



# Civil Defence Guidelines *for the* Opotiki District Council

*Please Read and Keep Handy  
At All Times*



Opotiki Civil Defence  
PO Box 44  
Opotiki



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## NOTE:

If, leading up to or during emergency, you hear a siren of any kind this **does not** mean evacuate your home.

It simply means listen to your radio (1XX) for further information on take instructions given to you by Civil Defence on the Emergency Services at the time.



## BE PREPARED – ACT NOW!

You could be on your own for up to three days and could be without water, sanitation, phone electricity and other services. You must know what to do before you have to do it.



## CIVIL DEFENCE FUNCTIONS

Civil Defence is made up of volunteers from the local community.

The main functions are:

- **Operations**

The Opotiki Civil Defence Headquarters will be set up in the District Council offices, St John Street, Opotiki. Here we collect and evaluate information about the disaster and coordinates the response. The Headquarters group is made up of people from various emergency services such as Police, Fire, etc and includes representatives of Council such as the Mayor.

- **Welfare**

The Welfare section is responsible for the wellbeing of evacuated people, and it is this section's responsibility to feed, clothe, accommodate and provide counselling where required.

- **Welfare Centres**

Designated Welfare Centres are located throughout the Opotiki District. During a Civil Defence Emergency, these centres will be manned by trained volunteers and will provide information, shelter, food and clothing to persons in need.



## SURVIVAL KIT

Keep together a supply of -

- Candles
- Matches or disposable lighter
- Phone Book
- First Aid Kit
- Cans of food or dried food (Non perishable) sufficient for 3 days.
- Cans of petfood (pets get hungry too)
- Manual can opener
- Set of old clothes in plastic bag
- Containers of fresh water (1 litre/person/day)
- Plastic sheeting or bin liners
- Portable radio and spare batteries
- Torch and spare batteries
- Bleach
- Disinfectant
- Have handy and accessible any medication you may need.
- Have handy a cover or tarpaulin if possible to be used if needed to build emergency shelter



### Try This

At night, close all your curtains – turn off lights and see if you can locate the above items in the dark



## EVACUATION PROCEDURE

1. Once evacuated go to nearest Group Assembly Point. (You will be notified of this location at the time).
2. If the Group Assembly Point is inappropriate then go to your nearest Welfare Centre.
3. Check to see if everybody is OK and that no member of the group is missing. If they are, find out why. If rescue required, contact your Welfare Centre immediately.
4. When at your Group Assembly Point or Welfare Centre assess your needs :
  - Treat injured people
  - Do you need shelter, are your homes severely damaged? Assess available dwellings for suitable shelter.
  - Make arrangement to pick children up from schools
  - Does your group have sufficient food, cooking facilities and water
  - Does your group have enough resources for the next 72 hours
5. Assess the damage and make a list showing the following:



- Welfare of group
- Damages to houses
- Power
- Roads
- Bridges
- Water/Gas Leaks
- Telephone etc

6. Report this information to your Area Co-ordinator.
7. The Area Co-ordinator will then relay this information to Civil Defence Headquarters.
8. Do not risk your life for pets. Volunteers from SPCA will be on hand to tend to them when required.



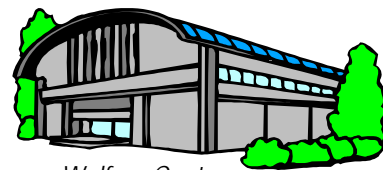
## OPOTIKI DISTRICT CIVIL DEFENCE WELFARE CENTRES

Opotiki Civil Defence have three designated Welfare Centres. They are :

- Woodlands Hall - *Woodlands/West of Opotiki Township*
- Omarumutu School - *East of Opotiki Township*
- Old Dairy Factory - *Township*

Others are set up as and when needed but may include as below :

- Whangaparoa School
- Waihau Bay Fire Station
- Te Whanau Apanui Area School
- Maraenui School
- Torere School
- Senior Citizens Hall
- St John Church Hall
- Opotiki Primary School
- St Josephs School
- Opotiki College
- Ashbrook School
- Terere Marae
- Waiotahi Hall
- Kutarere School
- Waiotahi School
- Waioeka School



*Welfare Centre*



## EMERGENCY CHECK LIST

*(Use this check list in conjunction with the survival kit)*

- |   | <u>✓Y</u>                | <u>✓N</u>                |
|---|--------------------------|--------------------------|
| 1. Have you chosen a safe area to use as an assembly point?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you marked off on your Support Group member list those people in your area?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you organised any rescue requirements that may be needed?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you arranged to collect children from schools?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you sent a group to turn off power, gas, etc, and stand upright freezers and fridges?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you checked for buildings that have structural damage and roped them off?                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you organised sleeping, cooking and eating areas?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you organised the collection of gas cookers, barbecues, etc?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have you organised the collection of perishable food?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Have you listed an essential items that you may need and arranged to get them?                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Have you notified Civil Defence of your location and activities, and arranged a link with them for information. | <input type="checkbox"/> | <input type="checkbox"/> |

**For further information and  
advice, contact :**

**OPOTIKI CIVIL DEFENCE  
HEAD QUARTERS**

**Telephone : 07 315-6168**



## WHEN DISASTER STRIKES

Send a group (minimum of two, and preferably the home owner) around to each house to turn off all power and gas, and to set upright any freezers and fridges. Put back any spilled food and close immediately. Check for structural damage and rope off any building if in any doubt of its soundness. Do NOT enter any building that is obviously unsound.

### Food

Collect all **perishable** foods from refrigerators, cupboards, etc, but **do not** open freezers.

Collect firewood. Try to make your life as comfortable as possible. Use common sense with open fires. Beware of gas leaks.

Once the perishable food is finished, open freezers and begin to use contents. Use tinned food last of all.



### Water

Hot water cylinders are full of usable water. There is normally a drain tap on the bottom of the tank and a pipe leading outside that can be used to extract this water.

If there are no chemicals in the toilet cisterns, there are a few litres of water that can be used. **Do not flush toilets** until you know the state of the sewers and the water availability.



Rainwater can be collected by channelling the downpipe into a container, or by erecting a canvas sheet on an angle to funnel into containers.

Streams may be contaminated and should not be used until declared safe by the health authorities.

Use water from swimming and spa pools for washing. Boil uncovered for five minutes before drinking or cooking.



If you have water pressure after a quake, start running some water into additional containers. It can be stored and purified later for drinking. The water from taps may become contaminated. Water can be safely stored in plastic jugs. Water storage in a non-food container is not recommended. Change the water every six months and date the bottles.

## HOW TO PURIFY WATER

**Boiling** – boil vigorously for three to five minutes.

**Purification Tablets** – available from chemists. Follow directions on pack.

**Bleach Purification** – liquid household bleach can also be used. It must contain hypochlorite, preferably 5.25%. Add bleach according to table below, stir well.

Amount of Water	Clear Water	Cloudy Water
1 Litre	2 drops	4 drops
4.5 Litres	8 drops	16 drops
23 Litres	½ teaspoon	1 teaspoon

## MAKESHIFT TOILETS

Get a bin liner, rubbish bin, toilet seat (or couple of planks), bleach, telephone book and spade.

Use pages from telephone from phone book for toilet paper. Put liner into the bin add bleach, put toilet seat or planks on top. When the bag is full, tie up and bury underground.



## MOVING BACK HOME

If your home has sustained damage you may not be able to move back until it has been inspected for damage by qualified persons. You may not be able to begin repairs until an insurance assessor has made a report. This does not mean that you cannot begin cleaning-up. Obtain your guide to earthquake cover from your insurance company.

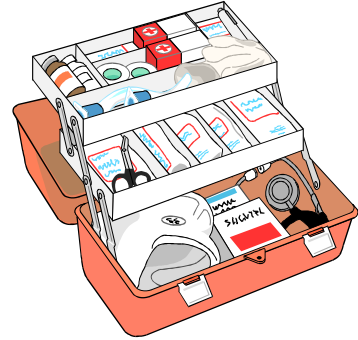




## EARTHQUAKES

### Precautions :

- Secure heavy furniture to the wall or floor.
- Place heavy items near the floor.
- Put strong catches on cupboards to prevent crockery falling out.
- Prepare your disaster survival kit (refer Yellow Pages).
- Check your chimney is secure; if you are not sure, have a builder check and strengthen it.
- Secure your hot water cylinder. This will lessen damage to the cylinder if your home moves during the earthquake.

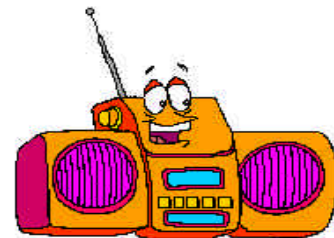


### During An Earthquake

- Take cover under beds, tables, in doorway openings.
- Stay calm.
- Stay away from heavy objects and windows.
- If you are outside, stay in an open area, stay away from trees, powerlines and gas mains.

### After An Earthquake

- Put out any small fires.
- Turn off all water, power and gas mains.
- Do not re-enter your building until you are sure the main earthquake has occurred and your building is in a safe condition.
- Listen to your nearest radio station (1XX) for instruction.



**If evacuating, refer to Evacuation Procedure**



## FLOODING

### Precautions :

- Find out when the worst flood in your locality happened and how high it rose. Calculate where such a flood would rise to in your home today.
- Determine the safest route over high ground to your Group Assembly Point.
- If possible, keep your valuables, clothing (or some of it) above what you judge to be the highwater mark.
- Store weedkillers, insect killers and other chemicals used in your home in a high safe place – above your estimated high-water mark if possible. In a flood, they can cause contamination, possibly poisonous fumes, that will endanger both your family and Civil Defence helpers.
- If you have unused space above your ceiling, consider building some form of inexpensive storage there for survival needs with easy access and use when a flood threatens. Remember, too, that high cupboards have their advantages at such a time.

### During a flood

- Switch off power/gas supply when house is flooded.
- Listen to your nearest radio station (1XX) for instruction.
- **If evacuating, refer to Evacuation Procedure.**

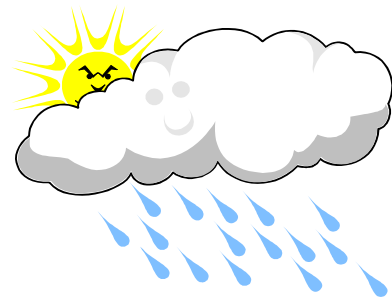
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## STORMS

### Precautions

- Keep listening to your radio (1XX) for information.
- Bring pets inside.
- Move stock to shelter.
- Pick up objects from outside that may become missiles during high winds.
- Secure outdoor furniture, fittings and lightweight garages.
- Put tape across very large windows to prevent them from shattering.
- Be prepared to take essential items with you if emergency services ask you to evacuate.



### During a storm

- Stay inside. Don't walk around outside – you may be hit by flying debris.
- Don't go driving unless absolutely necessary.
- Listen to the nearest operating radio station for information. Be sure to use a battery-powered radio since power may be cut.
- Close the curtains – this will slow down flying glass or other loose objects.
- Stay away from doors and windows. If the wind becomes destructive, shelter further inside the house. If you can move a mattress, use this for added protection.
- During an electrical storm, stay away from metal and electrical fixtures in your house. These can act as lightning conductors.
- Open a window on the side of the building away from the wind – this will help relieve pressure on the roof.



### **After a storm**

- Avoid dangling and broken power lines. Report these to the nearest electrical authority.
- Contact your local council for advice in cleaning up debris from wind damage.

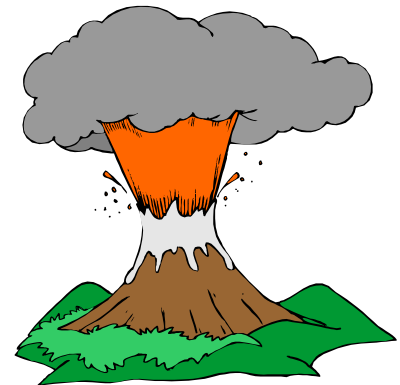
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## VOLCANIC ERUPTIONS

### Precautions

1. Disconnect roof water downpipes from tanks and make sure tank is covered. Ash should be removed from the roof before reconnecting.
2. People suffering from asthma should avoid unnecessary exposure to ash.
3. Vehicles should be kept under cover where possible.
4. Stock consuming ash-covered grass can become thirsty and prime troughs should be covered where possible. Contact with farm advisers may be necessary if ashfall is prolonged.
5. Motors should be shut down and covered while not in use.
6. Stay tuned to your local radio station (1XX).

**NOTE: You may be advised to evacuate before an eruption. You will be advised as to where you will be required to go.**



### Things to do

- Save water in containers at an early stage – supplies may become polluted.
- Conserve water.
- Stay indoors as much as possible.
- Keep pets indoors
- Keep separate clothes to be worn outside, remove before re-entering a building.
- Wear mask and goggles if you go outside – this will help to keep volcanic ash out of eyes and lungs.
- Keep below ridge lines in hilly terrain – the hill will offer some protection from flying volcanic debris.
- Keep gutters and roof clear of ash – heavy deposits can collapse the roof.
- Turn off electricity and gas at the mains.



## Things Not To Do

- Do not go sightseeing – it could endanger your life and the lives of others who may have to rescue you.
- Do not leave home unless advised to do so by Civil Defence or emergency services.
- Do not leave without your “essentials”, e.g. personal documents, food, clothes, etc

**If evacuating refer to Evacuation Procedure**

## FIRE

### Precautions

#### Vegetation Fires spread by dry grasses, fern, scrub, and gorse.

- Establish a clear safety zone around your home – in bush or rural areas a 10 metre wide area clear of vegetation, firewood and rubbish.
- Space trees so there is not a continuous canopy from bushland to house.
- During summer have a garden hose connected to a tap.
- Place burnt matches, cigarette butts and ash in metal containers.
- Fuels and flammable liquids should be handled with care and stored in approved containers.
- Supervise barbecues, hangi, etc, and site them away from things likely to burn.
- Extinguish outdoor fires completely. Stir the ashes and cool any hot spots.

#### What to do when caught by a vegetation fire

##### *In a house (after dialling 111 and asking for Fire Service)*

- Wear long sleeves and long pants, avoid synthetic materials
- Turn off gas and electricity at main switches.
- Close all doors and windows.
- If you have time block downpipes and fill guttering with water.
- Block gaps beneath outside doors with wet towels, blankets or rags.
- Fill sinks and baths with water, place buckets nearby.
- Shelter in the part of the house furthest from the approaching fire.
- The coolest, cleanest air is nearest the floor.
- Once main fire has passed, inspect for small fires, particularly in roof space.
- If house is alight and you cannot put it out, cover exposed skin and move to burnt ground outside, await firefighters so they know where you are.





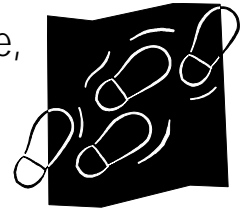
### ***In a Car***

- Stop car on bare ground or roadway in an area of low undergrowth.
- Wind up windows, close all vents.
- Lie on floor covered by blanket or rug.
- When you get out cover exposed skin, go to bare or burnt ground.



### ***On Foot***

- Do not run uphill away from an approaching fire.
- Do not run through a fire front, choose an open space, clearing or track.
- Shelter from heat behind log, rock or depression in ground and cover skin.
- If surface water is available stay in it, *do not* use elevated tanks.





## Radio Frequencies

Radio Station	AM	FM
1XX	1242 AM	90.50 FM
Sun 98 FM		98FM

## Siren

### The Siren Means

- Stay calm
- Turn on your radio
- Listen and carry out any instructions that may be given.

### If No Instructions Given

- If no instructions are given within ten (10) minutes then it will mean the siren was for something else eg. Fire, accident, etc.