



Catchment Communities' Emergency Response Guide

Preparing for an adverse event

A GUIDE FOR CATCHMENT COORDINATORS

ACKNOWLEDGEMENTS

This document was drafted by Taranaki Catchment Communities using information kindly provided by a range of organisations.

May 2024

Taranaki Emergency Management Office (TEMO)

National Emergency Management Agency

Get Ready New Zealand

Marlborough District Council

DairyNZ

HR Daily Advisor

WelFarm

ScienceDirect

Steenbras Catchment

National Safety Council

Karen Hamel, New Pig Corp

Ministry of Education

NZ Landcare Trust

Experiencing Marine Reserves (EMR)

Our Land and Water

New Zealand Government

Office of the Auditor-General

Emergency Response Plan for New Zealand Rural Communities

New Zealand is no stranger to adverse weather events, and evidence shows they're becoming more devastating and unpredictable, impacting areas previously less affected.

Adverse weather events encompass a range of natural disasters and severe weather phenomena, including storms, droughts, floods, snowstorms, volcanic eruptions, earthquakes, and biosecurity incursions.

Catchment Coordinators play a crucial role in managing and responding to these events within their communities. Here's why:

- ▶ **Rapid Response:** When extreme weather strikes, coordinators, with their local knowledge and connections, can swiftly assess the situation, and work with authorities to mobilise resources, and help coordinate relief efforts.
- ▶ **Resource Allocation:** Coordinators, working with authorities, can ensure that resources like emergency supplies, equipment and personnel get to the places that need them most. This prevents loss of life, property damage and economic disruptions.
- ▶ **Business Continuity:** Prepared Coordinators play an important role in helping people be as prepared as possible, personally and from a business perspective.
- ▶ **Livestock and Agriculture:** Coordinators, with their local knowledge, working with authorities can advocate for timely actions and interventions, that will safeguard livestock and agricultural assets, preventing livestock deaths, crop damage and food shortages.
- ▶ **Community Safety:** Coordinators contribute to community safety by sharing information, and working with authorities, help vulnerable populations receive assistance.
- ▶ **Environmental Stewardship:** Coordinators also play a crucial role in protecting the natural environment by supporting cleanup efforts.

In the 2023 Cyclone Gabrielle, Catchment Coordinators were instrumental in coordinating an effective response, safeguarding lives, directing volunteers, seeking government funds, rallying public support, and protecting the environment.

How to use this Guide

As a Catchment Coordinator, this guide is a toolkit for you, your community and the people in your community – including business owners – to prepare for an emergency.

Civil Defence, local, regional (Group) and National (NEMA) all have responsibilities under the Civil Defence and Emergency Management Act in emergency and disaster preparedness and response (when an emergency is declared).

It's important you identify the key personnel in your local and Regional Council (for example, the designated Welfare Managers) to work closely in preparedness and response.

There are a range of check lists, tools and tips that you can complete, you can complete on behalf of someone else, or you can give to someone to complete.

Why have an emergency response plan in place?

- ▶ **Survivability:** Planning can substantially improve the likelihood that you, and your business, will be resilient after a disaster, so it should be high on your priority list.
- ▶ **Opportunity Spotting:** An emergency response plan can help you identify opportunities for you and your business and become more resilient - whether it's having access to backup sites or workspaces, or essential items like generators, preparedness pays off.
- ▶ **Peace of Mind:** It can boost confidence among your family and staff members, especially if they're involved in the planning process.
- ▶ **Insurance Benefits:** It could help you negotiate lower business insurance premiums.

Planning for adverse weather events not only saves lives but can also be the game-changer for you, your family, and your business.

It's important to take proactive action before disaster strikes.

By investing time in planning and preparation, you can be better equipped to handle any situation. Whether it's a cyclone, earthquake, storm, tsunami, or even a cyber threat, being ready for whatever comes your way is key.

Resilience Checklist for Catchment Coordinators

New Zealand's rural communities thrive on collaboration, resilience, and neighbourly support. By working together, we can build a stronger safety net for all.

Work through this checklist to make sure you're ready for any eventuality! Many of these points can be covered off by working with your local civil defence group.

This information you collect will help your farmer, local businesses and communities understand the risks that could impact on them.

1. Know Your Risks and Resources

- What are your most likely local hazards facing your rural community, e.g. earthquakes, floods, storms, wildfires and isolation.
- Who is your key contact in your local civil defence office and do they know you and how you can help?
- Know your community map: Where is the critical infrastructure (schools, maraes, medical facilities, water sources).

2. Stay Connected

- Understand your local communication channels, like community radio, text alerts and social media.
- Help your community members understand how to receive and share emergency information.
- In your community, do you know where your elderly residents, those that need medical assistance and non-English speakers are?

3. Plan for Evacuation and Shelter

- Work with your civil defence team to know the safest evacuation routes through your catchment or when it's appropriate to shelter in place.
- Know your assembly points where community members can gather during emergencies.
- Do you know where the best emergency shelters would be in your catchment and are they stocked with essentials like food, water, blankets and medical kits?

4. Medical Response and First Aid

- Do you know who is a trained first aid responder within your community.
- Have you mapped the locations of nearby hospitals, clinics and pharmacies for emergency response?

5. Resource Allocation and Recovery

- Work with your local civil defence to know how to distribute emergency supplies during crises – consider local food banks, community gardens and livestock resources.
- If you were asked to help, could you form a community recovery team to assess damage, restore utilities, and support affected households?

Farm Emergency Response Plan

HELPING OUR RURAL COMMUNITY AND FARMERS PREPARE

The following section can be completed by farmers and landowners in your catchment. The information collated in the previous section will support you – their Catchment Coordinator – and them to completed the sections below.

1. Assess Risks and Vulnerabilities

What potential adverse weather conditions does your area usually get? (e.g., heavy rain, snowstorms, floods, extreme heat)

How would these events affect your farm operations, infrastructure and people?

2. Communication and Preparedness

Does everyone on the farm know what to do if bad weather hits? Yes No

Have you established communication channels (phones, radios) to stay connected during emergencies? Yes No

Have you conducted drills to practice executing the plan? Yes No

3. Livestock and Animal Welfares

Plan for the safety and well-being of animals:

Where could you shift livestock, e.g. to drier, lower-risk paddocks?	Yes	No
How can you save crops in drier, sheltered areas?	Yes	No
Are you strategically grazing paddocks, avoiding wet spots?	Yes	No
Have you made arrangements to stand cows off on laneways or concrete yards?	Yes	No
Have you considered cold stress in wet, windy conditions?	Yes	No
Is there adequate food and water for livestock?	Yes	No

4. Infrastructure and Environment

Have you chosen areas that minimise environmental impact, such as soil damage, runoff, and flood risk?	Yes	No
Are you avoiding letting cows stand on hard surfaces for extended periods?	Yes	No
Are you taking measures to prevent effluent runoff into waterways?	Yes	No
Have you considered using feed pads or grass strips for standing cows off?	Yes	No

5. Power Supply and Equipment

Have you assessed the power supply to electric fences?	Yes	No
Do you have backup power sources available if needed?	Yes	No
Is all your equipment in working order?	Yes	No

6. Human Safety and Evacuation

Prioritise human safety and consider the wellbeing of farm workers and their families:

Do you know your evacuation routes and assembly points and do you know when its appropriate to shelter in place?	Yes	No
Do you know how to contact emergency personnel?	Yes	No
Is all your equipment in working order?	Yes	No
Do you know the vulnerable people in your community? (Often Civil Defence and local medical centres will have a list available in emergency situations)	Yes	No

Remember, a well-prepared emergency response plan can make a huge difference during adverse weather events. Work with your team, adapt the plan as needed, and stay informed about weather forecasts and alerts.


Notes:

Catchment Coordinator Emergency Situation Checklist

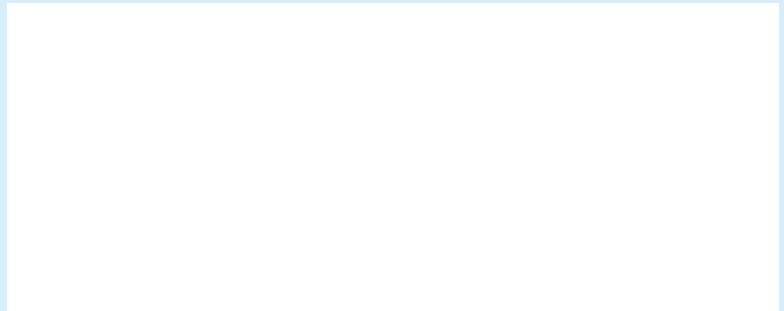
This section is about preparing for the worst... and do the preparations now to make your life easier.

1. Emergency Plan and Procedures

In your emergency response plan, what scenarios should we include? (e.g. floods, fires, etc.)



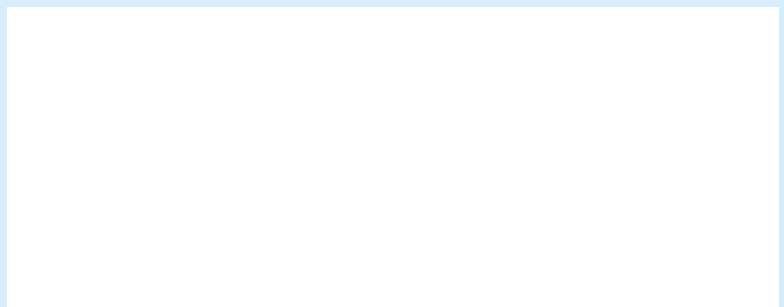
If you can, assign roles and responsibilities so everyone knows what to do when an emergency strikes.



Keep this plan fresh by regularly reviewing and updating it.

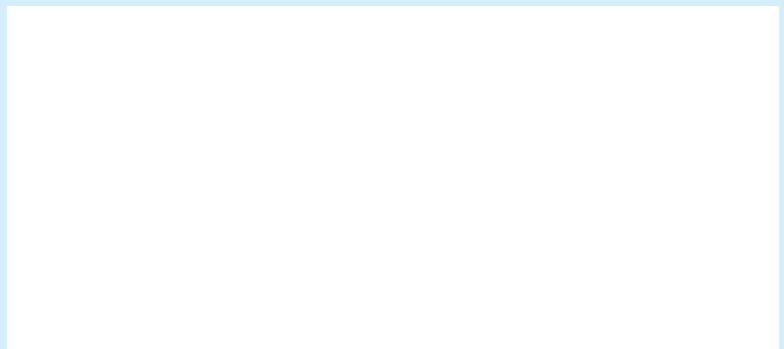
2. Communication Tools and Contacts

Stay connected! Do you have reliable communication devices (phones, radios) to stay connected? List them here.



Who should you contact in an emergency? Let's keep those numbers handy.

List the contact details for local authorities, neighbouring catchments and emergency services.



3. Emergency Equipment and Supplies

Create an inventory of emergency equipment. Stock up on essential gear and regularly check to ensure it's ready when needed.

First aid kits

Fire extinguishers

Emergency lighting

Safety vests

Whistles or air horns

Flashlights

4. Evacuation Routes and Assembly Points

Know your way out! Have you identified primary and secondary evacuation routes and safe assembly points where everyone can gather during emergencies? Sometimes its better to shelter in place.

Yes

No

5. Weather Preparedness

Keep an eye on the forecast and be prepared for whatever Mother Nature throws our way. RadioNZ is the primary station for civil defence announcements, and MetService and all good weather apps will provide regular updates. Do you have shelter options for when the weather gets rough?

Yes

No

Which ones

6. Community Engagement and Education

Spread the word!

Work with your local and regional Council and Civil Defence team to educate the community about emergency procedures and preparedness?

Let's get everyone involved and aware of what to do in an emergency.

Planned activities:

7. Collaboration with Other Agencies

We're stronger together! Who can you work (e.g. neighbouring catchments, emergency services, and government agencies) to do joint exercises and drills?

Yes

No

Remember, being proactive and well-prepared can significantly mitigate the impact of emergencies in your catchment area. Regular training, communication and collaboration are key to effective emergency management.

Notes:



Emergency Volunteer Oversight Plan:

READY TO RALLY?

You may be asked by your local Civil Defence to support with volunteer management in an emergency, or to connect with your rural network to activate volunteer support.

1. Pre-Emergency Preparation

Know your volunteers!

Keep an up-to-date list of possible volunteers with their contact info, skills, certifications and availability.

List of volunteers:

Work with your local Civil Defence to identify organisation that train volunteers on emergency procedures and conduct mock drills to simulate emergency scenarios and practise coordination.

Mock drill dates:

Set up reliable communication methods like phones, radios or messaging apps. How will we stay connected?

What communication channels are in place?

Ensure everyone knows the primary communication method.

2. Activation During Emergencies

If you're asked to, can you activate the emergency plan and notify volunteers ASAP through pre-established channels.

Assign specific roles and responsibilities to volunteers based on their skills and availability.

Are you ready to jump into action?

Who's on search and rescue?

Who's our comms guru?

Who's in charge of First aid?

Who's in charge of Evacuation?

What about supply distribution and transportation?

3. Volunteer Oversight During the Emergency – if you're asked to support

Safety first! Remind volunteers to prioritise safety and take breaks when needed. Monitor their well-being and address any immediate concerns.

Are you taking care of yourselves out there?

Set up a central coordination hub (physical or virtual) to oversee activities and stay in touch with team leaders and volunteers.

Who's our point person?

Allocate tasks based on the situation and gather regular updates.

What's the plan, team leaders?

- ▶ Search and rescue teams
- ▶ Evacuation teams
- ▶ Medical response teams
- ▶ Communication teams
- ▶ Earthwork teams

Remember, effective communication, clear roles, and a well-coordinated team are essential for successful volunteer oversight during emergencies. Adapt this plan to your specific catchment area and collaborate closely with local emergency services^{1,4}.

Notes:

Collaborate with Government Agencies

- ☑ Work closely with government agencies responsible for emergency management. Who else can we partner with to support our community?
- ☑ Comply with funding requirements and any conditions or reporting obligations associated with government grants. Are we meeting all the requirements?
- ▶ **Accountability:** Public organisations need to show how they've used public funds. They should give clear and honest reports on where the money went, even if it's passed on to others. They should also have suitable governance and management arrangements to oversee their funding arrangements.
- ▶ **Openness:** Public organisations should be open about how they spend money. This helps everyone understand who's doing what with the funds. It's like having an open book so everyone knows what's going on.
- ▶ **Value for money:** Public organisations should spend money wisely. They should think about the best way to get the most benefit. Sometimes, they might need to look at alternative supply arrangements to get the best value.
- ▶ **Lawfulness:** Public organisations must act within the law and meet their legal obligations.
- ▶ **Fairness:** Public organisations have a general legal obligation to act fairly and reasonably. They need to be impartial and make decisions that are fair to everyone involved. Public organisations may sometimes also need to consider the balance of power in some funding arrangements, and whether any imbalance is significant enough that they need to change the way they conduct the relationship.
- ▶ **Integrity:** Anyone managing public resources must do so with integrity. The standards applying to public servants and other public employees are clear, and public organisations need to make clear that they expect similar standards from any external parties they fund.

Remember, responsible stewardship of donations and government funding ensures that resources are used efficiently to support affected communities during emergencies. Together, we can make a difference.

TEMO Impact Report

1. Impact Report

Event name

Impact Report No

Date/time issued

Prepared by

2. Overview

[include cause of emergency, geographic location, main impacts and consequences, and whether it is escalating/de-escalating]

3. Extent of area assessed

[include description or map (or attach map separately) of area assessed with clearly defined boundaries]

4. Status of people, animals, and assets in area assessed

People (Insert number):

Uninjured Injured Deceased Displaced

Animals (Insert number):

Uninjured Injured Deceased Displaced

Residential buildings or properties (Insert number):

Undamaged Minor damage Major damage Isolated

Contaminated Interrupted services

Community buildings or properties (Insert number):

Undamaged Minor damage Major damage Isolated

Contaminated Interrupted services

Commercial buildings or properties (Insert number):

Undamaged Minor damage Major damage Isolated

Contaminated Interrupted services

Lifeline utilities (Insert the precise location and nature of damage, if known):

Roads Minor damage

Major damage

Rail Minor damage

Major damage

Bridges Minor damage

Major damage

Power Minor damage

Major damage

Fuel Minor damage

Major damage

Water Minor damage

Major damage

Telecomms Minor damage

Major damage

Sewerage/
wastewater Minor damage

Major damage

5. Priority actions

Further assessment required

Location

(precise location or area)

Type of assessment required (for example, rapid impact, structural, welfare needs)

Immediate needs

Location (precise location of asset or area of immediate need)

Type of need (e.g. hazard/risk reduction; search and rescue; medical support; evacuation support; shelter in place; water; sanitation; accommodation; information and/or community liaison; security)

Sources

Resilience Checklist for Catchment Coordinators:

1. National Disaster Resilience Strategy
www.civildefence.govt.nz/cdem-sector/plans-and-strategies/national-disaster-resilience-strategy
2. Recovery Toolkit
www.civildefence.govt.nz/cdem-sector/the-4rs/recovery/recovery-toolkit
3. Get Ready New Zealand: Make a Community Emergency Plan
www.getready.govt.nz/er/prepared/make-a-plan
4. Marlborough District Council: Community Response Plans
www.marlborough.govt.nz/civil-defence-emergency-management/cdem-plans-and-publications/community-response-plans

Farm Emergency Response Plan:

1. Planning for adverse weather – DairyNZ | DairyNZ
www.dairynz.co.nz/environment/winter-grazing/adverse-weather
2. Contingency Planning for Weather Emergencies – HR Daily Advisor
<https://hrdailyadvisor.blr.com/2014/11/12/contingency-planning-for-weather-emergencies>
3. Adverse events – DairyNZ | DairyNZ
www.dairynz.co.nz/support/crisis-and-adverse-events/crisis-and-adverse-events-overview
4. www.welfarm.co.nz/adverse-weather
5. www.sciencedirect.com/science/article/pii/S0065211319300896

Catchment Coordinator Emergency Situation Checklist:

1. Steenbras Catchment Emergency Response Plan
www.zutari.com/wp-content/uploads/2023/10/Appendix-I.1_Emergency-response-plan-Steenbras-Catchment-vs5.pdf
2. Emergency situation Checklist – National Safety Council
www.nsc.org/getmedia/8a48a786-6502-4e7f-96a3-78223ed4e273/emergency-situations-checklist.pdf
3. Preparing Emergency Response Coordinators for Success
www.ehstoday.com/emergency-management/article/21919782/preparing-emergency-response-coordinators-for-success
4. Preparing for emergencies, traumatic incidents, evacuations and lockdowns
www.education.govt.nz/school/health-safety-and-wellbeing/emergencies-and-traumatic-idents/preparing-for-emergencies-and-traumatic-idents

Emergency Volunteer Oversight Plan:

1. Catchment Groups – NZ Landcare Trust
www.landcare.org.nz/resource/catchment-groups
2. Preparing Emergency Response Coordinators for Success
www.ehstoday.com/emergency-management/article/21919782/preparing-emergency-response-coordinators-for-success
3. Emergency situation Checklist – National Safety Council
www.nsc.org/getmedia/8a48a786-6502-4e7f-96a3-78223ed4e273/emergency-situations-checklist.pdf
4. Emergency Response Flow Chart 2022
www.emr.org.nz/component/easyfolderlistingpro/?view=download&format=raw&data=eNpNj0tuwzAMRO_CfZFPgSRllkFzgFxcQFDjsSxAsgTK-aHo3UtbMZIVpcG84dDyasW_hTdMbQoNhPaF1zsmH61DWSDKXCI37Tg_siRcJzZGjB7F6FIglSq097x8yu6CMrzStkzGTNr421WstzVmyTSOTVV9M-coJAJzDt2bS9nWB8zs-ovpO0Ic-vPDnFBy6gvMMaSbOXRWpn2fTLjPL73k2Qj37AWv2rrBDoM9dxG9un8mVfOz4Opxq5doS5eSC7r97x9RK2Vp

Collaborate with Government Agencies:

1. Influencing Catchment Group Capability Development Funding from Government
www.ourlandandwater.nz/news/influencing-catchment-group-capability-development-funding-from-government
2. Better coordination needed to unlock catchment groups' potential
www.farmersweekly.co.nz/news/better-coordination-and-communication-would-unlock-potential-of-catchment-groups
3. Funding boost for community-led catchment groups in Otago
www.beehive.govt.nz/release/funding-boost-%C2%A0community-led-catchment-groups-%C2%A0otago
4. Managing public funding in an emergency response or recovery
www.oag.parliament.nz/2023/emergency-funding

Important contacts

In an emergency, dial 111 if:

- ▶ there is a fire or medical emergency
- ▶ someone is badly injured or in danger
- ▶ there is a serious risk to life or property, or
- ▶ you've come across a major public disruption, like trees blocking a road or a dangerous situation that's happening now or has just happened.

Taranaki Regional Council

Phone: 0800 736 222

Council email: info@trc.govt.nz

Council switchboard (incl Tūpare, Pukeiti & Hollard Gardens)

Phone: 0800 736 222 or 06 765 7127

Environmental hotline (to report pollution): 0800 736 222

Taranaki Civil Defence: 0800 900 049

Taranaki Total Mobility: 0800 868 662

Taranaki Rural Support Trust

Rural Support Trusts are available to help and support during and following an adverse event

Phone: 0800 787 254 – Then select option #2 , then option #1

Health services

Healthline: 0800 611 116 (available 24 hours a day, seven days a week)

Lifeline: Free call and/or text the services below any time for support from a trained counsellor

- ▶ Free call or text 1737
- ▶ Lifeline 0800 543 354 or text 'Help' to 4357
- ▶ Suicide Crisis Helpline 0508 828 865
- ▶ Youthline 0800 376 633 or text 234 for people under 18

Ministry of Social Development

For financial and emergency accommodation assistance: 0800 559 009

Waka Kotahi NZTA

For road conditions and closure go to www.nzta.govt.nz

Ministry for Primary Industries

For animal welfare advice or assistance: 0800 00 83 33

Federated Farmers

For support and assistance in sourcing water and supplementary feed, finding a safe place to contain your stock or pasture advice: **0800 327 646**

Feed Suppliers

Call 0800 BEEFLAMB (0800 23 33 52) or 0800 4 DairyNZ (0800 4 324 7969) for feed planning and coordination assistance.

Radio

If the power goes out, a solar-or battery-powered radio (or your car radio) can help you keep up to date with the latest news. Local radio stations to listen to during an emergency:

▶ Access Radio Taranaki

Taranaki 104FM

▶ More FM Taranaki

Taranaki 93.2FM

Ōakura 96.8FM

Okato 100FM

Opunake 92.8FM

▶ Most FM

New Plymouth 100.4FM

Ōakura 107.4FM

▶ Newstalk ZM

New Plymouth 96.4FM

Whanganui 1197 AM

▶ Radio NZ National – Taranaki

New Plymouth 101.2FM

Whanganui 101.6FM, or 567 AM

▶ Te Korimako o Taranaki – Taranaki Māori Radio

Taranaki 94.8 FM

▶ The Hits – Taranaki

Taranaki 90FM

Opunake 91.2FM



For more information contact your local catchment group coordinator