



Palo Alto Neighborhoods / City of Palo Alto Block Preparedness Coordinator Program



BPC MANUAL CONTENTS

Section One: BPC Program Introduction

- ❖ Block Preparedness Coordinator Program Overview
- ❖ Block Preparedness Coordinator Brochure
- ❖ Requirements to Become an NPC/BPC
- ❖ BPC/NPC Registration Form
- ❖ What To Do as a BPC
- ❖ Frequently Asked Questions
- ❖ Liability Issues for Community Volunteers

Section Two: Organizing Your Block

- ❖ 4 Reasons to Get to Know Your Neighbor Flyer
- ❖ How to Organize a Neighborhood Emergency Preparedness Meeting
- ❖ Neighbors Creating Connections: Meeting Your Neighbors
- ❖ Sample Neighborhood Organizational Meeting Invitation
- ❖ Sample Introduction Letters to Neighbors
- ❖ Easy Recipe for Throwing a Block Party
- ❖ Sample Block Party Invitation
- ❖ Block Party Application

Section Three: Becoming Prepared

- ❖ Neighborhood Lessons Learned
- ❖ How would you survive for 72 hours?
- ❖ Get Ready -- Earthquakes
- ❖ Earthquake Safety Checklist
- ❖ Are You Ready for an Earthquake?
- ❖ Earthquake Safety Inspection List
- ❖ Earthquake Home Hazard Hunt
- ❖ Make a Plan in a High-Rise Building
- ❖ Get Ready -- Floods
- ❖ Are You Ready for a Flood?
- ❖ Fight Flooding at Home (Sandbag usage)
- ❖ Are You Ready for a Fire?
- ❖ Tips for the Elderly or Disabled
- ❖ Collecting Emergency Documents
- ❖ Preparing Your Pets for Emergencies
- ❖ Disaster Preparedness for Pets

Section Four: Family Plans: Food, Water, Supplies

- ❖ Your Family Disaster Plan
- ❖ Household Emergency Information
- ❖ Family Emergency Plan Contact Information
- ❖ Evacuation Plan
- ❖ Your Family Disaster Supplies Kit
- ❖ Emergency Preparedness Supplies for Your Home
- ❖ Preparing Kits for Emergencies While Away From Home
- ❖ General Emergency Supplies Checklist
- ❖ Food Supplies Checklist
- ❖ Pandemic Flu Supplies Checklist
- ❖ Guidelines for Managing Water Supplies
- ❖ Food Storage Shelf Life
- ❖ Do You Know How to...

Section Five: My Block Info

- ❖ Sample Maps
- ❖ Neighborhood Contact List
- ❖ Neighbor Information Sample Forms
- ❖ Preparing Your Emergency Response Bag

Section Six: Radio Skills

- ❖ Communicating with Your NPC
- ❖ FRS Radio Quick Guide
- ❖ Radio Usage Summary
- ❖ 2-Way Radio Language and Terms
- ❖ Palo Alto Neighborhood FRS Channels

Section Seven: When Called to Action

- ❖ Protocols for Communicating with Your NPC
- ❖ Radio Instructions
- ❖ Assessment Checklist
- ❖ Damage Assessment Form
- ❖ First Aid Tips in an Emergency
- ❖ Fact Sheet on Shelter-in-Place

Section Eight: Additional Information & Samples

- ❖ Suggested Materials to Distribute to Residents
- ❖ Adult and Child Emergency Contact Cards
- ❖ OK / HELP Signs
- ❖ Quakekare Emergency Supplies Order Form
- ❖ Emergency Supplies Vendors
- ❖ Sample Emergency Supplies
- ❖ Pocket Guide to Emergency Preparedness
- ❖ Pocket Guide to Pandemic Flu
- ❖ Solicitor Permit Example
- ❖ PAN EP Magnets
- ❖ Emergency Contact Magnets