

# Berhampore 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

Berhampore School, 105 Britomart St, Berhampore, Wellington



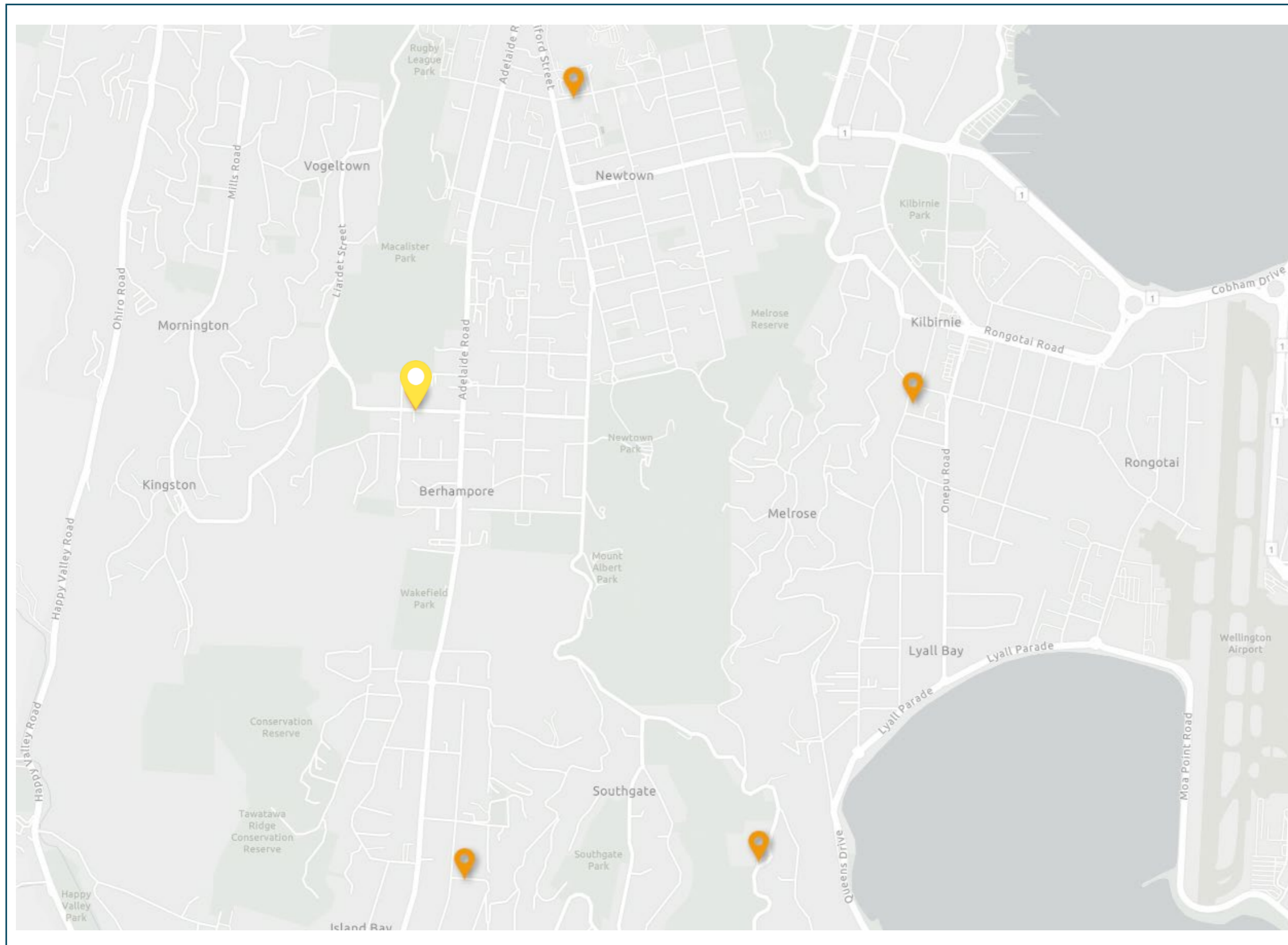
**MAP KEY**



-  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**  
**Berhampore Community Emergency Hub,**  
Berhampore School,  
105 Britomart St, Berhampore,  
Wellington
-  **Neighbouring Hubs**
  - Newtown School**  
16 Mein St, Newtown
  - Island Bay School**  
6 Thames St, Island Bay
  - Houghton Valley School**  
110 Houghton Bay Rd, Houghton Bay
  - Wellington Mosque**  
7-11 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
- > 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

- > Adelaide Road Community Gardens

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- > Adelaide Road Skate Park

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- > Berhampore Golf Course - Duppa St

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- > Berhampore School - Britomart St

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- > Centennial Community Centre - Adelaide Rd

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- > Herald Street Reserve

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- > Liardet Street Park

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- > MacAlister Park - Adelaide Rd

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- > Martin Luckie Park - Lavaud/Russel Tce

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- > Rintoul Street Community Rooms

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- > Romanian Orthodox Church of St Mary - Adelaide Rd

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- > Royal Tiger Small Bore Rifle Club - Russell Tce

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- > Samoan Assembly of God Church - Rintoul St

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- > Shopping Centre - Adelaide/Luxford St

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- > South Wellington Intermediate School - Waipori/Rintoul Streets

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- > Tree Tops Skate Park

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- > Wakefield Park - Adelaide Rd

## Groups and networks of people

- > Berhampore Kindergarten - Stanley St

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- > Berhampore School - Britomart St

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- > Centennial Community Centre - Adelaide Rd

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- > Centennial Social Housing - Adelaide Rd

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- > Facebook.com - Berhampore Peeps

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- > Football Club - Wakefield Park

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- > Herald St Play Centre

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- > Hockey Club - Wakefield Park

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- > Island Bay Tennis & Squash Club - Wakefield Park

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- > Little wonders Childcare - Rintoul St

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- > Montessori South Wellington School - Duppa St

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- > Mornington Golf Club - Duppa/Stanley st

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- > Rintoul Street Social Housing

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- > Romanian Orthodox Church of St Mary - Adelaide Rd

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- > Royal Tiger Small Bore Rifle Club - Russell Terrace

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- > Salvation Army Childcare/playcentre - Britomart St

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- > Samoan Assembly of God Church - Rintoul St

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- > South Wellington Intermediate School - Waipori/Rintoul Streets

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- > South Wellington Seido Karate - Adelaide Rd

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- > Te Punanga O Te Reo Kuki Airani Cook Islands Pre School - Herald St

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- > Village at the Park Retirement Home - Adelaide Rd

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- > Wellington Chinese Sports and Cultural Centre - Mt Albert Rd

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- > Wellington Phoenix Football - Martin Luckie Park

## Services in the community

- > Adelaide Trading Co. Delicatessen - Adelaide Rd

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- > Baker Gramercy Cafe - Adelaide Rd



- > Baron Hasselhoff's Chocolate - Adelaide Rd
- > Berhampore Locksmiths - Rintoul St
- > Berhampore Service Centre Workshop (mechanic) - Luxford St
- > BP Petrol Station - Adelaide/Luxford
- > Golden Sun Takeaways - Adelaide Rd
- > Hair by Ange - Adelaide Rd
- > Joinery Workshop - Britomart St
- > Liquid Laundromat - Rintoul St
- > Newtown Fire Station - Mansfield St
- > S-Cube Food Mart - Adelaide Rd
- > Top end Dairy - Rintoul St

## **Infrastructure**

- > Berhampore WCC Nursery - Morton St
- > Emergency Water Tanks @ Berhampore School
- > Emergency Water Tanks @ Houghton Valley School
- > Emergency Water Tanks @ Island Bay School
- > Emergency Water Tanks @ Te Whaea NZ School of Dance, Hutchison Road
- > Water reservoir @ Buckley Road
- > Water reservoir @ MacAlister Park
- > Water reservoir @ Mount Albert
- > WCC Parks & Gardens Depot - Russell Tce



# Local vulnerabilities

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

## Places and spaces

- > Shop awnings in the shopping centre
- > Storm water drainage around the shopping centre
- > Groups and networks of people

## Groups and networks of people

- > Centennial Social Housing - Adelaide Rd
- > Elderly people
- > Granville Social Housing - Adelaide Rd
- > House bound people
- > Kilmarnock Heights Retirement Home - Morton St
- > Mothers with young babies
- > People with disabilities in supported accommodation
- > Rintoul Street Social Housing
- > Stressed & lost pets
- > Supported living @ 15 Sterling Street
- > Tom Lawry Social Housing

- > Victory Social Housing - Adelaide Rd
- > Village at the Park Retirement Home - Adelaide/Rintoul St
- > Vincentian Retirement Home - Stanley St

## Services in the community

- > No doctors clinic (nearest is Newtown)
- > No local emergency services
- > No supermarket

## Infrastructure

### Key Access roads could get blocked

- > Adelaide Road
- > Britomart Street
- > Russell Terrace
- > Rintoul Street

### Steep streets

- > Akatea Street
- > Blythe Street
- > Britomart Street
- > Dawson Street
- > Herald Street
- > Lavaud Street
- > Loss of power, water, sewerage,
- > Loss of telecommunications
- > Power substations
- > Stanley Street
- > Storm Water



# 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.

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Report the information back to the Information Coordination person at the Hub.

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Staying in contact with people as outlined in task one should be done frequently, as peoples circumstances can change after an event.

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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
- > Neighbourhood Support Groups
- > People who turn up to the Hub to help
- > Timebank members

## Where should we check first?

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



- > Areas where hazards/damage are obvious

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- > Centennial Social Housing - Adelaide Rd

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- > Granville Social Housing - Adelaide Rd

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- > Kilmarnock Heights Retirement Home - Morton St

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- > People in supported living @ 15 Sterling Street

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- > Rintoul Street Social Housing

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- > Tom Lawry Social Housing

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- > Victory Social Housing - Adelaide Rd

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- > Village at the Park Retirement Home - Adelaide/Rintoul St

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- > Vincentian Retirement Home - Stanley St

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- > Vulnerable people & groups

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- > Vulnerable places

### **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.

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- > Communicate using Text messages

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- > Keep a trail of paperwork at the Hub so we know where has been checked, when. Then we know where needs to be rechecked over time.

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- > Meet – needs with resources

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- > Prioritise – needs with resources

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- > Promote checking on neighbours through social media

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- > Review – that needs are being met

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- > Scope – define needs and resources

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- > Send teams from hub to check on defined areas, record on Hub Map

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- > The Hub can set up street maps and coordinate searches, or checks by door knocks

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- > Use handheld radios / walkie talkies to communicate with each other if there are any available in the community, or mobile phones if working

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- > Use kids on bike as messengers



# 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?

- > **Note** - Private hospitals – Wakefield and Southern Cross, Mary Potter Hospice will have limited resources and will focus first on their current patients and residents
- > **Note** - Wellington Hospital will need to focus on critical patients only, go to the local medical centres for assistance and they will prioritise who should go to the hospital.
- > The nearest medical centres are
  - Newtown Medical Centre - Rintoul St, Newtown
  - Karanga Health Centre - Owen St, Newtown
  - Island Bay Medical Centre - The Parade, Island Bay
- > There are no medical centres in Berhampore



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

- > At the Community Emergency Hub / School

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- > Childcare/education centres

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- > South Wellington Intermediate School - Waipori/Rintoul Streets

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

- > Doctors and Nurses who live locally

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- > Nurses and Carers at the local rest homes

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- > People who have had training in first aid

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

- > Communicate using Text messages

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- > Use kids on bike as messengers

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- > Vehicles, 4-Wheel Drives, station wagons, scooters, motorbikes

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

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

- > Households, workplaces, cars

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- > Pharmacies (Newtown & Island Bay)

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- > Rest homes

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- > SPCA / Vets

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- > Supermarkets (Newtown & Island Bay)

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

- > Island Bay Tennis Club - Wakefield Park



# 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.

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?

- > Local builders & tradespersons
- > Local DIYers / handy people
- > Mens shed members
- > WCC Berhampore Nursery staff
- > WCC Parks & Gardens staff



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

- > Berhampore Locksmiths may have resources

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- > BP Petrol Station / Mechanic

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- > Camping gear

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- > Neighbours

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- > Residents have stuff in garages & sheds

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- > Use materials from broken fences, houses etc (check with owner)

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- > WCC Berhampore Nursery

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- > WCC Parks & Gardens

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

- > Europe Models tailoring

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- > Hair by Ange (towels) - Adelaide Rd

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- > Natty Homewares - Adelaide Rd

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- > People sharing

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- > Rest Homes

### What open spaces could accommodate temporary shelter?

- > Berhampore Golf Course - Duppa St

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

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- > Herald Street Reserve

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- > Liardet Street Park

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- > MacAlister Park - Adelaide Rd

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- > Martin Luckie Park - Lavaud/Russel Tce

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- > Old Bowling Club - Dupper/Stanley S

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- > School fields

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- > Wakefield Park - Adelaide Rd

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

- > Berhampore School - Britomart St

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- > Caravans / campervans

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- > Centennial Community Centre - Adelaide Rd

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- > Encourage people to stay with family and friends

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- > Golf club, football club, tennis club etc club rooms

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- > Rintoul Street Community Rooms

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- > Romanian Orthodox Church of St Mary - Adelaide Rd

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- > Samoan Assembly of God Church - Rintoul St

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- > South Wellington Intermediate School - Waipori/Rintoul Streets

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- > Wellington Chinese Sports and Cultural Centre - Mt Albert Rd



# 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?

- > BP Petrol Station
- > Dairies
- > Emergency Water Tanks @ Berhampore School
- > Emergency Water Tanks @ Houghton Valley School
- > Emergency Water Tanks @ Island Bay School
- > Emergency Water Tanks @ Te Whaea NZ School of Dance, Hutchison Road
- > Header tanks and collection from roofs
- > Households with 200L tanks
- > Toilet Cisterns (that don't have freshener in them)

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

- > Carry in bottles, containers, buckets



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- > Cars, bikes, scooters, motorbikes
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- > Volunteers!
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- > Wheelbarrows, buggies, strollers, wheelie bins

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

- > Berhampore School Pool

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

- > Do not drink from swimming pools
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- > Grey water
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- > Pool water
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- > Sea/salt water is not safe to drink
- 
- > Should still treat from 200L tanks if drinking
- 
- > Springs and waterfalls
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- > Stagnant water
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- > Stream water
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- > Water from streams

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- > South Wellington Intermediate School - Waipori/Rintoul Streets
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- > Wakefield Park - Adelaide Rd

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

- > Berhampore School - Britomart St
- 
- > Centennial Community Centre - Adelaide Rd
- 
- > MacAlister Park - Adelaide Rd



# 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?

- > Adelaide Trading Co. Delicatessen - Adelaide Rd
- > Baker Gramercy Cafe - Adelaide Rd
- > Baron Hasselhoff's Chocolate - Adelaide Rd
- > BP Petrol Station - Adelaide/Luxford
- > Golden Sun Takeaways - Adelaide Rd
- > Restaurants, shops and supermarkets in Newtown & Island Bay
- > Rinski Korsakov Coffee Shop - Adelaide Rd
- > S-Cube Foodmart - Adelaide Rd
- > The Paper Boat Fish & Chips & Pizza - Adelaide/Luxford St
- > Top end Dairy - Rintoul St

## Where else could we find food?

- > Community gardens & orchards
- > Locals with extra food in their cupboards

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

- > Chefs from local restaurants
- > Community rooms / centre kitchens/ Hangi
- > Rest home commercial kitchens
- > Restaurant, cafe, church, school and clubroom kitchens
- > Set up a volunteer cooking/preparation site
- > Use perishable food first

## Where can we get cooking and catering supplies?

- > Church, school and clubrooms
- > Household equipment- BBQ and camp stove



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- > Restaurants and Cafes

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  - > South Wellington Intermediate School Cooking classroom

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

- > Carry in containers, boxes, buckets

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- > Cars, bikes, scooters, motorbikes

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- > Organise teams to distribute

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- > Volunteers!

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- > 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)**

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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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