

Generic Neighborhood Emergency Preparedness Plan: Plan Preparation Instructions

Bainbridge Island, Washington

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Introduction

The Generic Emergency Preparedness Plan (generic plan) was developed by a Rotarian and shared with the City of Bainbridge Island (COBI) and the Bainbridge Island Fire Department in the name of the Rotary Club of Bainbridge Island. It is based on the Map Your Neighborhood – MYN program document entitled “Building and Strengthening Disaster Readiness Among Neighbors,” and the Neighborhood Emergency Preparedness Plan prepared by the Rotarian for his own neighborhood.

The generic plan contains all of the information listed in the MYN document, including:

- Your Neighborhood Map and Contact List
- Neighborhood Skills and Equipment Inventory
- Neighborhood Gathering Site
- Neighborhood Care Center
- Help and OK Signs

In using the MYN document and compiling information, the author’s neighborhood decided to:

- Expand the lists of skills and equipment in its inventory
- Identify teams beyond the one that would work in a Care Center
- Prepare brief job descriptions for the Neighborhood Leader and the leaders of the teams that could be formed under the plan
- Provide forms that might be useful for compiling information generated by the teams created during an emergency

Purpose

The MYN document referred to above is an excellent guide on the information that should be compiled for each household in a neighborhood, but it does not allow for the consolidation of the information generated by more than one household into a single, comprehensive Neighborhood Emergency Preparedness Plan (Neighborhood Plan). The author of the generic plan recognized this fact when he sat down to prepare his neighborhood’s plan which, in turn, served as the basis for the generic plan.

Instructions

Each Household

The generic plan includes a separate, one-page **Household Information Data Collection Form** that needs to be completed, by hand, by each participating household, preferably before or during a meeting held to educate participating households on the importance of individual and neighborhood preparedness, and to introduce them to the Map Your Neighborhood

concept. When completed, the information you provide on your form will be used by the person who will prepare your Neighborhood Plan. **This is the only work that each household is asked to do, and it should take approximately 10 minutes to complete.**

The generic plan does not include a Neighborhood Map, but COBI is prepared to help with this task. To get this help, the person who will prepare the Neighborhood Plan needs to email COBI's Emergency Preparedness Coordinator, Anne LeSage, at alesage@bainbridgewa.gov, and provide her with information on the neighborhood's boundaries. She, in turn, will provide a COBI-generated Geographic Information System map that can be used as the template for the Neighborhood Map. Alternatively, the MYN document provides guidance on how to prepare a freehand version of the map, and there are other computer applications that can be used, as well.

Person Preparing the Neighborhood Plan

Step 1: On the document's **Cover**, write in the name of your neighborhood.

Step 2: On the document's **Introduction** page, write in the name of your neighborhood.

Step 3: Insert your **Neighborhood Map**. When you prepare the map, make sure it includes **every house in your neighborhood** regardless of whether they are participating or have not provided you the information needed for Step 4 and beyond. Also, **make sure every house is numbered** (1, 2, 3, etc.). This is critical for two reasons. For the balance of the plan, information will be recorded by **house number** (not by address or owner name). Second, non-participating and non-responsive households may decide to participate or provide information in the future. Remember, the goal is 100% participation.

Step 4: Order the filled-out **Household Information Data Collection Forms** generated by the participating neighbors (see above) in accordance with the numbering system described in Step 3. Keep in mind that the first form might not necessarily be for House 1, if that household has not provided a completed Household Information Data Collection Form.

Step 5: The first form in the generic plan after the Neighborhood Map is the **Neighborhood Contact List** form. Please note that the form is organized by the house numbers you assigned in Step 3. Start with the first house in the pile you established in Step 4. Write the **contact information** from the top of the Household Information Data Collection Form onto the Neighborhood Contact List form. Remember, if the first household you have information on is, for example, House 3, then the spaces provided for Houses 1 and 2 must be left blank.

Step 6: The next form in the generic plan is the **Neighborhood Equipment/Supplies Spreadsheet**. Please note that it is organized by the house numbers (see the left side of the form) you assigned in Step 3. Start with the first house in the pile you established in Step 4. Write the **Equipment Description** information from the right-hand column on the Household Information Data Collection Form into the boxes that appear to the right of each participating/contributing house. Entering a simple "X" or checkmark in each relevant box will suffice.

Step 7: The next form in the generic plan is the **Neighborhood Skills/Knowledge Spreadsheet**. Please note that it is organized by the house numbers (see the left side of the form) you assigned in Step 3. Start with the first house in the pile you established in Step 4. Write the **Skills Description** information from the left-hand column on the Household Information Data Collection Form into the boxes that appear to the right of each participating/contributing household. Entering a simple "X" or checkmark in each relevant box will suffice.

Step 8: The next section of the generic plan contains job descriptions that define the responsibilities for the following Leaders::

- Neighborhood Leader
- Gathering Point Leader
- Care Center Leader
- Medical Center Leader

In addition, it defines the responsibilities of the following teams that may be created by the Neighborhood Leader when the Neighborhood Plan is being implemented:

- Radio Monitoring Team
- Damage Assessment Team
- Gas Leak Control Team
- Well Integrity Team
- Road Clearance Team

The Leader positions identified in the generic plan may or may not meet the needs in your neighborhood. If they do not, then (a) position(s) can be deleted by drawing a line through the description. The same holds true for the teams listed above.

Step 9: The balance of the generic plan contains forms that may be useful to the Leaders and Teams listed under Step 8. Of the forms, the only one that needs to be prepared **before** an event or situation triggers the activation of your Neighborhood Plan is the **Gathering Point Headcount List**. Again, this form is organized by the house numbers you assigned in Step 3. To prepare this form, you must first review the Neighborhood Contact List information you compiled under Step 5 to get the first names of every person listed in each household. Then, use this information to list each first name next to a checkbox that appears to the right of the corresponding House No. The other two forms are a **Damage Assessment Team Checklist** and a **Neighborhood Damage Assessment Checklist**. The first is designed to provide the members of (a) Damage Assessment Team(s) with information on what to look for at each house they assess; and the second is designed to allow the Neighborhood Leader to assemble a comprehensive overview of the damage that has occurred in the neighborhood. This latter information may be useful to provide to First Responders if and when they arrive in your neighborhood.