



SELWYN DISTRICT COUNCIL

# TSUNAMI RESPONSE PLAN



LAST UPDATED MAY 2006

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## **INTRODUCTION**

### **THE PLAN**

This Plan will be activated on receipt of a Tsunami warning and the sequence of actions to be taken will depend on the type of warning and the amount of warning time available.

The premise of this Plan is that at least six hours warning will be given. However a lesser warning time will not preclude any actions set out in this Plan being taken.

Selwyn District has only a very short coastline, however the potential for a Tsunami wave to over-top the Kaitorete Spit and inundate Lake Ellesmere can not be discounted.

This would put a number of small communities on the lake edge in danger as well as farms and homes surrounding the lake.

On the basis of this potential, an area known as the Red Zone has been identified as being subject to a Tsunami event. Further zones may be established, based on further scientific research.

The establishment of this Plan recognises the significant impact on life and property that a Tsunami creates but with prompt and timely decisions as to warning and evacuation, the potential for loss of life will be significantly reduced.

### **THE RED ZONE**

The Red Zone follows a general line from the Rakaia River, around Lake Ellesmere and back to the State Highway at Motukarara.

The attached map shows the general area of the Red Zone. Within this Zone are a number of small communities with both permanent and holiday residences. Population will vary due to time of year.

These are:

- Rakaia Huts
- Taumutu Marae
- Fisherman Huts
- Lower Selwyn Huts
- Upper Selwyn Huts
- Green Park Huts
- Motukarara

***Red Zone Area***

The Red Zone broadly follows the roads detailed below. This is for guidance only and that area may be widened or reduced to reflect the advised threat.

***Broad Area***

From the Rakaia River in a line to Dobbins, Cyers, Jollies, Milltown Roads, The Lake Road, Pannetts Road, Yarrs, Carters, River, Gilmore Roads then out to the Christchurch/Akaroa Highway around the lake.

For management and evacuation purposes, the Red Zone is broken up into two areas:

- Red Zone Ellesmere - Rakaia River to Selwyn River
- Red Zone Springs - Selwyn River to Christchurch city boundary

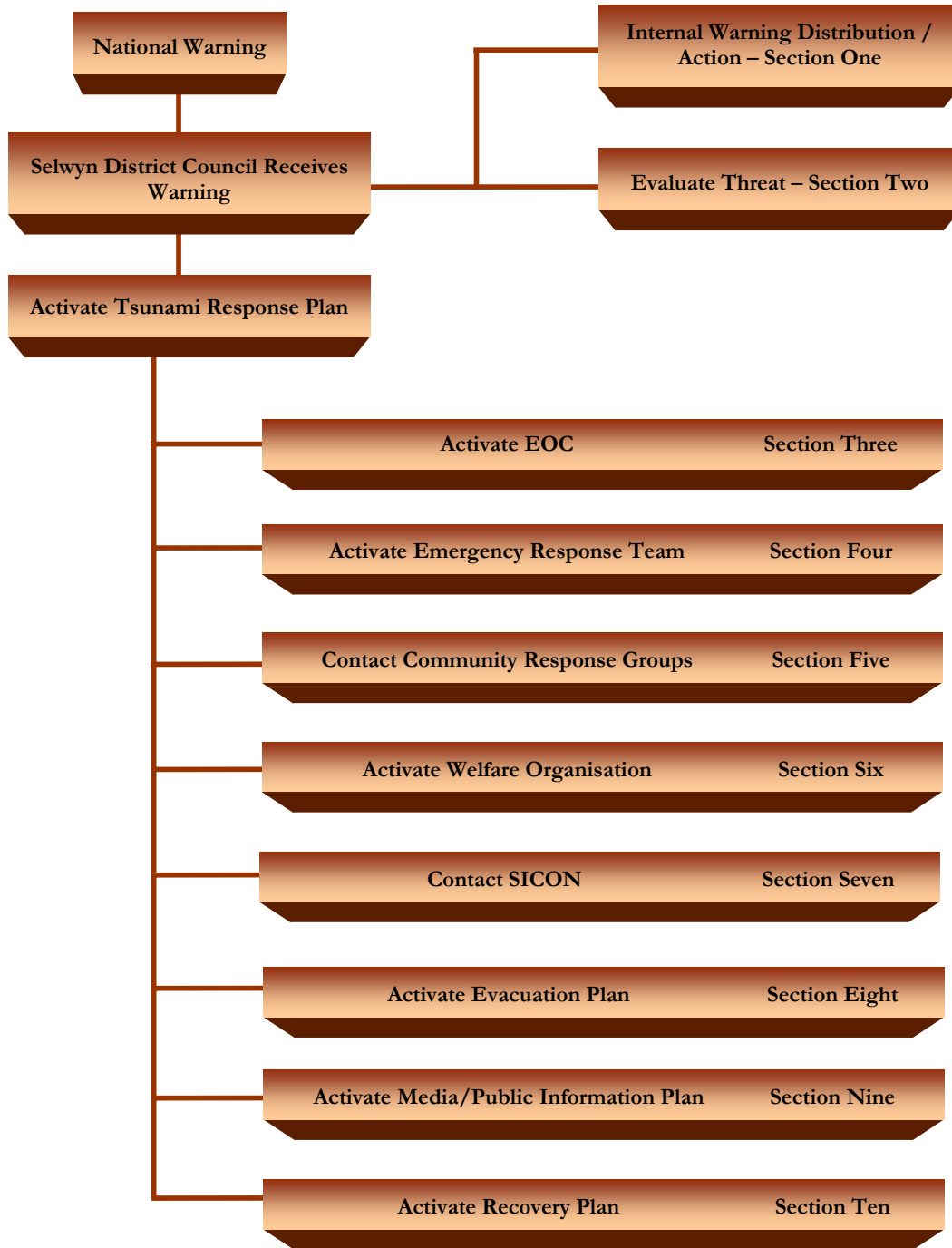
**Red Zone Springs.** As this is a larger area, it may be subdivided into two smaller areas known as:

- Red Zone Springs One
- Red Zone Springs Two

## **THE PLAN FORMAT**

<b>Warning Process</b>	<b>Section One</b>
<b>Evaluation Process</b>	<b>Section Two</b>
<b>EOC Activation</b>	<b>Section Three</b>
<b>Emergency Response Team Activation</b>	<b>Section Four</b>
<b>Community Response Activation</b>	<b>Section Five</b>
<b>Welfare Activation</b>	<b>Section Six</b>
<b>Evacuation Procedures</b>	<b>Section Eight</b>
<b>Media/Public Information Plan</b>	<b>Section Nine</b>
<b>Recovery Plan</b>	<b>Section Ten</b>
<b>Key Contacts</b>	
<b>Evacuation Orders</b>	

## ACTION FLOW CHART



**SECTION ONE**

**WARNING  
PROCEDURES  
AND  
INITIAL ACTIONS**

## **WARNING PROCEDURES**

Tsunami warnings are issued through the National Warning System.

These warnings are distributed by means of facsimile, TxT Message and E-mail direct to the Territorial Authorities (TAs).

The role of the CDEM Group is to confirm with TAs that they have received the warning. The Group will also ensure that Regional Agencies are aware of the warning.

Selwyn District Council's responsibility is to ensure that its communities are aware of the warning.

The Group will broadcast the warning on Radio Stations and Television and will also ensure that a standard message is given to residents in the potential area.

Although every effort would be made for these warning to be broadcast, we cannot assume that all our residents have received the message. This is especially true at night.

The following matrix sets out the procedures, steps and tasks to be taken on receipt of a Tsunami warning.



The following warning procedures are put into place within Selwyn District.

PROCEDURE	ACTIONS REQUIRED
<p><b>Step 1 – Tsunami Warning Procedures</b></p> <p>Warning issued from Pacific Tsunami Warning System.</p> <p>Warning received by Ministry for Civil Defence and Emergency Management.</p> <p>MCDEM send warning to Selwyn District Council by telephone, facsimile, e-mail or TxT Message</p>	<p><b>Step 1 – Tsunami Warning Received Through National System</b></p> <p><i>Day</i> - By facsimile to Leeston</p> <p>- By email and TXT message to duty Emergency Management Officer</p> <p>On immediate receipt, reception to contact EMO and/or Local Controller. Confirm receipt of warning with Group. ((03) 366 2359) 24 hours.</p> <p>EMO and/or Local Controller will assess the threat and advise:</p> <ul style="list-style-type: none"> <li>➤ Mayor</li> <li>➤ Chief Executive</li> <li>➤ Asset Manager</li> </ul> <p><i>Night</i> - Answer Service [(03) 366 4387] receives warning by facsimile – will immediately contact one of the EMOs</p> <p style="text-align: center;"><b>0274 901 874 or (03) 366 8706</b> <b>027 255 3496 or (03) 342 7433</b></p> <p style="text-align: center;"><b>Or</b></p> <p><i>Local Controller</i> <b>021 584 157 or (03) 347 6323</b></p> <p>- If no contact, request Fire Com – 341 0266 to page Duty Rural Fire Officer (DRFO) and advise of threat</p>

PROCEDURE	ACTIONS REQUIRED
	<p>Unless the DRFO is sure that the warning has not been received by EMO/Local Controllers, they will advise the following personnel of the threat:</p> <ul style="list-style-type: none"> <li>➤ Mayor</li> <li>➤ Chief Executive</li> <li>➤ Asset Manager</li> </ul> <p>And attempt to contact:</p> <ul style="list-style-type: none"> <li>➤ EMOs</li> <li>➤ Local Controllers</li> <li>➤ Group ECC Duty Officer. [(03) 366 2359]</li> </ul> <p>If danger is imminent, attempt to contact communities affected.</p>
<p><b>Step 2 – Evaluation Process</b></p> <p>Local Controller, Douglas Marshall, and Alternates, Wilson Brown, Chris Hewitt and Jack Percy all contacted to determine action required. This may involve the establishment of an EOC at Leeston. Contact is also required with Group Controller. Confirmation of warning received is to be made to the Group Emergency Management Office / Duty Officer. The following steps apply as determined by the event and time available.</p>	<p><b>Step 2 - Contacts</b></p> <p>Contact to be made with the following as determined by The Evaluation Process.</p> <ul style="list-style-type: none"> <li>➤ Mayor, Michael McEvedy</li> <li>➤ Chief Executive, Paul Davey</li> <li>➤ Asset Manager, Ray Anderson</li> <li>➤ Regulatory Manager, John Christensen</li> <li>➤ NZ Police, Lincoln (via 111 system or local contact)</li> <li>➤ NZ Fire Service, Leeston and Southbridge (via 111 system or local contact)</li> <li>➤ Ellesmere Search and Rescue although this may be instigated by NZ Police</li> <li>➤ St John Ambulance Service, Leeston (via 111 system or local contact)</li> <li>➤ Group ECC / Group Controller</li> <li>➤ Public Information Manager</li> <li>➤ CDEM Welfare Manager</li> </ul>

PROCEDURE	ACTIONS REQUIRED
	<p>This step will involve the determination of an evacuation line (e.g. 4km back from coast which is Red Zone. From this point, the NZ Police may take over. Consideration needs to be given as to the worth of a declaration of a Local Emergency.</p> <p>Leeston or Darfield EOC to be activated. Call-out procedures to be followed.</p> <p>Convene Selwyn District CDEM Liaison Committee</p>
<p><b>Step 3 – EOC Activation</b></p> <p>Leeston or Darfield EOC to be activated.</p> <p>Call out procedures to be followed. It is the responsibility of the EMO to initiate the call-out procedure.</p>	<p><b>Step 3 – Initial Action of EOC</b></p> <p>This step may be carried out in conjunction with activation of EOC depending on lead time available.</p> <p>Public Information Manager to contact Group to ensure general broadcast warning has been carried out.</p> <p>Operations Manager to contact Fire/Police to ascertain what actions have been taken by them. Contact also to be made with Ellesmere Search and Rescue and Ellesmere St John Ambulance and communities in the Red Zone to advise them of threat.</p> <p>Planning/Intelligence Manager to ascertain information including assessment of likely damage and consequences. Also initiate evacuation planning process.</p> <p>Welfare Manager (or deputy) to activate Welfare Organisation. Need to ensure that Springs and Ellesmere Welfare Team activate respective centres. Selwyn Central and Malvern Welfare Teams to be activated in support.</p>

PROCEDURE	ACTIONS REQUIRED
	<p>Emergency Response Team (ERT) be prepared to implement the Tsunami Evacuation Plan.</p> <p>Asset Manager to brief his asset team/SICON on the threat.</p> <p>Refer Key Contact numbers list for contacts.</p> <p><b>Note:</b> If warning time precludes the above steps being carried out by the EOC, those receiving the warning will attempt to contact communities affected.</p>
<p><b>Step 4 – Consideration</b></p> <p>Time of arrival of the Tsunami will dictate how the public warning and any evacuation requirements are managed.</p> <p>The actions set out in Step 4 Actions, provide a list of actions to be carried out.</p>	<p><b>Step 4 - Action</b></p> <p>The following need to be contacted by local door knock</p> <ul style="list-style-type: none"> <li>➤ Rakaia Huts Residents Group</li> <li>➤ Taumutu Runanga</li> <li>➤ Upper &amp; Lower Selwyn Huts</li> <li>➤ Greenpark Huts</li> </ul> <p>The following actions will need to be planned for or carried out.</p>

PROCEDURE	ACTIONS REQUIRED
	<p>Individual property owners need to be informed of the following:</p> <ul style="list-style-type: none"> <li>➤ When the Tsunami is expected.</li> <li>➤ Who is being evacuated.</li> <li>➤ That there needs to be a self-evacuation.</li> <li>➤ That neighbours need to make sure that their immediate (i.e. two either side) neighbours are aware of the Tsunami threat.</li> <li>➤ Where they are to evacuate to.</li> <li>➤ Who will tell them that it is safe to return.</li> <li>➤ Who to contact if they have an emergency need (i.e. cannot self-evacuate or a member of their family who needs assistance)</li> </ul> <p>Helicopters are to be deployed to check coastlines and inland waterways. From coastline, warning any persons camping or recreating, of the imminent danger ensuring that they are aware of the need to evacuate. It is preferable that two helicopters are used starting from each end of the District.</p> <p>Co-ordination of helicopter flights will need to be in consultation with Group Controller.</p> <p>At the southern end – the south side of the Rakaia mouth.</p> <p>At the northern end – Lake Edge near canal.</p>

PROCEDURE	ACTIONS REQUIRED
	<p>Check with Christchurch City Civil Defence as to whether they have provided warnings for their areas.</p> <p>Consideration needs to be given to flying up the Rakaia riverbed for a distance to advise individuals of the Tsunami threat.</p> <p>A decision will also be required as to whether a Selwyn District Council employee should fly along with the pilot.</p> <p>Road closures – consideration will need to be given to having SICON close roads to stop access to the areas that may be affected by the Tsunami. This decision needs to be taken after discussion with the Police.</p> <p>Welfare Organisation has set up Welfare Centres in Leeston and Lincoln.</p>

## SECTION TWO

# EVALUATION OF THREAT

## **EVALUATION OF THREAT**

Depending on lead time to warning, consultation should take place between:

- Local Controller
- Mayor
- Chief Executive
- Asset Manager
- Emergency Management Officer (EMO)
- Group Controller.

as to actions required.

Expert advice on Tsunami and the impact is available through the Group Emergency Management Office.

Contact must be made with Local Police and Fire Service to coordinate and evaluate any information and actions they are planning to take. Interim contact should be made to respective Local Liaison Officers. If contact not made information should be sought through Group ECC.

The Selwyn District Civil Defence Emergency Management (CDEM) Liaison Committee is to be convened as soon as possible on evaluation of the threat.



## SECTION THREE

# ACTIVATION OF EOC

## **ACTIVATION OF EOC**

On receipt of a warning, the EOC will be activated.

### **PARTIAL ACTIVATION LEVEL**

Staffing will include

- Local Controller
- Emergency Management Officer
- Operations Manager
- Planning and Intelligence Manager
- Asset Manager
- Welfare Manager
- Public Information Manager
- Emergency Response Team Leader
- Mayor
- Chief Executive
- Recovery Manager.

If threat is immediate or has occurred, the EOC will be activated.

### **FULL ACTIVATION LEVEL**

All functions and procedures in the EOC are those set out in the CDEM EOC SOP.

## SECTION FOUR

# EMERGENCY RESPONSE TEAM

## **EMERGENCY RESPONSE TEAM**

On activation, the Emergency Response Team (ERT) will report to the EOC or to designated locations as directed by the Local Controller.

Unless the Emergency Services indicate they will take the lead role in the evacuation process, the Emergency Response Team will be responsible for this task.

## **TEAM COMPOSITION**

The Emergency Response Team will be divided into two groups: Ellesmere and Springs – the make up of these two groups will be the responsibility of the Deputy Team Leaders.

### ***Ellesmere Group***

Will be responsible for actions under the Plan for the Red Zone area from the Rakaia River to the Selwyn River. (Red Zone – Ellesmere)

### ***Springs Group***

Will be responsible for actions under the Plan for the Red Zone area from the Selwyn River to Banks Peninsula. (Red Zone – Springs)

## **TEAM TASKS**

Each team will set up Incident Management Teams and Incident Command Posts within their assigned areas.

The teams will:

- coordinate the Tsunami warning with their areas;
- coordinate the evacuation of people from the area;
- arrange all logistic requirements for evacuees from the area;
- work with community response structures within the areas to ensure:
  - all are aware of danger;
  - need to evacuate;
  - where evacuees to;
- ensure farms/homes outside communities are aware of the danger and need for evacuation;
- request assistance from EOC for support in warning above;
- provide initial and ongoing reports to EOC on situation including:
  - status of evacuation;
  - any issues or problems;
  - general reports on situation.

**Note:** No team member is to put themselves or their team in danger in trying to carry out the above tasks. This includes warning residents.

## SECTION FIVE

# COMMUNITY RESPONSE

## **COMMUNITY RESPONSE ACTIVATION**

A number of the identified communities have loose community structures or well known residents.

Without putting themselves in danger, these local arrangements should be able to support the Emergency Management Teams.

Key functions are:

- advise all residents in their communities of the danger;
- explain need for evacuation, either self or with assistance;
- make note of those who need assistance to evacuate;
- advise residents of welfare centre being set up;
- stress the need for them to register even if they require no assistance.

## SECTION SIX

# WELFARE ORGANISATION

## **WELFARE ORGANISATION**

On activation of the Plan, welfare centres will be activated in Leeston and Lincoln.

### **LEESTON WELFARE CENTRE**

The Ellesmere Welfare Team will be responsible for activation and staffing of the Leeston Welfare Centre.

### **LINCOLN WELFARE CENTRE**

The Springs Welfare Team will be responsible for the activation and staffing of the Lincoln Welfare Centre.

### **WELFARE CENTRE FUNCTIONS/TASKS**

Each welfare centre will need to be prepared to carry out all welfare functions as set out in the Area Welfare Standard Operating Procedures

### **WELFARE SUPPORT**

The Selwyn Central and Malvern teams are also to be activated in support. These teams may need to be assigned to Lincoln or Leeston Welfare Centres to support existing teams. Consideration is given to need to open the Rolleston Welfare Centre.



## SECTION SEVEN

# SICON LIMITED

## **SICON LIMITED**

SICON has a critical role in ensuring roads remain open and erecting signage to keep the public out of the Red Zone area.

The Police have responsibility for traffic management but it is anticipated, if this is a Canterbury-wide event, the Police resource will be stretched.

## **ACTIONS**

A senior roading manager to report to the EOC to coordinate and direct roading issues.

## **AUTHORITY**

During a Declared State of Emergency, the Local Controller, a member of the Police or any person acting under their authority, may totally or partially prohibit or restrict public access to any road or public place within the District.

The Local Controller will authorise SICON personnel to manage any road closures as required.

## SECTION EIGHT

# EVACUATION PROCEDURES

## **EVACUATION PROCEDURES**

These steps assume sufficient warning lead time to arrange structured evacuation.

All residents in the Red Zone are to be evacuated:

- self evacuation encouraged;
- assisted evacuation if required.

Evacuation teams will need to visit all residents to ensure evacuation:

- will need to keep a record of who have been evacuated;
- hand out Evacuation Order;
- ensure area evacuated before leaving area.

All evacuees requiring assistance are to be directed to welfare centres in Leeston or Lincoln:

- provide any assistance required.

Self evacuation evacuees may need:

- support at welfare centres;
- make own arrangements outside area.

Prior to evacuation, residents are to:

- turn off power, water, gas etc;
- secure homes;
- take with them, personal items, clothing etc.

Evacuated areas to be cordoned off by road closure signs. If no signs available, any other type of barrier (i.e. cones) to indicate road closure.

Within available resources, people should be kept out of evacuated areas until danger over.

## **ANIMALS/STOCK**

Small pets may be evacuated with owners. Larger animals, unless owners can make immediate arrangements, should be turned loose to fend for themselves.

## **COMMUNICATIONS**

Communications will be by telephone (cell or landline), satellite phones and Selwyn District Council Civil Defence network.

The Incident Management Teams for each sector of the Red Zone will be known by Zone designation i.e. Red Zone Ellesmere or Springs Emergency Management Team.

## SECTION NINE

# **MEDIA & PUBLIC INFORMATION**

## **MEDIA AND PUBLIC INFORMATION PLAN**

On receipt of a Tsunami warning, the Public Information Manager will immediately contact the Group ECC to ascertain:

- what public warnings have and will be issued;
- what medium will be used for these warnings;
- what public warning gaps still exist.

The Public Information Manager is to ensure that, as part of these warnings, that Selwyn residents are aware of any evacuation plans, how these will be carried out and location of welfare and reporting centres.

The Public Information Manager is to arrange for sufficient copies of the Evacuation Orders to be available for all teams to deliver to affected residents.

The Public Information Manager, in conjunction with welfare and, in any national public enquiry, systems are set up to keep a list of all evacuees and their current and future locations.

## SECTION TEN

# RECOVERY

## **RECOVERY**

The Recovery Manager and Deputy Recovery Manager are to be advised as soon as possible of the Tsunami threat.

They should report to the EOC and receive a briefing on the situation.

The Selwyn District Council Community Local Recovery Plan is to be activated.



## SECTION ELEVEN

# EVACUATION ORDERS

## **EVACUATION ORDERS**

A Tsunami warning has been received. This Tsunami will affect the coastal areas around Selwyn District and **ALL** residents are required to evacuate the danger area as soon as possible. The area covered by this Evacuation Order is per the enclosed map.

This Order to evacuate is made under Section 86 of the Civil Defence Emergency Management Act 2005.

## **EVACUATION INSTRUCTIONS**

- You can evacuate using your own vehicle or request assistance from the Council's Civil Defence Organisation – Phone (03) 324 8080.
- Listen to your local radio station for news update.
- Ideally you should evacuate to either a friend's or relative's place outside the danger area. Advise Civil Defence of your whereabouts.
- You may also evacuate to a Welfare Centre set up – this will be advised.
- Check that your friends and neighbours are aware of this evacuation order.
- When leaving your home:
  - Turn off power, water, gas etc;
  - Secure home;
  - Take with you, personal items, medicines, clothing and important papers;
  - Tell the Civil Defence Organisation where you have gone to.
- Take small pets with you. For larger animals, unless you can make immediate arrangements, they will need to fend for themselves.

### **Note:**

You will not be allowed to return until the danger is past and the area will be sealed off. You may not be able to return for some period of time depending on damage caused by the event. Plan for the worst.

## **CIVIL DEFENCE RESPONSE**

A State of Local Emergency has been declared for Selwyn District.

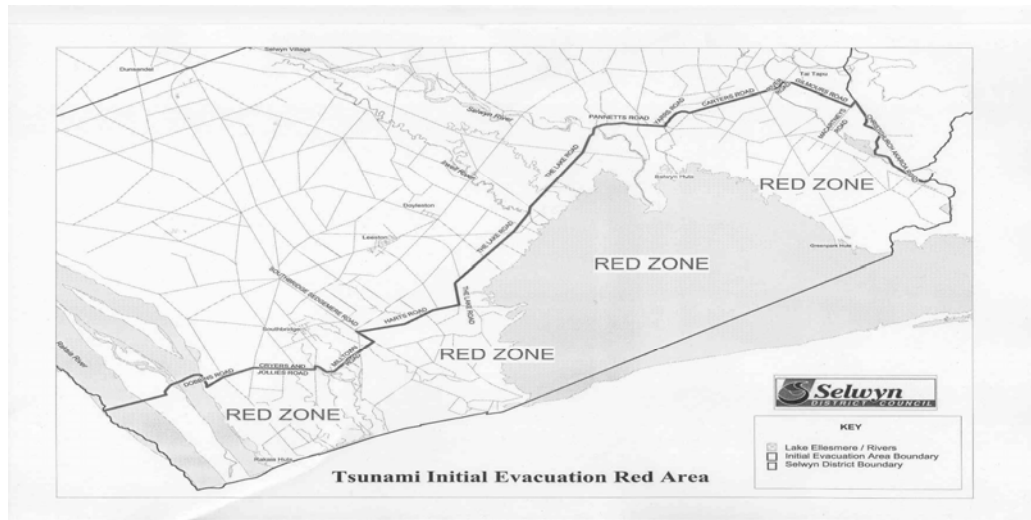
The Council Civil Defence Organisation is activated and controls the emergency. Please follow all instructions of the Civil Defence or Police personnel.

Douglas Marshall  
**Local Controller**  
**Selwyn District Council**

## EVACUATION AREA

A State of Local Emergency has been declared for Selwyn District.

The area to be evacuated will cover the following area. It may however vary depending on the wave height prediction. You will be advised of danger area.



## CONTACTS

**CONTACT CONTINUED**