

Attachment 2

Priority Utility Sites for Response and Recovery Project

Questionnaire for CDEM & Emergency Services

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

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

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

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

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

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

Please return the questionnaire

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

*Kestrel Group
c/- Sandra Pedersen
Level 1
114 Lambton Quay
PO Box 5050
Wellington*

1. Please state the name and address / location of your critical facilities that you will need to operate in an emergency.

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2. Please complete table 1 for each site you identified in question 1:

- a) Indicate what utility goods and services you require to have supplied to enable you to fully function and prioritise these if possible.
- b) Note down any alternative back-up arrangements for each utility goods and services you have as part of your business continuity planning and the limitations of the alternative arrangements.
- c) For the maximum outage you can sustain, please describe the associated desired service restoration quantity, quality and timing. E.g. you may have some back up water supply, but you require xxxx/day to be restored within 4 hours.

3. Do you have the ability to relocate and provide all or part function elsewhere? If so, where are those alternative locations.

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4. Any other information which is relevant in assisting us to determine the priority for restoring service to your site (other than that provided in the table).

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Details of person responding on behalf of organisation.....

Organisation: _____

Name: _____ Position: _____

Postal Address: _____

Phone No: _____ Email: _____

Service/Utility	Question 2a		Question 2b		Question 2c			Name of Service Provider / Comments	
	Required during an emergency (Y/N)	Priority (Rank services 1 to 3 – refer below)	Alternative / Emergency Arrangements		Back up Facilities Provide (x)% of Function	Desired Service Restoration (When do you need service restoration from your normal provider?)			
						Time (hours)	Quantity		Quality (%)
<i>Example: Water Supply</i>	<i>Y</i>	<i>2</i>	<i>Tank water supply</i>		<i>100% for 4 hours</i>	<i>4 hours</i>	<i>1000m³/day</i>	<i>100</i>	<i>Joe Bloggs District Council</i>
<i>Example: Transportation (road access)</i>	<i>Y</i>	<i>1</i>	<i>Access off minor side road</i>		<i>20% access (people only, no deliveries)</i>	<i>48 hours</i>	<i>Delivery truck access</i>	<i>100</i>	<i>Private Driveway</i>
Transportation (road)									
Transportation (rail)									
Telecommunications									
Broadcast/Media									
Gas supply									
Electricity supply									
Petroleum supply									
Water supply									
Wastewater disposal									
Airports									
Ports									

Priority 1 – Most important - cannot function without this service.

Priority 2 – Can partially function without this service, or need this service to assist recovery.

Priority 3 – Can fully function and recover without this service.