

Appendix 1

Wellington Lifelines Group and Wairarapa Engineering Lifelines Association

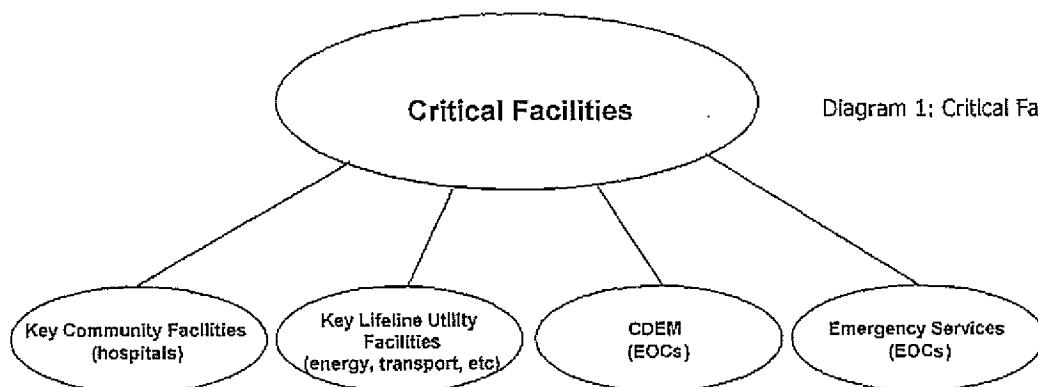
Priority Utility Sites for Response and Recovery Project Plan

Introduction

The Civil Defence Emergency Management (CDEM) Act 2002 highlights the expectation of lifeline utilities on their business continuity planning to ensure essential services are continued or restored to key facilities and customers on a priority basis.

During an emergency CDEM agencies expect to know what service restoration priorities will be given to critical facilities by utility providers, so that they are able to establish response and recovery efforts. Section 10.1 of the Guide to the National CDEM Plan contains general priorities for restoration of service (refer to list appended).

Critical Facilities are those locations that provide services which the community needs to function effectively following a major emergency, and are not easily relocated or cannot operate efficiently in an alternate site.



Lifeline utilities are essential services that are required to support the community. These services include water; wastewater; power; gas; fuel; telecommunications and transportation.

The Auckland Engineering Lifelines Group developed the methodology to establish priority utility sites for recovery in the Auckland Region in 2003, and since then the approach has been adapted and applied by the Northland Lifelines Group. The National Engineering Lifelines Committee has recommended that all Engineering Lifelines Groups identify their priority utility sites through a process such as the one outlined in this document.

Objectives

The objectives of this project are to:

1. Identify key community facilities and utility sites that are essential to support the recovery of the community following a major emergency, and explore and document the utility restoration issues
2. identify and document the priority sites that each lifelines organisation should seek to restore their services to after an emergency taking into account Wellington CDEM Group priorities (e.g. the six critical needs) and interdependencies with other utilities.

The benefits of collating this information will be a co-ordinated and largely pre-agreed response and recovery prioritisation, and a common understanding of lifelines interdependencies around the Wellington region.

The collated information (project outputs) is of direct benefit to both CDEM agencies (eg to assist the CDEM Group Controller and Lifeline Utility Co-ordinators) and Lifeline utilities, who will be able to incorporate the collated information into their response and recovery plans.

Project deliverables

- Lists/ matrix of the critical community and utility sites in order of priority for response and recovery and their dependence on lifeline utilities for them to function.
- A map showing key sites and links in conjunction with the final lists/matrix.
Note: this is unbudgeted, and discussions need to be held with Greater Wellington Regional Council to supply the resources for this task).

Project outcomes

The key deliverables from this project are:

- Each lifelines organisation:
 - has a list of critical community and lifeline utility sites in Wellington
 - has an assessment of the need for their service at those critical sites
 - is able to assess emergency management expectations in light of organisational priorities
 - has a prioritised list of their own critical sites for response and recovery taking into account the dependency on other critical sites for their service
- There is a regional list of critical sites for response and recovery in the Wellington region for use in emergency management
- Managers of each critical community site are able to assess the adequacy of its emergency planning in light of priorities given to restoration of service by utility providers
- Both CDEMG agencies and lifeline utilities will have a list and map of critical community and lifeline utility sites for their region

Assumptions

All parties adopt a 'ground zero' approach, which says that: *Given that all services/sites are down, which would be recovered first?* (not a scenario approach looking at specific damage following a particular event).

Key community facility and utility customers are assumed to have sound business continuity planning arrangements in place.

Methodology

Overview

1. Questionnaire for lifelines utility groups, establishing functionality of critical sites whether partially, fully or not operational; and the effect of failure of another utility would have on critical sites e.g. electricity failure
2. Questionnaire for community and emergency services to identify priority sites and their reliance on lifeline services during an event
3. Lists of critical facilities from relevant agencies
4. Map of Wellington region to identify critical facilities
5. List and details of key people within each group to correspond with

Agencies involvement

A representative from each sector (Wellington CDEM Group, Key Community Facilities, Emergency Services and Lifeline Utilities) will be engaged to assist with overall project guidance and consultation processes.

- Greater Wellington Regional Council
- CCDHB
- Lifeline Utilities
- Emergency Services

Consultation requirement

Key Community Facilities

Hospitals	Wellington Kenepuru Boulcott, Southern Cross Kapiti Health Centre	Hutt Masterton Wakefield Bowen Wgtn Free Ambulance
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Emergency Services & CDEM Facilities

Fire	Wgtn Central Kilbirnie Johnsonville Lower Hutt Masterton Greytown Martinborough	Thorndon Brooklyn Paraparaumu Trentham Carterton Featherston
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Police	Wgtn Central	Lower Hutt
	Porirua	Paraparaumu
	Upper Hutt	Masterton
	Carterton	Greytown
	Featherston	Martinborough
EOCs	GW	WEMO
	Hutt	Porirua
	KCDC	Masterston
	South Wairarapa	Carterton

Key Lifeline Utilities

Electricity	Transpower Vector Electra PowerCo
Gas	Vector
	PowerCo
	Novagas
Telecommunications	Telecom NZ
	Telstra Clear
	Vodafone
Highways	Transit NZ
Rail	OnTrack
	Toll NZ
Port	CentrePort
Airport	WIAL, Hood Aerodrome, Kapiti
Fuel	BP
	Caltex
	Mobil
	Shell
Broadcasting	BCL
	Radio NZ
	TVNZ
Water & WasteWater	TLAs

Communication requirements

Communication with utility sites will be with those persons associated with the Wellington Lifelines Group and the Wairarapa Engineering Lifelines Association.

Key community facilities will be contacted through the appropriate person identified by the CDEM representative.

Organise a presentation for the Wellington CDEM Group EMOs meeting at the end of February outlining the project and to establish overall community priorities.

Arrange a presentation for Lifeline utilities at the WelG meeting early March and WELA meeting, and discuss their involvement and project requirements.

Discussion workshops and meetings, to be undertaken with appropriate agencies or persons to confirm overall priorities and methodologies.

Timetable

Step 1. Establish project group

Identify and appoint a representative from the Wellington CDEM Group, key community facility and the Lifelines utility sector (one from Wellington/Kapiti and Wairarapa) to assist with overall project guidance including organisations to involve and consultation processes.

Start date: February 2007

Step 2: Key Community Facilities

- a) Establish overall community priorities
- b) Identify specific community priority facilities for recovery (those sites that are considered necessary for community recovery following an emergency)
- c) Establish the reliance on lifeline utilities for the above sites to function

Start date: April 2007

Step 3: Key Lifelines Utility Sites

- a) Each major utility confirms their own key sites required for them to function
The following considerations are to be taken into account:
 - The network as it is today
 - Whether the area of outage would be regionally significant if the site failed
 - Whether there is sufficient redundancy that you would reasonably assume an alternative supply point will be operating (if there is, the site is not a priority)
 - Priority locations are to be defined as sites (places) or links (rings)
- b) Each sector establishes reliance on other lifeline utilities for them to function

Start date: June 2007

Step 4: Interdependencies

- a) Collation of lifeline dependency information
- b) Each sector reviews the order of their own critical sites based on the information provided
- c) Confirm overall regional priorities

Start date: October / November 2007

Appendix 2

Priority Utility Sites for Response and Recovery Project

Questionnaire for CDEM, Emergency Services & Lifeline Utility Services

The Civil Defence Emergency Management (CDEM) Act 2002 highlights the expectation of lifeline utilities on their business continuity planning to ensure essential services are continued or restored to key facilities and customers on a priority basis.

During an emergency CDEM agencies expect to know what service restoration priorities will be given to critical facilities by utility providers, so that they are able to establish response and recovery efforts. Section 10.1 of the Guide to the National CDEM Plan contains general priorities for restoration of service.

CDEM and Emergency Services Emergency Operations Centres are identified as key facilities i.e. those locations that provide services which the community needs to function effectively following a major emergency, and are not easily relocated or cannot operate efficiently in an alternate site.

This questionnaire is intended to gain information about your reliance on 'lifeline' services to assist Wellington Lifelines Group and Wairarapa Engineering Lifelines Association in undertaking a project to identify priority utility sites for response and recovery following an emergency or disaster.

This project is being undertaken with the support of the Civil Defence Emergency Management (CDEM) Co-ordinating Executive Group (CEG) and will contribute to meeting regional CDEM Plan targets.

If you would like more information or assistance before completing this questionnaire, please contact the project manager Sandra Pedersen ph 04 499 4433, or email sp@kestrel.co.nz

Please return the questionnaire

(by email to sp@kestrel.co.nz or by post using the address below)

*Kestrel Group
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PO Box 5050
Wellington*

Questions:

- 1. Please state the name and address / location of your critical facilities that you will need to operate in an emergency.**
- 2. Please complete table 1 for each site you identified in question 1:**
 - a) Indicate what utility goods and services you require to have supplied to enable you to fully function and prioritise these if possible.
 - b) Note down any alternative back-up arrangements for each utility goods and services you have as part of your business continuity planning and the limitations of the alternative arrangements.
 - c) For the maximum outage you can sustain, please describe the associated desired service restoration quantity, quality and timing. E.g. you may have some back up water supply, but you require xxxx/day to be restored within 4 hours.
- 3. Do you have the ability to relocate and provide all or part function elsewhere? If so, where are those alternative locations.**
- 4. Any other information which is relevant in assisting us to determine the priority for restoring service to your site (other than that provided in the table).**

Appendix 3

The Guide to the National Civil Defence Emergency Management Plan 2006

10.1 Duties of lifeline utilities p2

Wherever possible, as part of restoration, the following should be considered as a list of priorities to ensure alignment of services being restored:

- public health and safety (hospitals/ambulance)
- emergency management (Police, Fire Service, Emergency Operations Centres)
- lifelines infrastructure (energy, communications, water and transport)
- vulnerable sectors (immobile or vulnerable groups of people such as in rest homes or prisons)
- isolated communities
- key areas (e.g. CBDs)
- commercial producers