



Neighbourhood Emergency Plan for

Date Prepared/Updated: _____

NEPP Team: _____

HAM Radio Operator: _____

Meeting/Assembly Point: _____

Alternate Meeting/Assembly Point: _____

NEPP Preparedness

The focus of this plan is to help you and your neighbours to prepare for emergencies. The Quadra Island Emergency Program can assist you with preparedness materials and information sessions. As your neighbourhood becomes more organized, a map, contact list and hazard/risk assessment can be customized and documented here.

Preparedness includes planning for potential response. It is important to note that there are essentially two types of response: evacuation and sheltering-in-place.

Evacuations require prompt action to spread the message and follow the directions of Emergency Response Personnel. Pack up yourself and your family and be prepared to leave if you receive an Evacuation Alert. If you receive an Evacuation Order, your pre-planning enables you to take essentials with you and immediately evacuate as directed!

Sheltering-in-place in major storms, lengthy power outages and earthquakes, is where your NEPP team considers implementing some form of response to assist yourselves and your neighbours.

Suggested Table of Contents

NEPP Preparedness:

- Neighbourhood Map
- Neighbourhood Contact List
- Neighbourhood Hazard/Risk Assessment

NEPP Response:

- Safety Considerations
- Neighbourhood Response - Quick Start Guide

NEPP Response Forms:

- Response Task Sign-up Sheet
- Household Checks - Log Sheet
- Post Disaster Task Checklist
- Needs Worksheet
- Offers Worksheet
- Disaster Assessment Reporting Form

Important Note: If an emergency or disaster occurs in your neighbourhood, please call 9-1-1 first.

Map Your Neighbourhood Instructions

1. Sketch the basic layout of your neighbourhood or use a map provided by the Quadra Island Emergency Program (include streets, building lots, houses, and house numbers).
2. Number the buildings with a simple numbering system in order to match the information to the Contact List.
3. Mark the exact location of large propane tanks (P) on the map (suggest a neighbourhood walk after the gathering to check the accuracy information).
4. Mark the locations of any hazards identified on the Neighbourhood Hazard/Risk Assessment (see below).
5. In the tinted box on the Contact List, write specific needs for those who may need extra help during disasters. For example, neighbours who are elderly, have a disability, or homes where children may be alone.
6. Match the numbers on the Contact List with the lot numbers assigned on the map for easy reference.
7. For more detailed information, check out the information and various YouTube videos on Mapping Your Neighbourhood at <https://www.dunbaremergency.ca/myn/>.

Suggested Legend:

(MP) = Meeting/Assembly Point

(P) = Propane Tank

(H) = Hydro Lines

*Insert Your Neighbourhood Map Here

Neighbourhood Contact List

HOUSE or UNIT#	HOUSE or UNIT #	HOUSE or UNIT #
Adult Name(s)	Adult Name(s)	Adult Name(s)
Children Name(s)	Children Name(s)	Children Name(s)
Best Phone	Best Phone	Best Phone
Email	Email	Email
Pet(s)/kind(s)	Pet(s)/kind(s)	Pet(s)/kind(s)
Any specific needs	Any specific needs	Any specific needs
HOUSE or UNIT#	HOUSE or UNIT #	HOUSE or UNIT #
Adult Name(s)	Adult Name(s)	Adult Name(s)
Children Name(s)	Children Name(s)	Children Name(s)
Best Phone	Best Phone	Best Phone
Email	Email	Email
Pet(s)/kind(s)	Pet(s)/kind(s)	Pet(s)/kind(s)
Any specific needs	Any specific needs	Any specific needs
HOUSE or UNIT#	HOUSE or UNIT #	HOUSE or UNIT #
Adult Name(s)	Adult Name(s)	Adult Name(s)
Children Name(s)	Children Name(s)	Children Name(s)
Best Phone	Best Phone	Best Phone
Email	Email	Email
Pet(s)/kind(s)	Pet(s)/kind(s)	Pet(s)/kind(s)
Any specific needs	Any specific needs	Any specific needs
HOUSE or UNIT#	HOUSE or UNIT #	HOUSE or UNIT #
Adult Name(s)	Adult Name(s)	Adult Name(s)
Children Name(s)	Children Name(s)	Children Name(s)
Best Phone	Best Phone	Best Phone
Email	Email	Email
Pet(s)/kind(s)	Pet(s)/kind(s)	Pet(s)/kind(s)
Any specific needs	Any specific needs	Any specific needs
HOUSE or UNIT#	HOUSE or UNIT #	HOUSE or UNIT #
Adult Name(s)	Adult Name(s)	Adult Name(s)
Children Name(s)	Children Name(s)	Children Name(s)
Best Phone	Best Phone	Best Phone
Email	Email	Email
Pet(s)/kind(s)	Pet(s)/kind(s)	Pet(s)/kind(s)
Any specific needs	Any specific needs	Any specific needs

Neighbourhood Hazard/Risk Assessment

This Checklist can be used to identify specific hazards and risks in your neighbourhood.

Definitions:

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.

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

Vulnerability – the physical, social, economic, and/or environmental factors that increase the susceptibility to the 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.

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

Potential Hazard/Risk Assessment:

Hazard	Likelihood 1 - N/A 2 - Unlikely 3 - Likely 4 - Very Likely 5 - Happens Often	Consequences 1 - None 2 - Low 3 - Moderate 4 - High 5 - Devastating	Risk Score Likelihood X Consequences 1 to 25
Wildfire			
Severe Weather			
Prolonged Power Outage			
Earthquake			
Tsunami			

Potential Vulnerabilities Assessment:

Vulnerability	Yes	No	Corrective Strategies
Brick or Stone Chimney			
Propane Tanks			
Steep slope slide potential			
Flooding (Creek)			
Shoreline (King Tide/Tsunami)			
Powerline Route			
Single Road Access			
Sick or Dying Trees			

NEPP Response

Following a major emergency or disaster, neighbours often want to help each other. If evacuation is required, please immediately follow the directions of Emergency Response Personnel!

Response efforts are most effective when pre-planned and practiced. In essence, safety must always be the number 1 priority. If you wish to be a hero, make sure you remain a living hero!

This section of the NEPP Plan includes safety considerations and a quick start guide for staying in your neighbourhood after a disaster (i.e., severe storms, lengthy power outages, and earthquakes, etc.). Although we may feel isolated, the Strathcona Regional District, Quadra Island Emergency Program and Emergency Response Personnel will be working together to identify priorities for how to help those impacted by the disaster.

Safety Considerations

In British Columbia, the following Priority Response Goals have been adopted:

1. Ensure the health and safety of responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social losses

For neighbourhoods, this boils down to “safety first”!

Basic Safety:

- Know your limits - only do what you can safely do and let others help!
- Encourage people to assist as they are able!

Field Safety:

- Buddy System - work in teams
- Use safety equipment (hardhat, gloves, goggles, etc.)
- Be alert for falling objects
- In case of fire, evacuate area and alert fire department
- Avoid downed power lines
- Avoid hazardous materials
- Report propane or fuel leaks, water main or sewer line breaks

NOTE: If it is dark out, try to wait until daylight to move beyond your home to prevent additional injuries.

Neighbourhood 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. Help solve problems immediately around you— start with your own home, then check on your immediate neighbours. It is important that everyone arrives 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 and grab your NEPP kit and any additional resources you may need and start walking to the meeting place.
3. If you and your family are okay, please tie a tea towel visibly at the end of your driveway.
4. Assess the area on your way to the meeting/assembly 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. Note any driveways with no tea towel indicating they are okay.
5. Assess the meeting/assembly place for hazards. For example, if there is a downed power line or fire, it is not safe to be in that 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.
6. Sign-in at the meeting place so others will know you are safe.
7. Work together. Identify functions to be activated, if any. If teams are not already in place, ask for volunteers. Use the Response Task Sign-up Sheets (see NEPP response forms).
8. Work with your team to follow the checklist for your role.

***It is important to have one person, or a small team, coordinate 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 available signage at natural access points.
2. Set up an Information Station where people arriving can 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 Response Task Sign-up Sheet: Use this to record what needs to be done, who is working to complete those tasks, and note when completed. If your neighbourhood has formed functional response teams, utilize their expertise appropriately. If not, consider establishing a team for each functional area outlined below.
4. Post Needs & Offers Worksheets for neighbours to post needs and offers of assistance.

Note: Our meeting place needs to be accessible to everyone. Please make sure it is.

Functional Area Processes

Always start with an Area Safety Assessment

- As you walk towards the meeting/assembly area, note hazards. Share any hazards identified on the way to the meeting place with the team.
- Review the Hazard & Risk Assessment to identify any additional safety checks that need to be done.

- Use flagging tape or rope to clearly identify any hazards to avoid.
- Make notes and report your findings to the NEPP Team.

Next complete **Household Checks** that were not done on the way to the assembly area.

- Meet with the NEPP team to find out about any residents not accounted for and any priority dwellings to assess (i.e. no tea towel or OK sign tied visibly at the end of the driveway).
- Make notes and report findings to the NEPP Team.

If there has been noticeable damage to homes, complete **Dwelling Assessments**.

- Meet with the NEPP Team to prioritize dwellings to assess (i.e., persons trapped inside).
- Use the Rapid Damage Assessment tools to assess priority dwellings and report findings to the NEPP Team.
- Although not part of a NEPP Plan, you may have residents who want to try to rescue trapped individuals. If you can, have someone monitor their progress from a safe distance so that they can report any issues. Bring rescued people to the first aid station if that is set up.
- Complete the remaining dwelling assessments to identify unsafe dwellings.
- Make notes and report findings to the NEPP Team.

Provide **First Aid and Care** as needed

1. Meet with the NEPP Team to set up the First Aid Station.
2. Prepare to triage any injured and/or distressed people and identify priorities.
3. Provide first aid and emotional support to the level you are trained for.
4. Make notes and report findings to the NEPP Team.

Work together to identify or set up **Temporary Shelters**

1. Meet with the NEPP Team to identify any residents in need of shelter.
2. Assess needs and offers and any shelter equipment previously identified.
3. Work with the NEPP Team to identify suitable locations to set up Temporary Shelters.
4. Make notes and report findings to the NEPP Team.

Information and Communications is critical so ensure information is shared regularly

1. Meet with the NEPP Team to find out about the situation within the neighbourhood.
2. Contact your local HAM Radio Operator (if available) and ask them to help with communications.
3. Relay neighbourhood concerns and issues to the Quadra Island Department Operations Centre through your HAM Radio Operator using the NEPP Disaster Assessment form as a framework (this form should be completed by the NEPP Team).
4. Ask your HAM Radio Operator to relay reliable situation information back to the NEPP Team as this becomes available (from Department Operations Centre and/or Strathcona Regional District).
5. Make notes and report findings to the NEPP Team.

Work together to identify needs and potential solutions.

Stay in touch with local information sources to find out what services and assistance may become available to assist your neighbourhood.

NEPP Response Forms

Response Task Sign-up Sheet

(To be completed before or immediately after a disaster)

Note: Based on the needs of the disaster and the neighbourhood capabilities, review and add tasks outlined in the Post Disaster Task Checklist.

Area Safety Assessment	Volunteers
<ul style="list-style-type: none"> Identify current or potential outdoor hazards such as broken gas, electricity, or water lines Check for other potential hazards such as fallen trees, power lines, small fires, etc. Decide how to deal with them. 	
Dwelling Assessments	Volunteers
<ul style="list-style-type: none"> Help willing neighbours determine if their dwellings and the building perimeter are safe to enter and stay in Look for signs that the building or area may be unstable Alert anyone at risk 	
Household Checks	Volunteers
<ul style="list-style-type: none"> Use contact list and neighbourhood map to check on others by phone or in person Confirm if safe and any urgent needs Use the Household Checks Log Sheets 	
First Aid and Care	Volunteers
<ul style="list-style-type: none"> Provide first aid as trained Provide basic medications Provide emotional support, blankets, etc. 	
Temporary Shelter	Volunteers
<ul style="list-style-type: none"> Help evacuated neighbours find shelter Create safe play areas for children and pets Borrow tents and RVs Set up communal cooking, sanitation, and first aid stations 	
Information & Communications	Volunteers
<ul style="list-style-type: none"> Register neighbours as they arrive at the meeting place to identify who is safe and who is not accounted for Gather and provide information throughout the disaster response and recovery Listen to the radio and monitor other information sources for emergency updates (e.g. Alertable, QIEP Facebook) Share updates with your neighbours 	

Household Checks - Log Sheet

Codes tell official first responders which households to attend to first. Doors can be marked with grease pencil or another method of marking.

NAME OF VOLUNTEER(S):	
CODE	Household check: occupant status
1	Professional rescue needed ASAP
2	Unknown: no response at address OR unsafe to approach property
3	All occupants accounted for
4	Evacuating outside neighbourhood (record destination address / phone number)

CODE	Date/Time dd-mmm-yy	Address	Occupant Name(s)	Status: (some neighbours may not wish to share personal details)

Post Disaster Task Checklist

List all of the main tasks that you believe will be required after a disaster. (Note: These are tasks not listed in the Quick Start Guide but that have been identified as needing to be done, depending on the nature of the disaster and its impacts on your neighbourhood).

Assign task(s) to the person or team that has volunteered to complete it. Not all tasks may need to be completed. Check tasks off when they are done.

Task	Assigned to	Done

Needs Worksheet

Please post anything you need and leave your contact information.

If you can help, contact the person directly or leave your name and contact information.

I Need		I Can Help		
Help needed	Name, address, and phone number	Name	Will contact person directly	The person can contact me here (leave address or phone number)

Offers Worksheet

Please post anything that you have, can do, or can offer to others, that you think may be helpful to others, as well as your contact information. If you need what is posted, contact that person directly or leave your name and contact information.

I Can Offer		I Need		
Items, service, or help offered	Name, address, and phone number	Name	I will contact person directly	The person can contact me here (leave address or phone number)

Disaster Assessment Reporting Form

ID#	Item	Remarks / Status
1	Call Sign:	
2	Neighbourhood Reporting:	
3	Status Report - Date / Time:	
4	Reported by (Name):	
5	Fatalities:	
6	Serious Injuries:	
7	Building Damage extent:	
8	Road Status:	
9	Power Availability:	
10	Phone/Cell Service:	
11	Internet Service:	
12	Most urgent issue:	

Amateur Radio Operators: Use ID# only for radio transmission for confidentiality!

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