

KOITIATA CIVIL DEFENCE

COMMUNITY RESPONSE PLAN

RESILIENT COMMUNITIES TOGETHER - August 2022

**PLEASE
KEEP THIS PLAN
SAFE IN YOUR
HOME**

CONTENTS

1	Introduction	4
2	Plan Purpose	4
3	Community Overview	5
4	Geographical Map	6
5	Significant Threats To Koitiata	6
6	Alert And Warning Systems.....	8
7	Emergency Response Guidelines.....	9
8	Declarations	9
9	Response Group Committee.....	10
10	Emergency Response Group.....	11
11	Agency And Other Group Responsibilities.....	12
12	Plan Activation	13
13	Emergency Centres	13
14	Communication.....	14
	Appendix 1 Hazard Map	16
	Appendix 2 Hazards	17
	Appendix 3 Warnings for New Zealand.....	18
	Appendix 4 Plan activation process	19
	Appendix 5 Evacuation Process	20
	Appendix 6 Priority Contacts	21
	Appendix 7 Local Resources.....	22
	Appendix 8 Welfare Centre Information	23
	Notes.....	24

1. INTRODUCTION

This plan has been prepared to provide a Civil Defence Community Response Plan for the Koitiata Community in the event that the community is required to respond to any civil defence emergency or take action in advance of any civil defence emergency to prevent potentially devastating effects.

When an emergency occurs, this plan will be activated by the community in response to the event. Other agencies will respond to the event by activating their own plans and coordinating their activities with other agencies to manage the impact on the community.

This plan has been prepared with the aim of providing an effective, planned civil defence emergency response that links the community and the civil defence organisations in the Manawatū/Whanganui region.

In preparation of surviving a civil defence emergency the community should undertake to be personally prepared with survival kits of water, food, lighting, heating, radios, spare batteries and medical supplies (or for more detail on survival information or visit www.getthru.govt.nz).

2. PLAN PURPOSE

The purpose of this plan is to identify hazards that may impact on the Koitiata Community, and to provide a plan whereby the community within is able to respond and remain self reliant for at least **three** days without any outside assistance if an emergency occurs.

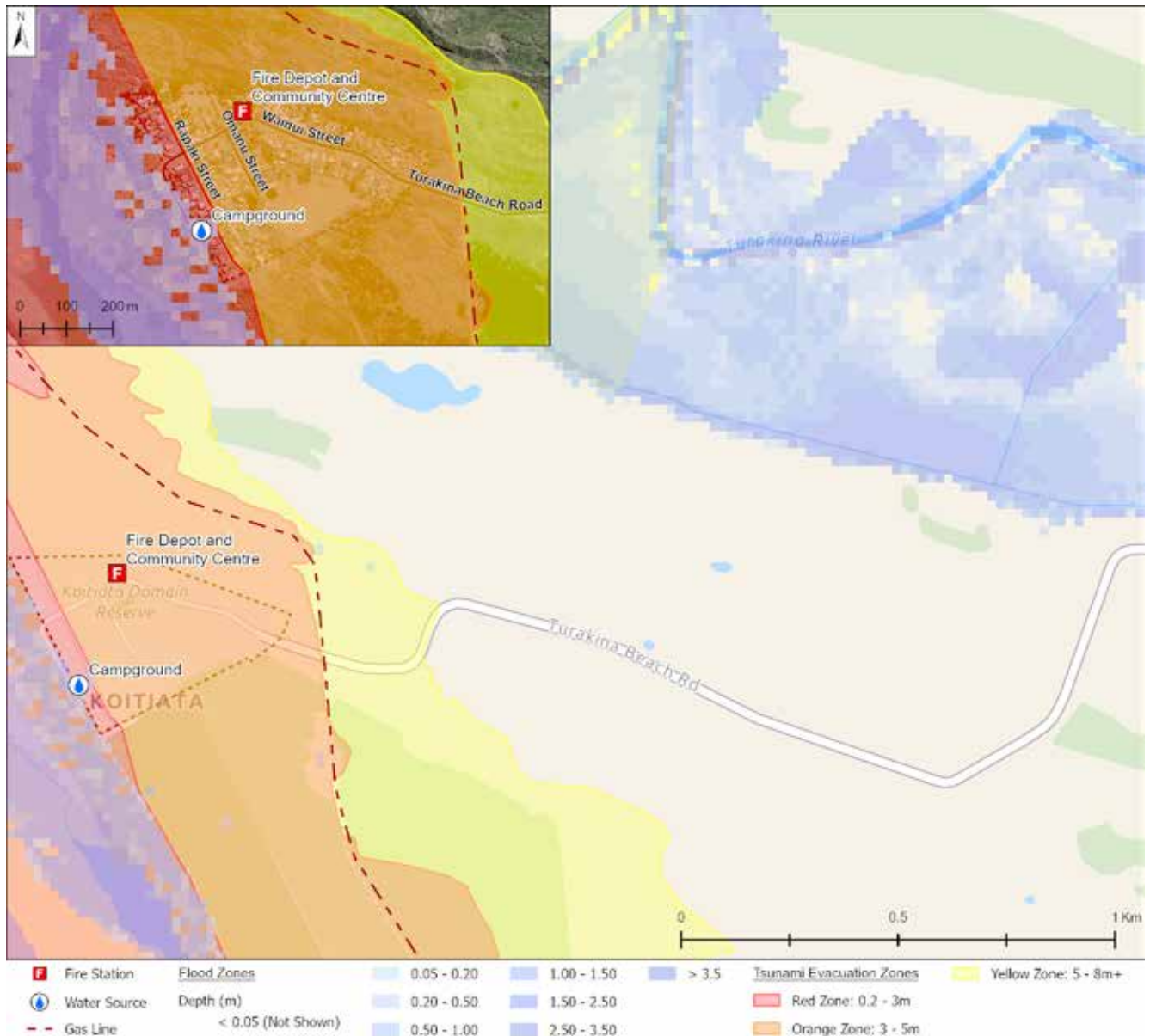
3. COMMUNITY OVERVIEW

Koitiata is located on the west coast of New Zealand's North Island, adjacent to Turakina Beach and the mouth of the Turakina River, 33kms south of Whanganui, 60kms west of Palmerston North. The village was established in 1917 as a "sea-side resort", and over the last 100 years it has developed into a quiet coastal village.

About half of the village's 117 houses are lived in by 100 or so permanent residents. The balance of the properties are holiday homes, for people from all over the lower half of the North Island, and some even further afield.

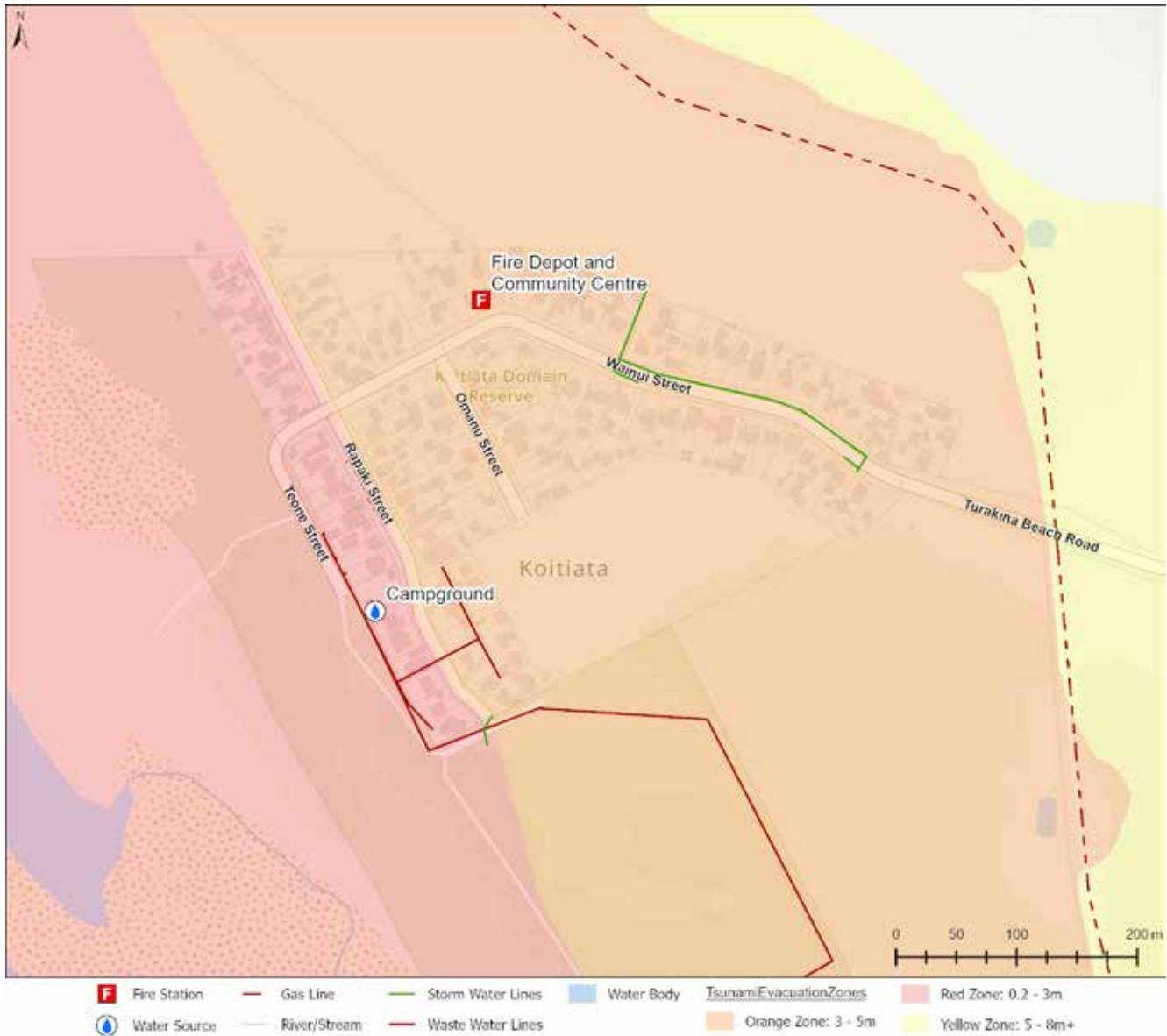
The community's playground is the adjacent and ever-changing long black sandy Turakina Beach.

- Resident population is 128 as per 2018 census.
- Holiday population – camp ground and Te Araroa Trail walkers can add up to 50 additional people at any given time.



4. GEOGRAPHICAL MAP

For the purpose of this plan, the geographic area of coverage for the Koitiata Community will include all of Wainui Street, Omanu Street, and Rapaki Street.



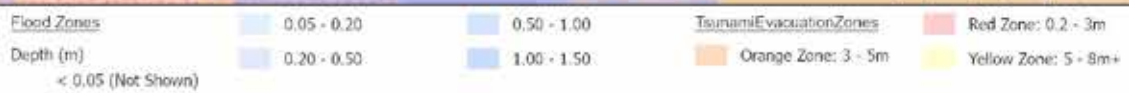
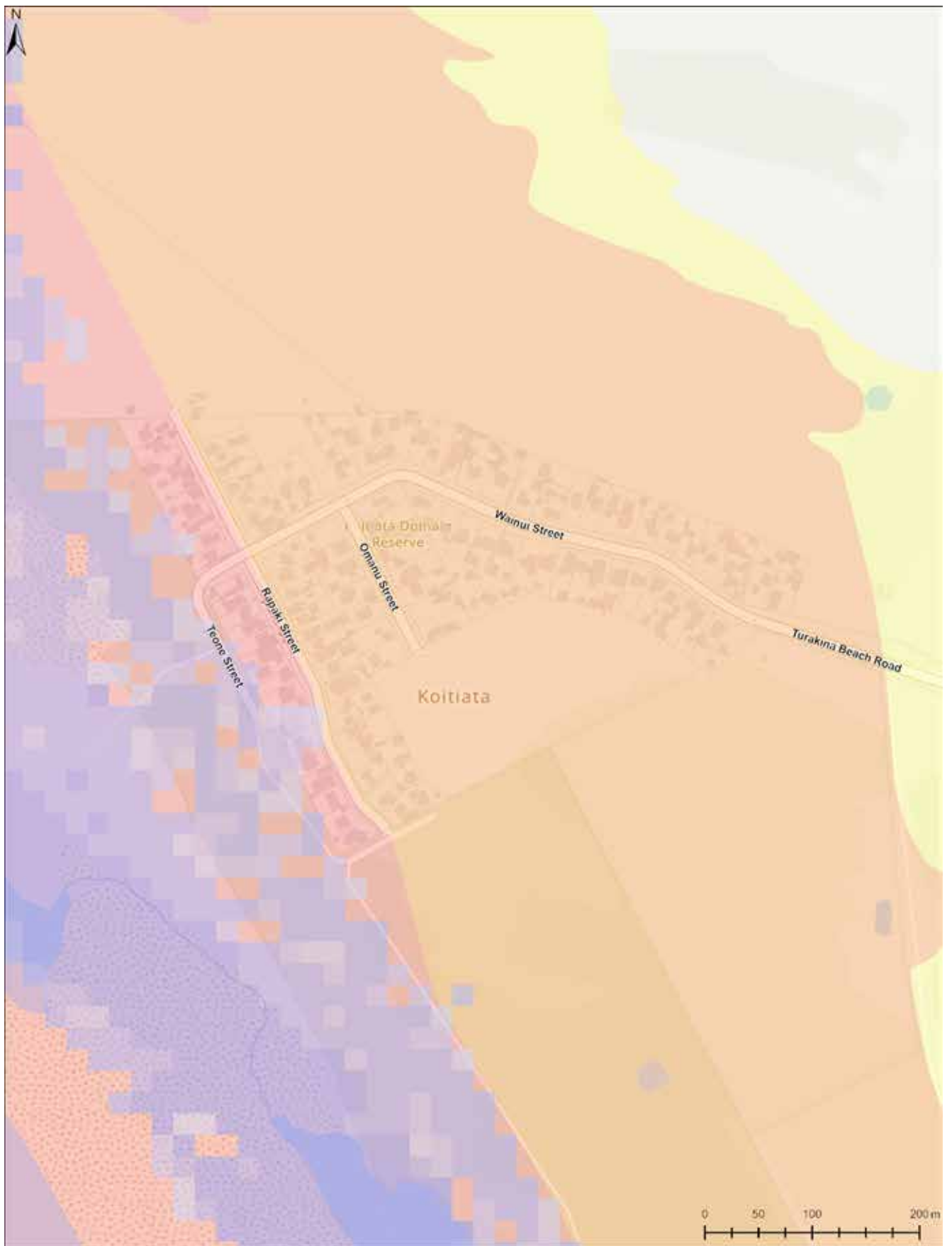
5. SIGNIFICANT THREATS TO KOITIATA

Hazards which pose a significant threat to Koitiata Community may include:

- Tsunami
- Tide surge
- Cyclones
- Flooding
- Earthquake
- Fire
- Gas explosion from Natural Gas Pipeline
- Influenza pandemic – add standard Covid blurb

A more detailed list of hazards and their effects on the community is contained in Appendix 2.

Of the risks identified above which could have the greatest impact on the Koitiata Community. Flood, cyclone, Tsunami .



6. ALERT AND WARNING SYSTEMS

The Rangitikei District Council is a member of the Manawatu Wanganui Regional Civil Defence Emergency Management Group and receives warning of adverse natural events from Central Government, the Meteorological Service, the Institute of Geological and Nuclear Sciences and from other agencies. See appendix 3 for a description of warnings received and disseminated in New Zealand.

Warning systems in place for Koitiata Community are as follows:

International Warnings:

The **Pacific Tsunami Warning Centre** (PTWC) sends notification of tsunami in the Pacific Ocean area to all registered subscribers. When a warning from the Pacific Tsunami Warning Centre (PTWC) is received in New Zealand it is evaluated by the Ministry of Civil Defence Emergency Management for its relevance to the New Zealand coastline. If considered necessary the ministry will issue **National** Tsunami Warnings and Advisories and notify regional and local Civil Defence and Emergency Services and pre-planned warnings and evacuations will be put into effect.

National Warnings:

These will be received by councils and Police/Fire/Ambulance Communication Centres and disseminated to regional and local emergency responders. National warnings come from the ministry and from different agencies who are contracted by the ministry (see appendix 3-warnings for New Zealand). For example:

- The Metservice issues severe weather warnings and watches for storms, cyclones, snow, thunderstorms and wind.
- The Institute of Geological and Nuclear Sciences provides earthquake and volcanic bulletins.
- The Ministry of Health and District Health boards provide public health warnings for e.g. Pandemics.
- Ministry for Primary Industries (MPI) disseminate alerts and warnings for animal disease outbreaks.
- The Ministry of Civil Defence and Emergency Management provides tsunami warnings and advisories.

Natural Warnings:

For some natural events there are no pre-warnings, for example an earthquake. But an earthquake can be a natural sign that a tsunami may follow if the sea has been displaced. This natural warning should be heeded by the public who should make for higher ground. If an earthquake is long and strong – get gone to higher ground.

Local Warnings:

All television and radio networks will provide public information. Public should listen to the radio, (including in your vehicle if need be), check TV coverage, check for information on your preferred social media or Google and follow instructions eg. Koitiata Face book page.

Community Warnings:

The Koitiata Community encompassed in this plan should have in place a Communication Plan with a method of contacting members of the community to warn them of an impending event that may have a significant risk to life and property. The first calls will be to all low lying at risk areas to initiate evacuation if required.

Communities and individuals can evacuate when and if they want to at any time without direction if they wish to.

7. EMERGENCY RESPONSE GUIDELINES

Incidents of emergencies are categorised into five levels reflecting the intensity of scope of the event that has occurred.

The broad headings of the levels of response are:

1. Local incident declaration not required and emergency is dealt with by the Emergency Services.
2. Local incident declaration not required, but some external support is necessary.
3. Imminent state of local emergency is being considered and if of local significance.
4. Imminent state of local emergency that is regionally significant.
5. Imminent or state of National emergency.

8. DECLARATIONS

Only the following persons may declare a state of Civil Defence Emergency within the Rangitikei District Council:

1. The Mayor of the Rangitikei District Council
2. An elected member of the Rangitikei District Council authorised to act on behalf of the mayor, or if the mayor is absent
3. The Rangitikei Civil Defence Emergency Management Group Controller.

When a civil defence emergency is declared, the Civil Defence Emergency Management Act 2002 is invoked which gives Emergency Services and Police additional powers over and above their respective acts.

The lead agency in the event of any emergency response is the agency that has the legislative or agreed authority for control of the incident or emergency.

Fire and Emergency New Zealand - control and suppression of fires and other specialist functions.

New Zealand Police - maintain law and order, exercise additional powers as required during the state of emergency.

Ministry of Health - control the outbreak of infectious diseases.

THE CIVIL DEFENCE CONTROLLER HAS ABSOLUTE AUTHORITY OVER ALL PERSONNEL

All instructions given by the Emergency Services and the Police must be followed without exception.

10. EMERGENCY RESPONSE GROUP

The overall responsibility of the Koitiata Community Response Group is to liaise with police and emergency services to initiate and assist in response to a civil defence emergency.

The Koitiata Community Response Group responsibilities prior, during and after an emergency are listed below.

Prior to an emergency:

- Ensure the Koitiata Community Response Plan is kept current and reviewed annually at the Koitiata Residents Committee Annual General meeting.
- Act as a point of contact for Civil Defence in the Koitiata Community
- Where possible communicate the plan to the greater community at every opportunity (i.e. community days, school events, community meetings...)
- Test the plan when requested and participate in joint exercises if possible.

During an emergency:

- Where possible establish contact with Civil Defence at the Rangitikei District Council. If requested activate the Koitiata Community Response Plan
- If contact cannot be made with either the Rangitikei District Council or the emergency services and if required then activate (see section 12 for activation process)
- Ensure that critical warning information is communicated to the community as quickly and efficiently as possible
- Liaise with the emergency services if at all possible to get an overview of what is happening and what is required
- Relay information back to the Rangitikei District Council civil defence if possible about:
 - The plan of action taken
 - SITUATION REPORTING (i.e. overview of the situation, casualties, damage, other threats...)
 - Services and assistance required from civil defence
- If required set up an emergency control centre or a welfare centre if requested or if people have been evacuated or misplaced from their homes;
- Provide assistance if required by the emergency services to help evacuate the affected community.

After an emergency has occurred the main avenue for the collection of information will be from local sources and those persons identified in this plan. The early collection of information is very important as it will assist in determining the scale of the response that is required.

After an emergency:

- Work in support of any recovery efforts in the Koitiata Community.
- Hold a de-brief of the groups response to see if there needs to be any improvements or there are things that worked really well that should be continued.
- Arrange to get the plan updated with any improvements or new ideas that have come about as a result of the emergency.

There is also the commitment of the Rangitikei District Council to provide the following in support of the Koitiata Community Response Group:

- To maintain and ensure that early response warnings are being received by the Rangitikei District Council
- Ensure that vital information of any threat is forwarded to the Koitiata Community Response Group without delay, where communication is possible
- Provide advice and guidance to local communities developing and testing their plans
- Provide opportunities for training exercises as requested by the Koitiata Community Response Group.

11. AGENCY AND OTHER GROUP RESPONSIBILITIES

The roles and responsibilities of the emergency services is clearly defined by legislation. In the event of this plan being activated due to an emergency occurring, the roles and responsibilities of the community groups are set out as below. However, it is intended that by agreement, it is acknowledged that these roles are intended to be flexible if required.

Police

- Maintain law and order
- Protect life and property
- Assist the coroner
- Co-ordinate movement control
- Search and rescue

Fire and Emergency New Zealand (FENZ)

- Fire fighting responsibilities
- Containment of releases and spillages of hazardous substances
- Urban search and rescue
- Limitation of damage, eg. flood or storm damage to property
- Redistribution of water for specific needs
- Provision of emergency medical care (brigade trained to level of co-responder)

St John Ambulance

- Provision of emergency medical care

Coastguard

- Coordination of marine rescue
- Provision of alternative communication if required via VHF and SSB

12. PLAN ACTIVATION

This Plan may be activated by the following:

- Local Incident Controller
- Local emergency services personnel
- The Koitiata Community Response Group chair in consultation with either of the above if contact can be made
- The Koitiata Community Response Group chair in isolation only if contact cannot be made with either the Local Incident Controller or local emergency personnel

There may be situations when an event has not occurred but the local community is concerned about the impact of a potential threat and this plan can be activated. For example an impending tsunami or cyclone may cause the activation of this plan.

This plan is also designed to be activated when there is limited or no contact with the Rangitikei District Council and it outlines the process the community will go through to work together to support themselves in an emergency.

The community may also be asked to activate the plan as part of a local, regional or national exercise to test its capability.



13. EMERGENCY CENTRES

An emergency control centre or welfare centre may be established for any event if it is required. An emergency control centre can be set up at the discretion of the Community Response Group. The location of the centre will be determined by the impact of the disaster and it is likely that the emergency control centre will be at the same location as a welfare centre if one is to be set up.

The Community Response Group should when possible inform the Rangitikei District Council when it is contemplating setting up a Welfare Centre. In absence of any means to contact the Rangitikei District Council the Response Group can set up a welfare centre at the Koitiata Community Hall to receive evacuated persons from within the Koitiata Community area.



14. COMMUNICATION

Communication is the critical component of this community response plan. People within the community must be alerted to an impending emergency or be contacted after an emergency or an event has occurred. Communication must also be made outside the community to relay the situation and request any assistance if required.

This Plan must also be communicated to the community.

Communication within and between communities:

Communication typically relies on the following communication pathways:

- Telephone
- Facebook (Koitiata Community)
- Email (Koitiata4581@gmail.com)
- Radio Networks
- Radio telephone
- Face to face (neighbours calling on neighbours)
- Camp ground information to campers (announcement/signage)
- Te Araroa (www.teararoa.org.nz)

During emergencies there are often disruptions to these telecommunications pathways (i.e. with loss of power, cell phone towers and poor satellite coverage) and the following alternatives have been identified if traditional communication pathways have become interrupted to communicate with those outside the community:

- This could include VHF radio or satellite phone - Coastguard VHF Channel 16

Alternative communication within the community when the normal means of communication has been disrupted:

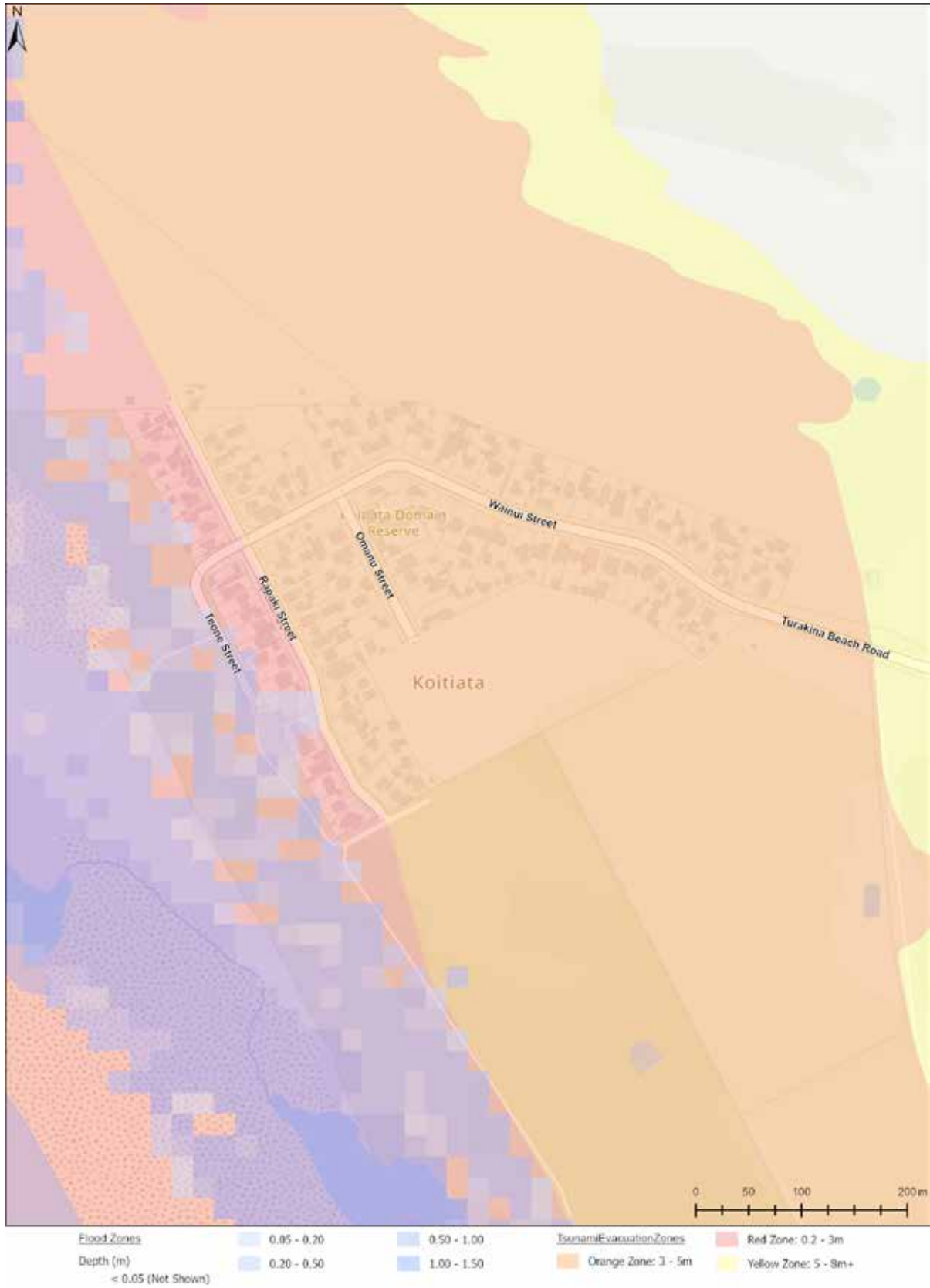
- This could include face to face contact, whistles, alarms, loud speakers etc
- Refer to Koitiata Communication Plan

Communication of this Plan to the community

This Plan needs to be communicated to the wider community if it is to be effective and representative of the entire community. The following have been identified as means of communicating this Plan to the wider community:

- Delivery to every household in the community
- Presentation at community meetings (AGM)
- Include in new resident welcome pack
- Stands at community events
- Notices on community notice boards
- Notice or articles in community newsletters
- Website
- Market Days
- Training exercises

APPENDIX 1: HAZARD MAP



APPENDIX 2: HAZARDS

Significant threats to Koitiata Community include but are not limited to:

Threat	Probability	Impact to Koitiata
Flooding	Medium	Road Access denied May Cause bridge washouts Most areas in Koitiata Community are affected Community cut-off from outside Community may have to be self-sustainable for at least three days.
Bridge Washout	Medium	Road access denied Community may have to be self-sustainable
Cyclones	High	Can be life-threatening Cause of panic & fear - in particular to elderly Loss of power affecting water pumps & appliances Telephones not working properly Damage to property or homes Community may have to be self-sustainable
Forest Fires	High	Can be life-threatening Extreme risk at peak season due to dry weather Risk increased due to arrival of visitors in the area Road Access could be denied Damage to property or homes Community may have to be self-sustainable
Tidal Surges	Medium	Becoming more frequent Cause of flooding in some areas Road access could be denied Coastal erosion - foreshore damage Damage to property or homes
Tsunami	Low	Definitely life-threatening Total evacuation of residents & visitors necessary Various options identified: <ul style="list-style-type: none"> • Head for higher ground • High Ground at Andrew Major's Cowshed • Turakina School Grounds • Evacuees have to be self-sustainable
Earthquake	Medium	Can be life-threatening Damage to property or homes Could cause tsunami Road access could be denied Community may have to be self-sustainable
Extended power outages	High	Community may have to be self-sustainable for at least three days.

Hazard identification determines which hazards threaten areas of the community and the probability identifies how likely it is that the disaster will occur.

APPENDIX 3: WARNINGS FOR NEW ZEALAND

The following table outlines risks and the monitoring agency responsible for issuing warnings:

Particular Risk or Hazard	Monitoring Agency	Comment
Severe Weather Outlook Watch or Warnings Storms Flooding Wind	Meteorological Service of New Zealand (Met Service). www.metconnect.co.nz	National Weather Services (NWS), A division of the Met Service collects and analyses meteorological data from around New Zealand and the world, from which the many different types of weather forecasts are made. The NWS is responsible for the safeguarding of New Zealand lives and property through the issuing of Severe Weather Watches and Warnings.
Tsunami	Ministry of Civil Defence Emergency Management from the Pacific Tsunami Warning Centre.	Monitored by the Pacific Tsunami Warning Centre and reported to MCDEM. Within New Zealand MCDEM are responsible for the issue of any Tsunami Warning.
Earthquake	Institute of Geological and Nuclear Sciences	Monitored by the Institute of Geological and Nuclear Sciences who are responsible for alert bulletins issued to MCDEM and CDEM Groups.
Volcanic Eruption	Institute of Geological and Nuclear Sciences	Monitored by the Institute of Geological and Nuclear Sciences who are responsible for alert bulletins issued to MCDEM and CDEM Groups.
Public Health Warnings	Ministry of Health and District Health Boards	Develop and disseminate alerts and warnings to CDEM Groups and the general public.
Flood Warnings for major rivers	Rangitikei Regional Council	Develop and disseminate river flood warnings to the public, emergency responders and pre-arranged landowners.
Wildfire	Fire and Emergency New Zealand (FENZ)	Adverse weather conditions likely to increase the possibility of wildfire are monitored by FENZ, which will institute appropriate fire bans and if necessary disseminate warnings.
Animal Disease Outbreaks	Ministry of Agriculture and Forestry	Dissemination alerts and warnings to CDEM Groups and public.

APPENDIX 4: PLAN ACTIVATION PROCESS

The Koitiata Community Response Group is responsible for the activation of this plan in the lead up to an event that is known to be likely to occur due to advance warning, or as a result of a sudden event. The community may also be asked to activate the plan as part of a local, regional or national exercise to test its capability.

Initial actions

WHERE ADVANCE WARNING OF AN EVENT IS RECEIVED BY CIVIL DEFENCE OR THE RESPONSIBLE AGENCY THEN:

DO THIS

Notify the Police, Fire & Emergency NZ, Ambulance and a response group member.

- | | | |
|-------------------------|--------------------|--|
| • Police | Marton | 06 327 6555 (if no answer, call Palmerston North Police 06 351 3600 or if an emergency dial 111) |
| • Fire | Koitiata | 06 327 3698 (not manned 24/7) |
| • Fire | Marton | 06 327 8888 |
| • St John | Whanganui Hospital | 06 348 1234 |
| • Response Group Member | Alan Benson | 0274 452 018 |
| • Response Group Member | James Bryant | 027 303 6147 |
| • Response Group Member | Keith Gray | 06 327 3985 |
| • Response Group Member | Neville Palmer | 027 443 7776 |
| • Response Group Member | Trevor Jurgens | 06 327 3901 |
| • Welfare Group Member | Suzie Bryant | 027 699 1129 |
| • Welfare Group Member | Jo Anson | 027 446 3261 |
| • Welfare Group Member | Maree Cairns | 027 662 9040 |
| • Welfare Group Member | Kelly McFarlane | 06 327 3974 or 021 192 4038 |

ONCE THE ABOVE GROUP RECEIVES ADVICE OF THE EVENT, THEY SHOULD:

DO THIS

- Response group to liaise at the hall to determine what actions should be taken
- Notify all other members of the response group
- Brief them on the warning that has been received and current situation
- Consider who will be affected and where
- Consider a suitable location for a control centre if required
- Consider initial actions for the establishment of a Welfare Centre if required
- Notify the Civil Defence Controller with actions taken

WHERE AN UNEXPECTED SUDDEN EVENT OCCURS:

REMEMBER

The person in charge of the lead agency or the community should activate this plan if required or at all possible.

14. EVACUATION PROCESS

Evacuation Priorities- KOITIATA COMMUNITY

Civil Defence warnings to this area will be by the following methods:

- Warnings via radio stations, from stations listed below:

Whanganui Radios	Frequency	Manawatu Radios	Frequency
More Fm	92.8 FM	Newstalk ZB	927 AM
Radio Live	96 FM	Classic Hits	97.8 FM
The Avenue	105.6 FM	More FM	92.2 FM
National Radio	101.6 FM or 567 AM	Access Manawatu	999 AM
Newstalk Zb	1197 AM		
Classic Hits	89.6 FM		
Brian Fm	91.2		

- PA systems on emergency services vehicles
- Local procedures i.e. Refer to Communication Plan
- Cell Phone/Landline calls using (Koitiata Phone Directory)
- Verbal
- Facebook

IF THIS HAPPENS

Do this:

- Listen to your radio station (as noted above) and follow instructions
- Activate your communication plan to warn others
- Prepare to activate your own household emergency plan

IF YOU ARE REQUIRED TO EVACUATE

Do this:

Tsunami Warning

- If a large earthquake is felt, (one that is hard to stand up in) or
- A weak rolling earthquake shaking for an unusually long duration (i.e.; a minute or more) or
- Out of the ordinary sea behaviour, such as sudden sea level rise or fall and/or unusual noise, then;
- Activate community communication plan and alert residents on all low lying areas first
- Evacuate the area immediately and go to higher ground.
- Move to ground higher than 35 meters above sea level at pre-determined safe areas away from the coast and up as high as possible

For all other emergencies

Assemble with your own emergency survival kit as directed to:

The Community Hall / Welfare Centre, Wainui Street

THE CIVIL DEFENCE CONTROLLER HAS ABSOLUTE AUTHORITY OVER ALL PERSONNEL.

All instructions given by the Emergency Services and the Police must be followed without exception.

APPENDIX 5: PRIORITY CONTACTS

FIRE	All emergencies	Dial 111 (or activate call point located at front of Fire Station)
	Koitiata Fire Station	06 327 3698 (Not Manned)
POLICE	All emergencies	Dial 111
	Marton Police Station	06 327 6555 – if no response phone Palmerston North Police 06 351 3600
AMBULANCE	All emergencies	Dial 111
	Ambulance Station	Dial 111
COASTGUARD RADIO	Whanganui – VHF Channel	16
LOCAL CIVIL DEFENCE CONTACTS		06 327 0099 or 0800 422 522
DEPARTMENT OF CONSERVATION	Emergencies only	0800 DOCHOT
		0800 362 468
RANGITIKEI DISTRICT COUNCIL	Call Centre	06 327 000 or 0800 422 522
	Local area information	www.rangitikei.govt.co.nz www.facebook.com/RangitikeiDC/
ELECTED COUNCIL MEMBER	Waru Panapa	027 343 0405
	12 Ratana Road, Ratana Paa waru.panapa@rangitikei.govt.nz	
KOITIATA WELFARE CENTRE	Russell and Jenny Mason (caretakers) OR Keith Gray	06 327 3995 06 327 3985
	10 Omanu Street	
HORIZONS REGIONAL COUNCIL	Regional Information and updates	0508 800 800 www.horizons.govt.nz www.facebook.com/horizons/
MARTON PHARMACY	Medication Emergency Supply	06 327 0050 027 359 5666

APPENDIX 7: LOCAL RESOURCES

COAST GUARD RADIO	VHF Channel 16		
LOCAL RADIO STATIONS	Whanganui Radio Stations	More FM 92.8FM Radio Live 96FM The Avenue 105.6FM Classic Hits 89.6FM National Radio 101.6FM or 567AM Newstalk ZB1197AM Brian FM 91.2	
	Manawatu Radio Stations	Newstalk ZB 927AM Classic Hits 97.8FM More FM 92.2FM Access Manawatu 999AN	
	GENERATORS TRACTORS CHAINSAWS	FENZ have chainsaws Tractors and generators are available within the community	0274 452 018
	RADIO COMMS	Civil Defence Radio FENZ Coastguard FENZ Volunteers	
TRAINED RESPONDERS			
DEFIBRILLATOR	Located at Koitiata Hall FENZ also have Defibrillator one available. 0274 452 018 or 027 303 6147		

APPENDIX 8: WELFARE CENTRE INFORMATION

KOITIATA CENTRE	
Location	Wainui St
Access	Side of road
Coordinator	Russell and Jenny Mason - 06 327 3995
Centre Phone Number	Fire Shed (06) 327 3698 (not manned 24x7) or 0274 452 018 or 027 303 6147
To open as a welfare centre contact	Russell & Jenny Mason - 06 327 3995, Keith Gray (06) 327 3985, Neville Palmer 027 443 7776
Cater facilities	Community Hall
Toilet facilities	Community Hall
Parking	Ample parking
Building capacity	150 to 200
Alternative power supply	Generators (Several available in community)
Water supply	Tanks
Resources available	Fire Appliance, Pumps, Trailers, Portable Pumps, Generators, Sand Bags, Radio communications, Oxygen, Defibrillator, First Aid, Tractors, Chainsaws
Welfare kit on site?	Defibrillator

TURAKINA SCHOOL WELFARE CENTRE

Location	State Highway 3, south of Turakina Village
Access	Through school gateway from SH3
Coordinator	Alan Turtle 06 327 3703
Centre Phone Number	06 327 3864
To open as a welfare centre contact	
Cater facilities	Yes
Toilet facilities	Yes
Parking	Yes off Simpson Road and Cameron Road
Building capacity	100 people
Alternative power supply	No
Water supply	Yes, tank supply, (not working if no power)
Resources available	First Aid
Welfare kit on site?	No



CIVIL DEFENCE EMERGENCY MANAGEMENT
GROUP PLAN 2016 - 2021