

Titahi Bay 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

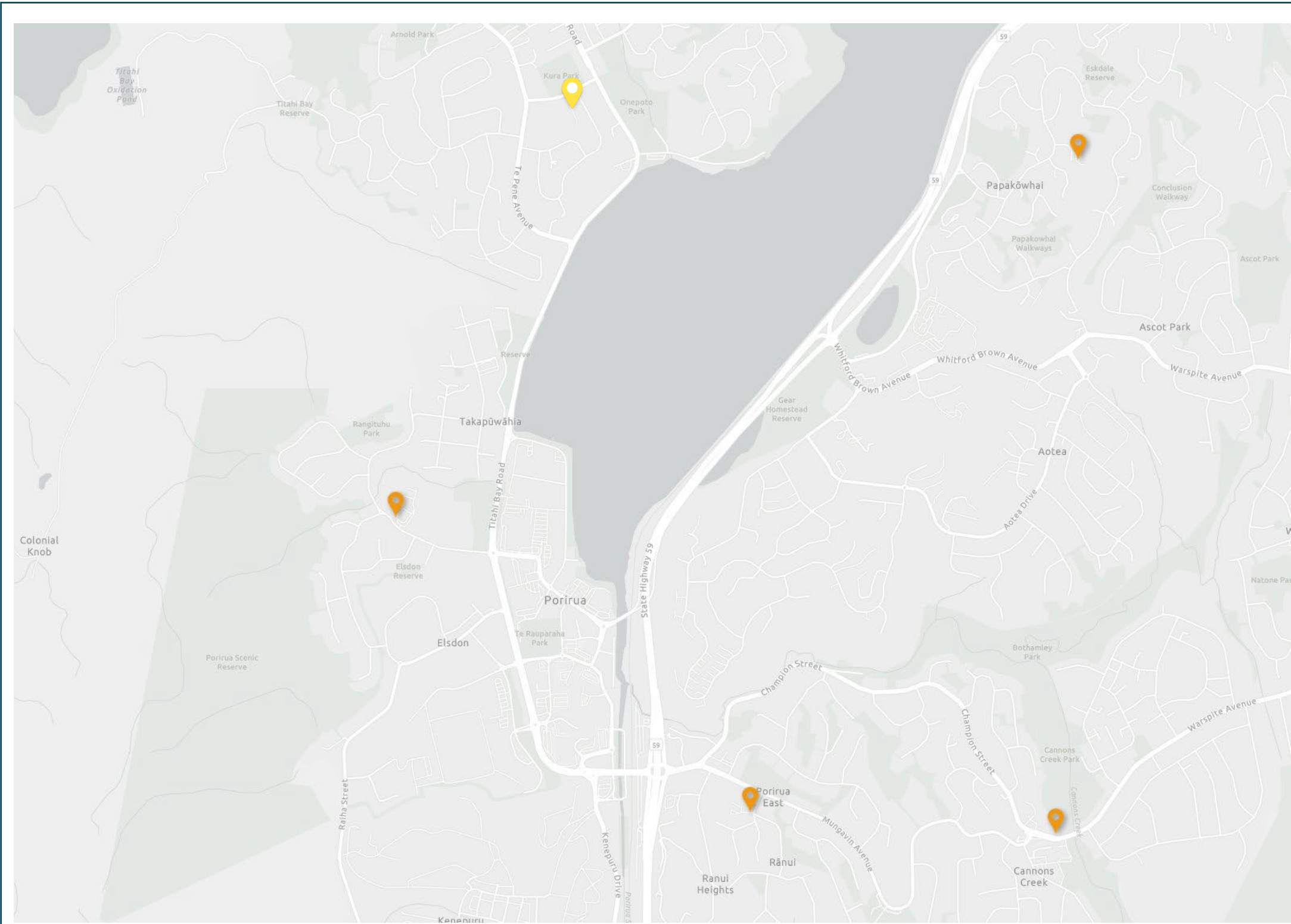
Titahi Bay School, 11 Kura Street, Titahi Bay



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

Titahi Bay Community Emergency Hub

Titahi Bay School,
11 Kura Street,
Titahi Bay



Neighbouring Hubs

Elsdon/Takapūwāhia

Mana College
2 Awarua St, Elsdon

Ranui

Porirua East School
Address: 8 Martin St, Ranui

Papakowhai

Papakowhai School
17 Spey Place, Papakowhai

Cannons Creek

Cannons Creek School
5 Warspite Avenue, Porirua
East



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

- > Arnold Park
- > Four Square - 13 Whitehouse Road
- > Four Square Morere - 64 Morere Street
- > Kemp Home - Te Pene Ave
- > Kura Park
- > Ngati Toa School - 44 Piko Street
- > Onepoto Park
- > St Mathews Anglican Church - Kapiti Cres
- > St Pius X School - Tuki Street

- > St Timothy's Presbyterian Church - Te Pene Ave
- > Stuart Park
- > Titahi Bay Baptist Church Cnr Waiuta and Kura Streets
- > Titahi Bay Community Church 25 Mana Ave
- > Titahi Bay Golf Club - Gloaming Hill
- > Titahi Bay Intermediate - Kahutea Terrace
- > Titahi Bay Library - 26 Whitehouse Road
- > Titahi Bay North School - 47 Jillett Street
- > Titahi Bay School - 11 Kura Street
- > Whitirea Park

Groups and networks of people

- > Local tradesmen
- > Ngati Toa School - 44 Piko Street
- > Rappaw Veterinary Care - 28 Whitehouse Road
- > Social media networks e.g. Facebook (The Koha Shed Titahi Bay, Titahi Bay Community Group, Titahi Bay Neighbourhood Watch), Neighbourly
- > St Mathews Anglican Church - Kapiti Cres
- > St Pius X School - Tuki Street
- > St Timothy's Presbyterian Church - Te Pene Ave
- > Titahi Bay Baptist Church - Cnr Waiuta and Kura Streets
- > Titahi Bay Community Church - 25 Mana Ave
- > Titahi Bay Golf Club - Gloaming Hill
- > Titahi Bay Intermediate - Kahutea Terrace
- > Titahi Bay Lions



- > Titahi Bay Medical Centre - 3 Whitehouse Road
- > Titahi Bay North School - 47 Jillett Street
- > Titahi Bay Pharmacy - 24 Whitehouse Road
- > Titahi Bay Residents Association
- > Titahi Bay RSA - 74 Main Road
- > Titahi Bay Surf Life Saving Club
- > Titahi Bay Surgery - 76 Main Road
- > Titahi Bay Volunteer Fire Brigade - 5 Te Pene Ave
- > Kemp Home staff

Services in the community

- > Bus services
- > Local plumbers, electricians, and builders
- > Titahi Bay Medical Centre - 3 Whitehouse Road
- > Titahi Bay Pharmacy - 24 Whitehouse Road
- > Titahi Bay Surf Life Saving Club
- > Titahi Bay Surgery - 76 Main Road
- > Titahi Bay Volunteer Fire Brigade - 5 Te Pene Ave

Infrastructure

- > 25 000L water tank at each school
- > Walkway from Ngati Toa school to Takapuwahia



Local vulnerabilities

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

Places and spaces

- > Low lying areas in tsunami zone
- > Risk of large wildfires

Groups and networks of people

- > High level of DHB and social housing - residents change regularly
- > Large number of residents working outside the community
- > Large number of school and pre-school children could be displaced. Significant damage likely to local, regional & national road network
- > Residents who are not connected - often due to working outside Titahi Bay

Services in the community

- > Kemp Home
- > Limited medical facilities in Titahi Bay
- > No fuel station and only small shops with limited food supplies

Infrastructure

- > Limited emergency water supplies within Titahi Bay
- > Significant damage to other lifelines - water, gas, power
- > Vulnerable to being isolated - access to Titahi Bay is through a tsunami zone.



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?

- > Members of the community
- > Titahi Bay Church communities
- > Titahi Bay Community Patrol
- > Titahi Bay Lions



Where should we check first?

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

- > Kemp Home

- > The local schools and pre-schools

- > The medical centres - they may have lists of people who may need assistance

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.

- > Get organized at the 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

- > Talking to neighbours, forming teams



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?

- > Rappaw Veterinary Care - 28 Whitehouse Road
- > Titahi Bay Medical Centre - 3 Whitehouse Road (Mass Incident Emergency Kit)
- > Titahi Bay Surgery - 76 Main Road



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

- > Kemp Home
- > Rappaw Veterinary Care - 28 Whitehouse Road
- > School or church hall
- > Talking to neighbours, forming teams
- > Titahi Bay Surf Life Saving Club

Who can help provide medical assistance?

- > Any volunteers who have First Aid certification
- > Counsellors
- > Doctors, nurses, paramedics or first aiders who live in the community
- > Midwives
- > Pharmacist
- > Registered nurses at care facilities
- > Vets, dentists

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

- > By personal transport -cars, bikes, quad bikes, trucks, trailers, 4-wheel drives etc.
- > Wheelbarrows, wheelie bins, shopping trolleys

Where can we get extra supplies?

- > By personal transport -cars, bikes, quad bikes, trucks, trailers, 4-wheel drives etc.
- > Wheelbarrows, wheelie bins, shopping trolleys

Where are there Defibrillators?

- > Titahi Bay Surgery
- > Ngāti Toa School
- > Onepoto Park – Yellow Cabinet
- > Titahi Bay Surgery
- > Titahi Bay Medical Centre
- > Whitireia – Wikitoria Katene – Cabinet on Wall
- > Te Kete Wanaga Library, Ground floor reception
- >



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?

- > Scouts
- > Tradespeople



Where can we get resources to make repairs?

- > Residents - what's in your toolshed?

> Titahi Bay North School - 47 Jillett Street

> Titahi Bay RSA

> Titahi Bay School - 11 Kura Street

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

- > Residents

> Second hand stores & Op shops

> Tents - privately owned

What open spaces could accommodate temporary shelter?

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

> Parks - see list of places and spaces

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

- > Ngati Toa School - 44 Piko Street

> St Mathews Anglican Church - Kapiti Cres

> St Pius X School - Tuki Street

> St Timothy's Presbyterian Church - Te Pene Ave

> Titahi Bay Baptist Church Corner Waiuta and Kura Streets

> Titahi Bay Community Church 25 Mana Ave

> Titahi Bay Golf Club

> Titahi Bay Intermediate - Kahutea Terrace



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?

- > 25 000L water tanks at each school
- > Household stored water
- > Natural springs on private properties



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

- > Using containers and transport by cars, trailers, bikes, 4-wheel drive cars, trucks etc.
- > Wheelie bins, wheelbarrows, or push chairs to carry large containers

Where can we find water for washing and cleaning?

- > Sea water
- > Swimming pools

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

- > Don't drink swimming pool water, use for washing instead
- > Grey water
- > Need sources of chlorine/plain bleach from supermarkets
- > Pharmacy may have water treatment tablets
- > Pool water
- > Springs and waterfalls
- > Stagnant water
- > Stream water
- > Streams below the highest house will be contaminated with road-run-off and/or sewage
- > Treat water from rainwater tanks

What places would be good distribution points?

- > Churches
- > Community Emergency Hub - Titahi Bay School, Kura Street
- > Schools



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?

- > Four Square
- > Private food stores

Where else could we find food?

- > Private or community gardens

How could we organise to feed large groups of people?

- > Organise communal cooking - more efficient to cook for more people at once
- > Promote taking people home and cook together - reduce gas consumption
- > Use perishable food first

Where can we get cooking and catering supplies?

- > Commercial kitchens at Titahi Bay Golf Club and Titahi Bay Baptist Church.
- > Kemp Home
- > Kitchens at Titahi Bay RSA, St Mathews Anglican Church, St Timothy's Presbyterian Church



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

- > Chilly bins

- > Churches & Service clubs - can help with distribution of food to needy

- > Takeaway containers from shops

- > Transport - cars, trucks etc.



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)
