



Jump Start

The City of Los Angeles has an official neighborhood emergency and disaster planning tool called **5 Steps to Neighborhood Preparedness**.

This nationally recognized, award-winning program is the official neighborhood disaster planning tool for the City of Los Angeles. Mayor Eric Garcetti's goal is that every neighborhood in the City adopt and use this program to help them respond to disasters and to become more resilient.

We want to give you a **Jump Start** in creating your 5 Steps to Neighborhood Preparedness Plan for the neighbors on your block or your neighborhood watch club. It can include just a few homes on your street or more.

In times of emergencies and disasters, neighbors will inevitably be their first responders. **Remember: it may take time for emergency responders to arrive – as many as 3 to 7 days!** Resilient neighborhoods work together before, during and after a disaster to survive until help arrives.

This **Jump Start** plan will prove useful when disaster strikes. It has information that enables you to assist your neighbors when something happens. It lists neighbors who are seniors, neighbors who have identified themselves with having a disability, or others who might require assistance. This is useful information so neighbors can check on each other to see if assistance is needed.

Let's jump in and get started. You are only 5 easy steps away from completing your neighborhood preparedness plan!

When you have completed your **Jump Start** template or if you need help completing it, the Emergency Management Department (EMD) can be contacted at (213) 484-4800 or at emd.emdweb@lacity.org. We are here to help!

Remember to share this plan with your Neighborhood Leadership, neighbors, and family members to ensure everyone understands what will happen and who to call with questions.



Take Care of Yourself and Your Family First (Information Only)

Before you can begin to help your neighbors, you must first take care of yourself and your family. This page is for reference and identifies the immediate things you must do for you and your family before you can implement your neighborhood plan.

Immediately after a disaster:

- Take care of your loved ones – provide first aid if necessary.
- Protect your head, feet and hands with a helmet (hard hat or bicycle helmet), sturdy shoes and gloves.
- Check the natural gas or propane at your home. Shut it off if you smell or hear leaking gas.
- Check your water supply. If any of your water pipes have ruptured and water is leaking in your home, you will want to shut off your home's water supply at the water main.
- Implement your family emergency plan if you have one. If you don't have one, create one today at preparelanow.org
- Place the Help or OK sign on your front door or window so neighbors know how you're doing (**download from <http://5steps.la/5-step-toolkit/>**).



Jump Start Checklist

Your 5 Steps ***Jump Start*** to Neighborhood Preparedness includes the following:

- Define Our Neighborhood
- Identify Our Neighborhood Leaders
- Know Our Neighborhood Threats
- Collect Our Neighborhood Contact Information
- Designate Our Neighborhood Gathering Place

Additional Tools:

- Our Household Emergency Plan and Supplies (optional section)
- Our City Emergency Contacts (optional section)
- Our Emergency Notifications (optional section)
- Our Neighborhood Annexes (optional section)

STEP 1 – Define Our Neighborhood**Our Neighborhood**

Example: West 61st Street Neighborhood, includes address 3644- 3814; Los Feliz Block Club; Andre Court Neighborhood Block Club

Plan Prepared By

Name

Address

Phone Number

Email, Social Media Handles

Date of Last Update (You should update your plan annually)

STEP 2 – Identify Our Neighborhood Leadership

If your neighborhood is organized into a block club, neighborhood watch club, condominium or homeowners association, or any other kind of structure, you probably have a board or leadership body.

The following contact list provides information about your neighborhood leaders who can facilitate and lead your neighborhood’s readiness, response and recovery efforts before, during and after an emergency.

This includes and is not limited to:

- Designating a neighborhood meeting place.
- Contacting neighbors (either by phone, radio, SMS texting, social media and/or door-to-door).
- Doing search and rescue.
- Establishing a neighborhood care center for non-critical care of children, seniors and persons with disabilities, access and others with functional needs, and even pets.

Ensure your neighborhood’s leaders are aware of these potential issues and actions before including their contact information, and be sure to keep contact information updated if leadership changes.

Neighborhood Leadership Contact Information

Name	
Organization Position/Title	
Address	
Cell Phone	
Home Phone	
Work Phone	
Email	

Neighborhood Leadership Contact Information

Name	
Organization Position/Title	
Address	
Cell Phone	
Home Phone	
Work Phone	
Email	

Name	
Organization Position/Title	
Address	
Cell Phone	
Home Phone	
Work Phone	
Email	

Name	
Organization Position/Title	
Address	
Cell Phone	
Home Phone	
Work Phone	
Email	

(Make additional copies of this section as needed)

STEP 3 – Know Our Neighborhood Threats

Every neighborhood in Los Angeles faces a variety of natural and human caused threats. Use this page to determine your neighborhood’s threats, as well as the likelihood and impact of each. This information will give you a better idea of what the impacts, consequences and expectations are related to any event that is likely to occur in your neighborhood.

THREAT	LIKELIHOOD OF OCCURRENCE	LEVEL OF IMPACT
Earthquake		
Brush Fire		
Severe Weather		
Power Outage		
Civil Disturbance		
Hazardous Materials		
Plane Crash		
Tsunami		
Flash Flooding		
Other		

To determine likelihood and impact, use the tables below.

Likelihood

Almost Certain	90% chance or greater
Likely	50% – 89% chance
Moderate	10% – 49% chance
Unlikely	4% – 9% chance
Rare	3% chance or less

Level of Impact

Minor	Some disruption of service possible. Little or no property damage, personal injury, or loss of life, injuries, and fatalities
Moderate	Disruption of some services. Minimum property damage, injury, and loss of life
Major	Many services disrupted and/or structures severely damaged. Multiple personal injured and significant loss of life
Catastrophic	Disruption of most services. Widespread property damage. Many Injuries and fatalities

STEP 4 – Collect Our Neighborhood Contact Information

This contact list provides information about your neighbors so you can contact and assist each other when it really counts.

Make sure to circle all that apply in the following sections:

- Trainings: CPR/CERT/First Aid training or other
- Considerations: Senior, disabled or need assistance, children home alone

This helps in knowing beforehand what skills and training your neighbors have, and what neighbors may need additional assistance if something happens.

The “additional information” field is provided if neighbors want to share more information (examples: children in the home, preferred language, gated premises, a guard dog, and renters).

Neighbor Contact Information

[] Please number all entries

Name	
Address	
Occupation	
Trainings	CPR CERT First Aid Other:
Considerations	Senior Disabled Need other assistance Children home alone
Pet(s) (Breed and Name)	
Cell Phone	
Home Phone	
Work Phone	
Email or Social Media	
Additional Information	

Neighbor Contact Information

[]

Name	
Address	
Occupation	
Trainings	CPR CERT First Aid Other:
Considerations	Senior Disabled Need other assistance Children home alone
Pets (Breed and Name)	
Cell Phone	
Home Phone	
Work Phone	
Email or Social Media	
Additional Information	

[]

Name	
Address	
Occupation	
Trainings	CPR CERT First Aid Other:
Considerations	Senior Disabled Need other assistance Children home alone
Pets (Breed and Name)	
Cell Phone	
Home Phone	
Work Phone	
Email or Social Media	
Additional Information	

Neighbor Contact Information

[]

Name	
Address	
Occupation	
Trainings	CPR CERT First Aid Other:
Considerations	Senior Disabled Need other assistance Children home alone
Pets (Breed and Name)	
Cell Phone	
Home Phone	
Work Phone	
Email or Social Media	
Additional Information	

[]

Name	
Address	
Occupation	
Trainings	CPR CERT First Aid Other:
Considerations	Senior Disabled Need other assistance Children home alone
Pets (Breed and Name)	
Cell Phone	
Home Phone	
Work Phone	
Email or Social Media	
Additional Information	

(Make additional copies of this section as needed)

STEP 5 – Designate Our Neighborhood Gathering Place

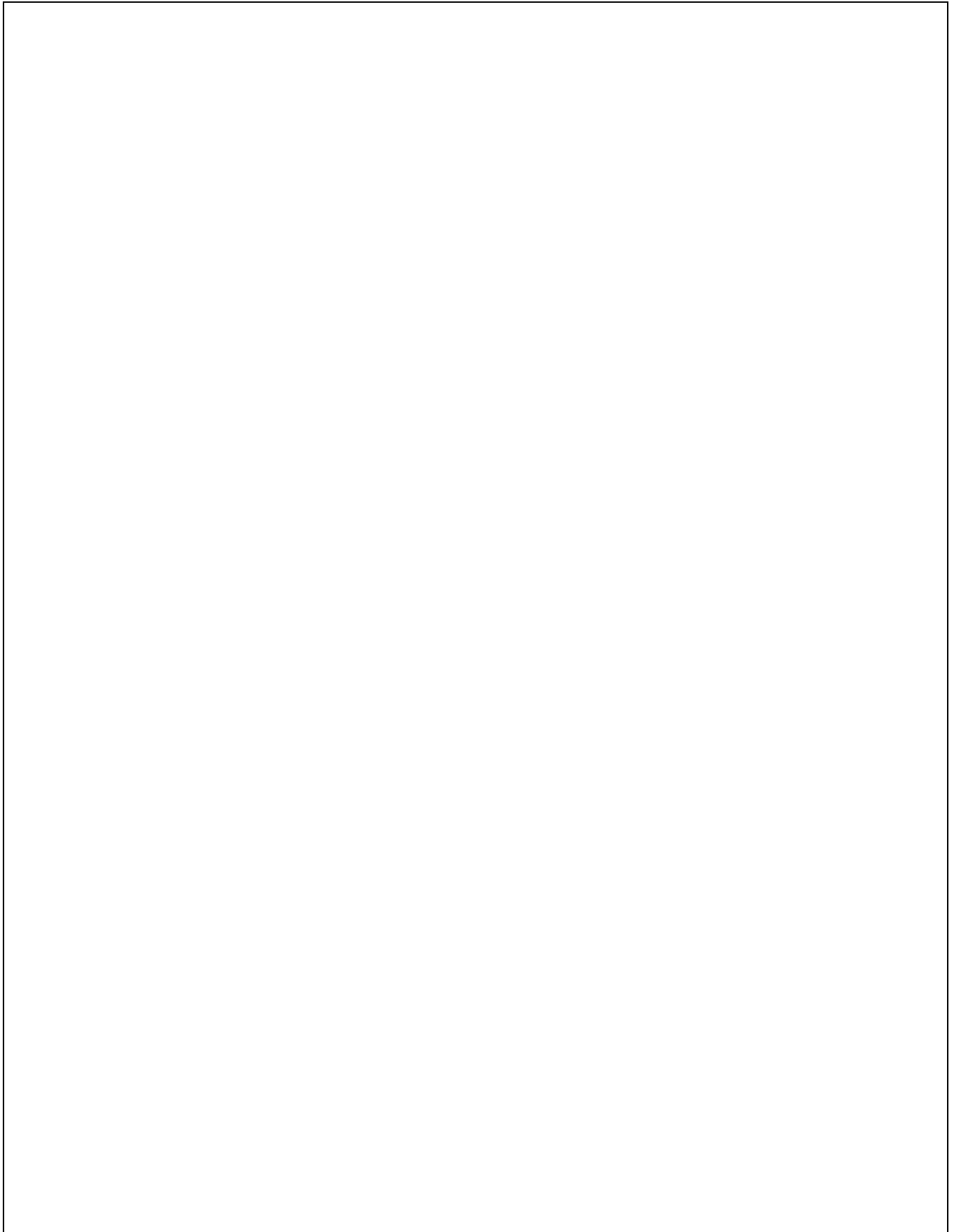
After a major emergency or disaster, it may be necessary for neighbors to gather together in one place to:

- Make sure everyone is well and accounted for.
- Get updated on what has happened and assess damage.
- Get organized to perform various tasks and missions.
- Share resources if needed.
- Help each other out! You can:
 - Provide **first aid**
 - Help neighborhood parents provide for the needs of their **children**.
 - Helping neighbors locate and provide shelter for their **pets**.
 - Assist with the needs of persons with **disabilities** and others with access and functional needs.

This location may be a neighbor's yard, a street corner, or a local park.

Your neighborhood meeting place address/location

Map of your neighborhood with gathering place in relation to your homes



Our Household Emergency Plan and Supply Kit

Putting together emergency supplies is as easy as gathering together things you probably already have at home. Having these basic supplies on hand are a real asset when neighbors come together to help each other following major disaster or emergency. Here's a basic, recommended list. For a more detailed list, visit: readyla.org

Every family in the neighborhood should have an individual family emergency plan and supply kit. Neighbors can create a family emergency plan by using the outline at readyla.org or creating a customized family emergency plan at preparelanow.org.

The following are items we recommend you include in your household supply kit.

- Water - 1 gallon per person or pet per day - Plan for 3-7 days
- Food - 3-7 day supply of non-perishable food: canned products, protein bars, peanut butter
- Utensils – including manual can opener, sharp knife, plates, forks, spoons, paper towels
- Battery operated or hand-crank radio
- Flashlight and batteries
- Whistle to signal for help
- Duct-Tape, plastic sheeting
- Sanitation: hygiene supplies, toilet paper, wipes, large garbage bags, shovel
- Shut-off wrench for gas valve, shovel, axe, hammer, pliers
- Local maps with evacuation routes
- Extra clothes and undergarments for family
- Blankets/sleeping bags
- Medication - keep one week supply on hand if possible

Our City Emergency Contact List

This is a City services reference list with contact information that should be completed allowing neighbors to contact government resources that can assist your neighborhood in responding to and recovering from a disaster when they are available to do so.

Go to neighborhoodinfo.lacity.org and enter your address to find out local service providers and their contact information in your area

CONTACT	Phone Number
City Emergency Management Information Helpline (Recorded Message)	(800) 439-2909
Los Angeles City General Information	3-1-1
Council District Office	
LAPD Division Watch Commander	
LAFD Local Fire Station	
Mayor's Office	(213) 978-0600
Emergency Management Department	(213) 484-4800
Bureau of Sanitation	(800) 773-2489
Department of Water and Power	(800) 342-5397
Recreation and Parks Department	(323) 644-6661
Building and Safety Department	(213) 473-3231
Animal Services Department	(888) 452-7381
Other useful phone numbers	

Our Neighborhood Annexes (Optional Section)

Annexes identify functions, specific objectives, procedures, tasks, special considerations and priorities for neighborhood response. If your neighborhood has done any advanced planning and writing of annexes, or would simply like to expand the plan in more detail, indicate here and attach copies behind this section.

This section is completely optional. For more information on developing annexes, download the **5 Steps to Neighborhood Preparedness Toolkit** at <http://5steps.la/5-step-toolkit/>.

Our Neighborhood Annexes:

- Neighborhood Preparedness
- Communications
- Search and Rescue
- Evacuation
- Triage and Treatment
- Neighborhood Care Center
- Earthquake
- Fire
- Power Outage
- Animal care
- Tsunami

Our list of City emergency notification alerts (Information Only)

When disasters and emergencies happen in the City of Los Angeles, the City will issue alerts, notifications and public information which will let you know:

- What has happened
- What the City is doing in terms of response
- What you need to know to keep safe, protect your property and your family

To get the most updated and accurate information, neighbors are encouraged to subscribe to, use and follow:

<p>NotifyLA http://www.NotifyLA.org</p>	<p>City's official alert system. Sign up for FREE phone, email and text alerts at NotifyLA.org. You can also sign up for text alerts by texting NOTIFYLA to 888-777.</p>
<p>Twitter http://twitter.com/readyla</p>	<p>General and preparedness information</p>
<p>Twitter https://twitter.com/notifyla</p>	<p>Emergency notifications and information</p>
<p>Facebook http://www.facebook.com/readyla</p>	<p>EMD's official Facebook page</p>
<p>City Emergency Information Helpline (800) 439-2909</p>	<p>City's information helpline updated with the latest emergency information. Recorded message.</p>

Here are some resources you will find useful:

<p>5 Steps LA 5steps.la</p>	<p>Create a comprehensive neighborhood preparedness plan.</p>
<p>Ready LA readyla.org</p>	<p>Emergency preparedness tips and information.</p>
<p>Prepare LA Now preparelanow.org</p>	<p>Create a family emergency plan.</p>