



Part II

Section 11

Household goods and services

Welfare Services in an Emergency Director's Guideline [DGL 11/15]



**Resilient New Zealand
Aotearoa Manahau**

New Zealand Government

Welfare Services in an Emergency

Director's Guideline for CDEM Groups and agencies with responsibilities for welfare services in an emergency [DGL 11/15]

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Authority

This guideline has been issued by the Director of the Ministry of Civil Defence & Emergency Management pursuant to s9(3) of the Civil Defence Emergency Management (CDEM) Act 2002. It provides assistance to CDEM Groups and agencies with responsibilities for welfare services in an emergency to understand and work towards the welfare roles, structures, and responsibilities described in the National Civil Defence Emergency Management Plan 2015.

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Ministry of Civil Defence & Emergency Management
PO Box 5010
Wellington 6145
New Zealand
Tel: +64 4 817 8555
Fax: +64 4 817 8554
Email: emergency.management@dpmc.govt.nz
Website: www.civildefence.govt.nz

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Section 11 Household goods and services

This section should be read in conjunction with the other parts and sections in the *Welfare Services in an Emergency Director's Guideline [DGL 11/15]*.

11.1 Introduction

Basic household goods and services are provided to people who have been displaced or who are sheltering in their usual place of residence as a result of an emergency.

Household goods and services provision may also assist with the support of people in a Civil Defence Centre (CDC).

Definition of basic goods and services

Basic household goods and services include food, water, clothing, bedding, and other items or services necessary for warmth, cleaning, preparing food, or general health and hygiene. They are only needed if normal providers are unavailable, unsuitable, or unable to meet demand, for example:

- shops are closed or supply chains for delivery of goods are affected
- electricity is unavailable or unreliable, or
- water/sewerage systems are unavailable or otherwise unreliable.

Basic household goods and services may be required by people who are:

- isolated from normal goods or service providers as a result of the emergency, or
- unable to make purchases themselves because usual payment methods or services are unavailable (internet, Eftpos, automatic teller machines (ATMs) etc).

Basic household goods and services are provided until other methods of supply can be put in place (e.g. local businesses resume and/or usual payment options are available).

Agency responsible

MCDEM and CDEM Groups (including local authorities) are the agencies responsible for providing advice and coordinating the provision of household goods and services and other essential items (including food, water, groceries, medication, cooking fuel, clothing, bedding, sanitation and pet food).

At a **national level**, the focus is on ensuring that appropriate mechanisms exist to enable the coordination and provision of advice to those organisations that are responding to affected communities.

At the **CDEM Group level**, CDEM Groups are responsible for planning and coordinating the provision of household goods and services and other essential items to people who are either displaced or sheltering in place as a result of an emergency.

Support agencies

At the national and CDEM Group levels the agencies shown in Table 1 may be required to coordinate advice and assistance, or provide specific services.

Table 1 Support agencies for the household goods and services sub-function

Agency	Level	Support
Ministry of Health	National	To provide advice on health considerations and ongoing healthcare provisions.
District Health Boards (DHBs)	Regional and Local	To provide medication and other items to support primary care, pharmacies and Public Health Units. To provide advice, resources and services for affected communities.
Public Health Units (PHUs)	Regional and Local	To provide advice (including safety of water) and public health services (supported by local authority Environmental Health Officers) to the health and CDEM sectors and affected communities.
Local authorities	Regional and local	To procure and coordinate the distribution of household goods and services. Environmental Health Officers to provide advice (including safety of water) and public health services (in support of Public Health Units) to the health and CDEM sectors and affected communities.
Ministry for Primary Industries	National and regional	To provide advice on food safety.
New Zealand Defence Force	National	To provide advice on the coordination, provision and distribution of water, food and other essential items (including sanitation facilities).
	Regional	To support the provision and distribution of water, food and other essential items (including sanitation facilities).
New Zealand Food & Grocery Council Incorporated	National and regional	To provide advice on the provision and distribution of food, bottled drinking water, and grocery items.
New Zealand Red Cross	National	To provide advice on the distribution of water, food and other essential items.
	Regional	To support the distribution of household goods and services.
Salvation Army	National	To support the distribution of household goods and services, especially food, clothing, and furnishings.
	Regional	To support the distribution of household goods and services, especially food, clothing and furnishings.
Local community organisations	Local	To support the provision and distribution of household goods and services in line with local planning arrangements.
Local businesses	Local	To support the provision and distribution of household goods and services in line with local planning arrangements.

Further support

Support may also be provided by any other government agency or non-government organisation than can provide relevant advice or information.

CDEM Groups/local authorities may collaborate with other agencies and organisations on the provision of household goods and services at the local and regional level, as shown in Table 2.

Table 2 Further support for household goods and services

Agency	Nature of collaboration
Ministry of Social Development	To understand the needs of those affected to ensure that they are met through the most appropriate channel, avoiding duplication of services and assistance.

11.2 Principles

The household goods and services sub-function is based on the following principles:

1. Basic household goods and services are only provided when normal providers or supplies are unavailable, unsuitable, or unable to meet demand.
2. The delivery of household goods and services relies on strong relationships with the community, and a clear understanding of community needs and networks.
3. The delivery of household goods and services must take into account the requirements of all community members and groups, including cultural, religious, and dietary requirements.
4. Food that is provided as part of household goods and services is nutritious and balanced, having regard to family makeup (including age).
5. Cooperative and collaborative relationships across welfare services agencies and coordination centre functions (including collaborative planning and agreement on delivery arrangements) are vital for ensuring:
 - a. minimal disruption to communities
 - b. the communities' needs are met.
6. The provision of basic household goods and services supports community resilience and recovery.
7. Encouraging communities to prepare prior to emergencies helps to empower communities to self-respond, and improves community resilience during response and recovery.

11.3 Types of basic goods and services

Goods

Goods include:

- water (separate supplies for drinking and washing)
- food and grocery items, including infant food and feeding equipment and pet food
- clothing, including footwear (appropriate to climatic conditions and cultural practices)
- bedding and blankets
- cooking and eating utensils
- fuel (cooking and heating)
- medication
- cleaning and sanitary products (e.g. bathing and laundry soap, disinfectant, menstrual hygiene products, disposable nappies for infants, incontinence products), and
- equipment or temporary facilities for sanitation (portable toilets or shower units).

Items to meet personal hygiene needs should be supported by appropriate hygiene promotion activities and information.

Services

Services include:

- procurement
- distribution
- sanitation:
 - maintenance of sanitation units
 - disposal of waste (waste water, solid waste), and
 - desludging.

11.4 Planning considerations

Key requirements

This section should be read in conjunction with Appendix A [Information applicable to all welfare services](#) on page 12 for information on key requirements to be considered when planning for household goods and services, including fundamental rights and humanitarian care.



Refer to the following sections of the *Welfare Services in an Emergency Director's Guideline [DGL 11/15]* (available at www.civildefence.govt.nz):

- Part I Appendix H *Accessibility*
- Part II Section 7 *Needs assessment*.

Donated goods

Donated goods are not considered part of the household goods and services sub function. Donations of goods are discouraged in favour of financial donations. However, donation of services (such as delivery, trade services, and access to facilities) may be of benefit to the response.

The management of unsolicited donated goods can interfere with the response effort, waste time and resources, create negative public relations, and hinder longer-term recovery efforts.

CDEM Groups/local authorities should have arrangements in place, including partnerships with other agencies, to manage any donated goods.

Refer to the *Donated Goods Management Planning: Best Practice Guide* [BPG2/06] to assist CDEM Groups/local authorities to plan for the management of donated goods after an emergency.



Needs assessment

Through the needs assessment sub-function, the Welfare function is responsible for assessing the need for household goods and services, and advising the Logistics function and lifeline utilities coordination of:

- the goods and services required
- the quantities required
- the location(s) for delivery, and
- any special requirements.

Refer to Part II Section 7 *Needs assessment* of the *Welfare Services in an Emergency Director's Guideline* [DGL 11/15] available at www.civildefence.govt.nz.



Logistics – procurement, transport and distribution

The procurement and distribution of household goods and services should be planned by the Logistics function in the coordination centre in conjunction with lifeline utilities coordination and the Welfare function.

Procurement of items, transport, and distribution should be undertaken using the logistics arrangements of the CDEM Group.

Local providers should be used in the first instance to support local businesses, before considering outsourcing.

Provision of some household goods and services will be via the Welfare function. This will be determined during the task planning process.

Refer to the *Logistics in CDEM Director's Guideline for CDEM Groups* [DGL 17/15] for more information on procurement and transport. This is available at www.civildefence.govt.nz (search for 'logistics in CDEM DGL').



Financial

Many of the items included as household goods and services are likely to be recoverable under the reimbursement process for response costs. An accurate record of what was spent and where support was delivered will be required to substantiate the claim.



Costs for the care of displaced people may be recoverable by local authorities. Refer to the *National CDEM Plan 2015* and the *Logistics in CDEM Director's Guideline for CDEM Groups [DGL 17/15]* regarding the reimbursement process and a description of appropriate costs.

Food safety

In an emergency it is important that people keep their food safe from contamination to avoid becoming ill.

Normal household services and facilities such as water supply, waste disposal, and refrigeration may break down after an emergency, and may pose a health risk. Food and water are easily contaminated and loss of electricity means food may also spoil quickly.

Information on food safety will, in the first instance, come from local authorities and MPI during an emergency. Information on water safety in the first instance will come from local authorities and PHUs.

More information is available on the Ministry of Primary Industries' website: www.mpi.govt.nz.



Infant feeding in an emergency

Where parents and caregivers do not have their own supplies, CDEM Groups/local authorities are responsible for providing the community's infant feeding supplies during an emergency. DHB emergency management staff have a key role in ensuring infant feeding needs are addressed in CDEM Groups' planning.

The Ministry of Health's *Guide for DHB Emergency Management Staff: Infant Feeding in an Emergency (for babies aged 0-12 months)* provides DHB emergency management staff with information to assist in planning and responding to infant feeding needs in an emergency. This guide should be read in conjunction with the Ministry of Health's related documents:

- *Position Statement: Infant Feeding in an Emergency (for babies aged 0-12 months)*
- *Roles and Responsibilities: Infant Feeding in an Emergency (for babies aged 0-12 months)*
- *Consumer resource: Feeding your Baby in an Emergency (for babies aged 0-12 months)*
- *National Health Emergency Plan.*

These documents are available on the Ministry of Health website www.health.govt.nz.



Health considerations

The Ministry of Health, DHBs, and PHUs have a responsibility for providing timely, accurate, and relevant advice to communities affected by the emergency, while maintaining services to the best of their ability.

However, during emergencies, the capacity and capability of health-related services may be severely impacted. For example:

- usual facilities and infrastructure may be disrupted or unavailable
- particular medications or medical aids may be in short supply
- people that are sheltering in place, or are displaced, may not have access to their regular health and disability services, or their medication, or
- accessing medical or prescription records may be difficult.

Community members need to be informed of and prepare for these possibilities, especially for protracted emergencies. This will lessen the burden on the health sector, and allow them to provide more essential services to those in most urgent need.

Pandemic



Welfare provision in a pandemic will follow the same guidelines as for any other response.

For more information, refer to *Ministry of Health New Zealand Influenza Pandemic Plan: A framework for action*, available at www.health.govt.nz (search for 'influenza pandemic plan').

11.5 Reduction and readiness

The following considerations (next page) will assist in developing household goods and services planning and provision.

Risk assessment

Hazard and risk assessments should identify consequences of hazards in CDEM Group/local authority areas that need to be managed. When the consequences of an emergency include people who have been displaced or who are sheltering in place, a good understanding of the following is required:

- nature of the hazard that may cause people to be displaced and the implications of the hazard on reaching and/or providing for those communities
- state of local lifeline utilities and the implications on shelter, nutrition, water and sanitation
- state of the fast moving consumer goods (FMCG) sector and any potential impediments for the distribution of goods
- locations/areas from where people are likely to be displaced and the nearby potential shelter/accommodation facilities
- numbers of people likely to be affected by an emergency
- demographics of the population (including vulnerable communities) and any likely requirements regarding household goods and services, and
- high-risk facilities located in the area that are likely to be affected by an emergency (e.g. rest homes, hospitals, schools, prisons).

Roles and responsibilities

The role of the household goods and services sub-function is to ensure that there is effective engagement by participating agencies, and that household goods and services planning is integrated across all agencies.

It is important to ensure that specific roles and responsibilities are described clearly and assigned to appropriate organisations/agencies.

Plan and process development

Develop arrangements that ensure that each organisation understands:

- specifically what will be provided
- where the critical risks and vulnerabilities are, and where areas of increased capacity exist (e.g. community response plans)
- how provision will be sustained in difficult circumstances
- how provision might be affected by scale (i.e. where capacity to provide might be exceeded)
- how provision will be monitored and adapted to meet potential changes (align with needs assessment sub-function), and
- what reporting requirements exist, or may exist in the future (align with needs assessment sub-function).



Refer to Part II Section 7 *Needs assessment* of the *Welfare Services in an Emergency Director's Guideline [DGL 11/15]* available at www.civildefence.govt.nz.

Capacity and capability

Planning should consider and describe arrangements that ensure:

- that the appropriate resources required to coordinate and deliver provision for the household goods and services sub function are identified for each organisation/agency, and
- appropriate training and exercising opportunities are identified for organisations to collectively test the effectiveness of plans for the provision of household goods and services.

Business continuity

Consider the following continuity issues when planning:

- how an agreement to provide services (e.g. with a supermarket) impacts on a supplier's own ability to manage its business continuity – for example where FMCG are affected, and
- how continuity planning for the household goods and services sub-function addresses impacts on identified suppliers (i.e. what is the alternative if a provider cannot meet the agreement).

Community arrangements

Planning should acknowledge existing community arrangements that can facilitate the delivery of household goods and services, including:

- community response planning
- community networks, and
- community-based organisations.

11.6 Response and recovery

The nature of the emergency may influence the types of household goods and services as well as the payment and delivery methods employed.

Consideration should be given to the following:

- assessment of the need:
 - face to face
 - over the phone
 - online (if available)
- purchasing and paying for the products:
 - by the CDEM Group/local authority
 - by the individual (online or over the phone)
- delivering the products:
 - by the CDEM Group/local authority
 - by commercial provider (e.g. the vendor or courier), or
 - by the individual.

Aligning with other functions

The delivery of household goods and services should be aligned with the needs assessment sub-function and other functions, including:

- Public Information Management (PIM) – consistent messaging/advice
- Logistics:
 - procurement of goods and services
 - distribution/collection of goods and services
- needs assessment sub-function – ongoing assessment of need (have needs been met? Closing the needs assessment loop)
- coordination centre (via Welfare Manager):
 - reporting and updating on the situation, and
 - contribution to the welfare component of an Action Plan.



See the *Response Planning Director's Guideline [DGL 19/15]* (available at www.civildefence.govt.nz) for more information on action planning.

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Appendix A Information applicable to all welfare services

This section provides overarching information applicable to all welfare services.

A.1 Welfare services agency representation

Some government agencies responsible for the coordination of the welfare services sub-functions do not have a presence in all communities.

Where agencies are not represented at the regional or local level, those agencies need to identify how they will fulfil their responsibilities. This may include:

- identifying alternative agencies or organisations to coordinate or support the delivery of the welfare services sub-function, or
- deploying personnel into the region or local area.

Agencies should work with the CDEM Group/local authority to identify alternative agencies/organisations present in the local community. These organisations may be non-government, community-based, or voluntary.



See the *National CDEM Plan 2015*, the *Guide to the National CDEM Plan 2015*, and the sections in Part II *Welfare services* of this guideline for details of the agencies responsible for, and who support the welfare services sub-functions.

A.2 Human rights

New Zealand's human rights commitments

The provision of welfare services to people affected by an emergency, either via a CDC or in a community setting, must contribute to ensuring that New Zealand meets its national and international human rights commitments.



See the Human Rights Commission website www.hrc.co.nz under the 'Your rights' tab for more information.

Age, people with disabilities, and people from CALD communities

Consideration must be given to providing access to welfare services to people of any age, people with disabilities, and people from culturally and linguistically diverse (CALD) communities. For example, people with disabilities require welfare services to be delivered in a disability-inclusive way, and will work with CDEM to achieve this. CALD community members often have specific requirements around social interaction, food, prayer, or gender which must be considered when planning for the delivery of welfare services.

More information



For more information and a list of relevant statutory documents, refer to the MCDEM publications:

- *Including people with disabilities: Information for the CDEM Sector [IS 13/13]*
- *Including culturally and linguistically diverse (CALD) communities: Information for the CDEM Sector [IS12/13].*

Along with the resources listed above, see Part I of the *Welfare Services in an Emergency Director's Guideline [DGL 1/15]* (Appendix H *Accessibility*).

These are available at www.civildefence.govt.nz (search for the document name).

A.3 Working with communities

An inclusive approach

An emergency can be a stressful and emotional experience, which may impact or compound any existing difficulties or issues that people are facing. At the local and regional levels, consideration must be given to vulnerable and hard to reach communities, acknowledging that they may have:

- specific challenges to address
- skills and strengths that may contribute to welfare services delivery.

Considerations

Consider when planning:

- age
- gender
- children and young people
- people living alone
- elderly
- health and disability issues
- mental health and general health issues
- drug or alcohol dependency
- cultural requirements
- ethnicity and language
- socio-economic status
- people with companion animals
- isolation, and
- people with unreliable or no internet access or mobile phone coverage.

Utilising community networks

Opportunities should be taken wherever possible to build links with existing community networks. These networks should be utilised to reach people requiring support in an emergency, with resulting arrangements formalised in local plans.

Culturally and linguistically diverse (CALD) communities

CALD communities have many strengths, including skills, experience, and language capabilities.

CALD community networks are often well developed, with strong connections both within their own community and between communities. Partnering with CALD community leaders can enable appropriate and effective engagement and communication with community members.

People with disabilities

Working with people with disabilities and their wider networks of family/whānau, friends, and supporters provides an opportunity to gain an understanding of both the requirements and strengths of these members of the community.

People with disabilities and disabled people's organisations provide expertise on the impact of disability. Disability service providers have technical and professional expertise, and may also have resources that can be drawn upon in an emergency.

A.4 Minimum standards in the Sphere Handbook

CDEM Groups/local authorities should take The Sphere Handbook: *Humanitarian Charter and Minimum Standards in Humanitarian Response* into account when planning for, setting up, and delivering welfare services.

The Sphere Handbook is one of the most internationally recognised sets of common principles and universal minimum standards in life-saving areas of humanitarian response.

The Minimum Standards include recommendations in water supply, sanitation, hygiene promotion, food security and nutrition, shelter, settlement, and non-food items.

The Sphere Handbook is available at www.spherehandbook.org.



Key considerations

Some of the key requirements (taken from the Sphere Handbook) to be considered when planning for people affected by an emergency are shown in Table 3.

Table 3 Key considerations for planning for people affected by an emergency

Rights	Key requirements
Protection from	Poor health, disease and wellbeing
	Environment, weather, heat or cold
	Violence, crime or abuse
	Dangerous structures
Nutrition	Clean drinking water
	Food, baby food and pet food
	Cooking facilities, utensils and fuel
Water and Sanitation, Hygiene (W.A.S.H)	Clean water for washing
	Waste water, solid waste
	Hygiene, nappies, soap and disinfectant

A.5 Privacy, information sharing, and vetting

Information about welfare registrants, including personal information, will be shared with agencies contributing to the coordination and delivery of welfare services.

A privacy statement features as the first step in the registration process, and this must be understood and agreed to by all potential registrants. The privacy statement can be displayed by way of posters, hand-outs or on-screen if people are waiting to be registered (e.g. in a CDC).

Welfare registrars need to be trained in and must understand and abide by the provisions of the *Privacy Act 1993*. This Act controls how agencies collect, use, disclose and give access to personal information. Note that people have the right to request any information gathered about them under this Act.

See section 6 in Part 2 of the *Privacy Act 1993* which features 12 *Information privacy principles*.



The *Privacy Act 1993* is available at the New Zealand Legislation website: www.legislation.govt.nz or for more information refer to the Privacy Commissioner's website: www.privacy.org.nz.

Civil Defence National Emergencies (Information Sharing) Code 2013

The *Civil Defence National Emergencies (Information Sharing) Code 2013* (the Information Sharing Code) is a regulation issued by the Privacy Commissioner, and applies to **a state of national emergency only**.

The Information Sharing Code provides agencies with the authority to collect, use, and disclose personal information relating to an individual, in relation to an emergency.

The Information Sharing Code applies as follows:

- To assist with the effective management of the response to a national emergency, this code applies in relation to any emergency in respect of which a state of national emergency is in force.
- To assist with the recovery from a national emergency, this code continues to apply in relation to such an emergency for a further 20 working days after the date on which a state of national emergency expires or is terminated.



Specific criteria apply to the Information Sharing Code. For full details, refer to the *Civil Defence National Emergencies (Information Sharing) Code 2013* on the Privacy Commissioner's website: www.privacy.org.nz.

As stated above, the Information Sharing Code applies only to a state of national emergency. The *Privacy Act 1993* applies at all times including during and following any emergency.

Police Vetting Service

The New Zealand Police Vetting Service offers an online process for approved organisations to check the criminal records of potential or existing personnel, including volunteers.

Vetting requests cannot be made by individuals, and organisations must register in order to ask for Police vetting. To become an approved organisation, agencies must show that their personnel provide services or care for children, older people, people with special needs or other vulnerable members of society.

Vetting can only be carried out with the signed consent of the person being vetted. Organisations are expected to ensure the person being vetted is aware of the vetting process.

The standard turnaround time for completing a Police vetting process is 20 working days.

Police recommend that vetting of existing personnel including volunteers, is carried out on a regular basis, i.e. every two to three years.

An organisation must have information security procedures in place to protect the confidential information and any Police material they hold as a result of the vetting process.

More information about Police vetting is available at www.police.govt.nz.



Safety checking for the children's workforce

The *Vulnerable Children Act 2014* introduces new requirements for organisations funded by the government that employ people to work with children. Safety checking requirements are being phased in over several years.

Any agency working with children and young people must meet the approval obligations outlined in the *Vulnerable Children Act 2014*.



The *Vulnerable Children Act 2014* is available at the New Zealand Legislation website: www.legislation.govt.nz or for more information refer to the *Children's Action Plan* website: www.childrensactionplan.govt.nz.

Screening CDEM-trained volunteers

For information about screening processes for CDEM-trained volunteers, refer to the *Volunteer Coordination in CDEM Director's Guideline for CDEM Groups [DGL 15/13]* available at www.civildefence.govt.nz (search for 'volunteer coordination DGL').



Appendix B Items eligible for cost reimbursement

The following table provides an indication of what may be considered reasonable and eligible for cost reimbursement to a local authority.

Table 4 Eligible items for cost reimbursement

Item	Detail
Meals and catering	Where emergency meals are supplied, reasonable costs for the meal will be met: <ul style="list-style-type: none"> • meals provided en-masse in a dining facility • affected people dine in an agreed upon restaurant • on-site emergency catering including the transport of catering personnel.
Grocery items	The cost of standard grocery items may also be met; eligible items include: <ul style="list-style-type: none"> • general every day food items, e.g. meat, fresh vegetables, canned goods, UHT • milk, infant foods (including feeding equipment and water), cereals, crisps, fruit or muesli bars, biscuits • sanitary and hygiene items, e.g. toothpaste, soap, shampoo, deodorant, toilet paper, sanitary products • cleaning products e.g. detergent, washing powder, disinfectant.
Other items	Newspapers (to keep people informed of the emergency and extent of damage, reducing the feeling of isolation). Disposable cameras (record keeping for evidential purposes regarding insurance). <i>Cost of developing photographs not included.</i>
Medication	Over-the-counter medicines e.g. paracetamol, aspirin (must be supplied in their approved, intact packs) Emergency prescription medicine.
Equipment	Hire of plant/equipment used to prepare, store, or deliver food, e.g. gas bottles, microwave ovens and refrigerators.
Transport	Helicopter food drops, along with (e.g.) gas bottles, medication etc. for people who are isolated by the emergency and do not have adequate supplies. If this is included as part of a reconnaissance flight, then only the portion of that flight that covers the delivery of those items is recoverable.

Appendix C Example grocery list

This template is available to download at www.civildefence.govt.nz

This template may be used to provide household goods to people sheltering in place, who may be isolated due to an emergency.

This list is indicative only and not exclusive. Consider dietary, cultural, and other requirements e.g. gluten-free options. Also consider storage conditions at receiving household e.g. refrigeration.

	Total	Name									
Fruit/ vegetables	0										
Apples	0										
Oranges	0										
Cabbage	0										
Pumpkin	0										
Potatoes 5kg	0										
Kumara	0										
Carrots	0										
Onions	0										
Meat	0										
BBQ meat pack	0										
Bacon 1kg	0										
Tinned goods	0										
Spaghetti	0										
Baked beans	0										
Tomatoes	0										
Fish	0										
Creamed corn	0										
Corned beef	0										
Fruit	0										
Other food items	0										
Bread	0										
Dried peas	0										
Dried mixed veges	0										
Sugar	0										
Salt	0										
Eggs 1 doz	0										
Cheese	0										
Butter	0										
Margarine	0										
Dried pasta	0										
Rice	0										
2 minute noodles	0										
Rice risotto	0										
Weet-bix	0										
Ricies	0										
Cornflakes	0										
Jam	0										
Peanut butter	0										
Cooking oil	0										
Flour	0										
Muesli bars	0										
Baby food	0										
Drink	0										

	Total	Name										
Water 4L	0											
UHT milk 1L	0											
Milk powder	0											
Infant formula + feeding equipment	0											
Tea bags	0											
Instant coffee	0											
Milo	0											
Raro	0											
Toiletries/hygiene	0											
Toilet paper 4pk	0											
Sanitary pads	0											
Tampons	0											
Soap	0											
Dishwashing liquid	0											
Laundry liquid	0											
Paracetamol	0											
Shampoo	0											
Conditioner	0											
Toothpaste	0											
Wet wipes	0											
Miscellaneous	0											
Candles	0											
Lighter	0											
Batteries AA 4pk	0											
Batteries AAA 4pk	0											
Batteries D 2pk	0											
Batteries C 2pk	0											
Batteries 9V single	0											
Batteries dolphin type	0											
Cat food	0											
Dog food	0											
Tin foil	0											
Glad wrap	0											
Kerosene	0											
Gas bottle	0											
Newspaper	0											