

Exercise Rū Whenua 2024

General Instruction: Day 1 – 12 June 2024

National Crisis Management Centre (NCMC)

Version 1.0

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Amendment Schedule

The following table describes amendments that have been made to this Exercise Instruction since version 1.0.

Document Amendments

Date	Brief description of amendment
April 2024	Drafting of General Instructions

Security Classification

This is an unclassified document. Exercise Rū Whenua is intended to operate in an unclassified environment.

Document Purpose

This General Instruction provides detailed guidance for all participants in Day 1 of Exercise Rū Whenua 2024. This General Instruction augments, and should be read in conjunction with, the Exercise Coordinating Instruction. For brevity, repetition of content from the Coordinating Instruction has been avoided where possible.

Section 1 INTRODUCTION

This General Instruction provides detailed information for participants on Day 1 (12 June 2024) of Exercise Rū Whenua 2024. Further information about the exercise may be issued closer to the start of the exercise.

This document should be read in conjunction with the Exercise Coordinating Instruction, which provides the overall information for all participating agencies about Exercise Rū Whenua.

1.1 Background

The Exercise will be led by the National Emergency Management Agency (NEMA) and is supported by Civil Defence and Emergency Management (CDEM) Groups, central government agencies, emergency services, lifeline utilities, and other agencies and organisations as appropriate.

Exercise Rū Whenua 2024 builds on the work undertaken as part of Project AF8 and the development of the SAFER Framework and will take place over three separate days: 12 June, 26 June, and 10 July 2024.

1.2 Audience

All agencies, participants, observers and Exercise Control staff of Day 1 Exercise Rū Whenua, taking place on 12 June 2024.

Section 2 AIMS AND OBJECTIVES

2.1 Aim

The aim of Exercise Rū Whenua is to improve New Zealand's ability to respond to and recover from a significant destructive event (Alpine Fault earthquake).

The exercise aims to address and evaluate the current state of national response when faced with a large-scale, catastrophic emergency event. Any gaps identified during the exercise will assist in the creation of a more-informed forward plan for future CDEM and government work programmes and will assist in shaping future exercises.

The overall national objectives and key performance indicators are attached at Appendix One.

2.2 Exercise Play

The following factors have been applied to exercise planning and play:

- There will be no coastal tsunami generated by the earthquake.
- Connectivity and communications may be more reliable than in a real event of this nature.
- The National Crisis Management Centre (NCCM) in Wellington will be available for the coordination of the national response (an alternative location will not be required).
- The exercise will be conducted in a no-fault learning environment where systems and processes, not individuals, will be evaluated.
- All participating organisations and agencies are expected to exercise according to their own arrangements and plans and use the exercise to evaluate their response capability.
- To minimise the risk of confusion that can occur with non-exercise players including the public, communication with broadcasters/other media will be simulated. All communications will be identified as "exercise only".

2.3 Scope

Exercise Rū Whenua is a joint local government and central government exercise with an emphasis on strategic coordination and decision-making across agencies, with activities occurring at various venues across New Zealand.

Day One of the exercise will be a full functional exercise led out of the NCCM. National Coordination Centres (NCCs) and Emergency Coordination Centres (ECCs) will also be activated. It is focused on situational awareness and initial rapid support – including coordination of offshore support. An Officials Committee for Domestic and External Security Coordination (ODESC) meeting will be held.

The exercise will not include mandatory physical field activities. CDEM Groups may exercise field activities as an optional activity, and this is for individual agencies to arrange.

2.4 Scenario

The scenario for Exercise Rū Whenua is a magnitude 8.2 earthquake occurring on the Alpine Fault, directly affecting New Zealand across the South Island and lower North Island.

This scenario will build on the AF8.org research programme and the SAFER framework.

For exercise planning purposes we are expecting Wellington to be disrupted but functional and not requiring the national response to be led out of an alternative location (i.e., there will be no activation of the alternate National Crisis Management Centre).

Section 3 PARTICIPATING AGENCIES

Exercise Rū Whenua will involve the participation of CDEM Groups as well as central government agencies, emergency services, lifeline utilities, and others.

An **Exercise Participant and Venue List** will be available and communicated prior to Exercise Day 1 and will contain all phone numbers and contact details to be used during exercise play.

3.1 Participant Responsibilities

Each agency is responsible for:

- Ensuring exercise players are identified and informed about their participation in the exercise;
- Ensuring plans and procedures are up to date, and communicated to relevant staff ahead of time; and
- Advising NEMA Exercise Control (EXCON) of any changes in staff participation in the exercise.

It is acknowledged for many staff this may be their first time as a participant in an exercise or event of this scale. Building and establishing the relationships in advance of a response is an important factor in improving our national response system.

Each participant is responsible for:

- Being personally ready to exercise;
- Understanding their role and responsibilities;
- Being familiar with their organisation or functions, relevant plans and procedures including relevant SOPs, supporting AF8 science outputs (e.g. SAFER Framework), templates, and documentation;
- Understanding CIMS and how it is applied within their agency; and
- Reporting and escalating any safety or security concerns as soon as possible.

Section 4 EXERCISE DELIVERY

Exercise Rū Whenua is scheduled to run over three full days; this instruction focusses on Day 1 12 June. There are additional NEMA-specific instructions found in Appendix Two. All participating NEMA staff will receive an exercise briefing on **5 June 2024**.

Exercise documentation mentioned in this General Instruction are tabulated in Appendix Three.

4.1 Date, Timings, and Location

Day 1 of Exercise Rū Whenua is focused on the initial response to an earthquake, as outlined below:

Phase 1

(Initial impact)

Wednesday **12 June 2024**

Functional:

Activation of NCMC, NCCs, ECCs.

Situational awareness, initial rapid support – including coordination of offshore support.

ODESC meeting will be held – invitations will be sent separately to Agency CE's

Focus on coordination centre processes; initial decision making; establishing communications; and situational awareness.

- Initial actions
- Situational awareness and information flows
- Controller's objectives and Initial Action plans
- Iwi/Māori response integration
- Initial rapid relief
- Initial international support

Played in real-time. There will be no compression of timelines or artificial times/dates.

It is intended to use the NWS messaging system to activate the exercise – this will be based on the participant list advised to NEMA using the link in the Coordinating instruction.

Otherwise, exercise participants should report to the NCMC ready for the first briefing at 0830.

The operational schedule will be set by the Response Manager as part of the exercise: The following timings have been pre-arranged due to external participant requirements.

0830 – MAR handover to NCMC

1000 – First National Controller to Group Controller Teams Call

1300 – National Welfare Co-ordination Group, leading into National Recovery Co-ordination Group

1400 – Shift Two arrives.

1430 – Handover briefing

1500 – Shift One hot debriefs

1530 – ODESC

1700 – Second National Controller Teams Call.

2000 – Handover Brief to notional third shift.

2030 – Hot debrief Shift 2

4.2 Exercise Format

Players will be expected to follow their plans and procedures as they would in a real situation, except when informed otherwise. The exercise will be played in real-time. Role-players/Control staff will be used during the exercise to simulate non-playing agencies.

4.3 Exercise Play

4.3.1 Injects

Scenario injects will be provided to players to simulate real-life information. Players who receive injects should respond as per their procedures, based on the situation (e.g. perform an action, notify someone, log information, etc).

All injects will be clearly designated as 'exercise only' or 'Exercise Rū Whenua' to avoid confusion.

Injects may be received via:

- Hard copy memo;
- Briefing by an EXCON facilitator;
- Emails;

- Phone calls – including from EXCON role-players;
- Systems messages and data (where agencies have software applications in use); and/or
- Simulated social/traditional media.

As much as possible injects will be passed via the primary entity rather than direct from EXCON; e.g. State Highway status will come via Waka Kotahi – NZTA.

4.3.2 Actions Involving External Parties

If the situation requires players to interact with people or agencies that are not playing in the exercise (e.g. to arrange additional resources, request intelligence information, etc), then they should contact the appropriate role-player in EXCON. Role players will provide dynamic responses in real time.

A contact list will be provided with details of role-players and simulated sources of information. Players must ensure that they **Do Not**:

- make up inject answers,
- magically create resources or agency responses, or
- speed up times of response or activities.

4.4 Exercise Cancellation

If a real event occurs, or for whatever reason the exercise is to be stopped, the EXCON team will advise exercise participants via the agency Exercise Directors. These messages will be preceded with “**No Duff**”.

Section 5 EXERCISE CONTROL AND EVALUATION

5.1 Control Structure – Exercise Design and Preparation

The EXCON team are led by Derek Baxter (Bax) and Sara Mitchell. The team will prepare the exercise at a strategic and function level, assist functions and participating agencies and external teams prepare for the exercise and design Day 1. Any questions relating to preparation or support should be directed to EXCON staff, in the email shown in Section 5.2.

The Exercise Control team preparing the exercise leading up to Day 1 (12 June) includes:

- Derek Baxter (Lead)
- Sara Mitchell (Lead)
- Dean Esaiah (CDEM Group and Iwi support)
- Jason Rogers and Marie Helliwell (Internal NEMA and MAR-NGMC (GNS) support)
- Nick Beer and Louisa Prattley (External Agency support)
- NEMA System Capability staff (workload support)

5.2 Control Structure – Exercise Delivery (on the day)

EXCON team will be based in Parliament Buildings, close to the NCMC or in the Kate Sheppard Building (KSB). Derek Baxter (Bax) and Sara Mitchell will lead the EXCON team in the NCMC/KSB. The EXCON team will supervise the overall flow of the exercise and resolve any problem areas at a national level. Any questions relating to injects should be directed to EXCON staff email as shown below.

The Exercise Control team delivering the exercise on Day 1 (12 June) includes:

- Derek Baxter (Lead)
- Sara Mitchell (Lead)
- Dean Esaiah (CDEM Group and Iwi support)
- Marie Helliwell (Internal NEMA and MAR-NGMC (GNS) support)
- Additional staffing TBC

Exercise Control members will:

- Provide injects
- Simulate agency response
- Track progress and output of injects; and
- Manage communications with the Exercise Directors at CDEM Group level.

Contact details for NEMA EXCON are as below (further EXCON contact details will be provided closer to the time):

NEMA EXCON contact details	
Email	exercises@nema.govt.nz (for all other communication)
	excon.ncmc@nema.govt.nz (on day of exercise)

5.3 Evaluation

The main role of the Exercise Evaluator is to determine the effectiveness of the simulated response, whether the exercise has achieved its objectives and key performance indicators, and to analyse the exercise processes and management. They may also assist the Exercise Control staff during the exercise by providing feedback on observations.

There will be evaluators assigned to the NCMC in line with the focus on the exercise as a learning opportunity rather than a 'test'.

Evaluation will be based on the National Exercise Programme objectives listed in Appendix One. The exercise has been deliberately designed to stimulate multiagency interaction, whole of system challenges and is expected to identify friction points.

5.4 Participant Evaluation

NEMA Continuous Improvement will have a Live Capture form running during the day of the exercise, as if it were a normal response. Participants will be able to contribute to evaluation on the day through the Live Capture form. Participants will also be able to contribute to evaluation in the debriefs.

Participating agencies and CDEM Groups are to undertake their own evaluations based on the outcomes they are looking for in the exercise.

The exercise evaluation team will undertake a survey of Participating Agencies and CDEM Groups, post the exercise.

5.5 Hot and Cold Debriefs

A hot debrief will take place immediately after each shift on day one of exercise play. The hot debrief will be facilitated by a member of NEMA Continuous Improvement team and topics to be covered include:

- A summary of exercise activities;
- Participant feedback; and
- What needs to be urgently improved.

Cold debriefs will be conducted at a later date as required. For NEMA additional debrief information can be found in Appendix 2.

5.6 Final Report

A post-exercise report and continuous improvement plan for NEMA will be developed based on all the feedback received at these debriefs and observations from each of the exercise activities.

An overall Exercise Rū Whenua report will be compiled based on feedback received from all participants and evaluators from across the country.

Section 6 MEDIA AND COMMUNICATIONS

A separate **Communications Plan for Exercise Rū Whenua** has been developed and provides detailed guidance for how communication about and within the exercise will be conducted. This document will be distributed in late-May.

6.1 Media

6.1.1 External (out-of-exercise)

All media enquiries about the exercise should be referred to the NEMA media line, which can be contacted at 04 494 6951 or communicationsnema@nema.govt.nz.

6.1.2 Internal (within exercise)

Whilst the exercise may involve real media participants (such as reporters), in-exercise operations will not be publicly reported in the media.

Media and social media interest/activity will be simulated during the exercise at an NCMC, ECC and EOC level.

During the exercise the role of the “media” will be played by a representative from Radio NZ (RNZ).

NEMA will use the phone number of PIM staff on duty for the exercise. Contact details for PIM staff will be shared in the **Exercise Participant and Venue List** prior to the exercise.

6.1.3 National Spokespeople

National spokespeople are outlined in NEMA PIM Standard Operations Procedures (SOPs) and confirmed by the National Controller. Initially, before the NCMC is activated, the standard national spokesperson is the NEMA Director. Alternative spokespeople could be the Duty Manager and the Duty PIM. After the NCMC is activated, the primary spokesperson remains the Director, but it will be an in-exercise response decision. This could be a PIM staff member as decided by the National Controller, or if delegated, the Response Manager.

6.2 Communications

6.2.1 Communication Means

For the purpose of the exercise, most normal means of communication will be functioning for most of the exercise duration in the NCMC. You will be advised of functioning and non-functioning communications on the day.

A contact list with exercise-specific contacts and participants, the **Participant and Venue List**, will be distributed prior to the exercise and will also be available on each desk in the NCMC during the exercise.

6.2.2 Communication Prefaces

All telephone messages must be prefaced with the word: “**This is an Exercise Rū Whenua message**”.

All written correspondence must be refaced with the words “**Exercise Rū Whenua Only**”. This includes emails, situation reports, and briefing papers.

Section 7 ADMINISTRATION AND LOGISTICS

7.1 Agenda and Timings

0600	Exercise start
0830	NEMA staff shift 1 and AOG LO's to be in NCMC ready for MAR handover briefing
1400	Shift 2 starts
1430	Shift handover briefing
1500	Shift 1 hot debrief
2000	Notional shift handover briefing
2030	Shift 2 hot debrief
2100	Exercise end

7.2 Dress

Normal business attire will apply for all staff at all times of the exercise.

7.3 Travel and Transport

REMA's located in CDEM Group ECCs should arrange their travel as normal.

Non Wellington NEMA staff are encouraged to attend in person, travel costs to BAU business units. Those NEMA staff not attending in person, are expected join the exercise remotely with their operational function.

The exercise will be designed to practice shifts and shift handovers. It will run from 0600 – 2100. Function managers are responsible for coordinating the shifts in their functions.

7.4 Access to Building(s) and ID

All staff should ensure they have their NCMC access cards on them at all times during the exercise. Parliamentary Security have requested that **all access to the NCMC be via the main entrance**, rather than via the Bowen entrance and a list of all participants will be provided to security prior to the exercise.

Any participants who do not have an NCMC access card, will need to sign in with Parliamentary Security, met at the main entrance and escorted at all times. Lists of participants who have pre-registered will be provided to Parliamentary Security in advance to facilitate entry.

7.5 Finance

Business-as-usual finance procedures should be followed during the exercise.

7.6 Exercise Point of Contact

The main exercise contacts both prior to, and during, Exercise Rū Whenua are Derek Baxter (Bax) and Sara Mitchell. The main email point of contact **prior** to the exercise is: exercises@nema.govt.nz and **during** the exercise is: excon.ncmc@nema.govt.nz

7.7 Observers

The observer programme is still under development. Physical space in the NCMC will restrict the number of observers. Any observers will be specifically identified, and this identification will be communicated in advance. An outline on which observers will be present during the exercise will be provided during the exercise briefing.

7.8 Catering

As per a normal response NEMA will provide catering for exercise participants in the NCMC who have pre-registered. It is intended that the NCMC will operate as if in a response mode and meal breaks will not be programmed but taken as workloads allow.

Section 8 RISK MANAGEMENT, SAFETY, AND SECURITY

8.1 Health & Safety

The usual health and safety arrangements apply depending on what venue you are working from during the different phases of the exercise. An overview of the NCMC health and safety procedures will be provided in the exercise briefing on **5 June 2024**.

Simulated exercises can be high pressure and address confronting material and issues. NEMA will have in place support processes for all participants in the NCMC – agencies are expected to develop well-being checks and support for their staff post the exercise.

The exercise will finish in the evening of 12 June while public transport is still operating. Although the precinct is well lit participants should be mindful of personal safety when leaving the building. Parliament Security have requested all participants exit via the main entrance where lighting and security staff are present.

Section 9 APPENDICES

Appendix 1: National Objectives and KPIs

Overall Exercise Objectives	Sub-objectives	Key Performance Indicators
1.0 Lead a coordinated interagency response to a significant Alpine Fault earthquake event. (NEMA)	1.1 Identify significant incident or emerging threat.	1.1.1 Incident identified as a significant incident or emerging threat requiring activation of the ODESC System.
		1.1.2 Lead agency understands the activation criteria and coordinates with DPMC to activate the ODESC System.
		1.1.3 Incident identified as a threat according to the NEMA thresholds
		1.1.4 Incident identified as a threat according to CDEM Group and local authority thresholds
	1.2 Processes for considering and declaring states of emergency are followed at all levels.	1.2.1 Identify criteria for making a declaration and apply these criteria to the decision-making process
		1.2.2 If making a declaration, the correct process is followed (gazetting, current forms, etc.)
	1.3 Activate coordination centres at all required levels in accordance with standard operating procedures.	1.3.1 Lead agency activates a coordination centre in accordance with standard operating procedures.
		1.3.2 Lead agency staff assigned to work in the response have a level of competency appropriate to their role.
		1.3.3 Lead agency has identified support and/or resources required from other agencies and communicated needs effectively.

		<p>1.3.4 Key stakeholders are identified and informed of the activation(s).</p>
		<p>1.3.5. Liaison arrangements are activated in accordance with standard operating procedures.</p>
		<p>1.3.6 Lead agency ensures the response includes consideration of, and planning for, capability that would be needed to respond to a simultaneous or subsequent event.</p>
	<p>1.4 Develop an effective action plan in accordance with standard operating procedures.</p>	<p>1.4.1 Planning processes are followed by the lead agency as established in standard operating procedures and CIMS 3.</p>
		<p>1.4.2 National outcomes/goals are identified and incorporated in guidance and planning.</p>
		<p>1.4.3 The systems, processes and resources are appropriate for developing the action plan.</p>
		<p>1.4.4 Likely threats and associated consequences and risks are embedded in the action plan.</p>
		<p>1.4.5 Legal and policy frameworks are considered and appropriately used to support the action plan.</p>
		<p>1.4.6 Relevant support agencies are integrated into action planning processes.</p>
	<p>1.5 Coordinate an inter-agency earthquake response in accordance with the lead agency’s emergency plan,</p>	<p>1.5.1 Liaison arrangements are maintained as required throughout the duration of the response.</p>

	the action plan, CIMS 3, and legal/policy frameworks.	1.5.2 Response is managed in accordance with plans and within mandated frameworks.
		1.5.3 The systems, processes and resources are appropriate for implementing the action plan or adjusted to meet the needs of the situation.
		1.5.4 Lead agency delegates tasks to support agencies within legal frameworks.
		1.5.5 As appropriate, implement site, local, regional, and national levels of coordination.
	1.6 Operate coordination centres at all required levels in accordance with standard operating procedures.	1.6.1 Lead agency manages interagency coordination centres.
		1.6.2 Lead agency can sustain an operational response for the length of time required.
	1.7 Additional support and/or resource requirements are effectively identified and communicated.	1.7.1 International or domestic support requests are effectively managed.
	1.8 Coordinate with overseas agencies where necessary.	1.8.1 Lead agency identifies relevant overseas agencies that can assist with the response; in consultation with support agencies.
		1.8.2 Overseas agencies are invited to assist with the response via the correct mechanisms.
	1.9 Strengthen personal and interagency collaborative relationships.	1.9.1 Lead agency personnel work in a collaborative manner with colleagues from other agencies.
		1.9.2 Information is shared and utilised across agencies to assist in relationship and resilience building.

<p>2.0 Support a coordinated interagency response to a significant Alpine Fault earthquake event.</p> <p><i>Note: This objective is only applicable to the Support Agencies for this exercise.</i></p>	<p>2.1 Support identification of a significant incident or emerging threat.</p>	<p>2.1.1 Support agencies assist in the identification of a significant incident or emerging threat requiring the activation of the ODESC System.</p>
		<p>2.1.2 Support agencies identify additional risks from within their spheres of expertise.</p>
	<p>2.2 Activate coordination centres at all required levels in accordance with standard operating procedures.</p>	<p>2.2.1 Support agencies activate coordination centres, where required, in accordance with standard operating procedures.</p>
		<p>2.2.2 Lead agency and other key stakeholders are informed of the activation(s).</p>
		<p>2.2.3 Liaison arrangements are activated in accordance with standard operating procedures.</p>
		<p>2.2.4 Support agencies ensure their response includes consideration of, and planning for, capability that would be needed to respond to a simultaneous or subsequent event.</p>
	<p>2.3 Support the development of an action plan in accordance with standard operating procedures.</p>	<p>2.3.1 Support agencies contribute to the lead agency planning processes as established in standard operating procedures and CIMS 3.</p>
		<p>2.3.2 Threats and associated risks identified by support agencies are embedded in the action plan.</p>
		<p>2.3.3 Support agencies develop action plans to detail the tasks assigned to them by the lead agency.</p>

	<p>2.4 Support the interagency earthquake response in accordance with the lead agency’s emergency plan, the action plan, CIMS 3, and legal/policy frameworks.</p>	<p>2.4.1 Support agency staff assigned to work in the response have a level of competency appropriate to their role.</p>
		<p>2.4.2 Liaison arrangements are maintained as required throughout the duration of the response.</p>
		<p>2.4.3 Response is supported in accordance with plans and within mandated frameworks.</p>
		<p>2.4.4 The systems, processes, and resources are appropriate for implementing the action plan.</p>
		<p>2.4.5 Support agencies carry out the delegated tasks in a timely manner in accordance with standard operating procedures.</p>
		<p>2.4.6 As appropriate, implement site, local, regional, and national levels of support.</p>
	<p>2.5 Support coordination centres in accordance with standard operating procedures.</p>	<p>2.5.1 Support agencies can support the inter-agency coordination centre as required by the lead agency.</p>
		<p>2.5.2 Support agencies can sustain an operational response for the length of time required.</p>
		<p>2.5.3 Support agencies can reconstitute following a response to a major earthquake.</p>
	<p>2.6 Strengthen personal and interagency collaborative relationships.</p>	<p>2.6.1 Support agency personnel work in a collaborative manner with colleagues from other agencies.</p>

<p>3.0 Enable high level all-of-government decision making through the ODESC System.</p>	<p>3.1 Agencies fulfil their roles as expected in the ODESC System response governance structures.</p>	<p>3.1.1 ODESC and Watch Groups are established according to the scale of the response in a timely manner in accordance with the NSS Handbook.</p>
		<p>3.1.2 All relevant agencies support ODESC and Watch Groups with appropriate staff empowered to make decisions for their agencies.</p>
		<p>3.1.3 Participants in ODESC System meetings are knowledgeable about their agencies' roles and responsibilities and contribute to the meetings accordingly.</p>
		<p>3.1.4 Relevant ODESC System groups provide strategic direction to relevant agencies, allowing comprehensive operational planning as required.</p>
		<p>3.1.5 Relevant ODESC System groups monitor and evaluate decisions throughout the incident.</p>
		<p>3.1.6 Agencies keep Ministers informed through their own agency processes or as agreed by ODESC.</p>
	<p>3.2 High quality information is used in decision-making.</p>	<p>3.2.1 Information provided to decision-makers is of high quality and credible.</p>
		<p>3.2.2 Information provided to decision-makers is subjected to a robust assessment process.</p>
	<p>3.3 Consult key stakeholders in the decision-making process.</p>	<p>3.3.1 All domestic and international stakeholders are identified and consulted with in a timely manner.</p>

		3.3.2 Decisions are communicated to key stakeholders in a timely manner in accordance with standard operating procedures.
4.0 Integrate recovery planning and arrangements into the response.	4.1 Develop recovery arrangements.	4.1.1 Identify and establish recovery arrangements. This is to include designation of the lead agency for recovery.
		4.1.2 Agency staff assigned to work in recovery have a level of competency appropriate to their role.
		4.1.3 Conduct interagency recovery planning in accordance with strategic direction and identified recovery arrangements.
	4.2 Integrate recovery planning into response planning.	4.2.1 Lead agency (for response) coordinates early recovery planning into response planning.
		4.2.2 Identify transition from response to recovery and incorporate this into response planning.
5.0 Situational awareness is established and maintained during the exercise.	5.1 Incident information is effectively managed and communicated by all agencies involved in the response.	5.1.1 Accurate information is communicated within agencies (vertically) in a timely manner in accordance with standard operating procedures.
		5.1.2 Information is communicated between agencies (horizontally) in a timely manner in accordance with existing communications policies, procedures, and MOUs.
		5.1.3 Information is appropriately stored.

		<p>5.1.4 IT systems and processes should be capable of sharing information in a timely manner.</p>
		<p>5.1.5 All agencies have the appropriate equipment and resources to manage information effectively.</p>
	<p>5.2 Response documentation is correctly produced.</p>	<p>5.2.1 Incident response documents (Action Plans, Situation Reports) are produced and disseminated accurately and in a timely manner to relevant stakeholders.</p>
<p>6.0 Manage and deliver public information management to establish and maintain public assistance and confidence in the response.</p>	<p>6.1 Appropriate information processes and tools are used.</p>	<p>6.1.1 A strategic communications plan is developed and implemented.</p>
		<p>6.1.2 Provide timely, accurate, and clear information to stakeholders and target audiences.</p>
		<p>6.1.3 Messages align with strategic and operational objectives.</p>
		<p>6.1.4 Proactive messaging using all available communication platforms.</p>
	<p>6.2 Produce coordinated and consistent public messaging.</p>	<p>6.2.1 Coordinate an interagency PIM function.</p>
		<p>6.2.2 Coordinate the production and promulgation of public information.</p>
<p>7.0 Integrate previous lessons identified from interagency activities to engender a culture of continuous improvement.</p>	<p>7.1 Evidence that continuous improvement processes are implemented.</p>	<p>7.1.1 During the development of the interagency exercise, opportunities are included to test and validate proposed remedies for gaps and lessons identified in previous exercises or activities.</p>

<p><i>Note: This applies to the exercise process.</i></p>		<p>7.1.2 Best practices are identified, reviewed, and shared between agencies.</p>
		<p>7.1.3 Agencies document how they are incorporating previous lessons identified into exercise planning.</p>
	<p>7.2 Participating agencies commit to evaluation, and post-exercise reporting.</p>	<p>7.2.1 Lead agency coordinates evaluation against relevant National Objectives.</p>
		<p>7.2.2 Supporting agencies conduct and record internal debriefs that feed into the lead agency's post-exercise report.</p>
		<p>7.2.3 Post-exercise reports, with lessons identified for interagency capability building, are stored in a central location by a central agency.</p>
	<p>7.3 Participating agencies commit to improvement and corrective actions.</p>	<p>7.3.1 Post-exercise reports are shared with other agencies to inform future exercise planning and ensure that lessons identified are reflected in agencies' planning processes.</p>
<p>7.3.2 Corrective actions, identified in post-exercise reports, are implemented by the appropriate agency and in collaboration with other agencies where necessary.</p>		

Appendix Two: NEMA-Specific Information

Exercise Pre-brief

An Exercise Rū Whenua briefing for all NEMA participants will be held in RRP on Wednesday **5 June 2024**. This will provide information for NEMA staff participating in the exercise as well as a health and safety briefing for working within the NCMC.

Exercise Delivery

All NEMA staff will be required for the first day of exercise play on **Wednesday 12 June**. Days two (26 June) and three (10 July) of the exercise will not involve all staff as it depends on the exercise activities, that are arranged for these days. Information on staff participation for Day 2 and 3 will be confirmed at the end of May.

NEMA intends to operate a two-shift system and function managers will work with staff to develop the shift roster.

It is intended South Island CDEM Groups should have a REMA present in their ECCs on the first day of the exercise. Travel for this has been approved by NEMA, and this should be arranged as soon as possible.

Staff Event Notification

The exercise will start when the initial notification of the earthquake is received on 12 June 2024. Following this, the MAR will undertake the activation process using the NWS.

Those NEMA staff not attending in person are expected join the exercise remotely with their operational function.

Debriefing

An Exercise Rū Whenua cold debrief for all NEMA staff, including Auckland, Christchurch and remote--based staff (feedback can be via email if this is easier) is scheduled for the RRP Session on **19 June 2024**. Topics to be covered will include:

- What went well during the exercise;
- What didn't go well during the exercise;
- What the greatest learnings from the exercise were; and
- Exercise management issues, including administration.

Appendix Three: Compiled List of Additional Documentation

As listed in this document:

Document Title	Topic	Release status
Exercise Rū Whenua Coordinating Instruction	Overall information for all participating agencies about Exercise Rū Whenua	Released: 10 April 2024 Found: Ru Whenua Website Exercise Rū Whenua 2024 » National Emergency Management Agency (civildefence.govt.nz)
Exercise Participant and Venue List	Contains all phone numbers and contact details of participants used during exercise play	Prior to Rū Whenua Day 1 Exact date TBC
Exercise Rū Whenua Exercise Control and Evaluation Rules of Play	Contains guidance for Control staff and Evaluators.	To be presented and issued post evaluation rehearsal meeting 4 June
Communications Plan for Exercise Rū Whenua	Provides detailed guidance for how communication about and within the exercise will be conducted	