

<b>Policy Manager:</b>	Director Infrastructure & Assets	<b>Date Approved:</b>	April 2017
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<b>Authorised by</b>	Chief Executive		

## Coordinated Incident Management

### 1. Definitions

<b>CDEM</b>	Civil Defence Emergency Management
<b>Coordinated Incident Management System (CIMS)</b>	The nationally-adopted emergency management protocol that provides a model for command, control, and coordination of an emergency response between responding agencies. It is a means of coordinating the efforts of individuals and responding agencies working towards the common goal of stabilising an incident and protecting life, property, and the environment. Wintec operates under this model to ensure that coordination between Wintec's responders and any relevant agency is integrated and effective.
<b>Critical Incident</b>	Any unplanned or unforeseen natural or human-related event that significantly disrupts normal business and may be a threat to life or property.
<b>Incident Control Point (ICP)</b>	Location where the Incident Management Team gathers to manage the response to a critical incident/planned event.
<b>Incident Controller (IC)</b>	The person who leads the Incident Management Team and has delegated operational responsibility for any significant incident affecting Wintec. The IC leads a coordinated response leading up to, and during, an emergency event and operates in conjunction with, and under the authority of, the Chief Executive. The Incident Controller for an incident is identified by way of a roster from a list of suitably trained and available people.
<b>Incident Management Team (IMT)</b>	The group of personnel tasked with carrying out the functions of incident control, operations, communication, security, planning and intelligence, logistics and welfare, under the direction of the Incident Controller.
<b>Lead Agency</b>	In the event of a critical incident on a Wintec campus which requires the response of a statutory agency of the NZ Government (such as the NZ Police or the NZ Fire Service), that agency has primary control and the emergency response structure of Wintec will act in support and by the direction of the relevant statutory agency.
<b>Planned Event</b>	Any planned event that has the potential to significantly disrupt normal business, e.g. official visits, protest action, celebration or concert.
<b>Strategic Emergency Management Group (SEM Group)</b>	The group of Executive and support personnel responsible for strategic decisions and communication with the Wintec community, stakeholders, members of the public, and the media under the direction of the Chair.
<b>Chair, Strategic Emergency Management Group (SEM Group)</b>	The Strategic Emergency Management Group (see definition below) is chaired by the Chief Executive or delegate. The Chair is responsible for making decisions which require the highest level of authority in Wintec; providing strategic direction for the Incident Controller; ensuring that communications with the wider Wintec community and the public are managed effectively; ensuring the short-term and long-term financial

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implications are handled; and overseeing the implementation of the Business Continuity Plan.

In the event that the Chief Executive is not available, delegated authority to chair the Strategic Emergency Management Group is automatically conferred upon the Senior Advisor or Chief Financial Officer, and the Director Product & Planning (in that order). In the unlikely event that none of these persons are available, the Incident Controller will contact another member of the Executive Management Team who will then assume delegated authority.

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## 2. Principles

- a) Wintec has adopted the New Zealand Coordinated Incident Management System (CIMS) for the management of any critical incidents and all its large-scale planned events that should arise. Our selected staff are trained in the system and roles required in the running of a Coordinated Incident Management System event.
- b) All staff and students are provided basic information on how to report emergency situations and receive appropriate directions. Information is available on their ID cards and during induction processes. Additional resources are available on Wintec's Emergency Management webpage with incident specific response information.
- c) In the event of an onshore emergency incident Wintec Security should be called immediately. Security will control the situation until responsibility is handed over to the Incident Management Team or external agencies (e.g. Fire, Police, and Ambulance).
- d) In a critical incident, the first responders on the scene have delegated authority from the Chief Executive to take any necessary steps to safeguard life and secure property.
- e) In the event of an offshore emergency event the International and Domestic Travel Policy, Principles and Procedures will apply. International SOS will act as Wintec's emergency response team.
- f) When CIMS is implemented:
  - The Chair of the Strategic Emergency Management Group has authority to make strategic decisions necessary to preserve the safety and security of Wintec.
  - Any established member of the Incident Management Team has delegated authority to activate or establish an Incident Control Point.
  - The Incident Controller has authority, delegated from the Chief Executive, to make any immediate operational decision necessary to preserve the safety of people and the security of Wintec. Such decisions may, in extreme events, include the full evacuation and/or the immediate lockdown of some, or all, of a Wintec campus.
  - The Incident Controller has authority, delegated from the Chief Executive, to assign tasks and delegate responsibilities within both the Incident Management Team and the wider Wintec community. This may include the secondment of facilities, equipment, resources, and/or expertise to expedite the response from both within and outside Wintec.
  - The Incident Controller will make the "activation level" decision and advise the Chief Executive accordingly. (See Appendix Two for activation levels and notifications).
  - Where it is considered necessary to "declare a localised emergency" at Wintec, the Incident Controller will make this recommendation to the Chief Executive as soon as it is feasible to do so, following the initial response. The Chief Executive (or delegate) may make a formal declaration to the Wintec community.

Such a declaration will allow for:

- closure of part or all of the campus;
- evacuation of non-essential personnel;
- suspension of business activity;

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- The only person/s authorised to speak to the media on behalf of Wintec in a planned event or critical incident are the Chair of the Strategic Emergency Management Group (or delegate) and the Director, Communications (or delegate). The primary function of the IC is coordinating an effective and timely response to a planned event or critical incident; however, they may be requested by the Chair of the Strategic Emergency Management Group or the Director, Communications, to speak with the media or give a public commentary if duties permit.

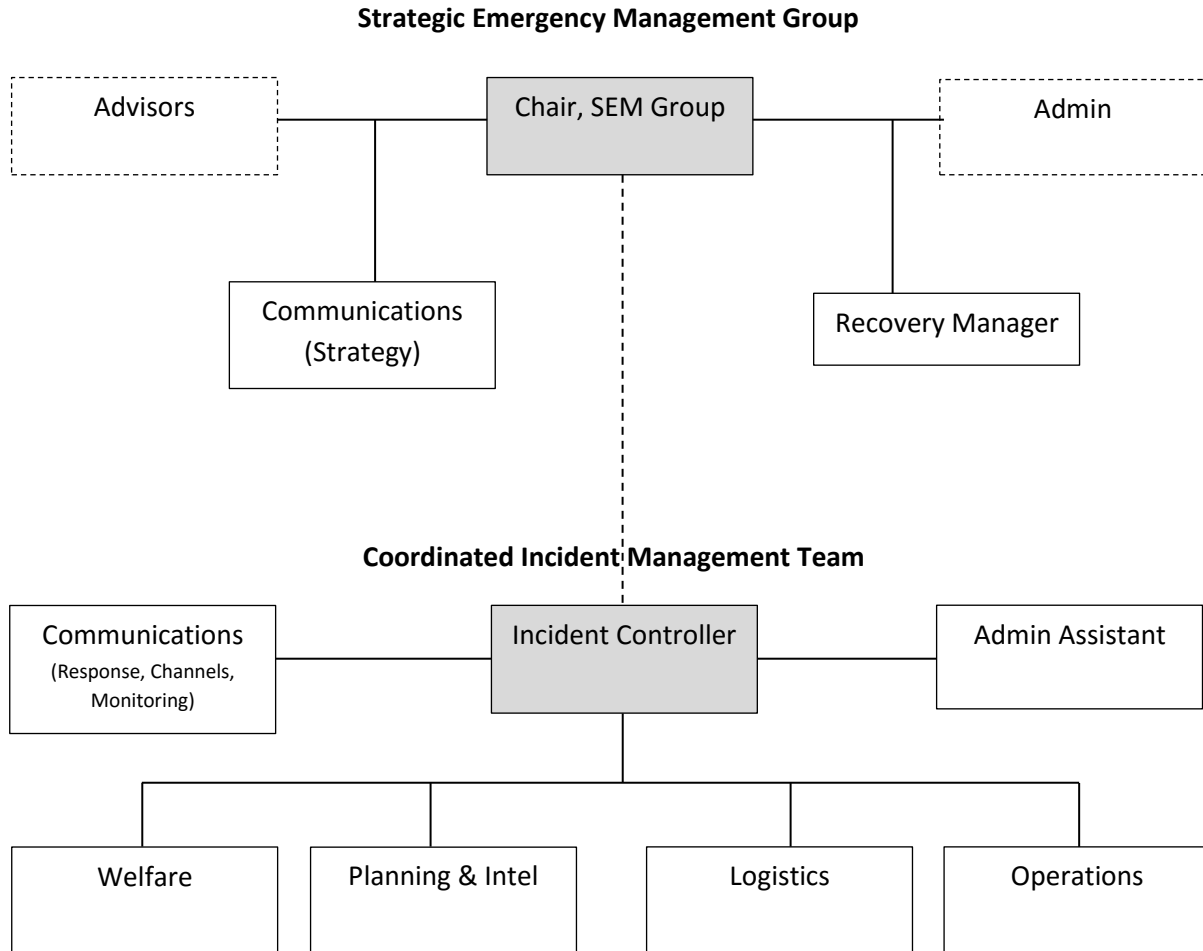
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## Appendix One

### Coordinated Incident Management Structure Plan



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## Appendix Two

### Activation and Notification Levels for a Critical Incident

#### Level 1

#### Full activation of the Emergency Response

High impact event  
Life and/or property at risk  
Large area affected (City/Province)  
Business interruption  
Longer term (longer than one day)

#### Activate

1. Incident Management Team
2. Strategic Emergency Management Group
3. Incident Control Point

#### Notify

- Incident Controller
- Incident Management Team
- Chief Executive
- Director, Communications
- Other Executive Team members
- Affected staff
- Civil Defence (as appropriate)
- Insurance Broker

#### Examples

- Severe weather event
- Major earthquake
- Violent event e.g. active shooter on campus
- Major fire
- Pandemic

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## Level 2

### Partial activation of the Emergency Response

Medium impact event  
Life and/or property at risk  
Campus only affected  
Some outside services involved  
Some disruption to normal operations  
Medium term (within one day)

#### Activate

1. Incident Management Team
2. Strategic Emergency Management Group
3. Incident Control Point

#### Notify

- Incident Controller
- Chief Executive
- Director, Communications
- Other Executive Team members
- Safety and Wellbeing Manager, as relevant
- Any other affected staff

#### Examples

- Marginal weather event predicted
- Minor/medium earthquake
- Off campus incident (Field Stations)
- Off/on campus accident involving staff or students
- Hazardous substance alert
- Fire
- Flooding
- Bomb threat
- Planned protest event of large scale
- Pandemic pre-notification

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## Level 3

### Normal Day-to-Day operations (on-going monitoring)

Small impact incidents

Part of campus only affected

Short term (less than five hours)

#### Activate

1. Wintec Security
2. Wintec staff involved only

#### Notify

- Director, Communications, as relevant
- Student Support Services Manager, as relevant
- Safety and Wellbeing Manager, as relevant
- Any affected staff

#### Examples

- Minor accidents/incidents on campus
- Traffic disruptions
- Infrastructure failure

#### Notes:

- a) Activation Level decisions are made by the Incident Controller (IC) based on knowledge of the situation. If the IC decides a "significant threat" to the safety of the Wintec community exists, the IC will take any necessary response actions, including evacuation of the campus if required. The IC will immediately advise the Chief Executive of actions taken and if a formal declared emergency is recommended.*
- b) The Chief Executive will then determine if closure is required and for what period. This will be communicated to the campus community as soon as practicable.*

#### Declaration allows for:

- *Formal activation of Coordinated Incident Response Plan*
- *Closure of part/all of campus*
- *Suspension of business activity*
- *Activation of the Business Continuity Plan (BCP)*