

Newtown 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

Newtown School, Mein St, Newtown



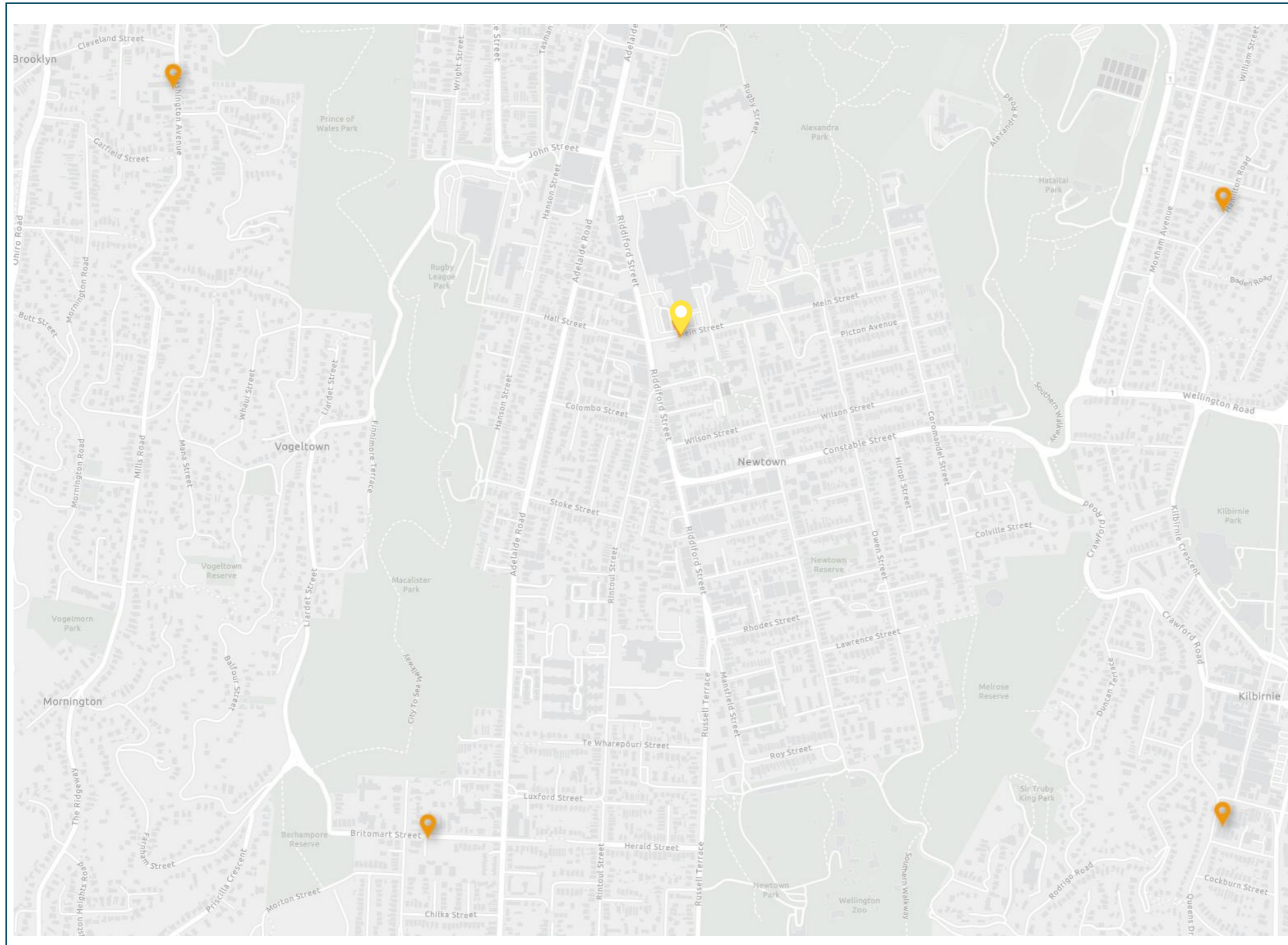
MAP KEY

-  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

Newtown Community Emergency Hub

Newtown School
16 Mein St, Newtown

Neighbouring Hubs

Brooklyn School,
58 Washington Ave, Brooklyn

Berhampore School
105 Britomart St,
Berhampore, Wellington

Kilbirnie Masjid
Wellington Mosque,
9 Queens Drive, Kilbirnie

Kilbirnie School,
72 Hamilton Rd, Hataitai



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

- > Community gardens
- > Indoor Sports centre
- > MacAlistair Park
- > Martin Luckie Park
- > Mornington Golf Club
- > Mt Albert Park
- > Newtown Bowling Club
- > Newtown Community & Cultural Centre
- > Newtown Hall
- > Newtown Park
- > Newtown School
- > Prince of Wales Park

- > South Wellington Intermediate School
- > SPCA
- > St Anne's School
- > Toi Whakaari: Te Whaea National Dance and Drama School
- > Wellington Municipal Croquet Club
- > Wellington Tennis Club
- > Wellington Zoo
- > Working men's Bowling Club

Groups and networks of people

- > Assembly of God Wellington
- > Assyrian Association of NZ
- > Capital Kids Cooperative (Hugh St)
- > Chinese Baptist
- > Chinese Sport and Cultural Centre
- > Churches
- > Cook Islands NZ Society
- > Ethiopian Community of Wellington
- > International Arab Association of Wgtn
- > Iranian Cultural Society of Wellington
- > Islamic Centre Wellington
- > Islamic Centre Wellington
- > Newtown Businesses Association
- > Newtown Community and Cultural Centre
- > Newtown Kindergarten (Hospital Rd)
- > Newtown Residents Association
- > Newtown School
- > PIC Presbyterian Church
- > Polish Association



- > Romanian Orthodox Church of St Mary
- > Samoan Congregational Christian Church of Samoa
- > Somali Community of Wgtn
- > South Wellington Intermediate School
- > St Anne's School
- > St Joachim's Polish Catholic Church
- > St. Anne's Catholic Church
- > St. Cuthbert's Anglican Church
- > St. Thomas' Anglican Church
- > Trinity Union Church
- > Wellington City Mission
- > Wellington Sai Centre
- > Wellington Time Bank

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Services in the community

- > Mary Potter Hospice
- > Newtown Library
- > Ronald McDonald House
- > Southern Cross Hospital
- > SPCA
- > St Vincent de Paul
- > The Salvation Army
- > The Salvation Army Hope Centre
- > Wakefield Hospital
- > Wellington City Mission
- > WINZ Community Link service centre

Infrastructure



Local vulnerabilities

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

Places and spaces

- > _____
- > _____
- > _____
- > _____
- > _____
- > _____
- > _____
- > _____

Groups and networks of people

Wellington City Housing complexes

- > Hansen Street
- > Newtown Park Apartments (Mansfield Street)
- > Owen Street

Services in the community

Aged Residential Care Facilities

- > Alexandra Rest Homes
- > Mount Victoria Life Care
- > Village at the Park

Infrastructure

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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 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?

- > Newtown Residents Association
 - > Wellington South Timebank
-

Where should we check first?

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



- > Aged residential Care facilities
 - > Council Flats
-

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.
- > get local community members to door know to check on everyone
- > 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
- >



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?

- > Karanga Health Centre
- > Newtown Medical centre
- > Ora Toa Poneke Medical Centre
- > Riddiford Medical centre
- > Wellington Accident & Urgent Medical Centre
- > **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.
- > **Note** - Private hospitals – Wakefield and Southern Cross, Mary Potter Hospice 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?

- > Ashleigh Court Pharmacy

- > Berhampore Nursery

- > Countdown Pharmacy Newtown

- > John Castle Chemists

- > Newtown Mall Pharmacy Unichem

- > SPCA

- > Vet

- > Wellington Urgent Pharmacy

Who can help provide medical assistance?

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

- > Individuals with First Aid Certification

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

- > Organising transport – Personal cars, trucks, bikes, walking etc.

Where can we get extra supplies?

- > Ashleigh Court Pharmacy

- > Countdown Pharmacy Newtown

- > First aid kits in houses and cars

- > John Castle Chemists

- > Newtown Mall Pharmacy Unichem

- > Pharmacy

- > Supermarkets

- > Wellington Urgent Pharmacy

Where are there Defibrillators?

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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?

- > _____
- > _____
- > _____
- > _____
- > _____



Where can we get resources to make repairs?

- > Stores that have bedding, blankets and sleeping bags

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

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

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What open spaces could accommodate temporary shelter?

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

- > Parks – Newtown Park, Martin Luckie Park, Mt Albert Park, MacAlistair Park, Prince of Wales Park

- > Schools fields – Newtown School, Berhampore School, South Wellington Intermediate School

- > St. Anne’s Church – Green space

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

- > Churches

- > Encourage people to go to family, friends, and neighbours.

- > Newtown Community and Cultural Centre – three halls

- > Newtown Community Centre – three large halls as spaces for various activities

- > Newtown Hall

- > Schools – Newtown School, Berhampore School, St. Anne’s School, South Wellington Intermediate School

- > Tents, caravans & motorhomes

- > Wellington City Mission – large spaces for temporary shelters, drop-in centre, youth building, transition building



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?

- > Berhampore School emergency water tanks – 2 x 25,000L
- > Dairies & supermarkets – limited amount of water bottles
- > Household 200L rainwater tanks
- > Te Whaea emergency water tanks – 2 x 25,000L

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



- > Fire service could help distribute water if they have no other priorities

- > Organising transport – Personal cars, 4-wheel drive cars, bikes, truck, walking etc.

Where can we find water for washing and cleaning?

- > Stream – Prince of Wales Park

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

- > Grey water

- > Pool water

- > Springs and waterfalls

- > Stagnant water

- > Stream – Prince of Wales Park

- > Stream water

- > Water from (rain) water tanks – boil water before drinking

- >

What places would be good distribution points?

- > Churches – St Anne’s Church, Congregational Christian Church of Samoa

- > Parks – Newtown park & Martin Luckie Park

- > Schools – Newtown School, Berhampore School, Wellington South Intermediate School

- > Southern Cross Hospital & Berhampore Nursery



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?

- > Local dairies and service stations

Food banks

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- > Supermarkets – Countdown, New World

 - > Asian Food Warehouse

 - > Mediterranean Food Warehouse

 - > Salvation Army Hope Centre,

 - > St Vincent de Pauls

 - > Wellington City Mission

Where else could we find food?

- > Community garden

- > Household stored food

How could we organise to feed large groups of people?

- > Coordinate from CDC, set up a priority/need system

- > Use perishable food first

Where can we get cooking and catering supplies?



- > Churches – St. Anne’s Church, Trinity Church, Pacific Island churches, Romanian Orthodox church have commercial/large kitchen

- > Household supplies – BBQs and camping equipment

- > Newtown Community Centre & Wellington City Mission have commercial/large kitchen

- > Wakefield Hospital, Southern Cross Hospital, Mary Potter Hospice & Ronald McDonald House have commercial kitchens

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

- > Meals on wheels

- > Organising transport/distribution system – using personal cars, trucks, wheelbarrows, bikes 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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