

Deployment Process

Notification received from BOP CDEM

- During normal business hours: Operations Advisor takes the lead/Duty EMO takes the lead in Operations Advisor absence.
- After hours: Duty EMO takes the lead.
- Create an availability list
- Notify EOC staff and request staff to complete form if available. Announcement and email .eoctcc
- Confirm availability and Manager approvals
- Seek approval from the CE, through chain of command.
- Returns to BOP CDEM Deployment Officer by deadline: deployment.coordinator@embop.govt.nz
- Await advice from EMBOP as to who has been nominated for deployment
- Nominated staff await contact from NEMA with deployment confirmation and itinerary.
- If selected, confirm welfare arrangements with staff, provide any support and ensure they record hours whilst deployed. Recommend 2 days standdown on return. This is at TCC Managers discretion.
- On return forward the timesheeting guidance and support them to complete the form as required.
- Post event, the Operations Advisor will conduct a debrief with all TCC deployed staff.