



**WAIMAKARIRI**  
DISTRICT COUNCIL



# **Local Civil Defence Emergency Management Arrangements**

Updated October 2007

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## **Section 1 Introduction:**

The Waimakariri District Council is a member of the Canterbury Civil Defence Emergency Management (CDEM) Group established under the Civil Defence Emergency Management Act 2002 (CDEM Act). The CDEM Group's members work together to manage Canterbury's hazards so that its communities face acceptable levels of risk. Arrangements for managing emergencies in a coordinated, multi-agency manner are specified in the Canterbury CDEM Group Plan. As an integrated part of the Group Plan, this Local Arrangement specifies the unique local operational arrangements for the Waimakariri District Council.

The foundation of all emergency planning is the development of a sound and professional relationship between the emergency services, other response agencies and the CDEM organisation.

The Local Arrangements focus on describing the specific activities that relate to readiness, response and recovery at the District level. It therefore draws on other documentation without repeating it. This documentation includes:

- The National CDEM Strategy.
- The National CDEM Plan and Guide.
- The Canterbury CDEM Group Plan.
- Waimakariri District Long Term Council Community Plan.
- Waimakariri District Rural Fire Plan.
- Waimakariri District Plan

These Local Arrangements will become operative at the same time as the Canterbury CDEM Group Plan is approved and has the same duration as the Group Plan. However, at any time as further information becomes available, additional planning is undertaken, circumstances change etc Local Arrangements will be amended if required. In most cases these amendments will not necessitate a CDEM Act s56 review of the Plan.

Other than catastrophic immediate events, emergencies such as storms, floods etc can grow, from relatively small events requiring little or no CDEM involvement to a major event requiring the activation of a significant CDEM response and even a declaration of a state of emergency under the CDEM Act. To this end, the Waimakariri District Council has comprehensive Local Arrangements that caters for a wide spectrum of potential response activations.

The aim of the Local Arrangements is to ensure quick and effective response with no duplication of effort, and provide for a seamless transition from one level of activation to the next if the event does escalate over time.

## Section 2: The District:

### Description

With an approximate population of 42,834 Waimakariri District is bounded by the Waimakariri River to the south, the Puketeraki Range to the west, the Pacific Ocean just south of Leithfield to the Waimakariri River in the east, and the northern boundary following a line from the Puketeraki Range through North Loburn, Loburn, the southern fringe of Ashley Forest to Balcairn and east along Garty's Road to the sea. A more detailed reference may be obtained from DOSLI Map Waimakariri District. Within the District there are four major built up areas.

### Major Centres

#### Rangiora

Population 12,444. Rangiora is the largest of the townships and main service centre for the District. Seat of the District Council, servicing the surrounding farming communities, Loburn orchard area and close to the eastern beach resorts. Largest industry is a chipboard-manufacturing complex on the northern side of Ashley River, which flows past the town extremities; the river has robust stop banks although these have been threatened in the past by large flows from the Makerikeri and Okuku Rivers which force the flow of water to the southern side of the river. Small industries are mainly in the Southbrook area of the town and include sawmills, light engineering and diverse other occupations. There are three schools and one high school.

#### Kaiapoi

Population 10,239. Servicing the farming community surrounding the town. Contains normal country town facilities and amenities. It is also the service centre for the coastal communities of Pine/Kairaki beach settlement. The town is split by the Kaiapoi River and there are two large supermarkets either side of the river that divides a main street shopping area. This was once a river port. A tool-making firm is a major industry.

#### Oxford

Population 1,716. Situated at the base of the foothills, Oxford services the down land/plains farmlands. There are general amenities with no major industry.

#### Woodend

Population 2,616. Originally named so as it was on the edge of the Rangiora Bush. This is a rapidly growing area with SH 1 running through it.

#### Vegetation

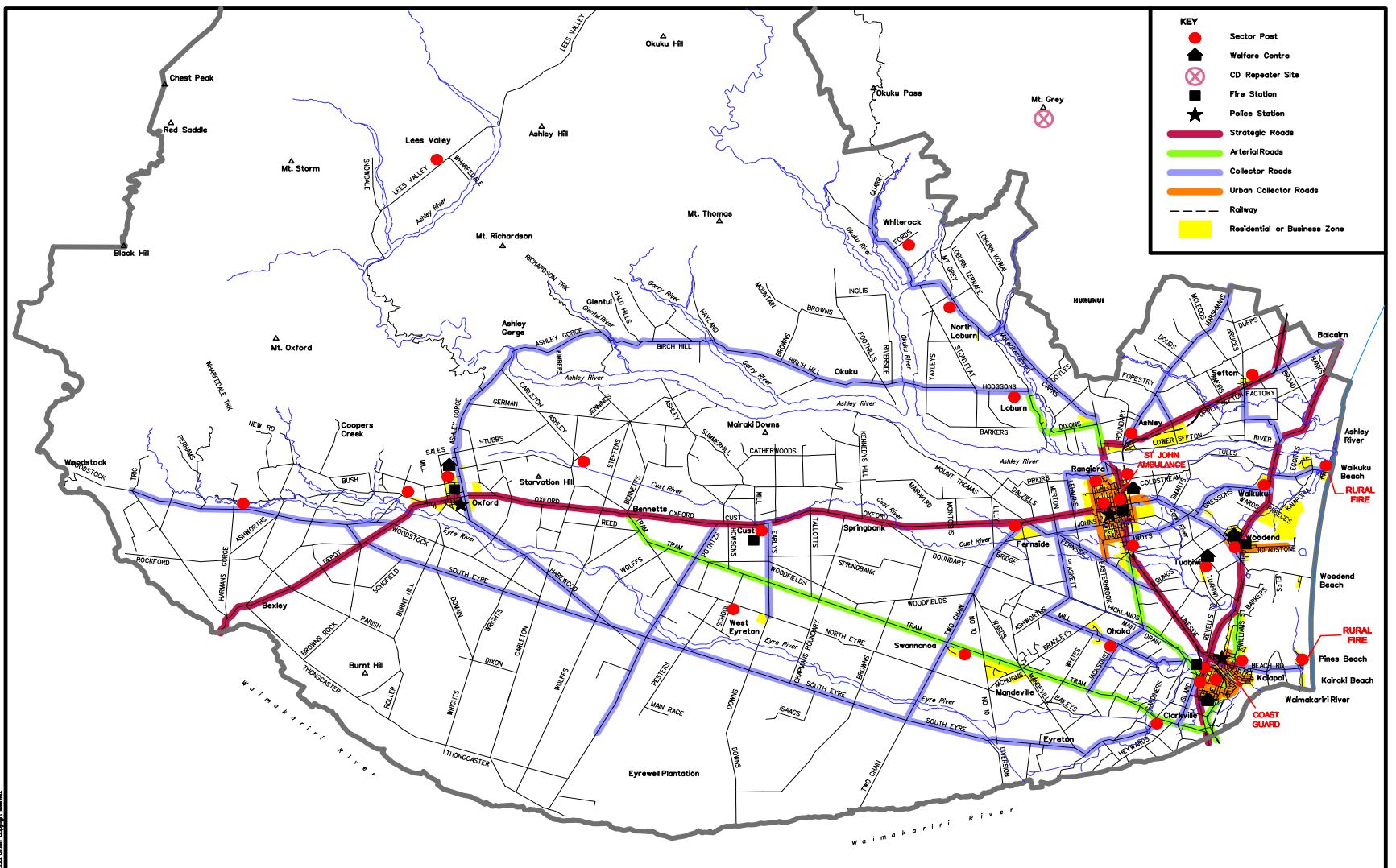
Also within the District are the Eyrewell and the Mt Thomas forests areas. These areas are controlled by Carter Holt Industries who have in place a forest fire plan that is also linked into this Council's Rural Fire Plan.

The majority of the District is flat farmland running into downs towards the bordering hills, crossed by three large waterways, the Ashley, Kaiapoi and Waimakariri Rivers and many streams and drains.

The Eastern sector of the district near the river mouths is probably prone to some flooding and a tsunami threat.

## General


The District is one of the fastest growing areas in New Zealand (15% growth) with the development of a new township “Pegasus” just north of Woodend this new township is estimated by the developer to house approx 5000 people. The district is also experiencing a large rural lifestyle growth.



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**WAIMAKARIRI DISTRICT COUNCIL**  
 TECHNICAL SERVICES  
 210 HIGH STREET  
 PRIVATE BAG 1005  
 RANGIORA

DATE	BY	REVISION

SCALE 1:75,000 (A3)  


**SHEET TITLE**  
 Civil Defence points of interest  
 with Residential Zones and  
 Road Hierarchy

**PROJECT TITLE**  
 Civil Defence  
 Maps

**PLAN No.**  
**1041**  
**ISSUE**    **SHEET**  
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## Section 3: Local Hazardscape:

### Definition

Hazards are defined as a natural or technological phenomenon or human action that may cause or contribute to damage to the environment, life or property.

### Group Hazard Register Summary

A Group Summary Hazard Register has been developed that describes the risks and consequences of hazards likely to affect the Group area. This is included in Table 2.3 and Appendix 2 of the Canterbury CDEM Group Plan.:

### District Plan (RMA)

The Waimakariri District Council District Plan also contains hazard information, as does the Councils Hazard Register and a "Flood Hazard Management Strategy". These are available from the Council Planning Units and the District Plan is available at all Council Offices and Libraries

### District Specific Detail on Hazards:

In the Waimakariri District Council the higher priority hazards are:

#### Earthquake (high priority hazard)

Any major seismic activity along the Alpine fault and the Hope Fault would create difficulties over the whole District. The consequences of this event would be probable loss of power, telephone, and disruption to public (Lifelines) utilities in the built up areas of Oxford, Kaiapoi, Woodend and Rangiora. In addition road access to many communities would be restricted due to bridge damage and slumping.

Both the Waimakariri River and the Ashley River have their headwaters high in the mountains. Waimakariri River flows through a narrow gorge to the SH 72, while the Ashley River also flows through a narrow twisting gorge until it reaches the plains area at Ashley Gorge. Both Gorges could be subject to slips in a major earthquake; this could result in the damming of these gorges and a large build up of water behind these slips. The consequence of this damming is that there could be a large volume of water being released suddenly which would have a severe effect on the river patterns, bridges and stop banks down stream.

#### Flooding (high priority hazard)

With the area being reasonably flat east of the foothills, flooding can be a major problem with many open drains and waterways crossing the area, as well as the Waimakariri, Ashley, Cam and Kaiapoi rivers flowing across the District. When it clashes with high tides major flooding could occur in low lying areas. The beach settlements of Pines, Kairaki and Waikuku are particularly vulnerable at the river mouths.

The Canterbury Regional Council have established volume-measuring stations on the Ashley, Okuku and Waimakariri Rivers and all rivers are bounded by river protection banks which are patrolled regularly during high river levels.

#### Tsunami (high priority hazard)

Because of the long eastern coastline Tsunami is an ever-present threat, particularly during holiday periods when the beach resorts are crowded. In particular, the mouths of the Waimakariri River and Ashley River present a real threat of tsunami inundation. A Tsunami Contingency plan has been written for these areas and identifies affected areas, cordons, evacuation routes and welfare requirements.

**Storms (medium priority hazard)**

Cyclonic storms and very high winds can be experienced throughout the District. Storms in general can create problems with heavy snowfalls in the Oxford area. Heavy snowstorms would have the potential for isolating communities and farms and creating economic disasters.

The worst weather scenario for the District is heavy rainfall resulting from a southeasterly airflow, which builds up against the foothills resulting in very high rainfalls in Oxford, Ashley and the Okuku catchments.

An emergency response plan (Adverse Events Plan) has been written for the District to ensure a seamless transition from monitoring a small weather event to the activation of an EOC to coordinate resources should the event escalate.

**High Winds (medium priority hazard)**

The whole area is prone to very high winds especially from a westerly or north-westerly direction, which can cause extensive damage and endanger life. Building codes have identified areas at risk from this hazard.

**Wild Fires (medium priority hazard)**

Problems within the afforestation areas and beach resort treed areas is an ever present threat especially in drought periods or when fanned by high wind

Any major fire in the District can threaten the public and cause the loss of lives and may cause damage to public utilities, disrupt power and communication services. The Waimakariri Rural Fire Plan has been produced to counter this type of threat and close linkages back to the CDEM EOC are in place should a major fire break out

**Human Induced Disasters (medium priority hazard)**

The possibility of an air crash, rail disaster, hazardous chemical spillage, LPG incidents or a combination of these events exists.

Hazardous substances such as fossil fuels, bulk LPG, bulk resins, Dairy products and dangerous goods are transported through the District by rail and road.. Accidents with these substances have occurred over the years.

**All Hazard Approach**

Waimakariri has developed an all hazard approach to emergency management and will offer support to all emergency services agencies and other organisations, during and leading up to a declared emergency. Future work by CDEM partners will involve integrated, multi-agency planning for all types of hazards outside of those identified in this plan.

Waimakariri and Ashley River Flood Plains water inundation maps are included.

## Section 4 District CDEM Organisational Structure

### Response to Major Incidents and Emergencies

The foundation of all emergency planning is the development of a sound and professional relationship between the emergency services, other response agencies and the CDEM organisation.

This should occur during the readiness and not the response phase. Further, cooperation, sharing of information etc between all these parties in any incident that may ultimately escalate to a declared state of emergency should ensure that the transition from one level of response to the next is seamless. Table 5.1 of the Group Plan sets out how this may be achieved.

### CDEM District Liaison Committee

The Waimakariri District has a CDEM Liaison Committee that is responsible for the maintenance of liaison and contacts with all agencies within the District that may have to work together in a local emergency. It is proposed in the near future to establish a joint CDEM Liaison Committee with the Hurunui District, to ensure continuity and cross boundary cooperation, enhanced planning and liaison between the Districts.

### Composition

**Chairman:** Civil Defence Emergency Management Officer

**Members** of the committee:

- Local & Alternate Controllers
- Manager: Resource Planning and Regulation
- Manager: Essential Services
- Service Centre Administrators
  - Rangiora,
  - Kaiapoi,
  - Oxford
- Representative of Emergency Services
- Principal Rural Fire Officer's
- Welfare Manager

Meetings of the Civil Defence Emergency Management Liaison Committee shall be held at least 6 monthly intervals at such times and places, as the Local Controller considers necessary.

### Local Controller and Alternates

**Pursuant to Section 27 of the CDEM Act the followings appointments are made:**

Local Controller: Bruce Thompson

Alternate Local Controller: Kevin Felstead

Alternate Local Controller: Paul O'Donnell

Alternate Local Controller: David Ayers

Alternate Local Controller: Leslie Pester

### Delegated authority

The Local Controller is delegated all powers conferred on the Canterbury CDEM Group under sections 86 to 94 of the CDEM Act and to exercise the powers under section 85 of the CDEM Act.

## **Functions of Local Controller**

Local Controllers must, during a state of emergency for the part of the CDEM Group area for which they are appointed, direct and coordinate the use of personnel, materials, information, services, and other resources made available by departments, CDEM Groups, and other persons (s28 CDEM Act). Other Local Controller functions include:

- acting on behalf of and as an advisor to the Group Controller;
- assisting in the development and maintenance of relationships with local CDEM partner organisations;
- participating in the development, delivery and maintenance of effective CDEM response structures and systems;
- participating in the development, delivery and maintenance of professional development plans for key EOC appointees and training programmes for the local CDEM organisation;
- training and mentoring key EOC appointees;
- monitoring and auditing response capability through exercises and reviews.

In accordance with the CDEM Act s27(2), the Local Controller must follow any directions given by the Group Controller during an emergency. Also Local Controllers shall ensure that the Group Controller is informed of developments in a timely manner leading up to a potential or actual state of emergency and during a state of emergency.

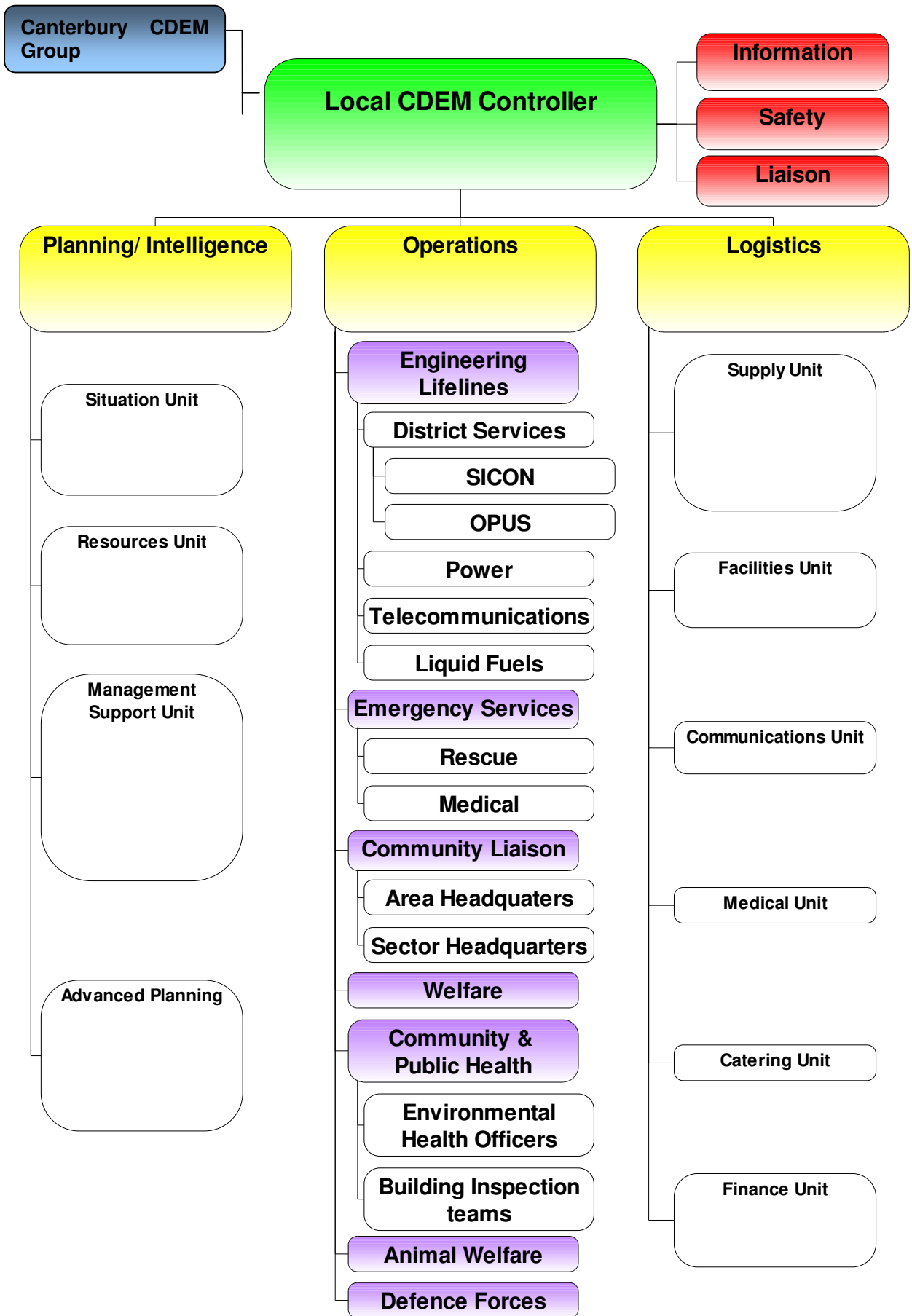
### **Appointment of representative to the Canterbury CDEM Group**

Waimakariri District Council has appointed Councillor Cruickshank to be its representative on the Canterbury CDEM Group Joint Committee.

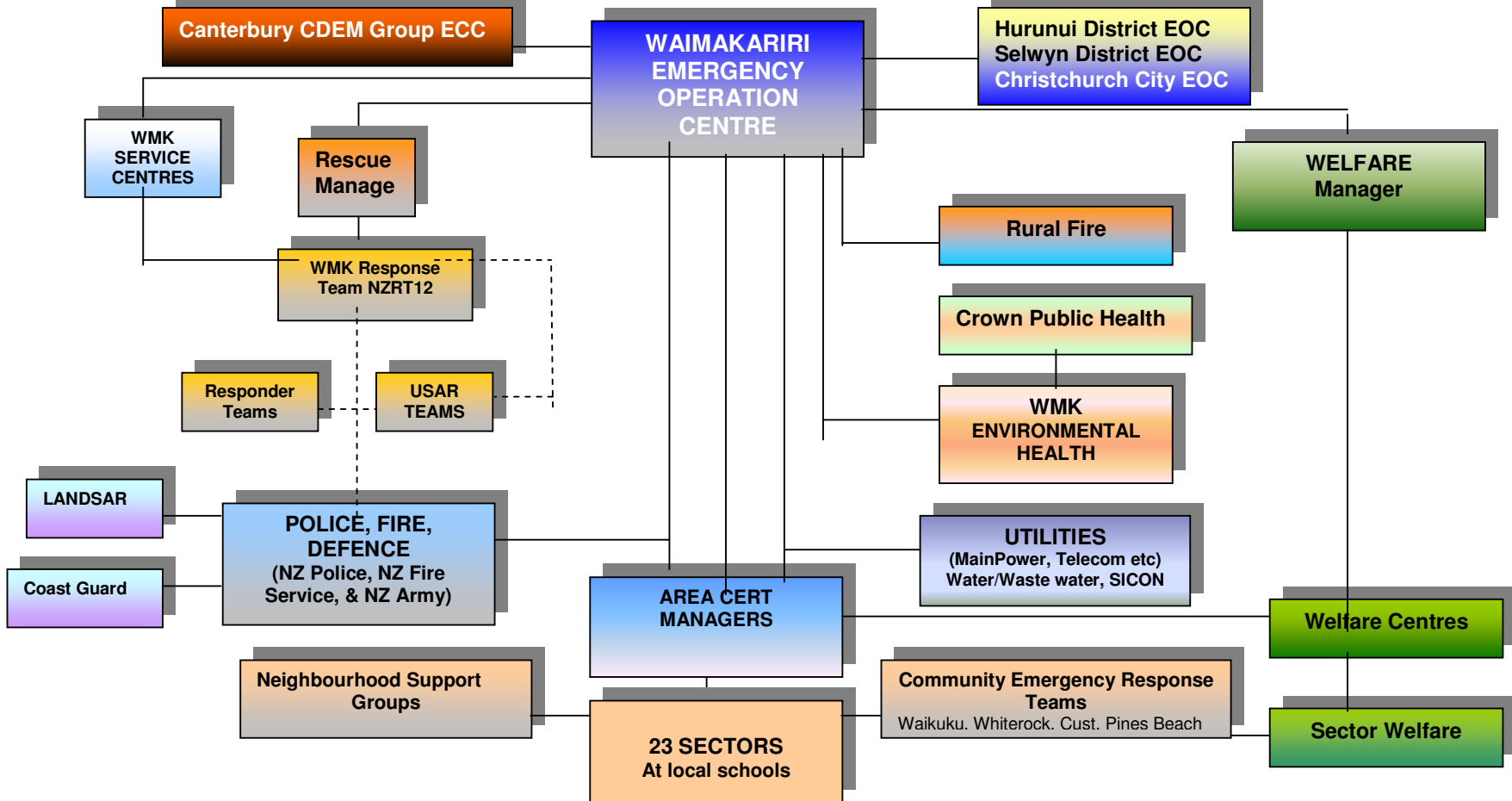
### **Appointment of representative to the Canterbury CDEM Group Coordinated Executive Group (CEG)**

Waimakariri District Council has appointed the CEO to be its representative on the CEG. The Alternate representative is the CDEMO.

### **Diagram of local structure overleaf:**



The Waimakariri Civil Defence Emergency Management Relationship Diagram



## **Section 5 Warning System:**

### **Introduction**

Systems exist within New Zealand, which can forecast storms, floods, and other natural threatening conditions. The Ministry of Civil Defence Emergency Management issue warnings for Tsunamis generated outside New Zealand.

Information on the Canterbury CDEM Group Warning System and Levels is detailed in section 4.7 of the Canterbury CDEM Group Plan

All Special Weather Bulletins (SWBs) and other warnings are transmitted to the Council via Email, Fax and Text systems. On receipt, information is distributed to all Sectional Managers of Council and copies are sent to the Kaiapoi and Oxford Service Centres who, depending on the contents of the warning have in place a telephone tree to distribute the message to affected farmers and other groups.

### **Public Warnings System**

Waimakariri District has in place agreements with News Talk ZB to relay any emergency messages leading up to and following a declared emergency

There are no other Public warning systems in the District.

### **Tsunami Warning Systems**

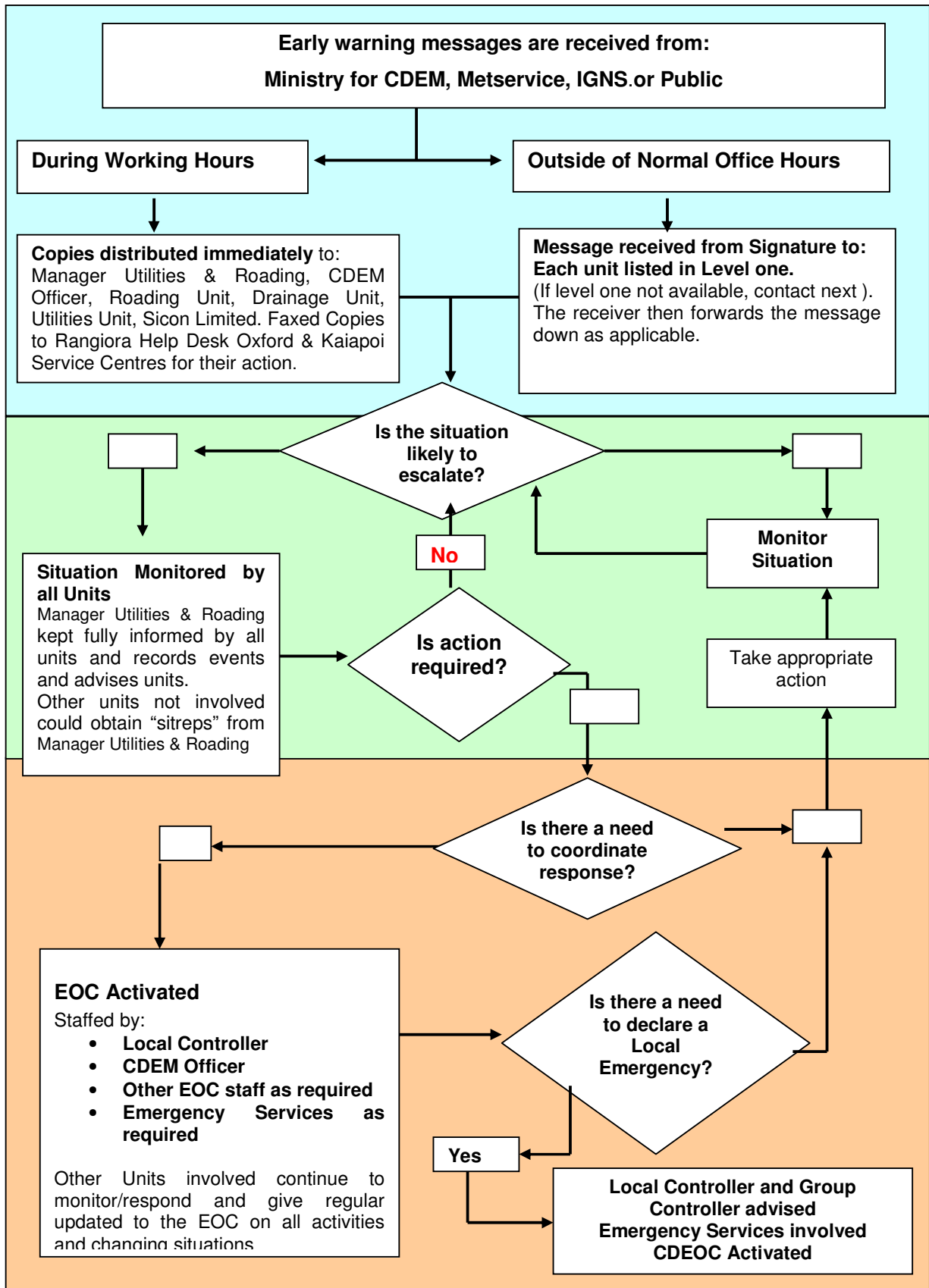
In the event of a Tsunami warning being received, the Coastal Volunteer Rural Fire parties will be used to warn the public on the eastern coastal settlements. Sirens will be sounded and the Fire units will advise the communities of any pending threat

### **Responsibility for issuing public warnings**

Upon a declaration of a State of Emergency in the District, the authority for issuing all public warnings is the Local Controller. If the affected area is greater than one district the issuing of public warnings will be coordinated through the Group Emergency Coordination Centre. In non-declared incidents/emergencies, the Incident Controller of the lead agency has this authority

### **Public Enquiries**

The Customer Services Unit of Council will handle all public enquiries



## Section 6 Declarations:

### Declarations Guidelines

The Group Plan section 7.8. gives guidelines and arrangements for declaring a local state of emergency.

### Persons authorised to declare a Civil Defence Emergency

Under s.25 (5) of the CDEM Act the Mayor of Waimakariri District or an elected representative may declare a state of local emergency for Waimakariri District.

By resolution of the Council, the following have been authorised to act on behalf of the Mayor if the Mayor is absent to declare a state of local emergency for Waimakariri District:

- 1) The Deputy Mayor.
- 2) Council Committee Chairman.

*Should no elected members appointed or empowered be available, such as after a local election and prior to swearing in of a newly elected members, the current Mayor and the CEO of Waimakariri District Council shall have delegated authority pursuant to s18 (1) of the CDEM Act to declare a state of emergency for Waimakariri District Council area or part thereof.*

### Declaration Procedures.

A form for the declaration of a state of local emergency in accordance with Schedule 2 of the Civil Defence Emergency Management Regulations 2003 is included in the Group Plan at Appendix 4.

The decision to declare a state of local emergency shall be immediately communicated to:

- the public, using all means reasonably available;
- the Group and Local CDEM Controller;
- emergency response organisation;
- local authority members of the CDEM Group;
- Ministry of Civil Defence and Emergency Management;

The declaration of a state of local emergency will be publicised in accordance with the CDEM Group's Public Information Plan.

The Canterbury EMO will ensure the declaration is gazetted.

### Extension of State of Emergency

A State of Emergency automatically expires with the commencement of the seventh day after the date on which the declaration was declared, or at any earlier time and date that may be stated in the declaration of the state of emergency (s70(2) CDEM Act).

The declaration of a state of emergency may be extended by declaration by a person authorised to declare a state of local emergency for the area concerned in the Plan (s71 (2) CDEM Act).

Every extension of a state of emergency expires with the commencement of the seventh day after the date on which it was declared, or at an earlier time and date that may be stated in the declaration of the extension of the duration of the state of emergency (s71(3) CDEM Act).

### **Process to increase the Area covered by a Declaration**

If, at a later time, it is decided to increase the size of the Area covered by a declared state of emergency the following process is to occur:

- The person authorized to declare for the increased Area is to complete a 'new' Declaration form.
- The person who authorized the original Declaration or subsequent Extension should terminate it using the Termination form at Appendix 4 to the Group Plan.
- The decision to declare should be communicated as detailed in section 7.8.6 b of the Group Plan.

Any subsequent decision(s) to further increase the Area covered by a Declaration should follow the above procedure.

### **Process to decrease the Area covered by a Declaration**

If, at a later time, it is decided to decrease the size of the Area covered by a declared state of emergency the following process is to occur:

- The person authorized to declare for the decreased Area is to complete a 'new' Declaration form.
- The person who authorized the original Declaration or subsequent Extension should terminate it using the Termination form at Appendix 4 to the Group Plan.
- The decision to terminate and declare for another Area should be communicated as detailed in section 7.8.6 b of the Group Plan.

Any subsequent decision(s) to further decrease the Area covered by a Declaration should follow the above procedure.

A form for the extension of a state of local emergency in accordance with Schedule 2 of the Civil Defence Emergency Management Regulations 2003 is included in the Group Plan at Appendix 4.

### **Termination of a State of Emergency**

A person who is authorised to declare a state of emergency may, by declaration, terminate a state of emergency whether or not the state of emergency or any extension of it was made by that person(s72(1) CDEM Act).

Termination of a declaration is a significant event because it marks:

- the formal end of the execution of the statutory powers of the Group and/or Local Controller;
- a key point in the financial recording of expenditure by central and local government;
- a key point for rehabilitation (emotional, societal and physical) of the affected community by signalling that the recovery has formally begun.

Termination of a state of emergency within the District will not occur unless:

- the reasons for the declaration no longer remains in effect;
- the threat of significant consequent or subsequent hazard event, likely to require emergency powers or a significant level of coordination, is low;
- agreement has been reached that sufficient recovery arrangements have been made, and

- a formal hand-over from response to recovery has occurred.

A form for the termination of a state of local emergency in accordance with Schedule 2 of the Civil Defence Emergency Management Regulations 2003 is included in the Group Plan Appendix 4.

## Section 7: Emergency Operations Centre

### Introduction

The Emergency Operations Centre (EOC) is activated to monitor and/or respond to a major incident or incidents, which require coordination and support of the overall emergency effort. This could include incidents that are not “declared” under the CDEM Act. The EOC facilities may, if appropriate, be utilised by other emergency response agencies during an incident not involving a CDEM commitment.

The EOC will have established communications, administration and service facilities and is staffed by Council staff supported by other organisations.

Close working relationships will be maintained with all partners involved with any emergency event with liaison links into emergency services, Group ECC, neighbouring TA's and other organisation.

### Role

The role of the EOC is to:

- coordinate the response of local emergency response agencies within the area of the EOC;
- arrange, coordinate and systematically manage logistics;
- systematically monitor events and escalate/de-escalate response as required;
- ensure local emergency response agencies are involved in the local response, and emergency response agency liaison officers are available and supported in the EOC;
- ensure communications are in place with key local response agencies;
- arrange for community welfare and support facilities and services;
- receive, assess and disseminate information for local emergency response agencies;
- coordinate, with partner organisations, the provision of information about the event and the local response to the public and media;
- communicate and coordinate with other EOCs and partner organisations;
- coordinate the initiation of Disaster Recovery arrangements and maintain close communication with the Recovery Office once established;
- communicate regularly with the Group Controller and ECC;
- coordinate the systematic planning, collection, analysis and communication of local impact assessment information.

### Overview of Response Procedures

Overviews of how incidents and emergencies are responded to in Waimakariri is provided below and is also included in the Group Plan Section 5.4 & table 5.1 and page 17 of these Local Arrangements.

The important features are:

- The Relationship of Waimakariri emergency services and other response agencies with the Local Controller.
- The levels of activity within Waimakariri EOC and Group ECC for the different levels of incident and emergency, and
- An overview of how an escalating incident would be handled including the various steps and considerations involved in preparing to declare a state of local emergency.

### **Activation**

Circumstances will determine the extent of staff required for EOC activities. The EOC will operate with the minimum of staff. Others will be placed on standby if required.

The Controller and/or Senior Management are responsible for activating the EOC and deciding its operational status. Initially, those empowered to declare, the Local Controller, District Civil Defence Officer and the Emergency Services Duty personnel must be advised of the situation.

For more detailed information on activation refer to the District EOC Setup Manual. Also refer to Group Plan Section 7.

### **Incident Management Structure**

All actions during the response phase of an emergency will follow the Co-ordinated Incident Management System (CIMS) principles. Specifically, the EOC is structured under the CIMS framework.

### **Location of Local Emergency Operations Centre**

The Waimakariri District Local EOC has been established in the Council Chambers at the Waimakariri District Council Offices, 215 High Street, Rangiora. Should this become un-operational, alternate local EOC's have been identified:

- Kaiapoi Service Centre, 176 Williams Street, Kaiapoi,
- Oxford Service Centre, Main Street Oxford

*Refer to map page 7 showing Fire Stations Police Stations Welfare*

### **Relationship with adjacent Territorial Authorities/ Group Emergency Coordination Centre (ECC)**

In any emergency, other activated EOCs, particularly those in adjacent Territorial Authorities, and the Group ECC will be kept informed at all stages of the state of emergency on what assistance can be rendered and/or made available. Within the Canterbury CDEM area standardised EOC/ECC forms, procedures etc have been implemented.

### **Integration/Liaison with Emergency Services and other Organisations**

Agreements have been made with Police, NZ Fire, MainPower, MAF and Rural Fire that the EOC facilities and support staff will be available if required to support any emergency response by these organisations.

The Waimakariri District Council has established liaisons and relationships with the following agencies to assist with response to emergencies.

<b>Organisation</b>	<b>Role</b>	<b>Location</b>
<b>Police</b>	Advice, information, coordination and liaison across the district	Duty Officer in EOC
<b>Fire Service</b>	Advice, information, coordination and liaison across the district	Liaison Officer CFO Rangiora & VSO Nth Canterbury
<b>Ambulance</b>	Advice, information, coordination and liaison across the district	Liaison through Community and Health Coordinator based in EOC
<b>District Health Board</b>	Advice, information, coordination and liaison on Health and medical matters across the district	Liaison through Community and Health Coordinator based in EOC
<b>Community and Public Health</b>	Advice, information, coordination and liaison link with Medical Officer of Health	Liaison through Community and Health Coordinator based in EOC
<b>WMK DC Environmental Health</b>	Advice, information, coordination and liaison Coordination of building assessment team	WMK. Staff in EOC as required
<b>WMK DC Asset Managers for; Services, Roading, Water, &amp; Drainage</b>	Advice, information, coordination and liaison	Asset Management staff in EOC as required.
<b>MainPower</b>	Advice, information, coordination and liaison and power issues. Link with TransPower and others in the electrical industry	Direct contact with MainPower Control room as per memo of understanding.
<b>Telecom</b>	Advice, information, coordination and liaison on communications issues. Link with other Telecoms.	Liaison via Group ECC or direct.
<b>Oil Companies</b>	Advice, information, coordination and liaison on liquid fuel issues. Links with other fuel suppliers	Liaison via Group ECC
<b>SICON</b>	Advice, information, coordination and liaison Management of SICON resources across the district	Links to SICON through Asset Management staff
<b>Opus International Consultants</b>	Advice, information, coordination and liaison Management of State Highways resources across the district.	Links to SICON through Asset Management staff
<b>Welfare Management Committee including full range of Government and non Government organisations</b>	Coordination of welfare in the district	Committee representative in EOC Out of district resources requested through Group ECC Welfare Section

<b>Radio Stations and Newspapers</b>	Dissemination of public and media liaison	Access to radio networks through Group ECC Public Information Section. Contact with newspapers through Councils Public Information Channels
<b>Salvation Army</b>	Catering suppliers and community care	Access through Welfare and Logistics section of EOC
<b>North Canterbury Neighbourhood Support Group</b>	Community, information, coordination and liaison with Neighbourhood Groups	Access through Operations section of EOC
<b>North Canterbury 4x4 Club</b>	Information, coordination and liaison of specialist transport	Access through Logistics Section of EOC

### **Standard Operating Procedures**

Standard Operating Procedures (SOP's) for the EOC have been developed in close consultation with local emergency response agencies. These SOP's will provide for the integration of senior staff, the timely sharing of information between organisations and the effective and efficient operations of the EOC. These SOPs will not be available for public consultation and do not constitute part of the Local Arrangements for Waimakariri District

### **List of SOP's**

#### **Adverse Events**

#### **Emergency Operations Procedure**

- **Activation**
- **Layout**

#### **Incident Management Team**

- **Job Descriptions**
- **Declaration Guidelines**
- **Checklists**

#### **Declaration of Local Emergency**

- **Forms**
- **Aide Memoir**
- **Persons Authorised to declare**

#### **Waimakariri Welfare Plan**

- **Job descriptions**
- **Welfare centres**

#### **Communications**

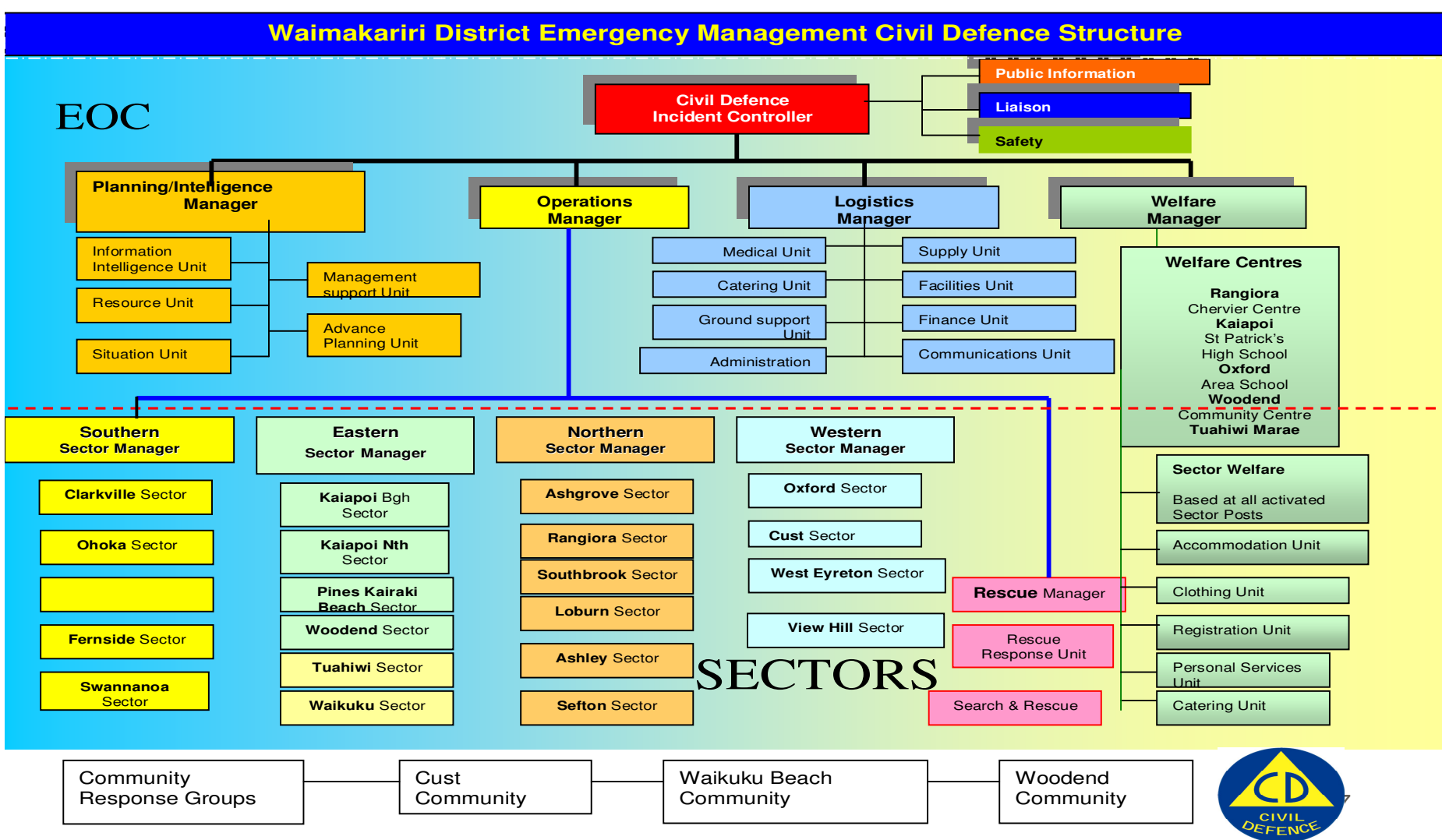
- **Radio Networks**
- **Contact details**
- **Callout list**

#### **Disaster Recovery Plan**

#### **Sector Activation**

- **Contact details**
- **School Key holders**

# Waimakariri District Emergency Management Civil Defence Structure



## Section 8; Communications

### Introduction

Emergency response depend on effective communication between all agencies involved, This included Canterbury CDEM Group Emergency Coordination Centre, Local Emergency Operations Centre's, local emergency response agencies, local CDEM Sector Posts and Mobile Units throughout the District. The Canterbury CDEM Group has developed a Group Telecommunications Plan that links all partner agencies telecommunications networks.

Primary emergency communications includes

- Phone and fax
- Email and Website
- VHF radio

These may be supplemented by

- Sat phones
- UHF radio
- Courier/dispatch service

Public information will primarily be communicated to the general public via broadcast radio.

### Group Radio Network

The Canterbury CDEM Group operates a North Canterbury network using ES band frequency RX 142.6125 and TX 139.6125

### Local VH Radio network

Waimakariri CDEM has a dedicated ES Band repeater network across the District operating from a repeater situated on Mt. Grey. The network is serviced by T.L.Parker Ltd and operates on ES Band Frequency ESX 42 TX138.5250, RX 141.5250

There is also a dedicated ES band simplex network that operates on Frequency ESX22 140.7750.

**Base station units are installed** in the following locations:

- Oxford- area school and Service Centre
- Rangiora – Local CDEM EOC communications room and CDEM Officer room and Customer Services area.
- Woodend – Woodend Fire Station including appliances
- Woodend - School Sector Post
- Kaiapoi – Coast Guard HQ
- Mandeville – CDEM Officers Base
- Pines Beach Community Hall
- Loburn School sector Post
- West Eyreton - Sector Post
- Ohoka - School Sector Post
- Lees Valley in the "LandCo." office on the Wharfedale Station.

**Aerials installations network** as new school admin buildings are being erected aerials have been installed in the following School Sector Posts:

- Cust, Kaiapoi North,
- Each sector has the appropriate adaptor and leads to plug in a hand held radio.

In addition, all council fleet vehicles have CD frequencies fitted to their radios as have all Waimakariri Rural Fire District vehicles.

**Handheld Radios**

Rural Fire have 12 hand held radios with CD frequencies fitted. Also there are 12 Civil Defence handheld radios held in the CDEMO office and a further six in the rescue Trailer.

**Satellite Phones**

Council has two sat phones that are able to be activated in times of emergency.

**AREC**

The North Canterbury branch of AREC (Amateur Radio Emergency Communications) has agreed to provide radio operators to assist with communications as required within the Waimakariri District.

## **Section 9: Public Information & Media Liaison:**

### **Introduction**

Public information is a vital function of CDEM. CDEM response and recovery will be significantly enhanced if the community know what is happening. The Public must receive full and accurate information as promptly as possible. Lack of information, uncertainty and rumour, damages morale and inhibits or even prevents response and recovery action.

It is imperative that the release of Public Information from all agencies involved in the Emergency is consistent. To achieve this, close coordination between the Public Information Managers of the Emergency Services, Group ECC and EOC will be required.

The Emergency Services Liaison Officers will work in conjunction with the EOC Public Information Managers to ensure that information released to the public is timely, complete and accurate.

### **Appointment of Public Information/Media relations Officer**

Council has appointed Monese Ball as the joint public information/media relations Coordinator. The appointment is based in the Local EOC at all times prior to and during a declared local emergency. For a more detailed job description refer to the EOC SOPs.

### **Authority for Issuing Public Information**

In a non declared incident involving a multi agency response, a Public Information Manager agreed by the agencies involved shall coordinate public information in relation to the incident.

Upon the declaration of a State of Local Emergency, the authority for issuing all public information is the Local Controller.

### **Spokesperson**

The Mayor or his Deputy or the Local Controller is appointed the District spokespersons for any declared emergency occurring in the District.

In a non declared emergency a spokesperson will be nominated from the lead agency or agreed to on the day

### **Delivery of Public Information**

During an emergency the Waimakariri District Council Customer Services unit will be the primary means of answering public telephone enquires. This will require excellent coordination between the EOC and Customer Services. The EOC will ensure that relevant and up to date information is provided to Customer Services as the event develops.

Radio. News Talk ZB will be the public broadcast radio station used for the immediate transmission of public messages, including information and warnings. This will be initiated by the Public Information Manager following consultation and approval by the Controller. Messages will be forwarded to the Group PIM Manager who will coordinate messages to the media...

Web Site. Public information will also be posted on an emergency page of the Waimakariri District Council website ([www.waimakariri.govt.nz](http://www.waimakariri.govt.nz)). This will be done from the EOC and a web manager will be appointed. The public should be encouraged to get information from this source in the first instance.

Other Public Information will be supplied to all activated Welfare Centres. This will be by way of notice boards and flyers and other appropriate means for the circumstances. School and other public notice boards will also be utilised to provide information to the public.

### **Public Enquiries**

When people are being evacuated a heightened level of public enquiry can be expected. In the first instance the District Welfare Management Committee will manage this in cooperation with Customer Services. When the demand is unable to be met locally, a Group or National Enquiry Centre may be opened. See Section 11 of the Group Plan.

### **News Media Liaison**

Every effort will be made to meet the requirements of news media representatives. If required a news media briefing room will be established in Meeting Room 1 next to the EOC. Also see Section 11 of the Group Plan

Emergency Services Liaison Officers at the EOC will closely monitor media coverage of the Emergency Services field operations to verify the accuracy and appropriateness of reports.

### **Community Awareness and Education**

Waimakariri CDEM is proactive in its community education and awareness. This is done through its "School Emergency Preparedness Programme", which targets children aged between 9 and 12 years old and the "Safety in the back paddock" program. In addition an annual High school programme is run at the Kaiapoi High School to teach these 16-year-old new skills in Rescue, radio operation, hazard awareness and sector operations. A large number of community groups participate in our "Community Emergency Preparedness programme" as well as A&P Show displays and attendance at neighbourhood support group meetings.

## **Section 10: Welfare:**

### **Introduction**

"Welfare" is the organised effort to preserve or improve the physical and mental well being of people affected by a local emergency.

The Local Controller has an overall responsibility for emergency welfare, which forms an essential component of disaster relief. However, a Welfare Manager appointed by the District Council will on behalf of the Local Controller be responsible for the activities of the Welfare section and for the co-ordination of all resources and services made available for welfare purposes in the District.

### **Role of Civil Defence Emergency Management in Welfare**

It is the responsibility of the District CDEM organisation to plan for welfare facilities in the District and to organise the provision of emergency welfare services. To achieve this role it will be necessary for the District EOC to co-ordinate local welfare resources plus those welfare resources and services provided by government departments and other agencies. In most circumstances the welfare response will be two tiered. Initially, the District Welfare organisation will need to assist effected people utilising only local resources and in many cases this will be fairly rudimentary. As more welfare resources, particularly from government departments, become available the quantity and quality of welfare support will improve

### **Roles of Government Departments**

Government departments have specific responsibilities under the CDEM Act 2002 and their particular roles are defined in Part 12 of the Guide to the National Civil Defence Plan. Representatives from those Departments, contribute to the District Welfare Management Committee. Refer to Welfare Management Committee below

### **Welfare Functions**

During an emergency, some or all of the following emergency welfare functions may be required:

- Feeding and Catering
- Accommodation
- Clothing
- Personal Services
- Registration and Enquiry
- Evacuation

### **Welfare Manager**

A District Welfare Manager (Mrs Noreen Thompson) has been appointed. This appointment is based in the District EOC at all times prior to and during an emergency. For a more detailed job description refer to the EOC SOPs and the District Welfare Plan.

### **District Welfare Plan**

This Local Civil Defence Emergency Management (CDEM) Welfare Plan makes provision for the welfare requirements which may be needed during a state of local emergency within the Waimakariri District.

The Local CDEM Welfare Section is responsible for the care of those who, as a result of disaster, require shelter, food or clothing and for re-uniting families and providing assistance in resolving disaster related distress and difficulties.

The impact of the event on people will continue long after the state of civil defence emergency has been terminated. It will be necessary for the Local CDEM Welfare Section to work closely with those responsible for co-ordinating the change from response to recovery. Various elements of the Local CDEM Welfare Section could be operating well into the 'recovery phase' of the emergency.

### Welfare Management Committee

Function	Responsible Agency
Welfare Manager	Waimakariri District CDEM
CDEM Officer	Waimakariri CDEM
Personal Services Coordinator	Child, Youth & Family
Clothing Coordinator	Red Cross
Accommodation Coordinator	Hotel Association N Z
Registration & Enquiry Coordinator	Citizens Advice Bureau
Catering Coordinator	Salvation Army
Government Agency Coordinator	Work & Income N Z
Civil Defence Area Representatives: Northern Eastern Western Southern	Waimakariri CDEM

This committee will meet twice a year and will participate in the annual exercise "Pandora".

### Welfare Centres

Welfare Centres will if required be established to cater for large numbers of displaced people and evacuees who cannot be accommodated elsewhere. The Welfare Manager on the authority of the Local Controller will activate Welfare Centres.

Lower levels of welfare may be provided at Local State Primary Schools Sector Posts as required. This would consist of little more than shelter, limited catering and registration.

Control of Domestic or companion Animals would be the responsibility of the councils animal Control team.

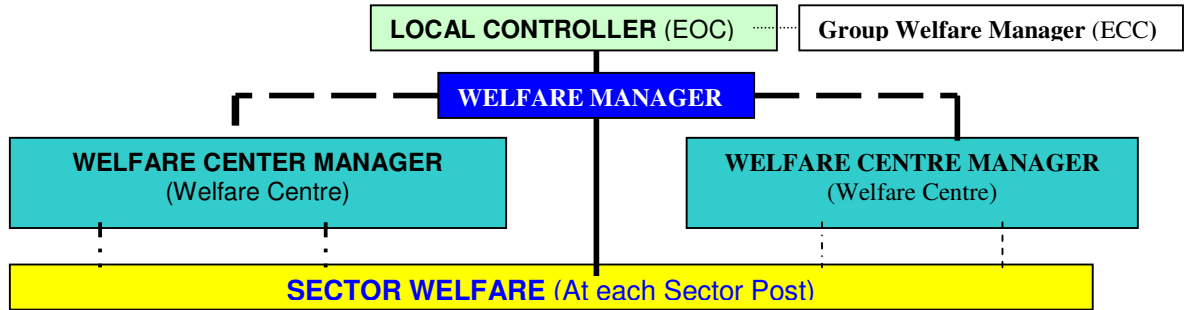
### Location

Chervier Centre/St Joseph's -	- Rangiora
St Patricks	- Kaiapoi
Kaiapoi High School	- Kaiapoi
Oxford Area School	- Oxford
Woodend Community Centre	- Woodend
Tuahiwi Marae	- Tuahiwi

**Mobile Welfare Units**

All Welfare team members will report to the Welfare Manager at Local EOC for tasking. Teams will be deployed to open and staff Welfare Centres as required, supported by staff from each member organization of the Welfare Management Committee if applicable

**Local Welfare Structure**



## **Section 11: Finance**

### **Financial Delegation**

Waimakariri District Council Financial Delegation Manual S-DM 1046 outlines the financial delegations to the Controller, Disaster Recovery Manager and Management Team during a state of local emergency

### **Finance outside an emergency**

The Waimakariri District Council finances the Waimakariri CDEM Organisation.

The Emergency Management Civil Defence Officer will submit to the Manager of Resource Planning and Regulation an estimate of the expenditure for the ensuing year. As approved by the Manager of Resource Planning and Regulation, the estimate is submitted to the Waimakariri District Council.

The Waimakariri District Council will operate and maintain the CDEM Account. The Manager of Resource Planning and Regulation is the authorising officer for all CDEM expenditure.

The Manager of Resource Planning and Regulation is responsible for the accounting of all moneys allocated for District CDEM purposes. All accounts will be maintained in accordance with the Waimakariri District Council accounting procedures.

### **Expenditure incurred during an emergency**

The Waimakariri District Council is responsible for funding response activities during a declared emergency. Council may also incur costs outside declared emergency for public good type activities such as welfare and the like. Some of those costs may be eligible for reimbursement from Central Government. For details on this see the Group Plan Sections 3.8.3 to 3.8.7.

### **District Insurance Policy**

Council has an insurance policy against emergency expenditure. The sum insured is \$500,000 and the excess is \$50,000

### **Claims**

Any expenditure shall be accounted for using Waimakariri District Council normal accounting practices. The procedure for claims for government assistance is detailed in the Group Plan Sections 3.8.5 and 3.8.6

### **Relief Fund**

If required the Waimakariri District Council will set up a disaster relief account. This is the local mechanism by which donated funds will be transparently managed.

Depending on the circumstances, the CDEM Group Joint Committee may decide to establish a Group wide Relief Fund.

## Section 12: Rescue

### Introduction

This section provides information on the organisation, responsibilities and tasks of the Waimakariri District Emergency Response Team. The team is fully trained to USAR orange card Status and reports through the CDEMO who is responsible for the overall training and deployment of this team.

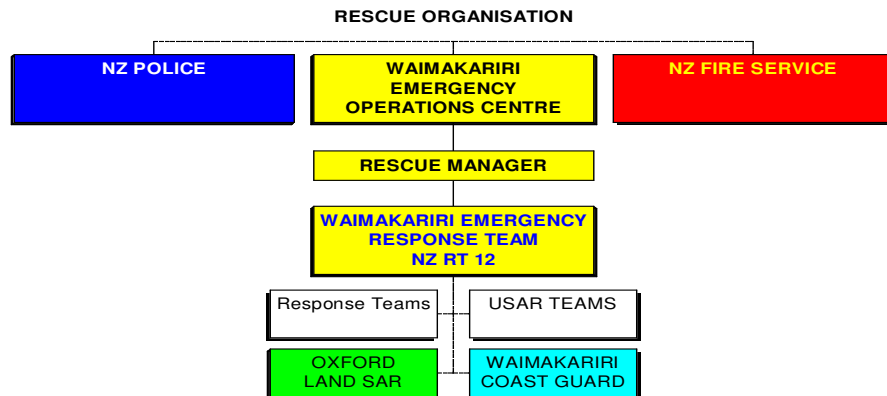
Information on Group and National Rescue resources are contained in the Group Plan Section 5.

### District Rescue Manager

The District Rescue Manager Mr Timothy Reynolds will be located at the Local EOC and be responsible for the coordination of all rescue activities within the district.

### Team Structure

The Team's operational and command structure is flexible in order to meet the requirements of different incidents however the basic model will be:



### Organisation

The Waimakariri District Emergency Response Team (**NZRT12**) is based in a purposely built building in Marsh's Road Rangiora. They are a stand alone fully kitted out team with a large rescue trailer that is equipped to NZUSAR specifications. The trailer and most of the equipment on board is owned and operated by the Waimakariri District CDEM Unit although some of their personnel rescue equipment is privately owned.

### Rescue Teams

The dedicated rescue team consists of 12 team members from throughout the Waimakariri District who are all trained to NZQA standards. The team was accredited as a New Zealand Urban Search and rescue Team and are registered as “**NZ-RT12**”

Fire Brigades based at Kaiapoi, Rangiora, Woodend, Cust and Oxford are all trained in basic rescue.

There is a Land Search and Rescue Team based in Oxford and is available on request through the NZ Police.

NZ Coast Guard also has a base at Kaiapoi who are responsible for the Waimakariri and Ashley Rivers area. A Waimakariri CDEM Base radio is installed as part of their control centre.

### National Urban Search and Rescue (USAR) Resources.

Additional CDEM rescue resources may be requested through Group ECC. Specialist USAR capability is to be requested through the Group ECC.

## Section 13: Disaster Recovery:

### Introduction

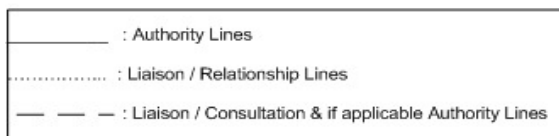
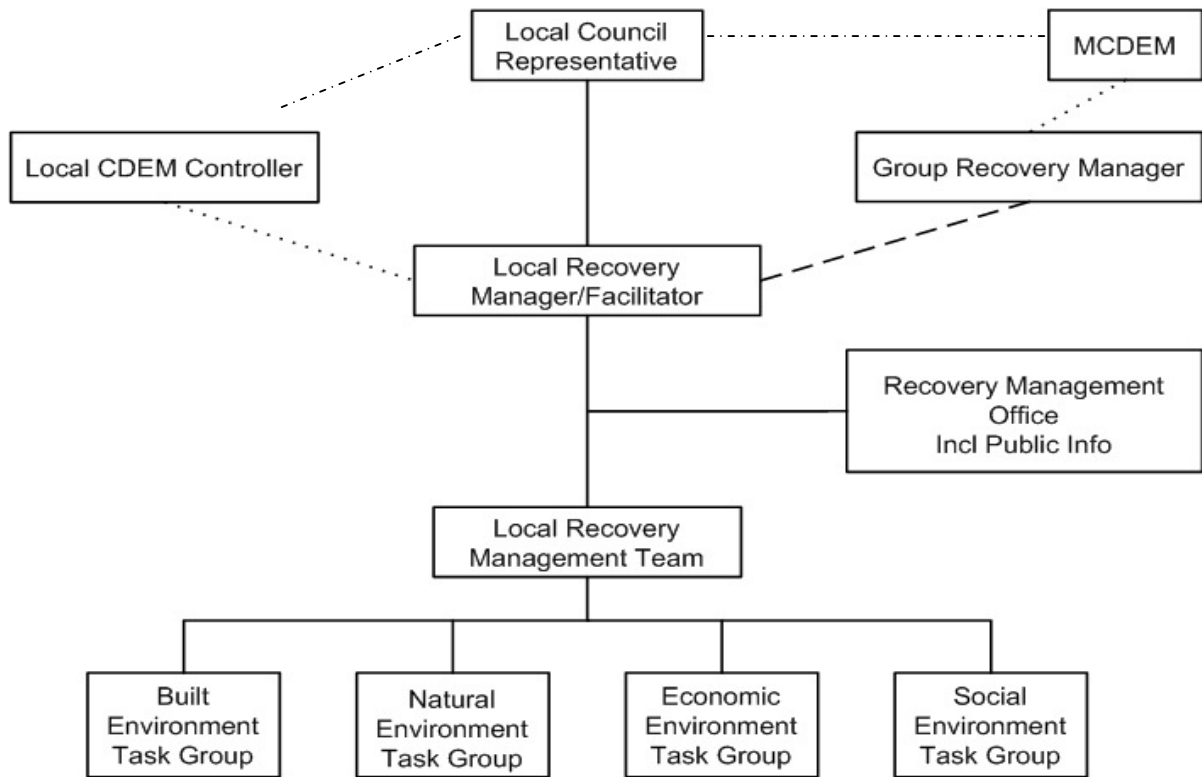
This section must be read in conjunction with other parts of the Waimakariri District Local Arrangements, the Waimakariri District Disaster Recovery Plan and the Canterbury CDEM Group Plan.

### Function

The purpose of Disaster Recovery is to allow the community to return to normal social and economic activities as soon as possible but at the same time taking action, which may relieve the future occurrence of disasters, and noting opportunities, which may arise to make improvements within the community.

### Organisational Structure

LOCAL RECOVERY MANAGEMENT STRUCTURE



### **Appointment of a Disaster Recovery Manager**

The Waimakariri District Council has appointed a Disaster Recovery Manager Ms Maree Harris and an Alternate Disaster Recovery Manager: Ms Clare Shave

### **Relationship between Disaster Recovery Manager and Local Controller's**

During a state of local emergency, the Local Controller is to work closely with the Recovery Manager to help ensure a smooth transition from the response phase to the recovery phase.

### **Location of Disaster Recovery Coordination Office**

A Disaster Recovery Coordination Office will be set up as close as practicable to the local EOC. The operational side will be located at an agency centre close to the affected community. The Waimakariri District Council will supply any administrative support to the centre.

### **Disaster Recovery finances / financial policies**

The Waimakariri District Council will ensure expenditure is recorded in detail by using its own ordering and payment systems. These means using established systems operated by people who are familiar with them. The Council has adopted a comprehensive Disaster Recovery Plan.

The Waimakariri District Council has accepted the responsibility to make financial provisions for recovery from a major emergency affecting the assets of the Council. A fund has been established to provide for these costs.

## **Section 14: Partner Agencies:**

### **Introduction**

A serious emergency can create complex problems for the performance of recognised emergency service functions. Section 12 of the Group Plan covers planning with the Partner Agencies in detail.

### **Integration with Partner Agencies.**

Strong liaison with the Emergency Services and other organisations with specific roles in CDEM will be established prior to and maintained throughout an emergency. Ideally, Liaison Officers will be seconded to the EOC where they can take part in planning activities. Where that is not feasible, a communications system that can provide regular and comprehensive reports and advice of what actions are being taken will be established between the EOC and the respective agency.

### **NZ Police**

During a declared state of emergency, additional to their normal powers and functions, the NZ Police will undertake the following specific duties.

- Participate in the dissemination of local emergency warning messages in accordance with the instructions for Local Warning Systems.
- The tactical control of access into and within the cordon of a disaster area for the purpose of facilitating rescue.
- The protection of property and security of evacuated areas.
- The prevention and suppression of disorder.
- Acting in support of the agencies in relation to the registration of evacuees and missing persons and notification to their next of kin.
- Identification and disposal of the dead in close liaison with the Department of Courts, to expedite inquest requirements, hospitals, health and local authorities to establish adequate and suitable mortuary facilities and the Canterbury District Health Board to minimise any health hazard and assist with the disposal of human remains.
- Provide continuing representation to the Waimakariri District CDEM organisation.

### **Police Liaison**

The Police will continue to operate from the Rangiora Police Station. However a Police Liaison Officer will for meeting and/or as required be deployed to the Local EOC to advise the Local Controller on all Police related matters.

### **Communications.**

Communications with the Rangiora Police Station will be established via an exchange of appropriate cell phone numbers and handheld radio.

### **NZ Fire Service:**

During a declared State of Local Emergency, the New Zealand Fire Service continues to carry out their normal role however; their priorities may change following consultation between the Fire Commander and the Local Controller.

### **Fire Liaison**

The Fire Service will continue to operate from their respective stations i.e. Waimakariri District Fire Stations of Rangiora, Kaiapoi, Woodend, Cust and Oxford. However, a Liaison Officer will for meeting and/or as required be

deployed from the Rangiora Brigade or if available the NZ Fire Service Christchurch to local EOC to advise the Local Controller on all Fire related matters.

**Communications**

The New Zealand Fire Service will establish and maintain communications with the Local EOC during a declared Local Emergency. This can be via the liaison officer or using the Waimakariri Council ES Repeater network.

**Rural Fire**

The Waimakariri District Principal Rural Fire Officer is responsible to the Local Controller for planning and implementation of Rural Fire activities during a state of local emergency in the District.

**Communications**

Waimakariri District Council Rural Fire Forces will establish communications with the Local EOC and the New Zealand Fire Service as is appropriate during local emergencies.

## **Section 15: Health:**

This section co-ordinates the Health Services response to major incidents and is compatible with the Canterbury District Health Board, Rangiora and Oxford Hospitals and St John Ambulance plans. The plan covers links not only for a declared local emergency but also a health services emergency.

During an emergency Waimakariri Health Services is to make the best available use of the medical resources within their area such as medical practitioners, registered nurses, St John Ambulance personnel and the members of the Red Cross.

### **Communications**

Each organisation has their own communications systems including telephone direct line and radio telephone.

- St John will provide a Liaison Officer at the Local EOC to communicate between its Regional Communications Centre and hospital services as may be required.
- Rangiora Hospital has access to the emergency ambulance communications network as well as radio communication with the ambulance service.

### **Mortuary Facilities**

Additional buildings may be requisitioned as necessary. The Rangiora Police will identify suitable locations for emergency mortuary services. The use of Refrigerated containers will be considered if available.

### **Medical**

The Order of St John will provide a Liaison Officer at the Local EOC. The DHB and St. John will work together to coordinate delivery of medical services to the community using the local resources they have available. They will be included in the Incident Management Team so there are clear lines of communication to the Controller and others.

Where local medical resources are not available or not sufficient a request for additional resources will be made to the Group ECC.

### **Public Health**

Community and Public Health (CPH), together with the Waimakariri District Council's Environmental Health Officers (EHOs), will be responsible for public health "statements" and the circulation of advice in regard to: safe water, contamination from sewage and other wastes, disposal of human organic waste, disposal of dangerous chemicals, disposal of dead animals, safe food, health nuisances and housing standards relating to public health.

In performing their duties the public health team will need to liaise with:

- Council Water unit - water control, treatment and safety
- Council Drainage and Solid Waste units - sewerage and other wastes disposal.
- Welfare Management Committee - safety of food supplies, mass feeding facilities and sheltering of evacuees.
- NZ Fire Service - control and disposal of dangerous chemicals
- New Zealand Police - emergency disposal of the dead and mortuary facilities.
- Ministry of Agriculture and Forests (MAF) and Environment Canterbury - disposal of dead animal.

The Ministry of Health, through the Medical Officer of Health will be responsible for immunisation decisions and procedures.

### **Registration of Casualties**

Registration of casualties will be the responsibility of the hospital where casualties are receiving health care. The local EOC will liaise with the hospital concerned to assist with registration if necessary and to ensure that the Welfare Unit Registration section of CDEM is also sharing and compiling the relevant information.

### **Support Services**

The CDEM Welfare Section will provide welfare support including catering, as required, for any emergency health or medical facility established during any major incident.

The CDEM Logistics Section will be responsible for arranging any water supply, electrical supply, drainage, sewerage disposal, transport support, or other services as required.

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- 21     Communications Manager AREC
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- 23     Public Information Officer
- 24     Logistics Manager

### Emergency Services Liaison/Advisory Group

- 25-26   New Zealand Police at Rangiora, and Kaiapoi
- 27-28   New Zealand Fire Service at Rangiora, Kaiapoi, Oxford, Cust and Woodend
- 29-33   Extra Copies

## Amendment Record

The amendments listed below are operative from the effective date

No.	Amendment	Effective Date	Incorporated by	Date
1				
2				
3				
4				
5				
6				