

# PART C

## Recovery Toolbox of templates processes and procedures



## **PART C – RECOVERY TOOLBOX OF TEMPLATES, PROCESSES AND PROCEDURES**

### **1. Toolbox Note**

A collection of resources to use, adapt and improve. Part C has been developed in response to the limited amount of documented information and resources available in New Zealand on the topic of emergency recovery. The toolbox is a compilation of templates, resources, plans, processes and flow charts used across all recovery topics. The toolbox does not necessarily represent 'best practice', as many templates and processes were developed 'on the fly', but it is hoped that they will provide a starting point for others to start from.

Refer following Toolbox Table of Contents.



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### Strategy, Planning, and Intel

1. Recovery Overview
2. Whakatāne District Recovery PowerPoint Overview
3. Recovery Action Programme
4. Community Communication and Partnership Plan
5. Whakatāne District Recovery Team Relationship Diagram with multiple agencies
6. GIS Project Charter V1.0

### Communications

7. June 2017 Infographic example
8. Jan 2018 Infographic Update
9. Newsletters examples
  - a. Recovery No1
  - b. Recovery No25
  - c. Recovery No40
  - d. Recovery No48
  - e. Rural Recovery No 1
10. School Children Safety Focus
11. Sit Rep examples
  - a. 27<sup>th</sup> June 2017
  - b. 28<sup>th</sup> Feb 2018
12. Watch your Waste Poster Mock Up

### Community

13. Mayoral Assistance Grant Form
14. Recovery Support and Funding Assistance
15. Navigators
  - a. Navigator Flyer
  - b. Whakatāne District Navigation Service
  - c. Case for Navigators
  - d. Navigation Service Oversight Committee
  - e. Navigator Structure
  - f. Team Leader Navigator Position Description
  - g. Community Support Officer Position Description
  - h. Navigator Service Monthly Report Form
  - i. Navigation Service Initial Assessment Form
  - j. Navigator Service Privacy Consent Form
  - k. Navigator Report Feb 2018 – example
16. Psychosocial
  - a. BOPDHB Psychosocial Support Implementation Plan
  - b. Psychosocial Implementation Monthly Report – January example
17. Volunteers
  - a. Volunteer Handbook
  - b. Volunteer H&S Briefing
18. Draft Community Action Plan

## Economic

19. Support for Businesses Pamphlet
20. Whakatāne District Business Recovery Grants Terms of Reference
21. Whakatāne District Business Recovery Grants Funding Confidentiality and Conflict Agreement
22. Whakatāne District Business Recovery Grant application process
23. Business Recovery Grant – Financial Review of Application - Example
24. Draft Sliding Scale Scoring
25. Whakatāne District Business Recovery Grant Application Form
26. Edgecumbe Recovery Needs Form

## Built

27. Hazards, Health & Safety, Processes
  - a. “Be Silt Safe” Poster
  - b. Information Notice to Contractors, Trades & Volunteers
  - c. H&S Protocols- work, faecal, asbestos
  - d. Flood Affected Hazardous Building Waste Disposal Process
  - e. MBIE Fact Sheet – Disaster Recovery – Health Risks from Biological Agents
  - f. Recovery Office/WorkSafe – Methamphetamines (P) and Contractors
  - g. Toi Te Ora Public Health handout April 2017
  - h. School Safety Edgecumbe – Road Safe
28. Liveable Homes
  - a. Funding the Liveable Homes Project (LHP)
  - b. Liveable Homes Project Process and Document Templates
  - c. What is a Liveable Home?
  - d. Liveable Homes Owner Agreement
  - e. Site Hazard and Risk Register Template
  - f. Site Inspection Sheet
  - g. Procedure for handling and disposal of isolated asbestos pieces
  - h. Insulation Offering – Owner Agreement
29. Removal of Silt and Debris – EQC (Edgecumbe Handout)
30. Yellow Stickered House – Information handout
31. Red Sticker Cordon
  - a. Red Stickered Properties – Assisted Access Entry – Process and Protocols
  - b. Red Stickered Properties – Access ID Cards Process
  - c. Tailgate Safety Meeting Form – Example
  - d. Overlapping H&S Duties Form - Example
32. Portacabins
  - a. Installing Portacabins onto Private Property at Edgecumbe MBIE/WDC Protocol Only
  - b. Installing Portacabins Checklist
  - c. Additional Guidance Notes for Portacabins

## Natural & Rural

33. Bay of Plenty Land Use Maps – April 2017 Floods
34. Erosion Report
35. Erosion Project April 2017 Map
36. Reduce Biosecurity risk handout
37. Farm and farm owner assessment spreadsheet template (Rural Support Trust)
38. Project Plan templates
  - a. Kopuriki Road
  - b. Biodiversity
  - c. Erosion Assessment
  - d. Rivers and Drainage
  - e. Roding
  - f. Working with Rural Communities
  - g. Rural Support BBQs