

# Appendix 2. Definitions and abbreviations

**Summary** This appendix covers the definition of terms and use of abbreviations in the Guide to the National CDEM Plan.

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## A2.1 Definitions

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The source of the definition is shown if it is other than the Guide.

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### **4 Rs** means

- (a) **reduction** (identifying and analysing long-term risks to human life and property from natural or non-natural hazards; taking steps to eliminate these risks if practicable, and, if not, reducing the magnitude of their impact and the likelihood of their occurring); and
- (b) **readiness** (developing operational systems and capabilities before a civil defence emergency happens, including self-help and response programmes for the general public, and specific programmes for emergency services, lifeline utilities, and other agencies); and
- (c) **response** (actions taken immediately before, during, or directly after a civil defence emergency to save lives and property, and to help communities recover); and
- (d) **recovery** (the co-ordinated efforts and processes used to bring about the immediate, medium-term, and long-term holistic regeneration of a community following a civil defence emergency)

[National CDEM Plan Order 2005]

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**Act** means the Civil Defence Emergency Management Act 2002 (CDEM Act)

[National CDEM Plan Order 2005]

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### **Agencies** means

- (a) government agencies, including public service departments, non-public service departments, Crown entities, and Offices of Parliament; and
- (b) non-governmental organisations; and
- (c) lifeline utilities

[National CDEM Plan Order 2005]

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**All-clear** is a message issued informing evacuees that it is safe to return home. Before giving an all-clear, the evacuated area must be assessed to ensure that it is safe for evacuees to return.

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**Capability** means that an organisation is able to undertake functions, such as provide a service or fulfil a task. This implies that it has the required staff, equipment, funding, systems and resources to do this. Organisations are likely to have a number of capabilities.

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**Capacity** means the adequacy of resources in terms of quantity, and suitability of personnel, equipment, facilities and finances.

[National CDEM Strategy]

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**CDEM Group** or **Civil Defence Emergency Management Group** means a group established under section 12 of the CDEM Act

[CDEM Act 2002]

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**CDEM Group plan** means a plan prepared and approved under section 48 of the CDEM Act

[CDEM Act 2002]

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**CDEM sector** means those agencies with responsibilities under the CDEM Act, i.e. local authorities, CDEM Groups, government departments, emergency services, and lifeline utilities.

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**Civil defence emergency** is any emergency (as defined by the CDEM Act) that is managed under the CDEM Act by the Ministry of Civil Defence & Emergency Management as the lead agency at the national level.

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**Civil defence emergency management** has the same meaning as in section 4 of the CDEM Act [follows]

- (a) *means the application of knowledge, measures, and practices that—*
  - (i) *are necessary or desirable for the safety of the public or property; and*
  - (ii) *are designed to guard against, prevent, reduce, or overcome any hazard or harm or loss that may be associated with any emergency;**and*
- (b) *includes, without limitation, the planning, organisation, co-ordination, and implementation of those measures, knowledge and practices.*

[CDEM Act 2002]

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**Cluster** means a group of agencies that interact to achieve common civil defence emergency management outcomes.

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**Co-ordinated incident management system (CIMS)** a structure to systematically manage emergency events.

[The New Zealand Co-ordinated Incident Management System]

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**Director** has the same meaning as in section 4 of the CDEM Act [follows]

*means the Director of Civil Defence Emergency Management appointed under section 8.*

[CDEM Act 2002]

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**Domestic and External Security Co-ordination** is the system of domestic and external security co-ordination used by the Government to manage all national crises

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**District Health Board** provides hospital and community-based health services. A DHB is the funder and provider of publicly-funded services for the population of a specific geographical area in New Zealand.

[National Health Emergency Plan]

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**Domestic animal** is defined in this Guide as an animal that is kept by humans for companionship and enjoyment rather than for commercial reasons. In this context, domestic animals may also be referred to as companion animals or pets.

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**Duty Officer, MCDEM** is an immediate 24/7 response position, as part of the MCDEM Duty Team.

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**Emergency** has the same meaning as in section 4 of the CDEM Act [follows]

- (a) *is the result of 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 to an emergency service or a lifeline utility, or actual or imminent attack or warlike act; and*
- (b) *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 New Zealand or any part of New Zealand; and*
- (c) *cannot be dealt with by emergency services, or otherwise requires a significant and co-ordinated response under the Act.*

[CDEM Act 2002]

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**Emergency Operations Centre (EOC) / Emergency Co-ordination Centre (ECC)** is an established facility where the response to an emergency may be supported or co-ordinated.

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**Emergency services** has the same meaning as in section 4 of the CDEM Act [follows]

*means the New Zealand Police, New Zealand Fire Service, National Rural Fire Authority, rural fire authorities, and hospital and health services.*

[CDEM Act] 2002

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**Epidemic** is a disease affecting or tending to affect an atypically large number of individuals within a population, community or region at the same time.

[National Health Emergency Plan]

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**Evacuation assembly area** is a site where evacuees report, and the point from which they will be transported to a reception centre. Assembly areas should be public buildings that are well known, and that have toilets.

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**Evacuation** means the temporary relocation (either spontaneous or organised) of all or part of a particular population or geographical region from a location that has been or is about to be affected by an emergency, to a place considered to be safe.

- **Assisted evacuation** are those that do not have their own, or access to a, vehicle and therefore need assistance in the form of transport organised as part of the emergency response.
- **Evacuation in place/Vertical Evacuation** refers to the concept of evacuating to a higher elevation within a current location. This method of evacuation may be most appropriate option for some locations in the event of a hazard such as a near-source tsunami. A rapid onset hazard such as this may require occupants of lower levels to proceed upstairs to floors above the anticipated inundation level.
- **Mandatory evacuation** is directed when it is believed that the risk to residents is too great to allow them to remain where they are. Mandatory-evacuation places a great burden on the resources of the emergency services and places a duty of responsibility on authorities to ensure that people who are evacuated are cared for.
- **Self evacuation** refers to evacuees that leave their current location via their own means of transport such as a personal car, bike, or other vehicle.
- **Voluntary evacuation** refers to evacuees that leave their current location because of actual or perceived risk without being directed to do so. Occupants of areas outside of the evacuation zone that leave despite the fact they are not threatened by the hazard are also referred to as 'shadow evacuees'.

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**Evacuation Centre** is a site that provides temporary emergency accommodation and registration services (for those evacuees who cannot accommodate themselves). Typically used when the volume of evacuees is likely to be large and a Welfare Centre may not be adequate in size to cope with the excessive number of people or with the social issues associated with accommodating a large number of people for a prolonged period.

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**Fire Service** includes the fire service units maintained by the New Zealand Fire Service, National Rural Fire Authority, rural fire authorities, airport rescue fire services, New Zealand Defence Force, industrial fire brigades registered under section 36 of the Fire Service Act 1975, and other fire service resources owned by private organisations.

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**GeoNet** is an EQC funded project to update the national geological hazards monitoring and data collection system. GeoNet is operated by GNS Science on a not-for-profit basis and incorporates dual data centres each with duty officers on a 20 minute 24/7 response time.

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**Guide** means *'the Guide to the National Civil Defence Emergency Management Plan' that is referred to in the National CDEM Plan and approved by government.*

[National CDEM Plan Order 2005]

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**Group Controller** has the same meaning as in section 4 of the CDEM Act

*means a person appointed as a Group Controller under section 26.*

[CDEM Act 2002]

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**Group Recovery Manager** co-ordinates recovery activities within their region in the short, medium and long-term to ensure a holistic approach to recovery incorporating all four environments: social, economic, natural and built.

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**Hazard** has the same meaning as in section 4 of the CDEM Act [follows]

*means something that may cause, or contribute substantially to the cause of, an emergency.*

[CDEM Act 2002]

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**Hazardscape** means the net result of natural and man-made hazards and the risks they pose cumulatively across a given area.

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**Health emergency** A health emergency exists when the usual resources of a [health] provider are overwhelmed, or have the potential to be overwhelmed.

[National Health Emergency Plan]

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**Health services** means the goods, services and facilities provided for the purpose of promoting, improving or protecting the health of individuals or of the wider population, and preventing individual or population-wide disease, disability or injury<sup>1</sup>.

[Ministry of Health]

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**Lead agency** means the agency that has a mandate (through legislation or expertise) to manage a particular emergency.

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1 For further detail see the New Zealand Public Health and Disability Act 2000 ([www.legislation.govt.nz](http://www.legislation.govt.nz))

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**Liaison officer** an agency representative that co-ordinates with other agencies during an emergency.

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**Lifeline utility** has the same meaning as in section 4 of the CDEM Act [follows]

*means an entity named or described in Part A of Schedule 1, or that carries on a business described in Part B of Schedule 1.*

[CDEM Act 2002]

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**Lifeline Utility Co-ordinator** is a functional position within a Group EOC and/or the NCMC charged with the responsibility of monitoring the impacts of an emergency on lifeline utilities, and the resulting impacts on the community, during the response and recovery phases of an emergency. The role involves communicating lifeline utility status information and needs internally to the Controller and EOC/NCMC members, and externally to relevant agencies along with EOC/NCMC action plan priorities.

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**Local authority** means a regional council or territorial authority.

[Local Government Act 2002]

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**Local Recovery Manager** co-ordinates recovery activities within their local authority area in the short, medium and long-term to ensure a holistic approach to recovery incorporating all four environments: social, economic, natural and built.

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**Local Welfare Committee** is a local-level committee that helps plan and support the delivery of welfare services by the local EOC welfare manager / recovery co-ordinator during the response and recovery phase of an emergency.

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**Minister** has the same meaning as in section 4 of the CDEM Act [follows]

*means, subject to any enactment, the Minister of the Crown who, with the authority of the Prime Minister, is for the time being responsible for administration of this Act.*

[CDEM Act 2002]

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**National Action Plan** states the national response to an emergency that requires significant national support, co-ordination and/or direction. The National Action Plan is developed and continuously reviewed and updated during an emergency.

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**National Crisis Management Centre** is a secure all-of-government facility maintained in a state of readiness in which the national response to emergencies can be managed.

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**National Controller** has the same meaning as in section 4 of the CDEM Act [follows]

*means the person who is the National Controller in accordance with section 10.*

[CDEM Act 2002]

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**National Health Emergency Plan** is a plan published by the Ministry of Health which describes the health and disability sector's approach to planning for and responding to emergencies.

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**National Recovery Manager** co-ordinates and implements recovery activities at the national level in the short, medium and long-term to ensure a holistic approach to recovery incorporating all four environments: social, economic, natural and built.

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**National significance** has the same meaning as in section 4 of the CDEM Act [follows].

*includes, without limitation, any case where the Minister or the Director considers that—*

- (a) there is widespread public concern or interest; or*
- (b) there is likely to be significant use of resources; or*
- (c) it is likely that the area of more than 1 Civil Defence Emergency Management Group will be affected; or*
- (d) it affects or is likely to affect or is relevant to New Zealand's international obligations; or*
- (e) it involves or is likely to involve technology, processes, or methods that are new to New Zealand; or*
- (f) it results or is likely to result in or contribute to significant or irreversible changes to the environment (including the global environment).*

[CDEM Act 2002]

**See also** section 2 Hazards & risks (clause 9(4) of the National CDEM Plan).

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**National Welfare Co-ordination Group** a national-level, strategic welfare group that plans, supports and helps co-ordinate welfare activity in the response and recovery phases of an emergency.

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**New Zealand Influenza Pandemic Action Plan** is an all-of-government plan published by the Ministry of Health and intended for anyone involved in planning for, or responding to an influenza pandemic.

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**Pandemic** An epidemic (a sudden outbreak) that becomes very widespread and affects a whole region, a continent or the world.

[National Health Emergency Plan]

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**Plan/National CDEM Plan** means the 'National Civil Defence Emergency Management Plan'.

[CDEM Act 2002]

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**Pacific Tsunami Warning Centre** is a United States National Oceanographic and Atmospheric Administration facility that supports the PTWS.

- **PTWC tsunami bulletin** is a 'heads up' message giving information on earthquakes of M >6.5, <7.5 in the Pacific. No destructive threat, no tsunami warning. Investigation under way.
- **PTWC tsunami watch** is a message about earthquakes M >7.5 in the Pacific, using only seismic information to alert recipients of the probability of a tsunami and that a tsunami investigation is underway.
- **PTWC tsunami warning** is a message about earthquakes M >7.5 in the Pacific to warn recipients after confirmation has been received that a potentially destructive tsunami has been generated, or when confirmation has not been established but the tsunami travel time to the particular member country is less than 3 hours.

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**Pacific Tsunami Warning System** is a system administered under the Intergovernmental Oceanographic Commission (IOC) of UNESCO.

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**Primary care** Care/services provided by general practitioners, nurses, pharmacists, dentists, ambulance services, midwives and others in the community setting.

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**Primary health organisations** A grouping of primary health care providers; local structures through which DHBS implement the Primary Health Care Strategy.

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**Public health services** provide health services to populations rather than individuals. There are 12 public health services providing environmental health, communicable disease control and health promotion programmes. Each public health service is administered by a public health unit, staffed by medical officers of health, public health nurses, health protection officers and others.

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**Reception centre** is the site where evacuees are received and registered, and from which welfare agencies provide social support (**see also** section 12, Welfare).

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**Recovery Co-ordinator** has the same meaning as in section 4 of the CDEM Act [follows]  
*means a Recovery Co-ordinator appointed under section 29.*

[CDEM Act 2002]

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**Recovery centre** (sometimes referred to as a one-stop-shop) is established to supply a comprehensive range of recovery services, which may be provided by central government departments, local government, non-government organisations and other agencies to an affected community following an emergency.

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**Risk** has the same meaning as in section 4 of the CDEM Act [follows]  
*means the likelihood and consequences of a hazard*

[CDEM Act 2002]

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**Rural Support Trusts** are a key component in rural response and recovery after an emergency. Rural Support Trusts are established in every region throughout New Zealand, and work closely with CDEM Groups and Welfare Advisory Groups (WAGs) when co-ordinating response and recovery activities for the rural sector.

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**Secondary/tertiary health care** the levels of care provided in a hospital.

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**Sector co-ordinating entity** is the organisation, group of sector representatives, or individuals agreed by a lifeline utility sector to provide an effective single point of contact to the NCMC and which will undertake a range of sector co-ordinating functions during an emergency.

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**Sheltering/shelter in place** describes the actions of people who stay in their home location during and following an emergency. It recognises that the home location may be damaged or compromised from the event (such as loss of power, water or structural damage).

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**State of emergency** has the same meaning as in section 4 of the CDEM Act [follows]

*means a state of national emergency or a state of local emergency.*

[CDEM Act 2002]

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**State of local emergency** has the same meaning as in section 4 of the CDEM Act [follows]

*means a state of local emergency declared under under section 68 or section 69.*

[CDEM Act 2002]

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**State of national emergency** has the same meaning as in section 4 of the CDEM Act [follows]

*means a state of national emergency declared under section 66.*

[CDEM Act 2002]

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**Sting** is the official New Zealand civil defence audio alert, which can be heard at [www.civildefence.govt.nz](http://www.civildefence.govt.nz).

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**Strategy** the 'National Civil Defence Emergency Management Strategy' completed under section 31 of the CDEM Act.

[CDEM Act 2002]

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**Support agency** means any agency that assists the lead agency during an emergency.

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**Supporting documentation** includes detailed explanations, standard operating procedures, Director's guidelines, codes, and technical standards.

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**Traffic Control Management Plan** details the temporary changes to traffic control to facilitate emergency traffic management.

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**Welfare** means the response welfare agencies deliver to those people (individuals and communities) adversely affected by an emergency. This includes responses such as the supply of food, shelter, clothing, financial assistance, psychological and social support and extends from the response phase through to the recovery phase.

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**Welfare Advisory Group** is a regional-level group that provides advice to the CDEM Group and co-ordinates all responding welfare agencies activities, with the Group welfare manager / recovery manager, at the Group level during the response and recovery phases of an emergency.

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**Welfare Centre** is a site where the delivery of welfare services, including registration and the provision of food, shelter and clothing occur, either as a triage function (assisting affected individuals to access the relevant service) or as a centre that delivers all or most of those services under one roof. Some welfare centres may have limited accommodation available.

## A2.2 Abbreviations

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The following abbreviations are used in the Guide to the National CDEM Plan.

<b>ACC</b>	Accident Compensation Corporation
<b>AFTN</b>	Aeronautical Fixed Telecommunication Network
<b>ANGOA</b>	Association of Non Government Organisations of Aotearoa
<b>AREC</b>	Amateur Radio Emergency Communications
<b>CAA</b>	Civil Aviation Authority
<b>CDEM</b>	Civil Defence Emergency Management
<b>CERT</b>	Community Emergency Response Team
<b>CIMS</b>	Co-ordinated Incident Management System
<b>CYF</b>	Child, Youth and Family (a business unit of the Ministry of Social Development)
<b>DES</b>	Cabinet Committee on Domestic and External Security Co-ordination
<b>DESC</b>	System of Domestic and External Security Co-ordination
<b>DESG</b>	Domestic & External Security Group (of Department of the Prime Minister and Cabinet)
<b>DHB</b>	District Health Board,
<b>DPMC</b>	Department of the Prime Minister and Cabinet
<b>ECC</b>	Emergency Co-ordination Centre
<b>EMA</b>	Emergency Management Adviser
<b>EOC</b>	Emergency Operations Centre (and encompasses ECC)
<b>EQC</b>	Earthquake Commission
<b>FRSITO</b>	Fire and Rescue Service Industry Training Organisation
<b>GEOC</b>	Group Emergency Operations Centre
<b>GP</b>	General (Medical) Practitioner
<b>ICG/PTWS</b>	International Co-ordination Group for the Pacific Tsunami Warning and Mitigation System
<b>ICNZ</b>	Insurance Council of New Zealand
<b>INSARAG</b>	International Search and Rescue Advisory Group
<b>IOC</b>	Intergovernmental Oceanographic Commission
<b>IPENZ</b>	Institution of Professional Engineers of New Zealand
<b>LWC</b>	Local Welfare Committee
<b>MAF</b>	Ministry of Agriculture and Forestry
<b>MCDEM</b>	Ministry of Civil Defence & Emergency Management
<b>MFAT</b>	Ministry of Foreign Affairs and Trade
<b>MoE</b>	Ministry of Education
<b>MoH</b>	Ministry of Health
<b>MoRST</b>	Ministry of Research Science and Technology
<b>MOU</b>	Memorandum of Understanding

<b>MSD</b>	Ministry of Social Development
<b>NCMC</b>	National Crisis Management Centre
<b>NDRF</b>	Non-Government Organisation Disaster Relief Forum
<b>NEP</b>	National CDEM Exercise Programme
<b>NELC</b>	National Engineering Lifelines Committee
<b>NEST</b>	Neighbourhood Emergency Support Team
<b>NHEP</b>	National Health Emergency Plan
<b>NGO</b>	Non-Governmental Organisation (excludes local government)
<b>NPERG</b>	National Public Education Reference Group
<b>NWCG</b>	National Welfare Co-ordination Group
<b>NZFS</b>	New Zealand Fire Service
<b>NZHPT</b>	New Zealand Historic Places Trust
<b>NZQA</b>	New Zealand Qualifications Authority
<b>NZRT</b>	New Zealand Response Team
<b>NZTA</b>	New Zealand Transport Agency
<b>ODESC</b>	Officials Committee for Domestic and External Security Co-ordination
<b>OSH</b>	Occupational Safety and Health
<b>PEP</b>	Public Education Programme
<b>PHO</b>	Primary Health Organisation
<b>PTSD</b>	Post-traumatic Stress Disorder
<b>PTWC</b>	Pacific Tsunami Warning Centre in Hawaii (operated by National Oceanographic and Atmospheric Administration)
<b>PTWS</b>	Pacific Tsunami Warning System
<b>RCA</b>	Road Controlling Authority
<b>SCE</b>	Sector Co-ordinating Entities
<b>SOP</b>	Standard Operating Procedure
<b>SPCA</b>	Royal New Zealand Society for the Prevention of Cruelty to Animals
<b>TA</b>	Territorial Authority
<b>TEMCG</b>	Transport Emergency Management Co-ordination Group
<b>TRT</b>	Transport Response Team
<b>TPK</b>	Te Puni Kōkiri
<b>UNDAC</b>	United Nations Disaster Assessment and Co-ordination
<b>UNOCHA</b>	United Nations Office for the Coordination of Humanitarian Affairs
<b>UNESCO</b>	United Nations Environment, Science and Cultural Organisation
<b>USAR</b>	Urban Search and Rescue
<b>VOSOCC</b>	Virtual On Site Operations Co-ordination Centre
<b>WAG</b>	Welfare Advisory Group
<b>WHO</b>	World Health Organization
<b>WMO</b>	World Meteorological Organization

