

Bay of Plenty Group Emergency Coordination Centre (GECC) Wet Weather Event Action Plan 1

41798



Bay of Plenty Group Emergency Coordination Centre (GECC) Action Plan 1		Situation Summary:
Issue on Date/Time: [DD/MM/YYYY HH:MM]	Authorised by: [Insert Controller]	A [insert type of wet weather event] occurred across [insert location] at [insert time and date]. Known impacts include, [Indicate what effects have occurred e.g, Landslides, flooding] in [add locations if known].
Event Name: [Date, Location, Type of weather event]		Key impacts include the damage to property, roads and utilities in [insert locations], as well as building and infrastructure damage in [insert location if known]. Support to evacuated communities will be required.
Declaration Status: [Not Declared/ National State of Emergency/ Local State of Emergency] [DD/MM/YYYY HH:MM]		[Insert if any concurrent events are occurring/ have occurred that need to be considered e.g. COVID-19 or severe weather]
Operational Period Begins: [DD/MM/YYYY HH:MM]	Operational Period Ends: [DD/MM/YYYY HH:MM] [Timeframe should be approx. four hours to enable creation of Action Plan 2]	Controllers' Intent: To mobilise the initial response to [location] where primary and secondary impacts from [insert name/type of wet weather event] are affecting the Bay of Plenty (in whole or part), including developing situational awareness and providing for the immediate needs of affected communities. To assist in the national response operations as requested/required. [To confirm with the Controller]
Coordination Centre Contact Details:		Actions Already Taken:
GECC Contact Details <ul style="list-style-type: none"> Location - [Insert full address] Main phone line - [Insert full phone number] Main email - [Insert full email] Controller <ul style="list-style-type: none"> Name - [Insert full name] Main phone line - [Insert full phone number] Main email - [Insert full email] Recovery Manager: <ul style="list-style-type: none"> Name - [Insert full name] Main phone line - [Insert full phone number] Main email - [Insert full email] <p>Note: Full contact details for all functions should be included in the Operational Communications Plan</p>		[Insert any action that have already taken place in response to the event] <ul style="list-style-type: none"> The Bay of Plenty Duty Manager has undertaken the duty arrangements in accordance with the Emergency Management Bay of Plenty Duty Matrix: including <ul style="list-style-type: none"> [Summary of key messages and methods] The Bay of Plenty CDEM Group Emergency Coordination Centre has been activated in [insert] mode. Local EOCs have been activated in: <ul style="list-style-type: none"> [List status of EOCs] There is a state of local/national emergency in effect for [insert region or if it is a national declaration]. The National Emergency Management Agency (NEMA) has activated its National Coordination Centre (NCC) at mode [....]
		Limiting factors and constraints: [Insert any factors that are limiting response operations for the event]

Objective	Task
Objective	GECC Tasks
Command, control and communication - Establish and activate the command, control and communication structures and protocols at all levels for response and recovery.	Control Function <ul style="list-style-type: none"> Ensure Duty Processes (as per the Duty Matrix) and transition to response (as per SOPs) have been completed. Provide full GECC briefing on situation, intent and priorities. Establish contact with the NEMA NCC/NCMC and confirm any national direction set. Establish contact with Local Controllers and confirm the GECC has been activated. Establish contact with MetService (and any other science advisors) and request a direct point of contact for science advice [consider requesting in person liaison if required]. Establish contact with iwi leadership [confirm with controller liaison required]. Establish GECC Operational Schedule (including Controller's teleconferences, agency planning/briefing session, situation reporting, action planning, governance briefing, Public Information Management coordination teleconferences, etc). Work with EOC Controllers to confirm if any EOC functions require GECC support and/or could be undertaken on behalf by the GECC. Confirm to Logistics any resources and staffing requirements. Operations Function <ul style="list-style-type: none"> Establish Operations as the primary conduit for information into and out of the GECC. <ul style="list-style-type: none"> Send Operational Communications Plan to all EOCs and Partner Agencies. Establish communications with support agencies, lifeline utilities, request Liaison Officers and confirm contact details: <ul style="list-style-type: none"> Police FENZ

	<ul style="list-style-type: none"> ○ St John ○ NZDF ○ Maritime NZ ○ Lifeline utility providers ○ Any others as required by the Controller <ul style="list-style-type: none"> ● Confirm to Logistics any resources and staffing requirements. ● Establish/implement processes for tracking Requests for Assistance (RFAs). <p>Planning Function</p> <ul style="list-style-type: none"> ● Initiate multi-agency Action Planning process to confirm/distribute Action Plan #2. ● Support functions to undertake planning based on their tasks and objectives. ● Confirm to Logistics any resources and staffing requirements. <p>Logistics Function</p> <ul style="list-style-type: none"> ● Set up the GECC as detailed in the GECC Activation SOPs. ● Establish/implement Induction process for GECC. ● Establish/implement all procurement and tracking processes (e.g. staff, finance, resources). ● Develop GECC roster arrangements and identify GECC supplementary staffing requirements – specific shift patterns and rostering timelines to be confirmed with Controller. ● Activate event site on MS Teams or (if unavailable) alternative administration and document management process. Notification to be sent to all GECC Staff of established site. <p>Welfare Function</p> <ul style="list-style-type: none"> ● Via the Group Welfare Manager, prepare to convene a Welfare Coordination Group meeting with responsible and support agencies for welfare. ● Activate all welfare services sub-functions as per agency responsibilities in the National CDEM Plan 2015. ● Confirm to Logistics any resources and staffing requirements.
GECC tasks to all EOCs	
	<ul style="list-style-type: none"> ● Activate evacuation plans, SOPs or protocols. ● Activate EOC and establish and activate the command, control and communication structures and protocols for response and recovery. ● Establish EOC operational tempo and meeting schedules (including teleconferences, agency planning/briefing session, governance briefing, etc). ● Establish contact with GECC as detailed in the BOP CDEM Group Operational Communications Plan. ● Develop Local Action Plans. ● Ensure prompt and accurate warning information. ● Develop EOC staff roster arrangements. ● Identify personnel, equipment and supply requirements and communicate these to GECC or council (as appropriate). ● Prepare to convene a Local Welfare Committee meeting with responsible and support agencies for welfare. ● Establish contact with Group Welfare Manager and responsible and support agencies for welfare to determine the need for welfare support. ● Activate all welfare services sub-functions as per agency responsibilities in the National CDEM Plan 2015. ● Establish communications with support agencies, lifeline utilities, request Liaison Officers at the local level. ● Establish contact with lwi partners and request liaison if/where required. ● Work with Lifeline Utilities providers to protect their assets, networks and services.
Objective	GECC Tasks
<p>Reconnaissance and information collection - Determine the impacts, status of key infrastructure and capabilities of response agencies. Build a picture of numbers and locations of people affected.</p>	<p>Intelligence Function</p> <ul style="list-style-type: none"> ● In coordination with EOCs - establish and implement an information collection plan focused on initial critical information requirements, including: <ul style="list-style-type: none"> ○ Infrastructure outages, including: <ul style="list-style-type: none"> ▪ Transport - local road, airports, ports, rail ▪ power ▪ telecommunications ▪ water ▪ gas ○ Impacts on major hazard facilities ○ Evacuations occurring throughout the region including both ordered and self. ○ Civil Defence Centres activated and evacuee numbers ● Coordinate reconnaissance to ensure the best use of regional assets. ● Confirm intelligence products, outputs and key resources. E.g GIS mapping capability. ● Confirm to Logistics any resources and staffing requirements. <p>Operations</p> <ul style="list-style-type: none"> ● Assist agencies to coordinate evacuation and monitor progress.
GECC tasks to all EOCs	

	<ul style="list-style-type: none"> Identify cordon and traffic management requirements to protect life and allow agencies to carry out their tasks In coordination with the GECC - establish and implement an information collection plan focused on initial critical information requirements including: <ul style="list-style-type: none"> Initial damage assessments locations and number of evacuees Infrastructure impacts and lifeline utility outages in conjunction with Lifelines Utilities Coordinator. Coordinate reconnaissance to ensure the best use of assets. Confirm intelligence products, outputs and key resources. E.g GIS mapping capability.
Objective	GECC Tasks
Welfare services - Co-ordinate provision of welfare services. Ensure that the delivery of welfare services and information is integrated and aligned to meet the needs of affected/evacuated communities and animals.	Welfare Function <ul style="list-style-type: none"> Establish contact with Local Welfare Managers to identify GECC support and coordination requirements. Establish contact with responsible and support agencies for welfare to identify GECC support and coordination requirements.
	Planning Function <ul style="list-style-type: none"> Lead and coordinate planning across GECC functions and agencies, to support and enable, the delivery of welfare services.
	GECC tasks to all EOCs <ul style="list-style-type: none"> Begin identifying affected communities and what support is required.
Objective	GECC Tasks
Critical domestic resources and capabilities - Identify and procure response-enabling resources available within New Zealand.	Operations and Planning <ul style="list-style-type: none"> Work with all functions and agencies to identify response critical resources - and on approval request/procure as required.
	GECC tasks to all EOCs <ul style="list-style-type: none"> Identify and procure response critical resources to support effective response.
Objective	GECC Tasks
Public information management - Develop and share regional key messages for public safety and awareness, support EOCs to provide their communities with the best advice and information, and build strong public confidence in the response.	PIM Function <ul style="list-style-type: none"> Reinforce and amplify specific warning messages. Ensure dissemination of consistent public safety messages and response specific information. Support the dissemination of public health advice. Work with media to ensure their ability to provide accurate information to the public including medial stands ups, interviews with spokespeople and other content as required. Provide updates for elected officials, and if required activate the strategic communications function. Work with EOC PIMs to ensure a coordinated approach to information and media between EOCs. Monitor media and social media channels for information gaps. Confirm to Logistics any resources and staffing requirements.
	GECC tasks to all EOCs <ul style="list-style-type: none"> Reinforce and amplify warnings messages. Ensure dissemination of consistent public safety messages and response specific information. Support the dissemination of public health advice. Work with media to ensure their ability to provide accurate information to the public including medial stands ups, interviews with spokespeople and other content as required. Provide updates for elected officials, and if required activate the strategic communications function. Work with Local/Group PIMs to ensure a coordinated approach to information and media between EOCs. Monitor media and social media channels for information gaps.