

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

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

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]

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

[National CDEM Plan Order 2005]

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]

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.

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.

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

[National CDEM Strategy]

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

[CDEM Act 2002]

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

[CDEM Act 2002]

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

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.

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]

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

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

[The New Zealand Co-ordinated Incident Management System]

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]

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

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]

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.

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

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]

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.

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

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]

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.

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'.

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.

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.

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.

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]

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]

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.

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]

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

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]

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 injury¹.

[Ministry of Health]

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

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

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

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]

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.

Local authority means a regional council or territorial authority.

[Local Government Act 2002]

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.

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.

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]

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.

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.

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]

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.

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.

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).

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.

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.

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

[National Health Emergency Plan]

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

[CDEM Act 2002]

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.

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

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

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

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.

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

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]

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.

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]

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.

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

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.

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).

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]

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]

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]

Sting is the official New Zealand civil defence audio alert, which can be heard at www.civildefence.govt.nz.

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

[CDEM Act 2002]

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

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

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

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.

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.

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

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

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

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

