

34142 Redacted EOC FUNCTION BASED PHONES

Purpose

The purpose of this SOP is to outline how the Emergency Operations Centre (EOC) function based phones will be used during a response.

EOC Activation

When the EOC is activated, each function will be allocated a dedicated mobile phone by the Logistics team. This will be the primary point of contact for the respective function. Individual staff phones should not be used or distributed. All EOC phones are in Level 1, 46 Spring St, Tauranga.

Due to record keeping requirements and the potential impact on travel (i.e. need to divert phones), the dedicated EOC phones will only be used for calls and not texts. All written communications should be sent via email.

Virtual EOC/Multiple locations

Where the EOC is activated over multiple locations or where staff are working remotely, the function based phone may need to be diverted to a member of the team. Where this is the case, the Logistics team will be responsible for the coordination of phone diversions as required.

Emergency Operations Centre Contact Details

Each EOC Phone has its respective phone number printed on the back of the phone.

Primary Point of contact	
Operations	s 7(2)(a) - Privacy
EOC Function Contacts	
Controller	s 7(2)(a) - Privacy
PA to Controller	s 7(2)(a) - Privacy
Response Manager	s 7(2)(a) - Privacy
Iwi liaison	s 7(2)(a) - Privacy
Planning	s 7(2)(a) - Privacy
Intelligence	s 7(2)(a) - Privacy
PIM	s 7(2)(a) - Privacy
Operations Manager	s 7(2)(a) - Privacy
Logistics	s 7(2)(a) - Privacy
Welfare	s 7(2)(a) - Privacy
Safety	s 7(2)(a) - Privacy
Recovery	s 7(2)(a) - Privacy

Phone Pin Number

Duty Controller phone pin is s 7(2)(a) - Privacy All other phones do not require a pin.

