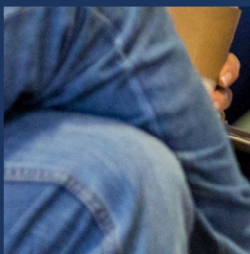
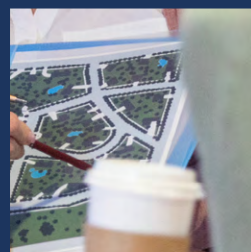
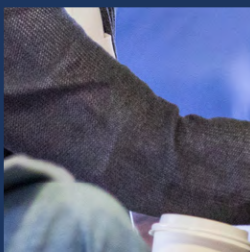
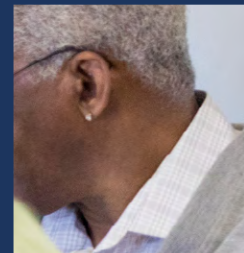
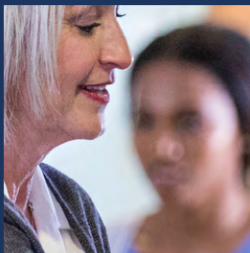


# Your Neighbourhood Emergency Preparedness Program (NEPP)



A guide to *preparing your neighbourhood*  
for emergencies and disaster

PROUDLY SUPPORTED BY





The greatness of a  
**community** is most accurately  
measured by the **compassionate**  
actions of its members.”

- Coretta Scott King (widow of Martin Luther King Jr.)

Feel free to adapt this guide for use within your own neighbourhood. If others beyond your neighbourhood express interest, please refer them to the **CVRD Comox Valley Emergency Program**. We can facilitate sessions tailored to neighbourhood needs, provide printed copies of guides and other materials.

The Comox Valley Emergency Program:

CVRD Website: [www.comoxvalleyrd.ca/emergency](http://www.comoxvalleyrd.ca/emergency)

Phone: 250-334-6000

*The Comox Valley Regional District respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.*

*The Comox Valley Regional District is a partnership of three electoral areas and three municipalities providing sustainable services for residents and visitors to the area. The local governments work collaboratively on services for the benefit of those living and visiting the diverse urban and rural areas of the Comox Valley.*

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*Disclaimer: This guide is meant to serve as a starting point for neighbourhoods wanting to prepare for emergencies and disaster. The guide is not meant to replace or serve as an emergency plan. Every reasonable effort was made to ensure accuracy of the content of this guide at the time of publication.*

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# What is NEPP and why introduce it to your neighbourhood?

NEPP is an acronym for Neighbourhood Emergency Preparedness Program.

NEPP is simply neighbours helping neighbours prepare for a major disaster by becoming a self-reliant community.

## Three reasons why:

- 1 After a major disaster, you and your neighbours will need to rely on each other for several days. Emergency services such as fire, ambulance, police, and utilities will be overwhelmed, and they may be unable to respond to your neighbourhood's needs.
- 2 If your neighbourhood is organized before a disaster, you and your neighbours will immediately know how to help each other, letting you respond more calmly and efficiently. This faster response could save a life, minimize injuries, and lessen property damage.
- 3 Knowing you are not alone after a disaster can bring peace of mind.

Although NEPP focuses on disasters, you can also use the structure of NEPP to plan for other important areas like community safety, food security, or FireSmart (see Appendices).

## NEPP plans—from basic to detailed

The Comox Valley Emergency Program offers support and a step-by-step guide that can help you create a basic NEPP plan or a more detailed plan.

A basic plan is easy and takes very little time. It can be as simple as (a) a list of your neighbours, (b) their contact information, and (c) a map of your neighbourhood, with a few added details. Update this information at least once a year, preferably at a neighbourhood get-together like a BBQ. This very simple action can bring a community closer and make a big difference when disaster strikes.

A more detailed plan might include identifying teams of neighbours to take on specific roles after a disaster, such as doing a safety check of the area, providing first aid, checking in on neighbours, or collecting and sharing information.

# Will NEPP work in my neighbourhood?

**Yes!** A neighbourhood is just a number of homes within a defined area. It might be a few farms, a small acreage development, a trailer park or even an apartment building.

NEPP is easy, it's fun, and it makes sense. Start building a plan for your neighbourhood today!

How, you ask? Read on...



# A Step-by-Step Guide to Creating a Basic NEPP Plan





Most initial disaster relief is provided not by formal emergency and relief organizations, but by residents of the impact area and surrounding communities.”

—‘Common Misconceptions about Disasters’ by Erik Auf der Heide

## ▶ Start here

NEPP offers the ability to be flexible, adaptable and creative. Every neighbourhood is unique and the information here is simply a guideline. Feel free to add and delete as needed.

For many days after a major disaster, help from neighbours may be the only help available. Most post-disaster search and rescue is carried out by family, friends, neighbours, and even complete strangers. Research shows that in a disaster, people working together have a better chance of survival than individuals acting alone. They also recover much faster emotionally.

Personal and household preparedness are extremely important, and NEPP adds another way for neighbourhoods to prepare together and build relationships, before disaster strikes.



**This section leads you step-by-step through the stages of creating a basic NEPP plan. You may be surprised by how easy it is.**



## Step 1

### Be personally prepared

Personal preparedness is the foundation of emergency planning. How can we help each other if we cannot first help ourselves? We should all prepare to be self-sufficient with food, water and emergency supplies for at least seven days.

For more information on personal preparedness presentations and resources, contact the Comox Valley Emergency Program at 250-334-6000 or visit us online at [www.comoxvalleyrd.ca/emergency](http://www.comoxvalleyrd.ca/emergency).



## Step 2

### Be a neighbourhood champion

Neighbourhood champions, they are the folks willing to rally their neighbours, spread the word, share materials, and in the process - build lasting relationships. They come from all different backgrounds and walks of life and share a passion to make their community a safer place. Neighborhood champions are priceless.

You will receive support. The Comox Valley Emergency Program does not offer funding, but we will give you the following:

- ☐ All of the planning tools you need to begin. These include this step-by-step guide, promotional materials, a presentation from the Comox Valley Emergency Program, a map of your neighbourhood, and free materials you can share.
- ☐ A way to connect with fellow champions online and in person, allowing you to ask questions and share your concerns, thoughts and ideas.
- ☐ Support by email or phone.



## Step 3

### Prepare to host a meeting

Consider the following when preparing for your NEPP meeting:

- ☐ When would you like your neighbourhood to meet?

If you would like us to do a presentation and help guide the process, please confirm the date and time with us first. We suggest you schedule 90 minutes for the meeting.

- ☐ Where do you want to hold the meeting?

A home in the neighbourhood is ideal, unless there are too many attending. It can also be outside, weather permitting. In-person meetings are preferred, but we can also give the presentation virtually on Zoom.

- ☐ Where are the neighbourhood boundaries?

You can include as few or as many homes and people as you like. You can always increase or decrease the size of your group later. If you live in a small subdivision, an apartment complex, or a mobile home park, you may want to include the entire area or building. It's your call.



- How will you invite your neighbours to your meeting?

We recommend inviting your neighbours in person, if possible. This helps to encourage their attendance and participation. Find a sample invitation you can leave with your neighbours in Appendix B.

- Who will do the inviting?

Do you have a like-minded neighbour, partner, or a couple of kids willing to pitch in? The more, the merrier, and the less time it will take. Some neighbours may choose not to participate, and that's okay.



## Step 4

### Meeting to create a basic NEPP plan

Great work! You've organized your first NEPP meeting. Here's what to expect:

- A representative for the Comox Valley Emergency Program will provide a presentation on NEPP, and offer materials needed to complete a basic neighbourhood plan.
- Meeting participants will be invited to help identify the top three hazards within your area, and to learn about preparedness tips to help reduce overall risks.
- You might be able to complete a full draft of your basic NEPP plan before the meeting is over. This plan might include identifying who will be on your NEPP Leadership Team.
- Your NEPP plan is as unique as your neighbourhood, and will serve you best when regularly maintained. NEPP Leadership are responsible for distributing and updating the plan over the long term.

A sample of a fully completed basic NEPP plan can be found in Appendix T.



**WELL DONE!** Your neighbourhood now has a basic NEPP plan that could reduce impacts, ease suffering and maybe even save lives after a disaster.



## Step 5

### Hold a NEPP Leadership Team meeting

The NEPP Leadership Team are encouraged to meet shortly after the basic NEPP plan is fully drafted. This meeting is for Leadership to identify the basic supports and functions needed to maintain the NEPP plan, and to determine:

- ☐ What is our leadership model? Chair, co-chair or team lead?
- ☐ How will we meet as the leadership team?
- ☐ How often do we meet as a neighbourhood?
- ☐ When do we update the plan? Annually or when neighbours move in or away?
- ☐ How do we distribute the updated plan? At a NEPP BBQ, or delivered door-to-door?
- ☐ Will this team also coordinate the response after a disaster, or will it identify others who will play that role?
- ☐ Which of the appendices from this guide should we include as part of our plan?
- ☐ Does our neighbourhood need a more detailed plan?



Avoid unrealistic goals and expectations. Focus on a limited plan for basic help and simple acts of kindness. Any aid, no matter how simple, will help neighbours feel more secure and supported after a disaster whether or not they themselves need help. Everyone benefits from being part of a neighbourhood that cares.



## Step 6

### Hosting follow-up meetings

Follow-up meetings are essential. A group that meets just once will have a hard time remembering what to do when disaster strikes. Follow-up meetings strengthen your group and reinforce the roles each neighbour will play after a disaster. They allow more neighbours to become involved in the organization, particularly new neighbours. They build unity and increase your group's ability to respond promptly and effectively to disasters.

We suggest that you hold your neighbourhood follow-up meetings at least every 8 to 12 months or more often if necessary. A follow-up meeting can be a get-together or an activity. Make it fun!



In addition to asking ‘What is in our emergency kit?’ you should also be asking, ‘Who is in our emergency kit?’”

## Developing a detailed plan

See Step-by-Step Guide  
on page 12

After a major disaster neighbours often want to help others, so consider how to organize their efforts. Your leadership team can quickly organize volunteers to help neighbours until first responders arrive on scene. For example: count heads, take names, direct people to a designated assembly area for basic first aid and supplies.

Each neighbourhood is unique and each plan will vary as your NEPP plan needs to reflect neighbourhood needs based on the level of interest, capacity and available resources.

NEPP plans may vary from basic to detailed, yet all plans need to be:

- voluntary and created by volunteer members;
- based on the needs and priorities of members;
- self-supporting (equipment, funding, etc.); and
- flexible, changing as the needs within a neighbourhood change.

### Additional functions:

A detailed NEPP plan typically includes one or more of these six functions, selected based on neighborhood capacity and priority:

#### 1. Area safety assessment

This function involves identifying potential or known hazards: downed power lines, collapsed foot paths, unstable slopes, dangerous trees. Identifying steps to lower risk to residents: notifying the resident or utilities, roping off hazardous areas, or fixing smaller problems on the spot if it is legal and safe.

## 2. Dwelling assessments

After an earthquake, this team will look for signs that a building may be unstable and alert anyone at risk. This team helps willing neighbours determine if their dwelling or building perimeter are unsafe for entry or occupancy. Team members include those with a good understanding of construction and building safety, as this is an important informal assessment step that can help prevent harm to neighbours before professional Rapid Damage Assessment teams and assessors arrive on site.



Unlike official Rapid Damage Assessment (which requires technical expertise and professional training), dwelling assessments by a volunteer team carry no official status.

NEPP plans that include this function with an identified team may request a Dwelling Assessment workshop from the Comox Valley Emergency Program.

## 3. Household checks

This function could involve any or all of the following:

- helping with evacuations;
- taking head counts at the meeting point (assembly area/muster station); and
- making door-to-door checks and keeping a log of those who need help from official first responders or other neighbourhood volunteers.

## 4. First aid and care

At the most basic level first aid could include offering band-aids, warm blankets, water and a range of over-the-counter medications for pain relief, digestive upsets, etc. A trained and equipped team might be able to offer more advanced care until professional medical help is available.

Emotional care is as important as first aid in helping people deal with disaster. This team offers emotional support and simple acts of kindness to help neighbours cope with trauma and stress.

Remember: although first responders will be overwhelmed during a disaster and may not be able to respond immediately, you should still call 9-1-1 to seek help for life-threatening situations.

## 5. Temporary shelter

Evacuated neighbours may need shelter while they make arrangements for longer-term accommodation. The team responsible for the temporary shelter function could help in many ways, such as:

- seeking out temporary shelter
- creating safe play areas for children and pets
- borrowing tents and RVs
- setting up communal cooking, sanitation, or first aid stations

## 6. Information and communications

Team members might register neighbours as they arrive at the meeting place to identify who is safe and who is not accounted for, and they might collect and convey information about:

- connecting people who need help with shelter, food, water, and medical aid, as with people who are offering this help;
- lost people and pets;
- changes and updates on the emergency situation in the neighbourhood and region;
- local problems and hazards like downed power lines
- neighbours offering skills and resources (like translation services, shovels, amateur radio, etc.)
- people who want to volunteer
- donations of all types; and
- resources and advice on managing situations (like purifying water, fixing appliances, etc.).



Having access to a ham radio or even two-way radios to communicate beyond your community may allow your team to receive and transmit critical information. If someone in your community is interested in becoming an amateur ham radio operator, please contact the Comox Valley Emergency Program for more information.



# A Step-by-Step Guide to Creating a Detailed Plan

## Start here

### Step 1: Determine what function(s) your neighbourhood needs and wants

The NEPP Leadership Team determines which of the six functions your neighbours may need or have the capacity to support within your neighbourhood.

### Step 2: Recruit your function team(s)

Don't be too concerned about the number of volunteers you get to sign up for each function the committee has chosen. If you get no one for a particular function, you can always recruit volunteers immediately after the disaster.

Find a Function Volunteer Sign-Up Sheet in Appendix E.

### Step 3: Hold a planning meeting

At the planning meeting, considering the resources and skills available in the neighbourhood team. Identify one or two tasks for each function selected.

Different neighbourhoods will choose different ways of preparing. For example, these two neighbourhoods have selected to include the first aid function as part of their plan:

**Neighbourhood A:** A 55+ apartment complex purchases a communal first aid kit using funds from their strata budget to supplement the basic supplies that residents have in their apartments.

**Neighbourhood B:** A rural acreage development plans for two first aid tasks with funding from a small neighbourhood grant to:

- a) recruit and train a first aid team; and,
- b) purchase first aid supplies and equipment including a brightly coloured pop-up tent.

Teams must choose tasks that are likely to be accepted by the neighbourhood and are achievable with the resources and skills available. They may also need to find a way to fund their choices.

Choose tasks that are likely to be accepted by the neighbourhood and are achievable with the resources and skills available. They may also need to find a way to fund their choices.

Some suggested topics for a team planning meeting:

- Select a Team Leader and a backup.
- Determine existing resources.
- Determine what related skills the team has.
- Decide what can realistically be accomplished during a response considering resources, skills, and safety.
- Plan the response and document it.
- Are additional resources required?
- Is funding required?
- Is training required?
- How often will the team meet?



Remember - neighbourhood volunteers are not official first responders. The aid that neighbours give is very different from official first response by police, fire and ambulance. Whatever their training or experience may be, volunteers should not put themselves at risk to help others, nor interfere with official first responders.

#### Step 4: Be flexible with additional functions in your plan

Your team may have the skills and knowledge for two functions right now, and that is great!

- Provide your team with the opportunity to approach NEPP planning with room to grow and adapt.
- Next time your team gathers to review your NEPP plan consider the requirements and skills required to add on another function.



### CONGRATULATIONS!

You now have a more detailed neighbourhood emergency plan.



# Comox Valley Emergency Program Support

When a major disaster strikes, first response and support agencies will be overwhelmed and unable to meet the demands of all residents. Neighbourhoods that have NEPP plans understand this and have taken a huge step towards shifting reliance away from first responders and instead trusting in the support of their neighbours.

The Comox Valley Emergency Program aims to increase the resilience of Comox Valley residents and their capacity to respond after a disaster. One way the emergency program works towards this aim is to offer NEPP neighbourhoods the following support:

- in-person or online presentations from emergency program staff;
- free printed and electronic material;
- access to workshops or training for specific NEPP roles and functions (dwelling assessments);
- invitation to NEPP community knowledge sharing forums;
- connection with other emergency preparedness programs, like Fire Smart (see Appendices); and
- ongoing support by phone and email.

Connect your NEPP with other emergency program initiatives in the Comox Valley.

[www.comoxvalleyrd.ca/services/emergency-management](http://www.comoxvalleyrd.ca/services/emergency-management)





# Appendices

The following appendices contain forms, lists, directions, and information that will help you:

- design your NEPP plan,
- respond during a disaster, and
- recover from a disaster.

Only use what works for your neighbourhood, and redesign these tools to suit your community's needs.

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# Appendix A—A Basic NEPP Plan

A basic NEPP plan should consist of the following:

## Neighbourhood map

This is a simple map of your neighbourhood showing each dwelling. Each dwelling is a letter or number that corresponds to a name(s) on the contact list. The map can include the assembly area or meeting place. All participating neighbours are to receive a copy.

## Contact list of all participating neighbours

This is a list of all your participating neighbours and their contact information. Participating neighbours are those that have agreed to be included in NEPP planning, but not necessarily a NEPP volunteer. List their contact information so that it corresponds with the neighbourhood map. All participating neighbours get a copy.

## Designated meeting place

After a disaster like a damaging earthquake, all phone and internet service may be out. You need a safe meeting place for people to connect after a disaster to seek help and support from each other, and to coordinate response and recovery efforts within their neighbourhood. Your meeting place needs to be accessible to everyone.

A meeting place that is in your neighbourhood and somewhat sheltered from the weather would be best. Examples are a community hall, park shelter, garage, or someone's home. This location is also marked on the neighbourhood map.

## NEPP Leadership Team

This team may be just a few interested neighbours willing to volunteer, or it could be a more formal group such as an existing strata council or tenant advisory board. The team will need to have a team lead or chair. The leadership team members are identified on the contact list.

This team will provide the ongoing support, guidance, and oversight of the NEPP plan. The plan should be updated at least once per year, preferably at an in-person event such as a BBQ. For a basic plan, members of the team may be required to volunteer only a few hours a year. A more detailed plan would require more time.

## A list of basic instructions to follow after a disaster

See Appendix N for a Quick-Start Guide to follow after a disaster. Change as needed to reflect your neighbourhood's needs.

## Description on how the NEPP plan will be maintained

The NEPP Leadership Team writes a brief set of instructions on how they will maintain the plan, including all updates. These instructions include meeting dates for the Leadership Team and the neighbourhood as a whole.

## Appendices

Any lists, instructions, sign-up sheets, etc., that you may find helpful after a disaster, particularly at your meeting place.

# Appendix B—Sample Meeting Invitation

Are you ready for Mother Natures next surprise? Would you be ready if an earthquake hit today?

You are invited to a neighbourhood disaster preparedness meeting.

Hi. My name is \_\_\_\_\_. I live in our neighbourhood, and I represent our neighbourhood's efforts to become better prepared for a major disaster. If you are like most people, you do not like to think about disasters, especially earthquakes. But you also realize that does not change the fact that they are going to happen here.

When disasters do occur, we want our neighbourhood to be ready. That's why we would like to develop a Neighbourhood Emergency Preparedness Program (NEPP) plan for our neighbourhood.

Experience shows that after a major disaster, there will not be enough police, fire, and ambulance personnel to take care of everyone's needs as quickly as we would like. The demand will be high, and infrastructure such as roads and bridges may be impassable.

Our best source of help and support will be ourselves, particularly if we have organized beforehand. That's where NEPP fits in. And it's easy!

We are meeting to discuss NEPP and hopefully draft a plan. The meeting will last 90 minutes and will cover these vital topics:

- neighbourhood hazards;
- a place to meet or gather after a disaster; and
- ways to get in contact with neighbours.

Please plan to join us. Enjoy the peace of mind that comes from knowing that you are helping to prepare your neighbourhood, yourself, and your family for disasters.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

At the home of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

If you can't make it to this meeting but want to know about the NEPP plan and future NEPP activities please contact \_\_\_\_\_.

# Appendix C—NEPP Meeting Sign-In Sheet

Date: \_\_\_\_\_

Email															
Phone Number															
Address															
Name															

# Appendix D—Resident Information Sheet

Page 1 of 2

*This information will help NEPP members organize a response and communicate with you if a disaster strikes. You are not required to give us any of this information, and we will keep private the information you do give us.*

*However, we would like to share with all neighbours who are participating in the NEPP plan a list of everyone's name, address, and phone number. Do you give us consent to share that information?*

\_\_\_\_\_ Yes, I consent to sharing my name, address, and phone number with all neighbours participating in the NEPP plan.

\_\_\_\_\_ No, please don't share my name, address, or phone number.

Address: \_\_\_\_\_

Residents' Name: \_\_\_\_\_

Phone: (H): \_\_\_\_\_ (C): \_\_\_\_\_

Email: \_\_\_\_\_

## Offsite owner information

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Emergency contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Occupants

Number of Adults \_\_\_\_\_ Number of Children \_\_\_\_\_

Number of Cats \_\_\_\_\_ Number of Dogs \_\_\_\_\_

Other \_\_\_\_\_

To help you or your family after a disaster, consider including here any medical issues or specific needs that may help rescuers.

Name	Medical Issue or Specific Need

### Skills and resources

Do you have any special skills or resources that you think would be helpful after a disaster?  
Please include them here. (Optional)

SKILLS: (Examples: Nurse / Carpenter / Child Care Provider / Plumber / Ham Radio Operator)

RESOURCES: (Examples: Generator / Chain saw / Pet crates / Excavator / Event tent)

# Appendix E—Response: Volunteer Sign-up Sheet

Page 1 of 2 (To be completed before or immediately after a disaster)

Household Checks	Volunteers
<ul style="list-style-type: none"> <li>• Use contact list and neighbourhood map to check on others by phone or in person</li> <li>• Confirm if safe and any urgent needs</li> <li>• Use the Household Checks Log Sheets</li> </ul>	

Area Safety Assessment	Volunteers
<ul style="list-style-type: none"> <li>• Identify current or potential outdoor hazards such as broken gas, electricity, or water lines</li> <li>• Check for other potential hazards such as fallen trees, power lines, small fires, etc.</li> <li>• Decide how to deal with them.</li> </ul>	

Information/Communications	Volunteers
<ul style="list-style-type: none"> <li>• Register neighbours as they arrive at the meeting place to identify who is safe and who is not accounted for</li> <li>• Gather and provide information throughout the disaster response and recovery</li> <li>• Listen to the radio and monitor other information sources for emergency updates</li> <li>• Communicate beyond your community if able</li> <li>• Share updates with your neighbours</li> </ul>	

# Appendix E—Response: Volunteer Sign-up Sheet

Page 2 of 2

First Aid and Care	Volunteers
<ul style="list-style-type: none"> <li>• Provide first aid as trained</li> <li>• Provide basic medications</li> <li>• Provide emotional support, blankets, etc.</li> </ul>	

Temporary Shelter	Volunteers
<ul style="list-style-type: none"> <li>• Help evacuated neighbours find shelter</li> <li>• Create safe play areas for children and pets</li> <li>• Borrow tents and RVs</li> <li>• Set up communal cooking, sanitation, and first aid stations</li> </ul>	

Dwelling Assessments	Volunteers
<ul style="list-style-type: none"> <li>• Help willing neighbours determine if their dwellings and the building perimeter are safe to enter and stay in</li> <li>• Look for signs that the building or area may be unstable</li> <li>• Alert anyone at risk</li> </ul>	



# Appendix F—Needs

Please post anything at all that you need and leave your contact information.

If you can help, contact the person directly or leave your name and contact information.

I Need		I Can Help		
Items, service, or help needed	Name, address, and phone number	Name	I will contact the person in need directly	The person can contact me here (leave address or phone number)

## Appendix G—Offers

Please post anything that you have that others may need or a skill that you think may be helpful to others, as well as your contact information. If you need what is posted, contact that person directly or leave your name and contact information.

I Can Offer		I Need		
Items, service, or help offered	Name, address, and phone number	Name	I will contact the person in need directly	The person can contact me here (leave address or phone number)

# Appendix H—Post-Disaster Task Checklist

List all of the main tasks that you believe will be required after a disaster. (Note: This can be done after a disaster, but it is far better to plan in advance.) Assign the task to the person(s) or team that has volunteered to complete it. Not all tasks may need to be completed. Check the task off when it is done.

Task	Assigned to	Done

# Appendix I—Neighbourhood Contact List

Neighbourhood Contact List		
<b>HOUSE or UNIT 1</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs	<b>HOUSE or UNIT 5</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs	<b>HOUSE or UNIT 9</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs
<b>HOUSE or UNIT 2</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs	<b>HOUSE or UNIT 6</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs	<b>HOUSE or UNIT 10</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs
<b>HOUSE or UNIT 3</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs	<b>HOUSE or UNIT 7</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs	<b>HOUSE or UNIT 11</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs
<b>HOUSE or UNIT 4</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs	<b>HOUSE or UNIT 8</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs	<b>HOUSE or UNIT 12</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs

# Appendix J—Household Checks: Sample Log Sheet

See Appendix K for blank Log Sheet

Codes tell official first responders which households to attend first. Doors can be marked with grease pencil or another method of marking.

NAME OF VOLUNTEER(S)				
CODE	Household check: occupant status			
1	Professional rescue needed ASAP			
2	Unknown: no response at address OR unsafe to approach property			
3	All occupants accounted for			
4	Evacuating outside neighbourhood (record destination address / phone number)			
Code	Date/Time	Address	Occupant Name(s)	Status: (some neighbours may not wish to share personal details)
3	May 08 10:03 am	28 Heron Cres.	Rita Fort - Mom Simon Fort - 8	Rita unhurt but depressed Simon going to father's
2	May 08 10:08 am	30 Heron Cres.	Paul and Serta Chopin	Usually home in a.m. – check again at 12 noon.
1	May 08 10:22 am	33 Heron Cres.	1 middle-aged man, may be visitor or new neighbour	Looked in window: man on floor under collapsed roof. Not moving. Called 911. Response 1–2 hours.
4	May 08 11:14 am	36 Heron Cres.	Amanda and Fausto Vero	Leaving shortly, taking pet, staying with family (cell #: 250-444-3235)

# Appendix K—Household Checks: Log Sheet

Codes tell official first responders which households to attend first. Doors can be marked with grease pencil or another method of marking.

<b>NAME OF VOLUNTEER(S):</b>				
CODE	Household check: occupant status			
1	Professional rescue needed ASAP			
2	Unknown: no response at address OR unsafe to approach property			
3	All occupants accounted for			
4	Evacuating outside neighbourhood (record destination address / phone number)			
Code	Date/Time	Address	Occupant Name(s)	Status: (some neighbours may not wish to share personal details)

# Appendix L—NEPP Leadership Team: Sign-up Sheet

“I would like to volunteer to help our neighbourhood become stronger and better able to respond and recover after a disaster.”

Name, Address and Phone Number	Date

# Appendix M—NEPP Supplies

Here are some suggested NEPP supplies. Please add whatever you feel will help in your response and recovery. You might be without power after a disaster, so keep the supplies low-tech and easy to store. Some people may feel the need to invest in items like a shipping container and have a stockpile of expensive supplies for response operations, but this is not necessary.

## Basic materials may include:

Your NEPP Plan	Tape	Masking Tape	Permanent Markers
Lanyards	Thumb Tacks	Radios	Dry-Erase Markers
Clipboards	White Boards	Batteries	Index Cards
Notebooks	Cork Boards	Flashlights	Duct Tape
Blank Paper	Push Pins	First Aid Kit	Zip Ties
Ball Point Pens	Flip Chart Paper	Sidewalk Chalk	Garbage Bags

## Other helpful but not mandatory materials could include:

Tarps	Chairs	Laminated Signage	Portable Toilet
Canopy Tent	Easel	Glow Sticks	Basic Tools
Tables	Laminated Maps	Traffic Cones	

Luckily, people are resourceful: you don't need to have all of the gear or gadgets—just a solid team willing to solve problems.



# Appendix N—Response—Quick-Start Guide

Here is a very brief guide on what to do when a disaster strikes.

1. Look after yourself and your family first. Implement your Family Plan if you have one. Others may be at work and need to check in at home. Solve the problems immediately around you—start with your own home, then check on your immediate neighbours. It is important that everyone arrive at the meeting place knowing that loved ones and neighbours are safe and secure so that they can concentrate on the broader community.
2. Dress appropriately, grab your Emergency Go-Bag and any NEPP Emergency Plans you may need, start travelling to the meeting place.
3. Assess the area on your way to the meeting place. Try to identify any serious hazards that need to be reported to others, such as downed power lines, broken water pipes, and blocked roads.
4. Assess the meeting place. Once you arrive, survey the area for hazards. For example, if there is a gas leak or fire, it is not safe to be in the area. Find another location, but leave a note stating where you are going and why. If the area is safe, tidy the area and gather the materials you have access to and set them up. Start a list of what else would be helpful once more resources become available.
5. Register at the meeting place so others will know you are safe.
6. Work together. Identify what functions need to be activated, if any. If teams are not already in place, ask for volunteers. Put out the sign-up sheets (see Appendix L).
7. If you have volunteered for a function, follow the checklist for your role.

\*It is important to have one person in charge of the response activities to ensure that objectives are being met and the entire team is being cared for.

## Setting Up the Meeting Place

1. Place any required signage at natural access points.
2. Set up an Information Station where people arriving would check in. It will contain information about the neighbourhood and area that will be useful to community members as they enter. If there is no phone or internet, consider using two-way radios or ham radio to relay information and messages.
3. Post a Task Sheet (see Appendix H): This is to record what needs to be done, who is responsible to complete those tasks, and when they are completed.
4. Post the Needs and Offers Sheets (see Appendix F and Appendix G).

**Note:** Your meeting place needs to be accessible to everyone. Make sure that you consider accessibility.

# Appendix O—Hosting an Exercise (Training)

By considering our roles during a disaster, we can prepare, respond, and recover faster and more effectively. Exercises are one way that neighbourhoods can practice this in advance. They provide opportunities to connect socially, build trust, and collectively solve problems. Exercises are hands-on training opportunities, and while role-playing can sometimes feel awkward, it helps us build muscle memory for stepping into the roles needed and solving problems at the neighbourhood level.

There are two main types of exercises:

1. **Tabletop:** These can literally be done around a kitchen table or in a more formal setting. Participants talk through the step-by-step actions they would take in a real-life situation. Tabletops are low-stress ways to discuss and clarify roles and responsibilities and to highlight gaps in existing plans. These types of exercises are a great way to start familiarizing yourselves with the functions of your NEPP plan. They can be done in 30 minutes or more, depending on the level of detail you want to get into.
2. **Functional:** These are on-the-ground exercises. Rather than talking through step-by-step actions, participants practice the actions of setting up, getting organized, and playing the roles they have volunteered for, as if the real-life situation has taken place. These exercises take more time and resources and can require more planning to execute. Functional exercises usually run an hour or two so participants can get comfortable in their roles.

We recommend starting with a tabletop exercise first. Once you have done this, you may want to plan a larger functional exercise.

For either exercise you will use a scenario that describes a particular emergency that will help you work through the different roles, responsibilities, and functions. These do not have to be too detailed, and you can design them yourself. An earthquake scenario has been included here for you to use.

## Opening the exercise

Open your exercise by providing participants with an overview of what to expect. To change up the exercise, you can choose different times, such as immediately after the disaster or a week after. In addition to providing an overview of the exercise, have a brief icebreaker discussion to help frame the exercise. Below are questions around response and recovery that can be used as icebreakers for the group.

**Response:** Response is a short, focused phase that begins immediately after disaster strikes and is completed when the situation is stable.

**Recovery:** Recovery happens alongside response in a disaster and continues on afterwards for weeks, maybe even months or years. Recovery is the process of people coming together to help their neighbours and community become whole again—socially, physically, and economically. We often do not plan for recovery in advance, but recovery is our opportunity to build a stronger, healthier, happier, more resilient community.

**Scenarios:** While every disaster is different, response teams will typically have to address these core needs:

- Shelter
- Food
- Water
- Power
- Medical
- Waste and sanitation
- Communication and coordination
- Emotional and psychological

We are often tempted to plan for the worst-case scenario, but this can sometimes overwhelm people to the point where they find it hard to take positive action. We don't want to scare people away from planning and preparing. So, we suggest running exercises using scenarios that encourage problem solving and solutions to moderate impacts (at least to start). You can do this either by controlling the type of emergency your exercise is based on (for example, heat wave or moderate earthquake), or by explicitly suggesting response needs. For example, your scenarios may require you to work on these needs:

- shelter 10 people for three days,
- feed 20 people for three days,
- get clean drinking water for 30 people for three days,
- manage waste and sanitation for part of the neighbourhood,
- check on 10 people who are homebound and need external support, and
- coordinate and communicate the above.

You can use the following scenario for your NEPP exercise. Don't feel the need to go through everything. If one question raises a lot of conversation, as long as it is productive, let it flow. You can always cover other items in future exercises.

## Earthquake scenario

A magnitude 7.3 earthquake has struck the Comox Valley. Bridges, roads, and telecommunications systems are impacted. Fires have broken out across the region, and some buildings have collapsed. Downed power lines and broken gas lines have left hazards in streets. Access in and out of the neighbourhood as well as movement within the neighbourhood are limited by debris.

- Families are trying to reunite, but cellular communication is unreliable.
- People are unable to access city water and have limited food supplies.
- Shaking and fires have damaged many commercial buildings along arterial roads.
- Many streets are blocked by debris or downed power lines, limiting travel.
- 15 per cent of residential units are no longer safe to occupy.
- Infrastructure has sustained moderate damage—water mains broken, sewer lines damaged, power and natural gas disruptions.
- There are periodic communications outages—loss of cellular networks, landlines.
- Aftershocks are expected, likely causing additional damage to buildings.

### Needs and offers

Use specific examples of needs and offers of community members to guide and prioritize activities. Choose from:

#### Needs

- Akiko's young children are stuck at school four miles away. She doesn't own a car. She is desperate to get in touch with her kids, but no one is answering the school phone. She needs help reaching them.
- Hussein lives alone at home. He has mobility challenges and requires a walker to leave his home. He needs help getting food and water.
- Fen Wan just moved to the valley and English is not her first language. She is having trouble understanding what is happening in the neighbourhood and what services might be available.
- Danielle is a single mother with two children. Her child care has been disrupted, and she needs help with child care while she finds food and water for her family and performs basic repairs on her home.
- Aaliyah has a two-month-old baby. Her partner is away for work. She wants company and emotional support.
- The Singh family's home has suffered some damage—mainly broken windows and small cracks in the walls. They are not sure if it is safe for them to stay there.
- Micah is concerned about his neighbour. She is an older woman who lives alone but has seemed intimidated by Micah in the past, so he wants someone else to come with him to check on her.

- Jerry has run out of food for his dog, Fluffy. The local pet store is closed due to the emergency event, and Jerry is wondering if anyone else can share their dog food.
- Lucy and Norah have arrived at the meeting place alone. They are 8 and 10 years old. They aren't sure where their parents are and are scared.
- Luisa has been told her home isn't safe to enter. She needs to find a place to stay.
- Nancy's toilet is not working. Sewage pipes leading to her home are broken. She needs help setting up a portable toilet or creating a backyard latrine.
- Ali is a senior who has trouble walking. He is afraid to leave his home in case he falls.
- Li Wei has run out of food in his home and needs help accessing food supplies.
- Susan is trying to get in touch with her family, but her cell phone is out of batteries. She needs a power source to charge it.

## Offers

These neighbours have items or skills and want to know how they can help.

- Bob has his amateur radio license and radio equipment.
- Jorge works for a local construction company.
- Arjun and Ariel are teenagers from the neighbourhood.
- Katie is a skilled tradesperson.
- Melissa is a retired nurse who can help with first aid and medical support.
- Alejandra is a local parent who organizes school activities every year.
- Rosie is a therapist who wants to provide emotional support to people who need it.
- Yoshi is a local chef who has a commercial kitchen and propane BBQ.
- Isabel has an extra bedroom in her home.
- Jing is a local community organizer.
- Rachel is a local artist.
- Ian runs a local community garden and is offering two boxes of fresh produce.
- Leigh is an avid outdoorsperson with camping supplies and wants to know if anyone needs a tent or sleeping bag.
- Amanda speaks Cantonese and Mandarin and is offering to translate information to community members.

## Exercise prompts

In addition to the Needs and Offers on the previous pages, select several of the prompts below to guide the exercise.

### General activation and operations

- You have just arrived at the meeting place. What are the first priorities?
- Who will take on what roles?
- What information do you need at this point? Where would you get it?
- How will you prioritize and track tasks?
- What equipment or materials will you need and where will you find them?
- Who might need information from you? What type of information would they need, and how would you provide it?
- How are you going to coordinate ongoing staffing?

### Vulnerable individuals

- Who are the vulnerable individuals in your neighbourhood? If you don't know, how can you find out? How will you reach them? How will you support them?

### Shelter

- Where can people find shelter in your neighbourhood?

### Food and water

- Are there disruptions to food and water? Where might those be? Where can you source alternatives for food and water?

### Transportation

- What is your transportation strategy given conditions of roads and sidewalks?
- What options are there to help people be self-sufficient? Consider clearing sidewalks and gathering mobility supplies. Ride share where possible and necessary.
- What transportation assets (for example, motor vehicles, walking paths, bicycles, etc.) are available for transporting people and goods (for example, food, water, first aid supplies).

## Communication

- How are people informed and coordinated? Are there people without access to phones or internet? Who might need to receive information in person?
- How will you inform people about available services; help people communicate with their family; or coordinate and connect people to shelter and heat, food and water, medical support and transportation?
- How might you communicate with the local Emergency Operations Centre? What kind of information might they want?

## Finishing an exercise

Consider ending each exercise with a BBQ or potluck, and take time to celebrate both your neighbourhood's increased preparedness as well as stronger social connections!

# Appendix P—Recovery

Recovery is often overlooked yet it is perhaps as important as the disaster response. Recovery is about clean-up, rebuilding, healing, and recuperating. Recovery from major disasters can last for weeks, months, or more. Community needs will change over time.

In addition to supporting your neighbourhood immediately after a disaster, your meeting place can serve as an important platform for community-led recovery. Neighbourhoods recover stronger after a disaster when the whole community comes together to help one another.

Recovery needs may fall under some of the following themes:

- social or emotional
- physical or structural
- economic or financial
- environmental or ecological

The services your NEPP team provides may transition to support these needs. Some examples of how you might support recovery include:

- connecting with and checking in with community members, especially those who have been displaced or isolated by the event,
- working together to solve problems, big or small,
- collectively advocating for outside support or resources, finding volunteers to give community members bereavement support or grief counselling,
- supporting community art projects such as painting murals for healing and connecting,
- helping children and families with transitions back to daycare or schooling,
- finding volunteers to help community members navigate insurance claim applications,
- helping local businesses clean up and restore operations,
- connecting community members with skilled tradespeople to repair damaged homes and physical structures, or
- cleaning up garbage, waste, and contaminated natural spaces like parks, lakes, and the shoreline.

*\*Note: in the case of hazardous material spills, clean-up should only be done by people who are trained and who are using approved safety equipment.*

As the immediate response slows down, it is important to wind down and give people ample rest. Make sure team members are taking days off and getting time for their own personal recovery needs. If possible, find opportunities to socialize through shared meals or recreation.

Finally, debrief with your team and other volunteers on what worked and what did not—and incorporate these learnings into your future planning and preparedness.

Consider having a potluck or gathering before returning to the new normal and invite the whole community to foster connections between neighbours and to thank volunteers.

The Comox Valley Emergency Program can help with your debrief and offer professional counselling services as well if needed.



# Appendix Q—Food Security:

## Urban Gardening and NEPP

According to Vancouver Island Food Hubs, “Communities are challenged by a multitude of food issues, which are exacerbated due to the vulnerability inherent for Island communities. A just and sustainable food system in the Island region requires viable, sustainable, and resilient systems to grow, harvest, process, transport, and distribute food while minimizing waste.”

### **They ask these questions:**

Is Vancouver Island food secure? Are we prepared if there is a major transportation disruption, natural disaster, or economic crisis?

### **Some key issues we face on Vancouver Island include:**

- limited access to safe, healthy, culturally acceptable foods;
- increased food insecurity;
- reliance on food traveling over long distances; and
- environmental threats to the food system including climate change and pollution.

Fresh food is typically not something that is considered when creating your preparedness kit, but that is changing. Community and backyard gardens can increase the availability of nutritious foods, strengthen community ties, reduce environmental impacts, and create a more sustainable food system.

Fostering urban gardening has two main benefits for a NEPP community:

1. It can lead to a source of sustainable nutritious food.
2. It builds both social ties and a greater feeling of community. (A sense of community is a major building block within a NEPP neighbourhood.)

The Comox Valley Emergency Program recommends stockpiling enough food and water to keep you and your household fed for at least seven days. Typically these food stores consist of items that will last for months or even years. Quite often they are freeze-dried, canned, or powdered. During a disaster, however, you’d rather have foods that not only fill your belly but also give comfort or a feeling of normalcy.

While some people stockpile army rations, others find great comfort in gardening, preserving, and eating the fruits of their labour. A backyard or community garden can support a substantial amount of your nutritional needs, plus during a disaster, it’s a healthy and tasty supplement to what may otherwise be a tedious diet. And if you work the garden, you have two additional benefits: a much-needed physical and mental outlet for anxiety and the ability to reclaim a little bit of control.

For information on Food Hubs within the Comox Valley, visit [www.comoxvalleyrd.ca/foodhubs](http://www.comoxvalleyrd.ca/foodhubs)

## Appendix R—NEPP and FireSmart

When we think of neighbourhood preparedness, we generally think of how we will respond and support each other after a disaster such as an earthquake. But it has become very clear in BC that wildfires are a very real threat as well, and with the impacts of climate change, that threat may only be getting worse. FireSmart is a program designed to empower residents and increase neighbourhood resilience to wildfire.

Within BC we suffer substantial loss due to wildfires, almost annually. Although that loss happens primarily in the Interior, the risk of wildfire is very real here in the Comox Valley, and we need to be prepared. Did you know that the major cause of homes destroyed during a wildfire is wind-blown embers igniting materials on or near your home? And these embers can travel very long distances. Fortunately, you can take simple steps to lessen the risk to your property and that of your neighbours.

Before an evacuation is ordered, you can protect your home, farmland, or ranch from wildfire by simply carrying out a few quick chores such as moving firewood and lawn furniture away from your house, trimming branches near your roof, and cutting your lawn shorter.

One of the mandates of FireSmart is to promote education and awareness. If your community would like a neighbourhood assessment or presentation, or if you would like to work towards becoming a Recognized FireSmart Neighbourhood, contact the Comox Valley Emergency Program or your local fire department.

Find more information on FireSmart at [FireSmartBC.ca](http://FireSmartBC.ca) or visit the CVRD website at [www.comoxvalleyrd.ca/firesmart](http://www.comoxvalleyrd.ca/firesmart)



# Appendix S—Legislation Related to NEPP

**BC's Good Samaritan Act**—This law protects lay people from liability for inadvertently causing harm if the help they offer freely to others during an emergency is not obviously irresponsible under the circumstances. Off-duty professionals (for example, doctors) acting in roles for which they are formally trained or licensed may not be protected from liability.

**Liability of Legal Entities**—Most strata councils and property managers have responsibilities that are legally or contractually defined. They are usually advised not to risk additional liability by exceeding responsibilities—for example, by taking on projects such as neighbourhood emergency response. An informal team of volunteers is a good alternative. It could include some members of a strata council who are not acting in their capacity as strata officials. Some strata councils may offer funding but avoid being involved in planning and spending decisions.

**Privacy Laws in BC**—These laws apply to all organizations, a category that is hard to define. Assume that, even as an informal volunteer group, you fall under this category.

- Neighbours don't have to give personal information to anyone except those authorized to collect it—for example, under strata bylaws or rental contracts. NEPP Leadership may likely not have access to personal information collected by authorized agents.
- If you plan a neighbourhood questionnaire or survey, consider who should be involved in gathering the information, which teams might use it, and where and in what forms it would be kept.
- If neighbours agree to provide information, abide by the spirit of the law: collect only what you really need to know; disclose it only to those who need to know; use it only for the stated purpose; keep it secure; and when it is of no further use, destroy it using a secure method.

**Volunteer Health and Safety**—Typically there are many health and safety hazards in a disaster area. Don't put any volunteer at serious or unnecessary risk. Ensure teams are aware of risks and properly equipped for their tasks.

- Teams involved in area safety assessment, dwelling assessment, and household checks will need some or all of the following: protective clothing and sturdy footwear, proper equipment (for example, two-way radios, flashlights or headlamps, dust masks), and safety guidelines such as filing a plan and working in pairs.
- First aid teams will need a kit and manual, nitrile gloves, masks, supplies for handwashing and cleansing, etc.
- Shelter teams may need supplies for emergency sanitation.
- All volunteers are affected by the disaster even if they seem to be coping well. Consider a buddy system where volunteers watch for signs of fatigue and stress and encourage one another to take breaks and rehydrate. Volunteers may benefit from some written tips on maintaining their own emotional well-being while helping.

# Appendix T—Sample of a Basic NEPP Plan

## The Chinook Road Neighbourhood

This plan covers 12 homes located on Chinook Road (see map)

### Contents:

1. Chinook Road - Map of Our Neighbourhood
2. Chinook Road - Neighbourhood Contact List
3. Chinook Road - NEPP Leadership Team
4. Quick-Start Guide - Basic Instructions for after a Disaster
5. Maintaining Our NEPP Plan



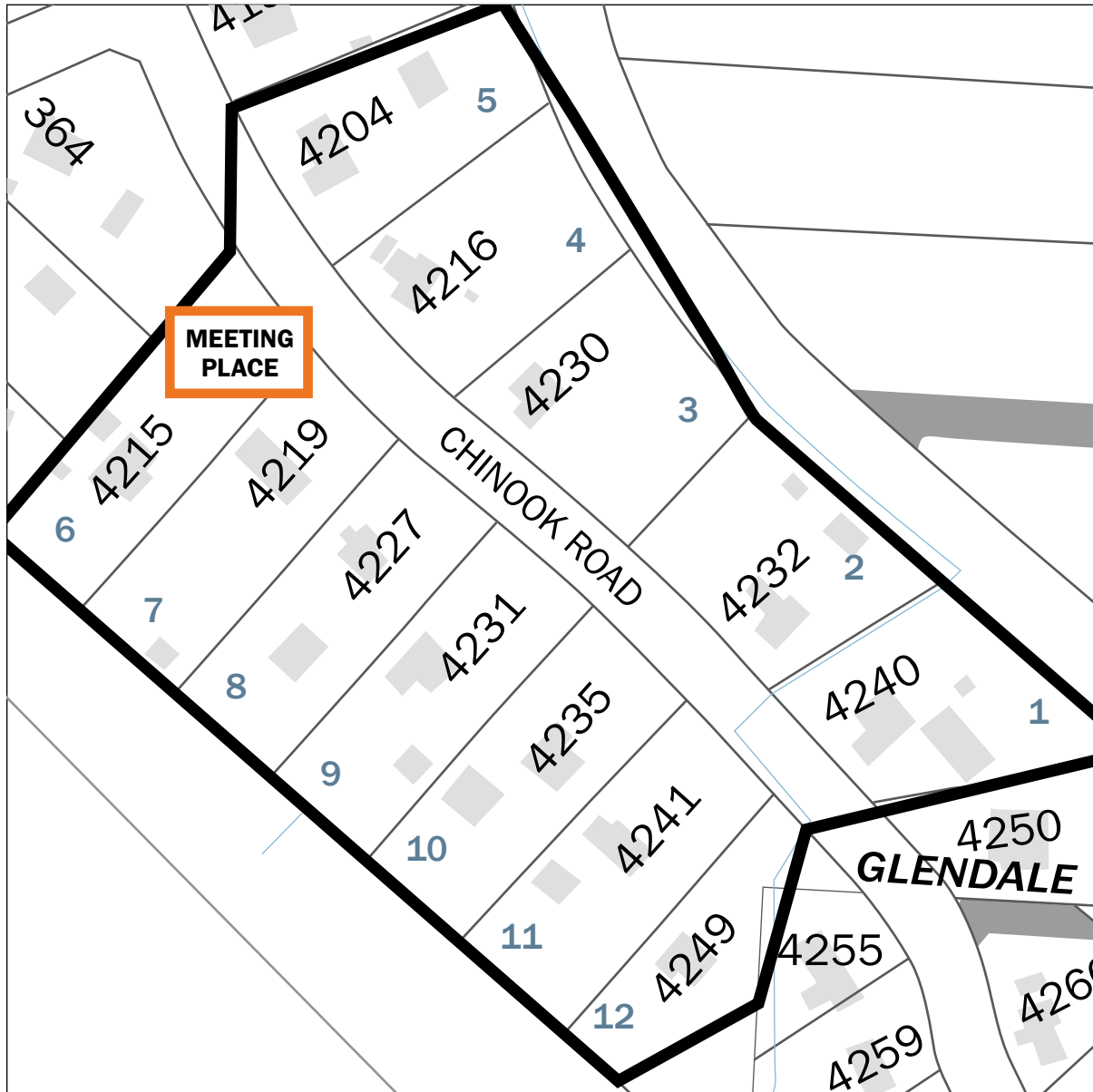
## Appendices:

(Lists, instructions, sign-up sheets, etc. that we have decided to post at our Meeting Place after a disaster.)

1. Chinook Road - Response Volunteer Sign-up Sheet
2. Chinook Road - Needs
3. Chinook Road - Offers
4. Chinook Road - Post-Disaster Task Checklist
5. Neighbourhood Contact List



# Chinook Road - Map of Our Neighbourhood



# Neighbourhood Contact List

Neighbourhood Contact List		
<b>HOUSE or UNIT 1</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs	<b>HOUSE or UNIT 5</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs	<b>HOUSE or UNIT 9</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs
<b>HOUSE or UNIT 2</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs	<b>HOUSE or UNIT 6</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs	<b>HOUSE or UNIT 10</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs
<b>HOUSE or UNIT 3</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs	<b>HOUSE or UNIT 7</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs	<b>HOUSE or UNIT 11</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs
<b>HOUSE or UNIT 4</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs	<b>HOUSE or UNIT 8</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs	<b>HOUSE or UNIT 12</b> Adult Name(s) Children Name(s) Best Phone Email Pet(s)/kind(s) Any person with specific needs

# Chinook Road - NEPP Leadership Team Sign-up Sheet

“I would like to volunteer to help our neighbourhood become stronger and better able to respond and recover after a disaster.”

Name	Phone and Email
Bob Smith	Cell 250-897-0001 bcsmith@hotmail.com
Michael Sbidnik	Hm. 250-334-0003 mrsbidnik@gmail.com
Munawar Sadiq	Cell 250-897-0005 / Hm. 250-334-0005 bestofthewest@gmail.com
Silvia Da Costa	Cell 250-897-0004 csdacosta@shaw.ca



# Chinook Road- Quick-Start Guide:

## Basic Instructions for after a Disaster

### When a Disaster Strikes

1. Look after yourself and your family first. Implement your Family Plan if you have one. Others may be at work and need to check in at home. Solve the problems immediately around you start with your own home then check on your immediate neighbours if you have time and it is safe to do so. It is important that everyone arrive at the Meeting Place/Assembly Area knowing that loved ones and neighbours are safe and secure so that they can concentrate on the broader community.
2. Dress appropriately, grab your Emergency Go-Bag and any NEPP Emergency Plans you may need. Make your way to the meeting place.
3. Assess the area. While enroute to the meeting place identify any serious hazards that need to be reported to others such as downed power lines, broken water pipes, and blocked roads.
4. Assess the meeting place. Once you arrive survey the area for hazards. For example, if there is a gas leak or fire, it is not safe to be in the area. Find another location but remember to leave a note stating where you are going and why. If the area is safe, tidy the area and gather together the materials you have access to and set them up. Start a list of what else would be helpful once more resources become available.
5. Register at the meeting place Information Station so others will know you are safe.
6. Work together. Identify what functions need to be activated, if any. If teams are not already in place, ask for volunteers. Put out the sign-up sheets.

If you have volunteered for a function, follow the checklist for your role.

*\*It is important to have one person in charge of the response activities to ensure that objectives are being met and the entire team is being cared for.*

### Setting Up Our Meeting Place

1. Place any required signage at natural access points.
2. Set up an Information Station. This is where neighbours will come to register, notifying you who is safe. This is also where information about the neighbourhood and area that will be useful to community members is gathered and shared. If there is no phone or internet, consider handheld portable radios or ham radio to relay information and messages outside the neighbourhood.
3. Post a Task Sheet (checklist): This is to record what needs to be done, who is assigned to complete those tasks, and when they are completed.
4. Post the Needs and Offers sheets.

*Note: Our meeting place needs to be accessible to everyone. Make sure it is.*

## Maintaining our NEPP Plan

The Leadership Team will meet three times per year to review the plan: the first Monday in May, August, and December. The team lead will send out a reminder and an agenda.

- During these meetings we will update the plan as needed, and we will discuss if we need to make further additions to the plan.
- The team lead will also send out an invite to all neighbours in case anyone is interested in attending. Input is always welcome.

The Leadership Team will arrange a neighbourhood block party/BBQ the first or second week of September. This will be a potluck with everyone providing one dish. The team will provide the BBQs.

- During this event a copy of the newly updated NEPP plan, including the contact list, will be provided to everyone who attends. For those not able to attend, we will hand-deliver their copy.
- We will also do a brief review of the plan and hold a short tabletop discussion exercise. We will ask the Comox Valley Emergency Program to support us.

A member of the Leadership Team will regularly monitor the Comox Valley Regional District's NEPP Discussion Board where representatives from other NEPP teams across the valley are able to share ideas and discuss concerns.

**NOTE:** The NEPP Leadership Team has agreed to coordinate the response after a disaster. Bob Smith is a retired deputy fire chief and will be the Team Lead.

# Appendices

(Lists, instructions, sign-up sheets, etc., that we have decided to post at our meeting place after a disaster.)

1. Chinook Road - Response Volunteer Sign-up Sheet
2. Chinook Road - Needs
3. Chinook Road - Offers
4. Chinook Road - Post-Disaster Task Checklist
5. Chinook Road - Neighbourhood Contact List

# Chinook Road - Response Volunteer Sign-up Sheet

(To be completed prior to or immediately after a disaster)

Household Checks	Volunteers
<ul style="list-style-type: none"> <li>• Check on others via phone or in-person</li> <li>• Use the Neighbourhood Map and Contact Sheet</li> <li>• Confirm if safe and any urgent needs</li> <li>• Use the Household Checks Log Sheets</li> </ul>	

Area Safety Assessment	Volunteers
<ul style="list-style-type: none"> <li>• Identify current or potential outdoor hazards such as outside utilities such as gas, electricity, water mains.</li> <li>• Check for other potential hazards such as fallen trees, power lines, small fires, etc.</li> <li>• Decide how to deal with them. E.g., notifying the property owner, notifying utilities, roping off hazardous areas, or fixing smaller problems on the spot if it is legal and safe to do so.</li> </ul>	

Information/Communications	Volunteers
<ul style="list-style-type: none"> <li>• Registering neighbours as they arrive at the meeting place to identify who is safe and who is not accounted for</li> <li>• Gather and provide information throughout the disaster response and recovery</li> <li>• Listen to the radio and monitor other information sources for emergency updates.</li> <li>• Communicate beyond your community if able (Ham Radio, two-way radios, etc.)</li> <li>• Share updates with your neighbours.</li> </ul>	

# Chinook Road - Response Volunteer Sign-up Sheet

(To be completed prior to or immediately after a disaster)

First Aid and Care	Volunteers
<ul style="list-style-type: none"> <li>• Provide First Aid to level trained</li> <li>• Provide basic medications</li> <li>• Provide emotional support, blankets, etc.</li> </ul>	

Temporary Shelter	Volunteers
<ul style="list-style-type: none"> <li>• Help evacuated neighbours find shelter</li> <li>• Create safe play areas for children and pets</li> <li>• Borrow tents and RVs</li> <li>• Set up communal cooking, sanitation and/or first aid stations</li> </ul>	

Dwelling Assessments	Volunteers
<ul style="list-style-type: none"> <li>• Help willing neighbours determine whether their dwellings and the building perimeter is safe for entry and occupancy</li> <li>• Look for signs of being unstable</li> <li>• Alert anyone at risk</li> <li>• Volunteers should have good observational skills and some understanding of construction and building safety</li> <li>• Volunteers have no official status and residents are not compelled to follow assessment advice</li> </ul>	

## Chinook Road - Needs

This is a list of what your neighbours need. This includes everything from a place to stay to diapers, from help cooking to fixing a broken window. Anything and everything. Can you help?

[illegible]

# Chinook Road - Offers

This is a list of what your neighbours have and are willing to share. This may include a place to stay to firewood, from help with child care to a backhoe. Anything and everything. What do you have to share?

I Can Offer		I Need		
Items, service, or help offered	Name, address, and phone number	Name	I will contact the person in need directly	The person can contact me here (leave address or phone number)

# Chinook Road - Post-Disaster Task Checklist

List all of the main tasks that you believe will be required after a disaster. (Note: This can be done after a disaster, but it is far better to plan in advance.) Assign the task to the person(s) or team that has volunteered to complete it. Not all tasks may need to be completed. Check the task off when it is done.

Task	Assigned to	Done





