



Recovering from a flood or other major weather event

Overview

The job of cleaning up after a major weather event is a big one. It will take some time and we know many of you need help and will continue to need help long after the event has gone. This guide will help you to build a plan to recover for the short, medium, and long term.

‘One voice of truth’

There will be many different ways of sourcing information on what to do and when to do it. We recommend you refer to **Civil Defence Emergency Management** in your area and this is most likely found via your local Council or Civil Defence NZ: <https://www.civildefence.govt.nz/>

You will find useful emergency response information vital for during and after the weather event. The most important advice we can give at the time of the event is to ensure your safety and that of others close to you.

In this document you will find a simple overview of tasks for general information. Each task list is on a separate page so that you can easily print and separate the tasks. At this time, it is essential not to panic and follow the guidelines and task lists included on the following pages.

First Task List – Visual Assessment

Once the weather event has passed and it is safe to return to your club, complete the following checks and tasks.

Task	Check
Contact your club staff and/or committee members to discuss this plan	
Check and photograph car park for debris, subsidence, damage, and blocked drains	
Check and photograph front entrance to club for debris, damage, and blocked drains	
Check and photograph all internal rooms/facilities/furniture/plant/equipment of club for debris, damage, and leaks – hint, look up and down!	
Check your electrical services by observation only. If you were flooded your electrical services (lights, plugs, appliances) may have been submerged. If so, do not check to see if anything works!	
Check your ‘incoming’ water sources (taps, toilets, showers) by observation only. If you were flooded your water supply may be contaminated. If so, do not check to see if anything works!	
Check your ‘outgoing’ water sources inside your club (sinks, toilets, showers) by observation only. If you were flooded your water sources may be contaminated and drains blocked. If so, do not check to see if anything works!	
Check your ‘outgoing’ water sources on the outside of your club (downpipes, drains, sumps, cesspits) by observation only. If you were flooded your water services will be contaminated and drains blocked. If so, do not check to see if anything works!	

Check and photograph your fields for debris, subsidence, damage, and blocked drains (if your fields have perimeter surface drains). Perimeters or side-lines can impact on your club buildings	
Check and photograph your club boundaries and fences for debris, subsidence, damage, blocked drains, and neighbour inflow	

Do not enter your club alone, you don't know what you may find!

- Photograph everything so that you can provide an accurate list of visual damage to your insurance company.
- Only clear blocked drains if you believe it is safe to do so or it is surface blockages e.g. leaves and branches.
- Contact your local Civil Defence if you believe your club is damaged. Civil Defence will alert your local council to assess your property.

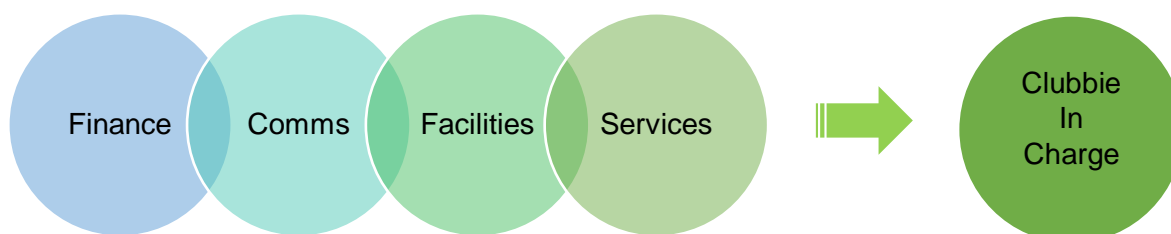
Now leave, do not do anything further unless your club has experienced minimal or no damage.

Second Task List – Communication

Once you have completed the First Task checks and you have concluded your club has minimal or no damage (i.e. no contact to Civil Defence), we recommend the following communications.

Task	Check
Contact your sport association e.g. Tennis Northern, Auckland Rugby League	
Contact your Insurance Company/Broker to provide a status NB: your insurer will guide you on what to do first e.g. uplift carpet, dump furniture	
Contact your Local Council to provide a status, especially if you are on Council lease land i.e. sports park	
Contact your Regional Sports Trust to provide a status; they will have direct contact with 'up line' information sources such as Active, Sport NZ, Auckland Council	
Create a 'club response unit' each with tasks to complete – sharing the load	
Create a local social media response – #Tag 'We are Safe' or otherwise (hint: drive all your communication traffic to one place to avoid miscommunication)	

Suggested club response units:



The response units should focus on their club tasks and report through to a designated Clubbie in Charge who directs the effort and should be the key contact during the event. Each response unit should have the authority to build a team and get on with it.

Tip: it's not over until you are well clear of the event, a 'state of emergency' has concluded, and your necessary assessments have been cleared. You may require ongoing support well after the event to get your facilities back to full compliance.

Third Task List – Returning to play

Once you have completed the second task list, communicated accordingly, and established your club response unit, we recommend the following actions on 'returning to play.'

Task	Check
<p>Deep Clean Deep clean everything and if possible, pay for this service as they will have the appropriate equipment. Don't put yourself at risk of contaminants</p>	
<p>Dumping Place all your damaged and unsalvageable items into a common place for disposal (collecting or transfer to a notified place)</p>	
<p>Service Assessments Contact the following technicians for professional assessments for key services (refer to your sports organisation preferred providers or your Insurers providers):</p> <p>After you contact your Insurer do the following:</p> <ol style="list-style-type: none"> 1. Electrical assessment – all club electrics internal/external ! You will need to contact an electrician. 2. Water assessment – stormwater, wastewater, water supply ! You will need to contact a Plumber. 3. Drainage assessment – downpipes, cess pits, sumps, drains (clear all) ! You will need to contact a Plumber. 4. Building assessment – thorough structural assessment ! You will need to contact your landlord or Local Council. 5. Furniture/equipment assessment – specialist equipment will require professional assessment e.g. fridges, kitchen equipment. ! You will need to contact the specialist Provider/Installer. 6. Compliance – assessments against all the items subject to your BWOFF 	
<p>Contact your Local Council to get a grounds status for when you can resume club activities</p>	
<p>Budget Create a budget with priorities for action and funding (see Fourth task list)</p>	

If you are subject to a Council lease, the assessment of your building may need to be carried out by them. If so, the guidelines set out here [Building Assessments](#) may apply.



Fourth Task List – Paying for it

Once you have completed the third task list, and you have had the ‘all clear’ to resume club activities, you will need to account for your costs. If you are making an insurance claim, all associated costs will be required to be included with your claim. Your local Council will most likely have funding streams that will be available to you.

The following are likely costs associated with your recovery. In the costs column list what quotes and/or estimate costs you could have. If you are applying for funding, you will require official quotes.

Component	Costs (\$)
Deep Clean Costs	
Service Assessment Costs <ol style="list-style-type: none"> 1. Electrical assessment – all club electrics internal/external 2. Water assessment – stormwater, wastewater, water supply 3. Drainage assessment – downpipes, cess pits, sumps, drains (clear all) 4. Furniture/equipment assessment – specialist equipment will require professional assessment e.g. fridges, kitchen equipment. 5. Building assessment – thorough structural 6. Compliance – assessments against all the items subject to your BWOFF 	
Advisory Costs associated with your recovery, funding applications, or general support	
Other Other costs associated with your recovery	
Replacement Costs associated with replacing your damaged items e.g., equipment, furniture	
Total	\$

It is critical at this stage to involve your Regional Sports Trust and/or Sports Organisation as they will likely deploy resources to assist with your recovery. They will also have the most up-to-date information on the funding streams available to you.

You are not alone during and after this event, so please reach out for support.

Key Information Sources

Partners Active – Auckland Sport and Recreation CLM Community Sport Sport Auckland Sport Waitākere Harbour Sport	https://active.org.nz/ https://www.clmnz.co.nz/clm-community-sport/ https://www.sportauckland.co.nz/ https://www.sportwaitakere.nz/ https://harboursport.co.nz/
Civil Defence	https://www.civildefence.govt.nz/
Auckland Council (Auckland Emergency Management)	https://www.aucklandemergencymanagement.org.nz/major-incident/flooding-2023
Auckland Council Our Auckland (news portal)	https://ourauckland.aucklandcouncil.govt.nz/news/2023/01/auckland-council-emergency-relief-fund-to-support-aucklanders-affected-by-floods/



Auckland Council - Local Boards	https://www.aucklandcouncil.govt.nz/about-auckland-council/how-auckland-council-works/local-boards/Pages/find-local-board.aspx
Funding Auckland Council Emergency Relief Fund Tāmaki Makaurau Weather Event Emergency Relief Fund	https://www.aucklandcouncil.govt.nz/grants-community-support-housing/grants/regional-grants/Pages/grant-details.aspx?itemID=102 https://aktive.org.nz/funding-services/funding

If you require any additional information, please don't hesitate to contact Community Asset Solutions <https://communityassetsolutions.co.nz/>

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