###### Exercise Tangaroa 2016 Agency Participation Form

| The Exercise Planning Team needs to know the level of commitment your agency is giving to Exercise Tangaroa 2016. This will help to ensure that each sector/agency gets the most out of the exercise and that we can tailor exercise activities to best effect.  The Exercise Planning Team also needs to know who to contact at each agency to ensure that exercise planning information goes to the right person/people. |
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| **This form must be returned to the Exercise Coordinators at the Ministry of Civil Defence & Emergency Management**  **no later than 30 April 2016 to confirm your agency’s participation in Exercise Tangaroa 2016:**  **Send to:** [**CDEMexercises@dpmc.govt.nz**](mailto:CDEMexercises@dpmc.govt.nz) |
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| **Agency name:** |  |

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| **Point of Contact:** This person will be the point of contact in your agency/organisation for exercise correspondence, e.g. for forwarding on the Exercise Instructions or newsletters to relevant staff. | |  | **Exercise Writer/Planner:** This person will be privy to the detailed scenario and will be required to develop the exercise at the CDEM Group/Agency level, including liaising with partner agencies and local authorities as relevant. This person will be best suited to an Exercise Control role during exercise play. | |
| **Point of Contact Name:** |  |  | **Exercise Writer/Planner Name:** |  |
| **Position Title:** |  |  | **Position Title:** |  |
| **Phone:** |  |  | **Phone:** |  |
| **Mobile:** |  |  | **Mobile:** |  |
| **Email:** |  |  | **Email:** |  |

| **Confirming your agency participation level**  The following table defines the levels of participation in exercise planning and exercise play. Please indicate which category relates to your agency. You may select different categories of participation for the different days of the exercise. |
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| **Category** | **Description** | **Example** | **Day 1**  **(31 Aug)** | **Day 2**  **(14 Sep)** | **Day 3**  **(28 Sep)** |
| **Full** | Agency commits to participating in all exercise activities. | Your agency will fully activate it’s emergency operations centre on day 1 and hold table top workshops on days 2 and 3. |  |  |  |
| **Partial** | Agency participates in a specific part of the exercise. | Your agency may partially activate its agency emergency operations centre and may only participate on day 1 or have limited staffing on days 2 and 3. |  |  |  |
| **Facilitation** | Agency personnel are made available to facilitate exercise injects or enquiries (i.e. a control function). **Note:** Any contact person nominated must be contactable for exercise related matters or enquiries. | Your agency will not activate its agency emergency operations centre, but instead have one or more people simulating exercise activities. |  |  |  |
| **Not engaged** | Agency not involved in exercise play. | Your agency inputs and outputs will be notional if required (i.e. exercise writers will make up your agency’s input if required). **Note:** No communication or contact is made with your agency during the exercise. |  |  |  |

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| **What is / are the main thing(s) your agency wants to test in Exercise Tangaroa 2016?** | *Provide a brief description of what your agency wants to get out of this exercise.* |
| **If required, please provide any further explanation about your expected participation.** |  |
| **Comments:** |  |