

[Name of Area]

Community Emergency Plan

Plan last updated: **DD/MM/YYYY**

If you are in immediate danger call 111

How to use this template: This template is designed for you to fill in the details of your community emergency preparations. There are examples to help you in the template.

Plan distribution list

Name	Role	Phone number & email address

Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by

2

Table of contents

Plan distribution list	2
Plan amendment list	2
Community Emergency Plan for (insert community)	4
Introduction	4
Purpose	4
Background	4
Area that this Community Emergency Plan covers	5
Local risk assessment	5
Community emergency contact list	6
Actions to take following an emergency	7
Key locations as places of refuge	8
Official locations – Civil Defence Emergency Centres	8
Other locations that may be used	8
Important Contacts	9
Civil Defence Emergency Management	9
Councils	9
Community Board	9
Community Constables	10
Local organisations	10
Water and wastewater	10
Phone faults	10
Power and Gas Suppliers	10
Powerco Faults Register	11
Volunteering	11
Welfare Services	12
Other useful contacts	12
Radio stations	13
Emergency defibrillator (AED) locations	13
Local skills and resources assessment	14
Community organisations that may be useful in identifying vulnerable people or communities in an emergency	15
Incident Log Sheet	16

Community Emergency Plan for (insert community)

Introduction

Purpose

This document has been prepared to provide a Community Emergency Plan (CEP) for insert community. The purpose of this plan is to build community resilience to emergencies and disasters by identifying hazards that may impact on insert community, and resources that are available.

The plan reinforces the message that if there is an emergency, **everyone needs to be self-reliant and prepared to survive for at least three days without assistance** as it is possible that the emergency services may not be able to reach the scene immediately. In such circumstances the initial response may rely entirely on local people.

Background

Civil defence is about people helping people. It involves communities working together to take care of their needs in an emergency event. In an emergency, civil defence co-ordinates a wide range of groups and agencies to:

- help prevent loss of life;
- help the injured and support those in distress; and
- help return the community to normal.

Emergency events throughout New Zealand and the world in recent years have highlighted the vulnerability of society to the forces of nature and associated technological failures. They have also demonstrated how personal preparedness can ensure resilience in these situations. A Community Emergency Plan can help a community prepare for an emergency and minimise its impact should they be affected.

When an emergency occurs, this plan will be activated by the community. By developing a plan prior to potential event, insert community supports emergency services, utilities and welfare agencies to respond to emergencies in this area.

Of equal importance is the commitment by the community to be prepared. In preparation for an emergency, individuals and households should undertake to be personally prepared by creating a household emergency plan and assembling and maintaining household emergency survival items and getaway kit.

Taranaki Civil Defence Emergency Management (Taranaki CDEM) have emergency plans that have been prepared in accordance with the Civil Defence Emergency Management Act 2002 and are used to coordinate the response during an emergency. It is important to note that **while Taranaki CDEM are responsible for delivering emergency management functions, emergency readiness and community resilience is the responsibility of every individual, community and agency within the region.**

Area that this Community Emergency Plan covers

This section is to identify the area that the plan covers.

Include a map of the area covered by the plan and give a detailed description of the boundaries of the area.

Local risk assessment

Record known risks/hazards and problem areas in your community here.

Risks / Known Hazards/ Potential problem areas	Impact on community	What can the Community do to prepare?
Example: River through township can flood	<ul style="list-style-type: none"> • Flooding of local streets • Blocked access to town hall • Damage to property 	<ul style="list-style-type: none"> • Encourage residents to improve home flood defences

5

Community emergency contact list

List members of the community, that may be able to assist during an emergency. Ensure that all those listed have agreed to be contacted during an emergency.

Name	Title	24hr phone contact	Email	Address
Example: Paul Ridgeway	Community Emergency Coordinator	2789857	<u>xxx@xxxx.xx</u>	8 Cliff St

Actions to take following an emergency

Use this space to identify actions for community emergency plan holders to take, when an emergency occurs.

Actions
Call 111 if you, or those around you, are in immediate danger.
Turn on the radio and tune into local radio station to hear official civil defence information.
Check Taranaki Civil Defence Emergency Management (www.trc.govt.nz/civil-defence), Facebook.com/TaranakiCivilDefence and TaranakiCD on Twitter for updates.

Key locations identified as places of refuge

Record details of suitable premises for people to seek shelter, if necessary.
Make arrangements with owners/guardians, to get permission to access and use the facilities during an emergency event.

Official locations - Civil Defence Emergency Centres

Centres will only be opened during an emergency as required and directed by the Taranaki Emergency Management Office. Listen to any of the local radio stations for information about which centres are open. Centres are located in the following areas.

Locality	Welfare Centre/s
Bell Block	Bell Block Primary School & Hall
Inglewood	Inglewood High School
New Plymouth	Pukekura Raceway, Fitzroy Primary School, Spotswood College
Oakura	Oakura Hall & Bowling Club
Okato	Coastal Taranaki School
Urenui	Urenui School
Waitara	Owae Marae & Waitara Central School

∞

Other locations that may be used

(identified by community emergency plan leadership group)

Building	Location	Potential use in an emergency	Contact details of key holder
Example: Church Hall	1 Church Square	Rest centre/safe place	Rev Pete – warden 2789340958

Things to consider when identifying a refuge:

- Fresh water
- Toilet facilities
- Kitchen facilities
- Phone
- High ground/low ground
- Accessibility
- Health & safety

Important Contacts

Civil Defence Emergency Management	
NB: Call 111 if you, or those around you, are in immediate danger.	
General enquiries (non emergency related matters)	
Freephone	0800 900 049
Office	06 758 1110
Email	emo@cdemtaranaki.govt.nz
During an emergency event	
Freephone	0800 900 049 (24 hour)
Office	06 758 1110 (24 hour)
Email	planning@cdemtaranaki.govt.nz (voice contact first)
Fax	06 757 8019 (voice contact first)
Satellite phone	00 88 163 144 9572 (not activated unless other forms of communications are down)
For the latest emergency updates:	
Website	www.trc.govt.nz/current-emergency
Facebook	www.facebook.com/TaranakiCivilDefence
Twitter	www.twitter.com/TaranakiCD
Civil Defence two-way radios	
Oakura Bowling Club	1160 Main Road, Oakura
Coastal Taranaki School	91 Carthew Street, Okato
Spotswood College	129 South Road, Spotswood, New Plymouth

Councils		
New Plymouth District Council	06 759 6060	www.newplymouthnz.com
Taranaki Regional Council	0800 736 222	www.trc.govt.nz
Stratford District Council	06 765 6099	www.stratford.govt.nz
South Taranaki District Council	0800 111323	www.southtaranaki.com

Kaitake Community Board			
Chair	Doug Hislop	douglashislop@gmail.com	06 752 7324
Deputy Chair	Keith Plummer	keithplummer@clear.net.nz	06 752 7050

Community Constables	NB: for All Emergencies dial 111	
New Plymouth Central	06-759 5500	126 St Aubyn Street
Bell Block	06-755 9130	31 Wynyard St, Bell Block
Fitzroy	06-757 3074	12 Clemow Rd, NP
Inglewood	06-756 0900	Brookes St, Inglewood
Okato	06-752 4111	84 Oxford Rd, Okato
Waitara	06-754 9200	23 Domett St, Waitara
Westown	06-753 3476	54 Tukapa St, NP

Local organisations		
Taranaki District Health Board	06 753 6139	www.tdhb.org.nz
Department of Conservation	06 759 0350	www.doc.govt.nz
Maritime New Zealand	06 751 3131	www.maritimenz.govt.nz
Federated Farmers	06 757 3423	www.fedfarm.org.nz/taranaki

Phone Faults	
Home or Mobile	120
Businesses	125
Broadband/Internet	0900 225 598
Fault report for hearing impaired	Text: 0800 661 120

Water and wastewater	
New Plymouth District Council	06 759 6060

Power and Gas Suppliers	
Contact Energy	0800 80 900
Energy Online	0800 086 400
Energy Direct	0800 567 222
Genesis	Residential:0800 300 400 Business: 0800 600 900
Just Energy	0508 587 836
Mercury	0800 232 858

Meridian	0800 496 496
Nova Energy	0800 668 211
Opunake Hydro	06 928 3501
Powershop	0800 462 668 (select 1 for faults)
Pulse Energy	0800 785 733
TrustPower	0800 87 87 87

NB: Customers should contact their electricity retailers (as shown above) to report faults and for estimated restoration times. People should ring Powerco if they see dangerous sections of the network or lines that are down.

Powerco Faults Register	
(Powerco is a lines company, not an electricity retailer. Customers should contact their electricity retailers to report faults concerning their property. People should ring Powerco if they see dangerous sections of the network or lines that are down)	
For the 24 hour electricity faults service phone	0800 27 27 27
For the 24 hour gas faults service phone	0800 111 848

Volunteering	
There are a number of organisations involved during an emergency. If you would like to volunteer to help during an emergency event, listen to the radio for up-to-date information. If volunteers are required civil defence emergency management will alert people through the local radio.	
If interested in wider voluntary involvement, which may be of assistance during an emergency, some organisations you can talk to include:	
Taranaki Civil defence Emergency Management	0800 900 049 / 06 758 1110
New Zealand Red Cross	0900 733 276 / 06 759 4696
Salvation Army	04 384 5649
Volunteering New Plymouth	06 758 8986
Surf Life Saving New Zealand	04 384 8325
Fire Service	04 439 7880
New Plymouth Community Patrol	021 505 618

Welfare Services	
National Poisons Centre	0800 7647 66
Government Helpline (Ministry of Social Development) Provides immediate information about services and assistance available to people affected by a declared civil defence emergency. Operational once a civil defence emergency is declared.	0800 779 997 www.msd.govt.nz
Work and Income (Ministry of Social Development) Emergency payments to meet the immediate needs of people who are affected by a declared Civil Defence Operational once a civil defence emergency is declared.	0800 559 009 www.msd.govt.nz
North Taranaki SPCA	06 758 2053
Rural Support Trust Rural Support Trusts help people and families in the wider rural community who experience an adverse event - climatic, financial or personal - to more effectively meet and overcome these challenges. Services are free and confidential	0800 787 254
Neighbourhood Support Community Coordinators: - Debbie Gut - Ali Peters - Leanne Lilly	753 2495 (Westown Police Station)

Other useful contacts		

Radio stations

In the event of an emergency in Taranaki these are the stations to listen to:

Area	Radio stations
Taranaki	Classic Hits 90FM More FM 93.2FM Radio Live 89.2FM Radio Rhema 540AM
New Plymouth	Newstalk ZB 1053AM Radio NZ National 101.2FM or 918AM
Oakura	More FM 96.4FM
Okato	More FM 100FM

Emergency defibrillator (AED) locations

Location	Address	Telephone

Local skills and resources assessment

List available resources and skills in the community, that would be useful during an emergency.

Ensure that all those listed, have agreed to be available for the role identified.

Skill/Resource	Who?	Contact details	Location	When might be unavailable?
Trained first aider	Sean Connery	27859456786	16 Bond St	Can usually leave work within one hour
4x4 owner/driver	Henry Ford	27645905876	3 Mustang Place	Tuesday mornings (already volunteers)
Chainsaw owner (tree surgeon)	Douglas Fir	28757858745	13 Maple Cres	Will need to travel from site
Water/food supplies	Village shop	2987587	84 Sustenance Road	Shop closed on Weds but can call owner

Community organisations that may be helpful in identifying vulnerable people or communities in an emergency.

Know your neighbours. If they do need assistance – what organisation could help?
Identify key people.

Organisation	Name and role of contact	Phone number
Example: Anytown Care	Duty contact	298475897

Incident Log Sheet

In an emergency it may be useful to record the time and nature of actions taken.

Incident Log **Nature of incident:** **Date** **Sheet No.**

No.	Time	Name	Information/Decisions/Actions	Done

Name of Area] Community Emergency Plan
 Plan last updated: DD/MM/YYYY
 TRC document number 1136854