

Action Plan Number: 4	Effective Date: 07/02/2019	Action Plan
Coordination Facility: Nelson Tasman EOC		Operational Period – From: 08 Feb 2019 06:00
Emergency Event: Pigeon Valley Fire February 2019		Operational Period – To: 08 Feb 2019 18:00

1. Summary of Incident/Event:

(A summary of the hazards impacts, environment and response actions to date, including the most dangerous and most likely hazards scenarios. This is based on the IPOE and SitReps.)

Note that additional and modified data will be shown in RED.

Around 14:15 on 05 February 2019 a fire started in Pigeon Valley.

Following a declaration of a local state of emergency at 0800 6 February 2019 Nelson Tasman Civil Defence are the lead agency with support from Fire and Emergency Services NZ, NZ Police, and other support agencies.

As at 22:00 Thursday (07-02-19) the fire has covered 1873 hectares within a perimeter of 24 km. The fire remains technically “out of control” but is being held when weather conditions are favourable, however, it remains very volatile. Increased fire activity occurred Thursday afternoon north of Wakefield with the fire jumping containment lines. As of Thursday night there remained some concern for Wakefield and Pigeon Valley should fire and weather conditions deteriorate. Residents have been pre-warned to be on standby to evacuate should the need arise. To the northeast (Dovedale/Woodstock) is also vulnerable should winds blow in that direction.

An additional fire which started on Rabbit Island on 06-02-19 is being “held” with favourable weather conditions, (damping down of hot spots taking place).

As at 22:00 a total of 398 people from 180 households have been evacuated from properties. There are no injuries or human loss of life to date. There is a confirmed report that one dwelling and an implement shed has been lost. There have been stock losses.

2. Mission:

(Mission Statement)

The lead agency has set the objectives for this period as:

- 1) protection of life, property, and critical infrastructure
- 2) extinguish the fire
- 3) mobilisation of resources – because of the holiday period resources are stretched and may need to be called on from neighbouring regions and other agencies.
- 4) communication with and support for our community

3. Intent:

(Give the intent, best stated as a concept, key tasks and end-state. It is a broad statement of what must happen and when.)

Preserve life, property and infrastructure

- 1a Maintain cordons as appropriate
- 1b Reduce on-going risk
- 1c Conduct assessments of properties and infrastructure
- 1d Provide restricted resident access on a temporary basis
- 1e Undertake evacuation planning

Extinguish the fire

- 2a Contain, fight and control the fire (FENZ)

Maintain resourcing

- 3a FENZ and Police to maintain resources
- 3b Organise EOC and recovery staffing through weekend and beyond
- 3c Maintain coordinated decision making and timely information flow

Communication with and support for community

- 4a Proactively release detailed, specific, timely information to community (every 3 hours)
- 4b Provide advice for affected residents
- 4c Engagement process with public (second community meeting scheduled for 09 Feb at 09:00)
- 4d Gather and map evacuation data in one central location
- 4e Continue needs assessment – continue outbound calling
- 4f Provide support for people with livestock and animals

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4. Designated Tasks: (Specific tasks and timings for each agency under the plan.)

Ongoing

Maintain accurate log of road closures and evacuation areas	(P&I)
Consolidate reporting and information flow from FENZ to EOC	(Intel / Ops / FENZ)
Maintain EOC liaison and welfare staff at FENZ FCP	(Controller / Welfare)
Prepare EOC structure chart for EOC (incl FENZ)	(Intel)
Distribute SitRep, IAP and evacuation info to agencies	(Intel)
Assess ongoing need for cordons	(FENZ advise, Controller decide)
Ensure consistent approach for all cordons	(Police, FENZ)
Continue mapping of evacuated properties	(GIS)
Maintain fire perimeter maps	(GIS)
Maintain master list of evacuees in EMIS	(Welfare)
Continue needs assessment – outbound calls	(Welfare)
Prepare information for disposal of and care for livestock	(MPI / Comms)
Collect and publish information every three hours	(Intel and Comms)
Review and update “next steps” information fo affected people	(Welfare and Comms)
Organise recovery plan and organise public meetings	(Recovery)
Manage stock welfare	(MPI with FedFarm support)

Friday

Prepare evacuation plan for Wakfield	(Welfare/Ops)
Ensure sufficient resources available should Wakefield evacuation occur	(Welfare/Ops)
Conduct Restricted Resident Access in Redwood Valley and Golden Hills. Other areas may be included if resources and conditions allow. (FENZ decision 06:30, Residents access 08:15 to 10:00)	
Review success of RRA and plan for further RRA	(multi agency)
Prepare rapid BI forms, tasking and maps for building and safety inspections	(Ops / FENZ)
Review risk assessment of Network Tasman assets if fire grows	(Ops / FENZ)
Secure cellphone towers close to fire perimeter	(FENZ)
Provide temporary cell coverage where needed	(Ops)

Saturday

Evacuation contingency planning for other settlements (Brightwater, Dovedale, Woodstock etc.)	
Provide for further restricted residential access for evacuated properties where conditions allow	
Ensure sufficient aviation fuel supplies available	
Ensure sufficient aerial fire fighting resources available (e.g. “water bombers”)	

Sunday

Ensure sufficient response and EOC staff available	
Plan for school closures on Monday	
Initial needs/impacts assessment	

Monday

Planning for transition to recovery	
Secondary needs/impacts assessment	

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5. Limiting Factors: (Matters that may or will limit options, timeframes, outcomes.)

Weather forecast (Metservice as at 2034 hours):

Overnight Thursday: Wind Easterly 10-15km/h, easing to light and variable 5-10km/h tonight.

Temperature: Around 18C, cooling to 13-14C overnight.

Humidity: 45-55%, increasing to 60-70% this evening.

Outlook for Friday 8th: Fine at first, then cloudy periods developing late morning or afternoon.

Afternoon or evening showers possible. Light and variable winds at first, then northeast 15-20km/h developing late morning, rising to 20-30km/h for a time in the afternoon, then becoming light and again variable in the evening. Daytime maximum 20-22C, with RH 50-60%.

Following three days mostly fine with light winds, NE breezes in afternoons and evenings.

Potential for additional fires in new locations and call on resources to those

6. Coordination Measures: (Times, locations, boundaries, and other measures designed to coordinate the response.)

Ensure all agencies represented in EOC – with clear lines of control and decision making processes

Regular updates to the copm and back to outside agencies (2 way data flow)

The following will require significant coordination:

- Residents restricted access plan (06:30 8/2/19)
- Contingency plan for evacuation of Wakefield and Pigeon Valley

7. Resource needs: (Who will provide what and when they will do it – including: information, supply, personnel, equipment, transport.)

- FENZ and Police are self contained and sourcing their own resources – no additional requests anticipated
- Review and confirm EOC staff for rosters Saturday shift 7 and Sunday shift 8.
- Building inspection teams – potential need for Saturday / Sunday – Ops to advise
- Request further NZRT teams as necessary

8. Information flow: (Who needs to know and who has information we need? May include key information requirements, or they may be attached.)

- EOC Intel needs timely info from FENZ operations
- Maintain single source of truth for list of evacuees and welfare needs – GIS intel to coordinate and distribute
- regular update to community by public comms – timely, accurate, detailed

9. Public information Plan: (Outline of intended public information processes and outputs. This may be attached.)

Regular press releases

Detailed updates released every 3 hours

Monitor and respond to social media – copy info to Intel

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10. Communications plan: (Frequencies/purpose/coverage, role cellphone numbers, communications schedules, etc.)

Information published to social media (ongoing)
Handover plans from each section for next shift

11. Organisation: (List/organisation chart of key roles, contact details and rosters of people assigned to the roles.)

Prepared by: Glenn Stevens P&I	Signed:	Date/time: 08/02/2019 02:30
Approved by: Rob Smith Controller	Signed:	Date/time:

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Once approved, the plan should be pdf'd to prevent changes and the template used for the next version of the plan.

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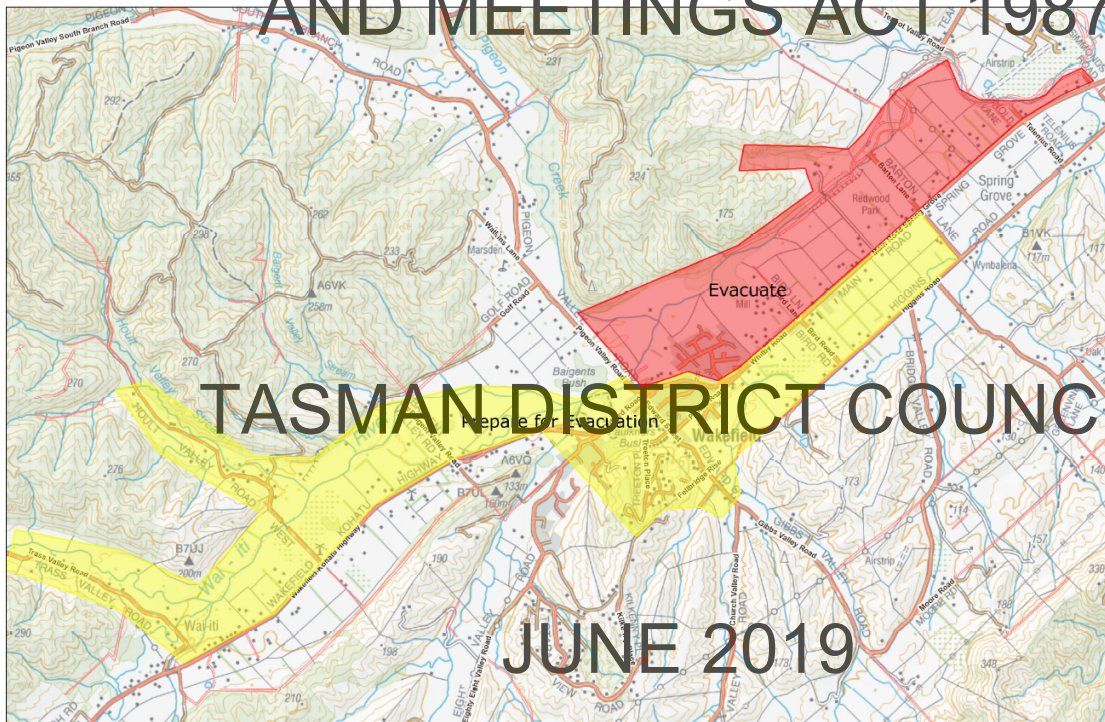
**Wakefield Evacuation Plan A:
Northward evacuation – to Richmond (Saxton Field) via Richmond.**

- Conditions triggering the evacuation

Due to proximity of fire to cut-off/trigger points (11km from Pigeon Valley Rd, 3 hours to edge of Pigeon Creek near Golf Rd) and prediction of high N/NE winds in afternoon, Pigeon Valley Road area of fire not likely to be stopped. Decision made to evacuate Wakefield (north of SH6, between Pigeon Valley Rd and Simmonds Rd), in direction of north into Richmond.

- Mapped area for evacuation/area to be evacuated
- Stage 1 (red map area) – To evacuate Wakefield immediately. All properties north side of Main Road Spring Grove, and East of Pigeon Valley Rd to Simmonds Road.

Stage 2 (yellow map area) – Message to go out to remaining area of Wakefield, and west of Pigeon Valley Rd (Hoult Valley and Trass Valley Rds). Prepare to evacuate.



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Wakefield Evacuation

0 310 620 930 1240



- Roles for evacuation procedure (Defined as per EOC Operational Guidelines).

- Evacuation Plan – Police, CDEM
- In charge during evacuation – Controller, Police
- Security - Police
- Welfare - CDEM
- Transport - CDEM, Ops
- Traffic management - Ops
- Messaging and community info relay - PIM (mobile alert, media, sirens, door knocking, Police and Fire (door knocking))
- Other - tent city/catering (NZDF)
- Evacuation assistance - NZDF

- Identified “at risk” people/communities
 - Community demographics – DHB, Corrections, Police
 - Community vulnerability analysis
 - Livestock – “people first”

- Related warning instructions/message to the public

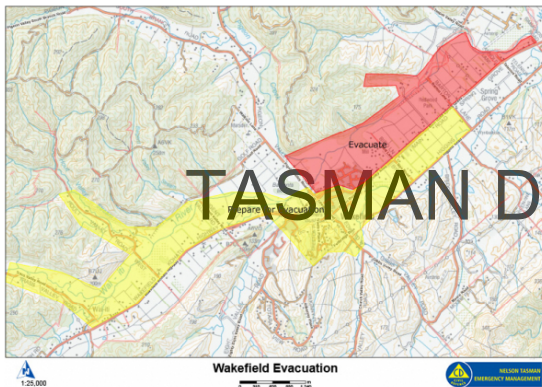
• [Pigeon Valley Fire update 16 8 Feb 2019 - 1300 hrs](#)
08/02/2019 1:04pm

Wakefield residents north of State Highway 6 between Pigeon Valley Road and Simmonds Road have been asked to evacuate due to the risk associated with wind change. This is a precaution.

If you are elsewhere in Wakefield be prepared to evacuate or self-evacuate.

The Civil Defence Centre in Wakefield has been moved to Saxton Field Stadium. Evacuated residents are asked to register, either by going to the centre or for those who can't make it to the centre, or don't need additional assistance please call 03 543 8400 to register by phone.

There is an animal response team in the Pigeon Valley area to assist with animal evacuations. If you need somewhere to take your animals, go to the Richmond Show Ground.



- Procedures for assisting evacuees

- Evacuation plans/procedures

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- Evacuation route/procedure

NZ Police evacuation plan: Segmented approach, 27 GIS defined “blocks” of properties for police evacuations. Door knocking/clearing properties.

- Means of accounting for evacuees

- Welfare support provisions

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- Security of evacuated area

- Procedure for return of evacuees

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- Logistical support processes (assistance roles in evac)

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Kate Redgrove

Subject: FW: Controller Handover Shift 5 to Shift 6

From: Hannah Simpson

Sent: Friday, 8 February 2019 4:06 AM

To: Joe Kennedy <joe.kennedy@ncc.govt.nz>; Rob Smith <Rob.Smith@tasman.govt.nz>; Dennis Bush-King <Dennis.Bush-King@tasman.govt.nz>; NT-CDEM Controller <controller@nelsontasmancdem.govt.nz>

Subject: Controller Handover Shift 5 to Shift 6

Controller Handover, 18:00hrs

R Ball, R Smith, DBK, J Kennedy, Ian Reade, Simon Chambers

Itinerary for shift 6:

05:00 Handover

06:00 Shift Starts

06:30 Room Briefing

08:30 Media Standup

- FENZ ops and media staff for shift 5 TBC by Ian Reade. Confirmed Gary will be in Ops Centre. Dave and Gareth on the ground ops.
- Chorus tower (Vodafone and Spark) – back up tower ready to deploy from Wellington (via trailer/ferry) as a precautionary measure. R Ball approved this expenditure (approx. \$5k), but will come to Shift 5 Controller (R Smith) for sign off.

Action: R Smith will confirm media stand-up time with FDC Deputy Mayor Tim King.

- Janelle Mackie and working party have formed a brief/plan for resident access to properties. This was deferred due to the flare up this afternoon. Preference from FENZ will be to try again first thing 08/2/19. Preference for notifying people is via outbound calls/text. Will need to confirm this at morning briefing 08/2/19, 06:30hrs.

Action: Weekend Rosters. Becky has made a start. At this stage, it's not envisaged night shifts will be required but this remains subject to ongoing review based on the situation escalating.

- Note costs of group to group travel are to be met by the group and CDEM at this stage (group agency cover sending costs and CDEM cover hosting costs. Keen for a conversation with MCDEM around funding at a national level.
- Believe Redwood Valley scheme is being fixed. Dovedale scheme functioning.
- CE of MPI (Ray Smith) visiting 8/2/19 – timing TBC. Simon will handle coordination of this.
- Golden Hills residents advised to remain in situ (some in their cars) until further notice. Jim Frater will be on the ground 8/2/19.

Action: MSD Helpline – query around 0800 559 009 number. Can Welfare confirm this number is correct?

- Incoming call volume reduced, confirm TDC CSOs can be stood down and calls referred through call care.
- FENZ / CDEM SITREPS – are agencies receiving each others reports? Ian Reade to confirm last Fenz Sit Rep report was received by Police.

IMB 19:30hrs (FENZ, NZ Police, PIM, Recover Mgr, Response Mgr, Controller)

- Fire moving along westerns hills of Wai-iti river in Wakefield direction (western side of Teapot Valley, Barton Lane).
- Barton Lane evacuated, new cordon in place.
- Reports of embers falling in Wakefield – will need to consider relocating CDC from Wakefield.

ACTION: FENZ to confirm what the next boundary will look like. Latest SIT rep being signed off and should be ready in time for 20:00hrs briefing.

ACTION: FENZ need to lock down cordons and advise Police and contractors.

- May need to consider SH closure due to smoke.
- Media update underway (PIM).

19:45hrs – Controller to Welfare

- Embers reported in Wakefield. Welfare asked to scope potential evac of Wakefield CDC. Looking at Richmond NewLife Church and Brightwater Memorial Hall.

20:00hrs – Room Briefing (Controller)

- Round the room agency/rep introductions.
- Comms teams from Police and FENZ working with PIM. Reminder all comms need to go through all three agencies.
- Confirm liaison with NZ Defence Force (when direct rep not in the ops room) will be Mat Arnold Kelly (Police).

Update from FENZ (Gary) – latest SIT rep

- Fire moving along western side of Teapot valley towards Wakefield, Barton Lane evacuated.
- Teams will continue to work through the night.
- Wind expected to decrease during the night.
- Ground crews investigating reports of smoke and embers in Wakefield.

Update from Police (Zane)

- Police anticipating potential evacuation need for Wakefield residents – note they need approximately 2hrs warning to mobilise (62 rural residential properties took 1.5hrs to evacuate earlier in the day).
- Helicopters will be grounded overnight.

Controller:

- Reminder of mission.
- Janelle and team still working on access for residents tomorrow am.
- Standup Media Briefing 08:00hrs (08/02/19) – PIM preparing updates for that.
- Handover notes and full relevant brief ready for shift 6.
- Rosters for incoming staff need to be confirmed in time for shift 6.
- Public information around road closures and cordons needs to be current and on the website.
- Will call another room briefing as soon as advice is received back from FENZ.
- SIT rep 22:00hrs.

20:20hrs – Controller to Police Comms

- Media Stand up confirmed for 08:30hrs 8/2/19. Reason for later start is to allow time for John Sutton (FENZ) to travel back from the field to EOC for the briefing. This will be confirmed at 06:30hrs room briefing.

20:25hrs Update from Police

- Reports of ash falling in Wakefield. GIS estimate over 500 properties in potential evac zone.
- Police and FENZ will confirm situation from on the ground reports and provide a room briefing as soon as Grant returns.

20:28hrs – Controller to P&I

- Tasked with confirming updated weather report.

20:33hrs – Controller to Recovery and Police

- Rationale for recommendation to open a second CDC in Richmond and not more locally in Brightwater (if Wakefield / Brightwater are not being evacuated, this could cause concern among residents). Concerns from Police around proximity to fire should the wind change or the fire jump again.

20:37hrs – IMB (Controller, FENZ, Response, Police)

- Report from Grant (FENZ) – fire is active and heavy smoke.
- Concerns Vodafone cell tower might be compromised. Replacement is en route, but won't arrive until 8/2/19.
- Infrastructure assessment requested for affected and surrounding area.

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- Fire burning high, heavy smoke and spotting.
- Recommendation is to pre warn now while it's still light and people are awake – affected area Pigeon Valley road north, along SH down to air strip. Estimates 581 properties (3000 people) in that block. Will need to use media to warn people. Questioned whether to use cellphone alerts. Police can do door to door, but if property estimate is correct time is a factor.

Actions – confirm operational CDCs, infrastructure assessments, comms.

Recovery Manager will ring Michael Higgins with advice to evac.

- Decision to close SH will be on recommendation of NZTA, requiring sign off from Controller. NZTA will manage (through contractors) in the event closure is necessary.

20:48hrs – advice to room to expect briefing at approx. 20:50hrs.

20:55hrs – Controller to Recovery manager

- Authorised Recovery Manager to redirect water take at Wakefield to maximise extraction (under CDEM Act).

20:57hrs Room Briefing Grant (FENZ)

- Messaging needs to go out with proactive advice to Wakefield residents around mitigating risk from falling ash and embers (water decks and gutters, keep windows closed and animals indoors/contained).
- Pre warn people to be ready for evacuation as a precaution from Pigeon Valley north along SH to air strip. Consider putting a mobile alert out. Advise to leave phones on, contact neighbours and friends to share the message around fire protection. Police and FENZ will specify which area they want to evacuate.
- Evacuation north of Wai-iti river underway/complete.
- St John operating Wakefield CDC. This will remain open, but a second CDC will be opened at Brightwater. Richmond on standby for CDC at Richmond NewLife Church.

21:14hrs – Controller to Response Manager

- Confirm process for activating text alerts. Will make contact with MCDEM (Simon)

21:16hrs – Controller to Welfare

- Discussed location of CDC2 (Brightwater v Richmond). Controller keen to keep services as localised as possible, provided safety is ensured. Agree Brightwater location as information centre with Richmond on standby.

21:19hrs – NZTA (Andrew) to Recovery Manager

- SH closure not necessary at this stage. Advise putting a speed limit in place. Andrew will confirm speed limit.

21:38hrs – telecom with MCDEM (CDEM, PIM, Police, FENZ)

- Wakefield covered in thick smoke, risk of ember transfer significant, fire jumped this evening through approx. 800m of defence line.
- Helicopters removed as can't fly at night.
- Fire risk anticipated to reduce overnight.
- Need to be in a position to pre ward people that they need to be in a position to move/evacuate if necessary. Also need to advise of precautions around mitigating risk from falling ash and embers.
- Need to alert residents to report smaller fires through to 111 if sighted.
- MCDEM on board with text alerts from public safety point of view. Police support proposed EMA action.
- Two cell towers for Vodafone/spark north of Wakefield and one for 2 degrees. Impacted residents only half of Wakefield township, but precautionary message can go out to all with clear messaging around those effected.
- Reference Wakefield township and be clear on where directed for further information. Include CDEM as championing the message. Do we need to include advice on public health (smoke). Reps from DHB and Public Health on ops and will be featured in messaging.
- Sequence of events - national media, CDEM websites updated, text alerts out. Broadcast for 30 minutes. OK from MCDEM to go now.
- 30minute broadcasting duration, include all three cell towers, URL.

22:00hrs – call referred through Call Care - following evacuation of Spring Grove Kennels approx 30 dogs require temporary shelter overnight. Controller authorised Hole Diggers Dog Spa in Hope who have capacity for 5-6 dogs, but do not have a licence for overnight stays. Operator of Hole Diggers (Carl – 544 2186) was also advised to refer Spring Grove Kennels to Control Services for support finding accommodation for the remaining animals.

22:10hrs – call to Suzanne to assess capacity of Call Care to handle additional volume of calls anticipated following text alert. CSOs will be brought in to TDC Richmond Main Office to man phonelines. One additional resource to CDEM to cover phone here.

22:10hrs – Controller authorised temporary speed restriction of 70kmph at SH6 from Rutherford Road to Wakefield, with ongoing assessment throughout the night as a safety precaution.

23:12hrs – update from FENZ (Police, FENZ, MCDEM, CDEM, PIM)

- Question from MCDEM as to whether teams can evacuate and then process approximately 3000 evacuees with resources currently in place.
- Planning in place for evacs and confident sufficient resource in place.
- Key will be around sufficient lead time.

Telecon with MCDEM, CDEM, FENZ, Police and Minister O'Connor:

- **Update from Gary Ward, FENZ** - smoke and ashfall to residents of Wakefield. Precautionary 'get ready' warning sent to residents around preparedness for evac should the need arise. Worst case approx. 3000 affected. At the moment, approx. 400 evacuated.
- **Update from Catherine, CDEM Welfare** - reports of 4 or 5 people who have self evacuated. No reports of alarm and no contact to CDEM welfare for information.
- **Update from Mat, Police** – grid system breakdown of Wakefield in place in prep for evacuation. Initial evacuation of around # took approximately 1.5hrs. Anticipate evacuation for town will take 4-5 hours. Police are confident they can safely complete evacuation in 4-5 hour window and that they have sufficient information.
- Following evacuation, people will be asked in the first instance to go to friends or family. CDCs will be set up in Brightwater and Richmond (with support from Red Cross). In the event of an evacuation Wakefield CDC will be closed and that resource redeployed Brightwater CDC operational now. If additional resource is required to operate additional CDCs in Richmond, a request for that resource will be made early. CDEM currently working through a plan to staff additional CDCs.
- Not anticipating significant change in fire overnight. Mid afternoon 8/2/19 winds could come back.
- Are we prepared with public information for residents as to where to go – advice is already online to go to family/friends, hotel/motel then CDC in that order. Advice notes CDCs are geared more towards processing, rather than overnight stays.
- Messaging was proactive to promote preparedness and safety messaging, to assist with evac process if required.
- Urge from MCDEM to ask for additional resource early if there is any indication this might be required.
- Confirm if a decision is made to evacuate, every door will be knocked on. 20 NZDF staff within Nelson. 20-30 Police officers on duty and an additional 50-100 can be called out within a short timeframe to assist.

Call ended 23.34hrs.

23:34hrs: FENZ update to Police, Recovery, Response, Welfare and Controller, Peter Bramley (Health)

- Briefing on updated fire modelling for 8/2/19 afternoon, approx. 13:00hrs.
- Police confirmed trigger points as mapped allow sufficient travel time.
- Need to confirm number of dwellings/occupied dwellings.
- Dave will update on the ground ops of revised modelling.
- Mapping with GIS, they also have all the latest fire lines as at 21:00hrs.
- Confirm mapping can be shared at 06:30 room briefing.
- Agree offshift staff will brief Ministers at 06:30hrs.

23:46hrs Room Briefing – Controller

FENZ Update:

- Change in weather led to unpredicted fire growth (jumped defence line)
- Lost one shed

- Not expecting much overnight, 100m growth approx.
- Crews working overnight to put in containment lines in Moutere area.
- Winds expected to turn again towards Pigeon Valley and pick up from around 13:00hrs (8/2/19). Trigger points are on Hayton's Road. Travel time from there approx. 2hrs, which should leave sufficient time to evacuate.
- 5hr window from trigger point at Pigeon Valley Road to cell tower.
- Reminder process is FENZ identify the risk, Controller signs off and liaises with Police around action.
- Additional trigger point??

Police Update:

- Wakefield affected area broken down into grids. NZ Defence and Police resources in region and can be activated/diverted for evac.
- Need to identify resource to operate additional CDCs.

St John:

- Activated shuttle service for proactive evacs of high need residents.
- Resources pretty stretched, but additional resource en route.
- Identifying capacity in other rest homes.
- Focus will be on evacuating highest need clients first.

P&I:

- No new updates. Questions around welfare resources to operate CDCs – protocols in place are to advise people towards friends and family first, or to register for assistance at a CDC where necessary. Expect to be stretched, but able to cope.
- Triggers are for evacuating two different points depending on wind direction at the time.

Welfare:

- Discuss at start of shift six evac of animals and whether national assistance can be offered.
- Messaging across social media is to keep animals contained and under control in preparation for potential evacuation.

Ops:

- No fly zone in place up to 3000ft above sea level until Monday. Will coordinate with FENZ extending or cancelling this from Monday – noting it's likely to be extended.
- Public concerns around welfare of stock.
- NZRT2 due back soon. Likely to be needed to manage re-entry 8/2/19 so would prefer them to be stood down overnight.
- Offer of orian flight for recon purposes – ops and FENZ will connect offline over need/value.
- Redwood Valley water supply – all known faults fixed. Contractors filling the line to check for leaks. Should be operational from 8/2/19 am.
- NZRT from Marlborough on standby for 8/2/19. Are any other additional resources required – flag the need early.
- Record key points in handover forms for shift 6. Focus on re-entry.

Response:

- Stress teams need to be mindful of ensuring there is sufficient resource to cope with evac of up to 3000 people should the need arise. Any inkling additional resource might be required flag it straight away.

PIM

- No new media brief this evening, focus will be on handover.

Final note from controller – all updates for Incident Action Plan to PIM, please
Briefing closed 00:04.

00:15hrs

- Request for 9 additional admin staff for shift 6 across functions approved. Request has been passed to logistics to source.
- Agree to close Brightwater CDC overnight from 12:30hrs through lack of demand (no drop-ins since the CDC was opened earlier this evening). Available to be reopened if needed. Welfare will liaise with PIM around public messaging.

00:29hrs Briefing around restricted re-entry plan for Golden Hills / Redwood Valley areas (Ops Manager, Dan)

- Re-entry to check animal welfare or for other urgent needs (collecting medication etc).
- AM targeted message to evacuees from those areas to register at cordon for e-entry.

Action: Immediate job for Ops manager to establish who will manage targeted messaging. Number of evacuees yet to be confirmed, anticipated between 30-40 pax.

- Timeframe to be determined by Controller, but Ops envisage around 2hrs for re-entry.
- Ops team will tighten timeframes for notification, registration and re-entry. Will need resource ready potentially at start of shift to contact residents.
- FENZ have shared a draft Go/No Go around safety in light of ongoing activity with Janelle and will share with Dan.
- Note final Go/No Go around re-entry needs to be communicated though CDEM with Controller sign off based on advice from FENZ and agreement of Police. Comms between ops and on the ground is crucial. On the ground (FENZ) ops reserve the right to make a no go decision at any point based on at cordon safety/risk assessment. 'Go' can be pulled at any time if resources need to be pulled back and reallocated to evac.

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Focus Areas for shift 5/handover.

- Off shift staff confirmed for 06:30 briefing with MCDEM
- More response teams required? – tasked to logistics to confirm Marlborough response team from 8/2/19.
- Next EMA/ cancellation – subsequent EMA will be sent only in event of evac. PIM media release prepared and sent out to all outlets and on websites with advice to residents following first EMA.
- Resourcing (CDEM/agency) – request for 9 additional admin, but resourcing over the weekend and Monday will need to be confirmed during shift 5.
- Re-entry – timing and contact
- Infrastructure assessments – media release prepared by PIM around school closures. Ready to send following decision by Shift 6 Controller.
- Handover 06:00hrs
- CDEM Wakefield evac planning
- CDC planning and back up support
- Building assessment process
- Confirm road closures and evacuated areas

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Action: Lifelines/Planning are mapping critical infrastructure in affected areas with a view to proactively informing actions (i.e. school closures etc). Shift 6 Controller to confirm decision around school closures at 06:00hrs.

Action: Shift 6 Controller to ensure they are fully briefed around plan and process for re-entry in time for 08:30hrs media stand up.

03:54hrs - Re-entry Plan confirmed via email with the following advice (refer to email for full detail and attachments):

Hi all

TASMAN DISTRICT COUNCIL

This is to confirm the latest version of the proposed managed re-entry program for Golden Hills Rd and Redwood Valley for registered residents tomorrow morning.

The project will now commence at 0700 with the following action points:

- There will be up to 21 residents registering for access.
- 0700 reconnaissance of Golden Hills Road and Redwood Valley Road by FENZ. Decision to go or not go
- 0830 Go directive relayed directly to FENZ staff/Controller at EOC for final approval. If all clear given > approval given to Operations Manager to send bulk text (data on spreadsheet attached) inviting residents to register at cordons between 0930 and 1000
- 0900 Teams (x2) consisting of x? Fenz, x1 Police and x2 NZRT2 staff meet at Cordon 9 for Golden Hills Road entry and Cordon 2 for Redwood Valley entry for team briefings on administering incoming residents.
- 0930 Residents begin to arrive. Registration process begins using Registration Forms (Civil Defence Evacuee Forms as a backup)

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- 1000 Group safety briefing given to all residents outlining safety requirements and time required to be out by etc
- 1015 Residents allowed in
- 1200 All residents must be out

Please see attached plan. NZRT2 volunteers will be ready at Cordons 2 and 9 at 0900.

06:30hrs Room Briefing Guide to Incoming Controller

- Introductions
- Situation – general overview from P&I manager, then move to agency updates, followed by updates from remaining functions. Check for questions.
- Mission – reconfirming response objectives (contained within SIT rep)
- Execution – confirm processes (reminder that there is an action plan that staff should make themselves aware of). Key areas of focus are restricted re-entry plan, evacuation process preparedness and road closure record (which P&I will manage). Recommendation also to maintain a decisions register to record any decision or delegation by Controller (check focus area whiteboard).
- Admin – recording, logging and noting shift schedule including timings. General reminder to be orderly about record keeping. Advise room MPI CEO Ray Smith will be visiting – timing unknown.
- Command – identify key roles e.g. Response Manager
- Questions

Contacts:

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Dean Hunt (Fulton Hogan)

/ dean.hunt@fultonhogan.com

Rob Smith (Shift 5 Controller) –

Hannah Simpson (Shift 5 PA to Controller) –

Red Cross (for updates and Sit reps) – chc23@redcross.org.nz

Simon Chambers (MCDEM) –

GOVERNMENT OFFICIAL INFORMATION

RELEASED UNDER THE LOCAL

AND MEETINGS ACT 1987

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TASMAN DISTRICT COUNCIL

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Date/Time	Nature of Decision	Authorised by	Comments
08/02/19 12:25	Residents in red area on map in Wakefield to be evacuated, residents in yellow area to be prepared to evacuate.	Dennis Bush-King – Controller	
08/02/19 12:25	Wakefield CD evacuation centre closing, Saxton Stadium, Saxton Field new CD evacuation centre.	Dennis Bush-King – Controller	
08/02/19 16:30	Roads in Wakefield area being closed as people are being evacuated. Police managing this process.	Roger Ball – Alternate Controller	
08/02/2019 19:30	Approved Wakefield rolling road closures between Barton Lane and Baigent Road.	Rob Smith Controller	Stage two Wakefield RD closures
08/02/2019 19:30	Approved Wakefield rolling road closures between Barton Lane and Baigent Road.	Rob Smith Controller	Stage two Wakefield RD closures
09/02/2019 0720	Media release – re-opened controlled (convoy) access into Wakefield (SH6)	Dennis Bush-King Alternate Controller	
09/02/2019 1445	Wakefield Primary School – following discussion with Principal and Deputy Principal we have supported their intention to relocate school operations from Monday to Wednesday to the Hope Community Church in Ranzau road.	Dennis Bush-King Alternate Controller	
09/02/2019 1700	Media release re prepare to evacuate at Wai-iti	Dennis Bush-King Alternate Controller	
10/02/2019 23:00	Review evacuation position for Simmonds Road, Barton Lane and Golden Hills Road	Rob Smith, Controller	
11/02/19 02:00 and ongoing until 03:00	Decision made to allow people to move back to Wakefield	Rob Smith Controller	
11/02/19 02:50	Soft removal of diversion at Kohatu at 1200 hours – ie, don't advertise, just let it happen	Rob Smith, Controller	
11/02/2019 07:25	Decision to change wording for media brief around access to Wakefield; the message is we are working on a plan and further details to be released.	Roger Ball Controller	
11/02/2019 07:30	Decision to meet over at FENZ and discuss the outcome to open up Wakefield. Time to be 9.00am	Roger Ball Controller	
11/02/2019 14:02	Decision to re-open Wakefield	Roger Ball Controller	Multi agencies agreed this was safe and manageable if they needed to re evacuate and all supported Roger giving the OK