



TARANAKI EMERGENCY MANAGEMENT

Emergency Welfare Centre Guide

EMERGENCY WELFARE CENTRE GUIDE

1. INTRODUCTION

Welfare Centres are the point of contact with the community and will be activated as necessary to support a community in need. The Centre provides the facilities and co-ordinates the work done by various agencies and staff.

For every incident requiring a welfare response, a team in the Emergency Operations centre (EOC) develops a contribution to the Incident Action Plan (IAP). A multitude of issues will be covered by the plan, including which centres need to be opened and what services they will provide to the community. The Centre manager is then responsible for ensuring that the matters relating to the centre are actioned.

1.1 Services Provided

The services provided at a Welfare Centre are :

- Reception
- Registration
- Acting as an information source for the Incident Management Team at TEMO
- Arrangements for emergency accommodation, food and clothing
- Organising personal services to ensure local agencies provide
 - Emergency benefits
 - Provision of care for children and young persons
 - Co-ordination of counselling services
 - Care for affected companion animals

2. CENTRES

In Taranaki there are two types of Centres:

- Principle Centres
- Secondary Centres

2.1 Principle Centres

Principle Centres, which are most frequently used, have a dedicated team specifically trained to run them at

- Pukekura Raceway
- Spotswood College
- Stratford War Memorial Hall
- Hawera Community Centre

These venues have large, adaptable facilities, good access, parking and support infrastructure. Other Centre staff will supplement the teams trained to operate these centres, as required.

2.2 Secondary Centres

Secondary Centres will be opened as required to support a community in need. These Centres are staffed by teams that are familiar with Centre Operations and the various venues available for them to operate Centres from

Urenui School	Bell Block School and Hall
Owae Marae	Fitzroy Primary School
Waitara Central School	Oakura Bowling Club
Okato College	Kaponga Primary School
Inglewood High School	Eltham Primary School
Rahotu Primary School	Normanby Primary School
Opunake High School	Hicks Park Sports Complex
Auroa Primary School	Patea Old Folks Hall
Manaia Primary School	Waverley Town Hall

In certain circumstances, particularly for isolated incidents, it will be necessary to establish Centres at venues other than those listed above on an ad hoc basis, eg local hotel or another suitable building.

2.3 Communication Points

CDEM Radios have been installed in some of the more remote Taranaki Communities to enable them to contact TEMO during an emergency. These sites are located in:

Mokau	Matau
Ahititi	Makahu
Tongaporutu	Kapuni
Purangi	Ohangai
Tahora Saddle	Hurleyville

Many of the radios are located on private property and are not EWCs.

3. ACTIVATION PROCESS

The activation of the EOC may be a pre-requisite for opening one of the Centres. The On call EMO will be responsible for determining the appropriate course of action.

Following an initial briefing by the Controller/Emergency Management Officer the Welfare Manager will determine which centres should be opened and what services will be provided through the Centre. Personnel required for the Centre(s) will be called out by TEMO.

From time to time the level of concern for a developing situation may warrant partial activation or some staff being put on stand-by. A few staff may be required to respond to the EOC to support the full time staff. As part of this process, an appropriate Centre Manager may also be put on standby.

TEMO does not hold keys for any of the Centres. As part of the emergency callout the key holder for the Centre that needs to be opened must be contacted (key holders are listed in Appendix A). This person will open the Centre up, deactivate security systems and help Welfare Centre personnel settle in. Centres **must not** be broken into.

Only when the Centre is ready to receive affected persons will the Centre Manager advise the Welfare Manager that the Centre is ready. Information about the opening of the EWC will be broadcast by the Public Information team.

4. WELFARE CENTRE LAYOUT AND FUNCTION

The centre will be supporting three types of persons.

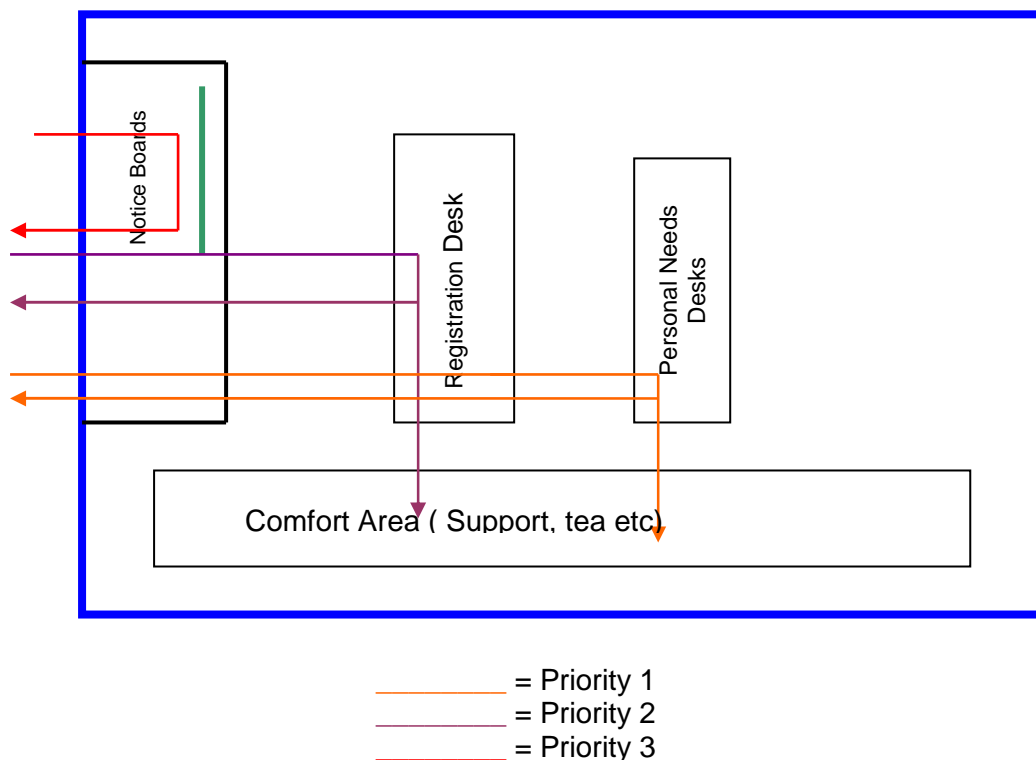
Priority 1 – those affected persons who will arrive with ‘nothing’ and will require the full support of the Centre. If these people are taken direct to the Comfort area upon arrival, they must be registered as soon as possible to ensure individuals are not overlooked.

Priority 2 – people who can manage but need to register eg people from outside of the local area or local people able to remain in their own homes.

Priority 3 – people who are seeking information only eg enquiring as to whereabouts of friends, relatives etc or information about the emergency. These people do not register.

Figure 1 provides guidance in setting up a Centre. There are no hard and fast rules for layout, however the major sections are Reception, Registration and Services.

Figure 1 – example of EWC layout



The Welfare Centre Manager will direct staff to set up the various service desks/areas required, put out signage etc. When the Centre is ready the Welfare Centre Manager will advise the EOC that it is ready to receive affected persons.

Meeting the immediate needs of people arriving at a Welfare Centre is core business. This may include

- Emergency clothing
- Food and drink
- A blanket
- Someone to talk to
- Information about the situation
- First Aid
- Temporary Accommodation

Red Cross have a mandate to provide emergency clothes and blankets.

Salvation Army have an agreement to provide catering.

Taranaki Ambulance Service will provide First Aid if possible but use should also be made of any volunteers qualified in First Aid using the first aid kits in the EWC. If additional First Aiders are required contact TEMO urgently.

Victim Support Workers provide immediate crisis assessment of needs and some ongoing management until self sufficiency is achieved.

Red Cross, Salvation Army, Victim Support, Ambulance etc are activated when the EOC is opened.

4.1 Functions Of The Welfare Centre Sections

All areas should be identified with clear signage and be kept as user friendly as possible, but also allowing affected persons a degree of privacy where practicable. A log of key actions and decisions should be maintained for each area.

4.1.1 Reception

Upon arrival each person should be welcomed and asked their names. Immediate needs should be identified eg injured, need a change of clothing etc. It is important to watch for areas of congestion and maintain a regular flow of people through reception. When greeting people conversations should be brief without being discourteous while directing people to the registration area.

4.1.2 Registration

As each person is welcomed, explain reasons for registration. Some people may require assistance in filling out the New Zealand Red Cross Registration Form. People with specific concerns should be directed to the appropriate service within the Welfare Centre. Priority 2 persons registering may leave the Welfare Centre once this action has been completed.

4.1.3 Services

This section includes:

- catering (including Welfare Centre staff);
- emergency clothing for affected persons;
- assessing the types of support and assistance which is required;
- providing comfort for people with special needs eg mothers, young children, elderly, disabled; and
- addressing immediate counselling needs or arranging personal support from appropriate agencies such as Victim Support, Child, Youth and Family.

5. ROLES AND RESPONSIBILITIES

The Welfare Manager, who works from the EOC, is the dedicated point of contact for the Welfare Centre Manager and the representative for Centres in the EOC.

5.1 Centre Manager


The key tasks for the Centre Manager are

- Liaising with the Welfare Manager in the EOC
- Ensuring the smooth running of the Centre
- Providing a co-ordinated welfare response to the community
- Liaising with the public at the Centre to share information and hear their concerns
- Liaising with Neighbourhood Support.

The Centre Manager is tasked with making sure there are enough people to do the work, and that they are being looked after. A small team of people will probably be carrying out the task of ensuring the smooth flow of affected persons through the Welfare Centre from arrival to departure. If resources or accommodation are being distributed from the Centre close liaison with the Welfare Manager in the EOC will also be required.

The Centre Manager may also be required to register 'on-the-day' spontaneous volunteers that help at the Centre. These people must be registered using the Kalamazoo system using the books of forms which are contained in the Centre kits.

Figure 2 – Kalamazoo Registration Form

Time In	Time Out	Organisation	Name	Date
R84568				
 <p>STAFF AND VISITOR REGISTRATION <i>For EOCs and Welfare Centres</i></p>		<p>Validity - This registration is valid for one day only.</p> <p>Smoking - Please check the smoking policy of the venue being used.</p> <p>Health & Safety - Please ensure that you do not endanger yourself or others whilst working with our organisation. Please notify your supervisor of any hazards you identify.</p>		<p>Evacuation - On hearing an evacuation alarm for the venue, please exit by the nearest safe exit and assemble in a safe place.</p> <p>Communications - Before operating any radio equipment please check with the communications staff.</p> <p>Important - Please sign out when you have finished.</p>
				NAME (please print clearly)

Addresses and contact numbers are recorded in the organisation field, and the information is passed onto the Welfare Manager. The end section of the Kalamazoo form, with the person's name on it, is designed to rip off and be inserted in a plastic name tag holder (included in kits). Health and Safety information is shown on the rest of the form. All volunteers **must** read this prior to commencing any tasks.

Any offers of help should be recorded and sent to EOC.

Spontaneous volunteers that wish to work in the community must contact the lead agency or TEMO.

6. Registration of Affected persons

It is **essential** that the EOC is regularly advised on registration information, so that progress can be monitored. Details are recorded on the New Zealand Red Cross Registration Form for the following purposes:

- To advise Civil Defence what immediate and future help is required
- To provide information in response to questions from relatives and friends about the safety of people
- Report information
- Promote recovery
- To be eligible for potential help from community agencies
- To possibly get help for pets

The form shown in Annex C is the standard New Zealand Red Cross registration form (held in Centre kits) that must be completed for every person in each household being evacuated.

Only family members who are present at the EWC are listed on the form and persons who have a different family name are required to have their details recorded on a separate form. Instructions for the completion of the forms are contained in each registration box (containing 100 forms and 50 inquiry forms). The white and pink copies are sent to the EOC. Affected persons are given the yellow copy as proof that they have registered. The form should be completed in ball point pen and the writer should press firmly to ensure information is recorded on all copies. Special attention is required to record any concerns or medical requirements on the form.

Depending on the location of the EWCs that have been opened the Welfare Manager will make arrangements for registration documents to be delivered to TEMO.

7. TEMPORARY ACCOMMODATION.

Evacuations may be overnight or short term.

Accommodation is allocated by personnel staffing the Welfare Desk at TEMO. Accommodation will only be allocated to registered people i.e. those people with a registration number

Allocation is made on the basis of age, personal needs, family needs, location and community concerns.

The Welfare Centre Co Ordinator may need to have additional enquiries made to top up accommodation offers to meet the need. Any offers of accommodation should be passed to the welfare desk at TEMO.

7.2 Short Term Evacuation

The staff managing the welfare desk at TEMO, will provide accommodation details to be included on the registration form (if Civil defence is arranging accommodation). If the affected persons have somewhere to stay, details should be recorded as the emergency address.

Where overnight accommodation is not envisaged, completion of the New Zealand Red Cross Registration form is still required. Affected persons may be directed to a Centre by emergency services to register and 'shelter' until they can return home.

8. EWC EQUIPMENT HELD AT TEMO

A range of equipment, including Centre Kit(s) is held in TEMO for immediate deployment. Centre equipment for Pukekura Raceway, Spotswood College and the mobile teams is labelled and located on the shelves of operational equipment in the TEMO basement. Access to the basement is via the stairs leading down from outside the meal room. The light switch for the storeroom is beneath the coat hooks adjacent to the first external door. An activation checklist detailing equipment recommended for the set up of a Centre is taped to the door of the TEMO basement storage area.

8.1 Equipment held at Secondary Centres

A list of Secondary Centres which have Welfare Kits and the location of this equipment at these venues are contained in Appendix **B**

9. COMMUNICATIONS

There is sufficient radio equipment to establish initial contact with all Centres. This is located as per Appendix B. A portable fax is held at TEMO. This must be operated from a land line phone jack point.

Communications equipment is available at each Centre. Most of this equipment is owned by the host facility and is only made available to use if necessary authority is given by them.

10. DONATIONS

Advice regarding all donations other than food should be sought from EOC.

11. END OF SHIFT

Ensure all registered affected persons have accommodation and there are no outstanding tasks recorded in log. Review the day's operations and write up plan for next day, checking what staff will be available.

Staffing arrangements will be managed to ensure that there is time for a hand over between Centre Managers and Staff if appropriate.

12. CLOSING OF CENTRE

Upon receiving advice from the Controller to close the centre, the Welfare Centre Manager should ensure that all equipment taken to the venue from TEMO is returned, and arrangements made for any damaged items to be repaired and stock replenished in the kits.

The venue should be left in a neat and tidy condition and the premises secured by the community key holder. The key holder should be advised to forward details of costs incurred to TEMO.

ANNEX A _ EWC KEY HOLDERS

<p>Taranaki Civil Defence Emergency Management Group</p>  <p>Site Centre</p>	<p>Organisations</p> <p>Clubs Early Childhood Centres Resthomes Schools Emergency Services Govt. Departments Health Organisations Industry Lifeline Organisations Local Govt. Media Motor Camps Rural Scientific Transport Waitara flood schools Welfare Agencies</p>	<p>Committees</p> <p>Co-ordinating Executive Group Egmont Volcano Advisory Group Taranaki CDEM Group HSTLC Tier 1 HSTLC Tier 2 Lifelines Advisory Group Rural Advisory Group Welfare Advisory Group Declarers</p>	<p>Team Callout List</p> <p>EOC First Response Team TEMO Centres Controller</p>	<p>Accommodation</p> <p>Emergency Management Accommodation and Town located</p> <p>Key Holders</p> <p>Site Centre Comms</p> <p>Other</p> <p>Special Weather Warnings</p>
---	--	--	---	--

Auroa Primary School

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail	
Cnr Auroa & Skeet Roads R D 28 MANAIA			06-2745629	06-2745629	auroa@xtra.co.nz	
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment

Bell Block Hall

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail

C/-	Devon Rd						
39 Essex St	Bell Block						
NEW PLYMOUTH	NEW PLYMOUTH						
Priority	Contact Name	Home	Work	Mobile	Fax	Pager	Comment
1	Sheryl Mitchell	06-7536859	06-7594404				
4	Des Clarke	06-7550042					
4	Chad Crofskey		06-7579660	021-2927761			
4	Trevor Hughes	06-7550255					
4	Carol Meuli	06-7551394					
4	Ted Riches		06-7551748		06-7551748		

Bell Block Primary School

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail		
Devon Rd			06-7550838	06-7550565	office@bellblock.school.nz		
NEW PLYMOUTH							
Priority	Contact Name	Home	Work	Mobile	Fax	Pager	Comment
1	Christine Rowe	06-7579119	06-7550838		06-7550565		
2	Chris O'Neill	06-7575630					

Coastal Taranaki School

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail		
P O Box 8	Carthew St		06-7524022	06-7524155	office@coastaltaranaki.school.nz		
OKATO	OKATO						
Priority	Contact Name	Home	Work	Mobile	Fax	Pager	Comment
2	Graham Dudley	06-7524076	06-7524022				
3	Gordon Walsh						

Eltham Primary School

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail
----------------	----------------	---------	--------------	------------	--------

Conway Rd	06-7648099	06-7648098	eltham@xtra.co.nz
ELTHAM			

Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment
-----------------------	------	------	--------	-----	-------	---------

Fitzroy Hall

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail
----------------	----------------	---------	--------------	------------	--------

C/-			06-7587334		
-----	--	--	------------	--	--

50 Fitzroy Rd
NEW PLYMOUTH

Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment
-----------------------	------	------	--------	-----	-------	---------

1 Margaret Betteridge	06-7583773	06-7574050		06-7574020		
-----------------------	------------	------------	--	------------	--	--

2 Trevor Smallman	06-7586688					
-------------------	------------	--	--	--	--	--

3 Colin Wood	06-7582514					
--------------	------------	--	--	--	--	--

Fitzroy Primary School

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail
----------------	----------------	---------	--------------	------------	--------

P O Box 3248 NEW PLYMOUTH	Barriball Street Fitzroy NEW PLYMOUTH		06-7583643	06-7583643	office@fitzroy.school.nz
------------------------------	---	--	------------	------------	--------------------------

Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment
-----------------------	------	------	--------	-----	-------	---------

1 Steph Tulloch	06-7591891	06-7583084	027-4436468	06-7583643		
-----------------	------------	------------	-------------	------------	--	--

Hawera Community Centre

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail
----------------	----------------	---------	--------------	------------	--------

	Albion Street		06-2788010		
--	---------------	--	------------	--	--

HAWERA

Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment
-----------------------	------	------	--------	-----	-------	---------

1	Jan Johnston	06-2787277	06-2780555	027-4869797	06-2788757		
3	John Gunn	06-2781469	06-2780555	027-4447573	06-2788757	026-3555680	

Hicks Park Sports Complex

Postal Address	Street Address	Comment			Office Phone	Office Fax	E-mail
	Camberwell Road HAWERA						
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment	

Inglewood High School

Postal Address	Street Address	Comment			Office Phone	Office Fax	E-mail
P O Box 215 INGLEWOOD	129 Rata St INGLEWOOD				06-7534717		
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment	
1 Merv Hayward	06-7567286	06-7568148	027-2991075				
2 Duncan Gelston	06-7568633	06-7568148					
3 Mabel Hayward	06-7567286	06-7568148					
4 Angela Guttung							

Kaponga Primary School

Postal Address	Street Address	Comment			Office Phone	Office Fax	E-mail
30 Egmont St KAPONGA					06-7646693	06-7646697	kaponga@watchdog.net.nz
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment	
1 Donna Kerr	06-7646202	06-7646693	027-4287103				
2 Jackie Higgins	06-7646412						
3 Susan Bryant	06-7646252						

Manaia Primary School

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail	
Karaka St MANAIA			06-2748283	06-2748257	manaia@xtra.co.nz	
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment
1 Allan Forsyth	06-2749005	06-2748283	027-3164822			

Normanby Primary School

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail	
3 Hunter St NORMANBY			06-2728023	06-2728023	admin@normanby.school.nz	
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment
1 Shane Poingdestre	06-2728542					
2 Lynne Wilson	06-2787902	06-2728023				
3 Andrew Lodge	06-2786667	06-2728023	027-2454460			
4 Avon O'Dowd	06-2784432	06-2786829				

Oakura Bowling Club

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail	
C/- 89 Wairau Rd OAKURA	Main Road South OAKURA		06-7527639			
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment
1 Roy & Dianne Phillips	06-7527397					
2 Les Crow	06-7527731					
3 Peter Symons	06-7527730					

Oakura Hall

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail	
C/- 1162 Main South Rd OAKURA	State Highway 45 OAKURA					
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment
1 Vicky Jury	06-7527322	06-7527719	021-0529624			
2 John Hoskin	06-7527337					

Opunake High School

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail	
P O Box 4 OPUNAKE			06-7618723	06-7617262	admin@opunake.school.nz	
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment
1 Mark Bowden	06-7527066	06-7618723	025-6578405			
2 David Nicholas	06-7618347	06-7618723				

Owae Marae

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail	
Manukorihi Pa Reserve Trustees P O Box 183 WAITARA	North St WAITARA		06-7546744		owaemarae@xtra.co.nz	
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment

Patea Old Folks Hall

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail

Egmont Street							
PATEA							
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment	
1	Noeline Kerrisk	06-2738217					

Doug Puke

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail		
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment	

Rahotu Primary School

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail	
Surf Highway 45			06-7638658	06-7638658	admin@rahotu.school.nz	
RAHOTU						
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment
? Margaret Dobbin	06-7638665	06-7638658	027-4249697			
? David Seymour	06-7638665	06-7638658	027-5798061			

Spotswood College

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail	
P O Box 6116 NEW PLYMOUTH	South Rd Moturoa NEW PLYMOUTH		06-7512416	06-7512418	spcolad@voyager.co.nz	
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment
1 Angus Erueti	06-7598283	06-7512416		06-7512418		
2 Wayne Marks	06-7514278	06-7512416		06-7512418		
3 Brett Sloan	06-7592273	06-7512416		06-7512418		

Stratford War Memorial Centre

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail	
P O Box 320 STRATFORD	Miranda St STRATFORD		06-7656099			
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment
1 Janice Caldwell	06-7657502	06-7656099	027-3069979	06-7657500		
2 Pixie Nolly	06-7655734	06-7656099		06-7657500		

Taranaki Racing Club

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail	
P O Box 453 NEW PLYMOUTH	Pukekura Raceway Rogan Street NEW PLYMOUTH		06-7575759	06-7582909	taranakiracing@xtra.co.nz	
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment
1 David Butler	06-7537006	06-7587497	025-2952420			
2 Paul Doherty	06-7536457	06-7575759	027-4605076			
3 Carey Hobbs	06-7552410	06-7575759	027-4869657			

Urenui Primary School

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail	
Private Bag 2047 NEW PLYMOUTH	Takiroa St URENUI		06-7523857	06-7523463	office@urenuischoolzone.net.nz	
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment
1 Joel Webby	06-7523701	06-7523857				
2 Aileen Taylor	06-7523516	06-7523857		06-7523463		

Waitara Central Primary School

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail	
P O Box 218 WAITARA	12 Cracroft St WAITARA		06-7547716	06-7547938	admin@waitaracentral.school.nz	
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment
1 Esric Schicker	06-7547043					
2 Ronald & Jenny Schlup	06-7534635	06-7534635		06-7547938		
3 Clare Page	06-7566096					
4 Denise Clarke	06-7547818					

Waverley Town Hall

Postal Address	Street Address	Comment	Office Phone	Office Fax	E-mail	
C/- South Taranaki Districts Council Private Bag 902 HAWERA	Bear Street WAVERLEY					
Priority Contact Name	Home	Work	Mobile	Fax	Pager	Comment
2 Ken Hurley		06-3466005	027-4509353			
3 Warwick Fry	06-3465461		021-1284244	06-3465461		
3 John Gunn	06-2781469	06-2780555	027-4447573	06-2788757	026-3555680	
3 Peter Stuthridge			025-2294289			

PPENDIX B – EWC KITS AND COMMUNICATION EQUIPMENT

1. Urenui School

Urenui School and Community Centre
Takiroa Street
Urenui

A radio is installed in the storeroom at the rear of the office. A portable magmount aerial is hanging from the ceiling panels. The school fax and telephone are located in the office. The Centre kit is located in the storeroom at the rear of the office in a bottom cupboard.

2. Owae Marae

Owae Marae
North Street
Waitara

A radio is located in the storeroom at the rear of the dining room. A portable magmount aerial is with the radio. There is a telephone available in the dining room area. The Centre kit is also located in the storeroom at the rear of the dining room.

3. Waitara Central School

Waitara Central School
Cracraft Street
Waitara

A radio is installed in the office. A portable magmount aerial is on the shelf next to the radio (above the school PABX) panels. The school fax and telephone are located in the office. The Centre kit is located in the storeroom in the classroom next to the office. It is on the bottom shelf as you enter the storeroom.

4. Bell Block School and Hall

Bell Block School and Hall
Devon Road
New Plymouth

A radio is installed in the office. A portable magmount aerial is on the shelf next to the radio. The school fax and telephone are located in the office. The Centre kit is in the lock-up (in the garage) at the Bell Block Community Policing Centre, 31 Wynyard Street.

5. Fitzroy Primary School

Fitzroy Primary School
Barriball Street
New Plymouth

A radio is installed in the upstairs office, next to the staff room. A portable magmount aerial is on the shelf next to the radio. The school fax and telephone are located in the ground floor office. The Centre kit is located in the TEMO

6. Pukekura Raceway

Pukekura Raceway Function Centre
Mason Drive
New Plymouth

A radio has been installed in the Tuson Stand Police room (just inside the main entrance to the stand). A portable magmount aerial is on the shelf next to the radio. The Centre kit is located in the TEMO.

7. Spotswood College

Spotswood College
South Road
New Plymouth

A radio has been installed in the office of the Personal Assistant to the Principal. A portable magmount aerial is on the shelf next to the radio. The school fax and telephone are located in the office. The Centre kit is located in the TEMO.

8. Oakura Bowling Club

Oakura Bowling Club
Main South Road
Oakura

A radio is installed in the ladies locker room in a marked cupboard. A portable magmount aerial is also located with the radio. The telephone is located in the Bowling Club. The Centre kit is stored under the bed in the ladies locker room.

9. Coastal Taranaki School

Coastal Taranaki School
Carthew Street
Okato

A radio is installed in the office. A portable magmount is also available with the radio. The school fax and telephone are located in the office. The Centre kit is located in the cupboard in the office.

10. Inglewood High School

Inglewood High School
129 Rata Street
Inglewood

A radio is installed in the caretaker's shed. A portable magmount is also available with the radio. A second base set and three handheld radios are located in the storeroom under the stage in the assembly hall. The school fax and telephone are located in the office. The Centre kit is also located in storeroom under the stage with the radios.

11. Stratford War Memorial Hall

War Memorial Hall
Miranda Street
Stratford

A Centre kit is located in the front storeroom. An aerial connection for a radio is located in the kitchen.

12. Rahoitu Primary School

State Highway 45
Rahoitu

A Centre kit is located in the sick bay. A Maxon radio is installed in the the meeting room with a permanently connected aerial system. The school phone/fax is located in the office.

13. Opunake High School

Tasman Street
Opunake

A radio is located in the school office.

14. Auroa Primary School

734 Auroa Road
RD28
Mania
Auroa

15. Manaia Primary School

State Highway 45
Manaia

A Centre kit is located in the sick bay. A radio is located in the school office. The school phone/fax is located in the office.

16. Kaponga Primary School

30 Egmont Street
Kaponga

A Centre kit is located in the store room. A Maxon radio is installed in the sick bay with a permanently connected aerial system. The school phone/fax is located in the office.

17. Eltham Primary School

69 Conway Road
Eltham

A Centre kit is located in the medical room. A Maxon radio is installed in the staff room with a permanently connected aerial system. A phone is installed in the office area.

18. Normanby Primary School

3 Hunter Street
Normanby

A Centre kit is located in the school office. A Maxon radio is installed in the staff room with a permanently connected aerial system. The school phone/fax is located in the office.

19. Hicks Park Sports Complex

Camberwell Road
Hawera

The Centre kit and radio are kept at the South Taranaki District Council.

20. Hawera Community Centre

Albion Street
Hawera

The Centre kit and radio are kept at the South Taranaki District Council.

21. Patea Old Folks Hall

Egmont Street
Patea

A Centre kit is located in the 'Civil Defence' room of the South Taranaki District Council Service Centre. A Maxon radio is installed in the 'Civil Defence' room with a permanently connected aerial system. Phone and fax are located in the office area.

22. Waverley Town Hall

Bear Street
Waverley

A Centre kit is located in the Fire Station storeroom. A Maxon radio is held at the Rural Fire Depot. An aerial is installed on the left side of the stage.

