

COMMUNITY/NEIGHBORHOOD EMERGENCY PREPARATION & RESPONSE



June 2006



com·mu·ni·ty [kə myóónətee]

Noun: *pl.* **com·mu·ni·ties**

1.
 - a. A group of people living in the same area or locality and under the same government.
 - b. The district or locality in which such a group lives.
2.
 - a. A group of people with a common background or having common interests: *the scientific community; the international business community.*
 - b. A group viewed as forming a distinct segment of society: *the faith community; the volunteer community.*
3.
 - a. Similarity or identity: *a community of interests.*
 - b. Sharing, participation, and fellowship.

Neigh'bor-hood'

Noun

1. A particular community, district, or area.
2. The people living near one another –**in the neighborhood of** [Inf.]

EMERGENCY KIT

CHATHAM EMERGENCY MANAGEMENT AGENCY 124 Bull Street, Suite 140 Savannah, GA 31401

The following items might be needed at home or for an evacuation. Keeping them in an easy-to-carry backpack or duffel bag near your door would be best in case you need to evacuate quickly, such as flash flood or major chemical emergency. Store your kit in a convenient place known to all family members. Kit basics are:

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- Wrench to turn off household gas and water. Keep it near the shut-off valves.
- A portable, battery-powered radio or television and extra batteries.
- Disposable breathing masks/filters.
- A two or three day supply of canned food including supplies for a special diet and baby foods.
- Can opener & eating utensils.
- Diapers, blankets, pillows and sleeping bags.
- Clothing, personal care items and toilet paper.
- Flashlight and extra batteries.
- First aid kit and first aid manual.
- Spare eyeglasses and a supply of prescription medications.
- Credit card and cash or travelers checks.
- Personal identification.
- An extra set of car keys
- Map of the area and phone numbers of places you could go.

The Chatham Emergency Management Agency (CEMA) has developed this guide to provide a consolidated yet comprehensive resource for communities, neighborhoods, groups and organizations to create and maintain an emergency preparedness and response program. These recommendations have been compiled from a wide variety of sources and adapted to emergency conditions that could occur in Chatham County. This pamphlet is designed to be used as a descriptive model and in some cases, as a checklist, to assist in developing a Community Emergency Preparation and Response Plan to mitigate, prepare for, respond to, and recover from the effects of an Incident of Critical Significance either threatening or striking Chatham County.

Communities and neighborhoods are encouraged to contact CEMA at (912) 201-4500 for assistance or guidance in preparing their plans.

Sincerely,

Phillip M. Webber
Director

EMERGENCY TELEPHONE LIST

Date: _____

AGENCY	CONTACT	TELEPHONE
Community Leader		
Assistant Community Leader		
Area Coordinator #1		
Area Coordinator #2		
Area Coordinator #3		
Area Coordinator #4		
Neighborhood/Section Captain #A		
Neighborhood/Section Captain #B		
Neighborhood/Section Captain #C		
Neighborhood/Section Captain #D		
Elected Official		
Fire, Police, EMS		9-1-1
Chatham Emergency Management Agency		(912) 201-4500

EMERGENCY REPORTING

Date: _____

TO: First Responders

From: Community or Neighborhood Leader: _____

Name: _____

Telephone: _____ Alt Phone: _____

Subdivision: _____

Number of Homes: _____

Description, location & magnitude of the emergency or environmental incident:

Numbers injured: _____ Missing: _____ Needing Assistance: _____

Location and extent of damage to property:

Assistance being rendered:

Assistance still needed:

COMMUNITY EMERGENCY PREPAREDNESS

Hurricanes, tornadoes, floods, fires, and hazardous material spills and releases, are a few of the catastrophic events that threaten our communities. While no one likes to think about these possibilities, the fact is that no individual or community is immune from disasters. Thankfully, they are rare and random. But their very rarity and randomness often leads us toward a false sense of security. By thinking “It could never happen here.” we postpone the kind of thinking we really need – that is, “It could happen here and what will we do when it does?”

A Community Emergency Preparedness Plan that promotes working with neighbors can save lives and property by providing a means of helping each other during times of emergency. It can also empower neighbors to be more effective in helping each other during the period immediately before or after the onset of an emergency prior to the arrival of professional help. This becomes especially important during the day when many parents are away from their homes and may not be immediately available to help their family members.

The first step in developing a Community/Neighborhood Emergency Preparation and Response Plan is meeting with your neighbors to plan how the community can work together before the onset of an emergency. If you’re a member of an organization, such as a home association, faith community, or neighborhood group, introduce disaster preparation and response as a new activity. Establish divisions for the community, areas and neighborhoods (See attached Community Emergency Plan Guidelines). Assign primary and alternate Community/Neighborhood Leaders and define their responsibilities in times of emergency (See attached Community Leader Responsibilities in Responding to Emergencies).

The second step is the identification of special skills or qualifications (e.g., medical, technical) and community resources (See the attached Community Resource Survey). Consider how you could help those who have special needs, such as disabled or elderly persons or those who need emergency childcare in case parents can’t get home.

Step three is to consider unique threats that face the community or neighborhood. Potential incidents of the highest probability should be addressed considering the assets of the community and resolution of any unique challenges that can be anticipated.

Step four is to encourage community members to take emergency response training such as Community Emergency Response Team (CERT) training that is taught in the community by a team of first responders. This instruction prepares CERT students to help respond to emergency situations in their communities. CERT members are trained to give critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site. CERT members are also taught to assist with non-emergency projects that help improve the safety of their community. Contact the Chatham Emergency Management Agency at (912) 201-4500 for additional information.

The final step is to practice the plan; knowing what actions to take is essential to an effective emergency response. A neighborhood block party, a community meeting or home association get-together are all perfect times to rehearse your plan. Members or neighbors will always be moving in and out, and organizational leaders will periodically require replacement; intermittent meetings provide an opportunity to train the members of the community as well as update rosters and phone numbers and to initiate organizational changes.

The Community Emergency Plan should:

1. Create a community/neighborhood-based group that is geographically related and all-inclusive.
2. Evaluate risks.
3. Assess community needs.
4. Meet community needs with the people and equipment available.
5. Insure residents are informed
6. Compliment the plans of local first responders.

Contact the Chatham Emergency Management Agency (912) 201-4500 to find out:

1. Which disasters are most likely to occur in or effect your community and what should you do to prepare for each?
2. Learn about your community's warning signals, what they sound like and what you should do when you hear them.
3. Become familiar with local emergency management programs, plans, and procedures.

EMERGENCY REPORT SURVEY

Date: _____

To: Area Coordinator for the Community or Neighborhood Leader

From: Neighborhood or Block Captain: _____

Name: _____

Telephone: _____ Alt Phone: _____

Group: _____

Number of homes: _____

Numbers injured: _____ Missing: _____ Need Assistance: _____

Location and extent of damage to property:

Assistance needed:

People available to help:

COMMUNITY RESOURCE SURVEY

Date: _____
 Street or Block: _____
 Neighborhood or Block Captain: _____
 Address: _____
 Household Name: _____
 Adults' Names: _____
 Children's names & ages: _____

 Phone Numbers: Home: _____ Work: _____
 Cell: _____ Other: _____
 Out-of area contact & phone: _____

<u>Equipment:</u>	<u>Skills:</u>	
_____ Construction	_____ Nurse	_____ Doctor
_____ Generator	_____ Dentist	_____ Counselor
_____ Boat	_____ Psychologist	_____ Equip Operator
_____ Pick-up truck	_____ Radio Operator	_____ EMT
_____ Trailer	_____ Licensed	_____ Firefighter
_____ Tow Truck	_____ Truck/Bus Oper	_____ Veterinarian
_____ Swimming pool	_____ CPR Trained	_____ Plumber
_____ CB Radio	_____ Police	_____ Locksmith
_____ Ham Radio	_____ Electrician	_____ Roofer
_____ Chain Saw	_____ Carpenter	_____ Arborist
_____ Tent, size	_____ Environmental Specialist	
	_____ Other _____	

Special Needs:
 Health: _____

 Language: _____

 Other: _____

COMMUNITY EMERGENCY PLAN GUIDELINES

- Establish three community divisions: Community, Area, and Neighborhood, block, or Section.
- Establish primary and alternate Community Leaders.
- Develop a chain of command and subdivide the community into manageable areas and assign each area primary and an alternate Area Coordinators and each neighborhood, block, or section primary and alternate Captains.
- Get information from CEMA on the most likely emergencies to affect the community.
- Engage or involve community and neighborhood members in the development of the plan. Ask questions to determine the unique needs of the community. Members may have valuable suggestions and bring attention to items that may otherwise be overlooked.
- Coordinate with neighborhood business and industry.
- Involve local emergency program authorities such as police and fire with the development of the plan and make revisions where needed.
- Develop a communications plan with back-up plans in case telephones are not working.
- Decide what information each area should gather about their members before and during an emergency situation. Using the attached forms compile a list of resources that includes:
 - Equipment located in the community that might be used during evacuation and recovery such as utility trailers, generators, chain saws, radios, tents, etc., and people in the community with expertise that can be used in emergencies.
- Assign one person (and an alternate) in the community or neighborhood to receive all reports and communicate them to the proper authorities (either law enforcement, fire, or the Chatham Emergency Management Agency). If the community already has a working communication system with a specific organization or public safety agency, incorporate this link into the plan. Confirm with the designated public safety agency that the information will be passed to the Chatham Emergency Management Agency (912) 201-4500.

COMMUNITY LEADER RESPONSIBILITIES IN RESPONDING TO EMERGENCIES

Each Area Coordinator should identify the neighborhoods or sections in their area and appoint Neighborhood or Section/Block Captains. Information gathered should include the information on the attached forms: names, ages, phone numbers, and addresses. Optional information could include work phone numbers, out-of-state contacts and phone numbers, location of utility shut off valves; and evacuation routes. This information should be gathered by the Block Captains and updated at least annually or when changes occur. The information should be forwarded to the Area Coordinators to be consolidated by the Community or neighborhood Leaders and provided to local officials to facilitate assistance.

Each Captain should be aware of special needs in their neighborhood or section of the community such as:

- Handicapped, elderly, and homebound individuals;
- Persons with special health needs such as breathing machines and wheel chairs;
- Single parent homes and single people;
- Persons requiring emergency power, evacuation vehicles, and/or non-telephone communications.

Each neighborhood or section should maintain a resource list of people and equipment; a copy should be given to the Area Coordinator for the Community or Neighborhood Leaders.

Each Community or Neighborhood Leader should identify possible emergency housing facilities for use by those whose homes have been flooded or damaged.

Block Captains should know before the occurrence of an emergency event, where each neighborhood resident or section member will relocate in the event of an evacuation.

Block Captains should develop a communications plan where every member of the section or household in the neighborhood is contacted before and after a disaster and pertinent information is obtained i.e. injuries, damage to property, need for evacuation, etc.

Each Area Coordinator should contact Block Captains within an hour after the disaster to inform them of the community's/neighborhood status and whether help will be needed from outside the community.

Inform the Chatham Emergency Management Agency [(912) 201-4500] of any unmet needs.

FAMILY PREPAREDNESS ACTIONS

Have an advance plan with all family members aware of how to get home if necessary.

Have a pre-arranged meeting or checking-in place.

Design an evacuation plan for your home with at least two ways to get out. Practice this with your family.

Have evacuation responsibilities assigned for each member of the family.

Know your Neighborhood Captain and advise them of your plans or status.

Help your neighbors that may require assistance.

Keep a whistle and a flashlight with fresh batteries in every bedroom.

Have smoke detectors on every level of the home and test them regularly.

Have appropriate fire extinguishers and know how to use them.

Keep emergency and other important phone numbers posted by each phone in the house.

Children should know by memory the phone number of the parent's employment.

Know by memory the name and phone number of a neighbor, relative, friend, or church member.

Know what to do if emergency sirens go off.

Keep important papers and documents in a water resistant, fire safe container that can be taken with you quickly.

Have a list of essentials to take with you in an emergency taped to a door for reference.

Keep emergency supply kits up-to-date and in an easily accessible place.

Have a first aid kit in your car and home at all times.

Have a two-day survival kit in your car and home at all times.

Always keep your gas tank at least half full.

Have extra medications and prescription glasses available.