

Name of Organisation

Emergency Management Plan YEAR

In emergencies, prepared and connected communities do best. We want our organisation to have the capability and capacity to be both responsive and effective in and after an emergency. We want to increase our own preparedness and resilience and assist our community we can do this by developing a robust and co-ordinated approach that compliments the plans of corresponding agencies. Coordinator Name is our Emergency Plan Coordinator.

Prepared by name of Coordinator, title of Coordinator, name of organisation

Charities Commission registration number: number here



Version 1.0

This page is intentionally blank – scroll to next page or add text/images

Contents

[INTRODUCTION 3](#_Toc392500643)

[WHO NEEDS TO KNOW ABOUT THIS PLAN? 4](#_Toc392500644)

[DEFINITIONS 6](#_Toc392500645)

[AIM OF THIS PLAN 6](#_Toc392500646)

[TERMS OF REFERENCE 7](#_Toc392500647)

[ROLE 8](#_Toc392500648)

[PLAN MAINTENANCE 8](#_Toc392500649)

[RISK ASSESSMENTS 9](#_Toc392500650)

[FINANCE 10](#_Toc392500651)

[RISK/HAZARD IDENTIFICATION TABLE 11](#_Toc392500652)

[IN AN EARTHQUAKE 13](#_Toc392500653)

[COMMUNICATIONS 14](#_Toc392500654)

[IN THE EVENT OF ANY EMERGENCY 15](#_Toc392500655)

[CONTACTS 16](#_Toc392500656)

[**If you smell gas in the street:** Call your local gas network operator as listed (and under 'Gas' in the emergency services section of your phone book). 17](#_Toc392500657)

[RESOURCES 18](#_Toc392500658)

[TRAINING 18](#_Toc392500659)

[CHECKLIST – TICK AS APPROPRIATE 19](#_Toc392500660)

[NOTES AND ADDITONAL CONTACTS 21](#_Toc392500661)

[EMERGENCY LOG SHEET 22](#_Toc392500662)

# INTRODUCTION

**This is the Emergency Plan for name of organisation.** We are include details about your organisation here. You could state: if you are a branch of a wider organisation, what your organisation’s goals are, what your mission statement is, what geographical area your organisation covers.

**An emergency** is an event or circumstance that causes or threatens death, injury, disruption to the community or damage to property / the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations, as part of their normal day-to day activities.

A declared emergency, or **State of Emergency** is one requiring a significant and coordinated national response, as notified through media by the Ministry of Civil Defence. The Minister and Director of Civil Defence have special powers in a State of Emergency, as does the local **Controller**or Police*,* and others acting under their authorisation.

Our aim with this plan, is to protect ourselves and our operations in the wake of a disaster like earthquake. **Our operational role is to support and facilitate volunteering when it is needed and we believe that this should not exclude disasters.** This Emergency Plan is based on the idea that it is good practice to identify hazards and make simple plans on how we could respond.

The plan covers all **four phases of emergency management – reduction (reducing risk), readiness, response, and recovery.** This means preparing, learning and adapting the plan so we are capable of self-organisation and reorganisation after an emergency event. This will help ensure that what is needed for a satisfactory recovery is restored as quickly as possible.

**Our office is located *put your area here e.g. Wellington CBD***, *include more details here about where you are locate. You may want to include the names of main streets or state highways near you or, if applicable identify areas close by that are prone to natural disasters for example, this might include things like if you the area is prone to flooding with heavy rain or your or office or the route to it is near or on a fault line*.

*Include a paragraph about your building and how accessible it is for those with mobility impairments or small children, this may include information about the use of stairwells and exits or the availability of ramps*.

Physical address: enter here

Telephone: enter here

Contact: enter here, include position title

Email: enter here

Website: enter here

# WHO NEEDS TO KNOW ABOUT THIS PLAN?

Emergency Management Plan Coordinator for organisation name – name of Coordinator

Board of the Organisation Name

Staff and volunteers regularly working at the organisation name

Office Managers of closest other organisation/branch/centre – names of Managers

Chief Executive of national organisation name – name of Chief Executive

Partners, such as Regional Emergency Management Office Advisor name of Advisor in your area and area name City Council Community Development Manager name of Community Development Manager here

Neighbours details of our near neighbours here – and/or add to Contacts list

Nominated organisation/branch/centre (out of our region) to act as our communication hub – Name of Centre and contact numbers here



Add more details/contact information here

# DEFINITIONS

*What is a declared state of emergency?* The government and local city councils have power (under CDEM Act, 2002) to declare a state of emergency where the event is of such severity as to be beyond the resources and capacity of local emergency services/Civil Defence groups.

*What is a lead agency?* Every incident is managed by a lead agency, which differs with each type of emergency. For example, the NZ Fire Service is typically the lead agency for a structural collapse. This agency has overall control over the incident. In a large-scale disaster when there is a declared state of emergency, the lead agency is the Ministry of Civil Defence and Emergency Management. In such a case, local coordination of emergency management, including the work done by the New Zealand Police, is the responsibility of local government.

You can enter other definitions here if desired

# AIM OF THIS PLAN

To increase our preparedness, and that of our local community we need to take a co-ordinated approach that compliments the plans of corresponding/partner agencies like our branches, other Volunteer Centres, Volunteering New Zealand, Regional Civil Defence (Wellington Regional Emergency Management – WREMO) or any other nominated agencies.

Other organisations/branches/centres like us are completing their Emergency (and Business Continuity) Plans too – it is intended that where practical, our plan will integrate with our partner agencies’ plans – so that we can contribute constructively and collaboratively during unfolding hazard events and in recovery.

OBJECTIVES

Identify likely hazard risks and the relevant response actions

* Identify vulnerable people / groups we are involved with – e.g. people with impaired mobility, small children – they will be assisted according to our building’s Emergency Procedures
* Identify resources in the community available to assist during an emergency – e.g. Wardens on each floor (What are their names? Where are they located?)
* Provide contact details for our staff and key volunteers, our community partners, nearby agencies, the name of area’s Emergency Response Team Leader, Core Community Resources, Emergency Services and Local Authorities.
* Keep electronic versions of the Plan and contact details in [Dropbox](http://www.dropbox.com) or similar, and on a flash drive in name of organisation’s grab bag.

# TERMS OF REFERENCE

Name of person, position is the coordinator of this Plan.

All staff and volunteers who work in the name of office will have read the Plan and will know where to find a copy of it.

The Coordinator (name) keeps the Plan updated, and keeps new staff and volunteers working in the name of organisation office informed about the presence of and importance of knowing the Plan.

In name of coordinator’s place, name of secondary coordinator updates and coordinates the Plan.

Name of Organisation aims to:

* Oversee the completion and updating of the Emergency Plan
* Ensure that the plan is regularly reviewed and updated
* Report to the other [branch/centre or other related organisations] and from time to time, to other community partners like WREMO or your Local Council Community Development team, detailing when the plan has been activated, highlighting learnings and any significant changes
* Partner where possible with other agencies in the response to an emergency
* Act as a contact point for lead agencies in emergencies if requested (eg. Local Council)
* Ensure that the appropriate authorities and individuals are notified about our situation through the use the nominated communication hub
* Facilitate the communication of important messages about neighbourhood support/emergency planning/response and development to our volunteering community and relevant interest groups
* Coordinate with a national body through regular communication and sharing emergency plans
* Activate resources as appropriate.

ROLE OF OUR ORGANISATION

Tasks can be delegated to team members as appropriate, with all team members contributing to the planning, response and development processes. Collaborate with neighbour agencies and join training activities where practical.

**Our people:**

* Have good local knowledge
* Are willing to activate the support of the community, to help vulnerable people and provide appropriate assurance during an emergency (keeping in mind that in any large-scale emergency, our people’s first responsibility is to themselves and their families)
* Ensure that **confidentiality** is maintained where appropriate
* Maintain an action-log in the event of an emergency (see the back of this Plan)
* Keep a ‘grab bag’ ready at our workplace, containing this plan, printed and electronic, and appropriate clothing/equipment that may be needed
* Have sufficient knowledge of the plan to act as **Emergency Plan Co-ordinator** if needed
* Support the Coordinator (name of coordinator) in carrying out her role
* Look after themselves and their family/neighbours first, in that order

# PLAN MAINTENANCE

The name of organisation team should meet to discuss the preparedness/resilience of their selves and the wider community on a regular basis, updating the plan to reflect these discussions annually, or as appropriate. We should also ensure that contact numbers/other details are correct by updating team-members and telephone/contact trees as changes occur. **The updated lists/telephone trees are one measure of a successful Plan. A tick against each item listed above (under *Our people*), is another.**

# RISK ASSESSMENTS

When assessing the risks in our community, the likelihood and the impact of the event should be considered. Many risks will be planned for at national/regional/local levels.

Name of organisation will self-activate for an emergency event, as staff deem appropriate, taking account that your first responsibility is to yourself and your family. The coordinator should in the first instance communicate information on damage/risks/needs via email and text to both staff and to a nominated Volunteer Centre outside of major city or town you organisation is located in. Use the log in the back of this Plan to record events/actions.

**NOTE:** **In the event of an emergency** **Call 111 in the first instance and follow the advice given**.

Insert additional sections/notes here

# FINANCE

Cash can be scarce following disasters like earthquakes. Keep some cash in the name of organisation grab-bag if practical. **Elect a finance person or team** to be responsible for ensuring that name of organisation’s finances are dealt with in an appropriate and timely manner in the event of a disaster. Ensure there is money available for necessary expenses that may result from a disaster, as well as expenses from normal day-to-day business functions.

**Role & Responsibilities**

* Ensure there is sufficient cash on-hand or accessible to deal with small-scale expenses caused by the disaster. These can include paying for food for team members etc
* Review the cash-on-hand amount and the process used to manage it annually or as technology improves
* Ensure there is sufficient credit accessible to deal with immediate expenses caused by the disaster
* Consider the potential for fraudulent use of data left in your office in the event of emergency evacuation – be prepared to cancel EFTPOS cards or credit cards etc. Keep bank numbers in the cloud and have your bank contact/financial controller’s contact details readily to hand

**Contact Information for Finance/Administration in emergency**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role/Title** | **Work Phone Number** | **Home Phone Number** | **Mobile Phone Number** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

# RISK/HAZARD IDENTIFICATION TABLE

|  |  |
| --- | --- |
| **Risk / Hazard** | **Possible Actions** |
| Earthquake/Tsunami | Listen to Radio NZ National 567 AM insert your local FM frequencies here for advice.  If during an earthquake you have difficulty standing (indicating a strong earthquake) and you are beside the sea, you should quickly move to high ground.  Include a paragraph about what the warning audio is like in your area for tsunamis, this may also include if your organisation has a vehicle mounted siren for warning of slow moving tsunamis generated far away.  Activate text/phone/email tree – as needed. Note that mobile calls are problematic in earthquake and texts can be slow to get through. Have a plug in landline phone in the emergency kit.  Check that you, your family, and your neighbours are safe in any big event (in that order).  Meet at a Civil Defence Centre/agreed place on high ground with your grab-bag, first-aid kit, water bottle and any safety gear you have (e.g. masks, goggles, strong boots/shoes). |
| Evacuation | Seek safe haven within Church/Civil Defence Centre/ other available buildings, when requested. |
| Sustained Water Failure | Know the locations of alternatives to mains water supply.  Distribution of water from school/community water tank is coordinated from community Civil Defence centre. There may be a need for volunteers.  For prior treatment of tank water, or tap water that may be unsafe, keep stabilised H2O2 (eg. Pour ‘n Go)/water purification tablets in the emergency kit.  If you are able to access electricity boil any potentially unsafe water from the mains water supply for at least 3 minutes. Roofwater is likely to contain pathogens so it is recommended that you boil this for 1-3 minutes also.  Water from name of city/town/area’s reservoirs may be shut off by the seismic valve system or other failure. Restoring service can take time, hence the community tanks located around the city. |
| Snow/Ice/Road blocked | Listen to Radio NZ National 567 AM insert your local FM frequencies here or any other stations for warnings. NZTA controls SH1. Its contractors and the police are the first responders.  Call 111 as the first way to get support.  If it is a local road a call to the local council’s 24/7 number is recommended so a contractor from there can attend. |
| Flash Flood | Police/Fire will normally be the lead responders. Local Council/other agency to action physical aspects like sand bags, tree clearing. |
| Hazardous Waste | Will require safe-haven within School buildings/other buildings as appropriate. In a declared emergency, the Civil Defence Centre will advise where this place is. |
| Plane crash | As with hazardous waste. Volunteers may be needed to provide comfort/welfare. |
| Gas leak | If you can still smell gas a few minutes after turning off an appliance:  **Do:**   * Turn off the gas supply at the cylinder (if LPG) or gas meter (if natural gas, see below). * Open doors and windows to ventilate the area. * Go to a phone safely away from the leak and call Customer Service (0800 80 9000 Contact) to report the gas leak.   **Do NOT:**   * Switch *on* or *off* any lights or electrical appliances in the room, as this could ignite the gas and cause an explosion. * Use a telephone (including mobile phones) near any suspected gas leak.   **Do NOT** Light matches, lighters or cigarettes in the area.  **What if I smell gas in the street?**  Call your local gas network operator listed below (under 'Gas' in the emergency services section of your phone book)  Network Operators:  Powerco (Taranaki, Manawatu/Horowhenua, Hutt Valley/Porirua, Wellington, Hawkes Bay) - 0800 111 848  Vector (all areas) - 0800 802 332 |

# IN AN EARTHQUAKE

**Know your hazards and risks**

Most injuries in an earthquake are caused by falling objects or debris, like furniture, wall hangings, glass, and building materials, rather than collapsing buildings. Most buildings will remain standing during a large earthquake, allowing people to exit safely.

**Drop, Cover and Hold**

If you are indoors, move no more than a few steps, then *Drop, Cover and Hold*. Stay indoors until the shaking stops and it is safe to exit.

If you are outdoors, move away from buildings, trees, and power lines, then *Drop, Cover and Hold* until the shaking stops.

Safe places are:

* Under a strong table or desk
* In a clear space outdoors.

Unsafe places are:

* Near windows or free standing furniture
* Next to the exterior walls of a building, due to falling debris.

After an earthquake

* Check yourself for injuries and help others if you can
* Watch out for fallen power lines or broken gas lines and stay out of damaged areas
* Be mindful that aftershocks can cause further damage.

International experts agree that you will reduce your chance of injury if you:

****

# COMMUNICATIONS

Keep records of decisions and who made them. You can use the Emergency Log Sheet at the end of this Plan.

Accurate and timely information is essential in an emergency. Methods available will differ depending upon the type of incident, so plan for alternatives e.g. Telephone tree, notice boards, door knocking neighbours, use of [Neighbourhood Support](http://www.ns.org.nz/) and other networks, WREMO text alerts.

There is distribution of emergency planning information as well as documents like household and neighbourhood plan templates at public events like [insert local events here, providing links to them may also be helpful].



**Receiving emergency text alerts on your mobile**Sign up your phone to receive text alerts.

Note, in the Greater Wellington Region, Wellington Region Emergency Management Office (WREMO) administrates text alerts. These are sent ONLY in potentially life threatening emergency situations, such as tsunami warnings. There may be a different service in your region, which you can input the details of here.

To sign up in Greater Wellington for example: go to the WREMO web page and follow instructions or text followWREMOalert to 8987, then reply with YES and your name. When you receive an emergency text alert spread the word. Forward it to your contacts, post it on Facebook, re-tweet on Twitter. This Emergency Text Alert system works with Telecom, Vodafone and 2degrees.

**Websites:**

WREMO twitter alerts – sign up to these <https://twitter.com/WREMOalert>

WREMO Facebook page – like the page <https://www.facebook.com/WREMOnz>  
n.b. WREMO is the Wellington Regional Council Emergency Management Centre, you may have a different centre or service in your region.

[Civil Defence](http://www.gw.govt.nz/civil-defence-alerts/), you may also want to put any local or regional council websites here

**Local Press**    
insert details of local newspapers here  
  
**Other**

Civil Defence Centre and noticeboards (in a declared emergency)

Radio NZ National (Wellington) 567 AM/101.3FM include any FM frequencies local to you here

Search for your frequency: [http://radionz.co.nz/listen/amfm](http://www.radionz.co.nz/listen/amfm)

Radio NZ online news: <http://radionz.co.nz/news>

# IN THE EVENT OF ANY EMERGENCY

**Listen to your radio**

Radio New Zealand National is the Civil Defence lifeline utility radio broadcaster for all regions of New Zealand 567 AM insert your local FM frequencies here for advice. In regional emergencies, local radio including Newstalk ZB, More FM and Radio Live may carry civil defence advice, as will some TV channels. The radio will also provide updates on the emergency and any public health issues/warnings.

**Water**

Make sure you have emergency water stored – at least 3 litres a day each person for three days. Experience suggests you’ll need 3 – 10 litres more each day for hygiene and cooking, and that storing emergency supplies in two different locations is a good idea. Keep this plan, your emergency survival kit and up-to-date household emergency plan within easy reach. Consider having a kit for the car too.

**Related documents**

* <http://www.gw.govt.nz/in-an-emergency/>
* [Household emergency planning factsheet](http://www.gw.govt.nz/assets/Emergencies--Hazards/Emergency-Planning/household-planning-fact-sheet-FINAL4080411144804.pdf)
* [Sample household plan](http://www.gw.govt.nz/assets/Emergencies--Hazards/Emergency-Planning/EmergencyPlan1051006114636.pdf)

Some of this communications and resources information was retrieved from: <http://www.radionz.co.nz/specialfeatures/emergency>

# CONTACTS

|  |  |  |
| --- | --- | --- |
| **Contacts list Service / Name** | **Telephone Numbers** | **Email/Other details** |
| Keyholders:  list all key holders of your office here | Click here to enter text. | Click here to enter text. |
| Communication hub – Volunteer Centre outside region | Click here to enter text. | Click here to enter text. |
| Local City Council | Click here to enter text. | Click here to enter text. |
| Regional Emergency Management Office | Click here to enter text. | Click here to enter text. |
| Local Welfare Operations Manager | Click here to enter text. | Click here to enter text. |
| Emergency Response Team in your area | Click here to enter text. | Click here to enter text. |
| Regional Council | Click here to enter text. | Click here to enter text. |
| Flood line | this may be through your regional or city council or both, put their details here  **or contact the police on 111** | Click here to enter text. |
| Electricity hazard (assess and communicate situation/hazards to utility if needed) | For downed lines:  contact local electrical line company e.g. in Wellington it is Electra on  number here  **or contact the police on 111** | Treat all lines as alive until advised safe by the lines company  Never touch a downed line - it may still be alive  Keep everyone well clear - at least 10 metres away  Do not try to move tree limbs or other objects that are on or near the line. |
| Gas (shut off appliances - shut off supply if smell or other sign of gas) | **If you smell gas in the street:** Call your local gas network operator as listed below (and under 'Gas' in the emergency services section of your phone book).  Network Operators:  Powerco (Taranaki, Manawatu/Horowhenua, Hutt Valley/Porirua, Wellington, Hawkes Bay) - 0800 111 848  Vector (all areas) - 0800 802 332  **Gas turned off at the meter must be reconnected by an authorised gasfitter.** | Click here to enter text. |
| Police | 111 | Control |
| Water (where is the shutoff valve?)  Draw a map of where utilities are | N/A | Click here to enter text. |
| Fire and rescue | 111 | Control |
| Citizens Advice Bureau | Click here to enter text. | Click here to enter text. |
| Red Cross | Details of your local Red Cross  **0800 REDCROSS** | Click here to enter text. |
| Building owner | Click here to enter text. | Click here to enter text. |
| Building Manager | Click here to enter text. | Click here to enter text. |

# 

# RESOURCES

[www.getprepared.org.nz](http://www.getprepared.org.nz) - The WREMO website for emergency updates and preparedness information.

“What's happening now?” section of your local council’s webpage – this is Porirua City Council’s <http://www.pcc.govt.nz/Contact-Us/Status-Reports/Local-Emergencies>

[Ministry of Civil Defence & Emergency Management](http://www.civildefence.govt.nz/) – responsible for national civil defence emergency management planning and the national crisis management centre.

[Get Thru](http://www.getthru.govt.nz/) gettrhu.org.nz – Resources for preparing and responding to natural hazards – Learn how you and your family can get ready and get through.

Resources on the Get Thru website include:

* [Emergency Check List](http://www.getthru.govt.nz/web/GetThru.nsf/web/BOWN-7GZTZF?OpenDocument) – a list of emergency survival items.
* [Evacuation](http://www.getthru.govt.nz/web/GetThru.nsf/web/APRE-88G2HD?OpenDocument) – what else to remember if you have to evacuate.
* [Who to Contact](http://www.getthru.govt.nz/web/GetThru.nsf/web/BOWN-7GY5HC?OpenDocument) – a list of local and regional councils who will provide civil defence information for your area.

[Geonet](http://www.geonet.org.nz/) geonet.org.nz – Find out about recent earthquakes in New Zealand

[Metservice](http://www.metservice.co.nz/public/weatherWarnings/warningMap.html) www.metservice.org.nz – The latest on New Zealand weather. Sign up to email-alerts for heavy rain/severe weather.

[Earthquake Commission](http://www.eqc.govt.nz/) www.eqc.govt.nz EQC NZ provides natural disaster insurance to insured residential property owners.

The [*It’s Easy Household Emergency Plan*](http://wellington.govt.nz/~/media/about-wellington/emergency-management/files/getprepared.pdf) has been updated recently, so think about updating yours. A new Neighbourhood Plan is available, with a section for all your neighbours’ details and a place to record hazards near you. Contact WREMO or the local council for these plans.

Include any other resources relevant to your organisation here

http://www.pcc.govt.nz/A-Z-Services/Emergency-Management/GetImage.aspx?ImageID=296b6715-d382-4697-a748-b4a4a8a7776a

# TRAINING

We have identified areas of training for our people, like the free WREMO Civil Defence training.

People who have completed WREMO courses.

|  |  |
| --- | --- |
| * Click here to enter text. | * Click here to enter text. |
| * Click here to enter text. | * Click here to enter text. |
| * Click here to enter text. | * Click here to enter text. |

People with First Aid certificates (are they current or need updating?)

|  |  |
| --- | --- |
| * Click here to enter text. | * Click here to enter text. |
| * Click here to enter text. | * Click here to enter text. |
| * Click here to enter text. | * Click here to enter text. |

# CHECKLIST – TICK AS APPROPRIATE

We have:

❒ Identified our risks and the relevant response actions

❒ Identified resources in the community/partners available to assist during an emergency

❒ Listed emergency contact details for our staff and key volunteers

❒ Electronic versions of the Plan and contact details in [Dropbox](http://www.dropbox.com) or similar, and on a flash drive in name of organisation’s grab bag.

❒ A grab bag, which contains a first aid kit, mini-blanket, water bottles, flashlight, portable radio, fresh batteries and spares, flashdrive/SD card with records, small notebook/pencil, a hard copy of this plan, non-perishable snacks that have not expired, multi-tool/pocket knife, flushable baby wipes, universal car/solar/USB charger for phone, plug-in landline telephone, earplugs, dust masks, pocket rain poncho/jacket

❒ Name of nominated communications hubs as our nominated communications hub, for texting/ emailing our situation and other details, in the event of an emergency.

❒ 3 litres of drinking water for 3 days stored per person likely to be in our office – plus extra water for sanitation (double it).

❒ Purification tablets/hydrogen peroxide (H2O2) treatment in case we cannot boil water for 1 to 3 minutes.

❒ Working smoke alarms

❒ Knowledge of the whereabouts of our nearest 2 Civil Defence centres: insert names and locations here

❒ Knowledge about where fuse box is/how to turn off our power

❒ Knowledge of how to turn off the water/who to contact to turn it off

*Consider keeping a personal grab bag in the car, or under your desk, with spare clothes like jersey, rain jacket and walking shoes/sneakers. Keep non-perishable snacks, water, mini-blanket, torch, fresh batteries/spares, car charger adapter, first aid kit, essential medications, flushable baby wipes, pocket/multi knife, toothbrush and other small items you might want for a stay at a shelter, and have a little cash and a flashdrive/SD card with copies of your identification documents in the bag too.*

# NOTES AND ADDITONAL CONTACTS

Add any notes and useful contacts to this page.

You can use them to update the plan for next year.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EMERGENCY LOG SHEET Use the log to record:   * Decisions you have made * Who you spoke to and what was said  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Date** | **Time** | **Information/Decisions** | **Actions** | **Initials** | |  |  |  |  |  | |
| **Updates, comments, questions about this plan?** Please contact [robyn@j.co.nz](mailto:robyn@j.co.nz)  **Acknowledgements**  Publication template design: Robyn Moore  Reviewers: Click here to enter text.  Publication sponsor: [Julian Meadow Associates](http://www.j.co.nz/index.html)  Printing: Click here to enter text.  This page is intentionally blank – add any additional text here |
|  |
|  |