



## PHASE 2

# Getting Organized Using SNAP: Host Planning Guide and Agenda

### Before the meeting:

- Decide the date and location for the meeting.
- Arrange for the "Getting Organized Packet" from the Seattle Office of Emergency Management at 206-233-5076 or e-mail [snap@seattle.gov](mailto:snap@seattle.gov). When you call or e-mail, please be prepared to give us the following information:
  - Name
  - Address
  - Phone number
  - Your meeting date
  - Number of neighbors/households you are inviting to the meeting
  - Let us know you would like a **Getting Organized Packet**. (The packet will include Help/OK signs, Neighborhood Response Site signs, master copies of the Task Sheets, the Getting Organized Worksheet, and Getting Organized Table-Top Drill) **Please allow 2 weeks for processing and mailing or arrange to pick up the materials.**
- Visit our web site at [www.seattle.gov/emergency](http://www.seattle.gov/emergency) for preparedness tips you can share with your neighbors.

### Night of the meeting:

- Post signs directing people to the meeting.
- Organize the materials for the meeting so that they are easy to distribute and explain.
- Arrange the room so that people can easily talk with each other.

### Agenda:

- Start the meeting with introductions:
  - Name and where you live:
  - Any preparedness tip or helpful hint you have learned as you have been getting your family and household prepared for disaster. (Example: "found a great source for light sticks")
- Purpose of this meeting is to:
  - Map your neighborhood and identify the locations of: the Neighborhood Meeting Site, First Aid Station and Shelter & Care Site (optional)
  - Organize the neighborhood response (who will do what tasks)
  - Use the Getting Organized Worksheet to help work through this process
- Remind neighbors that personal and family preparedness is the foundation for the rest of the planning process. Build a kit, create a family plan, including an out-of-area phone contact, and getting involved/learning skills are the basics. Hand out preparedness materials as necessary.
- If there is time, conduct the tabletop exercise associated with the "Getting Organized" part of the SNAP process.



# 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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# Neighborhood Meeting Site



# Neighborhood

# First-Aid

# Station



# Neighborhood Shelter & Care Site



# Getting Organized Worksheet

## Neighborhood Information

The Co-Coordinators for our neighborhood are:

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 Our neighborhood Meeting Site is located: (address and description)

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Our neighborhood includes households on the following streets:

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 Our First Aid Site is located: (address and description)

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 Our neighborhood Care Center is located (address and description)

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### 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



### Response Tasks Planning Worksheet

Response tasks involve a certain amount of skill, strength and mobility. Additional training is available through OEM for each of these tasks. Safety equipment for these tasks include: hardhat, safety glasses, gloves, comfortable and protective clothing (jeans, etc.) and sturdy shoes. If you have enough people, pre-assign at least three (3) people for each of these tasks.

If you have less than nine (9) people, create one or two “response teams.” Depending on the problems resulting from the disaster, these teams will have to accomplish all three tasks as they have time and resources. The Neighborhood Coordinator will have to prioritize what gets done first based on safety, protection of life and protection of property. Encourage neighbors to sign up for these teams and give them a copy of their task sheet(s). It’s a good idea to recruit Team Leaders as well.

Utility Control Team	Search and Rescue Team	Disaster First Aid Team

### People Tasks Planning Worksheet

People tasks are the activities that have to do with taking care of people and coordinating information. **Sheltering and Special Needs** includes taking care of uninjured people who need additional assistance such as kids, people with limited mobility and neighborhood pets.

**Communications and Damage Assessment** are about coordinating information about the damage and problems in the neighborhood and monitoring AM/FM radio and other forms of communications. Training classes are offered by OEM to support these tasks. Encourage neighbors to sign up for these teams and give them a copy of their task sheet(s). It’s a good idea to recruit Team Leaders as well.

Sheltering and Special Needs	Communications	Damage Assessment

**Purpose: Getting Organized**

**Type of Drill:** Orientation  
**Level of Difficulty:** Easy  
**Time to plan:** Less than one hour  
**Time to Complete:** Less than one hour  
**Scenario:** Earthquake

**Before the drill:**

- Choose a date, time and place to hold the drill
- Invite your neighbors or team
- Make a sign-in sheet for the drill
- Create a map of your neighborhood and make one large copy for the group or a small version for each person that will be participating in the drill
- Request Ok/Help signs from the Office of Emergency Management by calling 206-233-5076

**OBJECTIVES:**

- Participants will be able to identify the locations of the neighborhood meeting site and the first aid station.
- Participants will understand how to use the Ok/Help sign
- Participants will understand the response tasks that need to be accomplished following a disaster.
- Participants will understand the people tasks that need to be accomplished following a disaster.

**SCENARIO:**  
**An earthquake starts shaking the area.**

**Group Discussion**

**Review Quake Safe Actions to Take:**

*Take a quake safe action quickly, within 3—4 seconds.*

*Find a quake safe place where you are.*

*Options:*

- Beneath** any desk, table or Counter (*Drop Cover and Hold*)
- Beside** and inside wall or heavy piece of furniture
- Between** rows of chairs

**After the Disaster—Take care of yourself, your family and your home:**

1. Check yourself and your family for injuries
2. Dress for safety
3. If necessary, shut off the natural gas at the meter.
4. Shut off the water at the main house valve or at each toilet and water heater
5. Post your OK/Help card on the front door or window so it is visible from the street
6. Take your first aid kit with you
7. Check at the neighborhood meeting site

**Orientation Drill: Group Activity**

1. Using a map of the neighborhood, decide a centrally located site that everyone will meet to help each other.
2. Using a map of the neighborhood, decide a centrally located site where first aid would be administered. It should be near the neighborhood meeting site, but not at the same location.
3. Distribute the OK/Help signs and discuss the following points:
  - The purpose of the OK/Help sign is to minimize duplication of efforts and to identify where help is needed immediately.
  - This is a communications tool for your neighborhood only. First response agencies will not be looking for or will they respond to this sign.
  - If you or a member of your family needs help, place the card in the window with the Help side towards the street.
  - If everyone is OK, place the card in the window with the OK side towards the street.
  - Before you leave your house, always place your OK/Help sign in the window or on the door where it can be seen from the street.
4. Discuss the two groups of tasks that need to be completed following a major disaster: If you have only a few people, ask neighbors to chose what group of tasks they would like to do following a disaster.—priority response tasks or secondary response tasks—and ask them to identify their group on the sign-in sheet.

Group 1 Priority Response Tasks:	Group 2 Secondary Response Tasks
Utility Control Simple Search and Rescue Disaster First Aid	Shelter and Care Communications Damage Assessment

5. If you have enough people, ask neighbors to choose a specific task within the group they want. Depending on the number of people helping, more than one task can be accomplished at one time. If you have a limited number of people, focus on the priority tasks first. As you complete the priority tasks or have additional resources, move on to the secondary tasks.

**Purpose: Getting Organized**

**Evaluation Tool:**

**Review the key points with the neighborhoods to be sure they understand the objectives that the drill was intended to test:**

**Ask the group:**

**Does everyone understand the location of the Neighborhood Meeting Site?**

*“This is the place where we will all meet to help each other”*

**Does everyone understand the location of the First Aid Site?**

*“This is the place where people who are hurt can get first aid care”*

**Does everyone understand the purpose of the OK/Help Sign?**

*“This is just for our neighborhood to use to help us communicate who needs help and who is OK. This is not to signal first response agencies.”*

**Does everyone understand the differences between the Priority Response Tasks and the Secondary Response Tasks?**

*“The response tasks are tasks that have first priority to complete because they impact life safety the most. If any of you already have first aid training, know how to control utilities or can work with a team to lift heavy objects or people, please sign up for these tasks.”*

*“Secondary tasks have to do more with taking care of people and can be delayed if necessary while completing the primary tasks. These tasks are less strenuous but are equally important. If you are an amateur radio operator or want to help an take care of people who need a bit more care, please sign up for these tasks.”*

The Seattle Office of Emergency Management manages the SNAP program. If you have any questions as a result of this drill or would like to suggest ways to improve this drill, please e-mail [SNAP@seattle.gov](mailto:SNAP@seattle.gov), or mail your suggestions to

Seattle Office of Emergency Management  
SNAP program  
105 5th Ave South, Suite 300  
Seattle, WA 98104

**Thank you for participating in SNAP!**