

Neighborhood Preparedness

Alert Well-prepared And Ready for Emergencies

**ESP "AWARE" Plan
For All Communities!**

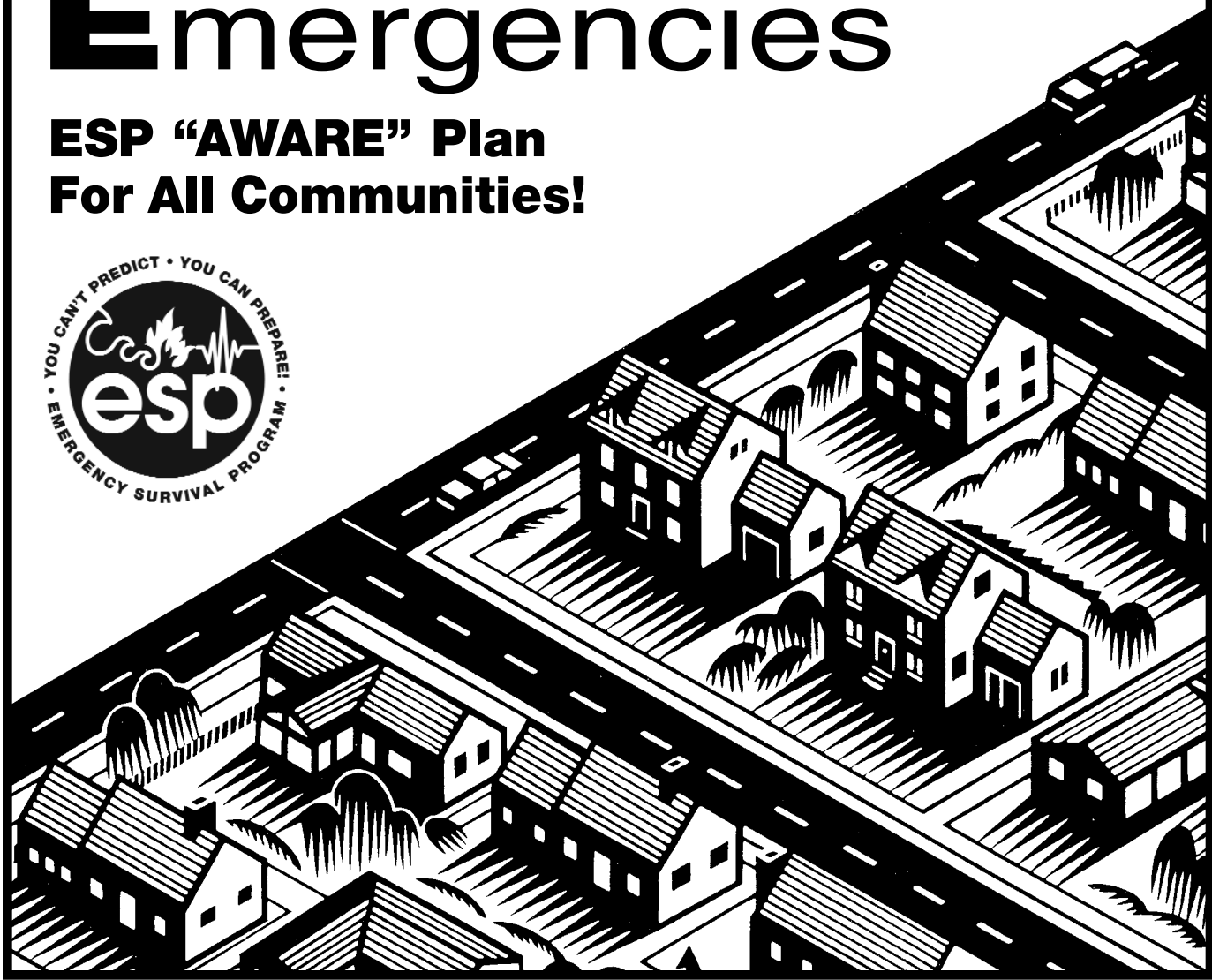


Table of Contents

I. Introduction	2	VII. Step 5: The Next Steps	9
II. Starting Your Program.....	4	Neighborhood/community response	
III. Step 1: Set a Meeting Date.....	4	team training sources	9
IV. Step 2: Contact Your Neighbors.....	5	Sources for this publication	9
V. Step 3: Plan & Conduct a Meeting....	6	VIII. Quick Reference	10
Identifying the earthquake or disaster		IX. ESP Emergency Supply Checklist	11
threats in your neighborhood.....	6	X. Attachments	
Explaining the importance of preparing		Neighborhood meeting flyer.....	12
as a neighborhood.....	6	Organizational meeting agenda	13
Developing an inventory of supplies,		Skills and equipment survey	14
equipment and tools in the		Press release	15
neighborhood.....	6	ESP Coordinating Council.....	16
Assessing the skills of neighbors.....	7		
Other considerations	7		
VI. Step 4: Meeting Follow-up	8		
Leadership and organization	8		
Resources and assignments	8		
Needs assessment.....	8		

This plan is intended to be used in conjunction with the *ESP Focus Sheets* and *Bulletins* available from your local member of the ESP Coordinating Council or from www.cert-la.com/esp.htm.



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Introduction

MANY SOUTHERN CALIFORNIANS BELIEVE that the so-called “Big One”—a major earthquake on the southern San Andreas Fault—is the one they need to fear most. When such an earthquake does occur, many people will be without water or power for weeks to months. Earthquakes of this size happen once every 150 years or so, and can happen any time.

But recent earthquakes have shown that magnitude 6 events in densely populated areas can be the “big one” to those living in the impacted areas. The 1994 Northridge earthquake, for example, was not considered a major earthquake. Still, it had disastrous effects. The magnitude 6.7 temblor caused 57 deaths, more than 10,000 injuries and an estimated \$40-42 billion in property losses. California experiences earthquakes as large as the 1994 Northridge or 1989 Loma Prieta quakes (or larger) twice each decade, on average.

Some southern Californians might be thinking, “It won’t happen to me!” And, perhaps some of those affected by the Northridge earthquake thought the same thing before 4:31 a.m. on January 17, 1994. But it can happen! Seismologists estimate that more than 200 faults in southern California are capable of producing earthquakes of magnitude 6 or more. You can be affected even if you don’t live or work near the fault that ruptures. Residents and business owners in Santa Monica, Fillmore and other areas outside the San Fernando Valley also experienced strong ground shaking and considerable damage as a result of the earthquake.

Whether the next earthquake in southern California occurs on the San Andreas or a fault capable of producing only a magnitude 6 event, communications, transportation and utility systems in your area might be impacted. Police, fire and other agencies that normally provide emergency services in an efficient manner might be overwhelmed and unable to assist your neighborhood for at least 72 hours. Neighborhoods can greatly reduce the impacts of moderate and major earthquakes and other disasters by preparing and responding as a group.

This publication, the “*ESP Neighborhood Preparedness AWARE Plan*,” is designed to help you and your neighbors develop a neighborhood that is Alert, Well-prepared And Ready for Emergencies. The plan, developed by the Emergency Survival Program (ESP), is a step-by-step guide to help you start, organize and implement an emergency preparedness and response program in your neighborhood. The plan can be used in conjunction with existing community programs such as Neighborhood Watch or to start a program from scratch.



Starting Your Program

It's easy to start a program such as the "ESP Neighborhood Preparedness AWARE Plan," but someone has to take charge and

organize your neighborhood if the effort is going to be successful.

Step 1. Set a Meeting Date

Someone in the neighborhood who is interested in preparedness can get the ball rolling by setting a date and time for a neighborhood meeting. The objective of the meeting is to discuss the threat of earthquakes and other disasters in the area and how the neighborhood can become better prepared by working together. The meeting should be conducted when most residents can attend, but the organizer

should not let scheduling conflicts bog down the effort. The organizer should set a date and time and encourage as many members of the community as possible to attend.

After the date and time of the meeting have been set, a flyer can be developed and distributed to promote the meeting. (A sample flyer is included on page 12.)

January						
SUN	MON	TUE	WED	THU	FRI	SAT
			Holiday 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	Holiday 20	21	22	23	24	25
26	27	28	29	30	31	

Step 2. Contact Your Neighbors

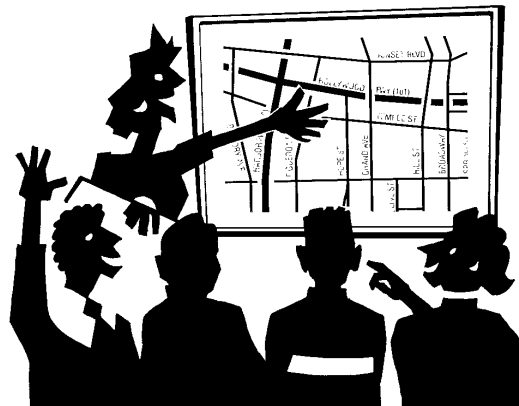
The meeting can be promoted through personal visits to neighbors by the organizers, flyer distribution or a combination of the two. Personal contact is the preferable choice since it provides the organizers with a chance to explain the disaster threats the community faces and the importance of increased neighborhood preparedness. It also provides the organizers a chance to win over reluctant neighbors. The organizers can use the following script or develop another:

“Hello, my name is _____.
 I live at _____.
 I recently read/heard that we probably will experience a major earthquake or another disaster during the next 30 years, and we may be on our own for at least 72 hours. Are you prepared? Some neighbors and I are somewhat prepared, but think we can be better prepared if we organize as a neighborhood. Do you know who in the neighborhood can help?”

We’re holding a meeting on _____ at _____^{date} to begin preparing as a neighborhood. The meeting starts at _____^{location}. Are you interested in attending? We’d appreciate it if you would. My telephone number is _____^{time}. Call me if you have any questions or need more information. Thank you very much.”

The organizers may encounter some reluctance or other problems in starting a neighborhood preparedness and response program. Following are some possible ways to reduce such problems:

- If the neighbor doesn’t plan to attend, try to reduce their anxiety and encourage them to attend;
- If the neighbor indicates he/she plans on attending, ask for their phone number so the organizers or a designee can call them if the meeting is postponed or canceled;
- If no one is home, leave the flyer, note the address and try to contact the neighbor later.



Step 3. Plan & Conduct a Meeting

After the organizers have spoken to residents of the neighborhood or provided them with a flyer, plans for the meeting should be finalized. The plan should have identifiable goals that can be accomplished at the meeting. To ensure the likelihood of having a successful meeting, the organizer should develop an agenda that directs the neighborhood toward those goals. (A sample agenda follows on page 13.)

Some of the goals of the first meeting may include:

- Identifying the earthquake or disaster threats in your neighborhood;
- Explaining the importance of preparing as a neighborhood;
- Developing an inventory of supplies, equipment and tools in the neighborhood; and
- Assessing the skills of neighborhood members.

Identifying the earthquake or disaster threats in your neighborhood

The organizers can include on the agenda a representative from the local Office of Emergency Services, fire department, law enforcement agency or local chapter of the American Red Cross to talk about the earthquake and disaster threats in the area. This information will help win the support of neighbors by increasing their awareness and personalizing the threat to the neighborhood.

Explaining the importance of preparing as a neighborhood

Because California's emergency response system has proven successful during many recent disasters, many people may not take the threat seriously. "My fire and police departments will be here," they might think, without realizing that a major—or even moderate—earthquake or other disaster could damage or overwhelm transportation, utility and emergency response systems for several days.

A representative from the local Office of Emergency Services, fire department, law enforcement agency or American Red Cross chapter can reinforce the importance of personal and neighborhood preparedness to residents of the community. The local expert also can provide residents with information about the skills, supplies, tools and equipment that the neighborhood will need.

Developing an inventory of supplies, equipment and tools in the neighborhood

Because residents of the neighborhood might be on their own for at least 72 hours after an earthquake or another disaster, the organizer should include on the agenda a survey to determine the skills, supplies, equipment and tools that neighbors have. Supplies, tools and equipment might include a camper or mobile home to serve as the coordination center command post for the neighborhood's response effort; hammers, nails and plywood to cover

broken windows; first aid kits and medical supplies for use in post-disaster first aid; crowbars, axes and other tools to assist in light search and rescue efforts; amateur or citizens band radios to assist in communications; and plastic bags to store trash or use as tarps.

Assessing the skills of neighbors

It's important to know which neighbors have skills that will be useful after earthquakes or other emergencies. Everyone can help and is needed! Neighbors with management or leadership experience can serve as **block captains** or **team leaders** on your team; those with training in first aid and CPR can provide emergency medical assistance to those who are injured until they can be taken to a medical facility or until professional medical personnel arrive; residents with architectural and engineering backgrounds or experience can assess the safety of buildings in the neighborhood for occupancy; neighbors with citizens band radios and amateur radio (ham) licenses can serve as communications coordinators; and others can take on other assignments. (The Skills and Equipment Survey checklist on page 14 can provide guidance in assessing the skills of neighbors.)

Other considerations

The organizers can consider the following to help increase the success of the first meeting:

- Event promotion is a key to participation. In addition to personal contacts and the distribution of flyers, consider placing an article in your community newspaper, homeowners' association bulletin or other publications. (A sample press release is included on page 15.)
- A social period before the meeting allows neighbors to relax, acquaint themselves with others and talk to experts.
- Brief self-introductions provide each neighbor with an opportunity to acknowledge their interest in and support of the program and its goals.
- Handouts on preparedness and the earthquake and disaster risks in your area help reinforce the messages from your meeting: the risk your community faces and the importance of being prepared. Information on the local earthquake risk is available through libraries and universities, the United States Geological Survey (USGS) and the California Department of Conservation. Preparedness information is available through the California Emergency Management Agency (Cal-EMA), local Offices of Emergency Services and local chapters of the American Red Cross. (Phone numbers for these agencies are available in your telephone directory.)

Step 4. Meeting Follow-up

After the meeting, the organizers should review the questionnaires completed by everyone who attends the meeting. The organizers can use the questionnaires to form a planning committee and select a block captain, team leaders and branch coordinators. The questionnaire also can be used to determine the types and quantities of supplies, tools and equipment that might be used in an emergency.

Leadership and organization

Leadership is the key to implementing a successful neighborhood preparedness and response program. From the meeting and the information provided in the surveys, volunteers should be sought to serve on a planning committee. The planning committee will ensure that responsibility for projects is spread among the group and that goals and objectives are met.

The planning committee should designate a **block captain**, who will work with **team leaders** and **branch coordinators** to implement the plan before and after a disaster. The **block captain** has overall responsibility for the neighborhood response team. **Team leaders** oversee the activities of branches assigned to their sections. **Branch coordinators** oversee the efforts of residents assigned to branches with specific responsibilities, including first aid and CPR, light search and rescue, damage assessment and other jobs. Because an effective response requires decisiveness, the planning committee should delegate to the block captain the authority to make decisions and set priorities when a consensus

can't be reached.

It's important that only a limited number of people report directly to the block captain, team leaders and branch coordinators. No one should directly oversee more than 5-7 persons. The planning committee and block captain should establish and maintain a chain of command that all residents respect.

Resources and assignments

A review of the questionnaires completed by residents will help the planning committee and block captain know what resources and skills are available. For example, someone with carpentry skills and tools can reduce hazards before the emergency and help make minor repairs afterward. Someone with a two-way radio system can report injuries and damage in the neighborhood to local officials.

Needs assessment

The planning committee's review of the questionnaires also will help identify the supplies, tools and equipment that are available for use by the neighborhood response team and those that are still needed. To obtain additional resources, the planning committee might consider the feasibility of:

- Donations from local businesses or residents;
- Raising money through fundraisers; and
- Pooling money together to purchase such items.

The planning committee also should assess how well each neighbor is prepared and help them develop a strategy to reduce hazards.

Step 5. The Next Steps

Depending on how well the neighborhood response team has done and how comfortable neighborhood leaders are with the preparedness level in the neighborhood, the planning committee, block captain and other leaders might want to take the next steps. They include hazard reduction, ongoing training and drills. Detailed information on these and other aspects of neighborhood preparedness are available through the California Emergency Management Agency (CalEMA) at www.calema.ca.gov, the ESP Focus sheets and other programs sponsored by local Offices of Emergency Services.

Neighborhood/community response team training sources

Additional information about neighborhood or community response team training in California is available through:

Community Emergency Response Team (CERT)

Disaster Preparedness Section
Los Angeles Fire Department
5021 N. Sepulveda Boulevard
Sherman Oaks, CA 91403

Citizens of Oakland Respond to Emergencies (CORE)

475 14th Street, 9th Floor
Oakland CA 94612

Neighborhood Emergency Response Team Training

San Francisco Fire Department
260 Golden Gate Avenue
San Francisco, CA 94102

Sunnyvale Neighborhoods Actively Prepare (SNAP)

(Residential Emergency Preparedness)
Department of Public Safety
700 All American Way
Sunnyvale, CA 94088

Community Emergency Response Team (CERT)

City of Rancho Cucamonga
10500 Civic Center Drive
Rancho Cucamonga, CA 91730

Community Emergency Response Team (CERT)

Long Beach Fire Department
925 Harbor Plaza, Suite 100
Long Beach, CA 90802

Community Emergency Response Team (CERT)

Riverside County Fire Department
4080 Lemon Street
Riverside, CA 92501

Sources for this publication included:

Organizing Neighborhoods for Earthquake Preparedness

California Emergency Management Agency

Putting Down Roots in Earthquake Country

Southern California Earthquake Center

Quick Reference

Families should complete and use the form provided below as a quick pocket reference about vital information and documents

Name: _____	
Social Security #: _____	
Auto Policy #: _____	
Company: _____	
Phone: _____	
Home Policy #: _____	
Company: _____	
Phone: _____	
Health Policy #: _____	
Phone: _____	
Family Members	
Name	Social Security #
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Use this quick reference form for your family's personal record. This information will be critical in your personal family recovery.

ESP Emergency Supply Checklist

Less than \$5

- Bottled water: For drinking (one gallon per person per day for a three-day to a three-week supply).
- Local maps: To help guide the user if an alternate route is needed.
- Manual can opener: To open canned goods in an emergency food supply.
- Nonperishable food: Dried fruit, unsalted nuts and other high-energy foods to provide nourishment and energy.
- Safety lightsticks: To provide light, especially good for use by children.
- Whistle: To signal, attract or call for help in an emergency.

\$5-10

- Books, games, toys: To provide comfort to children after an earthquake or another disaster.
- Comfort and personal hygiene kit: Surgical gloves, mouthwash, toothbrush and toothpaste, wet wipes, bar soap, shampoo, toilet paper, feminine and infant supplies, etc.
- Flashlight, spare bulb, and batteries: To provide light if power is out or the user needs to walk home at night.
- Heavy leather work gloves: To protect hands from sharp objects and debris.
- Pocket knife: To cut rope or other materials.
- Portable battery-operated radio: To provide access to information and instructions if power is out.

\$10-20

- Duffel bag or backpack: To store items that comprise an emergency kit.
- Multipurpose ABC-type fire extinguisher: To help combat small residential fires that might result from downed power lines, damaged wiring in appliances, or other causes since firefighters may not be available for at least 72 hours.
- Hand tools: Adjustable wrench, crowbar, pliers, screwdrivers, hammer, shovel, etc., to help turn off utilities, remove debris, etc.

Over \$20

- Camp stove or barbecue: To facilitate outdoor cooking should gas leaks or other factors make cooking indoors impractical.
- Commercially made emergency kit: For home, office or car.
- Emergency cash: Include enough cash to begin repairs, etc. Small bills—ones, fives and tens—are best. Also include change to make calls.
- First aid kit and book: To treat cuts, burns, abrasions.
- Lantern: To provide emergency lighting.
- Portable generators: To provide emergency power.
- Sleeping bag: To provide warmth and comfort if outside sleeping is required due to a damaged home.
- Sturdy shoes: To protect feet from broken glass and other sharp objects.
- Tent: To provide protection from rain, wind, and other environmental elements.

Let's make our neighborhood...

**Alert
Well-prepared
And
Ready for
Emergencies**

**Learn how we can prepare
together.**

Attend our organizing meeting:

(Date)

(Time)

(Location)

(Address)

For more information, contact:

Name: _____

Address: _____

Phone: _____

Neighborhood Emergency Preparedness Committee

Organizational Meeting

Agenda

1. *Social Period* 7:00 - 7:10 p.m.
2. *Welcome and Introduction* 7:10 - 7:20 p.m.
3. *Presentation on the risk of an earthquake or another disaster* 7:20 - 7:30 p.m.
4. *Presentation on importance of neighborhood preparedness* 7:30 - 7:45 p.m.
5. *Survey of skills, supplies, tools and equipment* 7:45 - 8:00 p.m.

Neighborhood Emergency Preparedness Committee

Skills and Equipment Survey

Please provide the following information so that we can assess the skills, tools, equipment and supplies that might be available after an earthquake or another disaster.

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Family Member Names:

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

Identify special needs your family may have:

Please check the appropriate box if you have the following items:

- | | | | |
|---------------------------------------|--------------------------------------------|----------------------------------------|--------------------------------------|
| <input type="checkbox"/> Ham radio | <input type="checkbox"/> Fire extinguisher | <input type="checkbox"/> First aid kit | <input type="checkbox"/> Generator |
| <input type="checkbox"/> Winch | <input type="checkbox"/> Chain saw | <input type="checkbox"/> Ladder | <input type="checkbox"/> Strong Rope |
| <input type="checkbox"/> Bolt cutters | <input type="checkbox"/> Crow bar | <input type="checkbox"/> Axe | <input type="checkbox"/> Shovel |
| <input type="checkbox"/> Heavy jack | <input type="checkbox"/> Power drill | <input type="checkbox"/> Walkie-talkie | <input type="checkbox"/> Gas grill |
| <input type="checkbox"/> Other: _____ | | | |

Please indicate if you or other family members have training or skills in the following:

- | | | |
|-------------------------------------------|---------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> First Aid/CPR | <input type="checkbox"/> Mental Health, Counseling | <input type="checkbox"/> Architecture, engineering |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electrical Wiring | <input type="checkbox"/> Childcare |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Management/leadership | <input type="checkbox"/> Cooking |
| <input type="checkbox"/> Fire Suppression | <input type="checkbox"/> Radio/communication operations | <input type="checkbox"/> Light Search and Rescue |
| <input type="checkbox"/> Other: _____ | | |

Neighborhood Emergency Preparedness Committee

Press Release

Contact: _____

Address: _____

Phone Number: _____

For Immediate Release

Neighborhood Emergency Preparedness Committee to Host Community Organizing Meeting

The _____ will host a meeting on _____ to organize a neighborhood emergency preparedness and response program. The one-hour meeting will be held from _____ to _____ at _____.

“Emergency services agencies may be overwhelmed after a large earthquake or another disaster,” said _____, meeting organizer and chair of the organizational committee. “Residents of _____ may be on their own for at least 72 hours. This meeting is the first step toward self-sufficiency.”

The meeting will include _____

_____.

Additional information about the meeting is available by calling _____ at _____.

#

ESP Coordinating Council

Contact your ESP Coordinating Council member for additional information regarding the Emergency Survival Program (ESP).

Cal-EMA

California Emergency
Management Agency
(916) 845-8510

Imperial County

County Office of
Emergency Services
(760) 355-1486 or
(760) 355-1191

Inyo County

County Office of
Emergency Services
(760) 878-0238 or
(760) 876-5606

Kern County

County Office of
Emergency Services
(661) 391-7099

Los Angeles County

County Office of
Emergency Management
(323) 980-2093

Mono County

County Sheriff's Department
(760) 932-5234

Orange County

OCEMO (Orange County
Emergency Management
Organization)
(714) 628-7054
Emergency Management
Bureau/Orange County Sheriff's
Department
(714) 628-7054
Orange County Fire Authority
Community Relations and
Education
(714) 532-7266

Riverside County

Riverside County Fire
Department Office of
Emergency Services
(951) 955-4700

San Bernardino County

City of Rancho Cucamonga
Disaster Preparedness Division
(909) 477-2700 Ext. 3006

San Diego County

County Office of
Emergency Services
(858) 565-3490

San Luis Obispo County

County Office of
Emergency Services
(805) 781-5011

Santa Barbara County

County Office of
Emergency Services
(805) 681-5526

Santa Cruz County

Office of Emergency Services
(831) 458-7180

Ventura County

County Sheriff's Department
Office of Emergency Services
(805) 654-5152

City of Anaheim

Anaheim Fire Department
(714) 765-6950

City of Azusa

Azusa Police Department
(626) 812-3265

City of Los Angeles

EMD
Emergency Management
Department
(213) 978-2222
Community Emergency
Response Team - Los Angeles
Los Angeles Fire Department
Disaster Preparedness Section
(818) 756-9674

City of Rancho Cucamonga

Emergency Management
Program
(909) 477-2770, x3009

City of Riverside

City of Riverside Police
Department Emergency
Management Bureau
(909) 826-5550
City of Riverside Fire Department
Office of Emergency
Management
(951) 320-8100

Southern California Earthquake Center

Education and Outreach
(213) 740-0323

Southern California Edison

Emergency Planning and
Preparedness
(626) 302-7702