###### Welfare Appendix to the Action Plan – template

This template is available to download at [www.civildefence.govt.nz](http://www.civildefence.govt.nz)

This template is intended as a prompt only. It includes elements that all CDEM Groups must consider, but may be customised according to Welfare team size, structure, and resources.

*[Grey text]* is replaced with required information. Brown text can be deleted.

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| **Welfare Appendix for the:** | [Action Plan 00x] | **Date** | [yyy-mm-dd] |
| **Coordination Centre** | [CC name here] | **Emergency** |  |
| **Prepared by** | [name and role] | **Approved by** | Controller [name] |

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| **Welfare hazard and situation** |
| Insert a brief description of the situation and hazard impacts, as they apply to the Welfare function. Do not just repeat the coordination centre situation report. |
| **Higher response level welfare plan** |
| If there is a higher response level activated, include a brief description of how they will support the Welfare function in this coordination centre. Are they procuring any resources, assisting with the provision of care, etc, and if so, how. Summarise this, don’t copy and paste their whole plan. |
| **Welfare plan of action** |
| **Welfare objectives** [list the objectives that the Welfare function is working to. These do not have to be the overall response objectives, but rather ones developed by Welfare that should support the Action Plan]  **Concept of welfare support** [insert a description of how welfare will meet those objectives. Which sub-functions will be actively managed? Will support be centralised at the coordination centre, or distributed to CDCs and/or welfare agency offices?]  **Tasks** [list specific tasks for welfare agencies and teams] |
| **Sub function arrangements** |
| List specific arrangements for each activated sub-function  **Registration** |
| **Needs assessment** |
| **Inquiry** |
| **Care and protection services for children and young people** |
| **Psychosocial support** |
| **Household goods and services** |
| **Shelter and accommodation** |
| **Financial assistance** |

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| **Animal welfare** |
| **Coordinating instructions** |
| **Key timings:**  **Locations:**  The **Welfare Team roster** is available in [insert name of document and where to find it, or who to contact] |
| **Welfare control arrangements** |
| **Welfare Team structure**  [Insert structure diagram]  **Welfare Manager** [dedicated phone number]  **Welfare Team Manager 2IC** [dedicated phone number]  [Insert other roles as appropriate] |
| The **Welfare Team role descriptions** are listed [insert name of document and where to find it, or who to contact] |
| **Welfare meetings** are scheduled for [insert where, when, topic (if applicable), and attendees] |
| **Attachments** |
| Include any maps, tables and supporting information that is too long to contain in the body of this appendix. |