

# EMERGENCY RESPONSE PLAN

## 1

- Business as usual
- The incident can be managed by TCDC staff
- No danger to life and property
- The incident is primarily an issue of inconvenience for the public
- Teams are able to cope without additional staff resources
- Communications are coordinated through PIMS

## 2

- Danger to population and property (possible evacuation needed)
- Additional TCDC staff need to be seconded internally to cope with incident workload
- Lifeline utilities are still functioning (water supplies)
- Community Lifeline activated
- Meeting with senior staff and controller

## 3

- Problems perceived in coping if utilities (roads, power, water) are unavailable for several days
- Other agencies called on to help
- Controller required to coordinate
- Emergency Operating Centre (EOC) set up beginning

## 4

- **Declaration of emergency (MAYOR)**

# Coordinated Incident Management System Functions

## **Controller:** *Garry Towler 027 703 2246 [or alternate] (phase 2, 3, 4)*

The **Controller** is responsible for coordinating and controlling the response. The controller sets the objectives and provides an Action Plan that describes how to achieve the objectives, directs the response, ensures responder and public safety, controls personnel and equipment and all subsidiary response elements, ensuring the establishment of the EOC, maintaining situational awareness, determining critical resources

and managing their use, briefing governance, establishing and maintaining communications with other agencies and the community, ensuring the response stays within prescribed resource and budget limits, acting as a spokesperson if a dedicated spokesperson has not been appointed, and managing the transition from response to recovery with the **Recovery Manager**.

## **Public Information Manager (PIM):** *Andrew Mehrtens - 027 886 4210 (all phases)*

The **PIM** is responsible for informing the public about the incident and the response (including actions they need to take), media liaison, monitoring, community

liaison and VIP (elected members and government Ministers) liaison. On the Controller's direction the PIM also issues warnings and advisories.

## **Operations/Logistics:** *Bruce Hinson - 0276 888 060 (all phases)*

**Operations** is responsible for the day-to-day coordination of the response, detailed task planning, and the implementation of the Action Plan. Operations are also responsible for volunteer coordination, and liaising with other agencies. Operations oversee the actions of agencies involved in response efforts. It should include personnel from other agencies, organisations, and businesses that have a major role in the response.

**Logistics** is responsible for providing and tracking resources to support the response and the affected communities, and providing logistics advice to other CIMS functions. Resources may include personnel, equipment, supplies, services, facilities, and finance. Logistics actions generally precede those of other functions, so must be completed promptly to allow the other functions to operate effectively.

## **Intelligence - Customer Services:** *Ben Mitchell-Allam - 027 868 8975 (all phases)*

**Intelligence** is responsible for the collection and analysis of response information, especially (but not limited to) that relating to the status, hazards and the context of the incident. Intelligence responsibilities are to gather, collate, and analyse response information, develop and distribute processed intelligence as

situation reports, situation maps, and other outputs aimed at developing a common operating picture, develop and distribute intelligence that forecast how the incident may develop, manage the information collection plan and contribute to the development of the Action Plan.

## **Welfare:** *Steve Mansell (phase 3,4)*

**Welfare** is responsible for managing the consequences of an incident on staff and associated members of council.

The Welfare Manager also advises on the Welfare resources, organisational structure, and facilities.

## **Planning:** *Bruce Hinson - 0276 888 060 (phase 1,2) Garry Towler - 027 703 2246 (phase 2-4)*

**Planning** is the function responsible for overseeing the development of Action Plans. Planning is also responsible for developing long-term plans and contingency plans, assisting with planning the

transition to recovery, convening and conducting planning meetings, and forecasting medium-to-long term resourcing requirements. During phase 1 and 2 this will be shared between **Operations** and **Controller**.

## **CIMS Level 4 Qualified Staff**

*Bruce Hinson, Bryce Loudon, Darren Teulon, Derek Thompson, Elliot Egan, Garry Towler, Greg Hampton, Marc Hall, Margaret Harrison, Marion Smith, Matt Busch, Nicola Parker, Richard Foster, Rodney Clark, Sam Edlin, Sam Marshall, Steve Mansell.*