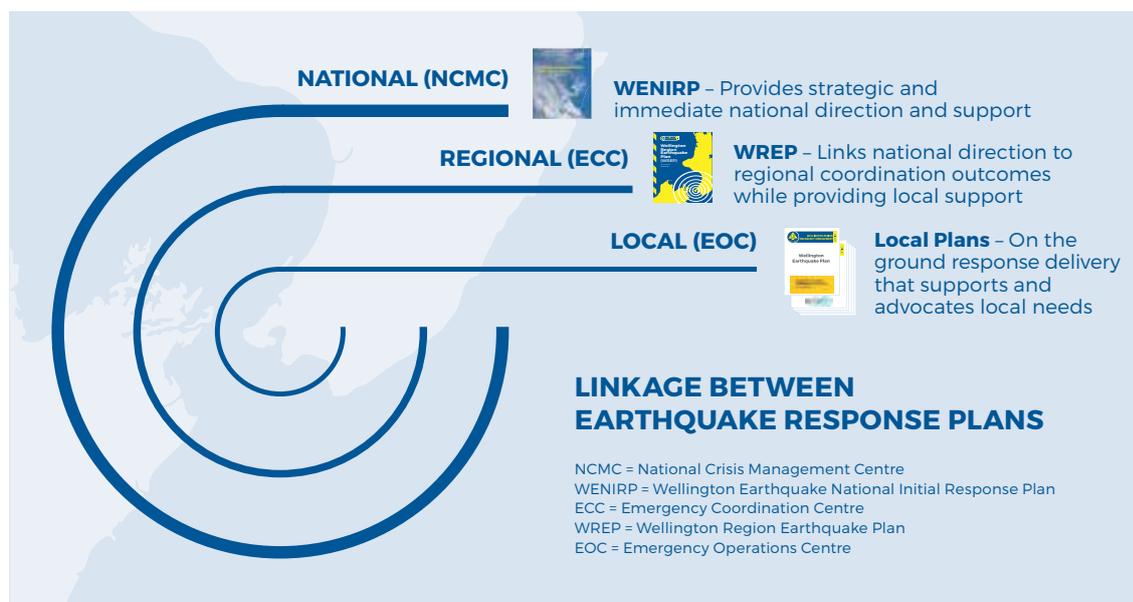
## 1.1 Purpose

The purpose of the Wellington Region Earthquake Plan (WREP) is to direct and coordinate the immediate regional initial response to a major earthquake in the Wellington region until a formal response structure is established and a specific event Action Plan is released. This Plan provides guidance for the immediate emergency management response in the event of a major earthquake. The WREP is a supporting plan to the Wellington Earthquake Initial Response Plan (WENIRP). It is designed to operate within the framework and structures described in the WENIRP for about the first seven days of response after a major Wellington earthquake. **The purpose of this Implementation Guide is to provide all agencies that would contribute to a Wellington region response, with an understanding of what the Wellington CDEM Group expectations are of them, to achieve the WREP mission and objectives.**

## 1.2 Linkage between levels of earthquake response plans

The linkages between the WENIRP, WREP and local earthquake response plans are depicted in the following diagram. The context of these three levels of response plans is that they will:

- support nationally,
- coordinate regionally, and
- be conducted locally.





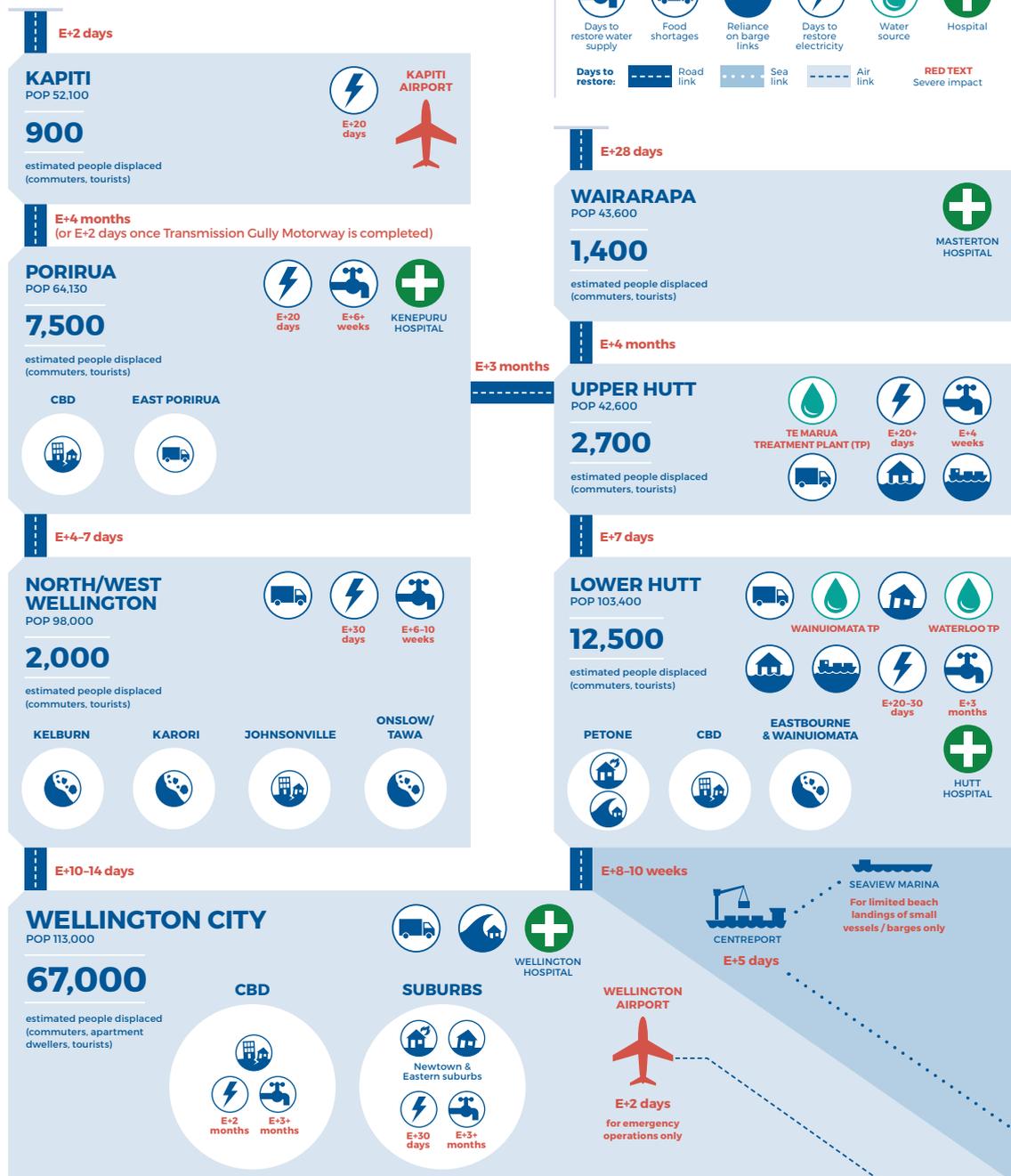
### 1.3 Planning scenario

This national planning scenario is designed to provide a likely scenario situation in the aftermath of a major earthquake to assist in developing response plans. **Annex A of the WREP** is the Planning Scenario for a major earthquake in the Wellington region. The following diagram is a summary of the likely key issues identified in this scenario.

#### EXPECTED INFRASTRUCTURE IMPACTS OF A MAJOR WELLINGTON EARTHQUAKE & PREDICTED RESTORATION TIMES

KEY:

Vulnerable buildings	Fire	Subsidence	Flooding	Tsunami	Isolating landslides
Days to restore water supply	Food shortages	Reliance on barge links	Days to restore electricity	Water source	Hospital
<b>Days to restore:</b>				<b>RED TEXT</b> Severe impact	
	Road link	Sea link	Air link		



## 1.4 Vulnerabilities

In summary key vulnerabilities for the Wellington region in the event of a major earthquake are:



### Regional isolation through road outages

Due to likely landslips and/or road fracture the region will become isolated by normal road access for a significant period of time. In addition to isolation, the region will become fragmented due to landslips and/or road fracture hence the island concept for response planning (Refer to WREP Annex A6 for response island concept).



### Transport infrastructure affected

The transport infrastructure in the region will be heavily affected due to road and rail outages. Car use will not be viable beyond individual suburbs. Supermarkets will not be restocked for, in some cases, weeks.



### High number of casualties and trapped people

The forecast numbers of injured people is beyond the medical assistance capabilities of the region and national support will be required. Mortuary support will be required from outside the region. Urban search and rescue resources will not be capable of rescuing the forecast number of trapped personnel and outside assistance, probably international support, will be required.



### High numbers of displaced people

The repatriation of internally displaced people (commuters, shoppers etc), and the evacuation of visitors, vulnerable personnel and others will be necessary. If this earthquake occurs during a working and school day the number of displaced personnel (more than 80,000) would be well beyond the Region's resources to be able to get the population home in same day. This will create shelter and food implications.



### Resupply lines affected

Air delivery and cross country trucks will probably account for around 10% of the food and materials delivery needs of the region. The remainder (around 90%) of food, fuel and materials deliveries to the region will be via the sea, which may include use of CentrePort wharves or the use of craned-container (geared) ships unloading to barges which shuttle deliveries to the key offloading points such as Seaview area. Significant damage to the ports could impact on the sustainment of communities.



### Disruption of the potable water and waste water removal systems

Disruption to potable water systems and an inability to remove waste water creating poor sanitation is expected for several months following the earthquake. Broken water mains will challenge fire suppression efforts. It will be difficult to supply potable water in the quantities required through transport by barge/tankers. Availability of potable water is a major vulnerability to sustaining the community post an earthquake. Whilst resilience measures are being put in place to provide potable water across the whole region by Day Eight after an earthquake, many communities will need to be self-sufficient in sourcing their water supplies for up to the first seven days.



### **Lifeline damage**

Early lifeline (energy, transport, water and telecommunications) damage assessments will have an impact on response decision making. Extended restoration times for these utilities may have serious welfare implications on communities.



### **Buildings could be vulnerable**

Damage to buildings could have affected their structural integrity and they could potentially collapse as a result of aftershocks. Building assessments will be an important early response action to enable movement through areas where this threat of building collapse exists and to determine the safety of building re-entry. Cordon management will be a significant requirement.



### **Clearance of debris**

Debris disposal in order to reopen transport routes will be required. Civil engineering plant and operators presently located in the Wellington region will not be sufficient to carry out all necessary works at the same time following a major earthquake.



### **Tsunami danger**

Potential for a local Tsunami needs to be kept in mind. Evacuation of coastal communities need to be considered early. Ability to get people out of the Tsunami zone to higher ground in time in low lying areas is a real risk.



## Isolation of critical response personnel

Ability of critical personnel to get to key areas (e.g. CentrePort, Wellington airport, ECC/EOCs, hospitals) to support the emergency response due to movement restrictions is another vulnerability.

## 1.5 Assumptions

**Section 1.9 of the WREP** ascertains the assumptions that have been identified in order to develop this initial response plan. These assumptions will need to be verified as part of the initial response activation.

## 1.6 Audience

The WREP is intended to provide response guidance for the following audience:

- Wellington CDEM Group members namely:
  - Greater Wellington Regional Council
  - Wellington region's city and district councils<sup>1</sup>
  - Emergency services<sup>2</sup>
  - Wellington region's District Health Boards<sup>3</sup>
- Regional NZDF units
- Regional Public Health Units
- Government agencies that provide services within the region e.g. NZTA, GNS, MBIE, MPI, Department of Corrections
- Private/non-government health providers in the region
- Lifeline utilities
- Other Private Service Providers in the Wellington Region e.g. CentrePort, Wellington Airport, Kapiti Airport, Seaview Marina, Hood Aerodrome
- Other response agencies
- Media
- Iwi

<sup>1</sup> These authorities are: Wellington City Council (WCC), Hutt City Council (HCC), Upper Hutt City Council (UHCC), Porirua City Council (PCC), Kapiti Coast District Council (KCDC), Masterton District Council (MDC), Carterton District Council (CDC) and South Wairarapa District Council (SWDC)

<sup>2</sup> Fire Emergency NZ, NZ Police and Wellington Free Ambulance (WFA)

<sup>3</sup> Capital & Coast DHB, Hutt Valley DHB and Wairarapa DHB



## Section 2

# Immediate response implementation

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## 2.1 WREP mission

The Wellington CDEM Group initial regional response for a major earthquake will be mobilised in an appropriate and timely manner to coordinate essential support to the Wellington regional population in order to minimise loss of life, provide for the immediate needs of the affected people, mitigate hazards and retain public confidence.

## 2.2 Intent

The intent of WREP is to provide sufficient guidance to the Wellington CDEM Group to enable achievement of the mission identified above. The risks presented by a major earthquake affecting Wellington cannot be eliminated, but they can be reduced through comprehensive planning and preparation beforehand, and by prompt, proactive and coordinated response actions. The Wellington CDEM Group will automatically activate their usual or alternate response coordination and emergency centres in accordance with the WREP without waiting for central direction. The immediate response objectives are to:

- gain timely situational awareness of the earthquake's impact;
- make appropriate decisions that will preserve life and care for the injured, sick and vulnerable people;
- provide immediate humanitarian needs (shelter, water, food and healthcare) to people in the affected areas;
- maintain law and order;
- coordinate multi-agencies responses;
- provide responder access into and evacuee egress from affected areas;
- prevent further casualties through reduction of hazards/risks;
- enable ongoing communication with all affected communities;
- minimise escalation of the consequences of the emergency; and
- provide public information services to the community and the media, by all means available.

## 2.3 Response principles

The following Wellington CDEM Group principles are to guide the region's response:

- CDEM agencies will coordinate and integrate response planning.
- Control of response actions are to be assigned as far forward as possible.
- Where possible plans will be consequence based to be able to provide for multiple hazards.



- Where possible requests to the NCMC and support agencies (e.g. NZDF) should be effects based requests to enable these agencies to allocate their own resources to achieve the best effect and outcome.
- All CDEM agencies are expected to be able to function and meet their responsibilities at all times to ensure an effective response.
- The level of response will escalate as required to manage the emergency.
- The Emergency Coordination Centre (ECC) will provide the linkage between the national response direction/support and the local response actions and enable regional coordination of resources and support.
- The Territorial Authority Emergency Operations Centres (EOCs) will coordinate multi-agency local response delivery and will support and advocate for local needs.
- Where possible the population should return to their home locations (as long as it is safe to do so) in order to reduce the sustainability requirement.
- Much of the initial immediate response will be local community response based and the public will need to be self-sustainable for a period of time until a response can get to those in need.

## 2.4 Wellington CDEM Group specified response tasks

The Wellington CDEM Group specified tasks for a Level 4 or 5 Response to a major earthquake are:

Establish an appropriate Regional ECC and local EOCs in affected areas in accordance with Wellington CDEM Group Response Concept of Operations.

» See WREP Section 2.7

Determine likelihood of a local Tsunami as a result of this earthquake and activate the Wellington Region Tsunami Plans if required.

» See WREP Section 2.16

Identify locations of trapped and injured people and support immediate medical and rescue assistance.

» See WREP Section 2.14

Establish contact with the NCMC and neighbouring CDEM Groups.

Obtain key information requirements identified in Annex B to inform initial response decision making and resource assignment. The key information requirements are contained in **WREP Annex B**.

» See WREP Section 2.8

Support emergency services actions in firefighting, provision of emergency medical care, and lifeline utilities immediate mitigation i.e. electricity and gas lines that are hazardous.

» See WREP Section 2.15

Impose movement priorities into and out of isolated areas and the region.

» See WREP Section 3.2

As required support evacuation of patients and casualty transport by local DHBs and ambulance providers.

Provide the NCMC with consolidated numbers of casualties and displaced people in the Wellington region

Provide the NCMC with the status of lifelines and key infrastructure in the Wellington region.

Provide the NCMC with consolidated and prioritised personnel, equipment and supply requests, including forecasts.

Undertake a rapid assessment of damage and its impact on people in affected areas. This includes identifying unstable buildings, key transport nodes that are unusable, essential services that are damaged, the need for emergency shelters and evacuation requirements.

Establish appropriate movement control restrictions to prevent movement of unauthorised people and traffic into affected areas to prevent added burden on response resources and to reduce exposure to hazards and risks.

» See WREP Section 2.20

Activate the Public Information Plan that informs the public of hazards, status of lifeline amenities, roading status, movement restrictions, any fuel or food rationing impositions, where support is available etc.

» See WREP Section 4.8

Identify numbers of displaced personnel and undertake actions to enable their return to home locations if these areas are designated safe. Be prepared to organise emergency shelter and food for displaced people until they can be returned to home locations.

» See WREP Section 2.17

Activate a coordinated regional welfare response in accordance with the Wellington Region CDEM Group Welfare Plan.

» See WREP Section 2.23

Be prepared to activate evacuation plans to get people out of dangerous areas and/or assisted evacuation for those people that wish to leave affected areas.

» See WREP Section 2.19



As required appoint a Wellington CDEM Region Aviation and Maritime Operations Manager, and establish Aviation and Maritime Operations Centres for regional coordination within the earthquake affected areas.

» See WREP Section 2.12 & 2.13

Support operations to reopen Wellington Port and Airport.

Assist fuel companies to establish an improvised bulk fuel facility in or near Wellington port (if required).

Activate emergency supply chain that includes establishment of Group Assembly Areas under ECC control and onward transport to local distribution centres/points under EOC control.

» See WREP Section 3.3

Coordinate assisted evacuation of non-medical cases from Wellington

» See WREP Section 2.19

Support emergency restoration of essential Lifeline services.

» See WREP Section 3.4

Support local authority activation of Emergency Assistance Centres (EACs) and Community Emergency Hubs.

» See WREP Section 2.24 & 2.25

Identify potential beach landing sites for NZ Defence Force (NZDF) reconnaissance (if required).

Task Wellington Harbour Master to survey Wellington Harbour in conjunction with the NZDF to determine viability of shipping channels into and out of the harbour.

Support road authorities operations to reopen critical routes into and out of the region and priority local roads identified in this Plan.

» See WREP Section 3.5

Be prepared to provide assistance to assist other affected CDEM Groups.

Be prepared to assist the NCMC with local procurement of equipment and supplies, and its onward movement to the affected area.

Prepare a regional action plan for a sustained response period beyond the initial seven days response.

## 2.5

### Response agencies tasks and expectations

In addition to the members of the Wellington CDEM Group, there are a number of agencies that will provide support to a Wellington earthquake response. The following tasks and expectations are detailed for all agencies that are likely to have roles to play in an immediate response to an earthquake. All agencies identified below are requested to consider their tasks and/or expectations and take appropriate action to be ready to respond.

#### Greater Wellington Regional Council

- Provide trained staff to fill various CIMS positions within the Emergency Coordination Centre (ECC).
- Activate an ECC to provide a linkage between the national and regional levels and coordinate the regional level CDEM response.
- Maintain an ECC to support initial search and rescue, medical response, patient and other urgent evacuations, and immediate welfare support in the region.
- Maintain an ECC to plan and task wider reconnaissance to achieve key information requirements detailed in the WREP.
- Maintain an ECC to achieve the response objectives identified in the WREP.

#### Wellington Region City and District Councils

- Maintain a roster of Local Controllers to control the on the ground local response at the Territorial Authority level.
- Provide trained staff to fill various CIMS positions within the Emergency Operations Centre (EOC).
- Maintain an EOC to control the on the ground response delivery and, support and advocate for local needs within the Territorial Authority area of responsibility.
- Develop local earthquake response plans, utilising the WREP guidance, that will direct and coordinate the local immediate initial response in the Territorial Authorities area of responsibility.

#### Fire Emergency New Zealand (FENZ)

- Respond to immediate local needs in conjunction with ambulance, Police and emergency community responses, under the coordination of the Regional ECC and local EOC(s).
- Establish and maintain appropriate contact with the Wellington CDEM Group ECC and local EOC(s).
- Activate Major Incident Plans (e.g. USAR/fire following earthquake) under the command of appropriate FENZ command and control centres but in coordination with the Regional ECC and local EOC(s).
- Coordinate reconnaissance planning and activities with CDEM ECC/EOC(s) Intelligence, according to INSARAG guidelines.
- Share response intelligence with Wellington CDEM ECC/EOC(s) Intelligence.
- Forward consolidated, prioritised lists of personnel, supplies and equipment requiring transport into and from affected areas, to the Wellington CDEM Group ECC.



- Provide FENZ liaison officers to the Wellington CDEM Group ECC and/or appropriate local CDEM EOC(s) Intelligence, Planning, and Operations functions, where required by Group Controller.
- Provide FENZ support to CDEM response activities as requested.
- Coordinate deployment and management of all FENZ personnel and Urban Search and Rescue (USAR) teams (including international teams), under overall control of the Wellington CDEM Group ECC.

### **NZ Police**

- Respond to immediate local needs in coordination with FENZ, ambulance, and emergency community response, under the coordination of Group/local CDEM Controllers.
- Establish communication between local Police District/Area HQs and the Regional ECC and local CDEM Group EOC(s).
- Coordinate and share Police reconnaissance and intelligence collection and analysis planning and activities with CDEM ECC/EOC Intelligence.
- As required execute warrants issued by CDEM Controllers (CDEM Act 2002 s 78-81)
- Forward consolidated, prioritised lists of personnel, supplies and equipment requiring transport into and from affected areas, to the CDEM Group ECC.
- Provide Police liaison officers to the Wellington CDEM Group ECC and/or appropriate local CDEM EOC(s) Intelligence, Planning, and Operations functions, where required by Group Controller.
- Maintain law and order.
- Manage public movement into and out of affected areas, to boundaries and rules set by the Regional ECC and/or appropriate local EOCs.
- Provide Police support to CDEM response activities as requested.
- Coordinate international police and Disaster Victim Identification (DVI) teams within the Police district, in close coordination with the Wellington CDEM Group ECC and/or appropriate local EOCs.

### **Ambulance Providers**

- Respond to local needs in conjunction with local health and disability services, partner agencies, and emergency community response, under the control of the Group CDEM ECC and/or appropriate local EOCs.
- Respond in accordance with the provisions of AMPLANZ.
- Provide an ambulance liaison officer to the Regional ECC and/or appropriate local CDEM EOC(s) Intelligence, Planning, and Operations functions, where required by Group Controller.
- Establish contact with local DHB EOCs within affected areas.

### **New Zealand Defence Force**

- Consistent with NZDF Plan Awhina and the Guide to the National CDEM Plan, establish and maintain contact with the Wellington CDEM Group ECC and appropriate local EOCs.
- Provide a NZDF liaison officer to the Wellington CDEM Group ECC and/or appropriate local CDEM EOC(s) Intelligence, Planning, and Operations functions, where required by Group Controller.
- Provide NZDF support to CDEM response activities as requested in accordance with NZDF Plan Awhina.

- Make ready all logistics management and air, sea and rough-terrain transport capabilities to assist the Wellington response.
- Conduct reconnaissance consistent with Annex A information requirements, under the control of NCMC, but as requested by Wellington CDEM Group ECC Intelligence.
- Coordinate foreign military contingents deployed for the response, within coordination and direction from the NCMC.
- Be prepared to assist sea asset tasking, loading/unloading at Regional/National Assembly Areas (Sea), in accordance with CDEM priorities.
- Be prepared to establish and control improvised beach landing sites in affected areas, in conjunction with Wellington CDEM Group plan, consistent with NCMC tasking.
- In conjunction with the Wellington CDEM Group Maritime Operations Manager, survey key existing and potential expedient harbours for use in response and recovery, if required.
- Be prepared to provide personnel and equipment to augment the Wellington CDEM Group, particularly field logistics comprising transport and supply functions as requested through the Wellington CDEM Group ECC, acknowledging this will be at the direction and coordination of the NCMC.
- Be prepared to make Trentham Camp resources available in support of the Wellington response as requested through the Wellington CDEM Group ECC, acknowledging this will be at the direction and coordination of the NCMC.

### **District Health Boards**

- Establish contact with the Wellington CDEM Group ECC and appropriate CDEM EOCs, potentially affected health care providers and potential support providers in their DHB area.
- Provide situation reports, status, and capacity to support the response to NHCC, regional health response coordination, and the Wellington CDEM Group ECC and as appropriate local CDEM EOC(s).
- Provide a DHB liaison officer to the Regional ECC and/or appropriate local CDEM EOC(s) Intelligence, Planning, and Operations functions, where required by Group Controller.
- Coordinate the local primary, tertiary and public health response within respective DHB area and parts of neighbouring areas delegated to support.
- Implement regional response coordination procedures within the health disability sector.
- Forward requests for medical personnel, equipment and consumable medical supplies to the NHCC.
- Implement procedures for requesting assistance with urgent patient transfers and the provision of staff, supplies and other assistance.
- Forward consolidated non-medical support requests to CDEM Group ECC and appropriate local CDEM EOCs for action, including requests for supplies, equipment, engineering, lifeline utilities and transport.
- Be prepared to support other DHBs within affected areas.
- Be prepared to receive and treat casualties evacuated from affected areas.



### Public Health Units

- Respond to local needs in conjunction with ambulance and local health and disability services, in coordination with the Wellington CDEM Group ECC and where appropriate local EOCs requests.
- Establish and maintain contact with DHB EOC(s), and Wellington CDEM Group ECC or local CDEM EOCs as appropriate, within affected and supporting areas.
- Establish and maintain contact with the NHCC.
- Assess, manage and communicate public health risks in close coordination with the Wellington CDEM Group ECC and where appropriate local EOCs.
- Be prepared to respond in support of the wider response in affected or supporting areas, including supporting incoming displaced or evacuated people.

### Primary Health

- Respond to local needs in conjunction with ambulance and local health and disability services, partner agencies and emergency community response, under the control of local CDEM EOCs.
- Establish contact with DHB EOC(s), and the Wellington CDEM Group ECC and/or local CDEM EOC(s) as appropriate, within affected and supporting areas.
- Be prepared to respond in support of the wider response in affected or supporting areas, including supporting incoming displaced or evacuated people.
- In conjunction with the Wellington CDEM Group ECC, assess, manage and communicate public health risks.

### Private Hospitals

- Respond to local needs in conjunction with ambulance and local health and disability services, partner agencies and emergency community response, under the control of the Wellington CDEM Group ECC/EOCs.
- Establish contact with DHB EOC(s), and the Wellington CDEM Group ECC/EOCs, within affected and supporting areas.
- Be prepared to respond in support of the wider response in affected or supporting areas, including supporting incoming displaced or evacuated people.

### Rest Homes and Aged Care Facilities

- Respond to rest home and elder care community needs in conjunction with ambulance and local health and disability services, in coordination with appropriate Wellington area DHB and CDEM ECC/EOCs.
- Establish contact with DHB EOC(s), and the Wellington CDEM Group ECC/EOC(s) as required.
- Be prepared to respond in support of the wider response in affected or supporting areas, including supporting incoming displaced or evacuated aged care people.

## Emergency Welfare Services

- Establish and maintain contact with the Welfare Coordination Group (WCG) under the control of the Wellington CDEM Group ECC/EOCs.
- Plan for and deliver emergency welfare functions and services within affected areas, within communities, at Emergency Assistance Centres, community emergency centres, evacuation assembly areas, transit and reception centres – in conjunction with Wellington Region WCG and the Wellington CDEM Group ECC/EOC Planning and Welfare functions.
- Coordinate with all agencies in respective emergency welfare support functions and relevant emergency community response, within NCWG and respective CDEM Group coordination.
- Plan for and provide emergency welfare services to evacuees and displaced people within, in transit from, and outside effected areas.
- Plan for and provide transit and reception at Emergency Assistance Centres for evacuees and displaced people, informed by and as part of evacuation planning and management.
- Provide operational emergency welfare intelligence to the Wellington CDEM Group ECC/EOC(s) intelligence functions and the Wellington WCG.
- Be prepared to provide personnel, equipment, or facilities to support responses in directly and indirectly affected areas.
- Emergency Welfare functions priority order is likely to be:
  - Needs Assessment
  - Shelter and Accommodation
  - Care and Protection
  - Household Goods and Services
  - Psychosocial Support
  - Financial Support
  - Animal Welfare

## New Zealand Transport Agency

- Establish and maintain contact with the Wellington CDEM Group ECC.
- Actively participate in reconnaissance planning, consistent with Annex B of the WREP.
- Coordinate reconnaissance and impact assessment of state highways and special purpose roads, reporting immediately to the Wellington CDEM Group ECC as reports are produced and/or situations change.
- Ensure that reconnaissance resources, are used efficiently and to best effect within the Wellington CDEM Group Controller priorities.
- Provide transport infrastructure updates to the Wellington CDEM Group ECC at least once daily.
- Develop transport infrastructure immediate and medium-term response and recovery plans under the coordination of the Wellington CDEM Group ECC.



### **Geological and Nuclear Science**

- Establish and maintain contact with Wellington CDEM Group ECC.
- Provide information and updates on earthquake strength, epicentre and aftershocks.
- Lead hazard risk planning and scientific analysis in close collaboration with the NCMC and the Wellington CDEM Group ECC.
- Coordinate and support science response requirements in the Wellington region in collaboration with the Wellington CDEM Group ECC.

### **Ministry of Business, Innovation & Employment (MBIE)**

- Establish and maintain contact with the Wellington CDEM Group ECC.
- As appropriate provide a liaison with local EOCs where building assessors are to be deployed.
- Mobilise and prepare to deploy Tier 1 and Tier 2 building assessors.

### **Ministry of Primary Industries (MPI)**

- Establish and maintain contact with the Wellington CDEM Group ECC.
- Provide rural community and primary sector updates to the Wellington CDEM Group ECC at least daily.
- Lead animal welfare planning and operational coordination as part of the Wellington Welfare Coordination Group.

### **Ministry of Social Development (MSD)**

- Establish and maintain contact with the Wellington CDEM Group ECC.
- Provide operational coordination of the social services portfolio as part of the Wellington Welfare Coordination Group.

### **Department of Corrections**

- Establish and maintain contact with the Wellington CDEM Group ECC.
- Coordinate support to and, if necessary, evacuation of Corrections facilities in conjunction with Wellington CDEM local EOC response management and CDEM Group ECC response coordination.
- Provide Corrections infrastructure and client status updates to CDEM Group ECC at least daily.
- Develop Corrections immediate and medium-term response and recovery plans under the coordination of NCMC and the Wellington CDEM Group ECC and Police.
- Be prepared to make Corrections facilities, personnel and appropriate clients available to support response activities, if required.

## Lifeline Utilities

- Establish and maintain contact with the Wellington CDEM Group ECC through the Wellington Lifelines Utilities Coordinator.
- Actively participate in reconnaissance planning, consistent with **Annex B** of this Plan, in collaboration with the Wellington CDEM Group ECC intelligence functions.
- Ensure that reconnaissance resources, are used efficiently and to best effect within the Wellington CDEM Group Controller priorities.
- Provide lifeline utility infrastructure, service and reinstatement status updates to the Wellington CDEM Group ECC Lifeline Utility Coordinator, at least daily.

## CentrePort

- Establish and maintain contact with the Wellington CDEM Group ECC.
- Provide a report as soon as possible as to the status of the Port facilities to enable emergency supplies to be brought into the region via the Wellington Harbour.
- In collaboration with the Wellington CDEM Group ECC, establish a Regional Assembly Area in accordance with the WENIRP.
- In collaboration with the Wellington CDEM Group ECC, be prepared to establish the Maritime Emergency Operations Centre at CentrePort in accordance with **WREP Annex E**.
- Provide liaison to the Maritime Emergency Operations Centre when established (**WREP Annex E**).

## Wellington Airport

- Establish and maintain contact with the Wellington CDEM Group ECC.
- Provide a report as soon as possible as to the status of the Wellington Airport.
- Continue to control and coordinate operations at Wellington Airport.
- In collaboration with the Wellington CDEM Group ECC, establish a Regional Assembly Area in accordance with the WENIRP.
- Provide liaison to the Aviation Emergency Operations Centre when established (**WREP Annex D**).

## Kapiti Airport

- Establish and maintain contact with the Wellington CDEM Group ECC.
- Provide a report as soon as possible as to the status of the Kapiti Airport.
- Continue to control and coordinate operations at the Kapiti Airport.
- In collaboration with the NCMC and the Wellington CDEM Group ECC, be prepared to establish a National or Regional Assembly Area at Kapiti Airport in accordance with the WENIRP.
- In collaboration with the Wellington CDEM Group ECC, be prepared to establish the Aviation Emergency Operations Centre at the Kapiti Airfield in accordance with **WREP Annex D**.



### Hood Aerodrome

- Establish and maintain contact with the Wellington CDEM Group ECC.
- Provide a report as soon as possible as to the status of the Hood Aerodrome.
- Continue to control and coordinate operations at the Hood Aerodrome.
- In collaboration with the Wellington CDEM Group ECC, be prepared to establish a Regional aviation staging area to enable rotary wing operations in support of the regional supply chain.
- Provide liaison to the Aviation Emergency Operations Centre when established (**WREP Annex D**).

### Seaview Marina

- Establish and maintain contact with the Wellington CDEM Group ECC.
- Provide a report as soon as possible as to the status of the Seaview Marina facilities to enable emergency supplies to be transported via barge across the Wellington harbour from CentrePort and be landed at Seaview Marina.
- In collaboration with the Wellington CDEM Group ECC, establish a Regional Assembly Area in accordance with the WENIRP.
- Provide liaison to the Maritime Emergency Operations Centre when established (**WREP Annex E**).

### Fast Moving Consumer Goods (FMCGs)

- Local supermarkets are to establish and maintain contact with respective Wellington CDEM local EOCs.
- National FMCG organisations (Foodstuffs and Progressive Enterprises) to establish and maintain contact with NCMC and the Wellington CDEM Group ECC.
- Actively participate in logistics planning, consistent with **WREP Section 3.3**, in collaboration with the Wellington CDEM Group ECC/EOCs Planning and Logistics functions, to provide food and other critical supplies to isolated or displaced communities.
- Ensure that logistics resources, are used efficiently and to best effect within the Wellington CDEM Group Controller priorities.
- Provide FMCG infrastructure, service and reinstatement status updates to the Wellington CDEM Group ECC/EOCs Logistics functions, respectively, at least daily.

## 2.6

### Situational awareness to inform decision making

Deployment of initial reconnaissance sweeps and collection of information from various emergency services and lifeline utilities agencies, will inform constraints and freedoms, assist with the prioritisation of evacuation and rescue operations and resource allocation, and provide an initial response operating picture that will be imperative to support timely decision making during this initial response phase. The results of reconnaissance and information gathering will give the ECC, EOCs, and emergency services a prompt and clear picture on:

- Location and extent of life threats
- Location and extent of hazardous substance/situation threats
- Damage to critical community services infrastructure
- What key access throughout the region can be used
- What emergency response facilities can be used
- What lifeline services are out of action.

**Key information requirements** are contained in the Information Requirement Table attached at **Annex B** to the WREP. This table also identifies source agencies to obtain this information. These information requirements should be provided to the Wellington CDEM Group ECC as soon as possible to gain a clear operating picture and assist immediate response decision making at a regional level. Key information requirements should be identified for each EOC and used to guide information collection in each territorial authority. Fundamental to decision making by the Group and Local Controllers is regular information updates from all of the listed agencies in the **WREP Annex B**. An effective information sharing practice and use of Liaison Officers is essential in this process as it will inform the constraints and freedoms of the CDEM response and assist with prioritisation of evacuation, rescue operations and resource allocation.

**Local reconnaissance plans** will be initiated by the six Wellington CDEM EOCs. This is to be managed by Local Controllers and the EOC Intelligence Desk, focusing on priority reconnaissance sites, areas and routes, predetermined in pre-response and operational CDEM Group planning, as soon as practicable when conditions allow e.g. normally after first light if an earthquake occurs during the night. Any significant subsequent quakes, and other significant changes in circumstances, including severe weather events may require additional reconnaissance to maintain situational awareness of threats to life safety. Agencies and organisations conducting field operations will task field personnel with conducting and reporting on field reconnaissance carried out in conjunction with field activities. Building assessment will be conducted according to INSARAG guidelines to inform the tasking of domestic and international Urban Search and Rescue resources. Reconnaissance reports and, where necessary, debriefs, will be provided to respective CDEM ECC/EOC personnel directly or via-electronic or written reports within one hour of reconnaissance being completed.



**Priorities for reconnaissance** will include:

- Immediate search and rescue activities:
  - multi-storey urban locations
  - areas of safety where displaced are likely to assemble
  - residential, visitor structures and sites, and transport routes in steep terrain
  - inhabited areas prone to quake-induced liquefaction
  - low-lying areas prone to quake-induced subsidence and flooding.
- Potentially unstable steep terrain that may put communities or infrastructure at risk.
- Isolated communities.
- Flood protection infrastructure.
- Critical infrastructure networks and facilities:
  - Roads/airports/ports
  - Telecommunication infrastructure
  - Electricity infrastructure
  - Fast moving consumer goods facilities e.g. supermarkets
  - Water reservoirs and distribution infrastructure
  - Food supply facilities
  - Health care facilities
  - Housing and accommodation.
- Pre-identified facilities that can become Emergency Assistance Centres and Community Emergency Hubs.

## 2.7 Anticipated response timeline

The timeline below identifies Wellington CDEM Group response activities by target date. This timeline forecast will be dependent on the actual time of the day and impacts of the earthquake, and the subsequent operating environment created, so this timeline may be adjusted accordingly.

Timeline	Wellington Regional Response	Local Response
<b>E Day</b>	<ul style="list-style-type: none"> <li>Response staff for the ECC in affected areas check on their families.</li> <li>State of national emergency considered/ declared (decision taken by Minister).</li> <li>Wellington CDEM Group ECC activates (possibly at alternative location). » See WREP Section 2.7</li> <li>Determine tsunami threat across the region and take immediate actions as required. » See WREP Section 2.16</li> <li>Other emergency management agencies establish their control centres and appropriate liaison function with ECC connection.</li> <li>Communications systems are checked, and alternatives activated.</li> <li>Establish communications with NCMC and local EOCs.</li> <li>Reconnaissance and information gathering begins. Obtain key regional information requirements (refer <b>Annex B to the WREP</b>).</li> <li>Begin identifying resource shortfalls, and requesting support from NCMC</li> <li>Deployment of FENZ USAR teams begins with priority given to Wellington CBD. » See WREP Section 2.14</li> <li>Coordinate with Police the mortuary and Disaster Victim Identification (DVI) requirements and look at capacity requirements. » See WREP Section 2.15</li> </ul>	<ul style="list-style-type: none"> <li>Response staff for the local EOCs in affected areas check on their families.</li> <li>Community-led response begins immediately. Self-activation of Community Emergency Hubs in many suburbs can be expected.</li> <li>Six Wellington CDEM Group EOCs activate.</li> <li>Determine tsunami threat across the Territorial Authority area of responsibility and take immediate actions as required.</li> <li>Other emergency management agencies establish their control centres, establish connection with local CDEM EOC and commence their response.</li> <li>Establish communications with Wellington Region ECC.</li> <li>Information gathering begins. Local reconnaissance plans activated targeting key information requirements.</li> <li>Emergency management agencies initiate high priority response tasks including: <ul style="list-style-type: none"> <li>– immediate search and rescue from damaged urban areas</li> <li>– extinguishing fires and mitigating risks created by earthquake</li> <li>– medical support to injured</li> </ul> </li> </ul>



Timeline	Wellington Regional Response	Local Response
	<ul style="list-style-type: none"> <li>• Medical support provided to injured people.</li> <li>• Evacuation of status 1 casualties begins. » See WREP Section 2.26</li> <li>• Evacuation of other casualties as required begins, and as transport is available.</li> <li>• Focus given to getting displaced people home if safe. » See WREP Section 2.17</li> <li>• Provision of welfare support including shelter, food and healthcare. Group Welfare Coordination Group established. » See WREP Section 2.23</li> <li>• Limited support to affected areas begins.</li> <li>• Initial movement control measures implemented. » See WREP Section 2.20</li> <li>• Obtaining status of lifeline utilities across the region underway and early restoration commences. » See WREP Section 3.4</li> <li>• Regional public information messaging controlled by ECC underway. » See WREP Section 4.8</li> </ul>	<ul style="list-style-type: none"> <li>• Begin identifying resource shortfalls, and requesting support from ECC.</li> <li>• Medical support provided to injured.</li> <li>• Evacuation of status 1 casualties begins</li> <li>• Evacuation of other casualties as required begins, and as transport is available.</li> <li>• Support Police in initial DVI and temporary mortuary requirements.</li> <li>• Provision of welfare support including shelter, food and healthcare. Establishment of some initial ad hoc Emergency Assistance Centres is underway.</li> <li>• Focus given to getting displaced people home if safe.</li> <li>• Control movement and maintain law and order.</li> <li>• Local public information messaging controlled by local EOCs underway.</li> </ul>
<b>E+1</b>	<ul style="list-style-type: none"> <li>• Wellington CDEM Group ECC continues to provide regional coordination of the multi-agency response and enables support to local on the ground response delivery.</li> <li>• Information gathering to enhance situational awareness continues. » See WREP Section 2.8</li> <li>• USAR operations increase, with deployment of international teams into the region. » See WREP Section 2.14</li> <li>• Immediate response support is coordinated between agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Wellington CDEM EOCs continue to manage multi-agency response operations within their Territorial Authority area of responsibility.</li> <li>• Information gathering to enhance situational awareness continues.</li> <li>• Emergency services continue immediate response operations including USAR, fire suppression and medical treatment and evacuation.</li> <li>• Support Police with Disaster Victim Identification (DVI) and storage of bodies and/or body parts.</li> </ul>

Timeline	Wellington Regional Response	Local Response
	<ul style="list-style-type: none"> <li>• Emergency services continue to coordinate immediate response tasks including USAR, fire suppression and medical treatment and evacuation.  <b>» See WREP Section 2.15</b></li> <li>• Resource shortfalls identified and requests submitted to NCMC for support.</li> <li>• Coordinate set up of temporary mortuary facilities.</li> <li>• Identify isolated areas (response islands) across the Wellington region.  <b>» See WREP Annex A.6</b></li> <li>• Situational awareness will have provided a clearer operating picture and regional planning will have commenced on: <ul style="list-style-type: none"> <li>– locations and resources for temporary mortuaries;</li> <li>– support to critical regional infrastructure e.g. hospitals;</li> <li>– regional emergency supply chain including FMCG network resupply;</li> <li>– assisted evacuation requirements;</li> <li>– support to isolated communities;</li> <li>– opening priority roads into the region.  <b>» See WREP Section 2.8 &amp; Annex B</b></li> </ul> </li> <li>• Welfare support is coordinated and supported by the Group Welfare Coordination Group.  <b>» See WREP Section 2.23</b></li> <li>• Regional Assembly Areas (at Wellington and Kapiti airports, at CentrePort and at Seaview) preparation begins.  <b>» See WREP Section 3.3</b></li> </ul>	<ul style="list-style-type: none"> <li>• USAR operations increase, with deployment of additional international teams into affected areas.</li> <li>• Community-led response continues, particularly in response to welfare needs. Continued operation of Community Emergency Hubs.</li> <li>• Welfare support is being managed and delivered by local welfare groups. Establishment of longer term Emergency Assistance Centres is underway.</li> <li>• Continue operations to get displaced people home if safe.</li> <li>• Situational awareness will have provided a clearer operating picture and local planning will have commenced on: <ul style="list-style-type: none"> <li>– support to critical local infrastructure;</li> <li>– local emergency supply chain including FMCG network resupply and identification of distribution points;</li> <li>– assisted evacuation requirements;</li> <li>– support to isolated communities;</li> <li>– opening Priority 1 roads within the local area.</li> </ul> </li> <li>• Continued movement control and maintenance of law and order.</li> <li>• Timely accurate local public information is provided by various means including by commercial radio, social media, and community emergency hubs.</li> </ul>



Timeline	Wellington Regional Response	Local Response
	<ul style="list-style-type: none"> <li>Continued reporting of lifelines utilities status and initial coordination of restoration of lifeline utilities commenced.</li> <li>Establish a platform for recovery management.</li> <li>Timely accurate regional public information continues to be delivered.</li> </ul> <p>» See WREP Section 4.8</p>	
<p><b>E+2</b></p>	<ul style="list-style-type: none"> <li>Wellington CDEM Group ECC continues to provide regional coordination of the multi-agency response and enables support to local on the ground response delivery.</li> <li>Regional emergency supply chain planning underway including FMCG network resupply.</li> </ul> <p>» See WREP Section 3.3</p> <ul style="list-style-type: none"> <li>Support to isolated communities being coordinated at regional level but delivered at the local level.</li> <li>Assigning earth moving assets to support priority road opening across the region.</li> </ul> <p>» See WREP Section 3.5 &amp; Annex F</p> <ul style="list-style-type: none"> <li>Regional Assembly Areas (at Wellington and Kapiti airports, at CentrePort and at Seaview) are being established.</li> </ul> <p>» See WREP Section 3.3</p> <ul style="list-style-type: none"> <li>Wellington CDEM Group Maritime and Aviation Operations Centres are established.</li> </ul> <p>» See WREP Section 2.12 &amp; 2.13</p> <ul style="list-style-type: none"> <li>Wellington airport open from E+2, critical supplies by fixed wing delivery commences.</li> <li>Coordination of lifeline utilities restoration continues.</li> <li>Timely accurate regional public information continues to be delivered.</li> </ul>	<ul style="list-style-type: none"> <li>Wellington CDEM EOCs continue to manage multi-agency response operations within their Territorial Authority area of responsibility.</li> <li>Emergency services continue immediate response operations including USAR, fire suppression and medical treatment and evacuation.</li> <li>Community-led response continues, particularly in response to welfare needs. Continued operation of Community Emergency Hubs.</li> <li>Welfare support is being managed and delivered by local welfare groups. Establishment of longer term Emergency Assistance Centres has occurred.</li> <li>Continue operations to get displaced people home if safe.</li> <li>Continued movement control and maintenance of law and order.</li> <li>Timely accurate local public information is provided by various means including by commercial media outlets, social media, and community emergency hubs.</li> </ul>

Timeline	Wellington Regional Response	Local Response
<p><b>E+3/E+4</b></p>	<ul style="list-style-type: none"> <li>• Wellington CDEM Group ECC continues to provide regional coordination of the multi-agency response and enables support to local on the ground response delivery.</li> <li>• Assisted evacuation requirements being put in place including identified evacuation assembly locations and methods of extract.                             <ul style="list-style-type: none"> <li>» See WREP Section 2.19</li> </ul> </li> <li>• Open Seaview Marina or an alternate site along Lower Hutt shoreline to support barge operations across harbour from CentrePort.                             <ul style="list-style-type: none"> <li>» See WREP Section 3.3</li> </ul> </li> <li>• Bulk Aviation Fuel Installation to be established at Regional Assembly Area (Rotary Wing) in Paraparaumu (Kapiti Airfield) or Masterton (Hood Aerodrome).</li> <li>• Coordination of lifeline utilities restoration continues.</li> <li>• Timely accurate regional public information continues to be delivered.</li> </ul>	<ul style="list-style-type: none"> <li>• Wellington CDEM EOCs continue to manage multi-agency response operations within their Territorial Authority area of responsibility.</li> <li>• Community-led response continues, particularly in response to welfare needs.</li> <li>• Continued operation of Community Emergency Hubs.</li> <li>• Welfare support is being managed and delivered by local welfare groups.</li> <li>• Emergency Assistance Centres continue to provide emergency assistance and welfare support.</li> <li>• Continued movement control and maintenance of law and order.</li> <li>• Local EOCs to establish distribution points/ centres to support local emergency supply chain.</li> <li>• Timely accurate local public information is provided by various means including by commercial media outlets, social media, and community emergency hubs.</li> </ul>



Timeline	Wellington Regional Response	Local Response
<b>E+5</b>	<ul style="list-style-type: none"> <li>Wellington CDEM Group ECC continues to provide regional coordination of the multi-agency response and enables support to local on the ground response delivery.</li> <li>CentrePort opened to enable emergency supply chain.</li> <li>First RORO ferry arrives in Wellington with construction equipment required to enable the delivery of welfare supplies on E+5.</li> <li>Coordination of lifeline utilities restoration continues.</li> <li>Timely accurate regional public information continues to be delivered.</li> </ul>	<ul style="list-style-type: none"> <li>Wellington CDEM EOCs continue to manage multi-agency response operations within their Territorial Authority area of responsibility.</li> <li>Community-led response continues, particularly in response to welfare needs.</li> <li>Continued operation of Community Emergency Hubs.</li> <li>Welfare support is being managed and delivered by local welfare groups.</li> <li>Emergency Assistance Centres continue to provide emergency assistance and welfare support.</li> <li>Local EOCs to establish distribution points/ centres to support local emergency supply chain.</li> <li>Timely accurate local public information is provided by various means including by commercial media outlets, social media, and community emergency hubs.</li> </ul>
<b>E+6/E+7</b>	<ul style="list-style-type: none"> <li>Wellington CDEM Group ECC continues to provide regional coordination of the multi-agency response and enables support to local on the ground response delivery.</li> <li>First RORO ferry arrives in Wellington with welfare supplies on E+6.</li> <li>First FMCG ship could arrive at CentrePort.</li> <li>Barges begin emergency supplies movement across the Harbour from CentrePort to Seaview for the Hutt Valley.</li> <li>» See WREP Section 3.3</li> <li>Coordination of lifeline utilities restoration continues.</li> <li>Timely accurate regional public information continues to be delivered.</li> </ul>	<ul style="list-style-type: none"> <li>Wellington CDEM EOCs continue to manage multi-agency response operations within their Territorial Authority area of responsibility.</li> <li>Timely accurate local public information is provided by various means including by commercial media outlets, social media, and community emergency hubs.</li> </ul>

Timeline	Wellington Regional Response	Local Response
<b>E+8</b>	<ul style="list-style-type: none"> <li>Wellington CDEM Group ECC continues to provide regional coordination of the multi-agency response and enables support to local on the ground response delivery.</li> <li>Promulgate a regional action plan for a sustained response to this earthquake.</li> <li>An emergency water supply system has been established across the region.</li> <li>Coordination of lifeline utilities restoration continues.</li> <li>Timely accurate regional public information continues to be delivered.</li> </ul>	<ul style="list-style-type: none"> <li>Wellington CDEM EOCs continue to manage multi-agency response operations within their Territorial Area of responsibility.</li> <li>Timely accurate local public information is provided by various means including by commercial media outlets, social media, and community emergency hubs.</li> </ul>

## 2.8

### Wellington CDEM Group governance requirements

In the event of a major Wellington earthquake the Wellington CDEM Group will lead and coordinate the regional response. This is because – under the terms of the CDEM Act 2002 – the Group is the joint committee of local authorities with the functions, duties and powers to assist the region to:

- reduce the likelihood of and impact from such an event,
- be ready for such an event,
- respond to such an event, and
- recover from such an event.

Under Section 20 of the Act, the Coordinating Executive Group (CEG) – a committee comprising of the chief executive officers of the constituent local authorities plus members of the emergency services and any other persons co-opted onto the CEG by the Group – will advise the Group on CDEM matters and implement the Group's decisions. The Wellington CDEM Group CEG consists of:

- Chair – CEO HCC
- CEO WCC, CEO PCC, CEO UHCC, CEO MDC, CEO CDC, CEO SWDC, CEO KCDC
- FENZ Region 3 Commander
- Police Wellington District Commander
- Reps from CCDHB, HVDHB, WDHB, MSD



Under Section 26 of the Act, the Wellington CDEM Group has appointed the Group Controller for the Wellington Region. Local Controllers for each Territorial Authority have also been appointed by the Group and have been given the authority to carry out any of the functions, duties or powers of the Group Controller.

The Group Controller will direct and coordinate the CDEM resources made available to them during any declared emergency and perform any other functions delegated by the Group. Although the Controller may use CDEM arrangements outside of declared emergencies, they can only use some powers during a declared state of emergency. In practice, the Group Controller will coordinate the response and Local Controllers will manage the response to a major earthquake. The Local Controller must comply with any directions given by the Group Controller during the response to the earthquake.

The Group Regional Manager will work with the Group's Joint Committee and CEG to ensure that all CDEM governance functions are effectively carried out. The Regional Manager will enable the communications channels across the Wellington CDEM Group governance functions and keep the joint committee and CEG informed of the situation in the Wellington region as a result of the earthquake and the Wellington CDEM Group response. It is likely in this earthquake situation that a national state of emergency will be declared. As a result the Group Controller will receive direction on regional response priorities from the Joint Committee. It is envisaged that the Regional Manager will act as the spokesperson for the Wellington CDEM Group whilst the Mayors will take the lead of public messaging within their Territorial Authority area of responsibility.

The Group Recovery Manager will coordinate the region's recovery and Local Recovery Managers will manage the recovery.

## 2.9

### Aviation and maritime emergency response operations

**Sections 2.12 and 2.13 of the WREP** provide the following planning guidance:

- Identify the aviation and maritime infrastructure including entry points, ship to shore locations and use of aviation and maritime assets in an emergency response,
- Establishes an aviation operations centre located at the Wellington Airport or at Kapiti Airport and a maritime operations centre located in a suitable area at CentrePort,
- Manages the movement of aviation and maritime assets in the emergency response, and
- Supports a functioning emergency supply chain and enables people and equipment to enter and leave the region.

## 2.10 Urban search and rescue

Urban Search and Rescue (USAR) provides a specialist technical rescue and response capability for the location and rescue of people following structural collapse events resulting from a major earthquake in the Wellington region. USAR Teams that deploy must be totally self-sufficient, to ensure that they are not a burden on already overwhelmed communities and emergency responders. They are a resource available to the Group Controller, through Fire Emergency New Zealand (FENZ). This component of the WREP (**WREP Section 2.14**) will identify how to get the FENZ USAR Central Team based in Palmerston North into the region when communications lines are cut. Additionally it provides some direction on where USAR bases can be set up to operate.

## 2.11 Emergency services response plans

This component of the WREP (**Section 2.15**) identifies the key elements of the emergency services earthquake response plans and the coordination requirements with the WREP. It acknowledges the continued responsibility for emergency services to maintain their own response requirements and recognises the importance of liaison and connections between the various operations centres.

## 2.12 Tsunami evacuation

**Section 2.16 of the WREP** identifies that a major earthquake, dependent on location, has the potential to cause a local tsunami which may require evacuation of the public on the Wellington region coastal areas. However a tsunami generated in conjunction with a nearby large earthquake may not provide sufficient time to implement official warning procedures. Self-evacuation will be the predominant course of action, promoted by public messaging controlled by the Wellington CDEM Group ECC and EOCs. Evacuation to higher ground is the recommended mode of transport. This component of the WREP links the emergency management response to CDEM Tsunami action plans. In the event of a Tsunami warning the Wellington CDEM Group ECC and EOCs are to follow the actions contained in the Wellington Orange Zone Tsunami Evacuation Response Plans. Public information is critical to an effective evacuation. Tsunami Evacuation Zone maps are available in each of these plans. The ECC will liaise with the NCMC to assemble available information on a tsunami and distribution this information to the EOCs.



## 2.13 Displaced people

**Section 2.17 of the WREP** identifies that displaced people are those people who immediately post an earthquake do not have accommodation in the area they are working, visiting or going to school at. If an earthquake happens outside of a normal working/school day this displaced number is greatly reduced. Current estimated numbers of displaced people as a result of a major earthquake in a normal working/school day in Wellington, as identified in the WENIRP planning scenario (note March 2017 figures), are contained in this table:

Location	Estimated number of displaced people (includes workers/school children/tourists/ shoppers/visitors)
Wellington City	67,000 Includes apartment dwellers whose homes may no longer be inhabitable. Greatest challenges will be to get Kapiti and Wairarapa people home
North/West Wellington	2,000
Porirua	7,500
Lower Hutt	12,500
Upper Hutt	2,700
Kapiti	900
Wairarapa	1,400

The repatriation of internally displaced people (commuters, shoppers etc), and the evacuation of visitors, vulnerable personnel and others will be necessary. If this earthquake occurs during a working and school day, the number of displaced personnel is likely to be more than 80,000. It is likely, given transportation vulnerabilities that it would be beyond the Region's resources to be able to get all of this population home in the same day, which has shelter and food implications.

Notwithstanding it should be all Wellington Controllers primary intent to get people home if their dwelling is safe to inhabit. Wherever possible people should remain or return to their place of residence as this will reduce the sustainability, resource and welfare (shelter and rationing) support implications during a response. Where people in the Wellington region live, is the place where they are at harmony with their surroundings, where their families live, where family members will all see as the place to get back to, where their personal belongings are, and where they can feel safe – all very important in times of extreme stress. If people are already at home and it is safe, then this is where we should encourage people to remain. At home people should have extra resources to:

- sustain themselves,
- know where to find stores, supplies, cooking things etc are,
- regain some communications nodes, and
- be part of their community in providing assistance/helping their neighbours.

In the event of a major earthquake during a working day in Wellington, it predicted that people will take one of the following actions:

- In areas near the coasts, people have moved inland to get outside the Tsunami zones – this has been done by foot, by bikes and by vehicles.
- In multi-storey work places will have got out of the building and should not go back in given subsequent aftershocks – they need however to move away from high rise buildings.
- Abandoned their work, shopping or other locations and have walked out to closer Wellington suburbs where their homes are or where friends' homes are, given earlier advice that there was no public transport.
- Abandoned their work, shopping or other locations and have tried to drive out in their own vehicles with maximum passengers. Abandoned their work, shopping or other locations particularly in high rise buildings and have assembled in open areas.
- Abandoned their work, shopping or other locations and have started to walk home some using alternative routes through suburbs to avoid fractured roads and landslips, in an attempt to get home.
- In safe work places, remained in place utilising the shelter and in many cases utilising stored water and food provided by their work place.

EOCs will need to establish communications with neighbouring EOC where displaced people are going to be moved from one TA area of responsibility to another in order to enable coordination of routes to be used, additional support requirements (e.g. if people were directed to walk home) and transportation options to be used.

## 2.14 Building assessments

As identified in [Section 2.18 of the WREP](#), damage to buildings as a result of the earthquake could have affected their structural integrity and they could potentially collapse as a result of subsequent aftershocks. Building assessments will be an important early response action to enable movement through areas where this threat of building collapse exists and to determine safety of building entry.

In the event of a major earthquake in the Wellington region, damage to buildings could have affected their structural integrity and they could potentially collapse as a result of subsequent aftershocks. The overarching objective of building management in an emergency is to protect life and promote safety within and in the vicinity of each building. There is a requirement for a collaborative response post a major earthquake to manage risks and uncertainties as to the safety of buildings. After a major earthquake the Wellington CDEM Group through the Emergency Coordination Centre is to coordinate building management activities within the Wellington region.



Building assessments will be an important early response action to enable movement through areas where this threat of building collapse may restrict movement and to determine the safety of buildings for entry. After a major earthquake it is envisaged that the priority for building assessments will be centred on Wellington City. In the response each territorial authority is to lead rapid building assessments as well as prioritise and coordinate building assessment activities with support from MBIE. Where there is a significant demand on building assessment across the Wellington region, the Wellington CDEM Group Emergency Coordination Centre will prioritise and coordinate the building assessment activities. A Regional and/or Local Building Assessment Manager should be appointed to:

- set up and coordinate rapid building assessment teams,
- report and analyse building damage to the Wellington CDEM Group ECC and appropriate EOCs,
- deliver stabilisation/demolition advice, and
- provide any other applicable building safety related matters.

In the initial response period the Wellington Region CDEM Group ECC and EOCs are to take steps to manage the safety of people in and near buildings, either in accordance with directions of the National, Group and Local Controllers during a state of emergency or in line with its functions under the Building Act 2004, including, as applicable:

- cordoning off areas around unsafe buildings and or imposing movement control near unstable buildings; and
- carrying out stabilisation work and barricading; and
- setting up partial demolition cordoning; and
- requiring the mandatory evacuation of a building or the area around a building where a threat exists.

For a major earthquake a state of emergency is most likely to be declared. In this case, authorised civil defence emergency management officials (who can include authorised council staff and engineers) will respond. In most instances they will initiate a process to assess and placard buildings to indicate one of the following: can be used, restricted access or entry prohibited. Building assessment during a state of emergency or transition period can include:

- requesting any information regarding a building (i.e. a structural assessment) that is in the owner's possession;
- identifying buildings and requiring the owner of a building or owners of a building of a particular type and location, to undertake an assessment of the effect of the emergency (or subsequent events) on the building (for example, a building with a certain design feature that may be deemed unsafe);
- examining and marking buildings (for example, building assessment notices such as placards);
- making, or requiring building owners to make, dangerous structures safe by securing, repairing, demolishing or cordoning/barricading;
- requiring evacuation of and limiting entry to premises or places (including public spaces) and closing roads; and
- prohibiting or restricting public access to roads or public places.

With input from City Engineering staff, EOCs will immediately determine exclusion areas and take appropriate action to secure areas. TAs will gather relevant intelligence from: GNS; LINZ, drone reconnaissance; comparative imagery analysis; physical reconnaissance by various responders; engineers; accelerometers; and where appropriate feedback from the community. Based on the intelligence picture, and taking advice from technical specialists, TAs will develop building inspection action plans for their areas.

Councils will undertake assessments using MBIE rapid assessment forms/tools and guidelines that connect into TA GIS systems.

Action plans will be executed, taking into account national priorities and available resources. Close liaison will be required with MBIE, GNS, NZIC, NZPC, EQC and building owners.

## 2.15 Evacuation

**Section 2.19 of the WREP** states that the focus will be on getting people out of areas of danger or life threatening situations. Philosophy will remain however that wherever possible people should remain or return to their place of residence as this will reduce the sustainability, resource and welfare support implications. There are two types of evacuation in a major earthquake scenario – **directed (enforced) evacuation** where danger to life is prevalent or **assisted evacuation** where people want to leave the affected area normally to relocate to a family member or friend outside the affected areas. WREP priorities for evacuation are: 1st hospital patients, 2nd vulnerable groups, 3rd commuters, 4th tourists to reduce demand on welfare support systems and increase capacity to support welfare in communities. Issues to be addressed in the WREP Evacuation Plan which will be part of the Wellington CDEM Action Plan include:

- conditions under which an evacuation may be necessary;
- conditions under which to support people sheltering in place;
- identified 'at risk' people/communities who may require evacuation;
- command, control and coordination instructions (including designation of those authorised to order an evacuation);
- warning instructions to be issued to the media, public and businesses;
- procedures for assisting special categories of evacuees (e.g. vulnerable communities);
- specific plans and procedures that address:
  - circumstances of the emergency evacuation;
  - transportation (e.g. arrangements for those without vehicles);
  - evacuation of specific locations;
  - identification of assembly areas if evacuating by mass movement assets e.g. boats, aircraft, buses or trucks;
  - evacuation routes;



- evacuation centres providing temporary emergency accommodation;
- recovery centres provides a range of welfare, support and recovery services for all evacuees, and registration services for any evacuees not staying in accommodation provided at the Evacuation Centre.

## 2.16 Control of movement

When a state of emergency is in force, a Controller may authorise the exclusion of people from any place under Section 86 of the CDEM Act 2002. Other agencies also have the statutory authority to restrict or control movement if a state of emergency has not been enacted. Movement control may involve putting in place one or more of the following measures: cordons, road blocks, barricades, checkpoints, and contraflow traffic requirements. **Section 2.20 of the WREP** provides guidance on emergency movement control. A **Regional Transport Response Team (RTRT)** will be activated to facilitate a coordinated response to transport related operational challenges in the region as a result of a major earthquake.

## 2.17 Clearance of debris

**Section 2.21 of the WREP** states that as an initial response plan, debris disposal is only considering the response requirements to clear routes, deal with sensitive waste (normally where the Coroner will have an interest or where bodies or body parts may be present) and ensure temporary disposal does not create a health and safety hazard. Due to the likely high quantities of debris, it may not be possible to remove all debris to permanent sites within the initial response and early recovery stages, particularly as contractor resources (mechanical plant and trucks) may be in short supply. Additionally, it may be preferable to move debris to temporary sites to allow sorting of the debris into types (concrete, timber, metal, clean fill) which will in turn allow recycling activities (minimising waste to be disposed of, and creating economic activity). In a major earthquake large scale building debris needs to be moved quickly to clear routes for emergency services to respond to subsequent hazards such as fire following earthquake and to enable essential emergency support to respond to hazards. Planning needs to consider where cleared debris can be dumped both to avoid subsequent movement barriers and/or use of open areas for other emergency management requirements e.g. rotary wing landing zones.

## 2.18 Spontaneous volunteers

**Section 2.22 of the WREP** identifies spontaneous volunteers as community members who offer their services on the spur of the moment, as individuals or as groups, in response to a major earthquake. Spontaneous volunteer individuals bring community knowledge, enthusiasm, and energy. Reference should be made to the MCDEM Directors Guidelines for CDEM Group Volunteer Coordination [DGL 15/13] which provides tools and information that may be useful during the response to maximise the appropriate use of spontaneous volunteers.

As a result of this major earthquake in the Wellington region it is expected that there will be considerable community self-activation to help their neighbourhoods. Spontaneous volunteering will play a big part in this. This self-activation is highly likely to be in place before an official response can be coordinated. Some unofficial or spontaneous volunteer centres (physical or virtual) may emerge during the response. These centres provide excellent opportunities for engaging with the public, gathering current information, and coordinating with any community groups that have self-activated. From a Wellington response perspective the ECC and all activated EOCs need to appoint a Volunteer Coordination team. The Volunteer Coordination team's ongoing responsibilities related to the coordination of spontaneous volunteers include:

- gathering and sharing information with spontaneous volunteers as response and recovery progress
- identifying suitable tasks for spontaneous volunteers
- providing support and supervision for teams of tasked spontaneous volunteers teams, and
- sharing information related to the activities of spontaneous volunteers with CIMS function managers.

The Wellington ECC and EOCs Volunteer Coordination Teams need to ensure that their engagement processes, with the spontaneous volunteer groups, reflect the very important platform that they will stay committed when they:

- feel appreciated and acknowledged for their support to their community,
- can see that their efforts make a difference,
- are aware of opportunities to deepen their level of involvement,
- feel capable of performing tasks assigned to them, and
- enjoy a sense of belonging and teamwork among colleagues.

## 2.19 Welfare

As outlined in **Section 2.23 of the WREP**, the Wellington CDEM Group has the lead responsibility for welfare services to affected people and communities in the event of an earthquake in the Wellington Region. Welfare services are managed and delivered at the local level, and co-ordinated and supported at the regional level by the Wellington Regional Welfare Coordination Group (RWCG). During a major earthquake the Wellington RWCG will operate out of the ECC based in Wellington City if practical given the situation that has unfolded. During the response the RWCG convenes as necessary and its role is to ensure that each member welfare agency operates as part of a coordinated collective, rather than as an individual agency. Agencies responsible for a welfare services sub-function report on their progress in coordinating the delivery of that sub-function, receive information on other agencies activities and receives information via the CDEM Group Welfare Manager on the wider response and the objectives of the Group Controller. During the response, the Local Welfare Committees manage the coordinated delivery of welfare services to affected people in their local area. This is managed by the Local Welfare Manager within the Emergency Operations Centre in each territorial authority.

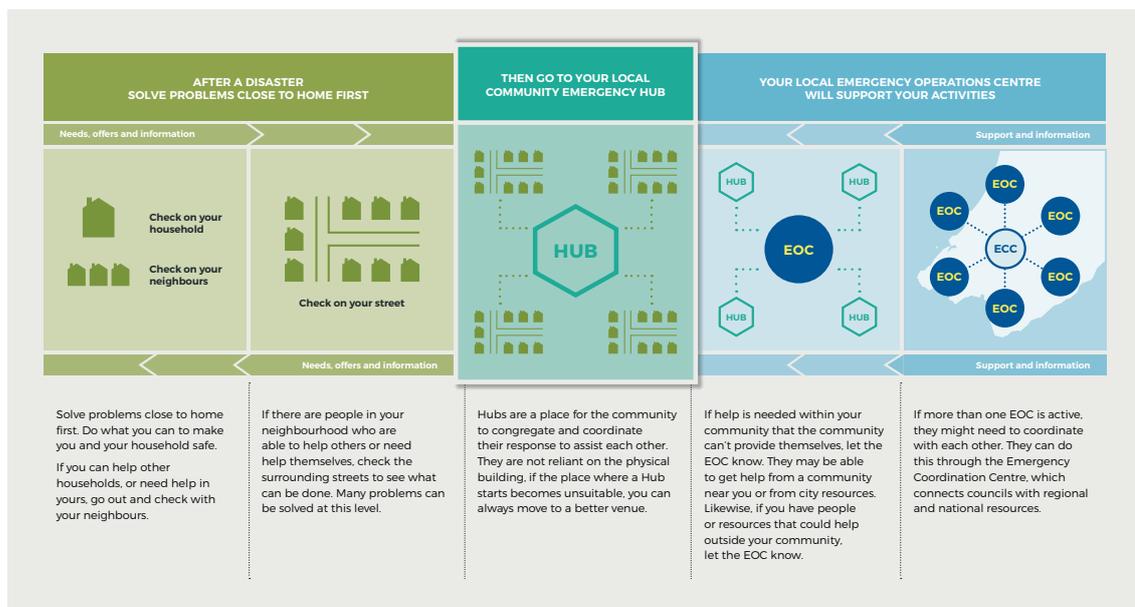


## 2.20 Emergency Assistance Centres

An Emergency Assistance Centre (EAC) is a facility that is established and managed by the Wellington CDEM Group during the earthquake response to support individuals, families/whānau, and the community. EACs are open to members of the public, and may be used for any purpose, including public information, evacuation, delivery of welfare services to the affected community, or recovery (depending on the needs of the community). An EAC may include support from responsible and support welfare services agencies for particular welfare sub-functions (for example: care and protection services for children and young people, psychosocial support). An EAC will be operated by CDEM-led teams (including CDEM volunteers), or by other agencies as defined within regional, and local, level arrangements. EACs should offer access to a range of facilities that will allow individuals, families and survivors to make informed choices according to their needs. **Section 2.24 of the WREP** identifies potential EAC sites that are only activated if needed and provides management guidance for opening them, where they need to be able to provide official advice, medical support or direction to nearest medical support, water supply etc.

## 2.21 Community Emergency Hubs

**Section 2.25 of the WREP** identifies that Community Emergency Hubs will be self-activated in this major earthquake setting and are a way for people to work together to solve problems locally, while still coordinating with the EOCs about really big problems. The Hub concept can be quickly summarised in the diagram below.



This component of the WREP provides links to the more than 100 identified Community Emergency Hubs in the Wellington Region located at local primary schools, community centres, and other community gathering spaces. There are no caches of emergency supplies at Community Emergency Hubs. Community Emergency Hubs are not Emergency Assistance Centres (formerly known as Welfare Centres) where official government support can be accessed.

## 2.22 Health and disability

**Section 2.26 of the WREP** identifies the health and disability sector key tasks in an earthquake response as:

- **Information gathering.** Determine the status of key health infrastructure, the capabilities and capability shortfalls of all health agencies; and the numbers, locations and needs of affected communities.
- **Healthcare.** Provide primary care (including pre-hospital emergency care), secondary and tertiary care, and public health services within the affected region, and where necessary, support the deployment of NZMAT and International Emergency Medical Teams (EMTs).
- **Access into/out of isolated areas.** Work with the Wellington CDEM Group and other government agencies to support the establishment of a functioning medical supply chain and lines of communication into and out of the affected area.
- **Provision of emergency medical supplies.** Source and distribute medical equipment, medical consumables and pharmaceutical items of the correct type and quantity to support affected individuals and communities.
- **Public information management (PIM).** Provide timely, clear, accurate and comprehensive information on threats to public health and safety via various media (local, national and international) in conjunction with the Wellington CDEM Group ECC PIM function.
- **Movement control.** Work with Wellington CDEM Group ECC to enable the movement of authorised medical personnel into and out of affected areas to support health and disability sector response operations and coordinate the evacuation of casualties and health facilities.

The WREP states that the following health and disability response outcomes will have either been met or will be well underway when the National Health action plan is initiated after a major Wellington earthquake:

- Effective and reliable communications have been established.
- The NHCC has gained situational awareness of the impacts of the event, in particular knowing the status of key health infrastructure, the capabilities and limitations of health and disability sector agencies; the health needs of affected people and communities, and likely or known critical response shortfalls.
- Impacted populations have been appropriately triaged, and have received or are receiving appropriate primary care/pre-hospital emergency care, secondary/tertiary care, public health services and advice.
- Patient evacuations from affected areas are underway/completed, where required.



- An effective supply chain for the distribution of medical consumable items and emergency supplies has been established.
- The movement of essential health personnel is being facilitated by MCDEM.
- International assistance is coordinated and the deployment of NZMAT and International EMTs is being well supported.
- Comprehensive and up to date public health threat information is being conveyed to the public in a timely and effective manner.

## 2.23 Other response agencies

**Section 2.27 of the WREP** identifies that after a major earthquake, emergency services are going to be overloaded with immediate response tasks in their primary functions e.g. firefighting and USAR for FENZ. To this end, the Wellington CDEM Group will be looking to other organised response agencies who can assist with tasks. Recent experience in emergency management shows that Response Teams can play an important role in wide variety of tasks after a major earthquake – likely tasks are identified in this component of the WREP. A Response Team is not envisaged undertaking specialised technical rescue capabilities for the location and rescue of trapped people. But as a local resource Response Teams will be deployed by either a Local Controller or the Group Controller and their tasking will be directed by that Controller. Response Teams are a local resource comprising personnel that are familiar with their community. In an emergency the public take heart and are reassured by having people in uniformed and well managed teams deployed to help them. Local authorities need to clearly identify any capability gaps not already addressed by the emergency services, or ones that require additional support. This needs assessment may identify the need to establish a NZRT team to support their community, particularly during the first 12-24 hours of a major emergency, before outside support arrives.

In the Wellington region, the following response agencies are available:

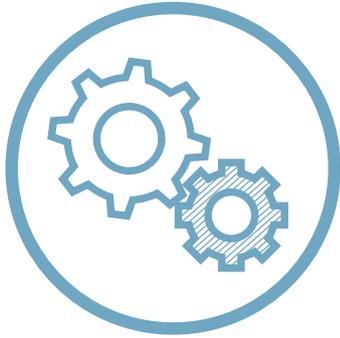
- NZRT-8 Wellington Emergency Response Team based at Tawa Depot, Davies St, Tawa.
- NZRT-9 Upper Hutt Community Rescue based at Park St Depot, Park St, Upper Hutt.
- NZRT-18 Hutt City Emergency Response Team at 105 Western Hutt Rd, Lower Hutt.
- Porirua Emergency Response Team – based at Porirua EOC, 2B Rahia St, Porirua.
- Victoria University Rescue – Alan MacDiarmid building, Kelburn Campus, Victoria University.
- NZ Red Cross Disaster & Welfare Support Team (DWST) Kapiti/Mana – based at Kapiti EOC, Fytfield Place, Paraparaumu.
- NZ Red Cross DWST Masterton – based at Red Cross House, Church Street, Masterton.
- SPCA National Animal Rescue Unit – based at Alexandra Road, Newtown.

## 2.24

### Iwi

**Section 2.28 of the WREP** identifies that Iwi response to a major earthquake, like that of others involved in such events, is usually swift and driven by local needs. There is commonly early activation of marae, Māori wardens and other Māori whānau, hapū and iwi networks. Iwi's first call is to support whānau/hapū. However, iwi are also a huge source of social capital with significant resources that can be activated in a response: such as welfare – shelter and food, communication networks and access to key supplies. TAs, in developing their local Earthquake Response Plans, should consider opportunities to develop effective working relationships with local iwi and consider in their planning and preparation ways that local Iwi may be involved in the response.





## Section 3

# Logistics and lifelines

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## 3.1 Critical logistics resources

Certain resources are deemed critical to the response, and will therefore be controlled by the NCMC. These may be requested from the NCMC, and may be allocated to agencies and the Wellington CDEM Group permanently or on a temporary task-specific basis. Section 3.1 of the WREP identifies the critical resources with their purpose and where they will be sourced from. As the situation improves, and capacity increases, and resources are no longer deemed critical, they will be made available as a general resource.

## 3.2 Movement priorities

In order to maximise the use of limited transport assets, the following default priority is to be used for transport into and out of isolated areas during the initial response:

### Inwards (in priority order)

- Medical supplies, equipment and personnel.
- Urban Search and Rescue.
- CDEM personnel (to coordinate the regional and local response).
- Welfare supplies (water, food, shelter).
- Fire-fighting supplies, equipment and personnel.
- All other requests.

### Outwards (in priority order)

- Casualties with immediately life threatening injuries (Status 1).
- Personnel critical to the management of the response.
- Casualties with potentially life threatening injuries (Status 2).
- Couriers with response-specific information.
- Casualties and sick with non-life threatening injuries (Status 3).
- Elderly and other vulnerable people. (note is a higher priority than WENIRP directs).
- Commuters who during work hours are away from home.
- Tourists, visitors and other non-residents.



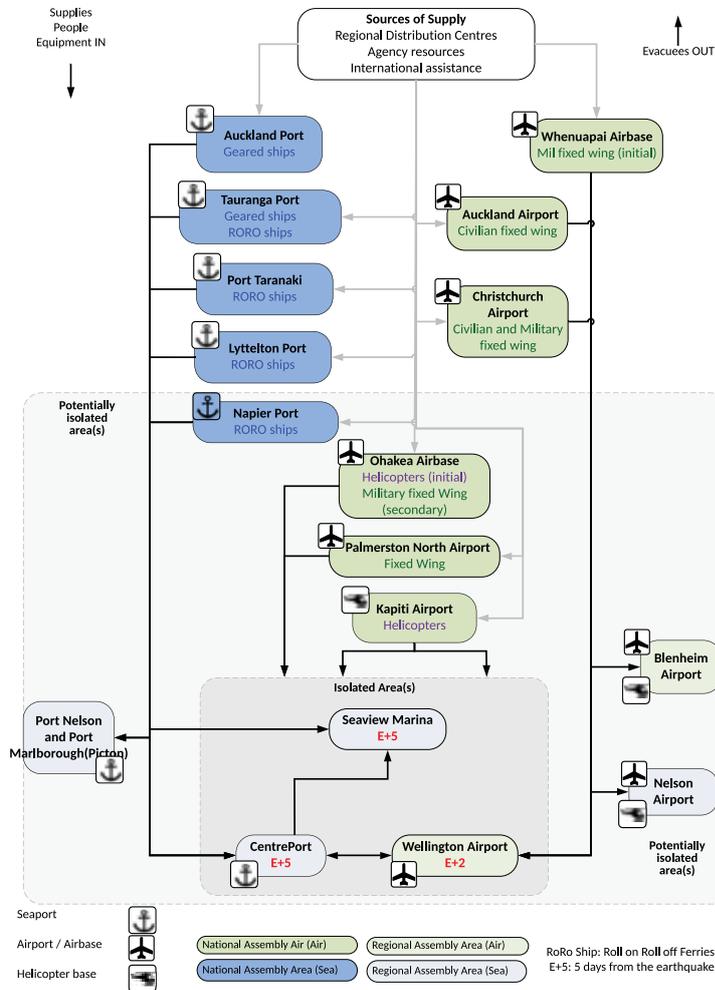
### 3.3 Supply chain

Early in the response to a major earthquake, one of the Wellington CDEM Group's emergency management challenges will be to transport large amounts of resources (people/ equipment) and different commodities (food, packaged water, medical supplies, welfare items) from several origins to several destinations inside the affected areas that have been isolated through road outages. The transportation of supplies and relief personnel must be done quickly and efficiently to maximize the survival rate of the affected population and this quick response to the urgent relief needs right after the earthquake through effective and efficient emergency logistics distribution is vital to the alleviation of disaster impact in the affected areas. **Section 3.3 of the WREP** identifies that the emergency supply chain requirements will be primarily dictated by access limitations and areas that have become isolated. Where road systems remain open there is an expectation that commercial logistics networks will continue to supply logistics requirements into the Wellington region although this is likely to be coordinated through the ECC. An early emergency management task for the Wellington ECC and the local EOCs is to determine the isolation of communities due to road network outages. Where road outages have created isolated areas, it is about an early determination as to how long and what needs the isolated community will have. ECC/EOCs need to work on opening routes to enable re-establishment of the Fast Moving Consumer Goods (FMCG) network as soon as possible to enable supermarkets to take over the food supply responsibility.

However as identified in the planning scenario, some areas will be isolated for weeks and an emergency supply chain will need to be established. Entry into the Wellington region during this initial response phase will be primarily by sea, supplemented by airlift, helicopter and 4WD trucks. The NCMC will coordinate the supply chain through a centralised logistics system, to ensure that resources are moved directly to affected regions through National and Regional Assembly Areas. The primary flow of resources into Wellington will be dependent on the remaining open supply lines and state of airfields and wharves and will be supported through pre-determined assembly areas. As identified in the WENIRP, the Wellington Regional Assembly Areas will be CentrePort, Wellington International Airport (important for receiving critical response personnel and supplies for the initial emergency response given the shorter deployment and turn around times of air transport noting that capacity is much smaller than by sea transport), and Seaview Marina (this is an important location for critical resupply to the Hutt Valley if SH 2 and SH 58 are closed off).

## National Supply and Transport Concept

Below is the National Supply and Transport Concept<sup>4</sup> which pictorially explains the transport and supply concept and identifies the national assembly areas and methods of movement to regional assembly areas.



Nationally controlled assets will be loaded at National Assembly Areas outside of the effected Wellington region and moved to the Regional Assembly Areas. Linked land/sea/air operations to the national supply chain operations is an enabler to response activities and supporting the community. Additionally in the first seven or so days of immediate response, it is likely that there will be very limited rotary wing aircraft available to move food supplies into isolated areas, so food commodities supply will need to be by sea with onward movement by trucks that are already in the isolated areas at the time of the earthquake using reopened roads to distribution centres/points.

CentrePort is the main point of entry for sea freight to Wellington Central, South and Western

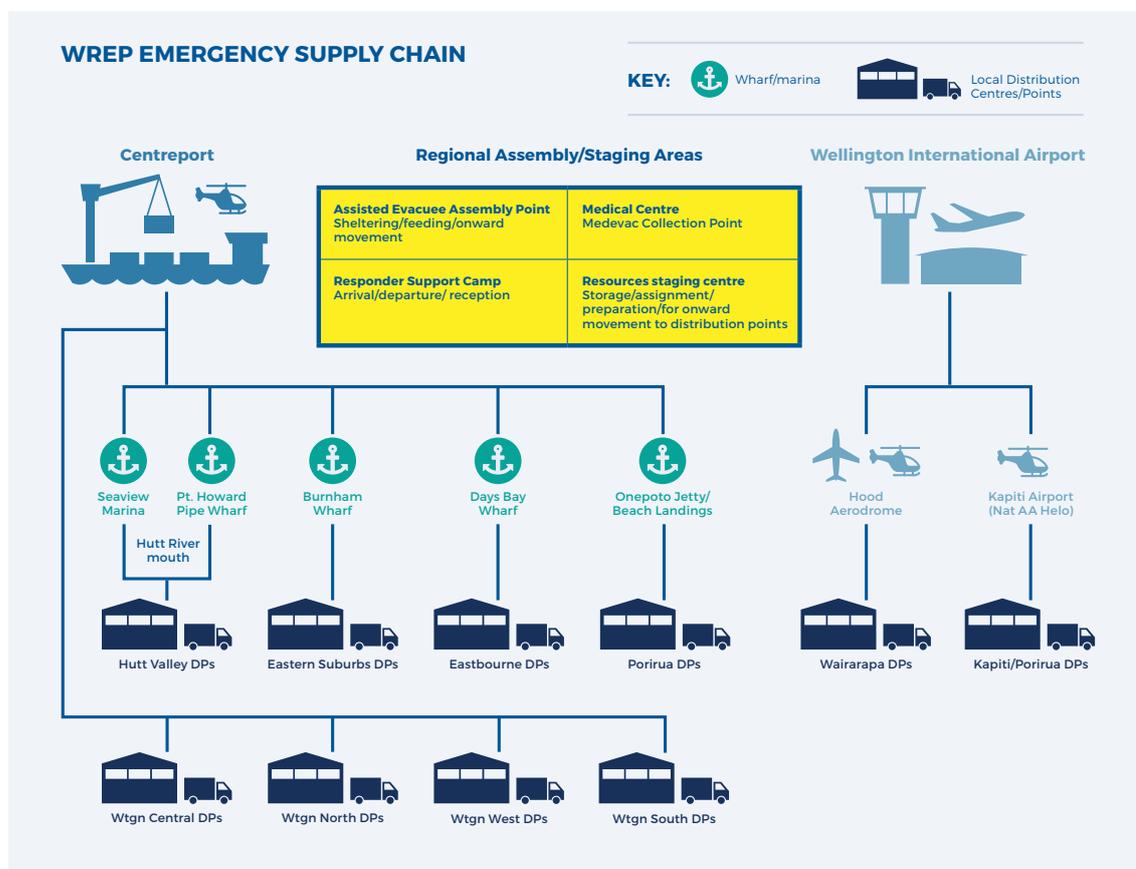
4 From WENIRP Section 4: Supply Chain



Wellington and the Hutt Valley, while a separate beach landing operation may be required for the first few weeks on the West Coast in vicinity of Hongoeka Bay, Onehunga Bay, and Karehana Bay also utilising small vessels for entry into Mana Marina, to enable emergency commodity supply to the Mana, Plimmerton, Pukerua Bay and Porirua Central areas. Maritime operations at Seaview and/or the entry to the Hutt River will allow freight to be transferred by barge from CentrePort to the Hutt Valley. Additionally maritime operations at Burnham Wharf (Shelly Bay) may be required to resupply Eastern Wellington. Contained in this component of the WREP is more information on available maritime entry points to assist course of action planning. In conjunction with establishing maritime supply entry points, will be the need to concentrate on the reopening of priority local roading networks that will link entry points to local distribution points and centres for emergency commodity distribution (this is contained in the WREP priority roads to be reopened plan).

### WREP Emergency Supply Chain

Below is a pictorial representation of the Wellington Region emergency supply chain plan that identifies the regional assembly areas that will supply distribution centres/points for distribution of emergency goods and equipment within the isolated response islands.



The regional emergency supply plan will be based on pre-existing commercial organisations with road distribution/warehousing being utilised that are already located in areas at the time of the earthquake. This requires integrated logistics companies in each response island owning responsibility for supply effect from the logistics transport transition node onwards to point of delivery to pull it all together (i.e. a Toll / Mainfreight / LG Andersons or all three in a cluster). This would therefore see national supporting from National Assembly Areas to the Regional Assembly Areas and the region then coordinating everything within the region for distribution.

Local EOCs in conjunction with Councils will need to identify their distribution centres/points plan based on what the situation is on the ground i.e. what areas are isolated and will need emergency supplies. Also identifying what FMCG facilities are still able to operate in order that supermarket resupply in some areas can continue and reduce the food distribution challenges at local distribution points. A list of potential Distribution Centres/Points in each Territorial Authority is contained in the **WREP at Annex G**.

### 3.4 Lifeline utilities response

Lifeline utilities are Wellington regional organisations that manage utilities that provide a lifeline to the Wellington population, generally categorised as water, transport, energy and telecommunications. The Response Protocols for Lifeline Utilities<sup>5</sup> in the Wellington Region clarify those tasks leading to the effective coordination and communication of emergency response activities. A Lifeline Utility Coordinator (LUC) is appointed in the Wellington Region CDEM Group and reports to the Group Controller. As identified in **Section 3.4 of the WREP** the key tasks of the lifelines coordination desk in the ECC are:

- Receive, collate and disseminate lifeline information to the Group Controller and back to the lifelines utilities.
- Advise the Group Controller on lifeline issues.
- Create strategies and priorities for emergency response with the Group and Local Controllers.
- Advise the CDEM Controllers and co-ordinate support to utilities to enable rapid restoration of critical lifeline utility services across the region.
- Specific tasks in relation to each component of lifeline utility co-ordination is contained within the Response Protocols for Lifeline Utilities in the Wellington Region.

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<sup>5</sup> Wellington Region Response Protocols for Lifeline Utilities, Version 4.4 dated February 2018



## 3.5 Roading

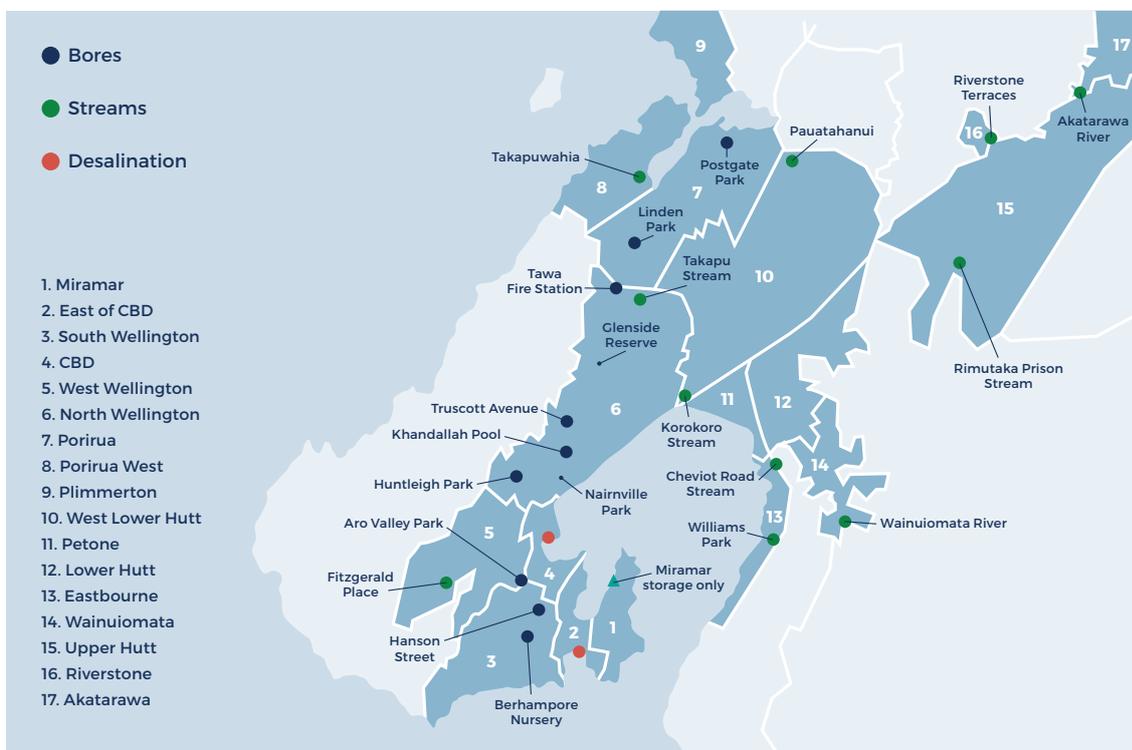
In a major earthquake it is expected that there will be substantial damage to the road network. NZTA and local authorities will conduct road reconnaissance of their respective routes, begin prioritised repairs in order to enable road access to all affected areas as soon as possible. Road repair operations will be managed by the NZTA in conjunction with local road authorities. **Section 3.5 of the WREP** states that the ECC and EOCs will have control and coordination functions in this space to ensure the highest priority roads are assigned assets and opened first to support the response requirements. Attached in this component of the WREP is the major earthquake road response plan which identifies priority routes to reopen in support of immediate response requirements and the emergency resupply plan. These reopened routes will enable movement within isolated areas to key emergency response locations such as hospitals and key lifeline utilities infrastructure and to move emergency supplies from regional assembly areas to local distribution centre/points.

## 3.6 Water

**Section 3.6 of the WREP** identifies the characteristics of the three water networks in the region i.e. Porirua, Upper Hutt, Hutt City and Wellington City network; the Kapiti Coast network; and the Wairarapa network. These networks have different levels of resilience and emergency plans in event of a major earthquake. Wellington Water are carrying out considerable work on emergency water response. Wairarapa's water sources are 'stand alone' and are not connected. Kapiti water sources are more robust and are more likely to be able to re-establish road connection to the north to enable water tankers to resupply. The key aspects of the WREP emergency water plan are to:

- determine network damage and community isolation across the region;
- confirm immediate response priorities and work with lifelines utilities to enable emergency distribution including use of reservoirs;
- enacting activation of water stations; use of water bladders;
- arrange for untreated supply from selected water sources; and
- manage water rationing and provide public information on all water issues.

Wellington, Porirua and the Hutt Valley’s water supply infrastructure is vulnerable and could, following a major earthquake, be disrupted in some areas for up to 100 days. Wellington Water’s emergency water supply plan is to utilise water supplies from resilient reservoirs, pre-deployed containerised water treatment stations drawing water from bore holes and surface water sites such as streams with water storage bladders, and in the longer term large scale fly in desalination stations utilising salt water from the Harbour. There are 22 newly established water stations as shown below:



### 3.7 Fuel supply

Section 3.7 of the WREP identifies:

- Key fuel storage locations within the region.
- Potential emergency fuel supply responses.
- Service stations within the region with emergency response roles.
- Regional fuel planning considerations including:
  - Specific impact/consequence based planning;
  - Lifeline utility coordination;
  - CDEM Group support to regional fuel distribution networks;



- Oil industry participation in regional lifeline groups; and
- Regional fuel plan including Regional CDEM critical fuel customer list; regional prioritisation to CDEM critical fuel customers; and any rationing of fuel that needs to be imposed.

Broad-brush calculations show that, even using existing stocks of fuel at service stations and key sites, there will be fuel outages in most of the 'islands' due to a time lag between fuel stocks being used up and access being re-gained to those 'islands' for re-supply. This means that for key facilities such as medical facilities, emergency response facilities and telecommunications sites (permanent or temporary), fuel will have to be delivered by other methods. In concept, it seems that this would best be done by ship (or barge) to shore transfer of fuel tankers, or via helicopter deliveries. Both methods will have significant constraints, as barges and helicopters have other priorities for their use, and it has not been established at this stage how exactly those methods could be carried out. National support for this emergency fuel supply chain will be required.

### 3.8 Gas supply

**Section 3.8 of the WREP** states that reticulated (piped) natural gas is supplied to the Kapiti Coast, Porirua, Hutt Valley and Wellington City areas from the Taranaki region. There is no reticulated gas in the Wairarapa. The gas mains for transporting the gas into the region are owned/ managed by First Gas, and the reticulated (lower pressure systems delivering to customers) are owned/managed by: KCDC area – First Gas; PCC, UHCC, HCC and WCC areas – Powerco and Nova Energy. In the scenario of a major earthquake, there will be two main responses for the gas systems:

- Firstly, the inspection of the gas pipes. Any unsafe sections should be shut off.
- Secondly, provide alternative gas supplied to those key facilities that may use LPG.

In the case of gas leaks, the gas systems are opened and closed by manual valves located out on the networks. This means that operatives (normally gas-qualified contractors) need to gain access to the valves. This could take time, particularly if road access is compromised. If there is an option to do so, cordon off areas where gas leaks are known to be occurring. In this case, it would be necessary to manage any leaks.

### 3.9 Liquid petroleum gas supply

**Section 3.9 of the WREP** details a concept plan for the supply of LPG following a major local earthquake, and using Roll On Roll Off (RORO) ferries for supply. This plan assumes two types of LPG delivery: for a small number of high-criticality, high-use, gas users (e.g. hospitals) and for the general population, and for those facilities (such as restaurants) that can use bottled gas.

### 3.10 Major hazard storage facilities

**Section 3.10 of the WREP** identifies the major hazard facilities in the Wellington region that have significant inherent hazards due to the storage and use of large quantities of specified hazardous substances.

### 3.11 Generator supply

**Section 3.11 of the WREP** states that a complete list of priority CDEM sites for alternative power is available at Section 4.4, defines the generator requirement, where generators might be obtainable from within the region if they don't have them, looks at what services stations and supermarkets have them or at least have taken the electrical conversion requirement that enables quick link up with generators brought in.





## Section 4

# Control and communications

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## 4.1

### Emergency management locations and contacts

**Section 4.1 & 4.2 of the WREP** identifies the CDEM emergency centre locations/contacts and emergency services contact details. The Wellington Region CDEM Group inter-Agency Contact and Resource List is updated every quarter<sup>6</sup> with the names and contact details of the following agencies:

- Wellington Regional Emergency Management Office
- Ministry of Civil Defence & Emergency Management
- CDEM governance committees
- Wellington Region Emergency Coordination Centre and Group Controllers
- Greater Wellington Regional Council
- Local controllers in Wellington region
- Territorial authorities
- Welfare contacts
- Lifelines utilities contacts
- Emergency services
- Other key organisations

## 4.2

### Liaison requirements with other emergency management departments

On activation of the Wellington CDEM Group ECC, there will be a requirement to place liaison officers into this Centre as soon as possible after activation in order to establish the linkage with the departments/ agencies they represent. **Section 4.3 of the WREP** identifies the liaison requirements within the ECC. Additionally local arrangements will be made through the local Emergency Services Coordination Committee which will identify further liaison requirements at the Territorial Authority EOCs.

## 4.3

### Priority Wellington CDEM group sites

**Section 4.4 of the WREP** identifies the key Wellington CDEM Group sites that should be afforded priority for re-establishment of key lifeline services in order to enable these locations to continue to operate over an extended response period.

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<sup>6</sup> This list is available in the Wellington CDEM Group ECC and the six EOCs. This list is also available from WREMO.



## 4.4 Communications arrangements

**Section 4.5 of the WREP** states that communications between ECC and NCMC and local Group EOCs will use the following options in order of preference:

- Email, landline, cell phone (BAU no service failures)
- Satellite phone (voice) IPStar (data) in conjunction with UHF/VHF radio (extreme congestion or service failures)
- Courier/messengers/liaison – face to face meetings and visits

If email, landline and cell phone are non-operational then satellite phone (voice) in conjunction with UHF/VHF radio will be the main means of communications. A list of satellite phone numbers is maintained by WREMO in the Wellington Region ECC/EOC Contact List and the Wellington Region Interagency Contact list.

## 4.5 Telecommunications response

Under the Civil Defence Emergency Management Act 2002, telecommunications operators are designated as lifeline utility operators, and have certain obligations for preparedness and response during civil emergencies. Specifically, they are required to ensure that services continue to function to the fullest extent possible, even though this may be at a reduced level, during and after an emergency.

**Section 4.6 of the WREP** identifies: the communication needs, the telecommunications support required, the key Wellington CDEM Group sites that need to regain telecommunications coverage as soon as possible and provides a tool box of options to enable continued telecommunications coverage across the region.

## 4.6 Public information management

**Section 4.8 of the WREP** consists of guidance on the processes, procedures and systems to communicate timely and accurate information by accessible means and in accessible formats on the earthquake's size and current situation to the public, responders and additional stakeholders (both directly affected and indirectly affected). During an earthquake emergency, responsible councils disseminate information about the emergency to keep the public informed about what has happened, the actions of emergency response agencies and to summarize the expected outcomes of the emergency actions. As a result of a major earthquake incident the means of dispersing public information at the local government level will invariably be damaged or overwhelmed. Yet critical information needs to be disseminated to victims, responders, recovery personnel and members of the media. Multiple response agencies and levels of government need to work cooperatively to provide consistent emergency information.

**Principles for public information messaging** to the Wellington region are:

- Take all reasonable steps to make information timely, clear, concise, consistent, accessible (i.e. translation of materials into multiple languages, use of NZSL interpreters/captioning where possible) and available through appropriate channels.
- All agencies providing messages during the event will take all reasonable steps to ensure messaging is consistent with, and checked by relevant agencies before public release.
- Each agency will retain responsibility for communicating with their own employees (i.e. how each business continuity plan will work, when it is safe to return to work).
- Each agency will retain responsibility for communicating with stakeholders, the media and wider public on matters within their remit and/or for which they are the 'authoritative voice' (i.e. health messaging to be developed and shared by Ministry of Health – through the National Health Coordination Centre).
- The Wellington CDEM Group ECC will coordinate shared media engagement for regional agencies as appropriate to ensure that the public sees a 'joined-up' approach to the overall response, and is provided with information directly by the appropriate agency wherever possible (e.g. shared media stand-ups from the ECC (or alternate location) with a spokesperson from each relevant agency).
- The Wellington CDEM Group will use the Regional Manager as the spokesperson at the regional level and each Territorial Authority should use their Mayor as the lead spokesperson for all public messaging.
- Messages should be frequently updated (if they cannot be updated, then repeated) and:
  - provide advice to people in affected regions about what they can (or should not) do
  - provide advice to people outside the region about what they can (or should not) do
  - direct people to where key information can be sourced
  - frequently update people about the response and actions being taken by relevant agencies and the Government as a whole.

Detailed messaging is unlikely to be developed in advance of a major Wellington earthquake, as a large amount of the information will depend on the exact nature of the event. Instead, themes and priorities that can be used to guide the development of detailed key messages. Public safety and CDEM messaging will be drawn from, or informed by, *'Working from the same page: consistent messages for CDEM'* and extended/adapted to fit the specifics of the event. All agencies (including non-CDEM agencies) should use this document to inform all event messaging.