Northland 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.

WELLINGTON REGION EMERGENCY MANAGEMENT OFFICE

Facility map

Northland School, 14 Harbour View Road, Northland

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.
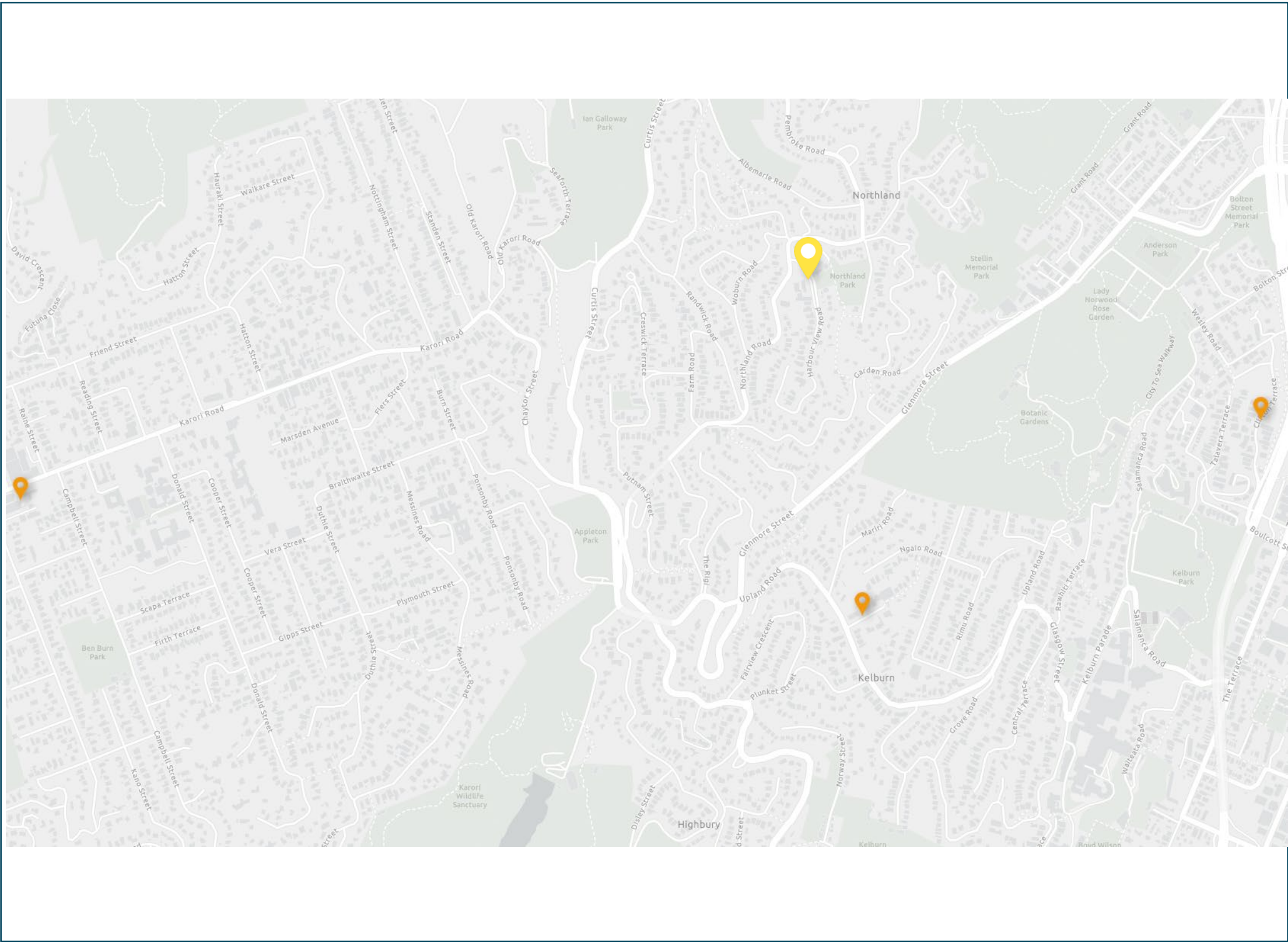
Your Hub

Northland Community Emergency Hub

Northland School,
14 Harbour View Road,
Northland

Neighbouring Hubs

Clifton Terrace Model School,
15 Clifton Terrace, Kelburn

Karori Community Centre,
7 Beauchamp Street, Karori

Kelburn Normal School,
16 Kowhai Road, Kelburn

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
> Blankets
> Torches
> Batteries
> Radio
> Water

> Tea, coffee, milk
> Food
> Toilet paper
> Buckets
> Rubbish bags
> 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

> Appleton Park

> Cardinal McKeefry School

> Creswick Valley Park

> Ian Galloway Park

> Izard Park

> Northland Memorial Community Centre

> Northland Park

> Northland School (Community Emergency Hub)

> Otari School

> Safe from tsunami

> St Anne's Church

> Walking distance from town

> Wests Rugby Club

> Wilton Bowling Club

> Wilton Park

Groups and networks of people

> Cardinal McKeefry School

> Community Facebook pages
  - Northland Memorial Community Centre
    https://www.facebook.com/nmcc.northland
  - Creswick Valley Residents Association
    www.facebook.com/creswickvalleyra

> Community websites
  - Northland School www.northland.school.nz
  – St Anne's www.st-anne-wellington.org.nz

> Creswick Valley Residents Association

> Neighbourhood Support Groups

> Northland Business Resilience Group

> Northland School

> Otari School

> Pembroke Road Residents Association

> Wilton Residents Association

Services in the community

> Bowen Early Childhood Education Centre

> Bowen Hospital (has limited resources and will need to focus on their current patients)

> Cardinal McKeefry School

> Childspace

> Creswick Food Market

> Creswick Motors

> Crofton Downs Countdown

> Crofton Downs Mitre 10

> Crofton Downs Pharmacy

> Crofton Downs Vet

> Kelburn Northland Medical Centre (top of Cable Car)

> Kindercare

> Northland Kindergarten

> Northland School

> Otari School

> Otis & Louis

> Wilton Playcentre

Infrastructure

> Community emergency water tanks at
   - Northland School (Community Emergency Hub)
   - Wadestown Plunket Room (Community Emergency Hub)
   - Crofton Downs School (Community Emergency Hub)

Local vulnerabilities

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

Places and spaces

> Elderly residents

> Kids at school outside area

> Kids at school with parents stuck in town

> Lots of people work in town

> May be refugees coming from the city

Groups and networks of people

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Services in the community

> Reticulated gas supply in the area – possible fire risk

> Roading access – narrow hill streets prone to being blocked by slips & fallen trees.

> Walk-up access – lots of steps

Infrastructure

> Reticulated gas supply in the area – possible fire risk

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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 asnwer 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?

> Church members

> Lions

> Local engineers or trades people

> Local structural engineers

> Neighbourhood support groups

> PTAs & school community groups

> Rotary

> School management to check schools

> Scout & Guides for door knocking

> Spontaneous volunteers (neighbours)

> Students

Where should we check first?

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

> Medical providers may have lists of people who need early assistance.

> Own homes and families, then neighbours, then streets

> Use lists of Places and Spaces

How would we coordinate this?

> Ask people to work with others in their street to make sure information is gathered and everyone is looked after, and bring information to the hub

> Ask people who can help to report to 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.

> Divide streets into sections, 2-3 coordinators per street (informal)

> If power is available, use photocopying and printing resources at the school.

> Make use of community noticeboards

> 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

> UHF radios at medical centre and Community Centre

> Use local websites and social media if available (e.g. Northland Memorial Community Centre Facebook page, Creswick Valley Residents Association page, Neighbourly)

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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?

> Crofton Downs Pharmacy

> Northland Medical Centre

> **Note** – Private hospitals - Bowen Hospital will have limited resources and will focus first on their current patients and residents

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

> Crofton Downs Vet

> School sick bays

> St Anne's is near to Northland Medical Centre for extra space

Who can help provide medical assistance?

> Are there any known doctors, nurses, paramedics or first aiders in the community?

> At least two First Aid staff during daytime at Countdown Crofton Downs

> Individuals with First Aid certifications

> Staff at local daycares usually first aid trained

> Staff from Mitre 10 are trained in First Aid

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

> Bikes

> By personal transport –cars, bikes, trucks, 4-wheel drives, motorbikes

> E scooters

> Homemade stretchers

> Pushchairs/Buggies

> Shopping trolleys

> Trollies at Mitre 10

> Wheelbarrows

> Wheelchairs

Where can we get extra supplies?

> Creswick Foodmarket

> Crofton Downs Pharmacy

> First aid kits at Mitre 10

> First aid kits in homes and/or cars

> First aid kits in schools

> First aid section of Countdown Crofton Downs

> Vet

Where are there Defibrillators?

> Kelburn Northland Medical Centre (top of cable Car)

> Northland School

> Northland shops (outside Pizza hut)

> Pottery Association – Grant Road, Thorndon

> Wilton Bowling Club

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 toby 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.

Youmay 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?

> Anyone with DIY skills

> Local tradespeople

Where can we get resources to make repairs?

> Mitre 10 – tools, repair materials, tarpaulins etc

> Tools from sheds and garages

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

> Ask people to bring spare from home

> Crofton Downs Countdown

> Crofton Downs Mitre 10 - Blankets & other camping equipment, gas heaters, gas bottles etc.

What open spaces could accommodate temporary shelter?

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

> Use list of Places and Spaces

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

> Northland Memorial Community Centre has capacity for 500

> School halls

> St Anne's

> Using spare beds in houses of your community. Ask people if they have any space to share, couches, garages, etc

> Wilton Bowling Club has capacity for 200 people

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 reserviours 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 though 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?

> Countdown and local dairy – bottles of water (limited)

> Crofton Downs Mitre 10 and Countdown may have chemicals (bleach etc) for treating water

> Home stored rainwater tanks – 200L

> Spring water (above highest houses)

> Water tank at Crofton Downs School

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

> Deliver full containers/bottles by truck (Mitre 10) or other
  vehicles

> Forklift at Countdown & Mitre 10 to move pallets

> Water containers at Mitre 10

> Water containers in anything with wheels

Where can we find water for washing and cleaning?

> Streams

> Swimming pools

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

> Boil all water

> Don't use swimming pool water for drinking

> Grey water

> Pool water

> Springs and waterfalls

> Stagnant water

> Streams could be contaminated with waste water

What places would be good distribution points?

> Churches

> Community Emergency Hubs

> Creswick Park

> 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?

> Countdown Crofton Downs
> Creswick Foodmarket
  o Burger Wisconsin
  o Domino's Pizza
  o Hell Pizza
  o Northland Fish & Chip Shop
> Takeaways (limited stock)
> Z Service station Crofton Downs

Where else could we find food?

> Community gardens & orchards
> Fish from the sea
> Local farmers – Valley Road, Maungakotukutuku Valley
> Locals with extra food in their cupboards
> Private & public fruit trees

How could we organise to feed large groups of people?

> Communal cooking – BBQS
> Community Centre has small kitchens
> Use perishable food first
> Use takeaway kitchens
> Using kitchens in schools and childcare centres
> Volunteers keen to help those in need

Where can we get cooking and catering supplies?

> Camping supply & BBQ section Mitre 10 – Gas bottles

> Use takeaway equipment

> Using household supplies - BBQS, camping equipment etc.

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

> Roster to coordinate meals

> Takeaway containers

> Using vehicles to deliver food – 4-wheel drive, 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)

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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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