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Committee Co-ordinating Executive Group (CEG)
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CDEM Group Identification Cards

1. Purpose

To seek the Co-ordinating Executive Group's (CEGs) approval for the implementation of an ID Card System for civil defence emergency management use during emergencies.

2. Background

Section 18(2)(c) of the CDEM Act 2002 states that CDEM Groups may “*issue and control the use of signs, badges, insignia, and identification passes authorised under this Act, or any civil defence emergency management plan*”.

Several lessons were learnt from previous emergency events in the Wellington region (example: flooding of 2004 – Wairarapa and Hutt Valley) where contractors, engineers, and CDEM staff in unmarked vehicles were refused entry into cordoned-off areas to provide support and relief.

The CDEM Group Office has received requests from agencies with roles and responsibilities in emergency management that an ‘identification pass system’ be introduced to enable them easier access into impacted areas during any civil defence emergency.

3. Proposal

It is proposed that the Wellington Region CDEM Group develop a CDEM Group identification card for civil defence emergency management personnel and for personnel of other agencies with roles and responsibilities in emergency management.

3.1 Scope of cards

The types of CDEM Group ID cards are listed below along with examples:

1. Photo ID card for Local Authority EOC staff (core people) – signed by the Group Controller. This ID card will also cover Mayors and Lifelines Co-ordinators (Figure 1).
2. Photo ID card for Group Controller (and Alternates) and Group Recovery Manager (and Alternate) – signed by the CDEM Group Chairman (Figure 2).
3. Numbered cards for territorial authority emergency management volunteers (e.g. welfare centre staff, reconnaissance etc) - signed by the Group Controller (Figure 3).
4. Numbered cards for emergency responders (e.g. lifeline utilities, contractors etc) - signed by the Group Controller (Figure 3).

3.2 ID card format

All the ID cards will be made of plastic and be of credit card size. Designations or position titles for the cards will be:

- Mayor
- Controller
- Emergency Management Personnel
- Lifelines Co-ordinator
- Recovery Manager.

Figure 1: Photo ID card for Territorial Authority EOC staff (core people) – signed by the Group Controller.

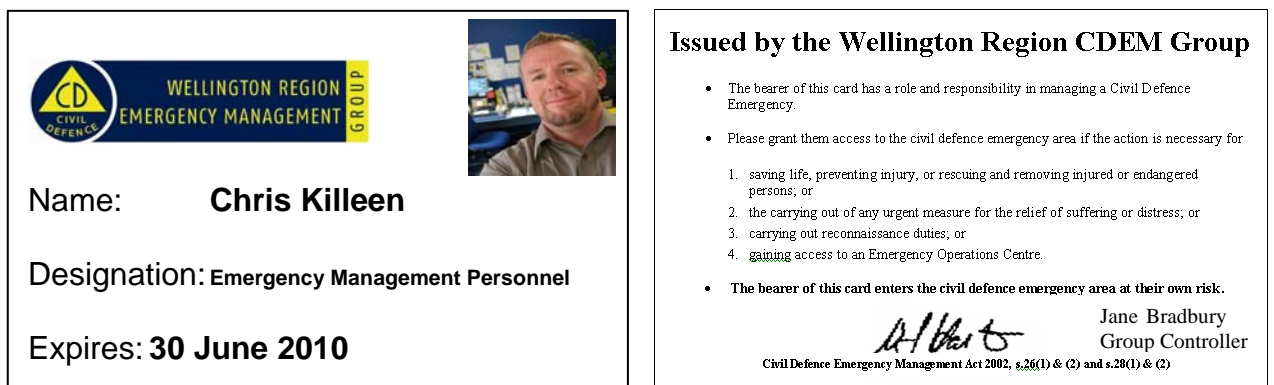


Figure 2: Photo ID card for Controllers (and Alternates) and Recovery Managers (and Alternates) – signed by the CDEM Group Chairman

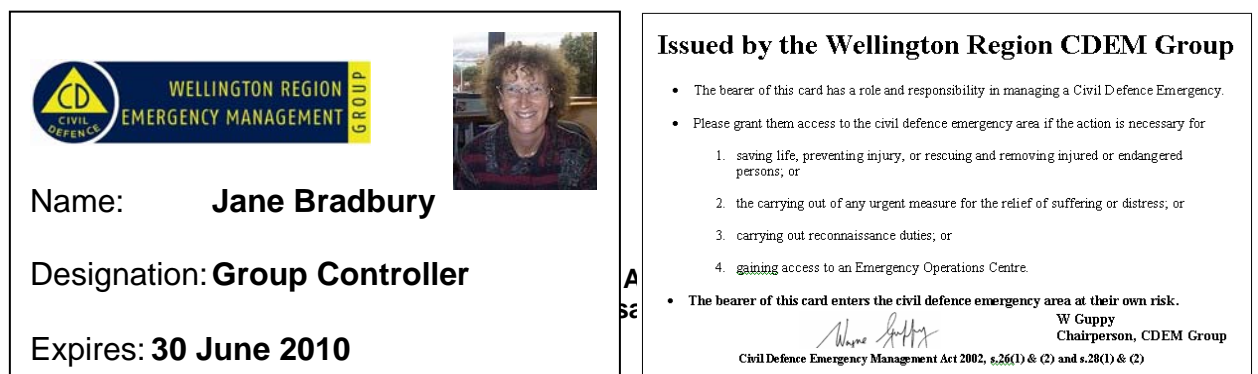
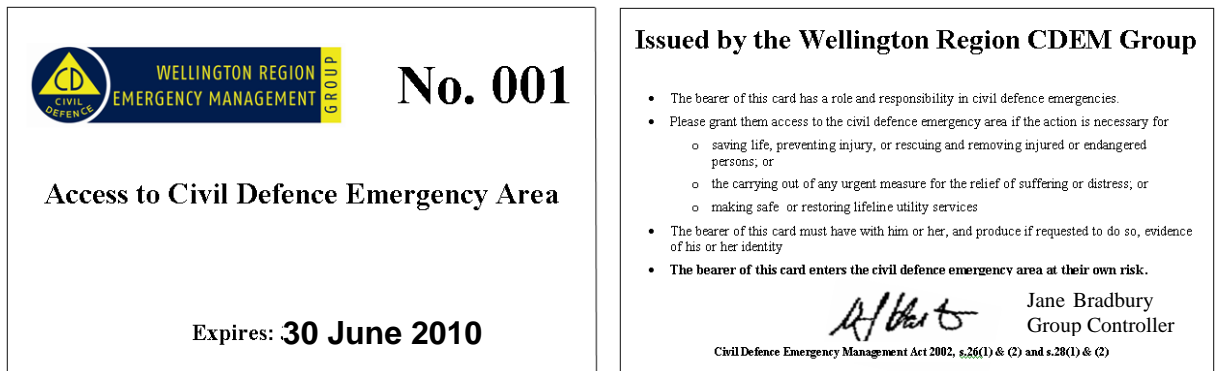


Figure 3: Numbered cards for other emergency responders (e.g. lifeline utilities, contractors etc) - signed by the Group Controller



3.3 Management of ID cards

The ID cards will be managed as follows:

- The CDEM Group Office will co-ordinate the order and supply of all the identity cards.
- Each Local Authority will be responsible for identifying its relevant civil defence emergency management staff (e.g. council staff) and core emergency responders to be issued with ID cards.
- Each Local Authority will be responsible for financing its own ID cards.
- For the photo identity cards each Territorial Authority (TA) will forward to the CDEM Group Office a spreadsheet of digital photos of each identified person, along with each person's job designation or position title.
- Each TA will provide the CDEM Group Office with a list of other agencies (e.g. lifelines, contractors, etc.) for which 'numbered' identity cards should be made available.
- Each TA will receive a stock of numbered cards and its relevant photo ID cards. It will be up to each TA to distribute the cards to their emergency management personnel and other responders (lifeline utilities, contractors etc.) and record in a central register (provided by the CDEM Group Office) the numbers allocated to each utility or emergency responder.

3.4 Obligation of organisations

3.4.1 CDEM Group Office

- Distribute cards to major lifeline utilities named in the Regional Inter-Agency Liaison Contact list

- In conjunction with the Lifelines Co-ordinators, provide a briefing seminar/training session for all the lifelines utilities card holders named in the Regional Inter-Agency Liaison Contact list
- Develop and maintain a central register of who has been issued an identity card.

3.4.2 Territorial Authorities

- Distribute cards to CDEM personnel and lifeline utility organisations/contracting companies
- Provide the bearers of the card with a briefing seminar/training session prior to uplifting the card
- Maintain a central register of individuals who have been issued an identity card, whether council staff, lifeline utility or contracting staff
- Update and forward the central register to the CDEM Group Office every quarter (including reporting lost or stolen cards as they occur and noting them on the register)
- Re-issue lost or stolen cards.

3.4.3 Lifeline utility organisations, contracting companies etc.

- Only use the card in good faith and during a civil defence emergency
- Allocate card to relevant employees
- Advise their local TA of any employees leaving their employment, transfers of cards etc.
- Ensure the bearer of the card attends a briefing seminar/training session prior to uplifting the card

3.5 Obligations of card bearers

- Only use the card in good faith and during civil defence emergencies.
- The recipient of the card must attend a briefing seminar/training session on the use of the card within 3 months of receipt of the card
- Return the card to his/her employer on termination of employment.

4. Duration / Review

The cards will have a lifetime of two years from the initial (inaugural) date of issue. The card system will be reviewed after 18 months or after an emergency event where the cards are used, whichever occurs first.

5. Recommendations

That the CEG:

1. ***Receives the report; and***
2. ***Approves the development of identification cards (passes) as set out in the report.***

Report prepared by:

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