

Instructional Plan: Activity 5: Community Plan

Session title: Community Plan
Time: 11:30 a.m. - 12:00 p.m.
Presenter: One facilitator will explain to everyone at the beginning what this activity will look like.
Description of learning activity: Based on a specific incident, develop a community plan for how to make sure you and your colleagues are safe. Identify safe places you can go and alternate strategies to contact people in the event there is damage to the communication system.
Learning objectives: <ol style="list-style-type: none">1) To create a community disaster plan that is applicable to multiple types of incidents, including the identification of safe places to evacuate2) To identify multiple types of communication strategies for checking in with family, neighbours, and friends in the event of an incident3) To identify capabilities within the community to promote self-sufficiency
Instructional techniques: <ul style="list-style-type: none">- Facilitated discussion at each table- A volunteer from the group takes notes- Group sharing at the end- Have a template of a disaster/emergency plan- Include how much time needed for participants to go through the 4-6 questions to budget time for each question.- Facilitators should go around to the tables to make sure they are on track
Speaking points: <ul style="list-style-type: none">- Introduce the activity:<ul style="list-style-type: none">- Share about UA Emergency Plan (for 1st 5 minutes of emergency), ex. Ice storms- The idea is that you are going to break into groups of 4 people per group (ish) to develop a community emergency plan for how to make sure you and your colleagues are safe in particular situations. Try to be in a group with different people than the previous activity.- Each table can choose what type of disaster (only one) that they would like to specifically address in this community disaster plan, but the community plan will hopefully help address many different disasters with some tweaks.- We will hand out potential templates you can use to build your plan, or you can make your own.<ul style="list-style-type: none">- There is one fillable template from the City of Calgary that will be at each group.- We also printed the Calgary Emergency Management Agency's community resilience participant manual (it is large, so we only

- printed one copy) - can come look at it from here [the front]
- And then we also printed one that was done in **2012 for this building** - you can take a look at that one - but should think of your own things for yourself and coworkers. There is only one full copy here [at the front that you can look at]. And just the first few pages on your table (the table of contents and maps might help you).
- Each table will go through a series of questions (THESE WILL BE ON COMPUTER). How you answer these questions will help with creating your community disaster plan. Use the flip chart paper to document your community plan.
- The end product will be a single plan that is appropriate for lots of different disasters.
- We would like a **volunteer from each table to take notes** of the discussion (create your own **community plan on a piece of flip chart paper**).
- You will have _____ Minutes to develop your community plan
- Any questions?
- GO!

SPLIT INTO GROUPS

- Each facilitator can help groups to pick a potential disaster and walk through questions
 - Question 1: How did you learn about the emergency/where would you get your information?
 - Question 2: What do you do with this information? Where do you go for more information? Can you verify that the information is accurate?
 - Question 3: What are your primary concerns? Secondary concerns?
 - Question 4: What do you want to make sure you have access to during an emergency?
 - Question 5: Who might need your help in the workplace? Who might help you? (ex. Buddy system)
 - Question 6: If you need help, where do you go? Who do you ask? If official help is not available, what are some other options? (ex. Security, colleagues)
 - Question 7: Who do you need to contact? (for example, if kids are in daycare - are they safe? Who can pick them up?)
 - Question 8: If you can't go home for a while, where is a safe place for you to go?
 - Question 9: How would you gain access to food and water?
 - Question 10: What do you do if there is a power outage?
 - Question 11: Are there other considerations to include in this plan for other types of disasters or emergencies?

Draw attention of participants to examples of different disaster plans and templates available such as those by CEMA (printed off).

- The main facilitator call time and invite each group to share (4 minutes each), while one main notetaker collects all the information
- Review the combined information to show them that they now have an “all-hazard” community disaster plan

Demo activity details:

- Set up tables, all participants are at a table
- Each table is told to come up with a specific disaster they might face (flood, tornado, ice storm, etc.)
- Pass out examples of a community disaster plan, or a template
- The facilitator walks them through a number of standard questions/prompts to help them develop a plan for that scenario
- Ask for a volunteer from the table to take notes as the group discusses each question related to the specific scenario, provide a note-taking cheat sheet
- After 40 minutes, all groups will share their responses with the rest of the workshop participants
- One facilitator will combine all of the responses into a single, cohesive community plan

Assessment plan:

- Groups all share the highlights of their discussion with all workshop participants
- Once all groups have shared, the material is collated and put into a hazard plan template that each participant can then use during the mock disaster and take home at the end of the workshop

Estimated duration of activity:

30 minutes

Instructor (I) and participant (P) resources/materials:

I - Timer visible to all participants

I - Flip charts for each table and flipchart pens

I - Scenario cards and updates for each facilitator

P - A single-page handout with a picture of the incident and the initial scenario on it

I - One large map of High River for each table

Emergency plan template for 24 hour disaster:

-food source

-water source

-locked in building (implications and reasons for this...)

-psychosocial component (people keeping calm)

-physically injured

-plan for contacting loved ones

-list of people to make sure everyone is accounted for (word for this?) (roster or check in sheet)

-skills inventory (first aid, deescalation skills, suicide intervention training).

-buddy system

-Medical ID on phone

Volunteers required (# and specific expertise?):

- A notetaker (one of the participants) for each table to follow the outline/format (to make it easier to turn this into a plan later on)
- Facilitators to walk around groups - make sure everyone is doing okay and understands the activity.
- 2 main facilitators (one to lead the discussion at the end and one to take notes)
- 1 person to type up the content and put into a community disaster plan template to be printed over lunch

Facilities required:

- 1 large meeting room
- 5 tables
- Enough chairs for participants
- Main display board that everyone can see

Additional notes:

30 min total for activity.
This should be done before lunch

The sequencing of this activity needs to be considered. To be effective, we need time to make individual plans out of this content that they can use during the mock disaster.