

# 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.