

Gracefield Community Response Plan

This is a living document that contains a list of information created by your community, for your community. It outlines the local resources, facilities, and people that can help in an emergency.

Sharing this information will help everyone in the community understand how to support one another when it matters most.



Facility map

Gracefield School, Bell Road, Gracefield, Lower Hutt

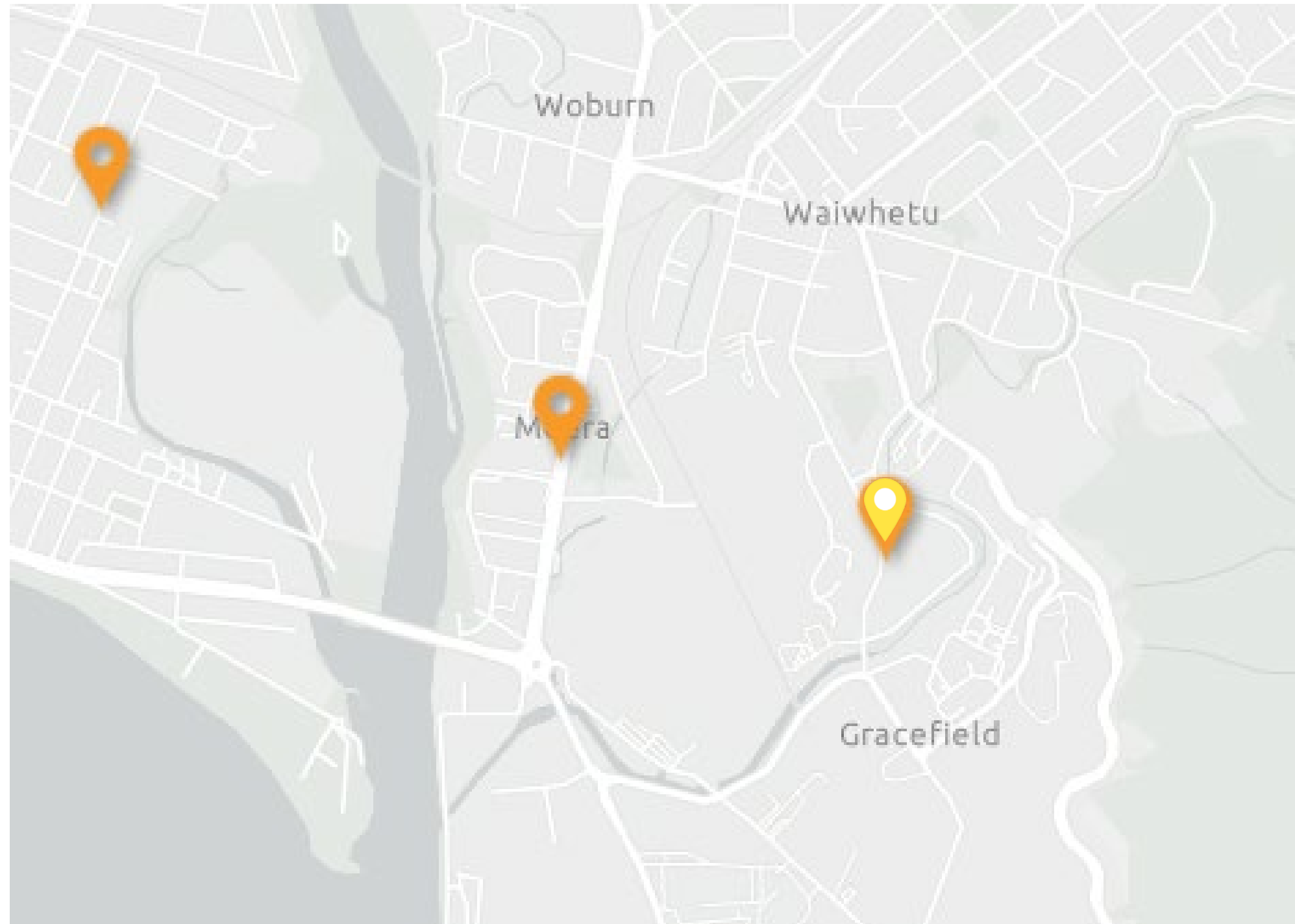


MAP KEY	
	Hub kit location
	Emergency water tank
	Suggested space
	Do not use this space

Please respect this facility and the contents inside. This is a privately owned property that has been offered to the community for disaster response.

Coordinate with neighbouring Community Emergency Hubs

Local resources can be shared with nearby communities, so communicate with your neighbouring hubs to work out the most efficient use of the available resources.



Your Hub

Gracefield Community Emergency Hub

Gracefield School, Bell Road,
20A Gracefield, Lower Hutt

Neighbouring Hubs

Wilford Primary School

William Street, Petone

Randwick school

59 Randwick Road



Document overview

The local resources and ideas outlined in this document were identified during community planning workshops. These were grouped into the categories listed below:

- > Local resources
- > Local vulnerabilities
- > Checking on who and what has been affected
- > Medical assistance
- > Shelter
- > Water
- > Food
- > Animal Welfare
- > *For Sanitation refer to Section 5 in the Hub Guide*

Community Response Plan and Emergency Hub Guide

This Community Response Plan works alongside the Community Emergency Hub Guide. The Hub Guide provides guidance on how your community can organise and support one another during an emergency. Use the Hub Guide and your Community Response Plan together to organise your community response. You will find

the Hub Guide in the Hub kit along with Hub role lanyards, stationery, a map, an AM/FM radio, and a VHF radio.

Responding as a community

Your community has all the skills, resources, local knowledge and relationships to support one another during an emergency. You can utilise these by working together at your local Community Emergency Hub. Use this document as a starting point for solutions to community needs and your response as a community.

If you are opening a Hub it might pay to think about bringing some basics, such as:

- | | |
|------------------|----------------------|
| > First aid kits | > Tea, coffee, milk |
| > Blankets | > Food |
| > Torches | > Toilet paper |
| > Batteries | > Buckets |
| > Radio | > Rubbish bags |
| > Water | > BBQ/camping cooker |

Your Local Council

During a major emergency, your local council will coordinate the response from their Emergency Operations Centre. An Emergency Assistance Centre may also be set up to provide access to government and council support services.



Local resources

Your community has identified the following local resources that could be useful for various purposes during an emergency.

Ensure you have permission from the facility or resource owner before using.

Places and spaces

- > Crighton ITM Seaview, 23 Hutt Park Rd, Gracefield, Lower Hutt 5010
- > Hutt Indoor Sports Centre, 93 Hutt Park Rd, Moera, Lower Hutt 5010
- > Moera Community Hall, 105 Randwick Cres, Moera
- > Seaview Marina
- > Shandon Golf Course
- > Titan Crane Hire, 15 Port Rd, Seaview, Lower Hutt 5040

Groups and networks of people

- > Moera Community House & User Group
- > Moera Potluck Group
- > School family network

Services in the community

- > Engineering workshops
- > Fire station in Seaview
- > Industrial business network in Seaview
- > Seaview Marina and Boat Club

Infrastructure

- > Emergency Water tank at Randwick School, Randwick Road
- > Emergency Water tank at Wilford School, William Street
- > Emergency Water tanks at Gracefield School, Bell Road
- > Seaview Petrol
- > Seaview Wharf



Local vulnerabilities

Your community has identified the following potential vulnerabilities. These may need further attention or assistance.

Places and spaces

- > Moera and Randwick School are in the tsunami evacuation zone, everyone needs to evacuate these areas after every long or strong earthquake, including aftershocks
- > Some areas of Moera may experience liquefaction
- > Waiwhetu Stream may flood over and surround land may become boggy

Groups and networks of people

- > Disabled people
- > Elderly
- > Employees in Seaview
- > Immigrants and refugees where English is their second language

- > Local Primary School students: Gracefield, Randwick and Lady of Rosary
- > Moera and Randwick School are in the tsunami evacuation zone, everyone needs to evacuate these areas after every long or strong earthquake, including aftershocks
- > Moera Kindergarten
- > Woburn Retirement Home

Services in the community

- > Carers who work in retirement villages may need assistance
- > Emergency Services will likely be overwhelmed and resources stretched
- > Local shops and cafes will likely be closed
- > Moera and Randwick School are in the tsunami evacuation zone, everyone needs to evacuate these areas after every long or strong earthquake, including aftershocks



Infrastructure

- > Moera and Randwick School are in the tsunami evacuation zone, everyone needs to evacuate these areas after every long or strong earthquake, including aftershocks

- > Lower Hutt likely to be cut off from Wellington City and SH1 and SH2 might be closed

- > All services likely to be disrupted for many weeks
 - No Electricity

 - No mains water supply

 - No reticulated gas supply

 - No banking and eftpos



Checking on people and damage

Everyone in the community is checked on after an emergency – whether it's for rescue and medical assistance, or just basic support and information.

- > Contact everyone in the community as soon as possible.
- > Record and report information on people and damage back to the Hub.
- > Regularly check everyone in the days following the event as people's circumstances may change.



How can you make sure that everywhere has been checked?

- Start with known affected areas or groups that might need extra assistance.
- Draw upon any local lists and knowledge.
- Coordinate a street-by-street, house-by-house check. Use the area maps in the hub.
- Record any information on the impact to the community. For example, status of roads, building damage, and peoples unresolved needs.

Report the information back to the Information Coordination person at the Hub.

Staying in contact with people as outlined in task one should be done frequently, as peoples circumstances can change after an event.

If you can't give someone immediate assistance, collect information about their needs and bring that back to the Hub. See if you can find an answer to their needs with the resources available in your community.

What groups could be available to walk around the community to check on people and look for damage?

- > Hunters and Trampers
- > Lions Club
- > Moera Potluck Group
- > People who turn up to the Hub to help
- > Scouts Group



Where should we check first?

1. Self – 2. Home – 3. Neighbours – 4. Street – 5. Then at the hub
check on these priority groups

- > Early Childcare Centres
- > Heavy Industrial Area
- > Pensioner Homes
- > Rest homes
- > Worst Affected areas & areas where hazards and damage is obvious

How would we coordinate this?

- > Assess – commission teams to assess in priority order to needs and resources available and then broker people's needs with available resources.
- > Coordinate a list from the Hub
- > Keep a paper trail at the Hub so we know where has been checked and when. Then we know where needs to be rechecked over time.
- > Meet – needs with resources
- > Partner with existing groups within the community.
- > Prioritise – needs with resources
- > Review – that needs are being met
- > Scope – define needs and resources
- > Send teams from the hub to check on defined areas (on maps), then mark once house has been checked
- > The Hub can set up street maps and coordinate searches, or checks by door knocks

> Use text messages to pass information back to the Hub.

> Work with what and who we have at the time



Medical Assistance

Community members who need medical assistance are directed to medical assistance.

- > Identify and coordinate community resources that can be used to assist and treat the injured.
- > Identify and check on people with day-to-day medical needs.
- > Direct the community to medical providers that are known to be open.
- > Identify and coordinate people in the community with medical skills who can help.



In all life-threatening situations, attempt to contact the emergency services by calling 111.

Injured and sick people should go to the nearest open medical centre first.

People with first aid skills should go to their nearest open medical centre or go to the Hub.

Check on your neighbours and people who may need extra help.

Look after your hygiene – wear gloves when touching body fluids.



Find out if the local medical providers are open and operational so that you can let the community know where to go.

Coordinate transportation for those who are in need and cannot get to the medical centre.

Where are the nearest medical providers?

- > Moera Pharmacy: 139 Randwick Road, Moera, Lower Hutt 5010
- > Seaview Fire Station: 51 Parkside Rd, Gracefield, Lower Hutt
- > Soma Medical Centre: 23 Ludlam Cres, Woburn, Lower Hutt
- > Waiwhetu Medical Centre: 148 Whites Line E, Waiwhetu, Lower Hutt
- > Woburn Pharmacy: 66 Whites Line E, Waiwhetu, Wellington
- >



Where else could we provide medical assistance if the above facilities are not available?

- > Community House/ Hall
- > Indoor Sports Centres
- > Local Primary Schools
- > Marae

Who can help provide medical assistance?

- > Able bodied volunteers
- > Emergency services stuck in the area
- > Medical professionals who live in the area
- > People with First Aid Certificates

How do we get people to medical assistance or medical assistance to people?

- > Communicate using Text messages.
- > Make stretchers
- > Use kids on bike as messengers
- > Utilise volunteers via the community emergency hub
- > Vehicles, 4-Wheel Drives, station wagons, scooters, motorbikes.
- > Wheelbarrows, shopping trolleys, buggies, strollers.

Where can we get extra supplies?

- > First aid kits in homes, vehicles and local businesses
- > Holiday Park
- > Gold Range

Where are there Defibrillators?

- > Golf Warehouse, 82 Randwick Road, Moera.
- > Hutt Park Indoor Sports, 93 Hutt Park Rd, Gracefield.
- > Moera Community Library, 107 Randwick Crescent, Moera.
- > NZ Tube Mills Ltd, 2/14 Port Rd, Seaview.
- > Shandon Golf Club, 471 Jackson Street, Petone.



Shelter

Ensure everyone in our community has somewhere safe and comfortable to stay.

- > Find places where people can shelter from the weather if they can't stay at home.
- > Find comfortable places where people can rest and sleep.



Small repairs may make homes safe enough to stay in.

If people need to leave their homes, encourage them to take as much bedding as possible.

Encourage people to stay with friends and family if possible. Ask neighbours or others in their street if they have a spare room.

People in the community may have spare beds, air mattresses, and couches available to offer people without a place to stay.

Check gas and electricity supplies are safe to use. Turn gas off at the meter/main if unsure. Turn electricity off at mains/switchboard and water at the tap on the footpath. Leaks including water, should be investigated.



Many people will be able to stay in their own homes, and this is ideal as people are much more comfortable in a home environment. Are there simple repairs that could be done to make a home safe enough for people to stay there.

You may have visitors to your community who don't live locally – commuters, shoppers, employees etc. These are the people most likely to need accommodation in your community.

Encourage people to make their spare beds and guest rooms available.

Don't wait for the perfect solution, shelter from the weather is a priority over comfort. Bad weather means the need for shelter is much more urgent than on a warm, sunny day.

Tell the Emergency Operations Centre (through the Communication desk) the number of people who need accommodation.

Who could help make people's homes safe, weatherproof, and comfortable?

- > Handy people/DIYers
- > Local builders, plumbers, electricians, roofers and other tradespersons
- > University students



Where can we get resources to make repairs?

- > Neighbours
- > Placemakers/ ITM
- > Residents – what’s in your toolshed?
- > Seaview industrial business district
- > Tool sheds

Where could we get bedding and clothing supplies to keep people warm and comfortable?

- > Extra linen from people’s homes (donating it to the hub)
- > Motels, hotels and Airbnb’s in the area

What open spaces could accommodate temporary shelter?

- > Backyards
- > Holiday Park
- > School fields (if schools are closed down)
- > Shandon Golf Course
- > Te Whiti Park

What facilities could be used for temporary shelter if people can’t stay at homes or with friends?

- > Churches
- > Classrooms
- > Halls
- > Marae
- > People’s garages
- > Warehouses



Water

Our community has access to clean water for drinking and water for cooking and hygiene purposes.

- > Ensure everyone knows how to treat drinking water.
- > Coordinate community water sources for drinking, cooking and hygiene.
- > Arrange a place in the community where water can be distributed if needed.



Water reservoirs are all around the region but automatically seal if lines are damaged. Technicians must manually attend to the valves. This will take time so look for other sources of water within the community right away.

Some schools and community centres have large water tanks installed. If there is one in your community check to see what their plan is for using the water.



Local streams and open bodies of water are not reliable sources of clean water. Chemical pollution and heavy metal contamination is not removed by boiling water or adding bleach.

Treat any non-bottled water. Boil it if you can, if not use bleach to treat.

BEST CHOICE: BOIL. Boiling water will kill most types of disease-causing organisms. If water is cloudy, filter it through a clean cloth. Boil water for one minute, let it cool, and store it in clean containers with covers.

IF YOU CAN'T BOIL: ADD BLEACH. Bleach will kill some (not all) types of disease-causing organisms. Just like boiling, filter cloudy water through a clean cloth first. Use only regular, unscented, liquid household bleach. Add two drops of bleach per litre of water. Stir well, let stand for 30 minutes before using, then store in clean containers with covers.

Where can we find drinking water?

- > Home water cylinders
- > Home water tanks
- > Hot water cylinders
- > Hutt River (need to treat it first)
- > School Community Water Tank
- > Seaview Warehousing
- > Supermarket (Bottled supplies)



How do we get water to people who are unable to leave their homes?

- > Carry in bottles, containers, buckets
- > Cars, bikes, scooters, motorbikes
- > Supermarket trolleys, wheelbarrows, buggies, strollers, wheelie bins
- > Volunteers walking or cycling around

Where can we find water for washing and cleaning?

- > Awamutu stream
- > Fishponds
- > Hutt River
- > Stream at York Park
- > Swimming Pools (schools and homes)
- > Waiwhetu stream

What water supplies should be avoided or need treatment before drinking?

- > Grey water
- > Pool water
- > Rivers
- > Spa water
- > Springs and waterfalls
- > Stagnant water
- > Stream water

What places would be good distribution points?

- > Churches
- > Community Centres
- > Community Emergency Hubs
- > Halls
- > Libraries
- > Marae
- > Roundabouts



Food

People in our community have enough food to sustain them.

- > Organise a way to feed large groups of people who are displaced or do not have food of their own.
- > Coordinate food supplies in the community.



Assist with the coordination of food supplies in the community where necessary.

Encourage people to share food with those who don't have access to it.

Tell people to use foods in the refrigerator first, then those in the freezer, and finally dried goods from the pantry.

Pool community resources to feed everyone

- Street BBQs
- Have places where excess food can be coordinated from

What food suppliers and providers are there?

- > Local Cafes
- > Local Dairies
- > Pak 'n Save Petone

Where else could we find food?

- > Fishing
- > Fridges & freezers
- > Fruit trees in York Park
- > Gardens
- > Moera Community Garden, Hutt Road
- > Pantries

How could we organise to feed large groups of people?

- > Chefs from local restaurants
- > Community centre kitchens
- > Eat together, cook together
- > Hangi
- > Restaurant, cafe, church, school and clubroom kitchens
- > Set up a volunteer cooking/preparation site
- > Use perishable food first
- > Work with the local caterers who are used to feeding large groups



Where can we get cooking and catering supplies?

- > Backyard BBQ's
- > Bakeries
- > Marae
- > People's kitchen supplies
- > Placemakers (BBQ's)

How do we get food to people who are unable to leave their homes?

- > Carry in boxes, containers, buckets
- > Cars, bikes, scooters, motorbikes
- > Organise teams to distribute
- > Supermarket trolleys, wheelbarrows, buggies, strollers, wheelie bins
- > Volunteers walking or cycling around



Animal Welfare

Animals in our community have access to medical assistance, shelter, water, and food.

- > Identify and coordinate locations and people for medical assistance for animals
- > Identify locations for animal shelter
- > Identify potential sources of food and water
- > Keep a record of lost and found pets

What animal services are in the area? (e.g., veterinary clinics, animal control, shelters, stock agents, stock truck companies)

What facilities could be used for temporary shelter for animals?

Where could we find drinking water for animals?

Where could we find food for animals? (companion animals & production animals)
