

The Startup Kit to Organize Your Neighborhood Disaster Group

Thank you for taking the important step of helping get your neighborhood organized. This document contains a full “kit” of material you can use to get started.

The Three Phase Plan

There are three basic phases to getting your neighborhood organized.

1. Help each individual household get prepared for a disaster
2. Have as many people as possible get trained (especially first aid, fire suppression, search and rescue)
3. Train the neighborhood how to respond together to a disaster

Before Phase One

Before you even get started, here are some suggestions for laying the groundwork:

- Find some helpers. Is there anyone else in your neighborhood interested enough in disaster prep to help out? Ideally, you would divide your neighborhood into sections of 10-15 houses and have one helper for each section. Type up a flyer and put one at each address. Have them contact you if they are interested in helping. Try to set up an email group for your area to make communications easier (consider Google Groups or Yahoo Groups).
- Meet your neighbors. Introduce yourself. Consider having a block social of some kind (pot luck, block party).

Phase One

Phase One is about helping your neighbors get personally prepared for a disaster. The best way to start this whole process is by calling a meeting. This kit has a full set of materials to make it as easy as possible:

- A sample flyer to distribute
- A script you can use to help you organize the first meeting
- A “roster” sign up sheet to have people fill out at the first meeting
- A preparedness supply list and water storage info to hand out to people at the meeting
- A group ordering form for discounted supplies
- An “online resources” sheet to hand out to people at the meeting

In addition, there is a 38 minute video available from the Berkeley Disaster Preparedness Neighborhood Network with Pam Grossman giving an overview of how to get prepared. You can show this DVD at your first meeting.

Phase Two

In Phase Two, you are encouraging your neighbors (and you too!) to take courses offered by the city of Berkeley in first aid, fire suppression, and search and rescue. For information on CERT (Community Emergency Response Training), see <http://www.cityofberkeley.info/ContentDisplay.aspx?id=57314> or call 510-981-5506.

Phase Three

As your neighbors become personally prepared and get some training, the third step in the process is to prepare for how you will work together after a disaster. This document describes how you can set up a very simple disaster response system in your neighborhood. All you need to do is find somewhere secure and accessible to store some printed material and basic supplies. We call this the “Basic Level” of neighborhood preparedness.

Note that you can get more sophisticated over time as more people get trained, you form specific committees and you accumulate more neighborhood supplies. This document just covers the Basic Level of preparedness.

Okay, enough preamble. Let’s dig into Phase One!

About this Document

This startup kit was developed by the mentorship committee of the Berkeley Disaster Preparedness Neighborhood Network (BDPNN) in late 2009. This is version 1.0 of the document. Committee members were: Pam Grossman, Gerald Huff, Patricia Shanks and Lee Taylor. This document combines information from many sources on the internet and from Berkeley neighborhood groups. Thanks to all who contributed.

PHASE ONE: The initial meeting

Remember, recruit helpers!

Preparation in Advance

1. Modify the flyer in this document with the date and location of your meeting. Make copies of the flyer (one per house).
2. Distribute the flyer, in person if you can, or leaving it at the front door. Helpers are very useful here.
3. Get food and drinks. Buy, cook, whatever you like. Having some kind of food and drink attracts people and eases social interactions.
4. Make copies of
 - the household supplies list (1 per expected attendee)
 - water storage instructions (1 per expected attendee)
 - roster sign up sheet (1 for every expected attendee)
 - online resources sheet (1 for every 4 expected attendees, then cut into 4 strips)
5. Get the Pam Grossman video from XXXX TBD
6. Set up viewing space for video

PLEASE JOIN US

Neighborhood Earthquake Preparedness Meeting



Come and meet your neighbors
Learn some basic steps to getting prepared

Fill in Date, Time, Location
Refreshments will be provided

Suggested Emergency Supplies for Your Home

By the bed:

- Flashlights (one for each person)
- Crowbar (in case your bedroom door gets stuck)
- Emergency radio
- Sturdy shoes & clothes
- Work gloves for each person

Emergency water for 7 days:

A minimum of ONE gallon per person per day (TWO gallons are preferable) stored in food grade water containers. Additional for pets.

Emergency food:

- Manual can opener
- Canned tuna and meats (label with date & rotate annually)
- Canned fruits & vegetables
- Drinks & juices
- Peanut butter
- Candy, nuts, & raisins
- Soups
- If you have a camping stove, freeze dried foods. (You will need extra water for these.)

First Aid Kit:

- Band-aids, roller bandages, gauze pads, scissors, paper & adhesive tape, antibiotic cream, Q-tips, cotton balls, anti-bacterial soap (like Dial), latex gloves
- A two week supply of your prescription medications (rotate these annually)
- Non-prescriptive items such as aspirin, acetaminophen, antacids, diarrhea medicine, laxatives, vitamins

Fire Extinguishers (ABC types only):

One on each floor of your house and a smaller one in each car

Lights (you cannot have too many):

- Flashlights, light sticks, camping lanterns with extra bulbs & batteries, emergency plug in lights that go on when there is a power outage
- Put a note on your calendar to check the batteries every 6 months.

Cooking Equipment:

- Camping stoves with propane tanks, barbecues
- Cooking pots, utensils, plastic or aluminum dishes, cups

Sanitation Supplies:

- 5 gallon buckets with lids and plastic liners
- Plastic toilet seat
- Kitty litter
- Hand sanitizer wipes or gel
- Toilet paper, paper towels
- Chlorine bleach & eye dropper for purifying water

Other Supplies:

- Waterproof tarps, tent, sleeping bags, blankets, towels
- Plastic sheeting (comes in rolls) to cover broken windows
- Staple gun
- Misc tools: axe, shovel, broom, screw drivers, hammer
- Work gloves, masks, goggles
- Duct tape
- Plastic garbage bags
- Roll of quarters for pay phones
- \$200-\$300 on cash (banks may be closed for days)
- Extra eye glasses & hearing aid batteries
- Tooth brush, toothpaste and comb

Supplies for Pets:

- Water – 8 ounces/animal pound/day
- Food – enough to last a week
- Extra leash

Storage suggestions:

Store your supplies with care. They will do you little good if you cannot get to them or they are destroyed or damaged during the disaster. One method of storage is to place supplies in a large, covered trash container or plastic trunk with wheels that can be stored outside in a cool, sheltered location. Put contents inside moisture proof bags before placing them in the container. Lock the container with one (or two) combination locks. (You don't want to have to look for a key after a disaster.)

Car/Work Mini-Survival Kit

- Snack food
- Water
- Small first aid kit with essential medications
- Mylar space blanket
- Flashlight with extra batteries and light sticks
- Battery operated AM/FM radio
- Comfortable shoes
- Zipper bags and toilet paper
- Heavy work gloves
- Pocket knife
- Note paper and pencil or pen

Emergency Water Storage and Bleach

When storing water, it is best to keep it in food-grade water containers. They can be purchased in many sizes from 5 gallons to 55 gallons. It is important to add **unscented** bleach to your stored water as a sterilant in the following amounts:

Amount of Water	Amount of unscented bleach
1 quart	4 drops
1 gallon	¼ teaspoon (16 drops)
4 gallons	1 teaspoon
8 gallons	2 teaspoons
16 gallons	4 teaspoons (1 1/3 tablespoons)
32 gallons	2½ tablespoons
55 gallons	4 1/3 tablespoons

This water should be changed every 12 months with fresh unscented bleach added to the fresh water. An easy way to remember to change your stored water is to do it on daylight savings day in the Spring, when you can also check your smoke detector batteries.

Neighborhood Emergency Roster

Information provided on this sheet will only be used for emergency preparedness in our neighborhood

Address:		Home phone:	
Adult 1 Name:		Adult 1 email:	
Adult 1 Work:		Adult 1 Cell:	
Adult 2 Name:		Adult 2 email:	
Adult 2 Work:		Adult 2 Cell:	
Child 1 Name birth mo/yr		Child 2 Name birth mo/yr	
Child 3 Name birth mo/yr		Child 4 Name birth mo/yr	
Out of area contact		Out of area phone #	
Pets, other info		Permission to enter&search*	
Disaster equipment?			
Disaster skills			
Other Notes			

* After a disaster, search and rescue teams will go house to house looking for injured/trapped people. If you want to give them permission, using good judgment, to enter your house if they think you might be trapped and unable to call out, mark this YES.

Online resources for disaster preparedness

Basic overview: <http://www.ci.berkeley.ca.us/uploadedFiles/Fire/5EQSTEPS.pdf>

Comprehensive 214pg Guide

<http://www.cityofberkeley.info/uploadedFiles/Fire/The%20Disaster%20Prep%20Handbook.pdf>

Red Cross Pamplet:

<http://www.redcross.org/www-files/Documents/pdf/Preparedness/checklists/Earthquake.pdf>

CERT Training: <http://www.cityofberkeley.info/ContentDisplay.aspx?id=57314>

Training Videos: http://www.youtube.com/view_play_list?p=895A4C66B35C67AE

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First Meeting Script

This script is designed to help you run the first meeting with your neighbors to talk about preparedness. Of course, feel free to use as much or little of it as you like & put it in your own words. This script targets a typical neighborhood audience that needs some convincing to do their own preparation and get a neighborhood disaster response plan in place. Your neighborhood may be more ready and eager to go – adjust accordingly.

Introduction

Thanks for coming and taking the time. Let's start with introductions – just say some basic information about your household – name, address, who lives there, how long you've lived there.

Disaster preparedness is hard to talk about because no one really wants to think about bad things that might happen. But we do live in an earthquake zone and there are simple things we can all do to be prepared. Tonight we're just going to talk about the first phase of getting your own household prepared so you can take care of your family. XXXX *[any helpers or BDPNN members]* and I are here to help – we're part of a neighborhood network that has prepared material and resources that can help you.

One possible conversation depending on your neighborhood: how do you feel about this topic?

Roster

One basic step is getting information so we can communicate about this topic and in an emergency. I'm passing out some roster sheets – please put the info you feel comfortable with on this sheet. Where it says disaster equipment you can put down things like generators, axes, crowbars. For disaster skills, you could put down things like doctor, nurse, construction or any disaster or first aid training you have taken. Remember, this will only be shared with neighbors and only be used for communication about disaster prep.

Video

Next I have a video from a local expert on getting prepared. *Show the Pam Grossman video or invite her to your meeting and introduce her instead. Contact Pam at pam@grossmanfamily.com*

Supplies

Hand out information on supplies & water storage OK, first we focus on helping you and your family get prepared. I'm passing out two sheets that list some supplies you should gather for your home and car, as well as how to store and treat water.

The Neighborhood Network also has a group discount if we want to buy supplies as a group. If we buy enough, we can get free delivery. I'll pass around the supplies list. What do people think about this? *Assess interest, write down names.*

Resources

Finally, I'm passing around a small sheet for each of you which has some online resources you can access to help you get prepared. I also want to mention that it's very important that we have people in the neighborhood who have taken some training. There are free 3-hour classes given by the fire department with training on first aid, light search and rescue and fire suppression. The information about them is on the sheet – I really suggest you take these classes. You'll also find a link to some videos from the classes on this sheet, but of course that's not as good as taking the real class.

Other items to discuss

Are there any other items that you want to discuss at this meeting? *Open forum of discussion, but don't let it go on too long.*

Next Meeting

OK, why don't we talk about setting up another meeting. Here are some things we could do at the next meeting:

- We can talk about how people are doing with getting supplies
- We can hear if anyone took a class and how it went
- We can go over basic instructions for how the neighborhood can organize after a disaster
- We can form committees for first aid, fire suppression, search and rescue (people who get trained and would take the lead in an emergency)
- We can identify sub-groups in the neighborhood and "captains" for each group to help gather information and personally get neighbors involved

I think 4-6 weeks from now might make sense. I'm happy to host again. What do you all think?

PHASE TWO: After the first meeting

Congratulations! You had your first meeting. It was a lot of work, you probably got a lot fewer people than you wanted or expected, but it's a start.

Now, don't lose momentum. Here are some things you can do right away:

1. Send an email to everyone that provided one and thank them for coming. Copying the links from the "online resources" page into the email (so they can just click and not type long addresses)
2. Schedule the next meeting via email.
3. Photocopy the roster sheets or type the information into a Word document that can be printed and distributed.

Schedule CERT and Red Cross Training for your volunteers

Make sure you sign up early for these courses, as they fill up fast. Check out the CERT website for upcoming class schedules. <http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=3920>

Second Meeting Preparation

If you invite someone from the city to your second meeting, then if you get someone from the city at your third meeting you can get a free large dumpster for three days that lets everyone in the neighborhood toss out their junk! Call either of these numbers to invite someone – just tell them that you are having a neighborhood meeting and would like them to come talk to your group. Be sure to limit them to a set time.

- Community services of police dept: 981-5808
- Representative from Fire Department arranged by Khin Chin (981-5506)
- Mental health department
- Beat officers (can talk about crime)

Second Meeting

We don't have a specific script for the second meeting. A lot depends on how much progress people have made towards getting prepared themselves or taking classes.

PHASE THREE: EMERGENCY RESPONSE PLAN

When you think your neighbors are ready, it's time to move into Phase Three, where you prepare to work together to respond after a disaster. We have included six sheets that you can modify for your neighborhood. In the second or a subsequent meeting, you could review these instructions and decide on a Central Meeting Place where a hard plastic container could be stored with copies of these sheets plus some other basic supplies for neighborhood use (e.g. walkie talkies). The sheets have color names (blue, green, yellow, orange) and we recommend printing them on colored paper stock so they are very easy to identify.

After a disaster, each household should assess its own situation, following the family's own checklist. Your first priority should be your own household. Ensure your young children, family members with special needs or injuries and pets will be cared for while you volunteer to help the neighborhood.

BLUE SHEET – this is the “incident commander” sheet with instructions for the person who initially will take charge after a disaster. You need to carefully replace the **bold** text in this page before printing. There are references to addresses, location of a central box with supplies, “sections” of your neighborhood and walkie talkie channel and subchannel.

COMMUNICATION AND COORDINATION – this sheet gives instructions for a “communication coordinator” who will track who is doing what and what has happened. The communication coordinator records information on the GREEN SHEET.

ORANGE SHEET – these are very simple instructions for doing search and rescue. You will want to put an orange sheet together with a “neighborhood section status page” that lists the homes in each section of your neighborhood. Your search and rescue pairs will take an orange sheet plus a status page to inspect the homes in a section of your neighborhood and record what they found. To create a map like the sample one in this kit, the easiest thing to do is draw one by hand. If you are computer saavy, you can go to <http://maps.google.com> and search for your address. Zoom in and make sure you are in “Map” mode, not “Satellite”. You should see the outlines of each house plot. On Windows computers, press the Print Screen button (this makes a copy of your screen). Now click on the Start button and choose Run... then type “pbrush” and hit OK. When the paint program loads, choose Edit Paste. On the left hand side, you will see a tool bar with a dotted rectangle. Click on this, then click and drag a rectangle around the area of the map you want to appear on the orange sheet. Choose Edit Copy. Switch over to Word and choose Edit Paste. You may need to select the picture in Word and crop it or rotate it to get it to fit.

YELLOW SHEET – this is the sheet for recording information for the city.

These are very simple and basic instructions that handle the very start of an emergency. You can check out the online resources for more sophisticated versions of how to get organized.

INCIDENT COMMANDER (BLUE SHEET)

THE FIRST PERSON TO ARRIVE IS IN CHARGE. You are the Incident Commander. Read the rest of this section to know what to do as more people arrive. Retrieve the emergency response binder and materials from **<location> at <Central Meeting Place address>**.

AS OTHERS ARRIVE

Someone is always the leader, staying put at the Central Meeting Place and making decisions as the Incident Commander. Leadership can be transferred when someone arrives who is more knowledgeable or capable.

The next person to arrive becomes the Communication Coordinator. (See Green Sheets, Communication Coordinator section.) This person will ensure all walkie-talkies are set to channel **CC** and subchannel **SS** and are in working order (the channel and subchannel assigned to your neighborhood).

As other people arrive, send pairs of them to inspect house to house using the ORANGE SEARCH AND RESCUE SHEETS and SECTION MAPS as instructions, with walkie-talkies (channel **CC**, subchannel **SS**). They should start with the houses furthest away from the Central Meeting Place and work back in.

As more people arrive, other tasks you can assign people include helping injured people, clearing debris from the street, helping set up the Central Meeting Place (e.g. if someone brings a canopy, generator or first aid supplies).

<Define sections of your neighborhood, e.g. North/South, NE/SE/NW/SW>

COMMUNICATION COORDINATOR (GREEN SHEET)

Someone who arrives early and does not want to go on search and rescue can be the Communication Coordinator. The Incident Commander will perform these jobs until a Communication Coordinator is designated.

1. Use the GREEN TRACKING SHEETS to track who is on the street, what tasks they are doing at what time, who is leaving the area, and what happened. Make sure you know where all your people are at all times. Check in with them regularly.
2. Make sure that each Search and Rescue team has a working walkie-talkie set to the correct channel and subchannel
3. Monitor the walkie-talkie communications (channel **CC**, subchannel **SS**) and give status updates to the Incident Commander.
4. Monitor the emergency radio (AM 1610) for information and post notes for the neighborhood.
5. As time goes on, copy information from the SECTION STATUS MAPS onto the YELLOW FIRE STATION REPORT and send a runner with it to the fire department at **<nearest fire station>**.

(ORANGE) SEARCH AND RESCUE

Inspect house to house using this SHEET and NEIGHBORHOOD SECTION STATUS MAPS and walkie-talkies. You must record something in every box on the STATUS MAP.

1. Make a quick assessment of structural damage to the house and record it on the SECTION STATUS MAP
 - a. Major damage (collapsed, twisted or gaping walls, structural failure)
 - b. Minor damage (broken windows, minor buckling of walls or floors)
 - c. No apparent damage
2. If you can smell gas - shut off the gas valve. Gas valve locations marked G on the SECTION STATUS MAP
3. If you see fire
 - a. Let the Communications Coordinator know by walkie-talkie
 - b. If there is an available hose and you think you can suppress the fire, try to do so
4. If the house is severely damaged, do not enter it. If you hear someone calling for help, call it in by walkie-talkie but do not go into the house yourself.
5. If the house is not severely damaged, knock loudly/ring bell on front door and call out
 - a. If someone answers, ask if there are injuries or problems
 - i. Communicate severe injuries to Comm Coordinator by walkie-talkie. Provide what assistance you can.
 - ii. Minor injuries, report when you return to the Central Meeting Place after search.
 - iii. Record the number of people and injuries on the SECTION STATUS MAP
 - b. If no one answers
 - i. Try the loud knocking/calling out at the back door
 - ii. Check the SECTION STATUS MAP to see if the homeowner approved search. Use judgment - is someone likely to be home and injured? If so, find a way to gain entry to the house and search it.

Go the next house. When you complete the last home on your map, return to the Central Meeting Place.

(ORANGE) NEIGHBORHOOD SECTION STATUS

	Owner Permission to enter & search	People Present Y/N, #	Injury Describe or NA	Damage Major/Minor/NA	Notes Hazards, NA
1081	No				
1075	No				
1069	No				
1065	No				
1061	No				
1057	No				
1053	No				
1049	No				
1047	No				



(YELLOW) FIRE STATION REPORT

NEIGHBORHOOD GROUP NAME: _____

DATE AND TIME OF REPORT: _____

NEIGHBORHOOD CENTRAL MEETING PLACE: _____

LOCATION OF GROUP (ADDRESSES AND STREETS): _____

CONTACT INFORMATION:

REGULAR PHONE: _____

CELL PHONE: _____

WALKIE TALKIE CHANNEL: _____

HAM RADIO FREQUENCY: _____

PEOPLE STATUS: GIVE NUMBERS

WORKING VOLUNTEERS: _____

DEAD: _____

MISSING: _____

HOMELESS: _____

SPECIAL NEEDS: _____

ACTIVE FIRES: _____

STRUCTURES: GIVE NUMBERS OF STRUCTURES

	DESTROYED (UNINHABITABLE)	MAJOR DAMAGE (FIXABLE)	MINOR DAMAGE (BUT HABITABLE)	UNDAMAGED
HOUSES:				
APARTMENTS:				
BUSINESSES:				

UTILITY STATUS: GIVE DETAILS OF PROBLEMS

GAS: _____

ELECTRIC: _____

WATER: _____

TELEPHONE: _____

SEWAGE: _____

OTHER: _____

PHASE THREE: FULL EARTHQUAKE DRILL

Once your neighborhood is prepared with supplies, training, and a plan, it's time for a full earthquake drill. Send out flyers to advertise the drill. Get maximum participation from the neighborhood.

1. Simulate the earthquake using a megaphone or other loud device.
2. Meet at the designated Central Meeting Place.
3. Designate an Incident Commander.
4. Designate a Communications Coordinator.
5. Put together the Search and Rescue teams. Give them their equipment.
6. Set up the headquarters area, especially the medical clinic.
7. Clear simulated debris from the streets, if desired..
8. Have simulated wounded victims, if desired, and work on treating them.
9. Assess your response plan and cover and lessons learned.
10. Improve your response plan and fine tune your operations.

Have an earthquake drill once per year, ideally at the same time so people will expect it and plan on participating.