

## COMMUNITY RESPONSE and RECOVERY PLANNING - PROMPT SHEET

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<b>Overview</b>	In a paragraph or two give an overview of the community and its location highlighting any specifics or something that makes the location notable i.e. surfing beach, tourist spot, camping ground, farming/crop community etc.
<b>Map of area</b>	<ul style="list-style-type: none"> <li>▪ Include streets/roads – key locations i.e. schools/halls/police stn./fire station/medical centre/doctor/park/camping ground/Service station/Defibrillator locations/ First aid post /Would a map grid system be useful?</li> <li>▪ Include a ‘North’ compass pointer so map can be located to North for an overview perspective.</li> <li>▪ Approximate distances between key points i.e. next town/community or main road to community entrance or hall or park etc</li> <li>▪ If possible, a map reference or GPS point to say a boat ramp or park or open area that would serve as a helicopter landing area.</li> </ul>
<b>List Key People</b>	In your community there will be key people that have some specific knowledge, resources or abilities that can or do assist others. List their name and contact details and why or what they can do i.e. first aid/firefighting/neighbourhood support/search & rescue/good local knowledge.
<b>Communication Tree</b>	<p>Identify a simple communication tree that can be used in your community. Perhaps divide them into groups.</p> <ul style="list-style-type: none"> <li>▪ Just for key people</li> <li>▪ For all the community</li> <li>▪ If phones (land &amp; cell) are out</li> </ul> <p>Are there other methods to communicate (Local radio/Port. R/Ts/Marine Radios?)</p>
<b>List Local Hazards</b>	These would be to the community. Those that are the Natural Hazards type (earthquake/Tsunami/flooding) and those that are more specific i.e. fire/power outage/phone outage – land/cell/medical/water supply failure/community isolation i.e. road blockage/washout
<b>Key Locations</b>	<p>Identify locations for the community to gather at. (Identify for what reason e.g. mark with GPS)</p> <ul style="list-style-type: none"> <li>▪ Tsunami – inland/uphill location</li> <li>▪ Local meeting/overnight sleepover – hall/pre-agreed house/s / information updates</li> <li>▪ Helicopter landing – someone arriving/patient evacuation – day/night (refer temporary landing zone prompt sheet)</li> <li>▪ Boat ramp – drop off/pick up – low/high tide access.</li> <li>▪ Key access points (to beach, higher ground), (signage)</li> <li>▪ Safe locations – (trusted locations/people)</li> </ul>
<b>Neighbourhood Support or Specific Community Group</b>	Is there a formal or organised group operating that due to their organisational ability can be used for an area of help? Local or nearby Marae may have completed a ‘Marae Preparedness Plan’ and have a contribution to this plan preparedness (e.g. rural farmers or neighbourhood support groups operating and can offer help)

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<b>Consider photo/s</b>	Where it may assist to identify or enhance a point take a photo or photos that will help communicate what you want to be included in your plan.
<b>Resource listing</b>	<p>Are these local or outside the area? What is their available afterhours – contact of where you can obtain these from. List any resources that may be needed to address any hazards or reduce the impact of one on your community e.g.</p> <ul style="list-style-type: none"> <li>▪ Generator – what is available – what extras could be needed etc?</li> <li>▪ LPG gas cylinders – what is available – what extras could be needed etc?</li> </ul>
<b>Restricted / Hazardous Zones, Locations</b>	<p>Include in your plan (ideally on the map) any locations that are or become hazardous at all or certain times.</p> <p>e.g. .... all vehicles stay on roadway between.....and..... due to soft ground</p> <p>..... road between .....and..... prone to slips and isolating school</p>
<b>Numbers of People in the Community</b>	Consider the number of people in and around the community that could be impacted should an event of any size occur. This could also be impacted seasonally i.e. Increased numbers during holiday/summer periods
<b>Key Actions</b>	<p>Establish the key actions that need to be undertaken for each impacting event type. This may be as simple as:</p> <ul style="list-style-type: none"> <li>▪ <u>Power Loss/Flooding/isolation</u>..... A welfare check of those most vulnerable.</li> <li>▪ <u>All Events</u>..... Information update either by phone/on local notice board or at school Hall etc</li> <li>▪ <u>All Events</u>..... Co-ordination from a key location of activities being undertaken.</li> </ul> <p>(establish simple bullet-point prompt sheets)</p>
<b>Roles/Prompts</b>	<p>Establish a few key roles that will be responsible for undertaking an action using a prompt sheet to assist thinking processes etc.</p> <p><u>Welfare</u> – a person/s who will coordinate any welfare support for people and/or pets etc.</p> <p><u>Operations</u> – a person who will coordinate activities to see that they are undertaken and completed.</p> <p><u>Logistics</u> – a person/s who will coordinate physical items that support what is required to get the job done.</p> <p><u>Comms</u> – a person/s who will make sure the message is circulated to all who need to get the information.</p> <p><u>Co-ordinator</u> – someone who can coordinate and organise well and make decisions. Name of role to suit group. i.e. Team leader/Response coordinator.</p>
<b>Specific to your plan Key Issues/Location</b>	<p>Identify any area that is special in the fact that it will play an important part or be a factor in how the impact on the Group or Community is affected. E.g.</p> <ul style="list-style-type: none"> <li>- Off season period – only handful of people in location.</li> <li>- Holiday season – 500/1000 people collect in the location. Issues - Evacuation, water supplies, other?</li> </ul>

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<b>RECOVERY PLANNING</b>	<b>Some other key points and consequences to consider for when endeavouring to get back to some sort of normality.</b>
<b>Critical Documents</b>	What sort of documents, laptop, flash drive with key information will you need when working with insurance co. /support agencies/forms of identification/employer/employees/customers/contracts. (Use sealable plastic protection sleeves/bags) Scammers and other dishonest activities occur during a time of impacting emergencies. Ask for advice or help if unsure.
<b>Products/service backups</b>	If you have a business or an activity that requires products, resources, services how long can you operate before resupply is needed? Do you keep spare supplies? Can you carry out your service/others get to you to undertake service?
<b>No Power, Fuel, Water, Gas</b>	If these key resources were not available for a week, what would you need to action, to protect, to monitor, at home, your business, anything else you may be responsible for?
<b>Normal Daily Transport Activities</b>	Due to an impact locally or in another location, accessing roads that may have been severely compromised will be restricted or stopped totally. This may influence school buses, mail delivery, milk tankers, stock/freight movements, emergency services, access to infrastructure reinstatement/repairs. How will that impact you?
<b>Input into preplanning, risk reduction and possible community improvements.</b>	What would be some of the key locations, infrastructure etc that you would want to see reinstated early after a damaging impacting event? What improvements or changes would you suggest if reinstatement was required to say the functionality or aesthetics of those above items? e.g. 1 water tank supplies a small community year-round. Holiday season arrives with increase in population and water runs out requiring water tankers. Suggestion - Increase holding capacity to suit the busy season.
<b>Areas exposed to Hazards/Risks</b>	Are there areas in or around the community that are pre-event threats or become threats when an impact occurs i.e. roads (slips/under slips) low-level flooding, drains capacity/blockage, Structures/infrastructure exposed to hazards?
<b>Special sites</b>	Is there protected land, historical sites, sacred sites in or around your community that are particularly vulnerable to a damaging impact? What would be the threat?
<b>Other area of concern</b>	Are there any other areas of concern, if the community were impacted, that would need to be reinstated, supported or the consequences from another location have an influence on your community?