

Make a Plan

**Whakaritea
he mahere**

Make an emergency plan.

Emergencies can happen anytime, anywhere. It's up to you to take steps to make sure you're prepared. This template will help you plan to keep your whānau and animals safe. Make sure you refer to the Lifestyle Block Emergency Preparedness Handbook when making your plan.

My household plans.

Your household members' contact details

(Remember to include all the people living on your property)

Name: Telephone number:

Name: Telephone number:

Name: Telephone number:

Name: Telephone number:

Name: Telephone number:

Name: Telephone number:

Your neighbours' contact details

Name: Telephone number:

Name: Telephone number:

Name: Telephone number:

Name: Telephone number:

Important out of town contacts

Name: Telephone number:

Name: Telephone number:

Name: Telephone number:

Name: Telephone number:

Your local Community Emergency Hub

Hub Name: Address:

Other important contact details

Doctor/Medical Centre:	Telephone number:
Regional Council:	Telephone number:
Local Council:	Telephone number:
Insurance Company:	Telephone number:
Electricity Supplier:	Telephone number:
Water Delivery Service:	Telephone number:
Gas Supplier:	Telephone number:
Fencing Contractor:	Telephone number:
Electrician:	Telephone number:
Plumber:	Telephone number:
Builder:	Telephone number:
Drainlayer:	Telephone number:
Vet:	Telephone number:
Local SPCA:	Telephone number:
Kennel/Cattery:	Telephone number:
Ministry for Primary Industries (MPI):	Telephone number:
Rural Support Trust:	Telephone number:
Livestock Feed Supplier:	Telephone number:
Local Livestock Agent:	Telephone number:
Livestock Trucking Company:	Telephone number:
Petfood/Home kill Company:	Telephone number:
Federated Farmers:	Telephone number:
School:	Telephone number:
Babysitter:	Telephone number:
Other contacts:	Telephone number:
Other contacts:	Telephone number:

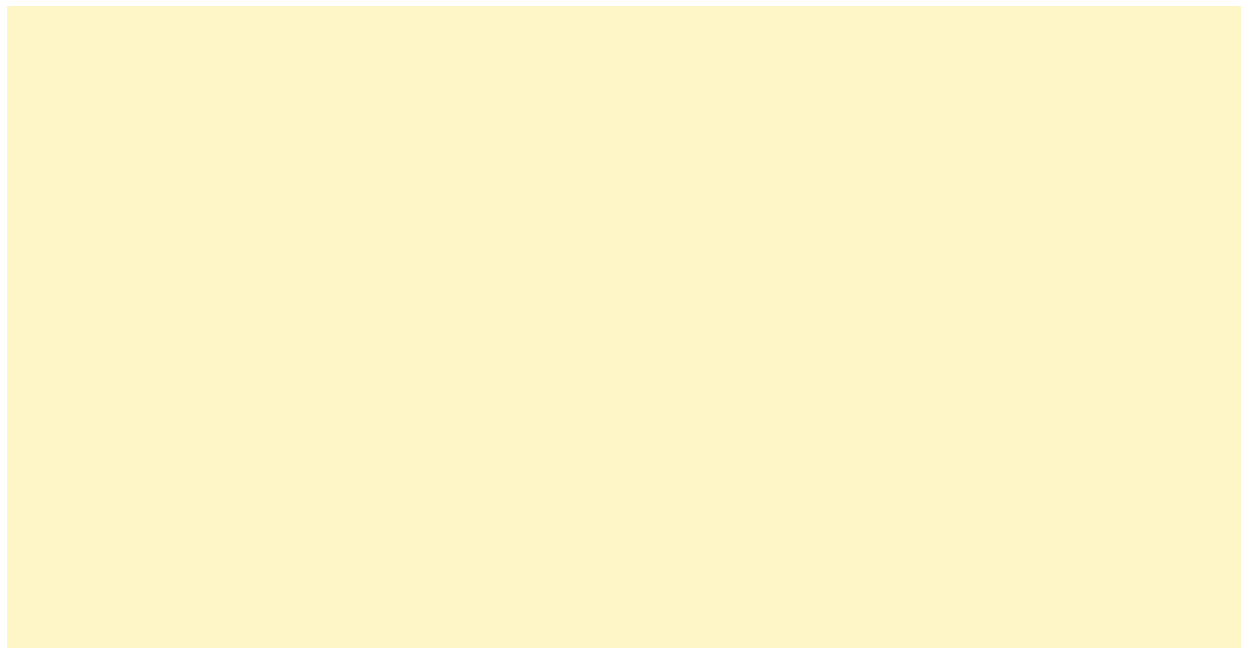


IN AN EMERGENCY

Introduction

For information about the possible hazards on your property see Section 1 of the Lifestyle Block Emergency Preparedness Handbook.

What are your property's main hazards? Include information about the areas of your property prone to flooding, high wind, and any tsunami zones.



Managing water on your property

For information and advice about managing water on your property, see Section 3 of the Lifestyle Block Emergency Preparedness Handbook.

What is your primary water source? Do you have a secondary water supply in the event your main water supply is damaged or not available or usable in an emergency event?

Do you need power to access your water? Can you easily access your water supply if you do not have power, or need water to put out a fire?

What hazards will impact your property and where are the hazard areas located?

Do you have any high ground safe areas in the event of a flood or tsunami? Write your answers below. You could also draw a map or add an aerial photo view of your property to your plan, highlighting the hazard areas and any high ground.



Managing water on your property

Remember to check the water levels in your tank(s) often.

What is your household water use – daily, weekly and monthly? Remember to include your pets. (To work out your household water usage refer to Appendix 2, in the Lifestyle Block Emergency Preparedness Handbook).

Potable water (safe to drink and use for water preparation)	Non-potable water
Daily	
Weekly	
Monthly	

The date your septic tank was checked and the results of the check?

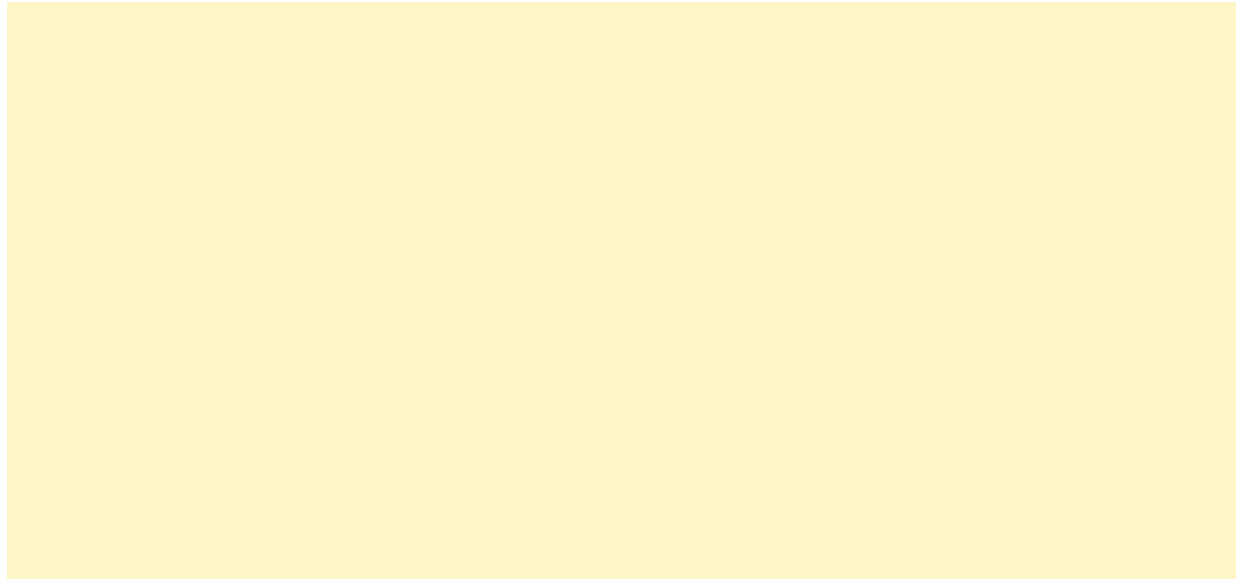
Date	Results

If you have livestock, how much water do your livestock use – daily, weekly and monthly? (To work out your livestock’s water usage refer to Appendix 2,

Potable water (safe to drink and use for water preparation)	Non-potable water
Daily	
Weekly	
Monthly	

Are all watercourses on your property clear of any blockages or obstructions which could lead to flooding? This includes catch pits, drains, rain tanks, ponds, wetlands, detention tanks and soakage pits and bores.

Are the watercourses on your property fenced to help prevent animals falling into them?



WARNING: If you enter the tank to clean it, ensure there is adequate ventilation, and another person is present.

Power and phone outages

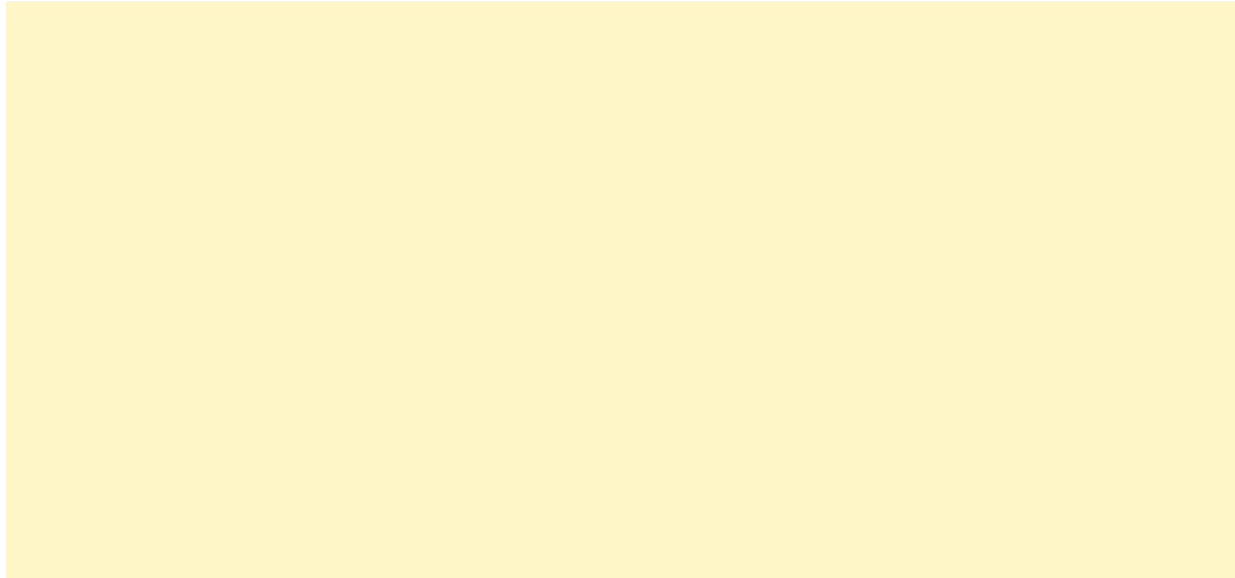
For information and advice about managing power and phone outages, see Section 4 of the Lifestyle Block Emergency Preparedness Handbook.

Do you have a generator in place to provide electricity in case of a power outage? If yes, does every adult know where it is and how to start and connect it? Check your generator monthly. Do you have fuel to run the generator, ideally for seven days or longer?



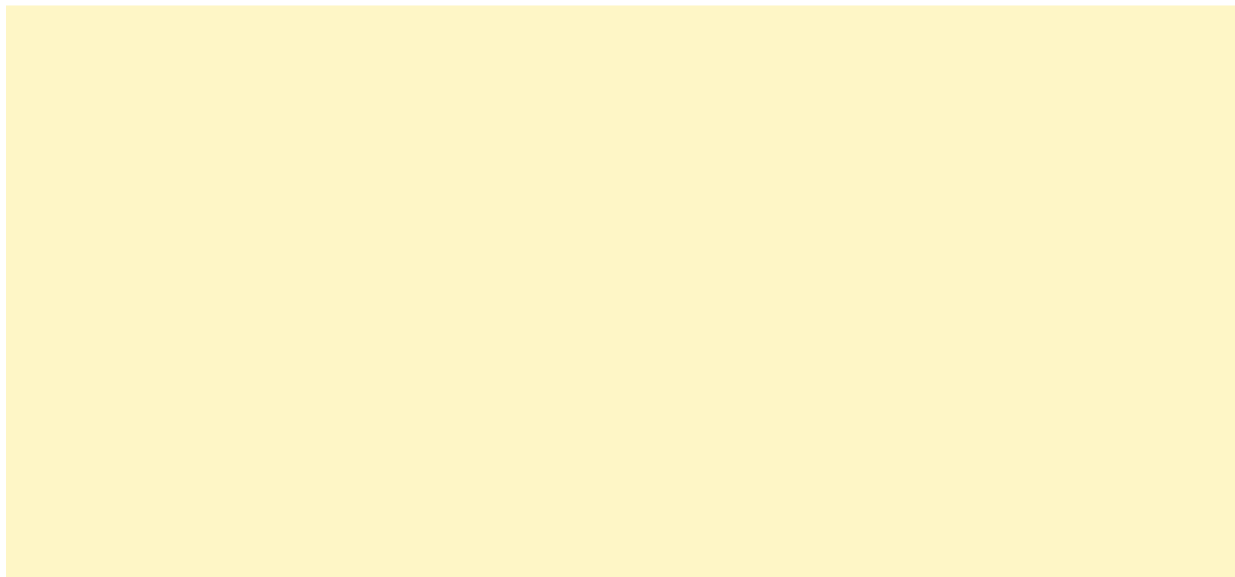
**For life-threatening situations,
always phone 111.**

Do you have a solar or battery-powered radio so you can keep up with the latest news and emergency alerts? Do you have spare batteries for your radio? Where are your radio and batteries kept?

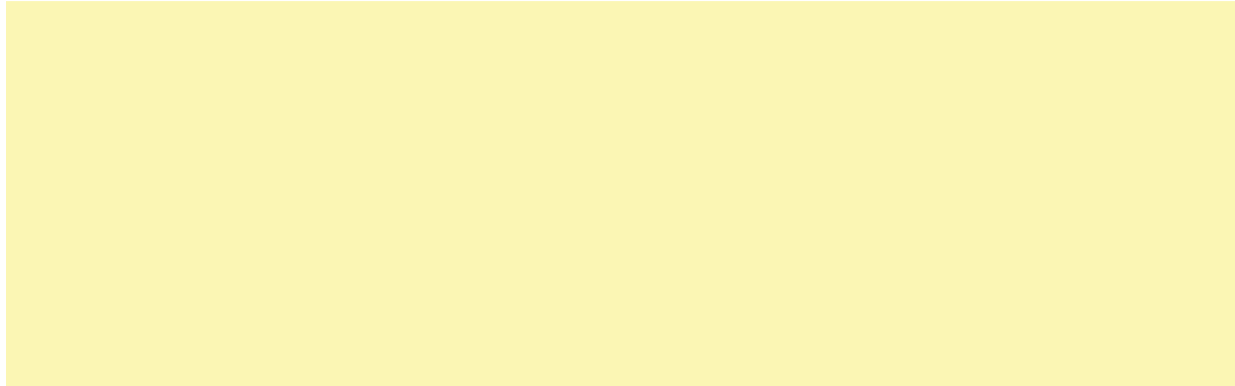


If you do not have a generator, do one of your neighbours have one? Have you spoken to them about charging your mobile phone and possibly, putting medication in their fridge or meat and frozen food in their freezer?

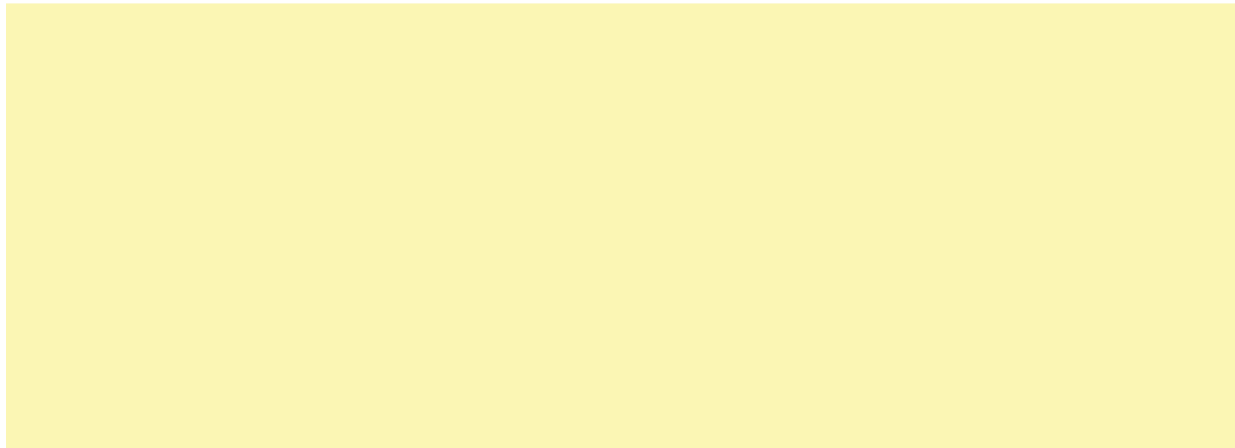
Name and address of closest neighbour with a generator.



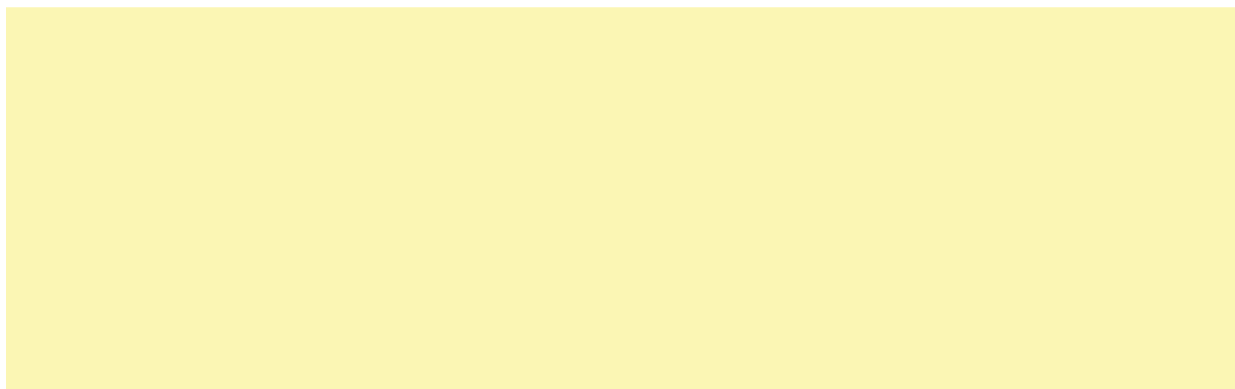
If there is no power, how will you cook, stay warm, and see at night? Where is your portable cooker kept?



Do you have spare cash in case ATMs are not working? Do you have a spare tank of fuel in case petrol pumps are not working?



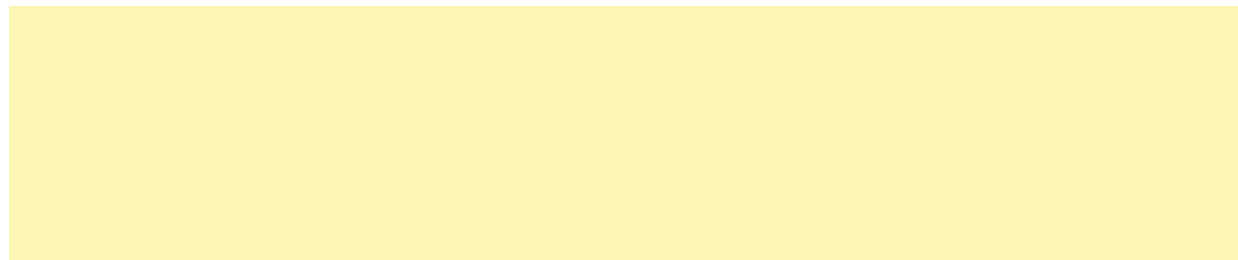
How will you retrieve water from your water tank with no power?



Property access

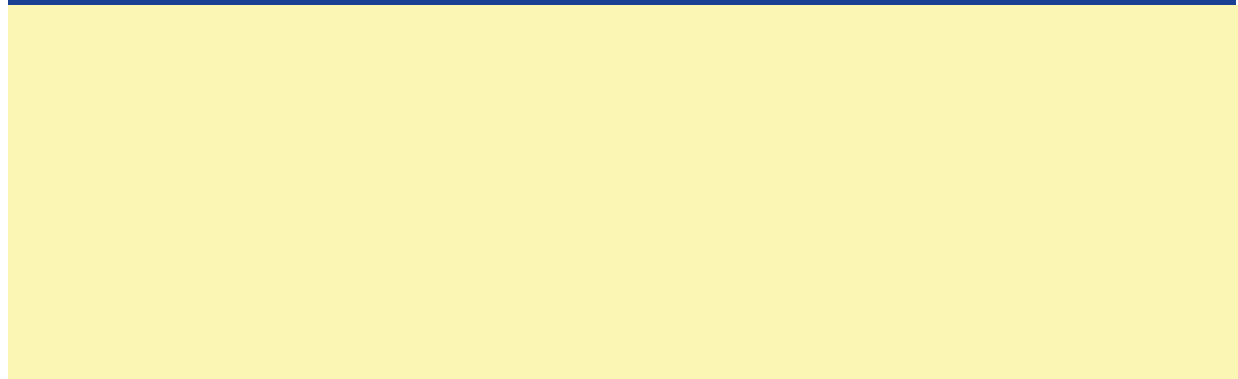
For information and advice about managing access to your property, see Section 4 of the Lifestyle Block Emergency Preparedness Handbook.

Can emergency service vehicles find and access your property (bridges, locked gates and steep driveways)? Is your driveway at least 4 metres wide and clear from overhanging branches?

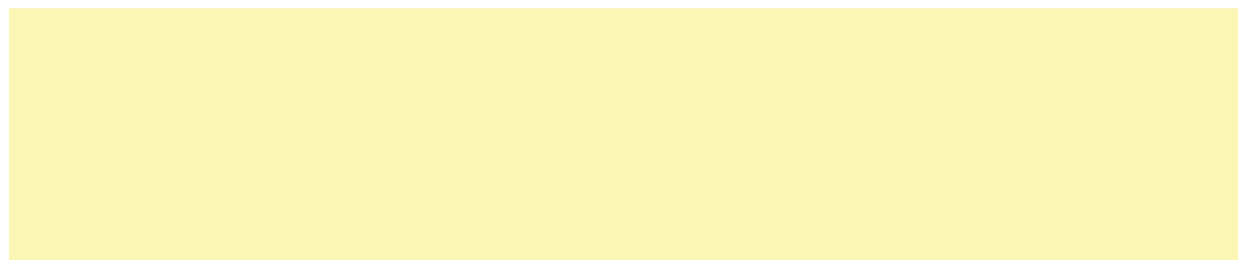


Can you enter and exit your property if your driveway or road leading to your property is made inaccessible? Are there any private roads you can use? Can you access and exit your property through one of your neighbours' properties?

Alternative ways on and off the property:



Describe the location of your property and directions to it from the nearest major intersection. (Someone working on your property, a visitor or family member unfamiliar with the area may be the one that needs to direct emergency services to your property).



Insurance

For information and advice about insurance, see Section 5 of the Lifestyle Block Emergency Preparedness Handbook.

The date you reviewed your insurance policy and the results of the review?

Date	Policy number	Results

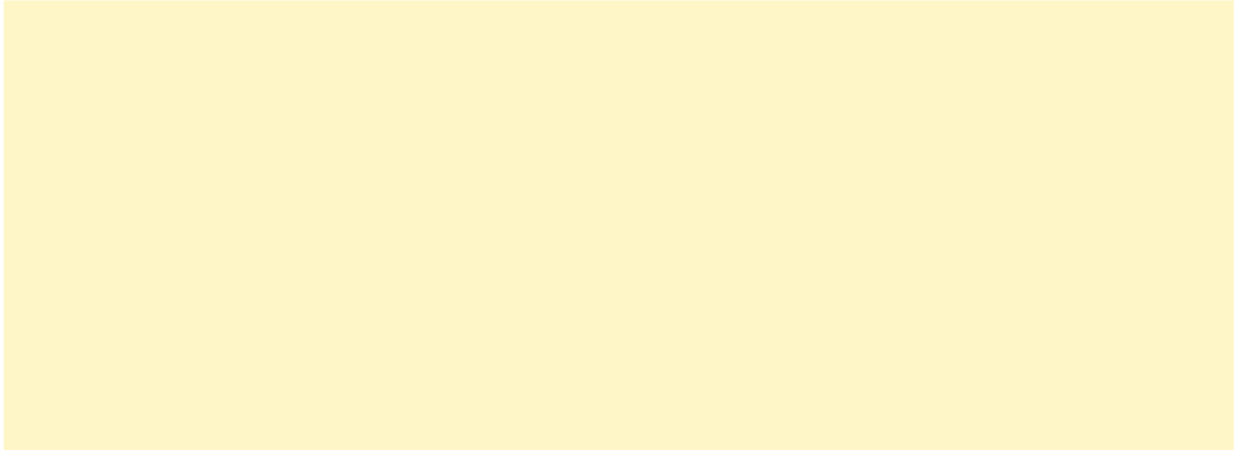


For a complete list of what is and isn't included in EQCover, visit eqc.govt.nz

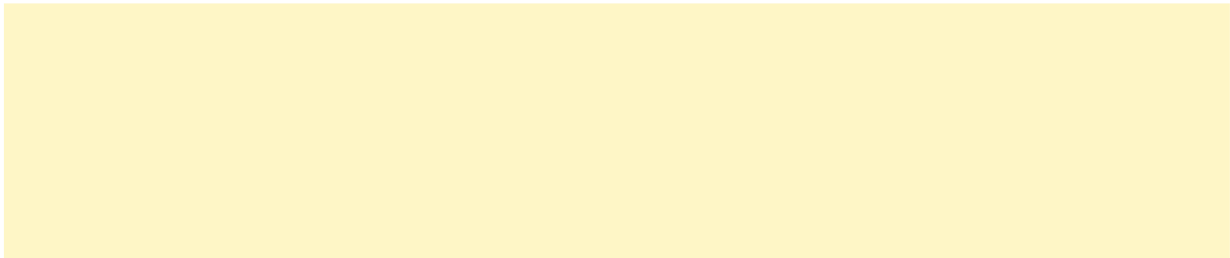
Animal Welfare

Your animals are your responsibility, so make sure you include them in your emergency planning.

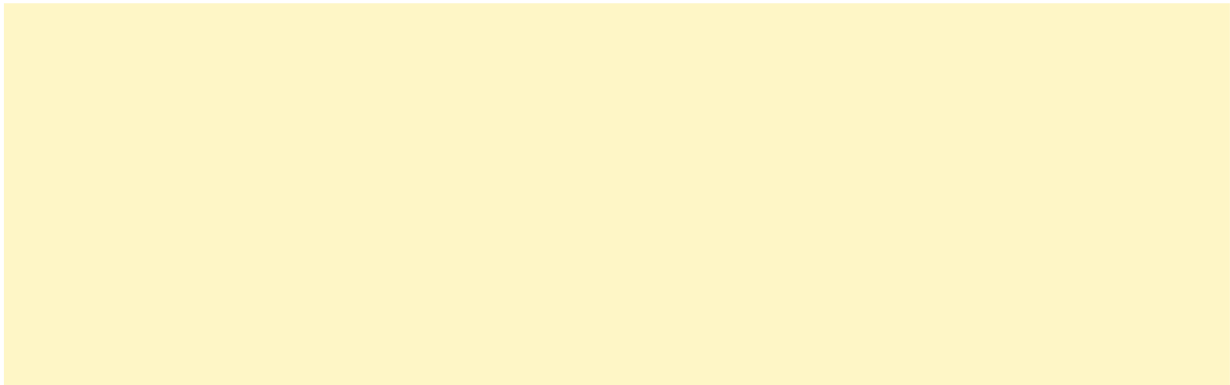
How can you identify your animals? Add relevant registration and microchip details and recent photos.



Do you have enough feed and water for stock and pets to eat and drink for seven days or more? Where are they stored?



Do you have cages, carriers and/or horse floats to transport your animals and keep them safe? Where are your cages and carriers kept? Do you have a ramp to load livestock onto trucks? If not, can you use a neighbour's ramp?





Do you have someone who can look after your animals if you can't get home? Can they access your property, house and sheds where your animals, their feed and medication etc., are kept? Do they know how and where to move your animals to, if they need to be moved off your property?

Animal care people and their contact details:

Where is the higher ground on your property? Can you move your animals to these areas, and still be able to access your animals, if there is a flood?



Remember if it is not safe for you – it's not safe for your animals.

If you have to shelter at home

For information and advice about sheltering at home, see Section 2 of the Lifestyle Block Emergency Preparedness Handbook.

Sometimes emergencies make it unsafe for people to leave their homes and properties. Stay in your home until emergency services and/or Wellington Region Emergency Management say it is safe to leave. Make sure you have what you, your whānau and your animals need to shelter at home for several days.

Emergency Checklist	
Food (for seven days or more)	
Water (for seven days or more)	
Torch with spare batteries	
Radio with spare batteries	
First aid kit	
Medication (if required)	
Non-perishable food (canned or dried)	
Water for drinking	
Water for washing and cooking	
A gas BBQ or camping cooker	
Toilet paper and large rubbish bags for an emergency toilet	
Face and dust masks	
If you have animals, you will also need to include:	
Water for drinking	
Pet feed/supplementary feed	
Medication (if required)	
Containment (lead, halter, carrier, cage, etc.)	

If you have to evacuate

For information and advice about evacuation, see Section 2 of the Lifestyle Block Emergency Preparedness Handbook.

Evacuate immediately if told so by emergency services and/or Wellington Region Emergency Management. People are not asked to evacuate unless there is a real risk to life.

Getaway Kit	
Medication	
Cash	
Personal identification	
Insurance and other key documentation	
Any special needs e.g. hearing aids, glasses, mobility aids	
First aid kit, including prescription medicine	
Change of clothes	
Food and water	
Toiletries	
Blankets or sleeping bags	
Face and dust masks	
Car keys and house keys	
If you have animals, you will also need to include:	
Identification	
Medical and vaccination records	
Containment (lead, halter, carrier, cage, etc.)	



**Save all your information
online for easy access
from wherever you are.**



GIVE WAY

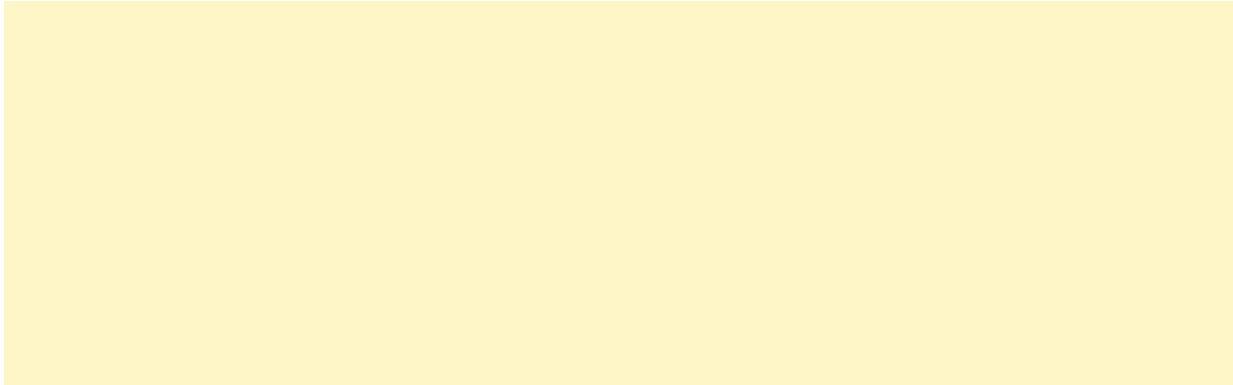


If you can't get home

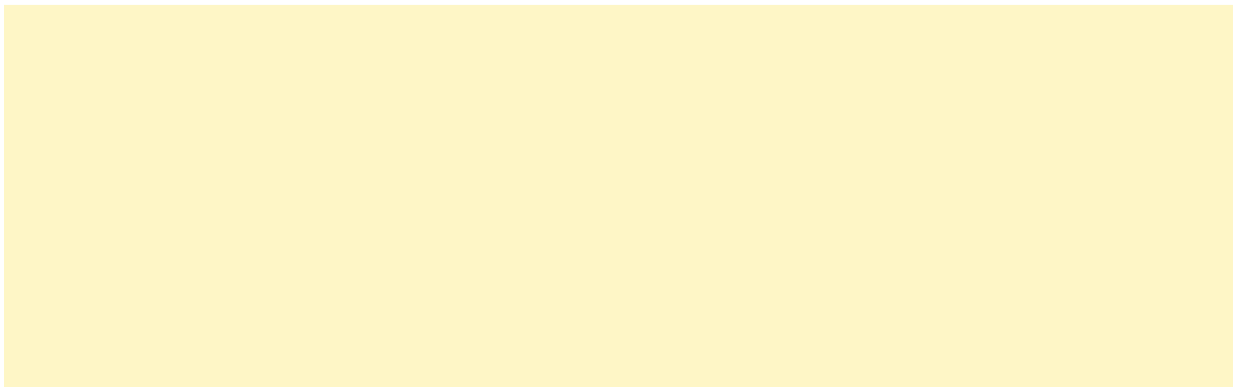
For information and advice about what to do if you cannot get home, see Section 2 of the Lifestyle Block Emergency Preparedness Handbook.

Emergencies can happen at any time. You may not be at home when an emergency occurs and may not be able to return to your property for several days.

Where will you meet if you can't get home (local and out of town)?



If you can't get hold of each other, who will you check in with (someone out of town in case local phone lines are down)?



Who will pick up the children if you can't? What are their contact details?

