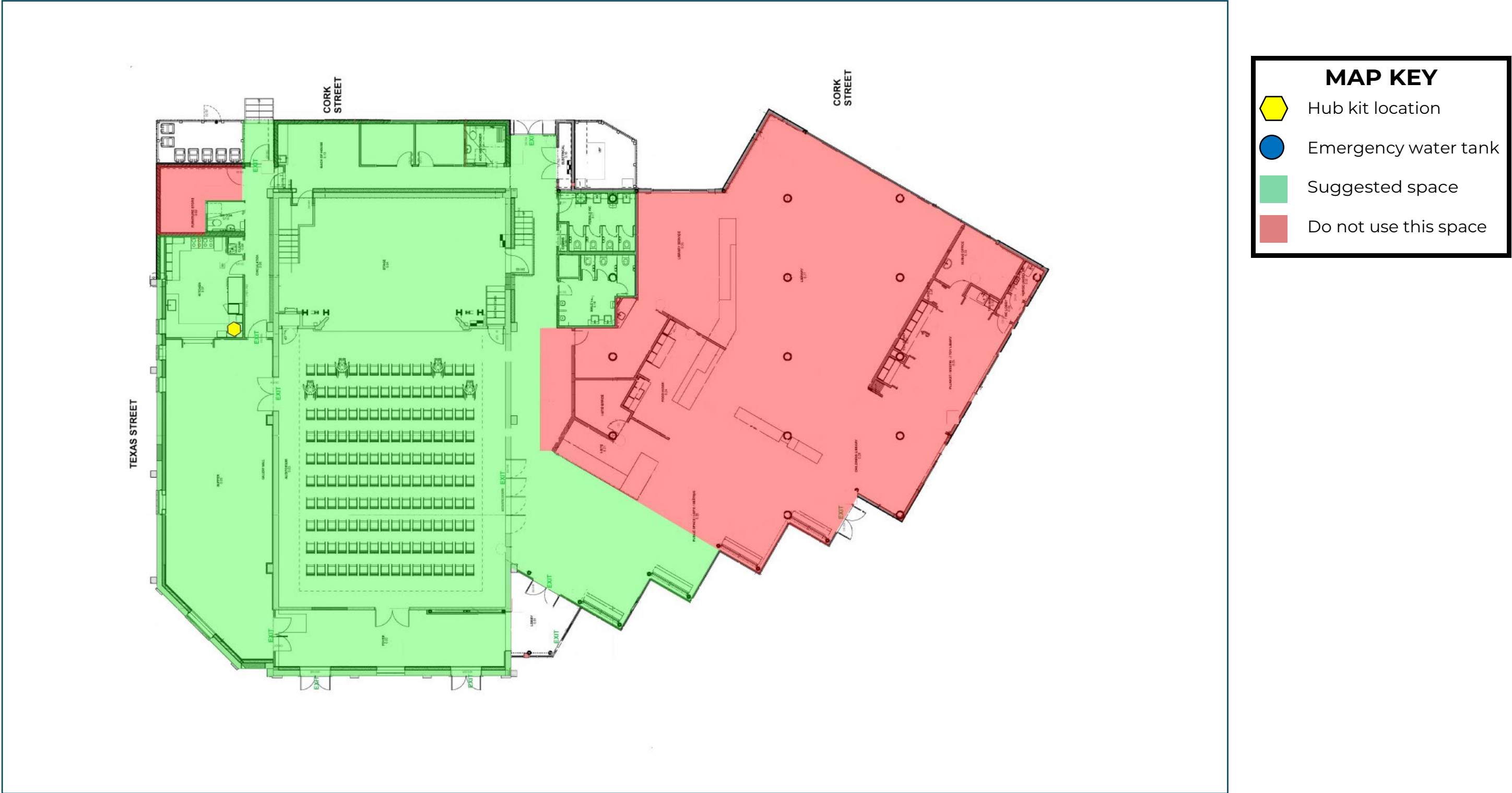# Martinborough Community Response Plan

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.

WELLINGTON REGION EMERGENCY MANAGEMENT OFFICE

COMMUNITY EMERGENCY HUB

Facility map

Waihinga Centre 8 Texas Street Martinborough

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.
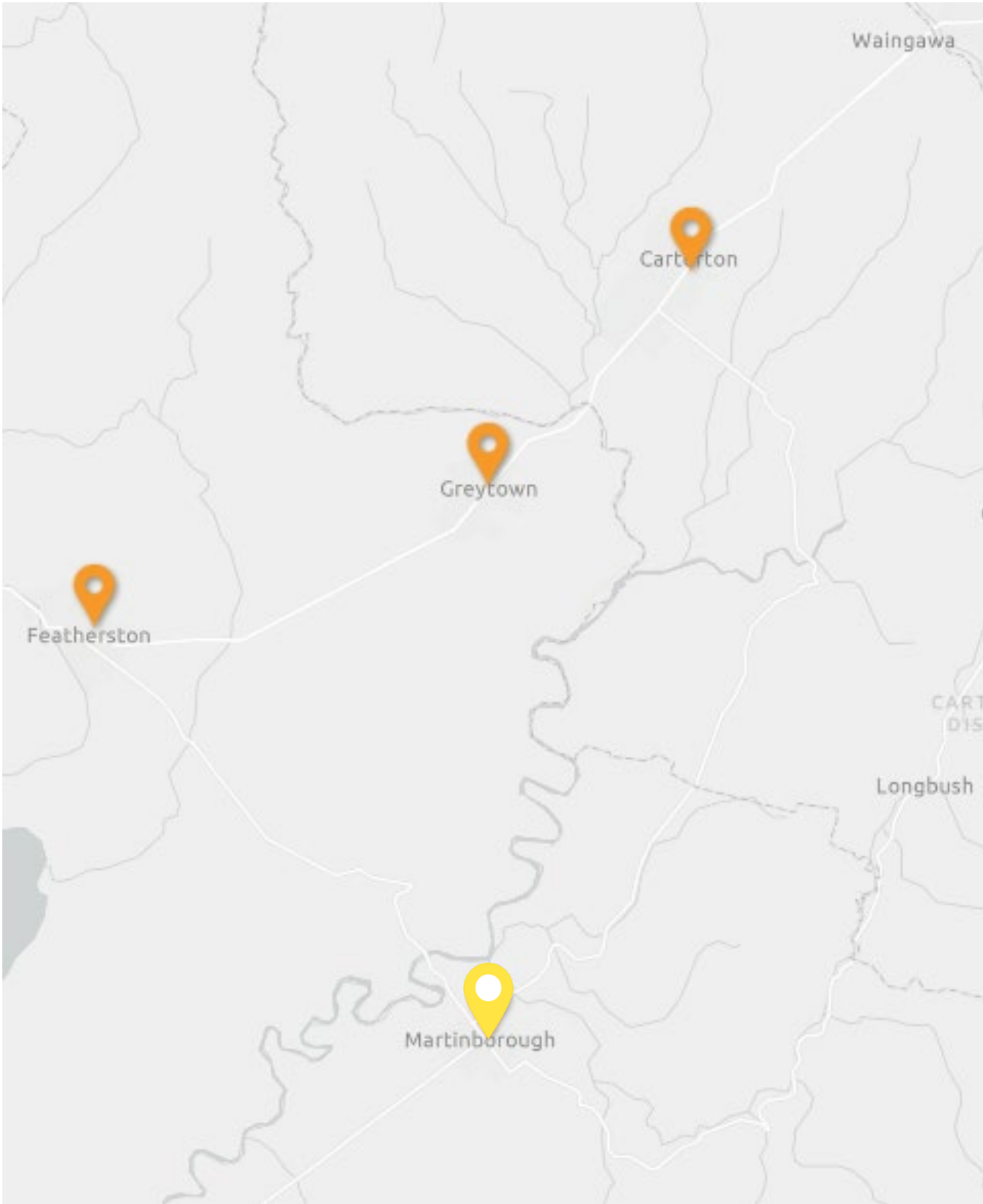
Your Hub

Martinborough Community Emergency Hub
Waihinga Centre
8 Texas Street,
Martinborough

Neighbouring Hubs

Greytown
Greytown Town Centre
89 Main Street, Greytown

Featherston
ANZAC Hall
62 Bell Street
Featherston

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
> Blankets
> Torches
> Batteries
> Radio
> Water

> Tea, coffee, milk
> Food
> Toilet paper
> Buckets
> Rubbish bags
> 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

> 3 x Community water tanks?
> Brackenridge Country Estate, accommodation, commercial kitchen
> Circus Cinema, commercial kitchen
> Claremont Motel, accommodation, commercial kitchen
> First Church Martinborough, parishioners, shelter
> Hau Ariki Marae, accommodation/Shelter, cooking Facilities
> Local Farms, Young Farmers Association, shelter (woolsheds), tractors/diggers/4WD/vehicles, rainwater tanks, bores, livestock, crops

> Local Vineyards, shelters/accommodation, bores/rainwater tanks/kitchen facilities/limited food stores
> Martinborough Hotel, accommodation, commercial kitchen
> Martinborough Rugby Club, Club members, open Space/Shelter, Cooking facilities
> Martinborough School, Parents Association, shelter
> Martinborough Small Bore Rifle Club, Club members, shelter
> Martinborough Squash Club, Club members, shelter
> Martinborough Top Ten Campsite, accommodation
> Martinborough Wine Bottling Plant, potable water
> Ngawi Hall
> Peppers Hotel, accommodation, commercial kitchen
> Ruamahanga River, non-potable water
> St Andrew's Anglican Church, parishioners, shelter
> St Anthony's Catholic Church, parishioners, shelter
> Tora Walk (3 lodges with 14 beds each)
> Tuturumuri Hall
> Waihinga Centre, 8 Texas Street. Commercial Kitchen, Shelter, Information Hub
> Wharekaka, 20 Oxford Street, shelter

Groups and networks of people

> Cell Towers

> Drinking water available at Hau Ariki Marae

> Generator and water reservoirs @Wharekaka, 20 Oxford Street

> Power Substation

Services in the community

> Amateur Radio Operators

> Information Centre

> Local Arborists

> Local Builders

> Local cafes and takeaways, cooking facilities and limited food supplies

> Local Market Gardens and Orchards, vegetables and fruit supplies

> Malneek contractors

> Martinborough Medical Health Centre, trained medical staff and limited medical supplies

> Martinborough Mitre 10, power equipment/marque/mobile BBQ/building supplies

> Martinborough Pharmacy, medical supplies/drugs

> Martinborough Transport

> Martinborough Volunteer Fire Brigade

> P & K Martinborough & Four Square, limited potable water and food supplies

> Scotty's Butcher, meat/cold stores/capacity to butcher more meat

Infrastructure

> Cell Towers

> Drinking water available at Hau Ariki Marae

> Generator and water reservoirs @Wharekaka, 20 Oxford Street

> Power Substation

Local vulnerabilities

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

Places and spaces

> Land slips Tora and White Rock

> Major Tourist events result in an influx of people
Martinborough Fairs 1st Saturday in February and March, 30,000 people
Toast Martinborough, Wellington Anniversary Weekend, 12500 people
Cruise Martinborough, last weekend in January 2000 people
Jazz Festival, September
Round the Vines

Groups and networks of people

> Bell Street Childcare Centre, 14 Kitchener Street

> Busy Bees Childcare Centre, 15 Broadway Street

> Martinborough Kindy

> Martinborough Playcentre

> Martinborough School

> Pensioner housing, Cecily Martin flats

> Wharekaka Villas, Naples Street

Services in the community

> Pharmacy and Medical staff may be out of town, therefore not available out of hours

Infrastructure

> Martinborough Sub Station

> Mobil Service Station

> Moroa Sub Station

> Ponatahi Bridge

> Ruamahanga Bridge

> Tom Wilson Fuel

> Tutarawa Sub Station

> Waihenga Bridge

> Waihenga, Ruamahanga River, The flood plain is vulnerable during a large earthquake to liquefaction that may affect several lifelines to this locality. These include

  o The Waihenga and Jenkins Dip bridges and their approaches

  o State Highway 53

  o Martinborough underground water supply and pipelines

  o River stop banks

  o Martinborough sewage treatment pond

  o (WELA Risk to Lifelines from Natural Hazards)

>

> Tutarawa Sub Station

> Waihenga Bridge

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 asnwer 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?

> Martinborough Bowling Club Members

> Martinborough Community Patrol

> Martinborough Golf Club Members

> Martinborough Rugby Club Members

> Martinborough Small Bore Club Members

> Martinborough Squash Club Members

> MenzShed Members

> Pukemanu Fishing Club Members

> Rural communities

> Rural Women Association Members

> St Andrews, First Church

Where should we check first?

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

> Medical providers may have lists of people who need early assistance – touch base with medical centre

> Pensioner Flats, Naple Street

> Wharekaka Villas

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.

> Gather at Community Emergency Hub and use maps to coordinate a systematic street by street checking process

> In the first instance, spread the word for people to check on their immediate neighbours and report any concerns/issues to the Community Emergency Hub

> Meet – needs with resources

> Prioritise – needs with resources

> Review – that needs are being met

> Scope – define needs and resources

> The Hub can set up street maps and coordinate searches, or checks by door knocks

>

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?

> Martinborough Health Centre, 5 Oxford Street, Martinborough

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

> Martinborough Unichem Pharmacy, 5 Oxford St, Martinborough

> Martinborough Volunteer Fire Brigade, 9 Texas Street, Martinborough

> St John First Response Station

> Wellington Free Ambulance

Who can help provide medical assistance?

> Are there any known doctors, nurses, paramedics or first aiders in the community?

> First responders

> Martinborough Fire Brigade

> Trained first aiders, doctors, nurses and paramedics living in the community

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

> First Aid Trained Volunteers coordinated via the Community Emergency Hub

Where can we get extra supplies?

> Martinborough Unichem Pharmacy – limited drug's supplies

> First Aid kits from P&K Martinborough & Mitre 10

Where are there Defibrillators?

> Ambulance Station, 8 Texas Street

> Council Offices, 19 Kitchener Street

> External Cabinets:

> Hau Ariki Marae, 131-139 Regent Street

> Healthfit Gym, Corner New York & Regent Street

> Kept Internally:

> Martinborough Medial First Response Office, 8 Texas Street

> Martinborough Medical Centre, 5 Oxford Street

> Martinborough Transport, 204 Lake Ferry Road

> Menz Shed, 20 Cork Street

> P&K Supermarket, 14 Jellicoe Street

> Palliser Estate, 96 Kitchener Street, (Pathway leading to tasting room)

> Runholder, 89 Martins Road

> Schubert Wines, 57 Cambridge Road. (Access via drive way on Huangarua Road)

>

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 toby 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.

Youmay 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?

> Local builders and handy people

> Priceless on Princess (Opshop), 45 Princess Street

Where can we get resources to make repairs?

> Cotter and Stephens

> Electricians

> Mitre 10

> Plumbers

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

> Homes

> Neighbours

What open spaces could accommodate temporary shelter?

> Campground

> Encourage people to put up a tent in their own yards.

> Farmland

> Golf course

> Parks & Reserves

> Sports Fields

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

> Accommodation Providers, Homestays, Bed and breakfasts.

> Campgrounds

> Churches

> Community Halls

> Encourage people to go to family, friends, and neighbours.

> Hau Ariki Marae

> Local Farms

> Local School

> Wineries

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 reserviours 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 though 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?

> Community Water Supply Tanks – where are they?

> Home water tanks

> Martinborough Wine Bottling Plan

> P&K Martinborough & Four Square – limited bottled water supplies

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

> Local vehicles with trailers

> Utes

Where can we find water for washing and cleaning?

> Farm & winery rainwater tanks

> Farm bores

> Ruamahanga River

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

> Grey water

> Pool water

> Ruamahanga River

> Springs and waterfalls

> Stagnant water

> Stream water

What places would be good distribution points?

> Martinborough Square

> Waihinga Centre, 8 Texas Street

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?

> Cafes

> Local market gardens / Local butcher

> P&K & Four Square

Where else could we find food?

> Community Garden, 51 Oxford Street

> Local farms

> Local vineyards

How could we organise to feed large groups of people?

> Coordinate food suppliers and cooking facilities via the Community Emergency Hub

> Hau Ariki marae - Wharekai

> Wharekaka Kitchen

Where can we get cooking and catering supplies?

> Local cafes/takeaways/restaurants

> Vineyards / Local restaurants

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

> Meals on wheels using local vehicles

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)

> _____
> _____
> _____
> _____

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