COMMUNITY INFORMATION
AND
EDUCATION

REPORT ON VISIT TO NEW ZEALAND - SEPTEMBER 1990.

ALLAN SULLIVAN
VICTORIA STATE EMERGENCY SERVICE
1990
CONTENTS

INTRODUCTION. 1

PART 1. BEFORE THE EMERGENCY (PREVENTION/PREPARATION PHASE)

1.1 SCHOOL PROGRAMS.
   a. School Education Kits. 2
   b. School Emergency Days. 3
   c. Exercise Pegasus. 3
   d. Pre-School Centres Earthquake Guide and
      The Earthquake Risk-A Guide for all Early
      Childhood Centres. 4

1.2 GOVERNMENT DEPARTMENTS.
   a. How to Survive Kits. 4

1.3 PRIVATE BUSINESS.
   a. Project P. 5

1.4 GENERAL PUBLIC.
   a. Helping You to Help Yourself - T.V. Campaign. 5
   b. EP - 7. 6
   c. Family Preparedness-What to do in an Emergency. 6
   d. Civil Defence Posters. 7
   e. Leaflets and Stickers. 7

PART 2. DURING THE EMERGENCY (RESPONSE PHASE).

2.1 WARNING SYSTEMS.
   a. Hazardous Gas Warning System. 8
   b. Volcanic Activity Warning System. 8

2.2 INFORMATION TO AND FROM THE AFFECTED COMMUNITY.
   a. The Importance of a Battery Operated Radio. 9
   b. Local Civil Defence Posts. 9

2.3 READY ACCESS TO LIFE SAVING INFORMATION.
   a. The Telephone Book. 10

PART 3. AFTER THE EMERGENCY (RECOVERY PHASE).

3.1 PRINTED MATERIAL.
   a. Newspapers. 11

PART 4. COMMUNITY SURVEYS.

PART 5. GAINING AND KEEPING COMMUNITY INTEREST.

5.1 RELATING TO THE COMMUNITY.
   a. Project P. 13
   b. Who Said it Couldn't Happen Here? 13

CONCLUSION. 14
APPENDICES

A. OFFICIAL VISITS/MEETINGS.
B. SAMPLES FROM SCHOOL EDUCATION KIT.
C. SCHOOL EMERGENCY DAY - EXPLANATORY NOTES.
D. EXERCISE PEGASUS HANDOUT KITS.
E. HELPING YOU TO HELP YOURSELF LEAFLETS.
F. EP - 7 WEEK ACTIVITIES.
G. PAGES FROM FAMILY PREPAREDNESS BOOKLET.
H. LEAFLETS AND STICKERS.
I. PAGES FROM NEW ZEALAND TELEPHONE BOOK.
J. CIVIL DEFENCE SURVEYS.
INTRODUCTION.

Early in 1990 I applied for and was fortunate enough to be awarded an Emergency Services Foundation Scholarship. As a result I spent two weeks in New Zealand in September.

The reason I applied for the scholarship was to improve my knowledge of community information and education as they relate to emergencies and emergency management.

To enable a community to cope effectively with emergencies, that community needs to be alert and informed. When speaking to the general public I am constantly both surprised and disappointed by the large number of people who do not know the basis of self help during emergencies, do not know that Municipal, Regional or State Displans exist and do not know what sources of assistance are available within the community.

As part of the overall Victorian Emergency Management "Team" we all produce information regarding our own organisations and to some degree emergency management in general. My objectives in visiting New Zealand were to find out what information their emergency services produced, how they passed this information to the community and whether they had a way of evaluating how well the information was both reaching and being absorbed by the community.

I am extremely grateful to the members of the New Zealand Ministry of Civil Defence who went out of their way to make my visit productive. They provided a wealth of information and organised visits to many organisations on my behalf. A list of the official visits I made during the two weeks is attached at APPENDIX A.

To make this report flow in some logical order I have sorted all the information into that which is actually delivered to the community during the prevention/preparation, response and recovery phases of emergencies.

I found the trip both enjoyable and educational. I believe that what I learnt will benefit myself, the VIC SES and the community in general through my work in emergency management and planning. I thank the Emergency Services Foundation for the opportunity to undertake this study and take this opportunity to encourage all emergency service personnel, both full time and volunteer, to apply for a scholarship - it is worthwhile.
PART 1. BEFORE THE EMERGENCY
(PREVENTION/PREPARATION PHASE).

1.1 SCHOOL PROGRAMS.

The majority of people I spoke to in New Zealand believe that children are the key to community awareness and preparedness for emergencies. School children are already in a learning phase and will accept and absorb basic information regarding emergency management and self help procedures more readily than adults. The first two programs in this part of the report both contain sections where school children must question and/or seek help from their parents to answer questions. By involving their parents the children are to some degree also educating their parents.

a. SCHOOL EDUCATION KITS.

The kits were designed by Alan Bridle and Margaret Laird of the Wellington Regional Council Civil Defence. The Ministry of Civil Defence produced the kits and distributed them to every school in New Zealand. They were designed to be taught by school teachers, not Civil Defence Staff. Participation rather than teaching is encouraged through activity sheets and investigation of local threats.

Civil Defence staff believe the kits are one of the most successful education campaigns conducted in New Zealand but there is still some work to do motivating schools to use the kits. Some schools have never opened the kits.

The kits consist of:

1. Audio Tape.
2. Teachers Manual - containing notes explaining how to use the kit, what the kit contains and a teachers resource list (books, films, posters etc).
3. Folder 1 - Awareness - containing teachers notes on Civil Defence, Civil Defence Game (like snakes and ladders), posters, a written history of Civil Defence and activity sheets.
4. Folder 2 - Earthquakes - containing teachers notes, story book (The Angry Bees), A4 size colour photo's, overhead projection sheets and activity sheets.
5. Folder 3 - Floods - containing teachers notes, A4 size colour photo's and resources sheets.
6. Folder 4 - Storms - containing teachers notes, booklet on cyclones, activity sheets and resources sheets.
7. Folder 5 - Fires - containing teachers notes only. This section is to be taught in conjunction with the Fire Services Education Kit.

Samples of an activity sheet and photograph are attached at APPENDIX B.
b. **SCHOOL EMERGENCY DAYS.**

I was fortunate to visit the Rutherford Intermediate School, Wanganui on the day the Wanganui Regional Civil Defence were conducting their School Emergency Day.

The School Emergency Days are a natural extension of the School Education Kits. These days add a practical, hands on dimension to educating students regarding emergencies. A variety of emergency services including Police, Civil Defence, Fire Services, Ambulance Service, St. Johns Ambulance, Ministry of Transport and Guide or Scout leaders participate in the practical sessions.

Since 1988 approximately 4,500 students from 26 schools have participated in the days.

The day starts with a high impact arrival by the participating emergency services with lights and sirens turned on. A full evacuation of the school is the conducted. The rest of the day is taken up with round robin activities conducted by the emergency services. The activities include obstacle crossing, building basic shelters, home survival kits, road safety and emergency meal preparation. Details of the days activities are attached at APPENDIX B.

Success of the days depends on the school using the School Education Kits in the weeks preceding the School Emergency Day to give all students a sound background.

No person I spoke to doubted the benefits of the School Emergency Days, however, a few persons made the point that a limit may need to be imposed on the number of programs undertaken per month so the drain on Civil Defence resources in organising the days did not get out of control.

c. **EXERCISE PEGASUS.**

In 1989 the Ministry of Civil Defence conducted a National exercise in Christchurch. The exercise was called Pegasus and tested evacuation, registration and other welfare functions.

The few weeks before the exercise were spent conducting an education campaign in one Christchurch school. During the exercise the entire school was evacuated (600-700 students plus teachers). Every person was registered. After being registered each person was given a baseball style cap with the Civil Defence logo on the front. The cap made it easy to identify who had been registered and entitled the wearer to lunch.

Part of the overall exercise budget allowed for the purchase of 100,000 "supermarket" size plastic rubbish bags, yellow in colour, with the Civil Defence logo on the front and details of a home survival kit on the back. The bags cost approximately one New Zealand cent each.
Each student was also given a small plastic folder containing a set of 5 Civil Defence leaflets on different emergencies, Operation Pegasus stickers, How to Survive Sheet and a small calendar, 15 cm ruler and baggage tag - all with a Civil Defence logo on them.

The exercise was very successful in that it combined the exercising of emergency services and support agencies with the education of a whole school.

d. PRE-SCHOOL CENTRES EARTHQUAKE GUIDE

AND

THE EARTHQUAKE RISK - A GUIDE FOR ALL EARLY CHILDHOOD CENTRES.

Although produced by two separate Civil Defence Regions both guides are very similar. They were both designed to assist Pre-school management to plan for earthquakes.

The introduction in the second guide contains a sentence that we should all bear in mind as planners;

EXPERIENCE AROUND THE WORLD HAS SHOWN THAT WHERE PEOPLE ARE AWARE OF THE POTENTIAL FOR DISASTER AND PLAN THEIR RESPONSE, THEN INJURIES, DAMAGE AND SUBSEQUENT TRAUMA ARE SIGNIFICANTLY REDUCED.

Both guides give honest reasons why pre-schools should plan for earthquakes. These reasons could just as easily apply to other emergencies and to us in Victoria. The reasons are;

- A major earthquake can occur without warning.
- Emergency Services will not be able to respond to every centres needs for some hours.
- Children and staff injured during the earthquake will need to be cared for within the centres environment.

The guides cover subjects including hazard identification, earthquake drills, response plans, education and equipment/supplies needed. Children are taught an earthquake game where they "drop and cover" to protect themselves from injury.

1.2 GOVERNMENT DEPARTMENTS.

a. HOW TO SURVIVE KITS.

These kits were produced by the Ministry for Civil Defence, primarily for use by Government Departments. Each Kit contains two booklets in a bright cardboard folder.

The first booklet is titled "Emergency Procedures - Handbook for Management and Wardens". It emphasises Management responsibilities for planning and shows how to appoint key people to carry out listed emergency procedures.
The second booklet is titled "Emergency Procedures - A Guideline for all Staff". It emphasises and describes actions that need to be taken by all staff before and during different emergencies.

1.3 PRIVATE BUSINESS.

a. PROJECT P.

The Chambers of Commerce and New Zealand Ministry of Civil Defence formed a partnership to promote Project P - PREPARING BUSINESS FOR EMERGENCIES. The booklet produced for Project P covers the expected subjects of natural disasters, emergencies affecting the premises and staff, internal and external emergencies, public relations and evacuation.

I was impressed with the way this project was honest enough to identify that emergencies can actually create business opportunities to those who are prepared. The booklet states, "In a national disaster affecting a large area, speed of recovery is the key to making the best of the situation, however bad. Planning for recovery is crucial. Where feasible this should cover getting one's own organisation back on its feet in a stronger position than competitors.

1.4 GENERAL PUBLIC.

a. HELPING YOU TO HELP YOURSELF - T.V. CAMPAIGN.

Helping You to Help Yourself was a National campaign made up of four television commercials backed up by four leaflets. The campaign was sponsored by A.M.P. Insurance. Each commercial and leaflet featured a high profile celebrity telling the public about one aspect of self sufficiency and protection during and immediately after an emergency.

1. IN AN EMERGENCY THIS IS ALL YOU NEED TO SURVIVE. Identifies contents of a disaster survival kit for the home.

2. IN AN EMERGENCY THIS IS ALL YOU NEED FOR HYGIENE AND WATER. Describes how to obtain safe drinking water and establish toilet facilities.

3. IN AN EMERGENCY THIS IS ALL YOU NEED FOR SHELTER AND WARMTH. Shows how to erect an emergency shelter and to keep warm.

4. IN AN EMERGENCY THIS IS ALL YOU NEED TO COOK A MEAL. Shows how to make a small fire and cook a basic meal.

Copies of the leaflets are attached at APPENDIX E.

The Ministry of Civil Defence consider this to be the most successful television campaign they have undertaken.

This 7 day campaign was introduced by the Marlborough District Civil Defence in 1989. The name represents 7 emergency steps that should be taken when an emergency occurs and 7 items that make up an emergency survival kit. EP actually stands for EMERGENCY PROCEDURES.

Emergency related activities and displays were arranged for each of the 7 days involving emergency services and support agencies from the district. Details of the activities are attached at APPENDIX P.

I believe this was an excellent educational campaign in that the activities involved the public as much as possible. The campaign received large amounts of publicity and was considered so successful by the Marlborough Civil Defence that it looks like becoming an annual event.

One interesting fact to come from discussions of EP 7 was that the New Zealand public have been educated to spread out bed sheets on the ground or roof when isolated by an emergency. One sheet means assistance is required, two sheets means urgent assistance is required. The sheets are easily visible from the air. Apparently this simple but effective system has been used throughout New Zealand during past emergencies.

c. FAMILY PREPAREDNESS - WHAT TO DO IN AN EMERGENCY.

This booklet was sponsored by A.M.P. Insurance. It was designed to be attached to a telephone book making it easy to locate when required. With a vivid red cover it is easy to see.

The booklet gives short, sharp instructions which are easily located under bright red headings. There are 12 pages in the booklet. It reminds me of a more comprehensive version of the Disaster Survival Guide produced by the Natural Disasters Organisation some years ago.

Some headings from the booklet are:
- Know what to do - before it happens.
- Keep calm.
- What to do in a fire/flood/earthquake.
- Basic first aid.
- Home survival kits.
- Home security hints.

Typical pages from the booklet are attached at APPENDIX G.
d. **CIVIL DEFENCE POSTERS.**

I saw a large range of magnificent posters while in New Zealand. It is not possible to include samples of these poster in this report but my discussions with emergency service personnel confirmed some of my own thoughts regarding posters. These thoughts are:

1. A picture really does say a thousand words. Writing on posters should be kept to a minimum.
2. Posters have a valuable place in public education and awareness when used in the right places such as emergency service offices and local headquarters, schools and on static displays.
3. Indiscriminate issue of posters (such as handing out at fairs etc.) is costly and not very effective.

e. **LEAFLETS AND STICKERS.**

Leaflets are one of the cheapest and most widely used mediums for passing information to the community in Australia and New Zealand. I believe the percentage of leaflets that are read and then kept for later reference is relatively small but still worth the effort and expense. More important is the amount of information contained in the leaflets that is read and retained in the memory of those who do take the time to read them.

There has been a plethora of "junk mail" distributed through our letter boxes or handed out at shows, displays etc. in recent years. Whether we like it or not we are competing with this market. We can all learn from this "junk mail". We must try to make our "product" stand out and be different from other leaflets.

Stickers are extremely popular with children. They are an excellent medium for showing a symbol, motto, mascot or short message.

Samples of leaflets and stickers used by New Zealand Civil Defence are attached at APPENDIX H.
PART 2. DURING THE EMERGENCY  
(RESPONSE PHASE).

2.1 WARNING SYSTEMS.

a. HAZARDOUS GAS WARNING SYSTEM.

The Tasman Pulp and Paper Mill at Kawerau has approximately 100 tonnes of chlorine on site at any one time. All roads leading to the mill are marked with a sign approximately 2 KM from the mill. The signs say, "HAZARDOUS GAS WARNING SYSTEM" and have red lights on the top. Sensors at and around the mill automatically set off internal alarms and cause the red lights on the signs to flash.

Time prohibited a visit to the mill to find out details of any community education program regarding this system but apparently the local residents know what the signs and flashing lights mean. As a total stranger who had never seen the system before I would have felt better if the signs included the words "DO NOT PROCEED WHEN LIGHTS FLASHING" or something similar.

This warning system impressed me. I do not know whether any similar systems exist in Victoria.

b. VOLCANIC ACTIVITY WARNING SYSTEM.

The National Parks Department have a computerised warning system at the Whakapapa Ski Village, Mt. Tongariro National Park. The system measures volcanic activity using a seismograph. When a pre-determined level of activity is sensed the system sets off an audible alarm and pre-recorded voice message over the ski fields. It also automatically recalls off duty Rangers by phone and relays the warning to other stations on the North Island.

The system itself and the information passed to the public is as efficient and effective as circumstances of a volcano on a ski field permit.

Public education regarding the warning system seemed rather limited to me. The Village Visitors Centre had an excellent and comprehensive display on volcanoes. The only reference to the warning system was a small television monitor which mentioned basics of the system among many other things. I purchased 2 posters explaining the warning system at a cost of $4.50 each. They are excellent posters. It surprised me that these posters were not on display anywhere in the centre or that no leaflets explaining the warning system were available.
2.2 INFORMATION TO AND FROM THE AFFECTED COMMUNITY.

a. THE IMPORTANCE OF A BATTERY OPERATED RADIO.

The New Zealand Civil Defence place a high priority in educating the general public to have a battery operated radio so they can receive accurate information and instructions regarding emergencies if the power fails.

I was fortunate to receive a copy of "The San Francisco Experience - Our Lessons", a report written by Brian Toomey, Controller, Lower Hutt Civil Defence and Margaret Laird, Regional Civil Defence Officer, Wellington Regional Council, following their visit to San Francisco after the Loma Prieta Earthquake.

One comment in the report reinforces the importance of the battery operated radio:

"Whilst the world, and in particular the United States of America knew what was going on, within the area of San Francisco and other affected areas, local citizens were literally in the dark and totally dependent on battery powered television and radio sets for information".

b. LOCAL CIVIL DEFENCE POSTS.

The New Zealand Education Department have approved the use of all State owned schools as local Civil Defence Posts. A few local residences which are also used as Civil Defence Posts. The result is a focal point for information in every small, local area throughout New Zealand. In most cases Municipalities have financed a Civil Defence radio at each post. The posts are well signposted and well known to the local community.

During any major emergency Civil Defence have this network to gather accurate information regarding damage, injuries etc. (I am sure we can all relate to this problem). Probably more important from a community point of view is that the community has a local "place" to go to for accurate information and assistance, knowing the Civil Defence Post has working communications.

I realise this concept may not be possible in Victoria for many reasons such as politics and money but the possible benefits to emergency services and the community have enormous potential.
2.3 READY ACCESS TO LIFE SAVING INFORMATION.

a. THE TELEPHONE BOOK.

The last few pages of all telephone books in New Zealand are devoted to basic life saving information. The pages give basic information regarding:

- first aid.
- disaster survival kits.
- what to do if specific emergencies occur.
- evacuation card.

Most members of the general public that I spoke to knew of the information and where to find it.

Sample pages from a telephone book are attached at APPENDIX I.

The importance of this source of information was demonstrated during the Loma Prieta earthquake. It states in the report "The San Francisco Experience - Our Lessons":

"A very important aspect of the public information plan was the comprehensive first aid and survival guide enclosed in the San Francisco Telephone Directory. The general public were all aware of this resource and innumerable people recounted going to the guide for information"
PART 3. AFTER THE EMERGENCY
(RECOVERY PHASE).

3.1 PRINTED MATERIAL.

When the emergency passes it is rather futile to educate the community - except for the next emergency. The community still requires accurate information to ease their trauma and assist them in the recovery process. Printed material is useful in that it can be studied in detail and referred to at any later time. Consideration must also be given, however, to that proportion of the population who are illiterate (10% - 15% in Australia), so printed material must not be taken as the sole form of information in this phase.

a. NEWSPAPERS.

To illustrate the significance of newspapers I again refer to the document "The San Francisco Experience - Our Lessons" in which it says;

"Newspapers were responsible for issuing advertisements from Emergency and Essential Services to give information on how to respond to each and every problem. Newspapers became more of a public information sheet, particularly as the area geared up to restore normality, covering transportation routes to be taken, phone numbers to call for information and assistance".
PART 4. COMMUNITY SURVEYS.

The New Zealand Ministry of Civil Defence have financed a limited number of public surveys conducted by AGB McNair on their behalf. Approximately 1000 people from throughout New Zealand were interviewed for each survey. The surveys ask questions regarding Civil Defence and emergencies in general.

A sample of some questions and results are attached at APPENDIX J.

Results of the surveys are used to help decide what information is most successful, what is needed and which medium is most successful. I do not know of any similar system in Victoria.

The Wangenui Civil Defence claim their School Emergency Days are successful. One can hardly argue with the survey results in Appendix J.
PART 5. GAINING AND KEEPING COMMUNITY INTEREST.

Apathy would have to be the largest single problem any emergency service has to contend with in the community. Disasters don't happen every day and we are all restricted by time and finance. To a large degree we must rely on the ingenuity of the staff within our own organisation to get the message across to the community. The following two ideas caught my attention as being rather ingenious.

a. PROJECT P.

This disaster planning project was "sold" to business using the one thing that really interests business - profit. One particular business and one particular emergency were taken as examples and the following calculations made;

1. The "down" time of the business where no disaster planning had been undertaken.
2. The "down" time of the business when planning had been completed.
3. A dollar value was placed on the difference in "down" time (of course the business got back into a profit making mode much quicker when planning was done).
4. This dollar value was compared to minimal cost of disaster planning.

Business can relate very easily to this dollar value very easily, especially when it clearly runs in their favour.

b. WHO SAID IT COULDN'T HAPPEN HERE?

Emergency Services in San Francisco have prepared single sheets of paper with a large heading, "WHO SAID IT COULDN'T HAPPEN HERE", and in large letters at the bottom, "BE PREPARED NEXT TIME". A few lines in the middle emphasise the importance of disaster planning.

Whenever a relatively large emergency occurs in the area a colour photograph of that particular event is inserted on the sheet. Within 2-3 days of the event large quantities of the sheet are distributed throughout the community.

Apparently an expensive exercise but very successful. A cheaper way of achieving the same impact may be to run the sheet in a newspaper.
CONCLUSION.

Emergency services in New Zealand have developed some excellent forms of community information regarding emergencies and emergency management. The Ministry of Civil Defence community education programs show a lot of innovation and are quite successful.

National surveys have given the Ministry of Civil Defence an informed basis on which to plan their information and education programs, plus a system for evaluating their effectiveness.

Civil Defence has the role providing information and educating the community regarding "general" emergency management in New Zealand. There is no one agency in Victoria that has the responsibility for producing information or educating the community regarding "general" emergency management. Which agency should or would produce information on Home Survival Kits or How to Build a Temporary Shelter. Perhaps this type of general information and education comes under the umbrella of the State Emergency Management Education, Information and Training Committee.

Victoria has a different emergency management system than New Zealand and a different priority for threats to the community but we can learn from their endeavours. I hope this report encourages discussion and contains some useful information for all emergency service members in Victoria.
OFFICIAL VISITS/MEETINGS.

1. Civil Defence, Zone Headquarters, CHRISTCHURCH.
2. Lyttleton Port Company, LYTTLETON.
3. Christchurch Regional Council, CD Headquarters, CHRISTCHURCH.
4. Marlborough District Council, CD Headquarters, BLENHEIM.
5. Civil Defence, National Headquarters, WELLINGTON.
6. Wellington Regional Council, CD Headquarters, WELLINGTON.
7. Lower Hutt City Council, CD Headquarters, LOWER HUTT.
8. Rutherford Elementary School, WANGANUI.
9. Wanganui Local Council, CD Headquarters, WANGANUI.
10. National Parks Dept., MT. TONGARIRO NATIONAL PARK.
11. Whakatane Local & Regional Councils, CD Headquarters, WHAKATANE.
12. Opotiki Local Council, OPATIKI.
13. Tasman Pulp & Paper Mill, KAWERAU. (Drive past only)
14. Tauranga Local Council, CD Headquarters, TAURANGA.
15. Waikato Regional Council, CD Headquarters, HAMILTON.
16. Civil Defence, Zone Headquarters, AUCKLAND.
17. Manakau City Council, MANAKAU CITY, AUCKLAND.
18. Auckland Regional Council, CD Headquarters, AUCKLAND.
19. Meeting with Civil Defence and Media Liaison Officers from Auckland area.
20. North Shore Local Council, CD Headquarters, AUCKLAND.
WHAT THIS UNIT IS ABOUT

KNOW WHAT TO DO BEFORE YOU HAVE TO DO IT

1A Disaster preparedness in the classroom and school
1B Disaster preparedness in the community and at home
1C The nature and role of Civil Defence

This unit is designed to increase pupil awareness that while emergencies are usually unexpected, they can be prepared for and procedures can be developed for when emergencies do occur.
Build a house with a chimney as shown here. (Either on a mat or the table). Shake the base that your building is sitting on. See what happens. Try different strengths of shaking.

You can repeat this experiment by strengthening your chimney and noting what happens when you make it shake.
SCHOOL EMERGENCY DAY - EXPLANATORY NOTES.

Wanganui District Council
101 Guyton Street

Our Ref:
If calling contact:

SCHOOL EMERGENCY DAY

Introduction

The concept of a school emergency day was developed from the CD/AMP School Games that were conducted at selected schools throughout the country in 1988.

It was felt that while the CD/AMP Games programme had merit, they did not involve either the whole school or the other emergency services, there was only one school involved in the whole Wanganui region, and they were targeted exclusively at the Standard 3 and 4 age groups in those primary schools involved.

Our local emergency day activity is directed at the whole school and with the underlying theme of "people helping people", involves the "rest of the community", i.e. emergency services etc.

Objectives

The objectives of the activity are to:

(a) Involve the whole school in a study of natural disasters, with focus on the Awareness Unit of the Civil Defence Education Kit supplied to all schools.

(b) Practice the school in emergency evacuation procedures.

(c) Introduce and practice simple emergency survival skills, and

(d) Broaden the understanding of Civil Defence and the linkage between Civil Defence and the emergency services.

Participation

To give the emergency day the fullest possible impact, the following groups also participate (where possible):


Programme

The programme is designed to run in four phases, each one overlapping. These phases are:

Phase I  Awareness Study
Phase II  Full Evacuation of the School
Phase III  Survival Skills and Safety Precautions
Phase IV  Advanced Survival Skills (optional)

Phase I - Awareness

This phase is conducted two to three weeks prior to the emergency day. This activity is used to raise the level of awareness of Civil Defence and Disasters within the school. It is important that it is conducted prior to the emergency day activities.

Teachers are urged to make full use of their school's Civil Defence Education Kit, plus loan items supplied by the Civil Defence Officer. These include extra kits, films, videos, posters and pamphlets.

Phase II - Evacuation

This is the opening activity of the emergency day. A full evacuation of the school is conducted. Pre-planned activities may be left in the classrooms to add some realism into this activity.

Usual Evacuation Timings:
0900-0910am  Normal school activities, roll call etc
0910-0930am  Alarm bells and evacuation

The evacuation will be attended by the Fire Service, Police, Ministry of Transport, Ambulance Service and Civil Defence.

Note

These services briefly explain their respective roles (using a PA system) to the assembled pupils.

All pupils of the school, after the evacuation, are assembled in a suitable location to watch the search and recovery activity.

Phase III - Survival Skills

The school is divided into six equally sized groups. These (pre-organised) groups consist of children ranging from the youngest to the oldest pupils. These groups are further broken down into "family" groups of 10. This is done for ease of management and safety factors. There should be one teacher per 30 pupils (approx.).
ARE YOU PREPARED TO SURVIVE?

USE THIS CHECKLIST AT HOME TO SEE IF YOU HAVE ALL THE ESSENTIAL ITEMS FOR A SURVIVAL KIT.

- Can you find your survival items in the dark if necessary?
- Does all your family know where to find all the items?

CIVIL DEFENCE IS COMMON SENSE
In an emergency, this is what you need to survive.

How well are you prepared for an emergency?
Are you one of those people who thinks it’s never going to happen?
Or have you at least stocked up on a few basics?
It’s important to take the first steps today.
So what do you need?
In an emergency, you need a prepared survival kit.
Well, try these for size.
Candles.
Matches or disposable lighter.

Phone book.
First Aid Kit.
Cans of food.
Cans of pet food (pets get hungry too).
Manual can opener.
Set of old clothes in a plastic bag.
Containers of fresh water (1 litre, per person, per day).
Plastic sheeting and bin liners.
Radio and spare batteries.
Torch and spare batteries.
An arranged meeting place.

Make plans on who collects the kids from school, where you can leave messages, and so on.

Helping you to help yourself.
In an emergency, this is all you need for hygiene and water.

What do you do if you can't use your toilet (as is the case in most emergencies), and there's nothing coming out of the taps (ditto)?
You use a bit of good old Kiwi ingenuity.

Let's start with water. Water can be found in rivers, hot water tanks or the cistern.
Collect rainwater with plastic sheeting, or from a drain pipe. Where necessary, purify with 10 drops household bleach to 4 1/2 litres, mix thoroughly, leave for three minutes, and it's ready to drink.
Or better still, purify by boiling for at least three minutes.
Or even purify by draining through a shirt (or similar material), then boil.

For a toilet, find a bin liner, rubbish bin, toilet seat (or a couple of planks), bleach, telephone directory and spade.
Put the liner into the bin, add bleach, and put toilet seat (or planks) on top.
Use pages from phone book, or newspapers, as toilet paper.
When disposing of household or human waste, always make sure you bury it.
And always wash your hands afterwards!

Jack Hobbs

Helping you to help yourself.
In an emergency, this is all you'll need for shelter and warmth.

Let's assume you can't get back into the house because it's too dangerous.

The first thing you have to do is keep yourself warm and dry.

If you haven't got enough clothes with you, you can always use an old rug, sheepskins, or rectangular pieces of material. For warmth, wool is best. Simply cut a hole in the middle to stick your head through, and tie string around waist. You can then put something like a plastic rubbish bag over the top to keep dry.

For shelter, the first rule is to get out of the wind. Find any odd pieces of wood, crates, cardboard, washing line, plastic sheeting, clothes, canvas, boot lining.

Construct a frame, either wood, metal or washing line, and cover with material. Tie down with cord or rope.

It's not exactly a five star hotel. But it'll keep you warm and dry, which is the object of the exercise.

Michael Fowler

Helping you to help yourself.
In an emergency, this is all you'll need to cook a meal.

Let's look at how culinary delights can be prepared in the absence of gas and electricity. Of course, if you've got a barbeque or a portable gas burner, you're laughing. But what if you haven't? Well the first stage is obviously to build a fire. And this is how:

- Find bricks (or other masonry).
- Make into a "U" shape (with the wind blowing into the gap).
- Fill with twigs, wood or coal.
- Put frame (like chicken wire) over hearth, and fasten securely.
- Light with matches or lighter – do not use spirits.

Keep some form of extinguisher (soil, sand, blanket, or water) handy. When you've finished, bury burning twigs, wood or coal underground.

Use freezer food first. Keep food dry and cool, protected from vermin and pests.

- Don't open packages, or uncover food until needed.
- If freezer door has been opened, close it straight away.
- Don't use food damaged by heat – even cans.
- To keep eggs fresh longer, coat in petroleum jelly.
- If you can't find a saucepan, use a hubcap or paint can.

Alexis Holt

Helping you to help yourself.
MARLBOROUGH'S
EP7
-the Big One!

BE EMERGENCY PREPARED 7 DAYS LEARN THE EP CODE 7
E P 7 WEEK ACTIVITIES.

APPENDIX F

FRIDAY 28 JULY

OFFICIAL LAUNCH - BLENHEIM VILLAGE GREEN • 6.00pm
A special event to start the week that everyone will enjoy, especially children! The largest siren parade in the history of Marlborough, organised by the City Council and sponsored by local businesses. The parade will feature emergency vehicles, fire engines, sirens, and other vehicles. The parade will start at 6.00pm and will make its way through the village.

SIREN PARADE ARRIVES AT VILLAGE GREEN BY 6.00pm
WE SUGGEST YOU BE AT THE VILLAGE CENTRE BY 5.30pm

36 HOUR ISOLATION • INNIS HOUSE • 7.00pm
Because of the “EP7 Earthquake”, a group of approximately 70 people are stranded at various properties. Power, water, and sanitation are all disconnected, the group has to fend for itself for 36 hours until 7.00pm Sunday.

SATURDAY 29 JULY

OPEN DAY • C.D. HEADQUARTERS • 10.00am - 3.00pm

PLUS:
- At 11.00am, judging of the EP7 School Robot Competition (see the award of the Vinnis City Appliances Radio Cassette Player — First Prize).
- The incredible display of Marlborough’s 7 Great Toilets — THEY HAVE TO BE SEEN TO BE BELIEVED!

SUNDAY 30 JULY

SEARCH AND RESCUE • PRE-GAWN!
Marlborough’s Search and Rescue Teams combine with the Four Wheel Drive Club, Jet Boat Club, Red Cross Rescue Team, St. John Ambulance, and C.D. Communications to find a lost group of tourists, missing after the “earthquake”.

PITCON SECTOR HEADQUARTERS EXERCISE
Pitcon has to cope with a high-intensity disaster scenario which stratches the resources of its Headquarters team.

MONDAY 31 JULY

RNZAF EVACUATION EXERCISES • WHITNEY STREET
GAVANSTOWN/HAVELICK SCHOOLS • 4.00pm
RNZAF Base Woodbourne carries out two separate evacuation exercises using 4WD transport. Children, parents and teachers are evacuated from Gavans Town and Havelock Schools, stationed at Woodbourne; another group from Whitney Street School is “rescued” and taken to the Otaka Marine for overnight lodging. Citizens Advice Bureau civilian registration teams monitor and record evacuation.

C.D. COMMAND VEHICLE COMMUNICATIONS DISPLAY
Village Green. 11.00am — 1.30pm.

TUESDAY 1 AUGUST

MALBORGH GIRLS’ COLLEGE • EVACUATION EXERCISE
Will feature a roof top rescue evacuation.

*89 SURVIVE TOGETHER • BORHALY SCHOOL • 10.12. 10.30 - 3.00pm
Schools from all over the province take part in an action packed programme of entertainment with a difference. Children learn survival techniques during “Top Town” type games and fun.

C.D. COMMAND VEHICLE COMMUNICATIONS DISPLAY
Village Green. 12.00 — 1.00pm.

C.D. SECTOR HEADQUARTERS EXERCISE
Southfields Reserve, Marlbrough. 8.50pm — 10.00pm.

ST JOHN AMBULANCE EP7 LIFESAVING COURSES
No, still no special courses that equip you with the basics that can save lives. Special EP7 fee only $20.00. To enrol, Tel. 82-7777 At St John Head quarters, Lansdowne Park. Two Classes, 9.12 noon or 7.00 — 10.00pm.

WEDNESDAY 2 AUGUST

*89 SURVIVE TOGETHER • ST MARY’S SCHOOL • 10.12, 1.30pm
The action continues for Marlborough’s schools — this world-class survival games programme is presented by the Ministry of Civil Defence and has been acclaimed throughout New Zealand.

C.D. COMMUNICATIONS DISPLAY • VILLAGE GREEN
10.00am — 2.00pm

POLICE DOG RESCUE • BRAYSHAW PARK • 12.30pm
Blenheim Police Dog "Trinity" has to find a young boy missing since the “EP7 Earthquake”.

THURSDAY 3 AUGUST

ST JOHN AMBULANCE "EP7" LIFESAVING COURSES
Courses today at 12.00 — 3.00pm and 7.00 — 10.00pm. Venue: St John Hall, Lansdowne Park.

C.D. COMMUNICATIONS DISPLAY • VILLAGE GREEN
9.30am — 2.00pm
Includes a special Radio Link Exercise (10.30 — 11.00am) with all South Island C.D. Headquarters.

FRIDAY 4 AUGUST

BLENHEIM TOWN CENTRE DISASTER • 11 — 2.00pm
The earthquake has struck Blenheim with major building damage and injuries. The “M.A.S.H.” setup is set up on the Village Green and hundreds of people treated and registered.

Marlborough’s Emergency Medical Unit, C.A.B Citizen Registration teams, Hospital Social Workers, Red Cross, St John Ambulance, Blenheim Fire Brigade, Salvation Army Catering Corps, C.D. Comms. Mobile Traffic Wardens, RNZAF and O.D. Welfare teams combine to make this the largest individual exercise undertaken by C.D. Marlborough — BE SURE TO SEE IT!

C.D. COMMUNICATIONS DISPLAY • VILLAGE GREEN
10am — 5.00pm

OFFICIAL CLOSE OF EXERCISE • VILLAGE GREEN • 2.00pm
by Ministry of Civil Defence Director Edward Latter, and C.D Marlborough Regional Commander Larry Pigou.

*RATED 4/5* See the special display in Centrepoint Mall — INCLUDES tattooists in the shops! C.D. Robot Making Competition AND those outrageous Seven Great Taxis of Marlborough.

Marlborough C.D. Command Vehicle visits different schools in the province each day, displaying C.D. Communications and Emergency equipment. Radio operators from various clubs and organizations work with C.D. during the week to provide a total communication system.

Schools throughout Marlborough carry out earthquake evacuation exercises as part of EP7 Week.
If an emergency occurs, it's essential for you to know what to do.

The time to find out what to do in an emergency is BEFORE IT HAPPENS!

You must --

This booklet outlines general precautions and safety measures you should learn.

But in any emergency, it's up to YOU to determine what action is appropriate.

KEEP CALM

In an emergency situation, it's vital to think clearly and react quickly. A person who panics is using emotions rather than brainpower to make decisions.

ACT QUICKLY

Once you decide what the best action in a particular situation is, DO IT. In an emergency, people need leaders. Be one.

Be prepared for these POTENTIAL EMERGENCIES...
It's an EARTHQUAKE!

Earthquakes can occur anywhere, at any time.

WHAT TO DO:

IF INSIDE
- Don't run outside. Stand in a doorway, get under heavy furniture, or sit or stand against an inside wall (basement is best).
- Turn off gas and power.
- Keep away from windows.
- Don't use elevators.

IF OUTDOORS
- Stay away from buildings, power lines, chimneys, outside walls and glass windows.
- If driving, park in the safest possible spot and stay low in the car.

IF IN LOW-LYING COASTAL AREA
- Listen to local radio/TV.
- Follow instructions (you may have to evacuate to high ground).

AFTER A QUAKE
Aftershocks may occur for several days. STAY OUT of damaged areas!
- Don't drive unless necessary.
- Report broken gas or power lines, water mains, etc., immediately.
- Keep listening to radio/TV for instructions.
KEEP BASIC SUPPLIES HANDY

for all emergencies:

**Emergency Light Sources**
like torch (and extra batteries), lanterns, candles and matches.

**First Aid Kit**
containing band aids, aspirin, etc. (plus any medications that must be taken regularly).

**Portable Radio**
and extra batteries. Last resort — car radio.

**Baby Supplies**
such as food, canned milk or formula, disposable diapers, etc., if needed.

**Food**
that doesn’t need to be refrigerated or cooked such as canned meats, vegetables, fruits, juices, etc. Store enough for several days.

**Water**
stored in plastic jugs or other covered containers. Plan on one quart per person per day, for drinking.

**Make a Record**
of your belongings to prove ownership and establish value for possible insurance claims.

- List dates of purchase, costs, serial numbers, any other identifying features for cars, appliances, jewelry, etc.
- Keep one copy at home and one in a safe deposit box or other safe place outside your home.
LEAFLETS AND STICKERS.

EARTHQUAKE

Facts
the WHO, WHY and HOW
of New Zealand's
Civil Defence System

No. 1 of a Series

No. 2 of a Series

THE ONLY THING YOU CAN BE SURE
OF IS THAT ONE WILL
STRIKE WHEN YOU
LEAST EXPECT IT.

BAY OF PLENTY 1987
(Photograph: Ross Land, NZ Listener)
FLOODS

NEW ZEALAND’S MOST COMMON DISASTERS

WHEN A FLOOD THREATENS
Listen to your radio for information.
Follow official civil defence advice and instructions.

When floodwaters get close to your home, disconnect electrical appliances and move valuables, clothing, food, medicines and chemicals above the likely reach of floodwater, if possible.
If you have to leave your home, take your ‘getaway kit’ with you. Turn electricity and gas off at the mains.
Don’t go into floodwaters alone.
Don’t go sightseeing through flooded areas.
Don’t drink floodwater, it could be contaminated and bad for your health.
KNOW WHAT TO DO BEFORE YOU HAVE TO DO IT

Photograph: Courtesy of G. Carrie

SOME THOUGHTS IF YOU LIVE IN A FLOOD-PRONE AREA

CD 503
Issued by the Ministry of Civil Defence
FLOODS

PRACTICAL THINGS TO DO BEFORE A FLOOD STRIKES

Assume that you will have to cope with a flood. So-called '100-year' floods can happen in quick succession.

Inform yourself about present and future plans for building flood protection schemes in your locality.

Find out when the worst flood in your locality happened and how high it rose. Calculate where such a flood would rise to in your home.

If possible, keep your valuables, clothing (or some of it), and food (or some of it) above what you judge to be the high-water mark.

Store weedkillers, insect killers and other chemicals used in your home in a high, safe place - above your estimated high-water mark if possible. In a flood, they can cause contamination, possibly poisonous fumes, that will endanger both your family and civil defence helpers.

If you have unused space above your ceiling, consider building some form of inexpensive storage there, for survival needs, with easy access and use when a flood threatens. Remember too that high cupboards have their advantages at such a time.

Keep a 'survival kit' always ready, including a portable battery radio and torch; spare batteries for both; candles and matches; first aid kit and handbook; containers for storing drinking water; 2-3 days' supply of tinned food and a tin opener;
LEAFLETS AND STICKERS.

No 4 OF A SERIES

SOME PRECAUTIONS YOU CAN TAKE

BEFORE AN ERUPTION OCCURS

Organise your "GETAWAY KIT"—include your "SURVIVAL KIT", important documents and personal items (e.g. family photographs).

Maintain your "DISASTER SURVIVAL KIT". (See the pamphlet entitled Your Disaster Survival Kit for further information.)

-know the Civil Defence warning signal for your area.

-know your nearest Civil Defence post.

If you live in an area which could experience a "lava flow" during a volcanic eruption . . .

-know a quick route to safe ground.
YOUR DISASTER SURVIVAL KIT

MAKE YOURSELF COMPLETELY FAMILIAR WITH THE CIVIL DEFENCE INFORMATION AT THE END OF THE YELLOW PAGES AND ON THE BACK COVER OF YOUR TELEPHONE DIRECTORY.

IT COULD SAVE YOUR LIFE... AND THE LIVES OF OTHERS!!

Issued by the Ministry of Civil Defence
CD 505
LEAFLETS AND STICKERS.
EVACUATION CARD

IF YOU LEAVE HOME
TAKE THESE ITEMS WITH YOU

Extra Clothing and Blankets
Towels and toilet items
Don't forget your pets!
Baby Needs
Family Documents
Essential Medicines

Practise collecting these items together.
Always keep family documents protected from water

FILL THIS IN

NAMES

THIS ADDRESS IS

WE LEFT AT __________________________ am/pm on _______ (date)

WE HAVE GONE TO

THE ADDRESS IS

THE PHONE NUMBER THERE IS (     ) __________________________

If you live in an isolated area and need help - display a bedsheet outside to attract attention
BEFORE YOU LEAVE: MAKE SURE NO ONE IS LEFT BEHIND
TURN OFF ELECTRICITY, GAS AND WATER

PLACE THIS CARD IN FRONT WINDOW

Published with the support of Telecom Directories Limited.

A subsidiary of Telecom Corporation of New Zealand
BE READY TO SURVIVE

1. Learn about local hazards from the Civil Defence Officer at your Council.
2. Know your local Civil Defence warning signal.
3. Know how to turn off electricity, gas and water.
4. Store some drinking water.
5. Prepare a family plan in case you get separated.
6. Know where to get help.

MAKE SURE YOU HAVE A SURVIVAL KIT

MAKE SURE THAT YOU CAN FIND THESE ITEMS IN THE DARK

MAKE SURE you have a battery powered radio, and spare batteries.

LEARN first aid. Have a first aid kit and book.

MAKE SURE you have a torch, spare batteries, candles, and matches or a lighter.

MAKE SOMEONE RESPONSIBLE FOR CHECKING THESE REGULARLY

IF DISASTER STRIKES: Turn on your radio and listen for instructions

Published with the support of Telecom Directories Limited.

A subsidiary of Telecom Corporation of New Zealand
CIVIL DEFENCE SURVEYS.

CIVIL DEFENCE SURVEY: MARCH 1989

Table 1: Natural Hazards First Mentioned as Threats to the Community

<table>
<thead>
<tr>
<th>Hazard</th>
<th>National</th>
<th>Manganui Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earthquake</td>
<td>34</td>
<td>89</td>
</tr>
<tr>
<td>Flood</td>
<td>17</td>
<td>11</td>
</tr>
<tr>
<td>Wind/Cyclone</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Fire</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Drought</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Tidal Wave</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Landslip</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Snow/Cold</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

Table 3: Organisations First Mentioned as Protecting the Community from Natural Hazards

<table>
<thead>
<tr>
<th>Organisation</th>
<th>National</th>
<th>Manganui Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Defence</td>
<td>48</td>
<td>68</td>
</tr>
<tr>
<td>Fire Service</td>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>Local Authority</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Red Cross</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>5</td>
<td>11</td>
</tr>
<tr>
<td>Defence</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Catchment Board</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>United Council</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>County Council</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Table 5: Knowledge of Civil Defence

<table>
<thead>
<tr>
<th>Knowledge Description</th>
<th>National</th>
<th>Manganui Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help people during disaster</td>
<td>29</td>
<td>34</td>
</tr>
<tr>
<td>Organise people and issue</td>
<td>17</td>
<td>20</td>
</tr>
<tr>
<td>Look in phone book</td>
<td>14</td>
<td>5</td>
</tr>
<tr>
<td>Locally placed people</td>
<td>10</td>
<td>39</td>
</tr>
<tr>
<td>Voluntary org. assisting in disasters</td>
<td>9</td>
<td>12</td>
</tr>
<tr>
<td>Organise and distribute food and supplies</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>They hold meetings and training sessions</td>
<td>5</td>
<td>13</td>
</tr>
<tr>
<td>Help in a disaster and clean up afterwards</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Giving relief and housing, looks after lives and property</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Contact them for help</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Table 6: How Respondents Learned About Civil Defence

<table>
<thead>
<tr>
<th>Method</th>
<th>National</th>
<th>Manganui Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>TV/TV adverts</td>
<td>37</td>
<td>23</td>
</tr>
<tr>
<td>Back of phone book</td>
<td>36</td>
<td>10</td>
</tr>
<tr>
<td>Through schools/CD talks to schools</td>
<td>18</td>
<td>*41</td>
</tr>
<tr>
<td>Newspapers/magazines</td>
<td>17</td>
<td>26</td>
</tr>
<tr>
<td>Radio</td>
<td>16</td>
<td>29</td>
</tr>
<tr>
<td>Civil Defence meetings</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>Personal experience</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>clubs</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>St Johns, ATC, volunteer fire brigade</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Yellow Pages</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

* Highest % of all regions