

APPENDIX 2: EMERGENCY RESPONSE CHECKLIST



This Checklist is to be used during an emergency or disaster event. It outlines six steps that your community needs to consider to support themselves and others in an emergency. It is designed to be used in the lead up to an event that is known or likely to occur, or as a result of a sudden event.

Although this Checklist is designed to be used as a stand-alone document it should be used alongside the Emergency Preparedness Plan.

Step 1 – Emergency Coordinator Initial Actions

Establish general situation through:

- AEM information Comments: _____
- Metservice _____
- Media reports _____

Determine how long event is predicted to last and whether there are impacts to infrastructure i.e transport

Contact members of the planning team to:

- Establish community / local situation Comments: _____
- Establish availability _____

Step 2 – Incident Team Meeting

Call meeting either virtually or in person of planning team dependent on impacts of event:

- brief on warnings or current situation Comments: _____
- formally establish Incident Team _____

Determine Community Needs:

- Who might be affected and where Comments: _____
- What immediate action should be taken _____

If there is serious risk to life and property contact 111 immediately

Step 3 – Communications

Assign a person to be responsible for communications who can undertake the following:

- Activate community warning systems (e.g. phone trees, notice boards, social media) Comments: _____
- Contact AEM's Emergency Coordination Centre to inform them of the situation if your community is impacted _____
- Provide regular updates by monitoring communication channels including radio, social media etc to hear what verified public messaging is being shared _____
- If community members have to evacuate their homes or workplaces or are stuck somewhere provide information of any local community shelters and Civil Defence Centres (CDC) _____

Step 4 – Assign Other Roles

Assign responsibilities dependent on need and discuss the duties involved. Key roles could include:

<input type="checkbox"/> welfare coordinator	Comments: _____
<input type="checkbox"/> spiritual support	_____
<input type="checkbox"/> logistics coordinator	_____
<input type="checkbox"/> coordinator for volunteers	_____
<input type="checkbox"/> coordinator of needs and offers of support	_____

Step 5 – Welfare

Determine what welfare support your community and/or others might require:

- check on members of your community who might be more vulnerable
- decide what resources and services your community can provide i.e hygiene packs, pastoral care
- identify any social and health services that your community might access
- connect with other religious groups and/or community organisations to coordinate efforts

Note: if you are collecting personal information then you must abide by the Privacy Act 2000 <https://www.privacy.org.nz/>

Step 6 – Establish Community-Led Centre

Decide whether to use your place or worship or religious centre to support the emergency response:

<input type="checkbox"/> Determine what sort of role your centre could play i.e. shelter, distribution site, community meals	Comments: _____
<input type="checkbox"/> Register with AEM if you want them to publicise the services your centre is offering. Register at - https://tinyurl.com/registerAEM	_____

It is important to decide on what basis you would close your community-led centre or continue to offer services to support community recovery.

Your planning team may want to work through this Checklist as part of an community exercise to test capability.

Contact AEM Coordination Centre via email or phone:

Email: aeminfo@aucklandcouncil.govt.nz

Phone: 09 301 0101

Phone: 0800 22 22 00

