Planning response procedure

This (optional) template is:

* for use by the Planning Manager and their teams during an emergency
* completed as part of readiness
* intended to be amended to reflect actual processes used by the Planning team
* intended to have grey text replaced with the required information, and brown text deleted.

1. Planning response activation

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| Activation trigger | The Planning Manager:   1. Is informed of the emergency by:  * [insert method – phone call from GEMO/EMO duty manager/paged by GEMO/EMO activation system], or * natural indications, such as feeling an earthquake. |
| Planning briefing | The Planning Manager:   1. (if applicable) Replies to the activation to confirm availability. 2. Contacts the Controller or Response Manager on [insert phone number and alternative, or where it is found] to determine the current situation and response, and   The Controller or Response Manager:   1. Briefs the Planning Manager on the emergency. 2. If the Planning Manager does not respond within [insert time], the Duty Officer/activation system contacts the back-up person on the roster [insert phone number and alternative, or where it is found]. |

1. Setting up Planning team and workspace

Note: this may occur before the initial message is sent, during slow onset emergencies such as flooding.

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| Setting up Planning team | The Planning Manager, or a person delegated by them:   1. Determines the Planning team members required for the initial response. 2. Contacts the team members. 3. Gives them the Planning workspace address which will be one of (in order of preference):  * (EOC) * alternate address * other suitable (ad hoc) address as directed by the Planning Manager  1. Tells them the access requirements of [who holds keys/swipe cards and where are they located]. 2. Asks them their expected time of arrival, and records it. 3. Sets up a short-term roster. |

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| On arrival | Whichever Planning team member arrives first at the Planning workspace:   1. Accesses the:  * workspace, using the [key/swipe card held where] * Planning response resources (may be a ‘Planning response box’) described (where) using the [key/swipe card held where].  1. Informs the Planning Manager that they have arrived on site and briefly updates them on the current situation there (is the building safe, are other EOC members present?). 2. Sets up the physical resources (desks, computers, whiteboards), if necessary. 3. Other staff assist with this as they arrive. |
|  | 1. Sets up an attendance log using the [what] template [held where]. 2. Sets up:  * daily Planning tasks checklist using the [what] template [held where]. * task log using the [what] template [held where]. |
| Communication with GEMOs and EMOs | The Planning Manager (or person on site delegated by them):   1. Assigns the tasks of setting up communication links, and making contact, if appropriate, with:  * NCMC (if appropriate) [insert email addresses, phone numbers, or list that contains them all] * any activated EOCs/ECCs [insert email addresses, phone numbers, or list that contains them all] * CDCs [insert email addresses, phone numbers, or list that contains them all] * ICPs (if Planning team in an EOC). |
| Communication within the [Coordination Centre] | The Planning Manager (or person on site delegated by them):   1. Assigns the tasks of setting up communication with the [Coordination Centre] CDEM roles that need to liaise with Planning, including: (insert contact details such as role specific cellphone numbers/ specific role emails etc. for each role)  * Operations * Logistics, and * Intelligence. |

1. On-going Planning tasks

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| Tasks listed in Planning response checklist | The Planning Manager:   * advises the Controller and IMT on planning issues * determines the need for further planning with the Controller * leads the planning process, and * monitors staff welfare. |

1. Winding down

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| Debriefings | The Planning Manager:   1. Ensures all unused resources are stored for BAU use, returned, or disposed of 2. Ensures used resources are replaced 3. Ensures all Planning personnel are debriefed before they return to their BAU duties 4. Participates in CDEM debriefings, and 5. That debrief information is analysed and approved changes made to plans and procedures. |
| Archiving records | The Planning Manager:   1. Ensures all Planning records are archived according to the requirements of the Public Records Act 2005 by following the [what] procedure [held where]. |