



exercise tangaroa newsletter: 5 may 2010



20 October 2010

Further information on the exercise can be found on the Ministry's website www.civildefence.govt.nz

KEY DATES

May 2010

Exercise Writing Course:

- 3 Course nominations open
- 21 Nominations close
- 25 Participant list confirmed
- 28 Confirmations and pre-course information distributed

Tsunami seminars:

- 25 Nelson
- 26 Christchurch
- 27 Balclutha

26 Exercise Planning Team meeting

June 2010

23 Exercise Planning Team meeting

Exercise Writing Course:

- 21-22 Tauranga
- 29-30 Wellington

July 2010

Exercise Writing Course:
5-6 Christchurch

Welcome to our third update newsletter for Exercise Tangaroa. Exercise planning is well underway at the national level. The Exercise Planning Team will be issuing monthly newsletters to give exercise participants an update on exercise preparations. This newsletter provides general exercise related information and planning progress to date.

Exercise registration

Have you registered your agency participation for Exercise Tangaroa? **Register by 21 May 2010.**

For any large, multi-agency exercise, it is vital that the exercise planning team identifies the level of commitment each agency is giving to Exercise Tangaroa. This will help ensure each agency gets maximum benefit and exercise activities are tailored to best effect.

If you are from a CDEM Group, Territorial Authority, an emergency services organisation, a national agency, NGO or other agency and plan on participating in the exercise, you must contact Exercise Coordinators Jo Guard or Tane Woodley to confirm participation.

[Download a copy of the participation form](#)

Complete and return the form to the Exercise Coordinators by 21 May to ensure your agency is reflected in exercise planning.

There are four levels of participation. Your agency must establish a level of participation:

- 1. Full participation:** Your agency commits to all parts of the exercise including contributing to exercise development (and staff within your agency will participate in response coordination).
- 2. Partial participation:** Your agency participates in a specific part of the exercise (and may contribute to exercise development).
- 3. Facilitation:** Your agency is not actively involved in exercise development but personnel are made available to facilitate exercise injects or enquiries (i.e. a control function). Note: Any contact person nominated must be contactable for exercise related matters or enquiries.
- 4. Not engaged:** Your agency is not involved in exercise development or exercise play. Agency inputs and outputs will be notional if required (i.e. exercise writers will make up that agency's input if required). No communication or contact is made with your agency during the exercise.

Not playing? If your agency is not engaged or is playing a minor role in the exercise, consider putting any experienced people forward to assist other agencies carry out Exercise Control or evaluator roles.

Exercise planning

How are you getting on with your planning for Exercise Tangaroa? A structured approach to exercise development and writing is important in this type of large, multi-agency exercise. Feel free to use the CDEM Exercises, Director's Guideline for Civil Defence Emergency Management Groups [DGL 010/09] to provide a common approach and guidance to exercise planning. You are welcome to download this from the publications page of the MCDEM website.

Exercise preparedness

If you are working through the exercise development checklist (Annex A of the Exercise Guideline) we anticipate your agency should now have completed steps 1 through to 7 and be starting work on:

- Steps 8 and 9: determining your agency's aim and objectives for the exercise (over and above the overall exercise aim and objectives).
- At the national level, the scenario modelling has been completed. The detailed scenario will be developed using this modelling. (Step 13)
- Step 14: Contact the Exercise Tangaroa Coordinators Jo Guard and Tane Woodley with the name of your agency's contact person and what level of participation your agency will take on by 21 May 2010 [Download a copy of the participation form](#)
- Step 17: At the national level, during May we will be developing major and detailed events and starting to develop control documents (messages and injects)
- And remember to confirm your exercise control staff and evaluators if you haven't already! (Step 7).

Exercise writing

If you haven't completed the steps above yet - there is still time! If you are new to exercise writing and management, or would like some confirmation that what you are doing is on the right track, you may be interested in attending our Exercise Writing and Management Course - see Key Dates on the left panel and over the page for course and registration information.



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Exercise Writing & Management Course

The Exercise Writing and Management Course supports the *CDEM Exercises: Director's Guideline* published in July 2009. With a busy national exercise programme over the next couple of years we want to up-skill the CDEM sector in exercise writing and management. This two-day course is being delivered in three locations in June and July 2010 as part of the build-up to Exercise Tangaroa.

Course location, date and nomination contact

Tauranga	21-22 June	Jane.Rollin@dia.govt.nz
Wellington	29-30 June	Ian.Wilson@dia.govt.nz
Christchurch	5-6 July	Peter.Cameron@dia.govt.nz

Each course is limited to 16 participants: 10 places are reserved for civil defence personnel and 6 places are reserved for other agencies (e.g. emergency services, health, Welfare Advisory Group representatives etc).

The course is very practical with lots of interaction and activity. There is no cost to attend, although participants will need to fund their own travel and accommodation.

Note: There will be opportunities to deliver additional courses if there is a demand.

Preference will be given to those agencies who have committed to participate in the exercise and the staff who are tasked with exercise development. Course participation will be a great opportunity to receive assistance in exercise planning and to share ideas and experiences.

Nominations process: participants

If you are from a Territorial Authority or CDEM Group (including emergency services, or WAG member), then forward your nomination form to your CDEM Group Office representative.

If you are from a national agency, non government organisation (NGO) or other agency then forward your nomination form to the MCDEM Regional Emergency Management Advisor responsible for collating bookings for the course you wish to attend.

Nomination process: administrators

If you are the CDEM Group Office representative, then collate and forward all nomination forms to the MCDEM Regional Emergency Management Advisor responsible for collating bookings in your Group area.

Course confirmation

Confirmation of course attendance will come from Jo Guard (Course Facilitator). Once a participant has received official confirmation, they can go ahead and make travel arrangements.

Each course will have a priority waitlist established. Waitlisted parties will only be granted a confirmed place on the course list when a vacancy has been created through a person withdrawing.

Course cancellations

Any person confirmed as an attendee must inform their MCDEM Regional Emergency Management Advisor and their Group EMO if they are unable to attend.

Pre-course work

All participants must complete the pre-course work which will be sent out once a participant is confirmed on the course. (Don't worry, it's not onerous!)

Key dates

3 May	Course nominations open
21 May	Nominations close
25 May	Participant list confirmed to Jo Guard (Course Facilitator)
28 May	Jo Guard (Course Facilitator) sends out confirmations to participants along with pre-course information

Note: The course nomination form is included with this newsletter

Regional tsunami seminars

MCDEM and GNS Science have been hosting a series of regional tsunami seminars during April and will continue with South Island venues in May 2010. Seminars explain the changes contained in the revised National Tsunami Advisory and Warning Plan. They will also introduce further information enhancements that are expected to be adopted by the middle of 2010 and will be applied in the exercise.

An introduction to Exercise Tangaroa will also be given, including an explanation of how these new developments will feature in the exercise.

Contacts

If you have any questions please contact:

Jo Guard

Emergency Management Advisor – National Operations
Ministry of Civil Defence & Emergency Management
P: 04 495 6818
M: 027 281 8590
jo.guard@dia.govt.nz

Tane Woodley

Emergency Management Advisor – National Planning
Ministry of Civil Defence & Emergency Management
P: 04 495 6827
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Te Rākau
Whakamarumaru

Ministry of Civil Defence
& Emergency Management

Exercise Writing and Management Course Nomination Form

To nominate yourself for a place on one of the courses listed below please complete this form with your details and send it to the appropriate MCDEM Regional Emergency Management Advisor (contact details below).

The arrangement and cost of travel and accommodation is the responsibility of the participant.

Course:	Tick ✓
Exercise Writing and Management Course - Tauranga (Monday 21 & Tuesday 22 June 2010)	
Exercise Writing and Management Course - Wellington (Tuesday 29 & Wednesday 30 June 2010)	
Exercise Writing and Management Course - Christchurch (Monday 5 & Tuesday 6 July 2010)	

Nominee Details	
Name:	Organisation:
Phone:	CDEM Group:
Email:	Postal Address:

Nomination forms must be received by MCDEM Regional Emergency Management Advisors listed below no later than Friday 21 May 2010. **This is a nomination form only** – places will be confirmed to participants by Friday 28 May 2010.

MCDEM Regional Emergency Management Advisors	MCDEM Office/Course	Contact Details
Jane Rollin	Northern: Tauranga	E jane.rollin@dia.govt.nz F 09 262 7831 P 09 362 5175
Ian Wilson	Central: Wellington	E ian.wilson@dia.govt.nz F 04 473 7369 P 04 495 6820
Peter Cameron	Southern: Christchurch	E peter.cameron@dia.govt.nz F 03 379 5223 P 03 379 5332

For further information, contact Jo Guard (Course Facilitator) E jo.guard@dia.govt.nz P 04 495 6818