

Petone Wilford School 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

Wilford Primary School, William St, Petone

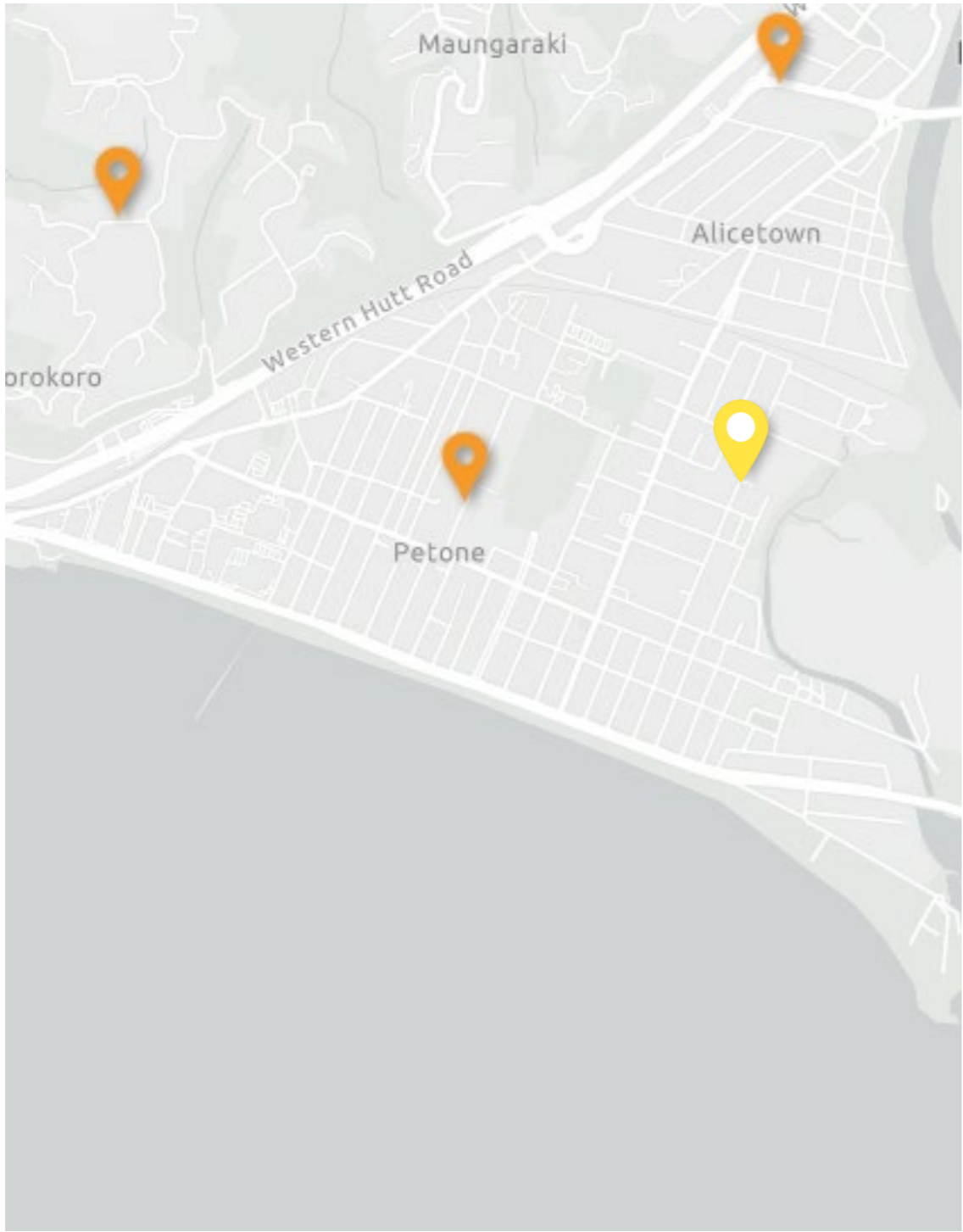




MAP KEY	
	Hub kit location
	Emergency water tank
	Suggested space
	Do not use this space

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**
**Wilford School
Community Emergency
Plan**
Wilford Primary School
William St
-  **Neighbouring Hubs**
Petone Central School
16 Britannia St
Hutt Central School
6 Railway Ave
Moera
Randwick School
59 Randwick Rd, Seaview
Korokoro School
79 Korokoro Rd



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

- > Hutt Central School
- > Mitre 10 Mega
- > Petone Central School
- > Petone Community House
- > Petone Workingmen's Club
- > WelTec
- > Wilford School

Groups and networks of people

- > Hutt South Timebank
- > Kennards Hire
- > Neighbourhood Support Groups
- > NZ Racing Board
- > Other Churches e.g. Salvation Army, Petone Baptist Church
- > Petone Central School
- > Petone Community Board
- > Petone Community Patrol
- > Petone Depot
- > Petone Fruit and Vege Co-op
- > Petone Workingmen's Club
- > Seaview Working Group
- > St David's Multicultural Church
- > St David's Presbyterian Church
- > Wilford Primary School



Services in the community

- > Animates, Jackson St

- > Fastway Couriers

- > Gilmores

- > Howard Material Handling

- > Hutt Union & Community Health Service

- > Jackson Street Programme

- > Manuka Health Centre

- > Petone Medical Centre

- > Petone Medical Centre

Infrastructure

- > Fulton Hogan

- > Steel and Tube



Local vulnerabilities

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

Places and spaces

- > Petone Workingmen's Club – catering, space
- > Rugby Club rooms
- > Sports clubrooms and showering facilities, Memorial Park (Bracken St)

Groups and networks of people

- > - Hutt South Timebank has knowledge of vulnerable members of the community, can assist with identifying who is likely to need assistance.
- > - Hutt South Timebank has knowledge of vulnerable members of the community, can assist with identifying who is likely to need assistance.

- > - WelTec staff and 'student army' can help with counselling staff and students
- > - WelTec staff and 'student army' can help with counselling staff and students
- > Congregational Christian Church of Samoa South St – interpretation, catering.
- > Congregational Christian Church of Samoa Sth St – interpretation, catering.
- > Fulton Hogan – as above
- > Fulton Hogan – as above
- > Imperial Tobacco has staff with various languages available for translation
- > Imperial Tobacco has staff with various languages available for translation
- > Lighthouse Theatre – seating, entertainment, information
- > Mitre 10 Mega – staff, vehicles, building material, clearing equipment
- > Mitre 10 Mega – staff, vehicles, building material, clearing equipment
- > Petone Fruit and Vege Co-op – large networks of local families, people, access to kai
- > Petone Fruit and Vege Co-op – large networks of local families, people, access to kai
- > Petone Library
- > Petone Library
- > Police Station
- > Police Station



- > Salvation Army, High/Cuba St – safe play space for children, hall, play group networks, kitchen
- > Salvation Army, High/Cuba St – safe play space for children, hall, play group networks, kitchen
- > St Davids can help with translation of information for Pacific Island communities
- > St Davids can help with translation of information for Pacific Island communities
- > The organisations below can help with vulnerable groups after an emergency
- > The organisations below can help with vulnerable groups after an emergency
- > Lighthouse Theatre – seating, entertainment, information

Services in the community

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Infrastructure

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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?

WelTec

- > Staff and 'student army'
- > Vehicles for movement through the area.



Community Patrol

- > Staff (volunteers)
- > 4WD vehicles

NZ Racing Board

- > Possibility of staff, vehicles and equipment to assist with searches

Hutt South Timebank

- > Potential pool of volunteers to assist with door knocks

St Davids Church

- > Church volunteers to assist with door knocks

FENZ

- > Major building collapse rescue only. The focus for the fire service will be within the CBD and other jobs as directed by Fire Comms. Suburban public should not rely on their assistance for the first 72 hours.

Where should we check first?

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

- > Bob Scott retirement village
- > Vulnerable groups, such as elderly, people with disabilities, English as second language.
- > Jackson Street flats (east)

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. Meet – needs with resources
 3. Prioritise – needs with resources
 4. Review – that needs are being met
 5. Scope – define needs and resources
 6. The Hub can set up street maps and coordinate searches, or checks by door knocks
- > Through the hub
 - > Community Patrol
 - > Neighbourhood support groups



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?

- > Manuka Health Centre, 11 Hector St
- > Petone Medical Centre, 32 Richmond St
- > Hutt Union & Community Health Services, 451 Jackson St
- > Treatment should be sought within the local community at usual medical centre. If buildings are damaged or inaccessible information will be communicated on where treatment can be obtained. Don't go to the hospital in the first instance.



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

- > Bob Scott – hospital wing?

- > Mitre 10 Mega

- > Samoan Church High Street

- > St Davids- Hall and smaller rooms for triage and consults

- > WelTec- Shelter and space for triage, ability to provide public information through website and public notices.

Who can help provide medical assistance?

- > Community Patrol-4WD, Radio, Telephone, Basic First Aid Kit and training

- > Hutt South Timebank-Some trained First Aiders and ability to distribute information.

- > St Davids-Trained First Aiders, Pacific Island language translators

- > WelTec- Staff and students trained in First Aid, 2 x defibrillators + First Aid kits,

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

- > Use vehicles – 4-wheel drive cars, personal cars, bikes etc.

Where can we get extra supplies?

- > Defibrillators & first aid kits in public buildings

- > First aid kits in houses/cars/halls

Where are there Defibrillators?

- > Wilford School

- > Pak n Save

- > Mitre 10 Mega



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 volunteers, clubs, neighbours.
- > Weltec engineering students, staff



Where can we get resources to make repairs?

- > Bunnings, The Warehouse
- > Mitre 10 Mega

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

- > 2nd hand shops Jackson St – clothing,
- > Bob Scott's – bedding?
- > Kmart, Warehouse
- > Salvation Army

What open spaces could accommodate temporary shelter?

- > Backyards
- > Memorial Park, plus buildings there for ablutions
- > Petone Rec.
- > Rugby Club grounds
- > School fields

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

- > Churches
- > Kokori Marae
- > Petone Working Men's Club
- > Schools- May have other rooms/spaces available as required for different groups and needs
- > St Davids-Halls and break out rooms as required
- > Various Halls within the community-could be opened up as gathering points and places for shelter if needed.
- > WelTec-Open spaces to erect shelter, open spaces within the buildings.



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?

- > Artesian water bore - Buick St
- > Cafes, dairies, shops
- > Gracefield School - 5500L water tank
- > Household emergency supplies
- > Pak n Save and Countdown will have limited supplies.
- > Petone Central School - 5500L water tank
- > Randwick School - 5500L water tank
- > WelTec Civil Engineering, staff and students – assistance with water flow repairs, etc.
- > WelTec-3 x 10,000L tanks of potable water.



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- > Wilford School, - 5500L water tank

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

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- > Organise drop offs to elderly, people with mobility challenges
 - > Use vehicles – 4-wheel drive cars, personal cars, bikes

Where can we find water for washing and cleaning?

- > River

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

-
- > Avoid drinking river/stream water
 - > Grey water
 - > Pool water
 - > Springs and waterfalls
 - > Stagnant water
 - > Stream water

What places would be good distribution points?

-
- > Central areas
 - > Churches
 - > Community Emergency Hubs
 - > School, Police station, Bob Scott



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?

- > Bob Scott
- > Countdown
- > Davis Trading
- > Food suppliers only have limited supplies of food (3 days' worth before they are restocked):
- > Gilmour's
- > Many cafes and restaurants
- > Pak n Save
- > Petone Working Men's Club

Where else could we find food?

- > Household supplies
- > Restaurants/cafes
- > School veggie gardens

How could we organise to feed large groups of people?

- > Churches
- > Imperial Tobacco-On site canteen, small amount of food resources but cooking facilities available.
- > Kokori Marae
- > Mitre 10 Mega staff canteen and public cafe



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- > Neighbourhoods have a potluck/BBQ using frozen goods and perishable items first (it is easier to cook as smaller neighbours than provide mass cooking)
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- > Petone Working Men's club – kitchen resources
-
- > St Davids-Kitchen with plates and cutlery.
-
- > WelTec-Commercial kitchens, all resources to furnish them.
Cookery staff & students.

Where can we get cooking and catering supplies?

- > Households- BBQs, cutlery, crockery etc.
-
- > Supermarkets

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

- > Organise distribution through neighbourhood support, community patrol and volunteers to deliver to people with mobility challenges.



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)
