

Module Two – Develop a Resource Directory

The Importance of a Resource Directory

Storm preparation and response takes an enormous amount of resources. For some residents, obtaining these resources for their household is a financial challenge. In many instances, however, there are neighbors who are willing to help each other with storm preparation and response-related resources. Without a coordinated and streamlined way for neighbors to help each other, the residents in need are missed, and residents with a desire to help their neighbors miss an opportunity to be of service.

To assist with identifying those in your neighborhood who are willing to help respond in the event of a storm, by loaning supplies or offering their skills, it is recommended that a neighborhood compile a directory that can be easily referenced before, during and after an emergency. This module provides neighborhoods with a sample survey and templates that can be used to acquire and organize the information. We recommend that the Planning Committee serve as the organizing body for this effort. Once completed, the Resource Directory can be distributed to each member of the Planning Committee, as well as the Response Team, depending on the neighborhood's structure and coordination.

The directory is mostly built from information gathered through **Household Surveys**. A sample survey, which can be modified to meet the needs of the neighborhood, is included at the end of this module. Surveys can be completed via neighborhood meetings and events, door-to-door canvassing, email, telephone, mail, etc. As the completed surveys are gathered, the results can be compiled, organized and placed in the directory.



To simplify this survey compilation process, neighborhoods may choose to use the electronic versions of the survey and templates, which are available online at <http://www.talgov.com/PREP>. The electronic version of the Household Survey can be emailed to neighborhood residents, and upon completion, the survey can be emailed back to the Planning Committee. Once the data is received, it can be copied and pasted directly into the Supply Inventory, Skills Assessment and Special Needs List templates as appropriate.

What Goes in the Resource Directory?

Below is a description of the various components that can be added to a Resource Directory. A neighborhood may choose to modify these components to best fit their needs.

Neighborhood PREP Response Team Contacts – The completed Neighborhood Response Team Contact Template from Module One should be copied into Module Two.

Supply Inventory – Many neighbors are willing to use their own tools and equipment to help others in the event of an emergency. Others might be willing to loan their tools or equipment to someone who is familiar with how to operate them. For additional resources, the Planning Committee may wish to consider donations from local businesses, raising money through fundraisers or pooling money together to make purchases.

Skills Assessment – Some neighbors have skills that will be useful when dealing with an emergency. For example, someone with carpentry expertise and a willingness to help the neighborhood can help reduce hazards before the emergency. They can also help make minor repairs afterward. Those with management or leadership expertise might choose to serve as a Block Captain or Branch Coordinator.

Special Needs List – A potentially useful item in the Resource Directory is a list of households with individuals who have special needs. The list can be used by the Planning Committee to help identify residents in the neighborhood who may require immediate aid, communication or evacuation assistance during a disaster. Inclusion and use of the special needs list is ***completely at the discretion of each neighborhood***. For this reason, two different surveys are provided – one that asks the question related to special needs and one that does not. If incorporated as a resource, the list should include the name, address and identified special need of the resident. A person with special needs may be an individual who:

- Is elderly
- Is mentally impaired
- Has visual impairment
- Has hearing impairment
- Has cognitive impairment
- Has language barriers
- Uses special medical equipment that is life sustaining (i.e. ventilator, oxygen)
- Is mobility impaired
- Lacks transportation necessary to evacuate

Additional information about the **Florida Special Needs Registry** is provided in Module Three, which is specifically dedicated to promoting the registry.

How to Use the Resource Directory

The Planning Committee can use the compiled Resource Directory to identify neighborhood resources that are available in the event of an emergency. This information will be helpful for mobilizing Block Captains, Branch Coordinators and volunteers in a timely and organized fashion. For example, residents trained in first aid or CPR can provide emergency medical assistance before professional medical teams arrive, while those who have access to grills may choose to cook and serve meals to neighbors. Other residents can take on assignments that use their specific skills and abilities.

Household Reference Guide

Also provided as part of this module is the **Household Reference Guide**, which should be distributed to each household in the neighborhood. A print-ready version is included in the template section below, and it is available for download at <http://www.talgov.com/PREP>.

The Household Reference Guide includes a space where the Response Team's contact information can be listed. As each guide is unique to a specific household, there is also a space to reference that household's commitment to share their skills and/or tools and equipment in the event of an emergency (if that household responded with a commitment in the Neighborhood Survey). The back of the guide features phone numbers and other important information. The guide is intended to be placed on a refrigerator or in another prominent location as a quick reference for each household in the neighborhood.

Resource Directory Templates

The following templates can be used by the Planning Committee to conduct household surveys and identify those residents who are willing to share supplies and/or skills in the event of an emergency. The survey results can also help identify potential hazards in the neighborhood. The last template is the Household Reference Guide, which should be distributed to all homes in the neighborhood.

- Household Survey 1
- Household Survey 2 (without the Special Needs question)
- Supply Inventory Template
- Skills Assessment Summary Template
- Neighborhood Special Needs List Template (if applicable)
- Household Reference Guide

Household Survey (With Special Needs Question)

Please provide the following information so that we can assess the skills, tools and equipment that might be available to our neighborhood during and after a disaster.

Name (household contact) _____

Address _____

Phone (home/cell/work) _____

of residents in household _____

Check the appropriate box if you have the following items and are willing to share them with the neighborhood in the event of a disaster:

- | | |
|--|--|
| <input type="checkbox"/> Axe | <input type="checkbox"/> Portable Kitchen/
Food Truck |
| <input type="checkbox"/> Chainsaw | <input type="checkbox"/> Power Drill |
| <input type="checkbox"/> Crow Bar | <input type="checkbox"/> Radio (Battery-Powered) |
| <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> Strong Rope |
| <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> Shovel |
| <input type="checkbox"/> Generator | <input type="checkbox"/> Propane Grill |
| <input type="checkbox"/> Gloves | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Heavy Jack | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Ladder | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Lawn Equipment | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Plastic Tarp | <input type="checkbox"/> _____ |

Please indicate if you or anyone in your household has training or skills in the following and are willing to assist with our neighborhood's emergency response efforts.

- | | |
|---|---|
| <input type="checkbox"/> Assistance w/ Processing
(Insurance, FEMA, Small
Business Association, etc.) | <input type="checkbox"/> First Aid/CPR |
| <input type="checkbox"/> Caregiving | <input type="checkbox"/> Logistics/Coordination |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Management |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Cooking/Serving | <input type="checkbox"/> Social/Behavioral Services |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Tree Removal |
| <input type="checkbox"/> Emergency Operations | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Equipment Operation | <input type="checkbox"/> _____ |

Please indicate individuals in your household with special needs who may require special assistance in the event of an emergency. (*This information can be provided at the resident's discretion and willingness to share with the neighborhood leader*).

Special needs of those in household (e.g., elderly, medical equipment dependent, etc.)

Specify any physical features and potential hazards in our neighborhood.

Physical features/potential hazards near your home or in neighborhood (e.g., trees near power lines, low-lying areas with poor drainage, at-risk structures, etc.)

Household Survey (Without Special Needs Question)

Please provide the following information so that we can assess the skills, tools and equipment that might be available to our neighborhood during and after a disaster.

Name (household contact) _____

Address _____

Phone (home/cell/work) _____

of residents in household _____

Check the appropriate box if you have the following items and are willing to share them with the neighborhood in the event of a disaster:

- | | |
|--|--|
| <input type="checkbox"/> Axe | <input type="checkbox"/> Portable Kitchen/
Food Truck |
| <input type="checkbox"/> Chainsaw | <input type="checkbox"/> Power Drill |
| <input type="checkbox"/> Crow Bar | <input type="checkbox"/> Radio (Battery-Powered) |
| <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> Strong Rope |
| <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> Shovel |
| <input type="checkbox"/> Generator | <input type="checkbox"/> Propane Grill |
| <input type="checkbox"/> Gloves | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Heavy Jack | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Ladder | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Lawn Equipment | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Plastic Tarp | <input type="checkbox"/> _____ |

Please indicate if you or anyone in your household has training or skills in the following and are willing to assist with our neighborhood's emergency response efforts.

- | | |
|---|---|
| <input type="checkbox"/> Assistance w/ Processing
(Insurance, FEMA, Small
Business Association, etc.) | <input type="checkbox"/> First Aid/CPR |
| <input type="checkbox"/> Caregiving | <input type="checkbox"/> Logistics/Coordination |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Management |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Cooking/Serving | <input type="checkbox"/> Social/Behavioral Services |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Tree Removal |
| <input type="checkbox"/> Emergency Operations | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Equipment Operation | <input type="checkbox"/> _____ |

Specify any physical features and potential hazards in our neighborhood.

Physical features/potential hazards near your home or in neighborhood (e.g., trees near power lines, low-lying areas with poor drainage, at-risk structures, etc.)

Household Reference Guide

Information added to the guide below should be completed as it applies to your neighborhood (i.e., if your response team does not include a Team Lead or Branch Captain, leave the field blank).

FRONT



Reference Guide

Response Team Contacts

Name

Phone Number

Block Captain _____

Branch Coordinator _____

Other Team Contacts _____

Our Supplies and Skills Commitment

Back

Important Local Organization Contacts:

- City of Tallahassee Customer Service.....850-891-4968
- City of Tallahassee Neighborhood Affairs.....850-891-8726
- Leon County Government.....850-606-3700
- Capital Area Chapter of the American Red Cross.....850-878-6080
- National Weather Service.....850-942-8833
- Florida Division of Emergency Management.....850-413-9969
- Federal Emergency Management Agency (FEMA).....800-621-3362
- Ready.Gov.....800-BE-READY
- Florida Department of Business & Professional Regulation.....850-487-1395
- AARP Fraud Watch Network Hotline (to receive Watchdog Alerts)1-877-908-3360
- 2-1-1 Big Bend (for Emergency Info 24/7).....2-1-1 or 850-617-6333
- WFSU 88.9 FM – Tallahassee’s designated station during an emergency
- www.FLGetAPlan.com – Provides information to assist with building individual or family emergency plans
- Neighborhood Facebook page/website, etc.: _____