

COVID-19 EIT INCIDENT CONTROL TEAM



Introduction

The EIT Incident Control Team (ICT) initiated to manage the planning and implementation of emergency measures during alert stages of the COVID-19 Pandemic. The team is structured around the national emergency response plan known as CIMS (Coordinated Incident Management System). CIMS is a command and control structure with common terminology and planning format used by all emergency response groups such as Police, Fire, Ambulance and Civil Defence. We have chosen to use this structure and terminology as it works well, especially with our own interactions with external agencies. There are also a number of ITPs and other sector organisations that are structured this way.

EIT Incident Control Structure – COVID-19

We commenced our planning on Monday 27 January reviewing our staging checklists, previous pandemic plans and procedures etc. When news of the epidemic in China was beginning to spread out of containment. This planning involved establishing the Coronavirus Response Group (CRG) which consisted of key staff initially focussed on emerging problems with our Chinese international student's travel then escalating to whole of institutions operations and risk management issues

For the COVID-19 Pandemic, the following structure with the roles and responsibilities were formally activated by the Chief Executive on Monday 16 March following Government and Ministry of Health Advisories that New Zealand was increasing its response levels and closing borders. The CRG was disestablished. The Terms of Reference for the ICT are as follows;

- Crisis management – making quick decisions where an emergency response is essential. For example response to have a person on Campus who has COVID 19. These decisions are made by the convenor (Dick) then Victor then Bill.
- Ensuring provision of critical services such as facilities, staff welfare and IT provision as they relate to the specific incident.
- Managing communications and staff welfare as they relate to the specific incident.
- Ensuring compliance with Government directives – such as the requirements of the MoH. Being the point of contact with government departments.
- Being proactive in putting mitigations in place to manage the risk – e.g. improved cleaning contracts.
- Identifying essential services and personnel for EIT.

The roles and responsibilities (See Appendix 1: EIT ICT Structure) can be reassigned at any time due to attrition caused by the emergency and currently are as follows;

Incident Controller

This role has the overarching responsibility for enabling and coordinating the managing and control of EIT's response to the emergency through the various Incident Control Team functions and roles. The Incident Controller acts for and on behalf of the Chief Executive.

Welfare & Intelligence

This role manages the immediate responses of COVID-19 health issues to anyone on our sites and the coordination and delivery of welfare services and resources to affected staff and students. Provides the updates to the ICT team from government sources and Ministry of Health as lead agency for this crisis.

Planning (Corporate Services, Academic and Student Services, Human Resources and Information Technology)

This function provides the forward and reactive planning to the emergency including back up and succession for ICT roles, as well as business continuity planning and coordination for services delivery.

Operations

This role manages and coordinates the day to day operational requirements during the emergency to keep the institute functioning, including security, cleaning, fleet operations, IQP compliance, campus services, service contractors, grounds etc.

Communications

This role manages and coordinates all communications regarding the emergency to all staff, students and stakeholders. This role communicates EIT decisions and ICT responses to the emergency to all levels of the institute, leases and lessors, partnerships, local authorities and media sources

Logistics

This role manages and coordinates the supply of equipment, COVID-19 special operating supplies and essential operating materials and items post emergency

Campus and Regional Learning Centres

This role manages and coordinates the day to day operational requirements during the emergency.

External Group Liaison and Business Continuity

The Incident Control Team liaises with external response groups such as Regional Emergency Management teams (Civil Defence) as required to either provide resources / facilities to responders or to seek assistance if required.

Academic Business Continuity

The ICT also has a continuing strong working relationship with the Academic Business Continuity team as both teams will be working together through the various alert levels and government directives until we get back to a business as usual status.