WELLINGTON CDEM GROUP: EOC's AUDIT

	Attachment 1 to Report 08.798					
EOC Reviewed:			**Date of Review:**			
Reviewer Name:						
Scoring (3,2,1):	**3**	*Indicators: Can be demonstrated. Real world experience. Always or consistently meets the requirement. No additional work required*	**2**	*Indicators: Can be partly demonstrated. Exercise experience. Normally meets requirement. Some additional work required*	**1**	*Indicators: Can not be demonstrated/theoretical only. Untested. Needs additional work*

#	Key Performance Area	#	Objective	#	Key Indicators	Score	Evidence	Comments
K1	**KPA 1**: Physical characteristics of the EOC are appropriate and suitable to cater for the partcicular demands it will or may have to meet. Spelling mistake on particular.	A	EOC location is appropriate	1	An analysis of potential threats to the immedfiate surrounding area has been done, incl fault lines, liquefaction, unstable soil/slope instability, flood plains, lighnning strike and hazardous materials (HAZMAT).		Is the analysis a measurable analysis e.g. AS/NZ 4360 Risk Assessment? Spelling mistake on immediate and lightening	
				2	Access to vehicle traffic or alternate means of access			
				3	Access to telecommunications			
				4	Radio and satellite reception and transmission			
				5	Secure area		Secure area for what? HAZMAT, staff valuables?	
				6	Sufficient parking			
				7	Proximity in relation to other agencies & politicians		Proximity to Politicians? They are variable so no EOC should be measured on this. If included, should you include Controllers, EMO's etc etc?	
		B	EOC design is appropriate	1	Size reflects the level at which the EOC will function		What does level mean? Level of activation, level as in local EOC, Group EOC or National EOC. If the latter then NO. Wellington and Carterton are on the same level, Local EOC, but quite clear WEMO will demand a bigger EOC	
				2	Built to withstand maximum credible disater that might occur in the area: Wind loading, earthquake, snow loading, flooding, lightning strike		Like to see reference to latest building codes in here as per Group Plan so it becomes something it is measured against. Spelling mistake on disaster.	
				3	Extension/addition potential			
				4	Able to sustain extended activations: Suitable power, water, catering, ablution, sewer, heating & ventilation		Accommodation?	

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				5	Backup arrangements for the services mentioned in B 3 above: UPS, power, bulk water, potable water,alternate communications, accommodation, food supplies			
				6	Infrastructure are secured to Importance Level 4 specifications (Table 3.2 of AS/NZS 1170 Part 0)		Perhaps this links into Point 1 above	
				7	Sufficient storage areas (including for Hazmat)			
		C	EOC layout is appropriate	1	Sufficient space for all EOC functions: Controller, Operations, Planning/Intelligence, Logistics, PIM, Admin			
				2	Sufficient break-out/meeting space			
				3	Sufficient reception & security			
				4	Sufficient kitchen & storage			
				5	Sufficient rest area			
		D	EOC equipment is appropriate	1	Adequate furniture			
				2	Adequate communications equipment			
				3	Adequate IT equipment			
				4	Adequate display equipment			
				5	Adequate office supplies			
				6	Kitchen adequately appointed			
K2	**KPA 2**: Organisational arrangements of the EOC are suitable.	A	Functions reflect CIMS concepts	1	Functions follow CIMS methodology (Controller, Operations, Planning/Intelligence, Logistics, PIM)		A Group EOC does not follow CIMS to the absolute, i.e. Operations.	
				2	Organisational flow chart clearly displayed		Say CIMS Structure if that's what is meant!	
				3	SOP's developed for each function		SOP's are not always functionally based. We don't have an SOP for Controller, which according to point 1 is a function.	
		B	Support agencies are accommodated	1	Support agencies identified: Welfare, Emergency Services, Lifeline Utilities			
				2	Support agencies seating and linkages with EOC functiosn identified		Spelling mistake on functions	
				3	Support agencies communications catered for		If you mean communications equipment, say that.	
		C	The EOC will link appropriately and efficiently with with political stakeholders and lower/higher level EOC's. Double with.	1	Procedures for interacting with political stakeholders and lower/higher level EOC's can be shown.			
K3	**KPA 3**: EOC staffing arrangements are sufficient.	A	All EOC functions will be staffed adequately	1	Adequate staff are appointed for all EOC functions			

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				2	Staff call-out procedures are in place			
				3	Formal arrangements with emplyees to staff EOC are in place		Spelling mistake on employees. Interesting question that I'm sure will promote the volunteer versus contracted staff argument.	
		B	Promote continuing EOC staff development	1	EOC staff training programme			
				2	Volunteers training programme			
				3	Exercise programme			
				4	Multi-agency exercising			
				5	The CDEM Office has access to adequate training resources			
		C	Promote Controller engagement. What about the other key positions, Recovery Manager, Welfare Manager, PIM etc etc	1	Controller provides direction and is involved in EOC training programme			
				2	Controller's own personal training requirements are recognised and attended to			
		D	Staff Welfare, Health & Safety recognised	1	Safety Officer appointed as part of EOC arrangements			
				2	EOC forms part of a formal Health & Safety regime			
				3	Staff rest, bathroom, eating facilitiesa re adequate		Spelling mistake on facilities	
		E	Shifts are managed efficiently Can be demonstrated in exercises / response, but at present theoretical	1	Staff are aware of shift implications			
				2	Effective shift-change over procedure in place			
				3	Shifts will not exceed 12 hours; suffiecient breaks/time off can be allowed		Spelling mistake on sufficient	
K4	**KPA 4**: Effective Information management	A	Effective Information Collection	1	Reconnaissance & reporting procedures in place		Reconnaissance is an EOC output, a task. It is simply one method of collation. What about all the others?	
				2	Critrical infastructure identified		Spelling mistake on Critical and infrastructure. This starts to look at what information is being collated, which is different from having systems in place to collate information.	
				3	Sources of information identified			
		B	Effective Information Administration	1	Information registration (log) process in place			
				2	Information distribution process in place (internal & external)			
				3	Information adequately filed & archived			

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		C	Effective Information Interpretation	1	Sitrep template ready and supports CDEM Group Sitrep template			
				2	Action Plan procedure in place			
				3	Sign-off procedures for information in place			
		D	Effective Information Communication	1	Standard distribution lists for Sitreps, Action Plans & Media Releases can be shown (may be separate lists)			
				2	Effective staff briefing arrangements			
				3	Provision is made for communication with political stakeholders			
				4	Information is displayed effectively			
K5	**KPA 5**: Reference Material	A	Comprehensive Standard Operating Procedures (SOP's) are available	1	EOC Activation SOP available in EOC			
				2	EOC Operations SOP (including all EOC functions) available in EOC			
				3	EOC Stand Down SOP available in EOC			
				4	SOP maintenance/review process in place			
		B	Standardised templates/formats are in place for:	1	Sitreps			
				2	Action Plans			
				3	Media Releases			
				4	Briefings (e.g. shift handover, political stakeholders, media)			
				5	Meeting agendas			
		C	Legislative reference documents are available	1	National CDEM Plan & The Guide to the National CDEM Plan available in EOC			
				2	CDEM Group Plan available in EOC			
				4	CDEM Act 2002 available in EOC			
				5	DGL 05/06 (Decalaration) available in EOC		Spelling mistake on declaration	
		D	Other reference material available:	1	Specific contingency plans			
				2	Adequate maps (hard copy or electronic)			
				3				