

NEIGHBORHOOD RESILIENCE TEAM

Build your block's safety

PRESENTED TO
Community Members

PRESENTED BY

QUICK START GUIDE

Essential information to kickstart your neighborhood's resilience effort



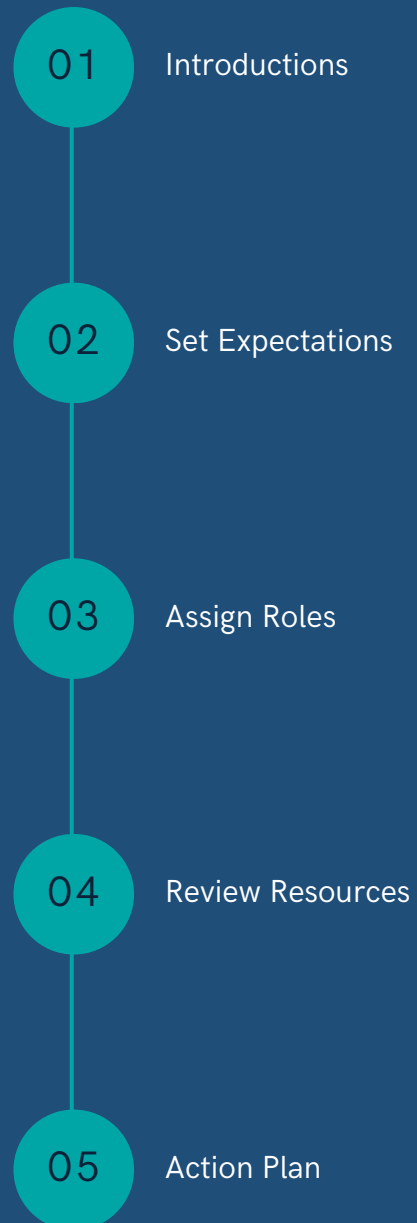
This report outlines a step-by-step approach to establishing **neighborhood resilience**. You will find key components such as the kickoff agenda, role descriptions, and templates designed to enhance community readiness. By following these guidelines, your block can effectively prepare for emergencies while fostering a sense of togetherness and support among neighbors.

To ensure success, **schedule your first kickoff meeting** as soon as possible. This 30-minute session will set the tone and momentum for your community-building efforts. Engaging participants early on will help establish roles, clarify expectations, and encourage enthusiasm, ensuring everyone feels motivated and prepared to contribute to neighborhood safety and readiness.

AGENDA

Get Started Now

The **30-Minute Kickoff Agenda** is designed to help teams set an effective foundation for neighborhood resilience efforts. This timeline outlines five key milestones to ensure everyone is aligned and ready to build safety and readiness in your community. Each milestone represents an essential step in initiating your neighborhood's journey toward resilience, allowing the team to engage actively and effectively. By focusing on these moments, you can foster collaboration and clear communication, leading to a successful kickoff and ongoing readiness as the project evolves.



COORDINATOR

Your Leadership Role

The Coordinator serves as the central figure in organizing and overseeing neighborhood resilience efforts. They will facilitate meetings, ensure clear communication among team members, and monitor progress towards goals. This role is essential in establishing a cohesive strategy that addresses the community's unique needs and strengthens preparedness efforts.

As a Coordinator, you will also be responsible for maintaining contact with other leads and community members. This includes organizing training sessions and drills, gathering feedback, and adjusting plans based on evolving circumstances. Strong leadership and communication skills are critical in fostering a sense of unity and commitment within the neighborhood.



COMMUNICATIONS LEAD

Essential Communication Strategies

The Communications Lead plays a crucial role in ensuring that information flows smoothly within the Neighborhood Resilience Team. They are responsible for establishing communication methods, disseminating important updates, and fostering a collective understanding among all team members. A well-organized communication strategy enhances team efficiency and community engagement during emergencies.

This role involves creating clear messaging for various scenarios and ensuring that all team members are informed of their responsibilities. The Communications Lead also coordinates with external agencies and stakeholders to relay vital information. Building strong connections within the community is key to the success of disaster preparedness initiatives.



WELLNESS CHECKS

Lead Your Community

As the **Wellness Checks Lead**, your role is to ensure the health and safety of community members during emergencies. Regular check-ins can help identify those in need of additional support. By fostering connections, you create a safety net that strengthens neighborhood ties and enhances resilience in times of crisis.

Collaborate closely with the **Coordinator** to develop a system for regular wellness checks. Maintain clear communication with team members and keep updated records of residents who may require assistance. Your proactive approach will ensure that vulnerable neighbors receive timely support, reinforcing a culture of care and preparedness within the community.

LOGISTICS LEAD

Managing Supplies Effectively

The Logistics/Supplies Lead ensures that all necessary materials and resources are available for the team. This role involves coordinating equipment purchases, managing inventory, and ensuring the distribution of supplies. Proper planning and organization are essential to ensure readiness during emergencies or community drills, making this role pivotal for neighborhood safety.

Collaboration with team members is key for the Logistics Lead. This includes understanding the community's unique needs and determining which supplies are most valuable. Regular assessments of inventory and requirements will streamline operations, facilitating quicker responses in the event of an emergency. This proactive approach strengthens both community ties and preparedness.



PETS & AFN

Supporting Our Neighbors

As the **Pets & Access & Functional Needs (AFN)** Lead, you are crucial in ensuring that all community members, including pets, are accounted for in emergency planning. Understanding the unique needs of neighbors with pets or disabilities can enhance safety and foster a supportive environment during crises.

Your role involves coordinating with local services for pet care, arranging resources for those with functional needs, and ensuring that everyone feels included. It's essential to communicate clearly and compassionately, offering assistance while also empowering neighbors to participate in their community's resilience efforts.

BACKUP COORDINATOR

Essential Support Role

The Backup Coordinator plays a crucial role in ensuring continuity within the neighborhood resilience team. This individual is responsible for stepping in when the primary coordinator is unavailable, maintaining communication, and assisting in the overall organization of tasks and responsibilities. Their support is vital for effective emergency preparedness and community engagement.

As an essential member of the team, the Backup Coordinator should be familiar with all roles and responsibilities to foster smooth transitions during critical times. Engaging actively with the community helps build trust and ensures that all members are informed and prepared. They also contribute to maintaining an updated list of contacts and resources.



COORDINATOR

Assign primaries and backups. Keep the Wellness list confidential within the core team.

Name: _____

Phone: _____

Email: _____

Backup Name: _____

Backup Phone: _____

Backup Email: _____

- Schedule meetings and micro-drills; keep time.
- Maintain the roster and phone-tree master copy.
- Coordinate with park/community/faith partners as needed.
- Ensure backups are identified for all roles.
- Capture quick notes and delegate follow-ups.

Notes:

BACKUP COORDINATOR

Assign primaries and backups. Keep the Wellness list confidential within the core team.

Name: _____

Phone: _____

Email: _____

Backup Name: _____

Backup Phone: _____

Backup Email: _____

- Serve as secondary for Coordinator and Communications.
- Verify that backups exist for all roles.
- Step in when primary leads are unavailable.

Notes:

COMMUNICATIONS LEAD

Name: _____

Phone: _____

Email: _____

Backup Name: _____

Backup Phone: _____

Backup Email: _____

- Set up primary + backup channels (text thread, group chat, radios if used).
- Trigger alerts during drills (time-stamped).
- Confirm status roll-ups to Coordinator within 15 minutes.
- Maintain out-of-area contact for group updates.

Notes:

WELLNESS CHECK LEAD

Name: _____

Phone: _____

Email: _____

Backup Name: _____

Backup Phone: _____

Backup Email: _____

- Maintain confidential list of priority households (seniors, AFN, medical devices).
- Assign door-knocks or calls during drills.
- Report status and unmet needs to Coordinator.
- Update list quarterly; protect privacy.

Notes:

LOGISTICS / SUPPLIES LEAD

Name: _____

Phone: _____

Email: _____

Backup Name: _____

Backup Phone: _____

Backup Email: _____

- Track shared items (extension cords, chargers, flashlights, coolers).
- Identify 2–3 gaps and propose low-cost solutions.
- Coordinate simple staging at park/faith center if activated.

Notes:

PETS & AFN LEAD

Name: _____

Phone: _____

Email: _____

Backup Name: _____

Backup Phone: _____

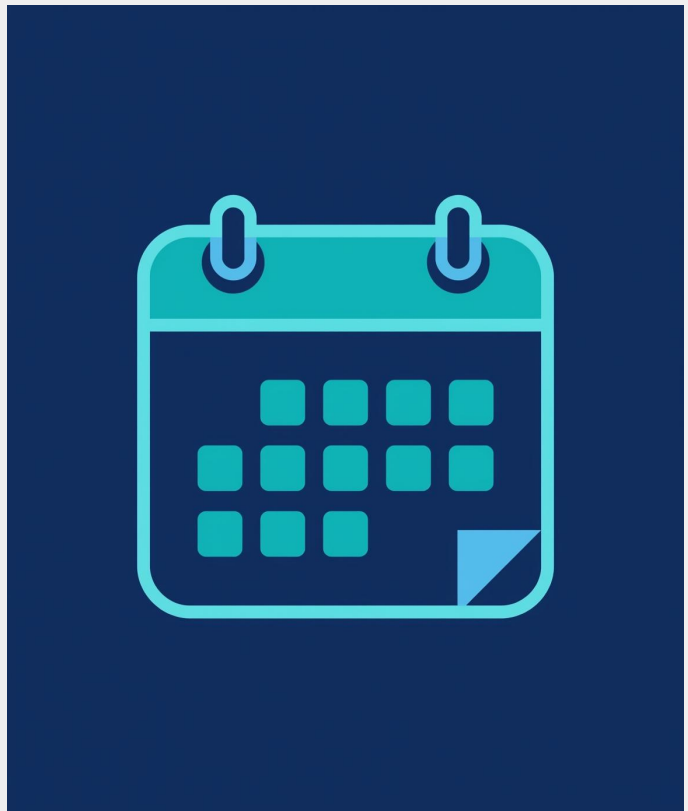
Backup Email: _____

- Track households with pets or Access & Functional Needs (AFN).
- Plan for carriers, meds, and transport as appropriate.
- Coordinate with Wellness and Logistics on specific needs.

Notes:

WEEKLY ACTION STEPS

This section outlines the essential activities for each week, focusing on building community resilience through coordination and engagement, ensuring everyone is prepared for emergencies.



WHAT DOES AFN MEAN?

Access & Functional Needs (AFN) refers to neighbors who may need additional support in emergencies due to age, disability (visible or invisible), language or literacy, transportation limits, or reliance on power-dependent medical equipment. Planning for AFN ensures everyone on the block can prepare, respond, and recover together.

15% to 60%

Neighbors may need extra support. The exact percentage varies by community and the specific criteria used, but the definition of AFN is intentionally broad to encompass a wide range of potential needs during an emergency.

Key Highlights

- AFN includes various needs
- Vital for emergency planning
- Enhances community resilience

EMERGENCY CONTACT LIST

Fill in the details for your neighborhood's phone tree

Household/Name	Address/Unit	Primary Phone	Backup Contact/Phone
Household/Name	Address/Unit	Primary Phone	Backup Contact/Phone
Household/Name	Address/Unit	Primary Phone	Backup Contact/Phone
Household/Name	Address/Unit	Primary Phone	Backup Contact/Phone
Household/Name	Address/Unit	Primary Phone	Backup Contact/Phone
Household/Name	Address/Unit	Primary Phone	Backup Contact/Phone
Household/Name	Address/Unit	Primary Phone	Backup Contact/Phone
Household/Name	Address/Unit	Primary Phone	Backup Contact/Phone

MICRO-DRILL SCRIPT OVERVIEW

Essential actions to ensure community preparedness and safety



The 20-Minute Micro-Drill is designed to engage community members in a **focused and effective practice**. Each segment is timed to ensure that all participants understand their roles and responsibilities. This brief exercise fosters teamwork and promotes familiarity with emergency procedures, ultimately enhancing community resilience in the face of challenges.

Each drill segment includes specific actions for participants to execute, allowing for hands-on experience. Encourage all members to provide **feedback and reflections** during and after the drill. This process will help identify strengths and areas for improvement, enabling adjustments to the plan and ensuring a more effective response in real emergencies.

20-MINUTE MICRO-DRILL

Timed Exercise

Hours:Minutes	Outcome
T-00:00	Coordinator posts the scenario: "Power is out for 2 hours. Confirm safety for your assigned households."
T-00:01	Communications lead triggers the phone-tree / group message. Time-stamp start.
T-00:05	Wellness lead confirms priority households (door-knock or call).
T-00:10	Logistics identifies shaded meet-up spot (park/faith center) if needed.
T-00:15	Leads report roll-ups to Coordinator (coverage %, outstanding checks).
T-00:20	End drill. Coordinator opens the 5-minute debrief and AAN form.

DOCUMENTING OUR INSIGHTS

Reflecting on our recent community resilience drill



After every drill, it's crucial to capture **lessons learned**. Documenting what worked well and identifying areas for improvement allows the team to refine future strategies. Each drill offers a unique opportunity to assess team performance, communication efficiency, and the overall effectiveness of emergency plans. Regular evaluation fosters a culture of continuous improvement in community preparedness.

Focus on feedback from all roles involved in the drill. Gathering insights from coordinators, communications leads, and wellness checks helps create a comprehensive understanding of strengths and weaknesses. Each participant's perspective is invaluable, contributing to more robust action plans. This collective reflection ensures that everyone's voice is heard and integrated into future trainings and drills.

AFTER-ACTION NOTES (AAN)

Date: _____

Drill Type / Scenario: _____

Start Time: _____

End Time: _____

Coordinator: _____

Comms Lead: _____

Wellness Lead: _____

Logistics Lead: _____

Pets & AFN Lead: _____

Backup Coordinator: _____

Coverage (% households reached) _____

Priority checks completed? (Y / N) _____

Time to first roll-up (in mins) _____

Outstanding needs noted: _____

What Worked:

WHAT NEEDS IMPROVEMENT:

FOLLOW-UPS (WHO/WHAT/WHEN):

REACH OUT NOW!

