

Fairfax County 5 Steps to Neighborhood Preparedness Guide

Facilitator Guide

This guide is intended to assist the group leader with facilitating conversation that is productive and efficient when completing the Neighborhood Emergency Plan. Please read through this document for guidance on how to facilitate conversation to ensure each section of the plan is fully discussed and addressed.

Initial Meeting Preparation

Use this section of the Facilitator Guide to prepare for the initial planning meeting.

Before the Meeting

1. Familiarize yourself with the steps needed to complete the Neighborhood Emergency Plan and begin drafting document outlined within the 5 Step Neighborhood Guide and below.
2. Identify individuals who can assist in both the planning process and facilitating planning meetings.
3. Prepare materials for the first meeting, some recommended materials are an agenda, printed Neighbor Surveys, pens/pencils, maps, sign-in sheet, contract tree sign-up, and meeting invitations; examples of some of these materials can be found in the attachments below.
4. Print out at least one copy of the Fairfax County 5 Steps to Neighborhood Preparedness Guide and one copy of the Fairfax County Neighborhood Emergency Plan template.

Sample Initial Meeting Agenda – Facilitator Version

Meeting Facilitator: [Facilitator's Name]

[Date and Time]

[Location]

Opening Remarks

Use these talking points to introduce yourself and kick off the meeting. *This discussion should take approximately 10 minutes.*

- Introduce yourself, other group leaders, and explain why you are here and the purpose of this meeting/forming this group. Consider including some of the following information in your opening remarks:
 - The purpose of this meeting is to discuss how you can be prepared as a neighborhood (not individuals) and create a neighborhood preparedness plan.
 - How can you help each other during a disaster?
 - A neighborhood response plan is important because disasters will overwhelm 9-1-1 and other public safety services and require residents to be self-sufficient until public safety personnel and assist everyone.
 - During this meeting you will discuss some key points of each step of the 5 Step Neighborhood Preparedness Guide.
 - You may want to confirm that folks are familiar with the 5 Step Guide or provide the 5 Step Neighborhood Guide Summary.
 - You will discuss special considerations for your neighborhood (e.g. languages spoken, residents with access and functional needs, etc.).
- Ask those in attendance to introduce themselves.

Review Step 1: Define Your Area

Use these talking points to lead a conversation discussing the first step, defining your area. *This discussion should take approximately 10-15 minutes.*

- How would you break up the neighborhood? Do we need block captains? Is there already a neighborhood watch program?
 - Consider by blocks, streets, neighborhoods.
- How do we communicate? Do we need radios or other forms of communication devices?
 - Consider a phone tree, text message group, a digital communication tool, such as Whats App or Signal.
- Do we need translators for people within our area?
 - Consider if there are any individuals that speak other languages [document this].
- How do we determine who needs help and practice with the “neighbor helping neighbor” techniques?
 - Does anyone have any access and functional needs or disabilities that may require extra assistance during an emergency?

Review Step 2: Recruit Leaders

Use these talking points to lead a conversation discussing the second step, recruiting leaders. *This discussion should take approximately 10-15 minutes.*

Would anyone like to volunteer to become a leader?

- Think about individuals you want to recruit as leaders to help develop this plan as well as recruiting people with leadership or disaster response experience to lead your neighborhood response plan (e.g. military, public safety, etc.).
 - This would be a great time to give some examples of what roles and responsibilities look like.
 - Communications Lead – creating and maintaining the phone tree or messaging group
- Training Opportunity: This is a great time to encourage meeting attendees to complete the Fairfax County Community Emergency Response Team training or take the online Introduction to Emergency Preparedness!

Review Step 3: Scout Your Area

Use these talking points to lead a conversation discussing the third step, scouting your area. *This discussion should take approximately 10-15 minutes.*

- Take time to discuss and identify threats that your neighborhood might face. Threats can range from anything, such as earthquakes to cyber-attacks. Write them down in the threat chart.
 - *Come to the meeting with this done and present it to the group.*
- Make a physical map to include:
 - *Come to the meeting with a sample or start and present it to the group that you can go back and edit after.*
 - Use the following list as guide of notable assets to get the conversation going:
 - Neighborhood Leaders
 - Physical Places (Parks, Schools, Hospitals, and Fire Stations)
 - CERT Members
 - Individuals with Medical Training (Doctors, Nurses, and EMTs)
 - Emergency Supplies
- Ensure all street names, homes, and other facilities are included on the map. Include all assets you and your team have identified on the map. Create a map key that indicates the total number of people, homes, key facilities, entrance points, exit points, hills, and waterways in the defined area.
 - **Tip:** Use an online mapping tool such as earth.google.com, SARTopo, or the Fairfax County My Neighborhood tool (www.fairfaxcounty.gov/myneighborhood)
 - *You can come to the meeting with a sample map.*
- Discuss with your group to identify a neighborhood gathering place and triage area. Follow the guides criteria for selecting a gathering place and triage center. Make sure to mark both locations on the neighborhood map!

Review Step 4: Build Your Team

Use these talking points to lead a conversation discussing the fourth step, building your team. *This discussion should take approximately 10-15 minutes.*

- Take this time to ensure every member of your neighborhood is represented in the team. Make sure homeowners, renters, businesses, families, churches, schools, and any other type of community member is represented.
- Take time to include (or send an invitation) to those in the neighborhood who have any special skills or trainings, such as CERT or first aid training.
- Next, ensure that your team has a communication network. Make a communication tree, where each team member can easily access other members phone numbers, emails, and addresses.

Review Step 5: Plan Your Approach

Use these talking points to lead a conversation discussing the fifth step, planning your approach. *This discussion should take approximately 30 minutes.*

- Take this time to talk through the plan template for your designated area. Make sure that all information discussed throughout the meeting is implemented in the plan.
- Discuss logistics with the group about what to do before, during, and after a disaster and ensure all members within your defined area have access and ability to understand the plan.
 - **Tip:** Translate the plan into languages that are commonly spoke within your defined area, so each individual member the neighborhood has full understanding of the plan.
- Assign specific roles to those who are willing to take a leadership position within the group. Follow the guides suggestion of implementing how to put together your teams (Care Team, Communications Team, Transportation Team, etc.).
- Ensure your neighborhood has established lines of communication. The guide outlines many valuable resources available in Fairfax County.

Identify Action Items and Next Steps

Use these talking points to determine any items that need follow up and determine your next steps. *This discussion should talk approximately 5 minutes.*

1. Schedule the next meeting. The next meeting should be to finalize the plan. You can set a date that the draft of the plan will be sent out for review and comments and then at the next meeting vote to finalize the plan.
2. Discuss outreach plans for missing community members.

Questions and Closing Remarks

Make sure to reserve time for any questions and close by thanking everyone for their attendance and participation. *This discussion should take approximately 5 minutes.*

Sample Initial Meeting Agency – Community Version

Fairfax County 5-Step Neighborhood Guide Meeting Agenda

Meeting Facilitator: [Facilitator's Name]

[Date and Time]

[Location]

1. Welcome and Introductions
 - a. Name and neighborhood
2. Purpose and Objectives
 - a. Goal: To build a Neighborhood Emergency Plan and enhance disaster preparedness.
3. Overview of the Fairfax County 5 Steps to Neighborhood Preparedness and Emergency Plan Template
 - a. Step 1: Define Your Area (10 minutes)
 - i. Discuss neighborhood boundaries and block captain needs.
 - ii. Evaluate communication methods and neighbor-help strategies.
 - b. Step 2: Recruit Leaders (10 minutes)
 - i. Identify potential leaders with relevant skills or willingness to assist.
 - ii. Highlight Fairfax County CERT training as a resource.
 - c. Step 3: Scout Your Area (10 minutes)
 - i. Threat Assessment: Identify potential risks and prioritize based on impact likelihood.
 - ii. Asset Identification: List key neighborhood assets (people, places, and resources).
 - iii. Mapping Activity: Collaboratively create a neighborhood map with essential features and assets.
 - iv. Meeting Points: Identify and mark a gathering place and triage area.
 - d. Step 4: Build Your Team (10 minutes)
 - i. Confirm diverse representation in the team (homeowners, businesses, renters, etc.).
 - ii. Develop a communication network with a contact tree.
 - e. Step 5: Plan Your Approach (30 minutes)
 - i. Draft the written plan incorporating discussed elements.
 - ii. Address what to do before, during, and after a disaster.
 - iii. Assign leadership roles and establish teams.
4. Action Items and Next Steps (5 minutes)
 - a. Schedule the next meeting and agree on dates to review the draft plan and provide feedback.
 - b. Discuss outreach plans for missing community members.
5. Questions and Closing Remarks (5 minutes)

YOU'RE INVITED TO THE NEIGHBORHOOD



DISASTER PLANNING MEETING

**WE NEED YOUR HELP TO
PREPARE A NEIGHBORHOOD
DISASTER PLAN**

In Fairfax County, a variety of crises could occur at any moment and first responders might not be able to reach everyone for a few days.

Join us in planning how our neighborhood will come together and help one another after a disaster!

Questions? Contact:

DATE:

TIME:

PLACE:



CONTACT LIST

<i>Name</i>		<i>Cell Phone</i>	
<i>Email</i>		<i>Home Phone</i>	
<i>Address</i>			
<i>Notes</i>			

<i>Name</i>		<i>Cell Phone</i>	
<i>Email</i>		<i>Home Phone</i>	
<i>Address</i>			
<i>Notes</i>			

<i>Name</i>		<i>Cell Phone</i>	
<i>Email</i>		<i>Home Phone</i>	
<i>Address</i>			
<i>Notes</i>			

<i>Name</i>		<i>Cell Phone</i>	
<i>Email</i>		<i>Home Phone</i>	
<i>Address</i>			
<i>Notes</i>			

<i>Name</i>		<i>Cell Phone</i>	
<i>Email</i>		<i>Home Phone</i>	
<i>Address</i>			
<i>Notes</i>			

NEIGHBOR SURVEY

Are you really prepared? How prepared we are now, before a disaster, will determine what our lives will be like afterwards.

Help us build a Neighborhood Disaster Plan! To complete the plan, we need to know what extra help you might need in a disaster, and what special skills or supplies you have that can help all of us. (All information should be kept confidential by the neighborhood and is only for neighborhood disaster planning.) Please complete one form per household, business, or organization and return it to your neighborhood contact. This information is voluntary.

1. What is your name, telephone, e-mail, and address?

Name:

Mobile Telephone:

Home Telephone:

E-Mail:

Address:

What is the name and telephone number of one out of area emergency contact?

2. Does anyone at your address need translation? If so, what languages?

- Spanish
- Korean
- Mandarin Chinese
- Other:

3. What animals or pets do you have at this address and how many?

- Dogs: Names:
- Cats: Names:
- Birds: Names:
- Other: Names:

4. Is there anyone at your address who may need some assistance during an emergency such as persons with young children or persons with limited, reduced ability or inability to see, read, walk, speak, hear, learn, remember, understand, and/or respond quickly?

5. Does anyone at your address have special skills or training (e.g., experience or training with Community Emergency Response Team, Red Cross, military, public safety, medical care, First Aid, electrical, plumbing, telephone lines, gas company, or is multi-lingual)? If so, what kind or type?

6. Do you have equipment or supplies that we can use in a disaster? If so, please describe the type, number available, number of people it can hold, drivers (if applicable), and 24/7 contact information.