CIMS 3rd edition—What are the changes and what does this mean?

CIMS is New Zealand's Coordinated Incident Management System. The expectation of the Government is that government agencies and emergency services use the latest version of CIMS as a common operating model to ensure that responses are managed and coordinated consistently.

CIMS was first established in 1998 with the publication of the 1st edition (also known as the 'blue book'). Building on experience gained since 1998, the 2nd edition was published in 2014. CIMS 3rd edition builds on the previous editions: it does not introduce wholesale doctrinal change but rather a number of enhancements and new concepts which are detailed below. CIMS 3rd edition gives effect, where relevant, to Government recommendations to the August 2018 Technical Advisory Group's report, 'Better Responses to Natural Disasters and other Emergencies' ('TAG report') .

The success of the CIMS 3rd edition implementation is dependent on how well embedded it is across agencies. This document aims to support embedding within agencies through summarising key aspects introduced by the new edition onto one page.

Change timeline

AUG 2019   **DEC 2019**   **JUNE 2020**

CIMS 3rd edition released

Phase 1: Transition Period

- Agencies adjust internal documentation and training content
- Responses will reflect CIMS 2nd edition (although as far as possible taking on board CIMS 3rd edition guidance)
- Training delivery will still use CIMS 2nd

Phase 2: Implementation Period

- CIMS 3rd edition will start to be recognised across agencies in responses and exercises.
- Training will be actively transitioning to reflecting CIMS 3rd edition
- Transition complete by 30 June 2020 with response and relevant aspects of recovery

What are the key changes and why?

CHANGE	SECTION	WHY?
Ten Principles of CIMS becomes 3 x Principles and 9 x Characteristics	2.2	To simplify focus and give effect to continuous improvement. Many of the principles in CIMS 2nd edition were characteristics of a good response. The three principles articulate the fundamental elements that underpin CIMS, while the characteristics are the features and qualities that define CIMS.
Inclusion of engaging with iwi/Māori	2.4	As per TAG report—to ensure response and recovery actions meet Treaty obligations to Māori.
More emphasis on the holistic consideration of all the consequences in response	2.8	To ensure staff involved in the response look beyond the immediate situation, considering all impacts and ensuring all relevant agencies are involved, to improve situational awareness across the response and integration between Response and Recovery.
Inclusion of Recovery Manager in the IMT	2.9.2	To improve integration between Response and Recovery.
Introduction of Incident Classifications	3.2	To enable differentiation of responses by complexity level.
Enhanced description of 'Governance'	3.3	To provide improved guidance on the role of governance in response and recovery and support sector-wide consistency .
Introduction of 'Strategic Communications'	3.3.3	As per TAG—to ensure that elected officials, chief executives and key stakeholders are engaged with and supported at the right level, and provided with the right information.
Changes to the sub-functions within all functions	4	To reflect current practice and developments in thinking
Inclusion of 'A networked hierarchy' concept	4.3	To support understanding of how staff from different parts of a response must combine and coordinate their actions within a CIMS hierarchy, in order to operate effectively
Introduction of prefixes to go with 'Controller' and introduction of 'Lead Controller'	4.4.1 & 2	Multiple controllers can exist in the same response but there is only one lead controller'. This serves to clarify which Controller is being referred to.
Separating out of the 'Safety' function	4.4	To ensure that the necessary prominence is given to safety.
Introduction of 'Deputy Controller'	4.4.4	To ensure consistency of understanding in relation to this role and how it is applied during response.
Introduction of 'Support agency representative"	4.8.2	Terminology change, replacing 'Liaison Officer' - to mitigate confusion in relation to the Liaison officer role in CIMS.
Introduction of Recovery (in response)	4.12	To improve integration between response and recovery.
More detail provided on the application of CIMS across response levels	5	To provide clear examples of how CIMS may be applied in single and multi-agency responses across all response levels.
The Planning P looks different	Appendix C	Various planning P's exist—this model is more generic so as to reflect the overall process. This allows agencies to focus on the process and apply details as required to suit the different contexts and response levels they operate within.
New appendices: Handovers; Demobilisation	Appendix E, F	To support sector-wide understanding and consistency.
New templates: Status Report; Recovery to Transition Report	Appendix G	To support sector-wide consistency.
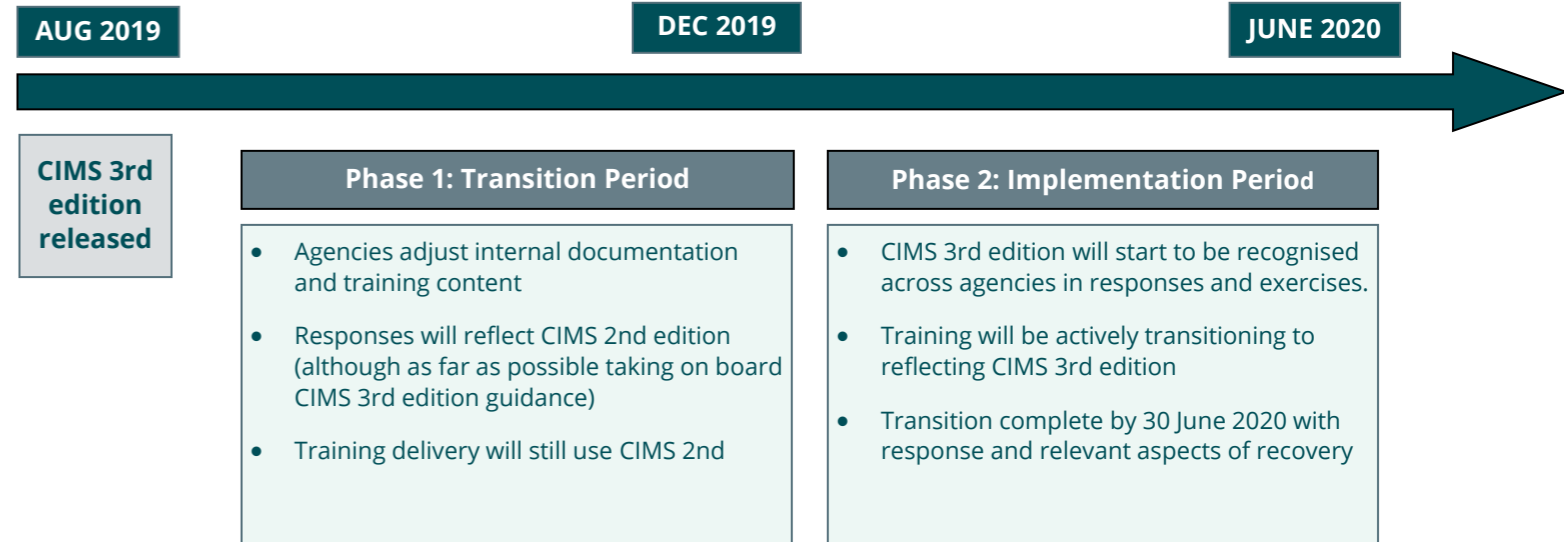
What do the changes mean? Things to consider . . .

For agencies:

- **CIMS support materials** - Do you need to change any contingency plans? SOPs? Training? Support materials? If so, factor the timeline provided into your revisions schedule.

- **Changes to sub-functions** - Will this impact on the skills your people need to perform within the CIMS functions and/or on the way they engage and work in responses? Do you need to upskill staff to perform the role(s) or do some refresher training that incorporates changes made?

- **Embedding changes**—Who needs to know about the changes? How are you going to ensure that those who need to know do know? What changes will be hardest to embed? Do you need to do something beyond revising SOPs and existing training?

For individuals:

- **Staff who have previously undertaken in-house CIMS training**: Read the new edition and familiarise yourself with the changes. Your agency will direct you in regard to whether you need to attend any new training.

- **CIMS unit standard holders:** These standards remain valid nationally irrespective of CIMS manual version changes. You do not have to repeat training however it is recommended that you read the new edition and familiarise yourself with the changes.

Where can I find CIMS 3rd edition?

- The CIMS manual can be downloaded on the MCDEM website (and the new National Emergency Management Agency (NEMA) website once established).

Where can I access CIMS training?

- Multiple providers offer CIMS level 2 and 4 unit standard training. Details on how to find out who delivers unit standards based training and access reports that provide information on the performance of providers are provided in the 'Where to access CIMS Training. . .' document. Alternatively, training can be delivered independently if an accredited assessor is used to conduct the assessment.