

Neighborhood Emergency Plan



**Emergency
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How to Use this Packet

Contents of this packet:

- Page 1 How to Use this packet (This page)
- Page 2 Introduction, Benefits of Emergency Drills, and Keys to a Successful Drill
- Page 3 Tips for Neighborhood Captains
- Page 4 Family Information Page - Have each household in your neighborhood fill these out. Give one copy to their Block Captain and one to the Neighborhood Captain. This sheet allows the captains to keep track of how many people are in each household, what skills and resources they have, as well as any physical or medical needs (diabetic, needs power for oxygen, Alzheimer's, developmental needs, etc.)
- Pages 5-6 Position and Duties Roster - Use this page to track who has what responsibilities, as well as their contact information and any other important notes. The neighborhood captain is filled in on the top line of the first page.
- Pages 7-8 Block Geographic Area and Residents - These pages go together to show the layout of the neighborhood on a map (you could print out a Google map of the area and paste it onto the form) and have a list of the households on that block on the flip side.
- Pages 9-10 This sheet allows you to quickly see who has what skills and resources (plus where they're located and how to contact them) without having to look through all the individual family sheets. Also includes a key as a reminder of what the abbreviations mean.
- Page 11 Neighborhood Emergency Plan - This page can be copied onto bright paper, filled out, and distributed to all households via their block captains. This sheet will give each household the basics they'll need to know to participate in your neighborhood plan and drill.

Creating a Neighborhood Emergency Plan and Planning an Emergency Drill

Much suffering and damage can be avoided when neighborhoods and communities organize their preparedness efforts before an emergency. This packet will give you ideas, tips, and resources that will be helpful as you put together a community or neighborhood emergency plan and drill.

Benefits of a Community Drill

1. Creates awareness of the resources in your neighborhood
2. Identifies risks—both visible and unexpected
3. Encourages community members to prepare
4. Provides practice so everyone knows what to do when a real emergency strikes

Key Components of a Successful Community Drill

1. Emphasize community involvement and coordination. Delegate responsibility throughout the group. Block captains, for example, can be a great resource.
2. Communicate details about the date and time of the drill, and what items each household should prepare in advance.
3. Document specific risks that could potentially impact your neighborhood; also keep a record of skills and resources available in your neighborhood (see fig. 2)
4. Plan your drill around a specific scenario. For example, decide what disaster will occur, and whether phone lines will be working, if roads will be passable, if flooding will occur, etc. On the day of the drill, give that information to your block captains and have them disseminate it to the rest of the neighborhood.
5. Involve as many people from your neighborhood as possible. Consider having a “Skills and Resources” captain, who will be in charge of tracking what skills and resources your neighbors have to offer. Involve young people by assigning one or more to each block captain as ‘runners’ to help communicate, deliver supplies, or perform other duties.
6. Have a review meeting after the drill. Discuss what worked well and what didn’t. Have block captains get feedback from their neighbors. Make adjustments to the plan as needed.
7. Develop the updated plan, document it, and re-distribute it so everyone has a copy and knows what to do in case of a real emergency situation.

Tips for Neighborhood Captains

- Have a way for each household to quickly and effectively signal their condition. Give each household in your neighborhood (via your block captains) one 3-foot length each of 1 or 2-inch wide red, yellow, and green ribbon. When a disaster strikes, neighbors can tie a ribbon to their doorknob, fence, tree, or other area near their front door to indicate their condition:

- **Red:** need immediate attention
- **Yellow:** in need of help but it's not life-threatening
- **Green:** everyone is fine and safe

Alternatively, give each household a set of laminated pieces of letter-size cardstock (8.5" x 11")--one in each color. They can tape or place the card in a window or doorway visible from the street so runners, block captains, or emergency crews that pass by can quickly assess the conditions. Or come up with another visual communication system that works well for your neighborhood.

- When selecting block captains and communications specialists, choose people who have a proven track record of following through on assignments and performing in leadership roles. Don't forget, though, that this can also be a great way to teach leadership skills to select individuals.
- Involve people from all age groups. For example, teenagers can be assigned as runners, or asked to help run a 'day care' facility in an emergency if the adults need to meet to discuss information that might make children afraid or nervous.
- Choose goals for the neighborhood that will be feasible and meaningful for your neighbors' safety and ability to stay alive, fed, and hydrated during an emergency.
- Draw on the following resources for additional idea, tips, and supplies:
 - beprepared.com
 - ready.gov
 - redcross.org
 - beprepared.com/states/states (yep, put states twice!) to see Emergency Preparedness resources for your state

Position and Duties Roster

Name	Position	Duties	Address	Contact Information	Notes
	Neighborhood Captain			Home Phone: Cell Phone: Email:	
				Home Phone: Cell Phone: Email:	
				Home Phone: Cell Phone: Email:	
				Home Phone: Cell Phone: Email:	
				Home Phone: Cell Phone: Email:	
				Home Phone: Cell Phone: Email:	
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				Cell Phone:	
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				Cell Phone:	
				Email:	

Block _____ Geographic Area and Residents

<p style="text-align: center;">MAP HERE</p>	<p>Notes:</p>
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Neighborhood Emergency Plan

In case of an emergency or life-threatening situation in your home, call 9-1-1.

Family: _____

Block #: _____

Your Block Captain:	Contact Info:
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In case of an emergency where it is unsafe to remain at home, your block captain should come door-to-door with instructions received from the neighborhood captain. ***If you feel you are in immediate danger, leave your home with your emergency kit and proceed to a safe location.***

Neighborhood Emergency Shelter Location:	Supplies to Bring to the Emergency Shelter:
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Other Notes:
