

Neighbour-to-Neighbour Preparedness Plan Template



Use this template to create your own Neighbour to Neighbour Preparedness Plan. Refer to the [Creating a Neighbour-to-Neighbour Preparedness Plan Guide](https://www.resilientneighbourhoods.ca/2021/NTN-Guide.pdf) (https://www.resilientneighbourhoods.ca/2021/NTN-Guide.pdf) along with information gathered in the [Neighbour-to-Neighbour Chat](https://www.resilientneighbourhoods.ca/2021/NTN-Chat.pdf) (https://www.resilientneighbourhoods.ca/2021/NTN-Chat.pdf) to fill it out!

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Neighbour Contact List

Unit Number:

Name(s):

Phone:

Email:

Skills/resources:

Emergency role:

Pets:

Other notes:

Unit Number:

Name(s):

Phone:

Email:

Skills/resources:

Emergency role:

Pets:

Other notes:

Unit Number:

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Emergency role:

Pets:

Other notes:

Unit Number:

Name(s):

Phone:

Email:

Skills/resources:

Emergency role:

Pets:

Other notes:

Unit Number:

Name(s):

Phone:

Email:

Skills/resources:

Emergency role:

Pets:

Other notes:

Special Considerations & Needs

Neighbours who will need special assistance during and after an emergency are:

Name	Contact Information	House or Unit Number	Notes

Meeting Point

Meeting Location

Alternate Meeting Location

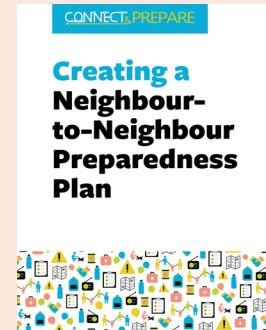
Asset Map

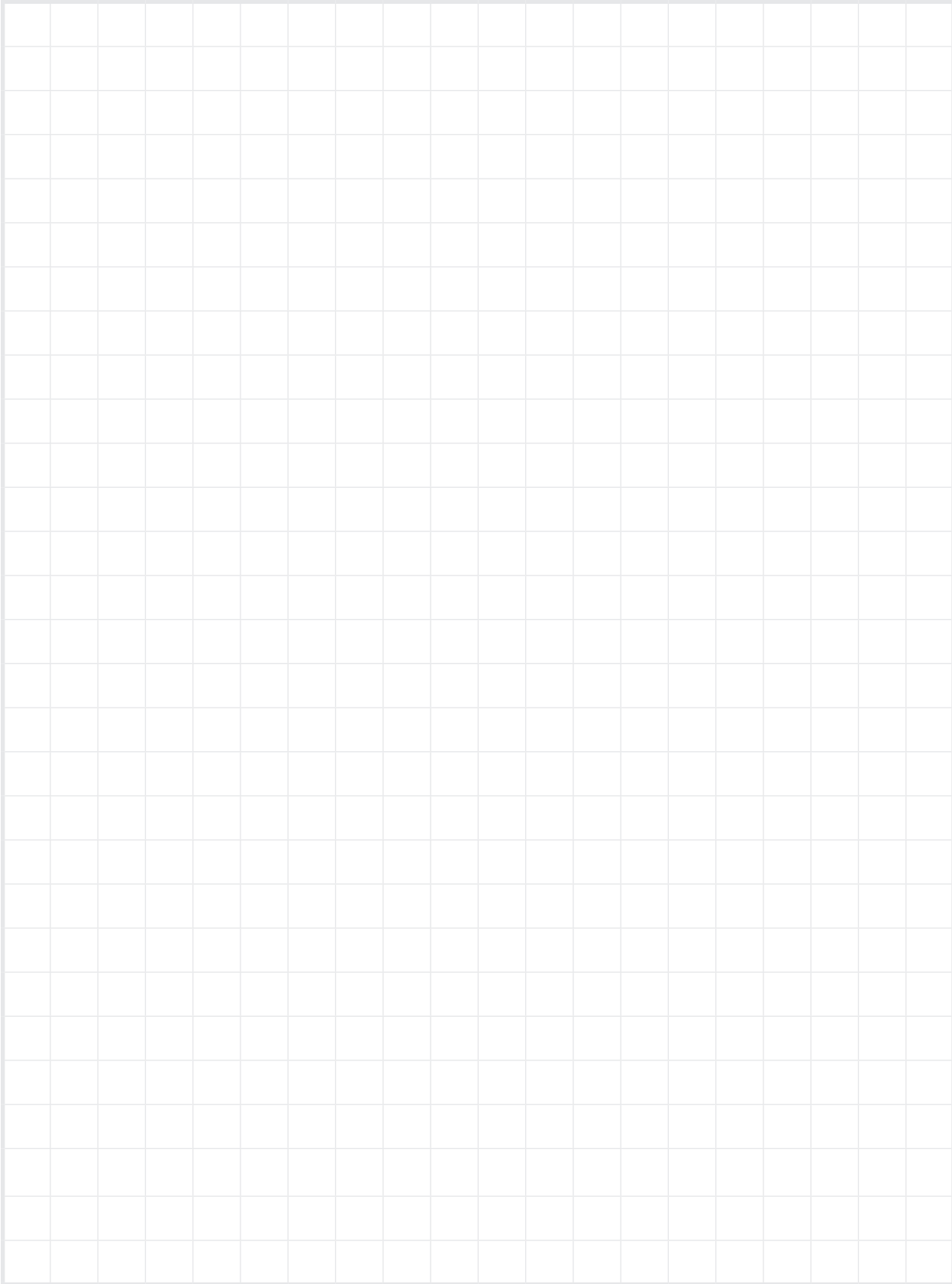
Use the space on the next page to identify the following:

- An outline of your street, floor or zone with the unit number of participating households
- Units or houses that might require extra assistance
- Units or houses of Floor or Zone Coordinator, first-aid attendants, etc
- Location of shared emergency supplies
- Shut-off valves – gas, electricity, water
- Your street/building and your safe meeting locations
- Known hazards
- Possible evacuation routes
- Other key resources or vulnerabilities identified in your planning

Feeling stuck?

Remember to refer back to the **Guide** or email emvic@victoria.ca for help!





This section can be used to add a photo or a street map of your neighbourhood.



Communication Plan

We will use the following method to contact neighbours during an emergency:

Alternate methods of communication include:

Buddy System

The following neighbours are ‘buddies’ and have shared contact and other necessary emergency information:

Buddy Name(s)	Contact Information	Notes

In the Event of an Emergency

During an emergency neighbours should check-in with each other and ask the following questions:



Are you aware of the situation?



Are you at home or elsewhere?



Do you need anything?

Shared Emergency Supplies

Location of Shared Emergency Supplies:

Who is responsible for maintaining Shared Emergency Supplies?

When?

Safety Tips

Here is a list of safety tips that everyone should be mindful of. Feel free to add your own that are specific to your street or building.

1. In the event of an emergency, do not use elevators.
2. If your power goes out, know how to navigate your complex without electronic access or lighting.
3. Do not use BBQs or camp stoves inside your unit following a disaster
4. Fire alarms and sprinklers may go off: do not panic!
5. Do not flush toilets in case water lines are damaged.
- 6.
- 7.
- 8.
- 9.
- 10.

Plan Updates

This plan will be updated annually, after a drill such as [ShakeOutBC](#), or as residents move in or out of the neighbourhood.

Who is responsible for updating the Neighbour-to-Neighbour Preparedness Plan:	By when: