Exercise Tangaroa General Instruction

[INSERT AGENCY NAME]

Contents

[Section 1 Introduction 4](#_Toc445902295)

[1.1 Introduction 4](#_Toc445902296)

[1.2 Aim, objectives, and key performance indicators 4](#_Toc445902297)

[1.3 Date, timings, and location 4](#_Toc445902298)

[1.4 Type and theme 4](#_Toc445902299)

[1.5 Assumptions 4](#_Toc445902300)

[1.6 Scope 4](#_Toc445902301)

[1.7 Scenario 4](#_Toc445902302)

[Section 2 PARTICIPATING AGENCIES 5](#_Toc445902303)

[Section 3 EXERCISE DELIVERY 6](#_Toc445902304)

[Section 4 EXERCISE CONTROL AND EVALUATION 7](#_Toc445902305)

[Section 5 MEDIA AND COMMUNICATIONS 8](#_Toc445902306)

[Section 6 ADMINISTRATION AND LOGISTICS 9](#_Toc445902307)

[6.1 Dress 9](#_Toc445902308)

[6.2 Accommodation 9](#_Toc445902309)

[6.3 Travel 9](#_Toc445902310)

[6.4 Access to building(s) 9](#_Toc445902311)

[6.5 ID 9](#_Toc445902312)

[6.6 Finance 9](#_Toc445902313)

[6.7 Exercise Point of Contact 9](#_Toc445902314)

[6.8 Health & Safety 9](#_Toc445902315)

[Section 7 Appendices 10](#_Toc445902316)

[Appendix One: National Objectives and KPIs 10](#_Toc445902317)

Amendment schedule

The following table describes amendments that have been made to this Exercise Instruction since version 1.0.

Document amendments

|  |  |
| --- | --- |
| Date | Brief description of amendment |
|  |  |
|  |  |

Security classification

Describe the handling instructions for this document.

# Introduction

Briefly describe how the exercise came about and whether or not the exercise is part of a series of exercises and/or an exercise programme.

## Introduction

This General Instruction provides detailed guidance for [INSERT AGENCY NAME] participation in Exercise Tangaroa.

Further detail may be added to this document as the exercise is developed.

## Aim, objectives, and key performance indicators

State the overall exercise aim, objectives and key performance indicators. In large exercises there will be an overall aim, and set of objectives and key performance indicators. However, individual agencies may have their own aims and objectives which will be outlined in each agency’s Exercise Instruction and other documentation). The objectives and key performance indicators may be included as an Appendix.

Exercise Tangaroa 2016 is based on a regional source tsunami that impacts the New Zealand coastline and aims to test New Zealand’s arrangements for preparing for, responding to, and recovering from a national tsunami impact.

The Exercise will be led by the Ministry of Civil Defence & Emergency Management (MCDEM) and supported by all 16 CDEM groups, central government agencies, emergency services, lifeline utilities, and other agencies and organisations as appropriate.

The overall national objectives and key performance indicators are attached at Appendix One.

[INSERT INDIVIDUAL AGENCY AIM, OBJECTIVES AND KPIS]

## Date, timings, and location

Where will the exercise take place? What are the exercise dates and when will the exercise start and finish?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Phase 1 | Phase 2  | Phase 3  |
| **Date** | 31 August 2016 | 14 September 2016 | 28 September 2016 |
| **Theme** | **Warning and impact:** From initial notification through to tsunami impact. | **Post impact:** Response elements with a welfare focus. | **Recovery:** Early elements of recovery. |
| **Exercise type**  | **Full scale:**[INSERT AGENCY DETAILS] | **Table top:**[INSERT AGENCY DETAILS] | **Table top:**[INSERT AGENCY DETAILS] |
| **Phase length** | 1 full day (extended hours)[INSERT AGENCY DETAILS] | 1 full day (business hours)[INSERT AGENCY DETAILS] | 1 full day (business hours)[INSERT AGENCY DETAILS] |
| If required, exercise activities can take place outside of the three main days of exercise play, for example, if a Group wishes to exercise other activities, such as a Community Response Plan, this can be done on any day that suits between 31 August and 14 September 2016. |
| **Exercise time** | Played in real-time and there will be no compression of timelines or artificial times/dates for this phase of exercise play.  | Played in real time, but for exercise purposes it will be the day after the tsunami impact (i.e. notionally 1 September 2016).  | Played in real time, but for exercise purposes it will be notionally two weeks after the tsunami’s impact (i.e. notionally 14 September 2016). |

## Assumptions

List any specific agency assumptions of the exercise.

The following assumptions apply to exercise planning and play:

* There will be no, or minimal, building and infrastructure damage resulting from the earthquake that generates the tsunami.
* The exercise is a learning activity designed to educate agencies on the assembly of appropriate management groups, the application of available information and decision-making on the issuance of appropriate warning, public alerting, evacuation and other response actions.
* All participating sectors and agencies are expected to exercise according to their own arrangements and plans, and use the exercise to evaluate their response capability.
* To prevent alarming the public, communication with broadcasters/other media will be simulated. Local public warning systems are not expected to be triggered as part of this exercise, however, exercising of such activities is optional and for individual participants to arrange. Such agencies will take special care to identify messages as “Exercise Only” if communicating with public/media.

## Scope

Exercise Tangaroa is a joint local government and central government exercise with an emphasis on strategic coordination and decision-making across agency interfaces, with activities occurring at various venues across New Zealand. The exercise will test both pre-impact response (from PTWC notification through to tsunami impact) as well as post-impact response, including the transition from response to recovery.

Day one of the exercise will be a full scale functional exercise; days two and three will be undertaken as table-top discussion exercises.

The exercise will not include mandatory physical field activities. CDEM Groups may exercise field activities as an optional activity and is for individual agencies to arrange.

## Scenario

The scenario for Exercise Tangaroa will be a regional source tsunami originating in the Kermadec Trench region and affecting the entire New Zealand coastline.

Insert any scenario details for your individual agency.

# PARTICIPATING AGENCIES

Who is involved? How many agencies? What is the extent of their involvement or level of participation?

# EXERCISE DELIVERY

How is the exercise to be delivered by your agency? Are there phases or separate sessions? What are the key deliverables? This information could be displayed as a timeline.

# EXERCISE CONTROL AND EVALUATION

Insert any specific agency detail about exercise control and evaluation.

A separate Exercise Tangaroa Exercise Control and Evaluation Rules of Play document has bene developed.

# MEDIA AND COMMUNICATIONS

Insert any specific agency information about media and communications.

A separate Communications Plan for Exercise Tangaroa will provide detailed guidance for how communication about and within the exercise will be conducted. This document will be available on the MCDEM website.

An Exercise Participant and Venue list will be available from 15 August 2016 and will contain all phone numbers and contact details to be used during exercise play.

If a real event occurs, or for whatever reason the exercise is to be stopped, such a message will be preceded with “No Duff”. A clear communication will be sent to all participants by MCDEM, if the exercise is put on hold or postponed.

# ADMINISTRATION AND LOGISTICS

Insert individual agency instructions for the following sections.

## Dress

## Accommodation

## Travel

## Access to building(s)

## ID

## Finance

## Exercise Point of Contact

## Health & Safety

# Appendices

## Appendix One: National Objectives and KPIs

|  |  |  |
| --- | --- | --- |
| Exercise Objectives | Sub-objectives | Key Performance Indicators |
| 1. Lead a coordinated interagency response.
 | **1.1** Identify threat of major incident. | **1.1.1** Incident identified as a major incident requiring the activation of the National Security System |
| **1.1.2** Incident identified as a threat according to the MCDEM thresholds  |
| **1.1.3** Incident identified as a threat according to CDEM Group and local authority thresholds  |
| **1.2** Processes for considering and declaring states of emergency are followed at all levels. | **1.2.1** Identify criteria for making a declaration and apply this criteria to the decision making process |
| **1.2.2** If making a declaration, the correct process is followed (gazetting, current forms, etc.) |
| **1.3 Activate** coordination centres at all required levels in accordance with standard operating procedures. | **1.3.1** Lead agency activates a coordination centre in accordance with standard operating procedures. |
| **1.3.2** Key stakeholders are identified and informed of the activation(s). |
| **1.3.3** Liaison arrangements are activated in accordance with standard operating procedures.  |
| **1.3.4** Welfare arrangements are activated in accordance with standard operating procedures. |
| **1.3.5** Lifelines arrangements are activated in accordance with standard operating procedures. |
| **1.4 Develop** an effective action plan in accordance with standard operating procedures. | **1.4.1** Planning processes are followed by the lead agency as established in standard operating procedures.  |
| **1.4.2** The systems, processes and resources are appropriate for developing the action plan. |
| **1.4.3** Options, analysis of threats and associated risks are embedded in the development of the action plan. |
| **1.5** Coordinate a tsunami response in accordance with the lead agency’s emergency plan, the action plan, CIMS, and legal/policy frameworks. | **1.5.1** Liaison arrangements are established and maintained as required throughout the duration of the response.  |
| **1.5.2** Response is managed in accordance with plans and within mandated frameworks.  |
| **1.5.3** The systems, processes and resources are appropriate for implementing the action plan.  |
| **1.5.4** Lead agency is able to delegate tasks to support agencies within legal frameworks.  |
| **1.5.5** Agencies confirm their ability to carry out the delegated tasks in a timely manner in accordance with standard operating procedures.  |
| **1.5.6** As appropriate, implement site, local, regional and national levels of coordination. |
| **1.5.7** Establish welfare arrangements that demonstrate an understanding of current frameworks and processes. |
| **1.6** Lead coordination centres in accordance with standard operating procedures. | **1.6.1** Lead agency manages an interagency coordination centre. |
| **1.6.2** Lead agency is able to sustain an operational response for the length of time required.  |
| **1.6.3** Lead agency can demonstrate there is a process in place to be able to return to business as usual following a response to a major incident.  |
| **2.0** Support a coordinated interagency response. | **2.1** Support identification of threat of major incident. | **2.1.1** Agency supports the identification of a threat as a major incident requiring the activation of the National Security System |
| **2.2** Activate coordination centres at all required levels in accordance with standard operating procedures. | **2.2.1** Support agency activates a coordination centre, where required, in accordance with standard operating procedures. |
| **2.2.2** Lead agency and other key stakeholders are identified and informed of the activation(s). |
| **2.2.3** Liaison arrangements are activated in accordance with standard operating procedures.  |
| **2.2.4** Welfare arrangements are activated in accordance with standard operating procedures. |
| **2.2.5** Lifelines arrangements are activated in accordance with standard operating procedures. |
| **2.3** Support the development of an action plan in accordance with standard operating procedures. | **2.3.1** Support agency contributes to the lead agency planning processes as established in standard operating procedures.  |
| **2.3.2** Threats and associated risks identified by the support agency are considered in the development of the action plan. |
| **2.3.3** Support agency develops an action plan to detail the tasks assigned to it by the lead agency. |
| **2.4** Support a tsunami response in accordance with the lead agency’s emergency plan, the action plan, CIMS, and legal/policy frameworks. | **2.4.1** Liaison arrangements are maintained as required throughout the duration of the response.  |
| **2.4.2** Response is supported in accordance with plans and within mandated frameworks.  |
| **2.4.3** The systems, processes and resources are appropriate for implementing the action plan.  |
| **2.4.4** Agencies confirm their ability to carry out the delegated tasks in a timely manner in accordance with standard operating procedures.  |
| **2.4.5** As appropriate, implement site, local, regional and national levels of support. |
| **2.4.6** Establish welfare arrangements that demonstrate an understanding of current frameworks and processes |
| **2.5** Support coordination centres in accordance with standard operating procedures. | **2.5.1** Support agencies are able to support the inter-agency coordination centre as required by the lead agency. |
| **2.5.2** Support agencies are able to sustain an operational response for the length of time required.  |
| **2.5.3** Support agencies can demonstrate there is a process in place to be able to return to business as usual following a response to a major incident.  |
| **3.0** Conduct effective high level All of Government decision making. | **3.1** National Security System activated and effective within acceptable period of time. | **3.1.1** NSC, ODESC and Watch Groups (National Security System) established as appropriate in a timely manner in accordance with standard operating procedures.  |
| **3.1.2** Relevant National Security System Groups provide strategic direction to relevant agencies, allowing comprehensive operational planning as required.  |
| **3.1.3** Decisions are communicated to key stakeholders in a timely manner in accordance with standard operating procedures. |
| **3.1.4** Relevant National Security System groups monitor and evaluate decisions throughout the incident.  |
| **3.2** Effective communication with key stakeholders | **3.2.1** Coordination of domestic and international stakeholders as appropriate in accordance with standard operating procedures. |
| **4.0** Initiate the transition of response to recovery including planning and arrangements. | **4.1** Effective integration of response and recovery planning | **4.1.1** Demonstrate that consideration of early recovery is incorporated into response planning |
| **4.1.2** Planning documents demonstrate an awareness of likely medium and long term impacts of response actions and decisions |
| **4.2** Develop an appropriate recovery plan | **4.2.1** Establish recovery arrangements that demonstrate an understanding of current frameworks and processes |
| **4.2.2** Conduct a transition from response to recovery in accordance with established recovery arrangements. |
| **4.2.3** The systems, processes and resources are appropriate for developing the recovery plan. |
| **4.2.4** Options analysis of threats and associated risks is embedded in the development of the recovery plan. |
| **4.2.5** Lifeline utilities communicate restoration and recovery plans and priorities. |
| **5.0** Effectively manage information horizontally and vertically | **5.1** Incident information is effectively managed and communicated by all agencies involved in the response. | **5.1.1** A strategic communication plan is developed. |
| **5.1.2** A strategic communication plan is implemented. |
| **5.1.3** Accurate information is communicated internally in a timely manner in accordance with standard operating procedures.  |
| **5.1.4** Information is communicated across appropriate internal and external stakeholders in a timely manner to create a common operating picture. |
| **5.1.5** Information is appropriately stored in accordance with standard operating procedures. |
| **5.1.6** Each agency has the appropriate equipment and resources to share and manage information effectively. |
| **5.1.7** Lifeline utilities make contact with CDEM and provide status reports and establish an appropriate line of contact. |
| **5.2** Support requirements are effectively communicated. | **5.2.1** Domestic support requests are effectively managed in accordance with standard operating procedures. |
| **5.2.2** International support requests are effectively managed in accordance with standard operating procedures. |
| **5.3** Situation reports effectively fused from various sources and promulgated in a timely manner to relevant stakeholders. | **5.3.1** Situation reports accurately disseminated to key stakeholders in accordance with standard operating procedures. |
| **6.0** Deliver effective public information management | **6.1** Public communications reinforce confidence in the response and provide appropriate levels of public assurance | **6.1.1** Provide timely, accurate, and clear information to those who need it in accordance with standard operating procedures. |
| **6.1.2** Messages align with and support the operational response and government priorities. |
| **6.1.3** Proactive messaging across the full range of platforms meets the demand for accurate information. |
| **6.1.4** Public information/messaging is coordinated and consistent across agencies. |
| **7.0** Implement business continuity arrangements. | **7.1** Agency is able to continue to effectively meet essential business as usual outputs. | **7.1.1** Essential and non-essential business outputs are identified. |
| **7.1.2** Agency has, or is able to acquire from other agencies, the capacity needed to meet essential business requirements whilst simultaneously meeting response requirements. |
| **7.1.3** Each agency’s business activities are adjusted and communicated in accordance with business continuity plans.  |
| **8.0** Integrate lessons identified from previous events and exercises in order to engender a culture of continuous improvement. | **8.1** Evaluation and post activity reporting of the inter agency outcomes is undertaken. | **8.1.1** Evaluation is coordinated by the lead agency against relevant national objectives.  |
| **8.1.2** Supporting agencies provide relevant information to the post activity reporting.  |
| **8.2** Continuous improvement processes are implemented. | **8.2.1** Inter agency capability building Information is collected and shared with relevant agencies by the lead agency to allow continuous improvement across government. |
| **8.2.2** During the development of inter-agency exercises, previous lessons identified are integrated by the lead agency.  |
| **8.2.3** Best practices are discussed and shared across agencies. |
| **9.0** Further develop collaborative relationships, to enhance interagency knowledge; creating capability and resilience. | **9.1** Agencies share information to engender an all hazards, all of government approach to response management. | **9.1.1** Information is shared and utilised across agencies to assist in relationship and resilience building. |
| **9.1.2** Best practices are discussed and shared across agencies. |