

Emergency Support Team Policy

1. Introduction

The CDEM Group Plan requires each Territorial Authority (TA) member of the Group to have sufficient suitably trained and experienced personnel to staff its Emergency Operations Centre (EOC) for 2 full shifts. However, dependent on the severity and duration of the emergency event, this requirement may not be feasible on an ongoing basis. If this situation arises the affected TA is to seek assistance through the Group Emergency Coordination Centre (ECC).

The ECC will seek the assistance requested from other TAs in the Group Area, and/or other South Island CDEM Groups (who have an MOU with Canterbury relating to the provision of this type of support) or through the National Crisis Management Centre or National Controller.

The responsibility of bringing together an Emergency Support Team (EST) rests with the ECC. TAs are encouraged to contribute personnel, where available, to an EST.

This Policy is applicable to an EST comprising only paid or volunteer Local Government CDEM staff. At a later time, this Policy may be expanded to cover a multi agency EST that could include emergency services and government department personal.

While this Policy infers that an EST will comprise an individual or collective of individuals the same processes and rules will be applicable when a TA requests the assistance of an established organisation/body, such as a Rescue Response Team.

A declared state of emergency is not a prerequisite for a TA to request an EST.

2. EST

An EST is defined as an individual or collective of individuals established during an emergency which can be deployed to supplement/relieve staff in an activated EOC, Welfare facility or other part of a local response organisation. An EST could also be established to support other organisations acting as the 'lead agency' within an emergency under legislation other than the CDEM Act 2002 - consistent with the all hazards, multi-agency approach to emergency management advocated in the CDEM Act 2002.

The composition of an EST is not fixed, but will vary depending on the kind of event, duration, severity, availability and skill sets of local staff, etc. Therefore each EST deployed will be 'tailored' to meet the requirements of the requesting EOC. The requesting EOC must clearly identify the skill sets they require and the appropriate level (i.e. Managers, Supervisors, Specialist Advisors, Engineers etc)

The initiating TA and the Group Controller will agree the duration of the initial deployment of an EST in advance of its deployment. For planning purposes this will be for up to 5 days. Any extensions would have to be mutually agreed between the initiating and the providing TAs (via the Group Controller where an EST consists of composite personnel from various TAs). The concurrence of each individual member of the EST to be extended should be sought before a final decision is made.

3. EST Data Base

The Group Emergency Management Office (EMO) will maintain a database of potential EST personnel. The EST database will be updated every 6 months on 1 March and 1 November by the EMO.

All paid and volunteer CDEM personal in the Group Area are eligible for inclusion in the Data Base subject to the following criteria:

- The individual agrees to their inclusion
- The individual is endorsed by their CDO as suitable.

It is not intended to define any formal qualifications for an individual to be listed in the Data Base however they must have had sufficient experience to enable them to adequately perform one or more functions in an EOC and/or Welfare Centre. The CDEM functions that the individual is experienced to perform and to which level (i.e. Managers, Supervisors, Staff) will be noted in the Data Base. This information will need to be endorsed by the relevant CDO before it is inputted.

It is acknowledged that it is possible that personnel with particular skills, i.e. Engineers, CDEM specialists, not listed in the database may be requested. If this occurs the ECC will make a specific request to other TAs.

4. Requesting an EST

The Local Controller should make a formal request for an EST to the Group Controller using the Form at Annex A.

The ECC will identify suitable individuals listed on the EST database to be deployed as members of the EST. The ECC will then seek the agreement of:

- Each Individual
- Employing TA on the Individual

No individual will be deployed as part of the EST until the requesting TA has agreed to the proposed individual.

If for any reason the request cannot be met from the personnel listed in the database or by a specific request within the Group Area, the Group Controller will seek assistance from outside the Group Area through the National Controller.

5. Authority to Deploy an EST

The Group Controller is authorised to approve the deployment of an EST anywhere within the Group Area.

The Chairman of the Coordinating Executive Group (CEG), on the recommendation of the Group Controller, will approve the deployment of any EST outside the Group Area.

6. Administration

All individuals listed in the database should have a pre-prepared "go kit" that includes sufficient personal and wet weather clothing and toiletries for 5 days.

The ECC will be responsible for coordinating the movement of EST members to and from the requesting EOC. The ECC will, if possible, coordinate any additional equipment identified in the EST Request Form. If this cannot be organised the ECC will advise the requesting TA prior to the deployment of the EST.

The requesting TA is responsible for the catering, accommodation, etc., of the EST from when it arrives at its designated reporting place and until it departs.

7. Health & Safety

The providing TA should have a health and safety policy in place that applies to EST members, that is consistent with the Health & Safety in Employment Act. This should

cover accident compensation, including who pays an EST member's salary/wage if they are unable to work, particularly for the period between the accident occurring and ACC beginning to cover the income payments.

The Health & Safety in Employment Act states that employers must provide employees (including volunteers) with "suitable clothing and equipment to protect them from any harm that may occur." As stated above, the ECC will advise the providing TA with a list of what clothing and equipment is required for the deployment.

The providing TA must outline its position in relation to covering EST members for damage to personal effects and protection from liability.

8. Costs

Unless agreed to the contrary by the Chief Executive Officers (CEOs) of the providing and receiving TA prior to the deployment of the EST, all the actual and reasonable costs of the individual members of the EST for the first 5 days of the deployment will be the responsibility of the providing TA. Additional expenses will be the responsibility of the receiving TA.

Recovery or otherwise of actual and reasonable costs incurred after the first 5 days of a deployment (whether the same or different individuals) will be by mutual agreement between the CEOs of the providing and receiving TAs. This matter must be resolved before the Group Controller will approve an extension of the EST deployment.

If MCDEM agree to pay the costs associated with the deployment of an EST, the providing TA should invoice the receiving TA for their agreed costs, to reduce administration. The receiving TA would then include this in its consolidated claim to MCDEM, via the Group EMO, after the emergency has concluded.

9. Note.

The above paragraphs relating to costs do not necessarily apply to the deployment of an organisation/body such as a Rescue Responder Team. In these circumstances recovery or otherwise of actual and reasonable costs incurred from day 1 of a deployment will be by mutual agreement between the CEOs of the providing and receiving TA. This matter must be resolved prior to the Group Controller approving the deployment.

If an EST is deployed outside the Group Area all actual and reasonable costs and expenses incurred may be recovered from the receiving CDEM Group under section 113 of the CDEM Act 2002. Prior to approving an EST deployment outside the Group Area, the CEG Chairman will ensure that the receiving Group is aware of the relevant section of the Act and agrees to the subsequent recovery.

10. Conclusion

It is virtually impossible to produce a Policy that covers every possible contingency relating to the deployment of an EST. Accordingly, common sense should apply when this Policy does not cater for a particular situation or circumstance.

Clarification of any aspect of this Policy should be referred in the first instance to the Group Controller. If the Group Controller can not resolve the matter to the satisfaction of all the parties involved he will refer the matter to the CEG Chairperson for a final decision.

ANNEX A to:
Canterbury CDEM Group EST Policy

EST REQUEST TEMPLATE

1. Requesting authority and staff member
2. Time and date of request
3. Functions required and number, e.g. "Intelligence x 2, Logistics Clerks x 3"
4. Level and number required for each function, e.g. "Intelligence Manager x 1 and Intelligence staff x 1"
5. Date and Time required
6. Planned date and time of release
7. Report to where and whom, e.g. Timaru EOC, John Brown
8. Special equipment requirements
9. Telecommunications equipment requirements
10. Other matters/requirements – including transport limitations.

Note. When requesting the functions required be as specific as possible, e.g. "Ability to produce SITREPs" or "Experienced in acquiring road transport resources."