



WAIMAKARIRI
DISTRICT COUNCIL

Civil Defence Emergency Management

EMERGENCY WELFARE PLAN

Being Prepared Not Scared

MARCH 2009

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WAIMAKARIRI EMERGENCY WELFARE PLAN

CHAPTER 1: INTRODUCTION

General

Emergencies impact upon the physical and emotional well being of large numbers of people who may suffer bereavement, physical injury, stress and separation from families. They may also experience personal losses of clothing, housing, household and other property, employment and income. The emergency may require care of the homeless following evacuation of all or part of a population from an affected area.

Welfare includes supporting people who have been affected by an emergency. People affected or threatened by an emergency may require provision of shelter, accommodation, food, clothing, financial assistance, personal support and advice. Registration of affected people is also a primary activity at a local level.

Welfare activity begins with readiness planning, extends throughout an emergency and the duration of the recovery phase. Experience confirms that the most effective emergency welfare is that provided at the lowest practicable level within the affected communities.

Purpose

A number of separate and diverse agencies are involved in emergency welfare and the purpose of the Waimakariri District Welfare Plan is to give effect to a coordinated approach to welfare services for both people and animals in the Waimakariri District area during and following an emergency.

Linkages

This Plan must be consistent with and relate to other plans including:

Guide to the National CDEM Plan 2006 – Section 12 (Welfare)

Canterbury CDEM Group Plan

Canterbury CDEM Group Welfare Plan

Canterbury CDEM Group Recovery Plan

Waimakariri District CDEM Local Arrangement

Waimakariri District CDEM Recovery Plan

Risk Analysis

The Group Welfare Plan (Section 5.1) requires this Welfare Plan to include at least one maximum credible event scenario that provides estimates of CDEM welfare needs on which to base local CDEM welfare planning.

This consequence-based planning will estimate the services required to meet the estimated welfare needs, assess whether existing resources in the Waimakariri District area are able to meet that need and, if not, identify what external assistance is likely to be required.

CHAPTER 2: NATIONAL CDEM PLAN – WELFARE

Welfare delivery operates in a coordinated manner at Territorial Authority (District), Group and National level (through the National Welfare Recovery Coordination Group) to provide integrated welfare services to individuals and communities through the response and recovery phases of an emergency. The National Welfare Recovery Coordination Group will assist with the provision and coordination of welfare when an affected CDEM Group (and therefore a Territorial Authority) cannot meet this need and requires support.

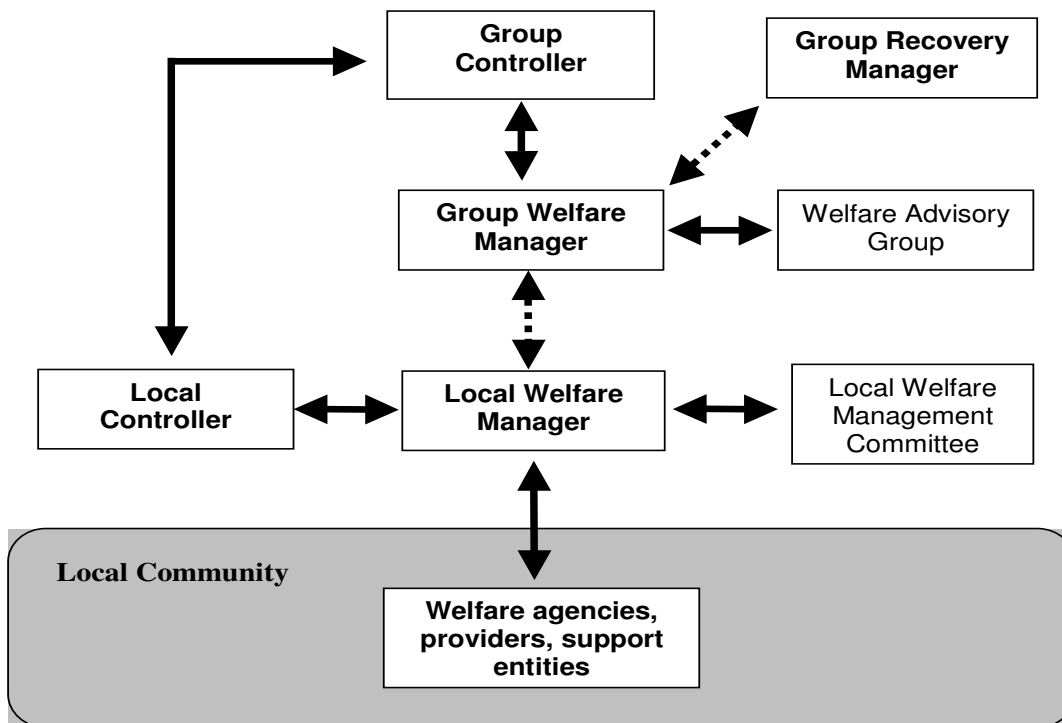
The National CDEM Plan and Guide provide the guidelines for the organisation, planning and operation of CDEM arrangements throughout the country. Section 12 of the Guide to the National CDEM Plan 2006 covers welfare matters. It should be noted that the Guide basically addresses welfare issues and coordination at a national level.

CHAPTER 3: CANTERBURY CDEM GROUP EMERGENCY WELFARE

WELFARE ADVISORY GROUP

The Group Welfare Advisory Group (WAG) was formed to develop, document and implement integrated emergency welfare planning for the Canterbury area. The WAG is tasked with providing a strategic overview and the formulation of policy relating to all aspects of emergency welfare in the Group area. The WAG will work collaboratively to develop Group level arrangements for the coordination of community welfare in the event of an emergency. Appropriate relationships and arrangements will ensure the optimum delivery of coordinated support to Local CDEM Welfare organisations and the communities they serve.

OUTLINE STRUCTURE



GROUP WELFARE MANAGER

The Coordinating Executive Group has appointed a Group Welfare Manager who reports to the Group Controller in an emergency. Details on the role are contained in Appendix 3 to the Group Welfare Plan.

GROUP WELFARE SECTION ROLE.

As part of the Group Emergency Coordination Centre there will be a Welfare Section headed by the Group Welfare Manager. During the readiness phase, the Welfare Section should identify the welfare resources available in the Group area and any shortfalls. The Section will handle the day-to-day coordination function of Group and/or provided national welfare resources to meet both the requested needs of the Districts during the response phase or those welfare gaps already identified during the readiness phase. The structure and staffing of the Section will vary depending on the nature, location and/or severity of the emergency.

CHAPTER 4 LOCAL EMERGENCY WELFARE ORGANISATION

INTRODUCTION

The Local CDEM Welfare Manager is responsible to the Local Controller for the overall planning and conduct of all emergency welfare activities during an emergency, including:

- the effective management of the Local CDEM Welfare Section and the most advantageous deployment of welfare resources;
- advising the Local Controller on welfare matters;
- liaison with heads of other EOC sections and emergency services on welfare needs;
- liaison with the Public Information Manager to ensure registration information is made available and for assistance with the provision of staff at Enquiry Centre(s).

EMERGENCY WELFARE MANAGEMENT COMMITTEE

A Welfare Management Committee has been set up to cover both Waimakariri District and Hurunui District to assist the Welfare Manager in the planning and conduct of emergency welfare functions.

This Local CDEM Management Committee, consists of members from all government and non government agencies who will have a statutory role to play in welfare as agreed by the signed Group MOU's. The aim is to assist both council during times of emergency welfare activation. Under the leadership of the Welfare Manager, it will coordinate specific welfare functions. .

WELFARE CENTRES

Waimakariri District Emergency Operations Centres [EOC]

Alternate EOC's are identified at the Council Service Centres in Rangiora, Kaiapoi and Oxford. In addition, the Kaiapoi Coastguard Centre is also identified as a suitable site.

Welfare Centres

The following buildings have been identified as having appropriate resources, size and facilities to be used as Welfare Centres; these are located at the following locations:

Rangiora	Rangiora District High School Admin Building/Assembly Hall	East Belt Rangiora
Rangiora	New Life Church Hall	East Belt Rangiora
Kaiapoi	Kaiapoi Community Centre	Sewell Street Kaiapoi
Kaiapoi	Kaiapoi High School Assembly Hall	Ohoka Road Kaiapoi
Oxford	Oxford Area School Assembly Hall and Gym	Bay Road Oxford
Woodend	Woodend Community Centre	School Road Woodend
Tuahiwi	Tuahiwi Marae Hall	Tuahiwi Road Tuahiwi

Sector Welfare Centres

All State Primary Schools have been identified as Sector Post in the Waimakariri District, each Sector Post has sufficient community volunteers trained to open these facilities and receive initial evacuees

CHAPTER 5; EMERGENCY WELFARE FUNCTIONS

INTRODUCTION

The Local CDEM Welfare Management Committee, under the leadership of the Welfare Manager, co-ordinates specific welfare functions as agreed under the MOU's with the Canterbury EM Group.

REGISTRATION (AND RECEPTION)

A Registration Co-ordinator has been appointed to manage the registration functions and the provision of information to the Public Information Section. A Registration Co-ordinator will liaise closely with the Public Information Manager at all times and will take direction on the operation of any Enquiry Centre from the Public Information Officer. The Registration Co-ordinator is a member of the Welfare Management Committee.

The functions of the Registration Co-ordinator include:

- advising the Welfare Manager on matters relating to registration;
- ensuring that evacuees, and persons reporting to Welfare Centres, and all casualties are registered;
- liaison with the Police for registration of the dead;
- liaison with other staff used to register people at various centres;
- compiling a Master Register of all persons registered for the purpose of providing information at an Enquiry Centre;
- liaison with schools and institutions etc, that are responsible for people in their care (all schools and institutions must ensure that, during a civil defence emergency, a register of all persons in their care at the time, is completed and available for CDEM purposes).

Assistance required for registration and enquiry purposes and not available from within the Welfare Section will be requested through the Welfare Manager, from the North Canterbury Citizens Advice Bureau and Red Cross

FIRST AID AND TRIAGE

General

The Order of St. John has accepted responsibility for the provision of first aid to injured victims of the emergency..

CATERING

The Salvation Army offers a variety of welfare support services in Waimakariri including stand alone mobile catering units. If they are unable to provide such service within the Waimakariri District, other organisations capable of providing emergency catering will be used e.g. Lions Club. A Catering Co-ordinator has been appointed to oversee all catering activities. This person is a member of the Welfare Committee.

The functions of the Catering Co-ordinator include:

- informing and advising the Welfare Manager on all matters relating to emergency catering;
- co-ordination of all available resources to ensure the provision of adequate meals to:
 - homeless and evacuees at Welfare Centres and Emergency Accommodation sites;

- casualties other sites;
 - relief workers from CDEM and other supporting organisation;
 - staff at Emergency Operations Centre;
 - others as determined by the Welfare Manager.
- Liaison with other members of the Welfare Section. Assistance required for catering purposes and not available from within the resources of the Welfare Section will be requested from the Community Welfare Centre Manager through the Welfare Manager.

ACCOMMODATION

An Accommodation Co-ordinator has been appointed to manage the provision of accommodation. The person is a member of the Welfare Committee.

The functions of the Accommodation Co-ordinator include:

- informing and advising the Welfare Manager on all matters relating to emergency accommodation;
- determining the emergency accommodation requirements of evacuees and homeless;
- arranging suitable temporary accommodation for evacuees and homeless – sources of temporary accommodation may be:
 - motels/hotels;
 - rental housing;
 - billets in private homes;
 - use of schools, halls etc.
- liaison with other members of the Welfare Section to co-ordinate other welfare services which might be required at emergency accommodation sites (e.g. catering, personal services etc).

Assistance required for accommodation purposes and not available from within resources of the Welfare Section will be requested through the Welfare Manager who will seek assistance from the Group Emergency Co-ordination Centre.

CLOTHING

New Zealand Red Cross has planning and operational responsibility for the provision of emergency clothing as per the Memorandum of Understanding between New Zealand Red Cross and the Canterbury CDEM Group. The Red Cross Area Manager is a member of the North Canterbury Welfare Committee and will manage this function.

The functions of the Clothing Co-ordinator include:

- informing and advising the Welfare Manager on all matters relating to emergency clothing;
- co-ordinating the supply and distribution of all emergency clothing, blankets and toiletries to victims of the emergency,;
- assessing the requirements for emergency clothing;
- obtaining supplies of clothing from sources including:
 - Red Cross;

- other suppliers of used clothing, such as Country Women's Institute and Federated Farmers etc;
- clothing retailers (for certain classes of clothing where stocks of used clothing are unsuitable or inadequate);
- arranging the collection, sorting, storage and distribution of donated clothing;
- liaison with other members of the Welfare Section.

Assistance required for clothing purposes and not available from within the resources of the Welfare Section will be requested from the Community Welfare Centre Manager through the Welfare Manager.

PSYCHOSOCIAL SERVICES

A Personal Services Co-ordinator has been appointed to manage this function. This person is a member of the Welfare Committee. The Personal Services Co-ordinator will be assisted by representatives from Government Social Service Agencies who have responsibilities under the National Civil Defence Plan and Memorandum of Understanding.

The functions of the Personal Services Co-ordinator include:

- informing and advising the Welfare Manager on all matters relating to personal services;
- ensuring the provision of assistance to allow emergency victims to resolve their immediate personal needs – this may include:
 - financial assistance to meet essential needs;
 - advice on insurance, banking, legal matters etc;
 - support services to overcome grief, shock and other disaster-related reactions.
 - special assistance to the elderly or handicapped people and unaccompanied children;
- liaison with advisory and counselling organisations and with other members of the Welfare Section.

Personal Service requirements not available from within the resources of the Welfare Section will be requested from the Community Welfare Centre Manager through the Welfare Manager.

DONATED GOODS AND MONEY

In the Waimakariri CDEM area, the responsibility for Donated Goods is a Logistics' function. The Council has set up a Mayoral Disaster Relief Fund for the purpose of receiving donated monies. All offers of money donations are to be directed to the Council's Finance & Business Support Manager.

COMPANION ANIMALS

The primary responsibility for domestic animals welfare lies foremost with the owners of the animals affected. However, Waimakariri District Animal Control Officer will support the Emergency Management Welfare Committee in the care of domestic companion animals and depending on the situation the SPCA may also be able to assist however they have no base in North Canterbury

SPECIAL WELFARE NEEDS OF RESPONDERS.

The needs of all CDEM responders during an emergency has been identified by the Logistical section of the EOC team. Any welfare needs including catering, clothing and care, rests with the Welfare Manager and the Local Community Welfare Centre Manager.

EVACUATION

General

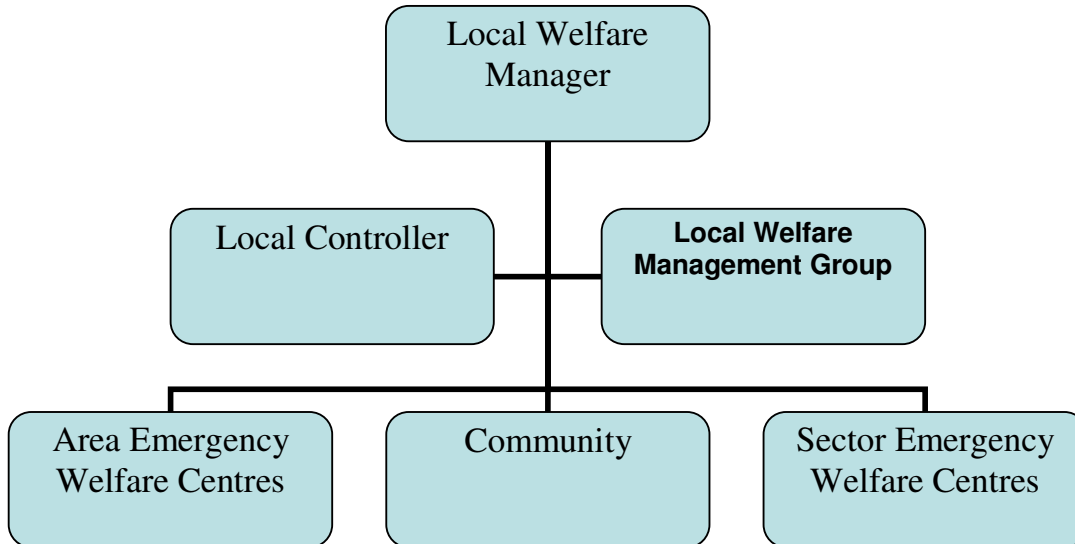
Evacuation is the responsibility of the Local Controller in a declared emergency. It is often managed and lead by NZ Police who will be supported by CDEM volunteers from the community affected.

People being moved must be confident they are going to a less hazardous situation than the one they are leaving.

SPONTANEOUS VOLUNTEER MANAGEMENT

The success of developing and utilising volunteer resources can be a critical element in Emergency Management. In a major emergency many volunteers will come forward either individually or as part of a group offering their services. A significant task will be incorporating these volunteers into our structure. Coordination of these volunteers must be controlled through the Logistics Manager at the EOC Care needs to be taken that this is not counter-productive to our efforts. Careful thought therefore needs to be given pre-emergency on how to go about incorporating this important resource.

CHAPTER SIX WAIMAKARIRI DISTRICT WELFARE OPERATIONS



CDEM WELFARE MANAGER AND WELFARE MANAGEMENT COMMITTEE

The CDEM Welfare Manager and Committee operates from the Emergency Operation Centre and is responsible for the establishment, staffing and continue operational efficiency of the welfare response. The Welfare Manager also maintains close liaison with the Logistics Section of the EOC.

The welfare response includes:

- emergency feeding and catering;
- temporary shelter or housing for evacuees;
- provision of emergency clothing, toiletries etc;
- assistance with personal services (financial, counselling, psychological services);
- registration of evacuees and staff;
- co-ordinating companion animal welfare.

AREA WELFARE CENTRE MANAGERS

Area Welfare Centre Managers will operate at Area Welfare Centres.

They will:

- co-ordinate all welfare operations for their respective centres during an emergency;
- co-ordinate and support the welfare provisions at any Community Centres set up in their area.

AREA EMERGENCY WELFARE

The CDEM Welfare response in Waimakariri is managed on a Ward basis (known as Areas). Each Area has a designated Area Emergency Welfare Centre. These are the main Welfare Centres for the Areas, although CDEM Community Welfare Centres may be set up in other Community Halls or schools to manage the initial Welfare response.

Each Area has an appointed Area Welfare Manager who is responsible to the Local Welfare Manager and Welfare Committee for the effective planning and use of welfare resources allocated to their Areas.

The functions of Area Welfare Manager include:

- informing the Welfare Manager of the welfare situation in their area;
- organising the necessary welfare response within their area, utilising resources available within and allocated to the area;
- requesting, through the Welfare Manager any additional welfare resources required to support Community Emergency Centres;
- Area Welfare Manager also acts as Area Emergency Welfare Centre Manager.

LOCATIONS AND COMMUNICATION

Subject to identified buildings being intact and useable, Area Emergency Welfare Centres are established at various locations to provide welfare relief operations. Communications between any Welfare Centre and the Welfare Manager at the EOC will be established and maintained with the assistance of the Communications Manager.

ACTIVATION OF WELFARE SECTION

The Local Welfare Manager (or Deputy) is responsible for the activation of the Local CDEM Welfare Section. Request to activate will come from the Local Controller or Emergency Management Officer.

The CDEM Welfare Manager (or Deputy) will activate those parts of the Local CDEM Welfare Section and/or Welfare Centres to meet the welfare needs of the emergency.

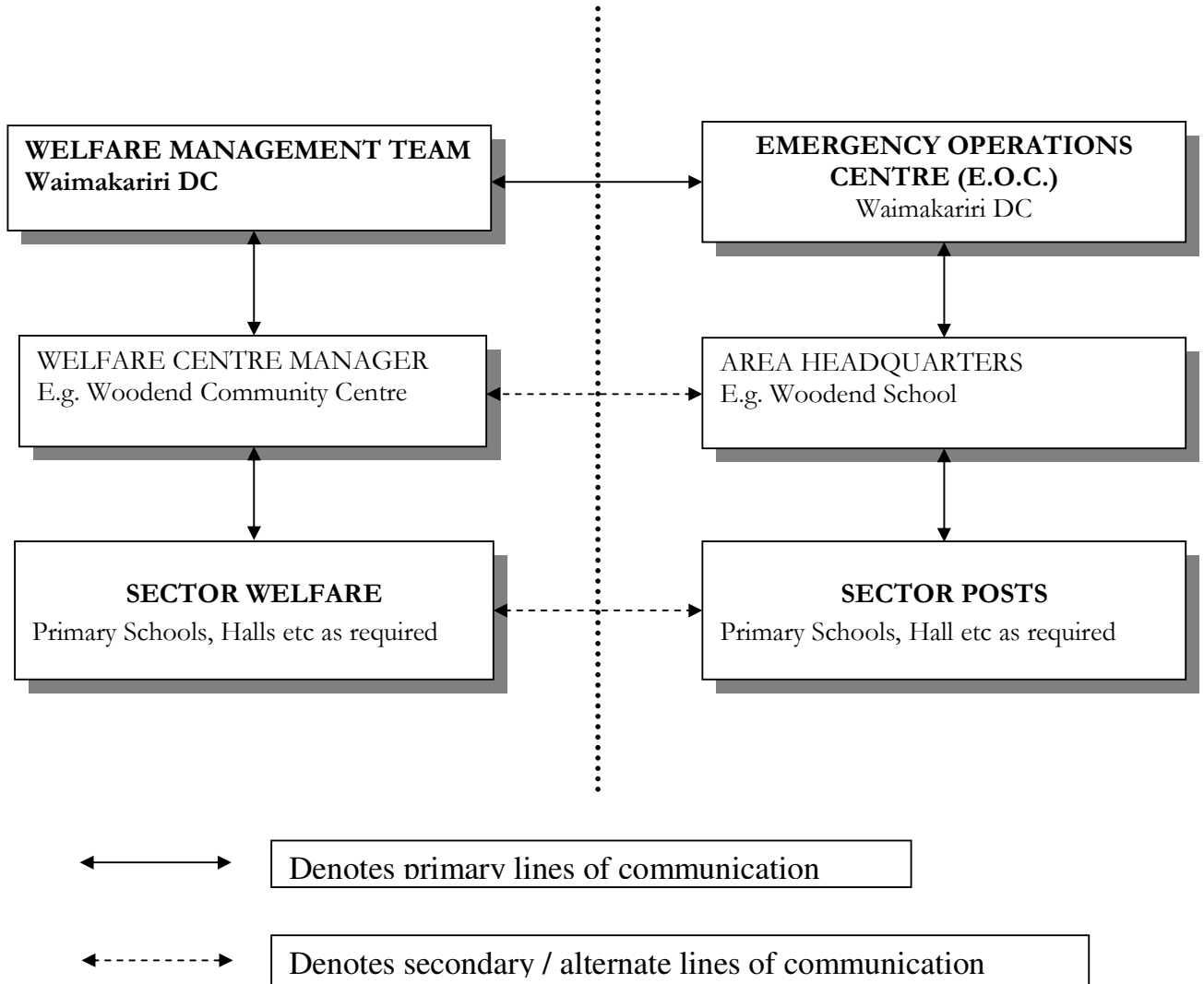
MEMORANDUM OF UNDERSTANDING

A number of Memoranda of Understanding are in place between National Agencies and the Canterbury CDEM Group. Copies can be found in the Canterbury CDEM Group Welfare Plan last section of this Plan.

These Memoranda of Understanding set out the provision of the minimum support these organisations will provide at Group and Local level. Provision of these services will be arranged through the Group ECC.

CHAPTER SEVEN: COMMUNICATIONS

COMMUNICATION RELATIONSHIP WELFARE ORGANISATION WITH EMERGENCY OPERATIONS CENTRE (EOC)



(a) Telephones

Existing telephone fax and e-mail systems will be used and supported by Cell Phones if available.

(b) Radio

Radio Communications network are to be established in the Welfare Centres wherever possible. This may be done with the Logistics Manager directly via the Amateur Radio Emergency Corp (AREC) who are present in the Waimakariri EOC.

(c) Other

Other methods can be used such as runners or riders. Sirens and public radio broadcasts may be used to communicate with the public. Communications will be the responsibility of the Logistics Section in the Waimakariri E.O.C. (Communications Manager).

CHAPTER EIGHT: WELFARE LEAD AGENCIES AND ROLES

INTRODUCTION

The initial emergency welfare response is the prime responsibility of Waimakariri CDEM Welfare Section, supported where necessary, by the CDEM Group ECC Welfare Section, with the agencies mentioned below having responsibility for subsequent longer-term welfare delivery during the response and recovery phases.

MINISTRY OF SOCIAL DEVELOPMENT

On behalf of the Ministry of Social Development, Work and Income will act as the lead Government agency for the co-ordination of the longer-term welfare response and recovery in the Canterbury CDEM area

WORK AND INCOME

Work and Income is responsible for planning for the delivery of financial support and information services. Work and Income is the lead agency for financial and social support to individuals and families during the following emergencies.

The Work and Income function provides:

- Emergency payments and financial assistance.
- Co-ordination of the provision of information relating to financial issues, tax, insurance, ACC and banking.
- Staff for CDEM Welfare Centre facilities or elsewhere for the taking of applications and provision of advice and assistance.
- Enhanced Task Force resources.

HOUSING NEW ZEALAND CORPORATION

Housing New Zealand Corporation as lead agency for accommodation is responsible for planning for the delivery of medium to long-term accommodation. This organisation provides identification and provision of medium and longer-term accommodation options for people who have been displaced from their normal dwellings. Immediate response *emergency accommodation* is the prime responsibility of the Local CDEM Welfare Section with Housing New Zealand Corporation support whilst subsequent longer-term, post response and recovery *temporary accommodation* is the prime responsibility of Housing New Zealand Corporation with Local CDEM Welfare Section support.

CHILD YOUTH AND FAMILY SERVICES

Child Youth and Family Services are responsible for the provision of care and services for children and young people who have been identified as separated from their parents or normal guardians by the emergency. They also provide co-ordination of counselling services for people affected by the emergency.

MINISTRY OF AGRICULTURE AND FORESTRY (MAF)

MAF will co-ordinate arrangements for the collection and care of companion animals belonging to people who have been displaced from their normal dwellings. This will normally be done in conjunction with local branches of the Society for the Prevention of Cruelty to Animals (SPCA) and/or territorial authority animal control units. Farm animals come under the jurisdiction of the MAF.

THE SALVATION ARMY

The Salvation Army will provide initial and ongoing catering for people in Waimakariri as specified as well as support and comfort for people in distress and other assistance as requested. They will also maintain their normal community services in local Salvation Army facilities.

NEW ZEALAND RED CROSS

The New Zealand Red Cross will provide assistance and advice in the provision of Emergency Welfare functions as specified in the MOU. The New Zealand Red Cross will also, through its national office, provide assistance with and information on international offers of assistance, an international tracing facility through international partners, a national appeal to support affected areas and a national enquiry centre relating to affected persons.

VICTIM SUPPORT

Victim Support can provide staff to assist with referrals to agencies that provide grief and trauma counselling.

CITIZENS ADVICE BUREAU

Citizens Advice Bureau can provide staff to advice on a number of personal services. These include counselling budgeting legal issues and language problems.

NEIGHBOURHOOD SUPPORT

Neighbourhood Support will liaise with affected communities and provide appropriate information as requested.

INSURANCE COMPANIES

The Insurance Council no longer undertakes a role in respect of co-ordinating the resources of insurance companies in responding to an emergency. Individual insurance companies will plan their own response to meet the needs of their clients affect by the emergency.

DISABLED PERSONS ASSEMBLY

The Disabled Persons Assembly can provide advice on matters relating to the specific needs and problems associated or likely to be encountered by persons with disabilities in an emergency situation.

MAORI AND ETHNIC GROUPS

Many Canterbury communities including Maori and other ethnically-based organisations provide a nucleus of support and community for their members. The Tuahiwi Marae is designated as a Community Welfare Centre for its local area.

GOVERNMENT ONE-STOP SHOP FACILITY

Welfare Centres, under the co-ordination of the Local CDEM Welfare Section, will provide the immediate welfare response during an emergency. The establishment of Government One-Stop Shop facilities will supplement longer-term support. Work and Income is the lead agency in organising their establishment. One-Stop Shops could be co-located with a CDEM Welfare Centre or in separate locations, depending on the needs of the community and available resources. The Local CDEM Welfare Manager will be consulted when deciding where to locate the facility.

CHAPTER NINE: RISK-BASE EMERGENCY WELFARE PLANNING

The Canterbury CDEM Group Welfare Plan requires its members to conduct consequence-based planning to provide a clearer picture on our *welfare* capability gaps during an emergency.

The outcomes of the consequence-based planning workshop identified the following risks:

- a. **Western Ward:** Most dangerous hazard is a sizeable earthquake (EQ). Most likely however would be snow and flooding in winter and fire in summer.
- b. **Northern Ward:** Most dangerous is EQ, but most likely is flooding in winter or fire in summer.
- c. **Eastern Ward:** Most dangerous is EQ coupled with Liquefaction and a Tsunami, but most likely is flooding in winter or fire in summer.
- d. **Southern Ward:** Most dangerous is flooding in winter or fire in summer. Both these risks are most likely during each season.

The workshop considered the *most dangerous* and *most likely* hazards in Eastern and Northern Wards, to determine what welfare tasks would likely emerge in response to these hazards. The following key outcomes were derived:

Eastern Ward.

- i. **Most Dangerous.** During an EQ, Tsunami and Fire evacuation of people would be likely so welfare centres would need to open for the full range of welfare services.
- ii. With a population of approx 6,000 it is assessed that we could cope with up to 25% of this through welfare centres in the Ward. Obviously our centres would need support from the local communities for assistant staff and resources however the community halls in the Ward are sufficient in size.
- iii. From a health and safety perspective, we should consider having professional building damage assessments of our halls during an EQ incident to ensure they are still safe enough to use. This will be so for all Wards.
- iv. **Most Likely.** Serious snow storms in winter might have a large logistic and operations bill, however it is unlikely that significant welfare support if any at all, will be required.
- v. Serious fires in the summer will equally have an impact on logistics and operations as well as welfare. Temporary holding facilities for briefings and feeding might be needed with evacuations of the Pines Kairaki as well as Woodend and Waikuku Beach settlements.
- vi. In summary, the welfare response to snow events will be limited and probably easily manageable if required at all. However the welfare response to Fires in the eastern communities would require Welfare centres to be opened in Woodend and Kaiapoi.

Western Ward.

- i. **Most Dangerous.** During an EQ evacuation is envisaged again requiring welfare centres with the full range of welfare services.
- ii. It is considered that this type of event might affect up to 50% of the 6102 populace, however welfare facilities in the Ward could probably only cope with 25% of the populace. We would need accommodation supplementation (perhaps from Ashley Gorge Holiday Park and also as far east as Rangiora).
- iii. While accommodation might be tight, toilet facilities will be a greater issue. Options include billeting as many people out as possible to reduce numbers, hiring port-a-loos or digging latrines.
- iv. **Most Likely.** Flooding or fire is likely to impact on 25% of the populace. We assess we could manage with this level of emergency. Again toilet facilities will be a key issue especially if utilities are affected by the event.

These assessments need to be validated against more scientific-based data and this is part of a long-term project for Council’s Emergency Management Office. In the meantime they serve as a useful estimate.

It is worth noting that Waimakariri District Council’s CDEM structure does use *Sector Posts* Sector Posts can perform local welfare tasks and sometimes ‘operations’ tasks such as reconnaissance and evacuation.

Emergency Consequences Estimation Table			
Waimakariri District Eastern Ward including Kaiapoi and Woodend			
	Base Stats	25% impact	20% seriously affected
Total Population	12855	3214	643
Dwelling size	2.7 people per dwelling		
Number of dwellings	4761 dwellings	1190 dwellings	238 dwellings
Demographics			
Under 15	23.6% of total population	758 people under 15	
Over 65	12% of total population	392 people over 65	78 people over 65
Economy			
Business	2320 business locations	580 directly impacted	58 seriously affected

Gaps and Vulnerabilities

ANNEX ONE: RISK-BASE EMERGENCY WELFARE PLANNING

In 2006 Waimakariri District Council's Welfare Committee conducted a *consequence-based planning* workshop. From this it became apparent that a number of key tools are required to conduct such planning. You need to know:

- a. **Local 'hazardscape.'** That means understanding what the local CDEM hazards are for your area. It is useful if the hazardscape can tell you which hazards are more likely and which ones have a greater potential effect on the District. These can often be measured in terms of damage to people, infrastructure, buildings, land, environment and economy. The Canterbury CDEM Group Plan prescribes the hazardscape for Canterbury region and Waimakariri District Council's *Local Arrangements*' manual prescribes the Waimakariri hazardscape.
- b. **Local population statistics.** This will give an idea of the number of people that you may have to plan to support. These figures will be affected by variables such as tourists in the area at the time of the event however it will still provide a good start point for planning. Meshblock statistics provides a good basis.
- c. **Local CDEM welfare facilities.** In particular you need to have an idea of how many halls (Sector Posts in most other Districts) are in your District designated for CDEM incidents. You need to know how many people each of these can house and what other amenities they can offer if they are used to house people during an emergency.
- d. **What other resources or potential support agencies are locally available?** These could help to fill some of the capability gaps/ deficiencies that your welfare organisation has.
- e. **The potential impacts of the respective hypothetical scenarios.** If the event scenario is fire, how much real estate is likely to be affected by it and how many people? This aspect proved difficult to determine in the absence of a real event as it is very much non-academic and unintelligible guessing. Instead the forum sought to consider whether or not it could logistically support arbitrarily 25%, 50% and 75% of its respective populations against each scenario.

- f. A planning methodology.**
- i. Sub-paragraphs 'a' and 'e' above paint a picture of the threat we are up against (hypothetically).
 - ii. Sub-paragraphs 'b' and 'e' tell us how many people worst case we may have to plan to support.
 - iii. Sub-paragraphs 'c' and 'd' tell us what support we have available.
 - iv. Couple these results with sub-paragraph 'e' and we can gain an approximate idea of our capability gaps/ deficiencies. This understanding would need to be ratified during a real event against the known needs of the people actually affected by the emergency, matched against the resources that the Emergency Operations Centre Logistics Manager can provide.