



# Quadra Island

## Neighbourhood Emergency Preparedness Program Guide



A guide to preparing your neighbourhood for emergencies and disasters

Proudly supported by:



# Acknowledgements

This guide is provided as information for developing your Neighbourhood Emergency Plans. Feel free to adapt this information for use within your own neighbourhood. If others beyond your neighbourhood express interest, please refer them to [info@quadraemergency.ca](mailto:info@quadraemergency.ca). The Quadra Island Emergency Program, in conjunction with the Strathcona Emergency Program, can facilitate sessions tailored to neighbourhood needs, provide printed copies of guides and other materials.

Quadra Island Emergency Program: [www.quadraemergency.ca](http://www.quadraemergency.ca)

Strathcona Emergency Program: <https://srd.ca/services/emergency-preparedness/>



*We would like to take this opportunity to acknowledge the support of our sponsors: BC Hydro (grant), Strathcona Regional District, and Quadra Island Interagency Safety Committee, who provided us with the funding and encouragement that made this project possible.*



Quadra Island respectfully acknowledges the land on which it operates is on the unceded traditional territory of the We Wai Kai Band of the Indigenous Laichwiltach People (Kwa' Kwa' Ka' Wa'Kw First Nation), the traditional keepers of this land.

Quadra Island is within the Strathcona Regional District which is a partnership of four electoral areas and five municipalities providing sustainable services for residents and visitors to the area. The local governments work collaboratively on services for the benefit of those living and visiting the diverse urban and rural areas of the Strathcona Region.

## **“We do better when we do things together!”**

**– Judy Hagen, Quadra Island Liaison Officer**

Disclaimer: This guide is meant to serve as a starting point for neighbourhoods wanting to prepare for emergencies and disasters. The guide is not meant to replace or serve as a community emergency plan. Every reasonable effort was made to ensure accuracy of the content of this guide at the time of publication. During any emergency, follow the directions of emergency response personnel (police, ambulance, fire, etc.).

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# Introduction & Overview



**Established under the Strathcona Regional District**

The Quadra Island Emergency Program is completely volunteer with no paid positions. It has 4 different components that all work together. At the top is Quadra Island Emergency Management which oversees the emergency program. During a major emergency or disaster, a Department Operations Centre (DOC) will be activated to work with the Strathcona Regional District and Province of BC to coordinate the response. At the same time, local volunteers will help to provide services and assistance including Emergency Support Services, Neighbourhood Emergency Preparedness Program and Island Emergency Communications (via Amateur Radio Operators).

**Important Note: Any official or legislative decisions such as Evacuation Alerts, Orders or Rescinds, will be determined and implemented by the Strathcona Regional District through their Emergency Operations Centre (EOC).**

Local Emergency Management/Department Operations Centre

- Work with the Regional District and the Province to coordinate response to an emergency or disaster.

Emergency Support Services

- Provide immediate support to persons displaced from their home due to fires, floods, etc.

Neighbourhood Emergency Preparedness Program

- Encourage individuals and neighbours to become more resilient and assist each other in an emergency or disaster.

Emergency Communications

- Assist the community with communications during an emergency or disaster.

Quadra Island Emergency Program ([www.quadraemergency.ca](http://www.quadraemergency.ca))

SRD Emergency Notifications through Alertable (sign up here): <https://alertable.ca/signup/index.html>

## Authorization & Support

The QIEP authorizes the actions of the various components of Emergency Management including Emergency Support Services, Neighbourhood Emergency Preparedness Program and Island Emergency Communications (Ham Radio Operators) and provides guidelines before, during and after emergencies and/or disasters. Team members are required to review, sign, and uphold the Code of Conduct. The NEPP Coordinator is part of the QIEP Leadership Team which activates the Department Operation Centre (DOC) to support and coordinate an emergency response. These relationships place NEPP within the authority and chain of command of the QIEP. NEPP is an integral part of the QIEP (T-shirts and business cards with the QIEP logo are provided to help identify members).

The QIEP falls within the Strathcona Emergency Program which provides funding, support, and coordination through the SRD Emergency Operations Centre (EOC) and connection with the Ministry of Emergency Management and Climate Readiness as required to deal with major emergencies or disasters.

## Brief History

The Neighbourhood Emergency Preparedness Program (NEPP) grew out of the provincial Emergency Support Services (ESS) program. People are invited to participate in the Neighbourhood program on an ongoing basis, and we have subdivided the island into over 48 (and still growing) Quadra Island residential neighbourhoods.

## Important Definitions

**Disasters** — wide-spread events that impact multiple communities, overwhelm our capacities, and require assistance from other agencies, communities, and levels of government.

**Emergencies** — potential events that may impact our communities but are primarily manageable by our existing resources.

**Evacuation** — events such as wildfires and/or tsunamis where safety procedures require evacuation of part or all of an area to protect life and limb. Have your Grab 'n Go Bag ready to go at a moment's notice.

**Hazard** — a potentially damaging situation or human activity that may cause injury or loss of life, property damage, social and economic disruption, and/or environmental degradation.

**Impact** — the physical/environmental, social, economic, and political consequences that may occur as a result of a hazard event.

**Preparedness** — the efforts made by individuals and neighbourhoods to prepare for, prevent or reduce the potential impacts of various hazards including planning for potential response.

**Risk** — combination of the likelihood of a hazard occurring and the level of consequences or adverse impacts likely to be experienced.

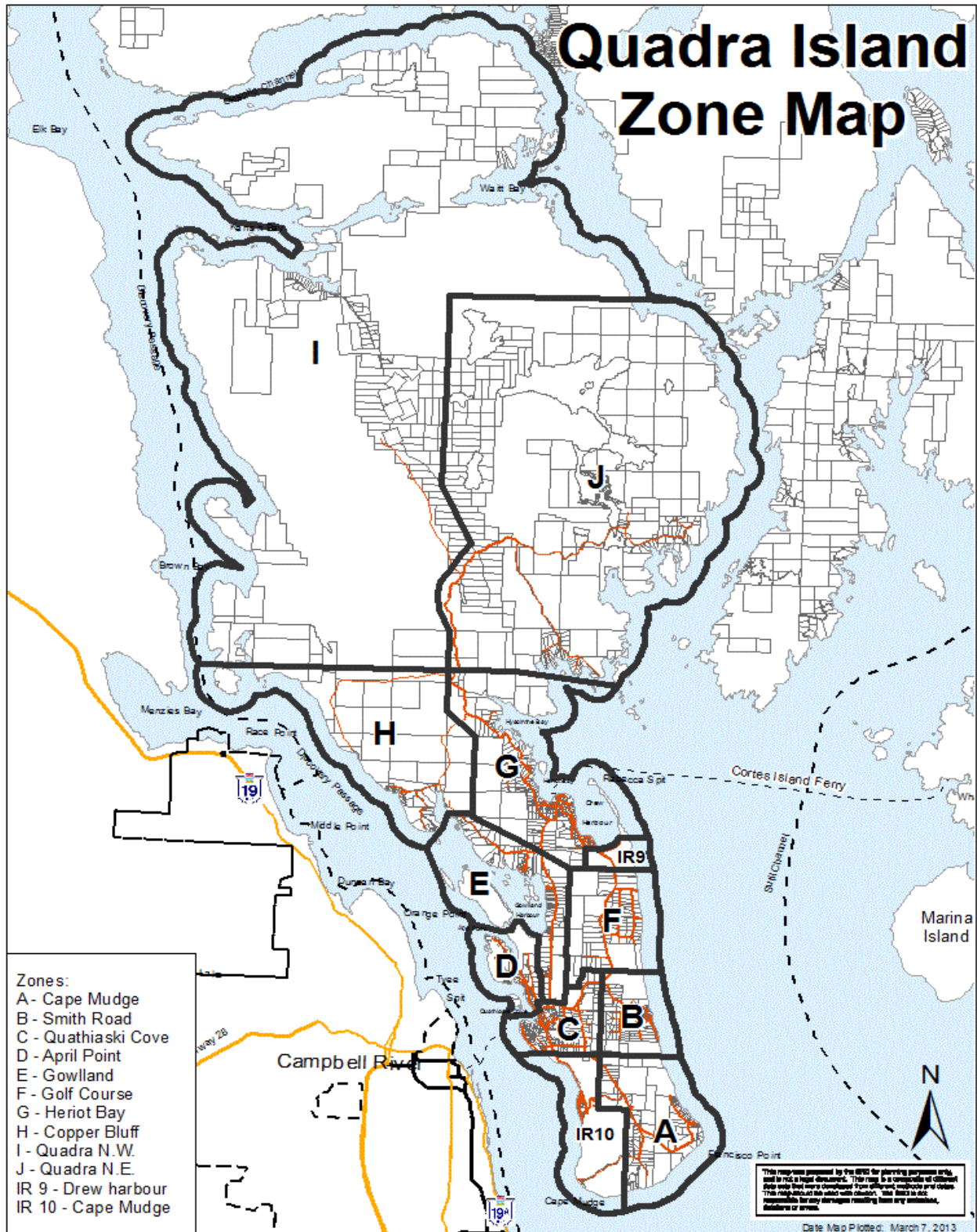
**Response** — the efforts made by individuals and neighbourhoods to deal with the impacts of a hazard event and protect life and property within the confines of their training and abilities.

**Shelter-in-Place** events such as storms, power outages, and earthquakes where residents are encouraged to stay in their homes / on their properties and work together with their neighbours. This is where you need 14 days worth of water, food, and emergency supplies to take care of yourself, your family and animals and be as self-sufficient as you can be.

**Vulnerability** — the physical, social, economic, and/or environmental factors that increase susceptibility to impacts of hazards. It is a measure of how well prepared and equipped a community is to minimize the impact of or cope with hazards.



## Quadra Island Zone Map



Quadra Island has been divided into 11 zones to help identify specific areas of the island more easily. Within these zones are a variety of neighbourhood configurations. To find out more, check with the Quadra Island Emergency Program.

# What is NEPP?

## and why introduce it to your neighbourhood?

NEPP is neighbours helping neighbours prepare for a major disaster by becoming a more self-reliant community.

### Three reasons why:

1. After a major disaster, you and your neighbours will need to rely on each other for several days. Emergency services such as fire, ambulance, police, and utilities will be overwhelmed, and they may be unable to respond to your neighbourhood's needs.
2. If your neighbourhood is organized before a disaster, you and your neighbours will immediately know how to help each other, letting you respond more calmly and effectively. This organized response could save a life, minimize injuries, and lessen property damage.
3. Knowing you are not alone after a disaster can bring peace of mind.

Although NEPP focuses on disasters, you can also use the structure of NEPP to plan for other important issues like community safety, food security, or organizing FireSmart activities to reduce the impacts of wildfires.

### NEPP plans—from basic to detailed

The Quadra Island Emergency Program offers support and this step-by-step guide to help you create a NEPP plan. Training may also be provided that goes into greater depth for responding to disasters such as dwelling assessments, first aid and incident command system. Those with specific training will be provided with detailed checklists and forms to use following a disaster.

A NEPP plan is easy to complete and takes minimal time. It can be as simple as:

- a) a list of your neighbours,
- b) their contact information,
- c) a map of your neighbourhood, with a few added details, and
- d) a simple list of activities and forms to help guide potential response activities.

Update this information at least once a year, preferably at a neighbourhood gathering like a BBQ. This very simple action can bring a community closer and make a big difference when disaster strikes.

## Potential Levels of Involvement

Any resident of Quadra Island can become part of the NEPP Team, and various levels of involvement are available to fit the interests and skills of our volunteers. Neighbourhoods are encouraged to identify additional residents who would be willing to become part of the NEPP Team. A few team members can help the neighbourhood become better prepared. Following a disaster, “many hands make light work” so developing a larger NEPP Team to learn about and tackle potential response functions will help the neighbourhood become resilient and effective in responding safely to disasters.

### Personal and Family Emergency Preparedness is the foundation.

- Attend an Emergency Preparedness presentation.
- Find out about the various volunteer opportunities on Quadra Island – i.e., Neighbourhood Emergency Preparedness Program (NEPP); Emergency Communications (Amateur Radio); Emergency Support Services (ESS).
- Implement appropriate emergency preparedness measures as found in the MIECM Emergency Preparedness Workbook (see [www.quadraemergency.ca](http://www.quadraemergency.ca))

## Neighbourhood Emergency Preparedness Program (NEPP):

1. Become a NEPP Champion
2. Share Information with your neighbours
3. Organize a Neighbourhood gathering
4. Meet to create a NEPP Plan
5. Host a NEPP Team Meeting to discuss next steps
6. Follow Up to keep the NEPP Plan updated.

When a disaster strikes, work together to implement any appropriate parts of the Neighbourhood Response - Quick Start Guide that your neighbourhood is capable of.

## Responding to a Disaster – Adding post-disaster response activities to your NEPP Plan

- Invite individuals to learn about response functions.
- Participate in NEPP training and exercise opportunities.
- Assign/self-select team members to take on specific response functions (dwelling assessments, first aid and/or Incident Command System).
- Identify skills and equipment available in your neighbourhood.
- Incorporate specialized checklists and forms into the NEPP Plan (Response Section).
- Organize annual skills practices.

## Responsibility Matrix

This matrix is provided to provide high level information regarding who does what during an emergency or disaster. Understanding the different levels of responsibility, can help us “stay in our lane” and also recognize that other agencies will be implementing their processes to help support communities impacted by disasters.

Strathcona Regional District	Quadra Island Department Operations Centre	Emergency Support Services (ESS)	Neighbourhoods	Public
<ul style="list-style-type: none"> <li>• Monitor situations</li> <li>• Determine the need for coordination and activate the Emergency Operations Centre</li> <li>• Declare State of Local Emergency for any unincorporated areas within the region</li> <li>• Determine evacuation alerts, orders &amp; rescinds</li> <li>• Coordinate and support response and recovery activities in impacted areas</li> <li>• Coordinate public information regarding situations</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor situation</li> <li>• Work with Strathcona Regional District to support response and recovery activities</li> <li>• Confirm local resource availability &amp; place on standby</li> <li>• Communicate Quadra Island situation information to Strathcona Regional District</li> <li>• Communicate situation information to ESS, NEPP and public as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor situation</li> <li>• Confirm ESS resource availability &amp; place on standby</li> <li>• Open Reception Centre if activated</li> <li>• Welcome and assist evacuees with ESS resources</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor situation</li> <li>• Notify residents</li> <li>• Collect current neighbourhood situation information</li> <li>• Communicate neighbourhood situation and needs to Quadra Island Department Operations Centre</li> <li>• Implement NEPP response activities as capacity allows</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the situation</li> <li>• Prepare for emergencies and disasters</li> <li>• Check on neighbours and help following emergencies or disasters</li> <li>• Follow directions of Emergency Response Personnel</li> </ul>



# A Step-By-Step Guide To Creating a NEPP Plan



**“Personal Preparedness is the foundation of Emergency Management! When each of us does our part to get prepared to take better care of ourselves and our friends, everyone wins!”**

– Shaun Koopman, Protective Services Coordinator

## **Start Here** to develop a Neighborhood Emergency Plan

NEPP offers the ability to be flexible, adaptable, and creative. Every neighbourhood is unique and the information here is a guideline. Feel free to adjust the information as needed, however consistency helps us all work together more effectively.

For many days after a major disaster that requires sheltering-in-place rather than evacuation, help from neighbours may be the only help available. Most post-disaster response is provided by family, friends, neighbours, and even complete strangers. Research shows that in a disaster, people working together have a better chance of survival than individuals acting alone. They also recover much faster emotionally.

Personal and household preparedness are the most important foundation of resilience, and NEPP adds another way for neighbourhoods to prepare together and build relationships before disaster strikes.



This section leads you step-by-step through the stages of creating a NEPP plan.



## **Personal & Family Preparedness**

Be personally prepared

Personal preparedness is the foundation of emergency management. How can we help each other if we cannot first help ourselves? Ideally, we should all prepare to be self-sufficient with food, water, and emergency supplies for at least 14 days.

For more information on personal preparedness presentations and resources, contact the Quadra Island Emergency Program at [www.quadraemergency.ca](http://www.quadraemergency.ca) or check out the [Emergency-Preparedness-Workbook](#) – hard copies are also available through the Quadra Island Emergency Program.

Find out more about the various volunteer opportunities like Neighbourhood Emergency Preparedness, Amateur Radio Communications and Emergency Support Services from the Quadra Island Emergency Program.



# Step 1

## Become a Neighbourhood Champion

Neighbourhood champions are the folks willing to rally their neighbours, spread the word, share emergency preparedness materials, and in the process build lasting relationships. They come from all different backgrounds and walks of life and share a passion to make their community a safer place. Neighborhood champions are priceless. Find a partner or two to work with you = more fun + an opportunity to share tasks.

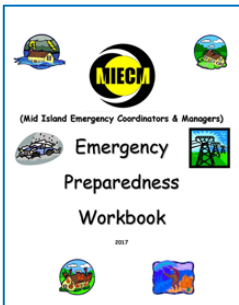
- Reach out to [info@quadraemergency.ca](mailto:info@quadraemergency.ca) or the SRD, Protective Services Coordinator at [preparedness@srd.ca](mailto:preparedness@srd.ca) or 250.830.6702 to learn what NEPP activity already exists and who is coordinating the Quadra Island NEPP Teams. (Over 80% of Quadra Island is served by a NEPP Team or Champion).
- CONTACT the NEPP Coordinator to learn who is leading your neighbourhood NEPP Team
- CONTACT the NEPP Champion in your neighbourhood and ask them how you can get involved in NEPP.

If your neighbourhood does not have a current NEPP Champion, consider becoming one by:

- Attending a NEPP Orientation presentation.
- Reviewing and signing the NEPP Volunteer Code of Conduct.

You will receive support by email or phone. The Quadra Island Emergency Program can provide the following types of support:

- Planning tools including this step-by-step guide, promotional materials, a presentation from the Quadra Island Emergency Program, a map of your neighbourhood, and free emergency preparedness materials you can share.
- A way to connect with fellow neighbourhood champions, allowing you to ask questions and share your ideas, thoughts, and concerns.



# Step 2

## Share Information

- Distribute Emergency Preparedness materials to neighbours.
- Encourage neighbours to sign up for ALERTABLE (emergency notification system) – <https://alertable.ca>
- Encourage neighbours to actively become better prepared for emergencies and disasters (More resources are available from the Ministry of Emergency Management & Climate Readiness - <https://www2.gov.bc.ca/gov/content/safety/emergency-management/preparedbc/guides-and-resources>).
- Encourage participation in FireSmart to reduce the impact of wildfires (check with the Quadra Island Emergency Program for ways to participate and for more information, check out <https://firesmartbc.ca/>).
- Invite neighbours to provide basic contact and household information. Sharing this information is voluntary and stays in the neighbourhood.



## Step 3

### Organizing a Neighbourhood Gathering

Start by organizing a neighbourhood gathering (potluck, wine & cheese, or dessert & coffee, etc.) where neighbours can meet neighbours.

Consider the following when preparing for your first NEPP gathering:

- When would you like your neighbourhood to gather?

If you would like Quadra Island Emergency Program to do a presentation and help guide the process, please confirm the date and time with us first. We suggest you schedule 90 minutes for the gathering.

- Where do you want to hold the gathering?

A home in the neighbourhood is ideal. It can also be outside, weather permitting. In-person meetings are preferred.

- Where are the neighbourhood boundaries?

Neighbourhoods are established in conjunction with the Quadra Island Emergency Program. Work together to identify appropriate boundaries.

- How will you invite your neighbours to your gathering (a sample invitation letter is included in the appendices)?

We recommend inviting neighbours in person. Some neighbours may choose not to participate, and that's okay.



## Step 4

### Meeting to Create a NEPP Plan

Great work! You've organized your first NEPP gathering. Here's what to expect:

- A representative for the Quadra Island Emergency Program can provide a presentation on NEPP, and offer materials needed to complete a NEPP plan.
- Many neighbourhoods have local Ham Radio Operators who can share about emergency communications.
- Participants are invited to discuss potential hazards and complete a Neighbourhood Hazard/Risk Assessment to identify how these may impact your area and learn preparedness tips to help reduce overall risks and impacts.
- Participants are encouraged to help map the neighbourhood and identify vulnerable residents who may need help after a disaster (see the Map Your Neighbourhood and hazard/risk assessment instructions in NEPP Plan template).
- Identify a couple of Neighbourhood Meeting/Assembly Points (clear open spaces can work well).
- Encourage Neighbours to provide basic contact information which stays in the neighbourhood and is kept confidential and only used by the NEPP Team for NEPP purposes.
- Identify 2 or 3 neighbours who are willing to help lead the NEPP Team.
- The NEPP Team will then create a phone/email tree from the contact information provided and work together to complete the NEPP Plan.
- The only information distributed will be names of NEPP leaders and HAM Radio operators, and the assembly meeting locations. Additional information may be shared as determined by each neighbourhood.
- Your NEPP plan is as unique as your neighbourhood and will serve you best when regularly maintained.



**WELL DONE!** Your neighbourhood now has a basic NEPP plan that could reduce impacts, ease suffering and maybe even save lives after a disaster.



## Step 5

### Hold a NEPP Team Meeting

The NEPP Team is encouraged to meet shortly after the NEPP plan is fully drafted to identify the basic supports and functions needed to maintain the NEPP plan, and to determine:

- How often do we want to meet as a NEPP Team?
- When do we update the plan? Annually or when neighbours move in or out.
- Each neighbourhood needs to determine what information will be distributed neighbourhood wide.
- How do we distribute key information to the neighbourhood? At a NEPP gathering, or delivered door-to-door?
- Is this NEPP team interested in coordinating post-disaster response? Who else can we identify for specific response functions? (see appendices for a list of functions)
- Does our neighbourhood want to get trained for specialized response functions (see step 6)?



Avoid unrealistic goals and expectations. Focus on a limited plan for basic help and simple acts of kindness. Any aid, no matter how simple, will help neighbours feel more secure and supported after a disaster whether or not they themselves need help. Everyone benefits from being part of a neighbourhood that cares.



## Step 6

### Follow Up

Following up is essential. New neighbours need to be introduced to Emergency Preparedness and the NEPP Plan, neighbours moving out need to be removed from the contact list, and NEPP Plans need to be updated, especially with lessons learned. Gathering once or twice a year builds relationships and allows information sharing and better preparedness for emergencies and disasters. Make it fun! Some suggested actions:

The NEPP Team plans to meet 2-3 times per year to:

- Review and update the NEPP plan as needed and discuss if further additions to the plan are needed.
- Encourage neighbours to attend, provide input and assist with the team.

The NEPP Team will arrange an annual neighbourhood gathering.

- During these gatherings, contacts can be updated and any updates to the NEPP Plan can be reviewed and discussed.
- Neighbours can discuss lessons learned and consider ways to support becoming better prepared.
- As specialized training or exercises become available, encourage neighbours to participate and consider taking on those response functions.

There may be opportunities to get together with other NEPP teams to share lessons learned and participate in specialized training or exercises. Encourage neighbours to participate.



# A Step-By-Step Guide to Adding Post-Disaster Response Activities to Your NEPP Plan

## Overview

After a major disaster, neighbours often want to help each other, so consider how you can work together to organize your efforts. A practiced NEPP team can quickly organize volunteers to help neighbours until first responders arrive on scene. For example: count heads, take names, direct people to a designated assembly area for basic first aid and supplies.

Each neighbourhood is unique, and each NEPP plan will vary to reflect neighbourhood needs based on the level of interest, capacity, and available resources.

NEPP plans may vary from basic to post-disaster response, yet all plans need to be:

- voluntary and created by volunteer members.
- based on the needs and priorities of members.
- self-supporting, and
- flexible to change as needs within a neighbourhood change.

▶ **Start Here** to add post -disaster response activities to your NEPP Plan



## Step 1: Complete the NEPP Plan

Start with the NEPP Plan template, complete it with your neighbours. If your neighbourhood decides they want to add post-disaster response activities to augment the NEPP Plan with more complex response capabilities, continue to follow the steps outlined below.



## Step 2: Invite individuals to participate on the NEPP Team

Don't be too concerned about the number of volunteers you get involved initially; you can always recruit more volunteers immediately after a disaster.

TRAINING



## Step 3: Participate in neighbourhood training & exercise opportunities

The Quadra Island Emergency Program supports training and exercises. Participate in NEPP Planning Sessions for your area to find out what is already scheduled and suggest other opportunities for consideration.

Training may include:

- Dwelling Assessment Workshops or BC Housing Post-Disaster Building Assessment training
- Emergency First Aid (helping the injured with basic supplies)
- Incident Command System (how to coordinate emergency response effectively)



## Step 4: Assign/self-select team members to take on specific response functions (dwelling assessments, first aid and response coordination).

The NEPP Team determines which response functions (area safety assessments, dwelling assessments, household checks, first aid & care, temporary shelter, and information & communications) your neighbours may have capacity to support within your neighbourhood.

You can use the Response Task Sign-Up Sheet in Appendices either before or after a disaster to divide up tasks.



## Step 5: Identify skills and equipment available in neighbourhood

Get together to identify the skills, equipment, and resources available in the neighbourhood including the NEPP Kit provided by the Quadra Island Emergency Program. Review the checklists and forms provided during NEPP training and determine other equipment and resources already in the neighbourhood or that might need to be gathered.

Some suggested topics for a team planning meeting:

- Identify existing skills & resources.
- Use the NEPP Response - Quick Start Guide to guide initial response activities. If some neighbours have been trained for specific skills such as dwelling assessments or first aid, their checklists and forms can be incorporated into your NEPP Plan as appropriate.
- What additional resources might be useful? Can you fundraise to help acquire these additional resources?
- What additional training would be helpful? Discuss options with QIEP to determine potential opportunities.
- How often will the team meet?

Remember - neighbourhood volunteers are not official emergency responders. The aid that neighbours give is very different from official emergency response by police, fire, and ambulance. Whatever their training or experience may be, volunteers should keep themselves safe while helping others, and not interfere with official emergency responders.



## Step 6: organize annual skills practices

Some examples:

- Setting up one or more stations to ensure they still work (i.e., first aid, temporary shelters, etc.).
- Updating the Neighbourhood Contact List.
- Walking the neighborhood to update the Neighborhood Map.
- Identifying potential hazards that could be mitigated before a disaster happens.
- Participating in FireSmart initiatives.

Note: Your team may have the skills and knowledge for two functions right now, and that is great!

- Provide your team with the opportunity to approach NEPP planning with room to grow and adapt.
- Next time you review your NEPP plan consider the volunteers, resources and skills needed to add on other function.

# NEPP Plan Appendices

## **NEPP Appendices:**

Sample NEPP Gathering Invitation

NEPP Gathering Sign-in Sheet

Resident Information Worksheet

Suggested NEPP Supplies

Potential NEPP Response Functions

## Sample NEPP Gathering Invitation

Are you ready for Mother Nature's next surprise? Would you be ready if an earthquake hit today? You are invited to a neighbourhood disaster preparedness meeting.

Hi. My name is \_\_\_\_\_. I live in our neighbourhood and am sharing information about our neighbourhood's efforts to become better prepared for a major disaster. Most of us do not like to think about disasters, especially wildfires and earthquakes, but unfortunately that doesn't change the fact that such disasters may happen here.

When disasters do occur, we want our neighbourhood to be as ready as we can be. That's why we would like to develop a Neighbourhood Emergency Preparedness Program (NEPP) plan for our neighbourhood.

Experience shows that after a major disaster, there will not be enough police, fire, and ambulance personnel to respond to emergencies as quickly as we would like. The demand will be high, and infrastructure such as roads and bridges may be impassable.

Experience has shown that our best source of help and support will be ourselves, particularly if we have organized beforehand. That's where NEPP planning fits in. And it's easy!

We are meeting to discuss NEPP and hopefully draft a plan. The meeting will likely last 90 minutes and will cover these vital topics:

- neighbourhood hazards;
- place to meet or gather after a disaster;
- developing a basic map of our neighbourhood; and
- ways to get in contact with neighbours.

Please plan to join us. Enjoy the peace of mind that comes from knowing that you are helping to prepare your neighbourhood, yourself, and your family for disasters.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

At the home of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

If you can't make it to this meeting but want to know about the NEPP plan and future NEPP activities, please contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_





## Resident Information Worksheet

Page 1 of 2

This information will help NEPP members organize a response and communicate with you if a disaster strikes. You are not required to give us any of this information, and we will keep private the information you do give us.

However, we would like to share with all neighbours who are participating in the NEPP Response plan a list of everyone's name, address, and phone number. Do you give us consent to share that information?

\_\_\_\_\_ Yes, I consent to sharing my name, address, and phone number with neighbours participating in the NEPP Response plan.

\_\_\_\_\_ No, please don't share my name, address, or phone number.

Address: \_\_\_\_\_

Residents' Name: \_\_\_\_\_

Phone: (H): \_\_\_\_\_ (C): \_\_\_\_\_

Email: \_\_\_\_\_

### Offsite Owner Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Emergency Contact(s)

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

### Household Members

Number of Adults: \_\_\_\_\_ Number of Children (12 and under): \_\_\_\_\_

Number of Cats: \_\_\_\_\_ Number of Dogs: \_\_\_\_\_

Livestock: \_\_\_\_\_

Other: \_\_\_\_\_

To help you or your family after a disaster, consider including here any medical issues or specific needs that may help rescuers help you.

Name	Medical Issue or Specific Need

### Skills and Resources

Do you have any special skills or resources that you think would be helpful after a disaster? Please identify them here. (Optional)

Skills, Knowledge & Training:			
	First Aid/CPR Training		Nurse/Doctor
	Firefighting Training		Search & Rescue Training
	Crisis Counselling Skills		Engineering - Structural / Mechanical
	Food Safe Training or Certification		Construction Skills
	Child Care Provider		Plumbing
	HAM Radio Operator		Mechanical
	Foreign Language (translation)		

Resources:			
	First Aid Supplies		Medical Equipment
	Fire Extinguishers		Fire hoses, couplers, pumps
	Water sources (pool, pond, or water tanks)		Extension Ladders
	Generator		2-way radio (CB, HAM, Marine)
	Motorboat, canoe or skiff & lifejackets (PFD)		Tents with associated bedding
	Spare blankets		Gas lamps and/or stoves
	Ropes and/or chains		Winch, jack, hoist, come-along
	Portable lights / extension cords		Pasture / barns for animals
	Bus / Passenger Van for evacuation		Skidder / Backhoe / Excavator / Tractor
	Chainsaw		Pet supplies (crates, bowls, leashes, etc.)

## Suggested NEPP Supplies

Here are some suggested NEPP supplies. Please add whatever you feel will help in your response and recovery. You might be without power after a disaster, so keep the supplies low-tech and easy to store.

NEPP Emergency Response Kit Contents (provided)

First Aid Kits	Clipboard Cases	Reflective Safety Vest - Yellow
Black Sharpies (3)	Pencils	Reflective Safety Vest - Orange
Roll of Gorilla Tape	Stationary (blank paper)	Flagging Tape (Red/Green/Yellow)
Waterproof Pouches	HELP/OK Signs	NEPP Sandwich Board/Meeting Site
Nitrile Gloves - LARGE (150)	Nitrile Gloves - SMALL (150)	Quadra Phone Books (2021)
Emergency Blankets	Letter-size Ziploc Bags	Hazard Triangle Caution Signs
Face Masks (50)	Work gloves	Headlamp
Drawstring nylon bag	Grease pencils	

### Supplies for the Neighbourhood to consider adding

Your NEPP Plan	Notebooks	Masking Tape	Ball Point Pens
Lanyards	Push Pins	Radios	Index Cards
Cork Boards	White Boards	Batteries	Flashlights
Zip Ties	Garbage Bags	Chalk	Flip Chart Paper

### Other helpful but not mandatory materials could include:

Tarps	Chairs	Laminated Signage	Portable Toilet
Canopy Tent	Easel	Glow Sticks	Basic Tools
Tables	Laminated Maps	Traffic Cones	

Fortunately, people are resourceful: you don't need to have all of the gear or gadgets—just a solid team willing to work together to solve problems.

## Potential NEPP Response Functions

### A. Area safety assessment

This function involves identifying potential or known hazards:

- Identifying potential or known hazards (fires, downed power lines, collapsed foot paths, unstable slopes, dangerous trees).
- Identifying potential steps to lower risks such as notifying residents of damaged utilities, roping off hazardous areas, or fixing smaller problems on the spot if it is legal and safe.

### B. Household checks. This function could involve any or all of the following:

- helping neighbours lacking transportation to evacuate (i.e., wildfire)
- taking head counts at the meeting point (assembly area/muster station), and
- making door-to-door checks and keeping a log of those who need help from official first responders or other neighbourhood volunteers.

### C. Dwelling assessments

After an earthquake, official damage assessment may not be available for a long time, so this process focuses on safety. This function will:

- look for signs that a building may be unstable and alert anyone at risk.
- help willing neighbours determine if their dwelling or building perimeter is unsafe for entry or occupancy.

Team members include those with a good understanding of construction and building safety, as this important informal assessment step can help prevent harm to neighbours before professional Rapid Damage Assessment teams and assessors arrive on site. This function carries no official status to prevent building entry but provides safety information to residents.

***NOTE: This NEPP response function requires participation in an informal NEPP Dwelling Assessment workshop or formal Post-Disaster Building Assessment training from a BC Housing qualified instructor.***

### D. First aid and care

At the most basic level, first aid could include offering band-aids, warm blankets, water, and a range of over-the-counter medications for pain relief, digestive upsets, etc. A trained and equipped team might be able to offer more advanced care until professional medical help is available.

Emotional care is as important as first aid in helping people deal with disaster. This team offers emotional support and simple acts of kindness to help neighbours cope with trauma and stress.

Remember: although first responders will be overwhelmed during a disaster and may not be able to respond immediately, you should still call 9-1-1 to seek help for life-threatening situations.

**Caution! Do not exceed your level of first aid training!!!**

## **E. Temporary shelter**

Evacuated neighbours may need shelter while they arrange for longer-term accommodation. The team responsible for the temporary shelter function could help in many ways, such as:

- Seeking out temporary shelter options
- Encouraging neighbours to share tents and RVs as appropriate
- Creating safe play areas for children and pets
- Setting up communal cooking, sanitation, or first aid stations

## **F. Information and communications**

Team members might register neighbours as they arrive at the meeting place to identify who is safe and who is not yet accounted for, and they might collect and convey information about:

- people who need help with shelter, food, water, and first aid
- people who are offering help with shelter, food, water and first aid
- lost people and pets
- changes and updates on the emergency situation in the neighbourhood and region
- local problems and hazards like downed power lines
- neighbours offering skills and resources (translation services, shovels, amateur radio, etc.)
- people who want to volunteer
- donations of all types, and
- resources and advice on managing situations (like purifying water, fixing appliances, etc.).

Having access to a ham radio or even two-way radios to communicate beyond your community may allow your team to receive and transmit critical information to/from the Quadra Island Department Operations Centre or Strathcona Regional District. If someone in your community is interested in becoming an amateur radio operator, please contact the Quadra Island Emergency Program for more information.



# Resources

## Local:

Quadra Island Emergency Program – [www.emergencyquadra.ca](http://www.emergencyquadra.ca)

Alertable – sign up for emergency notifications (choose the areas you want to receive notification for and how (i.e., email, text, phone call, etc.) – [www.alertable.ca](http://www.alertable.ca)

## Regional:

Strathcona Emergency Program – <https://srd.ca/services/emergency-preparedness/>

## Provincial:

BC Wildfire Service - <https://www2.gov.bc.ca/gov/content/safety/wildfire-status> (you can also download their app from this page onto your mobile device)

Ministry of Emergency Management and Climate Change - <https://www2.gov.bc.ca/gov/content/safety/emergency-management>