

About this Document

Refer to:

This operating procedure details how agencies transition a coordinated response from an adverse event to a State of Local Emergency if required.

Civil Defence Emergency Management Act 2002:

- Sections 68-72 Declaration of state of local emergency
- Section 85-94 Emergency powers of CDEM Groups

Hawke's Bay Emergency Management Group Plan:

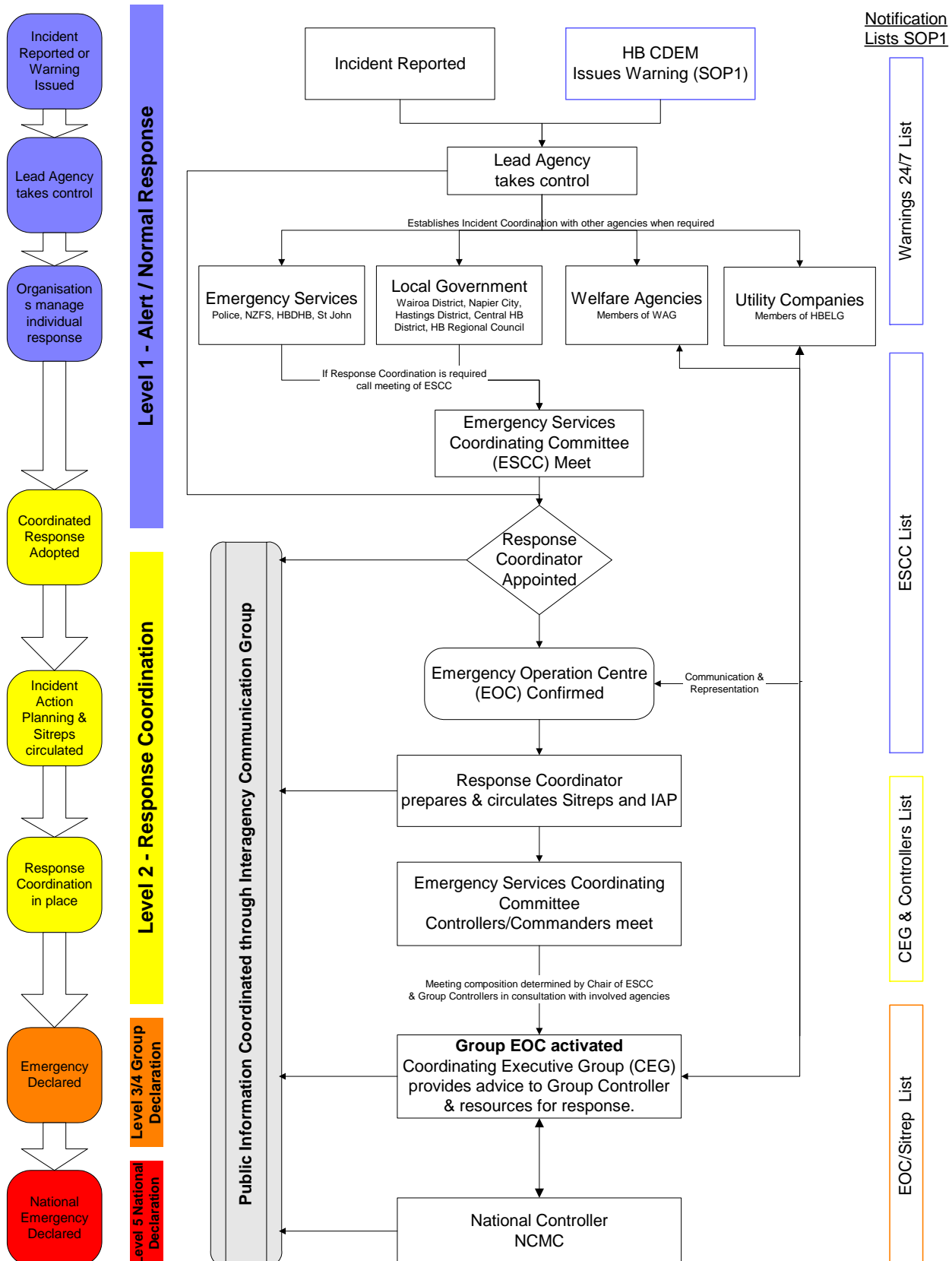
- Section 6.1 Operational Principles

Procedures

This procedure contains the following:

- 2.1** Overview Flowchart
- 2.2** Purpose & Check List
- Annex A** ESCC/GCAT Draft Agenda

The following diagram provides an overview of the procedures outlined in this document that should be followed to ensure appropriate communication and integrated emergency management occurs to *enhance* better management of an adverse event.



The progression through levels 1 to 5 may be an instantaneous action or it may be phased over a period of time.

Purpose

This procedure aims to ensure a quick and effective integrated response with no duplication of effort, to provide a seamlessly upgraded response if required from local incidents to adverse events and into a State of Local Emergency if required. This Procedure is activated when any member organisation of the Emergency Services Coordinating Committee (ESCC) believes that it is appropriate.

Check List

Warning/Alert – Level 1 – Normal Response

Incidents reported

- Agencies respond business as usual using own response procedures acting within own capabilities.

Warnings Sent

- Hawke's Bay Regional Council/Group Duty Manager will pass warnings. SOP1.

Lead Agency

- The appropriate lead agency takes control to manage inter agency response.

Media Releases

- Inter-Agency Communication Group will co-ordinate media information through agreed strategy to avoid conflicting advice being given to the public.

Situation Reports

- Lead Agency ensures all involved and monitoring agencies are briefed of the situation as it evolves.

ESCC

- Any member of the ESCC who believes there is a need to adopt a more coordinated response; may contact a senior member of Eastern Police District to initiate briefing or communication with the ESCC.
- HBRC/Group Duty Manager activates notification process.

Activation Adverse Event – Level 2 – Response Coordination

Coordination

- Lead Agency appoints Response Coordinator.

EOC established

- Lead agency activates/communicates location of Emergency Operations Centre.

Incident Action Planning

- Response Coordinator conducts Incident Action Planning and briefings and liaises with Group Controller.

Consultation

- ESCC, Controllers & Commanders meet to discuss evolving situation and provide advice on the need for extended powers or the need for a state of emergency.

Declaration – Level 3/4/5 – State of Emergency

Transition to CDEM

- The Group Controller becomes Response Coordinator & Group EOC activated.
- CEG provides advice to the Group Controller and resources for response.

CDEM Response

- Once a declaration is made, this operating procedure is superseded and response activities will be carried out in accordance with the Hawke's Bay CDEM Group Plan.

Stand down from event

Integrated debriefing

- On cessation of the incident, each responding agency will hot debrief.
- Response Coordinator will facilitate full debriefing.

Recovery

- Recovery activities may be initiated to get the community back to normal.

- SITUATION Significant Developments
Decisions Needed Immediately
Actions/Decisions already taken
Latest situation report/incident action plan or intelligence (specify uncertainties)

- CONTEXT Strategic overview
Particular vulnerabilities and implications
Possible synergies (combination of events which could go wrong)
Existing control measures

- IMPLICATIONS Worst case scenarios
Overall assessment (probabilities and consequences)
Key problems and current priorities
Impact on wider community
Timeframe

- RESPONSE Summarise possible courses of action and preferred options
Identify clearly the agreed measures to be applied
Consider new risks likely to be introduced by intervention
Agreed actions to be taken

- COORDINATION Resource requirements
Communications arrangements and media management
Agreed mandates, and legal aspects (powers & authority)
Ongoing monitoring
Specific planning points and responsibilities
Timings and deadlines
Next meeting