

Waimakariri Emergency Response Team

New Zealand Urban Search and Rescue

NZ – RT12

STANDARD OPERATING PROCEDURES

Date: March 2009

Primary Authors: Leslie Pester

Document Management

Amendment Record Sheet

The amendments listed below are operative from the effective dates shown below

Number	Date of Entry	Entered By	Details	Effective Date
1				
2				
3				
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Distribution List

The people and locations listed below represent the minimum required distribution of this document and its subsequent amendments as noted above.

Team Leader	Team Manager
Every Team Member	Canterbury CDEMG
Team Trailer	Waimakariri EOC
Rescue Base	CDEMO Vehicle

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IMPORTANT NOTES

The Waimakariri Emergency Response Team produced these Standard Operating Procedures for its own internal use.

We acknowledge the assistance from the Nelson Tasman Emergency Response Teams guideline Standard Operating Procedures New Zealand Urban Search and “Rescue Best Practice Guideline”

These SOP’s will be reviewed every two years, or at the discretion of the Team Manager

:”SOPs Approved” _____
Leslie Graeme Pester

Section 1: Administration Criteria

Standard Operating Procedures

These Standard Operating Procedures for the Waimakariri District Emergency Response Team **NZ – RT12** are the responsibility of the Team Manager who will, after their initial development, continue to maintain these SOPs. The original SOPs and any subsequent amendments shall be approved by the Canterbury Emergency Management Group.

The Team Manager and Team Leader are to review the team's standard operating procedures annually.

Abbreviations Used In This Document

- CIMS: Coordinated Incident Management System
- COMMS: Communications
- CDEMG: Canterbury Civil Defence Emergency Management Group
- CEG: Co-ordinating Executive Group
- DTL: Deputy Team Leader
- EO: Equipment Officer
- EOC: Civil Defence Emergency Operations Centre
- FRSITO: Fire and Rescue Services Industry Training Organisation
- HSO: Health & Safety Officer
- LGITO: Local Government Industry Training Organisation
- MCDEM: Ministry of Civil Defence and Emergency Management
- MD: Medical Director
- NZQA: New Zealand Qualifications Authority
- PPE: Personal Protective Equipment
- SOP: Standard Operating Procedures
- SL: Section Leader
- TL: Team Leader
- The Council: Waimakariri District Council
- TO: Training Officer
- USAR: Urban Search and Rescue
- WDC: Waimakariri District Council

Organisational Details

The *Team* consists of highly motivated volunteers who have an interest in Emergency Management Civil Defence, particularly in the response to an event or emergency. Team members will be primarily involved in rescue.

The Team is referred to as the *Waimakariri Emergency Response Team* and is accredited as **RT-NZ 12** with New Zealand Urban Search and Rescue Operationally

the Team will cover those areas administered by the Waimakariri District Council and if required assist in the whole of the Canterbury Emergency Management Group. (CDEMG). The Waimakariri District Council through its Emergency Management & Civil Defence Officer will be the reporting authority for the team for administration purposes.

To comply with current legislation, in the pursuit of best practice, and for the delivery of comprehensive emergency management, the Waimakariri District Council has joined together with other Councils within the Canterbury area to form the “Canterbury Civil Defence Emergency Management Group” (CDEMG). All Councils fund the CDEMG equally. This is a ‘Joint Standing Committee’ for the purposes of the Local Government Act and as such has the ability to commit resources in its own right.

The Team operates from a purpose built building in the Water Units Yard, Marsh’s Road Southbrook The proportion of those rooms used by the Team is known as **Rescue Base**.

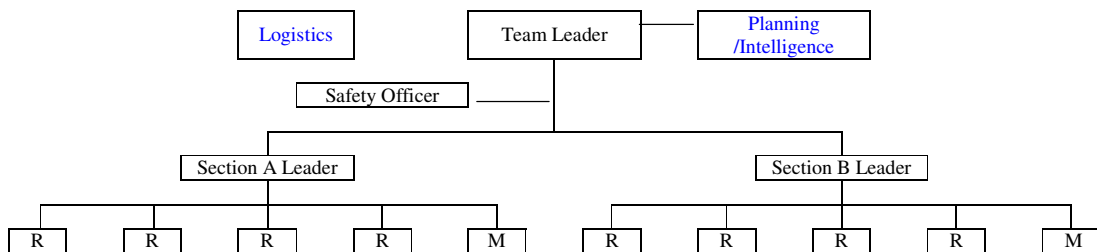
The telephone number at Rescue Base is: **(03) 313-6136**

Contact with the Team for administrative purposes can be made through the Team Manager, Leslie Pester, who is the Civil Defence Emergency Management Officer for the Waimakariri District Council. His details are as follows:

Work Phone	313-6136
Home Phone	313-2935
Mobile Phone	021-480-829
Fax	313-4432
Email Address	civil.defence@wmk.govt.nz
Pager Number	0865-07476 (026) 2688 419

Team Structure

The Team’s operational and command structure is flexible in order to meet the requirements of different incidents however the basic model will be:



R = Responder

M = Medic

Different team members may fill the various roles above at each incident depending on the nature of the tasking and who is available. In addition to these operational roles

there are four other training and administrative roles within the team: Health and Safety Officer, Equipment Officer, Training Officer and Medical Director.

Complete role descriptions are attached as Appendix 1.

All Team members wear orange safety helmets supplied to conform to international USAR helmet coding standards.

To ensure ease of identification, the following helmet stripe system will operate:

Team Leader	2 Red Reflective Bands
Deputy Team Leader	1 Red Reflective Band
Responder	1 Orange Reflective Band
Medic (PHEC)	1 Green Reflective Band

Only responders who hold the *medic* Orange Card endorsement are permitted to have the Green stripe. The Co-ordinated Incident Management System (CIMS) will be the inter-agency co-ordination and incident command system used by the Team.

Purpose/function of the Team

- To provide an operational arm for the Waimakariri District Emergency Management Civil Defence for the purpose of response activity.
- To provide a primary survey of an incident and report back to the Emergency Operations Centre.
- To provide the capability to find and rescue victims of a structural collapse especially those trapped on the surface.
- To support USAR Task Force response operations.
- To support Waimakariri Emergency Management in all aspects of the emergency services as requested
- To provide a Rural Fire Capability for the Waimakariri District

Nominal Crewing

The Team encourages and expects all its members to become qualified to USAR Category 1R Orange Card status within twelve months of joining the Team.

The target for full operational deployment is 10 persons, with a maximum of twenty. However the Team can be deployed down to a minimum size of 6 people. No less than 5 persons or 50% (whichever is largest) shall hold the USAR Responder Orange Card.

Currently the Team expects to be able to place no less than eight responders into the field at any given time.

Technological Reference

The primary reference material for the Team is the:

- MCDEM General Rescue Manual
- USAR Awareness Student Manual
- Co-ordinated Incident Management System Manual (Blue Book)

Activation Procedures

External Activation

External activation of the team is by the National Controller via pager or via a request received from the Local Controller of the Waimakariri District Council or by the Officer in Charge of another Emergency Response Organisation through a Memorandum of Understanding.

The first request for activation should be to the Team Manager who is contactable directly by telephone and cell phone through the Waimakariri District Council Call Centre on 021-480-829.

N.B. Full contact details for the Team Manager are recorded in the Organisational Details section of this document.

If the Team Manager is not available then the request for activation should be conveyed to the Team Leader or in the absence of the Team Leader, to the Deputy Team Leader, all of who have authority in that order to activate the Team. For contact details please see the Team Contact Details in **Appendix 8**.

Primary Activation

This area needs to reflect

Internal Activation

The Team uses a Telepager system and or telephone tree system for internal activation. Again see Appendix 8.

There are three levels of activation:

- STANDBY:** Team members are notified of an incident and the possibility of a 'Call Out.'
- CALL OUT:** Team members are fully activated and requested to report to Rescue Base for deployment.
- STAND DOWN:** Team members are stood down and may return to their normal activities because (a) the team's work is finished, or (b) the incident has passed and the team's assistance is not going to be required. If the team has been deployed then all members must return to Rescue Base for debriefing and re-stowing of equipment.

Deployment time

Team members are expected to be able to assemble, kit-up and be ready to move into the field within 90 minutes of having received a 'Call Out.'

No less than once a year, the Team shall undergo a call-out simulation to test that it can meet its deployment time requirements. As with other revalidation requirements, this can be a component of one of the annual exercises.

It is the responsibility of individual Team members to inform the Team Leader (or if unavailable, the Team Manager) of any change of address or contact details, or of any long term absence from the Team's operational area, as well as any personal or health issues that may affect that member's or the Team's performance.

Uniform and Internal Role Identification

The Team will be identifiable by their uniform, which consists of a helmet, overalls and boots.

The helmet is USAR Responder orange with reflective tape denoting ranking or specialist medical qualifications.

The overalls are Orange and Blue with the words 'RESCUE,' screen-printed between the shoulder blades on the upper back. There are 50 mm bands around lower arms and lower legs and across the back with a 25mm reflective stripe centralised within the bands.

Sewn to both upper arms of the overalls towards the shoulder will be the Team's registered USAR response team number and the New Zealand USAR badge.

Sewn on the chest of the overalls, will be the responders Christian name and the sequential number allocated to that responder when he or she was accepted as a Team member. As well as this permanent name and number there will be a Velcro strip for attaching a role designation such as Team Leader, Deputy, Safety Officer, Section Leader, Dog Handler or Medic.

Also sewn on the chest will be the traditional Civil Defence roundel and on the opposite side will be the Team's own unique identification badge.

Those responders so entitled will wear the orange card at both training and operational incidents as a demonstration of their qualification.

Recruiting Procedures**Reason for entry procedure**

Rescue work is often undertaken in dangerous conditions and can be very stressful to those involved. Teamwork is essential, with all members taking their share of the responsibility. Each Team member needs to be able to rely on the other team members for their own and the casualties' safety. The Waimakariri District cannot afford to have inappropriate volunteers operating in a rescue environment.

This Team in particular is involved in training that includes heights, confined spaces and as a first call response, high-risk environments. It is important that Team members selected have the right attitude and skill sets.

Recruiting Process

The Team Manager and Team Leader will carry out annual recruiting to fill Team vacancies or at any other time that the Manager and Team Leader consider necessary.

All those recruited must be fit and agree to undergo and must pass the Team's *Fitness Test*. Refer to section "Fitness Requirements" page 7 They must be of good character (character references and referees are required) and have suitable skills and experience.

The recruiting process will be by way of written application, interview and selection exercise and will proceed as follows:

- Consult with Team members on the need to recruit further members
- Advertise or call for applications
- Provide a standard application info pack to applicants
- Check references and referees
- Short-list/screen applicants (Team Leader and Manager)

Once the applications have been processed the short-listed applicants will be asked to attend a formal interview that must be attended by two of the following three people: Team Manager, Team Leader and Deputy Team Leader. Then the process will continue as follows:

- Run an evening selection exercise for chosen applicants
- Let existing Team members vote on suitability of applicants
- Accept successful applicants and authorise probationary training
- Ensure volunteers sign all necessary documentation

Unsuccessful applicants may have their application kept on file should they so decide.

Probationary Procedures

Volunteers who successfully complete the recruiting process will then commence a 12-month probationary period with quarterly reviews. Further details are included in the Training Section of this document and the Team Manager holds various recruitment, induction and probationary forms.

At the end of the 6 months a Probationary Assessment Meeting will be held. Only existing Team members can attend and at least 75% must be present. If an existing Team member is unable to attend the meeting but has an opinion, then that opinion must be given to the Team Manager in writing before the meeting.

If a probationer has completed all the necessary Unit Standards and other miscellaneous training and the meeting unanimously agrees upon their acceptance then that probationer becomes a full, permanent Team member.

Any Team member wishing to reject a probationer must explain their reasons (not feelings) for that opinion. If a concern is raised about a probationer (either in writing or in person) then the Probationary Assessment Meeting will discuss that probationer in detail before putting their acceptance into the Team to the vote. To be accepted into the team this vote must be unanimous.

Any probationer not accepted into the team will have an exit interview with the Team Manager and Team Leader. Where appropriate the reason for rejection will be explained.

Persons transferring from other response teams will be subject to a three month probationary period if already qualified to USAR Cat 1R. If not qualified, the period of probation will be at the discretion of the Team Manager and Team Leader in agreement. At the end of that period, the existing Team members must unanimously agree upon the transfer of that person before they can become a member of the Team (as set out above).

Prior to acceptance into the Team, all new recruits must sign an agreement accepting the operating procedures, code of ethics, and disciplinary procedures under which the Team operates.

Associate Team Membership

Associate membership is appropriate only in special cases. Such a membership will be available to persons with specialist skills which benefit the Team but who, for some valid reason, cannot commit to the training levels or meet the fitness standards required to be a full member of the Team.

The full application and selection procedure must still apply. Also it is expected that an associate member will make every endeavour to become qualified to USAR Cat 1R (Orange Card Responder) like the rest of the team.

Temporary associate membership can be extended to an existing full team member where there are unavoidable short-term fitness or availability issues.

Associate membership is always at the discretion of the TM and TL in consultation.

Fitness Requirements

Physical fitness capability is vital to the Team's success. Each new applicant, prior to acceptance could be required to undergo the Team's '*physical fitness test*'.

All team members may be required to undergo and pass this test annually. There will be a three-month grace period to raise fitness levels if a team member fails the test, during which time the Team member could be stood down from active duty. A fresh applicant for the Team must pass on the first attempt to be considered.

The test will be evaluated as competent/not yet competent. There will be no grading and a 'not yet competent' finding will require repeating the entire test regardless of which elements were initially passed.

The test is designed to establish an individual's performance capability in simulated general rescue activities. It is not intended to measure general fitness, strength or endurance. Before participating in this test it is each individual's responsibility to gain clearance from a suitably qualified medical practitioner.

The test will include the following activities:

Activity	Description
Improvised Casualty Movement	Carry or drag a 75kg manikin or person 50m within 60 seconds.
Stretcher Carry	Walk 400m carrying a 15kg weights using only one hand at a time and without putting it down.
Equipment Transport	Climb and descend twelve flights of stairs (6 stories) wearing a 15 kg backpack in a safe manner within 4 minutes.
Hauling/Lowering	Raise and lower a 15kg weight to a height of 6 metres twice within 60 seconds using a 11mm line through a karabiner.
Ladder Climb	Confidently and safely climb a fully extended rescue ladder while wearing a 15kg backpack. Dismount at the top over a balustrade or window ledge, and then descend using the same ladder.

Criminal Record Checks

All team members shall undergo a criminal record check by the Department of Courts, both at the time of original application and annually thereafter to ensure that responders are of suitable character to be in charge of patient care and in a position of life critical responsibility.

The responsibility for these checks lies with the Team Leader and a copy of each criminal record check shall be kept securely on file. All provisions of the Privacy Act are to be observed.

The Team Leader shall determine whether or not the applicant (in the first instance) or Team member is deemed unsuitable to work with vulnerable members of the

community. If in doubt the Team Leader should consult with the Team Manager providing the applicant gives written consent to do so.

Health and Safety

Overview

The Waimakariri Emergency Response Team is committed to providing a safe and healthy environment for its team members and patients in both training and operational environments.

All rescue training and operations must be carried out with due regard to safe work practices, occupational health and safety requirements and as per the General Rescue and USAR Awareness Trainer Manuals.

New recruits will be inducted once a year and trained in a group, in order to allow more control over their early training and to ensure that a level of competency, and familiarity with equipment and procedures is achieved before any major exercises are undertaken

All Team members are encouraged to complete NZQA Unit Standard 497 *Protect Health & Safety in the Workplace* as part of normal team training.

Responsibilities

While it is acknowledged that the Health and Safety of Team members is legally the responsibility of the Team Manager and Team Leader, all team members must take responsibility for the health and safety of themselves and others.

No one is permitted to be involved in training or operations while under the influence of drugs or alcohol. Orders given by the Team Leader and the Safety Officer are to be obeyed without question or delay.

While engaged in Team activities, either in a training situation or under operational conditions, all Team members must wear the personal safety equipment assigned to them should the situation require it. It is each Team member's responsibility to check his or her own PPE before every use.

It is the delegated responsibility of the Training Officer to ensure that team members are appropriately trained and briefed to enable them to operate without causing harm or damage to themselves or others.

It is the delegated responsibility of the Health and Safety Officer to ensure that all members of the Team have adequate knowledge of the provisions of the Health and Safety in Employment Act 2002 as it relates to the Team's training and operations.

A Safety Officer will be appointed for all rescue activities. For small operations the Team Leader can assume this role. It is the responsibility of the Safety Officer to monitor safety throughout the activity, check the use of PPE and conduct a final check of all rescue systems in use.

It is the delegated responsibility of the Equipment Officer to ensure that equipment inspections, maintenance and replacement are carried out in accordance with team procedures and manufacturers' specifications. This includes the PPE on issue to team members.

OSH Accident Register

The Waimakariri Emergency Response Team has its own OSH Accident Register. This register records all incidents/accidents/near misses, which occur during the Team's activities, however minor. The Team Manager must be informed as soon as possible after the event whenever an entry is made in the register.

Any incident, which compromises the safety or health of any person during Team activities, is to be investigated by the Manager as soon as possible with whatever assistance is necessary.

Procedures for OSH Accident Investigations

- Affected person completes the OSH Register or if incapacitated, has the register completed for them.
- Non-technical incidents either causing injury or otherwise to be investigated by the Team Manager.
- Non-technical incidents causing serious injury are to be investigation by a qualified independent expert.
- Technical incidents of a basic nature NOT causing serious harm are to be investigated by the Team Manager.
- Technical incidents causing serious injury are to be investigated by a qualified independent expert.

The Team Leader will file all completed OSH investigation reports. A technical incident is one that involves specialist rescue procedures and/or equipment.

In the event of a serious injury to a Team member, the Manager will notify the Health and Safety Committee Chairman within 24 hours or as soon as possible after arranging medical care for that Team member

That accidents involving serious injury are to be reported to the Chief Executive Officer immediately.

As soon as possible after arranging medical care for that Team member.

The Team Manager or the Team Leader has the responsibility of notifying the Team member's next of kin if that action is required.

Matters relating to any Team accident investigation are confidential.

Risks and Hazards

The team will work together to review all internal equipment and operational procedures every six months in order to identify potential risks and hazards and plan

for the management of these. When identified, risks and hazards are dealt with by elimination if possible, or by isolation, avoidance, mitigation or minimisation.

Where possible, unsafe conditions are to be made safe or isolated as long as the unsafe condition exists. Team members are to be informed of hazards, monitoring and other matters relating to their safety by the Health and Safety Officer.

During any Team training or operational activity there must be at least one person present who is recently qualified in first aid to at least NZQA unit standards 6400, 6401 and 6402. For any Team training or operational activity a ***Risk Analysis Management System (RAMS)*** form must be completed based on the template provided in Appendix 5 which will be updated after each six-monthly hazard review.

Internal Communications System

Internal communication is considered an important aspect of Team involvement.

The most important communication vehicle will be the regularly held Team training and workshop sessions (See Section on Training).

There will also be a management committee meeting every two months involving the TM, TL, DTL, EO, TO, HSO and MD. All members of the Team have email facilities. A monthly email newsletter will be produced and distributed by the Team Leader with input from other Team members.

Apart from these more formal communication methods, casual information sharing is encouraged and will undoubtedly take place by way of email, telephone and social activities.

Record Management

Personnel files

All files are to be manually recorded and securely stored by the Team Leader. This information is confidential and is only available to the Manager and the Team Leader or in his/her absence, the Deputy Team Leader with the authorisation of the Team Leader/Manager.

The information held will consist of:

- Full name and date of birth
- Contact residential details (email, fax, telephone, cell phone, address)
- Contact employment details (As above)
- Next of Kin
- Existing medical conditions of relevance
- Original application form
- Criminal Record vetting documentation

- Qualifications held and gained
- Dietary requirements

These records are to be maintained and updated at regular intervals and certainly annually.

Additional records such as attendance, performance, assessment, kit issue and volunteer agreements and any other information deemed necessary may be stored by the Team Leader/Manager.

The Team Leader/Manager is responsible for keeping an electronic record of current Team Members and their details which are not considered confidential e.g. names, addresses and email ID and distributing this information from time to time as necessary

Activities Register

All Team activities are to be recorded in an Activities Register, including operational activities, exercises, training, displays and courses held. This Register is to be maintained by the Training Officer.

The Activities Register should include:

- A unique event number
- Date and time of activity
- Classification of activity (Type)
- Location
- Instructor
- Summary of activity
- Duration and completion time
- Hazards encountered (RAMS or not)
- Team members attending activity
- Key debriefing details

Equipment Register

All Team equipment is to be entered into an Equipment Register. This register is the responsibility of the Equipment Officer, and the working copy will be stored at Rescue Base. The Team Manager will hold an admin copy.

This register will be in loose-leaf form with sections available to record a full *Inventory* as well as *Equipment Inspection Reports* and *Maintenance Records*.

An indicative Equipment Inventory is attached to this document as Appendix 7.

Rope Log

As with all rescue organisations using ropes for rescue purposes, a rope log is to be kept recording descriptions of all rescue lines including when purchased, use (hours), shock loads, inspections and decommissioning dates.

Accident Register

See section of SOPs dealing with Occupational Health and Safety.

List of Key Team Documents

Administration	Equipment and Training	Operations
Recruiting Application	Equipment Register	Deployment Details
Probationary Interview Log	Rope Log	Briefing Guidelines
RAMS Template	Medical Inventory	Quick Appreciation
Telephone Tree	Activities Register	Deliberate Appreciation
Team Contact Details	Personal Training/Gear Log	Customised FOG
Team Recruiting Brochure	Accident Register	Leaders FOG

Disciplinary Procedure

Code of Ethics

All Team members must read, understand and agree in writing to the approved code of ethics for USAR practitioners as laid down by the National USAR Training & Standards Working Group (See Appendix 3).

The Team is responsible to the Waimakariri District Emergency Management Civil Defence Officer and Team members must be aware that they are representatives of the community in which they serve. They must therefore, display a high degree of professionalism at all times.

General

The Team Leader is responsible for the discipline of the members of the Waimakariri Emergency Response Team. However Team members must take individual responsibility for their own actions.

Any Team member who commits an act or omission which compromises the safety, credibility, efficiency, teamwork, image or confidential information of the Team is liable to have disciplinary action taken against them by the Team Leader.

All Team members are expected to deport themselves in a manner that does not prejudice the public image, operational effectiveness or discipline of the Team, in public or otherwise.

Disciplinary action can include:

- Verbal warning
- Written warning
- Dismissal
- Suspension
- Demotion
- Probation

As a guideline, two warnings and an opportunity to improve should be given before dismissal.

Serious misconduct may result in dismissal without prior warnings.

Probationers may be dismissed without prior warnings, if the probationer does any of the following:

- Fails to follow the reasonable instructions of a team member in a position of authority.
- Is significantly incompatible with existing Team members.
- Consistently fails to achieve required standards in training.

Either the Team Manager or the Team Leader can make dismissals of Team members.

Review Process

A Team member who, for whatever reason, considers that disciplinary action taken against them is unfair or wrong is entitled to seek a review of that decision. In the first instance the member is encouraged to attempt to resolve the issue directly with the decision maker(s). If resolution is not achieved in this way then the review process, as set out below should be followed.

Any Team member who is the subject of disciplinary action may seek a review from the Emergency Management Civil Defence Officer by lodging a written appeal within 10 working days of the disciplinary decision.

The address for appeals is: The Emergency Management Civil Defence Officer, Private Bag 1005 Rangiora. The EMCDO will consider the appeal and provide a decision within 14 working days of receiving the notice of appeal. The decision is final.

All disciplinary proceedings within the Team are governed by the Privacy Act and must be confidential.

Confidential information is any information, which relates to personnel details, accidents and subsequent investigations, disciplinary matters, personal matters, personal files, sponsorship management and any other information of a sensitive nature.

Conflict Resolution

Due to the hazardous nature of the Team's role, teamwork and communication are critical.

Conflict issues are usually based on personality differences and should not be confused with disciplinary issues, which are dealt with by separate procedures.

Initially, internal conflict between Team members should be addressed by both members discussing their differences together. However upon request, the Team Leader or Team Manager can mediate this discussion.

Leaving the Team

Reason for Exit

Team members will leave the Team for many reasons. Often this will be due to time commitments. Sometimes however, Team members will leave, as they are dissatisfied for whatever reason with the way the Team operates. As every person is different, this is understandable. However it is in the interests of the Team as well as the exiting Team member that the Team has knowledge as to why the Team member has left.

Exit Interview

Should a Team member be contemplating resignation then it is important that that Team member discuss with the TM or the TL the reasons why such an action is contemplated. This is an opportunity to discuss and resolve any problem area there may be.

It will be equally important for the TM or the TL to arrange an interview with a Team member who has already tendered their resignation to establish, if possible, exactly why the member has taken this course of action.

Media Procedures

Outside of operations and during the everyday activities of the Team, media contact is restricted to either the Team Manager or Team Leader. Should a Team member be approached by the media regarding CDEM or Team matters, the Team member is to decline to comment and is to refer the media to the Team Manager.

Should a Team member be approached by the media during operational deployment the Team member is to decline to comment and is to refer the media to the *Lead Agency* through the *Incident Controller* or their *Media Liaison Officer*.

Equipment Maintenance, Inspection and Retirement

It is each individual's responsibility to check all his or her own Personal Protective Equipment (PPE) before every use.

It is the responsibility of all team members to look after both personal and team equipment and report defects or loss immediately to the Equipment Officer.

Commissioning Equipment

All new equipment will be inspected upon arrival, entered into the inventory and given a unique number (if relevant). The information regarding equipment will include type, description, date commissioned, condition, and expiry dates. Certification details, its use and limitations are to be added in the 'Notes' column if relevant. The Team will only use equipment that is rated and is appropriate for the environment in which it is to be used.

Where possible, new equipment shall be commissioned before old equipment is retired. If a piece of equipment is totally new to the team then suitable training shall be given before use.

Any single-use equipment or expendable supply that is completely used-up (or becomes critically low) during an exercise or deployment shall be reordered immediately at the completion of that exercise or deployment.

Inspection and Maintenance

The Equipment Officer shall ensure that all equipment is inspected and duly maintained by a competent person to a suitable safe standard and according to the manufacturers' recommendations where available. Every piece of personal and team equipment must be thoroughly inspected at least every six months.

Ropes are to be inspected in accordance with ASTM F 1740-96 *Standard Guide for Nylon, Polyester, or Polyester/Nylon Blend, or Both Kern mantle Rope*.

Gear must be checked and put away after each usage. Usage of single-use or disposable equipment needs to be recorded and the gear replenished as soon as possible.

Details of each six-monthly inspection will be recorded in a section of the Equipment Register. The Equipment Officer will keep a copy and a copy forwarded to the Team Leader for record purposes.

It is the responsibility of the user to give items such as ropes, ladders and stretchers a visual and quick physical check before each use.

It is each Team members responsibility upon becoming aware of damage to equipment or equipment in need of repair, to bring that fact to the notice of the Equipment Officer who will record that fact, tag out, have repaired, retire or replace the equipment as appropriate.

Retirement

Equipment will be retired when deemed unsafe, or when it reaches shelf life, or use by date, or based on manufacturer's specifications, or industry standards or international best practice.

Logistics

All stores and equipment on issue to the Team will be securely stored at the ***Rescue Base***. This equipment will consist of ***Team Equipment*** and ***Personal Equipment***.

For the most up-to-date data relating to all Team equipment held by the team see the Equipment Inventory maintained by the Equipment Officer at the Rescue Base. A copy of this information is also attached as Appendix 7. For a list of the minimum requirements for both Team and Personal equipment, see the NZ USAR ***Best Practice Guideline: Response Team Registration***.

The Logistics Officer has responsibility for the Team Equipment and for the PPE. However each Team member is expected to maintain their PPE in good order and cleanliness. It is also the responsibility of the Equipment Officer to ensure that the Team has sufficient food and water supplies to be self sufficient for 24 hours.

The Waimakariri District Council provides all equipment required by the Team (other than items of a personal welfare nature) including a multi purpose Gear Trailer for use in deployment in both operational and training activities. The Trailer when loaded weighs 1400 kg and only vehicles that are legally capable of towing that weight are to do so.

Transport methods of Team members to assembly at Rescue Base or deployment at some specified rendezvous', will be by own vehicles and at best land speed. Team members have no legal protection from exceeding speed restrictions and should not do so.

Debriefing & Critical Incident Stress Debriefing

Debriefing

Debriefing is a system of self-audit primarily used after a specific Team activity to establish for the Teams own interest and betterment whether the plans, actions and equipment of the Team performed well, or require improvement.

A debriefing session can involve whole Team input, the Team Management (Manager and Team Leader), or combined with other agencies. The session can be formal or very informal as circumstances dictate. An independent observer to ensure objectivity could chair a debriefing session after a major event.

As a general rule the Team will adopt the '*Heron Method*,' of debriefing as outlined in Appendix 6.

At the conclusion of every Team training session an informal debriefing will be held. Any significant results from this debrief are to be included in the activities register with comment on improvements and further training as required.

Should the Team be involved in '*Operational Activities*' then a formal debriefing session is to be held, if possible including all those Team members involved, not withstanding any external debriefing that the Manager and Team Leader may be required to attend. The Team Manager should chair this session and a record of the session is to be held by the Team Manager. That record is to include any action taken to remedy or address any important issues that may emerge.

The Team Manager, Team Leader and Medical Director are to be alert for any signs of Critical Incident Stress displayed by any Team member, particularly if the operational deployment involved death or failed intervention (e.g. an unsuccessful building search and rescue resulting in injury or death to any person including Team members).

Critical Incident Stress Debriefing (An Explanation)

In the rescue environment, Team members are exposed to events that generate disturbing feelings that will challenge the coping mechanisms of seasoned members regardless of training. It is fair then to say that Critical Incident Stress Debriefing (CISD) is a necessary tool towards the survival of Team members and the Team.

Every Team member has different reactions to operational and personal experiences; reactions as diverse as each personality, temperament, responsibility and fear. Each person's reactions are individual and unique.

Team members may well be exposed to risk during deployment. Exposure to risk can in turn pose risk to Team member's mental health, even more so if that event is particularly traumatic (e.g. involving violent death, multiple deaths, or injury or death of a Team member). These risks can involve a range of psychological reactions ranging from Critical Incident reactions to Acute Stress Disorder and even the development of Post Traumatic Stress Disorder.

Such reaction may be precipitated by a *single* traumatic event, or *cumulated* exposure to a number of traumatic events. It is therefore important that the CDEMG has a policy designed to assist Team members to cope with the worst experience or experiences that they may encounter. They are also to assist Team members to work through various post traumatic reactions and to minimise later incidence of post-traumatic disorders through the provision of psychological support services.

CISD (Our Policy)

The Waimakariri District Council provides a proactive policy that is comprehensive and systematic towards supporting Team members who may experience an event that triggers critical incident stress while involved with the Team.

While a policy that promotes the wellness of each Team member also promotes general wellness of the Team, it is difficult to achieve this Team-wide wellness without providing pre-incident education for the Team members. Therefore annual exposure by an experienced mental health provider to Critical Incident Stress Management is mandatory for all Team members.

Following any Team '*operational*' deployment where traumatic events (such as those described in the preceding section) were experienced, a debriefing or counselling session will follow for all affected Team members. Participation is voluntary. However it should be conveyed to those affected that such an offer is a matter of CDEMG policy, and that consultation is confidential. A mental health professional approved of and provided by the Waimakariri District Council will conduct the session.

In some cases such a service will be provided in-group sessions to affected Team members, while in other cases such a service will be provided on an individual basis. Where group counselling sessions take place those attending each session should number no more than six Team members.

Should it be considered necessary (by the mental health professional concerned) this policy provides for up to three (3) initial contacts between nominated Team members

and that mental health professional. The nature of these contacts will vary, but typically may involve one initial debriefing (group or individual) and/or assessment contact with two subsequent follow-up contacts (which may not be in person – e.g. a telephone contact may be appropriate in some instances)

Any follow-up contacts beyond the initial three debriefing sessions must be authorised by the CDEMG through the Team Manager by an approach either by the affected Team member or by the mental health professional. The fact that a follow-up contact, or contacts have been made by Team members is to be treated with the utmost confidentiality by the Team Manager and the CDEMG.

Distribution

Copies of these SOPs must be held by the Team Manager, Team Leader, and by the Waimakariri District Council and the CDEMG. Each Team member is issued with a copy of the document on being accepted into the Team and must acknowledge receipt of the document by way of signature. A copy will also be kept in the Gear Trailer.

This is a controlled document and amendments must be forwarded to all those in the distribution list at the front of this document.

Medical Protocols

Personnel will apply patient care at the level of their qualifications and experience, within the resources available and in accordance with accepted medical procedures. In order to standardise care, the accepted medical procedures used in this Team are those used by the Order of St. John – Northern Region South Island, known as *Authorised Patient Care Guidelines* (expiry January 2005). When an emergency physician is available to extend license to the Team then the Emergency Life Support (ELS) and Early Management of Severe Trauma (EMST) guidelines will be followed. The general principle is that first aiders will follow basic patient care guidelines with support from paramedics and doctors (either within the Team or externally).

Medical waste is to be placed in a designated container lined with a biohazard bag. Used medical sharps are to be disposed of in the team's red sharps canister. After each operational deployment medical wastes will be transported to the hospital for permanent disposal. Bodies will be bagged and removed to a mortuary area some distance from the casualty clearing post should the Team be asked to perform this function by the Disaster Victim Identification Team (DVI).

Incident Ground Communications

Primary Communications Channel: Telephone

Existing telephone systems will be used whenever possible to activate the team and to contact other agencies. When regular services are no longer available then secondary communications systems will be activated. Field communications should be conducted by mobile telephone whenever practical. Contact numbers will be confirmed upon activation and disseminated during briefings.

Secondary Communication Channel: Radio

The Team will use two-way VHF radios for external communication where allowed by the incident environment. Radios will also be supplied in situations where Team personnel are divided into Sections and dispersed within the incident ground. When using radios, Team members should follow internationally accepted protocols for communication.

All Team members must be familiar with common practise and language used in radio communications. To this end, Unit Standard 4573 *Communicate in the outdoors using two-way radios* will form part of Team Training.

The Team is authorised to use its VHF Radios with the following channels/frequencies:

Channel	Comment	Type	Tx / Rx
1	ESX 22 (CD)	Simplex	140.7750
2	ES 42 (CD)	Repeater	138.5250 / 141.5250
3	ESX 39 (Liaison)	Simplex	140.9875
4	ES 164 (Liaison)	Repeater	140.0500 / 143.0500
5	ES 129 CDEMG	Repeater	139.6125 / 142.6125

Team members should operate on Channel 2 at all times unless instructed otherwise. It must be understood that in an operational situation, more than one rescue team may operate on this channel. Courtesy and urgency will dictate priority.

During operations, all radio frequency information will be available to the Team Leader through the Civil Defence Communications Manager to allow for inter-agency communications plans to be established. All radios supplied have the Emergency Services Band Liaison Channels ESX 39 (Simplex) and ESB 164 (Repeater). Portable repeaters for ESB164 are available from the CD Comms via MCDEM
Should the Team be operating in an area other than that controlled by the Waimakariri District then local authorisation may be required when using radio communications.

Call Signs

For referring to the Team as a whole the call sign will be the NZ USAR registered response team identifier that we have been allocated –“**Response Team 12**”
When the Team is working divided into Sections the call sign for each Section is the phonetic alphabet word relating to that Section’s letter designation. For example the

call sign for B Section as a whole is Bravo. To identify individuals within a Section simply add a numeric suffix. The table below shows examples of these calls signs:

	A Section	B Section	C Section
Whole Section	RT12 Alpha	RT12 Bravo	RT12 Charlie
Section Leader	RT12 Alpha 1	RT12 Bravo 1	RT12 Charlie 1
First Recce Pair	RT12 Alpha 2	RT12 Bravo 2	RT12 Charlie 2
Next Recce Pair	RT12 Alpha 3	RT12 Bravo 3	RT12 Charlie 3

In order to contact people in specific roles we also use the following call signs:

Command

Team Leader	RT12 Leader
Team Manager	RT12 Manager
Command Post	RT12 Base (This is the Team's command post – this may not be the ICP and may not even be the Team Leader)

Specialists

Paramedic	RT12 Medic
Doctor	RT12 Doctor
Search Dog Handler	RT12 Dog
Structural Engineer	RT12 Engineer
Safety Officer	RT12 Safety

If there is more than one of any particular type of specialist then simply add a numeric suffix as per the following example: RT12 Dog1, RT12 Dog 2

Other Communications

Other methods of communications used by the Team will include:

- Voice commands
- Hand signals
- Light Sticks
- Whistles, sirens, air horns etc

See Appendix 2 for details of these alternative communication methods.

Compensation for Loss of or Damage to Personal Effects

Team members are not to be considered as employees of the Waimakariri District Council/CDEMG, however in accordance with the merits of each case, the Council may provide coverage by way of an ex-gratis payment in compensation for the damage to or loss of personal effects of Team members while on operational deployment or while involved in training or on exercises.

In any event this cover will only apply should the Team member be uninsured or the item concerned is below the excess on their personal insurance policy. On every occasion the Team member should make a claim on his/her own insurance in the first instance (refer National Civil; Defence Plan, Annex F (3) at paragraph 17, and Civil Defence Emergency Management Act 2003 at Section 108).

ACC Compensation

Under the 2002 amendment to the Accident Compensation Act, Team members cannot be considered 'employee's' of the Council. This particularly applies to the Council liability to provide the first week's compensation to an injured person.

However the Council does accept some responsibility as the Team operates under the Councils umbrella. Where loss of income for the first seven days of incapacity becomes an issue, and the injury was suffered on operational deployment, while under going training or involved in Team exercises, consideration will be given by the Council to meeting the shortfall in accordance with the merits of the case (refer National Civil Defence Plan, Annex F (3) at paragraphs 15 and 16).

Reimbursement (Out of pocket expenses)

Team members should not; unless unavoidable, purchase goods and services at their own expense that should rightly be the responsibility of the Team Management. All Team expenditure should be by way of Order number (for accounting purposes) available from the Team Manager.

The Council will reimburse Team members for reasonable out of pocket expenses while involved in operational deployment, under going approved Team training, or on approved exercises. Those expenses could include such matters as travel, accommodation, and messing.

Use of USAR Logo

Once qualified and registered, members of the Team will be entitled to use the USAR Logo, but must do so conforming to the policy laid down by the National USAR Steering Committee and as per section 18(2)(c) of the CDEM Act 2002.

Section 2: Training Criteria

Training & Development

The Team training programme is put in place to ensure that the Team is able to fulfil its ***Purpose and Function***. Accordingly the emphasis is on enabling all Team members to attain the USAR Cat 1A rating and expanding their knowledge of Civil Defence response operations.

It is the delegated responsibility of the Training Officer to ensure that the level and type of training undertaken reflects the nature of the Team's operational mandate, the demands of the Waimakariri District and the current skills of the Team.

Training will reflect the need for ongoing revalidation of key skills as well as areas requiring further practice or of general interest. In an operational environment the Team will rely heavily on CIMS and training should ensure that Team members are conversant in its use both in theory and practically. Other areas needed to be covered in training are OSH, casualty management, and the use of search dogs, SMEAC briefing and radio communications.

Normally Team training and or exercises will take place on a fortnightly basis in the evening, plus one longer session during a weekend each month.

According to need and interest, professional development and specialist the Team will support training of individual Team members. This may include such matters as advanced level or instructor training in USAR Awareness, CIMS, First Aid, PHEC, BIT, General Rescue, Rope Rescue, Confined Space Rescue, OSH or search dog training.

As part of the on-going development of both Team members and the Team, the Team Leader (or if unavailable, the Team Manager) will meet regularly (at least six monthly) with each Team member for the purpose of coaching and planning towards each member reaching their personal goals and objectives. Achieving Team goals and objectives will be a topic of discussion at Team meetings.

Another part of the Team's training mix will be liaison with other Emergency Responders including both similar Response Teams nationally as well as the local professional emergency services.

All Team members are expected to attend all training sessions unless excused by the Team Manager or Team Leader.

A safety officer (SO) must be appointed on each operational deployment, for all practical training, and when involved in exercises. For each such training session, a RAMS hazard assessment must be made of the training ground, be it internal or external. Hazards identified should be eliminated, isolated or minimised. If Team members are unsure about a hazard, the Team Leader is to be advised and consulted.

Annual Training Plan

The Annual Training Plan will be prepared by the Training Officer, the Team Leader and the Team Manager in consultation with the CDEMG and should include:

- Recruit selection and training
- Revalidation of base skills
- Skills maintenance and development
- Hazard identification and review
- Deployment simulation (at least one a year)
- Minimum of two CDEMG approved USAR Response Team exercises.
- Physical fitness testing
- Critical Incident Stress Management
- Specialist courses (as applicable)

Recruit Training

The majority of probationer training, from initial induction through the probationary period is directed towards the new Team member qualifying as a USAR Cat 1R Responder holding an Orange Card within 12 months of joining the Team. At the commencement of their training, all probationers are to be encouraged in their endeavours to achieve this distinction.

In addition to the Orange Card syllabus, the training program will look to include material covering health and safety, radio communications and an introduction to Civil Defence.

See *Probationary Procedures* in Section 1 for further information.

Revalidation and Training Records

All Training Records are to be maintained electronically by the Training Officer. These records will include:

- The training plan and program
- Individual attendance at all training sessions
- Training carried out (Instructor details)
- Competency, through relevant qualifications gained (including documentary evidence)
- Team results (from exercises)
- Records of revalidation
- The Activities Register

It is considered good practice for each Team member to maintain individual training records including completing a personal training log at each training session, whether that session be training, exercise or operational. Both theory and practical training should be included.

In order for existing team members to be revalidated as operationally competent the following items will be reviewed annually:

- Minimum of 70% attendance at all training
- Minimum of 50% of the Orange Card syllabus to be refreshed each year
- All components of that syllabus to be refreshed every two years
- A current first aid certificate
- Re-confirmation of fitness level

A suitably qualified assessor will undertake the revalidation of USAR, General Rescue and CIMS knowledge and skills. In areas where a Team member does not meet the minimum requirements of competency then that Team member will have a period of three months (or a longer time period if agreed with the Manager) to prepare for re-assessment.

Should the Team member, upon re-assessment, fail to meet the minimum requirements, then that Team member's position within the team may be terminated. During the period prior to re-assessment the Team member will not be operational.

Re-registration of the Team by the Manager must be planned for, as this is a three yearly requirement.

Exercises

The Team will engage in at least two USAR Response Team exercises per year as discussed with and approved by the Council. Where possible these exercises should involve other registered USAR Response Teams.

In order to allow prior development of skills and trust in the new recruits, these exercises will tend to be held later in the training year.

As previously mentioned some of the individual and Team revalidation requirements may be integrated into these exercises.

Assessor Access

Unit Standard assessment will be conducted using qualified assessors who hold the necessary NZQA and LGITO/FRSITO accreditation. These may be registered assessors within the Team, within the local CDEM organisation or external assessors from another agency.

It is important that the Team encourages members to undertake Instructor qualifications in USAR Awareness, General Rescue and CIMS in order to ensure the availability of trainers and assessors when required.

Trainer Standards

Where ever possible USAR Responder type training shall be carried out by or supervised by a General Rescue or USAR Trainer as approved under ***Best Practise Guideline: Trainer Certification*** who also holds the USAR Responder Orange Card. Any equivalent qualifications will require the approval of the Training and Standards Committee of the New Zealand Urban Search & Rescue project.

Training Costs

Reasonable Team training costs are the responsibility of the Waimakariri District Emergency Management, Civil Defence Officer on behalf of the Waimakariri District Council.

Rural Fire

The Waimakariri Emergency Response Team has been identified by the Waimakariri District Fire Authority as a District Rural Fire Team. All costs associated with response, activation and training will be meet by this Authority .

Reference: Waimakariri District Rural Fire Plan 2004

APPENDICES

APPENDIX 1: Role Descriptions

There are seven defined positions within the team. They cover a mix of administrative, training and operational responsibilities. A particular team member will be appointed to each of these positions. The roles are:

- Team Manager
- Team Leader
- Deputy Team Leader
- Health and Safety Officer
- Training Officer
- Equipment Officer
- Medical Director

Apart from the position of Team Manager, the team members filling each of the positions above will also be expected to function as standard operational team members.

In addition to these roles there are four operational-only roles that are not tied to specific individuals but allocated “on the day”. These are:

- Section Leader (x2)
- Safety Officer
- Intel/Logistics Advisor

The personal specifications attached to each position are those desired. They are targets and it is accepted that it may not always be possible to achieve the level desired, particularly in the early stages of team development.

Team Manager

Responsible to: The Waimakariri District Council

Role: To manage the day-to-day administration of the Team.

Key Tasks:

- The establishment of the Waimakariri District Emergency Response Team.
- Maintaining the Team's enthusiasm and interest.
- The discipline, conduct, welfare and safety of members of the Team when carrying out their role as an emergency response team
- Keeping Team Records, including personnel files, having due regard to the provisions of the Privacy Act.
- Manage the financial affairs of the Team including budgeting, cash flows and reviews in accordance with standard Financial Operating Procedures.
- Recruiting for the Team and constantly reviewing recruiting and consequent appointment provisions.
- Assist in the preparation of the Team's Annual Training Plan
- Vetting all applicants (upon application) and all team members annually on both matters of Criminal History, and by way of physically checking references of new applicants.
- Maintaining liaison with the Waimakariri District Council, Kaiapoi Service Centre, regarding the use of their Service Centre facilities for both training and as a rescue base.
- Develop procedures by way of self-audit to ensure the Team complies with all the requirements for registration and three yearly re-registration.
- Develop Memorandums of Understanding with the local Police, St Johns and Fire Service that cover both training and operational relationships.
- Prepare a biannual report on the activities of the Team for the Waimakariri District Council.
- To write and maintain the Team's reference material including.

Standard Operating Procedures	Technical Operating Procedures
Financial Operating Procedures	Equipment Maintenance Manual

Establishing protocols between the Council and the Team to ensure satisfactory resolution to:

- Funding and equipment issues
- Compensation for loss/or damage
- Personal injury issues

Note:

The position of Manager of the Team is to be listed in the Job Description of the Emergency Management Civil Defence Officer to the Waimakariri District Council.

Team Leader

Responsible to: The Team Manager

Role: To provide leadership in all Team activities

Key Tasks:

- Liaise with the Team Manager on Team activities.
- Maintain adherence to all safety procedures.
- Liaison activities, training & assessment, multi-agency exercises.
- Assist the Manager with disciplinary issues within the Team
- Assist the Manager in recruiting Team members and reviewing recruiting procedures and suitability standards
- Assist the Training Officer with the preparation of the Annual Training Plan and with the maintenance of training to a standard as set out in these SOPs under TRAINING.
- Preparation of a 3 monthly written report for the Manager on the Teams activities (For the Waimakariri District Council)
- Distribution of a monthly email newsletter for team members
- Leadership of the team on operational deployments

Personal Specifications

Qualifications

- Have a USAR rating of 1R – holder of an Orange Card
- Urban Search & Rescue Awareness Instructor
- General Rescue Instructor
- Basic Instructional Technique Course Qualification
- Apply CIMS Unit Standard qualification.

Knowledge and skills

- Familiarity with standard hazard assessment and management practices
- Understanding of NZ/AS Safety Standards for equipment and rescue techniques
- Broad understanding of legislation relevant to the operation of the Team

Attributes

- Strong leadership, motivation and facilitation skills
- Some experience in project management
- Good relationship management skills

Appointment & Term

The Team Leader will be elected to the position at an annual meeting of the Team. The term is for one year, however incumbents can be elected for successive terms. A special

meeting must be called if it becomes necessary to appoint a new team member to that position during the 12-month term.

The Council may require the Team Leader to step down from office if:

- Requested to do so by 75% of the Team membership
- Disciplinary action is brought against the Team Leader (See the Section on *Discipline in Section:1*)
- The Team Leader is unable to fulfil the key responsibilities of the position

Deputy Team Leader

Details are as for the position of Team Leader.

In addition to providing assistance to the TL with administrative and training tasks, the DTL's main responsibility is to be the agreed replacement to lead the team when the TL is unavailable.

This is an ideal training situation for a Team member aspiring to the position of Team Leader in due course as the DTL will gain valuable experience as acting TL should the TL not be available.

Health and Safety Officer

Responsible to: The Team Leader

Responsibilities: To foster a culture and practice of safety within the Team

Key Tasks:

- Emphasise to all Team members the risks inherent in rescue activities
- Teach hazard assessment and risk management techniques (RAMS)
- Review OSH training and team member safety knowledge regularly
- Monitor relevant legislation and industry best practice
- Maintain hazard assessment records (RAMS)
- Have input into the team's Annual Training Plan, particularly in the area of safety generally

Personal Specification

- Have a USAR Rating of 1R – Hold an Orange Card
- Have U/S 497 Protect H & S in the workplace.

Knowledge & Skills

- Familiarity with standard hazard assessment and management practices
- Understands NZ/AS Safety standards for equipment and rescue techniques
- Broad understanding of appropriate legislation for team operation

Personal Attributes

- Demonstrates self-management and discipline
- Works effectively both as an individual and in the Team
- Capable of taking responsibility for own work
- Good relationship management and communication skills

Appointment & Term

The Health and Safety Officer will be elected to the position at an annual meeting of the Team. The term is for one year, however incumbents can be elected for successive terms. If it becomes necessary to appoint a new team member to the position during the 12 month term then the Team Manager and Team Leader will jointly make a selection.

The CDEMG may require the Health and Safety Officer to step down from office if:

- Requested to do so by 75% of the Team membership
- Disciplinary action is brought against the HSO
- The HSO is unable to fulfil the responsibilities of the position

N.B. During operational and practical training situations a team member will be appointed as 'on site' Safety Officer. The team's HSO and the On Site SO are different roles and are not to be confused.

Training Officer

Responsible to: Team Leader

Responsibilities: To research, plan and co-ordinate all Team training

Key Tasks:

- Prepare an Annual Training Plan in consultation with the TL, DTL, SO and Manager. To be confirmed by the CDEMG
- Manage an effective recruit induction programme in accordance with SOPs (See Training)
- Ensure that all training has a prior training plan with emphasis on risk management should that training be of a practical nature. (Have Risk Assessment Management System 'RAMS' Forms available.)
- Constantly review technical training requirements and trends in line with latest developments as established by self education in that area
- Assist the TL in the establishment of suitable internal and external training venues, gaining permission for on site use when required
- Complete and maintain the training Activities Register for every training or exercise.
- Record and monitor training attendance and provide a quarterly return to the TL of individual attendance
- Organise remedial training if and when required.

Personal Specification

Qualifications

- Basic Instructional Technique Course Qualification
- Have a USAR rating of 1R – Hold and Orange Card
- Apply CIMS Unit Standard qualification

Knowledge & Skills

- Familiarity with the various instructional techniques available
- Understanding of NZ/AS Safety standards for equipment and rescue techniques
- Broad understanding of appropriate legislation under which the team operates

Attributes

- Strong leadership, motivation and facilitation skills
- Experience in project management
- Good relationship management skills
- Strong self discipline and self-management

Appointment & Term

As with the HSO position.

Equipment Officer

Responsible to: Team Leader

Role: The selection, storage, maintenance, training in, and accounting for, all equipment used by the Team

Key Tasks:

- Be aware of the minimum equipment requirements for both *personal protection equipment* and *team equipment* as set out on pages 12 and 13 of NZ USAR 'Best Practice Guideline: Response Team Registration'.
- Ensure that the level of the Team's equipment does not go below that required.
- Liaise with the TL and Manager should further purchases be required well prior to the due date.
- Together with the HSO, develop and Monitor systems for the maintenance, inspection and retirement of equipment.
- Supervise the approved use, storage and cleaning of rescue equipment and store.
- Receive the Team's equipment purchases, checking deliveries and forwarding invoices to the Team Manager
- Arrange for the commissioning and Register entry for all equipment received.
- Maintain a Register of Team equipment in which is to include all equipment allocated to the team
- Responsibility for regular monitoring of the condition of rescue equipment, in particular the required 6 monthly equipment audit

Personal Specification

Qualifications

- Have a USAR Rating of 1R – holder of an Orange Card

Knowledge & Skills

- Familiarity with standard hazard assessment and management practices
- Understanding of NZ/AS Safety standard for equipment and rescue techniques
- Broad understanding of appropriate legislation under which the Team operates

Personal attributes

- Demonstrate self-management and discipline.
- An ability to work in an unsupervised Team environment
- Good relationship management skills

Appointment & Term

As with the HSO position.

Medical Director

Note:

While there is no Medical Director appointed to the WERT at this stage. This Job Description will apply should one be appointed.

Responsible to: Team Leader

Role: Manage medical procedures and medical equipment

Key Tasks:

- Develop and maintain team medical protocols
- Monitor developments in the area of pre-hospital emergency care and mass-casualty medical treatment and adjust team medical protocols in line with international best practice.
- Coordinate annual deployment-related health checks for all team members
- Maintain relevant medical records for all team members. The secure storage of this confidential information will be handled by the Team Manager
- Monitor team members' psychological responses post deployment for the purpose of advising the Team Manager and Team Leader.
- Ensure that the level of the Team's first aid skills does not fall below the minimum requirement (6400,6401,6402).
- Liaise with the TL and Manager regarding both replenishment and new purchase of medical equipment and supplies.
- Monitor the use, storage and cleaning of medical equipment and supplies.
- Maintain a register of medical equipment and supplies
- Responsible for regular monitoring of the condition of medical equipment

Personal Specification

Qualifications

- Have a USAR Rating of at least 1A – holder of an Orange Ticket
- Relevant medical qualifications and experience – e.g. paramedic, emergency nurse, doctor

Personal Attributes

- Self-confidence and flexibility
- Clarity of thought and instruction
- The ability to work well both individually and as part of a team
- Good relationship management skills

Appointment & Term

As with the HSO position.

APPENDIX 2: Alternative Communication Methods

Hand Signals

SIGN	PICTURE	DESCRIPTION
Team Leader		2 fingers on shoulder
Team 2IC		1 finger on shoulder
Section Leader		2 fingers on upper arm
Section 2IC		1 finger on lower arm
Medic		Hand on lower arm
Come here		Fingers on head
Quickly		Clenched fist moving up and down
Stop		Flat hand held vertically
Obstacle		Arms crossed
Casualty		Open and shut hand quickly
Stretcher		Flat hand held horizontally
Watch me		Point to eyes with two fingers
All clear / safe		Thumb and first finger make circle rest of fingers straight
Yes		Thumb up
No		Thumb down
Move back		Two hands with open palms held in air bending at elbows and pushed forward
Evacuate		Three fingers held above head and circled around

Whistle Signals

The Waimakariri Emergency Response team uses the INSARAG standard USAR whistle signals:

Command	Whistle Signal
Evacuate	Three short blasts (repeated)
Cease Operations	One long blast
Resume Operations	One long blast followed by one short blast

Light Codes

The Waimakariri Emergency Response team uses the following coloured light codes:

Colour	Meaning
Green	Team member / emergency personnel
Red	Hazard / Danger – keep away
Blue	Patient location
Yellow	As decided by the Team Leader
Orange	As decided by the Team Leader

APPENDIX 3: Code of Ethics

As approved by the National USAR Steering Committee

As a member of the Waimakariri Emergency Response Team, I agree to carry out my duties in accordance with the following Code of Ethics.

- The missing or injured will be treated in accordance with the Code of Consumer Rights as stipulated by the Health and Disability Commissioner.
- Emergency management agencies and volunteer organisations will be dealt with honestly, fairly, wisely, and in an efficient and professional manner.
- Honesty in all matters will be expected, privileged communication respected, any real or perceived conflicts of interest avoided, and all people dealt with courteously and politely.
- Search and rescue operations will be performed to the highest attainable standards.
- No person will be discriminated against the grounds of their sex, marital status, religious or ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status, or sexual orientation.
- The knowledge and skills of search and rescue will be advanced to serve the needs of the missing or injured. Individuals will strive to improve their own knowledge and skills, support others by sharing their experiences, and strive to keep themselves fully informed of new developments in the profession.
- Sensitive issues of a cultural nature will be discussed amongst colleagues and a cultural sensitivity action plan agreed upon prior to activities (when possible).
- The mission of the national urban search and rescue programme will be supported and conduct at all times will be ethical, prudent and worthy of the profession.

Full Name _____

Signature _____

Date _____

This acknowledgement is required to be held on file by the Waimakariri Emergency Response Team and the individual should keep a copy.

The Health and Disability Commissioner's Code of Consumer Rights is available from the following site <http://www.hdc.org.nz>

APPENDIX 4: Records: **Team/Individual Training/Gear/Fitness**

This is your Team Training Log Book. It will become a complete record of your qualifications, practical skills, knowledge and operational experience.

Response Team members are expected to maintain a high level of competency in a wide range of USAR-related skills. In addition to the compulsory qualifications, you are encouraged to extend yourself with more training in general rescue, communications, medical, welfare, CIMS, instructional techniques, risk management in the context of rescue work, leadership, USAR Awareness and any other specialist areas.

The logbook includes:

- Compulsory qualifications and training
- Other Relevant Qualifications available on the NZQA framework
- Qualifications & Training Record
- Rescue Activity Log
- Annual Competency Assessment Record
- NZQA Record of Learning
- Fitness Test Results
- Personal Equipment & Tools Record

How to use this book

- Fill in the personal details section on the first page.
- Read through the list of tasks and Unit Standards contained within this book, as well as the SOPs and the USAR and General Rescue training manuals.
- Record relevant courses, workshops, conferences and training you have undertaken in the Qualifications and Training Record.
- Record all rescue exercises and operational (simulated) training in the Rescue Activity Log.
- Select the Unit Standards you wish to obtain. Test yourself against the performance criteria detailed in the Unit Standard. When you are confident that you are ready to be assessed contact the Training officer.
- If the Training officer is confident that you are ready for assessment, he/she will organise a pre-assessment meeting with an ITO registered assessor.
- Once a year you will receive a record of learning (RoL) from NZQA for all Unit Standards completed. Insert a copy of the RoL in the relevant section of this book.

This logbook cannot be used as the sole document to verify competency in any NZQA Unit Standard.

Waimakariri Emergency Response Team

Personnel File and Training Log Book

Name		DOB:
Address		Contacts: Home Mobile Work Email
Emergency Contact: (Next of kin)		USAR Endorsements:
Rank/Title	First Aid Expiry Date	NZQA Number
Dietary requirements for deployment purpose:		

Compulsory Qualifications & Training

USAR Response Certificate (CAT-1R)

Unit	Title	Date Achieved
6400	Manage first aid	
6401	Provide first aid	
6402	Provide BLS	
18516	USAR awareness	
17279	Introductory CIMS	
7318	CD General Rescue	
	Certificate Issue Date	
497	Manage Health and Safety in the workplace	
4573	Communicate in the Outdoors using 2 Way Radio	
	Introduction to Civil Defence	

Optional Qualifications Available on the NZQA Framework

LGITO Certificates in Civil Defence

Certificate	Issue Date
Emergency Co-ordination	
Emergency HQ Operation	
Emergency Communications	
Emergency Rescue	
Emergency Welfare	

LGITO National Certificates in Civil Defence

Certificate	Issue Date
Emergency (Response)	
Emergency (Management)	

Qualifications & Training Record

Date	Course/Training

Waimakariri Emergency Response Team

RESCUE ACTIVITY LOG

Date		Time	
Location			
Activity	General Rescue	USAR	CIMS
	Communications	Welfare	First Aid
	Flood Response	Headquarters	Advanced Medical
	Risk Assessment	Response Plan	
	Other (Specify)		
Role	Personnel	Command	Instructing
			Observing
Weather			
Group Size	Students #	Staff #	Other #
Type	Personal Training	Scheduled Training	Assessment
			Operation
Duration	Hours:		

Notes/Teaching points covered/Configuration/Issues:

Members Signature

Waimakariri Emergency Response Team

Personal Equipment & Tools Record

Item	Purchase Date	Maintenance	Comments

Annual Competency Assessment

Current competency of team members is assessed using the NZQA grading system of Competent (C) , Not Yet Competent (NYC), unable to be assessed through insufficient evidence.

Theory test (25 minutes)

30 questions (assorted format). Competency: 90%

Skills test

Demonstrate competency in a range of general rescue skills (detailed in following pages).

Practical Exercise

The team member is to demonstrate general rescue skills during a simulated incident. Assessment will cover reconnaissance, casualty handling and rescue from heights.

Assessments are based on information & techniques detailed in the USAR Awareness Manual, the General Rescue manual and the Coordinated Incident Management System manual.

Assessors must be holders of the USAR Orange Card (Cat-1R) & preferably qualified NZQA Instructors/Assessors in General Rescue & USAR Cat-1A Awareness.

Waimakariri Emergency Response Team Annual Competency Assessment: Skills Test

Skill Area: Knots & Lines	Date	Assessor
Rethreaded Figure 8 knot		
Figure 8 Joining knot		
Double Fig-8 on the bight (Industrial 8)		
Round turn and two half hitches		
Clove hitch		
Alpine butterfly		
Double fisherman's		
Prussic knot		
Chair knot		
Vertical Lift knot		
Friction (Italian) Hitch		

Skill Area: Search Techniques	Date	Assessor
Wears correct PPE		
Observes safety practices		
Secures rescue scene		
Line & Hail Search		
Building search (quadrant/sector)		
Hazard assessment		
Search & Victim Markings		
Note taking and mapping		
Occupancy & Bystander Interviews		
Briefing Technique (ISMEACQ)		

Skill Area: Stretchers	Date	Assessor
Blanket & load stretcher		
Lash basket stretcher		
Lash NATO stretcher		
Lash conscious patient to board stretcher		
Lash unconscious patient to board stretcher		
Stretcher carry		
Stretcher pass over uneven ground		
Stretcher pass in confined spaces		
Attach lowering lines to a stretcher		
Use natural/constructed anchors to set up a lowering & belay system		
Single-point lower		
Two-point lower		
Four-point lower		

Skill Area: Ladders	Date	Assessor
Raise & lower an extension ladder		
Secure head & foot of ladder		
Climb a ladder, leg lock		
Assist casualty down ladder		
Ladder Slide		
Ladder hinge		

Skill Area: Improvised Casualty Movement	Date	Assessor
Blanket lift		
Fireman's Crawl		
Human Crutch		
2-, 3-, & 4-handed seat		
Pack-strap carry		
Fore & Aft carry		
Blanket/Clothing drag		
Shoulder drag		

Skill Area: Equipment	Date	Assessor
Operate a tirfor winch		
Operate a generator		
Set-up & maintain emergency lighting system		

Theory Test (C/NYC):

Practical (C/NYC):

Re-assessment Required (Yes/No)

Assessor:

Date:

Waimakariri Emergency Response Team

Fitness Assessment

As a member of the Waimakariri Emergency Response Team you may be required to undergo an annual fitness assessment. Team management may need to see a medical clearance from a registered general practitioner before you begin.

If you are not yet competent (NYC) in any aspect of the test you will be re-assessed after 3 months. A second NYC assessment will result in an automatic stand-down from active rescue tasks. The stand-down will continue until competency is achieved.

During a fitness assessment stand-down you can continue to participate in theory lessons/courses, provide support services and perform management tasks.

The test consists of 5 simulated rescue activities to be completed within a 45-minute period, with set-up and transition times deducted as necessary. There will be a maximum rest period of 3 minutes between each activity. Industry standard personal protection equipment (PPE) must be worn during the test.

Element	Performance Criteria	C / NYC
Improvised Casualty Movement	Carry or drag a 75kg manikin or person 50m within 60 seconds	
Stretcher Carry	Walk 400m carrying a 15kg weight using only one hand at a time and without putting it down	
Equipment Transport	Climb and descend twelve flights of stairs (6 stories) wearing a 15 kg backpack in a safe manner within 4 minutes	
Hauling/Lowering	Raise and lower a 15kg weight to a height of 6 metres twice within 60 seconds using an 11mm line through a karabiner	
Ladder Climb	Confidently and safely climb a fully extended rescue ladder while wearing a 15kg backpack. Dismount at the top over a balustrade or window ledge, then descend using the same ladder	

Reassessment Required? (circle one) Yes No

Date of Reassessment:

Assessor:

Date:

Waimakariri Emergency Response Team Personal Protective Equipment Issue Form

NAME _____ TEAM MEMBER # _____

ITEM	ITEM #	ISSUE DATE	SIGNATURE	RETURN DATE	E.O. INITIALS
Overalls, orange					
Overalls, blue					
Helmet					
Headlamp					
Goggles					
Gloves, rope					
Gloves, rubble					
Whistle					
Duffle bag					
Personal line					
Boots					
Ambulance shears					
Copy of team SOPs					
First Aid Items					
Wet Weather Gear					
Pager					

N.B. Unless you make alternative arrangements with the Team Manager, all gear issued to you by the team, as recorded above, must be returned in reasonable condition to the Gear Officer when you leave the team.

APPENDIX 5: RAMS Template

Date: _____ **Location** _____

Training Activity: _____

		Risk (Management reference)	C	L	
Risks	Accident, Injury, other forms of loss	1. Slipping or falling off rubble pile (a, c, i)	M	M	
		2. Falling rubble or debris (i, n, q)	M	M	
		3. Sprains & Breaks (a, b, c, d, g, i, n, q)	M	M	
		4. Crushing or entrapment of limbs (a, b, c, d, g, i, n, q)	H	L	
		5. Respiratory or eye complaints (a, b, c, d, i, m, n)	M	L	
		6. Back Injuries (a, c, f, g, i)	M	M	
		7. Injury to patient (h)	M	M	
		8. Sunburn, wind burn or coldness (c, e, t)	M	M	
		9. Loss of equipment or PPE (l)	L	M	
		10. Damage to equipment or PPE (m)	L	M	
		11. Hit by vehicles or machinery (c, i, r, s)	M	L	
		12. Loss or damage to PPE (c, l, m)	H	L	
		13. Medical conditions (c, f, j, p)	M	L	
		14. Unsuitable weather preventing exercises from running (t)	L	M	
Causal Factors	Hazards, perils, dangers	People	Untrained participants Trainers in unsafe position Observers not aware of safety practices Distractions or lack of attention Tiredness or fatigue Not using correct lifting techniques Not wearing PPE or incorrect PPE Injury to patient in stretcher Prior medical conditions or allergies		
			Equipment	Incorrect equipment or PPE Not wearing correct PPE Incorrect rigging of stretcher	
				Environment	Dust Debris – Sharp, slippery or unstable Choosing the wrong path around / over rubble pile Traffic Machinery Weather – Wind, rain, coldness or sun

Risk Management Strategy	Normal Operation	People	<ul style="list-style-type: none"> a. Prior Training (at least theory) b. Trainers to follow normal safe practices. c. Full site briefing given prior to arrival or at Assembly Area on arrival (incl. Evac signals, No duff command & emergency plan) d. Observers to be attended to at all times e. Opportunities to have rest and fluids between activities f. Check for prior medical conditions prior to course or assessment, collect signed form from participants. g. Ensure participants use correct lifting techniques h. No live patient should be used due to risk of dropping, use dummy weights only i. Provide Safety Officer to watch over scene j. Ensure Trainers and Safety are 1st aid qualified k. Provide Fulcrum Block & Lever and cribbing materials for initial rescue from entrapment
		Equipment	<ul style="list-style-type: none"> l. Provide Staging Area in safe location for personal equipment and PPE m. Check participants PPE is correct and undamaged prior to commencing activity n. Ensure correct PPE is worn at all times while at scene including: <ul style="list-style-type: none"> • Goggles • Dust mask • Gloves • Helmet • Overalls • Boots (steel capped) • Whistle o. Stretcher should be rigged by trained persons or checked by a qualified person. p. Provide 1st aid kit
		Environment	<ul style="list-style-type: none"> q. Check rubble pile during planning and immediately prior to activity to ensure stability r. Cordon activity areas and provide signage for traffic s. Advise site owners and users of activities t. Check weather report and postpone if weather is unsuitable. Provide shelter if weather is adverse (including sun, wind and coldness)
	Emergency	<p>Prior to activity</p> <ul style="list-style-type: none"> • Advise Ambulance communications centre of activities if outside of reasonable response time prior to commencement. • Decide and provide suitable warning device for emergency use and advise during site briefing • Ensure communication to Emergency Services is possible from site • Locate a suitable Arrival Area for Emergency Services including helicopter <p>During activity</p> <p>Exercise or training is stopped (use signals as required) Trainer to take control of situation. If required:</p> <ul style="list-style-type: none"> • Provide 1st Aid • Use Fulcrum Block & lever or cribbing as required to access patient • Evac according to briefing • Call emergency services and advise of situation and response location 	

Relevant Industry Standards Applicable	NFPA 1670	
Policies And Guideline Recommended	NZ USAR Awareness manual & trainers pack INSARAG – International SAR Response Guideline	
Skills Required By Staff	Current First Aid certificate MCDEM Certified USAR Awareness Trainer USAR Responder qualification	
Final Decision On Implementing Activity	Accept	Reject
	This event will go ahead with the above listed safety requirements and preparation If weather is unsuitable, training/exercise is to be deferred	

This assessment is based on a site evaluation and scenario plans as per attachments. In the event of changes to the site or scenarios, this RAMS form should be re-evaluated and amended as required.

This RAMS form is a guide and does not remove any liability for “Duty of care owed” or “Standard of care owed” nor does it imply any exceptions under, Health and Safety in Employment Act 1992, or any other relevant Act.

NAME:

SIGNATURE:

DATE:

Team Leader (Please Print)

Training Officer (Please Print)

APPENDIX 6: Debriefing

Ground Rules

- Be honest with yourself and others
- Speak for yourself. Own your own statements
- Avoid put downs, including yourself
- Be supportive of each other
- Listen to, and respect others viewpoints
- Be responsible for your own comfort
- Be sensitive to the needs of others
- Give your best
- Be open minded
- Maintain confidentiality
- Keep a sense of humour
- No justifications

Format

- First, set ground rules (as above)
- Allow participants to give improvements, based on DESC (as below)
- Allow assessors / observers to give improvements, based on DESC
- Allow participants to debrief well done points, based on DESC
- Allow assessors / observers to give well done points, based on DESC
- End debrief
- Discuss any related technical ideas or concepts in a free open forum
- Remind parties of confidentiality
- Parties reflect privately on points, accept comments they wish to and reject the ones they wish

DESC Example

Describe the action

i.e. Disorientation

Example, provide an example

i.e. Party could not locate exit after entering smoke zone

Suggestion (improvements only), offer a suggestion

i.e. Take hose reel

Consequence, list the consequence.

i.e. this will provide an identified route to exit and provide protection if faced with a fire.

DESC Debriefing System (SMEAC)

(Based on John Heron Model)

	Describe action	Example	Suggestion	Consequence
Improvements				

	Describe action	Example	Suggestion	Consequence
Well Done				

APPENDIX 7: Equipment Inventory

STORAGE LOCATIONS

All locations except N are on the Team's Gear Trailer.

Code	Location	Type of Equipment
A	Left, Front, Top, Front	Management
B	Left, Front, Top, Back	Recce
C	Left, Front, Bottom	Hygiene, Radios, Maps
D	Left, Front, Bottom	Tools
E	Left, Rear, Top	Personal Protective Equipment
F	Left, Rear, Bottom	Medical, First Aid
G	Centre, Rear	Generator, Tirfor Jack, Pickets
H	Right, Rear, Top	Food, Lighting, Patient Helmets
I	Right, Rear, Bottom	Awning
J	Right, Front, Top	Rescue Hardware and Software
K	Right, Front, Bottom	Ropes
L	Centre, Front	Whiteboard, Timber, Buckets, Stretchers, Long Tools, Water
M	On Top of Trailer	Ladder, Stretchers
N	On Garage Wall	Individual Personal Protective Equipment

LOCATION A – MANAGEMENT

Code	Reqrd	Item (Type)	Description	Qty	Notes	Cost	Date In	Expiry
A1	*	CIMS	Manual	1				
A2	*	CIMS	Position checklists	1	Booklet and laminated sheets			
A3	*	CIMS	Green Folder	1	Contains IAP, SITREP, org chart, SMEAC, phone lists			
A4	*	CIMS Jerkins	IC/Ops/Intel/Log	4		200	2004	
A5	*	Hi vis Jerkins		4		280	2004	
A6	*	SOPs	Copy	1				
A7	*	Stationery	Box	1	White board pens, OHP pens, pencils, vivid markers, stapler etc			
A8		Stationery	Organiser	1	Paper clips, elastic bands, blu-tac, magnetic labels, pins etc			
A9		Map	Local Street Map	2				
A10		Map	Provincial Road Map	4				
A11		Map	Local Topo Maps	4	1:50,000			
A12		Hand Torch	Big Jim	4		60		
A13		Hand Torch	Dolphin	4		60		
A13		Batteries	Big Batteries for above	4	For hand torch			2009
A14		Batteries	Size AA	?	For radios and helmet torch			2006-9
A15		Bulbs	Halogen	9	For helmet torch			
A16		CD Forms	Registration Books	3				
A17		Clip board		1				
A18		Record Book		1				
A19		Accident Book		1				
A20		Lined paper	Refills / exercise books	5				
A21		Manual	General Rescue	1				
A22		Manual	USAR Awareness	1				
A23		Signs	Plastic	7	Arrows, first aid, food, toilets			

LOCATION B – RECCE

Code	Reprd	Item (Type)	Description	Qty	Notes	Cost	Date In	Expiry
B1	*	Spray Paint	Orange	4				
B2		Builders Crayons	Sidewalk	30				
B3	*	Barrier Tape	Rolls	1				
B4	*	Recce Packs	First Aid Bum bags	4	3 triangular, 6 crepe roller bandages, 10 pair latex gloves, 1 vivid, 1 biro, 15 casualty labels, scissors, safety pins, 5 field dressings, 3 non-adherent dressings, 2 rolls of tape, 3 small dressings, survival blanket, elastic dressing			

LOCATION C – DECONTAMINATION KIT, HYGIENE / RADIOS / MAPS

Code	Reprd	Item (Type)	Description	Qty	Notes	Cost	Date In	Expiry
C1		Buckets		4				
C2		Disinfectant	Bottle	1				
C3		Soap		5				
C4		Paper towels	Pack of 150	2				
C5		Plastic bags	Large	10				
C6		Radios Icom	ES Programmed	4	Use AA batteries	1200	2002	
		Radios	PRS Programmed	4	Use AA batteries	480	2001	
C7		Map	Local street map	1	Older			

LOCATION D – TOOLS

Code	Reqrđ	Item (Type)	Description	Qty	Notes	Cost	Date In	Expiry
D1	*	Wood Saw	General Purpose	2		40	1999	
D2	*	Hacksaw		1		20	1999	
D3	*	Spare Blades	for Hacksaw	0			1999	
D4	*	Sledgehammer	3.5 kg + 1	2		40	1999	
D5	*	Bolt Cutters	900mm	1		60	1999	
D6		Axe		2		80	1999	
D7		Jemmy bar		2		40	1999	
D8		Crow Bar		1		40	1999	
D9		Split Axe		1		40	1999	
D10		Bow Saw		1		40	1999	
D11		Tool Box		1		80	1999	
D12		Pliers		1				
D10		Cold Chisel		1				
D11		Shovel		1		40	1999	
D12		Spade		1		40	1999	
D13		Rescue Tool	Ham Axe	2		300	2003	
D14		Power Saw	Ryobi Reciprocating	1		200	2003	
D15		Power Drill	Battery hammer drill	1		350	2004	

LOCATION E – SPARE PERSONAL PROTECTIVE EQUIPMENT

Code	Reqrd	Item (Type)	Description	Qty	Notes	Cost	Date In	Expiry
E1	*	Dust Masks	Particulate respirators					
E2	*	Dust Masks	Basic	30				
E3		Ear Plugs	Pairs	100				
E4		Safety Goggles		5				
E5		Whistles		4				

LOCATION F – MEDICAL / FIRST AID

Code	Reqrd	Item (Type)	Description	Qty	Notes	Cost	Date In	Expiry
F1	*	Blankets	Woollen	10		200	1999	
F2	*	Medical	CCP Kit		To handle 10-20 patients			
		Medical	Team Kit		For injuries to Team Members only			
		Medical	Resuscitator	1		500	2001	

LOCATION - G GENERATOR, TIRFOR JACK, PICKETS, FIRE EXTINGUISHERS

Code	Reqrd	Item (Type)	Description	Qty	Notes	Cost	Date In	Expiry
G1	*	Pickets		6		80	1999	
G2		Tirfor Jack		1		300	1999	
G3		Ratchet Winch		1		80	1999	
G4		Generator	1200w Makita	1		1785	2003	
G5		Petrol Can	Unleaded 91	0				
G6		Extinguishers	Powder 2KG	2		150	2003	
G7		Extinguishers	Dry Powder	2		200	2004	

LOCATION H - FOOD, LIGHTING, PATIENT HELMETS

Code	Reqrd	Item (Type)	Description	Qty	Notes	Cost	Date In	Expiry
H1	*	Ration Packs	24hr prepacked	20				
H2		Lighting	Goliath Fluorescent	4		624		
H3		Lighting	Goliath Stands	2		300		
H4		Lighting	150 W halogen floods	2		30		
H5		Leads	Extension 20 metre	2		60		
H6		Lightsticks	blue	10				01/06
H7		Lightsticks	red	10				11/04
H8		Lightsticks	orange	10				08/06
H9		Lightsticks	green	10				10/06
H10		Lightsticks	yellow	10				05/06
		Patient Helmets		2				

LOCATION I – AWNING, EDGE PROTECTION

Code	Reqrd	Item (Type)	Description	Qty	Notes	Cost	Date In	Expiry
I1		Awning		1	Connects to trailer			
I1		Awning Poles		4				
I3		Carpet	Edge Protection	1				

LOCATION J - RESCUE HARDWARE / SOFTWARE

Code	Reqr'd	Item (Type)	Description	Qty	Notes	Cost	Date In	Expiry
J1		Karibiners	Large steel screwgate	12		530	2002	
J3		General Purpose	Manilla	12				
J4		Sash cords	multi coloured	4				
J5		Prussik Loops	Purple	2				
J6		Tapes	5.5m	8				
J7		Stop decender	Industrial	1		160		
J8		Harness	Fallright sit harness	2		400		2000

LOCATION K - ROPES

Code	Reqr'd	Item (Type)	Description	Qty	Notes	Cost	Date In	Expiry
K1	*	Lines	11mm/12 m	8	These are our main kernmantel rescue lines	1000	2001	
K3		Lines	Static 12mm/50m	1			2003	
K4		Lines	Static 12mm/25m	2			2003	
K5		Lines	50 m Static Rescue Line	1		630	2003	

LOCATION L - WHITE BOARD, TIMBER, BUCKETS, STRETCHERS, LONG TOOLS, WATER

Code	Reqrđ	Item (Type)	Description	Qty	Notes	Cost	Date In	Expiry
L1		Stretcher	Backboard	4				
L2		Stretcher	Backboard footplates	2				
L3		White board		1				
L4		Shovel		2				
L5	*	Crowbar		2				
L6	*	Timber	Cribbing blocks	16	600mm X 100mm X 75mm			
L7		Timber	Wedges	8				
L8	*	Rubble Buckets		8				
L9		Rubble Gloves	Pairs	4				
L10		Knee Pads	Pairs	10				
L11		Water	20l Containers	1				
L12		Board	Site control	1				
L13	*	Stretcher	Basket	1	DHS Basket	1300	2004	

LOCATION M - LADDER,

Code	Reqrđ	Item (Type)	Description	Qty	Notes	Cost	Date In	Expiry
M1	*	Ladder	Extension	1	4m / 7.5m	1200	2001	

LOCATION N – INDIVIDUAL PERSONAL PROTECTIVE EQUIPMENT

Code	Reqrd	Item (Type)	Description	Qty	Notes	Cost	Date In	Expiry
N1		Overalls, orange	Nomex	9		3330	2002	
N2		Overalls, blue		10				
N3		Helmet		7		1050	2002	
N4		Head Torch	on Helmet	4		120	2000	
N5	*	Ear Muffs	on Helmet	16				
N6		Safety Goggles		16				
N7		Gloves, rope		16				
N8		Gloves, rubble		16				
N9	*	Whistle		16				
N10		Duffle bag		16				
N11		Bum bag	or small backpack	16				
N12	*	Personal line	8m	16				
N13		Tape Sling	5.5m	16				
N14		Karabiner	Small, steel, screwgate	16				
N15	*	Boots	Steelcap	16				
N16	*	Scissors	Ambulance shears	16				
N17		Team SOPs		16				
N18		FOG		16				
N19		Lightstick	Green	0				
N20		Dustmask		16				
N21		Pen & Paper		16				
N21	*	First Aid Kit	Triangular bandage, 2 x field dressing, gloves	16				

APPENDIX 8: Team Contact Details

Waimakariri Emergency Response Team – Telephone Callout Tree

