



Product:

A national set of CIMS 3rd edition Role Cards are due to be released the week of 22-26 February. These cards have been developed for the emergency management sector by the sector. The National Emergency Management Agency (NEMA) thanks agencies, CDEM Groups and private training providers for their support and contributions to this work.

The cards cover the following CIMS roles/functions at incident, local, regional and national response levels:

- Controller
- Lead Controller
- Response Manager
- Safety
- Intelligence
- Planning
- Operations
- Logistics
- Public Information Management (PIM)
- Welfare
- Recovery in Response

Product:

The purpose of the CIMS Role Cards is to:

- promote consistency and understanding across the sector through providing functional clarity and a common language
- reduce the workload within agencies and duplication across agencies
- support staff development and response performance.

Product:

The Role Cards are available for New Zealand-wide use in readiness and response. It is important to note that the cards are 'tools'; they are designed to supplement training already received, not replace training.

We recommend that every coordination centre has the appropriate set laminated and on hand to use during responses.

Adoption of cards:

We encourage organisations to adopt these approved cards to promote consistency across the emergency management sector.

The cards can be adapted by agencies who require a reduced version for use in the field or to suit their own internal environment in single agency responses.

Where to access the Role Cards:

The Role Cards are available as PDFs on the [CIMS 3rd edition page on the NEMA website](#).



Continuous Improvement

These cards are living documents and version controlled.

In conjunction with the role cards, other CIMS-related system-level work is also currently taking place, such as CIMS Guidelines and CIMS National Training Packages. As these products develop, we expect that collective understanding in relation to roles, processes and terminology will improve. Although best attempts are being made at this stage to align all products, it is conceivable that, at some stage in the future, realignment across all products will be required.

Although best efforts have been undertaken to ensure the technical accuracy of the cards, it is possible there may be differing opinions in relation to some aspects across the sector.

In order to support the continuous improvement of these cards, please don't hesitate to get in touch with Cims@nema.govt.nz if you have any concerns with content, spot any errors or have ideas for improvement. We thank you in advance for supporting our journey towards improved consistency.

Next steps:

This release completes phase one of the CIMS Role Cards work. Subsequent phases will cover other CIMS roles/functions as appropriate, task cards and role descriptions. We will provide more information once the start dates for subsequent phases have been confirmed.