Standard Operating Procedure

Tauranga City Council
Emergency Management

# SOP

# Duty EMO

## Weather Monitoring

# SOP — Weather Monitoring

**Overview**

This Standard Operating Procedure (SOP) outlines the procedure for the Duty EMO in identifying and notification of potential weather events that may effect BAU for TCC. The responsibility of this falls with the Duty EMO and is important to prepare key stakeholders within the organisation on potential risks/ hazards.

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# How to check the weather

Follow the below steps to Log into Met Connect

1. Log into Metconnect via their website https://council.metconnect.co.nz/mango/login
2. User name: [redacted]
3. Password: [redacted] (case sensitive)
4. Click on local—Ensure it is set for Tauranga
5. Use the 'three day forecast' for a more accurate forecast and the 'Extended forecast' for a heads up of what may be coming. If required, use the snipping tool to cut and paste.
6. Ensuring due diligence is undertaken, check Metservice too and make sure you have the latest update. Usually updated between 0900-1000hrs and 2100-2200hrs daily.

# Metservice Language

When the Metservice identifies a potential problematic weather system approaching they will use the following notification methods.

**Severe Weather Warning**

Metservice will issue a Severe Weather Warning whenever there is an expectation that any of the following weather conditions will occur within the next 24hrs:

- Widespread rainfall greater than 50mm within 6 hours or 100mm within 24hrs
- Widespread severe gales with a minimum mean speed of 90km/hr or frequent gusts exceeding 110km/hr

"Widespread" means over an area of 1000 sq/km or more.

**Severe Weather Watch**

Metservice will issue a Severe Weather Watch whenever there is an expectation that conditions may deteriorate to the thresholds specified for the issue of a Severe Weather Warning after the next 24hrs but within 48-72hrs or if there is a high level of uncertainty within the next 24hrs.

# When do we send out

Severe Weather Watch and Severe Weather Warnings will be sent out via a CD Alert. This will automatically be sent by NEMA or EMBOP to the .CDTCC distribution Group. Continue to monitor situation.

Create a report to send out when:

- Predicted rainfall is expected to exceed 7mm per hour.
- Red Tide Alert coincides with bad weather
- Any other risk/hazard identified specific to Tauranga region

All reports are to be sent from the Duty EMO email. Ensure you create a Duty Signature ( example below ) to apply at bottom of emails:

**Ngā Mihi**
**Emergency Management Team Duty Officer**
Tauranga City Council | 07 577 7000 | www.tauranga.govt.nz

Tauranga City Council
Emergency Management

# Who do we send it to

All weather monitoring reports are to be sent to the .CDTCC distribution group which includes the following people. Any amendments are to be requested through the Digital Services Service Desk.

**.CDTCC Distribution Group**

- .communications
- .contactcentreseniors
- .Parks&Recreation
- [redacted]
- [redacted] s 7(2)(f)(ii) - Protection of public officials
- [redacted]
- CCTV Tauranga
- Duty EMO
- [redacted] s 7(2)(f)(ii) - Protection of public officials
- Event Bookings
- [redacted] s 7(2)(f)(ii) - Protection of public officials

Marty Grenfell (Chief Exec)
[redacted] s 7(2)(f)(ii) - Protection of public officials

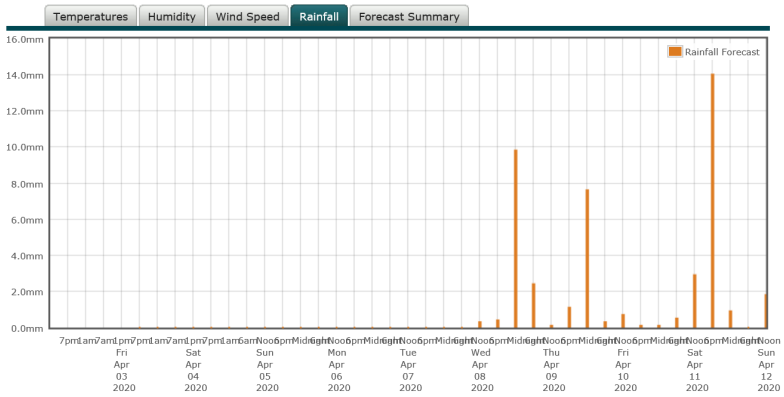
# Example Template

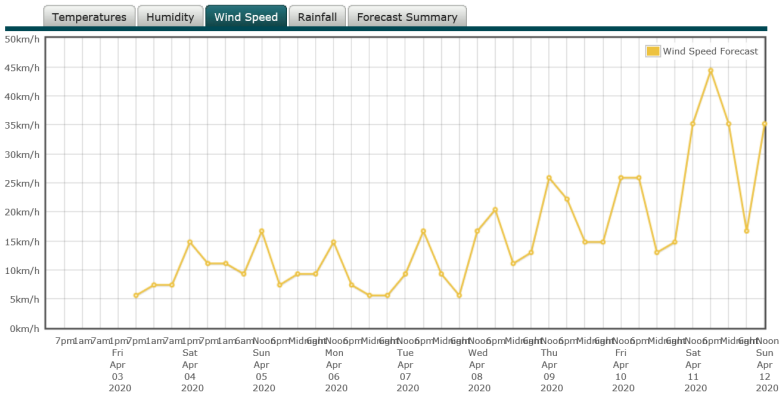
**Situation**
There is a tropical cyclone building in the pacific which could bring intense rainfall and gale force winds to our region, towards the end of next week. Heavy rainfall and high winds coincide with a king tide towards the end of next week

**Impacts**
Possible impacts are localized flooding at hotspots, higher than usual water levels on the coast with possible coastal flooding in low lying open coast areas, possible safety issues for Mauao base track and high winds impacting trees and unsecured outside items.

**Tropical Cyclone in Pacific**
OUTLOOK UNTIL 1200 UTC MON 06-APR-2020
Tropical low (90P) is expected deepen further while moving close to Vanuatu during the weekend. The chance for this system to develop into a TC remains HIGH on Saturday. At this stage, there are some differences between models on its movement and intensity. Despite this, gales, large waves, heavy rain and flooding are expected to affect the northern and central parts of Vanuatu during the weekend, and the remaining areas early next week as the system tracks southeast across Vanuatu. The environment remains very favourable, hence the system could deepen to a CAT 2 or 3 cyclone from late Sunday or Monday, and winds over Vanuatu could strengthen further during this time

**Arrangements**
Duty EMO monitoring and updating. Duty EMO will liaise with key TCC teams during the week with updates depending on how storm progresses.




## Tauranga Tides Timetable – Highlighted Red King Tides

| DATE | HIGH | LOW | HIGH | LOW | HIGH |
|---|---|---|---|---|---|
| SUN05 APR | 04:09 1.8m | 10:19 0.4m | 16:35 1.8m | 22:44 0.4m | - |
| MON06 APR | 05:08 1.9m | 11:19 0.4m | 17:37 1.9m | 23:43 0.3m | - |
| TUE07 APR | 06:06 2.0m | 12:17 0.3m | 18:36 2.0m | - | - |
| WED08 APR | - | 00:40 0.2m | 07:01 2.0m | 13:12 0.2m | 19:32 2.0m |