

# Neighborhood Organization

Neighborhoods organize for many reasons. People may want to request city services, such as a traffic light or a response to an increase in crime in their area, or they may want to get together for a summer potluck. The primary concern of Berkeley's Office of Emergency Services (OES) is to have neighborhoods organized to function as a group, independent of any outside help, for at least three days following a major disaster and to continue to support one another during the extended recovery period. We want to give you as much information about neighborhood organization as possible. We hope that you will use it, make maps, develop telephone trees and build a friendly neighborhood.

This section is organized into three parts. The first is general information about organizing your neighborhood and some ideas about how to keep your group going. The next two parts are about disaster preparedness. The second explains the tasks and skills neighbors need to respond to a disaster. The last part presents ideas on how to organize after a disaster. You are encouraged to take notes and keep this as a reference. We hope the appendices will be useful to you. Please share your ideas and experiences with us so we can continue to improve the handbook.

Before anyone can participate in a neighborhood disaster plan they must taken care of themselves, their family and their home. If you have not done so, please read pages 5 through 37 and follow the suggestions offered. It will help you develop a family disaster plan, make your home safer and advise you on the supplies you should have and preparations you should make.

## ***Getting Started***

The first thing you need to do is determine how big you want your group to be. There are various factors that will determine this, such as geography and concerns. If you live in an apartment house with eight units or more, you may organize your group there. If you live in a hilly area on a very long block, you may want to organize only half the block. And if you are in a residential neighborhood of single family homes one block may do very nicely. If you start with too large a group, it is difficult to do some of the things needed for disaster planning. If you have a large group you may wish to divide into clusters. If you start small you can always band together to form a larger group.

Besides organizing your neighborhood it is important that other organizations you belong to such as your church, fraternal or service clubs, have a plan to help members prepare and recover from a disaster.

## ***Neighborhood Planning***

We have identified items that should be prepared before the event, tools and resources that should be located and resource people who should have been recruited. Everything you do ahead of time will make your day of disaster easier. Here is a list of some of those items:

### ***Neighborhood List***

Who lives where? Who has special needs? Where are the tools? Who has special skills, i.e. construction, medical, amateur radio operator, etc. A sample checklist is on page 47 and in Appendix 4 on page A15.

### ***Map of the Neighborhood***

Identify hazards and areas where those hazards will occur. Identify check points. If you can, determine possible search areas depending on who is home, what time of day the event occurs, etc. Determine evacuation routes and try to have everyone take them.

### ***Meet with your neighbors and discuss possible scenarios***

Share the information in this class with others. Do a tabletop exercise in which you discuss what you would do given several scenarios, i.e. a fire, a slide, several severely damaged homes. See Appendix 1 on pages A1 and A2 for a sample tabletop exercise.

### ***Damage Assessment Survey***

Be sure that a number of your neighbors know the importance of the survey and how to fill it out. Have someone hand carry the information to the nearest fire station. Copies of the survey can be found on page 51 and in Appendix 4, page A10. Guidelines are on pages 104-109.

Above all, safety is the most important consideration. A rescuer should never risk his/her own injury or death in assisting another, for this would only compound the disaster. If aftershocks cause significant changes update the fire department.

## ***Lists and Maps***

We suggest that at your very first meeting, you create a list of the names, addresses and work and home telephone numbers of the residents of the neighborhood group. Copy the list and distribute it to everyone or to a limited number of people on the block. Every once in a while some won't want to be listed. That's fine. Nonparticipants may eventually come around.

***“Not everyone has the time or the interest to come to organization meetings. There's dinner, the kids' homework, or folks are just plain tired. Then there's people who are just afraid to face a disaster and what it means to plan. But don't worry, you get 100% participation the day of the earthquake!”***

***—Capt. Duane Gabriel, Coalinga Fire Department***

Ask people to list anything that they wish the neighborhood to be aware of. Examples of some information that could be important for disaster planning would be a disability, whether or not the person lives alone, if the person is home all day, or if family members are non-English speakers and what languages they speak. This will help the group set priorities on whom to help when the disaster happens and how to help them.

To help you plan we have included a sample neighborhood that is very diverse. Look it over and see who you would set as a priority in a search and rescue scenario. Who might you check with to see if they needed help turning off the gas?

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***Try to update your list once a year***

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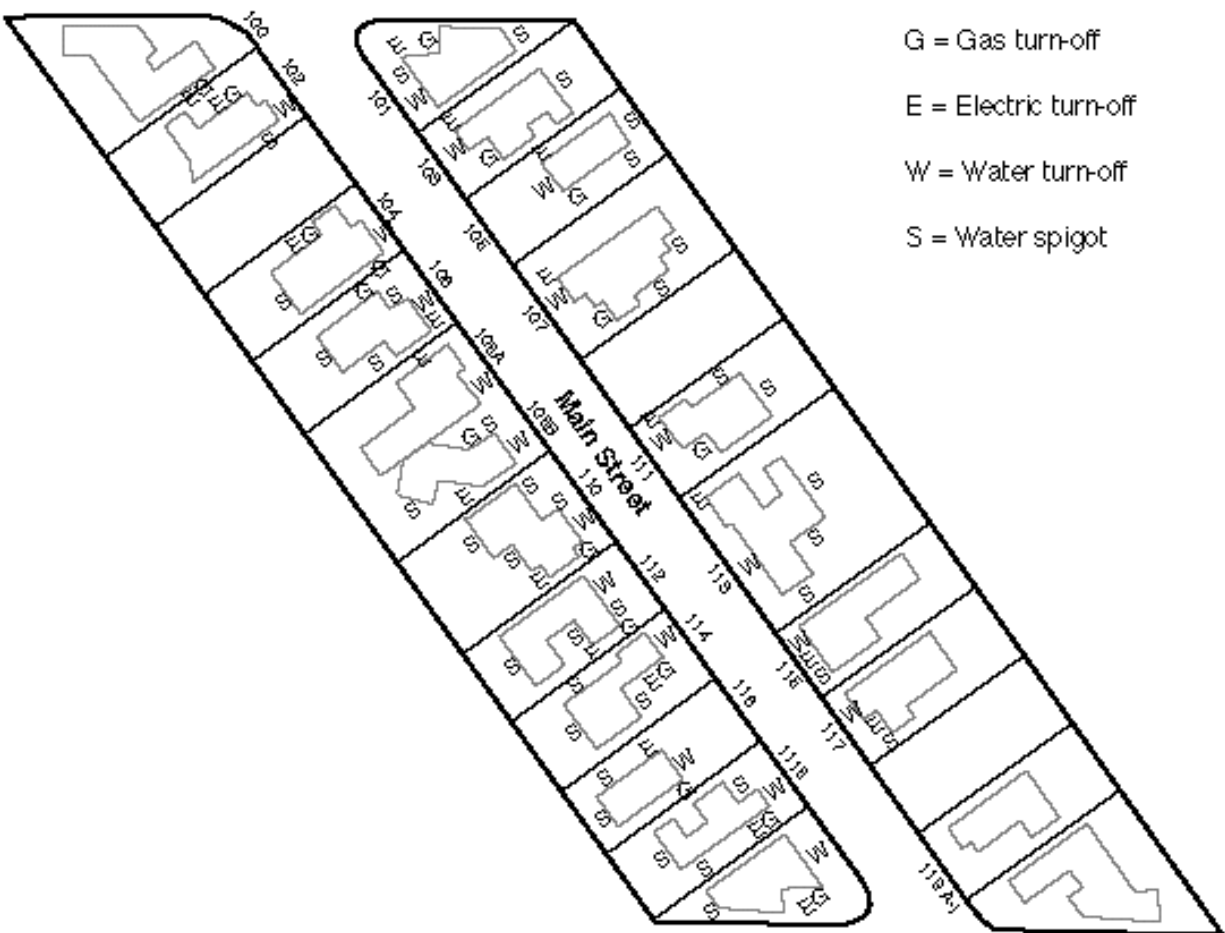
## Sample Neighborhood

### Address

100	Sally Smith (h) xxx-xxxx (w) xxx-xxxx Billy Jean (2-15-83) Sammy (1-20-87)	101	Herman/Donna Bingham (h) xxx-xxxx (w)xxx-xxxx (w) xxx-xxxx Sanford(7-4-90) Lavay(3-20-92) Daycare provider in home
102	Winifred Williams (h) xxx-xxxx Retired, at home	103	JaneyPierce (h) xxx-xxxx JamesDay(9-10-80) Darelle Day (11-26-83) Marelle Day (11-26-93) Dorita Day (3-4-86) Janey retired, at home
104	EugeneNancy Brown (h) xxx-xxxx (w) xxx-xxxx (w) xxx-xxxx Dog-Hissy	105	Gene/Betty Jones (h) xxx-xxxx (w) xxx-xxxx (w) 415 xxx-xxxx
106	Xavier/Rosa Jimenez (h) xxx-xxxx (w) xxx-xxxx Estrella (12-18-91) Maria (2-1-93) Spanish speaking	111	Jennifer Moore, Denise Step (h) xxx-xxxx (w) xxx-xxxx Denise retired, at home 2 indoor cats Patches, Twitch
108 A	John Sturgeon, Alberta, Donald, Stuart Cox (h) xxx-xxxx Students	113	Andres/Mobie Permalis (h) xxx-xxxx (w) xxx-xxxx Mobie at home days
108B	Alicia Rodriguez, Mary Rogers, DenaJames (h) xxx-xxxx Students	115	William/D'nay Wiley (h) xxx-xxxx (w) xxx-xxxx Josh(4-2-79) Dog-Rover
110	Maxine St. James (h) xxx-xxxx Disabled, wheelchair	117	Doug/Doe Read (h) xxx-xxxx (w)xxx-xxxx (w) xxx-xxxx
112	Brendan/Rosie Roarke (h) xxx-xxxx (w) xxx-xxxx Rosie is deaf	119 A-I	Manager Jeff Cheng (h) xxx-xxxx Beeper xxx-xxxx High turnover (students)
114	Stacy Cooper (h) xxx-xxxx (w) xxx-xxxx		

## Utility Map

Make a map of the neighborhood (a copy can be acquired from the City of Berkeley One-Stop Permit Center) and, in as much detail as possible, mark where the gas meters, the electrical boxes, the main water turn offs and the water spigots are. On a nice Sunday afternoon walk around the neighborhood and see where everyone's utility turn offs are. As many people as possible should take the walk because you will never know who will be home and who will end up being responsible for taking care of utility shutoff. The map and a flashlight or lightstick can be invaluable if it is dark.



## ***Family Information Checklist***

Please complete one per household and give a copy to the Neighborhood Coordinator.

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Adult Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Work Hours: \_\_\_\_\_

Adult Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Work Hours: \_\_\_\_\_

### Children's names and schools

Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

School(s) policy for release of children after disaster \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

We have made arrangements for (name and phone #) to pick up our children if we are unable to do so. \_\_\_\_\_

### Pets

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

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

### Medical Information

Please list important medical information for your family. Include their names, medications they may be on, equipment they may use and special needs they may have.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### In case of an emergency, please contact

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

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

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

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

## Skills and Equipment Checklist

Please complete one per household and give a copy to the Neighborhood Coordinator.

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Write the names of those in your household who have the following skills and would help provide the following services in an emergency.

Skill	Name of Person
First Aid	
Search and Rescue	
Fire Suppression	
Amateur Radio Operator	
CB	
Stress Management	
Damage Assessment	
Construction Skills	
Food Preparation	
Child Care	
Other skills to share:	
_____	
_____	
_____	

Check what equipment or resources you would have available to share with your neighbors.

- |   |   |
|---|---|
| <input type="checkbox"/> First Aid Supplies             | <input type="checkbox"/> Ham radio, CB    |
| <input type="checkbox"/> Emergency water supply         | <input type="checkbox"/> Work tools       |
| <input type="checkbox"/> Water pump                     | <input type="checkbox"/> Cellular phone   |
| (for fires: swimming pool, well)                        | <input type="checkbox"/> Generator        |
| <input type="checkbox"/> Spare blankets, bedding, tents | <input type="checkbox"/> Chain saw        |
| <input type="checkbox"/> Charcoal grill, camp stove     | <input type="checkbox"/> Lantern, 12 volt |
| <input type="checkbox"/> 4-wheel drive vehicle          | <input type="checkbox"/> Spotlight        |
| <input type="checkbox"/> Boat                           |   |

## ***Resource List***

Find out what supplies and resources you have in your group and write the information down and distribute it. Some neighborhoods pass out a questionnaire and the block captain collates the list. We have found that this has had limited success. People don't take the time to fill it out and no one has the time to collate it. At a meeting ask who has the most immediate and important resources and write those down. You may want to make another list of recovery items to inventory after the event.

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***Every household should have their own basic emergency supplies***

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## ***Neighborhood Inventory List***

Item	Location
<p><b>Lighting</b></p> <p>ONLY use battery operated lights or lightsticks until all danger of leaking gas is over. Use automobile headlights to light streets immediately after an earthquake if there are no street lights.</p> <p>Kerosene camp lights</p> <p>Spotlight</p> <p>Generator</p>	
<p><b>Emergency Water Supply</b></p> <p>Hot tub</p> <p>Swimming pool</p> <p>Reserve tank</p> <p>Well (for washing)</p> <p>Water pump (to utilize swimming pool water for fires)</p>	



Item	Location
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Cellular phone</li> <li>Ham radio</li> <li>CB</li> <li>Battery operated walkie-talkie</li> <li>Battery operated AM/FM radio</li> </ul>	
<p><b>Work Tools</b></p> <ul style="list-style-type: none"> <li>Good general tool kit (screw drivers (slotted and phillips), saws, hammers, crescent wrench)</li> <li>Ladders</li> <li>Shovels</li> <li>Crowbar</li> <li>Jacks</li> <li>Wheelbarrow</li> <li>Buckets</li> </ul>	
<p><b>Cooking Supplies</b></p> <ul style="list-style-type: none"> <li>Charcoal grill</li> <li>Propane stove</li> </ul>	
<p><b>Shelter</b></p> <ul style="list-style-type: none"> <li>Tent</li> <li>Tarps</li> </ul>	

## ***Neighborhood Supply Box***

Some neighborhoods may want to establish a community supply box in the neighborhood where items may be stored that are either donated by individuals or purchased with money raised through yard sales. The location of the supply box should be easily accessible but not so obvious as to risk vandalism or theft. It should be located where it won't be destroyed or damaged during the disaster. Each group should decide for itself which of the following items to include in the box.

- |   |  |
|---|--|
| <input type="checkbox"/> Flashlights, lightsticks and batteries | <input type="checkbox"/> Generator         |
| <input type="checkbox"/> Heavy gloves                           | <input type="checkbox"/> Markers           |
| <input type="checkbox"/> Screw drivers                          | <input type="checkbox"/> Hammers           |
| <input type="checkbox"/> Chain saw                              | <input type="checkbox"/> Crowbars          |
| <input type="checkbox"/> Buckets                                | <input type="checkbox"/> Shovels           |
| <input type="checkbox"/> Rakes                                  | <input type="checkbox"/> Brooms            |
| <input type="checkbox"/> Sledge hammers                         | <input type="checkbox"/> Crescent wrench   |
| <input type="checkbox"/> Saws                                   | <input type="checkbox"/> Fire extinguisher |
| <input type="checkbox"/> Aspirin                                | <input type="checkbox"/> Bandages          |
| <input type="checkbox"/> Safety glasses                         | <input type="checkbox"/> Dust masks        |

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***Many groups have asked what supplies a neighborhood should buy. According to people who have experienced a major earthquake, a generator is a very good idea. Coalinga was without utilities for 11 days. Being in the dark without light and experiencing aftershocks is very disconcerting. Although you will not be able to light up every home, a generator will provide light for one central area on the block where neighbors can meet, cook and organize.***

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## Damage Assessment Survey

This information should be communicated to the local fire station by hand following a disaster.

Neighborhood Area: \_\_\_\_\_

Number of People	Names and Ages
Dead: _____	_____
Missing: _____	_____
Homeless: _____	_____

No. of structures	*Destroyed	*Major Damage	*Minor Damage
Houses			
Apartments			
Businesses			

Utilities not working	Major Problems
<input type="checkbox"/> Water	
<input type="checkbox"/> Gas	
<input type="checkbox"/> Electricity	
<input type="checkbox"/> Telephone	
<input type="checkbox"/> Sewage	

Report made: \_\_\_\_\_  
 (Date) (Time) (Agency) (Person Reporting)

### \*Damage Definitions:

**Destroyed:** A home or apartment is beyond repair.

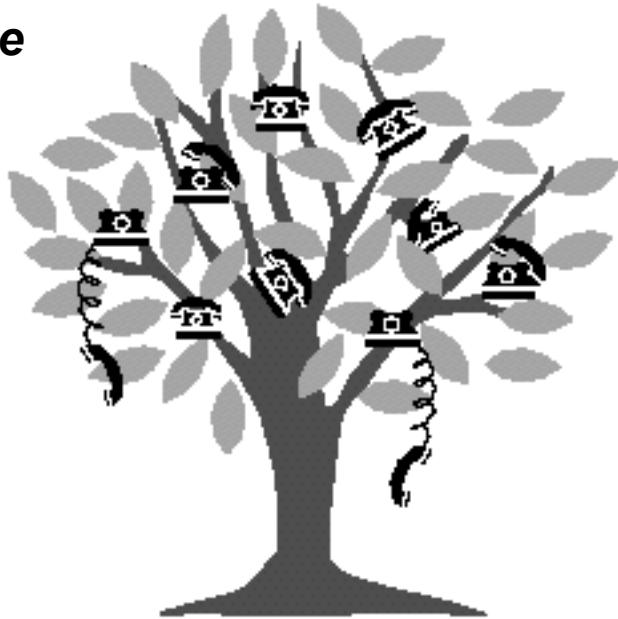
**Major damage:** A home or apartment is not habitable until extensive repairs are made. Examples include damaged foundations, twisted or cracked walls or ceilings, and structural, wall, or roof damage.

**Minor damage:** A home or apartment where the family can live in now or could live in if it were cleaned and minor repairs were made. Examples include lost shingles or other roof covering, minor buckling of floors or walls, broken windows, and flooded basements.

***Make several copies of this form.***

## ***Organizing a Telephone Tree***

A Telephone Tree where neighbor #1 calls neighbor #2 can be invaluable for passing on information like burglaries, earthquake drills and neighborhood meetings. The Telephone Tree keeps any one person from getting burned out. The first person writes down whatever the message is and calls the next person. The second person calls the third and so forth until your neighborhood list is exhausted.



## ***How To Keep Going***

Neighbors get organized when there is a need. After the situation is resolved or memories fade, it is often difficult to keep the interest of the group. Here are some suggestions on “how to keep it going”:

- Have at least two meetings a year. Set these at times when most people can come. Often holidays are not a good time to plan a meeting because many people may be out of town.
- Invite a special speaker to a meeting. Call EBMUD, PG&E, your City of Berkeley Council Member, a Fireman or Policeman. Invite a seismologist from UC Berkeley to a meeting.
- Ask the Office of Emergency Services for a video tape. The OES staff office will lend tapes which are shown in the CERT classes to neighborhood groups. It is a way to spread knowledge to a wider group.



- Have a block yard sale. Use the money to buy a generator or other tools or supplies for the block.

•Get a dumpster from the City of Berkeley's Public Works Department Refuse Collection and have a clean up day. Share labor on those hard to do jobs. Take a day to secure bookshelves, appliances, computers, stereos, etc.

•Have several people go shopping at one of the volume discount stores and buy "earthquake" supplies. Divide up the cost and have everyone come by and pick up lightsticks, batteries, candles, leather-palmed gloves, first aid items, etc.

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***Have fun but be prepared!***

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# Organizing To Respond To A Disaster

There are several key tasks that need to be performed following an earthquake. They are basic neighborhood organization, fire suppression, utility control, first aid and search and rescue. To carry out these tasks it is necessary to have a neighborhood plan. In your plan you will have designated who has what skills, where resources are located, where you will meet and some basic ground rules for how you will proceed. Remember, the definition of a disaster is that you will not have the resources to meet all needs. Things will be chaotic. But the more you do now the better it will be later. Consider keeping your neighborhood plan with your phone books for easy access.

## ***Neighborhood Disaster Plan***

- Designate an area to meet after the disaster. This may be an open space, home or garage that is seismically safe.
- Bring your disaster plan with you and whatever tools you may need. Do a roll call to account for members of your neighborhood group. If there are families that are not accounted for, assign people (your search and rescue team) to check on them. Any problems should be reported at the central meeting place to the people assigned to work on them.
- Priorities marked on your neighborhood maps (disabled people, the elderly, or homes with several small children) should be checked first.
- A white cloth affixed to the outside of the house advises neighbors that everything is all right. This assists in assessing the situation and frees up the search and rescue team to move on to the next home.
- Keep track of who has been sent to do what and record actions taken. For example, "No one is home at 130 Main St.; utilities shut off at 11:30 p.m.". By recording the status and actions taken it will prevent duplication of efforts and allow you to inform those who are away the status of their home (when the phones are working).

- Your disaster plan should include an evacuation plan. If there are landslides in your area, uncontrolled fires, or hazardous material spills, which way would you leave your neighborhood? Make maps and distribute them to every house. Depending on what happens the day of the event, determine if you need to evacuate and plan how you are going to do it.

- Keep your plan simple. Copy it and distribute it to every household or designated neighbors.

The disaster plan may be copied on a bright piece of construction paper. People may want to tack it up in an accessible place to refer to.

## ***Sample Plan: Day of Disaster Checklist***

### 1. Check your home (only if it seems safe to do so)

Is anyone seriously injured?

YES

Go to neighborhood headquarters

Any fire?

YES

•Small, campfire size? YES—Extinguish it.

•Large fire (door size or larger)? YES—Implement your evacuation plan; a large hot fire demands evacuation; if it's realistic, fight the fire after evacuation.

Smell gas?

YES—Use no matches, candles, electrical switches or plugs, flashlights, or other spark producers; go outside to turn off the gas at the meter; turn off the electricity from outside if possible (only if there's a gas smell).

NO—do not turn off the gas at meter. This will keep your pilot lights on and your service intact.

Water (plumbing) leaks?

YES—shut off the water at the main (Caution! Sewer damage in the hills above you threatens your water purity. You can fill your tubs, etc. then shut down the system).

Everything is OK and you will be staying at home?

•Hang a white flag out in front. Go to #2

Everything is OK and you will be leaving your home?

•Hang a green flag out in front. This means you've gone. Turn off the electricity at the meter before you leave (When a neighborhood's power is restored, forgotten electrical appliances that have fallen or were left on start the majority of fires in evacuated homes).

•Post a note on your front door telling rescue workers how to contact you. The Search and Rescue team will take the note to your disaster headquarters.

•Go to #2—check in at the designated assembly point and leave another contact note on the community bulletin board.



2. Gather at the designated assembly point.

This will be your self-help center. Here you can find neighbors to help you with injuries, rescues, etc. Bring your neighborhood maps, your household information forms and any vital information on neighbors with special needs.

Establish a community bulletin board at the assembly point. After assessment, unless you have a neighborhood supply box, bring:

- Tools (chainsaw, crowbar, axe, fire extinguisher, etc.)
- Work clothing (heavy boots, work gloves, hardhat, kerchief, safety glasses, dustmasks, e tc.)
- Extra first aid supplies and nonprescription medicines (bandages, crutches, aspirin, etc.)

3. Help the following neighborhood volunteers organize their tasks:

•Block Captain\_\_\_\_\_

Responsible for overall coordination of neighborhood plan, both before and after the disaster

•Search and Rescue/Safety and Security Coordinators\_\_\_\_\_

Responsible for directing a systematic search of homes in the neighborhood and rescue of trapped and injured persons. Also, oversees utility shutdown, looter patrol, identifying hazards, traffic control and pet location

•First Aid/Medical Coordinator\_\_\_\_\_

Establishes a neighborhood first aid station and identifies those who require skilled medical care (triage)

•Shelter/Child, Elder Care Coordinator\_\_\_\_\_

Identifies households able to shelter the homeless and ensures each child and elder has an assigned caretaker

•Damage Assessment Coordinator\_\_\_\_\_

Preferably someone with knowledge of structures to pair up with the Search and Rescue team and direct a systematic survey of the neighborhood; reports preliminary habitability to homeowners and damage estimates to officials

•Neighborhood Communicator\_\_\_\_\_

Responsible for establishing and maintaining communications within the neighborhood and with officials at the neighborhood fire station

***Volunteers are needed for these jobs!***

# Disaster Tasks

## ***Block Captain/Disaster Coordinator***

This is usually the person who organizes your group, calls your meetings and keeps track of your lists, etc. At the time of the disaster it will be someone who is home and knows what to do. Consider two (2) neighborhood headquarters in case the first designated one is not habitable.

### ***Before the Disaster***

- Make a list of the names, addresses and phone numbers of everyone on the block. Make a map indicating utility shutoffs for gas, electricity, water and water spigots.
- Make a list of equipment, who has what and where it is stored.
- When someone new comes to the neighborhood orient them to the evacuation plan and update the list.
- Organize at least two meetings a year to build neighborhood ties and increase skills.

### ***After the Disaster***

- Go to the designated assembly point and begin assessment.
- Organize response by forming teams and keeping track of assignments.
- Be sure the Damage Assessment Survey is sent to the fire station.
- Maintain a status report and help the neighborhood communicator.

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***This is a big job. Try to rotate it every two years. The more people who take the lead the more prepared your group will be.***

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# ***Neighborhood Communicator***

## ***Before the Disaster***

- Plan how and where you are going to set up the status board. The status board may be made before hand (see sample board); list the address, status, problem and action. Or you may merely designate an area where you are going to post information, such as a garage door and use what is on hand at the time.

- Locate one or two phones (include a cellular phone if you can) that may be used in an emergency. Remember phones may not be working immediately after the event but, by designating two phones to use for the block, you will save circuits and help clear the line. Designate one phone to call out of the area. Identify one phone number to receive all incoming calls.

- Locate the nearest Pacific Bell pay phone for your neighborhood. Pacific Bell pay phones will return to service first. This will help neighbors call their emergency contacts.

- Identify amateur radio operators, CB operators, cellular phones, etc. (see Appendix 2 on page A4).

### **Sample Status Board**

<b>Address</b>	<b>Status</b>	<b>Problem</b>	<b>Action</b>	<b>Comments</b>
110 Main	Okay	Needs help with utilities	Gene Brown/ Bill Wiley 2:10	Okay
102 Main	No white flag	Uncertain	SR went to see 2:10	
104 Main	Okay			
106 Main	Rosa alone	Needs help with utilities	Gene Brown/ Bill Wiley went 2:20	Okay
108 Main	Okay			
113 Main	Okay			
111 Main	No one home	Utilities	Team sent/Done	House Okay

## ***After the Disaster***

- Establish a bulletin board, post information about who needs help, who was sent to do what and what happened. Note the time and date.
- Monitor commercial radio stations and post conditions for neighbors.
- Set up emergency phone system.
- As time goes on keep track of people who leave the area, where they are going, when they will return, how to contact them.
- Amateur radio operators will be available at the fire stations and can pass neighborhood assessments to the City's Emergency Operations Center. Plan to send your written assessment by hand to the local fire station. Identify people who can serve as "runners" to deliver these messages.

# ***Search And Rescue Coordinator***

## ***Before the Disaster***

- Take the Community Emergency Response Training (CERT) class in Search and Rescue.
- Share information from CERT Search and Rescue class with your group at a meeting.
- Walk possible evacuation routes and make maps.
- Locate resources: ladders, etc.
- Walk around the neighborhood and familiarize yourself with homes, possible problems and hazards.
- Know your neighbors and those who may need help.

## ***After the Disaster***

- Assess the situation.
- Identify problems and develop teams to solve problems.
- If someone is trapped and you can rescue them safely, do so.
- Identify unsafe buildings, evacuate people and tag the outside of the building as unsafe to occupy.
- Continue to reassess the situation as aftershocks cause things to change or worsen.
- Help set up alternate shelters, latrines or sanitation systems and help with community needs.
- Clear the road for emergency vehicles, remove fallen trees and debris.
- Plan neighborhood security measures.

## ***First Aid/Medical Coordinator***

### ***Before the Disaster***

- Take the Community Emergency Response Training (CERT) Disaster First Aid class.
- Identify and maintain a listing of residents who have medical skills and/or medical needs.
- Collect various medical appliances such as crutches, slings, etc. in community kit.
- Urge neighbors to have a good first aid kit.
- Have a meeting and present some of the things you learned in the CERT class.

### ***After the Disaster***

- Go to the designated assembly point and form teams to provide first aid to those needing assistance.
- If injured people are not safe at home, decide where they can be moved and if possible move them.
- Tag everyone you assist and keep records of what was wrong, what you did, any change in condition, any medication administered. If the person is sent to a First Aid station or Casualty Collection Point, be sure a record accompanies them.
- Provide encouragement and support to those traumatized by the event.
- Establish safe sanitary conditions, such as latrines or port-a-potty placement, maintenance and use.

## ***Fire Suppression/Utility Coordinator***

### ***Before the Disaster***

- Take the Community Emergency Response Training (CERT) Fire Suppression class.
- Maintain a list of the utility shutoff locations and water spigots for all residences in the neighborhood.
- Organize a walk around the neighborhood so people learn where shutoff locations and water spigots are.
- Encourage everyone to have smoke detectors, fire extinguishers (Sell batteries to encourage people to change batteries in smoke detectors).
- Share information from the Fire Suppression class with neighbors. Check out a video from OES and show it at one of the neighborhood meetings.
- Encourage everyone to have lighting such as flashlights or lightsticks, kerosene lanterns and candles.
- Consider having the neighborhood buy a generator, learn how to use it and maintain and test it monthly.

### ***After the Disaster***

- Form teams and check the status of utilities. Do they need to be turned off? If so, do so.
- Identify any power lines that are down and cordon them off. If possible have people monitor the area.
- Set up a generator and a schedule for generator maintenance.

### ***In Case of Fire:***

- evacuate people

- small fires (A small fire is low in intensity, low in heat and is no larger than a door)

  - Put them out

- large fires

  - move vehicles away from blaze, taking care not to block access for emergency vehicles

  - turn off utilities

  - wet down surrounding area

  - close windows of surrounding homes

  - take down curtains

  - board up windows

You may think of other tasks that you want people to do. We have listed those that fit all neighborhoods.

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***It is important to include in your neighborhood Disaster Plan a job description for each position to be filled.***

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# Recovery

In recent disasters we have seen that the worst time for many people is the long recovery period. It is not the moment of the disaster or the 72 hours after but the weeks and months afterwards that drag on interminably. We would like to make some suggestions for this time and encourage you in your personal and neighborhood planning to consider what it will be like for your neighborhood two weeks to two months after the disaster.

## ***Energy Needs***

- Plan to cook together to save resources
- Consider building several solar cookers to use (See Appendix 7 on page A37)
- Sanitation
- Establish sites for latrines or port-a-pottys and learn how to maintain them
- Refuse collection will certainly be disrupted for a while since Public Works will be responsible for removing debris citywide. Set up a neighborhood plan for waste collection.

## ***Shelters***

We have found that people do not like staying in shelters. If your home were uninhabitable, could you live in your backyard in a tent? Do you have a tent? Is there someone in your neighborhood whose house may be in better shape with whom you could stay and be close to your home and its contents?

## ***Security***

Following a major disaster, there are people who will take advantage of the situation. Uninhabited homes and unlighted areas invite looters and thieves. As soon as you determine that access to your street is not needed by emergency vehicles park cars across the ends of the street and post people there to monitor people coming through your block. Merely having someone there to ask, "Who are you visiting?" may deter unwanted visits. The fact that the block is being watched works in much the same way as Neighborhood Watch deters crime. Neighbors watching out for neighbors works! Neighbors may sign up for watches until lighting is restored and an air of normalcy prevails.

## ***Cleaning Up***

It is difficult to go into your own home and see your lovely things broken and your kitchen a terrible mess. Buddy up and help one another with the clean up. Set a work time to clear the street, sidewalk and areas for common use.