

Ayrburn Film Hub

Flood Hazard Emergency Management Plan

LAST REVIEWED

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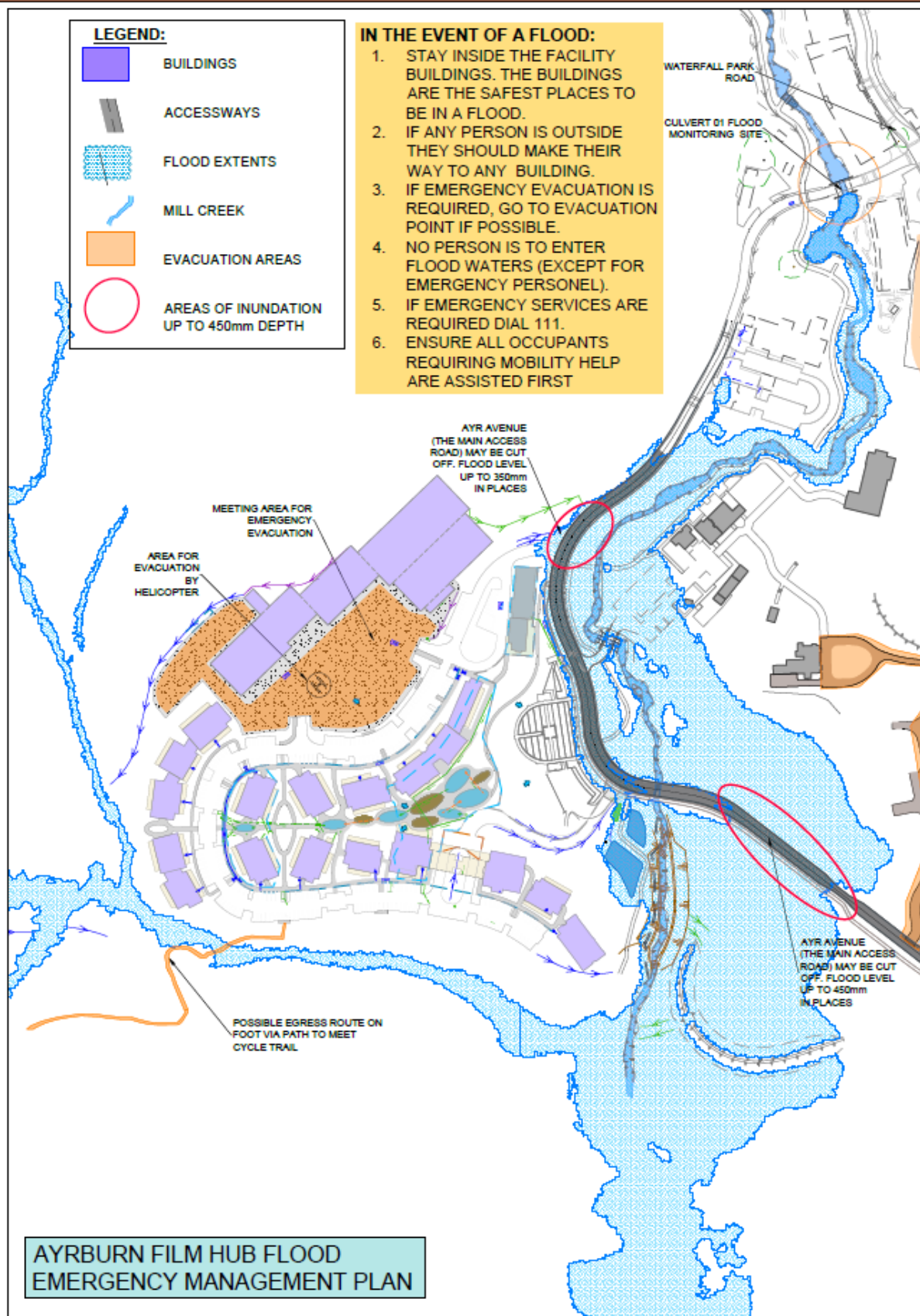
NEXT REVIEW DUE

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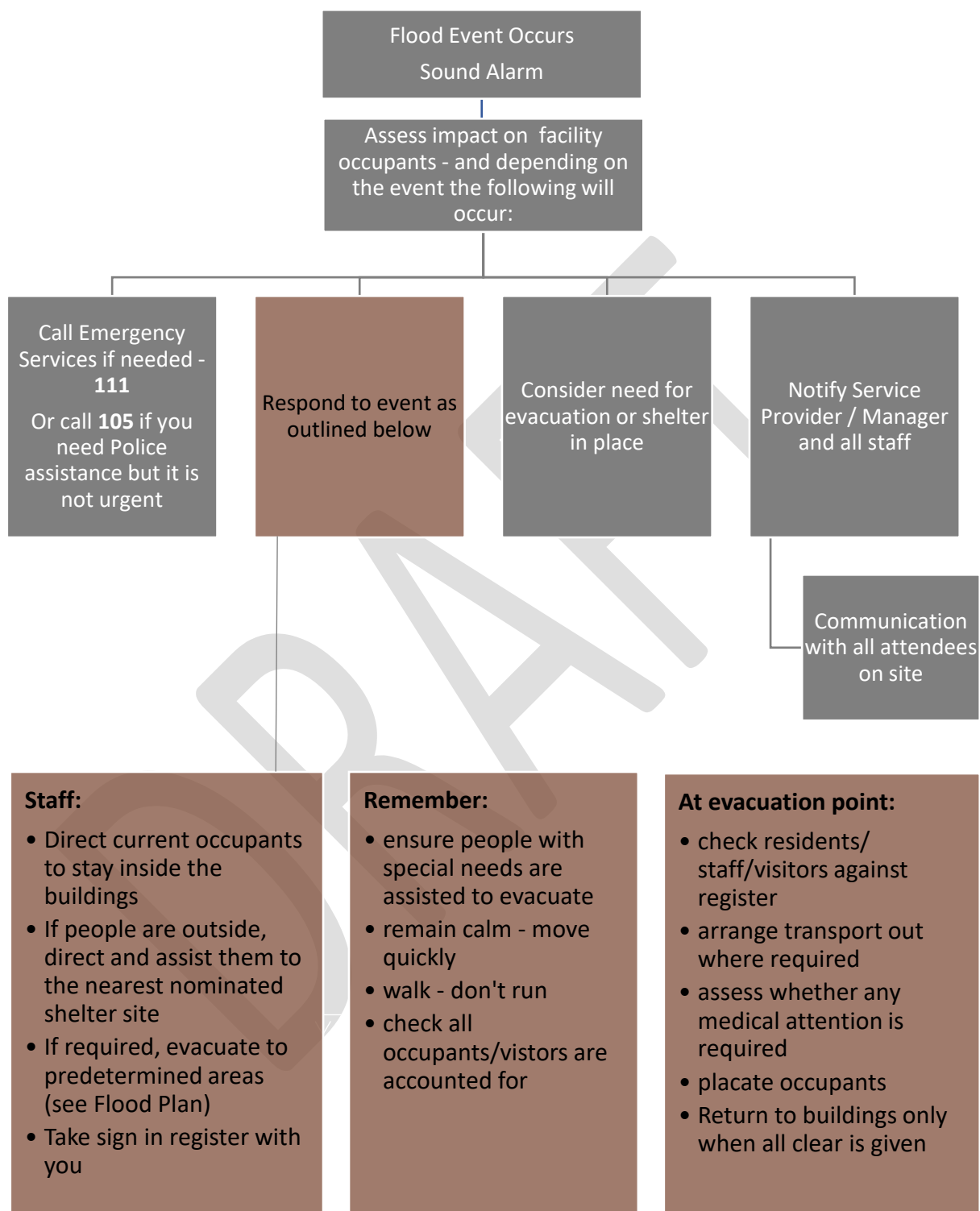
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Flood Response Map



Summary Flood Emergency Response Plan



The comprehensive Flood Hazard Emergency Management Plan is below.

Contents

Contents.....	4
Key Contact Information for this Plan	5
1.1 Key Contact Details.....	5
1.2 Incident Management Team Leads / Key Emergency Contacts	5
Introduction	6
Site Map.....	7
Monitoring of flow within Mill Creek.....	8
1.3 Flood Monitoring Regime:.....	8
Flood Emergency Response Plan	10
1.4 Shelter in Place	10
1.5 Evacuation	10
1.6 Detailed Response Actions	11
1.7 Staff Training.....	12
Calendar - Planned Drills and Other Training Example.....	13
Our Role in a Civil Defence Emergency.....	14
Communications Plan – Occupants, Family, Staff and Others.....	15
External Contact Lists.....	16
1.8 Radio - our local station for emergency information is:.....	16
1.9 Emergency Services	16
1.10 Essential Agency / Service	16
1.11 Essential Utility	16
1.12 Essential Security	17
1.13 Other Miscellaneous Contact Information	17
Appendix 1 – Ayrburn Film Hub Key Staff Contact List.....	18
Appendix 2 – Occupants and Staff Contact List	19
Appendix 3 – Emergency Evacuation Kit Contents List.....	20

Key Contact Information for this Plan

1.1 Key Contact Details

Address (physical)	Ayr Avenue, Arrowtown
Phone	
Email	
Website	

1.2 Incident Management Team Leads / Key Emergency Contacts

Name		Name	
Position / Role		Position / Role	
Phone		Phone	
Email		Email	
Name		Name	
Position / Role		Position / Role	
Phone		Phone	
Email		Email	

Go to **External Contact Lists** (pg. 16) for details of local emergency services, etc and Appendices 1 and 2 for staff and family contact lists.

Introduction

This plan outlines how the Ayrburn Film Hub will plan for and respond to an emergency flooding event. . This plan shall be made well known to every staff member on site.

The procedures within this emergency flood management plan must be adhered to in the case of an extreme rainfall event which causes flooding across the access road to the site.

Flooding can happen quickly and have serious impacts. Flooding may be caused by heavy rain within the catchment which includes within the Northbrook Arrowtown and Ayrburn site and upstream which results in Mill Creek overflowing.

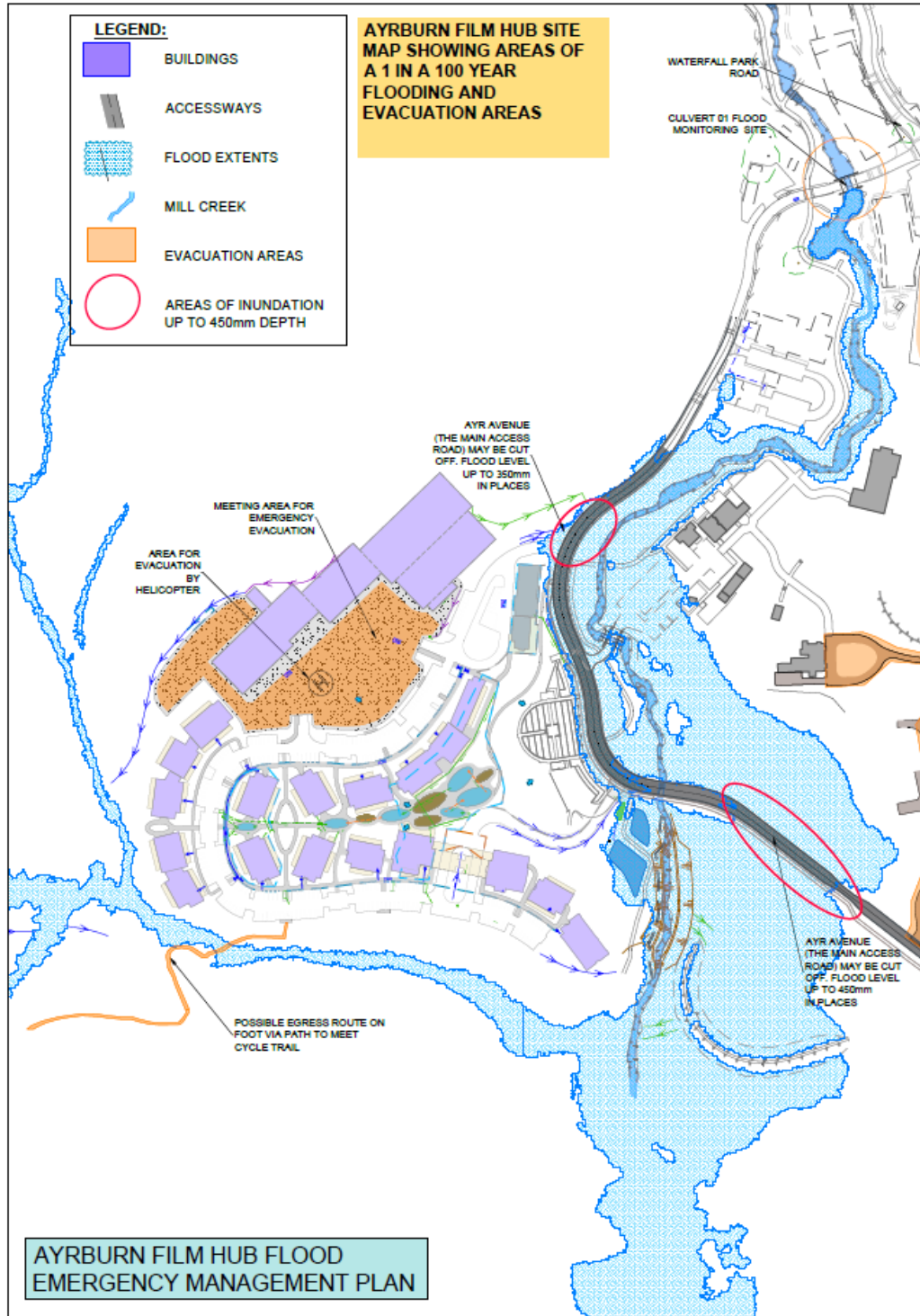
This Flood Hazard Emergency Management Plan (Emergency Management Plan) provides a response to flood events together with a monitoring procedure to evaluate activation of the response plan.

To guide the Emergency Management Plan, the predicted flood plain is shown on the Emergency Site Plan drawing on Page 7.

This document is a living document and should be updated if events or procedures change.

Site Map

The following site map indicates the flood extents in a 1 in 100-year event, building locations, evacuation routes and zones.



Note: In the south-western corner of the development, the flow is sub-terranean based on site observations. This is not currently illustrated in the flood modelling for the channel.

Monitoring of flow within Mill Creek

Water levels in prolonged or sudden high intensity rainfall are monitored through:

- visual inspection of water levels at Culvert 01 within the Northbrook Arrowtown site,
- checking a flood gauge manually. A manual system should also be in place in case of alarm failure. This will be a physical Water level gauge (as shown below).
- an electronic alarm system that includes:
 - an early warning system of alarm;
 - warning lights to be triggered if water levels rise above 2.1 m within Mill creek (note this is at the level of the soffit of Culvert 01).



Figure 1: Example of a permanent visual water level monitor

Ongoing monitoring of Alarm functionality must be undertaken on a monthly basis.

1.3 Flood Monitoring Regime:

Flood monitoring occurs through various means, as such these regimes need to be understood and responses outlined. Monitoring and responses are presented in the table below. This monitoring will be undertaken in conjunction with Northbrook Arrowtown and Ayrburn, who share the same creek/water level alerts.

Automated Alarms	Responses
Prior to flood event	Check Metservice and Civil Defense for heavy rain warnings for the region.
	Ensure permananet road markers are in place and effective along Ayr Avenue at all flood risk areas to ensure emergency vehicles can see where the road is.
	Road closure methods are to be developed. [Cones and signage, or easy to swing gate but not locked] The method needs to be easily invoked and removed. Emergency vehicles need to be able to enter.

Alarms have been triggered at Waterfall Bridge, Culvert 01 and/or Ayr Avenue	A soft alarm response including early warnings are sent to all relevant staff and other site occupants via phone alerts.
	At risk people should be transferred off site if possible early after warning triggers
	Begin monitoring Ayr Avenue flood risk areas. When flood water level is at 100mm depth, close the road for all traffic except heavy vehicles and emergency vehicles.
Manual Checks if Alarms are faulty	Responses
When the water level in the stream at Culvert 01 is 300mm below the top of the stream bank the level will be at 2.0m on the manual water level gauge.	A soft alarm response should be sent providing a general warning to all relevant staff via phone alerts.
	At risk people should be transferred off site if possible early after warning triggers
	Begin monitoring Ayr Avenue flood risk areas.
When water overtops the road at Culvert 01 and Ayr Avenue	When water level is at 100mm depth, close the road for all traffic except heavy vehicles and emergency vehicles.
Medical Emergency during flood	Call 111.
	Prepare patient for medivac via helicopter or ambulance via Waterfall Park Road evacuation route. Protect from weather.
Power cut during flood	
	Alternative communication methods than phones such as walky talkies, or satellite phone for emergency communication inside and outside of the facility.

Flood Emergency Response Plan

There are two preferred emergency response options for a flood event. The first is to remain onsite and shelter in place and the second is to evacuate. The first choice of response is to shelter in place inside the buildings as this is the safest place to stay during flood events. Should there be an additional emergency such as fire or medical event, then the second option to evacuate is invoked.

1.4 Shelter in Place

The safest and most comfortable place to be in a flood is inside the buildings. All habitable buildings within the studio hub are set above the predicted flood levels.

The flooding should clear within approximately three hours. However, no person should move from a safe location until the accessway has been cleared of all flood water and any debris, unless official transport has been supplied or evacuation instigated as per below.

1.5 Evacuation

Evacuation from the facility may be required to ensure the safety of staff, occupants and visitors in an emergency event. This may be required if additional danger is present, such as fire or gas leak. If a power cut occurs, an assessment of medical requirements that require power is to be undertaken, emergency evacuation should be instigated as necessary.

In all cases, evacuations need to be planned and practiced.

1.5.1 Evacuation Areas

The building floor levels are above the predicted flood areas and levels. These are the safest place for all people stay in the event of a flood. If relocation to other building has occurred, relocating back to original buildings is not recommended until the flood waters recede and the all clear is given. Any residents outside of the buildings should make their way to the closest building in the event of a flash flood. **DO NOT ENTER FLOOD WATERS – EVEN IF THEY LOOK PASSABLE!** You do not know what is beneath the water or how strong the flow is.

If evacuation is required:

The Studio Carpark - Transport/walking to be away from Ayr Avenue to avoid flood areas to a designated area for either transport via emergency vehicle via Ayr Avenue or Waterfall Park Road (by heavy vehicle only) or helicopter from the backlot parking area if transport offsite is necessary. **Cycle Trail to the west of the site has access to Speargrass Flat Road:** Transport/walking to be on the western side of the buildings to service track.

When flood waters have receded to trafficable/walkable levels, any evacuees can make their way back to the Film Hub area.

Also:

- Consider residents with special requirements, and animals on the premises.
- Consider Go Bags with food, water, phones, torches and blankets
- Consider medications for evacuees

1.6 Detailed Response Actions

Response Actions (as appropriate)	
Flooding reported or sighted	<p>Be ready to act quickly. Floods and flash floods can happen quickly and without warning.</p> <p>All accommodation and film hub buildings are located above the flood plain. The safest place in the event of a flood for all visitors, and staff is within the buildings.</p> <p>Any person outside at the time of a flood event should know the appropriate places to go to:</p> <ol style="list-style-type: none"> 1. Inside the buildings 2. To outside evacuation areas <p>Evacuate if required (and get to higher ground). This should only be required if there is an additional emergency such as fire or medical emergency. Designated areas will need to be communicated to occupants, staff and visitors.</p> <p>Follow the instructions and advice of emergency services and civil defence and emergency management authorities.</p> <p>If safe to do so, move records and equipment onto higher floors or onto furniture as high as possible as a precaution.</p> <p>If flood is due to burst pipes etc, turn off the water at the mains if possible. It's important to know the locations of the water Tobbies to each building.</p>
During the flood	<p>ACCESS:</p> <p>No individual should enter flood waters. Emergency staff only.</p> <p>Ayr Avenue is the main access road to the site. Access may be cut off due to the depth and velocity of flood flows to light vehicles.</p> <p>Emergency/heavy vehicles will be able to cross the flood waters.</p> <p>No vehicles should attempt to cross flood waters unless they are an emergency services vehicle such as fire or medical.</p>
	<p>Note the time of the need to shelter-in-place.</p> <p>Call all people who are outside to come inside as quickly as possible.</p>
	<p>Close all windows, exterior doors, and any other openings to the outside</p>
	<p>Gather essential emergency resources and supplies, including a mobile or portable phone.</p>
	<p>Complete a roll call, including visitors.</p> <p>Notify emergency services where you are and the number of people present if they are not already aware. (Role-play this in case of a Drill)</p>
	<p>Inform family or emergency contacts for occupants if required. Advise them of the situation and what action they should take at this time.</p>
	<p>Listen for announcements from Emergency Services/Civil Defence via portable radios or mobile phones and stay put inside until told that it is safe to leave.</p>

	Keep a radio in the Civil Defence Kit. Ensure someone is responsible for operating the radio at all times after the warning has been announced.
	<p>In the event it is not deemed safe to shelter-in-place - be ready to evacuate at short notice to a safer place and egress via emergency vehicle where required.</p> <ul style="list-style-type: none"> • If a move to higher ground/inland areas is instructed, the group is advised to head towards Evacuation Area 1 Film Studio carpark or Evacuation Area 2 (Service track to cycle trail and Speargrass Flat Road). Egress via emergency vehicle is possible via Ayr Avenue and Waterfall Park Road • If possible, place a notice on the front gate/door advising where people have headed and the time they left. • Take the emergency supplies and listen to the radios for further instructions.
After a flood	<p>Flood dangers do not end when the water begins to recede. Continue to listen to communication channels and don't return until authorities indicate it is safe to do so.</p> <p>Debris may be on the roads during and after a flood recedes. A visual inspection of the access ways, creek and culverts should be undertaken immediately after the event before all clear is given.</p> <p>Get medical care if necessary. Contaminated water can cause infection.</p> <p>Stay away from damaged areas. Your presence might hamper rescue and other emergency service operations.</p> <p>Inspections to assess damage to infrastructure by water and debris are required before the All Clear</p>
Following the incident	<p>Liaise with the media.</p> <p>Consider whether to temporarily close or continue operating.</p> <p>Continue to monitor the wellbeing of residents, family and staff.</p>

1.7 Staff Training

Flood Relocation and Evacuation Plan	All staff must be aware of their roles to play
	Learn flood warning signs and understand the facility's public alerting system. Staff training to be undertaken regularly.
Staff Turnover	The flood (and general emergency) response training is included in induction training for all relevant positions.

Calendar - Planned Drills and Other Training Example

Add the date for planned activities and tick (✓) when completed.

Note – Staff providing care are familiar with relevant emergency drills and carry out each type of drill with residents on an, at least, **three-monthly** basis.

Activity	Jan - Mar	✓	Apr - Jun	✓	Jul - Sep	✓	Oct - Dec	✓
Flood Drill	E.g. 10 Feb 2pm		E.g. 19 May 10am		E.g. 29 July 10am		E.g. Oct to coincide with Shake Out	
Flood Drill								
Fire Drill								
Earthquake Drill								
Shelter-in place drill								
Lockdown drill (staff only participating)								
Staff refresher training (eg, regular item at staff meetings)								

Our Role in a Civil Defence Emergency

Civil defence preparedness for an emergency generally falls into three categories:

1. **Before an emergency** - all contingencies have been planned and practiced using education and drills to ensure readiness for any emergency event.
2. **During an emergency** - ensuring the safety of residents, visitors, and staff on site during a civil defence emergency:
 - a. Responses to an emergency event should be undertaken as early as possible and take into consideration the health and mobility of elderly residents.
3. **Following an emergency** - the facility services will need to continue to operate or return to full operation, as soon as possible.

Communications Plan – Occupants, Family, Staff and Others

Planning - Our proactive communications will include:

- A beginning of stay information pack / newsletter / E-portfolio sent to film crews regarding the potential for flood events to occur.
- Updating and sending our Emergency Management Information for occupants and staff out annually, including a reminder to update their emergency contact information.
- Summary of practice drills undertaken.
- Meeting (at least) annually with local emergency services (eg Fire, Police, Civil Defence).

Recording who is currently onsite and offsite must kept up to date. Sign in registers (electronic and/or hard copies) should be taken to the evacuation areas if invoked.

Response - Our emergency response communications plan for residents, staff and families and others includes:

- ✓ Updates to website as soon as possible,
- ✓ text alerts to residents and families, as well as visitors who have registered on site
- ✓ social media updates

External Contact Lists

Where possible include a primary and alternate number. Please add further important numbers as required.

1.8 Radio - our local station for emergency information is:

Newstalk ZB 89.6FM

1.9 Emergency Services

Police, Fire, Ambulance	111 105 for Police, if needing non-urgent assistance
Police (local station)	Phone
Local Emergency Management Office / group (Civil Defence)	Point of contact: Phone Mobile
National Poison Centre	Urgent line 0800 764 766 Non-urgent 03 479 7284
Service Doctor	Name Address (physical) Phone Mobile
Medical Centre	Name Address (physical) Phone Mobile

1.10 Essential Agency / Service

Medical Officer of Health (local Public Health Unit)	Name Phone Mobile Email
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1.11 Essential Utility

Power company	Account number Phone
Gas company	Account number Phone:

Electrician	
Builder	
Plumber	
Other	

1.12 Essential Security

Security	
Alarm monitoring	
Fire alarm / equipment maintenance	

1.13 Other Miscellaneous Contact Information

Bus company / Transportation	
Lawyer	
Insurance	
Bank	
Other	

Appendices 1,2 and 3 should be located with the emergency supplies/Go bags. These appendices should be reviewed monthly.

Appendix 1 – Ayrburn Film Hub Key Staff Contact List

Replace this list with your staff list if more appropriate.

Position	Name	Day Contact details	After Hours Contact Details	Other Emergency Role
		land line and mobile	land line and mobile	Note if staff member is a first aid holder/media or other IMT role
Accommodation Manager				
Studio Manager				
Assistant Manager				
Service Provider Contact				
Administration Staff				
Staff				

Appendix 2 – Occupants and Staff Contact List

Information is stored electronically here:

Hard copies of information are stored in the Emergency Pack located here:

(Key: P = Primary, A = Alternate)

Date of last update: _____

Resident	Occupant/ Staff	Day Contact Details	After Hours Contact Details	Other Important Information
		Land line and mobile	Land line and mobile	Note if resident has specific health or other needs
	P:			
	A:			
	P:			
	A:			
	P:			
	A:			
	P:			
	A:			

Appendix 3 – Emergency Evacuation Kit Contents List

Consideration of quantities are made to meet the size of the facility.

Complete 6 monthly contents check.

Include list here: