



**sn**ap  
Seattle Neighborhoods Actively Prepare  
**Preparing with Neighbors**





## **Preparing with Neighbors**

Participant's Guide

**Phase I: The Presentation**

**Phase II: Getting Organized**

**Phase III: Getting Confident**

**Dear Seattle Neighbors,**

**Seattle Neighborhoods Actively Prepare, or as we like to call it, SNAP, is all about encourage Seattle neighbors to prepare for emergencies and disasters together. This includes preparing as individuals, households, and on your block or in your building. This guide provides a road map for organizing with neighbors.**

**After a disaster, individuals will need to work together with those around them to solve problems and meet needs. As you now know, it is likely that the systems we normally rely on in emergencies- such as the Fire Department and Emergency Medical Services (EMS)- will likely be overwhelmed in the event of a disaster. We at the Seattle Office of Emergency Management want to ensure that Seattle and its neighborhoods have the necessary information, tools, and know-how to be self-sufficient following a disaster event.**

**Our staff or volunteers have likely given you a presentation on personal and neighborhood preparedness, along with information on how to organize a SNAP group. This is Phase I of preparing with your neighbors. You may also have accessed this information on our website and gone through Phase I on your own.**

**This booklet will serve as your guide for the last two phases of organizing with your neighbors. You can find all the presentation materials from Phase I, as well as other preparedness resources on our website at [www.seattle.gov/snap](http://www.seattle.gov/snap) and [www.seattle.gov/emergency](http://www.seattle.gov/emergency).**

**Phase II walks you through some simple steps to organizing with your neighborhood. This section also provides some forms that may help in collecting information about the current preparedness of your neighbors and identifying gaps that may exist.**

**Finally, Phase III gives neighbors the opportunity to further practice and acquire new skills should they wish to grow their knowledge. Keep in mind that all of the steps and tools outlined here are simply guidance and can be adjusted to fit the needs of each household, building, or neighborhood.**

**Preparing and organizing with neighbors is not a one-size-fits-all process, just as neighbors are all unique in their own way. You may live in a single family home with neighbors spread out over a block or you may live in an apartment building or a high-rise condominium with neighbors spread out over several floors. How you organize may differ depending on your needs and preferences.**

**If you have any questions, please do not hesitate to contact us. Our contact information is provided on the next page and we are more than happy to help you and your neighborhood on its journey to preparedness.**

**Good luck!**

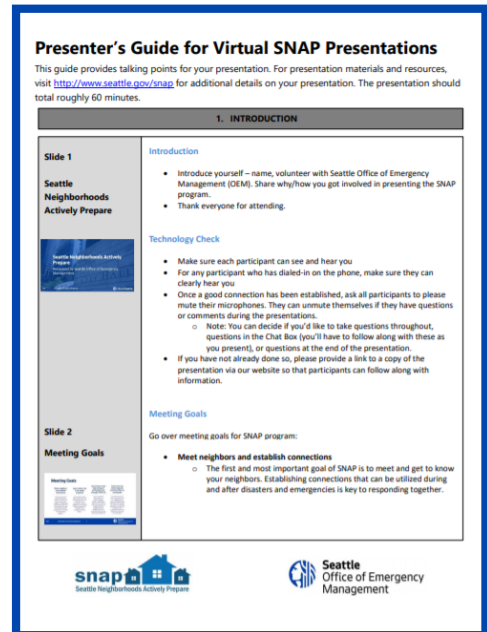
**Sincerely,**

**Seattle Office of Emergency Management**

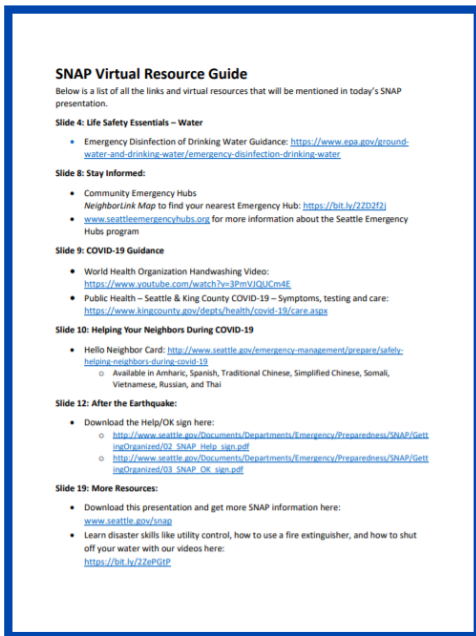
# Phase I: Resources



SNAP PowerPoint Presentation. Click [here](#) to download.



SNAP Presenter's Guide. Click [here](#) to download.



SNAP Virtual Resource Guide. Click [here](#) to download.

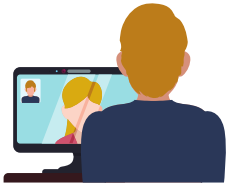


Be Prepared Infographic. Click [here](#) to download.

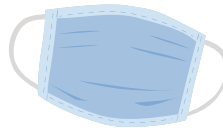
Email us at [oem@seattle.gov](mailto:oem@seattle.gov) for questions and visit [www.seattle.gov/emergency](http://www.seattle.gov/emergency) for additional resources.

# Phase I: Meeting and Preparedness Discussion

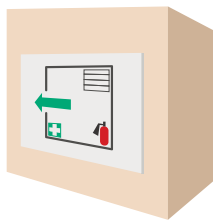
## Goals for Phase I



**Meet neighbors and establish connections**



**Learn how to stay safe during an earthquake and through COVID-19**



**Learn what to do to be better prepared**



**Know your top 3 response priorities after an earthquake**

The SNAP program focuses on preparing neighborhoods. A neighborhood can be considered a group of people living on the same block, in the same building, or in a group of buildings.

The first step to preparing with neighbors is holding an initial meeting to learn about personal and household preparedness. In this meeting you will discuss how neighbors can work together before, during, and after a disaster. The intent of this introductory meeting is to provide an opportunity for neighbors to meet one another and establish neighborhood connections. Next, the meeting is intended for neighbors to start thinking about preparedness and give participants the opportunity to consider how they may be able to support their neighbors and neighborhood in the event of a disaster or emergency.

If a neighborhood decides to organize as a group, Phase II provides a road map and tools that can assist with that process. Once a neighborhood is organized, Phase III provides tools to assist with response plans through training, drills, and exercises.

# Phase II: Getting Organized



## 1

### Identify a Neighborhood Coordinator

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

## 2

### Determine Roles and Responsibilities

Determining roles and responsibilities before a disaster happens helps to ensure that everyone is comfortable with tasks that will need to be accomplished. Flexibility in defining the roles is key for a successful neighborhood response. When defining what role each person may play, it is important to match neighbors to roles based on their skills, willingness, and experience. Keep these roles flexible and focus on completing the three priority tasks following a disaster or emergency.

# Phase II: Getting Organized

## 3

### 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.



Define the area that your SNAP group will cover. Which streets, houses, apartment or condo buildings are included?

Identify a neighborhood meeting place. This is the place that everyone will meet during an emergency, after attending to their own household needs. If you are in a condo or apartment building, make sure your meeting place is outside. Meeting places should be away from traffic, easy to access, accessible for those living with functional disabilities, and allow for social distancing.



Identify a location for a First Aid and Hygiene Station.




Identify homes with natural gas meters and the location of those meters, whether for individual homes or the whole building.

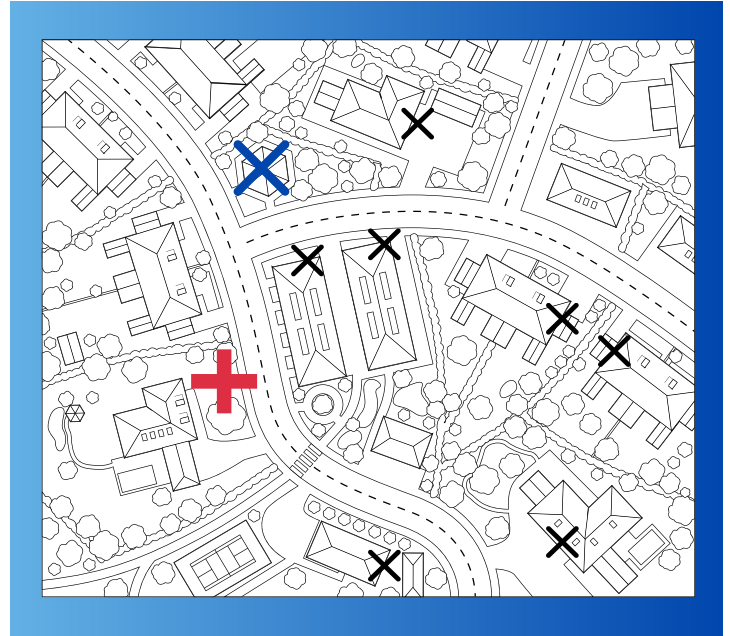


# Phase II: Getting Organized

## Map the Neighborhood

Mapping your neighborhood is a good way to document the decisions you have made about the area covered by your neighborhood locations such as the Meeting Place and First Aid and Hygiene 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 on the right is one example of what this might look like.

-  Neighborhood Meeting Spot
-  First Aid & Hygiene Station
-  Gas Meter Location

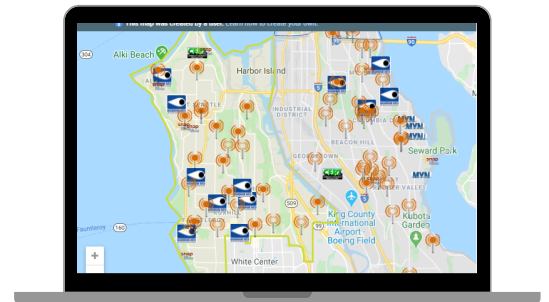


### Sign up on the [NeighborLink](#) Map and connect with your community

Signing up on the [NeighborLink Map](#) allows you to connect to a citywide network of SNAP groups and Seattle Emergency Hubs. You can find more information about the Seattle Emergency Hub Program at [www.seattleemergencyhubs.org](http://www.seattleemergencyhubs.org).

The [NeighborLink Map](#) displays SNAP neighborhood groups, Community Emergency Hubs, and Block Watch groups so that you can easily connect with others who are organizing in your neighborhood. By signing up, you allow others in your neighborhood to connect with you.

It is a good idea to connect with a Seattle Emergency Hub if there is one in your neighborhood. You can find hub locations on the [NeighborLink Map](#).





# Phase III: Getting Confident

## Learn Disaster Skills



[Learn how to use a fire extinguisher](#)



[Learn how to shut off gas when necessary.](#)



[Learn how to shut off water at the main valve](#)



[Learn how to construct an emergency toilet](#)



[Learn Light Search & Rescue skills](#)

## SNAP Forms

The next section provides a variety of forms to use in helping establish and organize your SNAP group.

The [\*\*Neighborhood Planning Form\*\*](#) helps outline the scope of your neighborhood SNAP group and puts key locations into writing. This form also provides a checklist for post-disaster priorities for the neighborhood.

The [\*\*Household Information Form\*\*](#) voluntarily allows households to share information about themselves to be used in case of an emergency. This will allow neighbors to contact you in or members of your household in the instance you are not home when an emergency occurs. This form is voluntary and should only be used for emergency purposes.

The [\*\*Skills and Equipment Information Form\*\*](#) will help you and your neighbors learn skills or emergency functions each person or household are willing to perform during an emergency and what kinds of equipment they may be willing to provide and share if needed.

# Neighborhood Planning Form

The Coordinator(s) for our Neighborhood is/are:

Our neighborhood includes households on the following streets:

Our neighborhood Meeting Place is located at (cross streets and description):

Our First Aid & Hygiene Station will be located at (cross streets and description):

Our Neighborhood Care Center is located at (cross streets and description):

## After the Disaster

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

Check yourself and your household for injuries.

Take care of yourself by:

- Putting out small fires using portable fire extinguishers
- Turning off your natural gas at the valve outside your house or building if necessary (i.e. only if you smell natural gas, hear a hissing noise from a gas line, see the dial spinning rapidly at the meter, or suspect a gas leak for any other reason)
- Turn off your water at the main valve at your house or building if accessible

Dress for safety and go to your neighborhood meeting place

- Put your Help/OK sign at the window or on your door where it can be seen from the street or by your neighbors going door-to-door
- Bring a flashlight and a first aid kit with you if you have them
- Put your fire extinguisher at the end of your driveway for others to use if necessary

### Priority #2: Take care of others

- Report to your neighborhood Meeting Place
- 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 if it is needed.
- Assign neighbors who are not currently on a Response Team to those teams needing additional support.
- Give neighbors copies of appropriate task descriptions 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 Treatment and Hygiene

#### People, Property, and Information Tasks:

- Sheltering and Special Needs
- Damage Assessment
- Communications

# Household Information Form

## General Information

Address

Home Phone Number

## Household Members

Name

Cell Phone Number

Email Address

Pet Name

Type/Breed

Comments

## School Information

Child's Name

Age

School Name

School Phone Number

## Emergency Contacts

Name

Relationship

Phone Number(s)

## 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.

Initial

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 neighborhood.

Initial

Water shut off location(s):

Gas shut off location(s):

Signature:

Date:

# Skills and Equipment Information Form

## General Information

Name of Person(s) at this residence:

Address

Home Phone Number

## Skills

Skill:	Name of person(s) with this skill:	Equipment and Supplies:	Brief description of equipment available:
First Aid, CPR		First Aid and Medical	
Child care specialist		Spare bedding, tents	
Search and Rescue		Chainsaws	
Crisis Counseling, Psychology		Generator	
Damage Assessment		Portable lights	
Disaster Feeding		Camp grill, stove, BBQ	
HAM Radio Operations		Walkie talkie, radio	
Plumber, Carpenter, Electrician		Long ladder	
Firefighting		Crow bar, axe	
Other		Strong rope, caution tape	

Check services I/we could provide:

Emergency housing

Emergency feeding

Participate in phone tree

Transport those in need

Cut trees/debris removal

Shovel snow or mud, sand bag

Language translation:

Additional equipment/skills I/we could provide:

## Before the Disaster

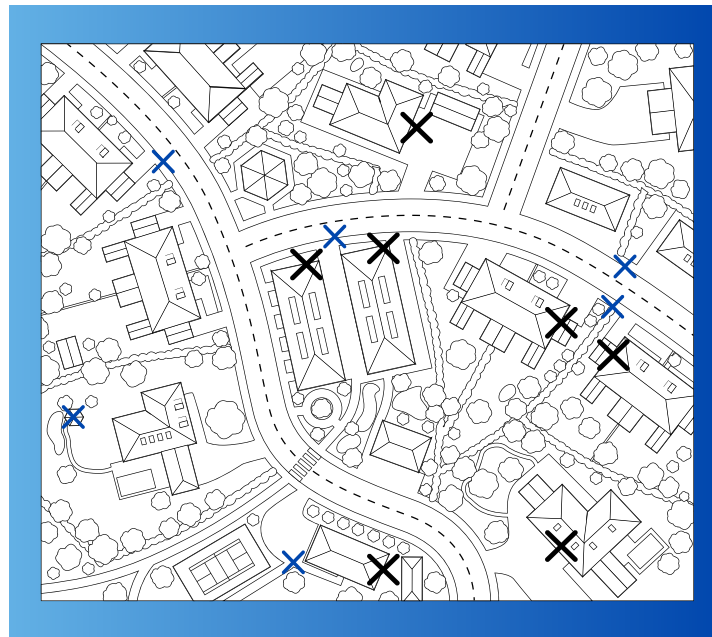
### Map the Neighborhood

Note where gas meters are can help aid utility control teams during a response. The map on the right is one example of what this might look like.

- Map locations of gas meters in the neighborhood
- Map locations of water main shut offs in the neighborhood

 Water Shut Off Location

 Gas Meter Location



## During a Disaster

### Control Utilities

#### Natural Gas

- Shut off natural gas only if necessary
  - If you smell natural gas
  - If you hear a hissing noise coming from a gas line
  - If you see the dial spinning rapidly at the gas meter
  - If you have any other reason to expect a gas leak
- Learn how to shut off natural gas [here](#).

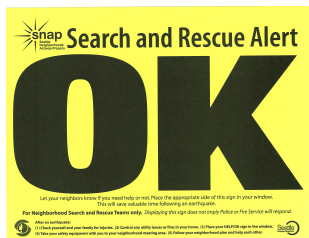
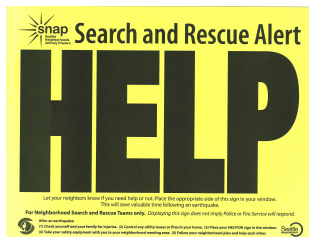
#### Water

- Turn off your water at the main house valve.
- If you live in an apartment or condominium you may not have access to your water main.
- Learn how to turn off your water [here](#).

#### Control Small Fires

- Control any small fires with a fire extinguisher. Remember that a fire extinguisher can only put out a fire the size of a small waste basket.
- Learn how to use a fire extinguisher [here](#).

## Before the Disaster



### Create a Search and Rescue Plan

- Ensure that neighbors have resources in advance, such as the HELP/OK signs provided and are trained on how to use them. You can download them [here](#) and [here](#).
- Make a list of neighbors who may need extra help in the event of a disaster.
- Come together to create a Search and Rescue Plan for the neighborhood. Include the following:
  - What areas will be covered and by whom
  - Who will be included on the Search and Rescue team
  - How Search and Rescue will be conducted (knocking door-to-door, looking for Help/OK signs, etc.)
  - What to do if you cannot enter a home or building due to damage or another hazard

## During a Disaster

### Conduct a Neighborhood Search

- Dress for safety with a hardhat, a flashlight, and eye protection if it is available
- Choose a partner- never conduct a search by yourself
- If you are searching a large area or building:
  - Record the address of the building or unit your are searching
- Knock on the door or ring the doorbell of each home or unit before you enter
- Enter with caution and watch for any hazards or falling objects
- Call out for anyone who may be home or trapped inside the home
- Take care to search areas such as closets, under beds, inside showers or bathtubs, and behind furniture.
- If you find someone trapped inside, call for assistance from other neighbors and help treat any injuries.



# Damage Assessment Tip Sheet

## Before the Disaster

### Damage Assessment and Insurance

- Encourage neighbors to store important copies of information, including insurance policies, in safe places and have back up files if needed
- If neighbors do not already have earthquake insurance, encourage neighbors to purchase earthquake insurance. This does not come standard with most homeowners or renters policies.
- If you are a renter look into low-cost renters insurance to cover property damage if you do not already have it and make sure you purchase earthquake insurance with your renters policy.

## During a Disaster

Below is a sample Damage Assessment worksheet that can be completed for a street or building. This will serve as documentation of damage in the neighborhood.

House/Unit Number:	Name of Family (if known)	Type of dwelling	Damage/Problem

Other neighborhood hazards/damage:



# Search and Rescue Alert

# HELP

Let your neighbors know if you need help or not. Place the appropriate side of this sign in your window. This will save valuable time following an earthquake.

**For Neighborhood Search and Rescue Teams only. Displaying this sign does not imply Police or Fire Service will respond.**

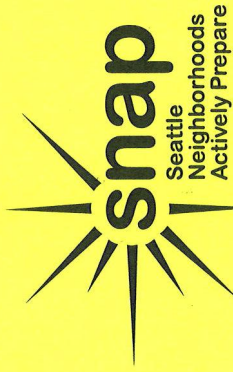


After an earthquake:

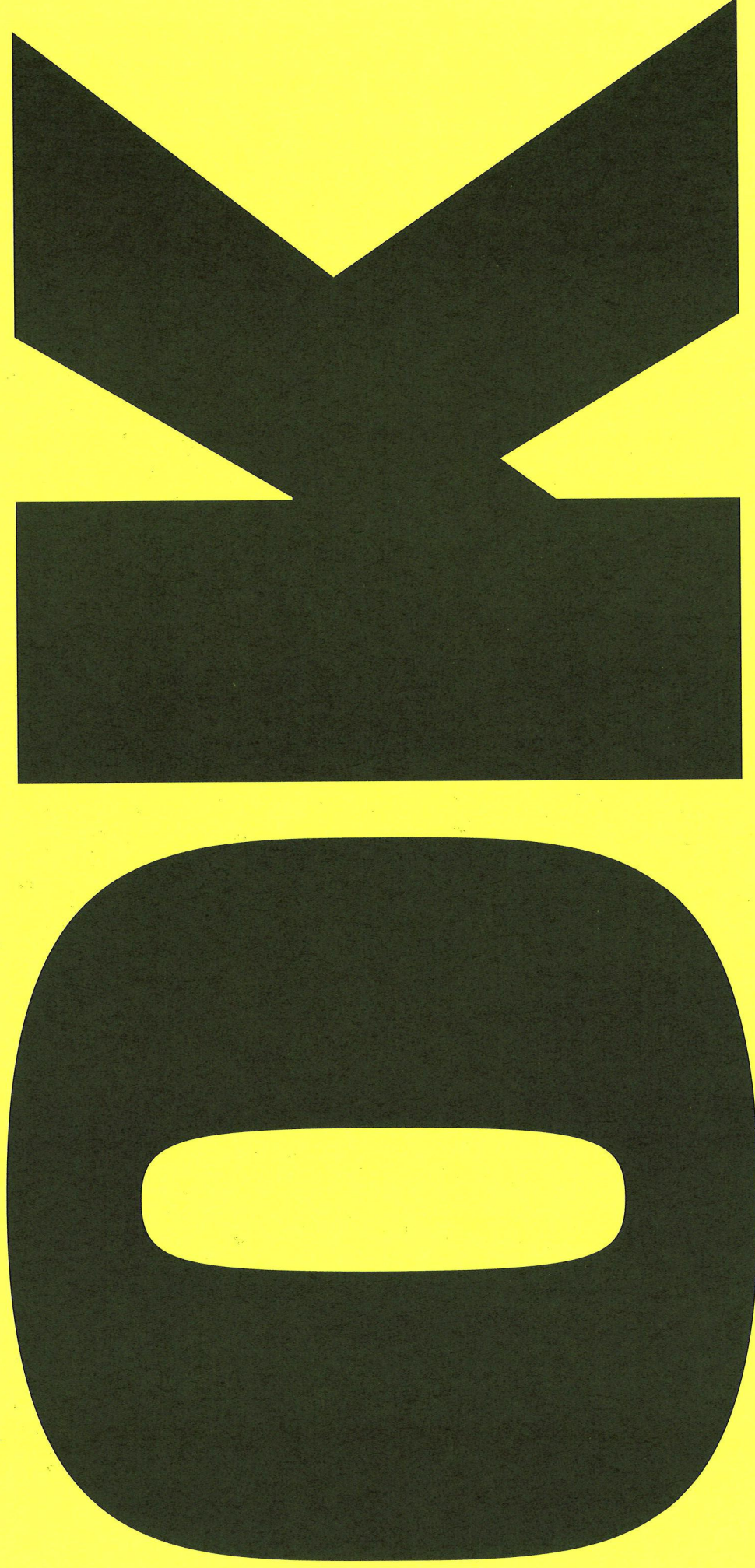
- (1) Check yourself and your family for injuries.
- (2) Control any utility issues or fires in your home.
- (3) Place your HELP/OK sign in the window.
- (4) Take your safety equipment with you to your neighborhood meeting area.
- (5) Follow your neighborhood plan and help each other.







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