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Emergency Response Plan (ERP) for Site Inundation 19A Baird Rd, Opotiki

Prepared for: Planning and Regulatory Manager at Council

Purpose:

This Emergency Response Plan (ERP) aims to address and manage the risk from site inundation during extreme weather events. It outlines measures to be undertaken by occupants in the event of a self-evacuation requirement or an evacuation order issued by civil defence authorities.

Contents:

a. Contact Details for Residents:

An updated list of residents with their contact numbers and addresses will be kept current. We will ensure that each resident has access to this list.

b. Contact Details for Emergency Services and Local Authority:

- Emergency Services: 111
- Local Authority Contact: Opotiki District Council 07 3153030

c. Key Items to be Contained in a 'Grab Bag':

- Essential documents (identification, insurance papers, medical records).
- Basic first aid kit.
- Non-perishable food and water supply for at least 72 hours.
- Flashlights, batteries, and portable radio.
- Blankets, clothing, and sturdy shoes.
- Personal hygiene items.
- Any necessary medications.
- Important contact information.

d. Steps to Make Property Safe:

- Turn off electricity and gas supply.
- Secure loose objects or materials that may cause damage.
- Close and secure all doors and windows.
- Move valuable items to higher ground if possible.

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f. Evacuation Routes and Suitable Evacuation Sites:

Identify primary and alternative evacuation routes. [See Evacuation Plan Appendix 1.](#)

g. Provision for Updating ERP to Council:

We will notify the council of any changes in senior staff contact details.
Council will regularly review and update the ERP as needed.

Activation and Implementation:

- Upon receiving an evacuation order from civil defence authorities or if self-evacuation is deemed necessary, residents shall immediately follow the outlined procedures in this ERP.
- Designate responsible individuals within the residence to ensure the ERP is effectively implemented.
- Conduct regular drills to familiarize residents with the evacuation procedures.

Review and Training:

We will conduct regular reviews of the ERP to identify any gaps or areas for improvement.
Provide training sessions to educate residents on the ERP and emergency procedures.

Communication:

Establish a communication protocol to disseminate emergency information to residents effectively.
Utilise multiple communication channels such as text messages, emails, and community meetings.

Conclusion:

This ERP serves as a comprehensive guide for residents to respond effectively to the risk of site inundation during extreme weather events. Regular review, training, and communication are essential to ensure the readiness and safety of the community.

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