

Emergency Management Department **Activities undertaken in the period January to June 2000**

1. Introduction

In the last six months the staff of the Emergency Management Department have been preparing and disseminating educational and promotional material (such as the Yellow Pages), meeting with relevant emergency management organisations in preparing for the Civil Defence/Emergency Management Group (CDEMG), entering into agreements with organisations regarding their specific Civil Defence roles and responsibilities, developing a Logistics Contingency Plan, and conducting training and exercises for staff and volunteers.

This report provides a summary of these activities under the following headings: roles and responsibilities of the Department, training, regional emergency headquarters and communication, emergency management exercises, administration and technology, and hazard related activities.

2. Roles and Responsibilities of the Department

Civil Defence and Emergency Management Group

In his opening address at the Director's Forum in March 2000, the Minister of Civil Defence announced that Emergency Management will be known as Civil Defence and Emergency Management and that the Civil Defence and Emergency Management Bill will be introduced to Parliament by September this year. The enactment of the Bill is envisaged for June next year.

It is envisaged that the Civil Defence and Emergency Management Groups will be based on Regional Council boundaries and that Regional Councils will be taking on the administering authority role.

The Minister further announced that the Groups will be committed to the 4Rs (Reduction of risks, Readiness, Response and Recovery) and that Response and Recovery will be the prime responsibility of local authorities. Defining and providing for the national Civil Defence capability and professional development in Civil Defence and Emergency Management are also high on the priority list.

The Manager, Emergency Management was invited to take part in a workshop arranged by the Ministry of Emergency Management to develop Guidelines for the Establishment of Civil Defence and Emergency Management Groups. He was also nominated by the Society for Local Government Managers to serve as their representative on the Professional Development Technical Working Group. The vision statement of this latter Group is *to achieve internationally recognised excellence in emergency management practice.*

The "Explanatory Document" prepared by Stephen McArthur, Hutt City Council, and Dr Jane Bradbury, WRC, was sent out for comment to the constituent local

authorities (including Marlborough) on 24 August 1999. By 10 September 1999 comments were received from Hutt City Council, Porirua City Council, Wellington City Council, Carterton District Council and Marlborough District Council and replies from Kapiti Coast District Council, Upper Hutt City Council, South Wairarapa District Council and Masterton District Council were received by the end of April 2000.

A number of meetings were held in March to discuss the various roles and responsibilities of the different role players.

However, as yet the legislation is not in place for Emergency Management Groups. Some emergency management officers have been frustrated with the slow progress of implementing an Emergency Management Group. However, they have continued to work as a collective. They have formed a regional training committee, a regional publicity committee, a regional strategic planning sub-group and a logistics contingency planning group. The officers meet on a regular basis with the five Emergency Services Co-ordinating Committees throughout the Region which include local authorities, emergency services, hospitals, Defence Force, Department of Corrections, Airport, Lifelines etc. These are working very well and a good partnership has been built with all the role-players.

An example is a recent aerial reconnaissance of the Region, which determined the critical facilities and access. Photographs were taken and a reconnaissance plan prepared. This means that in the event of an emergency, anyone can be instructed to follow the flight path and report on the situation according to pre-planned criteria.

Another example is that all our constituent territorial authorities, the Earthquake Commission, the Insurance Council, Lifelines and all emergency services have been working together to get some consistency with the information they provide to the public. As a result the information in the Yellow Pages was reviewed and new information, based on the 4Rs, was introduced.

The training committee is in the process of developing training programmes that can be applied at all local authorities in the Region. These programmes will utilise NZQA unit standards, where appropriate.

Organisations with a Civil Defence role and responsibility

Annually we enter into agreements with the organisations listed in the National Civil Defence Plan regarding their respective roles and responsibilities in response to a disaster. However, organisations that do not have specific roles in that Plan have defined their own roles in consultation with the Wellington Regional Council. This year we consulted with 75 organisations before finalising the document.

The Environment Committee approved the document *Organisations with a Civil Defence Role in the Wellington Region* on 6 April 2000.

Inter group Relations

It is of great importance for us to work closely and co-operatively with all organisations and individuals involved in Emergency Management. For the period January to June 2000, we attended more than 114 meetings and had proactive dealings on emergency management with more than 1300 people. These included meetings with local authorities, lifelines groups, emergency services, hospitals,

communications providers, Government departments, the SPCA, and special committees on rural fire, ports, Insurance Council, EQC, earthquake engineers, hazardous substances, oil pollution, private enterprise, etc.

3. **Training**

We are taking all possible steps to keep our volunteer staff able and motivated through dedicated and suitable emergency management training. We are committed to train our volunteers and to equip them with the knowledge and skills to handle any situation effectively during an emergency.

In this regard we have followed our training programme which included training on headquarters operations, co-ordinated incident management, emergency management administration, communications, and the deployment and use of the mobile headquarters. This year we also included the Wairarapa staff. A total of 47 volunteer staff were trained.

In order to enhance the knowledge and skills of emergency management staff, we attended various external seminars and training sessions. These included co-ordinated incident management, geological hazards (GNS), and non-structural options for the Hutt River Floodplain Management Plan. We also took part in a visit to the Metservice, the World Bank visit to Wellington and we arranged the Chinese Seismological Bureau visit to Wellington.

We were involved in doing presentations to various organisations and groups interested in Emergency Management.

4. **Regional Emergency Management Headquarters and Communication**

Infrastructure Maintenance

Inspections of all sites have been conducted on a regular basis to ensure all equipment is maintained in a state of functionality. These sites are located in the Beehive, Regional Council Centre, all local authorities, Hospitals, Police, Fire Services Command Vehicle, Beacon Hill, Mt. Climie, Colonial Knob, Normandale, Mt. Eringa, and the Mobile Headquarters.

For safety reasons and in order not to have all our eggs in one basket, we decided to re-locate the Mobile Headquarters from the Newtown Fire Station in Wellington to the Trentham Fire Station in Upper Hutt. This new agreement took effect on 1 July 2000.

The Duty Officer Service (to ensure 24-hour readiness) is shared by the Manager, Emergency Management and the Emergency Management Officer of the Council. The duty officer's guide is being maintained on an ongoing basis to ensure that we always have the latest updated contact information and operating procedures available.

Communication Tests

Formal communication testing between the Regional Operation Centres (Beehive, Marshall House, our vehicle and the Mobile Headquarters) and the territorial local authorities, Beacon Hill signal station, Wellington Police, Wellington Hospital and our maintenance contractor (Access Telecom) has taken place every week. This determines the capability and the effectiveness of the communication system. We also permanently installed one of our mobile repeaters at Mt.Climie to enable all the emergency services (Police, Fire, Ambulance, Hospital) to communicate with each other and with the local authorities in the Region.

5. **Emergency Management Exercises**

This department has been involved in several exercises, which shared our readiness and effectiveness of handling emergencies, namely:

- **Wellington Regional Council Harbours:** We participated in Exercise “Equipex 2000” that took place at Kings Wharf on 10 February 2000. We exercised our skills on Oil Spill Management and the handling of equipment used in mop-up operations.
- **Wellington City Council:** We participated in “Exercise Short Shock 2000” that took place on 30 and 31 March 2000. The main objective was to test the Wellington Emergency Management Office (WEMO) and the Wellington City Council’s Crisis Management Team (CMT) in an emergency situation.
- **Regional Headquarters:** This exercise took place on 27 April 2000 and our staff volunteers set up an Emergency Operations Centre in Harcourt Park, Upper Hutt, making use of the mobile headquarters. The objectives for the exercise were for Controllers and staff to assemble, set up, operate and disassemble the mobile headquarters, to produce messages for dissemination to the public, to use the resources provided to solve logistics problems, to visually display the emergency situation and to brief the Controller whether or not to declare a Regional Civil Defence Emergency. A similar exercise for the Wairarapa staff took place at Mt. Holdsworth in Masterton on 10 May 2000.
- **Porirua:** We took part in the Porirua Emergency Operations Centre Exercise on 9 June 2000. The exercise was to test the capability of their Headquarters, major emergency response tactical plans and the response of staff regarding operations, liaison, planning, public information, welfare and logistics. Exercises in Porirua are carried out every six months.
- **Operation “Hutt”:** This exercise took place on 21 June 2000 at Gracefield, Lower Hutt. The exercise was planned with the overall objective to test the co-ordinated approach of emergency and other services to a major incident. Participants included NZ Fire Service, NZ Police, Victim support, Dangerous Goods Inspectors (local authorities), Ambulance, Regional Public Health, WRC Resource Investigations (pollution response), WRC Harbours (pollution response), WRC Emergency Management (co-ordination), NZ Defence Force, Hutt Hospital and Hutt City Emergency Management. Each agency had their own objectives and supported the exercise to a predetermined level. They were also able to assess their existing operational plans.

- **Kapiti Coast District Council:** This exercise took place on 27 June 2000 at Kapiti Coast District Council. The scenario was that of a magnitude 8 on the Richter Scale causing major damage to Wellington and moderate damage to Kapiti. This exercise was another opportunity to be involved with headquarters' operations which in turn enabled us to have a re-look at and to do some refinement to operations procedures in the Region.
- **Department of Corrections:** We worked with the Department in planning their exercise that took place on 5 July. All three prisons in the Region (Wellington, Rimutaka and Arohata) were involved in the exercise and the Department of Corrections made use of our radio-communications network as their primary means of communication.
- **Project "Phoenix":** We are still making good progress on the combined exercise ("Project Phoenix") between Auckland and Wellington Regional Councils. We have held meetings at regional level to plan and develop a logistics contingency plan for the Wellington Region. It is envisaged that this plan could become a prototype for other similar plans around the country. The purpose of the Logistics Contingency Plan is to provide logistic arrangements to enable effective response and recovery from a major emergency in the greater area of Wellington. The Plan will cover aspects such as disaster context, logistical needs, sourcing and activation, movement control, transport control, storage and warehousing, distribution, critical response activities, lifelines, governance, rescue/recovery, health and welfare, economics and the analysis of gaps and needs. The main emphasis will be on the customer (our communities) and the supplier (services, lifelines, etc.). A series of four workshops are planned to involve all organisations with a role and responsibility in Civil Defence. The aim is to put challenges to each organisation to develop effective Business Continuity Plans taking into account the threats to the region, desired outcomes based on the 4 Rs (reduction of risks, readiness, response and recovery) and special problem areas for emergency management. The final outcome is to deliver and test the Logistics Plan at the end of 2001.

6. Administration and Technology

Response Database

Following several proposals and recommendations from us, the suppliers (RMD) decided to upgrade our system free of charge. The upgraded system is now called Response 2000. The upgrade made the database easier to use. RMD kept working on our initial proposals and more development work was done and our system was upgraded again on 11 July 2000.

The system is maintained and updated with data on a regular basis. We are waiting for an additional "Logistics" part of the database to be incorporated into the system.

Approval of Civil Defence Plans

The Department of Emergency Management reviewed and reported to Council that the following Local Authority Civil Defence Plans be approved:

- Masterton District Council (Amendments – 22 June 2000)

- Kapiti Coast District Council (22 June 2000)

7. Hazard Related Activities

The Emergency Management Department has been involved with hazard related activities including:

- attending conferences on geophysics, hazards, and risk management;
- providing information and maps concerning earthquake hazard to members of the public;
- liaising with emergency managers from outside organisations;
- responding to public queries regarding zoning of land based on geological hazard;
- commenting on natural hazard aspects of district plans; and
- consultation on natural hazard aspects of resource consenting.

Warnings/Events

Thirteen earthquakes were recorded in the Wellington Region over the past six months, the largest being as 5.7 Richter (Greytown, 30 March). The earthquakes recorded by IGNS were:

2000 June 1	Paraparaumu (4.3)
2000 May 31	Wellington (3.5)
2000 May 12	Wellington (3.5)
2000 April 4	Greytown (4.2)
2000 March 30	Greytown (3.6)
2000 March 30	Greytown (5.7)
2000 March 30	Greytown (4.2)
2000 February 26	Porirua (4.0)
2000 February 15	Wellington (3.8)
2000 February 8	Masterton (3.7)
2000 February 7	Paraparaumu (3.5)
2000 February 7	Paraparaumu (3.6)
2000 January 10	Porirua (3.9)

IGNS also recorded 96 other earthquakes in the country ranging between 2.5 and 6.0.

In our Region a total of 41 weather warnings were received and promulgated. Of these 20 were for strong wind and 21 for heavy rain. This Department informed all involved. The only problems experienced were those in the Wairarapa on 18 June where trees were uprooted and roofs blown off buildings.

Summary of Weather Warnings received from the MetService – June 1998 to June 2000

Month	Heavy Rain	Strong wind
June 1998	5	
July 1998	1	
August 1998	1	1
September 1998	4	

October 1998	17	
February 1999	3	3
March 1999	7	7
April 1999		1
May 1999	12	6
August 1999	4	4
October 1999	1	
November 1999	11	1
December 1999	6	6
January 2000	5	5
March 2000	4	
April 2000	9	9
June 2000	3	6