

# Emergency Coordination System (ECS) Forms

## Purpose

The purpose of this is to explain the different ECS forms, their purpose and how they should be used. These forms are under constant development and the Canterbury CDEM Group website should be checked on occasion for updates. While using these forms if an improvement or a recommendation for change is found please report this to the Canterbury CDEM Group Training Coordinator.

The Canterbury CDEM Group web site address is <http://www.cdemcanterbury.govt.nz>

The Training Coordinators Email address is [james.thompson@ecan.govt.nz](mailto:james.thompson@ecan.govt.nz)

General considerations when completing EOC paperwork should include:

- Type or neatly print all entries
- Clearly enter name, position, date and time on all forms
- Enter dates by day / month / year format (e.g. 12 May 2008)
- Use 24 - hour clock time
- Fill in all blanks, use N/A (not applicable) or U/K (unknown) as appropriate
- When using the templates in MS Work the boxes and table will self expand when typing in information

These forms can be used at any level of response coordination and when referencing EOC in this document it can be read as any level of response coordination.

## ECS 1 – Declaration Checklist

ECS 1 is a check list that can be used to help Controllers, Elected Officials and other EOC staff decide if a Declaration of a State of Emergency is required.

## ECS 1 to 4 – Declaration Forms

These declaration forms come straight out of the Canterbury CDEM Group Plan. They are used to make, extend, or terminate a Declaration of State of Emergency.

## ECS 5 – Delegation of Powers Matrix

Once a State of Emergency is declared the Controller can delegate the powers under the CDEM Act to other people working on behalf of the Controller. In an EOC / ECC it is good practice to record and display these delegations. ECS 5 provided a template to do this. It also provides a short summary of the powers.

Some delegations may be made before an emergency occurs so these could be pre-recorded on ECS 5

## **ECS 6 – Management Team Agenda**

ECS 6 is used to provide a structure for EMT meetings and to record the outcomes of these meetings. Typically these meetings are chaired by the Operations Manager with the Planning – Intelligence section taking notes.

There is room on the form to add or subtract agenda items but it should always start by pertinent responding agencies giving an outline of the content of their status reports.

The agenda could also be used to plan, manage and record meetings within a section if required.

## **ECS 7 – Status Report**

The Status Report form is used by any of the Sections / Units (Functions) / Agencies responding in the EOC to provide information about what their Section / Unit / Agency is doing. It is a clean clear way of providing situational information to the EOC.

It is typically completed just before a Section or EOC Management Team meeting and when significant changes in status occur.

## **ECS 8 – Daily Time Record**

During a response it is important to keep track of the hours people work in an EOC so that they can get paid and so that workloads and future staff planning can be managed. If the organisation the EOC is operating in does not have a way to do this then ECS 8 could be used. It can be modified to meet the requirements of the organisation.

## **ECS 9 – Organisational List**

When the EOC is operating it is important to have a list or diagram showing who is in each position and what their contact details are. ECS 9 can be used for this if the EOC does not have another way of doing so and may be modified as required.

It is helpful to print or enlarge it on to A3 sized paper

## **ECS 10 – Contact Directory**

ECS 10 can be used to create a contact list for all people working in an EOC.

## **ECS 11 – Position Log**

All people working in an EOC should be encouraged to keep a log of the decisions and work they have carried out in the EOC. ECS 11 is a simple form that can be used by a Section or Unit to record these decisions. One log is used per Section / Unit rather than each individual using one.

## **ECS 12 – Situation Report**

The Situation Report is to be used by each EOC to report on their situation to adjacent levels of response and partner agencies. The situation report is also used internally by the EOC to help in the development of the Action Plan to maintain situational awareness.

Each EOC will typically produce two of these per 24 hour period unless the situation is changing dramatically and quickly in which case they will be produced as required.

When completing ECS 12 do not repeat information, other than statistical data, that has been previously reported in a previous Situation Report. If previous information needs to be highlighted then refer the reader to previous Situation Reports.

This template is modular, allowing for fields that do not apply to any particular event to be deleted or expanded.

The Canterbury CDEM Group Emergency Coordination Centre (ECC) expects EOCs to produce Situation Reports on ECS 12.

### **ECS 13 – Action Plan**

Each EOC is required to produce an Action Plan for each Operational Period the EOC is activated for. The Action Plan describes the Objectives and Tasks that need to be carried out within a time period in response to the emergency. It is used by the EOC but must also be transmitted up, down and sideways by one response level.

The Canterbury CDEM Group Emergency Coordination Centre (ECC) expects EOCs to produce Action Plans on ECS 13.

### **ECS 14 – Task Plan**

An Action Plan will include outlines of a number of specific tasks that may need to be carried out. In many cases each of these tasks may need some further planning to ensure they are achieved. ECS 14 can be used to assist with this process. The Task Plan is completed by the agency that is leading that part of the response, in conjunction with other agencies involved in planning for and delivering the task.

### **ECS 15 – Check-in / Check-out**

All people working or visiting an EOC should be checked-in and checked-out. ECS 15 can be used for this.

### **ECS 16 – Request for Resource or Assistance**

To ensure that the right resources or assistance is provided to an EOC or agency responding to the emergency all requests for resources or assistance should be made on ECS 16. If ECS 16 is not used to request resources or assistance there could be delays in letting the requestor know if they can have the resource or assistance.

Parts 1 to 19 are completed by the requestor of the resource or assistance while part 20 is completed by the EOC, ECC or NCMC providing the resource.

### **ECS 17 – Supply Requisition Summary**

Once a resource has been requested the supplier and receiver need to keep track of that resource. ECS 17 can be used to do this.

### **ECS 18 – Intelligence Collection Plan Matrix**

To make informed decisions in an EOC good accurate intelligence must be collected. ECS 18 enables the Situation Unit to document known and potential sources of information about the impact of the emergency, response to it, status/availability of resources and other crucial information sets.

Intelligence Collection Matrices can be largely pre-prepared for a range of potential emergency scenarios, but will need to be flexible enough to accommodate modification, as no two emergencies are the same and sources are likely to be impacted themselves at times. The Intelligence Collection Matrix will need to be reviewed and updated at least daily, perhaps more often, during activations.

### **ECS 19 – Intelligence Dissemination Plan Matrix**

Information not only needs to be collected by the EOC but also needs to be disseminated to other EOCs / ECC / Organisations. ECS 19 enables the Planning – Intelligence Section to document intended recipients of Intelligence and Planning products.

It is the responsibility of the Intelligence and Planning Units to develop and maintain the Dissemination Matrix and to ensure that the various dissemination tasks are properly planned for, resourced, executed and recorded.

### **ECS 20 – Advanced Planning Table**

EOCs need to consider how and what they will be responding to in the future. ECS 20 helps the Planning – Intelligence Section to scope out likely and potential scenarios over various timeframes further into the emergency.

The advanced planning timeframes can be amended should other timeframes better support future impact estimation, and Response and Recovery planning.

The Advanced Planning Table should be maintained and reviewed throughout the Response, provide for transition to Recovery, and to plan for stand-down of Response resources and eventually the Response itself.

### **ECS 21 – Major Incident Report**

When a new incident occurs or becomes known about its details need to be sent to or recorded in the EOC. ECS 21 can be used for this. Typically it will be used by the Operations Section or Agencies responding to the emergency to feed information into Status reports and Task Plans.

Information from these will also be displayed on the event status boards.

### **ECS 22 – Requisition of Property during a State of Emergency**

One of the powers available in a State of Emergency is the power to requisition property. ECS 22 is a form that can be filled out and given to the person / organisation the property is being requisitioned from to inform them of the requisition and the compensation they can get. On the reverse side of the form are excerpts from the act that are relevant.