

DRAFT

Organisations with a Civil Defence Role in the Wellington Region

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caring about you & your environment

ORGANISATIONS WITH A CIVIL DEFENCE ROLE IN THE WELLINGTON REGION

Purpose

This publication lists the major tasks that will need to be carried out in response to a disaster. It then attempts to define which organisations are involved in these tasks, and who is the lead agency.

The benefit of this approach is that your organisation will be aware of what other organisations do in an emergency, and how you can work together with them. It should also define for you what resources and services your organisation may be asked to provide in a disaster.

By listing the emergency tasks that need to be done we can clearly see if there are any areas that are not adequately covered. This could indicate that additional planning needs to be done in those areas.

Structure

The tasks are listed in approximate chronological order. This should allow you to follow the event through from warnings and alerts to first responses and then to restoration and recovery.

This document is loosely based on the organisational roles defined in the National Civil Defence Plan and other legislation. However, organisations that do not have specific roles in that Plan have defined their own roles in consultation with the Wellington Regional Council.

Acknowledgement

I would like to thank each organisation that plays a part in Civil Defence Response. It can be easy to push Civil Defence to the bottom of the list of things to do, but the reality is that we are talking about ways to save people's lives. It is encouraging to see the number of organisations that are properly prepared to respond to disasters.

It is important that your organisation maintains the ability to perform the roles outlined in this publication. If your ability to do this changes, please contact us so we can make any necessary amendments. This document is revised annually.

John Allard
Regional Civil Defence Controller
WELLINGTON REGIONAL COUNCIL.

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Disseminate Pre-Event Warnings

Lead Agencies	
TLA / WRC	<ul style="list-style-type: none"> Participate in the dissemination of Civil Defence warning messages Warnings may be generated by MetService, WRC, Ministry for Emergency Management, PTWC or others.
Support Agencies	
NZ Police	<ul style="list-style-type: none"> Participate in the dissemination of Civil Defence warning messages in accordance with the instructions maintained by the Ministry for Emergency Management.
Telecom NZ	<ul style="list-style-type: none"> Participate in the dissemination of Civil Defence warning messages in accordance with the instructions maintained by the Ministry for Emergency Management.
Airways Corporation	<ul style="list-style-type: none"> Participate in the National Tsunami Warning System through receipt and relay of warning signals from the Pacific Tsunami Warning Centre.
Meteorological Service of New Zealand	<ul style="list-style-type: none"> Provide routinely, or as required, weather information, warnings and forecasting to civil defence organisations and local authorities. Relay non-meteorological warning messages relating to a national emergency.
WRC Flood Protection	<ul style="list-style-type: none"> Assess available flood and erosion information, make predictions and provide warnings to appropriate agencies.
WRC Resource Investigations	<ul style="list-style-type: none"> Monitor rainfall, river flows and groundwater resources. Provide a flood warning and flood monitoring service. Assess pollution and provide advice to the Civil Defence EOC about mitigation measures.

Rescue

Lead Agency	
NZ Fire Service	<ul style="list-style-type: none"> Save lives and property in danger where Fire Service training, equipment or manpower can offer effective assistance. Deploy the fire service heavy rescue team.
Support Agencies	
NZ Police	<ul style="list-style-type: none"> Act as search controller at rescue scene Maintain cordons at scene and control access
TLA	<ul style="list-style-type: none"> Establish pre-event arrangements with local contractors for initial capability
Life Flight Trust	<ul style="list-style-type: none"> Heavy lift rescue and reconnaissance.
Department of Conservation	<ul style="list-style-type: none"> Make available resources, including communication and rescue services to national, regional or local civil defence organisations.

First Aid & Ambulance Services

Lead Agencies	
Wellington Free Ambulance (Porirua, Wellington, Kapiti, Hutt Valley)	<ul style="list-style-type: none"> • Triage and treatment of the injured either directly or in conjunction with medical personnel • Determining the priority evacuation of the injured and arranging the most appropriate means of transportation to receiving hospitals or facilities. • Through an ambulance command point, provide a focal point for all field medical resources.
The Order of St John (Otaki and Wairarapa)	<ul style="list-style-type: none"> • Provide an ambulance service to respond to any civil defence emergency in Wairarapa or Otaki • Provide trained first aid personnel and resources as available to the registered ambulance operators of any area.
Support Agencies	
NZ Red Cross	<ul style="list-style-type: none"> • Provide trained teams to assist in first aid and associated tasks
NZ Fire Service	<ul style="list-style-type: none"> • First aid and resuscitation at the incident scene, especially prior to Ambulance or medical staff attendance.

Medical Services

Lead Agencies	
Capital Coast Health (Wellington and the Wellington Region)	<ul style="list-style-type: none"> • Co-ordinate the medical response to a major incident in the Wellington Region (except Otaki Ward). • Maintain comprehensive emergency plans and control the response to any emergency within own area (including liaison with local Private Hospitals and other health providers).
Wairarapa Health (Wairarapa)	<ul style="list-style-type: none"> • Maintain comprehensive emergency plans and control the response to any emergency within own area (including liaison with local Private Hospitals and other health providers).
Hutt Valley Health (Hutt Valley)	<ul style="list-style-type: none"> • Maintain comprehensive emergency plans and control the response to any emergency within own area (including liaison with local Private Hospitals and other health providers).
Mid-Central Health (Otaki)	<ul style="list-style-type: none"> • Maintain comprehensive emergency plans and control the response to any emergency within own area (including liaison with local Private Hospitals and other health providers).

Public Health

Lead Agency	
Public Health Service, Hutt Valley	<ul style="list-style-type: none"> Co-ordinate Regional and local public health response Monitor the human environment for physical, biological and chemical threats to health, and respond to any threats that are found. Take any action necessary to prevent, and control the spread of communicable diseases. Provide public health advice to the Civil Defence Authorities, other organisations and the public.
Support Agency	
TLA Environmental Health	

Fire Suppression

Lead Agency	
NZ Fire Service	<ul style="list-style-type: none"> Extinguish and prevent the spread of fires. Co-ordinate fire brigades (including Defence, industrial and rural fire authorities) for reinforcement at serious fires, fire protection in rural areas or as the result of war or civil defence emergency.
Support Agencies	
Department of Conservation	<ul style="list-style-type: none"> Make available fire resources through co-ordination with the NZFS. Provide, as required, representation at NZFS Command headquarters.
TLA	<ul style="list-style-type: none"> In a rural fire district, command is vested in the Principle Rural Fire Officer, unless a Rural Fire Emergency has been declared in which case the National Rural Fire Officer assumes command.

Reconnaissance

Lead Agency	
TLA	<ul style="list-style-type: none"> Co-ordinate reconnaissance of local area (including critical facilities) and disseminate findings.
Support Agencies	
WRCEM	<ul style="list-style-type: none"> Co-ordinate region-wide reconnaissance if necessary.
Police	<ul style="list-style-type: none"> Assist with local reconnaissance.
Fire Service	<ul style="list-style-type: none"> Assist with local reconnaissance.
Lifeflight	<ul style="list-style-type: none"> Assist with region-wide reconnaissance.

WRC Regional Parks	<ul style="list-style-type: none"> Identify and assess damage in regional parks and recreation areas, including roads, rivers and structures. Report to Civil Defence EOC. Assist with rural fire or flood protection works if required.
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Evacuations

Lead Agency	
NZ Police	<ul style="list-style-type: none"> Take all measures within the power and authority of the NZ Police to evacuate areas as required for public safety.
Support Agencies	
TLA	<ul style="list-style-type: none"> Assist with resources for evacuations.
Fire Service	<ul style="list-style-type: none"> Assist with personnel and resources for evacuations.

Law and Order

Lead Agency	
NZ Police	<ul style="list-style-type: none"> Maintain law and order Take all measures within the power and authority of the NZ Police to protect life and property. Secure control perimeters

Emergency Welfare

Lead Agency	
TLA	<ul style="list-style-type: none"> Initiate and co-ordinate welfare services and voluntary groups. Provide a point of contact for information and registration as necessary.
Support Agencies	
NZ Red Cross	<ul style="list-style-type: none"> Where possible, co-ordinate the provision of essential clothing, blankets and toiletries for victims, and maintain reserve stocks.
Plunket	<ul style="list-style-type: none"> Make the expertise of the registered nurses available to assist at welfare centres.

Emergency Food

Lead Agency	
Salvation Army	<ul style="list-style-type: none"> Where possible, co-ordinate and provide emergency catering facilities.

Emergency Shelter and Temporary Housing

Lead Agency	
TLA	· Obtain use of halls and other suitable buildings for emergency shelter
Support Agency	
Housing New Zealand	· Assist co-ordination of temporary housing in the recovery phase of a Civil Defence emergency.

Emergency Clothing

Lead Agency	
NZ Red Cross	· Maintain clothing stocks at most Red Cross branches and maintain national supply agreements with selected wholesalers.

Psychological Welfare

Lead Agency	
Capital Coast Health	· Monitor and co-ordinate mental health services.
Support Agencies	
Victim Support	· Provide crisis intervention, support and referral to appropriate agencies for victims of any critical incident.
Plunket	· Provide care services for children and young persons separated from their parents or guardians by the emergency, and to generally assist with counselling and personal support services.
Salvation Army	· Provide care services for children and young persons separated from their parents or guardians by the emergency, and to generally assist with counselling and personal support services.
Children Youth and Family Services	· Provide care services for children and young persons separated from their parents or guardians by the emergency, and to generally assist with counselling and personal support services.

Registration of displaced people

Lead Agency	
TLA	· Register locally displaced people.
Support Agencies	
Red Cross	· Provide resources where possible to assist registration and collect data for input.

Citizens Advice Bureau	<ul style="list-style-type: none"> • Distribute to the public any information provided by a Local Authority Civil Defence Organisation. • Where arrangements are in place, provide volunteers for assisting registration of persons affected by the emergency.
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National Enquiry Services

Lead Agency	
NZ Red Cross	<ul style="list-style-type: none"> • Assist, through the Red Cross National Office, in answering international tracing enquiries. Give access to local and national registry information

Disseminate Public Information

Lead Agency	
TLA	<ul style="list-style-type: none"> • Generate and disseminate public warnings and public information messages.
Support Agencies	
WRC Emergency Management	<ul style="list-style-type: none"> • Co-ordinate dissemination of public information if requested.
Radio New Zealand	<ul style="list-style-type: none"> • Provide news, warnings, Civil Defence reports and other information through the Radio New Zealand national radio networks.
Newstalk ZB	<ul style="list-style-type: none"> • Provide news, warnings, Civil Defence reports and other information through radio network.
Radio Wairarapa	<ul style="list-style-type: none"> • Provide news, warnings, Civil Defence reports and other information through radio network.
NZ Press Association	<ul style="list-style-type: none"> • Transmit public information concerning the emergency to print media within New Zealand and overseas.
Hutt Valley Health and Medical Officer of Health	<ul style="list-style-type: none"> • Generate and disseminate public health warnings and public information messages.
Earthquake Commission and Insurance Council	<ul style="list-style-type: none"> • Provide information to the public on the procedure for lodging claims and on measures to take in protecting property and minimising further damage to property. • Issue press releases and other public information as required.
Ministry for the Environment	<ul style="list-style-type: none"> • Provide advice to the wider community about hazardous substances and pollution control.

Emergency Communications

Lead Agency	
TLA	<ul style="list-style-type: none"> Provide and maintain local emergency communications.
Support Agencies	
WRC Emergency Management	<ul style="list-style-type: none"> Provide and maintain emergency communications within the Wellington Region.
Telecom NZ	<ul style="list-style-type: none"> Assess damage, liaise with civil defence controllers, determine priorities and restore communications. Mobilise and co-ordinate the use of available resources, plant and equipment for the maintenance of civil defence communications and essential services. Provide advice to civil defence controllers about alternative resources for the maintenance of civil defence and essential services communications

Logistics/Attaining Resources

Lead Agency	
TLA	<ul style="list-style-type: none"> Co-ordinate and prioritise resources within local area. Co-ordinate procurement, requisitioning, payment, access, route control, staging, storage, distribution, security, repair and return of resources.
Support Agencies	
WRC	<ul style="list-style-type: none"> Provide resources as requested by TLAs. Co-ordinate and prioritise resources from outside the Wellington Region.
Ministry for EM	<ul style="list-style-type: none"> Provide advice and contacts to the WRC for procurement of resources within New Zealand and overseas.

Land Transport

Lead Agency	
TLA	<ul style="list-style-type: none"> Co-ordinate and prioritise transport needs of emergency workers and personnel.
Support Agencies	
N Z Police	<ul style="list-style-type: none"> Facilitate movement of rescue, medical, fire protection and other essential services. Provide for road traffic safety and movement control.
Transit NZ	<ul style="list-style-type: none"> Co-ordinate major road access restoration with TLA's in the Wellington region..

Land Transport Safety Authority	<ul style="list-style-type: none"> Assist in logistical planning as required.
Automobile Association	<ul style="list-style-type: none"> Make available road information when available. Define alternative routes.

Marine Transport

Lead Agency	
Maritime Safety Authority	<ul style="list-style-type: none"> Rapidly identify and locate available maritime transport resources for use during a civil defence emergency. Assist in logistics planning as required. Make available any communications capability in or contracted to the MSA. Also any equipment which could be useful in an emergency.
Support Agencies	
NZ Police	<ul style="list-style-type: none"> Co-ordinate emergency response within the Wellington harbour and other areas of jurisdiction through the Wellington Launch Police.
WRC Harbours	<ul style="list-style-type: none"> Rapidly identify and locate available transport resources on sea for use during the civil defence emergency.

Air Transport

Lead Agency	
Civil Aviation Authority	<ul style="list-style-type: none"> Rapidly identify and locate available aviation transport resources for use during a civil defence emergency. Assist in logistics-planning as required. Make available any communications capability in or contracted to the CAA. Also any equipment which could be useful in an emergency.
Support Agencies	
Airways Corporation of New Zealand	<ul style="list-style-type: none"> Co-ordinate the safe orderly and expeditious flow of air traffic in accordance with directions of the Civil Defence controller. Advise the civil defence controller regarding the imposition of air space restrictions as necessary and warn overseas airlines. Make available the Airways Corporation's communication facilities.
Life Flight Trust	<ul style="list-style-type: none"> Relocation of key helicopter and fixed wing staff. Relocation of key Civil Defence, Police, Government and Free Ambulance staff. Fly as directed to save life.

Rail Transport

Lead Agency	
Tranz Rail	<ul style="list-style-type: none"> Restore rail and shipping services. hlobilise and co-ordmate company resources to assist in civil defence operations. Make available non-essential communications capability for civil defence purposes.

Survey Building Damage

Lead Agency	
TLA	<ul style="list-style-type: none"> Arrange and co-ordinate inspection of buildings and stabilising of unsafe buildings and land.
Support Agency	
Earthquake Commission	<ul style="list-style-type: none"> Arrange inspection of damaged properties as required in a co-ordinated manner.

Debris Removal

Lead Agency	
TLA	<ul style="list-style-type: none"> Co-ordinate debris removal.

Water Supply

Lead Agency	
TLA	<ul style="list-style-type: none"> Secure local supply of potable water for residents and arrange distribution of emergency supplies.
Support Agencies	
WRC Utility Services Division	<ul style="list-style-type: none"> Inspect water system and report to Civil Defence EOC. Continue bulk water supply via the Council fed reservoirs where possible.
NZ Fire Service	<ul style="list-style-type: none"> Assist with temporary supply and distribution of water through the use of Fire Service pumping equipment and hoselines.

Telecommunication Restoration

Lead Agency	
Telecom NZ Ltd	<ul style="list-style-type: none"> Assess damage, restore networks and communications services.
Clear Communications	<ul style="list-style-type: none"> Assess damage, restore networks and communications services.

Saturn Communications	<ul style="list-style-type: none"> Assess damage, restore networks and communications services.
Telstra NZ Ltd	<ul style="list-style-type: none"> Assess damage, restore networks and communications services.

Electricity Restoration

Lead Agencies	
United Networks (Wellington, Hutt Valley, Porirua)	<ul style="list-style-type: none"> Make the electricity supply to the Wellington region as safe as possible. Restore networks and electricity supplies to customers as soon as practical. Co-ordinate with national suppliers to restore electricity supply to the region entry points.
Electra (Kapiti Coast District)	<ul style="list-style-type: none"> Remove electrical hazards and restore power in the Kapiti area.
Powerco	<ul style="list-style-type: none"> Remove electrical hazards and restore power in the Wairarapa area.

Gas Restoration

Lead Agencies	
Orion Gas (Wellington and Hutt Valley)	<ul style="list-style-type: none"> Mobilise resources to ensure safety of supply and to maximise availability from pipelines.
AGL (Nth Tawa and Porirua)	<ul style="list-style-type: none"> Mobilise resources to ensure safety of supply and to maximise availability from pipelines.
Natural Gas Corporation (Transmission and Kapiti Coast District)	<ul style="list-style-type: none"> Mobilise resources to ensure safety of supply and to maximise availability from transmission pipelines. Co-ordinate delivery to agreed priority customers in any shortage situation. Act as co-ordinator for the Gas Industry Mutual Aid Plan which provides resources to assist in restoration of supplies to transmission customers.

Waste Disposal

Lead Agency	
TLA	<ul style="list-style-type: none"> Arrange collection and disposal of waste.
Support Agencies	
Public Health Service	<ul style="list-style-type: none"> Monitor and provide advice on organic waste.
WRC Resource Investigations	<ul style="list-style-type: none"> Monitor and provide advice on hazardous waste.

Hazardous Substances Incidents

Lead Agency	
TLA	· Survey hazardous sites and monitor neutralisation and disposal.
Support Agencies	
NZ Fire Service	· Stabilise and render safe hazardous substance emergencies as advised.
Department of Labour	· Inspect and advise on dangerous goods and their containment. Inspect factories and machinery as required for civil defence purposes.
Ministry for the Environment	· Advise the Director of Emergency Management on catchment protection and restoration measures, risk and containment of hazardous substances and pollution control.

Disaster Victim Identification

Lead Agency	
NZ Police	· Arrange for the identification of the dead and control of body recovery, storage and release. Temporary burial may be required.
Support Agency	
TLA	· Assist with burials as required.

Animal Welfare

Lead Agency	
TLA	· Monitor situation and co-ordinate required actions to alleviate animal distress.
Support Agencies	
SPCA	· Co-ordinate the rescue of all animal and bird life, and supply the necessary holding facilities where possible. Record details of lost domestic pets.
Ministry of Agriculture and Forestry	· Co-ordinate steps to safeguard animal welfare. · Co-ordinate disposal of animal carcasses to prevent threats to human health. · Combat any threat to animal or plant life that may arise.

Fuel Availability

Lead Agency	
Petroleum Industry Emergency Action Committee	<ul style="list-style-type: none"> Report on availability of fuel stocks and co-ordination of fuel distribution.

International Co-ordination

Lead Agency	
Ministry for Emergency Management	<ul style="list-style-type: none"> Establish pre-event agreements with overseas resource providers. Manage international response.
Support Agencies	
Dept of Labour	<ul style="list-style-type: none"> Provide, through the Immigration Division, any special entry visa or permits required for overseas media representatives or relief aid teams.
NZ Red Cross	<ul style="list-style-type: none"> Co-ordinate International Red Cross and Red Crescent assistance.
NZ Customs Service	<ul style="list-style-type: none"> Maintain and advise on border protection and import/export controls. Make available unallocated customs protection resources. Assist with expeditious customs clearance of relief aid from overseas.

Financial Issues and Compensation

Lead Agency	
Ministry for Emergency Management	<ul style="list-style-type: none"> Monitor to identify areas of community distress from financial issues and compensation and report to Government.
Support Agencies	
WINZ	<ul style="list-style-type: none"> Maintain benefit payments and make emergency payments for persons hosting evacuees.
Accident rehabilitation and Compensation Corporation	<ul style="list-style-type: none"> Provide payment facilities and payments dues under the Accident Rehabilitation and Compensation Act 1992.
Earthquake Commission	<ul style="list-style-type: none"> Provide facilities for property owners to register claims. Discuss repair of property and arrange settlement of the claim to the satisfaction of the owner and EQC.
Insurance Council of New Zealand	<ul style="list-style-type: none"> Together with the Institute of Loss Adjusters and the Earthquake Commission, decide and co-ordinate the appropriate responses of the insurance industry under the Insurance Emergency Plan.

Reserve Bank of New Zealand	<ul style="list-style-type: none"> Restore central banking services and maintain continued confidence in the banking system to facilitate smooth emergency recovery. Advise Cabinet.
The Treasury	<ul style="list-style-type: none"> Advise Cabinet on measures required for financial and economic stability and on appropriate ways of funding incurred emergency costs. Urgently allocate funds, once approved, to relevant departments to cover payments of relief funds and reimbursement of emergency expenditure Advise the Director of Emergency Management on appropriate emergency rationing or credit systems.

Emergency Employment

Lead Agency	
Department of Labour	<ul style="list-style-type: none"> In co-operation with Work and Income New Zealand co-ordinate temporary employment and assist in long term employment where appropriate.

Report to the Civil Defence EOC

New Zealand Police	<ul style="list-style-type: none"> To National and Local/Regional EOC if required.
NZ Fire Service	<ul style="list-style-type: none"> To National and Local/Regional EOC if required.
NZ Red Cross	<ul style="list-style-type: none"> To National and Local/Regional EOC if required.
Land Transport Safety Authority	<ul style="list-style-type: none"> To National and Local/Regional EOC if required.
Maritime Safety Authority	<ul style="list-style-type: none"> To National and Local/Regional EOC if required.
Civil Aviation Authority	<ul style="list-style-type: none"> To National and Local/Regional EOC if required.
Ministry of Agriculture and Forestry	<ul style="list-style-type: none"> To National and Local/Regional EOC if required.
Department of Conservation	<ul style="list-style-type: none"> To National and Local/Regional EOC if required.
NZ Defence Force	<ul style="list-style-type: none"> To National and Local/Regional EOC if required. Provide operations and communications staff to National Civil Defence EOC.
Insurance Council of New Zealand	<ul style="list-style-type: none"> To National and Local/Regional EOC if required.
Housing New Zealand	<ul style="list-style-type: none"> To National and Local/Regional EOC if required.
Accident Rehabilitation and Compensation Corporation.	<ul style="list-style-type: none"> To National EOC

Telecom NZ	• To National EOC
Tranz Rail	• To National EOC
Radio New Zealand	• To National EOC
Meteorological Service	• To National EOC
The Treasury	• To National EOC
Regional Public Health Service	• To Regional EOC if required
Wellington Free Ambulance	• To Local/Regional EOC if required