



Chatham Islands Council

EVACUATION PLAN

Completed 2005
First Review 2006
Second Review 2007

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EVACUATION PLAN

INTRODUCTION

The Chatham Islands Council is a Unitary Authority, and is responsible through its Civil Defence and Emergency Management Plans, to manage major threats in a way that contributes to the social, economic, cultural and environmental well-being and safety of this community. Having identified all potential hazards they will now be managed strategically through set goals, objectives, issues, actions and targets where the Chatham Islands community works to reduce the effects of all hazards, as far as practical, and is ready to respond to unexpected events and recover from them as quickly as possible. This document was developed in accordance with the CDEM Act 2002, and as such under section 86 of the Act has the authority to force.

- 86 **Evacuation of premises and places** - if a state of emergency is in force and, in the opinion of a Controller or any member of the police, the action authorised by this section is necessary for the preservation of human life, that person or a person authorised by him or her may require, within the area or district in which the emergency is in force,-
- (a) The evacuation of any premises or place, including any public place; or
 - (b) The exclusion of persons or vehicles from any premises or place, including any public place.

PURPOSE OF THE PLAN

The purpose of this Plan is to ensure that all precautions have been taken for the safety and well-being of community and emergency personnel. This evacuation Plan was developed in the event of a Tsunami or any emergency requiring individual or communities to be evacuated, and should be read in conjunction with the Emergency Operation Centre Plan and Tsunami Warning Plan. However, it is not possible to document detailed directions to fit all likely evacuation operations, therefore this document must be regarded as a guide of general nature only, providing a basis from which more detailed plans, procedures and instructions can and have been developed. This guide covers the whole evacuation process until the point of which a satisfactory relocation has been achieved. The decision to evacuate is a major decision and one that is not made lightly, displacement of persons from their homes or places of employment may have effects far reaching and possibly traumatic. Situations may involve removing people from danger or potential danger, and may well extend from the temporary re-location of individuals to long term transfer of whole communities.

COMMUNITY RESPONSIBILITY

It is vital during an evacuation that the responsible Authority maintains the confidence and co-operation of the affected community, otherwise individuals or groups may take action into their own hands, causing disruption and endangering lives. It is the responsibility of individuals and communities to be prepared, information and training are available, but it is up to the individual to become involved and better understand the impact of hazards that affect our community. If you think that it will never happen, think again, it's not a matter of if, it's a matter of when and if you think "what are the odds of it happening" they are high, extremely high. The Chatham Islands is the only area in New Zealand recorded as having a fatality, our communities are now more vulnerable than ever, ask yourself, in an emergency do I want to help or be helped.

- Become involved don't leave the responsibility to others they may not be there to help on the day.
- Learn what Hazards affect this community and the impact they have on our community, most hazards that affect us have far longer implication for recovery than you may realise.
- Know what to do, where to go, and who will co-ordinate when an emergency happens. By not knowing you place your life and other at risk.

WARNING SYSTEMS

The success of this document and any emergency plan depends largely on the early warning systems and the dispersion of relevant information. The warning system must be capable of:

- Providing early warning of disaster.
- Early notification to evacuees.
- Providing update relevant information to Area Co-ordinators, Response Team, Welfare and Safe Areas and Emergency Services.
- Recognised warning system at Local and National levels.
- Appropriate signage.

Understanding the difference between Local and Distance Tsunami, is important as Local Tsunami can be generated in or around New Zealand, distance source Tsunami can be generated from any where in the World. It is important to look for the signs, "Natural Phenomena" which constitutes the natural signs of tsunamis as there may be no time to issue warnings for a locally generated Tsunami. The Pacific Warning Centre in Hawaii provides a service for the whole of the Pacific Rim and is able to predict the likelihood and confirm the presence of Tsunami for distance source.

Natural warning signs include ground shaking and unusual sea-level fluctuations, wave-forms, and sounds. The arrival of tsunamis in coastal areas is often preceded by natural phenomena that can be used as an alert. The arrival of a negative wave or trough causes a shoreline to recede, exposing portions of the ocean floor that are not normally visible, even during low tide, unusual waveforms can also precede the arrival of the real tsunami onshore. These forms have been described as:

- Wall of water
- Rising tide like flood
- Large breaking wave

COMMUNICATION

It is not always possible to indicate firm guidelines covering the dissemination of the decision to evacuate. However, the following points are worth considering.

- The decision need not necessarily be made known to everyone at the same time, or in some circumstances it may be appropriate to give advance information to certain key individual/organisations.
- If the affected community has been kept fully informed of developments in the situation and is well prepared for a possible evacuation, there may be value in leaving promulgation as late as possible.
- If the situation is confused and arrangements for movement etc are uncertain or not stabilised, there may be value in making an early announcement of the decision, so that maximum time is available to finalise arrangements.

Whenever and whatever the circumstances the evacuation decision is disseminated, it should be made in the clearest possible terms and should cover all relevant details. Much of the success of the subsequent phases of evacuation may depend on the clarity and substance of this announcement. Also, the announcement itself may well be a key factor in maintaining the morale, confidence and co-operation of the community. The dissemination of information concerning the evacuation will be of primary importance, a system or arrangement for information will be necessary, someone that is assisting the Area Co-ordinator can be responsible for the communication from the Emergency Operation Centre back to the Area Co-ordinator and visa versa, Area Co-ordinators can then focus on the job and let someone else focus on the communication and information gathering. It is essential however, that appropriate and adequate information is available to:

- Area Co-ordinators
- Evacuees
- General Public
- Welfare Centres/Safe Areas

SECURITY

Security of an individual's personal property especially the home and household property which have been left behind is most important, and may be in the form of road closer to all public into evacuated areas under section 88 of the CDEM Act 2002.

- **Closing roads and public places** - If a state of emergency is in force, a Controller or a member of the police, or any person acting under the authority of a Controller or member of the police, or any person so authorised in a relevant Civil Defence Emergency Management Plan, may, in order to prevent or limit the extent of the emergency, total or partially prohibit or restrict public access, with or without vehicles, to any road or public place within the area or district in respect of which the state of emergency is in force.

PRE-EVACUATION

Certain pre-evacuation considerations have been taken into account, in order to better prepare communities. The success of the actual evacuation movement will depend on the effectiveness of basic planning and pre-evacuation arrangements. If these arrangements are well conceived and well founded, they will usually be capable of over riding unforeseen difficulties and problems. However, no matter what the circumstances of evacuation some major requirements will tend to predominate. Safety measures must be ensured throughout the total movement process. This is an important aspect of control especially under situations where individuals are under stress and when confused movement conditions may be inevitable.

	Identification tags – should be worn by control personnel. The ability to control movement will be seriously jeopardised if responsible personnel cannot be readily singled out by evacuees, especially if confused and otherwise difficult circumstances apply.
	Hazards – Identifying Hazards and impact implications.
	Warning System – Identifying any issues regarding warning the public.
	Transport – Identify any transporting issues.
	Extent – Time magnitude and duration of threat.
	Implications – Effects at Local, Region, and Nation levels.
	Injured – Number and type of casualties.
	Health – Identify any possible health risks.
	Danger – Personal risks to emergency personnel.
	Recovery – Community ability to recover, economically, culturally, and socially.
	Preparedness – Is the Community prepared.
	Total Evacuees – Identify approximate total of expected evacuees in the area.
	Community – Locations of people, families, and groups affected.

	Welfare – Identify the Welfare Requirements you made need in your area.
	Responsibilities – Allocation of responsibilities should be made prior to an emergency event, or, if necessary, on a short notice basis as required by the particular situation.
	Registration – of evacuees should be carried out before evacuation movement commences unless circumstances and timing prevent this, Registration should be done at an assembly point.
	Signage – Clear signposting and marking from assembly areas, on the route and at check points must be established.
	Safety – measures must be ensured throughout the total movement process, this is an important aspect of control especially under situations where individuals are under stress and when confused movement conditions may be inevitable.
	Volunteers – volunteer need are required to have some form of emergency training.
	Accommodation – accommodating evacuees may be at safe areas, Welfare Centres or private.
	Communication – systems have been and still are; being set up around the Island for better and more reliable forms of communicating information other than relying on the phone system.

EVACUATION

Once confirmation from the Emergency Operation Centre is received by the Area Co-ordinators and Response Team the following procedures will be followed.

	Confirmation – from Emergency Operation Centre that a declaration is in force and the decision to evacuate has been made.
	Inform Emergency Personnel – Area Co-ordinators to inform appropriate personnel that assistance is required.
	Inform Public – to assemble in designated assembly area.
	Registration – When the community have been registered and all are accounted for, inform Emergency Operation Centre that you will move to designated Safe Area and give approximate time of arrival. (Registration is important information the Emergency Operation Centre requires in order to advise Welfare Centres or Safe Areas of the intended numbers arriving and to ensure the safety of the community).
	Impact Time – Once Emergency Operation Centre has confirmation from New Zealand of expected time of impact, some areas may be moved to permanent safe areas, (Safe Areas have been predetermined for the quickest and safest evacuation of communities, out of immediate danger).
	Safe Areas – Advise the Emergency Operation Centre once Area Co-ordinators have arrived at the Welfare Centre or Safe Areas.

POST- EVACUATION

The Recovery after an event may take some time; there are still matters of relocation of individuals or communities, economic, environmental and social issues, weather short or long term, to address. It is at this time people are getting less accommodating, wanting to return to normal as soon as possible, however, the community should understand that there is a process that needs to be followed so the whole community can return to some form of normalcy. Recovery of a community after any emergency event is managed by the Recover Management Team; they are based at the Emergency Operation Centre and would have been working along side the Emergency Operation Centre Team during the whole emergency. They are responsible for getting the community back to business as usual, and require as much information regarding community and individuals needs as soon as possible, that is why as much information is taken during registration.

	<p>Enquiries – There will be numerous enquiries likely to arise both from evacuees and public in general. Communication arrangements for dealing with enquiries have been made on a planned basis, and registration has been effectively carried out.</p>
	<p>Transport – Good transport can significantly help in the resettlement of individuals and families, whereas long periods of waiting for transport can have a reverse effect, if require the Emergency Operation Centre can help with additional transport.</p>
	<p>Information – Information will come to the Co-ordinators from the Emergency Operation Centre, and evacuees will be kept informed of the situation.</p>

	<p>Handover – In the overall planning of reception arrangements, provision should be made for the handover of responsibility to appropriate authorities at some convenient time after the reception process. In most cases it will be for a more permanent or long standing authority to deal with matters such as re-settlement, rehabilitation and information which relate to these matters.</p>
	<p>Debriefing – It is important after an event that all persons involved with the evacuation participate in the debriefing. Remember this is not a witch hunt it is a time to identify strengths and weaknesses, through identifying gaps we can plan for, and learn from them.</p>

CONTROLLER

Once the Controller has declared a State of Civil Defence Emergency, the following shall apply in addition to normal procedures.

CHECK LIST

	Confirm the Emergency Operation Centre is fully activated.
	Confirm a declaration has been made.
	Confirm Area Co-ordinators have assistance and are proceeding to evacuate their areas to the designated safe areas.
	Determine what the designated safe area reporting time will be and whether any allowance is made for securing or moving of animals and property (see Area Co-ordinator message below).
	Using all available systems alert the public and advise them to tune in to a radio station if able to.
	Arrange for a light aircraft to buzz coastal areas to alert the public if possible.
	Alert areas that will be expecting to receive evacuees/ i.e. Welfare Centre and designated contact personnel.
	Receive confirmation when all evacuees have been safely relocated.
	Ensure there are some provisions for catering for Emergency Operation Centre staff.
	Ensure updated information from MCDEM is still available.

Once the Mayor declares a state of Civil Defence Emergency he becomes the Controller and the Deputy Mayor assumes the role of Mayor. This will remain as such for the duration of the declaration. The Mayor cannot be the Controller, and the Mayor, at the same time. In the absence of the Deputy Mayor the Council will elect a Councillor to assume the role of Mayor and perform the Mayor's duties and responsibilities for the duration of the declaration.

AREA CO-ORDINATORS

CHECK LIST

	Area Co-ordinators are to ensure that all persons helping assemble as quickly as possible and are ready to function.
	Proceed to evacuate your area to the designated safe areas.
	On the direction of the Controller, those Areas not in the evacuation will be back up to the affected areas.
	The organising and control of transport for those people in need will be the responsibility of the area co-ordinator.
	All area coordinators are to give the following message to all residents in their areas
	Advise Emergency Operation Centre, (EOC) when evacuation is complete
	All Area Co-ordinators are to stay at the designated safe area and assist once evacuation is complete and remain in contact with Emergency Operation Centre, (EOC) for further update information
	If any Area Co-ordinator needs assistance they are to contact the Emergency Operation Centre, (EOC) immediately

SPECIFIC - ACTIONS

CHILDREN AT SCHOOL - GENERAL

The Emergency Operation Centre (EOC) will inform all Schools of the warning. Principals and teachers remain responsible for children in transit to assembly areas, until such time that they relinquish to authorised caregivers.

CHILDREN AT SCHOOL – SPECIFIC ACTIONS

- Te One School: Principal to transport all children to [.....safe area A] and inform area coordinator of school's complete evacuation.
- Kaingaroa School: Parent to uplift en-route to safe area, and Principal to inform area coordinator of school's complete evacuation.
- Pitt Island School: Children to proceed immediately home.

TRAFFIC CONTROL- POLICE GENERAL

When a State of Civil Defence Emergency is declared the Police shall provide adequate direction and control of all persons and transport in the threatened area. Care should be taken not to hinder people returning to their homes to evacuate their families. Control of traffic at other points may be necessary and the decision to do this will be made after an assessment of the situation by the Controller.

TRAFFIC CONTROL- POLICE SPECIFIC ACTIONS

- Confirm that wharf facilities are evacuated and place road closure signage on Wharf Rd at top of the hill.
- Confirm that the Hotel Chathams premises are evacuated and place road closure signage at top of the hotel road.
- Confirm that Processing plant premises and adjacent housing are evacuated and place road closure signage at top of the road.

EOC – OPERATIONS MANAGER

- Monitor time (countdown) until expected tsunami impact and keep Controller and Area Co-ordinators informed, especially of any changes.
- Physically have the impact sighted and confirmed (e.g. from Kopinga).

- Support the Controller's decision making; by liaising with MCDEM to assess secondary wave and follow-up wave action for assessing when the 'all clear' and a return home should be communicated [this judgement call could be as little as 15 minutes after a minor occurrence or up to 24 hrs following major sea activity].

WELFARE CENTRE CO-ORDINATORS

At each designated safe area, the Welfare Co-ordinator will register evacuees, and report any missing persons to the Area Co-ordinator, and then provide evacuees with welfare support –see Welfare Standard Operating Procedure (SOP).

EVACUATION AREAS

AREA A SOUTH WEST

- Assemble all Waitangi, Te One and south coast residents (circa 310) initially at the Waitangi Hall for registration, then send evacuees uphill along Tuku Rd South to the following housing (Runanga building, MetService, Chatham Motel and Charters Ltd, and Golf Club).
- Conduct roll check/registration of evacuees and report any missing individuals to Emergency Operation Centre (maintain resident register on a regular basis).

AREA B NORTH EAST

- Assemble all Kaingaroa residents at Wharekauri, Wharekauri Rd (circa 100). All residents to uplift children from Kaingaroa School on route to safe area. Post last evacuee departure, place road closure signage on North Rd at Taupeka Pt turnoff.
- Conduct roll check/registration of evacuees and report any missing individuals to Emergency Operation Centre (maintain resident register on a regular basis).

AREA C SOUTH EAST

- Assemble all Owenga residents (circa 100) at Kopinga Marae.
- Conduct roll check/registration of evacuees and report any missing individuals to Emergency Operation Centre (maintain resident register on a regular basis).

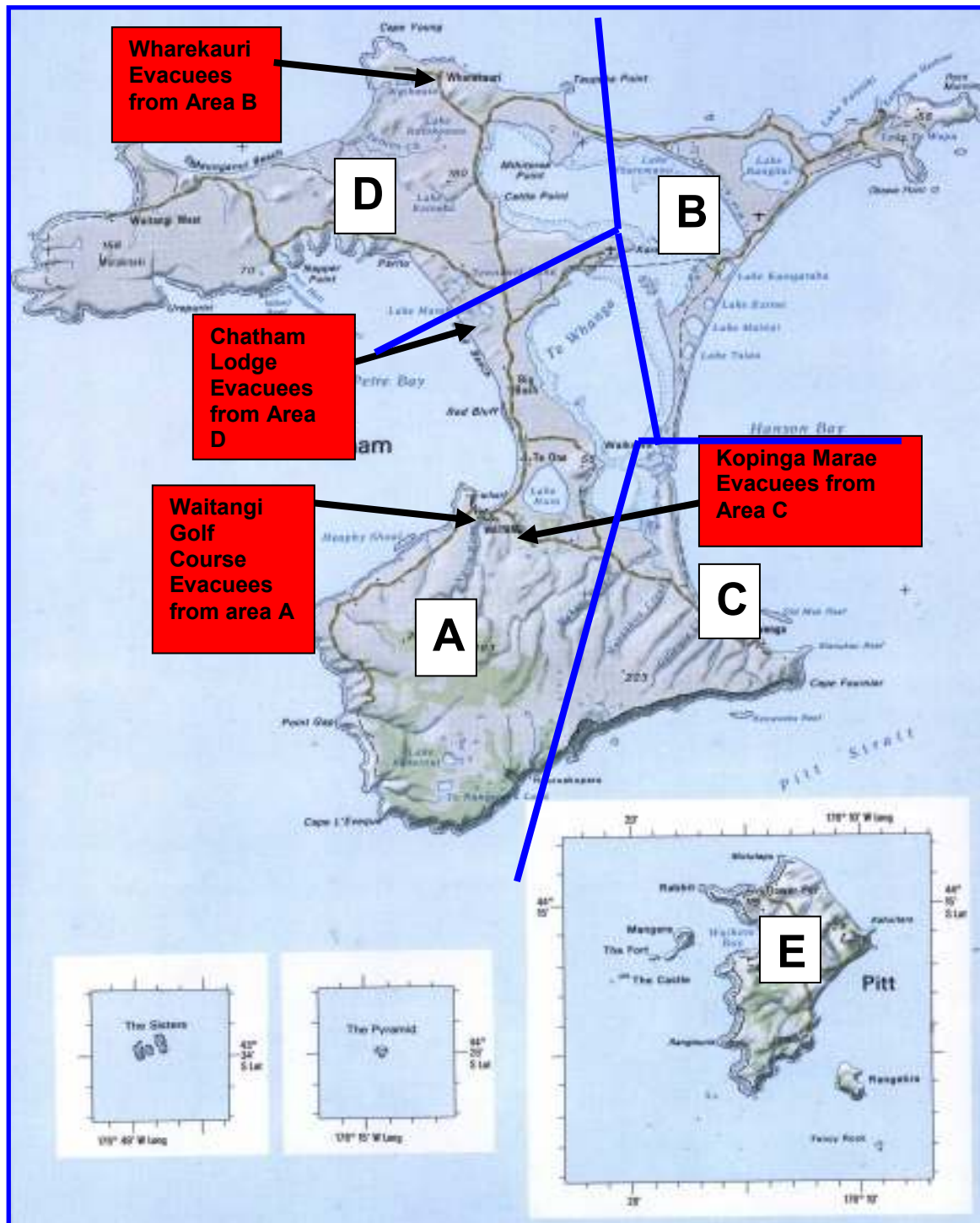
AREA D NORTH WEST

- Assemble all Port Hutt residents (circa 280) at the Chatham Island Lodge.
- Conduct roll check/registration of evacuees and report any missing individuals to Emergency Operation Centre (maintain resident register on a regular basis).

AREA E PITT ISLAND

- All Pitt Island residents (circa 60) to be accounted for in their homes and Emergency Operation Centre informed by Area Co-ordinator of total people numbers safe at home.
- Conduct roll check/registration of evacuees and report any missing individuals to Emergency Operation Centre (maintain resident register on a regular basis).

EVACUATION SAFE AREAS



AREA CO-ORDINATORS

Area	Name	D/Phone	D/Fax	A/H/Phone	A/H/Fax
A	Don McLaren	3050066		3050552	
A	Eddie Fraser			3050106	3050343
B	Dale Whaitiri			3050251	
B	Mark Taylor			3050089	3050089
C	Nigel Ryan			3050264	3050264
C	Alfred Preece			3050267	3050267
D	Gill Dix	3050337	3050337	3050024	
D	Vacant				
E	Ted Lanauze			3050330	
E	Vacant				

“Message to the public from the Area Coordinators by direction of the Controller”

“The Chatham Islands has been issued an emergency warning.

A State of Civil Defence Emergency has been declared and you are required to assemble at [safe area location] by the time of [.....]. This gives you [.....] minutes/hours to gather essential belongings, some food, drinks, bedding and clothing and report to the safe area. All school children are being taken to the designated safe areas. Do you need transport or assistance in getting to [safe area location]?”

WARNING PROCESS

