

# NEIGHBOURHOOD EMERGENCY PREPAREDNESS PROGRAM

## FACILITATORS' LESSON PLAN - MEETING #2 (2<sup>nd</sup> Version)

CONTENT	METHOD	EST. TIME
<b>A. INTRODUCTION</b>		<b>15 MIN</b>
Facilitator's Name, Title and Responsibilities	Lecture	
Welcome and Introductions of Participants	Icebreaker	
Quick review of the intent of training: emergency preparedness & establishing Neighbourhood teams	Video – 2003 Forest Fire Disasters or Personal Preparedness video	
Review accomplishments from Meeting #1 – for any new participants:	Lecture & Slides	
<ul style="list-style-type: none"> <li>- relevant hazards</li> <li>- personal/family preparedness</li> <li>- Have participants brainstorm on the key hazards and key components to personal/family preparedness</li> <li>- Follow-up on action items assigned at last meeting: did they conduct home hazard hunt; what supplies did they collect; have they given any thought to what Team role/function they may get involved with</li> </ul>	Reference to workbook	
Review Agenda for Meeting:	Refer to sample emergency supply kit	
Neighbourhood Team functions: responsibilities and desired skills[	Prize (Optional) for those who completed tasks	
<ul style="list-style-type: none"> <li>- How the Neighbourhood Team is set-up</li> <li>- Neighbourhood Team Supplies</li> <li>- Team Safety Principles</li> <li>- How it all comes together and works!</li> </ul>	Post agenda items onto flipchart	
	Read aloud	

CONTENT	METHOD	EST. TIME
<b>B. NEIGHBOURHOOD TEAM FUNCTIONS</b>		<b>30 MIN</b>
<p>Review the Neighbourhood Team structure</p> <p>Review the 7 Team functions: role, responsibilities, and desired characteristics or skills suggested for each function</p> <p>Have participants brainstorm on the characteristics for each function</p> <ul style="list-style-type: none"> <li>- Team Leadership</li> <li>- First Aid</li> <li>- Utilities &amp; Fire Suppression</li> <li>- Light Urban Search &amp; Rescue</li> <li>- Communications &amp; Transportation</li> <li>- Shelter &amp; Care Giving</li> <li>- Damage Assessment</li> </ul> <p>Have participants sign up for appropriate function – if they know at this point and are willing to do so</p> <p>Refer to workbooks for each Neighbourhood Team function</p> <ul style="list-style-type: none"> <li>- Review format for workbooks</li> <li>- Identify relevant list of supplies</li> <li>- Identify function registration form</li> <li>- Refer to other forms in workbook</li> </ul>	<p>Lecture &amp; Slides</p> <p>Brainstorm aloud or have participants discuss in small groups</p> <p>Address slides</p> <p>Post onto flipchart – participant function/unit assignments</p> <p>Distribute Team Function workbooks</p>	

CONTENT	METHOD	EST. TIME
<b>C. HOW THE NEIGHBOURHOOD TEAM IS SET-UP</b>		<b>30 MIN</b>
<p>Review steps that the Neighbourhood team must take before emergency occurs:</p> <ul style="list-style-type: none"> <li>- inventory of skills and resources and of risks to neighbourhood</li> <li>- complete personal/family preparedness</li> <li>- prepare neighbourhood map</li> <li>- identify team assembly point (AP)</li> <li>- establish communication methods (eg: family radio system/hams)</li> <li>- identify function/unit gathering points</li> <li>- establish and collect neighbourhood team supplies</li> <li>- obtain additional training as required (eg: first aid)</li> </ul>	<p>Lecture &amp; Slides</p> <p>Display sample neighbourhood map</p> <p>Video – Heros or BC Be Prepared</p>	
<b>D. NEIGHBOURHOOD TEAM SUPPLIES</b>		<b>10 MIN</b>
<p>Divide participants into their Team functions – if some people haven't signed up for one, ask them to join a function they're considering or are interested in.</p> <p>Have each Team function identify necessary supplies to fulfill their functions role</p>		

CONTENT	METHOD	EST. TIME
<b>E. NEIGHBOURHOOD TEAM SAFETY PRINCIPLES</b>		<b>5 MIN</b>
<p>Address the key safety principles for all Team members</p> <p>Identify the various people “dynamics” they may encounter</p>	Lecture & Slides	
<b>F. HOW IT ALL COMES TOGETHER &amp; WORKS</b>		<b>20 MIN</b>
<p>Review sequence of activities for the Team during an emergency</p> <p>Identify the type of information that each Team function is responsible for collecting, as part of their response</p> <p>Use a scenario (flood or fire etc.) to explain how the response will unfold</p>	<p>Lecture &amp; Slides</p> <p>Oral Discussion/Exercise</p>	
<b>G. NEXT STEPS &amp; CLOSURE</b>		<b>10 MIN</b>
<p>Address any questions &amp; clarify any issues</p> <p>Summarize what has been covered:</p> <ul style="list-style-type: none"> <li>- personal/family emergency preparedness</li> <li>- the development of neighbourhood team</li> </ul> <p>Things To Consider Before Team’s Next Meeting</p> <p>Continue with Personal/Family Emergency Preparedness tasks</p> <ul style="list-style-type: none"> <li>- Refer to Individual &amp; Family Preparedness Checklist</li> </ul> <p>Completion of Team Function/Unit preparedness items – at least one before next meeting, such as:</p> <ul style="list-style-type: none"> <li>- Who’s in charge of function</li> </ul>	<p>Discussion</p> <p>Brainstorm</p> <p>Refer to checklists in workbook</p> <p>Refer to checklists in functional workbooks</p>	

CONTENT	METHOD	EST. TIME
<p>Planning &amp; Setting Dates for Next Meetings</p> <ul style="list-style-type: none"> <li>- identify 3 potential dates over the next year</li> </ul> <p>Refer to Team Registration forms</p> <p>Meeting Evaluation</p> <p>Acknowledge host of the meeting</p> <p>Provide contact name and number for the program</p> <p>Thank you and congratulations</p>	<p>Hand out registration forms</p> <p>Hand out evaluation form</p>	

# **FACILITATOR'S NOTES**

## **MEETING #2**

### **A. INTRODUCTION (15 MINUTES)**

#### **1. Introduce Yourself**

Include your name, title, responsibility a brief overview of the Neighbourhood Program. Include information such as when it was established, how many neighbourhoods are organized, how many citizens are involved, and any other interesting facts.

#### **2. Welcome, Introductions of Neighbours and any other Guests**

Thank participants for their interest and attendance especially the initiator who organized the meeting, also thank the person who is hosting the meeting at their home (or any other facility) and any other guests (such as the Neighbourhood Program Coordinator and Fire Department personnel) and especially the new neighbours. Deal with housekeeping items – location of washroom, etc.

Ask the participants to introduce themselves and ask the group if they have ever experienced a disaster.

### **3. Facilitator reviews the accomplishments and discussions from Meeting #1**

- BC Hazards
- Personal and Family Preparedness
- How Neighbourhood Programs are organized
- Neighbourhood supplies and resources
- Recruitment of team members
- Assignment: Home Hazard Hunt

#### **Review of Home Hazard Hunt**

**Facilitator Note:** Review Home Hazard Hunt assignment from Meeting #1

At the last meeting your assignment was to conduct a Home Hazard Hunt – to identify and improve potential dangers in your home. Foresight and common sense are all that are needed as you go from room to room and imagine what would happen in an earthquake.

If your presentation is to a group living in a strata complex or high rise, some items in the Home Hazard Hunt would not likely be the responsibility of the individuals, such as strapping the water heater, bracing the chimney, bolting walls to

foundation, etc. The Management Company would be responsible and should be invited to the meeting.



Review some of the Hazard Hunt by providing the following information and through question and answer and demonstrations:

- Knowing the location of the gas valve – When should the gas meter be shut off? – Who should turn the gas back on? Demonstrate using a gas meter, the type of wrench recommended and how to turn off gas.
- Storing water and food supplies – What's the most important thing to remember when storing these supplies? Tell the group that an easy way to remember to recycle food supplies is to choose an easy date to remember (anniversary, birthday or statutory holiday or in the spring or fall when we adjust our clocks).
- Strapping water heater - Strapping water heaters can be a neighbourhood project. Team members could organize to provide this service to those of you who need help.
- Securing heavy furniture to walls & fastening down of objects - show latches, braces and other fastener samples



Now ask the group if they have any questions.



To further motivate the group, those who can show that they have started the Home Hazard Household Fix It List, are given a prize (as promised at the last meeting).

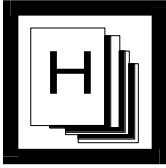
## 4. Review Agenda

Review the agenda with the group and post to flipchart.

### **Neighbourhood Program Meeting Agenda:**

- Neighbourhood Team functions
  - How the team is set up
  - Neighbourhood team supplies
  - Team safety principles
  - How it all comes together and works!

This presentation will take approximately 1&1/2 hours. Please feel free to ask any questions as we go along. I look forward to your participation in this presentation.

MESSAGE IN A  
CIRCLE

Hand out the “Icebreaker” “Message in a Circle” which can be found in the Appendices, and ask the group to solve the puzzle.  
(The message reads- “Neighbours like it because its fun”)

## B. NEIGHBOURHOOD TEAM FUNCTIONS (30 MINUTES)

### 1. Neighbourhood Program



**Note to Facilitator:** As a quick review to the prior meeting and for the benefit of new attendees, ask the group the following questions, soliciting and adding information when the responses are not complete.

What is a Neighbourhood Team?

Why do you need one?

How is it organized?

What Response Units are involved?

How do the Units Respond?

What’s involved in building your Program?

## 2. Neighbourhood Team Functions

NEIGHBOURHOOD  
RESPONSE UNITS  
MEETING #1



Facilitator reviews from the Flip chart (completed at the last meeting) the list of Neighbourhood Response Units with the names of those recruited beside each team.

Have participants brainstorm on the characteristics of each function:

- Team leadership
- First aid
- Utilities and fire suppression
- Light urban search and rescue
- Communications and transportation
- Shelter and care giving
- Damage assessment

Have participants sign up for their appropriate functions – if they are aware at this point.



**Note to Facilitator:** Distribute Team Function Workbooks.

- Review format for workbooks
- Identify relevant list of supplies
- Identify function registration form
- Refer to other forms in workbook

Make these points:

- The great thing about Neighbourhood Programs is that there is a job for everyone.

- The more people involved in the Neighbourhood Program the easier and faster the program will be established.

## C. HOW THE NEIGHBOURHOOD TEAM IS SET UP (30MINUTES)

### 1. Neighbourhood Team Preparation Steps



**Note to Facilitator:** review the steps the Neighbourhood team must take before an emergency occurs:

- Take an inventory of skills and resources and risk to the neighbourhood
- Individual and family preparedness
- Prepare a neighbourhood map
- Identify team assembly point
- Establish communications methods
- Obtain additional training as required



**Note to Facilitator:** Display a sample neighbourhood map



**Note to Facilitator:** Play video, “Heroes” or “BC Be Prepared”.

**D. NEIGHBOURHOOD TEAM SUPPLIES (30MINUTES)**

Facilitator to ensure props and samples are available for this next segment:

- Gas meter
- Grab & Go Bag
- Samples of latches, braces, hot water heater strapping and lag screws

**Note to Facilitator:** Introduce individual preparedness as the first step to building a Neighbourhood Program. If we are not individually prepared it will be difficult to help others and ourselves. Advise the group that the next 30 minutes will be spent on what we need to do to get individually prepared, like getting our homes and

**E. NEIGHBOURHOOD TEAM SAFETY PRINCIPLES (5 MINUTES)****1. Review Key Safety Principles**

Review the following key safety principles:

- I am Number One (Safety First)
- Be Prepared
- Teamwork
- Know your Limits
- Document Activity

- Report to Team Leader
- Improvise/Be Flexible and Adaptable
- Take Charge Responsibly

## 2. Identify People Dynamics

Your Neighbourhood team could encounter the following people dynamics:

- Personality Clashes
- Egos
- Rigidity
- Authority
- “Ricky Rescuers”
- Varying Levels of Stress
- Loved-ones Injured or Loss of Life

## **F. HOW IT ALL COMES TOGETHER (20 MINUTES)**

### 1. Review the Sequence of Activities

When an emergency occurs, your Neighbourhood Team should follow a specific sequence of events:

- Neighbours report to assembly point
- Account for missing people
- Organize response unit action
- Organize available resources
- Establish communication with team and community at large
- Conduct rapid damage assessment

**G. NEXT STEPS & CLOSURE (10 MINUTES)****1. Things to do before the next meeting**

Thank the group for attending the meeting and congratulate them on all the work done to date. Tell them to continue to spread the word about their Neighbourhood Program and encourage recruitment of new neighbours.

To Do's:

- Home Hazard Household Fix It List
- Individual and Family Preparedness Checklist
- Completion of one Response Unit preparedness item.

**2. Planning and setting dates for the next meeting**

Recommend that the next progress meeting should be in approximately one month. The meeting will be:

- An opportunity for everyone to support each other's work
- To deal with any issues and questions which may arise
- To keep each other informed about both their individual and Response Unit preparations.

MEETING  
EVALUATION

Before the next meeting Response Unit Team members are encouraged to meet among themselves to begin their preparation.

Group sets a mutually agreeable time and location to meet. Facilitator thanks the group again. Facilitator distributes evaluation forms.

Congratulate them, as their neighbourhood is now on the Road to Readiness.

### 3. Completion of Response Unit Registration Forms

Facilitator asks for the newly recruited members to come forward to register.

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- Conduct basic fire suppression and utilities safety
- Establish first aid
- Conduct search and rescue
- Establish shelter and caregiving

### 2. Review Team Functions and Information Gathering



**Facilitator Note:** Have participants review each team function and identify the information each function is responsible for gathering as part of their response



**Facilitator Note:** Using a scenario (fire or flood), have participants explain how the response will unfold

1.
  - There should be one for also one for the office.



**Developing a family re-union plan:**

In time of disaster your family may be physically separated: at work, at school, shopping - somewhere. I can tell you, one of your most pressing worries following an earthquake will be: "How are my family members?"

There is a very handy way to reduce that worry. It won't allow you to physically reunite any faster, but it will allow you to find out how each member is.

**The Out of Area Contact:**

- Choose a friend or relative who lives at least 100 miles away from here. You want a person who lives this far from you because you want them outside the area that could be impacted by a major quake.
- Make small cards of the name of this person and his/her phone number, including area code, for each family member to keep in their wallets, purse or school backpacks.

PEP OUT OF  
PROVINCE  
CONTACT  
CARD



**Note to Facilitator:** Distribute PEP Out of Province Contact Cards.

- Make sure family members know this is the person they should contact immediately after

**F. NEXT STEPS & CLOSURE (10 MINUTES)**

## 1. Things to do before the next meeting

Thank the group for attending the meeting and congratulate them on all the work done to date. Tell them to continue to spread the word about their Neighbourhood Program and encourage recruitment of new neighbours.