
BE 2 WEEKS READY



PROGRAM COORDINATOR
GUIDE

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Be 2 Weeks Ready: Program Coordinator Guide

Training Overview

Description

In times of emergency, being prepared can make a significant difference in the well-being of individuals and communities. This training aims to empower participants to play a crucial role in enhancing emergency preparedness and resilience within their circles. The *Be 2 Weeks Ready* program coordinator course is designed to equip participants with the knowledge, skills and resources needed to effectively deliver the *Be 2 Weeks Ready* program to their organization or community members.

Goal

The overarching goal of this course is to prepare participants implement *Be 2 Weeks Ready* in their organization or community. By training participants with comprehensive knowledge and practical skills, this course ensures that they are capable of effectively educating others about emergency preparedness while fostering a sense of responsibility and readiness.

By the end of this course, participants will not only be well-versed in the *Be 2 Weeks Ready* program but also geared to inspire others to take ownership of their preparedness journey. Through their efforts, participants will contribute significantly to building more resilient and proactive communities that can effectively navigate emergencies and recover with greater strength and unity.

Objectives

- Learn why this program is necessary.
- Learn to build outreach in their communities.
- Connect with other emergency management professionals.
- Become familiar with the *Be 2 Weeks Ready* tool kit.

Course Agenda

- Introduction to Be 2 Weeks Ready.
- Building *Be 2 Weeks Ready* outreach.
- Prep Connections.
- Be 2 Weeks Ready Tool Kit.
- Next Steps.

Program Materials

- Program Coordinator Guide:
 - This guides you through the *Be 2 Weeks Ready* program for emergency preparedness. It provides you with the content, materials and tips you need to implement *Be 2 Weeks Ready* in your community.
- Community Host Guide:
 - This provides Community Hosts with the information they need to facilitate a *Be 2 Weeks Ready* program in their community. The guidebook includes information on why this program is necessary, what the Cascadia Subduction Zone is, and tips on how to facilitate each unit of the *Be 2 Weeks Ready* tool kit.

- Tool Kit:
 - The tool kit includes eight units that cover a different topic of preparedness with accompanying activities to practice skills. These activities can be done as a group or individually.

Introduction to Be 2 Weeks Ready

A Go-Bag is not Enough

Past education and outreach efforts suggested that a person have a 72-hour go-bag for sudden emergencies. As we learn more about the extent of the impact of large regional disasters like the Cascadia Subduction Zone, we know that a 72-hour kit, while a good start, is not enough. We now know we need to be as self-sufficient as possible for at least two weeks, if not longer.

The *Be 2 Weeks Ready* program is designed to help you prepare your community for emergencies. By "community," we mean a group of people who live in the same area, have similar jobs or share common interests.

Why Communities Matter in Emergency Preparedness

Communities are important because they can provide collective strength during tough times. When people in the same area come together to prepare, they can pool resources, share knowledge and offer support. This makes everyone better equipped to handle the challenges that come with prolonged emergencies.

The Urgency of Preparing for Emergencies

Preparing for emergencies is more critical than ever. As we learn about the potential risks and limitations of our previous emergency plans, we must adapt and improve our preparedness strategies. Programs like *Be 2 Weeks Ready* help us build a culture of readiness, ensuring that individuals and communities are not just better prepared but also more resilient when facing unexpected challenges.

The Cascadia Subduction Zone

The Cascadia Subduction Zone is a huge fault that lies under the ocean where two big pieces of the earth's crust, called tectonic plates, are pushing against each other. Sometimes, these plates get stuck and build up a lot of pressure. When they suddenly slip, they cause a very big earthquake and a giant wave called a tsunami that can reach the shore.

The Cascadia Subduction Zone runs from northern Vancouver Island in Canada to northern California in the U.S. It's about 600 miles long and 70-100 miles away from the coast. Scientists say it can produce a 9.0 or higher magnitude earthquake and a tsunami that could be up to 100 feet high. The last time this happened was in 1700, and it was so powerful that it shook the ground for about five minutes and sent a tsunami to Japan.

Scientists also say there's a 10 to 17% chance this will happen again in the next 50 years. That means it could happen anytime and anywhere along the coast. If it does, it will cause a lot of damage and harm to people, animals and the environment. The Cascadia Subduction Zone is like a hidden giant beneath the Pacific Ocean. When it wakes up, it can cause a massive earthquake that makes our homes shake and buildings crumble. Then, it sends huge ocean waves, or tsunamis, racing toward our coastlines. That's why we must be ready.

Why is this so important? We know from other disasters that it takes time to get a response effort started. Remember that everyone you normally rely on for aid in a disaster will also be affected by Cascadia. They won't be able to return to work and respond until their families and neighbors are safe.

It's not just about keeping yourself safe. When we're prepared, we help our whole community. If lots of people are ready, our community can bounce back faster. That's called community resilience. When we have food and water, we don't need to take it from others who might need it more. When we know what to do, we can help our neighbors and friends, too.

What to Expect from a Cascadia Subduction Zone Earthquake and Tsunami

The Cascadia Subduction Zone earthquake and tsunami could have devastating impacts on Oregon. Here is what could happen and how it would affect Oregonians:

First, the earthquake itself would be incredibly powerful, potentially reaching a magnitude of 9.0 or higher. Buildings, bridges and roads could be severely damaged or destroyed. People might be injured, and communication lines could be disrupted, making it difficult to get help quickly.

Next would come a tsunami. The massive undersea earthquake could trigger a giant wave that would race toward the Oregon coast. When it hits, it could inundate coastal communities, flooding homes, businesses and infrastructure. Even areas further inland along rivers and estuaries could experience flooding, causing further damage and displacing thousands of residents.

Critical infrastructure like power plants, water treatment facilities and transportation hubs could be damaged, leading to long-term disruptions in basic services. Coastal ecosystems and fisheries, which are essential to Oregon's economy, would be severely impacted with potentially long-lasting consequences for the environment and local livelihoods.

Recovery from such a disaster would be a daunting task. It would require extensive resources, time and collaboration between federal, state and local authorities. Evacuation plans, emergency shelters and communication systems would need to be established or improved to minimize casualties in the future.

A Cascadia Subduction Zone earthquake and tsunami could bring widespread destruction and disruption to Oregon. People must be prepared with emergency plans, supplies and awareness to mitigate the potential impact of this catastrophic event. Moreover, ongoing efforts in earthquake monitoring, early warning systems and disaster preparedness can help Oregonians better prepare for the challenges that may lie ahead.

Program Roles and Responsibilities

Community Preparedness Coordinator

Oregon Department of Emergency Management's Community Preparedness Coordinator is responsible for program guidance to support the implementation and continuous improvement of the program. They are responsible for:

- Providing ongoing support to Program Coordinators.
- Providing printed copies of Be 2 Weeks Ready tool kit for Community Hosts.
- Tracking program progress.

Program Coordinator

A Program Coordinator is responsible for organizing the outreach and implementation of *Be 2 Weeks Ready* in their community. They can be emergency management staff, corporate trainers, school district trainers and school safety officers, parent associations, CERT sponsoring organizations, first responder trainers, OSU extension service staff, or anyone else with the authority and resources to manage programs. They are responsible for:

- Coordinating outreach in the community.
- Connecting with local organizations and groups who may be interested in Be 2 Weeks Ready.
- Identifying their Community Hosts.
- Tracking program progress and report back to Community Preparedness Coordinator.

Community Host

A Community Host facilitates discussion of the Be 2 Weeks Ready tool kit in communities. They can be school district safety officers, teachers, faith-based leaders, cultural group leaders, CERT team members, first responders, neighborhood association leaders, HOA leaders, apartment management, 4-H and other youth group leaders, grange leaders, or anyone willing to educate others. They are responsible for:

- Learning the *Be 2 Weeks Ready* tool kit.
- Facilitating conversations for each unit for communities.
- Reporting program attendance and progress to Program Coordinators.

Communities

The *Be 2 Weeks Ready* program is not limited to a standard neighborhood, i.e. the individuals who live near you. In this program, we use the term "community" to refer to the many different groups that individuals are a part of. The intent is to share this program with groups already established in communities that can work together to create a culture of preparedness. These groups could include employees in a work environment, students and their family members, faith-based groups, neighborhood associations or a local 4-H club. They can:

- Attend ongoing meetings.
- Participate in learning units and activities.
- Complete community survey and provide feedback to Community Hosts.

Example:

- The Public Safety Director at a local university attends the Program Coordinator training. They identify the RAs (resident assistants) as Community Hosts.
- The RAs meet with the Program Coordinator to learn the *Be 2 Weeks Ready* tool kit and how the program will be implemented.
- The RAs present on a different unit to the residents once a month throughout the school year.

Program Accessibility

The *Be 2 Weeks Ready* tool kit will be available on Oregon Department of Emergency Management's website in June 2024 (www.oregon.gov/oem/Be2WeeksReady). It will also be available in the following languages:

- English
- Spanish
- Vietnamese
- Russian
- Chinese
- ASL

The *Be 2 Weeks Ready* Toolkit is organized into eight individual units. It's recommended that some units be completed in a certain order. For instance, completion of Unit 1: Preparing to Prepare (where you will document your typical food and water consumption and preferences for two weeks) will make it easier and more meaningful to you when you complete Unit 2: Your Emergency Plan, Unit 3: Food Plan, and Unit 4: Water Plan.

The *Be 2 Weeks Ready* Toolkit contains the following user-friendly units:

- Unit 1: Preparing to Prepare
 - Document what everyone you live with—including animals— consumes in a typical two-week period. Consider the types of scenarios that can happen during these two weeks and write about how you feel and how you might handle them.
- Unit 2: Your Emergency Plan
 - This is a core module and contains several steps that should include everyone in your household.
- Unit 3: Food Plan
 - Based on your journal, you will identify realistic grocery and supply needs and learn ways to prepare, preserve, and keep food safe without a typical stove or refrigeration.
- Unit 4: Water Plan
 - Learn to figure out how much water you'll need for two weeks and ways to purify and store clean water.
- Unit 5: Waste and Hygiene Plan
 - Everybody needs to know how to safely contain body waste and dispose of household and food waste. You'll look at washing clothing and dishes in new ways.
- Unit 6: Shelter Plan
 - Learn how to safely shelter inside your place or in your backyard (depending on which is safer) for at least two weeks.

- Unit 7: First Aid Plan
 - Accidents happen! Learn how to bandage a small wound, stop bleeding and apply a splint.
- Unit 8: Emergency Management
 - Part of your preparedness effort is to understand how disaster response and recovery work. This module will help recognize what kind of help may or may not be available after a disaster. It will also guide you to local sources for emergency alerting and volunteer opportunities. The best way to get your community prepared is by lending a helping hand.

Building Be 2 Weeks Ready Outreach

Much of what is considered education and outreach is also about capacity building and preparing a disaster-ready population.

Diversity and inclusion are important in disaster preparedness because disasters and emergencies can affect everyone differently. People of different ages, genders, races, ethnicities, socio-economic backgrounds, and abilities may have unique needs and face specific challenges before, during, and after a disaster.

For example, women and children may be more vulnerable to violence and abuse in an emergency¹ and people with disabilities² may have difficulty evacuating or accessing emergency shelters. Ensuring that the needs of all members of a community are considered in disaster preparedness planning can help to reduce the negative impact of disasters on vulnerable groups and improve overall community resilience.

In addition, having a diverse group of people involved in the planning and response efforts can bring a range of perspectives and ideas to the table, which can lead to more effective and well-rounded disaster preparedness strategies.

Diversity and inclusion are the values that respect and celebrate the differences among people. Diversity means that people have different backgrounds, identities, cultures, beliefs and experiences. Inclusion means that people are welcomed, valued, and supported in their communities and organizations.

Diversity and inclusion are important for emergency preparedness because they help us understand and meet the needs of different people during disasters. People from different groups may face different challenges and risks during disasters. For example, some people may have disabilities, language barriers, or limited access to resources that make it harder for them to prepare for and recover from disasters. Some people may also face discrimination, violence or trauma because of their race, ethnicity, gender, sexual orientation or other factors.

By encouraging diversity and inclusion in emergency preparedness education and outreach, we can help everyone get ready for disasters and stay safe. We can also build stronger and more resilient communities that can cope with disasters better.

Here are some ways to encourage diversity and inclusion in emergency preparedness education and outreach:

¹ Neumayer, E., & Plümper, T. (2007). The gendered nature of natural disasters: The impact of Rodríguez, H., Quarantelli, E. L., Dynes, R. R., Enarson, E., Fothergill, A., & Peek, L. (2007). Gender and disaster: Foundations and directions. *Handbook of disaster research*, 130-146.

² Stough, L. M., & Kang, D. (2015). The Sendai framework for disaster risk reduction and persons with disabilities. *International Journal of Disaster Risk Science*, 6, 140-149.

Learn the Needs and Strengths of Different Groups

The first step to encourage diversity and inclusion is to learn about the needs and strengths of different groups in your community. You can do this by:

- Researching the demographics, cultures, histories and experiences of different groups in your community.
- Talking to people from different groups and listening to their stories, concerns and suggestions.
- Asking for feedback from different groups on your emergency preparedness materials and activities.
- Partnering with organizations that serve or represent different groups in your community.

By learning about the needs and strengths of different groups, you can understand how they are affected by disasters and how they can prepare for them. You can also identify the gaps and barriers that prevent them from accessing emergency preparedness information and resources.

Cultivate Support and Partnerships

Organizing and implementing an effective emergency preparedness outreach program is a multifaceted task that requires not only careful planning and execution but also the cultivation of support and partnerships within the community. This critical aspect of the program is essential to ensure its success and long-term impact.

Cultivating support involves gaining the trust and buy-in of various stakeholders, including locals, community leaders, government agencies, non-profit organizations and businesses. Building a broad base of support is vital because it encourages active participation, spreads awareness and enhances the program's reach.

One key element of cultivating support is fostering a sense of shared responsibility within the community. This involves engaging in open dialogues with locals to understand their concerns, needs and priorities in emergency preparedness. It's about making individuals and groups feel that their voices matter and their contributions are valuable.

Partnerships are another crucial component. Collaborating with local organizations, government entities and businesses can provide access to additional resources, expertise and networks that can significantly enhance the outreach program's effectiveness. These partnerships can help streamline logistics, secure funding and tap into existing community relationships.

Partnerships broaden the reach of the program by leveraging the credibility and influence of various stakeholders. For example, teaming up with local schools, healthcare providers or faith-based organizations can help deliver emergency preparedness messages to specific target groups.

Activity: Small group discussion

Objective: To explore and brainstorm ways to promote diversity and inclusion in emergency preparedness education and outreach.

Group Discussion (10 minutes)

- Who are some local organizations, business or community leaders who could be potential partners?
- What potential benefits can these collaborations bring to your program and community?

Create Your *Be 2 Weeks Ready* Program Plan

Now that you have an idea of how you will build your outreach, it's time to start thinking about who you will work with to help implement the *Be 2 Weeks Ready* program in your community.

Identifying Community Hosts

Community hosts will work directly with Program Coordinators and interact directly with community members. When thinking about who your Community Hosts could be, consider individuals who are:

- Comfortable presenting to groups of people.
- These community meetings will likely be informal and small groups, but it's important that the Community Host can facilitate the material, ask questions and provide feedback.
- Passionate about preparedness.
- Individuals who have prior experience with preparedness can help facilitate discussion by sharing their experiences with community members.
- Trusted within the community.
- Connecting with trusted partners will add credibility to your outreach effort and connect you with more community members.
- Available to attend meeting cadence determined by the community.
- Community Hosts should be able to attend all meetings for their assigned community. For example, some communities may want to meet weekly or monthly. Be sure to share the meeting schedule with your potential Community Hosts.
- Good communicators.
- Not only should Community Hosts communicate well with their community, they should also communicate effectively with their Program Coordinator by providing meeting attendance and relaying any community feedback.

Make S.M.A.R.T. Goals

Measuring success in the *Be 2 Weeks Ready* program involves setting specific goals and tracking progress. One way to set effective goals is to use the S.M.A.R.T. method, which stands for Specific, Measurable, Achievable, Relevant and Time-bound.

What are S.M.A.R.T. goals?

- **S - Specific:** Your goal should be clear and specific. Instead of saying, "We want to educate people about emergency preparedness," you could say, "We want to teach 100 people in our community how to create a family emergency plan."
- **M - Measurable:** You should be able to measure your goal to track progress. In our example, you can measure success by counting how many people you've taught.
- **A - Achievable:** Set realistic goals. It might not be achievable to educate your entire town in a week but reaching 100 people is doable.

- **R - Relevant:** Your goal should make sense for your purpose. In this case, educating people about emergency preparedness is relevant to keeping them safe.
- **T - Time-bound:** Set a deadline for when you want to achieve your goal. For example, "We will teach 100 people in our community how to create a family emergency plan by the end of next month."

Examples of S.M.A.R.T. goals

- Measures of improvement in the Be 2 Weeks Ready disaster preparedness program:
 - Numbers of communities participating in B2WR activities.
 - Number of new partnerships and stakeholder groups.
 - Number of participants in the Great Oregon ShakeOut.
 - Number of participants in the Great Oregon Camp-In.

A specific and measurable goal for the program could be to increase the number of communities participating in B2WR activities by 20% within a one-year timeframe. This goal is achievable and relevant because it aims to improve community response to disasters. Another goal could be to establish at least five new partnerships with local businesses or organizations within six months, which can help to increase resources and participation in the program.

Participation in events like the Great Oregon ShakeOut and the Great Oregon Camp-In can also be used to measure progress. A S.M.A.R.T. goal for these events could be to increase participation by 50% compared to the previous year, which is specific, measurable, achievable and relevant to the program's goals.

By setting S.M.A.R.T. goals and tracking progress using specific metrics like these, the Be 2 Weeks Ready program can continue to improve and ensure that communities are better prepared for disasters.

Activity: S.M.A.R.T. Goal Planning for Emergency Preparedness

Objective: To collaboratively develop S.M.A.R.T. goals for an emergency preparedness program.

Group Discussion (10 minutes):

- Each group determines one goal they'd like to set for a program.
- The group follows the goal-setting steps to make the goal a S.M.A.R.T. goal.
- Share the goals with the whole group.

Tracking Program Progress

Once you've set your S.M.A.R.T. goals, you'll need to collect data to see if you're making progress. Data can help you understand what's working and what needs improvement. Here are some ways to collect data:

- **Surveys:** Create simple surveys to gather feedback from the people you've educated. Ask questions like, "Did you learn something new about emergency preparedness?" or "Do you now have a family emergency plan?"
- **Attendance Records:** Keep track of how many people attend your educational sessions or events. This will help you measure your progress toward your goal.

- Social Media and Website Analytics: If you're using social media or a website to share information, look at the number of views, likes, shares and comments to gauge engagement.
- Feedback Forms: Provide forms where people can share their thoughts and suggestions. This can give you valuable insights into what worked well and what can be improved.

How OEM Will Track Progress

The Community Preparedness Coordinator is responsible for providing ongoing support to Program Coordinators and tracking the overall progress of the *Be 2 Weeks Ready* program. The Community Preparedness Coordinator will track progress using:

- Program Tracking Sheet.
 - This is an Excel spreadsheet that will be provided to all Program Coordinators and will track the number of Community Hosts trained, the number of communities that received the *Be 2 Weeks Ready* tool kit training, the number of participants and the total number of *Be 2 Weeks Ready* tool kits distributed.
- Program Coordinator Survey.
 - A survey will be sent to all Program Coordinators in January 2025 to assess the implementation of *Be 2 Weeks Ready* in their communities.
- Community Survey.
 - A short survey will be available on the Oregon Department of Emergency Management website for community members who have completed a program.
- Social Media and Website Analytics.
 - Engagement on Oregon Department of Emergency Management's *Be 2 Weeks Ready* webpage, Facebook posts, and X (formerly Twitter) posts.
- Implementation Work Group.
 - This group will include individuals who have been a part of the development of *Be 2 Weeks Ready* as well as current Program Coordinators. This group will review survey results and provide feedback from Community Hosts.

Sharing Your Wins

Celebrating and sharing wins is an important part of the *Be 2 Weeks Ready* program. It helps to recognize and reward the efforts of individuals and groups who contribute to the program's success and can inspire others to get involved and take action.

One way to celebrate wins is to recognize individuals or groups who make significant contributions to the program. This can be done through awards or recognition programs, such as Volunteer of the Month or Community Preparedness Champion. By highlighting the efforts of these individuals, others in the community may be inspired to get involved and contribute to the program's success.

Another way to celebrate wins is to share success stories and highlight the impact of the program on the community. This can be done through social media posts, newsletters or local news outlets. By sharing these stories, community members can see the tangible benefits of being prepared for disasters and may be more likely to take action themselves.

Additionally, hosting events or activities that bring community members together can help to celebrate wins and foster a sense of community pride. For example, a community-wide preparedness fair or block party could be held to celebrate the efforts of community members in becoming more prepared for disasters. This type of event can also be used to share information and resources about disaster preparedness with those who may not be involved in the program.

By celebrating and sharing wins, the Be 2 Weeks Ready program can inspire others to get involved and take action toward becoming more prepared for disasters. It can also help to build a sense of community pride and ownership in the program, which can be a powerful motivator for continued participation and engagement.

Be 2 Weeks Ready Prep Connections

Prep Connections is a way for individuals living in the same neighborhood or surrounding area to connect with each other and improve their individual and community preparedness. A Community Host can assist a neighborhood with building prep connections as a part of their *Be 2 Weeks Ready* program.

Forming a Team

1. **Recruit Diverse Volunteers:** Identify and recruit volunteers with diverse skills and expertise in emergency response, communication, logistics and community engagement.
2. **Appoint Leadership Roles:** Appoint leadership roles within the team, such as a program coordinator, communication coordinator and logistics coordinator.
3. **Conduct Orientation and Training:** Conduct orientation and training sessions for team members to understand their roles and responsibilities.
4. **Identify Individual Task Leaders:** Identify individual task leaders to share the planning work, create buy-in and increase community engagement.
5. **Involve a Variety of Neighbors:** Involve a variety of neighbors in planning, even in a consulting capacity, to ensure accommodations for language, culture, dietary preferences and accessibility needs.

Hosting a Social Event

A fun way to increase involvement with *Be 2 Weeks Ready* in your community is to host a social event. The event can be a picnic, a potluck, a barbecue or any other informal gathering. The event should provide information about the *Be 2 Weeks Ready* program, such as its purpose, benefits and opportunities for participation. The event should also showcase some examples of emergency preparedness activities, such as first-aid kits, emergency contacts or evacuation routes.

Why Is This So Important?

Not everyone feels comfortable getting assistance during a disaster. Even though emergency management agencies work to quickly get information out in the languages spoken in their communities, there may still be language barriers that can affect someone's ability to access information. Others may be hesitant to trust those outside of their known community. You want to build relationships in your community before a disaster strikes so those who may struggle to ask for help know who they can rely on.

Social Event Considerations

Not everyone may be able to join the event in person or may simply prefer a virtual option. Offering Facebook Live events, Zoom sessions, Google Meet, MS Teams and other virtual forums lets neighbors participate a little or a lot – and even at the spur of moment. Consider options for live transcripts and recording, as well as saving the session “to the cloud,” with links in public forums for people to visit later. Many services offer live transcription. This can be especially helpful for those who are deaf or hard of hearing or for those with limited English proficiency.

Remember - Not All Your Neighbors May Have a Computer or Internet Access

This is where friends, neighbors and community influencers (such as service or faith-based organizations or other local groups) can help by reaching out to make all feel welcomed and included. There are many ways to connect through in-person contacts, telephone calls, flyers, bulletin board notices, etc.

When and Where

Your social event can be a stand-alone gathering or held in conjunction with another planned community event. Some non-profit, community and faith-based organizations may make space available at no cost. For in-person venues, make sure the location offers easy access to people in wheelchairs, those who push strollers, use walkers, and those who may have trouble climbing stairs or inclines.

Timing the event is also important to increase the likelihood of participation. Consider farming and harvesting seasons, high tourism seasons and wildfire seasons when planning dates and where the event is held. You might consider inviting local emergency managers and first responders so people can get to know them before they need them.

Food Considerations

Sharing a bite often encourages conversation. Where food is planned, participants should be encouraged to include a recipe that shows ingredients in case of allergens and so others can copy it. Remember to have options for those who may have dietary restrictions or allergies.

Make Your Prep Connections

Conduct a mapping exercise that can identify the strengths and needs of the community in terms of emergency preparedness. The exercise can involve surveying the residents, visiting the local facilities or using online tools. The mapping should collect information such as:

- The demographics and characteristics of the community.
- The types and frequency of hazards that may affect the community.
- The existing resources and capacities of the community.
- The gaps and challenges that may hinder the community's preparedness.

Activities

Distribute a survey to residents to collect information about their addresses, household composition, special needs and skills that could be valuable during emergencies.

Use the gathered data to create a comprehensive map that identifies potential hazards, evacuation routes, emergency shelters, medical facilities and available community resources.

Share the map with the community, emphasizing the importance of understanding their surroundings.

- Identify a group of volunteers from the community who are willing to participate in the program. This group could include representatives from local community organizations as well as individual residents.
- Hold a meeting with the volunteers to discuss the goals of the program and to assign tasks. During this meeting, participants could also brainstorm potential hazards that the community may face and identify any potential assets (such as emergency shelters or evacuation routes) that could be used in the event of an emergency.
- Create a map of the community, marking the location of key assets and potential hazards. This map could be created using a digital mapping tool or a traditional paper map.
- Conduct a social vulnerability assessment by surveying residents about their needs and concerns in the event of an emergency. This assessment could include questions about accessibility,

language barriers and other factors that could impact a resident's ability to respond to an emergency.

- Share the map and the results of the social vulnerability assessment with the community and local emergency management officials. The map and assessment could be used to inform emergency response plans and to identify areas where additional resources may be needed.
- Finally, hold regular drills and training sessions to ensure that locals are prepared to respond to an emergency. This could include exercises such as fire drills, evacuation drills and shelter-in-place drills.

Learn New Skills

The Be 2 Weeks Ready Tool Kit

The final step is to implement and evaluate various preparedness activities that can enhance the community's resilience and readiness. Community members can learn the *Be 2 Weeks Ready* tool kit with the help of a Community Host. Many activities can be done as a group. Communities could also:

- Develop and distribute emergency plans and kits for households and businesses.
- Conduct drills and simulations for different scenarios.
- Establish communication networks and systems for alerts and updates.
- Create mutual aid groups and partnerships for collaboration and support.

The program should be flexible and adaptable to the changing needs and circumstances of the community. By following these steps, a community can create a comprehensive and sustainable emergency preparedness program that can protect its members from harm and promote their well-being.

Practice together

It's important to practice and prepare for emergencies with your neighbors because disasters can be unpredictable and scary. For example, if there's a fire or a storm, we might know where to go and what to do to stay safe. We can also share resources like food, water, and tools, which can help us all stay healthy and comfortable during an emergency. Practicing with our neighbors can also help us build stronger relationships and trust, which can be important during a crisis. By practicing and preparing together, we can create a more resilient community and be better prepared for whatever challenges come our way.

Activities:

- Designate a day where the entire community participates in preparedness activities, such as evacuation drills, search and rescue exercises, and mock disaster response scenarios.
- Invite local emergency responders to participate and provide feedback.
- Recognize and reward community members who actively contribute to preparedness efforts.

By working together, we can be better prepared when a disaster happens.

Great Oregon ShakeOut

The Great Oregon ShakeOut is an annual event designed to raise awareness about earthquake safety. The event is held on the third Thursday of October each year and encourages individuals, organizations and communities to practice earthquake drills and learn how to be better prepared for earthquakes.

To participate in the Great Oregon ShakeOut, individuals and organizations register on the official website and receive information about earthquake preparedness, including tips on how to plan for earthquakes, how to conduct earthquake drills and how to stay safe during an earthquake. On the day of the event, participants are encouraged to practice the "Drop, Cover and Hold On" technique, which involves dropping to the ground, taking cover under a sturdy table or desk, and holding on until the shaking stops.

Participating in the Great Oregon ShakeOut is a great way to raise awareness about earthquake safety and learn how to be better prepared for earthquakes. By practicing earthquake drills and learning about earthquake preparedness, individuals and communities can take steps to reduce the risk of injury and damage during an earthquake.

Great Oregon Camp-In

The Great Oregon Camp-In is an annual event that takes place on the third weekend of October following the Great Oregon ShakeOut. It's a chance to practice what it would be like to be without power and utilities and to test your emergency preparedness skills. You can participate in the event from the comfort of your own home and share your experiences on social media. To practice your preparedness skills during the Great Oregon Camp-In, follow this checklist:

- Turn off your power and utilities to simulate an outage.
- Set up a "campsite" inside your home, with blankets, pillows and other supplies.
- Use battery-operated or hand-cranked lights instead of electricity.
- Cook meals using a Camp-In stove or grill or prepare food that doesn't need to be cooked.
- Practice using your emergency supplies, like first aid kits and emergency radios.
- Play games, read books or do other activities that don't require electricity.
- If you have small children, include them in the Great Oregon Camp-In and make it fun for them too. Here are some tips:
 - Make sure they have a safe and comfortable place to sleep, like a sleeping bag or air mattress.
 - Provide age-appropriate activities, like coloring books, puzzles or board games.
 - Involve them in setting up the campsite and preparing meals.
 - Talk to them about why it's important to be prepared for emergencies and make it a learning experience.

Participating in the Great Oregon Camp-In is a great way to test your emergency preparedness skills and have fun at the same time. Don't forget to share your experiences on social media using the hashtag #GreatOregonCamp-In.

Ongoing Communication and Engagement

Once prep connections are made, neighborhoods should stay connected and engaged. Here are some ways to do this:

- Establish a communication plan that includes regular updates, newsletters, and social media posts related to preparedness and community safety.
- Encourage residents to participate in regular meetings or town halls to discuss emergency plans, share lessons learned and address concerns.
- Continuously assess and update the emergency preparedness program based on feedback and changing community needs.

Be 2 Weeks Ready Tool Kit

The final section of this training focuses on learning the eight units of preparedness in the *Be 2 Weeks Ready* Tool Kit. The following pages are also included in the Community Host Guidebook.

Unit 1: Preparing to Prepare

Now that you've discussed the potential effects of the Cascadia Subduction Zone earthquake and why it's important to *Be 2 Weeks Ready*, it's time to start talking to your community group about how they can mentally prepare for a disaster. The following are suggested questions you can ask to increase engagement.

In this section, you will discuss the benefits of journaling: Staying on track, facing fears, overcoming procrastination, learning from emergencies and celebrating progress.

Questions to ask the group:

1. How many of you have journaled?
2. What benefits have you experienced from journaling?
3. How do you like to journal (notebook, voice recording, etc.)?

Activities (pages 33-34)

Participants can complete as many activities as they like. Some activities can be done as a group whereas others will take longer and should be done at home. Encourage participants to complete at least one activity.

Activity 1: JOURNAL TWO WEEKS OF A DISASTER SCENARIO

Participants should work on this activity at home and report back on it at the next meeting. Participants can journal their responses any way they'd like, and they can do all the prompts at once or spread them out over two weeks.

Activity 2: TRACK YOUR FOOD AND WATER FOR TWO WEEKS

Participants should have at least two weeks between Unit 1 and Unit 2 to track their food and water.

Activity 3: WORDS TO YOUR FUTURE SELF

This activity could be completed during the training. Participants can either write them down on paper or type them on their phones and then share responses with the group.

Activity 4: PRACTICE MINDFULNESS TO BUILD PREPAREDNESS

Participants should spend some time practicing before the next meeting.

Unit 2: Your Emergency Plan

Creating an emergency plan is one of the easiest and best steps people can take toward being prepared. In this unit, you will discuss hazards in the area, how to make a household communication plan, how to make an emergency plan, how to sign up for alerts and the importance of practicing. The following are suggested questions you can ask to increase engagement.

Learn About the Hazards in Your Area

- Review the hazards that the group listed during your first meeting. Are there any others that they thought of?
- Is there an upcoming hazard they should be preparing for, such as a winter storm or wildfire season?

Make a Household Communication Plan

Emphasize that everyone in the household, including young children, should know what to do in an emergency. Questions you can ask the group:

- Out-of-area contact:
 - Does anyone have someone either in another part of Oregon or another state who could be your out-of-area contact?
 - This person can be contacted to let your family know you are safe.
 - Long-distance lines are sometimes more available, so you might be able to make a long-distance call before a local one.
 - Text messages are a good way to communicate.
- Evacuation routes:
 - Has anyone ever had to evacuate out of their home? Neighborhood?
 - It's a good idea to have more than one evacuation route in case one of the routes isn't accessible.
- Meeting place: Where will everyone meet after the disaster if not at home?
 - Think about a place everyone is familiar with and would know how to get to
- How to make contact if separated:
 - What are some ways you might be able to reach each other if separated?
 - You each could contact your out-of-area contact and then that person could relay the message to each of you.
- Share your plan:
 - Who in your life should know about your emergency plan besides the people you live with?

Make an Emergency Plan

This plan should cover what to do if you must evacuate your home or stay where you are. The Six Ps are a good start to building a go-kit, but go-kits should be built based on individual needs. Review the Six Ps with the group and ask:

- What are some items not listed here that you would need to take?
- Do you have extra of those items not listed, or would you need to get extras?

Sign Up for Emergency Alerts

Before teaching this unit, visit your county emergency management's website and find the alert sign-up page. Share this information with the group. Ask participants to pull out their phones if they have them:

- Have everyone check if their emergency notifications are on.
- Have everyone go to www.oralert.gov and sign up or update their information.

Practice

Encourage participants to make an emergency plan and emphasize the importance of practicing it. Practicing the plan before an emergency will help identify any gaps in the plan and will allow time for adjustments.

Activities (pages 45-57)

Participants can complete as many activities as they would like. Some activities can be done as a group whereas others will take longer and should be done at home. Encourage participants to complete at least one activity.

Activity 5: GET KIDS INVOLVED!

This activity will be done at home.

Activity 6: BUILD YOUR EMERGENCY PLAN

This activity will be done at home.

Activity 7: CATALOG AND INSURE BELONGINGS

This activity will be done at home.

Activity 8: TEST YOUR OUT-OF-AREA CONTACTS

This activity will be done at home.

Activity 9: PRACTICE PROTECTIVE ACTIONS

The evacuation part of this activity should be done at home. You could practice *Drop, Cover and Hold On* as a group.

Unit 3: Food Plan

This is a part of emergency preparedness that seems the most overwhelming. Empower participants by letting them know that they likely already have food supplies at home that could work for their emergency supplies. The following are suggested questions you can ask to increase engagement.

Safety Considerations

These are listed first to emphasize the importance of practicing safe food storage and cooking and preventing illness. Questions you could ask the group:

- Did anything on this list surprise you? Why?
- Are there any other food safety tips not mentioned here you're aware of?

Create a Non-perishable Food Inventory

This section provides an opportunity to see if any participants have special skills such as gardening or canning. Questions you could ask the group:

- Do you do any of these already?
- Which ones seem the most interesting to you?
- What would you add to this list?

Discuss local food resources such as food banks or community gardens if food resources become limited. Some participants may know of resources others aren't aware of.

How to Store Food

- Where are some areas in your living space where you could store food?

Different Ways to Cook Food

- Does anyone use any of these cooking methods in everyday life?
- Are there any methods you're interested in but don't know how to do?
- Is there someone in the group who would be willing to teach others?

Activities (pages 58-64)

Participants can complete as many activities as they would like. Some activities can be done as a group whereas others will take longer and should be done at home. Encourage participants to complete at least one activity.

Activity 11: GROW YOUR OWN FOOD

This activity will be done at home. Ask participants if anyone has experience growing their own food.

Activity 12: Alternative Cooking Methods

This activity will be done at home.

Activity 13: PIZZA BOX SOLAR OVEN COOKING

This activity would be fun to do as a group if time allows.

Unit 4: Water Plan

In this unit, you will discuss safety considerations, learn how much water you need, how to store water, and how to sanitize water. The following are suggested questions you can ask to increase engagement.

Safety Considerations

These are listed first to emphasize the importance of practicing safe water storage and consumption and preventing illness. Questions you could ask the group:

- Did anything on this list surprise you? Why?
- Are there any other water safety tips not mentioned here that you're aware of?

How Much Water Do You Need?

This is a recommended amount. Participants should consider if they will use more than the recommended amount based on their household needs. Questions you could ask the group:

- Did you expect the recommended amount of water to be more or less? Why?
- What are some reasons people may need more than the recommended amount?

How to Store Water

- Where are some areas in your living space where you could store water?

How to Sanitize Water

- Which of these methods have people tried before?
- Which method would you be most likely to use?

Activities (pages 65-74)

Participants can complete as many activities as they would like. Some activities can be done as a group whereas others will take longer and should be done at home. Encourage participants to complete at least one activity.

Activity 14: LEARN HOW TO STORE WATER

This activity could be done at home or as a group if time allows and supplies are available.

Activity 15: LEARN HOW TO BOIL WATER BY USING COMMON METHODS

This activity could be done at home or as a group if time allows and supplies are available.

Activity 16: FINDING OTHER WATER SOURCES [AFTER DISASTER STRIKES]

This activity will be done at home.

Activity 17: LEARN HOW TO REMOVE WATER FROM A WATER HEATER TANK

This activity will be done at home.

Activity 18: LEARN HOW TO DISTILL WATER

This activity could be done at home or as a group if time allows and supplies are available.

Unit 5: Waste and Hygiene Plan

In this unit, you will discuss personal hygiene, dealing with household and pet waste, dealing with household trash, laundry during a disaster, privacy considerations and septic system considerations. The following are suggested questions you can ask to increase engagement.

Safety Considerations

These are listed first to emphasize the importance of practicing safe personal hygiene and waste disposal and preventing illness. Questions you could ask the group:

- Did anything on this list surprise you? Why?
- Are there any other waste and hygiene safety tips not mentioned here that you're aware of?

Personal Hygiene

- Are there other items you could use when running water isn't available?
- Has anyone done long-term camping? What did you use for personal hygiene?

Dealing with Household and Pet Waste

- Who here has built a pit toilet or two-bucket system before?

Laundry During a Disaster

- Which method would you be most interested in trying?
- Which one seems the best for your household?

Septic System Considerations

- Who here knows where their septic system is located and what it consists of?

Activities (pages 75-78)

Participants can complete as many activities as they would like. Some activities can be done as a group whereas others will take longer and should be done at home. Encourage participants to complete at least one activity.

Activity 19: BUILD A HANDWASHING AND DISHWASHING STATION

This activity will be done at home.

Activity 20: PREPARE A TWO-BUCKET TOILET

This activity will be done at home.

Activity 21: MAKE AN EMERGENCY WASHING MACHINE

This activity could be done at home or as a group if time allows and supplies are available.

Unit 6: Shelter Plan

During a disaster, you may need to shelter inside or outside your home. In this unit, you will discuss how to make your place safer, sheltering in place, sheltering away from home, pet evacuation checklists and safety measures to take. The following are suggested questions you can ask to increase engagement.

How to Make Your Place Safer

- What is one thing you could do tonight when you get home to make your place safer?
- What is one thing you could do with a little more time and resources?
- What is one thing you could do that would take the most time and resources?

Sheltering in Place

We've all experienced sheltering in place during a pandemic. Participants likely already have many of the recommended supplies at home.

- What are some things you added to your place to make it more enjoyable and comforting?
- What would you add to this list?

Sheltering Away from Home

- Do you know where your community shelters are located?
- Do you have friends or family you could stay with if you had to evacuate your home?

Pet Evacuation Checklist

- What kind of pets does everyone have?
- Is there anything not mentioned on this list that you would need to pack for your pet?

Safety Measures

- Does anyone here have additional first-aid training?
- Does anyone here know how to shut off their utility services?

Activities (pages 79-82)

Participants can complete as many activities as they would like. Some activities can be done as a group whereas others will take longer and should be done at home. Encourage participants to complete at least one activity.

Activity 22: HOME HAZARD HUNT

This activity will be done at home. The group could also conduct a hazard hunt around the building they are meeting in.

Activity 23: UTILITY SHUT-OFF

This activity will be done at home.

Activity 24: PREPARE A GO-BAG

Encourage participants to start building a go-bag and then bring them in to show the rest of the group. Seeing what other people have in their go-bags may help others think of things they didn't originally.

Unit 7: First-Aid Plan

When a disaster happens, participants will be the help until help arrives. In this unit, you will discuss the Three Ps of First Aid, how to build a first-aid kit and Oregon's Good Samaritan Law. The following are suggested questions you can ask to increase engagement.

The Three Ps of First Aid

- Who here is CPR certified?
- Who here has first-aid training? What training?

Build a First-Aid Kit

- What else would you add to your first-aid kit?

Oregon's Good Samaritan Law

This is important to know and can help others feel comfortable taking action in the event of a medical emergency.

- Has anyone ever provided aid to someone having a medical emergency? How did you feel?

Activities (pages 83-86)

Participants can complete as many activities as they would like. Some activities can be done as a group whereas others will take longer and should be done at home. Encourage participants to complete at least one activity.

Activity 25: BUILD YOUR FIRST-AID KITS!

This activity can be done individually or as a group. One cost-effective way to build a first-aid kit is to buy items in bulk and share them with others.

Activity 26: TAKE A FIRST-AID TRAINING CLASS

This activity could be done individually, or you could inquire with the local fire department about providing training to the group.

Activity 27: PRACTICE YOUR FIRST-AID SKILLS

This activity could be done at home or as a group if time allows and supplies are available.

Unit 8: Emergency Management

Some community members may not be familiar with emergency management or know what support their local emergency manager can provide following a disaster. In this unit, you will discuss the role of emergency management, emergency alerts, Community Emergency Response Teams (CERT) and how to get involved in the community. The following are suggested questions you can ask to increase engagement.

What is Emergency Management?

- Who is your local emergency manager?
- Ask everyone who has their phone on them to look up their local emergency management office.

Emergency Alerts

- Ask everyone if they finished signing up for OR-Alert from the previous meeting.
- Give people time to check their emergency notifications and visit www.oralert.gov if they didn't have a chance during Unit 2: Your Emergency Plan.

Community Emergency Response Teams (CERT)

- Is anyone a member of CERT?
- Visit www.oregon.gov/oem to see if there is a CERT program in the area.

Get Involved

- Encourage people to register for the Great ShakeOut drill and Great Camp-In.
- Those who do participate can share their *Drop, Cover and Hold On* selfies with their community.
- Who is planning on participating in the Great Camp-In?

Activities (pages 87-88)

Participants can complete as many activities as they would like. Some activities can be done as a group whereas others will take longer and should be done at home. Encourage participants to complete at least one activity.

Activity 28: MEET YOUR LOCAL EMERGENCY MANAGER

This can be done individually or as a group.

Activity 29: SIGN UP OR UPDATE YOUR EMERGENCY CONTACT INFORMATION FOR EMERGENCY ALERTS

This can be done individually or as a group.

Activity 30: HELP YOUR COMMUNITY PREPARE

This can be done individually or as a group. Ask the group if anyone is considering joining a CERT program. Joining a new team with others you already know can make it less intimidating.