

Objective

The Intelligence function coordinates and disseminates information received in an emergency in order to keep appropriate people well informed and to assist decision making.

INTEL Tasks

Immediately

- 1. RSVP to Primary Care Coordinator’s text message – attend briefing at EOC if able.
What is the scale of the emergency, what is the planned response?
- 1. If working remotely, check internet/Citrix/phone working.
- 2. Obtain EOC kit.
- 3. Obtain current list of suppliers and contacts.

Once at EOC

- 1. Check in with Sector Coordinators – what’s happening so far?
- 2. Check in with LOG, OPS and EOC Coordinator.
- 3. Log into EOC database.
- 4. Log into webmail.
- 5. Log into INTEL cell phone.
- 6. Open up Needs Report.
- 7. Check in with CDHB and CDEM INTEL personnel.
- 8. Identify information requirements of all likely agencies.
- 9. Begin monitoring information received relating to emerging threats and disseminate as appropriate.

Daily

- 1. Prepare SitRep including requests made, stocks and supplies management, overall state of primary care facilities and equipment in time for teleconference.
- 2. Report to EOC Coordinator/Primary Care Coordinator prior to daily teleconferences.
- 3. Liaise with CDHB, Civil Defence and City Council INTEL functions.

Ongoing

- 1. Maintain list of contacts.