



The Kapiti Coast District Council



Civil Defence Emergency Management Plan

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Distribution list and amendment record:

Internal:

- Assets & Services 8
- Community & Corporate Information 5
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- Strategy & Partnerships 3

External:

- Capital & Coast DHB 1
- Child Youth & Family 1
- Electra (Baden Berry) 1
- Group Emergency Management Office 1
- Kestrel Group 1
- MidCentral Health DHB 1
- Ministry Civil Defence Emergency Management 1
- NZ Fire Service
 - Paraparaumu 1
 - Otaki 1
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- NZ Police:
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 - Otaki 1
- NZ Red Cross:
 - Wellington Region 1
 - Kapiti 1
- Regional Public Health 1
- Victim Support:
 - Paraparaumu 1
 - Levin 1
- Wellington Free Ambulance 1
- Work & Income 1

Record of amendments:

Amendment No	Date of Amendment	Amended by – initials	Date

The Kapiti Coast District Civil Defence Emergency Management Plan

1. Introduction

1.1 The Purpose of this Plan

The Kapiti Coast District Council has a statutory obligation to take all necessary steps to undertake civil defence emergency management (CDEM) as required by section 59, Civil Defence Emergency Management Act 2002. This obligation is re-enforced further by section 64 in that the Kapiti Coast District Council must plan and provide civil defence emergency management within its district and ensure that it is able to function to the fullest possible extent during and after emergencies.

Therefore the Kapiti Coast District Council Civil Defence Emergency Management Plan, referred through out as the Plan, enables the Kapiti Coast District Council to meet these obligations by setting out the structure, functional roles, authorities and responsibilities and to enable the District Council to deliver its goal of enhancing the resilience of the District's communities.

This should go toward meeting the Kapiti Coast District Community desires for a strong, healthy and involved community – Outcome 7 of the Choosing Futures Community Plan.

1.2 Duration of the Plan

The Plan replaces those Operating Procedures published in May 2005. It remains operative for five years to June 2013 and shall be reviewed by that date or sooner if necessary.

1.3 Civil Defence Emergency Management Group Plan Relationship

The Plan's authority is the Civil Defence Emergency Management Act 2002. Section 48 (requires the Wellington Region Civil Defence Emergency Management Group (CDEM Group) to have a plan); and Section 64 (1) (requires the Kapiti Coast District Council to plan and provide for civil defence emergency management).

The emergency response and recovery roles contained in Plan are consistent with the Wellington Region CDEM Group Plan.

1.4 The Key Characteristics of the Kapiti Coast District

The key characteristics of the Kapiti Coast District are:

- That it covers 40 kms of coastal plain and is located 50 minutes drive north of Wellington
- The natural boundary to the east is the Tararua Ranges and to the west the Tasman Sea

- The neighbouring authorities; to the south Porirua City Council and Horowhenua District Council to the north
- That it strongly identifies with Kapiti Island, a national wildlife sanctuary, located five kms offshore from Paraparaumu
- That it has an estimated population of 45,200 (at June 2003) and is one of the fastest growing population areas in New Zealand with an average population growth rate since 2001 of 1.8% per annum
- That it has had around 450 new dwellings built annually since 2001 is popular for:
 - lifestyle factors such as environment and climate
 - proximity to major employment centres
 - relatively low cost housing
- That it is settled around the coastline townships of Paekakariki, Raumati, Paraparaumu, Waikanae and Otaki
- That the major commercial and retail centre is Paraparaumu
- That it has a mix of large rural holdings and small lifestyle properties in the rural areas of Te Horo, Waitohu and the Hautere Plains
- That it has had a shift in land use to more diverse horticultural uses alongside the more traditional market-gardening pursuits
- That it has a small, but growing, tourism sector with activity-based ventures including trips to Kapiti Island and ventures based around Paraparaumu Airport and the river and forest parks at Otaki Forks and Maungakotukutuku Valley
- That apart from the significant rural sectors, major contributors to the economy are the retail trade and tourism, house construction and related trades, education, aged care and some niche manufacturing industries
- That the hazards facing the Kapiti communities range in the order of probability: floods, earthquakes, landslides and tsunami as well as chemical and other man made hazards
- That Kapiti is connected to Wellington by one major road and the Main Trunk rail line - both of which pass over fault lines and alongside steep coastal cliffs. As such, the area's communication connections with the Capital - and Wellington's most direct link with the rest of the North Island – are especially vulnerable.

1.5 What does this mean for Kapiti Coast District Council?

These characteristics and experience of emergency events, means that Council including its CDEM organisation must pay attention to:

- The District's transport links with the rest of the Region and the North Island are vulnerable
- The District is dissected by three main rivers and major streams flowing from steep western facing hills that are vulnerable to significant erosion. Weather patterns are such that parts of the four principal communities (Otaki, Waikanae, Paraparaumu/Raumati and Paekakariki) do become isolated by flooding following severe rain events. Flood events result in evacuation of property, disruption to transport, landslides, etc
- It is likely that the District will face multiple hazards in any event. For example an earthquake and flooding. Therefore planning should address the effects of multiple hazards rather than focusing on any one single hazard
- Many people commute to work from and through the District. This means that commuters moving along State Highway 1 and by rail particularly at peak times will need to be catered for.

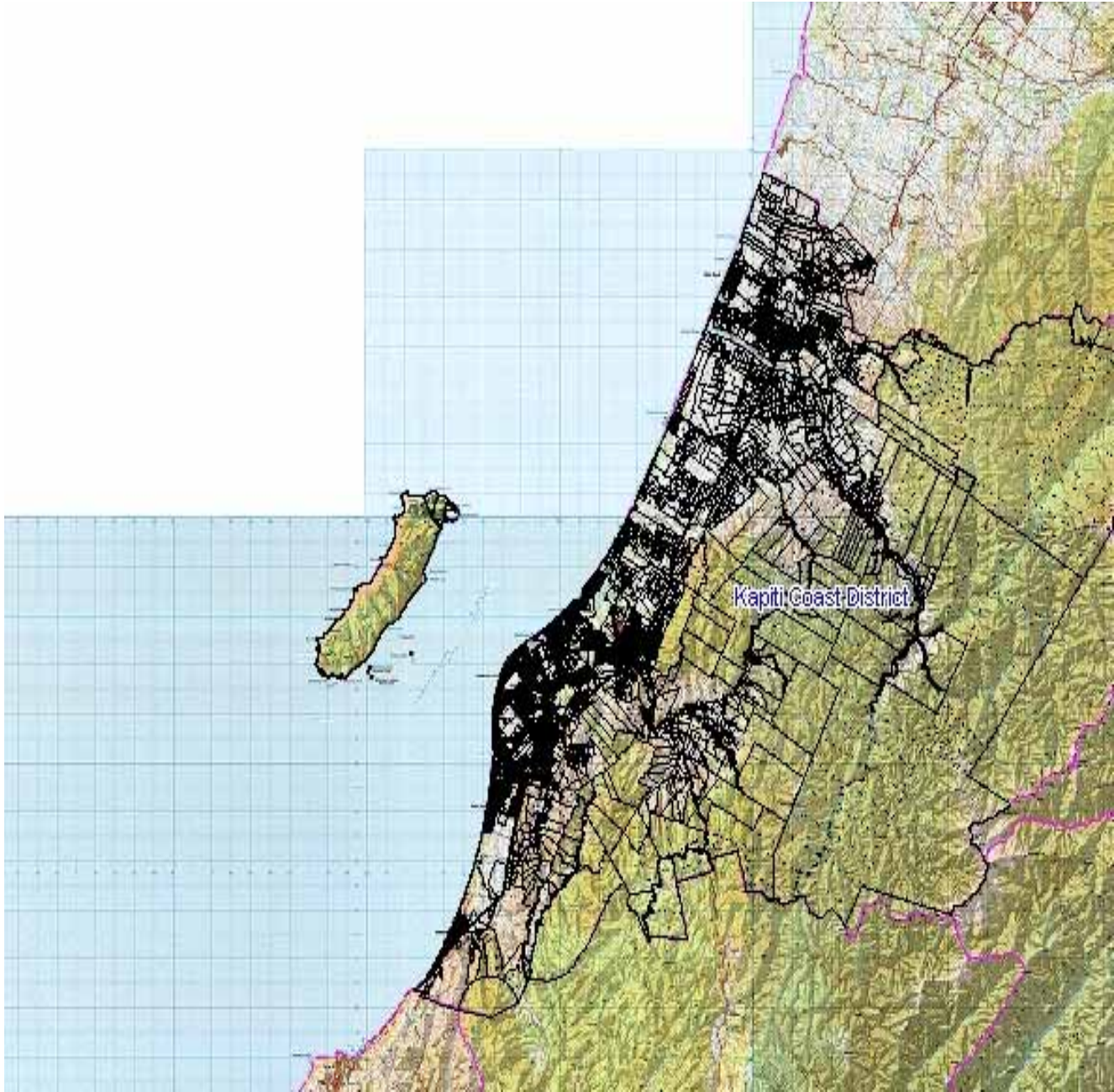


Figure 1: The Kapiti Coast District

2 Summary of Hazards

The Wellington Region is vulnerable to many hazards and the risk from each is also applicable to the Kapiti Coast District.

The hazards described in this Plan are all significant as they require the Kapiti Coast District Council involvement and management.

2.1 Flooding

District wide or single heavy rainfall weather systems can cause high flows in the Otaki, and Waikanae Rivers and in large streams as the Waitohu and Mangaone. These events can lead to either a District-wide flood or a flood along a separate river/stream system.

Weather “bomb” events can flood Paekakariki township.

Likelihood

Flooding can occur with little warning in Otaki (Tasman Road and Convent Road), Otaki Beach (Rangiuru Road/Atkinson Road) and Te Horo, from the Otaki River, Waitohu Stream and Mangaone Stream respectively.

Flooding can also occur along the Waikanae River from Reikorangi to the Beach. The most likely effected area can be Otaihanga especially when associated with spring tides.

Paekakariki does experience heavy dumps from narrow rainfall bands.

Consequences

Wide spread flooding will cause social and economic disruption including evacuation of properties, closure of roads and the state highway stranding travellers and commuters. Declarations of local emergencies may be a consequence such as the 1998 and 1999 widespread flood emergencies and the weather “bomb” in Paekakariki in 2003.

2.2 Storms

Cyclonic storms, ex-tropical storms, and intense rainfall in short periods and having a narrow band are prevalent along the Coast mostly during October through to February.

Likelihood

The District experiences storms annually which lead to flooding and wide spread disruption and damage. The social disruption during a storm event is exacerbated considerably due to lengthy clean up and recovery periods. The Paekakariki emergency October 2003 is an example.

Consequences

These storms cause flooding; some of which can be widespread, landslides and wind damage to properties, state highway and road closures, and landslides, evacuations of dwellings and declarations of local emergencies.

2.3 Earthquake

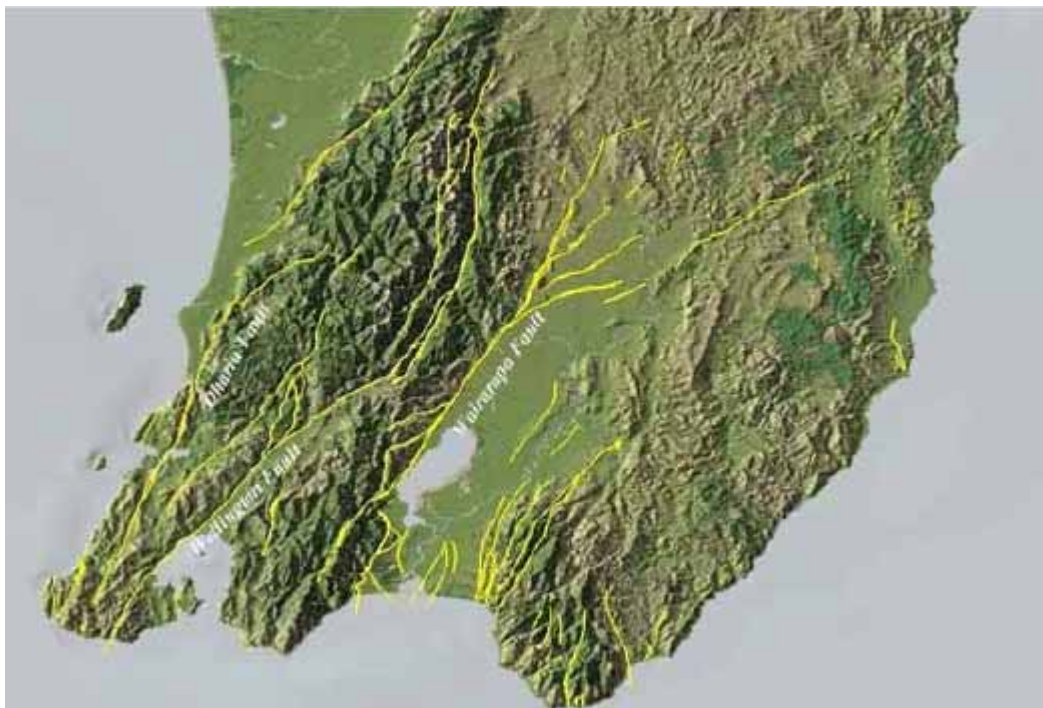
The Wellington Region is crossed by numerous earthquake fault lines, including the Wellington Fault, Ohariu Fault and Masterton Fault. A major event along the Wellington Fault or an eruptive event along the Ohariu Fault

that runs the length of the District would significantly affect the Kapiti Coast District.

Earthquakes are characterised by ground shaking. Other effects that may occur include liquefaction, surface fault ruptures and landslides.

In the Kapiti District the Ohariu Fault runs close to populated areas and infrastructure.

Figure 2: below shows the earthquake fault lines of the Wellington Region



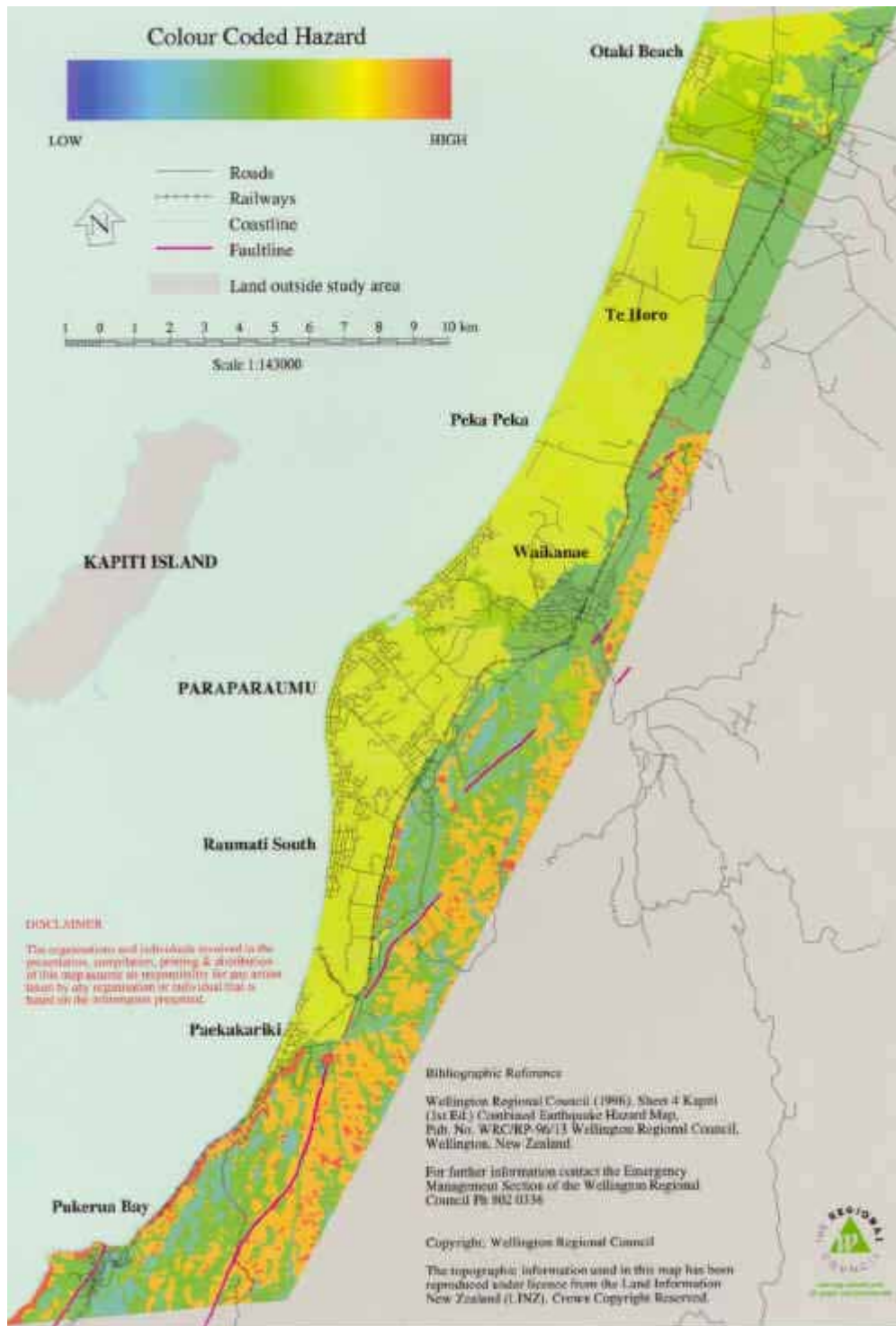


Figure 3: Earthquake hazard map of the Kapiti Coast District

Likelihood

An earthquake on the Wellington Fault is expected to occur every 500 – 770 years. A total of 335 – 485 years have elapsed since the last major earthquake on that fault line. Other faults in the Region vary in how often they are expected to move, with a range of between 700 – 5,000 years.

Consequences

A major earthquake in the Wellington Region will have significant consequences throughout the Kapiti Coast District. If the event happened during working hours, it is possible that many people could die or be injured. Lifelines infrastructure particularly water reticulation, transport, power and other utility networks would be disrupted, buildings would collapse and fires may break out. Normal community and business life will be disrupted for a considerable period of time (months).

A major earthquake in or near the Kapiti Coast District would cause widespread damage. Its effects would in all probability significantly isolate the district from the south and to a lesser degree to the north.

2.4 Hazardous substances

Large volumes of hazardous substances are transported daily by road and rail through the District (along State Highway 1 and Main Trunk rail). Approximately 1 million litres (2003 figures) pass through the District.

The CNG pipeline from Taranaki to Wellington passes through the District (to the west of State Highway 1 and the Main Trunk rail line).

The most frequently spilled substances in the Wellington Region are sulphuric acid, ammonium nitrate, caustic soda, hydrochloric acid, petrol/diesel/oils, CNG, natural gas, chlorine and calcium hypochlorite.

The most hazardous substances, if spilled, are anhydrous ammonia, toluene, nitric acid, phenol, methanol, chlorine, calcium hypochlorite.

Vapour cloud explosions would most commonly be caused by methane, ether, or propane.

Likelihood

An accident anywhere within the District would involve all emergency services, including Council Emergency Management staff and volunteers who may be required to assist with the evacuation and welfare of people at short notice.

Consequences

Major hazardous substances incidents are likely to cause deaths and injuries, social and economic consequences. They could lead to permanent environmental damage.

2.5 Coastal Erosion

Continuing erosion and inundation of the District coastal dune unless checked will lead to a serious risk of damage and destruction to dwellings and buildings that were built before controls had been installed by recent Councils.

Likelihood

The threat appears to be increasing with climate change and on average three events in one season will pose a serious risk.

Consequences

Return periods of one to two years increases will have significant effect and increases the threat.

2.6 Tsunami

The Wellington Region is vulnerable to tsunamis that are generated either close to New Zealand (local tsunami) or across the Pacific (distant tsunami). Possible local sources of tsunami are movements on the offshore portions of the Wellington Fault, or faults offshore of Kapiti or the Hikurangi Trough. On the open coast, tsunamis are characterised by high speed water inundation with run up to 1km inland in low lying areas. Tsunamis can destroy coastal properties and infrastructure.

Likelihood

On average, a tsunami of 5 – 10 metres high can be expected somewhere on the Wellington Region coastline every 84 years. The same size wave can be expected to occur on the west coast every 250 – 400 years.

The coastal area of the District, the beaches from Paekakariki in the south to Otaki in the north of the Kapiti Coast District could be at risk in any tsunami event.

Consequences

A tsunami in the District's populated beach areas and at high tide could cause widespread damage to properties and structures as well as loss of life and injuries. The District's beaches in holiday periods are vulnerable to tsunamis. If there is a warning period, organised evacuations would be necessary.

2.7 Terrorism

Terrorism targets include political and economic interests, critical infrastructure, and mass gatherings of people, and events that capture high media attention. The methods of committing a terrorist act change and evolve over time. Most acts of terrorism are designed for maximum effect, especially economic destruction. Destroying essential infrastructure or killing important persons are common modus operandi.

Likelihood

There is no information available to determine how often these events can be expected to occur in New Zealand. However, Wellington is likely to be at higher risk due to large presence of Government and business sectors, and in particular Embassies with staff from some who holiday on the Coast. The threat of international terrorism has increased following the September 11 event in the USA in 2001.

Consequences

Terrorist activities may destroy infrastructure and/or kill and injure human targets, and may impact on the local or national economy. Social and environmental consequences may also be experienced (e.g. developing fear in the community or harming the environment).

2.8 Landslides/landslips

Landslides can be triggered by an earthquake or most commonly in the Region and District by rainfall. The main transport links for Wellington as well as some District roads are vulnerable to landslides and being blocked by debris. In the Kapiti Coast District access via the Akatarawa Road to the Upper Hutt Valley and the Paekakariki Hill road in particular are vulnerable.

Likelihood

Landslides are common following heavy rain and more significant caused by a major earthquake. Small landslips on the Paekakariki Hill road and inland rural roads and suburban streets in sloping areas are common.

Consequences

Landslides will block access along critical roads and the State Highway. This will cause significant social and economic disruption particularly in the case of the former. Access to the three major hospitals serving the Wellington Region (Wellington, Kenepuru and Hutt Hospitals) could be closed for lengthy periods effecting medical transportation. No access also causes economic disruption preventing day to day logistic support from reaching the greater Wellington area as well as commuters.

2.9 Disruption of infrastructure systems

Infrastructure failure could effect lifeline utilities; water supply, wastewater systems, electrical supply, gas supply, telecommunications (including radios) systems, transportation routes, fuel supply or information technology and financial systems.

2.10 Pandemic emergencies

The H5N1 virus, commonly known as the Avian Flu, has been circulating throughout parts of the world, mainly affecting birds. A number of humans have contracted the virus and subsequently died. There have been no confirmed reports of human-to-human transmission.

Likelihood

The World Health Organisation and the New Zealand Ministry of Health (MOH) have warned of the possibility of an Avian Flu Pandemic, caused by the mutation of a strain of the existing virus enabling transmission from human-to-human. They have advised countries to prepare action plans.

Although casualty and infection rates are unknown for a human-to-human pandemic, guidelines estimate 40% - 50% infection rate, with a mortality rate of 2%, with the pandemic lasting approximately *2 months* and striking in possibly 2-3 waves.

Consequences

In the Wellington region, this translates to 179,500 people becoming ill, 89,750 people needing GP referrals, 10,830 people requiring admission to hospital and 3,610 people dying¹. Social distancing, significant absenteeism and disruption to normal living activities may become commonplace.

District Health Boards, local government and CDEM Groups have a key role in preparing local communities for a pandemic, and in responding to it should it arrive. It is a widely-held view that the battle will be won or lost in the local communities, and therefore community leadership and preparedness will be vital elements in the response and recovery to a pandemic.²

¹ The figures have been prepared by Medical Officer of Health, Regional Public Health Service: Capital & Coast DHB

² Refer to KCDC MCAS-06-153 Appx 1 Council BCP Response to Pandemic Threat

2.11 Rural fires

The bulk of the Kapiti Coast District is comprised of part of the Tararua National Park. A strip of forestry comprising numerous small privately owned forests runs most of the length of the boundary between the park and the rest of the district. Of the non park areas probably 90% is classified as rural and comprises various types of farming. The strip of land adjacent to the beach and also running the full length of the district is a sand dune environmental area which gets very dry in summer months.

The Kapiti Coast District Council in its role as the Rural Fire Authority (RFA) is responsible for the fire management and fire operations in the district. This does not include the Tararua National Park where the Department of Conservation is leading Agency for forest fire with Kapiti Coast District Council in a supporting role as necessary.

Likelihood

The whole district is vulnerable to rural fire threat with only a few months of relatively low risk during winter months. The fire season extends from October through to April. The Te Horo Rural Fire Force operates on behalf of the RFA and averages 65 call outs a year to rural fire. The Urban Brigades also attend many "rural" fires on behalf of the RFA. While most fires are able to be managed conditions are constantly monitored by the Principal Rural Fire Officer using Fire Weather Indices and a fire ban is implemented if conditions become too extreme or fires too difficult to manage.

Consequences

The consequences of a large fire in the district can mean destruction of property, dwellings and equipment, as well as pasture, forestry, crops, etc. Fires in the National Park can result in the destruction of many hectares of native forest. With any type of fire life can be at risk and rural fire is no exception.

Rural Fire Authorities and the Department of Conservation work closely together to minimise any fire risk and mitigate against forest fire. Kapiti Coast District Council does not have the resources to fight large fires on its own so support from other RFA is essential.

3 Operational Arrangements – Readiness

3.1 Organisation – CDEM Office

The Kapiti Coast District Council Civil Defence Emergency Management (CDEM) Office is an office within the Council's Corporate, Community & Information Group (CCI). Office members are: the Emergency Manager & Principal Rural Fire Officer, and two Emergency Management Officers.

The day to day activities of the CDEM office constitutes the Readiness component of Council's Emergency Management.

Figure 4 below shows the CDEM Office day-to-day Framework with their corresponding roles listed in **3.2 Roles**

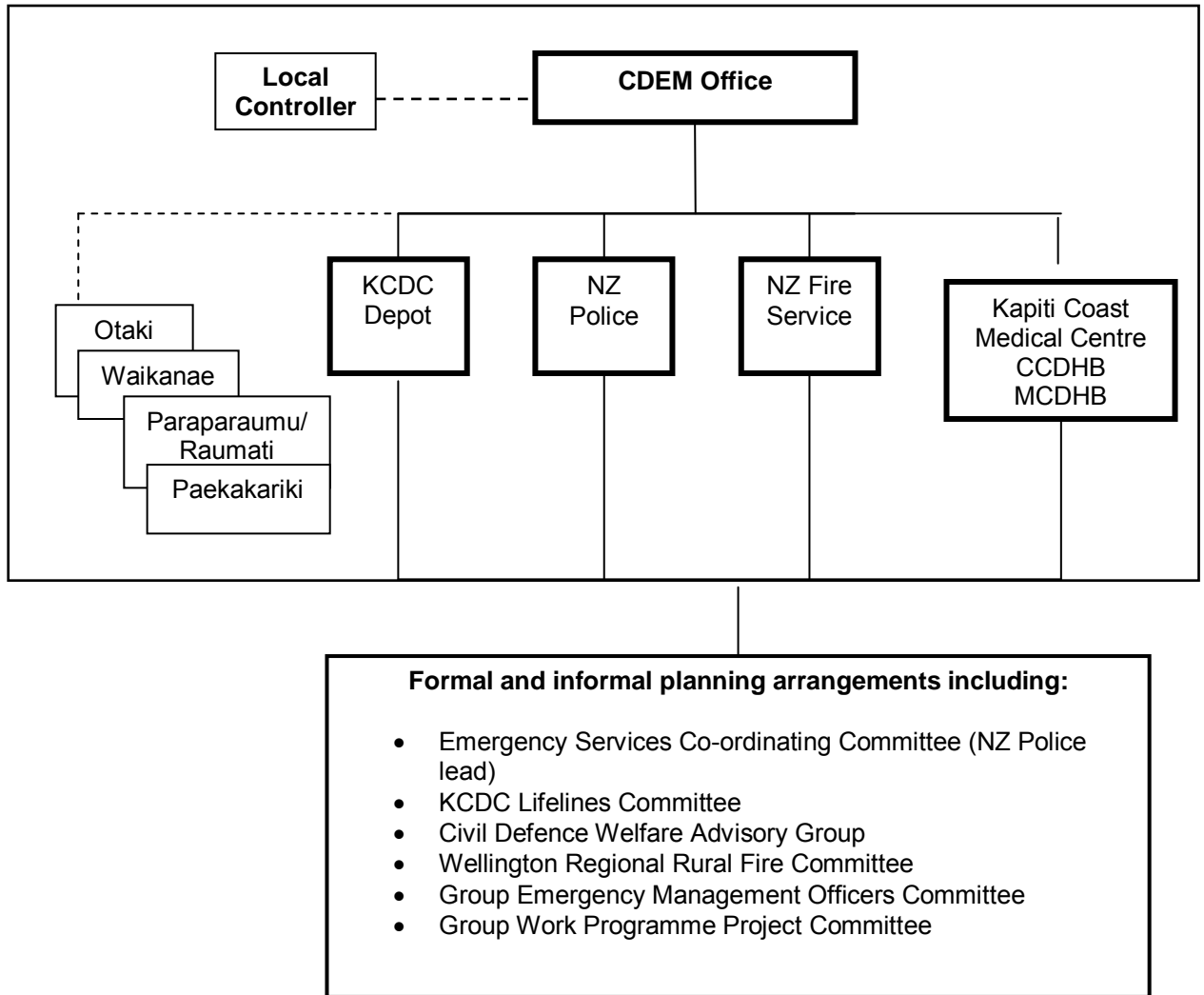


Figure 4: Readiness Organisation

3.2 Roles:

<p>CDEM Office</p>	<p>The responsibilities specified in this Plan</p> <p>The responsibilities specified in the CDEM Group Plan</p> <p>Maintain the Ops Room of the EOC in a state of readiness including current standard operating procedures (SOPS) and information management systems</p> <p>Maintain liaison links with the local emergency services, (NZ Police, NZ Fire Service and Rural Fire Force) within each community, emergency agencies, volunteers and the community</p> <p>Train volunteers and Council staff</p> <p>Conduct training exercises and local major exercises</p> <p>Maintain the readiness of CD Posts</p> <p>Maintain advisory links with the Civil Defence Welfare Advisory Group</p> <p>Maintain the readiness of the Civil Defence Welfare Centres</p> <p>Develop local CDEM plans in conjunction with other Council groups</p> <p>Maintain a contact database of emergency personnel, CDEM staff and volunteers, emergency services, lifelines, District resources, etc</p> <p>Co-ordinate logistics planning</p> <p>Disseminate Warnings</p> <p>Conduct weekly radio net checks</p> <p>Participate in CDEM Group work programmes</p>	<p>See 3.3. Warning Systems</p> <p>Communications Manual</p>
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<p>Local Controller</p>	<p>Kevin Jefferies, the Group Manager, Development Projects is the Local Controller</p> <p>Alternate Local Controllers are:</p> <ul style="list-style-type: none"> • Gary Simpson, the Group Manager, Assets & Services • Ken Smith , Regulatory Manager, and • Don McGuire, Emergency Manager <p>In a developing emergency the Local Controller will alert and brief the Group Controller (initially through the Group Emergency Manager) at the earliest opportunity and to maintain a flow of information as the basis on which the Group Controller may make a declaration when necessary.</p>	
<p>Assets & Services (Depot)</p>	<p>Maintain planning link with the CDEM Office</p> <p>Operate a base radio on the KCDC Command & Control net</p> <p>Maintain a readily available stock of 500 filled sandbags</p> <p>Maintain a stock of 5,000 sandbags</p> <p>Maintain a stock of water stand-pipes</p> <p>Maintain a minimum of one month's fuel reserves for generators</p> <p>Arrange for shut off at Reservoirs</p> <p>Arrange for standby resources for response:</p> <ul style="list-style-type: none"> • 10 person working party • Plant and vehicles • Sandbag filling machine <p>Maintain details of alternate access routes by conducting periodical reconnaissance through to:</p> <ul style="list-style-type: none"> • Otaki • Waikanae • Paekakariki 	
<p>NZ Police</p>	<p>Participate in the dissemination of civil defence emergency management warning messages</p> <p>Conduct normal Policing duties</p> <p>Arrange meetings and provide the Chairman for the Local ESCC.</p>	
<p>NZ Fire Service</p>	<p>To extinguish and prevent the spread of fire</p> <p>To stabilise and render safe hazardous substances emergencies</p> <p>To assist in the provision of emergency water supplies</p> <p>Fire safety</p>	
<p>Capital Coast, Mid Central</p>	<p>Carry out responsibilities for emergency preparedness and response as specified in these</p>	

<p>and Hutt Valley District Health Boards</p>	<p>Procedures; the Ministry of Health Operational Policy Framework; and the National Health Emergency Plan (NHEP)</p> <p>Co-ordinate the health response to emergencies within the District – including providing EOC facilities, trained personnel, and liaison with the primary and private health sectors</p> <p>Provide advice and direction on matters of public health.</p>	
<p>Assets & Services Group</p>	<p>Convene and Chair a Lifelines Committee, comprising membership from within the Assets & Services Group (Infrastructure, Water and Waste Water, and Civil Defence Emergency Management)</p> <p>Its principal purpose is policy co-ordination in Reduction and Readiness for the District.</p> <p><i>(Membership is extended to include Electra, telecommunications, Gas, Kiwi Rail, Transit, Paraparaumu Airport, etc)</i></p>	
<p>Emergency Services Co-ordinating Committee (ESCC)</p>	<p>The ESCC is a requirement of the NZ Police Operating Procedure (E112) and for the Kapiti Coast District is chaired and managed by the Senior Police Officer, NZ Police, and Paraparaumu.</p> <p>The ESCC provides local emergency management agencies to share information plan for and debrief after events.</p> <p>Membership:</p> <ul style="list-style-type: none"> • NZ Police – Paraparaumu • NZ Fire Service – Paraparaumu, Otaki, Waikanae, Paekakariki • Te Horo Rural Fire Force • KCDC CDEM Manager and EMO • C&CDHB • MCDHB • Regional Public Health, HDH • Wellington Free Ambulance • Neighbourhood Support • Victim Support • Group Emergency Manager • DOC, Waikanae Office • Electra • Ministry Civil Defence Emergency Management <p>Meetings to be scheduled at least quarterly.</p>	<p>NZ Police responsibility</p>
<p>Civil Defence (CD) Welfare Advisory Committee</p>	<p>The CD Welfare Advisory Committee role is to; provide planning advice and to maintain consistency of arrangements toward local readiness and response.</p> <p>It may be convened to assist the CDEM to plan and deal with a developing event.</p> <p>The following agencies provide representation to the Committee:</p>	

	<ul style="list-style-type: none"> • Work & Income • NZ Red Cross • Salvation Army, the Kapiti Corps • Capital & Coast District Health Board • Citizens Advice Bureau • Waikanae SPCA • Child Youth & Family • Otaki • Waikanae • Paraparaumu- • Raumati • Paekakariki • Kapiti Coast District Council EMO <p>Arrangements for providing civil defence welfare within the District are detailed in the Kapiti Coast District Council Civil Defence Welfare Plan.</p>	
Wellington Rural Fire Committee	<p>The Wellington Rural Fire Committee co-ordinates the activities of the rural fire authorities in the Region and approves rural fire management plans.</p> <p>The Emergency Manager is the Principal Rural Fire Officer for the Kapiti Coast District Council.</p>	
Group Emergency Management Officers Committee (EMOC)	<p>The EMOC provides an opportunity for information sharing and co-ordinating work programmes.</p> <p>A Chairman is elected annually from within and by the committee members.</p>	The Emergency Manager and EMOs represent KCDC
Group Work Programme Project Committee	<p>The committee is responsible for co-ordinating the work programme and allocating projects to member local authorities.</p>	

3.3 Warning Systems

The following table is the warning system within the Greater Wellington Region and for the Kapiti Coast District:

Hazard Warning	Lead Agency	Role	Support Agencies	Role	Supporting Documents
Meteorological	MetService	Develop and disseminate warnings of: heavy Rain, strong wind, heavy snow, coastal swells Provide	Group EMO KCDC EMO	Ensure warnings are received by TAs Disseminate in accordance with list	CDEM Group Emergency Operating Procedures KCDC CDEM Plan

		forecasting service as required			
Distant Tsunami	MCDEM	Receive and disseminate to CDEM Groups	Group EMO KCDC EMO NZ Police NZ Fire Service	Ensure warnings are received by TAs Disseminate to: Community Assets & Services Group Public Information Manager Contractors Local public Supplement dissemination	National CD Plan KCDC CDEM Plan
River Flooding	GWRC	Develop flood warnings for major river systems and disseminate to TAs, emergency services, responders, pre arranged landowners. Interpret meteorological information to identify potential for flooding	KCDC EMO Waikanae River Watchers Waitohu Stream Watchers	Disseminate flood warnings to: <ul style="list-style-type: none"> • Otaki, Te Horo, Waikanae, Otaihanga, Paekakariki Communities • Community Assets & Services Group • Public Information Manager • NZ FS 	KCDC CDEM Plan
Fire	NZ Fire Service Te Horo Rural Fire Force	Employ standard fire warning sirens	KCDC EMO & PRFO		

3.4 Facilities – Emergency Operating Centre (EOC)

3.4.1 Required standards

The Wellington Region CDEM Group Plan paragraph 24.3.1 lists the required standards for an EOC.

3.4.2 Kapiti Coast District Council EOC

The EOC for the Kapiti Coast District Council is located within the Depot complex off Fyfield Place, Paraparaumu.

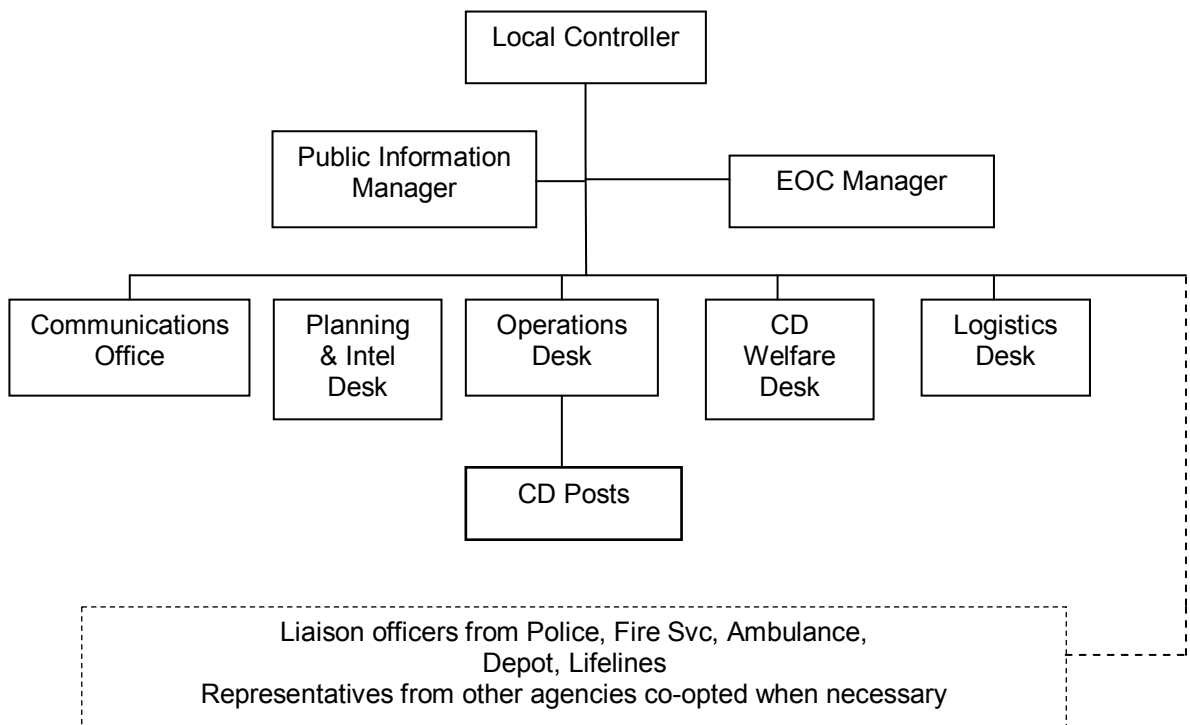
If needed an alternative EOC can be set up from stored equipment and resources in the Paraparaumu Memorial Hall 110 Tutanekai Street, Paraparaumu. It has to be set up from scratch each time it is activated.

Standard operating procedures (SOPs) for the EOC Operations Room are reviewed and practiced regularly.

Day to day monitoring and Level 2 response activities, are maintained by the Emergency Management staff, assisted by a small team of Council staff. An operating procedure is in place to which the team works. The team works in support of the Emergency Manager and provides links to Council management, the Depot, local emergency services and community Civil Defence Posts.

The structure of the EOC Operations Room is shown at Figure 5. It follows the CIMS structure.

Figure 5: EOC Structure



3.5 Facilities - Civil Defence Posts

A Civil Defence Post (CD Post) is established in each community: Otaki, Waikanae, Paraparaumu and Paekakariki.

3.5.1 Each CD Post's role is to:

- Provide an information link to the EOC Operations Room
- Co-ordinate the Response activity within its own community, i.e. investigating and reporting on the status of the community e.g. casualties, property damage, lifelines damage, communications, states of streets and roads, situation regarding evacuees, etc
- Provide a communications link from the CD Welfare Centre to the EOC
- Provide support to the CD Welfare Centre

- Reporting on the situation within the community (SITREPs)

3.5.2 CD Post details

The location of each CD Post, the CDEM radio net contact for each and the location of respective contingent CD Welfare Centres are:

Otaki CD Post	Council Service Centre, Otaki Library, Main St, Otaki	Call sign "CD Otaki" on Channel 1 KCDC Command & Control Net (ES6)	CD Welfare Centre located at the Memorial Hall (next door to Library)
Waikanae CD Post	Council Service Centre, Waikanae Library, Mahara Place, Waikanae	Call sign "CD Waikanae" on Channel 1 KCDC Command & Control Net (ES6)	CD Welfare Centre at the Memorial Hall, Pehi Kupa St, Waikanae
Paraparaumu/	Kapiti Community centre	Call sign "CD Paraparaumu" on Channel 1 KCDC Command & Control Net (ES6)	CD Welfare Centre at St Paul's Church, Kapiti Rd, Paraparaumu
Paekakariki CD Post	Paekakariki School Dental Clinic, Wellington Rd, Paekakariki	Call sign "CD Paekakariki" on Channel 1 KCDC Command & Control Net (ES6)	CD Welfare Centre at St Peter's Church Hall, Beach Rd, Paekakariki

Operating procedures are issued to each CD Post.

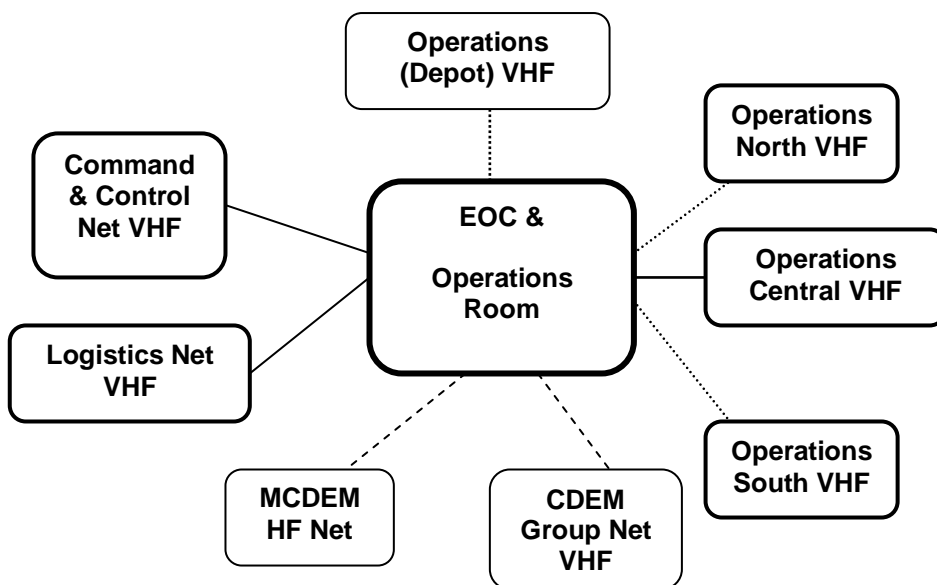
3.6 Communications

The primary means of communication are the Telecom NZ phone and fax lines.

Alternate communications are provided by three VHF radio networks and a HF network. The framework is shown below.

A satellite phone network is provided by the Wellington Region CDEM Group Office covering the Wellington Region.

Figure 6: Communications Framework



Key: Internal Co-ordination and control (solid line)
 External (dashed line)
 Monitoring (dotted line)

3.6.1 Radio net details

Frequency and channel information together with the composition of the radio nets in Figure 6 are detailed in the following chart

Command & Control Net (VHF)	ES6 (Channel 1) Repeater on Mt Field	Stations (CD Posts): Otaki, Waikanae, Paraparaumu, Paekakariki, Stations (Emergency Services): Paraparaumu Fire, Paekakariki Fire, Waikanae Fire, Otaki Fire, Kapiti Health Centre, Otaki Medical Centre	
----------------------------------------	-----------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Logistics & Schools Communications Centres Net (VHF)	ES151 (Channel 2) Repeater on Mt Field	Stations (Schools): Kapanui, Kena Kena, Paraparaumu, Paraparaumu Beach, Paraparaumu College, Raumatī Beach, Raumatī South, Te Horo, Waitohu Other: stations will be allocated callsigns on joining	
Operations South Net (VHF)	ESX22 (Channel 3) Hand held radio	Stations: CD Post Paekakariki & Welfare CD Post Paraparaumu & Welfare	Monitored by the EOC & Operations Room
Operations Central Net (VHF)	ESX23 (Channel 4) Hand held radio	Stations: CD Post Waikanae & Welfare	Monitored by the EOC & Operations Room
Operations North Net (VHF)	ESX24 (Channel 5) Operations North	Stations: CD Post Otaki & Welfare Centre	Monitored by the EOC & Operations Room
Te Horo Rural Fire Force	ESX25 (Channel 6)		
Council Operations	Depot, Call Centre	Fleetlink	For information monitoring and support in emergencies
CDEM Group Net:	Primary Net ES41: (Channel 4) Liaison Net ES150 (Channel 8) Repeater: Mt Climie	Stations (Local Authorities): Wellington Region CDEM offices Wellington & Masterton, Kapiti, Porirua, Wellington City (WEMO), Upper Hutt, Hutt, Masterton, Carterton, Sth Wairarapa	
MCDEM (North Island) Net:	HF 5386mHz	Stations: Kapiti, Masterton, Porirua, Wellington Region (Wairarapa), HB Region, Napier, Hastings, Horizons Manawatu, Wanganui, Taranaki, GNS Gracefield	
Rural Fire	UHF	KCDC EMO/PRFO has a radio on this net	

3.6.2 Communications Manual

The CDEM Operations Centre Communications Manual provides all details on the District Council's CDEM communications. It records the telephone lines and details of the radio networks and radio equipment used.

3.7 Community contingency plans

Contingency Plans exist for the Otaki, Waikanae, Paraparaumu/Raumati and Paekakariki communities.

3.8 Public education

The Kapiti Coast District Council's responsibility is to deliver community education in accordance with the CDEM Group Education Strategy which includes the distribution of official information.

Within the District this is to be a monthly programme of radio and media advertising, supplemented by distributing pamphlets and publications at fairs, open days, displays, etc. In addition, CDEM staff conduct a programme of annual visits and presentations to schools and institutions. Briefing Councillors, members of the Community Boards and Council staff is part of the Public Education Programme.

3.9 Public information

For routine CDEM activity (non emergency), public information notices are dealt with through the Public Information Advisor or written and published with prior acknowledgement from the Public Information Advisor.

When the EOC is activated, the Public Information Management Desk in the EOC will receive information from various sources, process it and distribute to the public by means of broadcast radio, television, newspapers and the Kapiti Coast District Council web site.

3.10 Civil Defence Welfare

Arrangements for providing civil defence welfare within the District are detailed in the Kapiti Coast District Council Civil Defence Welfare Plan.

The primary CD Welfare Centres and their locations are:

Otaki	located at the Memorial Hall (next door to Library)	CD Post at Council Service Centre, Otaki Library, Main St, Otaki
Waikanae	located at the Memorial Hall, Pehi Kupa St, Waikanae	CD Post at Council Service Centre, Waikanae Library, Mahara Place, Waikanae
Paraparaumu	located at St Paul's Church, Kapiti Rd, Paraparaumu	CD Post at Kapiti Community centre
Raumati Beach	located at the Kapiti Uniting Parish Church/Hall, 27 Raumati Road, Raumati Beach	
Paekakariki	located at St Peter's Church Hall, Beach Rd, Paekakariki	CD Post at Paekakariki School Dental Clinic, Wellington Rd, Paekakariki

3.11 Logistics

The CDEM Office is responsible for co-ordinating logistics planning in the event of an emergency including identification, procurement arrangements and distribution during the Response phase. To include emergency fuel supplies

Planning is to be in consultation with the CDEM Group Office.

Agencies and organisations within the District that have a response role in an emergency are responsible for their own resources.

During the Response phase, the Logistics staff of the EOC manage and co-ordinate logistics requirements.

3.12 Training

Training the community and volunteers is necessary in delivering CDEM. Training should include Response and Preparedness in Disaster (RAPID) programme and Community Emergency Response Training (CERT). Also the Co-ordinated Incident Management System (CIMS).

Training volunteers for CD Welfare and Council staff for the Ops Room and CD Posts is the role of the Council's CDEM Office.

Each year's training is to be based on the following minimum activities and is cyclic:

Introduction to CDEM	For new and interested Council staff To include: <ul style="list-style-type: none"> the hazardscape – local, national CDEM structure – local, CDEM Group, National Personal plan 	Duration: 1 hour Venue: EOC Frequency: As required References: KCDC CDEM Operating Procedures, CDEM Group Plan,
Introduction to the EOC	New staff introduction to the Operations Room and information management system (EMS)	Duration: 2 hours Frequency: as required Venue: Operations Room and EOC Reference: EOC SOPs
Work-up Desks: Plan/Intel, Operations, Welfare, Logistics	<ul style="list-style-type: none"> roles, functions & tasks of each Desk tutorial exercise practicing EOC procedures 	Two sessions for each Desk Duration: 2 hours each session Frequency: February and April; dates to be published Venue: EOC Reference: EOC SOPs
EOC Exercise	Exercises designed to teach and practice whole of Ops Room working to a realistic scenario	Two sessions Duration: 4 hours each session Frequency: June and August; dates to be published Venue: EOC Reference: EOC SOPs

CDEM Exercise	A major exercise involving the EOC, CD Posts, CD Welfare Centres, Operational Services, Emergency Services, Lifelines, selected agencies. Scenario selected by Management. May include participation and assistance from CDEM Group.	Duration: 8 hours Frequency: annually, in October Venue: EOC, CD Posts, CD Welfare Centres Reference: Operating Procedures, EOC SOPs, Contingency Plans
Radio operating	Introduction to CDEM Radio Communications	Duration: 2 hours Frequency: as required Venue: EOC Reference: Communications Manual
CD Post	CD Post volunteer staff training – activation, establishing radio communications with the EOC and processing information	Each CD Post (Otaki, Waikanae, Paraparaumu, Paekakariki) Duration: 2 hours Frequency: 6 monthly Venue: Designated CD Posts & EOC
CD Welfare Centre	CD Welfare volunteer training – activation and processing	Each CD Welfare Centre (Otaki, Waikanae, Paraparaumu, Raumati, Paekakariki) Duration: 2 hours Frequency: 6 monthly Venue: Designated CD Welfare Centres & EOC
CIMS 2	Council staff and selected volunteers and emergency services personal	Details will be advised
CIMS 4	For police, fire, ambulance, selected Council staff, and selected volunteers. Limited to people who are likely to be involved as CIMS managers	Details will be advised
Local Controller training	For managers appointed local controllers	Details will be advised
Recovery manager	For appointed managers	Details will be advised

EOC Ops Room training summary:

Activity	Feb	Apr	Jun	Aug	Oct
Individual - Desk	Plan/Intel Ops Welfare Logistics	Plan/Intel Ops Welfare Logistics			
Collective - Ops Room			EOC Ex	EOC Ex	KCDC/Group

3.13 Exercises

Conducting basic training exercises and a local major exercise is the responsibility of the Council's CDEM Office.

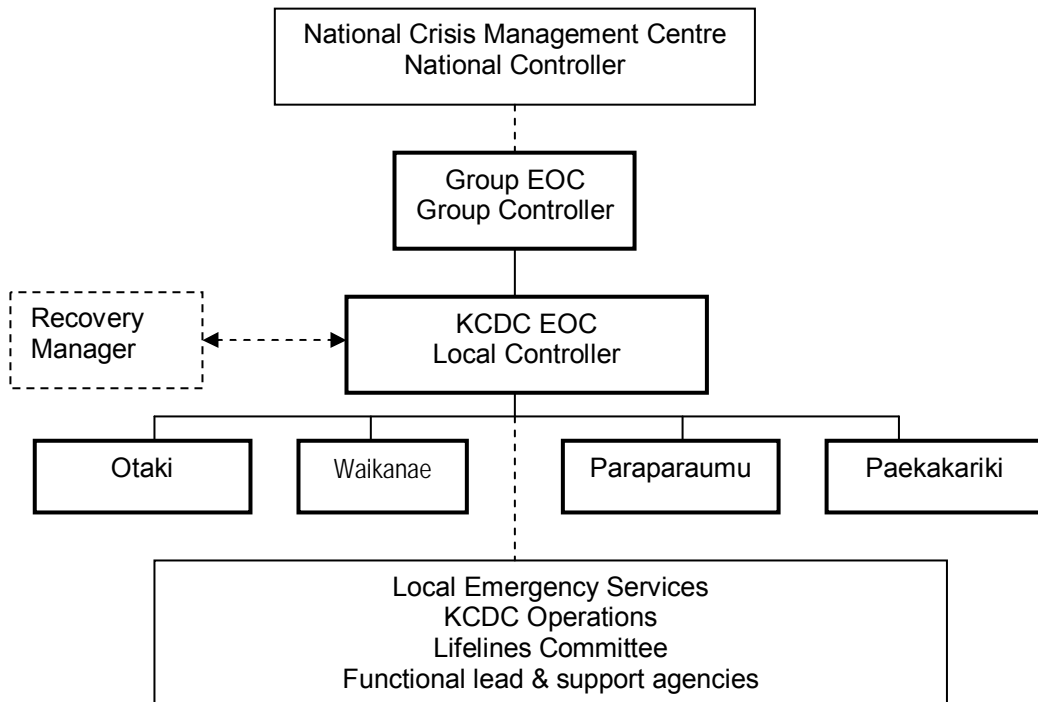
The Kapiti Coast District Council will be required to contribute and participate in CDEM Group training and exercises in accordance with the CDEM Group Training Schedule. The District Council CDEM structure (Local Controller, Emergency Management staff, and some nominated personnel) will be the principal participants in the main except for an activity requiring full EOC activation.

4. Operational Arrangements – Response

4.1 Organisation – levels of emergency

Level of emergency	Description and Kapiti Coast District Council response
1	<p>Day to day local emergency events, management is conducted on site in accordance with the Co-ordinated Incident Management System (CIMS).</p> <p>Managed by the emergency services and local agencies without CDEM input.</p> <p>The Emergency Manager may be kept informed and may maintain on site liaison link reporting back to the Operations Room</p>
2	<p>A larger scale event that requires some CDEM input.</p> <p>May continue to be monitored and low level activity co-ordinated from the Operations Room.</p> <p>Control is exercised by the lead agency. The Emergency Manager maintains on site liaison.</p>
3	<p>A state of local emergency within the District.</p> <p>Requires a declaration for the District and notification immediately to the Group Controller.</p> <p>The Local Controller directs and co-ordinates the emergency response.</p>
4	<p>An emergency declared for the whole CDEM Group.</p> <p>The Group Controller will direct and co-ordinate the response.</p> <p>If a state of local emergency is in place at the time a Group declaration is made, the local declaration is terminated but the Local Controller is directed by the Group Controller</p>
5	<p>A state of national emergency, Group and Local Controllers work under the direction of the National Controller</p>

Figure 7 below illustrates the response organisation.



4.2 Role of the EOC

Under the direction of the Local Controller, the role of the EOC is:

- Gather, collate and assess information
- Assess impacts
- Issue public statements and advice
- Provide information to the media
- Control the overall Local Response
- Arrange and co-ordinate logistics support
- Issue warnings
- Manage and co-ordinate overall District CD Welfare services
- Maintain liaison links with local emergency services
- Report to the Group EOC

Roles and responsibilities of EOC staff are included in the EOC SOPs.

4.3 Role and responsibilities of the Community CD Posts and CD Welfare Centres

Roles and responsibilities are included in the EOC SOPs. Refer to Part Two, Kapiti Coast District Council Operating Procedures

4.4 Activation

4.4.1 Levels of Activation

Circumstances will determine the extent to which level the EOC is staffed and made ready to carry out its operational function. These range from early warning of an imminent event (placed on a Standby level or Partial level) to a sudden onset without warning (Full activation). The three levels which define the EOC's operational status are:

Alert – (an impending situation that may lead to an emergency)

Standby – (the EOC staff are placed in a state of readiness and monitor the situation)

Full – (the situation has developed into a local emergency or the event has occurred without warning)

Stand down and liaison with Recovery Manager

When the emergency has terminated or is at such a level where full staffing of the EOC is not needed, personnel will be stood down accordingly. Shifts of appropriate numbers may still need to be on call.

The Recovery Manager and Recovery Team are briefed and prepare for the recovery phase. The team may work from the EOC using existing systems.

4.4.2 Authority to Activate the EOC

Activation of the EOC is made on the authority of the Local Controller.

4.5 Declaration Procedures

4.5.1 General Arrangements

A declaration of a state of local emergency within the Kapiti Coast District will be made when an emergency has occurred or may occur and there is an actual or likely need to access the special powers provided by sections 85 – 94 of the CDEM Act 2002.

If a local declaration is necessary, the Mayor (or a person acting on behalf of the Mayor), will contact the Group Controller or the Group EMO.

The Emergency Services will be consulted, where possible, prior to any declaration being made.

In making a decision to declare a state of local emergency, special consideration will be given to the following factors:

- The safety of individuals
- The need to provide for first aid and to provide for the relief of stress
- The need to undertake works such as clearing roads and other public places and the making safe of dangerous structures
- The need to restrict access, close roads or other public place
- The need to conserve and supply water, food, fuel and other essential supplies
- The need to prohibit or regulate land, air and water traffic
- The need to requisition property or to direct any person to stop an activity or to undertake an activity or to enter into contracts
- The need to carry out inspections

Where an emergency has occurred or may occur in more than one district or city of the Region, a declaration will be made for the whole Region by the CDEM Group. In this case, if a state of local emergency exists in the Kapiti Coast District, that emergency will be terminated concurrently with the new declaration coming into force for the Region.

4.5.2 Declaring a State of Local Emergency

What

A declaration to cover the whole District (a Level 3 declaration)

When

- It appears that an emergency has occurred or may occur within the District
- The situation is causing or has the potential to cause loss of life, injury, illness, distress, or endangers the safety of the public or property
- The powers of sections 85-94 of the CDEM Act 2002 are required
- Emergency services advise they cannot deal with the situation
- A co-ordinated CDEM response is required

Who

By the Mayor Kapiti Coast District Council, pursuant to section 68 CDEM Act 2002. In the absence of the Mayor, an elected member acting on behalf of the Mayor may make the declaration, or the Group Controller

Duration

The state of local emergency expires:

- On the commencement of the seventh day after the date on which it was declared, or any earlier time and date that was stated in the declaration, or
- When a declaration is made for the whole of the CDEM Group (Level 4)

The state of local emergency may be extended by declaration of the Mayor or an elected member acting on behalf of the Mayor

4.5.3 Procedure for declaring a state of local emergency

The person authorised to make a declaration of a state of local emergency must adhere to the following process:

- The Group Controller will assess the emergency status of the Region. Up-to-date information will be sought from all territorial authorities.
- If declarations are necessary or likely to be necessary in more than one territorial authority district within the next 24 hours, the Group Controller will recommend to the Chairperson of the CDEM Group that a local declaration be made for the whole Group area.
- If a declaration is only required for one territorial authority district, the Group Controller will advise the Mayor of that district and recommend that they make the declaration.
- If a declaration has already been made for one territorial authority district, and a declaration is required for another territorial authority district, the Chairperson of the CDEM Group will make a declaration for the whole Group area. By doing so, the original declaration will be terminated.

The person making the declaration must:

- Sign the statutory declaration form. (See Appendices)

- Notify the Group and Local Controller(s) that a declaration of a state of local emergency has been made, and the area for which it has been made
- Ensure that the emergency services are notified that a declaration has been made
- Ensure that, by any means possible, the public is notified that a declaration has been made
- Notify the Ministry of CDEM that a declaration has been made
- As soon as possible arrange for the declaration to be published in the *Gazette*. Contact NZ Gazette Office at the Department of Internal Affairs.

4.6 Response functions

The following table summarises the response functions to be undertaken:

Function	Lead Agency	Role	Support Agencies	Role	Supporting Documents
Activation: KCDC EOC	KCDC EOC	Activate for impending emergency or when emergency has occurred	NZ Police NZ Fire Svc C&CDHB Regional Public Health Victim Support Electra	Provide liaison to EOC	EOC SOPs
Activate CD Welfare Centres	KCDC EOC		Work & Income, NZ Red Cross, Salvation Army, CAB.	Provide assistance to CD Welfare Centres	KCDC CD Welfare Plan
Activate CD Posts	KCDC EOC				CD Post Operating Procedures
Information Management: Public Information coordination	KCDC EOC	Public Information Manager: co-ordinate and disseminate public information and warnings	Assets & Services (Operations)	Provide information to contractors	EOC SOPs KCDC Plan CDEM Group Operating Procedures
Situation Reporting (SITREPs)	KCDC EOC	Disseminate to approved recipients Provide	Group EOC	Provide information to TAs and NCMC	EOC SOPs KCDC Plan

		information to the GEOC			CDEM Group Operating Procedures
Enquiry about individuals	NZ Police KCDC EOC NZ Red Cross	Answer enquiries Provide information about evacuees to NZ Red Cross (registration forms from local CD Welfare Centres) Manage enquiries			
Public Enquiry	KCDC Call Centre	Answers calls Either: provide answer, or transfer caller to KCDC EOC	KCDC EOC	Deals with call	
Lifeline information co-ordination	EOC (Liaison Officers) Group EOC Lifelines Coord	Information to the public Provide lifelines information to the Group EOC Provide information to Lifelines clients, the media, KCDC EOC	Planning & Risk Group and Depot	Carry out reconnaissance of own networks/assets	Group EOC SOPs Protocols for Lifelines Utilities
Reconnaissance and needs assessment	KCDC EOC	Co-ordinate reconnaissance of local area and disseminate findings	Group EOC	.	
Environmental impact assessment	Group EOC	Assess environmental impacts of emergency events	KCDC EOC	Assess environmental impacts of emergency events within District	
Resource Management: Logistics supply	KCDC EOC	Co-ordinate and prioritise resources within the District. Co-ordinate procurement, requisitioning, payment, access, staging, distribution and return of resources.	Group EOC	Provide resources as requested by KCDC	

External support personnel	KCDC EOC	Provide for the administration, accommodation and tasking of invited external personnel			
Health & Medical: Medical provision	CC&DHB Mid Central DHB	Co-ordinate health sector response	Kapiti Health Centre, Otaki Medical Centre & local PCAs	Provide emergency health services under direction of DHB	
Public Health	Regional Public Health	Co-ordinate local public health response	KCDC Public Health Inspectors	Public health awareness and inspections	
Urban Search and Rescue (USAR): Search and rescue (urban)	NZ Fire Service Te Horo Rural Fire KCDC EOC	Provide management personnel for urban search and rescue operations, as available. Deploy USAR taskforces on request Co-ordinate required location of rescue activities. Establish pre-event arrangements with contractors and general rescue teams for rescue capability.	USAR taskforces, International teams Local rescue teams , volunteer, private business Group EOC	Mobilise resources to carry out medium rescue. Mobilise resources to carry out surface rescue. Co-ordinate requests for national and international rescue teams and experts	CDEM Group Rescue Strategy USAR standards and guidelines
Evacuation: Evacuation	NZ Fire Service NZ Police Te Horo Rural Fire	Evacuate areas required for public safety	KCDC EOC Other agencies include: Waikanae River Watch & Waitohu Stream Watch Groups; El Rancho	Assist and provide resources	KCDC CD Welfare Plan
Registration of evacuees	KCDC CD Welfare	Register displaced people	KCDC EOC CD Welfare		

	Centres		Centres; NZ Red Cross, CAB		
CD Welfare: Co-ordination	KCDC EOC CD Welfare Centres	Activate and co-ordinate welfare services	CD Welfare Centres		KCDC CD Welfare Plan
Registration	CD Welfare Centres	Register displaced people including commuters	CAB NZ Red Cross		
Assess immediate needs	CD Welfare Centres		Victim Support		
Immediate shelter	CD Welfare Centres	Temporary accommodation			
Food	CD Welfare Centres		Salvation Army		
Clothing			NZ Red Cross	Provide emergency clothing, act as lead agency	
Animal Welfare			Waikanae SPCA	Co-ordinate emergency shelter	
Deceased Victims	NZ Police	Manage identification, handling, and transportation of deceased victims. Notify next of kin	CCDHB, Mid Central DHB, KCDC EOC		
Infrastructure and Lifelines: Commuter Management	NZ Police (response level 1 & 2) Group EOC (response	Implement safety measures of road transportation networks. Provide information to commuters. Co-ordinate and prioritise transport needs of emergency workers	KCDC EOC Transport operators Transit AA GWRC (Transport	Co-ordinate road access restoration of local roads Implement business continuity arrangements to restore services Co-ordinate road access and restoration of state highways Provide road status information Provide information to commuters	

	level 3 & 4) KCDC EOC (response level 2-3)	Provide information to commuters Co-ordinate and prioritise transport needs of emergency workers. Provide for commuters stranded en-route within local area.	Division) Transit NZ Police	Gather and disseminate information from across the region Provide services to restore road access or maintain road safety of local roads.	
Access Restoration	Transit (State Highways) KCDC EOC Kiwi Rail Paraparaumu Airport	Co-ord access restoration of state highways Co-ord access restoration of local roads Restore rail access Restore use of airport	Contractors, NZ Police, AA Assets & Services (Operations)		
Building damage assessment	KCDC EOC	Arrange and co-ordinate building inspectors Authorise re-occupation	Assets & Services (Regulatory) Insurance Council	Co-ordinate and arrange insurance assessors Public health issues Co-ordinate insurance companies	
Emergency Communications	Asset owner: Telstra, Telecom	Restore normal communications networks and arrange interim measures if necessary	Group EOC KCDC EOC Kapiti Amateur Radio Service (KARS)	Restore (radio, satellite) communication between the Group and Local EOCs Restore (radio) communication between the EOC and community response facilities and organisations Technical advice and services as required	
Emergency Water	KCDC EOC & Depot	Restore normal water supply networks.	Regional Public Health	Provide advice on integrity of emergency water sources, and	

				water quality.	
Sewage and Storm Water	KCDC EOC Assets & Services	Restore normal sewage and storm water networks. Arrange collection and disposal of waste when sewage and waste water systems are disrupted. Carry out site inspections if contaminated with sewage and waste water.	Regional Public Health	Provide advice on issues of public health.	
Energy Restoration and emergency supply	Electra NatGas	Take all necessary steps to restore normal electricity distribution.			
Police & Fire Service: Law & Order	NZ Police	Maintain law & order Protect life and property Secure and control perimeters Act as search controller at rescue scenes. Facilitate movement of rescue, medical, fire protection and other essential services Provide for road traffic safety and movement control Maintain cordons at scene and control access Assist with local reconnaissance Evacuate areas as required for			

		public safety Undertake Disaster Victim Identification (DVI) procedure Report to the KCDC EOC if required			
Fire control urban	NZ Fire Service	Extinguish and prevent the spread of fires To save lives and property in danger			
Fire control rural	PRFO	Extinguish and prevent the spread of fires in rural area	Te Horo Rural Fire		
Hazardous substances response	NZ Fire Service GWRC (Environment Division)	Stabilise and render safe hazardous substances. Manage oil spill incidents within the Coastal Marine Area.	Assets & Services Group GWRC (Environment Division)	Provide advice and support at hazardous substances incidents. Carry out necessary investigations. Respond to and manage marine oil spill incidents.	Hazardous Substances & New Organisms Act 1996 (HSNO Act)
Non CDEM Group Emergencies: (KCDC CDEM primarily in support role) Search and rescue: land, marine, air (excludes urban/building extraction)	NZ Police Te Horo Rural Fire	Manage rural, land based and small scale marine search and rescue operations (excluding extraction from damaged structures).			
Agricultural Emergencies	MAF/Agriqual	Investigate and manage incursions of exotic organisms affecting plants and animals	KCDC Community Assets & Services GWRC	Provide support and resources for agricultural emergencies as requested.	
Public health	Medical	Direct actions to	KCDC	Implement the	Health Act S

Emergencies including Pandemic	Officer of Health (MOH)	prevent and control the spread of pandemic illness. When authorised by the Minister (or declared CDEM emergency) direct and implement powers of the MOH	Environmental Health Officers Emergency Services Group EOC District Health Boards	directions of the Medical Officer of Health. Provide resources and facilities to support the public health response.	70-71. National Health Emergency Management Plan – Infectious Diseases
Terrorism emergency	NZ Police	Manage response to terrorism events and carry out investigation.			National Terrorist Plan
Debrief	Local Controller	Conducts debrief of the response activities. Collate findings and report to Senior Management and Council			
Recovery	Local Controller Group Manager, Community Assets & Services KCDC Building Manager Recovery Manager	Brief Recovery Manager Appoint a Recovery Manager Provide office and facilities for Recovery Manager and team Establish recovery management team and procedures Commences recovery process			

5. Operational Arrangements – Recovery

Recovery is the co-ordination of essential activities to bring about the immediate, medium and long-term rehabilitation of a community.

Recovery involves the rehabilitation of the emotional, social, physical and economic wellbeing of communities, taking opportunities to meet future community needs, and reducing future exposure to hazards and risks.

The recovery phase gains momentum when the threat to life has passed, community safety is assured, and any state of emergency is lifted.

5.1 Recovery principles

The priorities to be followed in a recovery phase are:

- Safety of individuals – the safety of people remaining in the disaster area.
- Social recovery – the restoration of material and emotional needs of individuals and groups within the community.
- Economic recovery – facilitating the provision to the community of the tools needed to commence their own economic recovery.
- Physical recovery – restoring the built environment, consistent with appropriate risk management practices and principles.

Recovery activities should start when emergency response is still in progress. Key decisions during the response phase are likely to directly influence and shape recovery.

Recovery management personnel and procedures should be put in place as soon as possible during the response to an emergency. Refer to 5.2.

Recovery should not just aim at recreating the past, but creating the future. Opportunities to reduce vulnerability to future hazard events should be sought and implemented during recovery.

The timeframes for recovery are likely to be long, probably months - years.

Recovery ranges from large-scale community planning, to individual assistance.

Recovery will involve agencies that have not previously had any direct involvement with emergency management. It will involve a diverse range of expertise and skills.

When addressing essential services, priorities for utility/service restoration for all agencies and Lifeline Utilities to observe are:

1. Public health and safety (Hospitals, Ambulance)
2. Emergency Management (Police, Fire Service, Emergency Operations Centres)
3. Lifelines infrastructure (Energy, Communications, Water, Transport)
4. Vulnerable sectors (immobile or vulnerable groups of people such as in rest homes or prisons)
5. Isolated communities
6. Key areas (e.g. central business districts)
7. Commercial producers
8. Residential zones

5.2 Role of the Kapiti Coast District Council in recovery

The Kapiti Coast District Council will:

- appoint a local recovery manager
- establish a local recovery management team to facilitate recovery
- identify and furnish an office for the recovery manager and staff
- work with the Group Recovery Management Team
- plan for managed withdrawal so that individuals and organisations within the community can, in the long term, manage their own recovery processes, albeit with support available if required.

5.3 Local Recovery Management

5.3.1 Local Recovery Manager

The Local Recovery Manager has no statutory powers during emergency recovery.

The Local Recovery Manager's role is to co-ordinate recovery activities for the Kapiti Coast District.

The Local Recovery Manager will work with the Group Recovery Manager.

The role will include the following:

During readiness

- participate in Local and Group response and recovery training and exercises
- attend ongoing recovery management training.

During response

- establish contact with the Local Controller and keep informed about the incident
- advise the Local Controller on matters of importance for recovery
- together with the Local Controller, ensure there is continuity between the response and recovery phases
- establish links with the Group Recovery Manager to consider recovery issues.

During recovery

- establish a recovery management team and office
- identify recovery requirements which may include personnel, physical resources, and facilities
- establish links with key recovery agencies
- carry out recovery impact assessment and priority setting
- manage and co-ordinate local recovery activities
- keep the Kapiti Coast District Council management and CDEM Group informed about recovery activities and issues
- maintain links with the Group Recovery Manager

5.3.2 The Local Recovery Management Team

The Local Recovery Manager will require a team of personnel to facilitate specific aspects of recovery, such as:

- welfare (physical and psychosocial health)
- infrastructure and lifelines
- economic/business
- environmental
- community development

- rural
- information (reporting and public information).

The Local Recovery Manager may establish workgroups with specific terms of reference, and appoint workgroup leaders, as required.

The Local Recovery Management Team and workgroups will require adequate administrative support.

5.3.3 Recovery management facilities

The Local Recovery Management Team will operate from an office assigned by the Building Manager following the lifting of a state of emergency.

The same administrative equipment and support required during response may also be needed during recovery.

5.3.4 Transition to recovery

Formal handover to the Local Recovery Manager happens when the state of emergency is lifted.

5.3.5 Recovery functions

Many of the functions carried out during emergency response continue during recovery.

In addition, the recovery phase of the emergency requires additional recovery functions to be performed by many emergency management agencies.

The following table summarises the functions to be undertaken by the Kapiti Coast District Council:

Function	Lead Agency	Role	Support Agencies	Role	Supporting Documents
Information Management: Public information	Local Recovery Manager	Provide and co-ordinate advice to the public about recovery issues and progress	Public Information Manager Group EMO		
Financial impact assessment	Local Recovery Manager	Collate information and statistics of financial losses and damages	Group Manager Fin & Corp Ser		
Debrief	Local Recovery Manager	Conduct a debrief of the recovery activities. Collate findings and report to Senior Management/Council			
Welfare: Housing	Housing NZ	Facilitate provision of short term housing for evacuees	Local Recovery Manager	Provide information on evacuees	
Emergency benefits	Work & Income	Maintain benefit payments & make	Local Recovery	Provide information on	

		emergency payments	Manager	evacuees	
Donated goods	Local Recovery Manager	Make arrangements for the receipt, management, storage and distribution of donated goods	NZ Red Cross	Assist with management of donated goods	<i>(unwanted or "junk items" should be discouraged in favour of specified urgent items)</i>
Donated funds	Local Recovery Manager	Establish and distribute mayoral relief funds			
Welfare: Assessment of needs	Victim Support				
Mental health(psychological services)	CCDHB Mid Central DHB		CYFS Church Groups		
Infrastructure and lifelines: Restoration	Lifeline Utilities	Facilitate the restoration of damaged infrastructure			
Rebuilding and reconstruction	Asset owner	Arrange rebuilding and reconstruction of own assets	Community Assets & Services		
Resource Management: Insurance assessments and payout	Insurance companies	Carry our assessments and make payments	Insurance Council		
Cost recovery from MCDEM	Local Recovery Manager	Prepare and submit emergency expenditure claims			
Debris removal	Group Manager Fin & Corp Ser Assets & Services Group	Issue necessary consents or approvals for disposal			

6. Administration and Financial Arrangements

6.1 CDEM Group arrangements

CDEM Group administration and financial arrangements are specified in Part 6 of the Group Plan

These include membership, functions, terms of reference, administering authority and emergency expenditure policy.

6.2 Kapiti Coast District Council CDEM arrangements

6.2.1 During the lead up to a declared emergency

The Kapiti Coast District Council is responsible for meeting all costs associated with the local CDEM response, personnel, facilities and resources.

A clear record of who authorises any expenditure, and its purpose is to be kept.

6.2.2 During a declared emergency

The Kapiti Coast District Council is responsible for meeting emergency expenditure incurred within the district, and arising out of the use of resources under the direction of the Local Controller.

The Kapiti Coast District Council takes full first line responsibility for dealing with the impact of the disaster in its geographic and functional areas of responsibility.

A clear record of who authorises any expenditure, and its purpose is to be kept by staff appointed by the Group Manager Finance and Corporate Services.

6.2.3 During recovery

Upon termination of a declared emergency, the expenditure regime established for the response phase must be closed off and recommenced for the recovery phase under the direction of the Local Recovery Manager.

A clear record of who authorises any expenditure and its purpose is to be kept by Finance and Corporate Services.

6.2.4 Unexpected expenditure

The CDEM Group will consider any additional items of expenditure not pre-programmed on a case by case basis.

6.2.5 Cost recovery

Following an emergency response, claims may be prepared for government assistance (Category A & B expenditure, National CD Plan) by Finance and Corporate Services.

Claims for government assistance are to be made by Finance and Corporate Services on behalf of the Kapiti Coast District Council who incurred the expenditure.

If an emergency involved more than one district the CDEM Group will coordinate and check the respective local authority claims, independently prepare a claim for Group costs, and submit a consolidated application.

Any reimbursement from central government will be distributed back to the local authority which incurred the expenditure.

7. Rural Fire

7.1 Authority

The authority for conducting rural fire operations by the Emergency Management Office of the Kapiti Coast District Council is its Fire Plan 2004 – 2005.

8. Appendices

Form A – Declaration of a state of local emergency

Form B – Extension of a state of local emergency

Form C – Termination of a state of local emergency

Form A – Declaration



Kapiti Coast District Council

Declaration of a state of local emergency

Pursuant to Section 68 of the Civil Defence Emergency Management Act 2002, I

.....
(full name)

hereby declare a state of local emergency to be in force in the Kapiti Coast District

The state of local emergency shall come into force on the time and date of making this declaration, or at a later time and date stated in the declaration.

A state of local emergency expires with the commencement of the seventh day after the date on which it was declared, or any earlier time and date that may be stated in the declaration of the state of local emergency.

Declared by:

Designation:

Time of declaration:.....

Date of declaration:

Contact details:

Phone:

Fax:

Email:
.....

PUBLIC NOTICE OF THIS DECLARATION MUST BE GIVEN IMMEDIATELY BY SUCH MEANS AS ARE REASONABLY PRACTICABLE, AND IT MUST BE PUBLISHED IN THE GAZETTE AS SOON AS PRACTICABLE.

Form B – Extension



Kapiti Coast District Council

Extension of a state of local emergency

Pursuant to Section 71 of the Civil Defence Emergency Management Act 2002, I

.....
(full name)

hereby extend the state of local emergency in force in the Kapiti Coast District

The extension of the state of local emergency expires with the commencement of the seventh day after the date on which it was declared, or any earlier time and date that may be stated in the declaration of the extension of the duration of the state of local emergency.

Declared by:

Designation:

Time of declaration:.....

Date of declaration:

Contact details:

Phone:

Fax:

Email:
.....

PUBLIC NOTICE OF THIS DECLARATION MUST BE GIVEN IMMEDIATELY BY SUCH MEANS AS ARE REASONABLY PRACTICABLE, AND IT MUST BE PUBLISHED IN THE GAZETTE AS SOON AS PRACTICABLE.

Form C – Termination



Kapiti Coast District Council

Termination of a state of local emergency

Pursuant to Section 72 of the Civil Defence Emergency Management Act 2002, I

.....
(full name)

hereby terminate the state of local emergency in force in the Kapiti Coast District

The state of local emergency shall be terminated at the time and date of making this declaration.

Declared by:

Designation:

Time of declaration:.....

Date of declaration:

Contact details:

Phone:

Fax:

Email:
.....

PUBLIC NOTICE OF THIS DECLARATION MUST BE GIVEN IMMEDIATELY BY SUCH MEANS AS ARE REASONABLY PRACTICABLE, AND IT MUST BE PUBLISHED IN THE GAZETTE AS SOON AS PRACTICABLE.

References

- The Civil Defence Emergency Management Act 2002
www.civildefence.govt.nz/memwebsite
- National Civil Defence Emergency Management Plan Order 2005
www.civildefence.govt.nz/memwebsite
- The Guide to the National Civil Defence Emergency Management Plan 2006 www.civildefence.govt.nz/memwebsite
- Wellington Region Civil Defence Emergency Management Group Plan
www.wrcdemg.govt.nz
- Kapiti Coast District Council Long Term Council Community Plan – Choosing Futures
- Kapiti Coast District Council Emergency Operations Centre Operations Room standard operating procedures (SOPs)
- Kapiti Coast District Council Civil Defence Emergency Management Communications Plan
- Kapiti Coast District Council Civil Defence Welfare Plan
- Kapiti Coast District Council Operational Procedures for Civil Defence Posts
- Kapiti Coast District Council Civil Defence Emergency Management Training for Council Volunteers
- Kapiti Coast District Council Civil Defence Emergency Management Business Plan
- Kapiti Coast District Council Business Continuity Plan – Response to Pandemic Threat