

WELLINGTON CDEM GROUP: EOC's AUDIT

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 particular demands it will or may have to meet.	A	EOC location is appropriate	1	An analysis of potential threats to the immediate surrounding area has been done, incl fault lines, liquefaction, unstable soil/slope instability, flood plains, lightning strike and hazardous materials (HAZMAT). AS/NZ 4360 Risk Assessment.			
				2	Access to vehicle traffic or alternate means of access			
				3	Is EOC in area with limited risk of congestion. (Traffic choke points, building collapse)			
				4	Is the EOC readily accessible to staff.			
				5	Is there an alternate power supply for the EOC			
				6	Access to telecommunications			
				7	Radio and satellite reception and transmission (local ES Bands VHF; Regional ES Bands VHF, National HF Bands)			
				8	Is the area secure for staff, building contents and valuables			
				9	Is sufficient parking available			
				10	Does the EOC have an approved and clearly displayed evacuation plan			
				11	Does the EOC have a current building WOF			
				12	Controlled access to the EOC			
				13	Are there multiple access routes to the EOC			
				14	Proximity in relation to other agencies & politicians (Mayor and elected councillors)			
		B	EOC design is appropriate	1	Size is sufficient for the EOC to function at its highest level of activation.			

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				2	Built to withstand max. credible disaster that might occur in the area: wind loading, earthquake, snow loading, flooding, lightning strike. <b>Have risks been identified. Have steps been taken to mitigate risks. Does the building comply with current building code standards.</b>			
					Infrastructure are secured to Importance Level 4 specifications (Table 3.2 of AS/NZS 1170 Part 0)			
				3	<b>Have moveable items been identified and secured/restrained</b>			
				4	<b>Is the EOC a dedicated EOC</b>			
				5	<b>If not a dedicated EOC, can the EOC be established with 60 minutes.</b>			
				6	<b>Are the EOC layout plans available</b>			
					<b>Are the EOC layout plans easily located</b>			
					<b>Are EOC staff well versed in setting up the EOC</b>			
					<b>Are the EOC layout plans easy to read</b>			
				7	Is the EOC able to Expand seamlessly, to extend to accommodate additional/potential agencies in an escalation.			
				8	Able to sustain extended activations: Suitable power, water, catering, ablution, sewer, heating & ventilation. Accommodation considerations			
				9	Backup arrangements for the services mentioned in B 3 above: UPS, power, bulk water, potable water, alternate communications, accommodation, food supplies			
				11	Sufficient storage areas (including for Hazmat)			
		C	EOC layout is appropriate	1	Best use of space made when considering the layout of the EOC, the functional roles of: Controller, Operations, Planning/Intelligence, Logistics, PIM, Admin			
					<b>Is there a dedicated tele-communications room.</b>			
				2	Sufficient break-out/meeting space			
				3	Sufficient reception & security			
				4	Sufficient kitchen & storage			

WELLINGTON CDEM GROUP: EOC's AUDIT

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		D	EOC equipment is appropriate	6	Sufficient rest area			
				1	Adequate furniture			
				2	Adequate communications equipment			
				3	Adequate IT equipment			
				4	Adequate display equipment			
				5	Adequate office supplies			
				6	Does the EOC have access to a teleconferencing capability			
				7	Regular testing of equipment in EOC			
				8	Kitchen adequately appointed			
K2	KPA 2: Organisational arrangements of the EOC are suitable.	A	Functions reflect CIMS concepts	1	Functions follow CIMS philosophy (Controller, Operations, Planning/Intelligence, Logistics, PIM)			
				2	EOC Organisational structure chart clearly displayed			
				3	SOP's developed for each function and position			
		B	Support agencies are accommodated	1	Support agencies identified: Welfare, Emergency Services, Lifeline Utilities			
				2	Support agencies seating and linkages with EOC functions identified			
				3	Support agencies communications equipment catered for			
		C	The EOC will link appropriately and efficiently with with political stakeholders and lower/higher level EOC's	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			
				2	Staff call-out procedures are in place			
				3	Local authority has a 7 day/24hrs response capability			
				4	Contact list is maintained and up to date			
				5	Formal arrangements with employees to staff EOC are in place			
		B	Promote continuing EOC staff development	1	EOC staff training programme			
				2	All EOC staff are trained to standards determined by Group training strategy Staff orientation programme in place			
				3	Sufficient trained staff to ensure 24hrs continuous EOC functions, or plans can be shown how this criteria is to be met			
				4	Volunteers training programme			
				5	Exercise programme			

WELLINGTON CDEM GROUP: EOC's AUDIT

#	Key Performance Area	#	Objective	#	Key Indicators	Score	Evidence	Comments
				6	Multi-agency exercising			
				7	The CDEM Office has access to adequate training resources			
		C	Promote Controller engagement	1	Controller provides direction and is involved in EOC training programme			
				2	Controller's own personal training requirements are recognised and attended to			
		D	Promote Recovery manager engagement	1	Dedicated space for the Recovery Manager.			
				3	Handover from Response to Recovery procedures clearly outlined			
				4	Recovery Manager's own personal training requirements are recognised and developed.			
		E	Key positional appointments identified (Welfare, PIM, Planning, Logistics)	1	Able to be clearly Identified in EOC			
				2	Clear Roles and functions			
				3	Clear training and development program in place.			
		F	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 facilities are adequate			
		G	Shifts are managed efficiently	1	Staff are aware of shift implications			
				2	Effective shift-change over procedure in place (SOP)			
				3	Shifts will not exceed 12 hours; sufficient breaks/time off can be allowed (SOP)			
K4	KPA 4: Effective Information management	A	Effective Information Collection	1	Information collection methods identified. (reconnaissance etc.)			
				2	Sources of information identified			
		B	Effective Information Administration	1	Information registration (log) process in place			
				2	Reporting procedures and information collation procedures outlined			
				3	Critical infrastructure identified			
				4	Information distribution process in place (internal & external)			
				5	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	Public information management	1	Procedures for PIM in EOC with links to GEOC PIM, NCMC PIM					
				2	PIM collection, collation and distribution procedures					
				3	Contact list for media maintained					
		D	Effective Information Communication	1	Standard distribution lists for Sitreps, Action Plans & Media Releases can be shown (may be separate lists) GEOCs: Communication procedures with neighbouring Groups and MCDEM					
				2	Effective staff briefing arrangements					
				3	Provision is made for communication with political stakeholders					
				4	Information is displayed effectively					
		K5		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									
5										
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	Declaration Templates			1	Declaration state of local emergency					
				2	Extending state of local emergency					
				3	Terminating state of local emergency					
				4	Systems in place to notify Public, Group EOC, MCDEM					
				5	Systems to Gazette declaration					
D	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 (Declaration) available in EOC					
E	Other reference material available:	1	Specific contingency plans							
		2	Adequate maps (hard copy or electronic)							