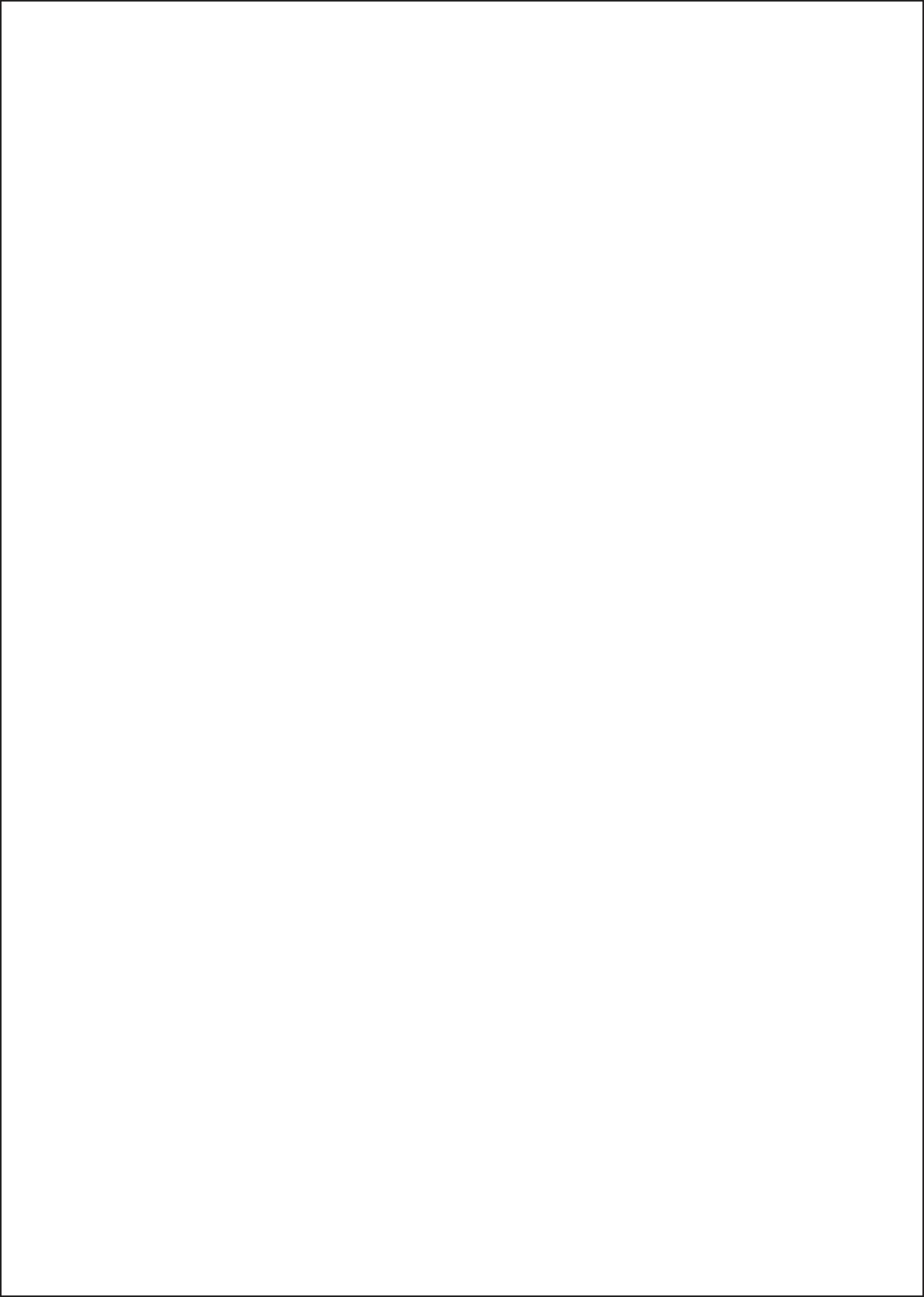




**Build a Kit.
Make a Plan.
Help Each Other.**



Seattle
Office of Emergency
Management





Participant's Guide

Phase I: The Presentation

Phase II: Getting Organized

Phase III: Getting Confident

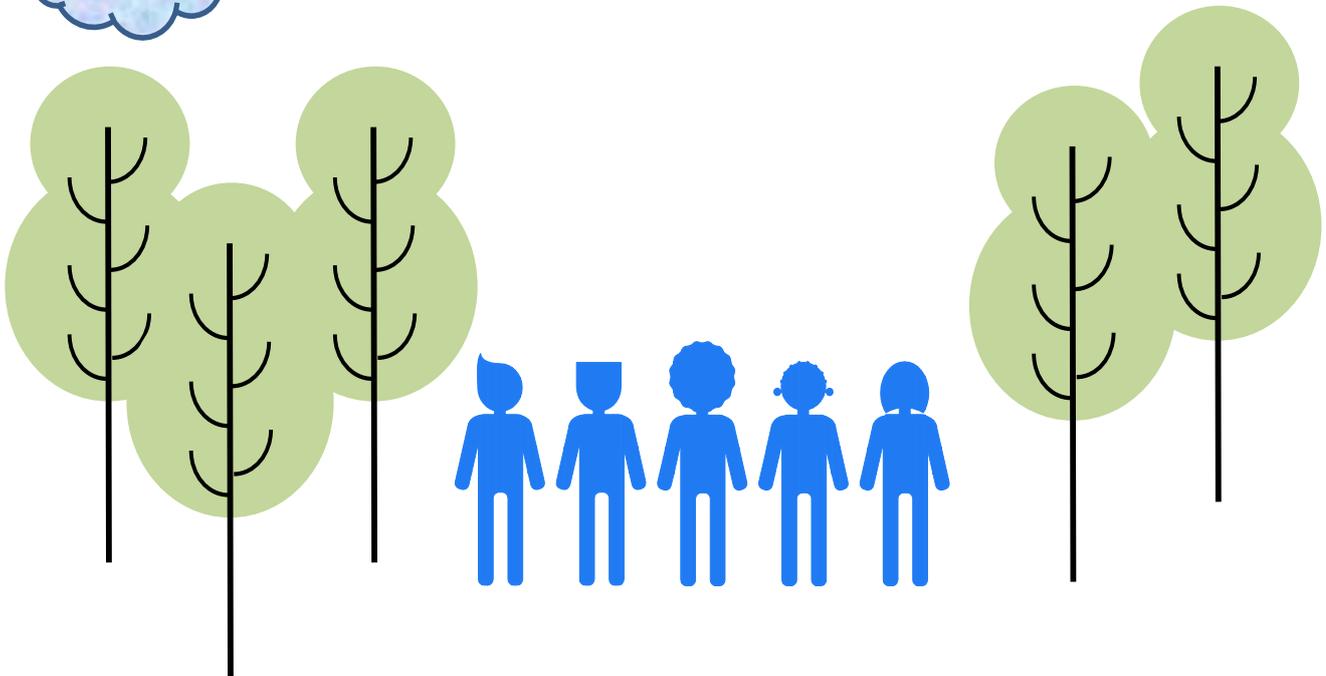
PHASE ONE: Resources

- SNAP Power Point Presentation
- Seattle Office of Emergency Management Preparedness Brochure
 - SNAP Booklet

**60 – 90
minutes**

**Neighborhood
Time
Commitment**

For questions about the materials or clarification on any of the subject matter covered, please contact Seattle Office of Emergency Management at 206-233-5076 or SNAP@seattle.gov.



PHASE ONE: Meeting and Preparedness Discussion



Goals for Phase 1:

- Learn and discuss key aspects of personal and household preparedness
- Assess the level of preparedness of the group
- Learn what steps should be taken immediately after a disaster
- Learn about other neighborhood initiatives
- Becomes familiar with the next steps to organizing as a SNAP group



Seattle Neighborhoods Actively Prepare (SNAP) is a program that encourages neighbors to prepare together. SNAP teaches individuals and neighborhoods how to plan for emergencies. A neighborhood can be considered a group of people living on the same street or in the same building.

The first step to forming a SNAP group is holding an initial meeting to learn about personal and family preparedness and discuss how neighbors might work together as a group before, during, and after a disaster. The intent of this introductory meeting is to get individuals and neighborhoods thinking about preparedness and considering how participants may be able to support their neighborhoods when the time comes. If a neighborhood decides to organize as a group, Phase II provides a roadmap and tools that can assist with that process. Once a neighborhood is organized, Phase III provides tools to help individuals and neighborhoods become even more confident with response plans through drills and exercises.

PHASE ONE: Build a Kit

The Essentials



Water



Non-Perishable Food



Safe Light Source



First Aid Kit



Warm Clothing



Identification & Important Documents



Portable Radio



Whistle



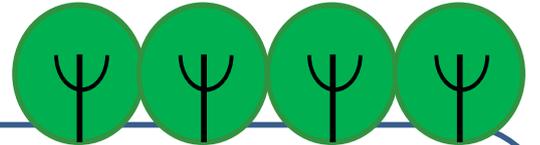
Medications



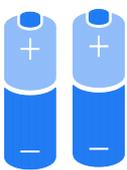
Medical Supplies



Additional Items



It is recommended that your emergency kit also includes the following items.



Batteries



Utensils & Can Opener



Fire Extinguisher



Toilet Paper



Tools



Sturdy Shoes



Trash Bags



Hygiene Items



Pet Supplies



Cell Phone Charger

PHASE ONE: Make a Plan



Learn about disaster plans for:

Your work

Your children's school

Your medical and/or transportation provider

Other places where your family spends time



Develop a Communications Plan



Write down emergency contact information.



Texts are more likely to go through.



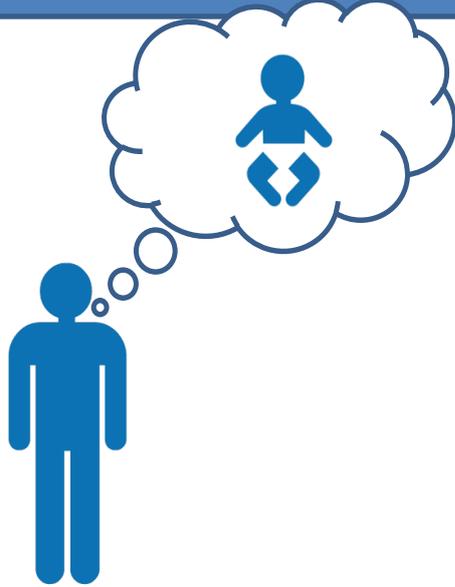
Have an extra cell phone charger and batteries.



An out-of-area contact can serve as a relay point for family communication.



PHASE ONE: Help Each Other



Know how you'll help people and pets who normally rely on you.

City resources such as Fire and EMS are likely to be overwhelmed. You, and those who rely on you, will have to work together to make it through. Think of ways that you and your neighbors will help each other.

Form a Seattle Neighborhoods Actively Prepare (SNAP) group.
seattle.gov/snap



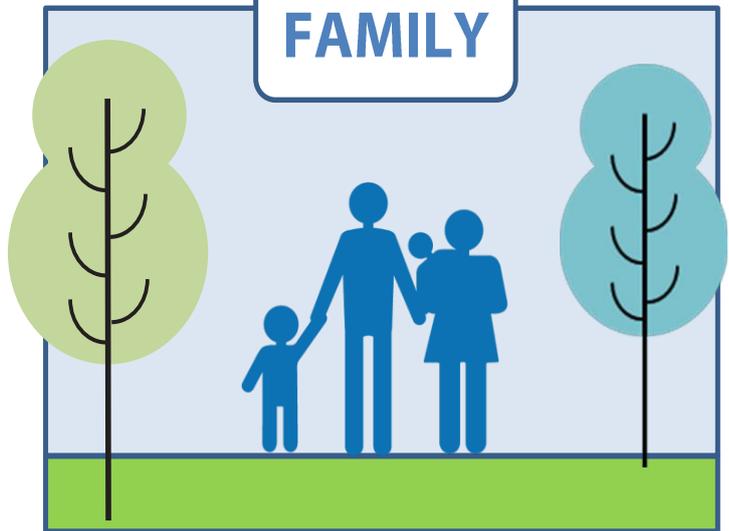
View the Seattle Neighborlink map to connect with your Community Emergency Hub
seattle.gov/emergency



PETS



FAMILY



PEOPLE WHO DEPEND ON YOU

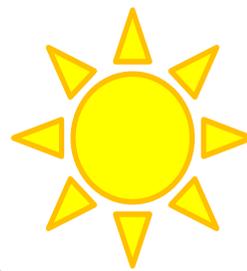


PHASE TWO: Getting Organized



- Goals for Phase II:**
- Decide on a neighborhood coordinator(s)
 - Determine the locations of your neighborhood meeting place and first aid station and map your SNAP neighborhood
 - Determine roles and responsibilities
 - Register your SNAP group
 - Take a training and learn a new skill

Thanks for taking the time to get yourself and your neighborhood prepared for a disaster or emergency. Have questions on what to do next? We bet you do. Phase Two of SNAP will give your neighborhood ideas and tools to get even more prepared.



PHASE TWO: Getting Organized

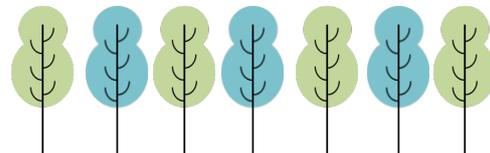
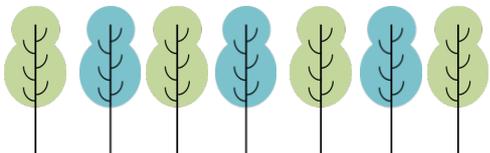


1. Decide on a Neighborhood Coordinator

Identifying a Neighborhood Coordinator is the first step to organizing. This could be the person that set up the first SNAP meeting, or another person that is willing to take on the role. This person should be someone that is willing to take on the task of keeping the group engaged before an emergency. The Neighborhood Coordinator will also serve as a leader during an actual disaster. It may be good idea to have more than one person serve in this role. This will help spread the work load for organizing meetings and drills, as well as increase the chances that one coordinator is available when needed.

2. Determine Roles and Responsibilities

Determining roles and responsibilities before a disaster happens helps to ensure that everyone is comfortable with the tasks that will need to be accomplished. This also becomes important in Phase III, when we discuss drills and exercises. When defining what role each person might play, it is important to match people to roles based on their skills and experience. The "Skills and Equipment" sheet at the end of this packet is one way to collect that information.



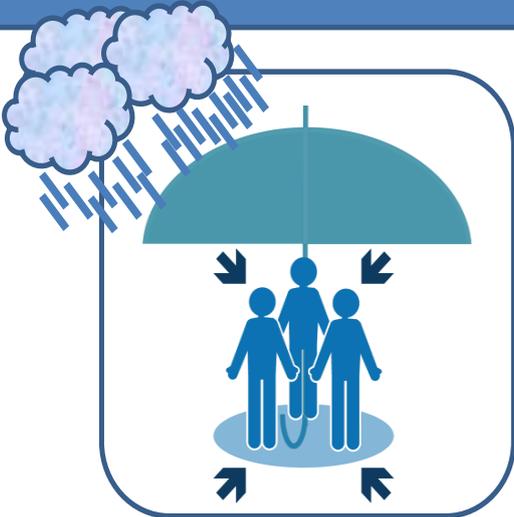
PHASE TWO: Map Your SNAP Neighborhood



3. Define the area that your SNAP group will cover (i.e. which streets and households are included).



4. Identify a neighborhood meeting place. This is the place that everyone will meet during an emergency, after attending to their own household needs.



You can document some of this information using the Neighborhood Information Sheet provided on Page 16 of this work book.

Determine Key Locations

Once you determine how you will organize as a group during a disaster, it is important to identify some key locations in your neighborhood.

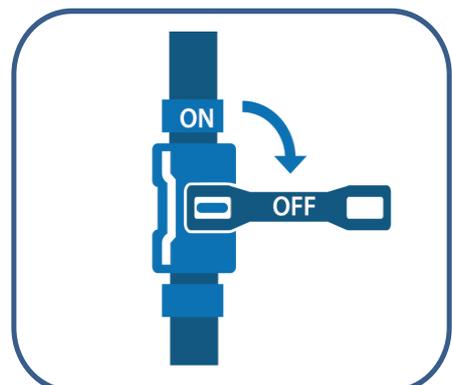


Locations to Identify

5. Identify a location for the First Aid station.



6. Identify homes with natural gas meters and the location of those meters.



PHASE TWO: Map Your SNAP Neighborhood

7. Mapping Your Neighborhood



Mapping your neighborhood is a good way to document the decisions you have made about the area covered by your SNAP group and key neighborhood locations such as the Meeting Place and First Aid Station. It can also serve as a critical tool during a disaster. Noting where gas meters are can help aid utility control teams during a response. The map to the right is one example of what this might look like.

How do you map your SNAP neighborhood?

There are numerous tools out there to help you map your neighborhood. The most important thing is that the map is useful to you.

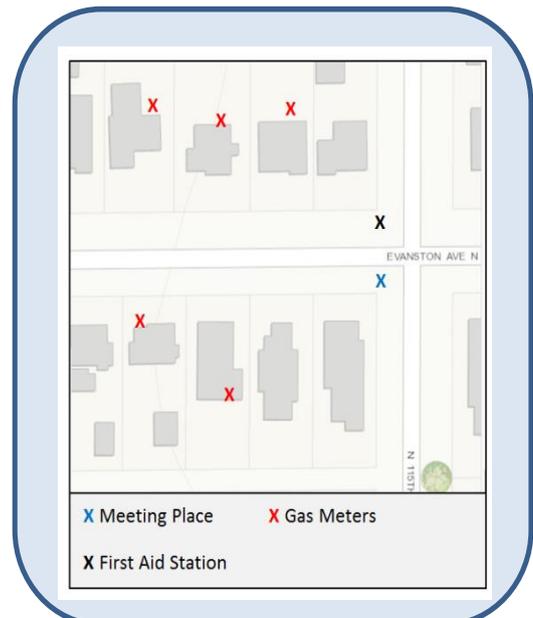
Hand Draw a Map

The information needed on your map is not very complicated. Hand drawing your map is definitely an option. Make sure all homes and apartments are accounted for, and provide house or apartment numbers to clearly identify locations.

Use Online Tools

There are also online tools that can help you make an accurate map of your SNAP neighborhood. The map to the right was made by simply zooming into an area, taking a screenshot and cropping the photo. You can then add locations and create a legend by hand or by using Microsoft Word or another computer program.

- www.openstreetmap.org
- www.google.com/mapmaker



It is also a good idea to become familiar with what hazards may affect your neighborhood. Go to www.seattle.gov/hazardexplorer to find out if your neighborhood is prone to flooding, landslides, or other hazards using the *Seattle Hazards Explorer*.



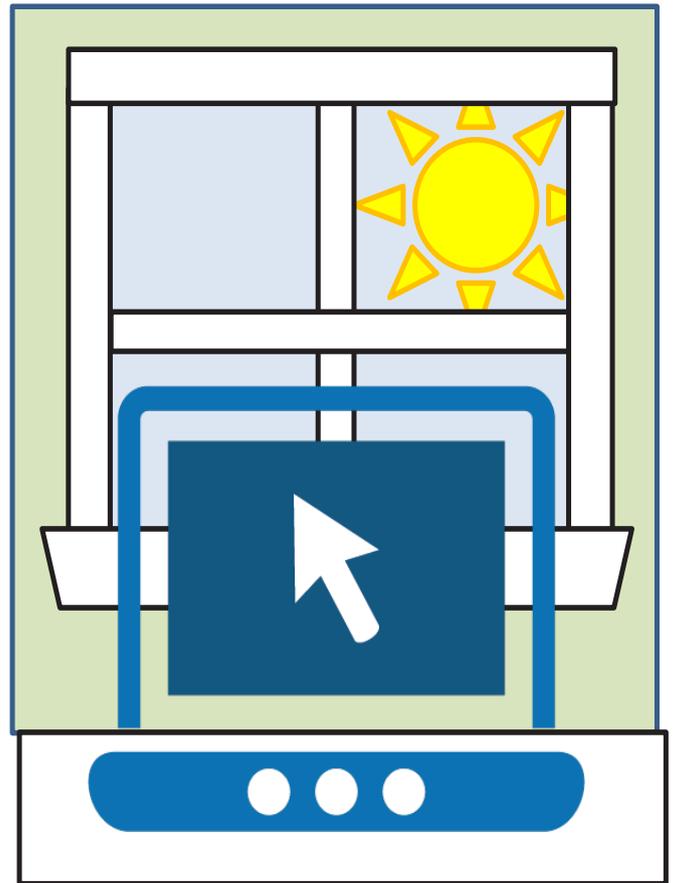
PHASE TWO: Register Your SNAP Neighborhood

8. Register Your SNAP Group

Registering your SNAP group allows you to connect to a citywide network of people and groups.

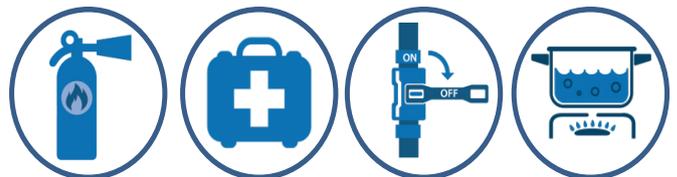
The NeighborLink Map located at www.seattleemergencyhubs.org displays SNAP groups, Community Emergency Hubs and Block Watch groups so that you can easily connect with others that are trying to organize in your neighborhood. By registering your SNAP group, you allow others in your neighborhood and throughout the city to connect with you.

It is a good idea to connect with a Community Emergency Hub if there is one in your neighborhood.



PHASE THREE: Getting Confident

Take Training and Learn a Skill



The Office of Emergency Management periodically offers disaster skills training including utility control, fire suppression, disaster first aid, and light search and rescue. To see current training offerings go to the OEM Events Calendar: <http://www.seattle.gov/emergency-management/about-us/event-calendar/>

Skills and Equipment Information Form

Address: _____

Phone: _____ **Date:** _____

Names of persons at this address (first and last): _____

Skill:	Name of person(s) with this skill:	Equipment and Supplies:	Brief description of tools and equipment available:
First Aid, CPR		First Aid and Medical	
Childcare Specialist		Spare bedding, Tents	
Search and Rescue		Chain Saw	
Crisis Counseling, Psychologist		Generator	
Damage Assessment		Portable Lights	
Disaster Feeding		Camp Grill, Stove	
Ham Radio Operations		Walkie Talkie	
Plumber, Carpenter, Electrician		Long Ladder	
Fire Fighting		Crow Bar, Axe	
Other		Strong Rope	

Check services I/we could provide:

- Emergency housing
- Emergency feeding
- Participate in phone tree
- Transport those in need
- Cut trees
- Shovel snow or mud, sand bag
- Language Translation
Which language? _____

Additional Equipment I/we could provide:

This information is owned by the neighborhood and is to be kept strictly confidential and used only during times of disaster.

Neighborhood Information Form

The Co-Coordinators for our neighborhood are:	
Our neighborhood includes households on the following streets:	
Our neighborhood MEETING SITE is located (address and description):	
Our FIRST AID SITE is located (address and description):	
Our NEIGHBORHOOD CARE CENTER is located (address and description):	

After the Disaster

Priority #1: Take care of yourself, your family and your home

Check yourself and your family members for injuries

Take care of your house by:

- Putting out small fires using a portable fire extinguisher.
- Turning off your natural gas at the valve outside the house, only if you smell natural gas, hear or see a problem, or if you suspect a leak.
- Turn off your water at the main house valve, and if necessary, your electricity at the main electrical panel.

Dress for safety and go to your meeting site:

- Put your Help/OK sign in the window or on the door where it can be seen from the street. Wear comfortable clothing, hardhat, safety glasses, gloves, sturdy shoes.
- Bring a flashlight and your first aid kit.
- Put your fire extinguisher at the end of the driveway for others to use if necessary.

Priority #2: Take care of others

- Report to the neighborhood Meeting Site.
- The Neighborhood Coordinator will identify the tasks that need to be done based on the emergency or disaster and the problems being reported in your neighborhood.
- Highest priority problems include utility control, search and rescue, and first aid. If there are enough resources, include sheltering as a high priority.
- Assign neighbors who are not currently on a Response Team to those teams needing additional support.
- Give them a copy of the appropriate task description and direct them to where the team is located. Coordinate food and rest breaks as needed.

Highest Priority: Life Safety Tasks

- Utility Control
- Search and Rescue
- First Aid Station and Treatment

People, Property and Information Tasks

- Sheltering and Special Needs
- Damage Assessment
- Communications

Household Information Form

General Information

Address:	City:	Zip Code:	Home Phone:
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Household Members

Family Members <small>(list adults first, then children):</small>	Mobile Phone:	Personal Email:	Work Phone:	Work Email:

Pet Name:	Type:	Comments:

School Information

Child's Name:	Age:	School Name:	School Phone:

Medical Information

Our medical and allergy information is located here: _____

We have filled out a 'File of Life' for each member of our family Yes No

Emergency Contacts

Emergency Contact:	Relationship:	Home Phone:	Mobile Phone:	Work Phone:
(Local)				
(Out-of-Area)				

Search & Rescue / Utilities

In the event a member of my family is missing and presumed trapped in our home, I give permission for someone to enter my home to search for them. Yes No

In the event that no one is home, I give permission for the water, gas, and/or electricity to be shut off if it is necessary for the safety of my home and the neighborhood. Yes No

Water shut-off location: _____

Gas shut-off location: _____

Electricity shut-off location: _____

Signature: _____ Date: _____

This information will be kept strictly confidential, and will be used only during times of disaster.

Tips for Condos and Apartment Buildings

Planning with Neighbors

- If you are in a high-rise or any complex with multiple floors, consider organizing by floor and designating floor wardens
 - Floor wardens should know which residents may be more likely to need assistance, particularly those with mobility limitations or health concerns
- Map the buildings key locations to help everyone better understand the facility (Utility shut offs, fire extinguishers, etc.)
- Coordinate the stocking of emergency supplies to address issues of limited space. This could include using common storage areas to store emergency supplies
- Identify meeting places both inside and outside the building in case evacuation is necessary

Planning with Building Management

If there are designated facility staff, work with them to determine key locations and understand building systems.

- Know how to control utilities in individual units and for the entire building
- Understand how electronic systems will operate in a power outage and plan around this
 - What systems will operate on backup power, and for how long?
 - Will exterior doors with electronic locks automatically lock or unlock?
 - Can you exit all areas of the complex when the power is out?
 - Will elevators be operational?
 - If there is a garage, will that be accessible without power?
- Does building management have a process for assessing the building after an earthquake? Building inspectors will be very busy after a major event, but building managers can work with a private engineer to place an advisory tag and determine if the building is safe to enter until an official tag can be placed by the City.
- If fire alarm and suppression systems are out due to a power outage, you may need to organize a fire watch to alert residents in the event of a fire.
- Does building management have a process for assessing the building for damage after an earthquake? Building inspectors will be very busy after a major event, but building managers can work with a private engineer to place an advisory tag and determine if the building is safe to enter until an official tag can be placed by the City. Agreements with private engineers will need to be made in advance.

