

Using the emergency preparedness guide

Living with risks is a natural part of everyday life. We can't prevent disasters, but we can reduce their impact and prepare ourselves to recover more quickly. Due to our location, the Wellington region is particularly susceptible to natural hazards. Your home might be located near a fault line, be located within a tsunami zone or be vulnerable to fire.

Contrary to what many people believe, there is not a Civil Defence Army that will come to your aid. Emergency services will be heavily strained and won't be able to respond to everyone. You could be on your own for at least three days, possibly more. Instead, the most immediate source of aid will be your community and the preparedness actions you took before an event.

The Wellington Region Emergency Planning Guide is a concise booklet to help you understand some of these risks and guide you through some easy steps to better prepare yourself should a major event occur. The better prepared you are, the safer and more comfortable you, your family and your friends will be after a major event.

For more detailed information about all the topics included in this document, please contact your council using the details provided below:

**Greater Wellington
Regional Council**
04 384 5708
www.getprepared.co.nz

Wellington City Council
04 499 4444
www.wemo.org.nz



Porirua City Council
04 237 5089
www.pcc.govt.nz

Kapiti Coast District Council
04 296 4700
www.kapiticoast.govt.nz

Hutt City Council
04 570 6666
www.huttcity.govt.nz

Upper Hutt City Council
04 527 2169
www.upperhuttcity.com

Carterton District Council
06 379 4030
www.cartertondc.co.nz

Masterton District Council
06 370 6300
www.mstn.govt.nz

**South Wairarapa District
Council**
06 306 9611
www.swdc.govt.nz

How to use this guide:

As you work your way through the guide, you will encounter Steps which you will need to complete to ensure your household is prepared for an emergency.

As you complete a Step, record the required information on the Household Emergency Plan at the back of this guide.

Keep the completed guide in an accessible place and ensure all members of your household know of its location.

Hazards

STEP

1

Know your risks

Ensure you know which hazards may affect you and your community.



Earthquake

The danger you face in an earthquake comes from falling debris and collapsing structures, such as buildings and bridges. You need to be aware of these hazards to help you get through.

Before an earthquake

- Identify safe places within your home, school or workplace. A safe place is:
 - under a strong table (remember to hold onto the legs)
 - next to an interior wall
 - located somewhere close to you - no more than a few steps or at most two metres away - to avoid injury from flying debris
- Secure heavy items of furniture to the floor or wall.

During an earthquake

- If you are inside a building, move to a safe place no more than a few steps away, **drop, cover and hold**. Do not leave the building until the shaking has stopped
- If you are outside, move to a safe place no more than a few steps away, then **drop, cover and hold**
- If you are driving, pull over and stop

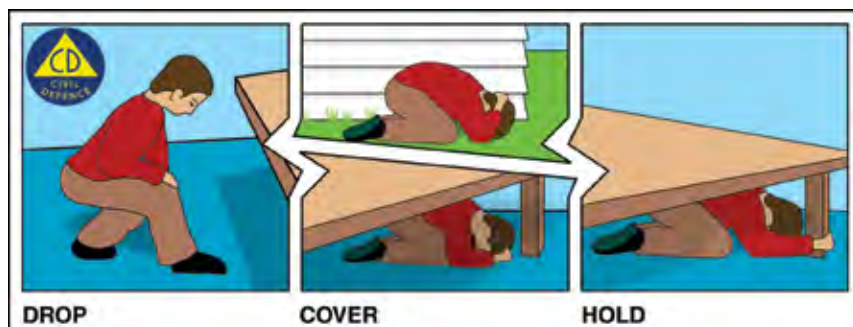
After an earthquake

- If you are at the beach or near the coast, move to higher ground **immediately**, in case a tsunami follows the quake

After an earthquake, make sure your family and neighbours are safe.

TIP:

Remember to **drop, cover and hold** until the shaking stops.



Hazards



Tsunami

A tsunami is a series of sea waves caused by a sudden event beneath, or near, the ocean. Tsunamis can come from as far away as South America, or as close as the Cook Strait. A tsunami can have more than one wave and it may not be safe to be close to the coast for up to 24 hours. The first wave is often followed by much bigger waves.

What to do

- If there is a large or prolonged earthquake in Wellington and you are near the coast, you should immediately go to higher ground, or head inland
- Know where the nearest high ground is, and how you will reach it. Plan to get as high up and as far inland as you can. Plan your escape route now with your household
- If a tsunami is generated from far away, a warning may be issued. Find out from your council what warning systems and evacuation routes are in place
- During a tsunami warning, visit your council website or listen to the radio for updates
- After a tsunami, stay away from the sea until you have been told it is safe

Maps have been developed identifying areas within the Wellington region that may be at risk from tsunami. The zones are indicative only and simply identify the areas that each of the councils wish to evacuate, to protect residents from different sized tsunami.

Evacuation zones



There are three evacuation zones: **red, orange and yellow.**

This allows the authorities to evacuate the appropriate zone(s) according to the estimated size of the tsunami or, in a local earthquake to allow for the worst case scenario. E.g. For a small tsunami we may evacuate the red evacuation zone only.

Maps showing the three evacuation zones have been developed by each local council.

To view evacuation maps either contact your council or visit:

www.getprepared.co.nz



Flood

Floods are a common hazard in New Zealand. A flood becomes dangerous when: the water is travelling very fast; the water is very deep; the flood water has risen very quickly; or if the floodwater contains debris, such as trees and sheets of corrugated iron.

Getting ready before a flood happens will help reduce damage to your home and business, and help you survive. Find out from your council if your home or business is at risk from flooding, and how you can reduce the effects.

When a flood threatens

- Listen to your local radio station or visit your council's website
- Move out of the flooded area or go to the nearest high ground

During a flood

- Lift household items as high above the floor as possible
- Don't attempt to drive or walk through floodwaters

TIP: For more information on hazards go to www.getprepared.co.nz

Other hazards

There are a variety of other hazards that can affect the Wellington region. For more information on how the hazards listed below may affect you and your community, contact your council.

Pandemic Influenza

Storms

Landslides

Drought

Urban fire

Rural fire

Hazardous substances spill

Infrastructure failure (such as a massive power cut)



Large landslide in Kelson, Lower Hutt (2006).

For more information on this topic contact your council.

Planning for an emergency

STEP 2 Meeting places

Your household may not be able to return home, or may be asked to evacuate your house.

Identify a meeting place outside your neighbourhood where you can stay (friends or relatives). If members of your household work or go to school a long way from home, you should arrange to have another meeting place in that area.

Having a primary contact is a good idea. A primary contact is someone who lives out-of-town. If your family/household is separated, they can call the primary contact person to check in. Make sure that everyone carries the phone number with them.

TIP: do you have adequate insurance coverage for your house and contents?

Many people assume they have sufficient coverage, only to find after an emergency their coverage is not adequate. Check with your insurance company before an emergency occurs.

STEP 3 Collecting children

If you have children at school or an early childhood centre, arrange for somebody to collect them in case you are unable to.

You should identify more than one person, and will need to advise the school or early childhood centre of their names. Remember that the school or early childhood centre can't release children to people whose details have not been supplied.

STEP 4 Location of utilities

Your household needs to know where the water tap, electricity meter board and gas meter board are.

They will also need to be able to turn off these utilities. Consider having instructions and photos available for anyone who is unsure. Always seek professional advice before reconnecting the gas supply.

STEP 5 Evacuation routes

Some areas of the Wellington region are at risk from tsunamis.

Find out from your council if you live in a tsunami zone, and if there are pre-planned evacuation routes in place. If there aren't, plan your own evacuation route.

For more information on this topic contact your council.

STEP 6 Information Sources

You need to know where you can find information and advice during an emergency.

Ways to source information include; calling your council; viewing your council's website, listening to the radio; and watching television. Your council's contact details can be found on the inside cover. In a nationwide emergency, or even some local emergencies, national radio stations may not broadcast emergency information specifically for your area. Therefore, you would need to tune into your local radio stations. Listed on this page are some of the local radio station frequencies for the Wellington region.

STEP 7 Warning systems

Find out from your council what warning systems may be used in your community.

If you receive a warning, turn on your radio, television, or go to your council website for more information.

STEP 8 Civil Defence Centres

Your council can tell you the location of the nearest Civil Defence Centre to your home and to your workplace.

You should go to a Civil Defence Centre if you need help or information, or are able to offer assistance.

YOUR LOCAL RADIO

KAPITI:

- **Classic Hits** 92.7 FM
- **Newstalk ZB** 89.5 FM
- **More FM** 90.3 FM
- **The Breeze** 100.7 FM
- **National Radio (Radio NZ)** 567 AM, 101.5 FM
- **Radio Live** 99.1 FM
- **Beach FM** 106.3 FM

WAIRARAPA:

- **Classic Hits** 90.3 FM
- **Newstalk ZB** 846 AM
- **More FM** 89.5 FM
- **The Breeze** 99.9 FM
- **National Radio (Radio NZ)** 1071 AM, 101.5 FM
- **Radio Live** 98.3 FM

WELLINGTON/HUTT VALLEY, PORIRUA:

- **Classic Hits** 90.1 FM
- **Newstalk ZB** 1035 AM
- **More FM** 95.3 FM, 99.7 FM
- **The Breeze** 94.1 FM, 98.5 FM
- **National Radio (Radio NZ)** 567 AM, 101.3 FM, 104.5 FM
- **Radio Live** 98.9 FM, 1233 AM

Building community resilience

Know your neighbours

One of the most effective steps for preparing yourself for an emergency is to know your neighbours. It has been widely recognised around the world that the most immediate help available following a disaster is provided by people already on the spot. That is, your neighbours and community members who happen to be nearby.

The simple act of introducing yourself to a neighbour can produce many positive outcomes, such as, communities that are safer, friendlier and more resilient in a major event. When your neighbours know you, they are likely to be concerned should something happen, and vice versa.

There are real life examples of resilient communities taking place right now in the Wellington region!

- Mt. Victoria formed a “Street Reporters” group, whose purpose is to check up on all the people on one street, should an emergency occur
- In Karori, the community has established a strong neighbourhood watch group that also functions in an emergency capacity. Karori has also done extensive mapping of its social and physical assets, so they know what resources are available to them in their immediate neighbourhoods
- Upper Hutt residents in Akatarawa have formed the Akatarawa Valley Emergency Response Team. Some of their aims are: to provide emergency help; promote community spirit; provide advice on preventative actions to avoid emergencies; and provide resources to deal with emergency situations.

For more information on this topic contact your council.

Volunteering for Civil Defence Emergency Management is an excellent way to get involved in your community and there are many ways to participate. If you would like more ideas or information about creating resilient communities or volunteering, contact your council.



My neighbours

Record your neighbour's name, address and phone number. Work with your neighbours to identify people in your street who may need help during an emergency.



TIP: Forming a **Neighbourhood Support Group** in your street is a great way to establish connections with your neighbours. Contact your local police station for more information.

Preparedness

STEP 10 Storing water

Your household will need at least 3 litres of drinking water; per person per day; store enough for three days or more.

You will also need extra water for cooking, hygiene, and if you have pets. Water can be stored in plastic soft drink, juice bottles, or you can buy plastic water containers. Do not use milk bottles, as traces of leftover milk will contaminate the water.

Fill each container with tap water until it overflows. Place the lids on tightly and store the water in a cool, dark place, like a storage cupboard, garage or shed.

Check the bottles every 12 months (e.g. at the beginning or end of daylight saving). If the water is not clear, throw it out and refill clean bottles with clean water.



STEP 11 Survival items

Survival items can be placed in a kit OR can remain in the house for everyday use. Make sure all members of the household know where to find them when an emergency occurs.

Food

Store enough for three days or more. Use any stored food before its expiry date and replace. Ensure you have a suitable supply of food for babies, toddlers and any pets.

Radio & torch

A battery operated or wind-up radio or torch is an essential item, along with spare batteries.

Emergency toilet

Use the existing toilet or a suitable container, such as, a bucket. Get a large rubbish bag and place it in the toilet bowl or bucket. Keep the toilet, or buckets, securely covered when not in use. Store the sewage bags in a secure place, such as a lined covered bin, for collection later.

Medications & first aid kit

If you take prescription medicine, try to have at least a month's supply available at all times and/or a copy of your prescription, as medical records may be difficult to access in a disaster. A first aid kit/supplies located in your household is essential.

TIP: Cordless phones will not work during a power outage. **Keep a corded phone in your home as well.**

ESSENTIAL SURVIVAL ITEMS

- Enough water for 3 days or more
- Non-perishable food (canned or dried), manual can opener
- Torch(es)
- Wind-up or battery powered AM/FM radio
- Spare batteries
- First aid kit
- Essential medicines
- Toilet paper and large plastic bags for an emergency toilet
- Face and dust masks
- Supplies for babies and small children
- Pet supplies
- Work gloves

For more information about other survival items you may like to include, contact your council or visit www.getprepared.co.nz



Preparedness

STEP 12 Getaway kits

Your household should assemble and maintain a Getaway Kit, in case you are instructed to evacuate, or if you feel that it is no longer safe to remain at home.

It's also a good idea to have some form of a kit in case of an emergency. Items could include:

- Birth and marriage certificates (copies)
- Drivers' licences and passports (copies)
- Insurance policies (copies)
- Family photos (copies)
- Water and food
- Essential medication and copies of any prescriptions



TIP: At work or in your car consider having some essential items such as a spare pair of old sneakers, a jacket and water.

Seniors and people with disabilities

If you, or anyone in your household, has a disability or a mobility problem, you need to make special plans. Include the following steps in your Household Emergency Planning:

Set up a personal support network

Designate someone to check on you in an emergency to assist you in staying at home, or to help you to evacuate.

Personal care assistance

If you receive assistance from a home healthcare agency or in-home support provider, find out how the provider will respond in an emergency. Designate backup or alternative providers that you can contact in an emergency.

Wheelchair users

Plan for how you will evacuate in an emergency and discuss it with your care providers. If you use a motorised wheelchair, have a manual wheelchair as a backup.

Blind or visually impaired

Keep an extra cane by your bed, even if you have a guide dog.

Hearing impaired

Keep extra batteries for your hearing aids with emergency supplies.

Communication disabilities

Store a writing pad and pencils as part of your emergency items and in your Getaway Kit.

For more information on this topic contact your council.

Work through this booklet to complete the steps below

HOUSEHOLD EMERGENCY PLAN

STEP 1 Know your risks

I am aware of the hazards in my area that can affect me and my family

STEP 2 Meeting places

If we can't get home or contact each other we will meet at:

or:

Our primary contact is:

Name: _____

Address: _____

Phone: _____

STEP 3 Collecting children

The person responsible for picking up the children is:

Name: _____

Contact details: _____

Name (back-up): _____

Contact details: _____

STEP 4 Location of utilities

I know the location and how to turn off our utilities.

Water: _____

Power: _____

Gas: _____

STEP 5 Evacuation routes

I am familiar with the local evacuation routes.

STEP 6 Information sources

Council Phone Number: _____

Council Web Address: _____

Radio Station Frequencies: _____

STEP 7 Warning systems

I am familiar with the local warning systems

STEP 8 Civil defence centres

I know where my local Civil Defence Centres are:

Nearest to home: _____

Nearest to work: _____

STEP 9 My neighbours

Neighbours that may need our help or can help us are:

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

STEP 10 Storing water

I have stored at least 3 litres per person per day for at least 3 days.

I have also stored additional water for cooking and hygiene.

STEP 11 Survival items

I have located all my essential survival items.

STEP 12 Getaway kits

I have considered having Getaway kits at work, in the car and in a bag at home in case we need to evacuate.