



















# 234022 Redacted

Event	Info Received From	Message Received and Emergency Status	Required Actions
	MetService 	<b>Severe Weather OUTLOOK / WATCH</b>  <div style="background-color: #2ca02c; color: white; padding: 5px; text-align: center; font-weight: bold;">EMERGENCY STATUS GREEN</div>	Maintain situational awareness and monitor weather forecast. Form an opinion about how the weather may evolve. (Touch base with Team Leader Drainage Services to discuss if needs be.)
	MetService 	<b>Severe Weather WARNING</b>  MetService Duty Forecaster s 7(2)(a) - Privacy <div style="background-color: #ffc107; color: white; padding: 5px; text-align: center; font-weight: bold;">EMERGENCY STATUS YELLOW</div> <div style="background-color: #fd7e14; color: white; padding: 5px; text-align: center; font-weight: bold;">EMERGENCY STATUS ORANGE</div>	<ol style="list-style-type: none"> <li>1. Receive email alert from MetService</li> <li>2. If necessary call MetService to discuss: <ul style="list-style-type: none"> <li>- Confidence of forecast</li> <li>- Likelihood of escalation or change</li> <li>- Timing of next message.</li> </ul> </li> <li>3. Issue weather warning as a situation report via email to s 7(2)(a) - Privacy or via etext to s 7(2)(a) - Privacy <i>And the following if considered necessary:</i></li> <li>4. Update <b>TCC Controller</b>: <ul style="list-style-type: none"> <li>- Confirm receipt of message</li> <li>- Provide overview of situation</li> </ul> </li> <li>5. Check that following are aware: <ul style="list-style-type: none"> <li>- Contact Centre Duty person</li> <li>- GM CEO Group</li> <li>- Duty Communications Rep.</li> </ul> </li> <li>6. Discuss with Comms placing 'how to prepare messages' on website.</li> <li>7. Where weather looks like it will produce flooding set up a briefing session with Drainage and Water Services, Roading, Comms, Contact Centre, TCC Controller,</li> </ol>
	TCC City Water 	<b>Flood Warning</b>  <div style="background-color: #ffc107; color: white; padding: 5px; text-align: center; font-weight: bold;">EMERGENCY STATUS YELLOW</div> <div style="background-color: #fd7e14; color: white; padding: 5px; text-align: center; font-weight: bold;">EMERGENCY STATUS ORANGE</div>	<ol style="list-style-type: none"> <li>1. Receive email alert or contact phone call from Flood Officer / BOPRC or TCC City Waters</li> <li>2. If necessary call MetService to discuss: <ul style="list-style-type: none"> <li>- Upcoming forecast</li> <li>- Likelihood of escalation or change</li> </ul> </li> <li>3. Issue weather warning as a situation report via email to s 7(2)(a) - Privacy or etext s 7(2)(a) - Privacy <i>And the following if considered necessary:</i></li> <li>4. See above Severe Weather Warning</li> <li>5. Consider placing a Crisis Management Team on standby. Discuss with GMCEO Group and Manager City Waters.</li> </ol>
	PTWC 	<b>Tsunami Advisory</b>  <div style="background-color: #2ca02c; color: white; padding: 5px; text-align: center; font-weight: bold;">EMERGENCY STATUS GREEN</div>	<ol style="list-style-type: none"> <li>1. Maintain situational awareness and monitor further advisories</li> <li>2. Issue an advisory via email to s 7(2)(a) - Privacy or via etext. to s 7(2)(a) - Privacy</li> </ol>

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	MCDEM 	Tsunami WATCH / WARNING  <div style="background-color: yellow; padding: 5px; text-align: center; margin-bottom: 5px;"><b>EMERGENCY STATUS YELLOW</b></div> <div style="background-color: orange; padding: 5px; text-align: center; margin-bottom: 5px;"><b>EMERGENCY STATUS ORANGE</b></div> <div style="background-color: red; padding: 5px; text-align: center;"><b>EMERGENCY STATUS RED</b></div>	<ol style="list-style-type: none"> <li>1. Receive email alert from MCDEM / EMBOP</li> <li>2. Notify via email to s 7(2)(a) - Privacy or via etext. to s 7(2)(a) - Privacy               <ul style="list-style-type: none"> <li>- Confirm receipt of message</li> <li>- Provide overview of situation</li> </ul> </li> <li>3. Maintain contact with EMBOP Duty Manager:               <ul style="list-style-type: none"> <li>- What actions needed to support public awareness</li> </ul> </li> <li>4. Ensure Mount and Papamoa Beach Motor Camps aware.               <ul style="list-style-type: none"> <li>- Crisis Management Team (CEO) Duty Call Centre</li> </ul> </li> <li>5. Keep Comms and Contact Centre Up to date.</li> </ol>
	NZ Fire   NZ Police 	Hazardous Material Spill or Fire  <div style="background-color: yellow; padding: 5px; text-align: center; margin-bottom: 5px;"><b>EMERGENCY STATUS YELLOW</b></div> <div style="background-color: orange; padding: 5px; text-align: center; margin-bottom: 5px;"><b>EMERGENCY STATUS ORANGE</b></div> <div style="background-color: red; padding: 5px; text-align: center;"><b>EMERGENCY STATUS RED</b></div>	<ol style="list-style-type: none"> <li>1. Receive email or phone advice from NZ Fire / NZ Police or TCC.</li> <li>2. Issue advisory as a situation report via email to s 7(2)(a) - Privacy or via etext. to s 7(2)(a) - Privacy <i>And the following if considered necessary:</i></li> <li>3. Update <b>TCC Controller</b> and <b>EMBOP Duty Manager</b>:               <ul style="list-style-type: none"> <li>- Provide overview of situation</li> </ul> </li> <li>4. Assess situation and consider convening a teleconference with CEO, Communications and GM CEO Group to discuss assembling CMT.</li> <li>5. Ensure communications being published and contact centre up to date.</li> <li>6. Maintain situational awareness, maintain liaison and keep CEO etc. up to date.</li> </ol>
  	GeoNet 	Earthquake Report Volcanic Alert Bulletin Duty Volcanologist s 7(2)(a) - Privacy  <div style="background-color: blue; padding: 5px; text-align: center;"><b>EMERGENCY STATUS IMPACT DEPENDENT</b></div>	<ol style="list-style-type: none"> <li>1. Receive email alert from GeoNet and EMBOP</li> <li>2. If event warrants provide update on situation via email to s 7(2)(a) - Privacy or via etext to s 7(2)(a) - Privacy <i>If effects are foreseeable or effect of event large enough:</i></li> <li>3. Contact asset managers:               <ul style="list-style-type: none"> <li>- confirm status of lifeline networks – damaged or undamaged.</li> <li>- Update CEO, GM CEO Group, GM Growth &amp; Infra, Manager City Waters, EMBOP Duty Manager as to status</li> </ul> </li> <li>4. Consider if any need to set up a CMT. If yes use process above to set up.               <ul style="list-style-type: none"> <li>- Update EMBOP Duty Manager is become active</li> </ul> </li> <li>5. Maintain liaison with and keep up to date:               <ul style="list-style-type: none"> <li>- Contact Centre</li> <li>- Communications</li> <li>- CEO and GM CEO Group</li> <li>- EMBOP Duty Manager</li> </ul> </li> </ol>
	BOPRC 	Marine Event  <div style="background-color: yellow; padding: 5px; text-align: center; margin-bottom: 5px;"><b>EMERGENCY STATUS YELLOW</b></div> <div style="background-color: orange; padding: 5px; text-align: center;"><b>EMERGENCY STATUS ORANGE</b></div>	<ol style="list-style-type: none"> <li>1. Receive email alert from MCDEM / EMBOP</li> <li>2. Notify via email to s 7(2)(a) - Privacy or via etext. to s 7(2)(a) - Privacy               <ul style="list-style-type: none"> <li>- Confirm receipt of message</li> <li>- Provide overview of situation</li> </ul> </li> <li>3. Maintain contact with EMBOP Duty Manager:               <ul style="list-style-type: none"> <li>- What actions needed to support public awareness</li> </ul> </li> <li>4. Ensure Mount and Papamoa Beach Motor Camps aware.               <ul style="list-style-type: none"> <li>- Crisis Management Team (CEO) Duty Call Centre</li> <li>- Keep Comms and Contact Centre Up to date</li> </ul> </li> </ol>