

# Alicetown 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

**Hutt Central School**, 6 Railway Ave, Alicetown

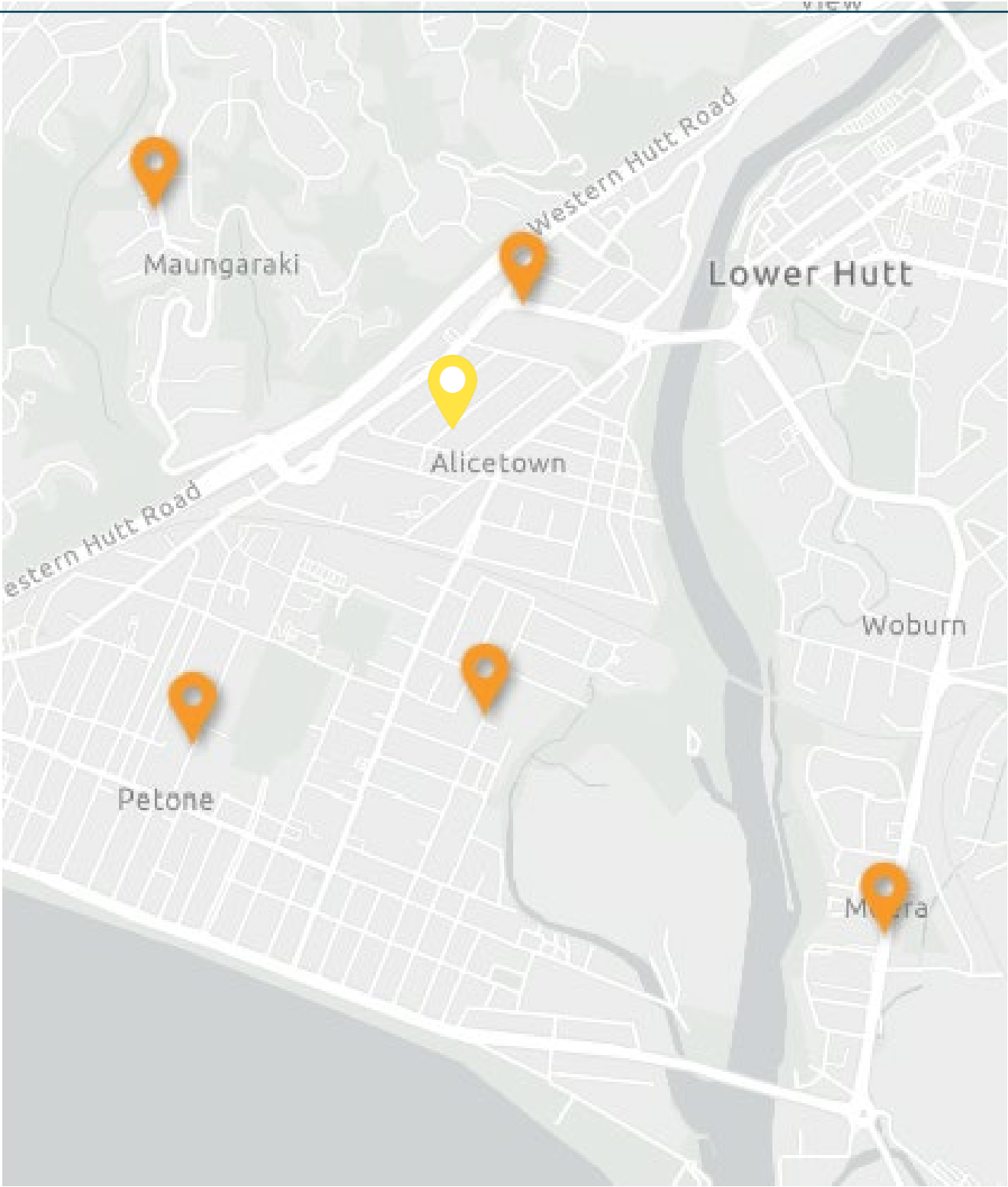


*Please respect this facility and the contents inside. This is a privately owned property that has been offered to the community for disaster response.*



# 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

### **Alicetown Community Hub,**

Hutt Central School, 6  
Railway Ave, Alicetown

## Neighbouring Hubs

### **Wilford Primary School**

100 William St, Petone

### **Eastern Hutt School**

53 Kings Cres, Central Hutt

### **Maungaraki School**

125 Dowse Dr, Maungaraki

### **Petone Central School**

16 Britannia Street, Petone





# 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

- > Alicetown Community Centre, 38 Victoria St
- > Greenspace
- > Hutt Central School, 6 Railway Ave
- > Hutt City Church, 22 Marsden St
- > Mitre 10, 25 Bouverie St
- > Riverbank / Walkways
- > St James Church, 71 Woburn Rd
- > Te Ara Whanui Kura Kaupapa Maori, 11 Victoria St
- > Victoria Park and Playground

## Groups and networks of people

- > Alicetown Community Centre
- > Alicetown Playcentre, 105-107 Victoria St
- > Jenkins Gym, 497 Hutt Rd
- > Koha Café, 38 Victoria St
- > Music Academy
- > Neighbourly
- > Playcentre
- > Rotary Club, Hutt City
- > Seido Karate Club
- > Toy Library
- > Transition Towns
- > WelTec, 21 Kensington Ave

## Services in the community

- > Acupuncture Works, Victoria Street, Alicetown
- > Astro Hair, Victoria Street, Alicetown
- > Cake Shop, Cuba Street, Alicetown
- > Direct Gas & Plumbing Ltd, Central Terrace, Alicetown
- > Fish and Chip Shop, Cuba Street, Alicetown
- > GHM Plumbing Ltd, Kiwi Street, Alicetown
- > Hangdog Climbing Adventures, Hutt Road, Alicetown
- > Hunting and Fishing Shop, Cuba St, Alicetown
- > Italian Ceramics Tile Centre Ltd, Cuba Street, Alicetown
- > Liquor Shop, Cuba Street, Alicetown





- > Masala Dairy, Cuba Street, Alicetown
- > Mayur Foodmart, Railway Ave, Alicetown
- > Salon Revue, Victoria Street, Alicetown
- > Stewart Electrical Supplies, Hutt Road, Alicetown
- > Toy Library, Alicetown Community Centre

## Infrastructure

- > Ava Railway Station
- > Railway Corridor
- > River Stop Banks
- > Water Tanks, Hutt Central School, Railway Ave, Alicetown
- > Western Hutt Railway Station
- > Z Hutt Road, Hutt Road, Alicetown
- > Z VIC Corner, High Street, Lower Hutt





# Local vulnerabilities

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

## Places and spaces

- > Alicetown is a tsunami evacuation zone, everyone needs to evacuate after every long or strong earthquake, including aftershocks.
- > Many roads and walking routes may be unusable due to liquefaction or tsunami damage.
- > Some areas of Alicetown are likely to experience liquefaction, intensifying infrastructure damage.
- > Some areas of Alicetown experience frequent flooding (close to the river).

## Groups and networks of people

- > Elderly people who live alone and are socially isolated.
- > People with disabilities in support accommodation (flats on the corner of Buckley and Fitzherbert).
- > Refugee or migrant communities who are isolated from the rest of the community.
- > Stressed and lost pets.

## Services in the community

- > Aged care providers might not be able to reach clients if they live out of Lower Hutt.
- > Emergency services such as FENZ, Police and Ambulance will be overwhelmed and re-prioritised.
- > Food and consumer goods supply chain disrupted

## Infrastructure

- > All lifeline utility services are likely to be disrupted for several weeks or months (electricity, water and sewage)
- > No banking or eftpos
- > No internet
- > Roads and railway are likely to be closed for several weeks





# 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?**

- > Neighbourhood support groups
- > Timebank members
- > Transition Towns





## Where should we check first?

1. Self – 2. Home – 3. Neighbours – 4. Street – 5. Then at the hub  
check on these priority groups
- > Immediate neighbours then our entire street and report back  
to the community emergency hub
- > Worst affected areas where damage is obvious

## How would we coordinate this?

1. Assess – commission teams to assess in priority order to needs  
and resources available and then broker people's needs with  
available resources.
2. Scope – define needs and resources
3. Prioritise – needs with resources
4. Meet – needs with resources
5. Review – that needs are being met
6. The Hub can set up street maps and coordinate searches, or  
checks by door knocksCoordinate this from the Community  
Emergency Hub
- > Group volunteers with a mix of skills, physical capabilities and  
leadership
- > Keep a paper trail at the Community Emergency Hub so we  
know where has been checked and when.
- > Prioritise – needs with resources
- > Record information on the Hub Map.
- > Use text message communication (if this is working) 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?

- > Hutt City Hospital
- > Manuka Health Centre, Hector Street, Petone
- > Ropata Medical Centre, Raroa Street, Lower Hutt
- > Vibe Medical Centre, Daly Street, Lower Hutt

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

- > Hutt Central Dentist Hub Clinic, Hutt Road, Lower Hutt





## **Who can help provide medical assistance?**

- > Doctors and Nurses within the community
- > People with first aid certificates

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

- > First aid kits in business, households and vehicles

## **Where can we get extra supplies?**

- > Communicate via text message
- > Use children on bikes as messengers
- > Vehicles, station wagons, motorbikes and scooters
- > Volunteers walking and carrying people
- > Wheelbarrows, stretchers, shopping trolleys etc.

## **Where are there Defibrillators?**

- > Hutt Central School (Community Emergency Hub)
- > Lower Hutt Seido Karate, 495 Hutt Road, Alicetown
- > RF Test Solutions, 409 Cuba Street, Alicetown
- > Water Substation, 56 Wakefield Street, Alicetown





# 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?

- > Community member volunteers
- > Handy people/ DIYers
- > Local builders, tradespersons, electricians and plumbers
- > The Petone Working Men's Club
- > Transition Towns volunteers





## **Where can we get resources to make repairs?**

- > Local groups: Transition Towns members
- > Mitre 10 Mega, Bouverie Street, Petone
- > Neighbours lending supplies from home

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

- > Community members donating surplus bedding
- > Sleeping bag and camping gear

## **What open spaces could accommodate temporary shelter?**

- > Encourage people to put up a tent in their own back yards or neighbours yards
- > Hutt Central School field (if school hasn't re-opened)
- > Te Ara Whanui Kura Kaupapa Maori, 11 Victoria St

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

- > Local Churches
- > Neighbours with extra rooms
- > School halls, Hutt Central School
- > Surrounding Marae





# 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?

- > Cafes, restaurants and shops
- > Emergency water tanks at Hutt Central School
- > Home stored water
- > Home water tanks
- > Pak n Save





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

- > Cars, bikes, scooters or 4wheel drive
- > Community Volunteers walking or on bikes to distribute
- > Supermarket trolleys or wheelbarrows to drop off to houses
- > Transition Towns members

## Where can we find water for washing and cleaning?

- > Hutt River
- > McKenzie baths, 79 Udy Street, Petone
- > School pools
- > Sea water (Petone)

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

- > Emergency Water Tanks at Hutt Central School
- > Grey water
- > Hutt River
- > Make sure all water is treated before drinking
- > Pool water
- > Springs and waterfalls
- > Stagnant water
- > Stream water
- > Tank water

## What places would be good distribution points?

- > Alicetown Community Centre, Victoria Street
- > Community Emergency Hub at Hutt Central School
- > St James Church, 71 Woburn Rd
- > Te Ara Whanui Kura Kaupapa Maori, 11 Victoria St
- > Victoria Park and Playground





# 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?

- > Pak n Save, Jackson Street, Petone
- > Community members and neighbours extra food stored at home (street barbeques)
- > Alicetown Cafes and Restaurants
- > Fridges and Freezers
- > Hutt Central School

## Where else could we find food?

- > Salvation Army Food Bank
- > Local Church donations

## How could we organise to feed large groups of people?

- > Eat together, cook together (street barbeques)
- > Use perishable food first
- > Set up a volunteer cooking/ preparation site
- > Alicetown Community Centre Koha Café
- > Hangi

## Where can we get cooking and catering supplies?

- > Alicetown Community Centre
- > Donations from community volunteers
- > Local Churches (basic kitchen supplies)
- > Takeaway premises





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

- > Carry in boxes or containers to homes
- > Cars, bikes, scooters, motorbikes
- > Organise teams to distribute food
- > Supermarket trolleys, wheelbarrows
- > 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)**

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**What facilities could be used for temporary shelter for animals?**

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**Where could we find drinking water for animals?**

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

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