



Version 3
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Next Review: September 2016
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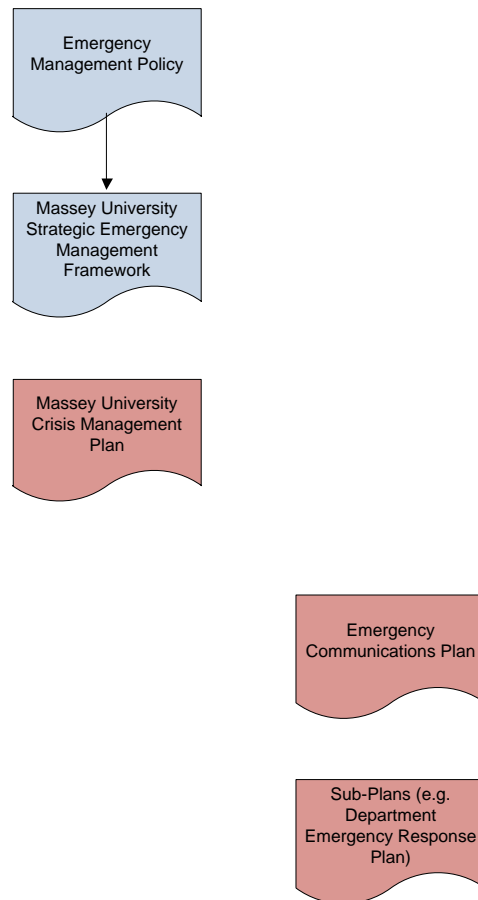
Part 1: Background and Overarching Documents

1. Introduction

1.1. Context

"Massey University aims to become a leader

Figure 1: Key documents that form the emergency management framework.



3. Introduction to the Phases of Emergency Management

For emergency management to be effective it needs to cover “all phases” rather than only focus on response (as per section 1.4.4. *Principles of Emergency Management*).

New Zealand’s approach to emergency management lists four phases which are:

- { Reduction (Risk reduction)
- { Readiness
- { Response
- { Recovery

The phases are sequential in theory (though exceptions exist) and are cyclical in nature (New Zealand Fire Service Commission, 1998).

The following figure shows the phases of emergency management.

Figure 2: Phases of emergency management⁴.

⁴ Figure taken from National CDEM Planning poster (Ministry of Civil Defence &&

5.4.3. Training and Professional

- { Meet applicable legally prescribed testing requirements¹⁰.
- { Provide assurance that planning and operational arrangements are working effectively and are being continuously improved.
- { Provide

- o University-level essential business functions are appended to the Massey University Emergency Response Plan.
- o Campus-level essential business functions are appended to each Campus Emergency Response Plan.

6.3. Goals and Objectives of the Response Phase

While Goal 3: *Enhance the University's ability to respond to emergencies* relates directly to the response phase, this goal is achieved by successful completion of its objectives through readiness activities. Refer to section 5 *Readiness* for details.

6.4. System for Managing Emergency Events

The University endorses and adopts the Co-ordinated Incident Management System (CIMS) as the basis for the Massey University Emergency Management System (MUEMS).

The Massey University Emergency Management System (MUEMS) is used for the management of all emergency events, including Incidents (Level 1), Local Emergencies (Level 2) and University Emergencies (Level 3).

Any directions given by the National CDEM Controller or a CDEM Group Controller or Local CDEM Controller during a state of emergency, takes precedence over those of the University Crisis Management Team Leader and/or the Vice-Chancellor, or delegate.

Emergency Management Policy, 2014

6.4.1. The Co-ordinated Incident Management System (CIMS)

"The CIMS structure is based on the following elements:

- x Common terminology
- x A modular organisation
- x Integrated communications
- x Consolidated incident action plans
- x Manageable span of control
- x Designated incident facilities
- x Comprehensive resources management" (Ministry of Civil Defence & Emergency Management, 2008c, p. 107).

6.4.2. The Massey University Emergency Management System (MUEMS)

The Massey University Emergency Management System (MUEMS) is scalable, and can be used for managing all events from small incidents through to University-wide emergencies. The three levels of emergency event are:

Level 1: Incident

Refers to any event that affects a person or people in one location¹⁴ (such as a building or campus) and requires an immediate, formal emergency response, but can be managed effectively by local management and response personnel, has little or no impact on t

Figure 3: Tiers of emergency response management.

It is important

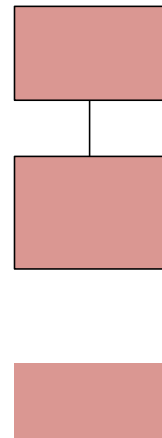
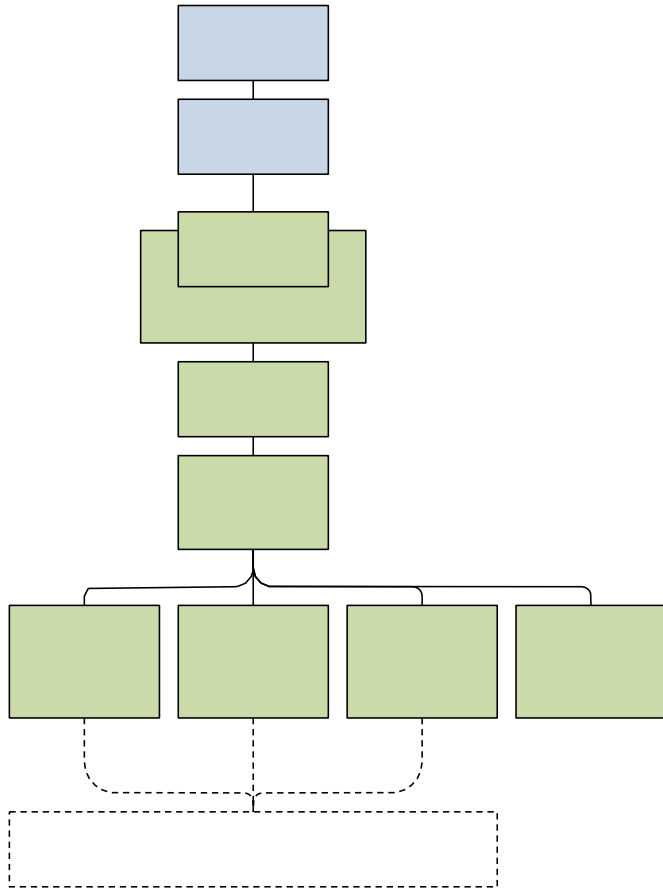
All sub-plans must be verified by the University Emergency Management Committee or may be delegated to Campus Emergency Management Committee

8. Governance and Management

8.1. Introduction

Emergency management covers all phases of an emergency – reduction, readiness, response and recovery. As such, there must be structures for:

- x Business as usual activities:
 - o Governance of the emergency management function is addressed in section 8.2 *Governance* for more information.
 - o The day-to-day management of the emergency management function (primarily the reduction and readiness phases) at Massey University is addressed in section 8.3 *Management of Emergency Management during the Reduction and Readiness Phases* for more information.
- x Management during emergency events:
 - o The effective management of the response and recovery phases is addressed in



- x Manawatu-Wanganui CDEM Group
- x Auckland CDEM Group
- x Wellington CDEM Group.

And if justified (e.g. staffing numbers deem it appropriate), may also include:

- x

10. Appendices

10.1. Appendix A: Emergency Management Definitions

10.1.1. Levels of Emergency Events

Level 1: Incident refers to any event that affects a person or people in one location (such as a building or campus) and requires an immediate, formal emergency response, but can be managed effectively by local management and response personnel, has little or no impact on the operations of a campus or the University and there is no need for emergency communications.

NOTES: 1. Incidents are often managed in accordance with Sub-Plans/Departmental Emergency Response Plans and using business as usual structures.

NOTES: 2. Refer to definitions of "location".

Level 2: Local Emergency refers to an event that directly affects people in one location (such as a campus); has a significant impact on the operations of one campus; place a high level of demand on local management and response personnel; or, requires significant coordination of internal and external resources and may result in the activation of the Emergency Communications Plan and/or the University Crisis Management Team.

NOTES: 1. Refer to definitions of "location".

Level 3: University Emergency refers to an event that directly affects people in more than one location and/or has a significant impact on the operations of the University and cannot be effectively managed by local management and response personnel, or requires significant coordination of internal and external resources and results in the activation of the Emergency Communications Plan and the University Crisis Management Team.

NOTES: 1. Refer to definition of "location".

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10.2. Appendix B: Bibliography

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