

# Appendix T—Sample of a Basic NEPP Plan

## The Chinook Road Neighbourhood

This plan covers 12 homes located on Chinook Road (see map)

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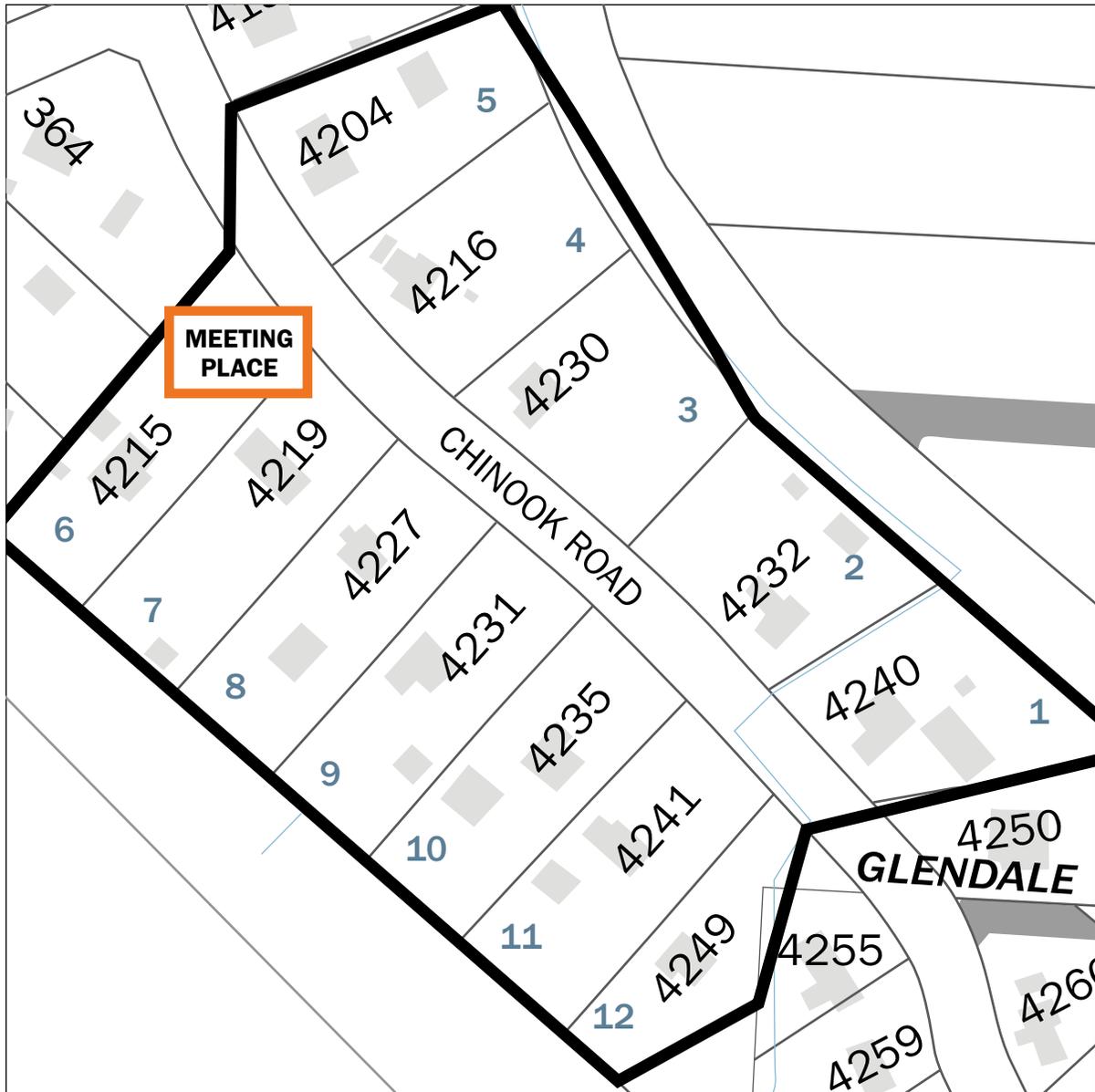
**Appendices:**

(Lists, instructions, sign-up sheets, etc. that we have decided to post at our Meeting Place after a disaster.)

1. Chinook Road - Response Volunteer Sign-up Sheet
2. Chinook Road - Needs
3. Chinook Road - Offers
4. Chinook Road - Post-Disaster Task Checklist
5. Neighbourhood Contact List



# Chinook Road - Map of Our Neighbourhood



# Neighbourhood Contact List

Neighbourhood Contact List		
<p><b>HOUSE or UNIT 1</b></p> <p>Adult Name(s)</p> <p>Children Name(s)</p> <p>Best Phone</p> <p>Email</p> <p>Pet(s)/kind(s)</p> <p>Any person with specific needs</p>	<p><b>HOUSE or UNIT 5</b></p> <p>Adult Name(s)</p> <p>Children Name(s)</p> <p>Best Phone</p> <p>Email</p> <p>Pet(s)/kind(s)</p> <p>Any person with specific needs</p>	<p><b>HOUSE or UNIT 9</b></p> <p>Adult Name(s)</p> <p>Children Name(s)</p> <p>Best Phone</p> <p>Email</p> <p>Pet(s)/kind(s)</p> <p>Any person with specific needs</p>
<p><b>HOUSE or UNIT 2</b></p> <p>Adult Name(s)</p> <p>Children Name(s)</p> <p>Best Phone</p> <p>Email</p> <p>Pet(s)/kind(s)</p> <p>Any person with specific needs</p>	<p><b>HOUSE or UNIT 6</b></p> <p>Adult Name(s)</p> <p>Children Name(s)</p> <p>Best Phone</p> <p>Email</p> <p>Pet(s)/kind(s)</p> <p>Any person with specific needs</p>	<p><b>HOUSE or UNIT 10</b></p> <p>Adult Name(s)</p> <p>Children Name(s)</p> <p>Best Phone</p> <p>Email</p> <p>Pet(s)/kind(s)</p> <p>Any person with specific needs</p>
<p><b>HOUSE or UNIT 3</b></p> <p>Adult Name(s)</p> <p>Children Name(s)</p> <p>Best Phone</p> <p>Email</p> <p>Pet(s)/kind(s)</p> <p>Any person with specific needs</p>	<p><b>HOUSE or UNIT 7</b></p> <p>Adult Name(s)</p> <p>Children Name(s)</p> <p>Best Phone</p> <p>Email</p> <p>Pet(s)/kind(s)</p> <p>Any person with specific needs</p>	<p><b>HOUSE or UNIT 11</b></p> <p>Adult Name(s)</p> <p>Children Name(s)</p> <p>Best Phone</p> <p>Email</p> <p>Pet(s)/kind(s)</p> <p>Any person with specific needs</p>
<p><b>HOUSE or UNIT 4</b></p> <p>Adult Name(s)</p> <p>Children Name(s)</p> <p>Best Phone</p> <p>Email</p> <p>Pet(s)/kind(s)</p> <p>Any person with specific needs</p>	<p><b>HOUSE or UNIT 8</b></p> <p>Adult Name(s)</p> <p>Children Name(s)</p> <p>Best Phone</p> <p>Email</p> <p>Pet(s)/kind(s)</p> <p>Any person with specific needs</p>	<p><b>HOUSE or UNIT 12</b></p> <p>Adult Name(s)</p> <p>Children Name(s)</p> <p>Best Phone</p> <p>Email</p> <p>Pet(s)/kind(s)</p> <p>Any person with specific needs</p>

# Chinook Road - NEPP Leadership Team Sign-up Sheet

“I would like to volunteer to help our neighbourhood become stronger and better able to respond and recover after a disaster.”

Name	Phone and Email
Bob Smith	Cell 250-897-0001 bcsmith@hotmail.com
Michael Sbidnik	Hm. 250-334-0003 mrsbidnik@gmail.com
Munawar Sadiq	Cell 250-897-0005 / Hm. 250-334-0005 bestofthewest@gmail.com
Silvia Da Costa	Cell 250-897-0004 csdacosta@shaw.ca

# Chinook Road- Quick-Start Guide: Basic Instructions for after a Disaster

## 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 if you have time and it is safe to do so. It is important that everyone arrive at the Meeting Place/Assembly Area 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. Make your way to the meeting place.
3. Assess the area. While enroute to the meeting place 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 remember to leave a note stating where you are going and why. If the area is safe, tidy the area and gather together 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 Information Station 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.

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 Our Meeting Place

1. Place any required signage at natural access points.
2. Set up an Information Station. This is where neighbours will come to register, notifying you who is safe. This is also where information about the neighbourhood and area that will be useful to community members is gathered and shared. If there is no phone or internet, consider handheld portable radios or ham radio to relay information and messages outside the neighbourhood.
3. Post a Task Sheet (checklist): This is to record what needs to be done, who is assigned to complete those tasks, and when they are completed.
4. Post the Needs and Offers sheets.

*Note: Our meeting place needs to be accessible to everyone. Make sure it is.*

## Maintaining our NEPP Plan

The Leadership Team will meet three times per year to review the plan: the first Monday in May, August, and December. The team lead will send out a reminder and an agenda.

- During these meetings we will update the plan as needed, and we will discuss if we need to make further additions to the plan.
- The team lead will also send out an invite to all neighbours in case anyone is interested in attending. Input is always welcome.

The Leadership Team will arrange a neighbourhood block party/BBQ the first or second week of September. This will be a potluck with everyone providing one dish. The team will provide the BBQs.

- During this event a copy of the newly updated NEPP plan, including the contact list, will be provided to everyone who attends. For those not able to attend, we will hand-deliver their copy.
- We will also do a brief review of the plan and hold a short tabletop discussion exercise. We will ask the Comox Valley Emergency Program to support us.

A member of the Leadership Team will regularly monitor the Comox Valley Regional District's NEPP Discussion Board where representatives from other NEPP teams across the valley are able to share ideas and discuss concerns.

**NOTE:** The NEPP Leadership Team has agreed to coordinate the response after a disaster. Bob Smith is a retired deputy fire chief and will be the Team Lead.

# Appendices

(Lists, instructions, sign-up sheets, etc., that we have decided to post at our meeting place after a disaster.)

1. Chinook Road - Response Volunteer Sign-up Sheet
2. Chinook Road - Needs
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# Chinook Road - Response Volunteer Sign-up Sheet

(To be completed prior to or immediately after a disaster)

Household Checks	Volunteers
<ul style="list-style-type: none"> <li>• Check on others via phone or in-person</li> <li>• Use the Neighbourhood Map and Contact Sheet</li> <li>• Confirm if safe and any urgent needs</li> <li>• Use the Household Checks Log Sheets</li> </ul>	

Area Safety Assessment	Volunteers
<ul style="list-style-type: none"> <li>• Identify current or potential outdoor hazards such as outside utilities such as gas, electricity, water mains.</li> <li>• Check for other potential hazards such as fallen trees, power lines, small fires, etc.</li> <li>• Decide how to deal with them. E.g., notifying the property owner, notifying utilities, roping off hazardous areas, or fixing smaller problems on the spot if it is legal and safe to do so.</li> </ul>	

Information/Communications	Volunteers
<ul style="list-style-type: none"> <li>• Registering neighbours as they arrive at the meeting place to identify who is safe and who is not accounted for</li> <li>• Gather and provide information throughout the disaster response and recovery</li> <li>• Listen to the radio and monitor other information sources for emergency updates.</li> <li>• Communicate beyond your community if able (Ham Radio, two-way radios, etc.)</li> <li>• Share updates with your neighbours.</li> </ul>	

# Chinook Road - Response Volunteer Sign-up Sheet

(To be completed prior to or immediately after a disaster)

First Aid and Care	Volunteers
<ul style="list-style-type: none"> <li>• Provide First Aid to level trained</li> <li>• Provide basic medications</li> <li>• Provide emotional support, blankets, etc.</li> </ul>	

Temporary Shelter	Volunteers
<ul style="list-style-type: none"> <li>• Help evacuated neighbours find shelter</li> <li>• Create safe play areas for children and pets</li> <li>• Borrow tents and RVs</li> <li>• Set up communal cooking, sanitation and/or first aid stations</li> </ul>	

Dwelling Assessments	Volunteers
<ul style="list-style-type: none"> <li>• Help willing neighbours determine whether their dwellings and the building perimeter is safe for entry and occupancy</li> <li>• Look for signs of being unstable</li> <li>• Alert anyone at risk</li> <li>• Volunteers should have good observational skills and some understanding of construction and building safety</li> <li>• Volunteers have no official status and residents are not compelled to follow assessment advice</li> </ul>	





