Technical Standard [TS05/20]

National Impact Assessments Data Set and Dictionary

CD
CIVIL DEFENCE

National Impact Assessments Data Set and Dictionary
Technical Standard [TS 05/20]

Authority
This Technical Standard has been issued by the Director Civil Defence Emergency Management pursuant to s9(3) of the Civil Defence Emergency Management (CDEM) Act 2002. It provides a minimum set of standard data definitions for use by CDEM Groups, emergency services, and operational personnel from other responding agencies in collecting information in an emergency.

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National Emergency Management Agency
PO Box 5010
Wellington 6145
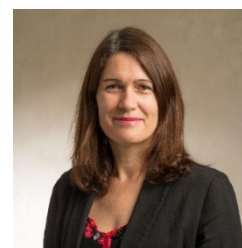New Zealand
Tel: +64 4 817 8555
Fax: +64 4 817 8554

Email: emergency.management@nema.govt.nz
Website: www.civildefence.govt.nz

Foreword

During emergencies large volumes of data are collected by a range of responding agencies and organisations to inform their operations and deliver services. Data is collected to a variety of standards and formats. This variation creates delays and challenges when the information is brought together to form a complete picture of the situation.

Agencies responsible for assessments and standards within New Zealand were bought together in workshops to agree a common set of definitions relating to damage, impact and needs assessment. This technical standard is the outcome of that work.

The technical standard defines data content standards to establish a consistent way to describe and record impact assessment data across agencies. It is intended for use by CDEM Groups, emergency services and operational personnel from other responding agencies.

Having a technical standard ensures there is consistency in how we define each element of information. This helps to maximise the value of data by creating a more complete view to inform decision making during an emergency and enable information sharing with other agencies, where appropriate. Data can be reconciled faster and more efficiently, saving time and money and contributing to the common operating picture.

I am pleased this standard will improve the way data is collected and shared during emergencies in New Zealand, leading to efficient and consistent delivery of services to affected communities.

Sarah Stuart-Black

Director of Civil Defence Emergency Management

Contents

Section 1 Introduction

This Technical Standard should be read in conjunction with the *Impact Assessments Director's Guideline for Civil Defence Emergency Management Groups [DGL 22/20],* which provides an overview of the concept of damage assessments in a CDEM context. The DGL describes:

- how impact assessment informs readiness and response planning as an input to intelligence collection and response and recovery planning processes;

- the impact assessment process across three phases, both during and after an emergency;

- roles and responsibilities of CDEM Groups, emergency services, other government agencies, and response organisations and agencies for conducting these assessments; and

- impact assessment planning, including underpinning principles, plan requirements, and strategic implementation guidance.

This Technical Standard is a minimum set of standard data definitions agreed for collection and reporting agencies and emergency services personnel.

1.1 Purpose

The purpose of this Technical Standard is to provide a common language for carrying out information collection in an emergency management context, including rapid impact assessments and welfare needs assessments.

This Technical Standard has been designed to improve the comparability of data across organisations nationally and to facilitate shared situational awareness through harmonised data capture.

It constitutes the authoritative source of information about endorsed national metadata standards and provides the basis for consistent national collection and reporting.

Objectives　　The objectives of this Technical Standard are to:

- establish a core set of uniform definitions relating to assessments used in the emergency management context;

- promote uniformity, availability, reliability, validity, consistency and completeness in the data;

- accord with nationally and internationally agreed protocols and standards, wherever possible;

- promote the national standard definitions by being readily available to all individuals and organisations involved in the generation, use and/or development of impact assessment information; and

- facilitate and promote the development of good data definitions across the emergency management sector.

1.2 Structure

Elements
This Technical Standard is made up of a series of descriptions of data **elements** presented in table form. The description of each element includes specifications for that element, including the unit of measurement, permissible values, and/or the **data type** (how the element should be expressed, i.e. as text, a numeric value, a date/time value, an enumerated list, look-ups, booleans, or unique identifiers).

Data sets
Each element in this Technical Standard is part of a larger **data set**. See Table 1 for a complete list of data sets and elements.

1.3 Audience and intended use

This Technical Standard is intended for use by CDEM Groups, emergency services and operational personnel from other responding agencies.

Technical use
The data element definitions provided in this Technical Standard are intended to be used to build any type of information collection system or schema.

Data elements from this Technical Standard may be used for different assessment purposes in different contexts.

Figure 1 (below) shows how a data element from this Technical Standard (in this case, the 'Street address number' element) could be used in both a building assessment context and a welfare needs assessment context.
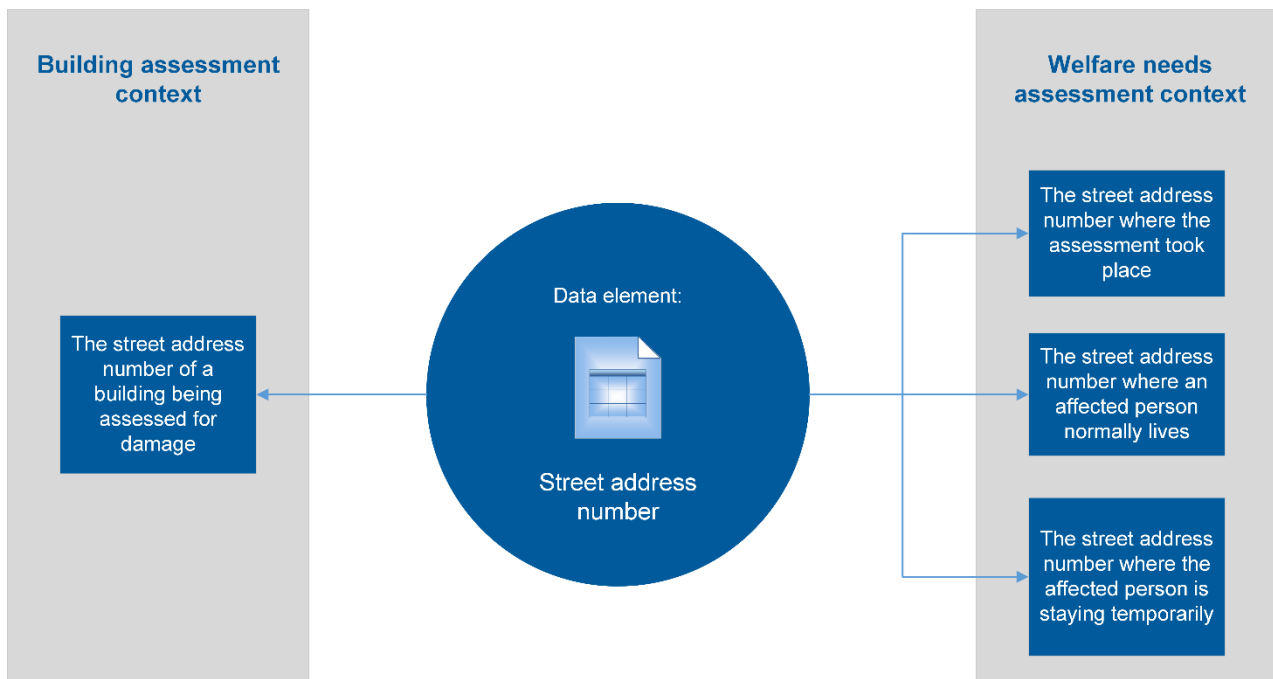
Figure 1 Example of how a data element from this Technical Standard may be used in different contexts

This Technical Standard **does not dictate** what information is gathered (and what questions are asked) in different types of information collection systems. Rather, it provides the technical building blocks for collecting and recording data in a consistent way so that information is able to be easily interpreted and shared across agencies.

This Technical Standard does not preclude agencies and service providers from collecting additional data to meet their own specific needs.
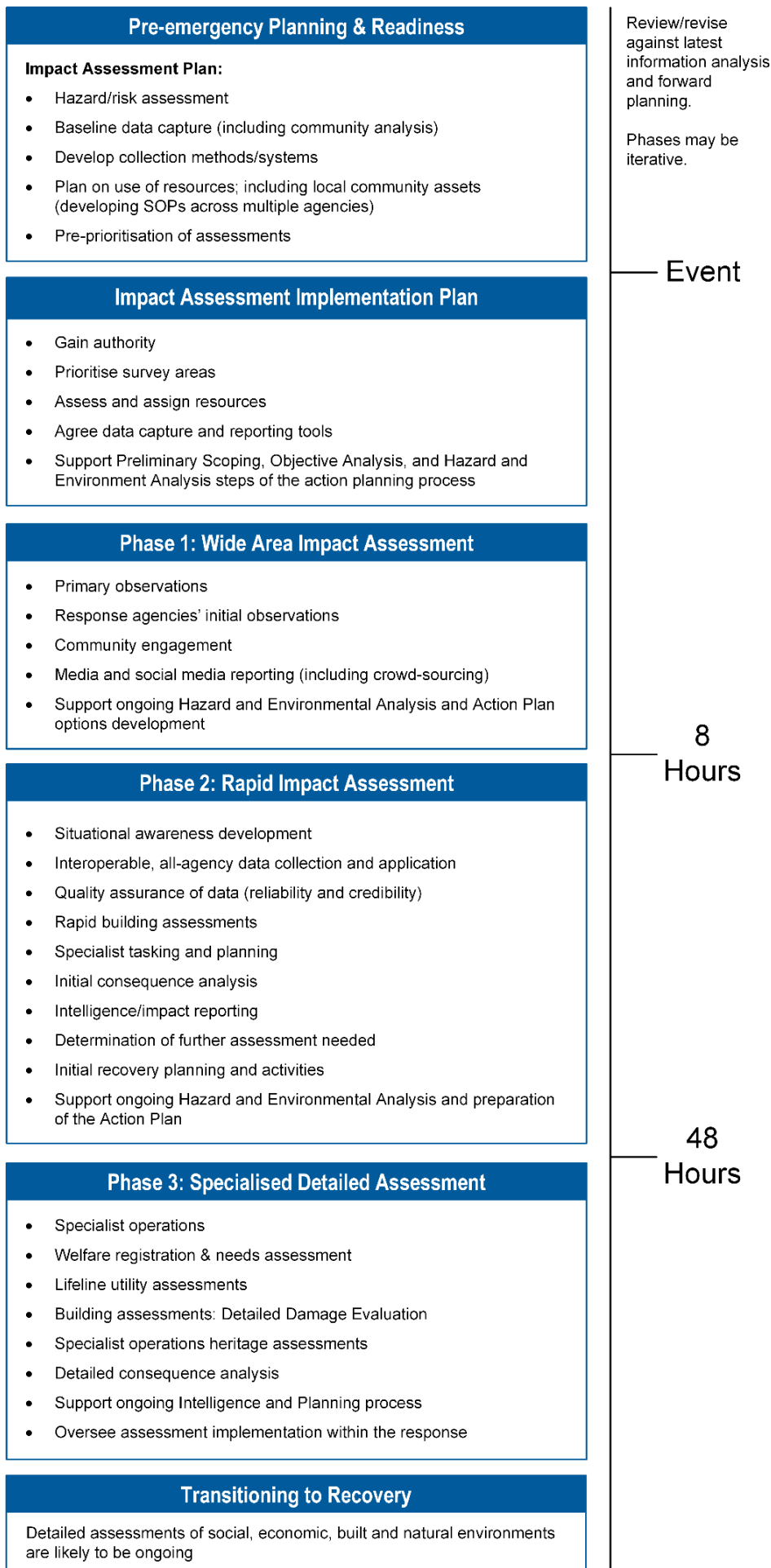
Use in the impact assessment process

This Technical Standard is intended to be used during Phase 2 (Rapid impact assessment) and Phase 3 (Specialist detailed assessment) of the impact assessment process, as shown in Figure 2.

A complete description of the impact assessment process, and guidance for preparing for (in readiness) and undertaking (in response and recovery) impact assessments is provided in the *Impact Assessments Director's Guideline for Civil Defence Emergency Management Groups [DGL 22/20]*.

The Guideline is an essential companion to this Technical Standard. Both documents are available on the National Emergency Management Agency (NEMA) website, *www.civildefence.govt.nz*.

Pre-emergency Planning & Readiness

Impact Assessment Plan:

- Hazard/risk assessment
- Baseline data capture (including community analysis)
- Develop collection methods/systems
- Plan on use of resources; including local community assets (developing SOPs across multiple agencies)
- Pre-prioritisation of assessments

Impact Assessment Implementation Plan

- Gain authority
- Prioritise survey areas
- Assess and assign resources
- Agree data capture and reporting tools
- Support Preliminary Scoping, Objective Analysis, and Hazard and Environment Analysis steps of the action planning process

Phase 1: Wide Area Impact Assessment

- Primary observations
- Response agencies' initial observations
- Community engagement
- Media and social media reporting (including crowd-sourcing)
- Support ongoing Hazard and Environmental Analysis and Action Plan options development

Phase 2: Rapid Impact Assessment

- Situational awareness development
- Interoperable, all-agency data collection and application
- Quality assurance of data (reliability and credibility)
- Rapid building assessments
- Specialist tasking and planning
- Initial consequence analysis
- Intelligence/impact reporting
- Determination of further assessment needed
- Initial recovery planning and activities
- Support ongoing Hazard and Environmental Analysis and preparation of the Action Plan

Phase 3: Specialised Detailed Assessment

- Specialist operations
- Welfare registration & needs assessment
- Lifeline utility assessments
- Building assessments: Detailed Damage Evaluation
- Specialist operations heritage assessments
- Detailed consequence analysis
- Support ongoing Intelligence and Planning process
- Oversee assessment implementation within the response

Transitioning to Recovery

Detailed assessments of social, economic, built and natural environments are likely to be ongoing

Review/revise against latest information analysis and forward planning.

Phases may be iterative.

— Event

8 Hours

48 Hours

Figure 2 Impact assessment process

1.4 Review of the National Impact Assessment Data Set and Dictionary Technical Standard & Impact Assessment Director's Guideline

National Impact Assessments Data Set and Dictionary Technical Standard review

This Technical Standard will be reviewed as necessary. Formal approval for changes will be sought from the NEMA Leadership Team.

Urgent corrections may be advised to NEMA at any time and will be published in a draft form until formal approval has been granted.

Impact Assessment Director's Guideline review

The Director's Guideline will be reviewed by NEMA every three years alongside the National Impact Assessments Data Set and Dictionary Technical Standard.

Section 2 Data Elements

This section includes the data elements that make up the *National Impact Assessments Data Set and Dictionary*. They constitute the minimum set of data fields agreed for collection and reporting.

Data sets　　　Data elements are organised into sets, as shown in Table 1.

Table 1 Data sets and elements

Data set	See page
Identification / Registration	**9**
Assessment Agency	
Assessor name and ID	
Assessment ID Number	
Assessment Date	
Assessment Time 24hr	
Assessment Time AM/PM	
First Name	
Last Name	
Preferred name / Alias	
Contact details	
Contact name for building assessment	
Age	
Gender Identity	
Ethnicity	
Nationality	
Iwi affiliation	
Identification	
Additional registration notes	
Assessor notes	
Immediate Needs / Assistance	**19**
Different usual residential address	
Language	
Wellbeing and safety	
Emergency needs	
Inquiry / Missing person	**21**
Missing person agency referral	
Missing person name	
Missing person residential address	
Missing person contact details	
Shelter and Accommodation	**24**
Shelter and accommodation referral	
Number of adults requiring accommodation	

Data set	See page
Number of children requiring accommodation	
Accommodation requirements	
Property status	
Property Owner	
What is your insurance status?	
Property / insurance notes	
Household Goods and Services	**28**
Household goods and services referral	
Water delivery required	
Animal Welfare	**30**
Animal welfare referral	
Animal welfare assistance required	
Animal type(s)	
Number of companion animals	
Companion animal type(s)	
Location of animal(s)	
Animal welfare notes	
Health and Disability	**34**
Health and disability referral	
Health or disability needs	
Financial Assistance	**35**
Financial assistance referral	
Financial assistance needs	
Psychosocial Support	**38**
Psychosocial support referral	
Psychosocial support needs	
Additional Information	**39**
Is there anything we should be aware of when supporting you?	
Event Characteristics	**39**
Event Name	
Event Type	
Hazard Type	
Location	**42**
CDEM Boundaries	
Location assessment took place	
Street Number	
Street Name	
Building Name	
Suburb / District (Locality)	
City / Town (Locality)	
Territorial Authority	

2.1 Data set: Identification/registration

Data element name: Assessment Agency	
Definition	The name of the agency, department or organisation conducting the assessment and submitting the assessment form.
Context	Assessment Agency identifies the agency, department or organisation conducting the assessment and submitting the assessment form. It refers to the agency, department or organisation that the assessor is employed by.
Representation type	Text
Data type	String
Format	X[50]
Maximum character length	50
Unit of measurement	Not applicable
Permissible values	The agency, department or organisation involved in assessments should develop a standard naming convention that enables the consistent recording of their involvement each time an assessment is conducted. For agencies, departments or organisations with computer or mobile devices this could be pre-populated during the initial stage of data capture.
Collection method or notes	Could potentially be populated from login credentials.
Source and reference elements	

Data element name: Assessor name and ID	
Definition	The name and their contact mobile number is the unique identification number that identifies the Assessor responsible for the creation and submission of the assessment form.
Context	The Assessor identifies the responsible officer for the creation and submission of the Damage Assessment Form.
Representation type	Text
Data type	String
Format	X[250]
Maximum character length	250
Unit of measurement	Not applicable
Permissible values	Not applicable
Collection method or notes	The named Assessor is generated by the agency, department or organisation for which the assessment officer works for, or is affiliated with and could potentially be populated from login credentials.
Source and reference elements	Agency, department or organisation

Data element name: Assessment ID Number	
Definition	A unique number that identifies the assessment form.
Context	
Representation type	Text
Data type	String
Format	X[15]
Maximum character length	15
Unit of measurement	Not applicable
Permissible values	Not applicable
Collection method or notes	Could potentially be populated from login credentials.
Source and reference elements	

Data element name: Assessment Date	
Definition	The date the assessment was undertaken.
Context	This data field identifies the date the assessment was undertaken. It can be used for audit and quality control purposes.
Representation type	Date
Data type	Date
Format	DD/MM/YYYY
Maximum character length	8
Unit of measurement	Not applicable
Permissible values	Date
Collection method or notes	This date is not the date the assessment form is submitted (paper-based data collections). This data field identifies the date the assessment was undertaken. Could potentially be populated from login credentials (digital data collections).
Source and reference elements	

Data element name: Assessment Time 24hr	
Definition	The time the assessment was undertaken.
Context	This data field identifies the local time the assessment was undertaken. It can be used for audit and quality control purposes.
Representation type	Time

Data element name: Assessment Time 24hr	
Data type	Time
Format	HH:MM
Maximum character length	4
Unit of measurement	Not applicable
Permissible values	Time – the method of measuring the time is based on the full twenty-four hours of the day, rather than dividing it into two groups of twelve hours.
Collection method or notes	This data field identifies the time the assessment was undertaken.
Source and reference elements	

Data element name: Assessment Time AM/PM	
Definition	The date / time the assessment was undertaken.
Context	This data field identifies the date and local time the assessment was undertaken. It can be used for audit and quality control purposes.
Representation type	Time
Data type	Time
Format	HH:MM AM/PM
Maximum character length	8
Unit of measurement	Not applicable
Permissible values	Date Time – the method of measuring the time is based on the two groups of twelve hours, rather than the full twenty-four hours of the day.
Collection method or notes	This data field identifies the date and time the assessment was undertaken.
Source and reference elements	

Data element name: First Name	
Definition	The first name of the surveyed person.
Context	This data field identifies the legal first name of the surveyed / registered person at the time the assessment was undertaken. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String

Data element name: First Name	
Format	X[50]
Maximum character length	50
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	This data field identifies the legal first name of the surveyed / registered individual.
Source and reference elements	

Data element name: Last Name	
Definition	The last name of the surveyed person.
Context	This data field identifies the legal surname of the surveyed / registered person at the time the assessment was undertaken. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String
Format	X[25]
Maximum character length	25
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	This data field identifies the legal surname of the surveyed / registered person.
Source and reference elements	

Data element name: Preferred name / Alias	
Definition	The preferred name of the surveyed person.
Context	This data field identifies the preferred name of the surveyed / registered person at the time the assessment was undertaken. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String

Data element name: Preferred name / Alias	
Format	X[25]
Maximum character length	25
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	This data field identifies the preferred name of the surveyed / registered person.
Source and reference elements	

Data element name: Contact Details	
Definition	The contact details of the surveyed person.
Context	This data field identifies the contact details of the surveyed / registered person at the time the assessment was undertaken. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String
Format	X[100]
Maximum character length	100
Unit of measurement	Not applicable
Permissible values	Multiple choice question; multiple answers can be selected Phone free text #[15] x2 Email free text X[50] x2 Other (please specify) free text X[100]
Collection method or notes	This data field identifies the contact details of the surveyed / registered person.
Source and reference elements	

Data element name: Contact name for building assessment	
Definition	The name and their contact mobile number identifies the owner or tenant of the building.
Context	The Assessor identifies the responsible officer for the creation and submission of the Damage Assessment Form.

Data element name: Contact name for building assessment	
Representation type	Text
Data type	String
Format	X[10]
Maximum character length	10
Unit of measurement	Not applicable
Permissible values	Owner Tenant Other
Collection method or notes	The Assessor identifies the responsible officer for the creation and submission of the Damage Assessment Form.
Source and reference elements	Agency, department or organisation

Data element name: Age	
Definition	The age of the surveyed / registered person at their most recent birthday.
Context	This data field identifies the age at last birthday of the surveyed / registered person at the time the assessment was undertaken. It can be used for audit and quality control purposes.
Representation type	Numeric
Data type	Age
Format	NNN
Maximum character length	3
Unit of measurement	Years
Permissible values	Age at last birthday
Collection method or notes	This data field calculates the age of the surveyed / registered individual at their last birthday.
Source and reference elements	Age New Zealand Standard Classification 1995 V1.0

Data element name: Gender Identity	
Definition	The gender identity of the surveyed / registered person.
Context	This data field identifies the gender of the surveyed / registered person at the time the assessment was undertaken. It can be used for audit and quality control purposes.

Data element name: Gender Identity	
Representation type	Text
Data type	Select_one[list-name]
Format	X[50]
Maximum character length	50
Unit of measurement	Number
Permissible values	Multiple choice question; only one answer can be selected A Female B Male C Gender Diverse
Collection method or notes	This data field identifies the gender identity of the surveyed / registered person.
Source and reference elements	Gender Identity New Zealand Standard Classification 2015 V1.0

Data element name: Ethnicity	
Definition	The ethnicity of the surveyed / registered person.
Context	This data field identifies the ethnicity of the surveyed / registered person. It can be used for audit and quality control purposes.
Representation type	Text
Data type	Select_one[list-name]
Format	X[50]
Maximum character length	50
Unit of measurement	Not applicable

Data element name: Ethnicity	
Permissible values	Multiple choice question; multiple answers can be selected
	A NZ European
	B Māori
	C Samoan
	D Cook Islands Māori
	E Tongan
	F Niuean
	G Chinese
	H Indian
	I Other (please specify) free text X[50]
Collection method or notes	This data field identifies the ethnicity status of the surveyed / registered person
Source and reference elements	Ethnicity New Zealand Standard Classification 2005 V2.0

Data element name: Nationality	
Definition	The nationality of the surveyed / registered person.
Context	This data field identifies the nationality of the surveyed / registered person at the time the assessment was undertaken. It can be used for audit and quality control purposes.
Representation type	Text
Data type	Select_one[list-name]
Format	String
Maximum character length	50
Unit of measurement	Not applicable
Permissible values	Multiple choice question; only one answer can be selected
	A New Zealand (including permanent resident)
	B Foreign national free text X[50]
Collection method or notes	This data field identifies the nationality status of the surveyed / registered person. If the surveyed or registered person was to disclose refugee status, *do not record this*. They are to be considered as a New Zealand citizen for the purpose of welfare services and registration.
Source and reference elements	

Data element name: Iwi affiliation	
Definition	The iwi affiliations of the surveyed / registered person.
Context	This data field identifies the iwi affiliations of the surveyed / registered person at the time the assessment was undertaken. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String[Boolean]
Format	Yes/No
Maximum character length	50
Unit of measurement	True False
Permissible values	Multiple choice question; only one answer can be selected A Yes Iwi name X[50] x 3 and iwi region X[50] x 3 B No
Collection method or notes	
Source and reference elements	Iwi and iwi related groups - New Zealand Standard Classification V1.0

Data element name: Identification	
Definition	The identification of the surveyed / registered person.
Context	This data field identifies the surveyed / registered person at the time the assessment was undertaken. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String[Boolean]
Format	Y/N
Maximum character length	1
Unit of measurement	True False
Permissible values	<table><tr><td>**Type of ID**</td><td>**Tick box (yes activates list below)**</td></tr><tr><td>Passport</td><td>Y/N</td></tr><tr><td>Drivers licence</td><td>Y/N</td></tr><tr><td>Birth certificate</td><td>Y/N</td></tr><tr><td colspan="2">If yes ID Number format [N] length 15</td></tr></table>

Data element name: Identification	
Collection method or notes	This data field identifies the type of identification of the surveyed / registered person.
Source and reference elements	

Data element name: Additional registration notes	
Definition	A notes field for collecting additional registration information about the surveyed individual.
Context	This data field captures additional information about the registered individual. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String
Format	X[500]
Maximum character length	500
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	
Source and reference elements	

Data element name: Assessor notes	
Definition	A notes field for assessors to add additional information about the survey / registration.
Context	This data field captures additional information from the assessor about the survey / registration. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String
Format	X[500]
Maximum character length	500
Unit of measurement	Not applicable
Permissible values	

Data element name: Assessor notes	
Collection method or notes	
Source and reference elements	

2.2 Data set: Immediate Needs / Assistance

Data element name: Different usual residential address	
Definition	The usual residential address of the surveyed / registered person.
Context	This data field identifies the usual residential address of the surveyed / registered person at the time the assessment was undertaken. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String
Format	X[150]
Maximum character length	150
Unit of measurement	
Permissible values	Unit/flat number Street/Rapid/Rural delivery number Street/Road/Avenue/Place Suburb/District Town/City Post Code Country Contact details: phone/mobile/email
Collection method or notes	This is information collected from the surveyed / registered person who may not be at their usual residential address (refer to the location data set for those surveyed at home). Where possible, addresses (and associated geographic coordinates) should use a common dataset, and a free text option. See the Location data set for further details.
Source and reference elements	

Data element name: Language	
Definition	The first language of the registered / surveyed person.
Context	This data field identifies the spoken language of the registered / surveyed person. It can be used for audit and quality control purposes
Representation type	Text

Data element name: Language	
Data type	String
Format	X50
Maximum character length	50
Unit of measurement	Not applicable
Permissible values	English is the default
Collection method or notes	
Source and reference elements	

Data element name: Wellbeing and safety		
Definition	The immediate needs of the registered / surveyed person.	
Context	This data field identifies the immediate needs of the registered / surveyed person. It can be used for identifying whether there are concerns for the safety or wellbeing of family members, children or young people or animals and if support is available to them.	
Representation type	Text	
Data type	Select_one[list-name]	
Format	Y/N	
Maximum character length	1	
Unit of measurement	String[Boolean]	
Permissible values	**Do you or family have**	**Tick box (yes activates list below)**
	Concerns about safety or wellbeing of family, children or young people or animals	Y/N
	Is there something that might make it difficult to access support for you	Y/N
	Do you have someone who can support you	Y/N
	More information	Free text X[100]
Collection method or notes		
Source and reference elements		

Data element name: Emergency needs	
Definition	The emergency assistance needs of the registered / surveyed person.

Data element name: Emergency needs	
Context	These data fields identify the assistance required for the surveyed / registered person / family.
Representation type	Text
Data type	String[Boolean]
Format	Y/N
Maximum character length	1
Unit of measurement	Not applicable
Permissible values	**Do you or family require** **Tick box (yes activates list below)**

Do you or family require	Tick box (yes activates list below)
Food or water	Y/N
Clothing, bedding or linen	Y/N
Prescriptions, mobility assist, health services or doctors	Y/N
Cultural or religious requirements	Y/N
Have concerns about child/young person	Y/N
Need help to contact someone	Y/N
Require somewhere to stay	Y/N
Require access to toilets, showers, personal hygiene products or nappies	Y/N
Alternative cooking/heating supplies	Y/N
Require financial assistance	Y/N
Needs counselling services	Y/N
Assistance with pets or farm animals	Y/N
More information	Free text X[100]

Collection method or notes	Refer to the Welfare Registration and Needs Assessment doc V6.2 Refer all then to the mandated Welfare services agency.
Source and reference elements	

2.3 Data set: Inquiry / Missing Person

Data element name: Missing person agency referral	
Definition	Agency referral required in order to meet the surveyed individual's missing person need?
Context	This data field captures the survey assessor's decision as to whether an agency referral was required in order to meet the surveyed individual's missing person welfare need. It can be used for audit and quality control purposes.

Data element name: Missing person agency referral	
Representation type	Text
Data type	String[Boolean]
Format	Yes/No
Maximum character length	50
Unit of measurement	True False
Permissible values	Multiple choice question; only one answer can be selected A Yes B No
Collection method or notes	This field is completed by the assessor based on their discussion with the surveyed individual about welfare need(s).
Source and reference elements	
Example	

Data element name: Missing person name	
Definition	The name(s) of the person reported missing by the surveyed individual.
Context	This data field identifies the legal name(s) of the person reported missing by the surveyed individual at the time the survey was completed. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String
Format	X[100]
Maximum character length	100
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	This data field is only relevant if a missing person agency referral is required.
Source and reference elements	
Example	

Data element name: Missing person residential address	
Definition	The usual residential address of the person reported missing by the surveyed individual.
Context	This data field identifies the usual residential address of the person reported missing by the surveyed individual at the time the survey was completed. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String (may include special characters)
Format	X[150]
Maximum character length	150
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	This data field is only relevant if a missing person agency referral is required.
Source and reference elements	
Example	41A Kainui Road, Hataitai, Wellington 6021

Data element name: Missing person contact details	
Definition	The contact details of the person reported missing by the surveyed / registered individual.
Context	This data field identifies the contact details of the person reported missing by the surveyed / registered individual at the time the assessment was completed. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String
Format	X[100]
Maximum character length	100
Unit of measurement	Not applicable
Permissible values	Multiple choice question; multiple answers can be selected Phone free text #[15] x2 Email free text X[50] x2 Other (please specify) free text X[100]
Collection method or notes	This data field is only relevant if a missing person agency referral is required.

Data element name: Missing person contact details	
Source and reference elements	
Example	021247893

2.4 Data set: Shelter and Accommodation

Data element name: Shelter and accommodation referral	
Definition	Agency referral required in order to meet the surveyed individual's shelter and accommodation need?
Context	This data field captures the assessor's decision as to whether an agency referral was required in order to meet the surveyed individual's shelter and accommodation need. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String[Boolean]
Format	Yes/No
Maximum character length	50
Unit of measurement	True False
Permissible values	Multiple choice question; only one answer can be selected A Yes B No
Collection method or notes	This field is completed by the assessor based on their discussion with the surveyed individual about welfare need(s).
Source and reference elements	
Example	

Data element name: Number of adults requiring accommodation	
Definition	The number of adults who require shelter and accommodation assistance.
Context	This data field identifies the number of adults (aged 18 years or older) in the party who require shelter and accommodation assistance (at the time the survey was completed). It can be used for audit and quality control purposes.
Representation type	Numeric
Data type	Integer
Format	NNN

Data element name: Number of adults requiring accommodation	
Maximum character length	3
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	This data field is only relevant if a shelter and accommodation agency referral is required.
Source and reference elements	
Example	2

Data element name: Number of children requiring accommodation	
Definition	The number of children who require shelter and accommodation assistance.
Context	This data field identifies the number of children (under 18 years old) in the party who require shelter and accommodation assistance (at the time the survey was completed). It can be used for audit and quality control purposes.
Representation type	Numeric
Data type	Integer
Format	NNN
Maximum character length	3
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	This data field is only relevant if a shelter and accommodation agency referral is required.
Source and reference elements	
Example	3

Data element name: Accommodation requirements	
Definition	Accommodation requirements of the surveyed individual or party.
Context	This data field identifies accommodation requirements of the surveyed individual or party (at the time the survey was completed). It can be used for audit and quality control purposes.

Data element name: Accommodation requirements	
Representation type	Text
Data type	String
Format	X[500]
Maximum character length	500
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	This data field is only relevant if a shelter and accommodation agency referral is required.
Source and reference elements	
Example	Require accommodation accessible for a wheelchair

Data element name: Property status			
Definition	The property status of the surveyed individual's usual residential property.		
Context	This data field identifies the property status of the surveyed individual's property (at the time the survey was completed). It can be used for audit and quality control purposes.		
Representation type	Text		
Data type	Select_one[list-name]		
Format	X[50]		
Maximum character length	50		
Unit of measurement	Not applicable		
Permissible values	Multiple choice question; only one answer can be selected		
	A	No	
	B	Green/white	
	C	Yellow	
	D	Red	
Collection method or notes	This data field is only relevant if a shelter and accommodation agency referral is required. Suggested question: Do you know if your property has been inspected, and its status?		
Source and reference elements			
Example			

Data element name: Property Owner	
Definition	Does the surveyed individual own the property of their usual residential address?
Context	This data field indicates whether the surveyed individual is the property owner of their usual residential address. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String[Boolean]
Format	Yes/No
Maximum character length	50
Unit of measurement	True False
Permissible values	Multiple choice question; only one answer can be selected
	A Yes
	B No
Collection method or notes	This data field is only relevant if a shelter and accommodation agency referral is required. Suggested question: Do you own the property?
Source and reference elements	
Example	

Data element name: What is your insurance status?	
Definition	The insurance status of the surveyed individual.
Context	This data field identifies the insurance status of the surveyed individual (at the time the survey was completed). It can be used for audit and quality control purposes.
Representation type	Text
Data type	Select_one[list-name]
Format	X[50]
Maximum character length	50
Unit of measurement	Not applicable
Permissible values	Multiple choice question; only one answer can be selected
	A Fully insured
	B Some insurance coverage
	C Uninsured

Data element name: What is your insurance status?	
Collection method or notes	This data field is only relevant if a shelter and accommodation agency referral is required. Suggested question: What is your insurance status?
Source and reference elements	
Example	

Data element name: Property / insurance notes	
Definition	A notes field for collecting information on the surveyed individual's property / insurance details.
Context	This data field captures note information about the surveyed individual's property / insurance details (at the time the survey was completed). It can be used for audit and quality control purposes.
Representation type	Text
Data type	String
Format	X[500]
Maximum character length	500
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	This data field is only relevant if a shelter and accommodation agency referral is required.
Source and reference elements	
Example	

2.5 Data set: Household Goods and Services

Data element name: Household goods and services referral	
Definition	Agency referral required in order to meet the surveyed individual's household goods and services need?
Context	This data field captures the survey assessor's decision as to whether an agency referral was required in order to meet the surveyed individual's household goods and services need. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String[Boolean]
Format	Yes/No

Data element name: Household goods and services referral	
Maximum character length	50
Unit of measurement	True False
Permissible values	Multiple choice question; only one answer can be selected
	A Yes
	B No
Collection method or notes	This field is completed by the survey assessor based on their discussion with the surveyed individual about welfare need(s).
Source and reference elements	
Example	

Data element name: Water delivery required	
Definition	Is a delivery of water required to meet the surveyed individual's need?
Context	This data field captures whether an action to deliver water to the affected individual is required (at the time the survey was completed). It can be used for audit and quality control purposes.
Representation type	Text
Data type	String[Boolean]
Format	Yes/No
Maximum character length	50
Unit of measurement	True False
Permissible values	Multiple choice question; only one answer can be selected
	A Yes
	B No
Collection method or notes	This data field is only relevant if a household goods and services agency referral is required. This field is to be completed by the assessor based on their discussion with the surveyed individual about welfare need. Suggested question: Assessor: Will delivery of water be required?
Source and reference elements	
Example	

2.6 Data set: Animal Welfare

Data element name: Animal welfare referral	
Definition	Agency referral required in order to meet the surveyed individual's animal welfare need?
Context	This data field captures the survey assessor's decision as to whether an agency referral was required in order to meet the surveyed individual's animal welfare need. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String[Boolean]
Format	Yes/No
Maximum character length	50
Unit of measurement	True False
Permissible values	Multiple choice question; only one answer can be selected A Yes B No
Collection method or notes	This field is completed by the survey assessor based on their discussion with the surveyed individual about welfare need(s).
Source and reference elements	
Example	

Data element name: Animal welfare assistance required	
Definition	The type(s) of animal welfare assistance the surveyed individual requires.
Context	This data field identifies the type(s) of animal assistance required by the surveyed individual (at the time the survey was completed). It can be used for audit and quality control purposes.
Representation type	Text
Data type	Select_one[list-name]
Format	X[50]
Maximum character length	50
Unit of measurement	Not applicable

Data element name: Animal welfare assistance required	
Permissible values	Multiple choice question; multiple answers can be selected
	A Access - I need access to my animals
	B Animal rescue
	C Evacuation or transport
	D Food
	E Injured or sick animals
	F Lost animals
	G Services critical for production animals
	H Shelter or containment
	I Water
Collection method or notes	This data field is only relevant if an animal welfare agency referral is required. Suggested question: **What type(s) of animal welfare assistance do you require?**
Source and reference elements	
Example	Animal rescue, Food, Water

Data element name: Animal type(s)	
Definition	The type(s) of animals in the surveyed individual's care.
Context	This data field identifies the type(s) of animals who require animal assistance (at the time the survey was completed). It can be used for audit and quality control purposes.
Representation type	Text
Data type	Select_one[list-name]
Format	X[100]
Maximum character length	100
Unit of measurement	Not applicable
Permissible values	Multiple choice question; multiple answers can be selected
	A Companion
	B Disability assistance dog
	C Lifestyle block
	D Production
	E Other (please specify) Free text [100]

Data element name: Animal type(s)	
Collection method or notes	This data field is only relevant if an animal welfare agency referral is required.
Source and reference elements	
Example	Companion, Lifestyle block

Data element name: Number of companion animals	
Definition	The total number of companion animals who require animal welfare assistance.
Context	This data field identifies the number of companion animals (owned or managed by the affected individual), who require animal welfare assistance (at the time the survey was completed). It can be used for audit and quality control purposes.
Representation type	Numeric
Data type	Integer
Format	NNN
Maximum character length	3
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	This data field is only relevant if a "Companion" is selected for the Animal type(s) data element. Suggested question: Total number of companion animals:
Source and reference elements	
Example	4

Data element name: Companion animal type(s)	
Definition	The type(s) of companion animals in the surveyed individual's care.
Context	This data field identifies the type(s) of companion animals who require animal assistance (at the time the survey was completed). It can be used for audit and quality control purposes.
Representation type	Text
Data type	Select_one[list-name]
Format	X[100]

Data element name: Companion animal type(s)	
Maximum character length	100
Unit of measurement	Not applicable
Permissible values	Multiple choice question; multiple answers can be selected
	A Dog
	B Cat
	C Bird
	D Fish
	E Horse / pony
	F Reptile
	G Small mammal
	H Other (please specify) Free text [100]
Collection method or notes	This data field is only relevant if a "Companion" is selected for the Animal type(s) data element. Suggested question: Companion animal type(s):
Source and reference elements	
Example	Dog, Cat, Fish

Data element name: Location of animal(s)	
Definition	Where the animals that require welfare assistance are located.
Context	This data field indicates whether the surveyed individual requires access to household goods as a result of the emergency at the time the survey was completed. It can be used for audit and quality control purposes.
Representation type	Text
Data type	Select_multiple[list-name]
Format	X[50]
Maximum character length	50
Unit of measurement	Not applicable
Permissible values	Multiple choice question; multiple answers can be selected
	A At my residential address
	B Where I am currently staying
	C Unknown / don't know
	D Other (please specify) Free text [100]

Data element name: Location of animal(s)	
Collection method or notes	This data field is only relevant if an animal welfare agency referral is required. Suggested question: Where are the animals which require assistance located?
Source and reference elements	
Example	At my residential address

Data element name: Animal welfare notes	
Definition	A notes field for collecting the details of the animal welfare need of the surveyed individual.
Context	This data field captures note information about the surveyed individual's animal welfare needs (at the time the survey was completed). It can be used for audit and quality control purposes.
Representation type	Text
Data type	String
Format	X[500]
Maximum character length	500
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	This data field is only relevant if a shelter and accommodation agency referral is required.
Source and reference elements	
Example	

2.7 Data set: Health and Disability

Data element name: Health and disability referral	
Definition	Agency referral required in order to meet the surveyed individual's health or disability need?
Context	This data field captures the survey assessor's decision as to whether an agency referral was required in order to meet the surveyed individual's health or disability need. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String[Boolean]

Data element name: Health and disability referral	
Format	Yes/No
Maximum character length	50
Unit of measurement	True False
Permissible values	Multiple choice question; only one answer can be selected A Yes B No
Collection method or notes	This field is completed by the survey assessor based on their discussion with the surveyed individual about welfare need(s).
Source and reference elements	
Example	

Data element name: Health or disability needs	
Definition	A notes field for collecting the health and disability needs of the surveyed individual.
Context	This data field captures note information about the surveyed individual's health and disability needs (at the time the survey was completed). It can be used for audit and quality control purposes.
Representation type	Text
Data type	String
Format	X[500]
Maximum character length	500
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	This data field is only relevant if a health or disability agency referral is required.
Source and reference elements	
Example	

2.8 Data set: Financial Assistance

Data element name: Financial assistance referral	
Definition	Agency referral required in order to meet the surveyed individual's financial assistance need?
Context	This data field captures the survey assessor's decision as to whether an agency referral was required in order to meet the surveyed individual's financial assistance need. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String[Boolean]
Format	Yes/No
Maximum character length	50
Unit of measurement	True False
Permissible values	Multiple choice question; only one answer can be selected A Yes B No
Collection method or notes	This field is completed by the survey assessor based on their discussion with the surveyed individual about welfare need(s).
Source and reference elements	
Example	

Data element name: Financial assistance needs	
Definition	A notes field for collecting the financial assistance needs of the surveyed individual.
Context	This data field captures note information about the surveyed individual's financial assistance needs (at the time the survey was completed). It can be used for audit and quality control purposes.
Representation type	Text
Data type	String
Format	X[500]
Maximum character length	500
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	This data field is only relevant if a financial assistance agency referral is required.

Data element name: Financial assistance needs	
Source and reference elements	
Example	

2.9 Data set: Psychosocial Support

Data element name: Psychosocial support referral	
Definition	Agency referral required in order to meet the surveyed individual's psychosocial need?
Context	This data field captures the survey assessor's decision as to whether an agency referral was required in order to meet the surveyed individual's psychosocial need. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String[Boolean]
Format	Yes/No
Maximum character length	50
Unit of measurement	True False
Permissible values	Multiple choice question; only one answer can be selected A Yes B No
Collection method or notes	This field is completed by the survey assessor based on their discussion with the surveyed individual about welfare need(s).
Source and reference elements	
Example	

Data element name: Psychosocial support needs	
Definition	A notes field for collecting the psychosocial needs of the surveyed individual.
Context	This data field captures note information about the surveyed individual's psychosocial needs (at the time the survey was completed). It can be used for audit and quality control purposes.
Representation type	Text
Data type	String
Format	X[500]
Maximum character length	500
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	This data field is only relevant if a psychosocial agency referral is required.

Data element name: Psychosocial support needs	
Source and reference elements	
Example	

2.10 Data set: Additional Information

Data element name: Is there anything we should be aware of when supporting you?	
Definition	A notes field for collecting additional information agency's should be aware of when supporting the surveyed individual's welfare needs.
Context	This data field captures additional information about the surveyed individual's welfare needs. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String
Format	X[500]
Maximum character length	500
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	
Source and reference elements	

2.11 Data set: Event Characteristics

Data element name: Event Name	
Definition	A unique name or title given to an event or operation.
Context	The Event Name is the name given to the event by the agency responsible for the response operations. An event is an incident or situation, which occurs in a particular place during a particular interval of time. It refers to the occurrence of a particular set of circumstances.
Representation type	Text
Data type	String
Format	X[255]
Maximum character length	255
Unit of measurement	Not applicable

Data element name: Event Name	
Permissible values	Not applicable
Collection method or notes	For large scale events the event is usually named by the lead agency.
Source and reference elements	Lead agency means the agency with the primary mandate for managing the response to an emergency, as specified in Appendix 1 of the National CDEM Plan 2015

Data element name: Event Type			
Definition	A classification of events whether planned or unplanned.		
Context	An event is an incident or situation, which occurs in a particular place during a particular interval of time		
Representation type	Numeric		
Data type	Select_one[list-name]		
Format	NN		
Maximum character length	2		
Unit of measurement	Not applicable		
Permissible values	1	Earthquake	
	2	Volcanic hazards.	
	3	Landslide	
	4	Tsunami	
	5	Tidal surge/coastal erosion	
	6	Flood	
	7	Severe winds/Cyclones	
	8	Snow	
	9	Wild fires and urban fires	
	10	Animal pests and diseases	
	11	Infectious human disease pandemics	
	12	Infrastructure failure.	
	13	Terrorism related events.	
	14	Maritime and transport related accidents.	
	15	Not stated / inadequately described.	
Collection method or notes	Primary cause of damage from the initial event.		
Source and reference elements	Hazards and risks to be managed at a National level Part 3 of the National CDEM Plan 2015		

Data element name: Hazard Type	
Definition	The classification of the hazard types resulting from the event. A hazard is a source of potential harm or a situation with a potential to cause loss.
Context	This data field identifies the hazard types resulting from the event.
Representation type	Text
Data type	String[Boolean]
Format	Y/N
Maximum character length	1
Unit of measurement	Not applicable
Permissible values	<table><tr><td>**Hazardous materials**</td><td>**Tick box (yes activates list below)**</td></tr><tr><td>Asbestos (including suspect)</td><td>Y / N</td></tr><tr><td>Bulk flammable liquids present</td><td>Y / N</td></tr><tr><td>Chemicals present</td><td>Y / N</td></tr><tr><td>Gas leak</td><td>Y / N</td></tr><tr><td>Other</td><td>Y / N</td></tr><tr><td>More information</td><td>Free text X[100}</td></tr><tr><td>**Utilities**</td><td>**Tick box (yes activates list below)**</td></tr><tr><td>Effluent</td><td>Y / N</td></tr><tr><td>Power – wires down / arcing</td><td>Y / N</td></tr><tr><td>Power – broken pole</td><td>Y / N</td></tr><tr><td>Power – leaning pole</td><td>Y / N</td></tr><tr><td>Other power: solar, PV array, off grid system – loose / broken wiring, power still active, loose equipment.</td><td>Y / N</td></tr><tr><td>Water leak</td><td>Y / N</td></tr><tr><td>Other</td><td>Y / N</td></tr><tr><td>More information</td><td>Free text x[100]</td></tr><tr><td>**Roads**</td><td>**Tick box (yes activates list below)**</td></tr><tr><td>Disabled / damaged vehicle</td><td>Y / N</td></tr><tr><td>Motor vehicle accident</td><td>Y / N</td></tr><tr><td>Other</td><td>Y / N</td></tr><tr><td>More information</td><td>Free text x[100]</td></tr><tr><td>**Trees / debris**</td><td>**Tick box (yes activates list below)**</td></tr></table>

Data element name: Hazard Type		
	Debris hazard	Y / N
	Tree down	Y / N
	Dangerous trees / branches	Y / N
	Tree / brush debris	Y / N
	Other	Y / N
	More information	Free text X[100]
	Falls, heights and depths	**Tick box (yes activates list below)**
	Potential fall from height	Y / N
	Damaged / destroyed pool fence	Y / N
	Danger from above	Y / N
	Other fall hazard	Y / N
	Other	Y / N
	More information	Free text X[100]
	Animals	**Tick box (yes activates list below)**
	Dangerous animals	Y / N
	Type	Free text x[50]
Collection method or notes		
Source and reference elements		

2.12 Data set: Location

Data element name: CDEM Boundaries	
Definition	The CDEM Group area or "CDEM boundary" the survey / registration is being completed in.
Context	This data field identifies the CDEM Group area or "CDEM boundary" of the surveyed / registered person at the time the assessment was undertaken. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String
Format	X[50]
Maximum character length	50
Unit of measurement	Not applicable

Data element name: CDEM Boundaries	
Permissible values	
Collection method or notes	
Source and reference elements	CDEM boundaries dataset

Data element name: Location assessment took place	
Definition	The type of location the survey / registration is being conducted in.
Context	This data field identifies the type of location / survey method the survey / registration is being completed through. It can be used for audit and quality control purposes.
Representation type	Text
Data type	Select_one[list-name]
Format	X[100]
Maximum character length	100
Unit of measurement	Not applicable
Permissible values	Multiple choice question; only one answer can be selected
	A At a Civil Defence Centre (CDC)
	B At a Community led centre
	C In the field / door knocking
	D Over the phone
	E Other (please specify) Free text X[100]
Collection method or notes	
Source and reference elements	

Data element name: Street Number	
Definition	The property number for which the assessment has be undertaken. The number identifies the number of the address in the road or thoroughfare and for ranged address is the start number (e.g. 3-5)
Context	Street Address Number is a component of an address string.
Representation type	Text
Data type	String (may include special characters)

Data element name: Street Number	
Format	X[6]
Maximum character length	6
Unit of measurement	Not applicable
Permissible values	Not applicable
Collection method or notes	Please note there are a number of components of the street address number: Unit / Flat Rapid number Rural delivery number Where agencies have ability to input geographic coordinates, the location data may be auto-populated. Where this is not possible, the location data fields must be added manually. For some large scale events address details may be destroyed, unrecognisable or shifted and therefore unavailable or difficult to record. Use geographic coordinates – latitude and longitude in decimal degrees.
Source and reference elements	

Data element name: Street Name	
Definition	The name of the street where the structure / building or where the surveyed person for which the assessment has been undertaken is located. The name of the road / thoroughfare applicable to the address or complex.
Context	Street Name is a component of an address string.
Representation type	Text
Data type	String (may include special characters)
Format	X[255]
Maximum character length	255
Unit of measurement	Not applicable
Permissible values	Not applicable

Data element name: Street Name	
Collection method or notes	Please note that there a number of components for the street name:
	Road Name
	Road Suffix – e.g. West
	Road Type – road, street, avenue, crescent (Rd, St, Ave, Cres)
	Where agencies have ability to input geo-coordinates, the location data may be auto-populated. Where this is not possible, the location data fields must be added manually.
	For some large scale events address details may be destroyed, unrecognisable or shifted and therefore unavailable or difficult to record. Use geographic coordinates – latitude and longitude in decimal degrees.
Source and reference elements	

Data element name: Building Name	
Definition	The name of the structure / building for which the assessment has been undertaken
Context	Building Name is a component of an address string.
Representation type	Text
Data type	String (may include special characters)
Format	X[255]
Maximum character length	255
Unit of measurement	Not applicable
Permissible values	Not applicable
Collection method or notes	
Source and reference elements	Refer to Fire and Emergency New Zealand

Data element name: Suburb / District (Locality)	
Definition	The suburb or district where the property / building / structure or surveyed person for which the assessment has been undertaken is located.
	The name of the Locality of the address, synonymous name Suburb.
	The suburb / locality name which identifies the physical location at which the assessment was undertaken.
Context	Locality / Suburb is a component of an address string.
Representation type	Text

Data element name: Suburb / District (Locality)	
Data type	String (may include special characters)
Format	X[50]
Maximum character length	50
Unit of measurement	Not applicable
Permissible values	Refer to: https://data.linz.govt.nz/layer/51718-landonline-locality/
Collection method or notes	Geospatial files as ESRI shapefiles, with auxiliary tables in Microsoft Excel.
Source and reference elements	NZ localities is a collection of GIS layers and auxiliary tables which includes a layer of suburbs (urban area) or localities (rural area) for all of New Zealand.

Data element name: City / Town (Locality)	
Definition	The city or town where the property / building / structure or surveyed person for which the assessment has been undertaken is located. The name of the Locality of the address, synonymous name City/Town. The city / town name which identifies the physical location at which the assessment was undertaken.
Context	City/Town is a component of an address string.
Representation type	Text
Data type	String (may include special characters)
Format	X[50]
Maximum character length	50
Unit of measurement	Not applicable
Permissible values	Refer to: https://data.linz.govt.nz/layer/51718-landonline-locality/
Collection method or notes	Geospatial files as ESRI shapefiles, with auxiliary tables in Microsoft Excel
Source and reference elements	NZ localities is a collection of GIS layers and auxiliary tables which includes a layer of cities/ towns maintained by LINZ.

Data element name: Territorial Authority	
Definition	The LGA where the property / building / structure for which the assessment has been undertaken is located.
Context	Administrative only
Representation type	Numeric

Data element name: Territorial Authority	
Data type	Integer
Format	NNNNN
Maximum character length	5
Unit of measurement	Not applicable
Permissible values	Refer to:
	Information
	Tags Local authorities
	Regions New Zealand
	Metadata ISO 19115/19139, Dublin Core
Collection method or notes	
Source and reference elements	https://datafinder.stats.govt.nz/layer/25735-territorial-authority-2013

Data element name: Country	
Definition	The Country that the surveyed /registered person comes from
Context	Administrative only
Representation type	Text
Data type	String
Format	X[50]
Maximum character length	50
Unit of measurement	Not applicable
Permissible values	Default is New Zealand
Collection method or notes	
Source and reference elements	ISO 3166-1

Data element name: Geocode Coordinates – Latitude	
Definition	The location coordinates where the property / building / structure or the surveyed person for which the assessment has been undertaken is located.

Data element name: Geocode Coordinates – Latitude

Context	Geocode – is a single location coordinate or a unique code that can be used to determine the position of a location on the Earth's surface. The unique code provides a direct link to a set of coordinates that defines a geographic object that represents that location – commonly a point or a polygon. The World Geodetic System 1984 (WGS84) is the datum used with GPS. Coordinates computed from GPS receivers are likely to be provided in terms of the WGS84 datum and the heights in terms of the WGS84 ellipsoid. The datum can be converted later to other formats if required such as New Zealand Traverse Mercator (NZTM 2000).
Representation type	Format
Data type	Double integer
Format	Decimal degrees – precision 6 decimal places
Maximum character length	10
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	
Source and reference elements	

Data element name: Geocode Coordinates – Longitude

Definition	The location coordinates where the property / building / structure or the surveyed person for which the assessment has been undertaken is located.
Context	Geocode – is a single location coordinate or a unique code that can be used to determine the position of a location on the Earth's surface. The unique code provides a direct link to a set of coordinates that defines a geographic object that represents that location – commonly a point or a polygon. The World Geodetic System 1984 (WGS84) is the datum used by the GPS. Coordinates computed from GPS receivers are likely to be provided in terms of the WGS84 datum and the heights in terms of the WGS84 ellipsoid. The datum can be converted later to other formats if required such as New Zealand Traverse Mercator (NZTM 2000).
Representation type	Format
Data type	Double integer
Format	Decimal degrees – precision 6 decimal places
Maximum character length	10
Unit of measurement	Not applicable

Data element name: Geocode Coordinates – Longitude	
Permissible values	
Collection method or notes	
Source and reference elements	

2.13 Data set: Structure Characteristics

Data element name: Structure Type complex earthquake	
Definition	Refers to the framing of the structure being assessed.
Context	
Representation type	Text
Data type	Select_one[list-name]
Format	X[1]
Maximum character length	1
Unit of measurement	Not applicable
Permissible values	A Timber frame B Steel frame C Concrete frame D Concrete shear wall E Tilt-up concrete F Reinforced masonry G Unreinforced masonry H Other
Collection method or notes	
Source and reference elements	https://www.building.govt.nz/managing-buildings/post-emergency-building-assessment/field-guides-and-tools-for-building-assessment/earthquake-rapid-assessment-forms/

Data element name: Structure Type simple earthquake	
Definition	Refers to the framing of the structure being assessed
Context	
Representation type	Text

Data element name: Structure Type simple earthquake	
Data type	Select_one[list-name]
Format	X[1]
Maximum character length	1
Unit of measurement	Not applicable
Permissible values	A Timber frame B Steel frame C Reinforced masonry D Unreinforced masonry E Other
Collection method or notes	
Source and reference elements	https://www.building.govt.nz/managing-buildings/post-emergency-building-assessment/field-guides-and-tools-for-building-assessment/earthquake-rapid-assessment-forms/

Data element name: External Cladding type simple earthquake / flood	
Definition	Exterior walls can be finished with a wide array of materials and techniques. This data field describes the external wall cladding material type.
Context	This data field describes the external wall cladding material type.
Representation type	Text
Data type	Select_one[list-name]
Format	X[1]
Maximum character length	1
Unit of measurement	Not applicable
Permissible values	A Brick veneer B Concrete panels C Sheet material D Weatherboard E Exterior Insulation Finishing system F Other
Collection method or notes	

Data element name: External Cladding type simple earthquake / flood	
Source and reference elements	https://www.building.govt.nz/managing-buildings/post-emergency-building-assessment/field-guides-and-tools-for-building-assessment/earthquake-rapid-assessment-forms/

Data element name: External Cladding type complex earthquake / flood	
Definition	Exterior walls can be finished with a wide array of materials and techniques. This data field describes the external wall cladding material type.
Context	This data field describes the external wall cladding material type.
Representation type	Text
Data type	Select_one[list-name]
Format	X[1]
Maximum character length	1
Unit of measurement	Not applicable
Permissible values	A Brick veneer B Concrete panels C Steel D Glass E Lightweight F Other
Collection method or notes	
Source and reference elements	https://www.building.govt.nz/managing-buildings/post-emergency-building-assessment/field-guides-and-tools-for-building-assessment/earthquake-rapid-assessment-forms/

Data element name: Lining type flooding	
Definition	Interior walls can be finished with a wide array of materials and techniques. This data field describes the internal wall cladding material type.
Context	This data field describes the internal wall cladding material type.
Representation type	Text
Data type	Select_one[list-name]
Format	X[1]
Maximum character length	1

Data element name: Lining type flooding	
Unit of measurement	Not applicable
Permissible values	A Plasterboard B Lathe and plaster C Hardboard D Softboard E Other
Collection method or notes	
Source and reference elements	https://www.building.govt.nz/managing-buildings/post-emergency-building-assessment/field-guides-and-tools-for-building-assessment/earthquake-rapid-assessment-forms/

Data element name: Construction age	
Definition	The age of the particular building or structure.
Context	This data field describes the age of the assessed structure.
Representation type	Text
Data type	Select_one[list-name]
Format	X[1]
Maximum character length	1
Unit of measurement	Not applicable
Permissible values	A < 1935 B 1935-1976 C 1977 -1984 D 1985-2000 E >2000 F unknown
Collection method or notes	
Source and reference elements	https://www.building.govt.nz/managing-buildings/post-emergency-building-assessment/field-guides-and-tools-for-building-assessment/earthquake-rapid-assessment-forms/

Data element name: Roof materials	
Definition	Roofing material describes the outermost layer on the roof of a building, sometimes self-supporting, but generally supported by an underlying structure. A building's roofing material provides shelter from the natural elements.
Context	Describes the key material type of the roof.
Representation type	Text
Data type	Select_one[list-name]
Format	X[1]
Maximum character length	1
Unit of measurement	Not applicable
Permissible values	A Masonry tiles B Pressed metal tiles C Profiled metal D Membrane roofing E Slate F Other G Unknown
Collection method or notes	
Source and reference elements	

Data element name: Number of levels (ground level and above)	
Definition	The number of levels at and above the lowest point of egress from the building.
Context	The number of levels at and above the lowest point of egress from the building.
Representation type	Numeric
Data type	Select_one[list-name]
Format	NNN
Maximum character length	3
Unit of measurement	Not applicable

Data element name: Number of levels (ground level and above)		
Permissible values	1 to 100	The number of levels.
	00	Number of levels above ground.
	00	Number of levels below ground
	00	Undivided structures such as silos, hangars, bridges.
	000	Number of levels undetermined.
	Blank	Number of levels not reported.
Collection method or notes		
Source and reference elements		

Data element name: Building type		
Definition	The classification of a building or part of a building is determined by the purpose for which it is designed, constructed or adapted to be used.	
Context	The data element identities and describes the building structure type for which the assessment is conducted.	
Representation type	Text	
Data type	Select_one[list-name]	
Format	X[1]	
Maximum character length	1	
Unit of measurement	Not applicable	
Permissible values	A	Complex residential
	B	School
	C	Commercial/office
	D	Industrial
	E	Critical facility
	F	Public assembly
	G	Simple residential
	H	Accessory building (garage/shed)
	I	Retaining wall
	J	Other

Data element name: Building type	
Collection method or notes	Where parts of the building have different purposes – if not more than 10% of the floor area of a storey, being the minor use, is used for a purpose which is a different classification, the classification applying to the major use may apply to the whole storey. Use Infrastructure type to record if the structure / building is a fundamental facility or system serving a country, city, or area necessary for its economy to function.
Source and reference elements	https://www.building.govt.nz/assets/Uploads/managing-buildings/post-emergency-building-assessment/earthquake-non-residential-form-l2.pdf

Data element name: Infrastructure type				
Definition	The classification of the infrastructure type impacted by the event. Infrastructure refers to the fundamental facilities and systems serving a country, city, or area, including the services and facilities necessary for its economy to function. It typically characterises technical structures such as roads, bridges, tunnels, water supply, sewers, electrical grids, telecommunications, and so forth, and can be defined as the physical components of interrelated systems providing commodities and services essential to enable, sustain, or enhance societal living conditions.			
Context				
Representation type	Select_one[list-name]			
Data type	String			
Format	Y/N			
Maximum character length	1			
Unit of measurement	Not applicable			
Permissible values	Critical Infrastructure	Assets that are essential for the functioning of a society and economy.		
		Roads	Road	Y / N
			Tunnel	Y / N
			Bridge	Y / N
			Other	Y / N
		Rail	Track	Y / N
			Tunnel	Y / N
			Bridge	Y / N
			Other	Y / N
		Other transport	Port	Y / N
			Airport	Y / N

Data element name: Infrastructure type

			Bus Depot	Y / N
		Water supply	Pump station	Y / N
			Treatment plant	Y / N
			Reservoir	Y / N
			Pipe	Y / N
		Wastewater	Pump station	Y / N
			Treatment plant	Y / N
			Pipe	Y / N
		Flood protection	Stop bank	Y / N
			Dam	Y / N
			Pipe	Y / N
			Other	Y / N
		Electricity	Overhead lines	Y / N
			Towers	Y / N
			Poles	Y / N
			Substation	Y / N
			Other structures	Y / N
		Fuel	Bulk tank depot	Y / N
			Fuel stations	Y / N
		Telecommunications	Exchange building	Y / N
			Tower	Y / N
			Roadside cabinet	Y / N
	Critical facilities	Facilities that are critical to the health, wellbeing, and protection of communities		
		Law enforcement, police station		Y / N
		Prisons		Y / N
		Schools and universities		Y / N
		Emergency Services, e.g. fire stations, SES		Y / N
		Ambulance		Y / N
	Urban infrastructure	Hard infrastructure systems generally owned and operated / councils, such as streets, water distribution, and sewers. It may also include some of the facilities associated with soft infrastructure.		Y / N
		Parks		Y / N
		Public pools		Y / N
		Libraries		Y / N
	Military Infrastructure	All building and permanent installations necessary for the support of military forces,		Y/N

Data element name: Infrastructure type	
	whether they are stationed in bases, being deployed or engaged in operations, such as barracks, headquarters, airfields, communications facilities, stores of military equipment, port installations, and maintenance stations.
Collection method or notes	
Source and reference elements	

2.14 Data set: External Risks

Data element name: Potential external risks Earthquake		
Definition	The potential external risks surrounding the surveyed building	
Context		
Representation type	Text	
Data type	String[Boolean]	
Format	Y/N	
Maximum character length	1	
Unit of measurement	True False	
Permissible values	**Risks**	**Tick box (yes activates list below)**
	Objects falling from adjacent buildings	Y/N
	If yes, adjacent building id or address [50]	
	Land instability	Y/N
	Other	Y/N
	If yes format txt [50]	
Collection method or notes	This data field identifies the type of identification of the surveyed / registered person	
Source and reference elements		

Data element name: Potential external risks Flooding	
Definition	The potential external risks surrounding the surveyed building
Context	
Representation type	Text

Data element name: Potential external risks Flooding	
Data type	String[Boolean]
Format	Y/N
Maximum character length	1
Unit of measurement	True False
Permissible values	**Risks** **Tick box (yes activates list below)** Land instability above Y/N Land instability below Y/N Sea wall breach Y/N Stopbank breach Y/N Flash Flood Y/N Water level rising Y/N Other Y/N If yes format txt length 50
Collection method or notes	This data field identifies the type of identification of the surveyed / registered person
Source and reference elements	

2.15 Data set: Condition Characteristics

Data element name: Observed damage	
Definition	The classification of the destruction or a loss in value, usefulness, ability or intended purpose resulting from an action or event.
Context	The evaluation and recording of damage to structures, facilities, or objects.
Representation type	Numeric
Data type	Select_one[list-name]
Format	N
Maximum character length	1
Unit of measurement	Not applicable

Data element name: Observed damage		
Permissible values	1	No damage / unaffected
	2	Minor damage – damage such as broken windows, slight damage to roofing and siding, interior partitions blown down, and cracked walls; the damage is not severe enough to preclude use for the purpose for which was intended but easily repairable.
	3	Moderate damage – the degree of damage to principal members, which precludes effective use of the structure or facility for its intended purpose, unless major repairs are made short of complete reconstruction, that is damaged to such an extent as to be partly unusable but can perform some part of its original function and will be fully usable with repairs.
	4	Severe damage – damage which precludes further use of the structure, facility, or object for its intended purpose without extensive repairs.
	5	Total damage / destroyed.
	6	Damage not stated / inadequately described.
Collection method or notes		
Source and reference elements		

Data element name: Estimated building damage	
Definition	Refers to the main structural component of damage to the building.
Context	Refers to main area of structural damage to the building.
Representation type	Text
Data type	Select_one[list-name]
Format	X[1]
Maximum character length	1
Unit of measurement	Not applicable
Permissible values	A None
	B 0-10%
	C 11-30%
	D 31-60%
	E 61-100%
Collection method or notes	

Data element name: Estimated building damage	
Source and reference elements	https://www.building.govt.nz/managing-buildings/post-emergency-building-assessment/field-guides-and-tools-for-building-assessment/earthquake-rapid-assessment-forms/

Data element name: Main area of structural damage			
Definition	Refers to the main structural component of damage to the building.		
Context	Refers to main area of structural damage to the building.		
Representation type	Numeric		
Data type	Select_one[list-name]		
Format	X[1]		
Maximum character length	1		
Unit of measurement	Not applicable		
Permissible values	1	Collapse/partial collapse/off foundation	
	2	Building or story leaning	
	3	Structural damage to vertical system	
	4	Structural damage to lateral system	
	5	Chimney, parapet or falling hazard	
	6	Ground slope movement or cracking	
	7	Other Text X[100]	
Collection method or notes			
Source and reference elements	https://www.building.govt.nz/assets/Uploads/managing-buildings/post-emergency-building-assessment/earthquake-non-residential-form-l1.pdf		

Data element name: Existing placards	
Definition	An existing placard identifies if the property has previously been assessed and habitability classified.
Context	The data field identifies there is an existing placard on the building.
Representation type	Text
Data type	Select_one [list name]
Format	X[1]
Maximum character length	1

Data element name: Existing placards	
Unit of measurement	Not applicable
Permissible values	Multiple choice question; only one answer can be selected N None W White – Can be used Y1 Yellow 1 – Restricted access to parts of the building Y2 Yellow 2 – Restricted access – Short term entry only R1 Red 1 – Entry prohibited (at risk from external factors) R2 Red 2 – Entry prohibited Date DD/MM/YYYY [8] Team ID (if provided) Text X[3]
Collection method or notes	
Source and reference elements	https://www.building.govt.nz/managing-buildings/post-emergency-building-assessment/field-guides-and-tools-for-building-assessment/earthquake-rapid-assessment-forms/

Data element name: Accessibility	
Definition	Having the features and / or qualities that ensure easy entrance, participation, and usability of places, programs, services, and activities by individuals.
Context	The data field identifies whether or not a building / structure dwelling is deemed to be accessible by people.
Representation type	Numeric
Data type	Select_one[list-name]
Format	N
Maximum character length	1
Unit of measurement	Not applicable
Permissible values	1 Yes 2 No 3 Not stated / unknown
Collection method or notes	

Data element name: Accessibility	
Source and reference elements	

Data element name: Assessment outcome			
Definition	The classification of whether or not the residence is deemed to be adequate for habitation by people. Habitability refers to a dwelling being fit for human habitation, possessing basic amenities in working order and not being in substantial disrepair.		
Context	The data field identifies the placarding system which identifies whether or not a dwelling is deemed to be adequate for habitation by people.		
Representation type	Numeric		
Data type	Select_one[list-name]		
Format	N		
Maximum character length	1		
Unit of measurement	Not applicable		
Permissible values	1	White –Can be used	Light/No Damage
	2	Yellow- Restricted access to parts of the building	Moderate damage
	3	Yellow –Restricted access – Short term entry only	Moderate damage
	4	Red –Entry Prohibited (At risk from external factors)	Severe damage
	5	Red – Entry prohibited	Severe damage
Collection method or notes			
Source and reference elements	https://www.building.govt.nz/managing-buildings/post-emergency-building-assessment/field-guides-and-tools-for-building-assessment/earthquake-rapid-assessment-forms/		

Data element name: Survey extent of building	
Definition	
Context	
Representation type	Numeric
Data type	Select_one[list-name]
Format	N

Data element name: Survey extent of building				
Maximum character length	1			
Unit of measurement	Not applicable			
Permissible values	Exterior		A	Partial
			B	Complete
	Interior			
			C	Not accessed
			D	Partial
			E	Complete
Collection method or notes				
Source and reference elements				

Data element name: Geotechnical assessment completed		
Definition		
Context		
Representation type	Numeric	
Data type	Select_one[list-name]	
Format	N	
Maximum character length	1	
Unit of measurement	Not applicable	
Permissible values	1	Yes
	2	No
Collection method or notes		
Source and reference elements		

Data element name: Further actions required	
Definition	Suggested further actions required at the affected premise.

Data element name: Further actions required	
Context	Describes the recommended additional actions at the inspected property.
Representation type	Numeric
Data type	Select_one[list-name]
Format	N
Maximum character length	1
Unit of measurement	Not applicable

Permissible values	1 Further assessment
	
	    A None
	
	    B Level 2 Rapid AssessmentB1 Structural engineer Yes/No Yes/No
	
	        B2 Geotechnical engineer Yes/No
	
	        B3 Yes/No
	
	        B4 Yes/No
	
	    C Further evaluation Txt 255
	
	    D Welfare visit required Yes/No
	
	2 Safety cordon
	
	    A None
	
	    B Cordon required
	
	        Extent Txt [255]
	
	3 Barricades
	
	    A None
	
	    B Barricades already in place
	
	    C Barricades required
	
	        Extent Txt [255]
	
	4 Urgency
	
	    A Standard
	
	    B Immediate action required
	        Immediate actions Txt [255]

Collection method or notes	
Source and reference elements	

Data element name: Business operation / Continuity	
Definition	Determines the operational status of a commercial building or industrial building immediately following a disaster or emergency event.
Context	Measures the number of commercial and industrial buildings which are closed directly or indirectly as a result of the emergency or disaster event.
Representation type	Numeric
Data type	Select_one[list-name]
Format	N
Maximum character length	1
Unit of measurement	Not applicable
Permissible values	'Open', 'Closed', Not Applicable', Unknown' 1 Open 2 Closed 3 Unknown 9 Not applicable
Collection method or notes	
Source and reference elements	

Data element name: Water ingress (height)	
Definition	The height of water above living / habitable space flooring through water entering as a result of flood inundation.
Context	Describes in centimetres the height of water above living / habitable space flooring.
Representation type	Numeric
Data type	Select_one[list-name]
Format	N
Maximum character length	1
Unit of measurement	Not applicable

Data element name: Water ingress (height)		
Permissible values	0	No water
	1	Up to 25cm
	2	25-50cm
	3	50-100cm
	4	100-150cm
	5	Over 150cm
	9	Unable to determine
Collection method or notes		
Source and reference elements		

Data element name: Washout required		
Definition	A task required to remove debris from the affected premise.	
Context	Describes whether washout is required to remove debris from the affected premise.	
Representation type	Numeric	
Data type	Select_one[list-name]	
Format	N	
Maximum character length	1	
Unit of measurement	Not applicable	
Permissible values	1	Yes
	2	No
	9	Not stated / inadequately described
Collection method or notes		
Source and reference elements		

2.16 Data set: Geotechnical Rapid Assessment

Data element name: Structures present	
Definition	Determines the operational status of a commercial building or industrial building immediately following a disaster or emergency event.
Context	Measures the number of commercial and industrial buildings which are closed directly or indirectly as a result of the emergency or disaster event.

Data element name: Structures present	
Representation type	Numeric
Data type	Select_one[list-name]
Format	N
Maximum character length	1
Unit of measurement	Not applicable

Permissible values	1 Commercial building
	2 Residential dwelling
	3 Accessory building
	4 Retaining wall
	    A <1.5m
	    B >1.5m
	5. Other. If yes, Txt [255]

Collection method or notes	
Source and reference elements	

Data element name: Topographic setting	
Definition	
Context	
Representation type	Text
Data type	Select_one[list-name]
Format	N
Maximum character length	1
Unit of measurement	Not applicable

Permissible values	1 Flat ground
	2 Flat ground, adjacent to slope
	    A Slope above/below buildings
	    B Slope height
	    C Distance to slope
	3 Sloping Ground
	    A Gentle <10deg
	    B Sloping ground moderate 10 to 20 deg
	    C Sloping Ground Steep >20 deg

Data element name: Topographic setting	
Collection method or notes	
Source and reference elements	

Data element name: Other relevant features	
Definition	Other relevant features that maybe present e.g. river, stream or gully.
Context	Describe the features (e.g. river, stream, gully) which are affected directly or indirectly as a result of the emergency or disaster event.
Representation type	Text
Data type	String
Format	X[255]
Maximum character length	255
Unit of measurement	Not applicable
Permissible values	
Collection method or notes	Include distance to structures
Source and reference elements	

2.17 Data set: Hazard Identification

Data element name: Hazards observed	
Definition	The potential hazards surrounding the surveyed building.
Context	This data field identifies the surveyed / registered person at the time the assessment was undertaken. It can be used for audit and quality control purposes.
Representation type	Text
Data type	String[Boolean]
Format	Y/N
Maximum character length	1
Unit of measurement	True False

Data element name: Hazards observed		
Permissible values	**Hazards**	**Tick box (yes activates list below)**
	Landslide	Y/N
	Boulder roll	Y/N
	Cliff collapse	Y/N
	Debris flow	Y/N
	Lateral spreading	Y/N
	Debris avalanche	Y/N
	Ground cracking	Y/N
	Slope creep	Y/N
	Other	Y/N
	If yes format txt length 255	
Collection method or notes	This data field identifies the type of identification of the surveyed / registered person.	
Source and reference elements		

2.18 Data set: Imagery

Data element name: Imagery		
Definition	Using computers and / or specialised hardware / software to capture (copy), store, process, manipulate and distribute 'flat information' such as documents, photographs, paintings, drawings and plans through digitisation.	
Context	This data field identifies whether visual images were collected during the assessment.	
Representation type	Text	
Data type	String[Boolean]	
Format	Y / N	
Maximum character length	1	
Unit of measurement	Photograph	Y / N
	Video	Y / N
	Other	Y / N
	ID Free Text X[20]	
Permissible values		
Collection method or notes		