

Report 08.223
Date 8 April 2008
File Z/01/04/20

Committee CDEM Group
Author Rian van Schalkwyk Manager, Wellington Region
CDEM Office

Update of Response and Recovery Protocols for Lifelines Utilities

1. Purpose

To provide an update on the Response & Recovery Protocols for Lifeline Utilities.

2. Background

At a regional level, CDEM Groups need to be prepared to set up a Lifelines Co-ordination function in response to a major emergency. This function is typically undertaken as part of the GEOC operations, with a Lifelines Co-ordinator assisting the Group Controller or Recovery Manager as an informed source of advice.

In 2005 the Response and Recovery Protocols for Lifeline Utilities were developed as a joint project of the Wellington Lifelines Group and the Wellington Region CDEM Group. The objective of the document is to clarify and define the lifelines co-ordination roles, responsibilities and expectations between individual lifeline utilities, territorial authorities and the Wellington Region CDEM Group.

The protocols outline a framework for co-ordination and are designed to apply to major local emergencies, and regional scale emergency events. They are not a detailed statement of each agency's roles and responsibilities.

3. Update of Protocols

It was recognised that the Protocols required updating to reflect changes since 2005, as these were the first protocols to be established by a Lifelines and CDEM Group. (The updated Protocols are attached as *Attachment 1*).

The additions to the Protocols include sections on:

- Lifelines co-ordination in the GEOC
- Level of response (as highlighted in the Wellington CDEM Group Plan)
- Utility service restoration priorities
- Diagrams illustrating the flow of information between Lifeline utilities and the GEOC
- Recovery
- Lifelines Co-ordinator checklist

It is also to be noted that the reporting template for Lifeline Utilities has been modified to reflect the form used by other Lifeline Groups. This has been used during exercises and recent events in other regions.

4. Co-ordinating Executives Group (CEG)

At its last meeting on 7 April, CEG requested that the contact list in the Protocols specify names and titles of contacts to ensure that information reached the correct person. This has been achieved.

5. Recommendations

That the CDEM Group:

1. ***accepts*** the changes to the Response & Recovery Protocols for Lifeline Utilities and;
2. ***approves*** the changes to be incorporated into the Wellington CDEM GEOC Standard Operating Procedures.

Report prepared by:

Rian van Schalkwyk
Manager, Wellington Region CDEM Office

Attachment 1: Updated Protocols