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New Zealand Government



Offshore Deployment Guidelines

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Acronyms

| | |
|--------|---|
| CDEM | Civil Defence and Emergency Management |
| CIMS | Coordinated Incident Management System |
| CTAG | Combined Threat Assessment Group |
| DART | Disaster Assistance Response Team |
| DVI | Disaster Victim Identification |
| ECC | Emergency Coordination Centre |
| ETF | Emergency Task Force |
| FENZ | Fire and Emergency New Zealand |
| EMT | Emergency Medical Team |
| FRANZ | France, Australia and New Zealand |
| FPT | Forward Planning Team |
| LEMA | Local Emergency Management Authority |
| MOH | Ministry of Health |
| MFAT | Ministry of Foreign Affairs and Trade |
| MFA | Minister for Foreign Affairs |
| MOU | Memorandum of Understanding |
| NCMC | National Coordination Management Centre |
| NGO | Non-Governmental Organisation |
| NZDF | New Zealand Defence Force |
| NZMAT | New Zealand Medical Assessment Team |
| NZP | New Zealand Police |
| SAR | Search and Rescue |
| SITREP | Situation Report |
| SSC | State Services Commission |
| TOR | Terms of Reference |
| UNDAC | United Nations Disaster Assessment and Coordination |
| USAR | Urban Search and Rescue |

Offshore Deployment Working Group

This Offshore Deployment Guideline was developed in consultation with the Offshore Deployment Working Group members. Any changes to these Guidelines are approved through the Group. Contact the Humanitarian and Disaster Management Unit of MFAT if you would like any further information.

Organisations Involved in Offshore Deployment

Ministry of Foreign Affairs and Trade - Manatū Aorere

The Ministry of Foreign Affairs and Trade is the lead agency for New Zealand government response to disasters offshore. MFAT coordinates and oversees the response. The MFAT Post in-country is responsible for all deployments.

Ministry of Civil Defence & Emergency Management – Te Rākau Whakamarumarū

MCDEM is the central government agency responsible for providing leadership, strategic guidance, national coordination, and the facilitation and promotion of various key activities across the 4Rs (risk reduction, readiness, response and recovery). It is the lead agency at a national level responsible for coordinating the management of CDEM emergencies. MCDEM may act as a support agency by coordinating the CDEM response to any given emergency managed by another lead agency. MCDEM is responsible for maintaining the National Crisis Management Centre (NCCMC) in a state of readiness and for the National Warning System.

Ministry of Health - Manatū Hauora

MOH is responsible for ensuring New Zealand's health system, at both national and District Health Board level has an effective coordinated system of emergency response for domestic emergencies. MOH may deploy personnel through the NZ Medical Assistance Team (NZMAT) to support an affected country's medical system.

New Zealand Defence Force – Te Ope Kātua O Aotearoa

The NZDF is responsible for the defence of New Zealand. NZDF may provide logistical, surveillance, engineering, technical, or other support to a New Zealand response offshore.

Fire and Emergency New Zealand - Whakarātonga Iwi

Fire Emergency NZ (FENZ) is a Crown Entity responsible for response to fires and management of urban search and rescue (USAR) and DART capability. FENZ may deploy a USAR team in response.

New Zealand Police – Nga Pirihimana O Aotearoa

NZ Police is the lead agency responsible for reducing crime and enhancing community safety within New Zealand. NZ Police may be deployed to provide assistance with Search and Rescue (SAR), Disaster Victim Identification (DVI), and security.

Ministry for Primary Industries – Manatū Ahu Matua

MPI is the lead agency responsible for protecting New Zealand from biological risk from pests and diseases. MPI may provide biosecurity screening for deployed team.

New Zealand Customs Service – Te Mana Ārai o Aotearoa

NZ Customs Service is responsible for ensuring the security of New Zealand's borders. They administer entry requirements for teams

entering New Zealand.

Other Guidelines

The guidelines are to be read in conjunction with: New Zealand Government 10 Guiding Principles for Providing Humanitarian Assistance in the Pacific; The Sphere Project Humanitarian Charter and Minimum Standards for Humanitarian Response¹; and the Core Humanitarian Standards. These must be adhered to by agencies to meet the internationally deployable obligations of the New Zealand Government.

Offshore Deployment Overview

New Zealand provides international humanitarian assistance in response to requests from affected country Governments and supports the efforts of a coordinated international response system.

MFAT leads and coordinates New Zealand's whole-of-government response to an overseas natural disaster. Where a NZ Inc. offshore response is required, MFAT will coordinate and, where appropriate, engage agencies to deploy. These guidelines are not intended to cover bilateral agreements where MFAT is not the lead agency.

The MFAT in-country Post is responsible for all New Zealand deployed capabilities and personnel. The Head of Mission is the senior NZ official in-country. Where there is no Post in-country, or an accredited Post, MFAT remains the lead.

Humanitarian assistance is effective needs based response to, and recovery from emergencies. Generally, humanitarian assistance is short-term and focuses on immediate relief and facilitating the early return to normal lives and livelihoods.

Given New Zealand's strong cultural and political ties, and its geographic proximity, Pacific Island countries in the south-west and central Pacific are the primary focus of our humanitarian assistance. Beyond the Pacific, South-East Asia is our next focus.

¹ The Sphere Project, *Humanitarian Charter and Minimum Standards in Humanitarian Response*, The Sphere Project, London, 2011.

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Definitions

Mission is the activities undertaken by the deployed capability in completing tasking. Multiple missions may be undertaken to a single country, should the response require a breadth of tasks/responses.

Coordination is the bringing together of agencies and resources to ensure a unified, consistent, and effective response. Command and control arrangements assist with coordination by defining lead and support functions between and within agencies.

Control (authority across agencies) is executed horizontally, and is the authority to direct tasks to another agency, and to coordinate that agency's actions so they are integrated with the wider response. Control does not interfere with another agency's command authority to supervise or organise its personnel, resources, and how its tasks are conducted.

Command (authority within an agency) is executed vertically within each agency, and includes the internal ownership, administrative responsibility, and detailed supervision of an agency's personnel, tasks, and resources. Command cannot normally be exercised outside an agency.

Lead Agency is the agency which establishes control to coordinate the response of all agencies in involved. For a response to offshore natural disasters this is MFAT.

Support agency is an agency that provides support to the lead agency in a response. The lead agency tasks and coordinates support agencies' resources and actions. The type of incident determines which support agencies are involved, and these agencies may change as the response progresses.

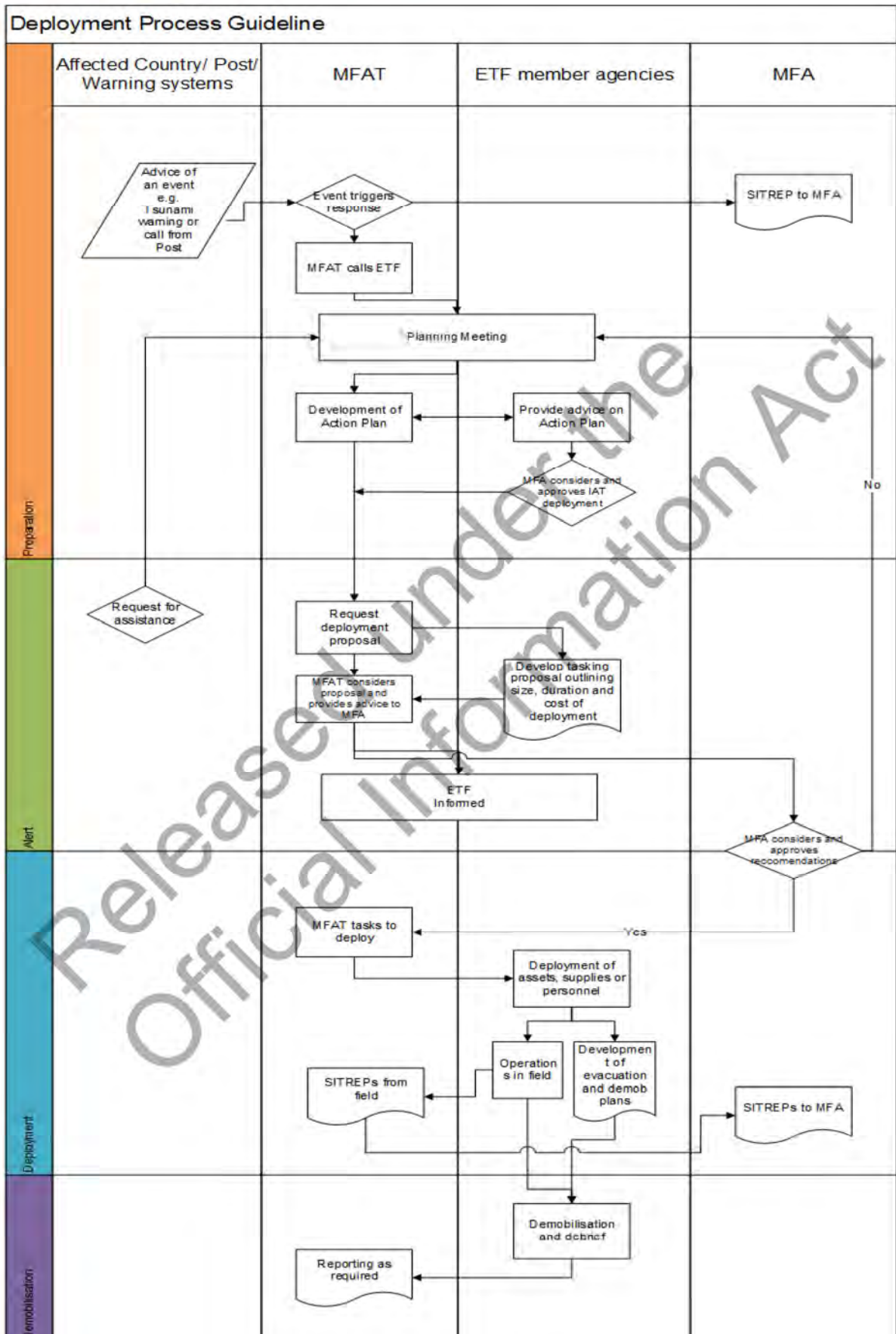
Deployment proposal request is issued by MFAT to agencies to provide an outline of capability that is available to respond.

Deployment Terms of Reference (ToR) is issued by MFAT to agencies to outline the key objectives of the deployment.

Tasking is issued by MFAT to an agency as authorisation to deploy agreed resources on a mission.

The Emergency Taskforce (ETF) is a planning group of inter-agency government members who meet regularly during a response to support decision-making, chaired by MFAT. Refer to the Command and Control section of these guidelines for further info.

Deployment Process Guideline



Deployment Phases

Deployments usually follow the following four phases:

- Preparation;
- Alert;
- Deployment; and
- Demobilisation.

Preparation

The preparation phase is activated when MFAT notifies Supporting Agencies of a disaster (or potential disaster). MFAT starts gathering intelligence and scoping potential response capabilities and options. MFAT may convene an ETF (refer ETF ToR provided separately) or planning group meeting and start developing the response Action Plan.

During the preparation phase MFAT leads the following activities in partnership with Supporting Agencies:

- Monitoring of the situation;
- Gathering of intelligence;
- Obtaining a country risk assessment²;
- Development of the initial response Action Plan; and
- Development of indicators for demobilisation.

Agencies contribute to the above steps including through provision of information on response capabilities. Agencies which maintain a capability to deploy are to advise MFAT of any change in conditions that may affect their ability to deploy.

Alert

The Alert phase is activated when an event has occurred; and MFAT is coordinating a response and considering recommending a deployment.

There are **two levels** of alert:

Alert Level 1 (A.1): A.1 Alert 'Standby' identifies that tasking may be issued to bring capability to enhanced notice to move. During this alert phase, the following actions may occur:

- MFAT will notify agencies of the A.1 Alert – Standby;
- MFAT may request a Deployment Proposal from appropriate agency/ies;
- MFAT may seek clinical advice from Ministry of Health on recommended vaccinations, personal protective equipment and other precautions;
- MFAT may request that agencies identify potential Initial Assessment Team members (refer to the FPT section of these guidelines); and
- Agencies will alert potential team members.

² CTAG and MFAT Security Division will provide the assessment.

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Alert Level 2 (A.2): A.2 Alert 'Notice to Move' identifies that relevant agencies have prepared a deployment proposal, it has been endorsed by the Controller, and MFAT is planning/preparing a recommendation to MFA.

Pending approval by MFA, tasking will be issued to bring capability to enhanced notice/readiness to move. During this alert phase, the following actions may occur:

- MFAT will notify agencies of the A.2 Alert – Notice to Move;
- Where appropriate, MFAT may authorise agencies to pre-deploy. This may include moving staff and/or equipment domestically, to position for offshore deployment. In this event MFAT will cover agreed costs incurred by the agency;
- MFAT and supporting agencies will work together to consider the need for an FPT and its composition. Final approval for an FPT and its composition will be at the discretion of the Controller; and
- MFAT will advise the appropriate agency/ies of decisions.

Deployment

The Deployment phase is activated when MFA has approved the deployment. During this phase, the following tasks may occur:

- MFAT will provide tasking to the agency/ies to deploy that provides the scope of the deployment and Deployment ToR;
- MFAT may arrange a pre-deployment briefing and information on in-country arrangements;
- The agency will undertake its mission in accordance with the tasking, agreed proposal, action plan and mandate;
- The agency Team Leader will develop with the MFAT Humanitarian Deployment Lead appropriate operational plans, including evacuation, health and safety, and demobilisation plans.

Demobilisation

The Demobilisation phase is activated when the tasked capability prepares to return to New Zealand in accordance with the agreed demobilisation plan and is released from the agreed tasking.

During the Demobilisation phase, the following actions may occur:

- The team will, where possible withdraw from the field as rapidly as possible;
- Selected team members will undertake debriefs with the in-country Post and, on return to New Zealand, with MFAT in Wellington; and
- The agency will provide all reporting and financial resolution in the agreed format and timeframe.

Command and Control

An agreed command and control structure is important to guide the deployment and to ensure consistent understanding of lines of responsibility, communication and accountabilities. It will help to ensure the capability is adequately supported throughout all of the deployment phases. New Zealand Agencies adhere to the Coordinated Incident Management System (CIMS) structure in responding offshore to a natural disaster.

Command: The line of command and instruction of any capability lies within the existing institutional and governance arrangements of an organisation. Command and instruction will also be guided by the agreed Action Plan and Deployment ToR.

Coordination and control: Coordination and control of a deployed capability is led by MFAT. This will be the Head of Mission in-country and may be operationalised through the MFAT Humanitarian Deployment Lead/liaison officer. MFAT does not exert authority over the technical expertise or operational aspects of the team (except where this may present risk to New Zealand). Rather, it ensures the response meets the New Zealand Government's intent and expectations, that risks are appropriately managed, and that the deployed resource has appropriate tasking and support from the New Zealand government. An example schematic of the command and control structure for a multiagency response to an offshore natural disaster is shown in **Appendix D**.

Emergency Task Force: The ETF is charged with:

- Coordination between agencies, FRANZ partners, NGOs and Red Cross;
- Provision of information, advice and guidance to MFAT Controller
- Provision of input into the Action Plan; and
- Confirmation of communications arrangements and engagement with key domestic and international stakeholders.

The ETF will follow notification of a likely significant natural disaster, or immediately following a natural disaster that is likely to be of a scale that requires a response by at least one other agency besides MFAT.

Given the fast-paced nature of responses, some decisions may need to be taken outside of the ETF. In these circumstances MFAT will consult relevant Government agencies prior to making recommendations to MFA.

MFAT is responsible for recommending the response options and action plan to MFA. Representatives of agencies on the ETF are expected to brief their senior executives and respective Ministers.

Planning Group: The Planning Group is responsible for reviewing the situation, identifying objectives, developing and analysing options, and identifying the preferred response option(s). Representatives of agencies on the Planning Group are expected to contribute to the development of the action plan with information on capability and options available.

Forward Planning Team

The Forward Planning Team (FPT) is an interagency rapid response deployment to the affected country to support the Post to obtain information on the ground of the event's impact and inform response options for the NZ Government. A series of impact/needs assessment questions for Agencies to draw upon are included in **Appendix E**.

Decision making: During Alert Level A.2, the Controller will determine the need to deploy an FPT. The Controller may authorise the deployment of an FPT pre-event, where the scale of the event is likely to be significant, to ensure timeliness of assessment and provision of information about the affected area.

Terms of Reference (ToR): The scope and objectives of the FPT deployment (including reporting requirements) will be determined through a ToR to be provided by MFAT.

Deployment readiness: The FPT may be expected to deploy within a very short timeframe. MFAT will notify agencies as soon as there is an intention to deploy an FPT.

FPT Pre-Event Impact Deployment (FPT-1)

The FPT may be authorised to pre-deploy to a location in advance of an event when it appears likely a country will be impacted.

Objective: Provision of strategic and operational advice on NZ Inc. response capability, conduct initial assessment of the situation, and identify requirements for NZ Inc. FPT 2 follow-on force composition.

Requirements: Self-sustainable (including health support to the FPT from NZDF), including stand-alone communications capability.

Likely composition: MFAT (1-2 reps), NZDF (up to 5 reps), FENZ (1-2 reps).

FPT Post-Event Impact Deployment (FPT-2)

The FPT may be authorised to deploy to the affected country immediately post-event impacting, to support the Post to develop a package of support for the NZ Government's offer of assistance.

Objective: Provision of detailed strategic, operational and tactical planning for NZ Inc. response capability for Post.

Requirements: Self-sustainable (including health support to the FPT³), including stand-alone communications capability.

Likely composition: MFAT (up to 3 reps), NZDF (up to 12 reps), FENZ (2-3reps), MoH (2-3 reps), NZP (1 rep).

³ The provision of health support to the FPT-2 will be determined through the planning group discussions.

FPT Reporting

The FPT will develop a consolidated report which supports the Head of Mission, ECC and Agencies' response preparation. The report will include:

1. A high-level summary for the Head of Mission based on initial impact assessment;
2. Key data/information from each agency on their specialist technical area;
3. Priority areas for support and options – including initial response options and forward-planning;
4. Risks, constraints and potential mitigation actions for each of the options.

The consolidated report must be endorsed by the Head of Mission before it is forwarded to the MFAT Wellington ECC.

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Key Deployment Roles

MFAT Wellington (National Controller) leads and coordinates the New Zealand Government's response to a natural disaster off-shore. The MFAT Post (Regional Controller) coordinates and oversees the implementation of New Zealand's response, and is responsible for all New Zealand deployments in-country.

Humanitarian Deployment Lead (Local Controller)

As the lead agency for offshore deployment, MFAT's Humanitarian Deployment Lead is the senior function deployed where the scale, nature and geography of an offshore disaster necessitates a senior MFAT representative to support the High Commissioner and coordinate NZ Govt capability to engage effectively with the affected country on agreed objectives.

The MFAT Humanitarian Deployment Lead is the Head of Mission's representative in the field.

Humanitarian Deployment Lead responsibilities include:

- Under the leadership of the Head of Mission, lead coordination of NZ Government engagement in the field/capital with the affected country to meet agreed objectives;
- Ensure NZ Inc. deployable capability tasking is agreed with affected government and is clearly communicated to local government and community representatives;
- Provide the lead interface for NZ Inc. with local government and communities;
- Ensure that the approved mandate and scope of NZ deployments and NZ's response are protected and implemented;
- Ensure clear NZ Inc. reporting on the response against agreed tasking;
- Ensure coherence between the response and NZ's existing bilateral interests, programmes or investments and to ensure a smooth transition/exit of all NZ's deployments;
- Assist with managing any potential risks to NZ or NZ's deployments;
- Ensure effective coordination with NZ's primary stakeholders in responses, particularly the affected government, Australia, France and other donors;
- Ensures timely and sufficient reporting by the deployed teams to the Head of Mission/Post ECC and Wellington ECC.

Agency Team Leaders

Supporting Agency Team Leaders'/Commanders' responsibilities include:

- Ensure the agreed tasking for their agency is implemented to an acceptable standard and in line with the approved mandate and scope of deployment, and that risks (including operational and reputational) are managed appropriately;
- Provide timely advice to MFAT (Humanitarian Deployment Lead or Post Response Manager) of any health and safety risks to their staff on deployment;

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- Provide daily reporting on their agency's deployments and tasking implementation to the Humanitarian Deployment Lead/Post; and
- Where appropriate, attend and represent the New Zealand Government in relevant sector coordination meetings.

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Liaison Officers

Liaison Officers are responsible for gathering, analysing and sharing information between their agency and the relevant coordination centre, advising on their agency's capabilities and intentions, and helping with the resolution of problems and issues. Liaison Officers do not usually have authority to make decisions or commit resources, but regularly communicate with personnel at their agency who do have this authority.

MFAT Liaison Officer

The MFAT Liaison Officer is a key deployable function that deploys with another New Zealand Government deployable capability (e.g. NZDF, Ministry of Health or USAR) to ensure effective coordination between MFAT and the New Zealand Government capability, and to support the New Zealand Government capability to engage effectively with representatives from the affected country and deliver on agreed objectives. An MFAT liaison may deploy together with a New Zealand response team or taskforce where the agency's deployment has been approved by the NZ Minister of Foreign Affairs.

The MFAT Liaison Officer's responsibilities include:

- Provide in-country and political liaison support between the deployed taskforce/team and the in-country stakeholders (including the host Government, UN agencies, donors and the international response community);
- Provide support in managing political relationships in-country and with managing specific government-to-government issues that may arise;
- Support implementation of the Action Plan and reporting against implementation;
- Document/report requests for assistance and provide advice to MFAT Humanitarian Deployment Lead (Local Controller) or Post (Regional Controller);
- Provide reporting of NZ's deployments and response implementation to Wellington;
- Attending and representing the New Zealand Government on any Government, UN, Local Emergency Management Authority or other in-country planning or coordination meetings as required;
- Provide support with managing the media, public enquiries and managing any reputational risk to NZ; and
- Liaises with other foreign countries' representatives.

Agency Liaison Officers

- Establish and maintain liaison between MFAT and NZ Inc. agencies to ensure mutual understanding and unity of purpose and action; and
- Establish and maintain liaison with host country and other counterparts as appropriate.

Readiness

Database of Personnel

Agencies must maintain a database of personnel who possess the necessary skills, qualifications, fitness, vaccinations and experience to deploy offshore, potentially into austere conditions (nominated personnel).

Agencies must ensure that all personnel on such a database maintain the specific skills and competencies, beyond professional qualifications, necessary to complete a mission overseas in austere conditions.

Agencies must record in the database the fitness to deploy of the personnel to ensure that all personnel nominated for an international deployment to austere conditions will be able to complete the operation without jeopardising the safety of themselves or others or the success of the deployment.

Agencies must record in the database personnel details, including name, passport, date of birth etc., to be provided to MFAT on deployment, where required.

Readiness to Deploy

During a non-activated period, all agencies must ensure that they are ready to be deployed against agreed readiness to move. This can include exercises and simulations with whole-of-government partners. Agencies should maintain a standard of readiness for rapid deployment and a "readiness roster", if applicable.

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Personnel Preparation

Agencies are responsible for ensuring their personnel maintain a level of physical and psychological fitness, professional competency, up-to-date experience and a medical standard commensurate with the successful completion of an operation that will ensure their own safety and wellbeing, as well as the safety and wellbeing of others deployed as part of a deployment.

Medical Clearance

Agencies are responsible for setting their own protocols around medical conditions including dental. Agencies must ensure that all personnel nominated for deployment receive a medical clearance prior to departure that certifies all personnel as fit for the operation. Any residual medical conditions need to be managed within agencies' protocols.

Physical Fitness

Agencies are responsible for setting their own standards around physical fitness required for deployment.

Psychological Fitness

Agencies should have a process for ensuring personnel who are recruited or are being deployed are psychologically fit, especially when deployed into austere conditions. Personnel must be prepared for operational conditions that will place a strain on their mental resilience. Personnel may be required to work long hours in austere conditions and may be confronted with sights and sounds that will exacerbate the psychological effects of a disaster response.

Personnel should be psychologically prepared to:

- Witness large scale devastation to urban and semi-urban areas;
- Witness the impacts of a disaster on the inhabitants of an area;
- Witness the victims of a disaster, both injured and deceased;
- Work long hours within relevant occupational health and safety guidelines;
- Work in harsh or extreme conditions, including heightened exposure to hazards and occupational risks;
- Work in close proximity with armed forces who may carry weapons;
- Experience sleep deprivation due to environmental factors, such as ambient noise or the need to evacuate a Base of Operations at short notice; and
- Be deployed for extended periods, which may involve limited opportunities for direct contact with families and friends in New Zealand.

Vaccination

Supporting agencies should ensure personnel are vaccinated for infectious disease risks identified for the country to which they are to be deployed. For personnel deployed to the South-West Pacific, the baseline vaccination schedule should be adhered to. An extended schedule of

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vaccines is recommended for deployments to the wider Pacific, South-East Asia and South America.

Baseline schedule of vaccinations for South-West Pacific:

- Diphtheria/Tetanus/Pertussis (DTP)
- Hepatitis A
- Hepatitis B
- Influenza
- Typhoid
- Measles/Mumps/Rubella (MMR)
- Meningococcal meningitis (MenACWY & MenB)
- Polio
- Varicella (chicken pox) for those who are unvaccinated or have not had a varicella infection.
- Zoster vaccine (for Shingles in those aged 65 years and older if previously unvaccinated)

Extended schedule of vaccinations:

- Cholera
- Rabies
- Japanese Encephalitis (not required for Asia if deployment is less than two weeks duration in an urban area only)

Yellow Fever may also be required (some countries in Africa, Central and South America).

Agencies should ensure personnel are deployed with sufficient supplies to ensure safe deployment including malaria prophylaxis, DEET insect repellent, sunscreen, and rehydration solution.

Equipment

Agencies should:

- Ensure that personnel are deployed with all equipment required to safely and successfully complete their mission in a disaster affected area. This equipment should be maintained at a readiness to deploy relevant to the deployable capability including personal protective equipment.
- Provide personnel with guidance on personal equipment they may and should take with them on the deployment.
- Work together to ensure interoperability of equipment where feasible.

Agencies may work together to establish collective cache where appropriate, provided that the cache is accessible for time critical deployments.

Indemnity and Professional Insurance

Agencies should ensure their risks of undertaking deployment are adequately covered, whether by insurance or otherwise. This guidance is subject to any Status of Forces Agreement or other agreement or arrangement with the host nation.

The supporting agency will remain responsible for all public liability actions, claims, demands, liabilities, damages, costs and expenses brought by third parties arising from, or in respect of personal injury to, or the death of any person, or loss of or damage to property caused by the supporting agency or its personnel in carrying out the deployment, or which arises from the performance of the deployment.

The supporting agency will remain responsible for all claims from its personnel involved in carrying out the deployment including loss of life or accident, however caused, loss or damage to, or theft of, personal effects, including tools and equipment.

MFAT may seek, where appropriate, indemnity or authority to practice from the affected Government on behalf of supporting agencies.

Qualification and Registration

Agencies should ensure that personnel are professionally qualified and registered with the relevant New Zealand authority before deploying to an affected country, where applicable.

All deploying personnel should have an appropriate, verified and current first aid qualification.

Where necessary, such as where personnel will be working with children or disabled persons, personnel should be Police vetted.

Training

Personnel require skills both to perform their role and to operate in a potentially disorganised and dangerous environment. Personnel deployed are expected to have the technical skills to perform their duties.

Personnel are required to function effectively as a team and personnel are required to have an understanding around command, control, coordination and communication specific to a deployment and generic to management of a disaster.

Agencies should provide training and exercises that provides personnel with:

- experience in Coordinated Incident Management System (CIMS);
- the principles of personal and site safety;
- situational and security awareness;
- health and safety;
- communication arrangements;
- ability to function in an austere environment;
- use of equipment they may use during deployment;
- knowledge of the international humanitarian response system and New Zealand's place within it;
- overview of New Zealand agencies disaster response framework;
- an understanding of the sensitivities of various cultures.

Deployment

Health, Safety and Security

Supporting agencies are responsible for the health and safety of their deployed personnel under the Health and Safety at Work Act 2015.

Health and Safety risks and mitigations will be considered by MFAT and the supporting agencies involved at all phases of the deployment process. These can include, but are not limited to:

- Preparation – agencies' training of their personnel and provision of appropriate equipment and vaccinations, planning group meetings, Action Plan development;
- Mobilisation – Deployment Proposals, Health and Safety Acknowledgement Form (attached in **Appendix B**);
- Deployment – Pre-Deployment briefings, MFAT Post briefing on arrival in-country (including emergency evacuation plan, location-specific health and safety risk management plans, daily reporting by Team Leaders); and
- Demobilisation – Exit debriefs and post-deployment debriefs.

During deployment agencies must liaise closely with the in-country MFAT Post about health, safety and security issues, including immediate notification of any health and safety incidents.

Disaster zones are high hazard environments with safety issues such as

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unstable buildings, land or roads, and contaminated food and water. In addition, there are also security issues present in all countries, such as criminal activities and road safety. Civil disturbances may occur and deployed personnel must follow the instructions provided by MFAT and Supporting agencies to maximise their security and safety at those times.

Supporting agencies may be required to rapidly withdraw from the affected area or country if the security situation warrants, irrespective of local humanitarian considerations. This will be done in accordance with the emergency evacuation plan.

NZ Inc Agencies Health and Safety Operating Principles and Commitments for Responding to Offshore Natural Disasters

Principles

- 1 NZ Inc agencies will exercise leadership in all health and safety matters affecting our agencies deployed offshore.
- 2 NZ Inc agencies are committed to fulfilling all of their health and safety legislative obligations.
- 3 Each NZ Inc agency that has overlapping duties is committed to working together to ensure the health and safety of:
 - all its people (including staff, contractors, sub-contractors and visitors);
 - anyone carrying out work for a NZ Inc agency; and
 - other people visiting or using our sites (where that site is controlled by a NZ Inc Agency).
- 4 Each NZ Inc agency is responsible for ensuring, so far as is reasonably practicable, the health and safety of its own people irrespective of where their people are deployed and the activities they are jointly involved in.
- 5 The NZ Inc agency that controls or manages the location acknowledges its reasonable duty to ensure that risks to hosted or co-located people from other agencies are appropriately mitigated.
- 6 Where practical, NZ Inc agencies will aim to align respective health and safety protocols, processes and tools.
- 7 While acknowledging the complex context within which deployments take place, NZ Inc agencies will aim to apply New Zealand health and safety standards, including codes of practice, in situations where the local health and safety standards are lower. It is important to note though that each NZ Inc agency retains responsibility under the legislation for the health and safety of their

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workers (this cannot be transferred or contracted out of).

Commitments

- 8 Each NZ Inc agency is separately responsible for ensuring and verifying that its people (including contractors and visitors) are trained (and supervised where appropriate) and aware of health and safety policies, processes, resources and protocols relating to that location.
- 9 The NZ Inc agency Team Leader will ensure the health and safety of all people, including contractors and visitors, at each site they have control over. They will arrange the appropriate induction and training of people, where appropriate.
- 10 Where there is more than one NZ Inc agency working on a site, they will determine which agency will be responsible for managing the health and safety risks at a particular site based on the extent of influence and control the interacting relevant agencies have in relation to the health and safety risk. Any action plans that are developed to control a health and safety risk will be appropriately communicated, jointly monitored and reviewed between the agencies.
- 11 While each NZ Inc agency is ultimately responsible for its own risk assessment for the deployment, NZ Inc agencies should agree on common hazards and their respective mitigations during planning meetings and other relevant interagency meetings.
- 12 At NZ Inc agency meetings, health and safety will be a standing agenda item, the purpose being to discuss and share information about the management of common hazards and risks.
- 13 NZ Inc agencies will work together to agree a simple monitoring and reporting framework for health and safety at each site.
- 14 Each agency that interacts with another in respect of the same health and safety risk will coordinate on communications (co-ordinated messaging being the preferred approach).
- 15 These principles and commitments will be reviewed by NZ Inc. agencies annually as part of the Deployment Working Group's guidelines review process.

**Team and
Staff
Rotations**

While acknowledging the operational requirements of agencies deploying offshore, rotation of teams and staff may disrupt momentum and therefore should be minimised as far as reasonably practicable, particularly where there is a requirement to utilise scarce resources tasked for the response. Comprehensive handovers between incoming and outgoing team leaders are critical to avoid disruption and maintain continuity of the response.

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Allowances

Accommodation and living expenses

This section reflects general guidance on recoverable accommodation and living expenses for deploying agencies. Agencies are responsible for agreeing individual arrangements with MFAT through MOUs where these are appropriate.

Accommodation and living expenses arrangements for Deployments are categorised as Type A or Type B or a hybrid.

Type A

Accommodation is provided in a hotel or guest house facility and safe, good quality food is sourced through restaurant or other commercial providers. Type A costs may include:

- actual and reasonable accommodation costs;
- an allowance to cover meals and incidentals; and
- a limited supply of ration packs for emergency use only.

Type B

Accommodation is provided in a camp style arrangement in an austere environment and food is provided through non-commercial or camp arrangements, including ration packs. Type B costs may include:

- actual and reasonable accommodation costs; and
- actual and reasonable food and incidental costs relating to being self-sufficient in an austere environment.

The supporting agencies should note that:

- where meal allowances are claimed, other meal expenses will not be reimbursed by MFAT and ration packs will not be used; and
- at the end of a deployment, all unused ration packs will be reallocated by the Supporting agency in a manner agreed with MFAT in writing (email is sufficient).

FPT Deployments

For FPT deployments, NZDF may be requested or tasked to support FPT members with food (ration packs) and water for the period of their deployment. The cost of this will be met from within the Official Development Assistance response allocation.

Communications

Due to the nature of some deployments, communications may be difficult. Provision for personal communication when on deployment is the responsibility of individual agencies in accordance with their respective agency's policy.

**Code
Conduct**

of Deployed personnel must understand that they come under a greater level of scrutiny during a response and they are representing the New Zealand Government. This applies to both their official duties and the manner in which they conduct themselves off duty during the deployment. Understanding the increased vulnerability of populations impacted by natural disasters and that Sexual Exploitation, Abuse and Harassment (SEAH) undermine the credibility and legitimacy of international humanitarian assistance is also crucial.

MFAT has a firm approach to sexual exploitation, abuse or harassment (SEAH) and zero tolerance to inaction when it is observed or reported. This applies to the management of all Activities in the New Zealand Aid Programme by MFAT staff and delivery partners. All New Zealand response agencies have a shared responsibility and commitment to delivering responses in a manner that minimises the risk of sexual exploitation, abuse and harassment, as detailed in MFAT's Preventing Sexual Exploitation Abuse and Harassment Policy (PSEAH) [MFAT-NZ-Aid-Programme-PSEAH-Policy](#).

Agencies are subject to their own code of conduct whilst deployed. Each agency must ensure all deployed personnel adhere to this code of conduct, Act or other documents which outline expectations and behaviour while representing the New Zealand Government offshore. Deployed personnel are also required to adhere to any guidance on behaviour from the New Zealand Head of Mission, including but not limited to:

- personnel should not make any public statement or speech, or give any interview to the media unless specifically authorised to do so by the New Zealand Head of Mission;
- should not make any public comment on New Zealand or foreign Government policy or relief efforts.
- Transactional sex is prohibited in humanitarian and disaster response settings.

Inappropriate behaviour by team members while on deployment should be dealt with by the supporting agency team leader. The team leader may choose to include the MFAT Liaison, Head of Mission or employer as appropriate.

Illegal behaviour by deployed personnel will be investigated and managed by the relevant New Zealand and / or foreign law-enforcement agency.

Media

All engagement with media regarding New Zealand's response offshore is the responsibility of MFAT. Supporting agencies and their personnel shall not make any public statement, or give any interview or comment to the media, unless specifically authorised to do so by MFAT. In particular supporting agencies and their personnel shall not publicly make any comment on the specifics of their operations, the New Zealand response, or on the response or policy of a foreign government.

Social Media

Social media networking sites can be a positive way for Supporting agencies and deployed personnel to keep in regular contact with relatives and friends back home while on deployment. When using social media, agencies and their personnel must take extreme care with any comments posted online to ensure that the affected country response, the support provided or individuals are not criticised in any way. The use of social media such as Facebook, Twitter or blogs has led in some cases to the media obtaining information that has been embarrassing to the writer and response organisations.

Agencies should adhere to the State Services Commission (SSC) guidance for interaction with social media.

[SSC Principles for Interaction with Social Media:](http://www.ssc.govt.nz/guidance-social-media-use)
(<http://www.ssc.govt.nz/guidance-social-media-use>)

As an Agency Representative

The protocols that apply when you are acting as an official representative of your agency are the same whether you are talking to the media, speaking at a conference or using social media. Good practice is to disclose your position and that you are representing your agency. You should only disclose information, make commitments or engage in activities when you are authorised to do so. You should remember that your comments will often be permanently available and able to be reproduced in other media.

In a Private Capacity

State servants have the same rights of free speech as other New Zealanders, but with some additional obligations. Regardless of the media being used, you must not do anything which could harm the reputation of your agency or the State Services, and you must not disclose any agency material that you are not specifically authorised to disclose. Where there may be uncertainty about the capacity in which you are acting, you should make it clear to others that your contribution is as a private individual and not as a representative of your agency. You should ensure that any comment you make on matters of government policy is appropriate to the agency role you hold, and you must respect the need to maintain politically neutral State Services.

Information and Reporting

Reporting

Supporting agencies are required during a deployment to provide frequent (at least daily) reporting to MFAT through the MFAT Humanitarian Deployment Lead or Head of Mission. A daily reporting template is provided in **Appendix C** of this Guideline.

The reporting should cover the following information:

Team

- Welfare of the team
- Rotations and number of personnel working
- Locations and overview of tasks being undertaken
- Any changes in team structure/management
- Operational issues

Situation

- Overview of sector (e.g. health, SAR)
- Status of other foreign teams
- Numbers of people assisted by the NZ team
- Leadership from the Local Emergency Management Authority (LEMA) and other coordination mechanisms in country
- Security of the base and sites of operation
- Any new or additional requests or tasking from affected country
- Any existing or emerging risks and how these are being managed

Exit Planning

- Remaining plan for time in country
- Confirmation or adjustment to agreed mandate
- Any additional requests that may have been received
- What actions are being taken to prepare for exit, including disposal/gifting of items, transition to local authorities.

Distribution of Information

It is important in terms of managing New Zealand's response and associated risks that there is 'one source of truth' and a central point of contact for information analyses and distribution.

MFAT, as the lead agency in offshore responses will be this central point of contact for information analyses and distribution.

Information gathered through agencies' own sources should be shared through a central point which is the Response Controller (through the MFAT Humanitarian Deployment Lead or appropriate MFAT contact person in the New Zealand diplomatic Post).

Reports from agencies, including intelligence from the field should be shared with MFAT to maintain a central point of analysis, collation and

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distribution. This does not prevent deployed teams sending reports back to their own agencies, but information or reporting should not be circulated wider than this (either in NZ or in the field) prior to it having been considered and cleared by MFAT for distribution.

MFAT will collate, analyse and consolidate reporting and information/intelligence from the various agencies and sources. MFAT will circulate this information as appropriate to supporting agencies. This information will also be used as a basis for informing the ETF and advising the MFA.

Intelligence and information on sensitive issues may form part of the information gathering, and should be classified accordingly.

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Gifts and Discarding of Equipment

In planning for the withdrawal from a deployment, some resources may:

- Not be considered economically viable to return to New Zealand;
- Be damaged or deemed beyond economical repair;
- Have quarantine issues that prevent them from being returned to New Zealand; and/or
- Be of value for the response priorities of the affected country.

In these circumstances, discarding or gifting of the equipment may be considered.

Gifts

Gifts of resources may only occur when the supporting agency and MFAT are satisfied that the equipment being gifted meets the following criteria:

- the proposed gifting is consistent with New Zealand's development and diplomatic objectives in the affected country;
- the receiving authority has sufficient skills and training to operate and maintain the gifted equipment;
- the equipment is still in a satisfactory condition with a relevant receiving authority identified and willing to accept the equipment; and
- where it has been agreed for the item to be gifted, the reimbursement cost will form part of the deployment costs. MFAT is responsible for the final approval and authorisation for the gifting process.

If a supporting agency plans to seek MFAT reimbursement for the gifting of equipment, MFAT's prior approval must be sought.

MFAT requires the Team Leader of the deployed team to complete a Listing of Official Gifts / and Donations Form and a signed letter from the gifting agency stating what equipment has been gifted, its value in New Zealand dollars, the name of the receiving agency and confirmation of the receiving agency's willingness to receive the equipment.

Gifts of pharmaceuticals should be made in accordance with the World Health Organization guidelines for drug donations.

Discarding and Disposal

Discarding of equipment is at the discretion of the deployment Team Leader in consultation with the MFAT Humanitarian Deployment Lead or Head of Mission. Discarded equipment must be appropriately disposed of in a safe manner.

Consideration must be given to local environment policies and potential environmental impacts of discarding goods or equipment. This includes the disposal of all packaging and other materials associated with the transportation of equipment to the field.

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Unless approved and agreed in advance by MFAT, discarded items will not be reimbursed.

Disposal of pharmaceuticals and any other unused medical supplies must be done in accordance with all relevant professional or industry standards or any applicable legislative or regulatory requirements.

Travel Insurance and Medical Evacuation

Supporting agencies are required to have comprehensive travel and health insurance for deployed personnel. These policies must include medical evacuation and repatriation for injury and death including in high and extreme risk situations.

Medical Evacuation

In the event that a person is unwell, injured or deceased:

- The Supporting Agency Team Leader will confer with the insurance provider who will jointly decide whether an evacuation is necessary, and the destination of any medical evacuation (whether locally in country, to another country or repatriated to New Zealand) keeping the MFAT Humanitarian Deployment Lead (or in-country Post) informed.
- The Insurance provider will arrange evacuation planning and implementation to bring the casualty to the nearest practicable reception point within New Zealand (or other jurisdiction), depending on patient status/condition, medical advice and home jurisdiction. The MFAT Humanitarian Deployment Lead/Liaison Officer (or in-country Post) will provide assistance where required.
- The Supporting Agency will be responsible for ensuring the patient's personal effects are cleaned, inventoried and packed. This process will ensure personal effects are returned in a timely manner.
- New Zealand treatment and transport will be coordinated by the Supporting Agency working with the insurance provider.

De- mobilisation Planning

The deployed agency must ensure that a comprehensive exit/demobilisation plan is compiled as soon as possible in-country.

- The deployed taskforce must work with the MFAT Humanitarian Deployment Lead and Post to compile an exit plan.
- The exit plan should account for planned exit and an unplanned or emergency exit.

Post Deployment

Border Management

Agencies must comply with all New Zealand Customs and Ministry for Primary Industries requirements in regards to border management and biosecurity.

For larger teams facilitated exit and entry through New Zealand Customs can be arranged. MFAT will work with NZ Customs to arrange facilitated exit and entry where appropriate. In some affected countries facilitated border entry may be possible. To facilitate this, supporting agencies should provide MFAT with a list of team members and equipment with sufficient supporting documentation as early as possible. If team composition changes this should be communicated to MFAT Humanitarian Deployment Lead, MFAT Liaison Officer, or Head of Mission.

For re-entry into New Zealand supporting agencies should make contact with Ministry for Primary Industries as soon as practicable. MPI will make arrangements for undertaking biosecurity inspections required either in the affected country or on arrival in New Zealand. MFAT through the Humanitarian Deployment Lead, MFAT Liaison Officer or ECC can assist deployed teams with arranging this.

<http://www.biosecurity.govt.nz/enter>

Operational Debrief

Agencies should undertake a post-operation debrief that reviews operation and decision making during the deployment and identifies recommendations. This debrief should feed into the post-deployment reporting to MFAT.

Medical Clearance

Agencies must ensure that all personnel have access to a post-deployment medical examination in line with each agency's guidelines.

Psychological debrief

Agencies should provide a confidential psychological debrief to personnel and provide ongoing psychological monitoring to ensure there are no serious ongoing psychological issues arising.

Post-mission Reporting

Supporting agencies should provide MFAT with a comprehensive report within two months of completion of deployment. This report should include:

- description of assignment;
- outline the achievements against the mission objective;
- the number of people assisted disaggregated by gender;
- significant or key achievements;
- lessons learned;
- expenditure report; and
- recommendations for improvement.

**Post-Event
Debrief**

MFAT will lead the post-event debrief and lessons learned exercise with supporting agencies involved in responding to the event.

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Appendix A: Summary of Supporting Agencies' Capability

| OPTIONS | EFFECT |
|--|---|
| TECHNICAL SPECIALISTS | |
| <p>Humanitarian Deployment Team (Ministry of Foreign Affairs and Trade (MFAT))</p> | <p>A pool of MFAT staff on stand-by for rapid deployment in support of New Zealand diplomatic posts in the field. Staff have experience in humanitarian responses including coordination of the New Zealand government's deployable technical teams (e.g. NZMAT, USAR, logistics coordination, needs assessments and information management).</p> <p>Staff can be deployed from New Zealand within 24 hours.</p> |
| <p>Urban Search and Rescue (USAR) / Disaster Assistance Response Teams (DART) (Fire and Emergency New Zealand)</p> | <p>Various sized teams to assist in:</p> <ul style="list-style-type: none"> • Assessment: <ul style="list-style-type: none"> ○ rapid damage assessment and provision of engineering advice for the structural integrity of buildings and bridges damaged. ○ remotely piloted aircraft systems (RPAS) with cameras that can provide a range of assessment capabilities including video, high definition stills and high definition mapping. RPAS operators are fully trained to undertake tactical short-range assessments through to medium range (30km) assessments. • Rescue - locating, extricating and the initial medical stabilisation of individuals trapped in collapsed structures, including technical, line, confined spaces, and heavy rescue. • HAZMAT – identification and advice on management and disposal of hazardous materials, including asbestos detection, photo ionization detection, and gas detection. • Light Reconstruction - including undertaking temporary repairs to critical structures. • Restoration of service (water pumps, reticulation systems). • Logistics support. <p>Teams stand ready to deploy from New Zealand and can operate in-country 24/7. Teams can operate from a central location or as mobile teams.</p> |
| <p>New Zealand Medical Assistance Team (Ministry of Health)</p> | <p>NZMAT has verified with the WHO as a classified Type-1 Outpatient Mobile and Fixed Emergency Medical Team (EMT) which can manage triage, and basic: first aid and life support, stabilisation and referral, initial wound care, fracture management, out-patient care, emergency obstetric care, out-patient paediatric care for injuries and endemic diseases, outpatient chronic disease care for minor exacerbations, rapid detection tests, and out-patient medical consumables and pharmaceuticals for the declared outpatient capacity.</p> <p>NZMAT capability also includes trained surgical staff to support a bi-lateral response with AUSMAT as a Type 2 In-Patient Surgical team or operate as a specialist surgical cell within a suitable existing Health Care Facility, and EMT coordination staff.</p> |
| <p>Emergency Management Rapid Response Team (Ministry of Civil Defence and Emergency Management (MCDEM))</p> | <p>Specialists who can be deployed to work with the National Disaster Management Office. Expertise in fields including disaster management, planning, coordination and operations support, needs assessments, and monitoring.</p> <p>At the request of the affected Government, Rapid Response Team members can be deployed within 24 hours of an approved request for up to three weeks duration.</p> |
| <p>Disaster Victim Identification (DVI) (New Zealand Police)</p> | <p>Specialists that can be deployed to work with local Police. Expertise in scene examination, disaster victim identification incidents, and body recovery.</p> |
| <p>Public Order Policing (New Zealand Police)</p> | <p>Capability to deploy a Policing Support Unit to provide a public order policing response to actual or anticipated public order situations that risk overwhelming the local police ability to maintain the security and safety of their population, or to respond to violence or civil unrest.</p> |
| IMMEDIATE LIFE SAVING SUPPLIES | |
| <p>Humanitarian Relief Supplies (MFAT)</p> | <p>New Zealand maintains humanitarian relief supplies in Auckland, as well as prepositioned supplies through NGO partnerships in Samoa, Fiji, Vanuatu, Tonga, Solomon Islands, and Cook Islands. The humanitarian relief supplies in Auckland can meet the immediate lifesaving needs of up to 65,000 individuals affected by a crisis. Prepositioned relief supplies in Samoa, Fiji, Vanuatu, Tonga, Solomon Islands and Cook Islands include items to address immediate shelter, hygiene, kitchen, and clean water needs and are all non-food items.</p> <p>Humanitarian relief supplies can be deployed from any location within 48 hours of an approved request.</p> |
| EMERGENCY TELECOMMUNICATIONS | |
| <p>Emergency Deployable Satellite Communications System</p> | <p>An emergency deployable satellite communications system for when communications infrastructure is unavailable following a disaster. The system is easily assembled and can service a small office with WIFI capability, three dedicated VOIP (Voice Over Internet Protocol) phone lines, and technical experts for</p> |

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| | |
|----------------------------------|---|
| (MFAT) | support. The system can run off mains power or through a generator or solar powered battery. |
| NEW ZEALAND DEFENCE FORCE | |
| New Zealand Defence Force | <p>Through the New Zealand Defence Force, New Zealand has the capacity to assist in:</p> <ul style="list-style-type: none">• surveillance efforts in support of disaster assessments and analysis.• communications support to NZ High Commission/Embassy.• the deployment and distribution, via land, sea or air, of humanitarian emergency relief supplies.• logistics support, via land, sea or air, for technical response teams.• provision of health support such as provision of water supply and water purification.• debris clearance, infrastructure needs assessments, vital repair and light construction engineering. <p>The availability of defence options would be considered in light of other domestic and global operation requirements.</p> |

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Appendix B: Deployment Proposal Template

<Incident Name> <Supporting Agency> Deployment Proposal

| | |
|---------------------|--|
| Date/Time Submitted | |
| Prepared by | |
| Contact telephone | |
| Contact email | |

(Note: purple italics is guidance text, please delete this guidance before finalising your proposal)

Situation

In this section briefly outline of situation to date including any request from affected country government or UNOCHA.

Mission Overview and Objectives

In this section please outline

- Effect that will be achieved in country.
- Composition of team.
- Duration and location to which will be deployed.
- Key assumptions and risks

Start and End Dates of the Deployment

In this section please note the start and end dates of deployment for each team.

Number of Personnel to be Deployed

Please note the total number of personnel; their roles and likely location – please note how many personnel for each role (e.g. Surgical staff (2); Nurses (2); Logistician (1))

Health and Safety of Personnel Deployed

In this section please:

- Outline key health and safety risks and how these will be mitigated. Agencies must also complete the Health and Safety Acknowledgement Form for deployments.
- Note any safety, vaccinations and medications required.
- Please complete the H&S form template attached here:



HS

Acknowledgement Fo

Logistics/Administration

In this section please outline:

- Notice to move/timetable for deployment/arrival in-country/begin operations
- Outline logistics arrangements including airlift capabilities and options, and any support required or requested from other NZ Inc. agencies

Command and Control

Please outline the command and control arrangements for deployed team...

Deployment Budget

| Category | Daily or Unit rate NZD | Number | Notes | Total Cost NZD |
|---|------------------------|--------|------------------------------------|----------------|
| Personnel | | | Personnel total | |
| • [type] | | | | |
| • [type] | | | | |
| • [type] | | | | |
| • [type] | | | | |
| Travel Expenses | | | Travel total | |
| • Travel to country | | | | |
| • Accommodation in transit | | | | |
| • Domestic travel in NZ | | | | |
| Accommodation and allowances | | | Accommodation and allowances total | |
| • Accommodation | | | | |
| • Allowances | | | | |
| Medical and drug Supplies | | | Medical supplies total | |
| • Medical and drug supplies | | | | |
| Support costs | | | Support costs total | |
| • Communications | | | | |
| • Local transport | | | | |
| • Supply transport | | | | |
| • Demobilisation/ repatriation | | | | |
| • Other costs | | | | |
| Unless otherwise stipulated, all figures are in NZD and exclusive of GST, but inclusive of any other taxes. | | | Total costs NZD | |

Communications Capability and Plan

Provide brief description of your agency' communications strategy for the deployment, and description (including type and number) of equipment deployed to support in-country communications capability.

Key Contacts

| Alpha Team | | Bravo Team | |
|---------------------------------|--|--------------------------------|--|
| Location | | Location | |
| Contact 1 Name and Roles | | Contact 1 Name and Role | |
| Mobile Phone | | Mobile Phone | |
| Satellite Phone | | Satellite Phone | |
| Email | | Email | |

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| | | | |
|-----------------------|--|-----------------------|--|
| Other | | Other | |
| Contact 2 Name | | Contact 2 Name | |
| Mobile Phone | | Mobile Phone | |
| Satellite Phone | | Satellite Phone | |
| Email | | Email | |
| Other | | Other | |

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Appendix C: Health and Safety Acknowledgement Form

HEALTH AND SAFETY ACKNOWLEDGEMENT FORM – Deployment of a New Zealand Government Agency in response to an offshore natural disaster (Agency)

| | |
|--------------------------------------|----------|
| Agency's name: | [insert] |
| Contract / Funding Arrangement name: | [insert] |
| Activity Number and Name: | [insert] |
| AMS Number: | [insert] |

THIS FORM MUST BE ATTACHED TO THE AGENCY'S DEPLOYMENT PROPOSAL

The main purpose of the Health and Safety at Work Act (Act) 2015 is to provide for a balanced framework to secure the health and safety of workers and workplaces.

Workers are employees, contractors, subcontractors, apprentices and volunteers, among others, including those working offshore, regardless of their nationality.

The Health and Safety Acknowledgement Form is a record for MFAT and the Agency that health and safety matters for this activity have been discussed and there is a health and safety management plan in place.

Please complete the acknowledgement below, attach the form to the Deployment Proposal and submit to the MFAT ECC Operations Manager.

ACKNOWLEDGEMENT

[Agency] confirms the following:

| DESCRIPTION | TICK |
|--|------|
| <p>In-country/ location Risks: We have ensured that all deployed workers:</p> <ol style="list-style-type: none"> 1. Are aware of the risks of working in the relevant countries / locations by reference to the New Zealand Government’s SafeTravel website and the information provided by other agencies or countries linked to SafeTravel; the Combined Threat Assessment Group risk assessment (where appropriate), and other relevant information available. 2. Have received appropriate training in preparation for deployment, including health and safety considerations in line with the Agency’s Health and Safety Management Plan. 3. Have received a pre-deployment health & safety briefing from the Agency. 4. Have subscribed with SafeTravel for travel advisories or equivalent travel advisory (all workers); and/or 5. Are officially registered on SafeTravel for consular assistance (NZ citizens only). 6. Have checked immunisation and other disease prevention advice on SafeTravel relevant to the countries / locations they will be travelling to; and consulted a travel doctor for medical advice before any travel offshore (where appropriate). 7. Have the required vaccinations and necessary kit for the deployment. 8. Are familiar with the Deployment Working Group’s Offshore Deployment Guidelines. | |
| <p>Deployment Risks: We have provided MFAT with a safety management plan for this Deployment, through information provided in the development of the Action Plan and in the Agency’s Deployment Proposal.</p> | |
| <p>Special Risks: We have considered the whether there are any other risks of serious harm to deployed workers, discussed them with MFAT, and incorporated appropriate responses to those risks in the Deployment Proposal.</p> | |

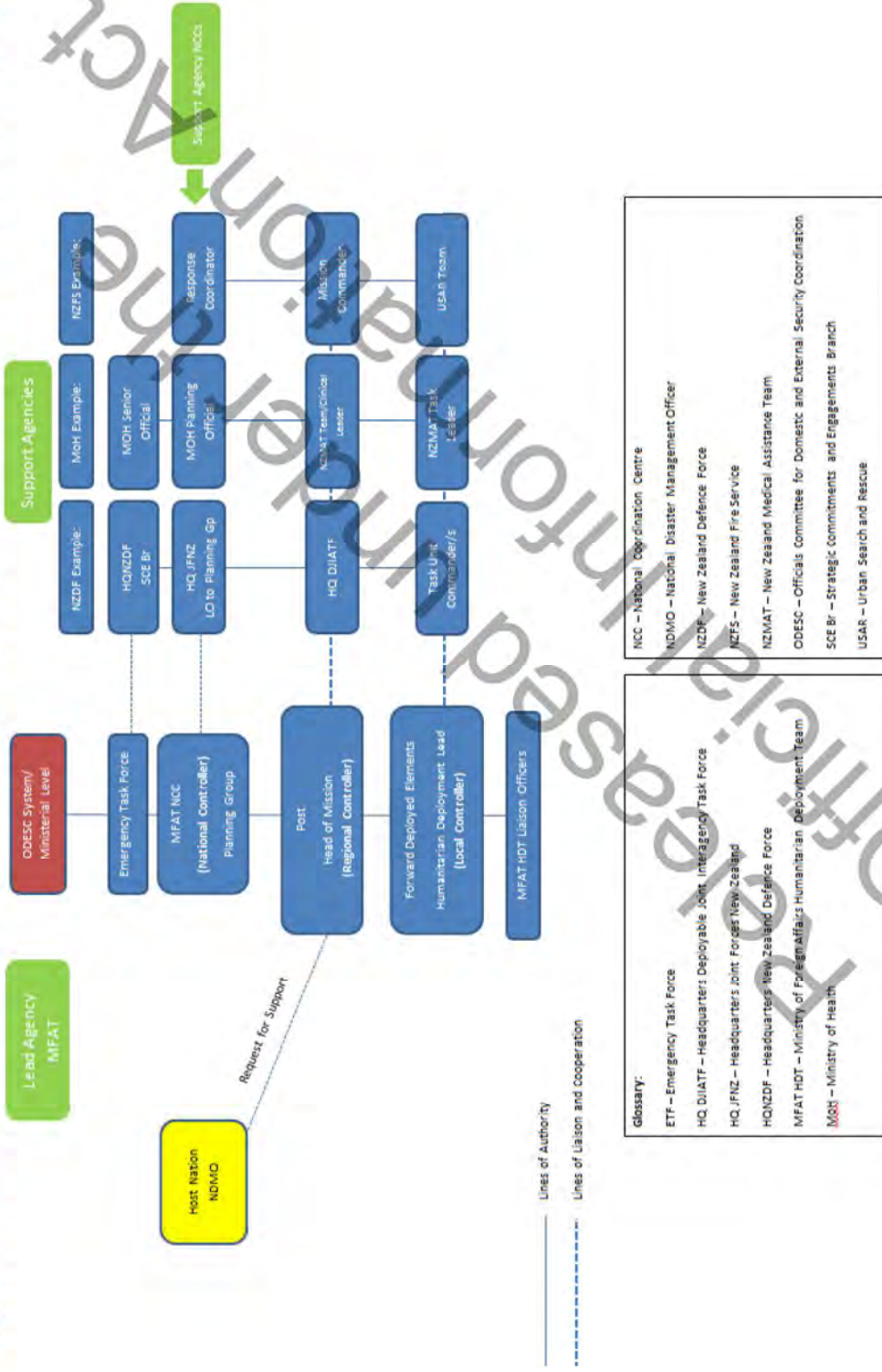
| DESCRIPTION | TICK |
|--|------|
| <p>Reviewing Risks We understand the need for us to continue to monitor the position and consider emerging risks of serious harm to workers and we will consult with MFAT in relation to any such developments.</p> | |
| <p>Reporting Incidents We agree to report any incidents, serious injuries, issues or a "near miss" to MFAT immediately.</p> | |
| <p>Regular Reporting We understand the need for us to report on health and safety matters in each of our regular reports during the term of the contract.</p> | |

| Signed for and on behalf of the Ministry of Health: |
|---|
| Signature |
| Full name |
| Position |
| Date |

Appendix D: Deployment Daily Reporting Template

| <insert Agency> AGENCY DAILY REPORT | |
|--|--|
| Assigned to | e.g. Humanitarian Deployment Lead on Canterbury (insert name); or Response Manager at NZHC (insert name) |
| Date submitted | |
| Agency team | |
| Agency team base location (on this date) | |
| Sites/locations/villages visited | |
| Tasks completed | |
| No. people provided with assistance at each site/location/village | |
| Issues of note | e.g. An issue that may impact future planning (both positive and negative) |
| Risks (current and future, including health and safety) | |
| Tasks and priorities for the next 24-48hrs | |
| Any other points of interest | |
| Report Drafted By | |

Appendix E: Command and Control Structure for Offshore Disaster Response



Appendix F: Impact/Needs Assessment Questions

| PHASE 1 ASSESSMENT (first 24-48hrs) | |
|-------------------------------------|---|
| 1.0 | <p>Local and International Response (<i>assessment provided by NZ High Commission/Post in affected country</i>)</p> <p>What resources and capabilities does the affected government have and how are these being used?</p> <p>Describe the affected government's response to date.</p> <p>Where are the pressures on the affected government's response? What are they?</p> <p>Describe the international response to date on the ground.</p> <p>What impact, if any, has the disaster had in terms of law and order issues?</p> <p>What capacity does the emergency/disaster stricken area have to support a HADR response?</p> |
| 1.1 | |
| 1.2 | |
| 1.3 | |
| 1.4 | |
| 1.5 | |
| 1.6 | |
| 2.0 | <p>Impact</p> <p>How many people are affected and what percentage of the overall population is this number?</p> |
| 2.1 | Number of |
| 2.2 | Deaths |
| 2.3 | Number of |
| | Injuries |
| | Minor |
| 2.3.1 | Medium |
| 2.3.2 | Major |
| 2.3.3 | Number of affected people |
| 2.4 | No. People requiring assistance |
| 2.4.1 | No. of evac centres |
| 2.4.2 | No. people in evac centres |
| 2.4.3 | Number of affected homes |
| 2.5 | Number of destroyed homes |
| 2.5.1 | Number of damaged homes |
| 2.5.2 | |

| | |
|--|--|
| 2.6 | What is the physical damage to critical infrastructure? (Note: original capacity, how many damaged, extent of damage) |
| 2.6.1 | What is the damage to Airports |
| 2.6.2 | What is the damage to Ports |
| 2.6.3 | How many schools have been damaged |
| 2.6.4 | How many hospitals have been damaged |
| 2.6.5 | How many medical centres have been damaged |
| 2.6.6 | What is the damage to roading/bridges |
| 2.6.7 | What is the damage to the water supply |
| 2.6.8 | What is the damage to the sewerage system |
| 2.6.9 | What is the damage to electricity supply |
| 2.6.10 | What is the damage to communications? |
| 2.7 | What is the physical and or financial damage to productive livelihoods (crops/livestock)? |
| 2.7.1 | What is the physical damage to crops |
| 2.7.2 | What is the physical damage to livestock |
| 2.8 | What are the expected financial damages and costs to businesses in the affected area? |
| 2.9 | What is the availability and condition of roads, bridges, airports, ports, railways, water, gas, fuel, electricity, communications networks? |
| 2.10 | What is the impact of weather and climate? (current/future) |
| PHASE 2 DETAILED IMMEDIATE NEEDS ASSESSMENT (48hrs +) | |
| 3.0 | Location |
| 3.1 | Has a detailed needs assessment been carried out? |
| 3.2 | Who carried out the needs assessment? |
| 3.3 | What is needed immediately? |
| 4.0 | People Affected |
| 4.1 | How many people are affected in this location and what percentage of the overall population is this number? |
| 4.1.1 | Number of Deaths |

| | | |
|---------|---|--|
| 4.1.2 | Number of Injuries | |
| 4.1.2.1 | Minor | |
| 4.1.2.2 | Medium | |
| 4.1.2.3 | Major | |
| 4.1.3 | Number of affected people | |
| 4.1.3.1 | No. People requiring assistance | |
| 4.1.3.2 | No. of evac centres | |
| 4.1.3.3 | No. people in evac centres | |
| 4.1.3.4 | How many people require immediate shelter or relocation? | |
| 5.0 | Emergency Shelter | |
| 5.1 | How many homes did this location have prior to disaster? | |
| 5.2 | How many homes have been destroyed? (roofs gone, walls damaged, structural issues) | |
| 5.3 | How many homes have been damaged? (| |
| 5.4 | What critical household supplies are required to assist recovery? | |
| 5.5 | What is required to restore access to critical household supplies? | |
| 6.0 | Infrastructure | |
| | Critical Infrastructure | |
| 6.1 | What is the physical damage to critical infrastructure? (Note: original capacity, how many damaged, extent of damage) | |
| 6.2 | What is the damage to Airports | |
| 6.3 | What is the damage to Ports | |
| 6.4 | How many schools have been damaged (roofs gone, walls damaged, structural issues) | |
| 6.5 | How many hospitals have been damaged (roofs gone, walls damaged, structural issues) | |
| 6.6 | How many medical centres have been damaged (roofs gone, walls damaged, structural issues) | |
| 6.7 | What is the damage to roading/bridges | |
| 6.8 | What is the damage to the water supply | |

- 6.9 What is the damage to the sewerage system
- 6.10 What is the damage to energy supply (electricity and local sources of fuel)
- 6.11 What is the damage to communications?
- General Infrastructure**
- 6.12 How many community buildings did this location have prior to disaster?
- 6.13 How many community buildings have been destroyed?
- 6.14 How many community buildings have been damaged? (roofs gone, walls damaged, structural issues)
- 6.15 How many commercial buildings did this location have prior to disaster?
- 6.16 What commercial buildings have been destroyed?
- 6.17 What commercial buildings have been damaged? (roofs gone, walls damaged, structural issues)
- 7.0 **Health and Nutrition**
- 7.1 How many health/medical centres/hospitals were operating in this area pre-disaster
- 7.2 How many health/medical centres/hospitals have been damaged (roofs gone, walls damaged, structural issues)
- 7.3 How many health/medical centres/hospitals have been destroyed
- 7.4 Is there access to normal required medications?
- 7.5 Is there sufficient access to medical support?
- 7.6 Are there any indications of a potential health outbreak?
- 7.7 What are the number of potential patients under 5 yrs?
- 7.8 What are the number of potential patients over 5 yrs?
- 8.0 **Water, Sanitation & Hygiene**
- 8.1 What is the normal water source?
- 8.2 Has the water system been damaged/destroyed?
- 8.3 Is there access to sufficient potable water?
- 8.4 How long will the current potable water supply last?

- 8.5 How many people require immediate potable water?
- 8.6 What is required to restore access to water?
- 8.7 What are the normal sanitation systems/requirements?
- 8.8 Has the sanitation system been damaged?
- 8.9 How many people require emergency sanitation solution?
- 8.10 What is required to restore pre-disaster access to sanitation?

9.0 Food Security

- 9.1 What are the usual food sources?
- 9.2 What is the damage to food sources?
- 9.3 Is there sufficient food readily available?
- 9.4 How long will the current food supply last?
- 9.5 How many people require food?
- 9.6 What is required to restore access to food?

10.0

Emergency Telecommunications

- 10.1 What communications have been damaged?
- 10.2 Are communications working in line with pre disaster steady state?
- 10.3 What is required to restore critical communications?