



# Civil Defence Emergency Management Plan



Last updated: 7 July 2011

## Distribution List:

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1	Ministry of Civil Defence Emergency Management South Island Office
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## Amendment Record:

The amendments listed below are operative from the effective date

<i>Date</i>	<i>Amendment</i>	<i>Incorporated By</i>	<i>Page Ref</i>
11.09.09	Add John Birchfield to the list of Local Controllers	DMM	7
07.07.11	Update the Council Logo	DMM	Front Cover
07.07.11	Amendment Title "Manager Operations" to "Group Manager – Assets & Operations"	DMM	7
07.07.11	Update Census Figures	DMM	3

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## Introduction:

The purpose of the Civil Defence Emergency Management Act 2002, is to promote a co-operative, integrated, community focussed, 4R (reduction, readiness, response and recovery) approach across all hazards whereby each territorial authority within the West Coast CDEM Group must work together to produce a set of District CDEM Arrangements for their area.

This Plan provides for the Westland District Council approach to show how it delivers CDEM locally as required under Section 64(1) of the Civil Defence Emergency Management Act 2002.

## The District:

### Description

The District comprises the whole of the Westland District and is a long and narrow area of the South Island stretching from the South Bank of the Taramakau River in the north to Big Bay in the south. The western boundary is the Tasman Sea. The eastern boundary follows the Southern Alps from Mount Aspiring to the Taramakau River north east of Otira. Squeezed between the mountains and the ocean, the District has an average width of some 60 kilometres. The approximate width at the northern end is 45 kilometres and at the southern end 40 kilometres. The length is in excess of 300 kilometres.

The 2006 Census night population of the district was 11,202. Settlement is concentrated in relatively few localities. A large part of the District consists of uninhabited mountain and forest country.

The District has been divided into five main sectors for management and response purposes. A map showing the sectors forms part of the Standing Operating Procedures. The sectors are:

- (1) Arahura, Kumara, Otira.
- (2) Hokitika and environs.
- (3) Ross, Waitaha, Harihari, Whataroa.
- (4) Glacier Country and Okarito.
- (5) Fox Glacier, Bruce Bay, Paringa, Haast, Jackson Bay.

# The Local Hazardscape:

## Definition

Hazards are defined as any happening, whether natural or otherwise including, without limitation, any explosion, earthquake, eruption, tsunami, land movement, flood, storm, tornado, cyclone, serious fire, leakage or spillage of any dangerous gas or substance, technological failure, infestation, plague, epidemic, failure of or disruption of emergency service or lifeline utility, or actual or imminent attack or warlike act which may occur within the District and causes or may cause loss of life or injury or illness or distress or in any way endangers the safety of the public or property in the Westland District.

## Group Hazard Register

A Group Summary Hazard Register has been developed that describes the risks and consequences of hazards likely to affect the group area. See section 2.4 of the West Coast CDEM Group Plan.

## District Detail:

In addition to the hazard and risk information in the Group Plan, the Westland District has identified specific hazards unique to its boundaries.

## Seismic Issues:

Westland District is located along a major geological fault line. Advice indicates the area is overdue for a significant event. Standard Operating Procedures have been developed and will be amended as circumstances change.

## Flooding

Franz Josef/Waiiau: A detailed Standard Operating Procedure has been adopted and is in current use to provide, in particular, for the recognised dam break potential and associated flood hazard at Franz Josef/Waiiau.

## High Winds

The whole District is prone to very high wind gusts especially from a westerly or north-westerly direction, which can cause damage and endanger life.

## **Human Induced Disasters**

Accidents related to the transportation industry, in particular, an accident involving a tourist passenger bus are a likelihood. In addition, incidents involving the possibility of air crash, rail accident, hazardous chemical spillage, LPG incidents or a combination exist.

Hazardous substances such as fossil fuels, bulk LPG, bulk resins, dairy products and dangerous goods are transported through the District by rail and road. Accidents with these substances have occurred over the years.

## **Pandemic Disaster**

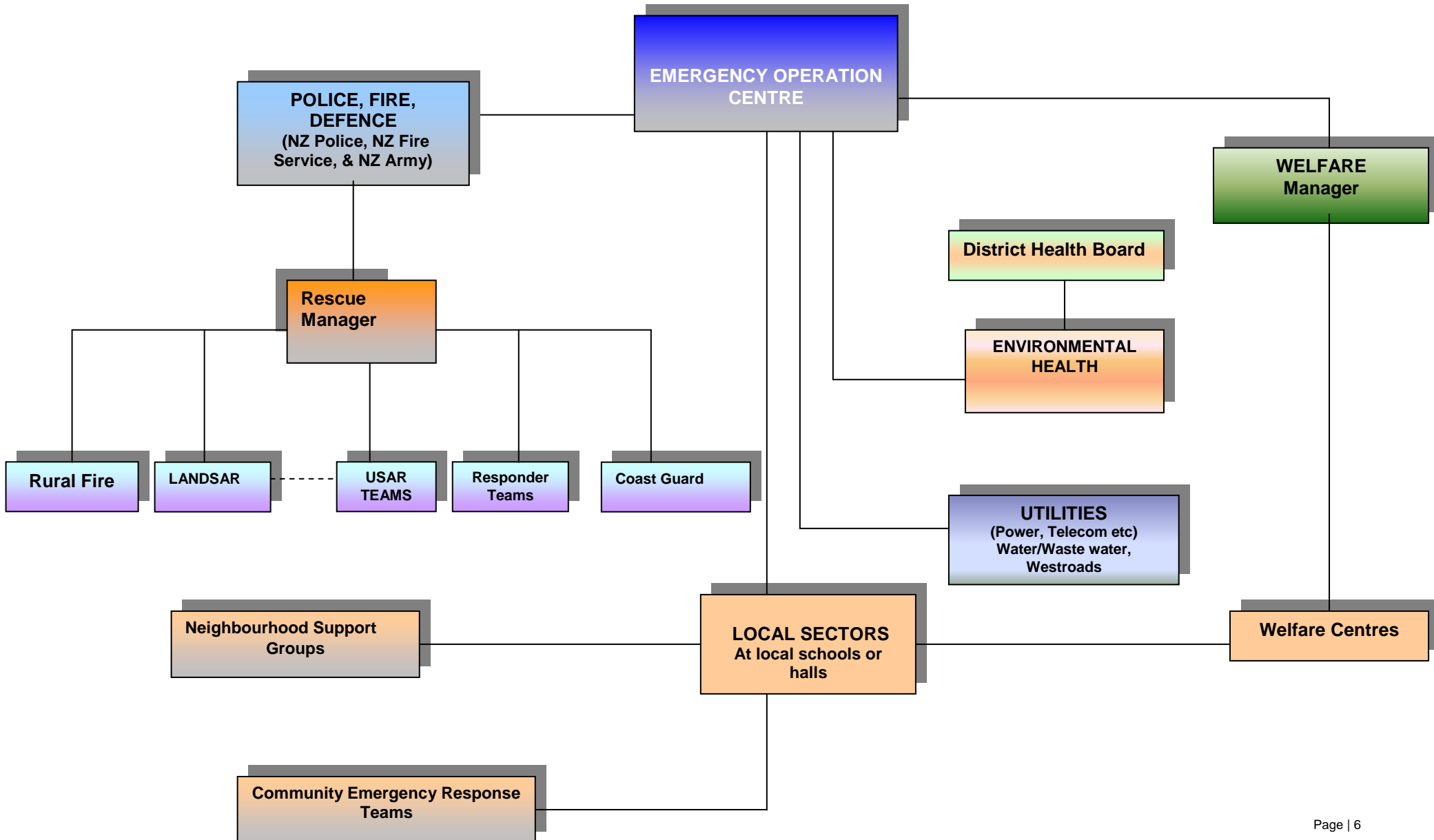
Among the many natural and technological hazards that threaten our modern communities, pandemic influenza represents one of the greatest risks. Medical researchers who track the occurrence of such events warn the world is overdue for an influenza pandemic of major proportions.

Depending on the next version of the influenza virus, the rate of spread and severity of the coming pandemic may exceed anything encountered in the last century. The disease may spread easily, resulting in an unprecedented disruption of a community's workforce. Complications from influenza infection may lead to prolonged illness and death among a significant portion of the population. Traditional health services will be overwhelmed by the demand for urgent care.

Fear of infection could cause people to avoid social contact, keep their children home from school, fail to attend work, and shun those who may be infected. Impacts from such actions would ripple throughout the community, affecting retail businesses, restaurants, development proposals, construction projects, and other elements of day-to-day community life. Caring for the sick and the dead will exact an emotional toll on family members and friends.

Well-managed community response and recovery efforts, in partnership with health authorities, can reduce both the likelihood of widespread infection and the consequences of a pandemic in all respects.

# The Westland Civil Defence Emergency Management Organisation



## **Civil Defence Emergency Management Committee**

The Westland District Council has a Standing Committee, referred to as the Planning and Development Committee, which has responsibility for the delivery of a CDEM response in Westland. The Council employs a Civil Defence Officer who is responsible for the maintenance of liaison and contacts with all agencies within the District that may have to work together in a declared emergency, including continuity and cross boundary cooperation

It is an expected outcome that the Civil Defence Officer will liaise with, among others:

- Local Controllers
- Group Manager – Assets & Operations
- Manager: Planning and Regulatory
- Representatives of each Emergency Service
- Welfare Manager
- Public Health
- Recovery Manager
- Emergency Management Officer(CDO)
- Lifeline Utilities
- Key Volunteers
- Principal Rural Fire Officer

## **Local Controller**

Pursuant to Section 27 of the Civil Defence Emergency Management Act 2002 the following appointments are made:

- Robin Reeves
- Graeme McMullan
- Richard Simpson
- John Birchfield
- Tim Gibb
- Kerry Eggeling

## **Delegated Authority**

The Local Controller is delegated all powers conferred on the West Coast Emergency Management Group under sections 86 to 94 of the Civil Defence Emergency Management Act 2002 and the Emergency Powers under section 85 Civil Defence Emergency Management Act 2002

**Appointment of representative to the West Coast CDEM Group**

Westland District Council has appointed the Mayor to be its representative on the West Coast Emergency Management Group. The Deputy Mayor will be the Alternate Representative on the Group.

**Appointment of representative to the West Coast CDEM Group  
Coordinating Executive Group (CEG)**

Westland District Council has appointed Rob Daniel to be its representative on the CEG.

## **Declarations:**

### **Declarations Guidelines**

The West Coast CDEM Group Plan (Section 3.2.5 and Annex 9) gives guidelines and arrangements for declaring a local emergency.

### **Persons authorised to declare a Civil Defence Emergency**

Under s.25 (5) of the Civil Defence Emergency Management Act 2002, the Mayor or Deputy Mayor of Westland District (as the first alternative) or an elected representative (as the second alternative) may declare a state of local emergency for the District.

## **EOC Arrangements:**

### **Introduction**

The emergency operations centre (in the Westland District Headquarters Building) is activated in response to any incident or event, which requires coordination and additional support to the overall emergency response.

Any activation of the EOC will also cause an activation of the West Coast Group EOC (refer to Figure 3.2 in the West Coast Group Plan).

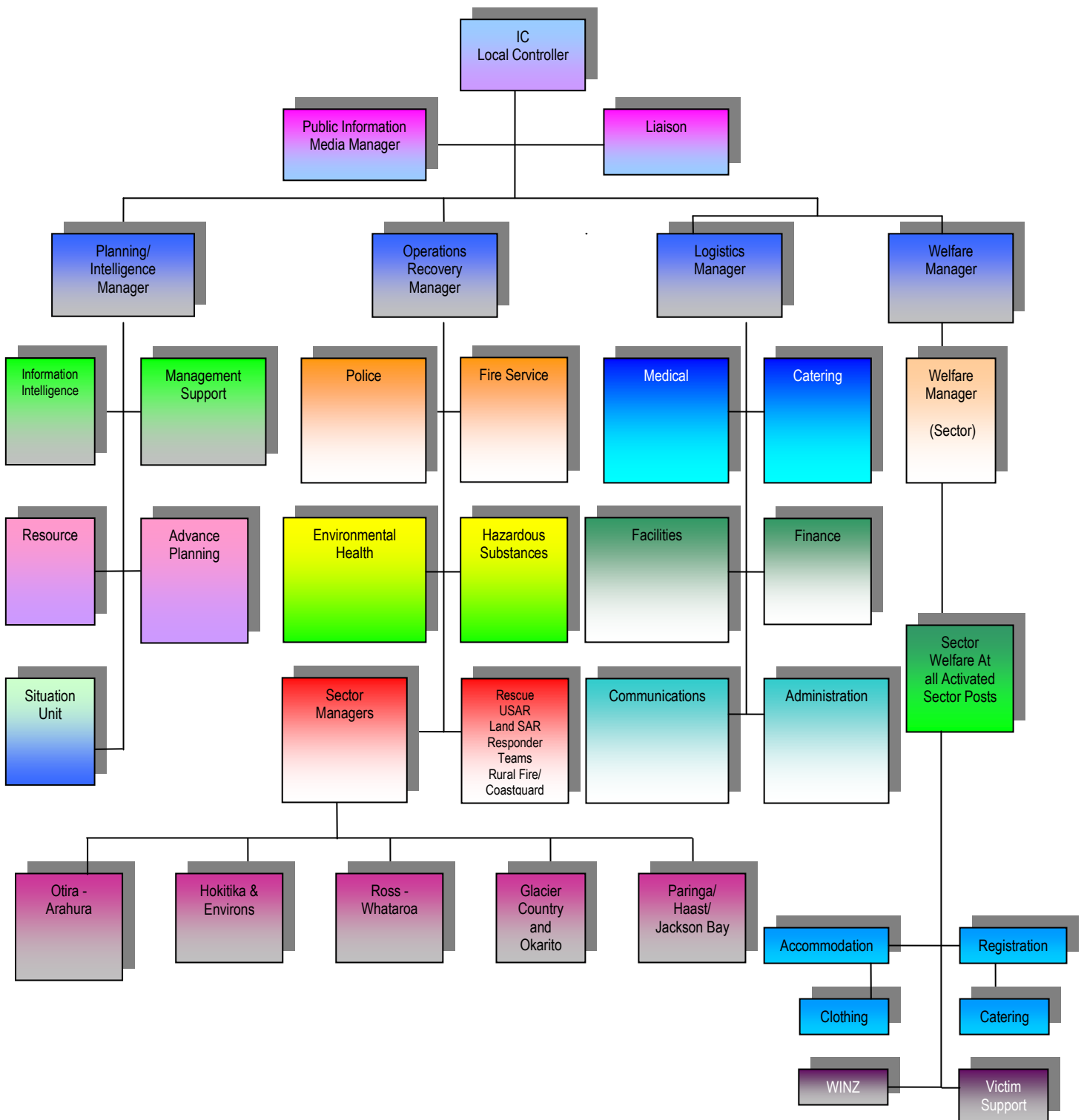
The EOC will establish communications, administration and service facilities and is staffed by Council staff supported by other organisations within the District including volunteers.

Refer to Group Plan section 3.3.1 “CDEM Structure” Fig 3.1

### **Incident Management Structure**

The processes used at all levels of response will follow the principles of the NZ Co-ordinated Incident Management System (CIMS) as outlined in the diagram below.

# CIMS MODEL – WESTLAND RESPONSE /RECOVERY



### **Location of Local Emergency Operations Centre**

The Westland District Local EOC has been established in the District Council Office, 36 Weld Street, Hokitika.

Should this become un-operational, alternate Local EOC's have been identified as:

- St Johns Ambulance HQ, Stafford Street, Hokitika.
- Hokitika Fire Station, Stafford Street, Hokitika.

### **Relationship with other EOCs**

In any local emergency other EOC's will be kept informed, as far as possible, at all stages of the state of emergency and kept up to date on what actions are being taken and what assistance can be rendered. Refer to table 3.2 and Fig 3.4 in Group Plan

## **Integration/Liaison with Emergency Services and other Organisations**

Refer to section 3.2.6 of the Group Plan.

### **Reference**

Emergency Operations Centre Standard Operating Procedures are adopted and amended from time to time.

### **Standard Operating Procedures:**

E.O.C. functions and roles:

- SITREPS
- Welfare
- Warning Systems
- Public notification.

SIT REPS will be issued as required.

# Communications – Operational:

## Introduction

Effective Emergency response relies on well planned and reliable communication at all levels between all agencies involving West Coast CDEM Group, Local Emergency Operations Centres, Civil Defence Sectors and Mobile Units throughout the District.

Primary communications includes:

- Phone and fax
- Email and internet
- VHF radio
- HF radio

These may be supplemented by:

- Sat phones
- Existing private radio networks
- Courier services

## District Communications:

The Westland District has a dedicated FM E Band repeater network across the District operating from repeaters situated on Mt. Bonar and Bald Hill with a link to Blue Spur. The network is serviced by and operates on FM E Band Frequency.

There is also a dedicated FM E Band simplex network.

Base station units are installed in the District Council Offices and at Westroads Ltd (primary Council works contractor), Kaniere Depot.

In addition there is access to a range of VHF frequencies through other agencies.

In addition there are radios in all Rural Fire District vehicles plus hand held radios with the frequencies installed.

There are approximately 10 CDEM handheld radios located in the Civil Defence Emergency Management office.

## **Group Radio Network**

The West Coast CDEM group operates a West Coast network using the ES band frequency. RX and TX Details are found in Section 3.1.8 of the Group Plan.

## **AREC**

The West Coast branch of AREC (Amateur Radio Emergency Communications) has agreed to provide radio operators to assist with communications as required within the District.

## **References**

Details of communications are set out in the local Standard Operating Procedures and group.

# Warning System:

## Introduction

Systems exist within New Zealand, which can forecast storms, floods, and other natural threatening conditions. Warnings for Tsunamis generated outside New Zealand are issued by MCDEM. For group warning levels refer to section 3.1.6 of the West Coast CDEM Group plan.

## Public Warnings System

Westland District has in place agreements with Radio Scenicland to relay any emergency messages leading up to and following a declared emergency.

## Responsibility for issuing public warnings.

Authority for issuing all public warnings lies with the Local Controller or the Incident Controller of the Lead Agency.

## References

Standard Operating Procedures are developed as required.

## **Community Awareness and Education:**

CDEM is committed to community education and awareness. Through the CDEM Group Targets and Action a programme involving all partners will be developed. Westland District is committed to periodic dissemination of CDEM information.

## **Public Information & Media Liaison:**

### **Introduction**

The provision of information to the public cannot be underestimated it is a vital role of Civil Defence Emergency Management. It works best if people know what is going on. The public must receive full and accurate information as promptly as possible. Lack of information, uncertainty and rumour, damages morale and inhibits or even prevents recovery action.

### **Appointment of Public Information/Media relations Officer**

Depending on the nature of any event an appropriate appointment to undertake media liaison will be made. This appointment will be based in the Local EOC at all times prior to and during a declared local emergency. For a more detailed job description refer to the EOC Standard Operating Procedures. In a non-declared emergency a spokesperson will be nominated from the lead agency or agreed to on the day.

### **Authority for Public Information in an emergency**

In the event of any multi agency response, a public information manager agreed by the agencies involved shall coordinate public information in relation to the emergency.

Upon the declaration of a state of Local Emergency, authority for issuing all public information lies with the Local Controller and Group Controller.

### **Delivery of Public Information**

#### **Phone**

During an emergency the Westland District Council staff will be the primary means of answering public telephone enquiries. This will require excellent coordination between the GEOC, local EOC and each TA. The Westland EOC will provide relevant and up to date information as the event develops.

## **Radio**

Local radio stations will be the public broadcast system used for immediate transmission of public messages, including information and warnings. Local stations may need to be supported by national stations operating out of Christchurch and Wellington.

## **Web**

Public information and Sitreps will be posted on an emergency page on the District Council website. This will be done from the EOC and a web manager will be appointed. The public will be encouraged to get information from this source in the first instance.

## **National Enquiry**

See section 3.2.6 table 3.3 page 27 of the Group Plan.

## **Other**

Public information will be supplied to Welfare Centres if established via the EOC. This will be by way of notice boards and flyers and other appropriate means for the circumstances.

School and other public notice boards will also be utilised to give information to the public.

## **Welfare Related Enquiries**

It is accepted that when people are being evacuated a heightened level of public enquiry can be expected. In the first instance a welfare management committee will manage these in cooperation with appropriate Council Staff. Where the demand is unable to be met locally the Group and National Enquiry arrangements will assist. See section 3.2.6 page 27 of the Group Plan.

## **Reference:**

- Standard Operating Procedure
- Group Plan Section 3.2.6 Table 3.3

# Welfare:

## Introduction

"Welfare" is the organised effort to preserve or improve the physical and mental well-being of people affected by a local emergency.

The Local Controller has an overall responsibility for emergency welfare, which forms an important part of disaster relief. Westland District Council has appointed a Welfare Manager who is responsible to the Controller for the direction of the activities of the Welfare section and for the co-ordination of all resources and services made available for welfare purposes in the District.

## Role of Civil Defence Emergency Management in Welfare

It is the responsibility of the local CDEM Organisation to plan for welfare facilities in the District and to organise the provision of emergency welfare services. It is necessary to co-ordinate government departments and other agencies to achieve this role.

## Roles of Government Departments

Government departments have specific responsibilities under the Civil Defence Emergency Management Act 2002 and particular roles as defined in Welfare Section of WC CDEM Group plan. Representatives from those Departments, contribute to the Welfare Management Committee.

## Welfare Management

Welfare will be managed from the EOC. Functions and responsibilities are:

Function	Responsible Agency
Welfare Manager	Westland District CDEM
CDEM Officer	Westland CDEM
Personal Services Coordinator	Child, Youth & Family
Clothing Coordinator	Salvation Army
Accommodation Coordinator	Hotel Association N Z
Registration & Enquiry Coordinator	Citizens Advice Bureau
Catering Coordinator	Salvation Army
Government Agency Coordinator	Work & Income N Z
Civil Defence Area Representatives	Westland CDEM
Counselling & Support	Victim Support/Police
Animal issues	RSPCA

## **Welfare Manager**

The Welfare Manager named in Standard Operating Procedures will be responsible to the Controller for the control of emergency welfare measures using the organisations and resources provided for in the Plan. The Welfare Manager will be responsible to the Controller for the distribution of supplies and for the care of the evacuees.

## **Welfare Centres**

A Welfare Centre is established by the Westland Local EOC to cater for displaced people and evacuees who cannot be catered for elsewhere. A Welfare Centre is likely to utilise a large facility. Welfare Centres will be activated on the instructions of the Controller via the Welfare Manager.

Lower levels of welfare may be provided at Sector Posts as required. This would consist of little more than shelter, limited catering and registration.

## **Welfare Functions**

During an emergency, some or all of the following emergency welfare functions may be required:

- Feeding and Catering
- Accommodation
- Clothing
- Personal Services
- Registration and Enquiry
- Evacuation

## **References**

- Westland CDEM Welfare STANDARD OPERATING PROCEDURES
- CDEM Group welfare plan needs to be developed
- National Civil Defence Plan - Part 8

## **Finance:**

### **Financial Delegation**

The Westland District Council Delegation Manual outlines the financial delegations to designated personnel.

### **Finance outside an emergency**

The Council finances this Local Plan and delivery of local Civil Defence Emergency Management.

The Westland District Council will operate and maintain the Civil Defence Emergency Management Account. The Manager: Operations is the authorising officer for all Civil Defence expenditure and is responsible for the accounting of all moneys allocated for District Civil Defence purposes. All accounts will be maintained in accordance with the Council accounting procedures.

### **Expenditure incurred during an emergency (refer 4.9C WC Group plan)**

The District Council is responsible for funding response activities during a declared emergency. Council may also incur costs outside declared emergency for public good type activities such as welfare and the like. Some of those costs may be eligible for reimbursement from Central Government as follows: -

- **Category A**

The full costs of accommodating, transporting, feeding and clothing people who could not continue to live in their usual place of residence as a result of an emergency.

- **Category B and Recovery costs**

A 2:1 subsidy for other emergency expenditure (incurred by local authorities and/or CDEM Groups), which is in excess of a sum equivalent to 0.01% of the net, equalised rateable capital value (NERCV) of the district or districts for which the state of emergency was declared.

Any expenditure shall be accounted for using Council usual accounting practices.

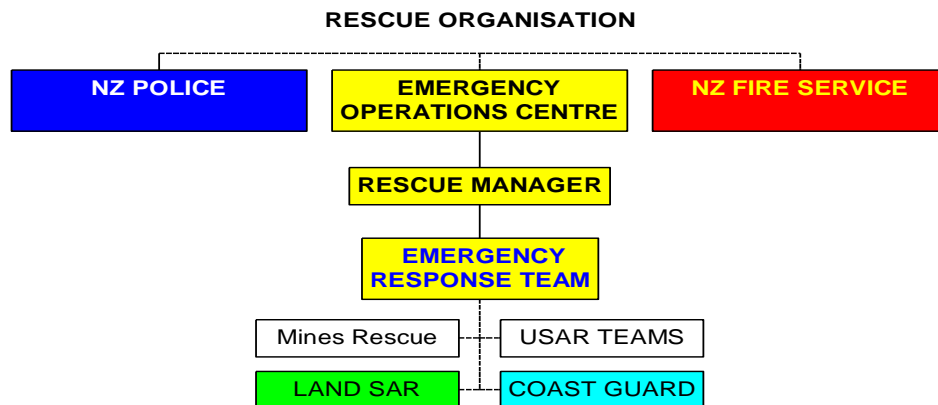
# Rescue:

## Introduction

This section of the plan provides information on the organisation, responsibilities and tasks of the Westland District Emergency Response Team. For Group details refer to the West Coast Civil Defence Emergency Management Group Plan.

## Team Structure

The Team's operational and command structure is flexible in order to meet the requirements of different incidents however the basic model will be:



## **Organisation:**

### **Location**

The District Rescue Manager will be located at the Local Emergency Operations Centre.

### **Rescue Teams**

- Fire Brigades based at the District's Fire Stations are all trained in basic rescue.
- There is a Land Search and Rescue Team based in Hokitika and Franz Josef/Waiiau which are available on request through the NZ Police.
- NZ Coast Guard also has a base at Hokitika.

### **National USAR Task Force Teams**

Additional rescue resources may be requested through Group EOC. Specialist USAR capability is to be requested through the Group Controller or direct through the MCDEM Director.

### **References**

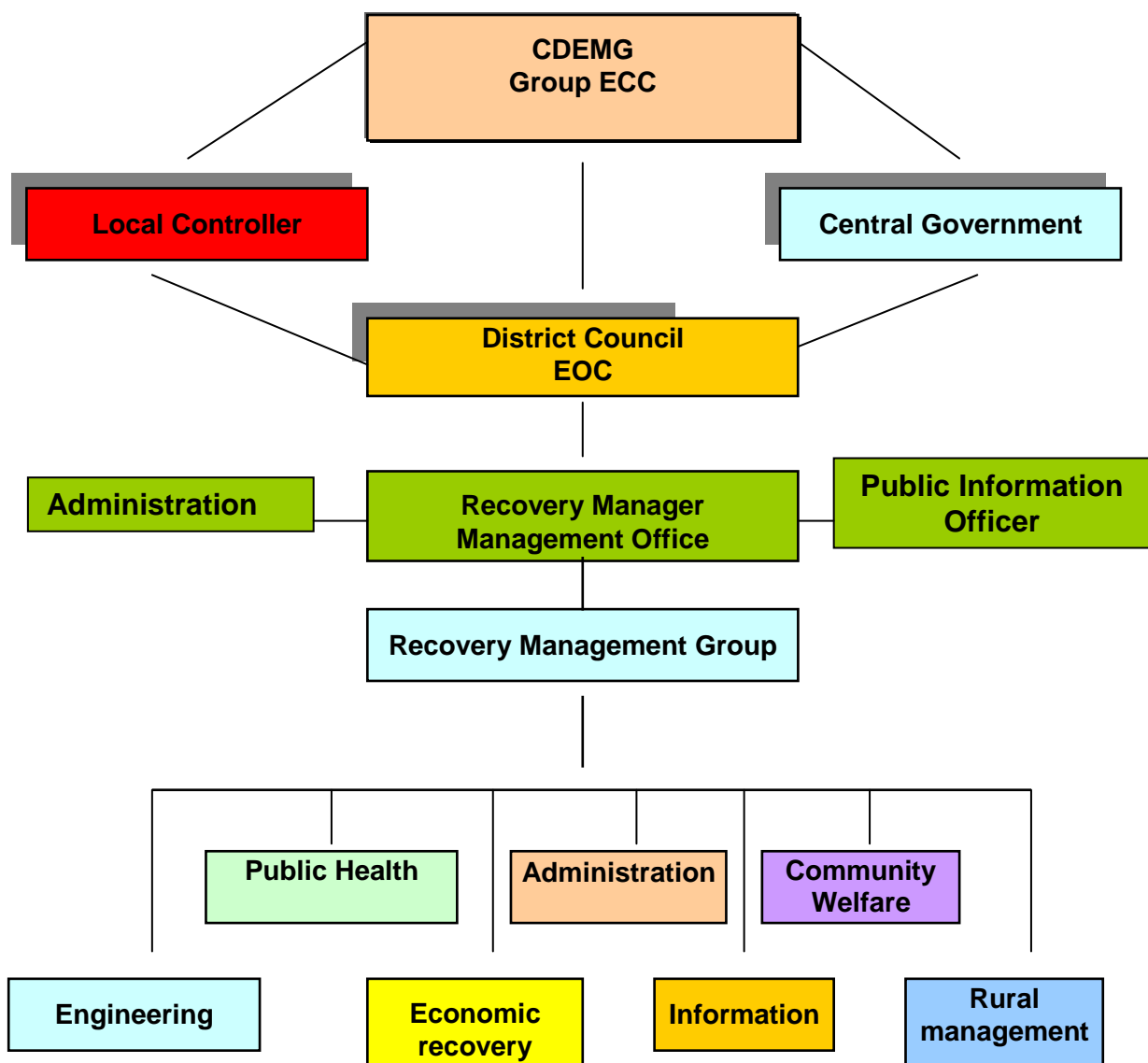
Westland District Emergency Response Team Standard Operating Procedures.

## Recovery:

### Function

The purpose of recovery is to allow the community to return to normal social and economic activities as soon as possible; at the same time taking action which may relieve the future occurrence of disasters and noting opportunities which may arise to make improvements within the community.

### Organisational Structure



## **Priorities**

Recovery should acknowledge the following priorities:

**a) Human Health and Safety of People**

By ensuring the safety of the community through effective emergency response mechanisms

**b) Social Restoration**

After restoring the physical needs of the community, the psychological and social aspects should be addressed quickly and concurrently

**c) Restoration of essential services and utilities**

Depending on the nature of the event, the restoration of services and utilities will be subject to prioritisation.

**d) Economic Restoration**

A balance must be achieved between the recovery needs of the community and any long-term distortion of the local economy.

**e) Physical Restoration**

Usually accomplished as part of the social and economic restoration, but whatever remains will be of low priority and will be dealt with later.

## **Appointment of a Recovery Manager**

A Recovery Manager will be appointed as circumstances require.

## **Local Controller's function**

During a state of local emergency, the Local Controller is to work closely with the Manager to help ensure a smooth transition from the response phase to the recovery phase.

### **Location of Recovery Coordination**

Recovery coordination centre will be set up as close as practicable to the local Emergency Operations Centre. The operational side will operate at agency centre close to the affected community.

### **Recovery finances / Financial policies**

The District Council will ensure expenditure is recorded in detail by using its own ordering and payment systems. This means established systems will be used by people who are familiar with them.

### **Termination of a State of Emergency**

Prior to the termination of a state of emergency, the Recovery Manager is to initiate a meeting with the District Controller and staff for a briefing on the current and future situation. Agreement will be finalised on the transition of authority and what staff are required to move from response to recovery mode.

Refer to section 3.4.7 of the Group Plan.

### **References**

National Civil Defence Plan, part 2, Recovery.

## **Partner Agencies:**

### **Introduction**

A serious disaster creates complex problems for the maintenance of law and order and the performance of recognised emergency service functions. The Group Plan Partner Agencies section covers the group planning in detail.

### **Integration/Liaison with Emergency Services and other Organisations**

Strong liaison with the Emergency Services and other organisations with specific roles will be maintained throughout a Civil Defence emergency. Ideally, Liaison Officers will be seconded to the EOC where they can take part in planning activities. Where that is not feasible, regular and comprehensive reports and advice of what actions are being taken will be made.

### **NZ Police responsibilities, Powers and Functions**

The Police will, where appropriate:

- Participate in the dissemination of local emergency warning messages in accordance with the instructions for Local Warning Systems.
- Provide continuing representation to the District CDEM organisation.

### **Police Liaison**

The Police will continue to operate from the Police Stations and a Police Liaison Officer will be deployed to the Local EOC to advise the Local Controller on matters of Law and Order

### **Specific Duties of Police**

- The tactical control of access into and within the cordon of a disaster area for the purpose of facilitating rescue.
- The protection of property and security of evacuated areas.
- The prevention and suppression of disorder.

Acting in support of the Department of Social Welfare or other agencies in relation to the registration of evacuees and missing persons and notification to their next of kin.

The identification and disposal of the dead in close liaison with:

- The Department for Courts to expedite inquest requirements.
- Hospitals, health and local authorities to establish adequate and suitable mortuary facilities.
- The West Coast District Health Board to minimise any health hazard and assist with the disposal of human remains.
- Undertaking appropriate inquiries in relation to the death of any person including the notification of next of kin.

### **NZ Fire Service: Roles, Functions and Responsibilities**

During a state of Local Emergency, the New Zealand Fire Service continues to carry out their normal role of:

- Rescue - removal of entrapped persons from fire or other emergencies
- Fire fighting - to control, contain and extinguish fires
- Containment of hazardous materials, escapes and spillage
- Limitation of damage - salvage of essential resources from endangered locations
- Redistribution of water for specific needs i.e. health and hygiene requirements of stricken areas.
- Note: - Water supplied through New Zealand Fire Service equipment may not be suitable for drinking without boiling, purifying or otherwise treating
- Temporary re-establishment of piped water supplies - use of Fire Service pumping equipment and hose lines
- Fire Safety - action essential to prevent fires and the protection of vital facilities and resources.

Whilst the mode of operations will not alter, the priorities may. The Local Controller in consultation with the Senior Fire Officer could set these.

## **Fire Liaison**

The Fire Service will continue to operate from the Westland District Fire Stations.

A Liaison Officer will be deployed to local emergency operations centre to provide specialist advice to the Local Controller. Civil Defence Emergency Management Officer maintains on-going contact with local Fire Service staff.

## **Communications**

- The New Zealand Fire Service will establish and maintain communications with the Local EOC during a declared Local Emergency.
- The three Westland District Council Rural Fire Forces will establish communications with the Local EOC and the New Zealand Fire Service as is appropriate at the time.
- Refer to Communications diagram.

## **Rural Fire**

The West Coast Principal Rural Fire Officer is responsible to the Local Controller for planning and implementation of Rural Fire activities during a local emergency in the District through the police/fire defence structure.

## Health:

The health section of this plan should be read in conjunction with the operational component of the West Coast Emergency Management Group Plan. This plan, co-ordinates the Health Services response to major incidents and is compatible with West Coast District Health Board and Hospital and St John Ambulance plans. The plan covers links not only for declared local emergency but also a health services emergency.

During an emergency West Coast District Health Board is to make the best available use of the medical resources within their area such as medical practitioners, registered nurses, St John Ambulance.

**Communications** Separate systems will operate including telephone (including direct line and radio telephone).

- St John will provide a liaison officer at Local EOC to communicate between its Regional Communications Centre and hospital services as may be required.
- WC DHB has access to the emergency ambulance communications network as well as radio communication with the ambulance service.

### Mortuary Facilities

Additional buildings may be requisitioned as necessary. Community and Public Health together with Police to identify suitable locations for emergency mortuary services. The use of Refrigerated containers if available.

### Medical

The DHB and Order of St John will provide liaison officers to the District Council EOC. Both will work together to coordinate delivery of medical services to the community using the local resources they have available. They will be included in the Incident Management Team so there are clear lines of communication to the Controller and others.

Where local medical resources are not available or not sufficient, A request will be made to the Health Coordination centre based in Christchurch.

## **Public Health**

Community and Public Health (CPH), together with the District Council's Environmental Health Officers (EHO's), will be responsible for public health "statements" and the circulation of advice in regard to: safe water, contamination from sewage and other wastes, disposal of human organic waste, disposal of dangerous chemicals, disposal of dead animals, safe food, health nuisances and housing standards relating to public health.

In performing their duties the public health team will need to liaise with:

- Council Water supply contractor- water control, treatment and safety
- Council Drainage and Solid Waste contractor - sewerage and other wastes disposal.
- Welfare - safety of food supplies, mass feeding facilities and sheltering of evacuees.
- NZ Fire Service - manage and make safe hazardous substances
- New Zealand Police - emergency disposal of the dead and mortuary facilities.
- Ministry of Agriculture and Forests (MAF) and West Coast Regional Council - disposal of animal carcasses.

The Ministry of Health, through the Medical Officer of Health will be responsible for immunisation decisions and procedures

## **Registration of Casualties**

Registration of casualties will be the responsibility of the hospital where casualties are receiving health care. The local EOC will liaise with the hospital concerned to assist with registration if necessary and to ensure that the Registration section of CDEM is also sharing and compiling the relevant information.

## **Support Services**

The Civil Defence Welfare Section will provide full welfare support including catering, as required, for any medical facility established during any major incident.

The Civil Defence Logistics Section will liaise with utility providers for: water supply, electrical supply, drainage, sewerage disposal, transport support, or other services as required.

## **References**

- St John Northern Regional (SI) Civil Defence and Health Services Plan.
- West Coast Group Plan GEOC activation Guideline and Fig 4.1.