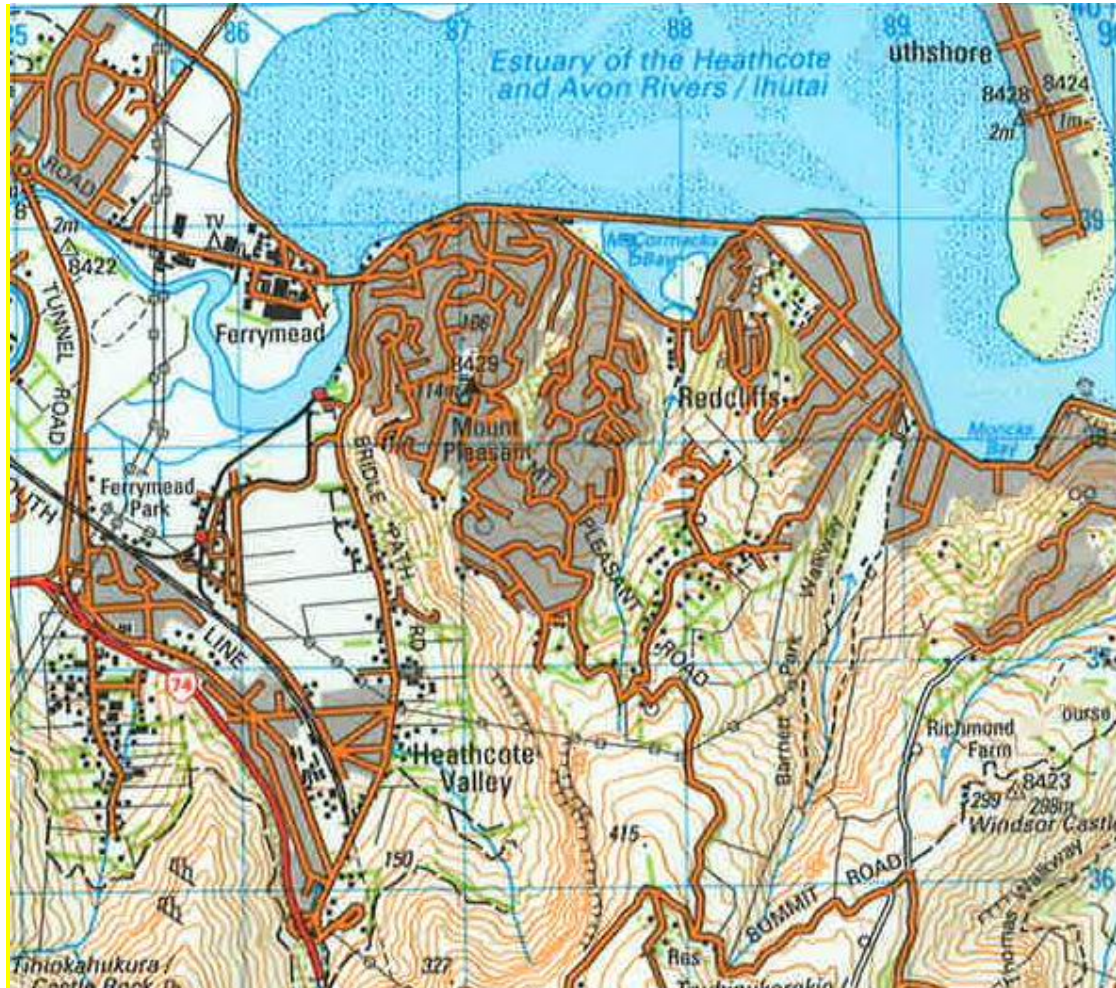


**DRAFT/INTERIM MT PLEASANT RESILIENCE AND RESPONSE PLAN (MPRRP) 2012**



*PREPARED BY THE MT PLEASANT RESILIENCE AND RESPONSE TEAM (MPRRT) DECEMBER 2011*

## **1. Introduction**

The September 4, 2010 7.1 magnitude Canterbury Earthquake, the February 22, 2011 6.3 Christchurch aftershock and subsequent aftershocks have made it apparent that if serious events such as these take place in the future the Mt Pleasant community will have to mobilise quickly. The community will need to do this to provide as much cover and support as possible within that community while local and central government emergency management structures and services are put fully in place. There is a good chance that the same kind of spontaneous organisation that took place in Mt Pleasant in February 2011 would happen again. This saw, for example, the setting up of a tent city at the local primary school and a number of welfare and assistance initiatives quickly put into action. However, present circumstances are different.

The suburb of Mt Pleasant is badly damaged and it ranks as one of the most damaged suburbs in the city that has not reached the point of large-scale mandatory abandonment. Several roads remain blocked by rockfall (NB. Soleares Avenue was re-opened only in December 2011 and Maffey's Road remains closed indefinitely). Water and sewerage pipelines are very fragile in a number of locations and many people have left the area because their houses are currently uninhabitable. On top of this the Canterbury Civil Defence Emergency Management Plan (CCDEMGP) 2005-2010 was already due for review prior to the earthquakes and a new plan is receiving urgent attention. This means that many pre-existing structures and procedures including, for example, the designation and running of Sector Posts and Welfare Centres, may be modified substantially in the next Group Plan.

For all of the above reasons and because there is always room for improvement in emergency management planning and response it is important for the Mt Pleasant community to put in place a robust, practicable and community-generated "resilience and response" plan. The community needs something that sits comfortably between what we can reasonably expect any household to have done in terms of emergency preparedness and the standard operating procedures of Civil Defence and other agencies without pretending to usurp their legal or official functions. We must also avoid the reckless practice of putting untrained people in harm's way. Beyond an anticipation of coping well in dire emergencies we also need a plan that fosters community spirit and resilience in an ordinary day-to-day sense.

## **2. Status of this document**

This is a draft document insofar as feedback from the wider Mt Pleasant community and other key stakeholders will be sought in the first three months of 2012 before the final draft is prepared. However, given the need to have a plan in place over the Christmas/New Year holiday period it has the status of an interim or covering plan for the period 20 December 2011 through to 20 January 2012 and reflects what is likely to be put into action should an emergency arise during this time.

### **3. How to read this document**

If you are mainly interested in the rationale, principles and background for preparing a resilience and response plan then you should read sections 4-9. If you are mainly interested in how we propose to manage an incident or emergency than go straight to sections 10-12.

### **4. General Aim of the MPRRP**

The Mt Pleasant Response and Resilience Plan (MPRRP) aims to provide useful assistance to the local community in the event of significant incidents or emergencies.

### **5. Principles and Protocols**

- a) The MPRRP is prepared under the auspices of the Mt Pleasant Memorial Community Centre and Residents Association (MPCCRA) via a delegated working party known as the Mt Pleasant Response and Resilience Team (MPRRT). A signed Mutual Expectations Agreement (MEA) between MPCCRA and MPRRT will exist to allow members of the latter working party to further the aim and objectives of the MPRRP (NB. The MEA is to be prepared prior to, and signed off shortly following, the first scheduled meeting of MPCCRA in 2012).
- b) Key roles within MPRRT will be operated on the principle of co-leadership i.e., for each key role there will be two individuals assigned to that role, and the co-leaders will work side-by-side where possible rather than in rotation except where circumstances demand.
- c) A signed Memorandum of Understanding (MoU) between Mt Pleasant Memorial Community Centre and Residents Association (MPCCRA) and Mt Pleasant Primary School Board of Trustees will exist that will allow nominated community members to set up either “soft” (amber) incident or “hard” (red) emergency operations at Mt Pleasant Primary School after notification to the Principal or his or her nominee and upon his or her agreement on the day. (NB. The MoU is to be prepared prior to, and signed off shortly following, the first scheduled meeting of Mt Pleasant Primary School Board of Trustees in 2012).
- d) From the point at which any member of MPRRT becomes active in response to an incident or emergency every effort will be made to provide, as far as is practicable, appropriate welfare for the immediate family of that member and this may include the bringing together of team member families into an ERC or other designated safe facility in order to allow team members to concentrate fully on their responsibilities.
- e) The MPRRP will not place any lives at risk that are not already at risk.
- f) As far as is practicable, and bearing in mind that the MPRRT will be staffed entirely by unpaid volunteers, the MPRRP will be consistent with and not attempt usurp the Standard Operating Procedures of official organisations or agencies.
- g) Copies of the MPRRP and any relevant ERC staffing and contact information, vulnerable care and plant and equipment information will be lodged with the

appropriate local Canterbury Civil Defence Emergency Management (CDEM) staff and offices.

- h) There is no intention at this stage to set up an accredited local (Community Emergency Response Team (CERT) which would be professionally trained for light or specialised rescue via the Emergency Management Training Centre (EMTC) hosted by Environment Canterbury but a Site Reconnaissance, Securing and Staging Team (SRSST) may, on the discretion of the Joint Overall Supervisors of the MPRRT, be assembled and despatched to carry out forward work to make the activities of fully trained personnel more efficient prior the arrival of those personnel.
- i) The above notwithstanding there may be an occasion or occasions when snap decisions have to be made that involve risk to life for those not already in risk. Lives may justifiably be risked in order to save other lives (but not to save property or chattels). These decisions will, where possible, be channelled by nominated ERC staffers, and the designated actions, where possible, will be confined to members of the SRSST. Any SRSST member must sign a liability waiver/consent form at the point of despatch from the ERC. These forms will normally be kept in a dedicated MPRRP box at Mt Pleasant Primary School.

## **6. Operative Period for Plan**

In its first phase of existence the plan will operate for a twelve month period from January 1 2012 to December 31 2012. This period has been selected for the following reasons:

- This is the first such plan for the community;
- The earthquake of 2010 and the aftershocks of 2011 have distorted the community risk profile and this may return to a more settled state over the course of the next six to twelve months;
- Other methodologies being developed in other parts of Christchurch and elsewhere in New Zealand at the present time may prompt the community to revise the plan substantially in a year's time.

## **7. MPRRP catchment**

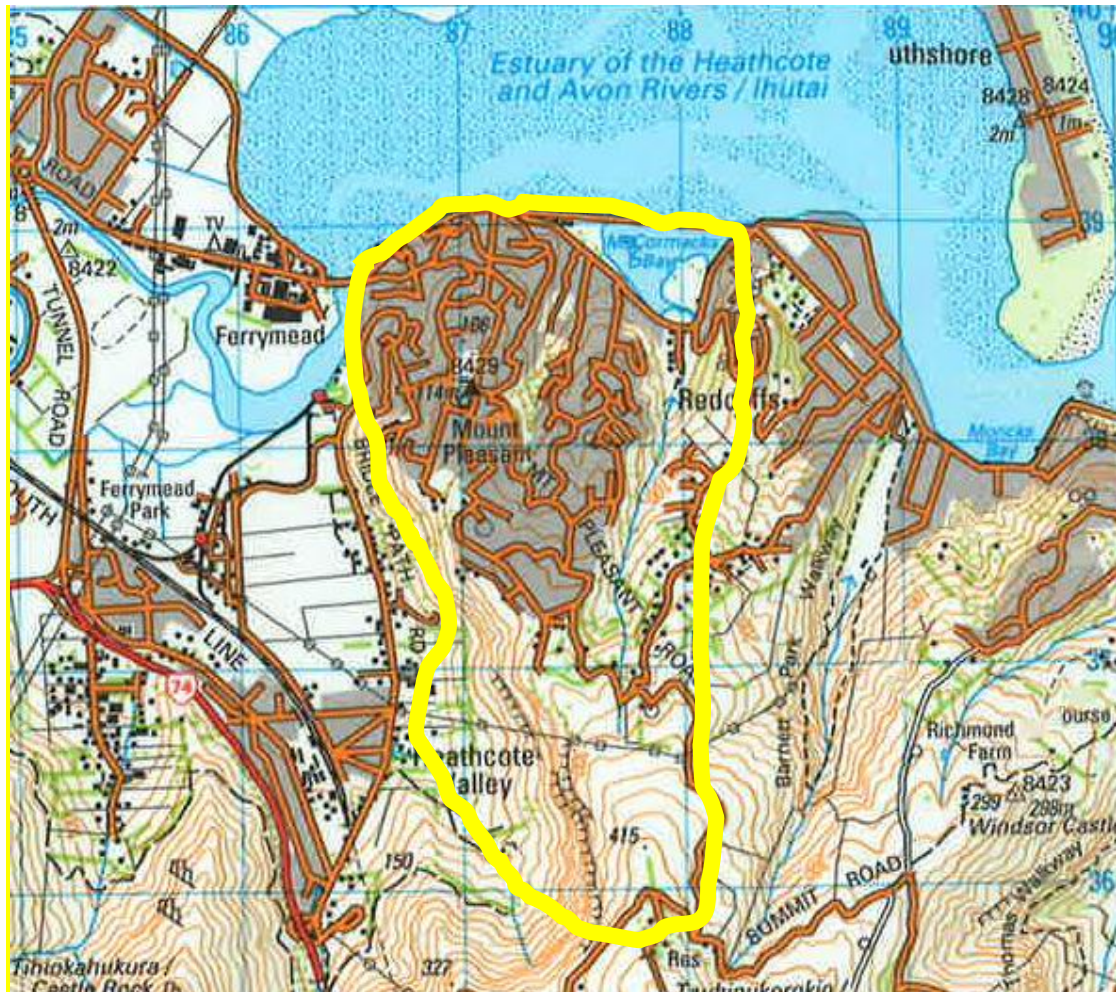
The MPRRP adopts a critical core/extended care or "fried egg" approach to defining its catchment or constituency. The critical core, or yolk, is closely aligned to the New Zealand Department of Statistics census area boundaries for Mt Pleasant the summary demographic data for which is as follows according to 2006 Census Quick-Stats:

### **Mt Pleasant area unit**

Number of people:	4,158
Median age:	45
Median personal income:	\$34,000
Number of households:	1635
2010 estimated population:	4,510
2031 projected population:	4,860

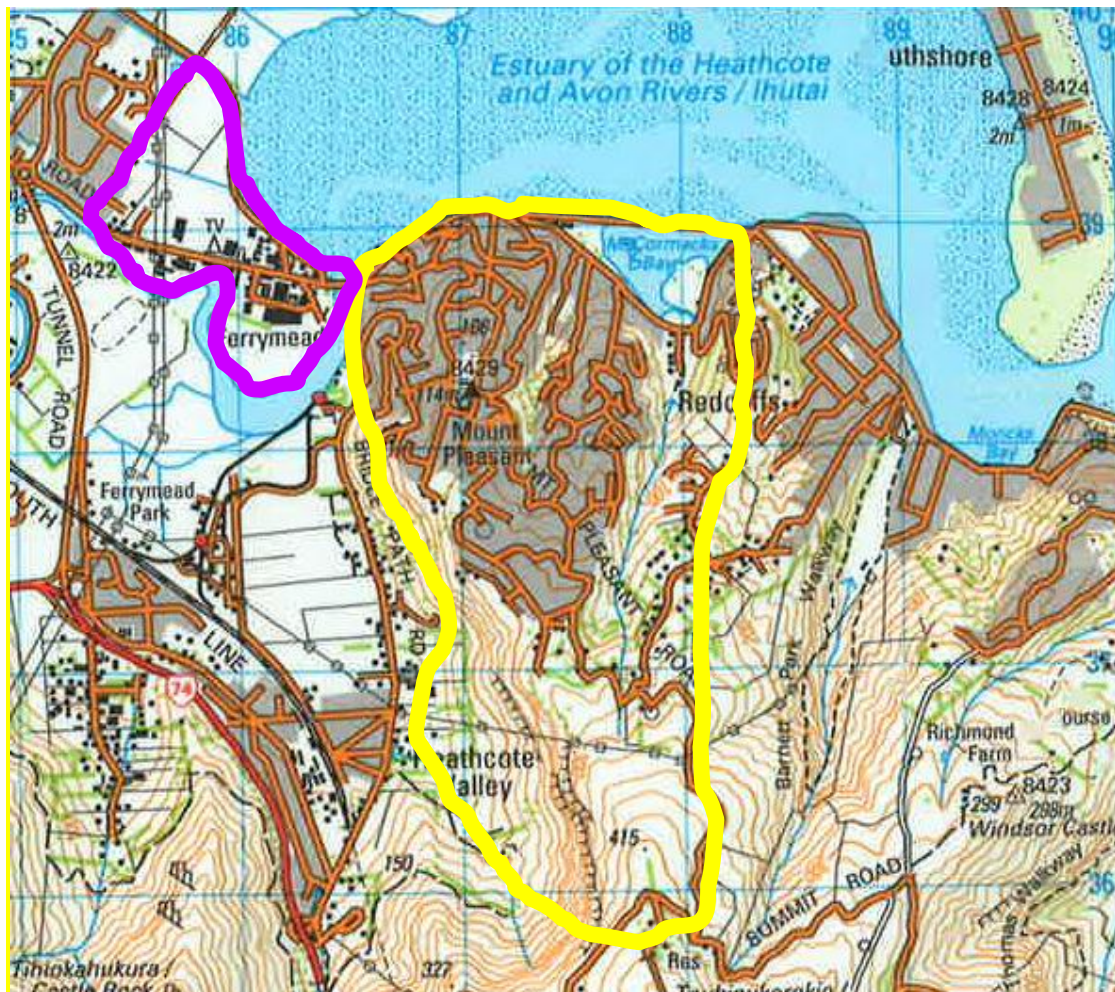
Of course as of February 22, 2011 and for a period of at least the next twelve months the number of occupied households will be substantially less than 1635 and the number of people substantially less than 4158 due to self-evacuations from earthquake damaged homes and as a result of homes being red-stickered by Christchurch City Council (CCC). Although precise figures are not yet available, for present incident and emergency management purposes a conservative estimate of occupancy and population would be 1200 households and 3050 people. The actual depopulation figure is probably higher. However, the MPRRP also includes streets and residences on from mesh blocks inside the Moncks Bay census boundary area that fall west of the ridge line and form part of the natural geographic McCormack's Bay valley catchment. The critical core boundary roads from north to east to south to west are, respectively, Main Road, Balmoral Lane, Glenstrae Road, (upper) Moncks Spur Road, Mt Pleasant Road, Summit Road, Upper and Lower Major Hornbrook Road, and Bridle Path Road north of Cannon Hill Reserve (an area of regenerating bush that separates Cannon Hill from Hammerton Lane in Heathcote Valley) (**See Figure One: Critical Core for MPRRP**).

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**Figure One: Critical Core for MPRRP**

This yoke area is the area for which the plan takes primary responsibility in terms of ensuring safety and support should the need arise. In essence it is the area the community believes it can cover with some confidence if circumstances are such that key parts of the city are cut off from one another e.g., if the Ferrymead Bridge is closed by inundation or structural damage.



**Figure Two: Critical Core and Extended Care area for MPRRP**

The extended care or “egg white” (shown in a magenta colour for visibility’s sake above) area covers the commercial, light industrial and residential area in the lower part of Ferry Road bounded by Charlesworth Street, Humphreys Drive, Settlers Crescent, and Ferry Road. When combined with the critical core area described above the total area conforms largely to the western and northern boundaries used by the Ministry of Education for the Mt Pleasant school zone, the Mt Pleasant Memorial Community Centre and Residents Association (MPCCRA) and, depending upon the particular sector being managed by any given department, the Christchurch City Council (**See Figure Two: Critical Core and Extended Care area for MPRRP**). The boundaries for this extended care area may be extended into the Brookhaven subdivision, parts of Redcliffs, Heathcote Valley and Lyttelton upon request from those constituencies at any time during an incident or emergency depending on the available response capacity and conditions within the critical core area.

## 8. Mt Pleasant Location and Community Profile (this is a work in progress)

### *Strengths*

- Topography – runs from sea level to 500m at Mt Pleasant itself. Most of the suburb sits between 0-300m with a substantial part within the 25-150m contours. Although the land rises steeply there are relatively few vertically sheer cliffs or sudden drops and the collection of housing on the hill could be likened to a large hillside pa with a flanking northeastern valley section that descends to sea level. The suburb can be walked over in its entirety, albeit with considerable effort as there are no obvious transit routes in parallel with contour lines<sup>1</sup>
- Elevation – good, not too high, with relatively little low-lying land vulnerable to flooding
- Climate – sheltered in places southern slopes exposed to southerly winds and gales; eastern slopes exposed to stiff easterly
- Solar orientation – generally good
- Housing stock - generally less than 60 years old which provides coherence of a sort but (earthquake effects omitted for now) means a high aged stock in 40 years time with the attendant vulnerabilities
- Street names for most of the main roads accurately define the unit's identity as a distinct hill or mound e.g., Mt Pleasant Road, St. Andrews Hill Road, McCormacks Bay Road, Cannon Hill Crescent, and are not repeated elsewhere in the city which reduces the likelihood of confusion
- A professionally-staffed Medical Centre operates within the community during normal surgery hours
- Primary/Intermediate school sits midway in the geographical unit (114m elevation and at centre from aerial or plan view) – relatively safe site although exposed to easterly winds and norwester if at gale force level. Has multiple modern, well-serviced rooms, seating, whiteboards and computers sufficient for command and control operations in the event of an emergency
- Three other useful open spaces at different elevations: McCormacks Bay Reserve (20ha area; 2km perimeter); King Park (1ha area; 642m perimeter); Old School Reserve (3ha area; 752m perimeter). These are potentially good assembly points depending upon threat and any need to sectorise hill population into emergency sectors or plan for overflows as a result of inflows from other suburbs e.g., tsunami.
- Other open spaces Soleares Playground 452sqm 295mp; Major Hornbrook Reserve 2076sqm 188mp; Major Hornbrook Reserve No.2 4088 sq m 370mp (verify location for this); Parnham Reserve 2126sqm 209mp.
- Good 180 degree surveillance points at higher elevations e.g., Old School Reserve, from where assessments of incoming threats and observations useful to other parts of city can be mad e.g., advance of fire front

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<sup>1</sup> Compare Mt Pleasant with Lyttelton which has gridded and interconnecting streets. Nearly all landmarks are visible to you as you walk. This is aided by the fact that most of Lyttelton (and Redcliffs and Sumner) sits in a valley and does not straddle a large spur line as is the case with Mt Pleasant.

- Potential to for people cross over into Lyttelton Harbour on foot and avoid use of roads e.g., invasion by hostile forces, pandemic

#### *Weaknesses*

- Roading pattern confusing and convoluted overall and main roads encourage downhill speeding and bad driving
- Very few level and dedicated staging/orientation/resting points for pedestrians or cyclists as they traverse the catchment
- No internal natural or human-made landmarks visible to all
- Parks probably do not function to their full potential (e.g., for social events on hill allowing people to familiarise themselves with assembly points)
- Commuter/sightseer vehicle conveyer belt on northern edge breaks connection with natural asset and is already a hazard and potentially deadly in emergency conditions if panic evacuations occur
- No easy connection to upper hill natural assets – cut off from Mt Pleasant itself and walkways
- Mt Pleasant is currently a location not a destination when compared with Redcliffs, Sumner, Lyttelton, Diamond Harbour or even Governors Bay
- No shopping centre of any practical use for supply depot or command post or other emergency purposes except for Mt Pleasant Medical Centre at Soleares Avenue.
- Several northern approach roads are completely blocked at lower levels due to earthquake damage i.e, Maffeys Road, Quarry Road, Rangatira Terrace. CCC has given no repair timeframe or schedule for repair of these roads as at end of 2011. Mt Pleasant Road has at times been reduced to a single, temporary traffic light-controlled lane between Seamount Terrace and Billy's Track and appears vulnerable to further subsidence.
- No unimpeded view of a natural topographical or geographical focal point within the suburb which makes for a logical community hub
- Sea-level northern edge and particular ridge-lines exposed to prevailing cool easterly while southern flank on the edge of Heathcote Valley exposed to southerly gales
- No dedicated emergency services, supplies or police station (paid or volunteer) cf Sumner and Lyttelton which have Fire and Police (and Ambulance in the case of Lyttelton)
- Woolston Fire Station (Woolston is the nominal covering station for Mt Pleasant) and the USAR base currently located at the end of Olds Place of Charlesworth Street are both operating under compromised circumstances due to effects of liquefaction and damage to main station building.
- Older population (45 av) compared to rest of city – aged resident population and working relatively new arrival families without ties beyond school; many professional couples without children not home that often.

## 9. Mt Pleasant Hazardscape for the 2012 period

“Hazardscape” is a term used by the Canterbury Civil Defence Emergency Management Group (CCDEMG) to describe the key natural hazards in the Canterbury Region (CCDEMGP, 2005). The key hazards identified for Christchurch for the 2005-2010 period are as follows:

- Possible sea level rises
- Erosion of coastline and rivers
- Erosion of the Port Hills
- Flooding from the rivers
- Earthquake
- Tsunami
- Fires in rural areas (CCDEMGP, 2005, Christchurch City Chapter, p.6)

For Mt Pleasant these natural hazards can sensibly be reduced and ranked in the following way:

- Earthquake
- Erosion of the Port Hills
- Fires in rural areas
- Tsunami

The first three are direct hazards while the fourth would apply directly only to the lowest lying areas of Mt Pleasant, principally the area within McCormacks Bay. However, it is important to anticipate that there may be major indirect impacts on the higher elevations of Mt Pleasant from a Tsunami event as residents from low-lying areas attempt to move to higher ground.

Hazardscape, however, is not limited to natural hazards. CDEM has in the past compiled two separate ranking tables that combine natural, animal and human-induced risks. One table is based on standard risk analysis hazard rankings (AS/NZ4360) while the other is based on “seriousness, management, urgency and growth” or SMUG criteria. It is less important to know how these rankings were derived than it is to see how they correlate with the more informal perceptions of Canterbury people and what significance this might have for the Mt Pleasant community. In 2004 the Institute of Geological and Nuclear Sciences Limited (GNS) carried out a survey of awareness and preparedness (GNS 2004). The top ten rankings across all three types of assessment are shown in Table One.

HAZARD	RESIDENTS	CDEM SMUG	CDEM AS/NZ4360
Earthquake (local)	1	7	2
Pandemic - human	2	6	7
Wastewater failure	3	4	22
Water supply failure (urban)	4	3	21
Earthquake (alpine fault)	5	1	1
Wildfire/rural fire	6	19	6
Flooding	7	9	28
Electricity failure	8	10	30
Water supply failure (rural)	9	2	19
Biological pests/organisms	10	13	13
High winds	11	20	25
Drought	12	14	9
Telecommunications failure	13	11	31

Animal disease	14	12	3
Urban fire	15	29	12
Tsunami	16	8	32
Fuel supply disruption	17	5	33
Hazardous substance	18	30	23
Major air accident	19	31	4
Heavy rainfall	20	32	24
Major road accident	21	5	34
Civil unrest	22	18	18
Extreme hot/cold	23	15	26
Electrical storm	24	22	34
Land instability	25	23	27
Rail accident	26	33	15
Climate Change	27	28	8
Computer/Information system failure	28	16	20
Port incident	29	21	17
Coastal erosion	30	17	11
Snow/ice	31	26	10
Marine accident (at sea)	32	27	16
Hail	33	24	35
Volcanic eruption – ash fall	34	25	29
Space debris	Not asked	35	36
Meteorite	Not asked	36	14

The most germane aspect of this comparative listing is that as far as resident perceptions are concerned they have been closest to the mark in respect of events from late 2010 through 2011, partly because one major event i.e., the earthquake, caused great collateral damage across several other risk areas. For Mt Pleasant it seems reasonable to list the following as the principal threats over the next twelve months based on recent events and current circumstances although would be unwise to attach any weightings to them based on the order that they appear here:

- Earthquake (local) – expected aftershock period in existence
- Earthquake (alpine fault)
- Heavy rain induced landslides or rockfalls/erosion of the Port Hills – earthquake slips increase slope hazard areas
- Vegetation fires - on rural margins or in reserves where routine maintenance and grazing has been interrupted or unmaintained and abandoned urban properties
- Water supply failure – fragile from earthquakes
- Wastewater failure – fragile from earthquakes
- Electricity failure – fragile from earthquakes
- Tsunami – indirect for most residents but direct for some residents
- Snow/ice – August 2011 snow events have demonstrated vulnerability
- High winds – including loose materials from already damaged homes
- Urban fires – within abandoned or damaged structures
- Workplace accidents – as dozens of private properties become construction sites during repair and rebuild from earthquake chances increase for: sparks igniting structures, vegetation; heavy equipment accidents; nailgun and saw injuries
- Major road accident – as more heavy vehicles are used on a restricted number of roads; as people mistakenly try to use blocked roads; bottlenecks

in roads that are open i.e, Glenstrae, Major Hornbrook, Mt Pleasant, Cannon Hill,

- Drought – effects heightened if water restrictions remain in place for extended periods and throughout summer
- Human disease pandemic – immune systems of residents compromised due to stresses from earthquakes e.g., respiratory conditions due to dust
- Civil unrest – trauma caused by land zoning decisions plus deteriorating global economic conditions leads to mob events and more opportunistic crime in depopulated suburbs

## **10. Specific Objectives**

*During non-incident and non-emergency periods (resilience focus):*

- a) To provide routine Civil Defence and other agency information to residents on emergency preparedness via leaflet drops, public meetings and social media as appropriate
- b) To provide an unofficial local risk or threat advisory e.g., concerning overgrown and/or dry vegetation during low rainfall and high temperature periods or reinforce official warnings or regulations that have been issued via leaflet drops, public meetings and social media as appropriate
- c) To assemble and maintain an up-to-date and accurate register of vulnerable residents i.e., elderly residents with mobility restrictions and residents with medical conditions requiring electronic or machine support (this will be kept as a secure file or “silent file”) via registered Neighbourhood Support Street Co-ordinators
- d) To assemble and maintain an up-to-date and accurate register of skilled people who are willing and able to assist during an incident or emergency (this will be kept as a secure file or “silent file”)
- e) To assemble and maintain an up-to-date list of plant and equipment that can be made available at short notice from within the community to assist in the management of an incident or emergency (this will be kept as a secure file or “silent file”)
- f) To work in conjunction with Civil Defence and Mt Pleasant Primary School to deliver appropriate educational materials and training to school pupils

*During an incident or emergency (response focus):*

- a) To establish a reliable line of communication with Civil Defence, local authority and utility/infrastructure providers as rapidly as possible
- b) To provide regularly updated information on self-sufficiency and safety to those in the community who are able to remain safely in their place of residence
- c) To provide helpful information on services available within the community for those needing more urgent assistance
- d) To provide a “vulnerable care” reporting and registration point for residents (or visitors) needing urgent medical attention unable to attend in person
- e) To carry out a street-by-street rapid appraisal of resident welfare via registered Neighbourhood Support Street Co-ordinators

- f) To be able, in the event of what appears to be a full scale emergency, to set up as expediently as is possible an Emergency Response Centre (ERC) at the Mt Pleasant Primary School along with preparations for back-up and/or scale-up satellite locations, if necessary, at McCormacks Bay Reserve close to the Mt Pleasant Medical Centre and the Old School Reserve
- g) Where there are no alternative self-sufficiency options available, to be able to accommodate displaced residents from within the critical core area in temporary accommodation either by way of a billeting system for minor and localised events or in tent compounds for larger events at the aforementioned ERC sites (See Figure Three: Map showing Mt Pleasant Emergency Response Centre locations)
- h) Where there are no alternative self-sufficiency options available, to be able to accommodate displaced residents from within the extended care in temporary accommodation either by way of a billeting system for minor and localised events or in tent compounds for larger events at the designated ERC or predetermined spillover sites provided that this does not preclude the well-being of critical core residents
- i) To be able to provide safe assembly points for displaced persons from beyond the extended care zone in the event of planned or unplanned evacuations due to events such as distant tsunami warnings or flash flooding of low-lying areas in the city

**11. Designated Roles, Responsibilities and Reporting Procedures for MPRRT members (NB. In order to get an ERC up and running it will suffice to have a single co-ordinator in place – the other joint co-ordinator for each joint co-ordinating function will need to be in place within six hours of start-up)**

*Joint Overall Supervisors (Supervisors)*

- They will have overall responsibility for the setting up and running of an ERC and for the activities associated with checking on the safety of residents within the critical core zone
- They will, upon conferral with each other and, if circumstances permit, conferral with local CDEM staff, initiate either an incident or emergency response to a particular event and will make the first contact with those present at the main ERC if it is between the hours of 8am and 4pm between Monday and Friday or with designated keyholders if the event occurs after hours
- They will have briefings at 10am on every day for the duration of the emergency from one each of the Joint Co-ordinators for Logistics, Welfare, Medical Assessment, Neighbourhood Support and Communications followed by a briefing to staff at 12pm
- They will, where practicable, have daily briefings with external agency representatives either by phone or face-to-face
- At any given time during an emergency at least one of the supervisors will be present at the main ERC

*Joint Logistics Co-ordinators (Logistics)*

- They will deal ERC logistics and forward planning and will make up jobs to be done out in community and gather lists of supplies and services needed for both the ERC and in the community e.g., portaloos needs
- They will normally pass all requests for materials and equipment through the Joint Communications and Liaison Co-ordinators
- They will routinely work with volunteers who have identified themselves as professional, qualified or highly experienced tradespeople, contractors, drivers and otherwise practically skilled individuals to carry out particular jobs involving movement of supplies and people, the fabrication of temporary structures, setting up of generators and other general labouring activity should it be required
- They will work with public utilities (electricity, water supply, wastewater supply) and infrastructure (roading) personnel and assist them or direct them as required
- They will prepare the daily and/or weekly rosters for ERC staffing during an emergency
- They will prepare material for the daily briefings by way of written and/or verbal situation reports
- They will manage on-site security including the delegation of gate staff and building safety and security and vehicle traffic flow in and around i.e., on the street, the ERC

#### *Joint ERC Welfare and Resource Co-ordinators (Welfare)*

- As “camp mothers” and/or “camp fathers” they will oversee the establishment of temporary accommodation on site
- They will make provision for the needs of displaced persons in terms of food and supplies and run the Resource arm of the response (See SOP diagram below) - this includes safe storage of perishable food, setting up of kitchens/mess facilities, setting up of tents, dispensing of bedding
- They will manage the database for displaced persons and vulnerable care recipients which will include and closely monitored check-in/check-out system for ERC attendees and a list of properties evacuated as a result of an emergency
- They will set the camp rules for those using the ERC for welfare purposes
- They will organise the meet and greet/reassurance and pastoral care personnel and the
- They will organise personnel to care for children of displaced persons and ERC staffers
- They will organise the public information noticeboards and ensure that these are sited e.g., adjacent to gates, where this allows for people to obtain information without necessarily having to enter the site

#### *Joint Neighbourhood Support Co-ordinators (Neighbourhood Support)*

- They will be responsible for off-ERC site welfare actions and activities in the community including checks on elderly residents
- They will be responsible for despatching and maintaining contact with the pairs of people working as Street Co-ordinators who are carrying out streetsweeps
- They will manage the streetcheck lists that result from the sweeps
- They will compile information gained into priority lists e.g., people to be assisted for evacuation or for daily assistance at home, where appropriate
- They will provide information for daily situation reports on evacuations and the status of particular streets or properties and will pass on urgent requests and vital information from the streets on to the Joint Communications and Liaison Co-ordinators for further action where necessary

#### *Joint Medical Assessment Co-ordinators (Medical)*

- They will be trained medical professionals who can carry out primary assessments and give first aid where necessary but their principal function is to manage and deploy volunteer medical staff who offer their services at the ERC and to liaise with staff at Mt Pleasant Medical Centre to meet their needs for specialist assistance at their facility as and when the need arises
- They will maintain the list of medical professionals either on site or on call within the community during and incident or emergency
- They will maintain records of any treatments given on site or at locations within the community
- They will keep a register of special needs patients where appropriate and manage on-site vulnerable care displaced persons

- They will maintain and/or support any community vulnerable care master list (NB this is likely to be a support role only as Mt Pleasant Medical Centre will keep a secure master list in the first instance)
- They will pass urgent requests and vital information from on to the Joint Communications and Liaison Co-ordinators for further action where necessary
- They will maintain the basic first aid kits kept at the Primary School in the first instance and run any extra First Aid supplies store under advice from Mt Pleasant Medical Centre staff
- They will manage any quarantine or isolation rooms at the ERC

*Joint Communications and Liaison Co-ordinators (Communications)*

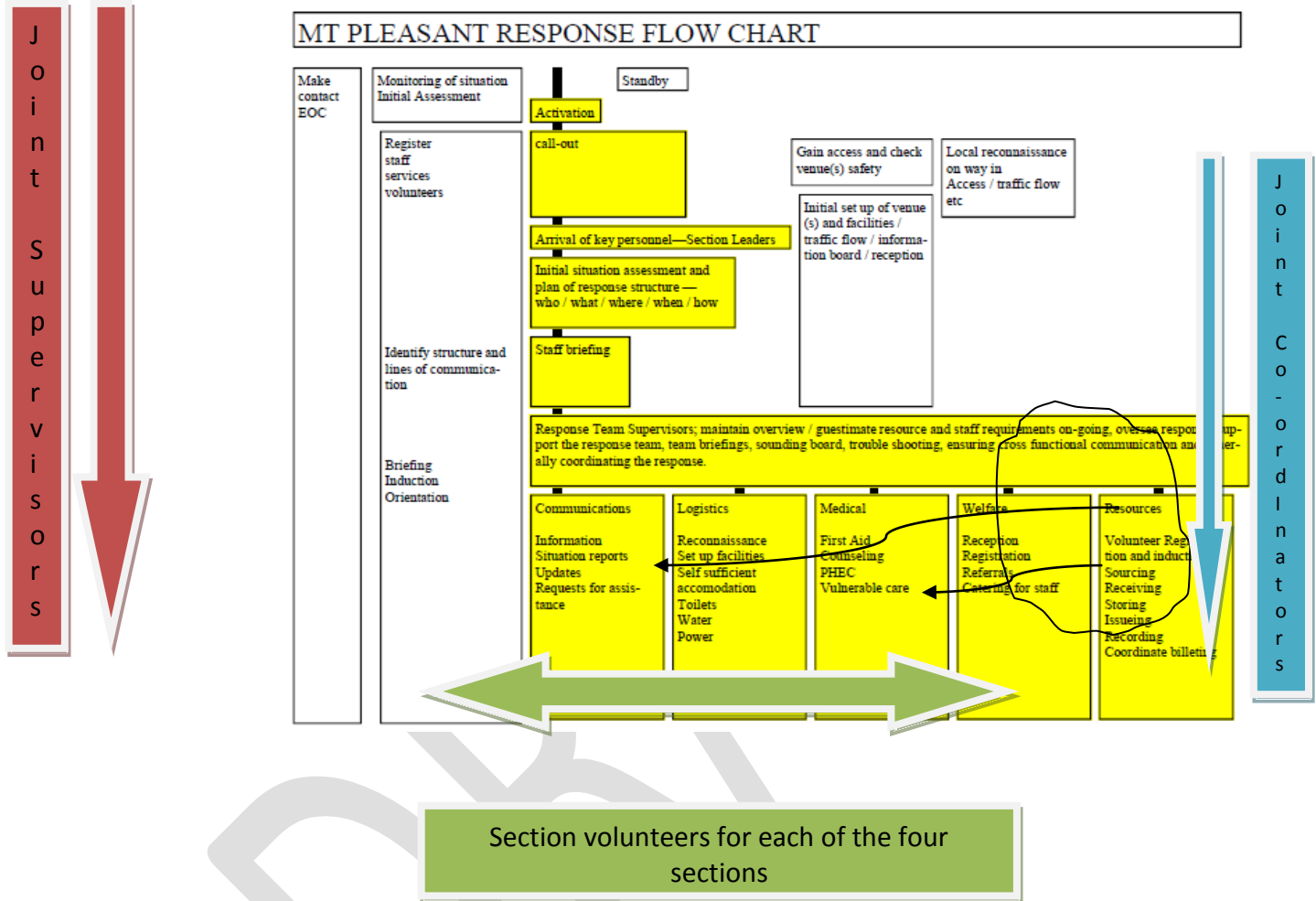
- They will be responsible for communications between MPERC and senior representatives of external agencies and media organisations including Civil Defence, Police, Fire and Ambulance – this is likely to involve the responsibility for a dedicated radio that connects to the EOC in Christchurch (possibly via Sumner Fire Station)
- They will manage any long-range hand-held radio devices that are made available during an emergency
- They will maintain the key contact and phones lists for external parties and keep the master list of contacts for MPERC staffers and assistants/volunteers
- They will do their best to shield other Joint Co-ordinators from non-essential contacts with journalists, officials or members of the public who are not normally resident within the community
- They will prepare advisory and notice information for hard copy and electronic dissemination
- They will run the computer and database systems for the ERC and work with Logistics to set up generators to run electronic devices where necessary
- They will prepare the daily written situation reports from the Logistics, Welfare, Neighbourhood Support and Medical sections to be passed on to the Joint Overall Supervisors for their daily briefings

*Site Reconnaissance, Securing and Staging Teams (SRSST)*

- They will normally be trained tradespeople, engineering or construction professionals, outdoor recreation and education staff or hold similar qualifications
- They will confine their activities to making places secure and determining where likely interventions will be needed
- They will not normally conduct rescue operations of any kind but will prepare staging areas for such actions if rescue work is likely
- At least one member of each team will hold a current First Aid Certificate
- They will normally be despatched by, and report, to the Joint Overall Supervisors
- They will relay emergency information to both the Joint Overall Supervisors and Joint Communications and Liaison Co-ordinators as soon as this is identified

- People working in these teams will always work in multiples of two and they will normally comprise four members

**12. Standard Operating Procedures (NB this chart will be redrafted in due course to formalise the annotations added as line drawings)**



NB. MPRRT have moved Resources functions into Logistics and Welfare according to type of function