

# Waterloo 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

**Waterloo school, 26 Hardy Street, Waterloo, Lower Hutt**



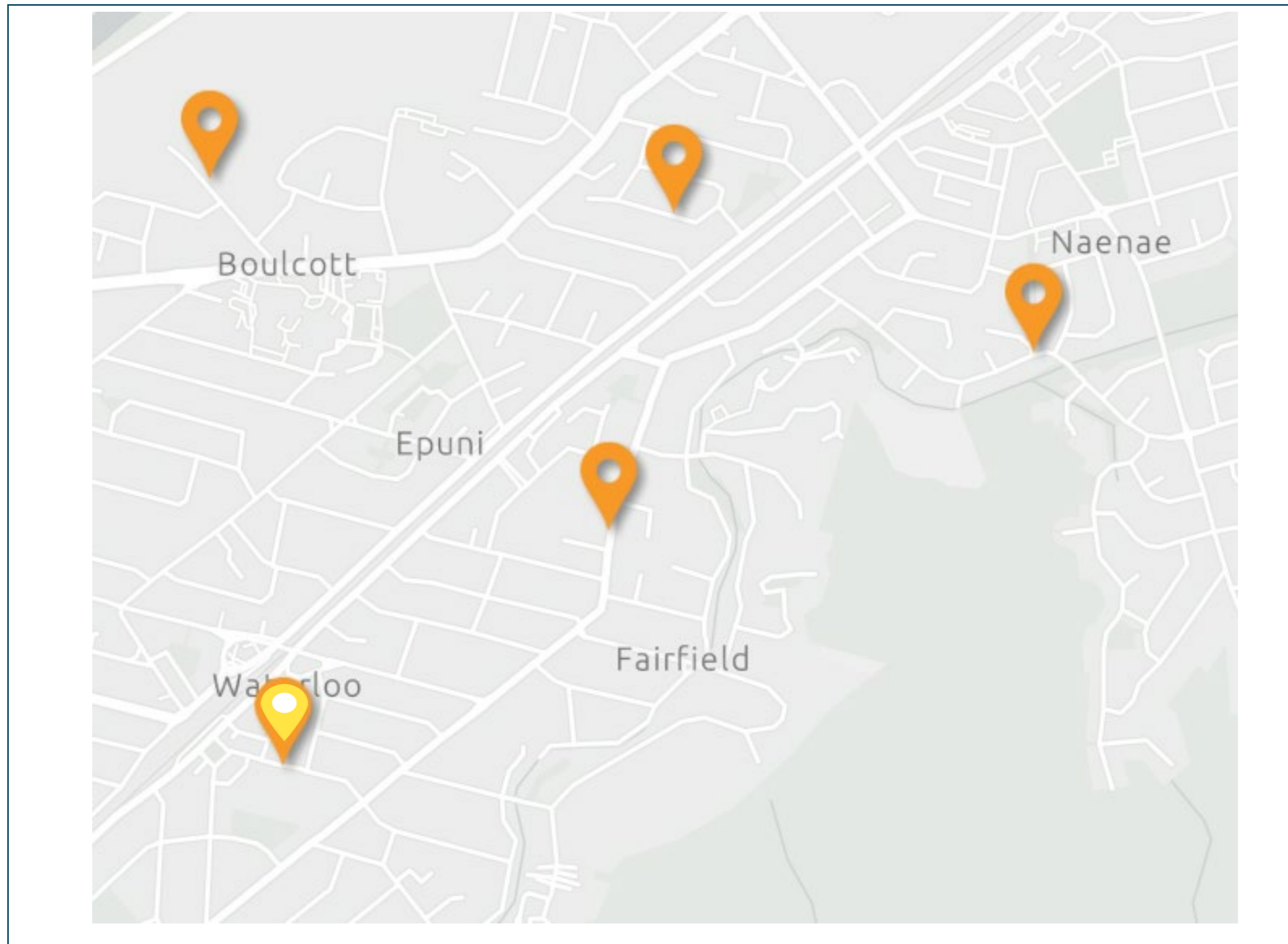
**MAP KEY**

-  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**
  - Waterloo Community Emergency Hub**
  - Waterloo School**  
26 Hardy St  
Waterloo
- Neighbouring Hubs**
  - Fairfield**  
Epuni School, 313 Waiwhetu Road, Lower Hutt
  - Naenae School**  
27 Wheatley St  
Naenae
  - Epuni**  
Dyer Street School  
9 Dyer Street  
Central Hutt
  - Boulcott Primary School**  
21 Boulcott St  
Central Hutt



# 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

- > Boxing Academy Naenae
- > Dyer Street School
- > Eastern Hutt School
- > Eponi Community Hall.
- > Eponi School
- > Gracefield School
- > Naenae School
- > Our Lady of the Rosary School
- > Randwick School

- > Rata Street School
- > St Bernadettes School
- > The Open Polytechnic and
- > Waiwhetu Marae
- > Waterloo School

## Groups and networks of people

- > Eastern Community Committee
- > Naenae Community Patrol
- > Neighbourhood Support Groups
- > Sikh Temple – Vogel St, Naenae
- > St John's Youth meet at Eponi Community Hall
- > Team Naenae
- > Wesley Haven Village

## Services in the community

- > 1st Waterloo Scouts
- > BP Waiwhetu, 72/74 Whites Line E
- > Caltex Naenae, Cnr Holland Crescent, Vogel St
- > Eponi Mini Market.
- > Foodbank, Vege co-op
- > Four Square Naenae, 30 Hillary Ct
- > Four Square, 70 Seddon St
- > Hutt Valley Health Hub
- > Industrial businesses Naenae



- 
- > Naenae Medical centre

---

  - > Pharmacies are at: Waterloo; Epuni; Naenae; Woburn; Moera and Witako Street

---

  - > Pharmacy

---

  - > PI Health

---

  - > Shop and Save - Waterloo.

---

  - > St John's Youth meet at Epuni Community Hall

---

  - > Super Save, Naenae

---

  - > Super Value, Woburn

---

  - > Waiwhetu Medical Centre.

---

  - > Waterloo Four Square, 13 Hardy St

---

  - > Waterloo shopping square

## **Infrastructure**

- > BP Waiwhetu: will trade as usual until an emergency is declared, they are happy to help out where possible but will be unable to pump fuel from the ground without electricity.

---

- > Caltex Naenae: will prioritise fuel for emergency response vehicles within the first 72 hours of a CD emergency. Currently do not have generator or hand pumps in case of power cut. Owner lives nearby the fuel station and will be able to trade once building is checked for structural damage

---

- > Summit Road water reservoir



# 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

- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_

- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_

## Services in the community

- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_

## Infrastructure

- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_
- > \_\_\_\_\_



# 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?**

- > 1st Waterloo Scouts and
- > Church groups
- > Eponi Fairfield Community Group
- > Lions
- > Local volunteers, neighbours
- > Maori Wardens



- > Naenae Community Patrol
- > St John's Youth now meet at Epuni Community Hall
- > St John's Youth Services Waterloo
- > Te Maungungu Marae
- > Team Naenae

### Where should we check first?

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

- > 1st Waterloo Scouts and
- > Church groups
- > Epuni Fairfield Community Group
- > Lions
- > Local volunteers, neighbours
- > Maori Wardens
- > Naenae Community Patrol
- > St John's Youth now meet at Epuni Community Hall
- > St John's Youth Services Waterloo
- > Te Maungungu Marae
- > Team Naenae

### How would we coordinate this?

1. Assess – commission teams to assess in priority order to needs and resources available and then broker people's needs with available resources.
  2. Scope – define needs and resources
  3. Prioritise – needs with resources
  4. Meet – needs with resources
  5. Review – that needs are being met
  6. The Hub can set up street maps and coordinate searches, or checks by door knocks
- > Organise a street-by-street check
  - > Through the Community Emergency Hubs
  - > Use Hub map to coordinate what has been checked
  - > Use online tools if available
    - Neighbourly
    - Google maps



# 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?

- > Hutt Valley Health Hub
- > Naenae Medical Centre, 39 Treadwell St,
- > Pacific Health Service Hutt Valley Inc. 1 Hewer Crescent
- > Waiwhetu Medical Centre



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

- > Len Hooper Pharmacy.

---
- > Moera Pharmacy and

---
- > Naenae Pharmacy.

---
- > Owles Unichem Pharmacy, Everest Ave

---
- > Waterloo Pharmacy.

---
- > Wellworks - Witako Street.

---
- > Woburn Pharmacy.

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

- > First aiders should report to Community Emergency Hub

---
- > Medical support will run from Naenae medical centre if it is not damaged, otherwise will find the closest venue. May need to look at other opportunities just over the railway tracks like Epuni, Soma or Avalon Medical centres.

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

- > Use vehicles to transport to the nearest medical centre

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

- > Household First Aid kits

---
- > Owles Unichem Pharmacy

## **Where are there Defibrillators?**

- > Epuni Baptist Church site - Waiwhetu Road



- > Naenae Library
- > Naenae Pool
- > Rata St School
- > Waterloo Train Station

mains/switchboard and water at the toby on the footpath. Leaks including water, should be investigated.



# 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



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?**

- > Community Patrol

---

- > MenzShed Naenae

---

- > Neighbours

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

- >

---

- >

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

- > Homes

---

- > Opportunity Shops

### **What open spaces could accommodate temporary shelter?**

- > Naenae Park

---

- > Purser Grove Reserve

---

- > School playgrounds

---

- > Te Whiti Park

---

- > Walter Mildenhall Park

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

- > Eponi School

---

- > Naenae Community Hall, Treadwell St

---

- > Naenae Library, Hillary Ct

---

- > Naenae School

---

- > Opportunity Shops



---

> Rata Street School

---

> Waterloo School



# 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?

- > Household supplies
- > Waiwhetu Aquifer
- > Water reservoir: Summit Road

### Large water tanks at:

- > Epuni School: Waiwhetu Rd, Epuni
- > Naenae School: Wheatley St, Naenae
- > Rata Street School: Rata St, Naenae
- > Waterloo School: Hardy St, Waterloo



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

- > Organise drop offs to elderly, people with mobility challenges

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

- > Waiwhetu Stream

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

- > Grey water

---

- > Pool water

---

- > Springs and waterfalls

---

- > Stagnant water

---

- > Stream water

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

- > Community Emergency Hubs

---

- > Hillary Ct

---

- > Library/Pool area

---

- > Naenae Community Patrol will oversee water distribution at Summit Rd reservoir.



# 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?

- > Common Unity and
- > Eponi Mini Market
- > Four Square Naenae, 30 Hillary Ct
- > Four Square, 70 Seddon St
- > Shop and Save
- > Super Value, Woburn
- > Waterloo Four Square, 13 Hardy St
- > Waterloo shopping square

## Where else could we find food?

- > Fruit trees, Rimu St Reserve
- > Household supplies
- > Marae
- > School veggie gardens

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

- > Cooking facilities at the Community Centre and schools
- > Neighbourhoods have a potluck/BBQ using frozen goods and perishable items first (it is easier to cook as smaller neighbours than provide mass cooking)



## **Where can we get cooking and catering supplies?**

- > All Schools, including Intermediate, private and secondary,

---
- > Churches

---
- > Households- BBQs, cutlery, crockery etc.

---
- > Marae

---
- > Open Polytechnic and

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

- > Organise distribution through neighbourhood support, community patrol and volunteers to deliver to people with mobility challenges



# 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)**

---



---



---



---



---

**What facilities could be used for temporary shelter for animals?**

---



---



---



---

**Where could we find drinking water for animals?**

---



---



---



---

**Where could we find food for animals? (companion animals & production animals)**

---



---



---



---

