

# Trentham 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


**Trentham School**, Moonshine Road, Trentham




MAP KEY

 Hub kit location

 Emergency water tank

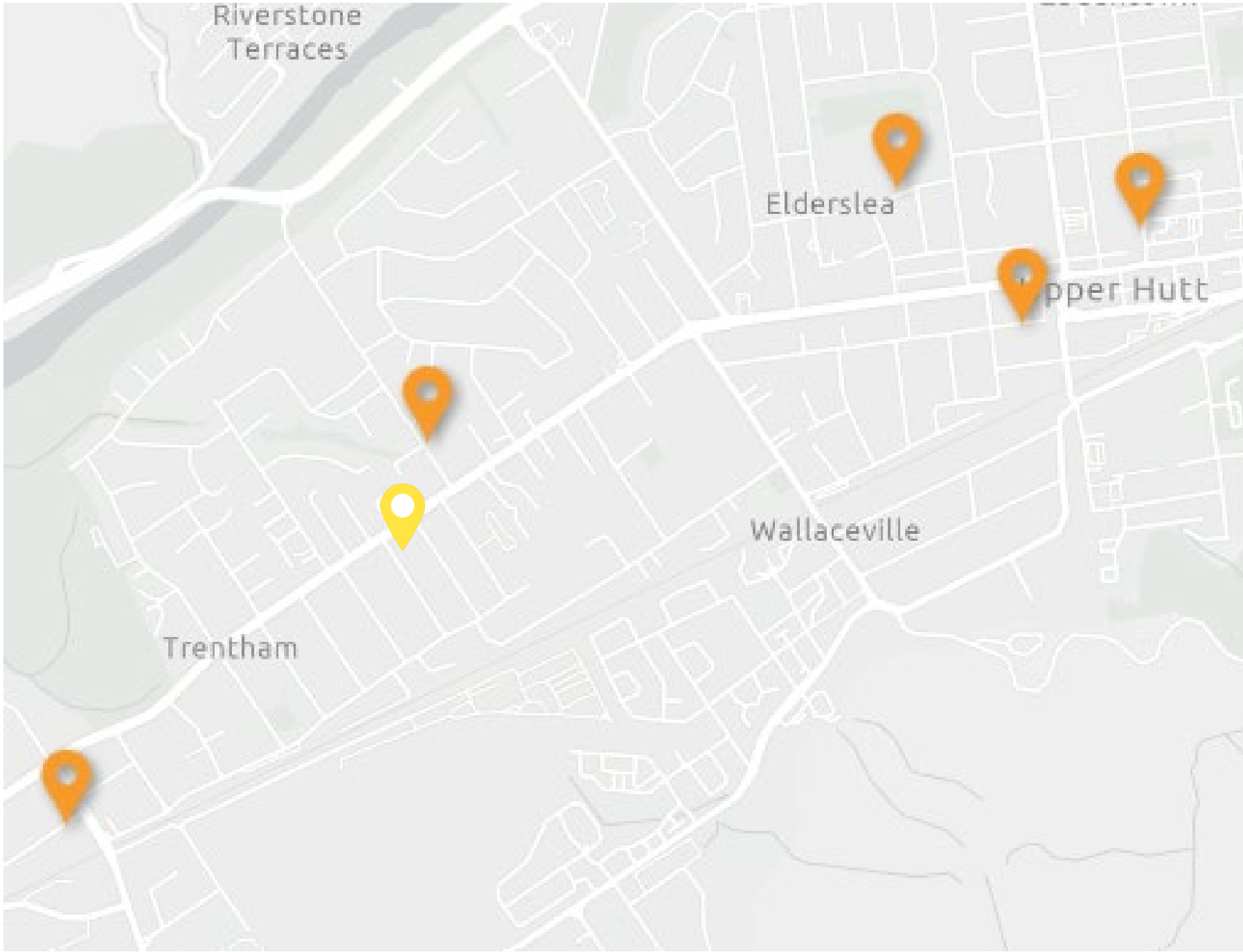
 Suggested space

 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

### **Trentham Community Emergency Hub**

Trentham School,  
2 Moonshine Rd, Trentham

## Neighbouring Hubs

**Upper Hutt School,**  
49 Martin Street, Wallaceville

**St Joseph's School,**  
1 Pine Ave, Upper Hutt

**Fraser Crescent School,**  
16 Redwood S

**St Brendan's School,**  
56 Palmer Crescent,  
Heretaunga





# 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

### Schools

- > Fergusson Intermediate, Hikurangi Street
- > Heretaunga College, Ward Street

### Churches

- > Hutt International Boys School, Granville Street
- > Our Lady of Grace Church, 5 Palmer Crescent, Heretaunga
- > Riverstones Church, 713 Fergusson Drive, Elderslea
- > Salvation Army, 20 William Booth Grove

- > St Johns Church, 563 Fergusson Drive
- > Trentham School, 2 Moonshine Road
- > Upper Hutt Baptist Church, 1 Milton Street
- > Upper Hutt College, Moonshine Road

### Early Learning Centres

- > Busy Beez Childcare Centre, 626 Fergusson Drive
- > Kindercare, 51 Whakatiki Street
- > Paparakau Kohanga Reo, 58 Moonshine Road
- > Salvation Army William Booth Educare, 20 William Booth Grove
- > Trentham Kindergarten, 19 Tawai Street

- > Moonshine Park, Moonshine Road
- > Poets Park
- > Rimutaka Prison, Freyberg Road
- > Trentham Golf Course, 2 Dante Road
- > Trentham Memorial Park
- > Trentham Racecourse, Racecourse Road
- > Whakatiki Park

## Groups and networks of people

- > Department of Corrections
- > Fergusson Retirement Village, 654 Fergusson Drive
- > Heretaunga Players
- > New Zealand Defence Force community



- > Our Lady of Grace Church, 5 Palmer Crescent, Heretaunga
- > Riverstones Church, 713 Fergusson Drive, Elderslea
- > Rugby League – Tigers
- > Salvation Army William Booth Educare, 20 William Booth Grove
- > Salvation Army, 20 William Booth Grove
- > St John Ambulance group
- > St Johns Church, 563 Fergusson Drive
- > Summerset Retirement Village, 20 Racecourse Road
- > Trentham Harriers
- > Upper Hutt Baptist Church, 1 Milton Street
- > Upper Hutt Community Patrol
- > Upper Hutt Community Rescue
- > Upper Hutt Musical Theatre
- > Upper Hutt Neighbourhood Support
- > Upper Hutt Time Bank

## Services in the community

- > Brendan Foot Supersite, 458 Fergusson Drive
- > Bristol Motel, 8 Bristol Street
- > Central Institute of Technology, 23 Pinehill Crescent
- > Challenge Moonshine, 73 Moonshine Road
- > Eclipse Hair Design, 583 Fergusson Drive
- > Four Square Trentham, 7 Camp Street, Heretaunga
- > Gain Health Centre, 723A Fergusson Drive, Elderslea
- > Harbour City Funeral Home, 674 Fergusson Drive

- > Heretaunga Collision Repair Centre, 2 Nicolaus Street
- > Imperial Takeaways, 450 Fergusson Drive
- > Intervet, 12 Shakespeare Avenue
- > Kowhai Nest, 23/17 John Street
- > Liquid Self Service Laundromat, 577 Fergusson Drive
- > Miro Auto Services, 6 Miro Street
- > Miro Cinema, 8A Miro Street
- > MSD Animal Health, 33 Whakatiki Street
- > National First Aid Distributors, 110 Whakatiki Street
- > Police Dog Training Centre, Dante Road, Trentham
- > Promises Hair Design, 11 Camp Street
- > Quickstart Auto Electrical Ltd, 75 Whakatiki Street
- > RDL Construction, 8 Nicolaus Street
- > Rimutaka Prison, Freyberg Road
- > Rural Trading Post, 2/2 Jupiter Grove
- > The Hub Social, 496 Fergusson Drive
- > Totara Lodge Motor Inn, 68 Ararino Street
- > Trentham Fire Station, 545 Fergusson Drive
- > Trentham Food Centre, 490 Fergusson Drive
- > Trentham Military Camp, Messines Avenue
- > Trentham Motel, 438 Fergusson Drive
- > Trentham Racecourse, Racecourse Road
- > Unichem Upper Hutt, 723 Fergusson Drive, Elderslea
- > Upper Hutt Automotive & Diesel, 26 Camp St, Heretaunga
- > Upper Hutt Vet Hospital & Cattery, 578 Fergusson Drive
- > VBT Valley Battery and Tyre, 126 Whakatiki Street



- > Whakatiki Concrete & Soil Supplies, 71 Whakatiki Street
- > YMCA Upper Hutt, Somme Road
- > Z Petrol Station, 430 Fergusson Drive

## Infrastructure

- > Challenge Petrol Station, Moonshine Road
- > Electricity network
- > Emergency water tank at St Brendan's School, Trentham School and Riverstones Church
- > Gas and Water supplies
- > Moonshine Bridge
- > Payphones at Challenge and Z
- > Public transport
- > Rimutaka Prison, Freyberg Road
- > Roding network including SH2
- > Sewerage system
- > Streetlights
- > Telecommunications network
- > Toilet dumping station at Poets Park
- > Water storage lakes at Te Marua
- > Z Petrol Station, Fergusson Drive



# Local vulnerabilities

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

## Places and spaces

- > Brick buildings may be damaged in an earthquake
- > Bush – risk of fire
- > Falling trees
- > Landslides around river area
- > River and riverbank
- > Shop awnings in the shopping areas

## Groups and networks of people

- > Elderly people
- > Fergusson Retirement Village, 654 Fergusson Drive
- > House bound people
- > Kowhai Court Rest Home, 19/17 John Street

- > Mothers with young babies
- > New migrants
- > People with disabilities in supported accommodation
- > Playcentre children
- > School students
- > Stranded commuters and people who are unable to get home
- > Stressed & lost pets
- > Summerset Retirement Village, 20 Racecourse Road
- > Titiro Whakamua, 34 Miro St (teen parent unit)
- > Young people home alone

## Services in the community

- > ESR (National Centre for Biosecurity and Infectious Disease), 66 Ward Street
- > Food and consumer goods supply chain Food and consumer goods supply chain
- > Lack of medical support
- > Mental health and residential care providers may need assistance
- > No emergency services
- > Public transport may be suspended
- > Rimutaka Prison, Freyberg Road





## Infrastructure

- > Challenge Petrol Station, Moonshine Road

---
- > Rimutaka Prison, Freyberg Road

---
- > Te Marua water storage lakes

---
- > Train lines and public transport likely to be affected

---
- > Z Petrol Station, Fergusson Drive

---
- > All services likely to be disrupted for many weeks
  - No electricity, possible damage to overhead power supply

---
  - No mains water supply

---
  - No reticulated gas supply

---
  - No sewerage network

---
  - Broken storm water pipes

---
  - No telecommunications

---
  - No internet

---
  - 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?**

- > College age youth from Upper Hutt College, Heretaunga and HIBS
- > Community groups
- > Guides
- > Lions
- > Probus



- > Residents as organised groups
- > Rotary
- > Scouts
- > Upper Hutt Community Patrol
- > Upper Hutt Community Rescue
- > Walking / sports groups

### Where should we check first?

1. Self – 2. Home – 3. Neighbours – 4. Street – 5. Then at the hub check on these priority groups
- > Family – extended and immediate
  - > Fergusson Care Home, 654 Fergusson Dr, Trentham
  - > Neighbours
  - > Salvation Army, 20 William Booth Grove, Trentham
  - > St Johns Church, 563 Fergusson Drive, Trentham
  - > Summerset Rest Home, 20 Racecourse Rd, Trentham
  - > Worst affected areas & areas where hazards/damage are 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.
- > Check your family, neighbours and street. Send someone from your street down to the Hub.

- > Coordinate from the Hub – check other local hubs to see whether Hubs are open and people are gathered
- > Group volunteers with a mix of skills, physical capabilities, and leadership
- > Keep a paper trail at the Hub so we know where has been checked, when. Then we know where needs to be rechecked over time.
- > Meet – needs with resources
- > Prioritise – needs with resources
- > Review – that needs are being met
- > Scope – define needs and resources
- > Send teams from Hub to check on defined areas, record on Hub Map
- > The Hub can set up street maps and coordinate searches, or checks by door knocks
- > Use text messages, Facebook Messenger and email to pass information back to the Hub if possible
- > Work with Upper Hutt Community Rescue, Neighbourhood Support and Community Patrol
- > 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?

- > Gain Health Centre, 723A Fergusson Dr, Elderslea
- > Queen Street Medical, 37/39 Queen St, Upper Hutt
- > Upper Hutt Health Centre, Queen St, Ebdentown

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

- > Fergusson Care Home, 654 Fergusson Dr, Trentham
- > Kowhai Court Rest Home, 19/17 John Street



- > Schools / Churches
- > Summerset Rest Home, 20 Racecourse Rd, Trentham
- > Trentham Fire Station, 545 Fergusson Drive (paramedics)
- > Unichem Upper Hutt, 723 Fergusson Drive, Elderslea
- > Upper Hutt Vet Hospital & Cattery, 578 Fergusson Drive

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

- > Doctors and Nurses in the community
- > Fire station
- > Lifeguards
- > People with First Aid certificates
- > Rest home nurses
- > SPCA
- > St Johns cadet group
- > Vets and vet nurses

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

- > Communicate using Text messages
- > Good Samaritan App
- > Set up groups of certified first aiders
- > Upper Hutt Community Rescue
- > Use groups like Lions, Rotary, Scouts, Guides, Cadets, Military
- > Use kids on bike as messengers.
- > Vehicles, 4-Wheel Drives, station wagons, scooters, motorbikes

- > Wheelbarrows, stretchers, shopping trolleys, buggies, strollers

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

- > Childcare
- > Churches
- > Fergusson Care Home, 654 Fergusson Dr, Trentham
- > First aid kits in businesses, houses and vehicles
- > Kowhai Court Rest Home, 19/17 John Street
- > MSD Animal Health, 33 Whakatiki Street
- > National First Aid Distributors, 110 Whakatiki Street
- > Schools
- > Summerset Rest Home, 20 Racecourse Rd, Trentham
- > Trentham Military Camp, Messines Avenue

### **Where are there Defibrillators?**

- > Hutt International Boys School, Medical Room, 47-53 Granville Street
- > MSD Animal Health, Building 1 – Administrative and Commercial Building – Reception Ground Floor, 33 Whakatiki Street
- > Police Dog Training Centre, Dante Road
- > Prenail Frames and Trusses Limited, Ground Floor – Central Hallway, 5 Nicolaus Street
- > Trentham School, Medical Room, 2 Moonshine Road
- > Z Trentham, 430 Fergusson Drive





# 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



## Where can we get resources to make repairs?

- > Garages
- > MenzShed Upper Hutt, Wallaceville Research Station Business Park, Ward Street
- > NZDF
- > Petrol stations
- > Rimutaka Prison, Freyberg Road
- > Schools
- > Stihl Shop, 769 Fergusson Drive
- > Upper Hutt Metals, 65 Whakatiki Street
- > Whakatiki industrial area

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

- > Churches
- > Marae
- > Op shops (None in Trentham)
- > People's homes
- > Retirement homes and villages
- > Schools

## What open spaces could accommodate temporary shelter?

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

- > Moonshine Park
- > Trentham Golf Course, 2 Dante Road
- > Trentham Memorial Park
- > Trentham Racecourse, Racecourse Road
- > Whakatiki Park

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

- > Cafes
- > Fergusson Intermediate, Hikurangi Street
- > Former Central Institute of Technology building, 23 Pinehill Crescent
- > Heretaunga College, Ward Street
- > Hutt International Boys School, Granville Street
- > Motor homes / Caravans/Tents
- > Our Lady of Grace Church, 5 Palmer Crescent, Heretaunga
- > Riverstones Church, 713 Fergusson Drive, Elderslea
- > Salvation Army, 20 William Booth Grove
- > Sports rooms at Trentham Memorial Park
- > St Johns Church, 563 Fergusson Drive
- > Upper Hutt Baptist Church, 1 Milton Street
- > Upper Hutt College, Moonshine Road
- > YMCA Upper Hutt, Somme Road



# 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 and restaurants
- > Emergency water tanks at Trentham School and St Brendan's School
- > Home water tanks
- > Home water cylinders
- > Supermarket (bottled supplies)
- > Vending Machines



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

- > Carry in bottles, containers, buckets
- > Cars, bikes, scooters, motorbikes
- > Community Patrol and Community Rescue
- > Neighbours helping neighbours
- > Tankers
- > Volunteers walking or cycling around
- > Wheelbarrows, buggies, strollers, wheelie bins

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

- > Hot water cylinders
- > Hutt River
- > Rivers & Streams
- > Roof tanks
- > Toilet cisterns

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

- > Grey water
- > Hutt River
- > Pond
- > Pool water
- > River water
- > Should treat all water before drinking

- > Springs and waterfalls
- > Stagnant water
- > Storm water
- > Stream water
- > Tank water
- > Tap water – unless advised

## **What places would be good distribution points?**

- > Car parks
- > Community Emergency Hub at Trentham School, 2 Moonshine Road
- > Fergusson Intermediate, Hikurangi Street
- > Heretaunga College, Ward Street
- > Hutt International Boys School, Granville Street
- > Trentham Fire Station, 545 Fergusson Drive
- > Upper Hutt College, Moonshine Road



# 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?

- > Bakeries
- > Bun Heng's Bakery, 581 Fergusson Drive
- > Cafes
- > Farrah's, 12 Shakespeare Avenue
- > Four Square, 7 Camp Street, Heretaunga
- > Galaxy Store, 520 Fergusson Drive
- > Merton Mini Market, 61 Merton Street
- > Harsa Dairy, 575 Fergusson Drive
- > Imperial Takeaways, 450 Fergusson Drive
- > Meals on Wheels
- > PAK n SAVE Upper Hutt, Gibbons Street, Upper Hut
- > Quinns Post, 2 Ward Street
- > Takeaways
- > The Tote, 74 Ararino Street
- > Trentham Food Centre, 490 Fergusson Drive
- > Trentham Mess Hall, 68 Ararino Street
- > Trentham Station Fish and Chip Shop, 60 Ararino Street
- > Wellington Racing Club, Racecourse Road

## Where else could we find food?

- > Bushes
- > Community gardens
- > Fishing
- > Fridges & freezers
- > Pantries





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

- > Café, school and playcentre kitchens
- > Chefs/staff from local cafes
- > Community groups  
Eat together, cook together
- > Corrections
- > Defence
- > Hangi
- > Set up a volunteer cooking/preparation site
- > Street catering
- > Use perishable food first

## Where can we get cooking and catering supplies?

- > Cafes
- > Camping equipment  
People's own supply
- > Churches
- > Salvation Army
- > Schools
- > Trentham Racecourse, Racecourse Road
- > Wallaceville House, 2 Wallaceville Road

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

- > Carry in boxes, containers, buckets
- > Cars, bikes, scooters, motorbikes
- > Ezee Meals – St Johns Church Hall. Organise teams to distribute
- > Meals on Wheels out of St Johns Church
- > Volunteers walking or cycling around
- > Wheelbarrows, buggies, strollers, wheelie bins



# 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)**

---

---

---

---

