

# Hataitai South 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


**Kilbirnie School, 72 Hamilton Rd, Hataitai**




**MAP KEY**

 Hub kit location

 Emergency water tank

 Suggested space

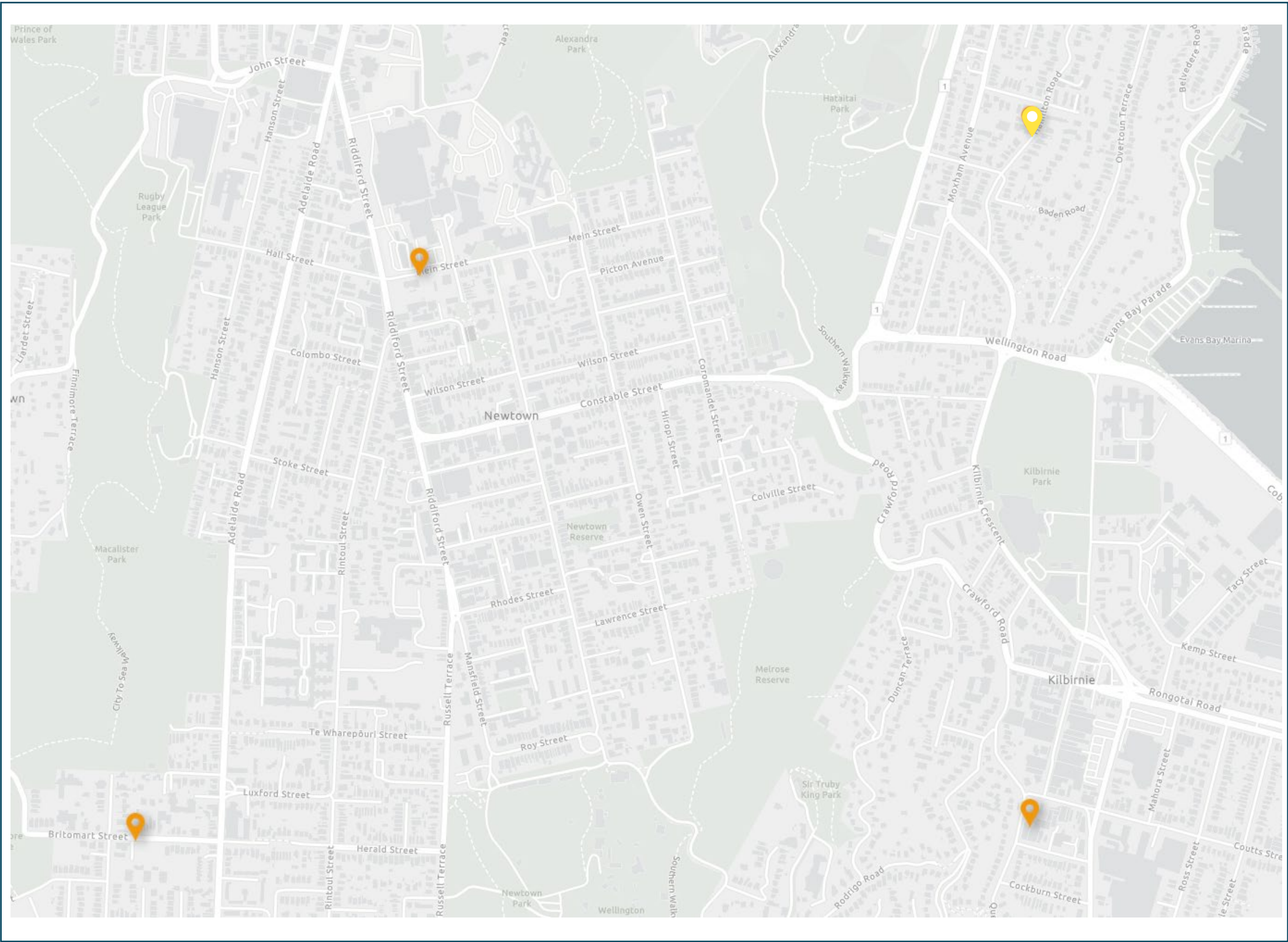
 Do not use this space


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# 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**  
**Hataitai South Community  
Emergency Hub**

Kilbirnie School, 72 Hamilton  
Rd, Hataitai

 **Neighbouring Hubs**

**Newtown School**  
16 Mein Street, Newtown

**Berhampore School**  
105 Britomart St,  
Berhampore, Wellington

**Kilbirnie Masjid**  
Wellington Mosque,  
9 Queens Drive, Kilbirnie



# 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

- > Anglican-Methodist Church All Saint Parish, Hamilton Rd
- > Badminton Wellington Centre, Ruahine St
- > Church of Jesus Christ of Latter-Day Saints, Moxham Ave
- > Hataitai Bowling Club, Hataitai Rd
- > Hataitai Community Centre, Waipapa Rd
- > Hataitai Park and Velodrome
- > Hataitai School
- > Kilbirnie School
- > Methodist Church, Waitoa Rd

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- > Wellington Rugby Football Club, Ruahine St

## Groups and networks of people

- > Community Centre Coordinators Group (WCC)
- > Menz Shed at Bowling Club Green

## Services in the community

- > Four Square Hataitai, Moxham Ave
- > Hataitai Medical Practice, Tapiri St
- > Hataitai Pharmacy, Moxham Ave
- > Hataitai Village Surgery, Taurima St
- > Plunket Hataitai, Waipapa St

## Infrastructure

- > Greta Point Sea Cadets, Evans Bay Parade
- > Water tanks @ Kilbirnie School, Hamilton Rd



# Local vulnerabilities

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

## Places and spaces

- > Access issues will be at large with main roads likely to experience landslides. The area has also been identified as a meeting point for those who live further East and those displaced from the CBD.
- > Significant areas in the tsunami evacuation zone, needs to evacuate these areas after every long or strong earthquake, including aftershocks.

## Groups and networks of people

- > There will be a large population of elderly living on their own within Roseneath area. Which will not be able to access or get to places to communicate their need of assistance.

## Services in the community

- > There are no emergency services located within Hataitai or Roseneath – no fire, no police, or ambulance.
- > Support for trauma will be required during and after an emergency event.

## Infrastructure

- > Bus Tunnel
- > Mt Victoria Tunnel
- > All services likely to be disrupted for many weeks
  - o No Electricity
  - o No mains water supply
  - o No gas supply
  - o No sewerage network
  - o Broken storm water pipes
  - o No internet



# 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?**

- > Community Patrol members
- > Cyclists
- > Neighbourhood Support Group
- > People who turn up to the Hub to help
- > Scouts
- > Walking groups





## Where should we check first?

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

- > Neighbours
- > Parked vehicles
- > People with disabilities
- > The areas with damaged buildings
- > The youngest and eldest in the community

## How would we coordinate this?

- > Amateur radio network could help with radios
- > Ask people who can help to report to their local Community Emergency Hub
- > Assess – commission teams to assess in priority order to needs and resources available and then broker people's needs with available resources.
- > Collect information of people assisting / supporting efforts.
- > Communicate between the local Hubs
- > Connect in with the Community Emergency Hub.
- > Encourage people to check their own streets and report to their local Hub to report damage or that they are okay
- > Help get people a way to charge their phone (generator, usb chargers) to keep communication going
- > Identify areas with high needs.
- > Meet – needs with resources
- > Organise childcare/playcentre to free up parents to help

- > Plunket could check known new mums – pop-in networks & playcentre
- > Prioritise – needs with resources
- > Provide notices to place around the community to advise displaced people of where to go.
- > Review – that needs are being met
- > Scope – define needs and resources
- > Send out people to check areas we haven't heard from yet
- > Tawa Volunteer Fire Brigade will use own radio network to get a better region-wide overview
- > The Hub can set up street maps and coordinate searches, or checks by door knocks
- > Use check sheets and maps for streets to be checked
- > Use local social group contacts
- > Use social media (if available)
- > Use Tawa Community Patrol & other community handheld walky-talkies to talk to groups out checking on things





# 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?

- > Hataitai Medical Practice, Tapiri St
- > Hataitai Pharmacy, Moxham Ave
- > Hataitai Village Surgery, Taurima St



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

- > First Aiders to congregate at the Community Emergency Hub.
- > Message to be sent out to any health professionals that can assist to connect into the hub.

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

- > Doctors and Nurses in the community
- > People with First Aid certificates
- > Pharmacy staff

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

- > Bikes (cyclists)
- > Public Noticeboards Where can we get extra supplies?
- > Walk
- > Wheelbarrows

## **Where are there Defibrillators?**

- > Hataitai Medical Centre, 12 Tapiri St
- > Hataitai Village Surgery, 4 Taurima St
- > Wellington SPCA – Margaret Doucas Animal Hospital, 140 Alexandra Rd



# 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?

- > Any qualified builders that live locally or within a particular community.
- > Handy people / DIYers
- > Tradespersons



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

- > People's garages / sheds

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

- > Donations / drop offs from community.
- > Local church communities with large spaces.
- > Neighbours who have access to their homes but cannot stay there.
- > People's homes / garages

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

- > Hataitai Bowling Club Green Space

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

- > Anglican-Methodist Church All Saint Parish, Hamilton Rd
- > Badminton Wellington Centre, Ruahine St
- > Caravans
- > Church of Jesus Christ of Latter-Day Saints, Moxham Ave
- > Hataitai Bowling Club, Hataitai Rd
- > Hataitai Community Centre, Waipapa Rd
- > Hataitai Park and Velodrome

- > Hataitai School
- > Kilbirnie School
- > Local businesses' warehouses
- > Methodist Church, Waitoa Rd
- > Roseneath School
- > St Barnabas, Maida Vale Rd, Roseneath
- > Tents
- > Wellington Rugby Football Club, Ruahine St





# 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?

- > Emergency Water tanks @ Kilbirnie School

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

- > Using bikes for delivery
- > Volunteer group from the hub to drop off
- > Wheelbarrows and trolleys



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

- > Rivers & Streams
- > School Pools
- > Sea Water
- > Toilet Cisterns

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

- > Grey water
- > Pool water
- > Springs and waterfalls
- > Stagnant water
- > Stored bottled water that looks decolorized
- > Stream water
- > Tank Water

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

- > Churches,
- > New World or Countdown car parks
- > Places with emergency water tanks that could be filled by tanker
- > 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?

- > Burger Fuel Hataitai, Taurima St
- > Burger Wisconsin, Waitoa Rd
- > Dairy Waitoa, Waitoa Rd
- > Four Square Hataitai, Moxham Ave
- > Golden Wok Takeaways, Hataitai Rd
- > Great Wall China Takeaway, Taurima St
- > Hataitai Dairy, Moxham Ave
- > Supremo Takeouts, Moxham Ave

## Where else could we find food?

- > Community Gardens
- > Fridges and Freezers of community
- > Shared resources from local eateries

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

- > Community BBQs
- > Community kitchen space
- > Use perishable food first
- > Utilise local eatery facilities



## **Where can we get cooking and catering supplies?**

- > Kitchens of community members
- > Local School halls
- > Motu Kairangi Club House
- > Restaurants and local eateries

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

- > Bikes / cyclist group
- > Delivery by the following means:
- > Scooters
- > Trolleys
- > Walking
- > Wheelbarrows





# 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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