



Hawaii Hazards Awareness & Resilience Program

Produced by
Hawaii State Civil Defense



HAWAII HAZARDS AWARENESS & RESILIENCE PROGRAM:

GOAL: To enhance community resilience to multiple hazards through a facilitated education and outreach program that promotes hazard understanding and awareness, and offers tools and information resources to guide mitigation, preparedness, response and recovery.



MODULE 6: DISASTER PLANNING

Part 1: Developing a Community Emergency Plan

Contents

- Why Plan?
- The Planning Process
- Getting Started with the Planning Process
- Elements of a Community Emergency Plan
- Drafting and Communicating the Plan
- Validating the Plan
- Planning Resources to Help You Get Started

Module 6: Disaster Planning

WHY PLAN?

Why Plan?

- There will be times when you may be affected by an emergency but your life is not in immediate danger. During this time, you need to know how to help yourself and those around you.
- Local emergency responders will always prioritize assistance for people in greatest need, especially where life is in danger.

Why Plan? (Continued)

- Developing, communicating and practicing an emergency plan can reduce the impacts of an emergency on your community, in the short- and long-term.
- Before planning with the larger community, ensure that you are personally prepared, have family emergency plans, and a disaster supply kit. (See Module 3)

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THE PLANNING PROCESS

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The Planning Process

- Brings community members together.
- Builds relationships between the community and emergency responders.
- Assesses community resources and skills.
- Identifies potential risks and vulnerabilities.
- Identifies key locations as places of safety.
- Identifies ways the community can help during an evacuation.
- Establishes triggers for plan activation, and a checklist of first steps in an emergency.
- Develops an emergency contact list and alternative communications plan.
- Coordinates with local emergency response personnel.

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GETTING STARTED WITH THE PLANNING PROCESS

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Getting Started with the Planning Process

- Define the bounds of your community.
 - Who is the plan for?
- Identify existing activities and networks.
 - Are there groups of people already working to prepare for disasters, assess risk, build resilience?
- Consider holding a community meeting to generate interest in the planning process.
 - What concerns do community members have?

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Getting Started with the Planning Process (Continued)

- Form a Community Emergency Planning Team
 - Are there individuals or existing community groups who are interested in championing the emergency planning effort?
 - Be inclusive.
- Select a Community Emergency Coordinator
 - Who might be willing to take a lead role in organizing the effort, and in motivating interest among community members?

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ELEMENTS OF A COMMUNITY EMERGENCY PLAN

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Elements of a Community Emergency Plan

- Plan distribution list
- A list of changes/amendments to the plan
- Local risk assessment
- Community resource assessment (local skills, equipment, supplies)
- Places of safety (refuge/assembly areas, shelters)
- Emergency contact list
- List of community organizations that support vulnerable populations and plan implementation
- Triggers for plan activation
- Emergency checklist
- Community actions during an evacuation
- Communications during an emergency

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Elements of the Plan

- Plan distribution list
 - Keeps track of those who have received a copy of your community emergency plan:
 - Emergency management officials
 - Emergency services (e.g., police, fire)
- Plan amendment list
 - Keeps track of all changes and updates that are made to the plan.
 - Scenario-based exercises and actual events offer opportunities to improve your plan.

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Elements of the Plan (Continued)

- Local risk assessment
 - Summarizes the hazard risk in your community, as well as the potential impacts.
 - Include maps of hazard zones, and locations of vulnerable populations, assets and structures for ease of reference.
 - Are evacuation zones or other hazard zones established for your community?
 - Do all residents know where these zones are located?

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Elements of the Plan (Continued)

- Community resource assessment
 - Summarizes the skills, resources and equipment that your community could use during and after an emergency.
 - For example:
 - Are there community members who own chainsaws, and are skilled in their use?
 - Do some community members own generators?
 - Are there those who have experience in preparing food for large numbers of people?

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Elements of the Plan (Continued)

- Places of safety (refuge/assembly areas)
 - Identifies locations of safety where people can gather during evacuations.
 - Be sure to communicate these locations to all residents.
 - Locations of safety should be determined by local emergency responders, and take into account risk assessment information.
 - Residents should also know where shelters are located.

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Elements of the Plan (Continued)

- Emergency contact list
 - Lists contact information for Community Emergency Planning Team members and others in the community who have offered to help in an emergency.
 - Must be kept up-to-date!
 - Establish a process for contacting those on the list
 - Example: Develop a Telephone Tree

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Elements of the Plan (Continued)

- List of community organizations that assist vulnerable populations
 - This list maintains a record of the organizations that support vulnerable populations, and their contact information:
 - Elderly
 - Disabled
 - Very young
 - Mobility-limited
 - Mentally ill
 - Others

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Elements of the Plan (Continued)

- Triggers for Plan Activation
 - Describes the conditions under which the plan will be activated.
 - Consider the following (For example?):
 - What hazard warning information triggers activation of your plan?
 - What agencies issue hazard warning information?
 - How does your community receive it?
 - What other factors might cause you to activate your plan?

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Elements of the Plan (Continued)

- Emergency Checklist
 - Describes the first steps to take once your Community Emergency Plan is activated.
 - Are there procedures in place that determine what actions will be taken after the plan is activated?
 - Does everyone understand these procedures?
 - For example:
 - Call 911
 - Ensure you are not in immediate danger.
 - Contact the Community Emergency Group to arrange a meeting.

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Elements of the Plan (Continued)

- Community Actions During an Evacuation
 - Describes the actions that your community will take to assist local authorities if an evacuation is necessary.
 - Actions are agreed upon with emergency responders *in advance* of an event.
 - For example:
 - Help police notify residents.
 - Inform emergency responders about who might need extra help to evacuate.

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Elements of the Plan (Continued)

- Communications During an Emergency
 - Lists alternative arrangements for staying in contact if normal communications are disrupted.
 - Make these arrangements before an event.
 - Find out if there are HAM radio operators in your community who can help with communications.
 - List their contact information in your plan.

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DRAFTING AND COMMUNICATING THE PLAN

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Drafting and Communicating the Plan

- During the development of your plan, be sure to discuss it with emergency response personnel.
- They can assist you in determining actions that will be safe, appropriate and helpful during an emergency response.
- You may wish to refer to other community emergency plans as examples.
- Once you've drafted your plan, submit it to your local authority for review and comment.

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VALIDATING THE PLAN

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Validating the Plan

- Consider holding a scenario-based exercise to test and improve your plan.
- **Module 7: Exercising the Plan** includes guidance for planning and conducting a community exercise, and includes several scenario-based exercises for hurricane, tsunami and flood hazards.

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PLANNING RESOURCES TO HELP YOU GET STARTED

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Planning Resources to Help You Get Started

- **Module 6: Disaster Planning** has templates, guidance documents and reference materials to help you develop a Community Emergency Plan, including:
 - **Community Emergency Plan Template**
 - This template can be used to develop your plan.
 - **Community Emergency Plan Toolkit**
 - This document offers instruction on how to complete the *Community Emergency Plan Template*.

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Demonstration


- ❑ *Community Emergency Plan Template*
- ❑ *Community Emergency Plan Toolkit*

Other Planning Resources

- **Module 5: Risk Assessment** will help you conduct a risk assessment for your community that includes:
 - A Hazard Assessment
 - A Community Profile
- **Module 4: Community Resource Mapping** helps you identify the skills, abilities and resources of your community members and organizations that can help before, during and after an emergency.



Questions?



MAHALO

The Hawaii Hazards Awareness & Resilience Program (HHARP) is the result of a collaborative partnership between Hawaii State Civil Defense and the Pacific Disaster Center.

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