

NEIGHBOURHOOD PROGRAM
Utilities &
Fire Suppression
RESPONSE UNIT WORKBOOK



UTILITIES AND FIRE SUPPRESSION RESPONSE UNIT WORKBOOK

PURPOSE OF THE UTILITIES AND FIRE SUPPRESSION UNIT

To safely extinguish fires in the neighbourhood, to preclude people from entering hazardous areas, to shut off utilities where and when it is safe and appropriate.

To do this effectively the Unit should:

- Have basic knowledge of, and practice in, fire suppression and utilities control and safety
- Have fire extinguishers, alternate water sources (not main supply) and other equipment
- Know what to do and how to do it under the overall coordination of the Team Leader
- Keep this document up to date (as people move in and out of the neighbourhood)

CONTENTS

NEIGHBOURHOOD PROGRAM INFORMATION

Response Units
The Road to Readiness
Neighbourhood Team Structure

UNIT PREPAREDNESS PLAN

UNIT RESPONSE PLAN

Personnel
Action Guide Checklist
Supplies
Key Locations and Contacts
Sample Neighbourhood Map
Blank Grid Pages
Neighbourhood Status Logsheet

NEIGHBOURHOOD PROGRAM RESPONSE UNITS

Neighbourhood Leader- provides the overall leadership and coordination of the neighbourhood's plan before, during and after disaster. The leader encourages, monitors and assists individual Response Unit Leaders to complete their pre-disaster plans and activities.

First Aid - this unit provides on-site first aid care and emotional support to injured neighbours. They select a location for a first aid station in the neighbourhood and plan ahead for any neighbours who may require special care.

Utilities and Fire Suppression - this unit reduces hazards from fire or damaged utilities. They shut off gas meters, electricity and water mains if necessary. They cordon off hazardous areas.

Light Urban Search and Rescue - this unit locates missing neighbours and rescues those trapped and/or injured.

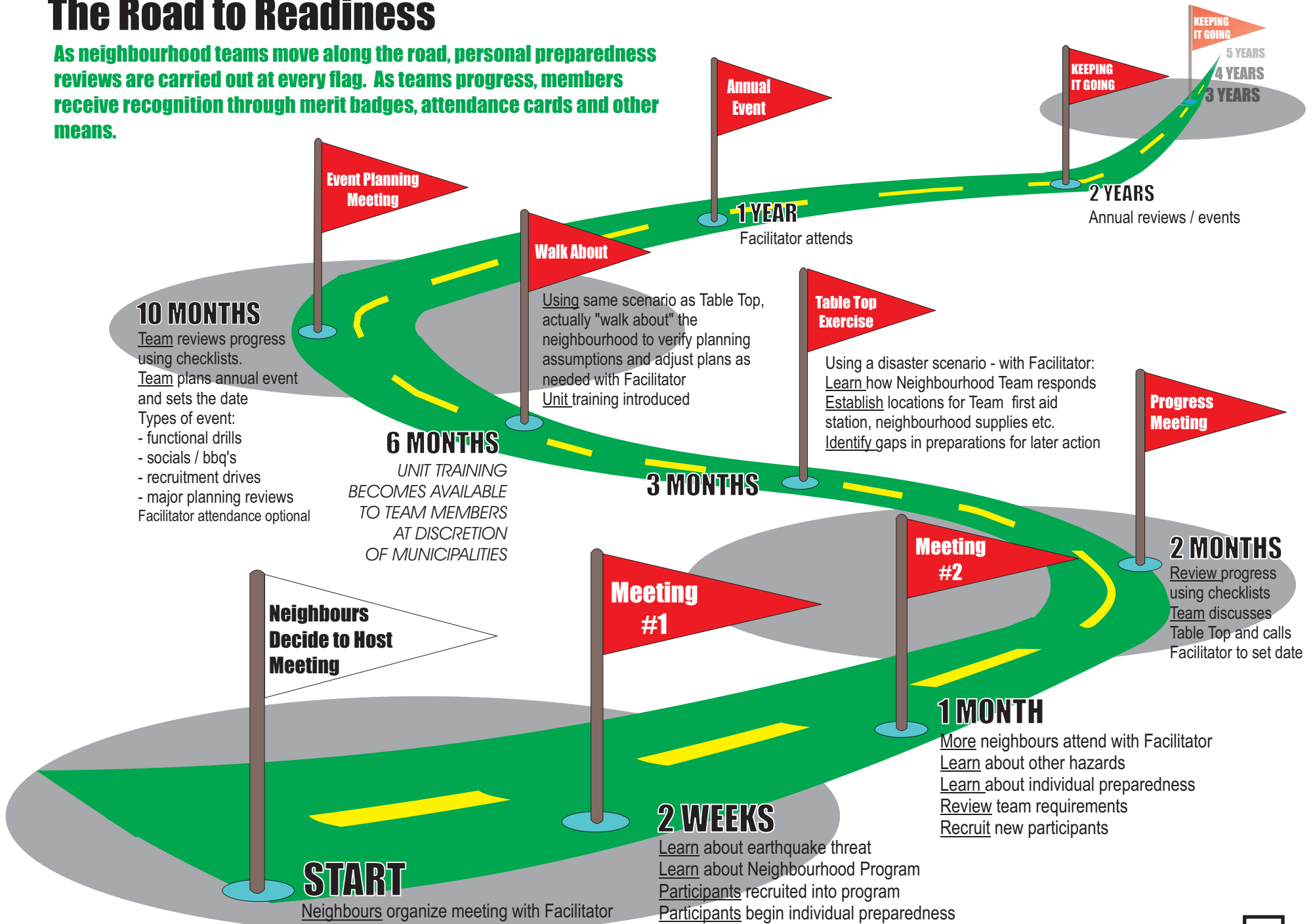
Communications and Transportation - this unit provides a communication link and transportation between teams, and between the Neighbourhood Team Leader and outside resources.

Shelter and Care Giving - this unit provides a safe, clean environment - in addition to shelter, food and care for neighbours who need help after disaster.

Damage Assessment - this unit conducts a rapid and accurate preliminary assessment of the damage in your neighbourhood and then reports their findings to the Neighbourhood Leader.

The Road to Readiness

As neighbourhood teams move along the road, personal preparedness reviews are carried out at every flag. As teams progress, members receive recognition through merit badges, attendance cards and other means.



THE NEIGHBOURHOOD TEAM STRUCTURE

**ALL UNITS REPORT TO
NEIGHBOURHOOD ASSEMBLY POINT
AS SOON AS POSSIBLE**

Shelter and Care Giving unit

Based in undamaged home(s)

- provides food, shelter and care for neighbours with damaged homes, unattended children and frail elderly.
- organizes pet care.

First Aid unit

- sets up First Aid Post
- works with SAR Unit

**FIRST AID POST
IN GARAGE**

Communications / Transportation unit

Based at Neighbourhood Assembly Point and supports Team's response

- uses runners, 2 way radio, or other means as available
- communicates neighbourhood's status to outside resources
- arranges transportation as required

**NEIGHBOURHOOD ASSEMBLY POINT
IN GARAGE**

Light Urban

Search and Rescue unit

Patrols neighbourhood entering damaged buildings when safe to do so

- identifies missing neighbours
- rescues trapped persons
- may perform medical transport

Damage Assessment unit

Patrols neighbourhood
- conducts rapid assessment of damaged structures

Utilities and Fire Suppression

Patrols neighbourhood

- attending to any signs of fire
- cordons off hazards and downed power lines
- turns off utilities where necessary

Neighbourhood Team Leader

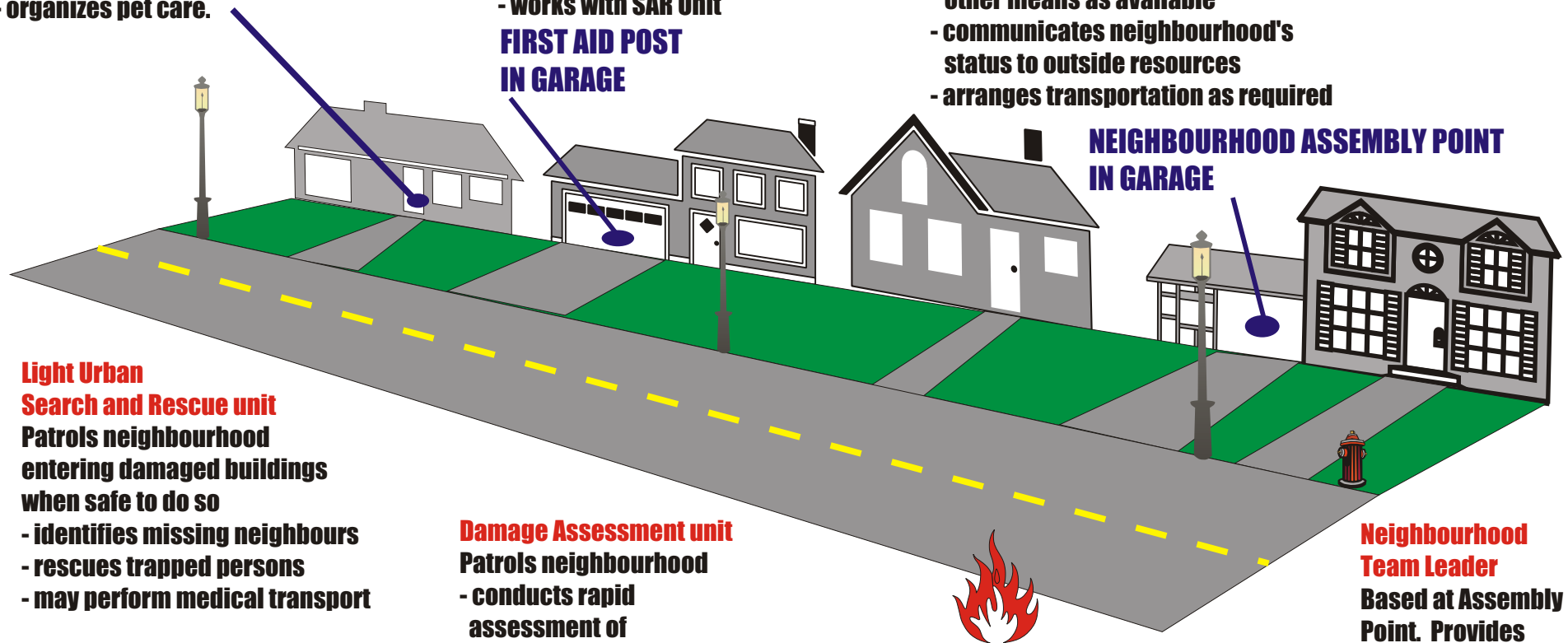
Based at Assembly Point. Provides overall Team coordination

All Team Members on patrol

or in action could use whistles to call for help.

Unit Leaders may have 2 way radios

They regularly report in to the Neighbourhood Team Leader





UTILITIES AND FIRE SUPPRESSION

UNIT PREPAREDNESS PLAN

First let's review what your unit is working towards. The last section of this workbook provides your unit's Response Plan. It is in four parts: Personnel, Action Guide (for the response), Supplies and Key Locations. All of the preparations your unit is going to make are aimed at completing those four pages.

As you will see from reviewing the Response Plan there is quite a lot to do. But that does not mean that you have to do it all at once! In fact it is expected that your unit will take a year or more to fill in the Response Plan completely. The approach we suggest, is that you and your fellow unit members pick out some actions you feel you can manage, set a date to complete them, and go to work. When you complete them, make sure you update your Response Plan and inform your Neighbourhood Team Leader of your progress.

Personnel Recruitment

At first you may be the only member of your unit. It is really important to spread the load however, so try to recruit neighbours to help you. As you recruit other people for your unit, make sure you update the Personnel part of the Response Plan.

Unit Meetings

Although your unit will meet with the others at general Team Meetings from time to time, it is a good idea to meet as a unit to review progress and decide what to do next.

Skills and Training

If you know of neighbours who have relevant skills and training for your unit, they should be approached first in your recruitment work. Specialized training will need to be organized through the Neighbourhood Program Facilitator. But before you begin to think about specialized training, it is important to attend to other aspects of your Response Plan.

Supplies

As you and your unit acquire personal supplies like work boots, whistles etc. note them on the Personnel sheet of your Response Plan. For the supplies your unit needs on behalf of the neighbourhood, perhaps you might start by taking an inventory of supplies you and your neighbours already have. Note the locations etc. on the Supplies sheet of your Response Plan. For supplies you don't have, you will need to decide how to share the cost. Perhaps these items should be discussed at a full Team meeting with the Team Leader. It is also important to decide where your supplies will be stored. This too may need Team discussion.

Key Locations

The Neighbourhood Assembly point is selected by the Team at a general meeting.

Action Guide

Review the Action Guide in your unit's Response Plan with the other members of your unit. Consider the actions listed under the "Reporting for Duty" heading. Are you prepared to carry out the actions listed? Most of the other parts of the Action Guide will require practice in the form of exercises or drills.

LAST NAME / FIRST NAME			
ADDRESS			
TELEPHONE			
CERTIFICATIONS			
TRAINING			

- WORK BOOTS
- WORK GLOVES
- HARD HAT
- SAFETY JACKET
- WHISTLE
- OTHER DEVICE FOR COMMUNICATIONS

--	--	--	--	--	--

LAST NAME / FIRST NAME			
ADDRESS			
TELEPHONE			
CERTIFICATIONS			
TRAINING			

- WORK BOOTS
- WORK GLOVES
- HARD HAT
- JACKET
- WHISTLE
- OTHER DEVICE FOR COMMUNICATIONS

--	--	--	--	--

UTILITIES AND FIRE SUPPRESSION UNIT RESPONSE PLAN



ACTION GUIDE CHECKLIST

This sheet provides some specific actions that your Unit may be expected to carry out in time of disaster. It is very important to remember that you and your fellow team members are not expected to take the place of professional responders. Rather you must be prepared to do the best you can under the circumstances that will prevail. And you must also be very flexible, since depending on the condition of your neighbourhood, your skills may be needed in another Unit as determined by the Team Leadership.

Reporting for Team Duty

- ☐ Ensure your family is safe before you report to the Assembly Point
- ☐ Leave a note on the door indicating family status and your role in the response
- ☐ Wear your workboots and other appropriate clothing and take any personal equipment
- ☐ Take your Unit Response Plan and Neighbourhood map with utility controls identified and report to the Assembly Point
- ☐ Report condition of your family and home and any observations you made along the way
- ☐ Set your Unit's priorities under the coordination of the Team Leader and together with other Units
- ☐ Assume your Unit responsibilities and rapidly action your Unit's priorities

Neighbourhood Survey

RULE #1 ALWAYS GO WITH A BUDDY

- ☐ Conduct a rapid survey of the entire neighbourhood and identify:
 - ☐ Fires
 - ☐ Incipient fires
 - ☐ Gas Leaks
 - ☐ Downed Power Lines
 - ☐ Water Leaks
 - ☐ Other Hazards
- ☐ Determine priorities for action and send runner to Assembly point if additional personnel are needed and if fire department must be contacted for a major emergency
- ☐ When time permits complete the Neighbourhood Status Log Sheet and give it to the Team Leader

Action Guidelines

Gas -

- ☐ If you identify a leak in the main supply between the street and a residence or on the street, the gas cannot be turned off. Evacuate area immediately.
- ☐ Only if gas is smelled inside a residence should it be turned off and open windows and doors

Power Lines -

- ☐ Never touch fallen lines
- ☐ Stay a minimum of 30 feet (10 metres) away from any downed power lines. Rope off all downed power lines at that distance.

Water -

- ☐ If there is a leak between the street and outside of a residence, shut off the water street service valve with a water key
- ☐ Consider shutting off supply to hot water tanks and toilets to prevent contamination

Road blocks -

- ☐ Remove anything which could prevent emergency vehicles from passing through

Fires -

- ☐ Never enter a burning building or smoke filled structure
- ☐ Major fires should be reported to the fire department immediately through Communications Unit in consultation with the Team Leader
- ☐ Garden hoses are not effective in fighting established fires but can be useful in preventing the spread to adjacent structures by "wetting them down"
- ☐ Do not use fire hydrants except under fire department direction (you could reduce the water pressure in the whole area)
- ☐ Use fire extinguishers or other water sources as per your training

UTILITIES AND FIRE SUPPRESSION UNIT RESPONSE PLAN



SUPPLIES

THE FOLLOWING LIST IS A GUIDE TO THE TYPES OF SUPPLIES YOU SHOULD HAVE AVAILABLE. IT IS IMPORTANT TO IDENTIFY THE LOCATIONS WHERE THEY ARE KEPT AND HOW TO ACCESS THEM IN AN EMERGENCY. CONSIDERATION SHOULD BE GIVEN TO KEEPING THEM TOGETHER AT AS FEW LOCATIONS AS IS PRACTICAL.

SUPPLIES	LOCATION	ACCESS / WHO HAS THE KEYS
Industrial Fire Extinguishers		
Map of Utility Control points		
Emergency Water Supplies / Buckets (rain barrels etc.)		
Ladders Lengths / Types		
Axes		
Fire Blankets		
Sand, Shovels, Wheelbarrows		
Work Gloves and Hard Hats		
Survey Tape for Hazard Areas Identification		
Explosion Proof Flashlights		
Gas Shut Off Wrenches		
Other Hand Tools		
Water Key (street service shut off)		
Clip Boards / Maps / Markers / Paper		
Bull Horn		

UTILITIES AND FIRE SUPPRESSION UNIT RESPONSE PLAN

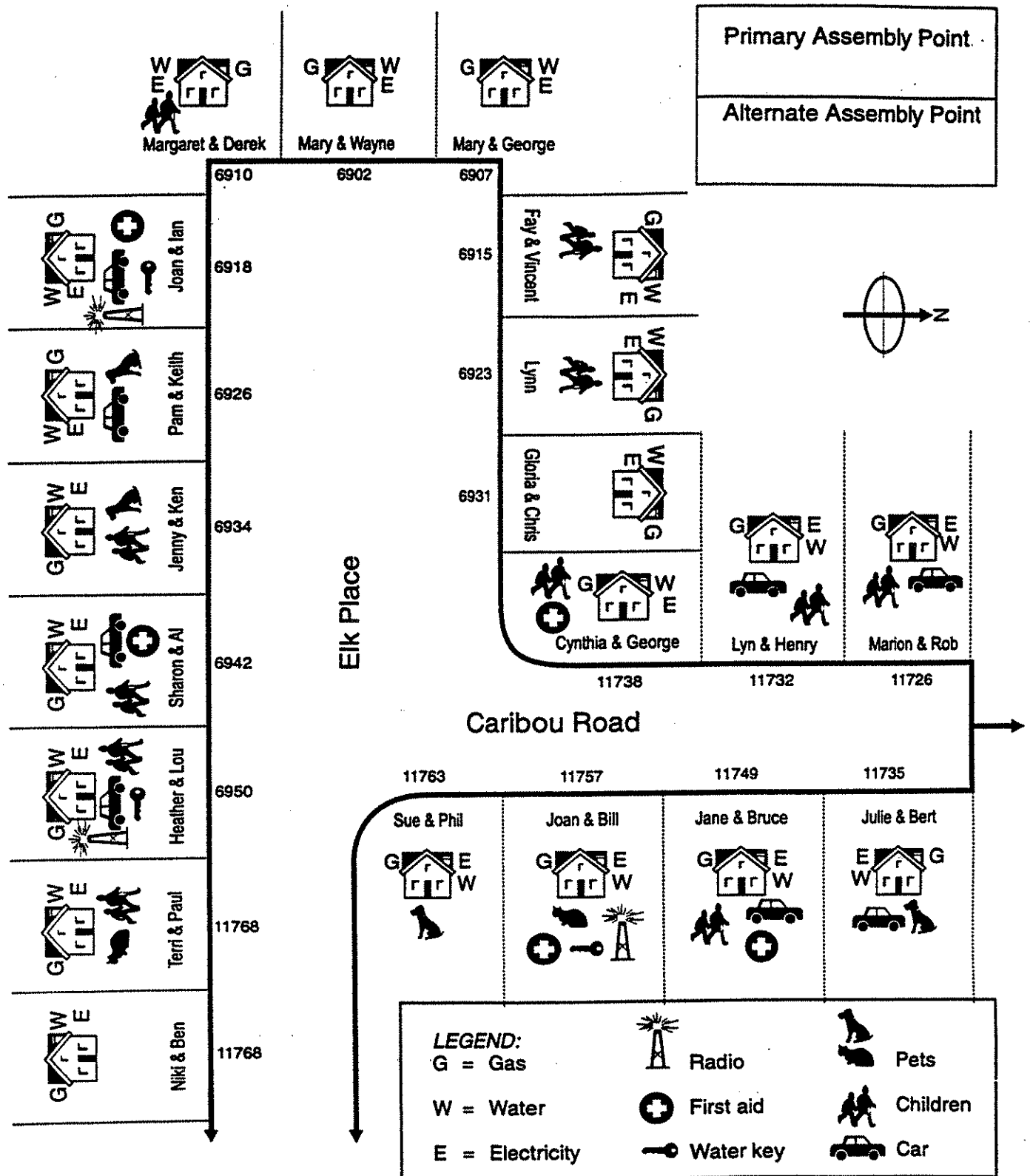


KEY LOCATIONS AND CONTACTS

LOCATION OF NEIGHBOURHOOD ASSEMBLY POINT	
WHO HAS THE KEYS	

FIRE DEPARTMENT PHONE NUMBER AND LOCATION	
BC GAS EMERGENCY NUMBER	
BC HYDRO EMERGENCY NUMBER	

UTILITIES & FIRE SUPPRESSION: Sample Neighbourhood Map



UTILITIES & FIRE SUPPRESSION: Neighbourhood Map

(Sketch neighbourhood and identify hazards, resources, etc.)

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are approximately 20 columns and 25 rows of squares. A single horizontal line runs across the entire width of the page, positioned roughly halfway down, which serves as a margin line. The rest of the page is filled with the standard grid pattern.

