

Presenter's Guide

This guide provides talking points for your presentation. For presentation materials and resources, visit www.seattle.gov/emergency-management/working-together/seattle-neighborhoods-actively-prepare for additional details on your presentation. The presentation should total roughly 60 minutes.

1. INTRODUCTION

Timing: 5 Minutes

Slide 1

Materials Needed:

- SNAP Flipchart or Powerpoint presentation
- Sign-In Sheet and Clipboard

*Good time to mention AlertSeattle and program sign-up

Timing: 2 Minutes

Slide 2

Get to Know the Audience

- Introduce yourself – name, volunteer with Seattle Office of Emergency Management (OEM). Share why/how you got involved in presenting the SNAP program.
- Thank everyone for coming.
- Have everyone introduce themselves, and maybe share how long they've lived in the neighborhood.

Office of Emergency Management

- Pass around OEM clipboard and let people know this is how they can stay in touch with Seattle OEM.
- This is how we announce SNAP classes at libraries, skills and classes and any other special workshops/trainings.
- We occasionally send out SNAP Announcements on pertinent meetings/events, and SNAP Advisories on late-breaking, emergent issues, i.e., severe weather coming – get ready, check on others.
- Mention AlertSeattle and sign-up process. Encourage participants to sign up when they get home. Distribute any available literature.

Agenda

Go over agenda and goals for the meeting:

- Meet new neighbors, share contact information & establish a meeting place
- Learn what to do to be better prepared
- Learn how to be safe in an earthquake
- Learn how to use Help/OK sign
- Know your top three response priorities after any disaster

2. BUILD A KIT - LIFE SAFETY ESSENTIALS

Timing: 10 minutes

Slide 3

Materials Needed:

(Suggested)

- Water Bottle
- Canned Food
- Space Blanket
- Flashlight



Build a Kit

Before any disaster, you want to have a plan for yourself and family. Basic preparedness comes down to three things:

1. Make a plan
2. Build a kit
3. Help each other

This is the new mantra for the “Make it Through” preparedness campaign. It’s an update from “3 days, 3 ways.” The reason: in the U.S. and disasters around the world, life doesn’t go back to normal after just three days.

#1 item – and most important: Store emergency drinking water and stay hydrated – we all need it, no one lasts long without it. Two tips – 1. pick a system you have confidence in, and 2. Pick a system you can sustain or maintain.

Items 2-4: After that, focus on items that keep you warm, fed and dry, and have a safe light source. Look around your home for: blankets, sturdy shoes, canned or dried foods, rain gear, plastic tarps, garbage bags, etc. Chances are you have all the basic items at home, right now. It’s just all over your home – do the gathering, have your kids do a scavenger hunt!

Item 5: Safe light source. Use flashlights (LED or otherwise), lanterns, hand-cranked, solar and/or battery-powered, or light sticks – no candles! This is earthquake country, aftershocks can tip over candles, and open flame will start fires. From there, customize your kit according to your own personal needs.

Recommended storage for main kit, three bullet points:

- **Inside your home.** (Outside is subject to heat/cold, moisture, mold/mildew, critters)
- **Near a primary exit.** The idea is to have at least one place you can get to with all the basic essentials vs. having to scramble around the house when you’re stressed and it’s harder to think and decide what you need. Create “mini-kits” for your car, work, school, or wherever you spend a good deal of time. Use a backpack (one for each family member), a rolling suitcase or other storage container. A re-useable

2. BUILD A KIT – CUSTOM ITEMS



Teaching Tip: announce the whole list first, then go back and fill in details. i.e., “Medication, information, quirks, comforts, connections.”

Timing: 5 Minutes
Slide 4



Custom Items

You know yourself and your family members best, so put together a plan and kit that accounts for the following:

Item 6: Medication/Health – be able to accommodate any medical or health need, i.e., medications, eyeglasses, hearing aid batteries, oxygen, walker, etc. Be able to do so without running water, electricity or refrigeration. Prescription meds: goal = at least 7-10 days extra supply. Tips: ask doctor for a “vacation” RX – of 1 to 2 weeks. You may pay out-of-pocket vs. insurance, but do it once. Then rotate extra medication through your emergency supply, i.e., don’t just stash it away in your kit for a year. If you can, mail order RX can be up to 90 days at a time, depending on your insurance.

Item 7: Information – is both internal to you (emergency contacts for family, medical, insurance, housing, finances, etc.) as well as external (getting information via radio, social media).

Item 8: Quirks – develop your plan to include supplies and accommodations for traits or situations unique to you/your family members, i.e., stressors, pets, children, loved ones with medical needs, long commute, etc.

Item 9: Comforts – items that provide physical or emotional calm – treasured photos of family/pets, something to hold, read, or do; games, activities.

Item 10: Connections – be able to check on and take care of family, friends, neighbors, co-workers – plan together ahead of time.

This is where some may want additional information on home preparedness, i.e., strapping water heater, locating house utilities, etc. Refer to OEM website:

3. MAKE A PLAN

Timing: 2 Minutes
Slide 5

Make a Plan

Tips for creating a plan:

- Make sure everyone is familiar with multiple evacuation routes from your home
- Determine a meeting place for if you need to evacuate your home
- Think about who will take care of your children and/or pets if you are unable to get home
- Know emergency plans at school, work and in your neighborhood

Timing: 5 Minutes
Slide 6 - 7

Communications Plan

Before helping others, you need to know your own family is safe and accounted for. Develop a plan to stay in touch with those that you rely on and those that rely on you.

Develop an emergency contact list and distribute hard copies to all family members. This is a vital resource if your cell phone has no power and you don't have access to your contacts.

Phones: Expect that all systems will go down after disaster – not because they're damaged, because they're overloaded. Cell phones have been better, but not a guarantee. Text messaging has been more reliable (low-band, looks for breaks between two phones) than person-to-person voice (needs a closed circuit between two phones).

Today: How do families stay in touch during disaster? Texting, tweeting, Skyping, posting, blogging – all the social media that is with us on any given day and/or day of a disaster. It's all to our benefit!

Two Take-Aways:

- If you don't text now, talk to a 10-yr-old and have them teach you! Texting is a tool you want to have day of disaster.
- Have a way to keep yourself charged up. Devices run on batteries – have a car charger, crank charger, solar charger, power pack (approx. \$30 through cell phone providers.)

3. HAZARD SAFETY – EARTHQUAKE

Timing: 5 Minutes
Slide 8

Hazard Safety – Earthquake

This slide shows two primary concepts: “**Drop, cover and hold**” and “**Beneath, Beside, Between.**”

(Beneath) The #1 quake-safe action in the United States is to “drop, cover and hold on” – get yourself under a table, desk or countertop. Wherever you are, once you feel the ground moving, give yourself 3-4 seconds to get somewhere secure. Stay there as long as you feel the ground shaking, and EVERY TIME you feel the ground shaking. After a major earthquake, expect aftershocks for several days, even months.

(Beside) If you don’t have a table, desk or countertop near you, a good second place to be is next to an inside wall (the idea is to stay away from windows). A hallway at home is a good example. You can also get into the corner of a room, or get against a supporting column.

To secure yourself against a wall or supporting column: place your back against the wall, put your bottom to the floor, and cover your head with your arms and hands. (Use reference brochure to point out you can also lie down beside the couch in the living room, also a good place to be.)

(Between) Anytime you’re in an auditorium, i.e., high school, movie house, church, 5th Ave Theater – crouch low toward the row ahead of you. You don’t want your head to be the tallest thing in the room. The two chair tops form almost a virtual table top above you. Anything falling from the ceiling will land on it first.

Main concepts:

- In the U.S. – we want people to get under something first, and if they are inside a building, they should stay inside. Buildings in the U.S. can be protective, and may often provide a safer environment than conditions outside.
- We actively discourage people from running (although understandably the “fight or flight” syndrome will kick in. This is where practice helps, and encouraging people to maintain their presence of mind.) The #1 rule in any disaster: Stay calm.
- Running when the ground is moving increases your chance of injury – (1/3 of injuries during earthquake are to leg bones.)



3. HAZARD SAFETY - EARTHQUAKE

Timing: 5 Minutes
Slide 9

Hazard Safety – Step by Step

This a step-by-step process for what to do after an earthquake. If you can get the class to repeat this procession of steps and use hand movements with you, then they are more likely to remember it when they have a bunch of adrenaline flowing through their brains!

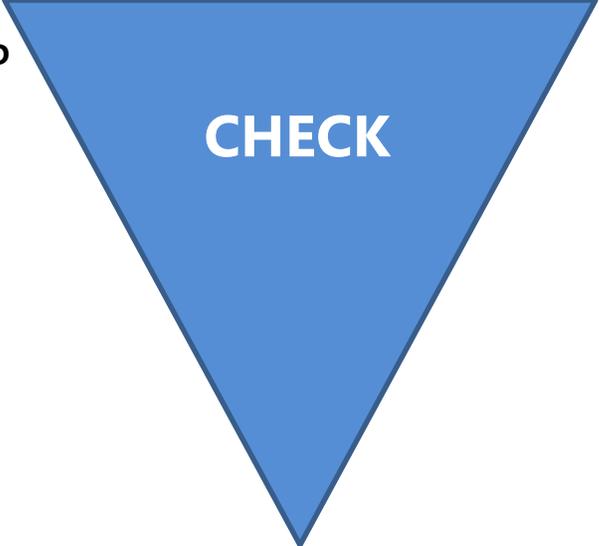
Always start with making sure that you are OK. Then branch out to those around you to make sure they are OK. After people in your household, check your house for any fires, gas or other utility leaks and turn off if needed. Stress that you only want to turn off the natural gas if you had a common sense reason to, like smelling natural gas.

Now , after your house is OK, it's time to start checking on your neighbors and neighborhood. Before you leave, dress for safety with sturdy shoes, jeans, hard hat or bicycle helmet, flashlight, etc. Put your Help/OK sign in the window so your neighbors will know you are OK.

Go to your neighborhood meeting place and start checking on your neighbors. Ask where that will be – ***If they haven't chosen a meeting place yet, now is a good time to have that conversation!***

Progression with hand movements: Start with your hands in front of you with palms facing each other, about 8" apart. With each step, move your hands wider like a stair-step pyramid.

**YOUR
NEIGHBORHOOD**



CHECK

3. HAZARD SAFETY – NEIGHBORHOOD

Timing: 3 Minutes
Slide 10

Top 3 Neighborhood Response Priorities

Once you get to your meeting place, you have three top priorities.

- Control utilities and prevent fire
- Check on people (Search and Rescue)
- Take care of injuries (First Aid)

Your goal is to do what you can to make sure that things don't get worse after the earthquake, so controlling utilities is a high priority. It also creates a safety environment for the next priority – Search and Rescue, i.e., check on people). The third priority is to set up a first aid station to start taking care of injuries.

After the top three are done or at least under control, start to focus on taking care of each other, documenting damage, listening to the radio and sharing what you know with your neighbors and venturing out beyond your neighborhood and seeing if additional help is needed.

Timing: 2 Minutes
Slide 11

Organizing for Success in Advance

Planning allows you to match people's skills and interests with appropriate tasks. However you must maintain the ability to be spontaneous because you don't know who will be available when something happens. ALWAYS have people work in at least teams of two. This provides a build-in safety factor.

Relevant story: condo complex down a long, steep driveway (4 separate buildings, 84 individual units/owners). Couldn't get their heads around organizing for earthquake. That's OK, they organized around winter storms.



Teachable moment: Dec, 2008 during severe winter snow around the holidays. People got "stuck" and couldn't get up the driveway for three to seven days. Got really mad about not getting the mail – wanted to call the media, "there are old people down here!" Homeowners association had a meeting afterwards to de-brief, found out what people wanted most was just a simple knock at the door. First team formed: Resident Check Team, then 4 x 4 Team: those with 4-wheel drive were willing to take others up to the grocery store, pick up a newspaper, refill a prescription, etc., Snow, Ice and Tree Removal Team: to help clear sidewalks and shovel snow.

3. HAZARD SAFETY – GET TO KNOW EACH

Timing: 5 Minutes

Slide 12



Head Start: Get to Know Each Other Ahead of Time

Here's where the fun part begins! You know your neighbors best, so depending on their interests, skills, ideas, there's really no limit to what can develop.

Don't just think "worst case disaster," i.e., earthquake. Think about what would happen during an extended power outage, winter storm, a neighbor or family member with extended illness or limitations?

After disaster, people will naturally come together. They will meet, sometimes for the very first time. They will organize, some way, some shape, somehow. And they will take action. The benefits of doing a plan ahead of time are:

- You know your plan is based on best practice.
- It will be safer and more efficient.
- Best of all, it is customized to your specific needs!

A great way to get started (besides the specifics above, i.e., has children, lives alone, special needs, etc.), find out!

- Who likes to cook? – think of all the recipes you can put together with stuff from people refrigerators, freezers, pantries.
- Anybody have a barbeque? – fire it up! (This way, having enough food for 7-10 days suddenly seems more manageable.)
- Who likes to read? – would you be willing to sit and read stories with kids, maybe their parents haven't made it home from work
- Who likes to take care of pets, garden, clean, move stuff?
- Who has kids with bikes? Can that be useful to other neighbors?

Story: (long time ago), a winter storm came up suddenly, kids at a Queen Anne elementary school got stuck there overnight. The neighbors had no idea there were there. Think of how they may have helped out, i.e., food, activities, blankets, lights, comfort, etc.

Everyone has resources that can be helpful! Everyone brings skills to the table.

Make a Map

Idea: Create a map of your neighborhood – Mark your meeting place, who lives where, homes with natural gas and the meter locations.

Example Neighborhood Map

4. CONCLUSION

Timing: 5 minutes
Slide 14

Final Review: Putting it All Together

Tonight we covered a lot of information. Let's do a quick review.

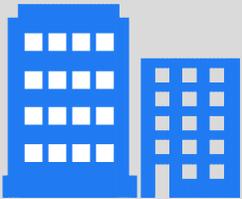
Ask the group a series of questions designed to prompt the right answer:

- **Q.** Before an earthquake, we said the best thing to do when you feel the ground shaking is ...?
A. *Drop, cover, hold OR Get under a table, desk or countertop*
- **Q.** If you don't have a table nearby, where is a good second place to be?
A. *An inside wall, into a corner, against a column, next to the couch*
- **Q.** What are the five life safety essentials everyone needs to take care of after a disaster?
A. *Water, items that keep you warm, fed and dry, with a safe light source*
- **Q.** From there, what do you do?
A. *Customize to fit your family's needs, i.e., health, pets, mobility, etc.*
- **Q.** What is one good way families can stay in touch after disaster?
A. *Texting, tweeting, Skyping, etc. – social media, out-of-area contact*
- **Q.** Who do you check on first after an earthquake? ... and then ... and then ... and then ...
A. *(with hand motions) Check yourself - Your family - Your home - Your neighbors - Your neighborhood*
- **Q.** What did you decide was your group's personality?
A. *Pre-planned or spontaneous*
- **Q.** How will you tackle your top response priorities?
A. *Form teams ahead of time, or use Neighborhood QuickSheet*
- **Q.** What was the best thing you learned tonight?
A. *This is good feedback for you to hear what made the greatest impression*
- **Q.** What will you do after you go home tonight?
A. *This is good feedback for them to verbally commit to an action after the program*

Thanks everyone!

4. CONCLUSION

Timing: 4 Minutes
Slide 15



If A Disaster Were to Happen Tomorrow...

Now, let's make sure we've covered all the bases...

Ask the group, "If the earthquake happens tomorrow ..."

- "Where is your meeting place?"
 - If they haven't decided before now! It could be someone's front yard. It could be an intersection. It could be a parking lot on the street. Most of the time the neighbors know a good place to meet!
- After the class tonight, who will go out to the OEM website and register your neighborhood?
 - You will need the location of your meeting place and give at least one person's contact information for our records. That person will be the point of contact between our office and your neighborhood. If we send out any announcements, they will go to point of contact, who can then distribute the information to the rest of the neighborhood.
- Do you have neighbors who are not here tonight?
- Who would be willing to take them the materials from tonight, let them know about the Help/OK sign and where the meeting place is?
- When you go home tonight, will you find at least one safe place in your home before going to bed?

Common question: What if a neighbor doesn't have a computer? Answer: Have that person buddy up with a neighbor who lives nearby and is willing to print and give the information to them.