

Appendix N—Response—Quick-Start Guide

Here is a very brief guide on what to do when a disaster strikes.

1. Look after yourself and your family first. Implement your Family Plan if you have one. Others may be at work and need to check in at home. Solve the problems immediately around you—start with your own home, then check on your immediate neighbours. It is important that everyone arrive at the meeting place knowing that loved ones and neighbours are safe and secure so that they can concentrate on the broader community.
2. Dress appropriately, grab your Emergency Go-Bag and any NEPP Emergency Plans you may need, start travelling to the meeting place.
3. Assess the area on your way to the meeting place. Try to identify any serious hazards that need to be reported to others, such as downed power lines, broken water pipes, and blocked roads.
4. Assess the meeting place. Once you arrive, survey the area for hazards. For example, if there is a gas leak or fire, it is not safe to be in the area. Find another location, but leave a note stating where you are going and why. If the area is safe, tidy the area and gather the materials you have access to and set them up. Start a list of what else would be helpful once more resources become available.
5. Register at the meeting place so others will know you are safe.
6. Work together. Identify what functions need to be activated, if any. If teams are not already in place, ask for volunteers. Put out the sign-up sheets (see Appendix L).
7. If you have volunteered for a function, follow the checklist for your role.

*It is important to have one person in charge of the response activities to ensure that objectives are being met and the entire team is being cared for.

Setting Up the Meeting Place

1. Place any required signage at natural access points.
2. Set up an Information Station where people arriving would check in. It will contain information about the neighbourhood and area that will be useful to community members as they enter. If there is no phone or internet, consider using two-way radios or ham radio to relay information and messages.
3. Post a Task Sheet (see Appendix H): This is to record what needs to be done, who is responsible to complete those tasks, and when they are completed.
4. Post the Needs and Offers Sheets (see Appendix F and Appendix G).

Note: Your meeting place needs to be accessible to everyone. Make sure that you consider accessibility.