



## CDEM Resilience Fund project application form

Application for CDEM Resilience Collaborative fund approval	
Project title	EMIS development and implementation
Date of application	28 February 2012
Details on application	
Lead local authority	Taranaki Emergency Management Office
CDEM Group	Taranaki
Other local authorities or Groups supporting the proposal	N/A
Project description	
<p>Executive summary <i>[200 words maximum description.]</i></p> <p>The Taranaki Emergency Management Office (TEMO) is currently reviewing and mapping the Emergency Operations Centre (EOC) processes, which will influence staffing and functional training. It has been identified that the inclusion of the emergency management information system (EMIS) significantly impacts this work.</p> <p>Developing the capability of the EOC to manage an emergency is heavily reliant on having a fully functional, integrated and effective emergency management information system. The Taranaki CDEM Group is currently relying on paper based systems, and an internal local computer network (TEMO), and external regional computer network (Taranaki Regional Council) to store and share information.</p> <p>Currently the Taranaki CDEM Group does not have the capacity to manage the implementation or training of EMIS as expected by the Ministry of Civil Defence &amp; Emergency Management.</p> <p>The current EMIS based on SharePoint will provide the EOC with the capacity to provide and receive detailed, real-time event related information, including standardised reporting, alerting and mapping functionality across agencies.</p> <p>This application is for funding a twelve month fixed term position to project manage the implementation of EMIS across the Taranaki CDEM Group, and to ensure that all parties have the required training, and knowledge to implement/sustain and utilise its capability.</p>	
<p>Problem/opportunity <i>[200 words maximum description.]</i></p> <p>The Taranaki Emergency Management Office does not have the capacity or the technical skills to implement EMIS despite it being a key outcome of the Taranaki <i>Five Year CDEM Work Plan</i> and the <i>Taranaki CDEM Group Annual Business Plan 2013-2014</i>.</p> <p>Implementation of EMIS is reliant on a number of milestones being achieved:</p> <ul style="list-style-type: none"><li>• effective planning of data requirements and relationships (list, tables, etc)</li><li>• data collection and entry</li><li>• robust testing of data and systems</li><li>• training EOC staff on how to effectively use EMIS</li><li>• exercising EOC staff using EMIS to reinforce learning</li><li>• reviewing and re-configuring data and systems where required</li></ul> <p>The funding will enable the Taranaki CDEM Group to appoint an EMIS Coordinator on a</p>	

EMIS training / familiarisation	ASAP after person appointed	\$5,000
EMIS integration into EOC processes	March 2014	\$19,200
EMIS training for EOC staff	April – June 2014	\$14,000
EMIS roll out completed	June 2014	n/a
<b>Identified risks</b>		
<b>Risk</b>	<b>Suggested management</b>	
<p>Unable to appoint fixed term position.</p> <p>As a result of EMIS operating on a third party web based platform, there is a risk that it is unavailable for a period of time, which may result in an unrecoverable loss of time.</p> <p>Lack of availability of staff to attend training.</p> <p>Unexpected prolonged emergencies.</p>	<p>Consider reviewing remuneration or subcontracting to another CDEM Group if resources are available.</p> <p>To ensure continuity of service, multiple means of providing internet connection to be in place and rigorously tested prior to 'go-live'.</p> <p>If access is outside of CDEM Group control, discuss alternative arrangements with MCDEM.</p> <p>Development of training material and instructor capability with in the CDEM Group so training can be rolled out when staff are available.</p> <p>This may be an opportunity if the system is able to be run concurrently to existing systems as a way to test and refine the EMIS implementation.</p>	
<b>Funding request and use</b>		
CDEM resilience fund contribution	\$80,000	
Local authority contribution	<p>\$5,000 EMIS and CDEM training for fixed term position</p> <p>\$19,200 staff time contribution to assist with integration into EOC processes</p> <p>\$14,000 staff time contribution to assist with training delivery and exercising</p>	
Other sources of funding	n/a	
Expenditure <i>[Please supply details]</i>	<p>\$70,000 - \$80,000 (depending on experience) twelve month fixed term EMIS Coordinator</p> <p>\$5,000 EMIS and CDEM training for fixed term position</p> <p>\$19,200 Integration with EOC processes</p>	