

_____ Neighborhood Emergency Preparedness Plan

Bainbridge Island, Washington

[Date]



INTRODUCTION

This document is the Emergency Preparedness Plan for the 20 homes that constitute the “_____ Neighborhood.” The following portions of the plan are considered confidential, and should not be shared with anyone outside the neighborhood:

- Neighborhood Map (*see next page*)
- Contact List
- Equipment/Supplies Spreadsheet
- Skills/Knowledge Spreadsheet
- Gathering Point Headcount List

During an emergency situation, participation in the plan’s implementation will be voluntary in nature. When an emergency situation occurs, everyone in the neighborhood understands that our first priorities will be protecting our families and homes. The purpose of this Plan is to position us so that we can help each other address these priorities.

[INSERT NEIGHBORHOOD MAP HERE]

Neighborhood Contact List

HOUSE 1

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 2

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 3

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 4

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 5

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 6

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 7

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 8

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 9

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 10

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 11

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 12

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 13

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 14

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 15

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 16

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 17

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 18

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 19

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 20

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 21

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 22

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 23

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 24

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 25

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 26

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 27

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 28

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 29

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 30

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 31

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 32

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 33

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 34

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 35

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 36

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 37

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 38

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 39

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

HOUSE 40

Adult name(s)	
Children name(s)	
Phone number(s)	
Email	
Pet(s) and kind(s)	
Any person with specific needs	

Neighborhood Equipment and Supplies List

House #	Barbecue/Grill	Bedding (Spare)	Boat	Bottled Water	Camp Stove	Candles	Carpentry Tools	Chainsaw	Computer	Crowbar	Extension Cord	Fire Extinguisher	Fireplace	First Aid Supplies	Flashlight	Food (Stored)	Generator	Ham Radio	Hard Hat	Ladder	Leather Cloves	Matches	Misc. Tools	NOAA Weather Radio	Plumbing Tools	Propane Heater	Propane Cook Stove	Rain Barrel	Sleeping Bags	Strong Rope	Sturdy Shoes	Tent	Walkie-Talkie	Woodstove	
1																																			
2																																			
3																																			
4																																			
5																																			
6																																			
7																																			
8																																			
9																																			
10																																			
11																																			
12																																			
13																																			
14																																			
15																																			
16																																			
17																																			
18																																			
19																																			
20																																			

Neighborhood Equipment and Supplies List

House #	Barbecue/Grill	Bedding (Spare)	Boat	Bottled Water	Camp Stove	Candles	Carpentry Tools	Chainsaw	Computer	Crowbar	Extension Cord	Fire Extinguisher	Fireplace	First Aid Supplies	Flashlight	Food (Stored)	Generator	Ham Radio	Hard Hat	Ladder	Leather Cloves	Matches	Misc. Tools	NOAA Weather Radio	Plumbing Tools	Propane Heater	Propane Cook Stove	Rain Barrel	Sleeping Bags	Strong Rope	Sturdy Shoes	Tent	Walkie-Talkie	Woodstove		
21																																				
22																																				
23																																				
24																																				
25																																				
26																																				
27																																				
28																																				
29																																				
30																																				
31																																				
32																																				
33																																				
34																																				
35																																				
36																																				
37																																				
38																																				
39																																				
40																																				

Neighborhood Skills and Knowledge List

House #	Carpentry	Cars/Mechanics	Child Care	Climbing	Computer	Cooking (Group)	Coordinating/Leadership	Crisis Counseling	Diving	Elder Care	Electrical	Firefighting	First Aid/CPR	Heavy Equipment Operator	Ham Radio Operator	Hunting & Fishing	Kayaking	Motors	Plumbing	Radio Communications	Rigging	Search & Rescue
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
12																						
13																						
14																						
15																						
16																						
17																						
18																						
19																						
20																						

Neighborhood Skills and Knowledge List

House #	Carpentry	Cars/Mechanics	Child Care	Climbing	Computer	Cooking (Group)	Coordinating/Leadership	Crisis Counseling	Diving	Elder Care	Electrical	Firefighting	First Aid/CPR	Heavy Equipment Operator	Ham Radio Operator	Hunting & Fishing	Kayaking	Motors	Plumbing	Radio Communications	Rigging	Search & Rescue		
21																								
22																								
23																								
24																								
25																								
26																								
27																								
28																								
29																								
30																								
31																								
32																								
33																								
34																								
35																								
36																								
37																								
38																								
39																								
40																								

Responsibilities of the Neighborhood Leader

- Coordinate the neighborhood's response to an emergency situation
 - Organize and dispatch the following teams:
 - Radio Monitoring Team
 - Gas Leak Control Team
 - Well Integrity Team
 - Damage Assessment Team
 - Road Clearance Team
 - Compile the Neighborhood Damage Assessment Checklist
 - Keep neighbors informed about what you learn from the Radio Monitoring Team, and the Bainbridge Island Fire Department (BIFD) and/or the Kitsap Department of Emergency Management (DEM)
 - Provide the BIFD and/or Kitsap DEM with updates on:
 - The status of people:
 - Number accounted for
 - Number injured, nature and severity of the injuries, need for medical assistance
 - Number unaccounted for
 - The results of damage assessments
 - Maintain the Neighborhood Plan:
 - Map
 - Contact list
 - Skills/knowledge list
 - Equipment/supplies list
 - Provide neighbors with information on preparedness
 - Organize an annual neighborhood preparedness exercise
-

Responsibilities of the Gathering Point Leader

- Use the Gathering Point Headcount List to compile a headcount of people in the Gathering Point
- Work with the Neighborhood Leader to organize and dispatch the following teams:
 - Radio Monitoring Team

- Gas Leak Control Team
 - Well Integrity Team
 - Damage Assessment Team
 - Road Clearance Team
 - Assist the Neighborhood Leader in:
 - Compiling the Neighborhood Damage Assessment Checklist
 - Interacting with the Care Center Leader and the Medical Center Leader
-

Responsibilities of the Care Center Leader

- To the maximum extent possible, provide a safe, warm, and dry area where family members not engaged in responding to the emergency situation can gather for comfort and care
 - Provide the Neighborhood Leader with information on any unmet water, food, and other needs for people gathered in the Care Center
-

Responsibilities of the Medical Center Leader

- To the maximum extent possible, provide a safe, warm, and dry area where injured neighbors can receive first aid
 - Assess the nature and severity of the injuries to each person to determine whether they can be treated with the expertise and supplies on hand, or require to be moved to a medical facility for treatment
 - Provide the Neighborhood Leader with information on the status of the injured, and any unmet first aid supplies, water, food, and other needs for the injured
-

Responsibilities of the Radio Monitoring Team

- Monitor the Emergency Alert System and/or the NOAA Weather Radio
 - Keep the Neighborhood Leader informed about what you learn
-

Responsibilities of the Damage Assessment Teams
(minimum of two people per team)

- Survey each house in the neighborhood
 - Check for “OK” and “HELP” signs
 - For each house with a “HELP” sign, attempt to establish contact with someone inside the house to determine the type of help that is needed (note: never enter a house unless you are sure it is safe to do so)
 - If it is safe and you are qualified to do so, provide the help needed; otherwise, return to the Gathering Center to brief the Neighborhood Leader on the situation
 - Identify access restrictions to the neighborhood, or any house within the neighborhood
-

Responsibilities of the Gas Leak Control Team
(minimum of two people per team)

- Use the Neighborhood Map to identify the houses with propane tanks
 - Survey the homeowners present in the Gathering Point to determine whether they:
 - Checked for leaks before they left for the Center
 - Have already shut the valves on their tanks
 - Survey the houses with propane tanks:
 - Check for leaks (“small” test)
 - If safe and necessary, shut the valves on the tank
-

Responsibilities of the Well Integrity Team

- Use the Neighborhood Map to identify the locations of water wells in the neighborhood
- Survey the homeowners present in the Gathering Point to determine whether they are aware of any damage that has been done to their well and/or water distribution system
- Visit each well to verify/determine whether it is operable or inoperable (note: the goal is to identify at least one well that is still operable)
- For each operable well, check the ground area between the well and the houses it serves to determine whether there is any observable damage to the distribution system

- If all of the wells are operable, do what you can to develop and implement a plan to restore service to at least one well
-

Responsibilities of the Road Clearance Team

- If road access to the neighborhood is restricted by debris, attempt to restore access by clearing the debris
 - If access to a house in the neighborhood is restricted by debris, and access is determined to be critical, attempt to restore access by clearing the debris
-

Neighborhood Gathering Point Headcount List

(Pet Names in Italics)

House No.	Household Members
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Neighborhood Gathering Point Headcount List

(Pet Names in Italics)

House No.	Household Members
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	

Damage Assessment Team Checklist

House No. _____

SIGNS

- “OK” Sign Posted: Yes No
“HELP” Sign Posted: Yes No
No Sign Posted: Yes No

PEOPLE

- Everyone Accounted For: Yes No Comment:
Anyone Injured: Yes No Comment:
Anyone Entrapped: Yes No Comment:
Anyone Missing: Yes No Comment:
Access to Food: Yes No Comment:
Access to Water: Yes No Comment:
Access to Sanitation: Yes No Comment:

HOUSE

- Structural Damage: Yes No Comment:
Habitable: Yes No Comment:
Electricity: Yes No Comment:
Heat: Yes No Comment:
Well Water: Yes No Comment:
Road Access Restriction: Yes No Comment:

OTHER

- Fire: Yes No Comment:
Gas Release: Yes No Comment:
Chemical Spill: Yes No Comment:

Neighborhood Damage Assessment Checklist

Key: X = Yes, O = No

House #	"OK" Sign	"HELP" Sign	No Sign Posted	Anyone Injured	Anyone Entrapped	Anyone Missing	Structural Damage	Structural Collapse	House Habitable	Electricity	Heat	Well Water	Food	Water	Sanitation	Fire	Gas Release	Access Restriction	Comments	
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				

Neighborhood Damage Assessment Checklist

Key: X = Yes, O = No

House #	"OK" Sign	"HELP" Sign	No Sign Posted	Anyone Injured	Anyone Entrapped	Anyone Missing	Structural Damage	Structural Collapse	House Habitable	Electricity	Heat	Well Water	Food	Water	Sanitation	Fire	Gas Release	Access Restriction	Comments	
21																				
22																				
23																				
24																				
25																				
26																				
27																				
28																				
29																				
30																				
31																				
32																				
33																				
34																				
35																				
36																				
37																				
38																				
39																				
40																				