

Neighborhood **EMERGENCY PLAN**



Neighborhood **EMERGENCY PLAN**



Table of Contents

- 3 Introduction
Benefits and Tips for an Emergency Plan
- 4 Tips for neighborhood captains
- 5 **Geographic Area** - Get the layout of the neighborhood on a map. You could draw your own or you could print out a Google map of the area and paste it onto the form.
- 6 **Residents** - List the households in the neighborhood. Including any needs (medical, elderly, etc.)
- 7 **Supplies and Skills** - List out how prepared your neighborhood is for a disaster. This list can help you to identify where your needs are and also prepare you to know where to go when there is a need.
- 8 **Position and Duties roster** - Use this page to track who has what responsibilities, as well as their contact information and any other important notes.
- 9 **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 organized 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 to 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.
4. Plan your drill around a specific scenario. For example, decide what disaster will occur, and whether cell phones 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 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-sized card-stock (8.5"x11") 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



Geographic Area

MAP HERE

Notes:

Residents

Family Name	Address	# of People in Household	Contact Person	Contact Info	Notes
				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	
				Home Phone	
				Cell Phone	
				Email	
				Home Phone	
				Cell Phone	
				Email	

Positions and Duties Roster

Name	Position	Duties	Address	Contact Info	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	
				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	

Neighborhood Emergency Plan

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



Family: _____

Block#: _____

Your Block Captain:

Content Info:

In case of an emergency, where it is unsafe to remain at home, your block captain should come door-to-door with instructions.

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:

Other Notes: