

Churton Park and Glenside Community Response Plan

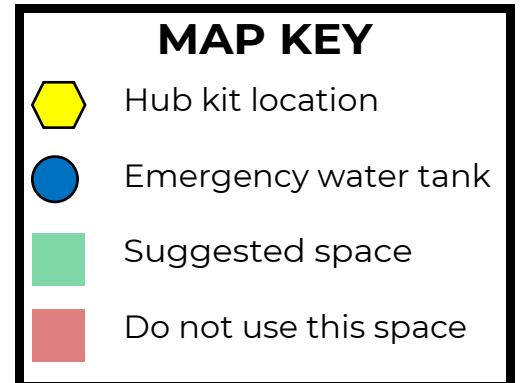
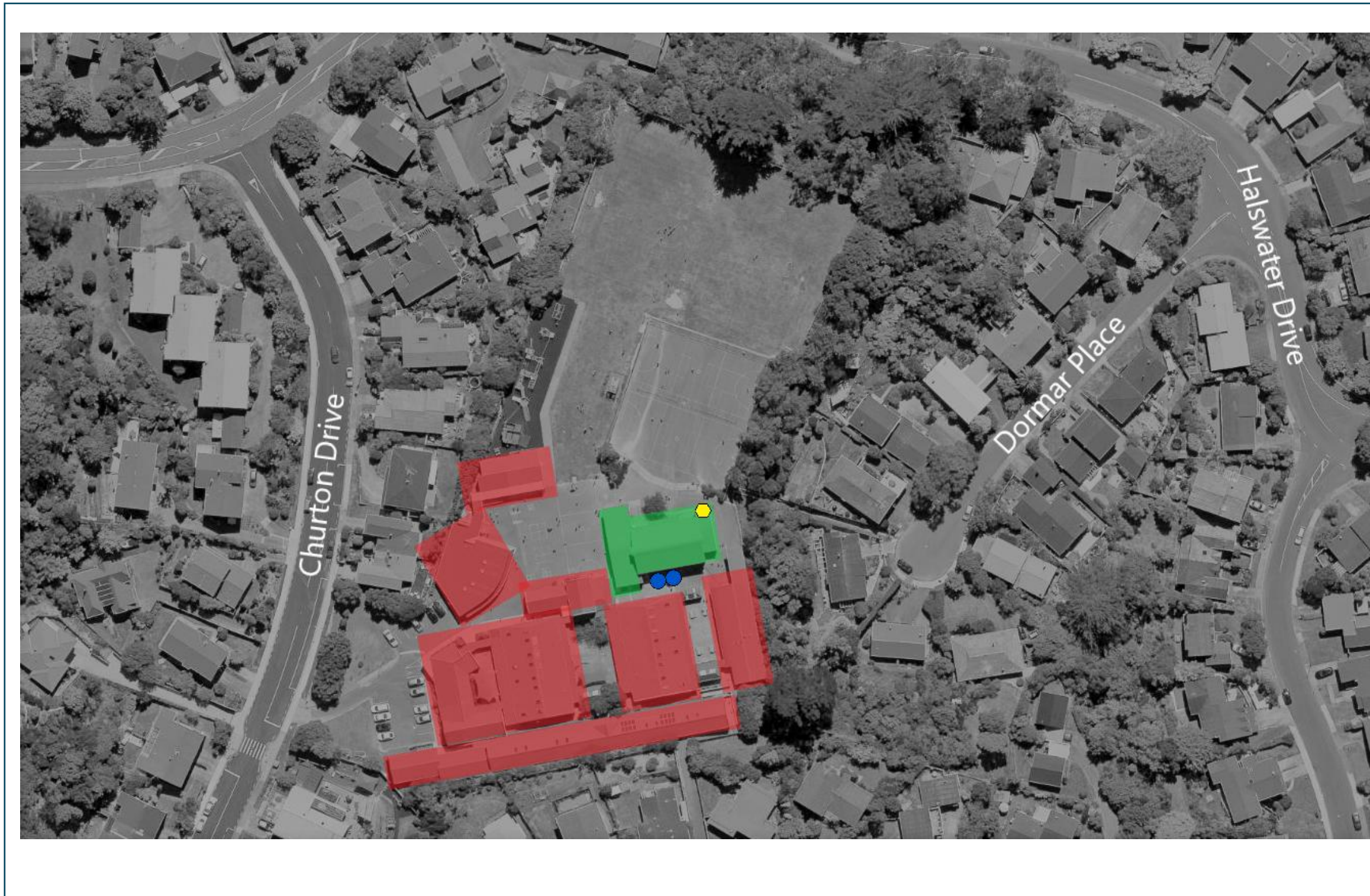
This is a living document that contains a list of information created by your community, for your community. It outlines the local resources, facilities, and people that can help in an emergency.

Sharing this information will help everyone in the community understand how to support one another when it matters most.



Facility map

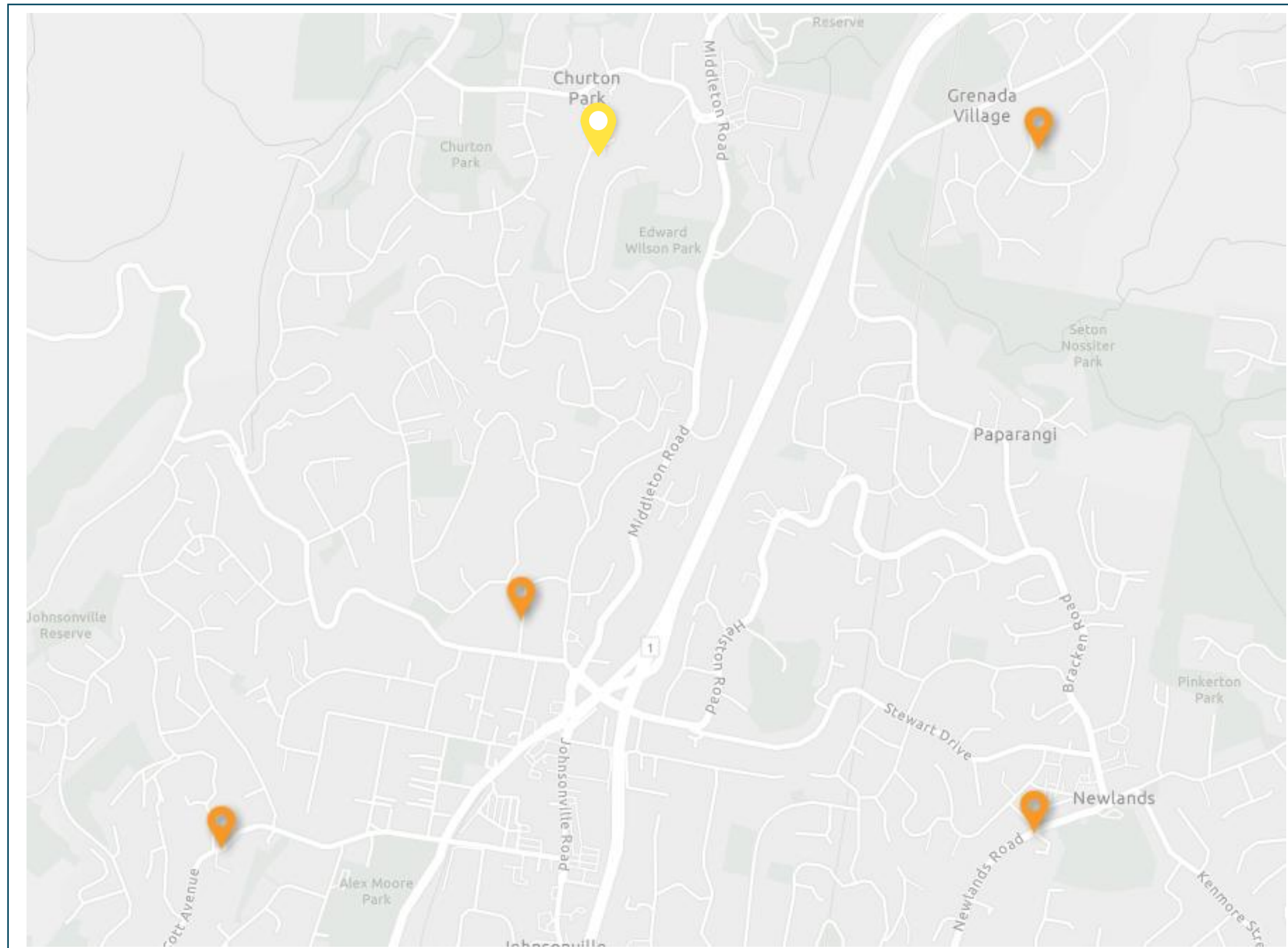
Churton Park School, Churton Park Drive



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

Churton Park and Glenside Community Emergency Hub

Churton Park School, 90
Churton Park Drive



Neighbouring Hubs

Grenada Village Hall,
4 Mandeville Crescent,
Grenada Village

Johnsonville School,
10 Morgan Street,
Johnsonville

Newlands School,
200 Newlands Road,
Newlands

West Park School,
97 Broderick Road,
Johnsonville



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 | > Tea, coffee, milk |
| > Blankets | > Food |
| > Torches | > Toilet paper |
| > Batteries | > Buckets |
| > Radio | > Rubbish bags |
| > Water | > 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

Streams

- > Lakewood
- > Porirua
- > Stebbings

Reserves

- > Churton Park Reserve
- > Edward Wilson Reserve
- > Glenside Reserve
- > John Walker Park
- > Lakewood Reserve
- > Stebbings Dam

- > Burbank Cres Play Area
- > Chorley Grove Play Area

Schools and Early Childcare facilities

- > Amesbury School, 48 Amesbury Drive
- > Churton Park School, 90 Churton Drive
- > Churton Park Kindergarten, 86 Churton Drive (There are staff living in Churton Park.)
- > Churton Park Little School, 6 Melksham Drive (No staff currently live in the community.)
- > Leaps and Bounds, 1 Aruba Crescent, Grenada Village

Other places

- > Churton Park Community Centre. Has 1 large and 1 small room and toilet facilities
- > Churton Park pétanque court, Westchester Drive
- > Churton Park Village car park (sealed and unsealed areas)
- > Churtonleigh Resthome, 24 Mallard Grove, Churton Park
- > Historic Halfway House Glenside Reserve, 246 Middleton Road – meeting rooms, toilets, kitchen facilities and Wi-Fi

Groups and networks of people

Residential Groups

- > Churton Park Community Association
- > Glenside Progressive Association Inc.
- > Wellington North Community Patrol
- > Neighbourly (online)



Facebook pages including

- > Churton Park Community Association
- > Churton Park Info
- > Glenside Community Page
- > Grenada Village and Friends Page
- > Johnsonville Community Noticeboard
- > Paparangi/Newlands/Woodridge Page
- > Tawa Community Noticeboard

Residential sub-groups

- > Glenside Street Coordinators, (via Glenside Progressive Association Inc.)
- > Historic Halfway House, Glenside Reserve, 246 Middleton Road – meeting rooms, toilets, kitchen facilities and Wi-Fi
- > Monterey Residential Complex, 232 Middleton Road
- > Richmond Hill residents, Glenside

Schools

- > Amesbury School, 48 Amesbury Drive
- > Churton Park School, 90 Churton Drive
- > Churton Park Kindergarten, 86 Churton Drive
- > Churton Park Little School, 6 Melksham Drive

Churches

- > Churton Park Anglican Church (Churton Park School, 90 Churton Drive) and Vicarage (40 Halswater Drive)
- > Northern Hills Church, (Amesbury School) 48 Amesbury Drive
- > Plymouth Brethren Church, 208 Westchester Drive, Churton Park

- > St John Anglican Church, 18 Bassett Road Johnsonville

Clubs & Groups

- > Churton Park Revegetation Group
- > Churton Park Tennis club 13-15 Lakewood Ave
- > Glenside Revegetation Group
- > Newlands Paparangi Horse riding Society Inc. (Glenside)

Services in the community

Food outlets

- > Café Thyme, 238 Middleton Road
- > New World Churton Park, 69 Lakewood Ave
- > Simmer Café, 103D Westchester Drive
- > Spices Indian Cuisine Shop B2 69 Lakewood Ave
- > Takeaway@Churton (fish and chip shop) 101A Westchester Drive

Medical

- > Churton Park Medical Centre, 107 Westchester Drive (4 Partner Doctors, 4 Associate Doctors, 5 nurses and 6 administrators. Offers a full range of General Practice Services)
- > Churton Park Pharmacy, 69 Lakewood Ave. 2 Pharmacists on duty most days.
- > Churton Park Physiotherapy, 103C Westchester Drive
- > Churtonleigh Resthome & Hospital, 24 Mallard Grove, Churton Park (1 registered nurse).

Offices



- > Churton Park Community Centre, 75 Lakewood Ave
- > Warehouse depot, 230 Middleton Road
- > 236 Middleton Road – offices of Laurenson Chartered Accountant, Sprout Technologies, Strachan O'Connor Law Firm
- > Russell Properties, 107B Westchester Drive (The tradespeople who work for Russell Properties Ltd are contactors rather than staff members. Likewise, equipment and supplies that may be needed to respond to an emergency would not necessarily be there as they are hired or purchased for particular jobs)
- > Little Monkey, 99b Westchester Drive, (website, apps and games specialists. Has office space that could be made available in an emergency)

Infrastructure

Water sources

- > Water Reservoirs - Note that, after a disaster, the technicians from Wellington Water must inspect the reservoir and alter the valve systems before its water can be made available for distribution through the reticulation system. This will be done as soon as practicable, but may not be completed within a week.
- > 230 Middleton Road (south of Monterey Apartments)
- > Water tanks at Amesbury and Churton Park School
- > Pool at Monterey apartments for Monterey Residents. Don't use water from swimming pools for drinking
- > Local streams – take water from above the highest houses to avoid potential sewage contamination
- > Households' own water tanks

Stream management

- > Debris arrestor in Porirua Stream
- > Debris arrestor in the Glenside Reserve stream
- > Stebbings Flood Detention Dam
- > Motorway Flood Detention Dam (Glenside Reserve)

Access

- > Railway line (Main trunk link runs through Glenside)
- > Middleton Road
- > Motorway (SH1)
- > Roads through Churton Park
- > Mana Bus Route
 - o Number 1 Churton Park bus,
 - o Number 19 Churton Park bus and
 - o Number 60 Porirua bus. School buses



Local vulnerabilities

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

Places and spaces

- > Buried streams through Churton Park.
- > Erosion
- > Falling trees
- > Flooding
- > Liquefaction
- > Power pylons
- > Slips

Groups and networks of people

- > Assisted living clients e.g. dependent on Meals on Wheels, medical deliveries, medical care
- > Elderly residents
- > Families with very young children
- > Migrants with language barriers
- > New residents

- > People living alone
- > People separated from their families e.g. Children at school or clubs, people passing through the area trying to get home.
- > People with disabilities
- > Pregnant residents
- > Single-parent households
- > Workers employed locally but living elsewhere
- > Animals
 - o Glenside Kennels. Due to its location, it would be one of the last places to get power back on. Currently no generator here. Possibly inaccessible due to slips and erosion on steep driveway.
 - o Farm livestock
 - o Horses
 - o Pets

Services in the community

- > Bus passengers stranded in the area
- > Limited access to the services and key holders out of hours
- > Managers of businesses and/or staff living out of the suburb
- > Train passengers stranded in Glenside

Infrastructure

Disruption

- > Cell phone towers (two in Glenside, two in Churton Park)
- > No pump stations in an earthquake or power cut
- > Reservoir not available until assessed



Damage to key services along Middleton Road

- > Main sewerage line to Porirua
- > Main Trunk Railway line through Glenside
- > National electricity services e.g. substations, transmission lines and pylons
- > National gas pipeline
- > National phone lines

Erosion

- > Erosion on Middleton Road, Willowbank Road and Rowells Road
- > Large old trees
- > Steep hill slopes
- > Undermining of bridges, road and rail

Floods

- > Debris Arrestor in Porirua Stream when it is not cleared by Regional Council
- > Flood Hazard Management zone in Glenside
- > Stebbings Retention Dam

Other

- > Fires along railway line
- > Isolation of the rural sector
- > Potential liquefaction from cut-and-fill or streamside banks



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?

- > Church groups – CP Anglican Church / Northern Hills (based at Amesbury School)/ Brethren
- > Churton Park Community Association
- > Churton Park Tennis club
- > Glenside Progressive Association
- > Glenside Street Coordinators
- > Independent builders working in the area, e.g. from Mike Russell Properties. He and his office staff have an extensive network of contractors and other contacts, many of whom live



in Churton Park and whose skills would be invaluable. In an emergency, we should contact his office to see what assistance could be provided.

- > Land Search & Rescue volunteers in area
- > Neighbours – in pairs or groups / threes
- > Police in area
- > There may be individuals who come together on the day or come from established groups and networks in our area (See list of community groups and networks).
- > Wellington North Community Patrol

Where should we check first?

1. Self – 2. Home – 3. Neighbours – 4. Street – 5. Then at the hub check on these priority groups
- > Bus routes for displaced passengers
 - > Check the places in the list of vulnerable places and spaces, groups, and infrastructure
 - > Churton Park Medical Care – will take care of their patients who need assistance. May also want volunteers
 - > Churtonleigh, 24 Mallard Grove, Churton Park – needs volunteers able to help their residents
 - > Family
 - > Friends
 - > Medical providers will know people who need early assistance
 - > Middleton Road, between slips
 - > Neighbours
 - > Railway line for displaced passengers
 - > Use community networks and neighbours to check residents who are elderly or pregnant or who live alone, known to be less mobile, without English e.g. migrants

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
- > Coordination of efforts for checking on people and damage will need to suit the availability of people at the time of the emergency. Guidance is provided in this document, which is intended to be available at the centres at which people in Churton Park and Glenside are most likely to gather after an emergency, namely the Churton Park School, Amesbury School, Churton Park Community Centre and the Halfway House.
 - > The status reports will be shared with the Emergency Hub (Churton Park School) so that response planning can be coordinated across the Churton Park and Glenside communities and with the Wellington Emergency Operations Centre
 - > When people arrive at those centres, arrangements will be made to gather information on local needs and offers of help. That information will be recorded in status reports and actioned where possible. Status reports will also record which streets and areas have been checked.



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?

- > Churton Park Medical Care, 107 Westchester Drive - has its own emergency response plan, linked with memorandum of understanding with Churton Park Pharmacy (for emergency medical supplies)
- > Pharmacists at Churton Park Pharmacy – there are usually 2 on duty during opening hours
- > Registered Nurse at Churtonleigh Resthome & Hospital

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



- > Churton Park Medical Care is set up to move to Amesbury School as a temporary base if the medical centre cannot be used
- > Churton Park Physiotherapy – the physiotherapists are willing to provide space for use as a clinic (probably in conjunction with the medical centre) or triage site but the rooms are not big. Managers live out of area.
- > Churtonleigh Rest Home & Hospital, 24 Mallard Grove
- > Space in warehouses at 230 Middleton Road
- > Vet – for minor injuries

Who can help provide medical assistance?

- > Churton Park Medical Care – The medical team live in Churton Park or its neighbouring suburbs and are not expected to be called to assist at the hospital in the event of an emergency. They are advised to return to work after the immediate needs of their families have been met. The intention would be for the medical centre to resume normal operation as soon as possible. This would include checking on their most vulnerable patients.
- > First Aiders to go to the Hub
- > Medical professionals who cannot get to their usual place of work should go to their nearest medical centre to assist.

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

- > Assisted walking
- > Community Patrol & car (Churton Park and Glenside)
- > Coordinate first aid and street-to-street surveys from the Community Emergency Hub

- > Medical Centre will treat patients and provide secondary medical triage
- > Private vehicles
- > Set up space at Amesbury School for patients
- > Use available transport beds e.g. cot side, ladders, forklift

Where can we get extra supplies?

- > Churton Park Pharmacy
- > Churton Park Physiotherapy - medical supplies are limited by the nature of their work
- > Churtonleigh Rest Home, 24 Mallard Grove, Churton Park – stock would be for limited use by immediate care of the residents.
- > New World Churton Park, 69 Lakewood Ave – first aid supply section & workplace first aid kits
- > People's cars for first aid kits
- > People's homes – first aid kits
- > Places that may have limited medical supplies:
- > Vets

Where are there Defibrillators?

- > Churton Park Community Centre
- > Churton Park Medical Centre
- > Churtonleigh Rest Home



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 tap 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 tradespeople – 10 – 15 builders in Churton Park
- > Local volunteers
- > Mike Russell Properties (Developer). He and his office staff have an extensive network of contractors and other contacts, many of whom live in Churton Park and whose skills would be invaluable. In an emergency, we should contact his office to see what assistance could be provided.

Where can we get resources to make repairs?

- > Garages
- > Local tradespeople



-
- > Mike Russell Properties (Developer) equipment and supplies that may be needed to respond to an emergency would not necessarily be there as they are hired or purchased for particular jobs. Mike is happy to contact tradesmen after an emergency to help where they can.

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

- > Local homes
-
- > Underwear etc. from New World Churton Park, 69 Lakewood Ave

What open spaces could accommodate temporary shelter?

- > Encourage people to put up a tent in their own yards.
-
- > New sections
-
- > Reserves including Glenside Reserve, Churton Park Reserve Edward Wilson Reserve, John Walker Park, and Lakewood Reserve
-
- > School fields
-
- > Use list of Places & Spaces
-
- > Use parks for public toilet facilities

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

- > 230 Middleton Road (Warehouse space and large carpark)
-
- > Camping equipment
-
- > Churton Park Community Centre

-
- > Encourage people to go to family, friends, and neighbours
-
- > Glenside Reserve (grounds beside Halfway House, 248 Middleton Road)
-
- > Schools (Amesbury and Churton Park)
-
- > Tennis club (Lakewood Ave)
-
- > Use list of Places & Spaces



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?

- > Amesbury School water tank
- > Campervans kept locally
- > Churton Park Dairy, 114 Middleton Rd (bottles)
- > Churton Park School water tank (also has bottled water for students)
- > Home supplies
- > Hot water cylinders
- > New World Churton Park, 69 Lakewood Ave (bottles)
- > Private water tanks (200 L emergency tanks)
- > Water Reservoir (once inspected – may be up to a week)
Halfway House, Glenside Reserve – water pumping and distribution equipment



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

- > Carrying bottles to neighbours – vehicles, pushchairs, wheelbarrows or wheelie bins filled with containers
- > Prioritise bottles from supermarket/dairy
- > Use information from street-by-street checks

Where can we find water for washing and cleaning?

- > Collect rainwater
- > Glenside Warehouse space at 230 Middleton Road has sprinkler tanks (6x 22,000L tanks)
- > Greywater tanks at Amesbury School
- > Monterey swimming pool
- > Porirua Stream
- > Stebbings stream
- > Stream in Lakewood reserve
- > Toilet cisterns

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

- > Don't drink swimming pool water e.g. from Monterey
- > Grey water
- > Pool water
- > Reticulated supply from taps – check WEMO for advice before using
- > Spring water below houses – may be contaminated with sewage
- > Springs and waterfalls

- > Stagnant water
- > Streams (Stebbings / Porirua)

What places would be good distribution points?

- > Amesbury School
- > Churton Park School (as the Community Emergency Hub)
- > New World Churton Park, 69 Lakewood Ave /Community Centre carpark
- > Warehouse depot at 230 Middleton Road



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?

- > New World Churton Park, 69 Lakewood Ave. Emergency power supplies allow people to leave the store safely in the event of an emergency but do not provide refrigeration power.
- > Spices Indian Takeaway – may be able to provide perishable food at cost. Manager lives out of area
- > Churton Park Dairy
- > Thyme Café – have canned and frozen food on site for an emergency
- > Simmer Café – may be able to provide perishable supplies at cost. Manager lives out of area
- > Takeaway@Churton (Fish 'n' Chips) – may be able to provide perishable supplies at cost.

Where else could we find food?

- > Individual homes
- > Check supplies left at school

How could we organise to feed large groups of people?

- > Use perishable food first
- > Feed people from an agreed distribution point
- > Church kitchen facilities
- > Use volunteer groups at facilities with cooking capacity
- > Send people in need home with a family - feed a stranger
- > Monterey has a BBQ area in the middle for gatherings of Monterey residents



Where can we get cooking and catering supplies?

- > Churtonleigh, 24 Mallard Grove, has a commercial kitchen with electric ovens and gas hobs. If gas and electricity are available, the kitchen could provide an emergency kitchen service.
Backup cooking facilities are a small barbecue.

- > Churton Park Community Centre – some crockery

- > New World Churton Park, 69 Lakewood Ave

- > Schools (BBQs, Kitchens, large sets of crockery)

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

- > Takeaway containers

- > Neighbours

- > Street Coordinators (Glenside)



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)

- > Churton Park Village Vets, 69 Lakewood Ave. (The vet could house stray/found pets and assist with reunification but in very small numbers. Stocks of pet food are small. Managers live out of area.)

- > Dog kennels – Glenside, 491 Middleton Road (Capacity for 65 dogs. Location and long steep driveway means might be difficult place to access after an emergency)
- > Animal Medical Centre, 114 Middleton Road

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)

- >
- >
- >
- >

