

Appendix 2. Definitions and abbreviations

Summary This appendix covers the definition of terms and use of abbreviations in the *Guide to the National CDEM Plan 2015*.

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A2.1 Definitions

The source of the definition (if not this Guide) is shown below each entry.

4Rs	<p>The 4Rs of emergency management are reduction, readiness, response, and recovery.</p> <p>Reduction involves identifying and analysing risks to life and property from hazards, taking steps to eliminate those risks if practicable, and, if not, reducing the magnitude of their impact and the likelihood of their occurrence to an acceptable level.</p> <p>Readiness involves developing operational systems and capabilities before an emergency happens, including self-help and response programmes for the general public and specific programmes for emergency services, lifeline utilities, and other agencies.</p> <p>Response involves actions taken immediately before, during, or directly after an emergency to save lives and property, and to help communities recover.</p> <p>Recovery involves the coordinated efforts and processes used to bring about the immediate, medium-term, and long-term holistic regeneration and enhancement of a community following an emergency.</p> <p style="text-align: right;"><i>[National CDEM Plan 2015]</i></p>
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Action Plan	<p>Action Plans are developed during an emergency (or immediately before), and describe response objectives, tasks, and measures and resources needed to coordinate the response. They are proactive, seeking to pre-empt hazard impacts where possible, and to resolve the situation as quickly as possible.</p> <p>Depending on the scale of the emergency, Action Plans may be developed at the national level (National Action Plans), the CDEM Group level (CDEM Group or ECC Action Plans), the local level (Local or EOC Action Plans), or the incident level (Incident or ICP Action Plan).</p> <p style="text-align: right;"><i>[Coordinated Incident Management System (CIMS), 2nd Edition]</i></p>
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Agency	<p>Agency means a government or non-government organisation or entity (other than a CDEM Group) with responsibilities under the <i>National CDEM Plan 2015</i>.</p> <p style="text-align: right;"><i>[National CDEM Plan 2015]</i></p>
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Business continuity	<p>The capability of the organisation to continue the delivery of products or services at acceptable pre-defined levels following a disruptive incident.</p> <p style="text-align: right;"><i>[ISO 22301:2012 Societal Security – Business Continuity Management Systems – Requirements]</i></p>
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Business continuity management	<p>A holistic process that identifies potential threats to an organisation and the impacts to the organisation's operations those threats, if realised, might cause.</p> <p style="text-align: right;"><i>[ISO 22301:2012 Societal Security – Business Continuity Management Systems – Requirements]</i></p>
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Capability	<p>Capability means that an organisation is able to undertake functions, such as provide a service or fulfil a task. This implies that it has the required staff, equipment, funding, systems and resources to do this. Organisations are likely to have a number of capabilities.</p>
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Capacity	<p>Capacity means the adequacy of resources in terms of quantity, and suitability of personnel, equipment, facilities and finances.</p> <p style="text-align: right;"><i>[National CDEM Strategy]</i></p>
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CDEM Group	CDEM Groups means a group established under section 12 of the <i>CDEM Act 2002</i> . [CDEM Act 2002]
CDEM Group Controller	CDEM Group Controller has the same meaning as in section 4 of the <i>CDEM Act 2002</i> (shown below). Group Controller means a person appointed as a Group Controller under section 26. [CDEM Act 2002]
CDEM Group Plan	CDEM Group plan means a plan prepared and approved under section 48 of the <i>CDEM Act 2002</i> . [CDEM Act 2002]
CDEM Group Welfare Manager	The CDEM Group Welfare Manager prepares for, coordinates, and supports the delivery of welfare services in an emergency to communities within the CDEM Group's area. The CDEM Group Welfare Manager is appointed by the CDEM Group (as per clause 62(6) of the <i>National CDEM Plan 2015</i>). The responsibilities of the CDEM Group Welfare Manager are listed in clauses 65 and 66 of the <i>National CDEM Plan 2015</i> .
CDEM sector	CDEM sector means those agencies with responsibilities under the <i>CDEM Act 2002</i> , including local authorities, CDEM Groups, government departments, emergency services, and lifeline utilities.
Civil Defence Centre	A Civil Defence Centre (CDC) is a facility that is established and managed by CDEM during an emergency to support individuals, families/whānau, and the community. CDCs are open to members of the public, and may be used for any purpose including public information, evacuation, welfare, or recovery, depending on the needs of the community. CDCs are operated by CDEM-led teams (including CDEM-trained volunteers), or by other agencies as defined in CDEM Group Plans or local level arrangements.
Civil defence emergency management	Civil defence emergency management (CDEM) has the same meaning as in section 4 of the <i>CDEM Act 2002</i> (shown below). civil defence emergency management— <i>(a) means the application of knowledge, measures, and practices that—</i> <i>(i) are necessary or desirable for the safety of the public or property; and</i> <i>(ii) are designed to guard against, prevent, reduce, or overcome any hazard or harm or loss that may be associated with any emergency; and</i> <i>(b) includes, without limitation, the planning, organisation, co-ordination, and implementation of those measures, knowledge, and practices</i> [CDEM Act 2002]
Cluster	Cluster means a group of agencies that interact to achieve common CDEM outcomes. [National CDEM Plan 2015]
Community-led centre	Community members and/or community-based organisations may establish and operate other centres that offer support to the community. These centres do not fall under the direction of CDEM, although they may coordinate with and operate alongside CDEM-led facilities.

Coordinated Incident Management System	The Coordinated Incident Management System (CIMS) is the primary reference for incident management in New Zealand. The purpose of CIMS is to achieve effective coordinated incident management across responding agencies for all emergencies regardless of hazard, size and complexity.
Coordination centre	<p>A coordination centre is the location from which a Controller and Incident Management Team (IMT) manages a response. There are four types of coordination centre:</p> <ul style="list-style-type: none"> ◆ Incident Control Points (ICPs) operate at an incident level ◆ Emergency Operations Centres (EOCs) operate at a local level ◆ Emergency Coordination Centres (ECCs) operate at a CDEM Group level, and ◆ National Coordination Centres (NCCs) operate at the national level. <p style="text-align: right;"><i>[Coordinated Incident Management System (CIMS), 2nd Edition]</i></p>
Director	<p>Director has the same meaning as in section 4 of the <i>CDEM Act 2002</i> (shown below).</p> <p><i>Director means the Director of Civil Defence Emergency Management appointed under section 8</i></p> <p style="text-align: right;"><i>[CDEM Act 2002]</i></p>
Duty Officer (MCDEM)	A Duty Officer has an immediate 24/7 response position, as part of the MCDEM Duty Team.
Emergency	<p>Emergency has the same meaning as in section 4 of the <i>CDEM Act 2002</i> (shown below).</p> <p><i>emergency means a situation that—</i></p> <ul style="list-style-type: none"> (a) <i>is the result of any happening, whether natural or otherwise, including, without limitation, any explosion, earthquake, eruption, tsunami, land movement, flood, storm, tornado, cyclone, serious fire, leakage or spillage of any dangerous gas or substance, technological failure, infestation, plague, epidemic, failure of or disruption to an emergency service or a lifeline utility, or actual or imminent attack or warlike act; and</i> (b) <i>causes or may cause loss of life or injury or illness or distress or in any way endangers the safety of the public or property in New Zealand or any part of New Zealand; and</i> (c) <i>cannot be dealt with by emergency services, or otherwise requires a significant and co-ordinated response under this Act.</i> <p style="text-align: right;"><i>[CDEM Act 2002]</i></p>
Emergency Coordination Centre	An Emergency Coordination Centre (ECC) is a coordination centre that operates at the CDEM Group or regional level to coordinate and support one or more activated EOCs.
Emergency Operations Centre	An Emergency Operations Centre (EOC) is a coordination centre that operates at a local level to manage a response.
Emergency services	<p>Emergency services has the same meaning as in clause 35 of the National CDEM Plan 2015 (shown below).</p> <p><i>emergency services, which include the New Zealand Police, the New Zealand Fire Service, the National Rural Fire Authority, the rural fire authorities and health and disability services, have duties under section 63 of the Act.</i></p> <p style="text-align: right;"><i>[National CDEM Plan 2015]</i></p>

Epidemic An epidemic is a disease affecting or tending to affect an atypically large number of individuals within a population, community or region at the same time.
[National Health Emergency Plan 2015]

Evacuation Evacuation means the temporary relocation (either spontaneous or organised) of all or part of a particular population or geographical region from a location that has been or is about to be affected by an emergency, to a place considered to be safe.
Types of evacuation are defined in clause 142 of the *National CDEM Plan 2015* (shown below).

142 Types of evacuation

- (1) *Evacuation can, as a voluntary step or mandatory requirement, occur before, during, or after an emergency.*
- (2) *Evacuation before an emergency may occur as a necessary precaution until—*
 - (a) *the risk is understood or contained; or*
 - (b) *the risk has been sufficiently managed.*
- (3) *Voluntary evacuation occurs when people choose to move without being directed to do so.*
- (4) *Mandatory evacuation occurs when people are directed that they must leave an area because the risks of remaining there are considered too great.*
- (5) *Mandatory evacuation can be ordered,—*
 - (a) *before a state of emergency is declared, by the New Zealand Police (under section 14 of the Search and Surveillance Act 2012) or the fire services, if life or property is in danger; or*
 - (b) *after a state of emergency is declared, by the New Zealand Police, the National Controller, a CDEM Group Controller, or a person authorised as specified under section 86 of the Act.*

[National CDEM Plan 2015]

Fire services Fire services includes the fire service units maintained by the New Zealand Fire Service, the National Rural Fire Authority, rural fire authorities, airport rescue fire services, the New Zealand Defence Force, industrial fire brigades registered under section 36 of the Fire Service Act 1975, and other fire service resources owned by private organisations.

[National CDEM Plan 2015]

GeoNet GeoNet is an Earthquake Commission-funded project to update the national geological hazards monitoring and data collection system. GeoNet is operated by GNS Science on a not-for-profit basis and incorporates dual data centres each with duty officers on a 20 minute 24/7 response time.

Group area Group area means the geographical area for which a CDEM Group is responsible.
[National CDEM Plan 2015]

Guide Guide means the *Guide to the National Civil Defence Emergency Management Plan 2015*.

Hazard Hazard has the same meaning as in section 4 of the *CDEM Act 2002* (shown below).
hazard means something that may cause, or contribute substantially to the cause of, an emergency.
[CDEM Act 2002]

Hazardscape Hazardscape means the net result of natural and man-made hazards and the risks they pose cumulatively across a given area.

Health and disability services	Health and disability services mean the disability support services, public health services, and personal health services as those terms are defined in section 6(1) of the <i>New Zealand Public Health and Disability Act 2000</i> .	[National CDEM Plan 2015]
Health emergency	A health emergency exists when the usual resources of a health provider are overwhelmed, or have the potential to be overwhelmed.	[National Health Emergency Plan 2008]
Lead agency	Lead agency means the agency with the primary mandate for managing the response to an emergency, as specified in Appendix 1 of the <i>National CDEM Plan 2015</i> .	[National CDEM Plan 2015]
Liaison Officer	A Liaison Officer is an agency representative that co-ordinates with other agencies during an emergency.	
Lifeline utility	Lifeline utility has the same meaning as in section 4 of the <i>CDEM Act 2002</i> (shown below). <i>lifeline utility means an entity named or described in Part A of Schedule 1, or that carries on a business described in Part B of Schedule 1</i>	[CDEM Act 2002]
Lifeline Utilities Coordinator	The Lifeline Utilities Coordinator (LUC) is a non-statutory position based in a CDEM Group ECC, a local EOC, and/or the NCMC, and is responsible for liaising with lifeline utilities on behalf of the Controller during emergency response. The LUC may be asked to work on behalf of the Recovery Manager during recovery.	
Local authority	Local authority means a territorial authority, a regional council, or a unitary authority.	
Local welfare committee	A local welfare committee is a collective of agencies working together at the local level to prepare for and manage the coordinated delivery of welfare services to affected people in their local area during an emergency.	
Local Welfare Manager	A Local Welfare Manager plans for and manages the delivery of welfare services to affected people in their local area during an emergency.	
Minister	Minister has the same meaning as in section 4 of the <i>CDEM Act 2002</i> (shown below). <i>Minister means, subject to any enactment, the Minister of the Crown who, with the authority of the Prime Minister, is for the time being responsible for the administration of this Act</i>	[CDEM Act 2002]
National CDEM Strategy	National CDEM Strategy means the National Civil Defence Emergency Management Strategy completed under section 31 of the <i>CDEM Act 2002</i> .	[National CDEM Plan 2015]
National Controller	National Controller has the same meaning as in section 4 of the <i>CDEM Act 2002</i> (shown below). <i>National Controller means the person who is the National Controller in accordance with section 10.</i>	[CDEM Act 2002]

National Crisis Management Centre	<p>The National Crisis Management Centre (NCMC) is a secure, all-of-government coordination centre used by agencies to monitor, support, or manage a response at the national level.</p> <p>It is an example of a National Coordination Centre (NCC). MCDEM is responsible for maintaining the NCMC in a state of readiness, and will act as the lead agency for CDEM-led responses.</p>
National Health Emergency Plan	<p>National Health Emergency Plan (NHEP) is a plan published by the Ministry of Health which describes the health and disability sector's approach to planning for and responding to emergencies.</p>
National Security Committee of cabinet	<p>The National Security Committee of Cabinet (NSC) is the key decision-making body of executive government in respect of all issues involving security intelligence and crisis management. It is chaired by the Prime Minister.</p>
National significance	<p>National significance has the same meaning as in section 4 of the <i>CDEM Act 2002</i> (shown below).</p> <p><i>national significance includes, without limitation, any case where the Minister or the Director considers that—</i></p> <ul style="list-style-type: none"> (a) <i>there is widespread public concern or interest; or</i> (b) <i>there is likely to be significant use of resources; or</i> (c) <i>it is likely that the area of more than 1 Civil Defence Emergency Management Group will be affected; or</i> (d) <i>it affects or is likely to affect or is relevant to New Zealand's international obligations; or</i> (e) <i>it involves or is likely to involve technology, processes, or methods that are new to New Zealand; or</i> (f) <i>it results or is likely to result in or contribute to significant or irreversible changes to the environment (including the global environment).</i> <p style="text-align: right;"><i>[CDEM Act 2002]</i></p>
National Welfare Coordination Group	<p>The National Welfare Coordination Group (NWCG) Provides strategic oversight for the planning and development of integrated welfare services. The NWCG provides coordination at the national level, and support to CDEM Groups at the regional level.</p> <p>Membership comprises the agencies responsible for each of the welfare services sub-functions, as listed in the <i>National CDEM Plan 2015</i>.</p>
National Welfare Manager	<p>The National Welfare Manager provides direction and support to CDEM Group level welfare planning, and leads the coordination of welfare services at the national level. The National Welfare Manager is appointed by MCDEM; alternate National Welfare Managers with suitable experience are also appointed (as per clauses 62(4) and 62(5) of the <i>National CDEM Plan 2015</i>).</p> <p>The responsibilities of the National Welfare Manager are listed in clauses 65 and 66 of the <i>National CDEM Plan 2015</i>.</p>
New Zealand Influenza Pandemic Action Plan	<p>New Zealand Influenza Pandemic Action Plan is an all-of-government plan published by the Ministry of Health and intended for anyone involved in planning for, or responding to an influenza pandemic.</p> <p>Whilst the NZIPAP focuses on pandemic influenza the approach in the plan could reasonably apply to other respiratory-type pandemics. The Ministry of Health will therefore use it as the customisable foundation for responses to future pandemics.</p>
New Zealand Police	<p>New Zealand Police means the instrument of the Crown continued in existence by section 7(1) of the <i>Policing Act 2008</i>.</p> <p style="text-align: right;"><i>[National CDEM Plan 2015]</i></p>

Officials' Committee of Domestic and External Security Coordination	<p>The Officials' Committee of Domestic and External Security Coordination (ODESC) is the strategic mechanism for coordinating an all-of-government response to events. ODESC is a group of senior officials, which is chaired by the Chief Executive of the Department of the Prime Minister and Cabinet.</p> <p>The ODESC system is the system of domestic and external security coordination used by the government to manage all national crises.</p>
Organisation resilience	<p>The capability to anticipate key events from emerging trends, constantly adapt to change and to bounce back from disruptive and damaging incidents.</p> <p><i>[ISO 22301:2012 Societal Security – Business Continuity Management Systems – Requirements]</i></p>
Pacific Tsunami Warning System	<p>Pacific Tsunami Warning System (PTWS) is a system administered under the Intergovernmental Oceanographic Commission (IOC) of UNESCO.</p>
Pandemic	<p>A pandemic is an epidemic that spreads to the point that it affects a whole region, a continent or the world.</p> <p><i>[National Health Emergency Plan 2015]</i></p>
Primary care	<p>Primary care means care or services provided by general practitioners, nurses, pharmacists, dentists, ambulance services, midwives and others in the community.</p> <p><i>[National Health Emergency Plan 2015]</i></p>
Primary health organisations	<p>Primary health organisations are groupings of primary health care providers. These are local structures through which DHBs implement the Primary Health Care Strategy.</p>
Public Health Units	<p>Public Health Units (PHUs) provide health services to populations rather than individuals. There are 12 Public Health Units providing environmental health, communicable disease control and health promotion programmes. PHUs are led by a manager and staffed by medical officers of health, public health nurses, communicable disease nurses, health protection officers, health promoters and others.</p> <p><i>[National Health Emergency Plan 2015]</i></p>
Recovery Coordinator	<p>Recovery Coordinator has the same meaning as in section 4 of the <i>CDEM Act 2002</i> (shown below).</p> <p><i>Recovery Co-ordinator means a Recovery Co-ordinator appointed under section 29.</i></p> <p><i>[CDEM Act 2002]</i></p>
Recovery Manager	<p>A Recovery Manager is responsible for leading or coordinating recovery activities at a national level (National Recovery Manager), the CDEM Group level (CDEM Group Recovery Manager), or the local level (Local Recovery Manager).</p> <p>When emergencies will have significant recovery activities, the Controller hands over to the Recovery Manager once most response tasks have been completed, and the Recovery Manager is ready to take over.</p>
Recovery office	<p>Recovery office means a recovery office established at the local, CDEM Group, or national level.</p> <p><i>[National CDEM Plan 2015]</i></p>
Risk	<p>Risk has the same meaning as in section 4 of the <i>CDEM Act 2002</i> (shown below).</p> <p><i>risk means the likelihood and consequences of a hazard</i></p> <p><i>[CDEM Act 2002]</i></p>

Secondary or tertiary health care	<p>Secondary or tertiary health care are the levels of care provided in a hospital. Secondary care is treatment by a specialist to whom a patient has been referred by a primary care provider. Tertiary care is treatment given in a health care centre that includes highly trained specialists and often advanced technology.</p> <p style="text-align: right;"><i>[National Health Emergency Plan 2015]</i></p>
Sector coordinating entity	<p>A sector coordinating entity (SCE) is an organisation, a group of sector representatives, or an individual agreed by a lifeline utility sector to provide a single point of contact to the NCMC or an ECC.</p> <p style="text-align: right;"><i>[National CDEM Plan 2015]</i></p>
State of emergency	<p>State of emergency has the same meaning as in section 4 of the <i>CDEM Act 2002</i> (shown below).</p> <p>state of emergency means a state of national emergency or a state of local emergency</p> <p>state of local emergency means a state of local emergency declared under section 68 or section 69</p> <p>state of national emergency means a state of national emergency declared under section 66</p> <p style="text-align: right;"><i>[CDEM Act 2002]</i></p>
Support agency	<p>Support agency means any agency, other than the lead agency, that has a role or responsibilities during the response to an emergency.</p> <p style="text-align: right;"><i>[National CDEM Plan 2015]</i></p>
Supporting documentation	<p>Supporting documentation includes detailed explanations, standard operating procedures, Director's guidelines, codes, and technical standards.</p> <p style="text-align: right;"><i>[National CDEM Plan 2015]</i></p>
Supporting plan	<p>Supporting plan means a plan issued by the Director under section 9(3) of the <i>CDEM Act 2002</i> in support of the arrangements set out in the <i>National CDEM Plan 2015</i>.</p> <p style="text-align: right;"><i>[National CDEM Plan 2015]</i></p>
Territorial authority	<p>Territorial authority has the same meaning as in section 4 of the <i>CDEM Act 2002</i> (shown below).</p> <p>territorial authority means a territorial authority within the meaning of the <i>Local Government Act 2002</i></p> <p style="text-align: right;"><i>[CDEM Act 2002]</i></p>
Unitary authority	<p>Unitary authority has the same meaning as in section 4 of the <i>CDEM Act 2002</i> (shown below).</p> <p>unitary authority means a unitary authority within the meaning of the <i>Local Government Act 2002</i></p> <p style="text-align: right;"><i>[CDEM Act 2002]</i></p>
Welfare Coordination Group	<p>The Welfare Coordination Group (WCG) is a collective of welfare services agencies that are active at CDEM Group and local levels.</p> <p>The WCG provides a mechanism for collaboration and coordination between agencies, who work together to plan for and establish arrangements for the effective delivery of welfare services, and develop welfare work programmes.</p> <p>It provides planning input and coordination at the CDEM Group level, and support to local level CDEM welfare.</p>

Welfare services Welfare services support individuals, families and whānau, and communities in being ready for, responding to, and recovering from emergencies. Welfare includes the following welfare services sub-functions: registration, needs assessment, inquiry, care and protection services for children and young people, psychosocial support, household goods and services, shelter and accommodation, financial assistance, and animal welfare.

[National CDEM Plan 2015]

Welfare services agencies Welfare services agencies are agencies who have responsibilities for coordinating or supporting the delivery of welfare services to communities affected by emergencies. These agencies are listed (and their responsibilities described) in clauses 62-75 of the *National CDEM Plan 2015*.

A2.2 Abbreviations

The following abbreviations are used in the Guide.

4Rs	Reduction, Readiness, Response, Recovery
BAU	Business As Usual
CALD	Culturally and linguistically diverse (communities)
CDC	Civil Defence Centre
CDEM	Civil Defence Emergency Management
CDEM EMIS	CDEM Emergency Management Information System
CEG	Coordinating Executive Group
CIMS	Coordinated Incident Management System
DGL	Director's Guideline
DHB	District Health Board
DOC	Department of Conservation
DPMC	Department of the Prime Minister and Cabinet
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
EQC	Earthquake Commission
ESCC	Emergency Services Coordinating Committee
GNS Science	Geological and Nuclear Sciences Limited
GST	Goods and services tax
HEP	Health Emergency Plan
ICP	Incident Control Point
INSARAG	International Search and Rescue Advisory Group
MBIE	Ministry of Business, Innovation, and Employment
MCDEM	Ministry of Civil Defence & Emergency Management
MetService	Meteorological Service of New Zealand Limited
MFAT	Ministry of Foreign Affairs and Trade
MM	Modified Mercalli scale of earthquake intensity
MoE	Ministry of Education
MoH	Ministry of Health

MOU	Memorandum of Understanding
MPI	Ministry for Primary Industries
MSD	Ministry of Social Development
NCMC	National Crisis Management Centre
NGO	Non-government organisation
NHCC	National Health Coordination Centre
NHEP	National Health Emergency Plan
NIWA	National Institute of Water and Atmospheric Research
NSC	Cabinet National Security Committee
NWCG	National Welfare Coordination Group
NZDF	New Zealand Defence Force
NZFS	New Zealand Fire Service
NZIPAP	New Zealand Influenza Pandemic Action Plan
NZSAR	New Zealand Search and Rescue Council
ODESC	Officials' Committee for Domestic and External Security Coordination
PHU	Public Health Unit
PIM	Public Information Management
PTWC	Pacific Tsunami Warning Centre
PTWS	Pacific Tsunami Warning System
RCCNZ	Rescue Coordination Centre New Zealand
REMA	Regional Emergency Management Advisor
RMA	Resource Management Act 1991
RNZSPCA	Royal New Zealand Society for the Prevention of Cruelty to Animals
RST	Rural Support Trust
SAR	Search and rescue
SAROPs	Search and rescue operations
SCE	Sector Coordinating Entity
SOP	Standard Operating Procedure
TEMCG	Transport Emergency Management Coordination Group
UMT	Urban Search and Rescue Management Team
UNDAC	United Nations Disaster Assessment and Coordination
UNISDR	United Nations International Strategy for Disaster Reduction
UNOCHA	United Nations Office for the Coordination of Humanitarian Affairs
USAR	Urban Search and Rescue
VAAC	Volcanic Ash Advisory Centre
VSEAG	Visitor Sector Emergency Advisory Group
WCG	Welfare Coordination Group

