

EMERGENCY MANAGEMENT COURSE, 23-25 MARCH 2021
SOFITEL HOTEL, BOLTON STREET, WELLINGTON
DAILY PROGRAMME

Time	Activity	Location	Resp	Logistics/Notes
23 March 8.30-9.00	Reception and Registrations. Collect folders and name badges.	Lady Norwood Room	All	Course folders and name badges required.
9.00-9.20	Course introduction – administrative brief and course objectives.	Lady Norwood Room	Kevin Campbell (SMS)	
9.20-9.40	Walk to WREMO Ops Facility	In Transit	All	Walking shoes required.
9.40-9.50	Introduction and welcome to WREMO	WREMO	Debra Nicholas (WREMO)	
9.50-10.30	National CDEM Framework	WREMO	Debra Nicholas	
10.30-10.45	Morning Tea.	WREMO	All	Morning tea provided by WREMO
10.45-11.20	Wellington CDEM Group Framework	WREMO	Debra Nicholas	
11.20-11.40	Tour of Wellington City Council Emergency Operations Centre	WREMO	Debra Nicholas	
11.40-11.50	Walk back to Ministry of Health.	In Transit	All	Walking shoes required.
11.50-12.30	Guided tour of NHCC	MoH NHCC	All	
12.30-12.45	Walk back to Sofitel Hotel.	Transit	All	Walking shoes required.
12.45-1.30	Lunch.	Dining Room	All	Lunch required.
1.30-3.30	Principles of CIMS and Health Emergency Management Information System (EMIS).	Lady Norwood Room	Murray Halbert and Murray Mills (Ministry of Health)	
3.30-3.45	Afternoon Tea	Lady Norwood Room	All	Afternoon tea required.
3.45-4.45	External Agencies – the role of the NZ Defence Force (all hazards approach, core capacity/capabilities)	Lady Norwood Room	Ant Blythen (NZ Defence Force)	Examples of the 'all hazards approach' to hazard assessments during emergencies.
6.30-	Dinner	Dining Rm	All	Dinner required.

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24 March 8.30-9.30	The science behind seismic events. Impacts on Infrastructure.	Lady Norwood Room	David Bell (Canterbury University)	Drawing on latest seismic events to discuss new knowledge and reaffirm known about NZ faults systems and extent of likely impacts.
9.30-10.45	Pukemiro Landfill Fire case study.	Lady Norwood Room	Belinda Cridge (ESR), Lou Wickham (Emission Impossible) and Elizabeth Becker (Waikato DHB)	
10.45-11.00	Morning Tea.	Lady Norwood Room	All	Morning tea required.
11.00-11.45	External Agencies – the role of the Red Cross.	Lady Norwood Room	Stephen Manson (NZ Red Cross)	
11.45-12.30	The use of Mobile Alerts and the role of the Controller when setting up an EOC	Lady Norwood Room	Hamish Keith (NEMA) & Murray Mills	
12.30-1.15	Lunch.	Dining Room	All	Lunch required.
1.15-2.15	Emergency Management - Practice from the Coalface: Planning, CIMS and Response using examples from the PHU coalface.	Lady Norwood Room	Jill McKenzie and Marie Gibson (Regional Public Health)	Case studies demonstrating the use of CIMS and EOC when dealing with a range of events.
2.15-3.15	Introduction to Main Exercise. Issue Scenario 1 – understanding the problem and determining the public health response (its mission).	Lady Norwood Room	Murray Halbert and Murray Mills	Outline the tasks and expectations. Describe the event and assessment of public health issues. Effectiveness in carrying out one's Public Health roles during the response and recovery phases. Syndicate teams. Resource considerations – identify resources to support, implement action and maintain resource inventory – alternative premises, alternative methods of communication, suitable vehicles, personal protection, other related materials and equipment e.g. computers, public health pamphlets. Syndicate teams.
3.15-3.30	Afternoon Tea.	Lady Norwood Room	All	Afternoon tea required.
3.30-4.15	Scenario 1 – Problem Solving Establishing an Incident Management Team.	Lady Norwood Room	Murray Halbert and Murray Mills	Processes and systems: intelligence collection and processing, logistic and personnel support. Where <u>you</u> will sit, how <u>you</u> will use information, liaison with other agencies, who else is involved in decision making.
4.15-4.45	Scenario 1 - discuss responses/actions and debrief.	Lady Norwood Room	All	
6.30-	Dinner	Off Site	All	Shuttles depart 6.30pm for Restaurant 88, 88 Tory Street.

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25 March 7.00-8.00	Breakfast. Clear rooms and return keys to Reception. Luggage to storage room.	Reception	All	Bags to reception. Return keys.
8.00-9.00	Scenario 2 – Planning Exercise.	Lady Norwood Room	Murray Halbert and Murray Mills	Developing a response plan for a major event. Summary of finding to be collated for distribution to students. Consider other Agencies you may need to liaise with.
9.00-9.30	Scenario 2 continued. Discuss responses/actions, debrief.	Lady Norwood Room	Murray Halbert and Murray Mills	
9.30-10.30	Contingency Planning – things to consider when situation changes unplanned or unexpected outcomes arise. Consider the elements of contingency planning: detail and scope key aspects, risk assessment, integration with the regional/local/national civil defence and emergency plans, linkage and liaison should work with the MoH and other government agencies, logistics planning e.g. resources inventory and review, task analysis, test review and maintain contingency plans. Planning model applied to EOC environment.	Lady Norwood Room	Murray Halbert and Murray Mills	Exercise scenario: to test effectiveness of contingency plans, planning and response capacity, defining your tasks and those of other supporting agencies.
10.30-10.45	Morning Tea.	Lady Norwood Room	All	Morning Tea required
10.45-12.00	Scenario 3 – A EOC Headquarters in Operation. Action Planning. Implementing the decisions made, reviewing and adjusting actions and plans.	Lady Norwood Room	Murray Halbert and Murray Mills	Implementing the decisions made, reviewing and adjusting actions and plans. Discuss and debrief.
12.00-12.45	Lunch.	Dining Room	All	Lunch required.
12.45-2.00	Scenario 3 continued – EOC Headquarters in Operation. Action Planning. Implementing decisions made, reviewing and adjusting actions and plans.	Lady Norwood Room	Murray Halbert and Murray Mills	Implementing the decisions made, reviewing and adjusting actions and plans. Discuss and debrief.
2.00-2.45	Discussion and debrief responses/final actions, collate findings.	Lady Norwood Room	Murray Halbert and Murray Mills	
2.45-3.45	Assessment	Lady Norwood Room	All	
3.45-4.00	Course evaluation and wrap up.	Lady Norwood Room	Kevin Campbell	Complete evaluation forms, issue certificates.
4.00-	Course ends. Students depart for Airport.	Foyer	All	Transport to airport departs at 4.00pm.