



NEIGHBOURHOOD EMERGENCY PREPAREDNESS PROGRAM (NEPP)

Information for Neighbourhood Volunteer Organizers

This booklet has been designed to introduce you to some of the basic concepts of NEPP. In the booklet, you will find information to help you organize the meetings of your neighbourhood.

**SUNSHINE COAST
EMERGENCY PROGRAM
604- 885-6887**

NEPP Program Purpose

- **After a disaster, all neighbourhoods must be able to be self reliant for at least 72 hours.**
- **Most neighbourhoods already have most of the skills and resources needed to look after many of their own needs.**
- **Neighbourhood Programs simply pre-identify and organize the available resources.**

The Neighbourhood Program

Why do you need one?

Neighbourhood programs are designed to help neighbourhoods pre-identify their skills and resources and organize them in case of disaster. Every participating neighbourhood is organized into a team of 7 Response Units to handle situations caused by a disaster. The purpose is to allow your neighbourhood to be self-sufficient for 72 hours after a disaster. That could mean that the injured and trapped could be helped immediately, the latch key kids would have somewhere safe to go, the frail elderly would be taken care of.

The great thing about the Neighbourhood Program is that you have among you most of the skills and supplies needed to mount a credible response. What it takes is pre-identification of your skills, resources and organization.

That's what the Neighbourhood Emergency Preparedness Program does with your help.

The Neighbourhood Emergency Preparedness Program is supported by the Sunshine Coast Emergency Program. This program is a part of the total program of Emergency Response Planning that also includes Emergency Social Services, another volunteer program, which becomes involved if evacuations must occur.

Getting Started?

What is your role in preparing your neighbourhood for participation in this program?

- 1. Define your neighbourhood – 20 to 40 houses in the same locality**
- 2. Talk to your neighbours about the program, get them interested in becoming involved.**
- 3. Explain to them how the program works.**
 - a) it starts with a meeting of the neighbours at which a facilitator helps the neighbourhood begin the organization process**
 - b) neighbours take on tasks to be ready for the second meeting**
 - c) two weeks to a month later, the neighbourhood meets again with the facilitator to organize their teams.**
 - d) two months later the neighbourhood holds a progress meeting where it completes its own program plan**
 - e) three months later the neighbourhood holds a walk-about to familiarize the community with its own resources**
 - f) if there is a neighbourhood interest, a “table-top exercise” can be held once a year to develop the neighbourhood skills and spirit – the coordinator will help each neighbourhood develop this exercise to fit neighbourhood needs.**
 - g) program organizers suggest an annual review of the neighbourhood plan in a fairly formal meeting, and they suggest an annual neighbourhood event such as a block party, a pot luck lunch or barbeque be sponsored by the NEPP program.**

And that is all the neighbourhood needs to do – once in place, the program only needs the interest of one or two people to keep it up and running”!

And what happens at the meetings? What can I tell my neighbours?

The content of the two meetings focuses on both individual and family response to disaster and on getting neighbourhoods ready to respond as a group. The first two meetings are the most important ones in developing an effective program.

Meeting One:

Individual preparedness, included how to:

- **Minimize existing hazards in the home**
 - **Acquire and store supplies required for an emergency**
 - **Act quickly and appropriately in an emergency**
 - **Prepare for evacuation from home or neighbourhood**
 - **Build confidence and self reliance among Neighbourhood Emergency Preparedness Team members.**
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- **The individual and Family Preparedness Workbook supports neighbours to get prepared. It will be used with each neighbourhood and copies will be made available to all neighbours interested in creating their own handbook for family use.**
 - **At the end of this meeting, neighbourhoods will be introduced to the basic structure of the Neighbourhood Program Team and will initiate plans for organizing their program.**

Meeting Two:

At this meeting, the neighbourhood formally organizes the Neighbourhood Program Team, which includes determining the tasks which neighbours are willing to assume as members of the Response Units which will develop.

The responsibilities and skills required for the Response Units that make up the complete Neighbourhood are discussed at this meeting. Neighbourhoods will work to develop a program which includes people who are willing to take roles in:

Team Leadership

- **First Aid**
 - **Utilities and Fire Suppression**
 - **Light Urban Search and Rescue**
 - **Communications and Transportation**
 - **Shelter and Care Giving**
 - **Damage Assessment**
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- **Neighbourhood workbooks provide planning guidelines for each of the response units.**
 - **Remember, people are learning how to be “first responders” – the work they will do will not be designed to replace the work of the professional responders.**

What else should I do in preparing for the first meeting?

As you help the facilitator prepare for the meeting, there are a number of things you can do.

- **Choose or help choose a place for the meeting. It can be someone's home or a central location. It only needs to have adequate seating, some space to display materials and "work space" appropriate for the number of people expected.**

- **Do some neighbourhood research to identify:**
 - **Neighborhood hazards which should be discussed in the planning stages**
 - **The current status of your communities Neighbourhood Preparedness program – where does your meeting fit?**
 - **Special guests who should be invited/introduced**
 - **The special features of your neighborhood such as:**
 - **Type of neighborhood – houses, strata, etc**
 - **Economic factors – renters or owners**
 - **Population mix –families with children, seniors etc.**
 - **And information about the neighbours: Do they volunteer for other community activities? Which ones? What special skills do neighbours have.**

This information can be given to the facilitator before the first meeting and it will be useful in organizing the teams as the work goes on.

And that's about it! There are copies of some of the forms used in the program included, and as you work with your community, you can even begin to complete them for your records.

After these two meetings with the help of the facilitator, your neighbourhood will be well on its way to organizing teams of individuals to take on specific roles in the program. Your initiative in this work is invaluable to this program, and after your neighbourhood is organized, we would hope that you might be willing to help in the organization of others nearby.