All Together Now™
Neighbors Helping Neighbors Create A Resilient New York City

A Program for
Household Emergency Preparedness

A Program of Empowerment Institute Developed in Partnership with the New York City Office of Emergency Management

Financial support provided by Alfred P. Sloan Foundation
DEDICATION

All Together Now is dedicated to the resilient spirit of New Yorkers. It's based on two undeniable truths.

New Yorkers are adaptable.
Their shared genius blooms in times of challenge.

Special Thanks

Senator Hillary Clinton for believing in this program and securing the initial financing to bring it to New York City; and the US Department of Justice for providing the funding. NYC Office of Emergency Management for its excellent household preparedness resource, Ready New York, which several actions are based upon; and the support of Commissioner Joseph F. Bruno, Michael Berkowitz, Seth Cummins, Christina Farrell, Judith Graham, Annie Grunewald, Stella Guarna, Sharon Hawa, Megan Pribam and Herman Schaffer in program development and outreach. Alfred P. Sloan Foundation for financing the scalability phase and Paula Olsiewski, Program Director, for her partnership. Gale Brewer, City Council member, for supporting the pilot in her district. Penny Ryan, District Manager, Community Board 7 for assisting in the implementation of the pilot. Citizens for New York City Michael Clark, Debbie Grattan, Richard Brouilette and Marlon Molina for their outreach collaboration. Kay Goss for her emergency preparedness expertise and assistance in expanding the program to other cities. Patty Goodwin for creating the All Together Now video. Alan Leidner for his inspiration and support all along the journey.

Because of the safety and health issues described in this workbook, we ask you to always seek professional guidance whenever there is any uncertainty.
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Introduction
All Together Now

Introduction

The Art of Personal and Shared Resilience

This program’s premise is that taking prudent precautions against energy disruptions, terrorism or the possibility of a natural disaster is nothing more than a form of insurance. The program’s title, All Together Now, reflects our belief that by far the best insurance is the group insurance you get from teamwork, because our neighbors’ security is tied to our own.

Should you take reasonable steps to protect yourself and family against unknowns? The choice, it seems to us, is clear. It’s better to have a plan for an emergency that doesn’t happen than to have an emergency but no plan.

The steps that make the most sense in preparing for an emergency are a good idea, anyway. These actions will restore the kind of personal and community resiliency to our lives that we never intended to give up. Even though terrorism gets all the attention these days, the simple truth is that countless more commonplace events—from blackouts to natural disasters to fires—could disrupt the daily security we take for granted.

It’s virtually impossible to sink modern navy vessels for the very reason that the Titanic sank. Namely, their hulls are a honeycomb of airtight compartments. A large percentage of those compartments can be damaged without sinking the ship. That's why you see photographs in the newspaper of ships that have been in terrible collisions but keep sailing fine, despite unbelievable gashes in the hull. We learned from the tragedy of the Titanic how to build ships that would be invulnerable to the same type of damage.
You could expect that kind of resiliency from a community made up of buildings and blocks that prepared themselves in advance for emergency situations. If small groups of neighbors worked together to form similar compartments to support one another in the event of future hazards, they would be unsinkable in proportion to the integrity of those compartments. Meanwhile the quality of life shared by these households would be much higher. They would be relationship-rich neighborhoods. They would be much more secure. When these units are strong, the social fabric is strong. This is the ultimate defense against disasters.

Taking the individual actions recommended by *All Together Now* will increase your resilience and peace of mind. The teamwork with neighbors will build strength in your building, block or neighborhood. And many neighborhoods working together will build a more resilient New York City.

The *All Together Now* household and neighborhood emergency preparedness program will:

1. Help you take actions necessary to be more self-reliant.
2. Show you how to receive and give support in taking action.
3. Build a resilient community.
4. Prime the pump of your own creativity and resourcefulness.

Today’s world requires us to radically rethink our urban expectation of dependency and separation. What the future will bring is uncertain, but what is certain is that being prepared and connected will enable us to face the future with greater confidence and security.

**How the Program Works**

1. This program will help you take the necessary actions to be more resilient in the face of nearly any emergency, from energy disruptions to natural disasters to acts of terrorism. The preparedness actions can work within any budget. You can invest more if your goal is long-term resiliency, or you can be resourceful and spend very little to prepare.

2. The program is carried out as part of a building or block-based team of five to eight households. Your team will give you the support and motivation to carry out your actions while building the relationships and trust with neighbors so helpful in a crisis.

3. The format consists of four meetings conducted at bi-weekly intervals. The meetings last about two hours, with additional time needed between meetings to take your preparedness actions.
4. The first meeting is devoted to team-building. This is the foundation for all the work that follows. You will prepare for the program and build a team. This workbook contains step-by-step meeting guides for all meetings.

5. Before each meeting, read one section of the workbook and decide which actions to take. Then, in the Action Plan at the beginning of each section, enter the day and time you plan to do them. If you live with others, discuss your plan with them to get their input and participation. Bring your Action Plan to the meeting along with any requests for support you might have.

6. At the meeting, you review the actions you have taken and share your action plan for the next section of the workbook. Your team helps you fine tune your plan and provides support and inspiration to carry it out.

7. Each action in the program has options appropriate for both apartment dwellers and single family homes. Where relevant, along with planning and gathering materials, the actions include practice so you are truly prepared for an emergency.

8. Recommended actions to achieve minimum emergency preparedness are identified with an asterisk in the workbook Table of Contents and on the Action Plans. Five actions are in Section One, three actions are in Section Two.

That's it! Have fun getting to know your neighbors and creating more personal resiliency in your life.
Section 1

Preparing for Energy Disruptions
PREPARING FOR ENERGY DISRUPTIONS

Interruptions of electricity, of course, mean a lot more than the lights going out. The August 2003 power outage reminded New Yorkers of the hard truth of our energy dependence.

Make yourself “undisruptible” by developing energy backup systems and contingency plans. This section will help you deal with power outages by taking actions specifically tailored to your own wishes and needs. You’ll probably be amazed to discover that you can become flexible enough to handle just about any emergency that’s likely to come along.

You may also be pleasantly surprised to discover that in addition to improving your personal security, these preparedness actions contain the hidden bonus of enhancing your overall quality of life. As you get to know your neighbors and help one another prepare, you may discover a world of possibilities that has been hiding in plain sight.
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<td><strong>2. Drink It Up ✻</strong></td>
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<td><strong>12. Unplugged</strong></td>
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Any action not completed as planned, place on “Carry Over Actions” page 78 and set new completion date.

* Recommended actions to achieve minimum emergency preparedness.
1. **Food For a Long Weekend**

*Preparing 3 days’ food stores*

**WHY ACT?**

The pace of New York City life coupled with food marketing trends in recent years add up, in many cases, to sparse cupboards. For some, hectic schedules result in regular dining out or the purchase of prepared food in supermarket deli sections. The NYC Office of Emergency Management recommends that every person has a *minimum* of 72 hours of emergency provisions on hand. So in preparing for an emergency, stocking your cupboard for three days is the logical starting place.

**PREPAREDNESS ACTION**

Step 1: Get a notebook and a pen or pencil.
Step 2: Make a breakfast, lunch and dinner menu for a minimum of three days for each household member. Emphasize preference, convenience, and food items not requiring refrigeration.
Step 3: Convert this menu into a shopping list.
Step 4: Inventory your cupboard to see what food you have on hand.
Step 5: Buy the needed food items and necessary utensils such as a manual can opener.
Step 6: Write the purchase date on each item with a marker and use these foods before their shelf life expires.
Step 7: If possible, keep these food supplies in an easily accessible, separate container or special cupboard. Tell your household that these supplies are to be used for emergency only. If space is limited, place new items in the back of your normal storage area and the older ones in front.

**MATERIALS**

A manual can opener. Canned soups, fruits and vegetables, packaged cereals, grains, pastas, sauces, dried milk, crackers, etc. Processed foods with good shelf life in a wide price range are a cornerstone of the modern food industry, so selecting these items will be quick and easy.

**TIME**

Two hours to plan and shop; less if combined with regular grocery shopping.
RESILIENCY GAIN
A modest and affordable insurance policy against the kind of routine disruptions that can occur anytime, anywhere.
2. Drink It Up
Securing your basic water needs

WHY ACT?
The modern world makes countless luxurious and often wasteful uses of water, but water is no luxury. For basic health, normally active adults in moderate climates should drink at least two quarts per day. The more active you are, the more water you need. In an absolute emergency, plan on a gallon per person each day; two quarts for drinking, two quarts for cooking and minimal personal hygiene not including sewage (see Action 10, pg. 23). A three-day emergency supply for a family of four: 12 gallons.

PREPAREDNESS ACTION
Step 1: Using the one gallon per person/day formula, determine the amount of water you should store to cover the time period you wish to plan for. Include pets!
Step 2: Decide on the type of containers you want to use.
  Option 1: If you choose to limit your readiness to three days, bottled water from the supermarket is an easy solution.
  Option 2: Search your shelves to see if you have containers. Be sure to clean them in advance with baking soda and water. Used one-gallon plastic milk jugs are not a good option because they can easily crack and leak. When purchasing empty plastic containers, be sure they’re made of food-grade plastic, otherwise toxins could contaminate your water.
Step 3: Add these items to your shopping list: iodine tablets or other water purification tablets or grapefruit seed extract (for disinfecting water ONLY if you are directed to do so by health officials).
Step 4: Keep this supply of water in a special area. Tell your household that this water is to be used for emergencies only.

MATERIALS
A few gallon jugs and a few small-sized containers suitable for lifting.

TIME
A few minutes to rinse containers to an hour to research and purchase larger containers; 15 minutes to an hour to fill and store containers.

RESILIENCY GAIN
The ability to satisfy life’s most basic requirement if the waterworks temporarily go on the blink.
3. **Safety First**

**Making your household safe**

**WHY ACT?**

We’re all familiar with the truism that most accidents occur in the home. By preparing your home for the unexpected, and practicing a little, you can help your family manage any service disruption with minimum strain and pain.

**PREPAREDNESS ACTION**

Step 1: Get a notebook and pen or pencil.

Step 2: Take a tour of your home and make note of the safety modifications you’ll need to make. On a separate page, note any of the following items you’ll need to purchase.

Step 3: Place flashlights where you can find them easily in the dark. Flashlights are much safer than candles, but if you must use candles please follow these safety rules:
  - Make sure candles sit properly in holders on a flat, stable, non-flammable surface.
  - Never leave a lit candle unattended in any room of the house.
  - Never leave candles burning when you go to bed.
  - Never leave a child or pet alone with a lit candle or any open flame.
  - Never use candles near combustible materials such as curtains, drapes, bedding or cabinets.
  - Never spray an aerosol can near an open flame.

Step 4: Make sure you have a clear path to exits and hallways. Remove objects from stairs. Make sure electrical and extension cords are not in your walking path.

Step 5: Arrange furniture so you can walk around it easily.

Step 6: Make sure carpeting is firmly attached along stairs. Don’t place rugs at the top or bottom of stairways. Apply double-sided carpet tape to rugs that can slip.

Step 7: Make sure you have handrails on any staircase. Use non-skid contrasting tape or rubber stair treads on uncarpeted stairs.

Step 8: Purchase whatever materials are necessary to make modifications.
MATERIALS
Batteries for flashlights and materials for making safety modifications to your home.

TIME
An hour to several hours to review your safety needs and make any modifications.

RESILIENCY GAIN
Enhanced ability to live off the grid at a moment's notice with minimum anxiety and difficulty.
4. Playing Telephone
Developing a telephone backup system

WHY ACT?
Should an emergency disrupt telephone service, loss of communication with family and emergency personnel are critical concerns. Still, there are a few important things you can do to be prepared.

PREPAREDNESS ACTION
Step 1: Identify at least one phone in your home that doesn’t require electricity to work. The more options you have available, the better prepared you’ll be. (Note: cordless phones require electricity).
Option 1: A non-electric phone.
Option 2: A cell phone and an extra battery. Non-electric charger.
Option 3: A hand-held radio system. Consider this type of system if you have a critical need to stay in touch with friends or family members nearby. Hand-held radios are used by security guards and have ranges of up to a few miles.
Step 2: Choose options and make necessary purchases.
Step 3: Hold a practice session.

NOTE: The City’s network of red emergency call boxes allow callers to reach emergency services. To find one, look for a glowing orange indicator (shaped like a can of tennis balls) on top of corner street lamps. This orange light means there is a call box located on that corner. Also, get to know where your local police precinct and fire house are located to access emergency help.

MATERIALS
A non-electric phone and your own radio communication system if you desire.

TIME
Up to a few hours to research and purchase any needed communication equipment, if appropriate.

RESILIENCY GAIN
The ability to access public safety services and family members even if the phones are temporarily out of order.
5. Bundle Up
Assembling warm clothing

WHY ACT?
While New Yorkers are prepared to be outside in cold weather for short periods of time, this action will prepare you to live in your home, as if it were the great outdoors, for an extended period of time. Adequate clothing is your most basic insurance against winter power loss. Hypothermia sets in when the body’s core temperature drops by just a few degrees. Extreme cold isn’t necessary to bring about this condition, and you can become hypothermic even when frostbite isn’t a danger. Prolonged chill in even moderate temperature – especially if you’re wet – can do the trick. Hypothermia is a life-threatening emergency to be avoided. Fortunately, doing so isn’t difficult.

PREPAREDNESS ACTION
Step 1: Look for warm clothes that can be layered, including down vests, wool sweaters and overcoats, and polypropylene garments used to reduce moisture and sustain heat.
Step 2: Make sure you also have good clothing for inclement weather in case you need to go outdoors.
Step 3: If needed, purchase the necessary clothing for each family member. Check military surplus and used clothing stores for bargains.

MATERIALS
Layers of warm clothing and inclement weather gear.

TIME
Fifteen minutes to a few hours.

RESILIENCY GAIN
With the ability to stay warm and dry in the worst winter weather New York City can serve up, you’ve taken a giant first step in handling power disruptions – or anything else.
6. **House Warming**

Developing alternative heating sources

**Why Act?**

There are several ways to keep the chill off during a power outage or any loss of your heat source. Power can go out at any time, and having a Plan B for staying warm is essential for self-reliant living. The most important thing is, whatever you do, do it safely. See the important safety information at the end of this action.

**Preparedness Action**

Step 1: Assess your basic energy needs, considering the length of time for which you want backup and how much you wish to pay for it.

Step 2: Consider your energy options. Every resident is entitled to heat and hot water. Tenants without adequate heat should first speak with the building owner, manager or superintendent. If the problem is not corrected, tenants should call 311. The Department of Housing Preservation and Development (HPD) will attempt to contact your building’s owner and do whatever is required to get your heat restored.

Option 1: Insulate.

Step 1: Hang curtains or bedspreads over windows.

Step 2: Hang blankets over doorways to create smaller living spaces, which are easier to warm.

Step 3: Insulate windows with plastic and install door draft stoppers.

Step 4: In multi-family settings, meet with your neighbors to consider pooling resources to heat a single area that can be shared by many. You'll be amazed by how much simple body heat can warm a small space.

Step 5: As the previous action indicates, warm clothing will hold you over.

Option 2: Electric heater. If the electricity is on but your building is out of fuel, having an electric heater will provide a backup.

Step 1: Do the research to find a safe unit that best serves your emergency purposes.

Step 2: Purchase the unit, read the safety regulations and use appropriately.
Option 3: If you have a working fireplace in your home it can become a welcome emergency heat source. Here are a few steps to increase fireplace safety.

Step 1: Before using your fireplace, be sure the flue is open. You can check by looking up the chimney to see if you are able to see daylight. If there are any obstructions, remove them.

Step 2: Burn safe logs or wood. Artificial logs made from wax and sawdust should only be used one at a time. Don't burn pressure-treated wood; it contain toxins that if burned could make you sick. Don't burn newspapers or other trash in a fireplace because they burn too hot and can ignite a chimney fire.

Step 3: Have a responsible person attend the fire. NEVER leave children or pets alone with open flames.

Step 4: Each year have your chimney inspected and cleaned by a professional to maintain safe use.

Option 4: Electrical generator. For single-family households, an electrical generator may be an option. Consult a professional to determine size and type of generator you need.

Step 1: If you wish to plan for a power outage of about three days, go to the hardware store and purchase a basic emergency generator. Cost: $500 to $1,000.

Step 2: Only an experienced electrician should install a generator.

MATERIALS
Variable, depending on your needs and desires.

TIME
A few hours to several days.

RESILIENCY GAIN
The ability to stay warm – and perhaps share your warmth with neighbors – is a cornerstone of being self-reliant.
IMPORTANT SAFETY INFORMATION:

- The NYC Fire Department has expressed great concern about the hazards associated with home generators. Improper installation and storage of fuel can create safety hazards that greatly outweigh the advantages of these backup sources of electricity.
  - If you install a generator, get professional help to make sure it's done safely. They must never be used inside, always outside.
  - Only use for essential items such as lighting and medical equipment. Overloading can cause a fire.
  - The electrical cord must match the generator in terms of voltage and amps. The generator should always be fueled outside. All safety precautions should be observed as outlined in your generator safety manual.
- Do not burn charcoal indoors. Without proper ventilation it can create carbon monoxide.
- Do not increase the chance of fire by using your kitchen gas range, oven or open fires to heat rooms.
- Space heaters need space. Portable space heaters need a three-foot clearance from anything that can burn and should always be turned off when leaving the room or going to sleep.
7. Get Cooking
Developing an alternative cooking source

WHY ACT?
Meal preparation during a power outage takes a little thinking ahead, but it's surprisingly easy. With limited or no refrigeration, you can prepare many different types of foods. As you'll see, these meals can be as plain or fancy as you like.

PREPAREDNESS ACTION
Step 1: Assess if the energy used for heating your home can also be used for cooking. Use this criteria: the length of time you wish to have a backup for, and how much you wish to spend.
Option 1: Don’t cook! Have a good supply of ready-to-eat food in your emergency food cupboard (see Action 1, pg. 7). Utilize an insulated cooler for food storage.
Option 2: Sterno. Caterers use this to warm food. You can use it for cooking foods. Patience is required, as it will take some time.
Option 3: Natural gas. If you have a dependable natural gas source, consider using a gas stove.
Option 4: Gas grill. If you have an outdoor gas barbecue grill, store extra fuel. If you live in an apartment building check with your management to see if a grill is permitted anywhere on the building property. NEVER grill indoors.
Option 5: Fireplace. If you have a working fireplace, you can cook over the flame using cast iron cookware.
Option 6: Electric stove. If you have a generator, an electric stove can be used for cooking. Check to make sure your stove and generator have compliant voltage and amp specifications. See Action 6, pg. 17 for more safety information regarding generators.

Step 2: Practice using your alternative system.
Step 3: When you're comfortable with your mastery level, select an amount of time for an off-the-grid practice session. There's no substitute for the lessons learned because they minimize the danger of injury while greatly building skill and confidence.

NOTE: NEVER leave children or pets alone with open flames.
MATERIALS
Variable, depending on needs and desires.

TIME
30-60 minutes research, more time for implementation.

RESILIENCY GAIN
As with heating your home, cultivating your ability to cook “off the grid” is basic.
8. Let There Be Light
Developing alternative lighting sources

WHY ACT?
Light is important, not just for practical reasons but for emotional and psychological ones, too. Especially with children in the home, you’ll want to be sure you can provide cheerful pools of warm light in the evening. Not only are alternative light sources abundant, inexpensive and potentially resource-conserving, they can yield a pleasant ambiance ranging from the restful to the festive to the romantic.

PREPAREDNESS ACTION
Step 1: Assess your lighting needs and consider how heating and cooking fuels may be used for this purpose too. If you already heat or cook with propane or natural gas, you might want to consider installing lighting fixtures that work with those fuels. Obviously, if you have a generator it can be used for this purpose too.
Step 2: Make a shopping list of lighting sources you want to purchase.
Options to consider:
► Flashlights for all family members and a supply of batteries. A miner’s head lamp is very useful as a hands-free flashlight.
► You may wish to consider a wind-up lantern, which has a self-contained generator.
► Consider getting a few olive oil lamps. (One of the most nutritious fat sources to have in your kitchen, olive oil is 99% pure, burns without smoke or odor, won’t catch fire if tipped over, and casts a mellow light). Use a hurricane shade to protect the flame.
► It’s not recommended, but if you must use candles, review the safety rules, in Step 3 on pg. 10.
Step 3: Go shopping and bring home the light.

NOTE: If you live in an apartment building, be sure to check to see if there are building codes you must abide by in choosing alternative lighting sources.

MATERIALS
Flashlights, batteries and wind-up lantern.
TIME
30-60 minutes to shop in your local hardware store to several hours for more elaborate research and installation.

RESILIENCY GAIN
Living in the light.
9. Tune In

Getting a radio for local emergency news

WHY ACT?
When a minor energy disruption occurs, the information sources you normally depend on probably won’t be affected, however, that might not be the case if there is a prolonged electrical disruption. A radio is the best source of emergency news. In the event of a major emergency, the Emergency Alert System (EAS) will be activated and immediately available on all radio and television stations.

PREPAREDNESS ACTION
Option 1: A battery-powered AM/FM radio.
    Step 1: If you do not have a battery-powered radio, purchase one.
    Step 2: Purchase replacement batteries to handle the emergency broadcast time you choose to plan for.
Option 2: A hand-cranked AM/FM radio capable of generating its own electricity.
    Step 1: Research the retail and online stores that sell hand-cranked radios.
    Step 2: Purchase the radio.
Option 3: Share the airwaves.
    Step 1: Discuss with your neighbors sharing the expense of a radio and backup batteries and plan to get together regularly to listen to the news for emergency updates.

MATERIALS
Battery-powered or hand-cranked AM/FM radio.

TIME
An hour for research and shopping. Less if combined with other shopping.

RESILIENCY GAIN
The ability to stay abreast of developments in just about any circumstance.
10. Go With the Flow
Being able to flush toilets during emergencies

WHY ACT?
Much of New York City will have water even if the electricity is out. However, if you live in a high-rise building above the 5th floor, you may experience an interrupted water supply. If your building has a generator, (ask your building management) water will be pumped to your floor, but if your building doesn’t have a generator this action will help you maintain basic sanitary functioning. Additionally, an entire building could lose its water supply if there is a water main break.

PREPAREDNESS ACTION
Step 1: Introduce your companions to this water-conservation motto: “If it’s yellow, let it mellow. If it’s brown, flush it down.”
Step 2: Let urine accumulate in the toilet bowl.
Step 3: Set aside buckets for saving all gray water (from bathing, laundry and washing dishes.)
Step 4: Use gray water for toilet flushing. Two gallons or so of liquid will flush your toilet.
Step 5: Periodically let gray water set in the bowl with a few drops of bleach to disinfect it and control odors – but don’t waste it, wait until there’s a reason to flush.

MATERIALS
A five-gallon bucket or two to store water for flushing.

TIME
30 minutes or so to scrounge up the buckets. They’re everywhere: restaurants get food in them, drywall compound comes in them, etc. You can also purchase them at the hardware store if need be for $2.50 or so.

RESILIENCY GAIN
The relief of being able to flush.
11. Kid Stuff
Planning for children

WHY ACT?
Children are a part of your household and need to be part of your planning process. Let them know what your plans are and how they are included. Because of their amazing adaptability, children often handle upsets in daily routines better than adults. The key is to set the stage in advance by taking their needs into consideration. And when children are given a chance to actually help out, it works wonders for their self-esteem.

PREPAREDNESS ACTION
Step 1: Plan for the play and diversion needs of the children you're responsible for. Age-appropriate, non-electric games can be great investments. Many games require little or no money—cards, guessing games, hide-n-seek, tag, etc.
Step 2: Have a good supply of age-appropriate reading material, and educational material for school age children.
Step 3: Coordinate with neighbors and teammates to share games and books.
Step 4: Work with neighbors and teammates to plan home-grown entertainment with musical instruments, sharing personal adventure stories, etc.

NOTE: The Red Cross booklet Facing Fear was developed to address a demand by educators and caregivers for materials to help children cope in uncertain times. Facing Fear in printed form is available from the American Red Cross in Greater New York. You can contact the chapter by calling 1-877 REDCROSS for more information or visit them online at www.nyredcross.org.

MATERIALS
Non-electric games, books and an active imagination.

TIME
A few hours for planning and purchasing appropriate supplies.

RESILIENCY GAIN
The ability to experience the joy of yesterday’s communities and enjoy some off-the-grid playtime with your kids.
12. **UNPLUGGED**

Living without electricity for a period of time

**WHY ACT?**

By far the best way to understand your energy dependency in a hurry is just to unplug. Your perspective will shift; you’ll instantly notice all the ways you count on energy to warm you, cook your food, and light your home. More important, you’ll come up with creative ways to live with energy disruptions more quickly if you make a list of all the things energy does for you. To increase the benefit of this program, do one or more of these simple rehearsals. By taking it a step at a time you’ll speed your adaptability.

**PREPAREDNESS ACTION**

- **Getting Ready:**
  - **Step 1:** Get a notebook and pen or pencil.
  - **Step 2:** In low-light conditions (for the sake of convenience, a weekend morning or afternoon is probably best), turn off the lights for a while. Take a tour of your apartment or house long enough to let the unplugged experience sink in.
  - **Step 3:** Write down the little things you notice, including your feelings. Make a list of all the things you’d need to comfortably extend this rehearsal period to three hours.
  - **Step 4:** Gather those supplies. Remember to set aside enough water for drinking, washing up, etc.
  - **Step 5:** Schedule your three-hour rehearsal. If you want to have a friend over to rehearse with you, great! If you have kids, be sure to get their input and include them in the practice. To get young children in the mood, read them an inspiring story.

- **Beginning Practice – 3 hours**
  - **Step 1:** At the appointed time, unplug for three hours.
  - **Step 2:** Make a note of your experience in your notebook. What supplies did you forget to set aside that you needed? (Don’t cheat! You’ll learn more by going without.) Is your clothing warm enough? If you’re doing this with a friend, put your heads together and compare notes. Are you adequately entertained? Are the kids?

- **Intermediate Practice – 6 hours**
  - **Step 1:** If you wish to expand your preparation further, schedule a six-hour rehearsal and make a list of the supplies you’ll need. It might include preparing a meal with alternative cooking means, plus using a cooler if you need to keep anything refrigerated. Remember, you’ll need more water, including enough to do dishes.
Step 2: You know the drill now. Pull the plug, savor the experience, take plenty of notes.

Advanced Practice – 24 hours

Step 1: If you wish to get more extensive knowledge of the energy preparedness issues you might face, consider a 24-hour rehearsal. Schedule the date and assemble the necessary supplies for a day and a night camping at home off the grid.

Step 2: Take full advantage of this time by making a list of what you’d need to do to extend the time even longer.

NOTE: When your electricity goes out, here are some dos and don’ts:

▪ Call one of these 24-hour hotlines to report it:
  - Con Edison
    800-75-CONEO (800-752-6633); TTY: 800-642-2308
  - Keyspan Energy Delivery
    Brooklyn, Queens, Staten Island
    800-698-2110; TTY: 718-237-2857
    Rockaway Peninsula
    800-930-5003; TTY: 631-755-6660
  - Long Island Power Authority
    800-490-0025; TTY: 631-755-6660

▪ Turn off appliances that turn on automatically when service is restored. Your electrical circuits may overload if several appliances start up at the same time.

▪ Help your fridge keep its cool. To prevent food spoilage, keep refrigerator and freezer doors closed as much as possible.

▪ If you go outside, stay away from downed and dangling power lines. Treat all downed lines as if they are dangerous.

▪ Do not use generators or burn charcoal indoors. Without proper ventilation they can create carbon monoxide, a dangerous, colorless, odorless gas.

▪ Do not use your kitchen gas range, oven, or open fires to heat a room.

MATERIALS
Adequate clothing, water storage containers, alternative means of cooking, easy-prep, non-perishable food, cooler (if desired), flashlights, batteries, battery-powered radio, etc.

TIME
A few hours for planning, gathering supplies. Several hours or a day to practice.

RESILIENCY GAIN
The knowledge that you’ll be prepared to handle disruptions is a great stress reliever. Rehearsing with friends and family may enrich the relationships you value most. You can also discover ways to save money by living more efficiently.
Section 2
Preparing for Emergencies, Natural Disasters and Terrorism
New York City is the setting of many of Hollywood's most imaginative disaster movies. While New Yorkers manage to survive most of them, it is usually not without a lot of wear and tear. In today’s world these fictions are becoming more of a reality, so preparing for them is not just a good idea, it's essential.

If a disaster occurs in New York City, the Office of Emergency Management, and Fire and Police Departments along with disaster relief organizations such as the American Red Cross are there to help. But you need to be ready as well. First responders may not be able to reach you immediately, or they may need to focus their efforts elsewhere.

Being prepared and knowing how to respond to specific emergencies can reduce the fear and anxiety that often accompany disasters. The preparedness actions in this section will help you prepare and respond to almost any emergency that might come your way.
## Emergencies, Natural Disasters and Terrorism

### Action Plan

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Any action not completed as planned, place on “Carry Over Actions” page 78 and set new completion date.

* Recommended actions to achieve minimum emergency preparedness.
13. To Your Health

Preparing a first aid kit

WHY ACT?
Emergencies shift the front lines of health care from hospitals and doctors’ offices to the city’s homes and neighborhoods. Therefore, it is essential for every family to have ready access to basic first aid supplies. While most of us have a few first aid supplies in the medicine cabinet, a more complete selection gathered in a single kit may be the only medical supplies available to you in an emergency situation.

PREPAREDNESS ACTION
Step 1: Assemble a comprehensive first aid kit using the following list as a guideline, or purchase a kit from a pharmacy, which is usually more economical and certainly simpler. The New York City Department of Health and Mental Hygiene recommends that the following items be included in your kit:

- Adhesive bandages and sterile dressing
- Antibiotic ointment
- Sterile cloths
- Pain reliever
- Alcohol pads
- Tweezers
- Scissors
- Latex or other sterile gloves
- Eyewash solution

Step 2: If possible, keep this first aid kit separate from your daily first aid supplies. Tell your household this kit is for emergency use only.

MATERIALS
All of the items listed above in your first aid kit.

TIME
Negligible if you purchase a ready-made kit on a regular shopping trip; 30-40 minutes to hand pick the items.

RESILIENCE GAIN
Basic home nursing capability.
14. READY-SET-GO BAG
Creating an evacuation kit

WHY ACT?
If you ever have to leave home in a hurry, it is critical to have some of your most essential needs planned for in advance. Preparing a Go Bag will give you peace of mind as you evacuate your home, and the resiliency to maintain your well-being while you are sheltering elsewhere. This action will ensure you have all your important papers and needed emergency items gathered in one place, ready to go out the door with you at a moment’s notice.

PREPAREDNESS ACTION
Step 1: Get a notebook and pen or pencil.
Step 2: Scan your home for the items on the list below. Make a list of items that will need to be purchased. Make another list of items you will need to photocopy (e.g., birth certificates) or duplicate (e.g., keys). All household members should have their own Go Bag, so multiply some items on this list by the number of people in your household.

A Go Bag consists of:
► The Bag. Choose a sturdy, easy-to-carry container (e.g., a backpack, duffel bag or suitcase on wheels) that is large enough to hold all of the items listed
► Photocopies (not originals) of your important documents (reference cards, insurance cards, birth certificates, deeds, photo IDs, proof of address, etc.) in a waterproof and portable container
► A local or regional map, the addresses and phone numbers of your agreed upon meeting places, and out-of-state contact person’s phone number (see Action 17, pg. 39)
► Extra set of car and house keys
► Credit and ATM cards or traveler’s checks and cash – at least $50-$100, in small denominations
► Bottled water and non-perishable food, such as energy or granola bars
► Battery-operated AM/FM radio and extra batteries, or a wind-up radio that does not require batteries
- Medication and other essential personal items, and your doctor's name and phone number (see Action 15, pg. 35). Be sure to refill medications before they expire. Include a list of the medications you take, why you take them, and their dosages.
- Travel sizes of essential personal grooming items: washcloth, towel, soap, lotion, toothpaste, toothbrush, dental floss, shampoo, deodorant, comb, brush, razor, shaving cream, mirror, feminine supplies, lip balm, sunscreen, contact lens solutions, spare contact lenses or eyeglasses
- First aid kit (see Action 13, pg. 31)
- Flashlight
- One complete change of clothing
- Sturdy, comfortable shoes
- Lightweight raingear
- A mylar blanket
- Child care supplies
- Other special care items, as needed

Step 3: Fill in the Household Emergency Contact Information form on pages 67-68 of this workbook and make a copy for each household member's Go Bag.
Step 4: When all of the items have been gathered, schedule a Go Bag packing party with your household.
Step 5: Have household members pack their own Go Bags, so they are familiar with the contents and can add any other personal items they feel are essential to have with them.
Step 6: Stow your Go Bags. The Go Bags should be kept in a designated, easily accessible place and must be ready for a hasty exit. Make sure all household members know where their Go Bags are stored.

NOTE: Consider creating a smaller Go Bag for work, school and car.

MATERIALS
All the items you need for a Go Bag that's ready to go!

TIME
A few hours.

RESILIENCY GAIN
You now have the ability to evacuate your home quickly in an emergency.
15. AN OUNCE OF PREVENTION
Preparing for your medical needs

WHY ACT?
If you or your family members have chronic health conditions requiring medication or in-home medical equipment, an ounce of prevention is worth a pound of cure. During an emergency, your pharmacy may be closed or supplies may be limited, so plan ahead.

PREPAREDNESS ACTION
Step 1: Choose the length of time for which you wish to be prepared. Plan for a minimum of three days.
Step 2: Make a list of the medications all members of your household take, why they take them, and their dosages, or make copies of all your prescription slips.
Step 3: Purchase extra non-prescription drugs.
Step 4: If possible, ask your doctor for reserve prescriptions of essential medications and fill them.
Step 5: Pack these reserve medications and the list of medications in your Go Bag (see Action 14, pg. 32).
Step 6: Make a note on your calendar to replace all of these medications before they expire.
Step 7: Purchase a small cooler and store a block of blue ice in your freezer if you rely on medications that require refrigeration, such as insulin.
Step 8: Keep your in-home medical equipment well maintained and refer to the owner’s manual for information about how to keep it in good condition.
Step 9: Purchase and store the supplies or replacement parts the equipment may need.
Step 10: If you rely on medical equipment that requires electric power, contact your medical supply company for information regarding a back-up power source such as a battery. Follow the manufacturer’s directions when installing the equipment and the battery back-up. If you use a portable generator for emergency power, follow the manufacturer’s directions for safe operation, and check with local fire and building officials for regulations governing generator and fuel use. Ask your utility company if the medical equipment qualifies you to be listed as a life-sustaining equipment customer.
Con Edison  
800-75-CONED (800-752-6633); TTY: 800-642-2308  

Keyspan Energy Delivery  
Brooklyn, Queens, Staten Island  
800-698-2110; TTY: 718-237-2857  

Rockaway Peninsula  
800-930-5003; TTY: 631-755-6660  

Long Island Power Authority  
800-490-0025; TTY: 631-755-6660  

Step 11: If you receive dialysis or other medical treatments, find out your provider’s emergency plan, including where your back-up site is located.  

Step 12: If you rely on oxygen, talk to your vendor about emergency replacements.  

Step 13: Write down the style and serial number of medical devices (such as pacemakers) and usage instructions and include in your Go Bag.  

MATERIALS  
Critical medical supplies upon which you depend.  

TIME  
A half hour to several hours, depending on your needs and circumstances.  

RESILIENCY GAIN  
The ability to maintain the continuity of health care you need.
16. EXTRA CARE
Planning for special needs

WHY ACT?
Seniors and people with disabilities may need to take additional steps to prepare for emergencies. If you or someone in your household has special needs, include the following action when preparing your emergency plan.

PREPAREDNESS ACTION

Step 1: Get a notebook and a pen or pencil.
Step 2: Review your overall plan to ensure that you or your family’s special needs are addressed.
Step 3: Evaluate your capabilities, limitations, needs and surroundings to determine the type of support you may need for each place you spend time – at home, work, school and in the community. If you have a home care attendant, include this person and any other support people in your network. Keep in mind elevators will not work during a power outage.
Step 4: Establish a support network of family, friends and neighbors.
Step 5: Write down your current needs and special considerations, including:
  ► Phone numbers of your doctors and pharmacists
  ► Medical conditions
  ► Medications, why you take them, and dosages
  ► Allergies
  ► Physical limitations
  ► Special equipment
  ► Medical insurance
  ► Personal contact numbers
Step 6: Incorporate these special considerations into your emergency plan and give a copy to everyone in your support network who might need the information.
Step 7: Consider any special dietary needs when you set aside your emergency food supply.
Step 8: If you have a service animal, plan for his or her needs (see Action 22, pg. 48).
MATERIALS
Your special needs plan.

TIME
A half hour to a few hours.

RESILIENCY GAIN
Having the support you need to be better prepared in times of emergency.
17. ON THE ROAD
Developing a communication and evacuation plan

WHY ACT?
Evacuation should be addressed as part of your emergency planning efforts, both for your home and all places you spend time. City officials will tell you when to evacuate through the media and direct warnings. Evacuation is used as a last resort when a serious threat to public safety exists. If you must evacuate, whether for a local emergency such as a fire or a more widespread evacuation such as a hurricane, your first plan should always be to stay with friends or family.

For evacuees who have no alternative shelter, the City will open American Red Cross-managed shelters throughout the five boroughs. Disaster shelters may be set up in schools, municipal buildings, and places of worship.

PREPAREDNESS ACTION
● Create your evacuation plan:
  Step 1: Identify two places your household can reunite after an emergency: one right outside your home and another outside your neighborhood, such as a library, community center or place of worship.
  Step 2: Identify all possible evacuation routes from your home and neighborhood. Evacuation routes change based on the emergency, so stay tuned to the local news, access NYC.gov or call 311 for the latest information.
  Step 3: Special hurricane evacuation procedures are in place for people living near water. Find out if you are in a hurricane evacuation zone by logging on to the Emergency Management Online Locator System (EMOLS) at nyc.gov/emols or by calling 311 for a free Ready New York guide called Hurricanes and New York City.
  Step 4: Designate an out-of-state friend or relative that household members can call if they become separated during an emergency. If local circuits are busy, long-distance calls may be easier to make.
  Step 5: Make a map of your evacuation routes; include the addresses and phone numbers of both of your agreed upon meeting places, and the out-of-state contact person’s phone number.
Step 6: Make plans for your pet in case you need to evacuate (see Action 22, pg. 48).
Step 7: Ensure that all household members have a copy of this plan to keep in their wallet or backpacks.

Practice your plan: With your plan in place, choose a time when all family members are available and practice. Only with practice can you feel secure that in an emergency everyone really knows what to do.
Step 1: Set a date with your household to take the trip to your two meeting places.
Step 2: Secure your home before you leave: close and lock windows and doors, and unplug appliances. Shut off your electricity, gas and water at main switches or valves if possible. Place the tools needed to do this (e.g., adjustable pipe and crescent wrenches) nearby. In cold weather, if you live in a house, drain water pipes to prevent damage.
Step 3: Have each household member grab his or her Go Bag (see Action 14 pg. 32), and practice meeting at each of the designated meeting points. If you discover breakdowns during the practice, set up another time to practice again, and continue until it really works.

NOTE: Find out the evacuation plan for any place you spend time. If you have children, contact their schools and find out about their evacuation plans. If possible, always seek shelter with friends or family first.

MATERIALS
A plan and your Go Bag.

TIME
A few minutes to a few hours.

RESILIENCY GAIN
With your life in tow, you are portable enough to adapt to most any emergency.
18. **Stay Well**

**Taking precautions against the flu**

**WHY ACT?**

Flu at varying levels of intensity visits New York City annually. The Center for Disease Control (CDC) and the NYC Department of Health identify children between 6 months and 23 months of age and adults 65 years or older as high risk groups (among others) and recommend that they receive annual flu shots during October and November of each year. At the same time the current spread of bird flu threatens to become a dangerous flu pandemic. Some basic preparedness steps can provide a greater measure of protection.

**PREPAREDNESS ACTION**

- Get a flu shot.
  
  **Step 1.** Determine your risk: Since annual protection for more typical flu types may provide some level of protection against a more virulent strain of the disease each New Yorker, regardless of age, should seriously consider getting an annual flu shot. For a more complete listing of high risk groups go to www.cdc.gov/flu/protect/keyfacts.htm.
  
  **Step 2.** Make an appointment with your doctor or public health organization to be immunized.

- Establish health practices that minimize your risk of getting the flu.
  
  **Step 1:** Wash your hands with soap and water following social contact with others and after touching common surfaces such as mass transit poles and handles.
  
  **Step 2:** Buy antiseptic wipes to clean hands when soap and water are not available.
  
  **Step 3:** Eat healthy food and get plenty of sleep to keep your immune system strong.
  
  **Step 4:** Buy a facemask or respirator rated at N95 for adults in your household for use when caring for members of your own family who show flu symptoms or have confirmed cases of the flu.
  
  **Step 5:** Buy plastic disposable gloves for use when caring for members of your household who show flu symptoms or have confirmed cases of the flu.
Stay at home. If an avian flu pandemic is suspected the US. Health and Human Services Agency suggests preparing to stay at home for at least two weeks.

Step 1: Purchase food and water for at least two weeks. (See food Action 1, pg. 7 – and water Action 2, pg. 9)

Step 2: If you have children, prepare to home school them for at least two weeks.

Step 3: Work at home. (See Action 25, pg. 55)

Step 4: Have at least two weeks supply of prescription medications. (See Action 15, pg. 35)

Step 5: Make a list and purchase essential personal supplies, such as soap, toilet paper, tissues, diapers if needed.

Step 6: Keep extra cash on hand

Step 7: Be prepared for sporadic power outages and reduced services. See Section 1 for preparedness actions.

MATERIALS
All the items listed above.

TIME
Up to a few hours to research and purchase materials. And enough time for a good night's sleep.

RESILIENCY GAIN
The ability to reduce the spread of flu and other infectious diseases within your family even if a family members comes down with the disease. The capacity to reduce your chances of picking up the disease outside the home.
19. People-Powered Transport

Walking or biking to your destination

WHY ACT?
If transportation disruptions occur because subways or certain roads are inaccessible, walking and biking will be the transportation mode *du jour*. This action will prepare you for an emergency and enhance your health.

PREPAREDNESS ACTION
Step 1: Make a list of your regular public transportation or car uses.
Step 2: Determine alternative methods of transportation and routes.
Step 3: Make a list of accessories that could leave you less dependent on standard transportation. These might include a backpack, a bike and bike cart, a handcart or wagon, a pair of good walking shoes, appropriate clothing and head gear.
Step 4: Visit with neighbors about which of these supplies could be shared.
Step 5: Make the necessary purchases and start experimenting with using them.

MATERIALS
Bikes, packs, carts, etc., depending on what you already have and need.

TIME
A few hours to do the research and begin experimenting.

RESILIENCY GAIN
The ability to not be kept from your appointed rounds.
20. It's Alarming
Preparing for a fire

WHY ACT?
On an average day in New York City the Fire Department responds to 74 structural fires – that adds up to over 27,000 each year. Fire is an emergency that can occur anytime, anywhere, and being prepared may make the difference between life and death. This action will prepare you for what to do in case of fire.

PREPAREDNESS ACTION
❍ Prepare for a fire.
  Step 1: Get a notebook and pen or pencil.
  Step 2: If you live in an apartment building, find out if your building is fireproof or not and the evacuation procedure.
  Step 3: Take a tour of your home and make note of any of the following items you’ll need to purchase.
  Step 4: Find your fire extinguishers. Check to make sure they are fully charged, A-B-C type (which can be used to put out most fires). If not, replace them with new, fully charged extinguishers. Make sure they are located in plain sight and easily accessible.
  Step 5: Install smoke detectors and carbon monoxide detectors with fresh batteries throughout your living area. Make sure they are appropriately located. Get in the habit of changing the batteries every spring and fall at the same time you change your clocks for daylight savings time.
  Step 6: Check your home for fire hazards, such as frayed electrical wiring.
  Step 7: Purchase any of the above items that are needed.
  Step 8: Familiarize every member of your household with the location and use of your fire extinguishers. Together, review which types of fires can be put out with your extinguishers. Fire extinguishers are intended for small fires. Stress that a small fire can very quickly get out of control. If this happens, evacuate and call 911.
  Step 9: With the other members of your household, develop or review fire evacuation procedures. Include a map (if appropriate) of your home that shows all of the rooms, doors and windows, with arrows marking escape routes from each room. Designate a place outside your home for the household to meet.
  Step 10: Make sure windows are not nailed or painted shut, and that security gratings on windows have a fire safety-opening feature.
Hold a fire drill for all members of your household and practice each of these elements:

Step 1: Teach children how to report a fire by calling 911.
Step 2: Practice escaping from each room, staying close to the floor.
Step 3: Teach family members how to escape through a closed door. Feel the door with the back of your hand before you open it. If the door is hot, find another way out.
Step 4: If you are unable to get out, stay near a window and close to the floor. Close the door and stuff the bottom with a towel to block the smoke. If possible, signal for help by waving a cloth or sheet outside the window.
Step 5: If your clothes catch on fire; STOP where you are, DROP to the ground and ROLL over and over to smother the flames.
Step 6: If you are able to get out, close doors behind you. Do not stop to get anything.
Step 7: If you live in a fireproof building, and the fire is not in your apartment, stay where you are rather than entering into a smoke-filled hallway.

NOTE: See NYC.gov/FDNY for more information.

MATERIALS
Working smoke detectors, carbon monoxide detectors and fire extinguishers.

TIME
An hour to several hours to prepare your fire prevention equipment and practice your response.

RESILIENCY GAIN
The peace of mind gained by knowing what to do.
21. Too Hot for Comfort
Preparing for dangerously high temperatures

WHY ACT?
While summertime has many pleasures, it also has its hazards. New Yorkers are especially vulnerable to the hazards created by hot weather. The asphalt, concrete and metal that make up the City absorb heat and make it difficult for the City to cool down. Heat waves are particularly dangerous for children and people with special needs. This action will help you prevent undue stress and health concerns when the mercury rises.

PREPAREDNESS ACTION
Step 1: Get a notebook and a pen or pencil.
Step 2: Make note of any of the items listed in the steps below that you will need to purchase.
Step 3: If you don’t have air conditioning, have fans ready to run when the temperature climbs or go to an air-conditioned store or mall for temporary relief.
Step 4: When the heat index is predicted to be dangerously high, New York City may open cooling centers in air-conditioned public facilities to offer relief from the heat. Call 311 or access NYC.gov during a heat emergency to find the location of a cooling center or pool.
Step 5: Put shades in your windows and keep them drawn, especially during the hottest part of the day.
Step 6: Drink plenty of water and avoid alcoholic or caffeinated fluids.
Step 7: To prevent sunburn, wear lightweight, light-colored, loose-fitting clothes that cover as much skin as possible, and use sunscreen.

NOTE: Make sure to check on senior neighbors and offer assistance.

MATERIALS
Fans, air conditioners, window shades, sunscreen, appropriate clothing, water and a phone.

TIME
A couple of hours to get your fans, air conditioner and shades purchased and installed. A couple of minutes to check on a neighbor who may need your help.

RESILIENCY GAIN
Greatly enhanced quality of life should the temperatures soar.
22. PREPPED PETS PREFERRED

Having emergency plans and supplies for animals

WHY ACT?

New York City apartments house a veritable menagerie of common and uncommon pets. If you are a pet owner, you are familiar with their needs, but what would they do without you for a few hours, or a few days? What if you needed to evacuate? If an emergency happens, they are helpless, so they need you to plan ahead for their well-being. There are many things that can be done in advance that will make a world of difference to your pet’s welfare.

PREPAREDNESS ACTION

● Create a Go Bag for all of your pets.
   Step 1: Get a notebook and a pen or pencil.
   Step 2: Make an evacuation plan for your pets: Write down the names, addresses and phone numbers of friends, relatives, or locate pet-friendly motels or hotels (disaster shelters do not allow pets). If you have a service animal, he or she will be permitted to stay in a disaster shelter with you, but you must bring along your Pet Go Bag.
   Step 3: Write down your pet’s daily care information, including feeding and medication schedules and list of emergency contacts.
   Step 4: Scan your home for the items on the list below. Make a list of items that will need to be purchased. Make another list of items you will need to photocopy (e.g., vaccination records).

A Pet Go Bag consists of:

- The Bag. Choose a sturdy, easy-to-carry container (e.g., a backpack, duffel bag or suitcase on wheels) that is large enough to hold all of the items listed below.
- A three-day supply of water, food, medications and kitty litter (if applicable); manual can opener (for canned food) and food bowls for each pet.
- A photocopy of all current vaccination and health records, license numbers, microchip numbers, and the phone number of your veterinarian.
- The evacuation plan in Step 2.
- The pet care information in Step 3.
- A sturdy pet carrier or cage (and a wheeled luggage trolley if your pet’s carrier is difficult to carry) for each pet.
- A leash and muzzle or harness, if applicable.
- Newspaper or plastic bags and disinfectant for waste clean-up.
- Current color photo of each pet (in the event he or she becomes lost).
Step 5: When all of these items have been gathered, prepare a Go Bag for all of your pets.

Step 6: If feasible, store your pet's Go Bag alongside your own. When you evacuate, remember to grab your pet's Go Bag when you grab your own. See Action 17, pg. 39 for complete evacuation instructions and include your pet in your evacuation plan practice session. Keep in mind a stressed pet may behave differently or more aggressively than normal.

NOTE: It is not advised, but if you must leave your pet, prepare a safe place in your home away from windows. Be sure your pet has food and access to a high place, such as a countertop, in case flooding occurs.

MATERIALS
Pet care supplies: food bowls, manual can opener, food, water, carriers, documents, etc.

TIME
A few hours for making a plan, shopping and assembling your pet's emergency supplies.

RESILIENCY GAIN
The satisfaction of caring for a best friend.
23. **Just in Case**

*Sheltering in place*

**WHY ACT?**

When evacuation is neither appropriate nor possible, you may be instructed to stay where you are. This could be as simple as remaining at home while officials clear hazards from a nearby area, or it could require more active measures during emergencies involving contaminated air.

**PREPAREDNESS ACTION**

Step 1: Identify the room in your home that has the fewest windows or doors. Ideally the room should allow at least 10 square feet per person. This will be your *shelter-in-place* space.

Step 2: Schedule a practice session with the other members of your household.

Step 3: Close all doors and windows in your home.

Step 4: Turn off all ventilation systems such as furnace, air conditioner and exhaust fans.

Step 5: Have each household member grab his or her Go Bag (remember your pet’s Go Bag, too) and go to the *shelter-in-place* space.

Step 6: Take turns listening for radio broadcasts.

Step 7: Don’t use your telephone unless you have an emergency.

Step 8: Only seal doors and windows when instructed to do so by emergency officials.

**NOTE:** In an emergency, a radio announcement will be made when the emergency is over. Only then will it be safe for you to open doors and windows.

**MATERIALS**

Your Go Bag and emergency supplies.

**TIME**

Thirty minutes to review and practice the *shelter-in-place* steps with your family.

**RESILIENCY GAIN**

Better a plan with no emergency than an emergency with no plan.
24. Ready (or Not?)
Responding to emergency events outside your home

WHY ACT?
In addition to preparing your household for events such as an energy disruption, evacuation, or weather related emergency, with accurate information you can prepare for a range of situations both inside and outside your home. These include emergencies that happen while you are riding a subway, radiation exposure, and getting suspicious mail. The key to this level of preparedness is practicing in advance so that if and when you find yourself in such a situation, you know what to do.

PREPAREDNESS ACTION
Read each of these emergency scenarios. With your team, role play a scenario where one team member guides the team on how to respond to each situation.

**Subway Preparedness**

- **Learn** – If you are caught in a subway during any kind of emergency, follow these four guidelines.
  1. Stay calm and quiet so you can hear instructions.
  2. Do not leave the subway unless you are instructed to do so.
  3. Never exit a subway train onto the tracks unless directed to do so by the train crew or emergency response personnel. While being escorted out be careful to avoid the third rail, which carries a dangerous electrical current.
  4. Think before you pull the emergency cord while the train is in motion. Only pull the cord to prevent accident or injury. For example, if someone has been caught between subway car doors and is being dragged.

- **Practice** – Consider doing a simulation of this action with your team during your meeting. One person guides the others in how to respond.

**Radiation Exposure**

- **Learn** – In the event that New York City is exposed to unsafe levels of radiation, and you are not in your home, these four steps will reduce your exposure:
1. If you are outside, get inside.
2. If you were exposed, remove and toss away your outer layer of clothing, and wash your skin thoroughly.
3. If the event occurs indoors, try to get out of the building without passing through the contaminated area. If you cannot escape, move as far away from the event as possible.
4. Put as much heavy, dense material between you and the source of the radiation as possible. Authorities may advise you to stay indoors or underground for this reason.
5. Close and seal windows and turn off the ventilation system (see Action 23, pg. 51).

❖ Practice – Consider doing a simulation of this action with your team during your meeting. One person guides the others in how to respond.

Suspicious letter or parcel

❖ Learn – Know the warning signs of a suspicious parcel.
   1. The address is handwritten.
   2. The package is not addressed to a specific person or is addressed to someone who no longer works or lives there.
   3. It has a strange return address.
   4. It is marked with restrictions such as personal or confidential.
   5. It has excessive postage.
   6. You see a powdery substance on the outside of the parcel.
   7. The package is an unusual weight, size or shape.
   8. There is an unusual amount of tape on it.
   9. You notice a strange odor.
   10. The package has discolorations or oily stains on it.

❖ If the parcel meets some or all of these criteria:
   1. Put it down on a stable surface.
   2. Cover it with an airtight container like a trash can or plastic bag.
   3. Call 911 and alert your building’s security officials.
   4. Evacuate the area.
   5. While waiting for help to arrive, wash your hands with soap and water if you handled the package.
   6. Do not leave the area if you believe you were exposed.

❖ Practice – Consider doing a simulation of this action with your team during your meeting. One person guides the others in how to respond.
MATERIALS
For more in-depth information, read New York City Office of Emergency Management’s Ready New York Household Preparedness Guide or visit NYC.gov/oem.

TIME
Twenty minutes to practice with your household or teammates so you are ready to respond if necessary.

RESILIENCY GAIN
You will be prepared wherever you find yourself.
25. Life Goes On
Preparing to work at home in an emergency

WHY ACT?
Emergency situations such as winter storms, hurricanes, flu epidemics, electrical outages and transit issues may make it inadvisable or impossible for you to travel to your workplace. Arranging in advance to work at home will reduce your need to travel during times of risk and minimize the economic consequences to you and your family.

PREPAREDNESS ACTION
❍ Make a plan with your employer
   Step 1: Develop a list of tasks suitable for working at home.
   Step 2: Secure the information and software resources you will need to work at home.

❍ Prepare your home office
   Step 1: Determine that your home office will support your work plan.
   Step 2: If necessary purchase the required equipment for your home office to enable you to work at home.

MATERIALS
Your plan and a home office with capabilities that enable you to work at home.

TIME
A few hours to create your work plan and prepare your home office for “telecommuting”

RESILIENCY GAIN
Improved ability to work at home and maintain your income during an emergency.
26. BE CALM
Preparing mentally for an emergency
or terrorist incident

WHY ACT?
While the entire All Together Now program is designed to prepare you physically for the possibility of an emergency or terrorist incident, there are certain steps you can take to address mental preparedness as well. Those with high-stress jobs such as police, fire fighters and medical personnel, are trained to be calm in emergencies. This allows them to think more clearly and helps inoculate those around them from letting fear spiral out of control, causing panic, serious injury or even death. This action will help you and those around you both in emergencies and the stresses of daily life.

PREPAREDNESS ACTION

❍ Mentally rehearse
  Step 1: Imagine yourself in an emergency situation.
  Step 2: Take a few deep breaths and collect yourself.
  Step 3: Assess the situation.
  Step 4: Communicate your assessment calmly to those around you, be they your family, neighbors, co-workers or strangers.

❍ Practice
  Step 1: In your daily life, when you find yourself in a stressful situation or becoming fearful, practice taking a few deep breaths, collecting yourself and feeling calm.
  Step 2: Enhance your ability to reduce stress by taking one or more of these preventive steps:
    ▶ Get enough sleep.
    ▶ Exercise.
    ▶ Eat a balanced diet.
    ▶ Balance work, play and rest.
    ▶ Connect with others.
    ▶ Allow yourself to give as well as receive.
    ▶ Use spiritual resources.

MATERIALS
Any inspirational writing that helps you develop a quiet calm in the face of the world's uncertainties.
TIME
A lifetime of opportunities to practice.

RESILIENCY GAIN
This action will help you respond calmly in the face of fear provoked by terrorism or any emergency, and positively influence those around you.
Section 3

Creating A Resilient Building/Block
Creating a Resilient Building/Block

Following September 11, 2001 the world witnessed the support and caring New Yorkers offered one another in that time of crisis. This experience transformed New Yorkers and created a yearning to sustain this connectivity. As a participant in the All Together Now program you re-experienced that connection as a member of your team. This next section enables you to extend that connection to your building or block.

As a chain is only as strong as its weakest link, so each building or block is as strong as the collective well-being of all its members. You are invited to contribute to the creation of a disaster resilient building or block to strengthen the collective well being of all the residents including yourself.
# Creating A Resilient Building/Block Action Plan

<table>
<thead>
<tr>
<th>Actions</th>
<th>Action Plan</th>
<th>Discussed w/ Household</th>
<th>Action Done</th>
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<tr>
<td>27. A Resilient Team</td>
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<td>28. All Together Now</td>
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<td>29. Neighbor to Neighbor</td>
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<tr>
<td>30. Making Life Better on the Street Where You Live</td>
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**Any action not completed as planned, place on “Carry Over Actions” page 78 and set new completion date.**
27. A RESILIENT TEAM
Sustaining momentum after the program

WHY ACT?
To sustain your current preparedness level and motivation, it helps to stay connected with your team. Continuing to meet with your teammates also helps keep the relationships current and available in case of emergency. This action will help your team build an ongoing support system.

PREPAREDNESS ACTION
Step 1: Find out if team members would like to continue to meet and serve as a support group.
Step 2: If so, plan to meet at least quarterly for 1.5 hours. You might want to extend that meeting to include a potluck dinner.
Step 3: Determine who will host the meetings and send out reminders a week before.
Step 4: At the meeting bring new ideas, products, updates and questions. Divide up the time among the number of people in attendance.
Step 5: If you have extra time at the end of the meeting, discuss any building- or block-level actions that have been or need to be taken and the next steps.

MATERIALS
Preparedness products you may have purchased or wish to discuss.

TIME
Ninety minutes every three months. More time if you engage in projects together.

RESILIENCY GAIN
The resiliency that comes from true community.
28. **All Together Now**

*Form a disaster resiliency team to implement the program*

**WHY ACT?**

To create a disaster resilient building or block requires a committed group of residents to implement and sustain the *All Together Now* program over time. This action describes the steps to forming and empowering this team to implement the program building or block-wide.

**PREPAREDNESS ACTION**

- **Step 1:** Building or block leader identifies *All Together Now* team participants who would like to participate in creating a disaster resilient building or block.
- **Step 2:** Set a date and invite interested people to attend an organizing meeting.
- **Step 3:** At the meeting determine if this group can fit within a building or block safety committee if one exists. If this is not possible create a new committee.
- **Step 4:** The building or block leader serves as chairperson of this committee and invites members to take on the different functions of the organizing strategy.

**MATERIALS**

A computer with internet connection.

**TIME**

This action requires several hours per month of volunteer activity.

**RESILIENCY GAIN:**

A permanent committee helps insure a disaster resilient building or block.
29. Neighbor to Neighbor

Helping out neighbors in need

WHY ACT?
In recent years, much of the support we used to get from one another has been replaced by services offered by businesses, not-for-profit and government agencies. In an emergency, seniors and people with disabilities may not have access to these services. To help them prepare and cope in these situations requires the help of someone in close proximity. This action provides you an opportunity to offer a helping hand to a neighbor.

PREPAREDNESS ACTION
Step 1: Volunteer to mentor seniors or people with disabilities in this program.
Step 2: Speak with your building or block emergency preparedness leader for more details on how to participate in the mentoring program.
Step 3: Spend time supporting those with special needs in their emergency preparedness.

MATERIALS
Neighbor to Neighbor program materials and a little time.

TIME
Several hours for mentoring your neighbor.

RESILIENCY GAIN
Enriched relationships all around you, plus the shared capacity to endure.
30. Making Life Better on the Street Where You Live

Working together to improve your neighborhood

WHY ACT?

Teams who complete All Together Now can put the relationships, teamwork and trust to immediate use. They don’t have to wait for an emergency to benefit from the powerful community they have formed.

PREPAREDNESS ACTION

Step 1: Research the opportunities that best meet your team’s desires for improving your building or block, including:

Option 1: Invite your building or block-based team to get involved in improvement activities by participating, if one exists, in your building, block or neighborhood association.

Option 2: If one doesn’t exist, consider starting an association. To find out how, contact Citizens for NYC and learn the practical skills you need to create an efficient, effective organization. Apply for grants, training, hands-on assistance and self-help literature. Contact information: (212) 989-0909 or www.citizensnyc.org.

Option 3: A neighborhood improvement program that can assist your team is Empowerment Institute’s Livable Neighborhood Program. Designed in the same team-based format as this program, it focuses on improving the overall livability of your block. Four areas are addressed: health and safety, beautification and greening, resource sharing and neighborhood building. To learn more visit www.empowermentinstitute.net.

Step 2: Choose the activity that best meets your team’s desires and begin.
MATERIALS
A telephone and/or your computer to research organizations.

TIME
From a few minutes to identify your organization of choice to as many hours as you can give.

RESILIENCY GAIN
You are the neighborhood resiliency gain.
Section 4

Program Support
HOUSEHOLD EMERGENCY CONTACT INFORMATION

Contact information for all household members. Please fill this section in and keep it up to date.

Name ________________________________

Date of Birth: ____________  Social Security Number: ______________________

Business or School Evacuation Location:

Medical Information:

Work, School or Other Address & Telephone Numbers:

Name______________________________

Date of Birth: ____________  Social Security Number: ______________________

Business or School Evacuation Location:

Medical Information:

Work, School or Other Address & Telephone Numbers:

Name______________________________

Date of Birth: ____________  Social Security Number: ______________________

Business or School Evacuation Location:

Medical Information:

Work, School or Other Address & Telephone Numbers:

Name______________________________

Date of Birth: ____________  Social Security Number: ______________________

Business or School Evacuation Location:

Medical Information:

Work, School or Other Address & Telephone Numbers:
IMPORTANT PHONE NUMBERS

911 in case of emergency
311 (TTY: 212-505-4115): When you need access to non-emergency services or information about City government programs.

Fire House #:__________________ Fire House Phone #:________________________

Police Precinct #: ______________ Police Precinct Phone #:_____________________

HOUSEHOLD DISASTER PLAN

Home Meeting address:
_______________________________________________________________________
_______________________________________________________________________

Home Meeting Phone #: _________________________________________________

Neighborhood Meeting Address:
_______________________________________________________________________
_______________________________________________________________________

Neighborhood Meeting Phone #: _______________________________________________________________________

Out of State Contact Name:
________________________________________________________

Contact Address:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Contact Phone #: _______________________________________________________

Other Information:
_______________________________________________________________________
_______________________________________________________________________

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<thead>
<tr>
<th>Information:</th>
<th>Name:</th>
<th>Telephone #</th>
<th>Policy #</th>
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<tbody>
<tr>
<td>Doctor(s):</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Pharmacist:</td>
<td></td>
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<tr>
<td>Medical Insurance:</td>
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<td></td>
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<tr>
<td>Home Owner/ Rental Policy</td>
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STARTING A PREPAREDNESS TEAM

This information is for those not participating in a formal building or block-based program who wish to start an emergency preparedness team.

This program will assist you in translating your desire to prepare for possible energy disruptions, natural disasters and terrorist incidents into actual preparedness. It organizes emergency preparedness into three specific sets of actions. With the help of this easy-to-use workbook, five to eight neighbors form a team to support and motivate each other in putting these actions into practice. Later, the team serves as a vital support system in case of an emergency.

Many of us hold back from asking others to do something for fear of imposing. People are generally appreciative when invited by a neighbor or friend to participate in something as meaningful as a preparedness team. Further, polls indicate that many who are concerned about possible energy disruptions or terrorist incidents want to prepare, but need help.

To start a team, simply invite five to eight of your neighbors to an informal gathering at your home. Share key points from the “Introduction” section (pg. 1) to explain why household preparedness is important. Use “How the Program Works” (pg. 2) to describe the team process. Once your neighbors have decided to join the team, use the “Team-Building Meeting” section (pg. 70) to guide them through this first meeting. The rest of the program is explained during this Team-Building Meeting.

This program can also be done by groups of friends, co-workers, members of an organization, faith community or as an individual household. It is most effective, however, if done with neighbors, as it establishes the relationships so helpful in a crisis.

If some of the people you’ve invited are not ready to form an emergency preparedness team right now, continue to be a good example to them. Watching you continue your preparations may inspire them to participate in the future.
TEAM-BUILDING MEETING GUIDE
The team leader facilitates this meeting

OBJECTIVES
⊙ Review the elements of the program
⊙ Create a sense of team
⊙ Create a commitment to personal action and mutual support

AGENDA
1. Inspirational start 5 min.
2. Reasons for joining and common purpose 25 min.
3. Introduce the program elements 10 min.
4. Schedule meetings and support calls 15 min.
5. Create mutual accountability 15 min.
6. Review what needs to be done by next meeting 15 min.
7. Close with celebration 5 min.
Approximately 1 1/2hrs.

TIMING
⊙ Give the team shared responsibility for time keeping.
⊙ Tell the group at the start of the meeting what time you propose to end.
⊙ Check that everyone will stay until the end.
⊙ Make sure you end on time.
⊙ If any point takes longer than you planned, ask the team to decide whether to extend the meeting or wrap up the point.

MEETING GUIDE
1. INSPIRATIONAL START (5 MIN.)
⊙ Start with a brief poem, personal anecdote or something that connects the group to the meaning and larger purpose of what you are doing.

2. REASONS FOR JOINING AND COMMON PURPOSE (25 MIN.)
⊙ Go around room and have each person introduce themselves, if they have not already done this, and ask each person to state their purpose for joining the team.
⊙ As team leader, write down the key points of each person’s purpose.
⊙ Use the common goals as a basis to create a joint purpose statement by merging the key phrases and words of the statements.
Make sure the team is satisfied that it captures everyone’s purpose in some way.
Invite the team members to give themselves a team name if they so choose.

3. **Introduce Program Elements (10 min.)**
Read aloud each of the eight points from “How the Program Works” on pages 2-3.

4. **Schedule Meetings and Support Calls (15 min.)**
Ask the team to agree on dates, times and places for each meeting. Suggest they meet every other week at the same time. It makes it easier not only to schedule but also to remember.
When the schedule is clear, have the team members write down the date, time and location on their calendars.

5. **Create Mutual Accountability (15 min.)**
The key to an effective team is a mutual agreement among team members to be accountable to one another.
Explain what a successful team looks like:
- **Preparations.** Team members come on time and have prepared carefully.
- **Participation.** At the meeting, team members tell what they plan to do, ask for support if needed, and at the next meeting report what they did and what they learned.
- **Support.** A team member with problems can count on the support of the team – and is willing to accept feedback and suggestions.
Explain the need for commitment in the program:
- It takes time.
- It asks you to be accountable – to come to meetings, to set goals, to follow through on them.
- It asks you to help your teammates do the same.
A key is for team members to support one another to accomplish the goals they set for themselves. Specifically, this means giving each other permission to be coached if things break down. Without agreement to coach one another, team members often hold back giving feedback and the support a teammate needs to achieve his or her goal.
Point out that we all have our own style for receiving feedback. For example some people need to be reminded of something until they have done it, others prefer to be reminded only once. Communicate
how you like to receive feedback.

❍ Write the following four points where everyone can see them, for example on a flipchart.

To succeed with this program, households need to:
1. Plan which actions they are going to take in each section and tell them to the rest of the team.
2. Take the actions in each action area to implement their plan.
3. Respect the rest of the team by attending all the meetings and being on time.
4. Coach one another if there is a breakdown in any of the above.

❍ Ask each person whether he or she agrees to the four points and is willing to commit to them; and what kind of coaching would be most helpful.

❍ If some people are hesitant, respectfully draw out their concerns and help them work through them.

❍ When everyone has made his or her commitment you have laid the foundation for success.

6. Review What Needs to be Done by Next Meeting (15 min.)

❍ As a first action assemble your “Go Bag.” Go to page 32 in the workbook and follow the instructions.

❍ Read the first section in the workbook

❍ Chose the actions that are appropriate for your household

❍ Make a plan for carrying out the choosen actions in your Action Plan and bring to the next meeting.

❍ Come with questions, concerns and/or ideas for the support you might need.

7. Close with Celebration (2–5 min.)

❍ The purpose of this point is to bring the meeting to a clear, positive and focused end. It may be as simple as (re-)stating your own reason for working with this program and thanking them for being part of it.
**TOPIC MEETING GUIDE**

**OVERVIEW**
This guide will help you:
- Lead the meeting.
- Check in with your teammates after the meeting to offer support.

**HOW TO PREPARE FOR THE MEETINGS**
Check the box when you’ve done each step below:
- Read this topic leader guide and plan how you will lead steps 1, 4 and 8 of the meeting.
- Do any preparedness actions you wish to demonstrate before the team meeting. The more you know about the actions from your own personal experience, the more support and leadership you can offer your team.

Bring to the meeting:
- Examples of materials you are using to take your preparedness actions.
- Your *All Together Now* workbook and resource materials.

**MEETING AGENDA**

<table>
<thead>
<tr>
<th><strong>Approximate time to allot</strong></th>
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<tbody>
<tr>
<td>1. Inspirational start</td>
</tr>
<tr>
<td>2. Share experiences with previous topic actions</td>
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<tr>
<td>3. Explore how the team is doing</td>
</tr>
<tr>
<td>4. Do demonstration and provide any local information</td>
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<tr>
<td>5. Team members give their action plans and get support</td>
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<td>6. Designate times for support calls</td>
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<tr>
<td>7. Review what team members need to do before next meeting</td>
</tr>
<tr>
<td>8. Celebrate the team’s accomplishments</td>
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**Total time:** 1 hr. 50 min.
MEETING GUIDE

1. Inspirational Start and Check-In (5 min.)
   ○ Start with a brief poem, personal anecdote or something that connects the group to the meaning and larger purpose of what you are doing.

2. Share Experiences with Previous Topic's Preparedness Actions (30 min.)
   ○ Review people’s action plans, action by action, and ask each person to answer the three questions below.
     1. What actions did I take?
     2. What did I learn?
     3. Where, if anywhere, did I encounter a problem and how did I address it?

   ○ Acknowledge team members for what has been accomplished. The focus is on the positive—what people have done rather than on what they haven’t—while at the same time encouraging people to stretch further than they might on their own.
   NOTE: This does not apply for the Energy Disruption meeting.

3. Explore How the Team is Doing (10 min.)
   ○ At each meeting, the team is encouraged to review their process.
     The purpose is to look at how the team is functioning and tune up teamwork as needed.
   ○ You can address the following points:
     1. Review team’s purpose statement.
     2. Did all team members come to the meeting and arrive on time?
     3. Did everyone come with an action plan?

4. Provide Local Information About Important Preparedness Actions and Do Demonstration (20 min.)
   ○ Go over priority actions and disseminate local information.
   ○ If time permits, do a demonstration of an action you think might be helpful to the team.
   ○ Describe what you did and how you did it so the team can learn from your hands-on experience.
   ○ Tell the team the rest of your action plan.

5. Team Members Give Action Plans and Get Support (30 min.)
   ○ Summarize each action for your teammates and inquire about who plans to do each action. (Confirm that each person has planned the
time needed to do their actions.

- Ask teammates to request help in taking actions, if needed—for example, information, hands-on assistance or other support. Lead the group to offer support to each person if needed.
- Plan joint actions as desired.

6. Designate Times for Support Calls (5 min.)
- A few days after the meeting, you as team leader will call team members to offer them support in completing their action plans. Left on our own, our motivation often wanes—these calls make a big difference in assisting team members to fully carry out their action plans.
- Schedule time for the support calls.

7. Review What Team Members Need to Do Before Next Meeting (5 min.)
- Take the preparedness actions you planned for the current topic.
- If anything was not complete from the previous topic, complete it.
- Get support if needed.
- Create your Action Plan for the next topic.
  1. Read over the next topic’s actions and discuss them with your household.
  2. Decide which to do, make a list of what will be needed to carry out the actions—whom to call, what to buy, etc.
  3. Come with questions or concerns and ideas for what support you may need.
  4. Bring Action Plan to the meeting to discuss with team.
  5. Schedule the day and time to do each action.

8. Celebrate the Team’s Accomplishments (5 min.)
- Acknowledge what has been accomplished.
Creating A Resilient Building/Block Meeting Guide

Agenda
1. Inspirational start 5 min
2. Share experiences with previous topic actions 30 min
3. Review/discuss the Resilient Building/Block actions 30 min
4. Complete Team Results forms 20 min
5. Closure 5 min
Total time 1.5 hours

Before the meeting
Make a copy of the Team Member Program Results form for each participant.

Meeting Guide
1. Inspirational Start and Check-in 5 min
   • Share something motivational – a poem or anecdote.

2. Share Experiences with Previous Topic’s Actions 30 min
   • Review people’s action plans, action by action, and ask each person to answer the three questions below.
     1. What actions did I take?
     2. What did I learn?
     3. Where, if anywhere, did I encounter a problem and how did I address it?
   • Acknowledge team member for what has been accomplished. The focus is on the positive – what people have done rather than on what they haven’t – while at the same time encouraging people to stretch further than they might on their own.

3. Review/discuss the Building/Block resiliency actions 30 min
   Review the actions in the Resilient Building/Block section and discuss with the team members which actions they’d like to do.
   • Read aloud the “Why Act” for Action 27 A Resilient Team on page 61 and ask if the team wants to take the action. If yes, follow the preparedness action and plan the meeting.
Read aloud the “Why Act” for Action 28 *All Together Now* on page 62 and ask if the team wants to take the action.

Read aloud the “Why Act” for Action 29 *Neighbor to Neighbor* on page 63 and ask if anyone on the team wants to take the action.

Review the remaining action and have people complete their Action Plan.

4. Give Team Result forms to team members. 20 min
   - Review the form.
   - Ask if there are any questions.
   - Have people fill them in.
   - Give them to you when completed.

5. Closure 5 min
   - Congratulate team for their participation and acknowledge them for their efforts.
   - Share success stories.
   - If the team or members have committed to continuing, confirm actions and next meeting times.
CONTRIBUTORS TO THE PROGRAM

David Gershon is the architect and co-author of All Together Now. He is founder and CEO of Empowerment Institute and has designed its empowerment programs that have been disseminated to 16 countries. David is one of the world’s leading authorities on behavior change and community empowerment. He has organized mass-mobilization efforts involving millions of people throughout the US and around the world including the Olympic Torch Relay and the First Earth Run. His best selling book, Empowerment, has become a classic on the subject of empowerment. David has served on White House, United Nations and various international advisory committees addressing empowerment and large system transformation issues. His work has received considerable media attention and many honors.

Eve Baer helped design and co-author All Together Now and is a primary architect of the program support materials. Her beautiful photographs are also used throughout this book. She has been Program Director with Empowerment Institute for 14 years and has managed and coached field staff responsible for over 30,000 program participants. Her background prior to joining Empowerment Institute includes positions where she was responsible for managing several thousand volunteers.

Larry Shook helped research and co-authored All Together Now. A journalist for 30 years, Larry has written for the New York Times, Newsweek and the Washington Post. He has also authored four books.

Edward Koren is the illustrator for and a regular contributor to The New Yorker. Ed’s images poke fun at the hairiness of modern life, prompting a grin in spite of it all. Ed is the author and illustrator of several books including The Hard Work of Simple Living and The Reward for Hard Work is More Work! Published by Chelsea Green Publishing. Ed is also a fire captain in the Brookfield, Vermont Volunteer Fire Department.

Steve Busch is the graphic designer of All Together Now. He has worked for Empowerment Institute for eight years as Art Director, graphic designer and web developer. His design of Empowerment Institute’s website was voted one of the most popular sites for Year 2000 emergency preparedness.
About Empowerment Institute

Empowerment Institute is a consulting and training organization specializing in the development of behavior change programs for public sector agencies, corporations and non-profits. Its state-of-the-art empowerment tools have been applied over the past twenty-five years to achieve significant, measurable and sustained behavior change. One academic research study described them as “unsurpassed in changing behavior.”

The versatility of the tools allows them to address issues ranging from household emergency preparedness to organizational culture change, from environmental behavior change to low-income neighborhood revitalization. Empowerment Institute's programs have attracted the participation of tens of thousands of people around the world and garnered many awards and much media attention.

For more information or to order this workbook (quantity discounts available) contact:

Empowerment Institute
PO Box 428
Woodstock, NY 12498
866-821-8225 (Toll free)
info@empowermentinstitute.net
www.empowermentinstitute.net
**Carry Over Actions**

Write the actions below that you intend to complete.

Consider transferring the target dates to your calendar/daily agenda.

<table>
<thead>
<tr>
<th>Action</th>
<th>Page #</th>
<th>Target Date</th>
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**Team Members and Meeting Schedule**

Please complete all information

Team Name (optional): __________________________
Team Leader: __________________________
Address: __________________________
Phone: (h)_____________________ (w)________________________
Email __________________________

**Team Meeting Schedule**

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<td>Emergencies, Natural Disasters and Terrorism</td>
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<td>Resilient Building/Block</td>
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Name:______________________________________________________
Address:_________________________________________Apt. #_____
Phone: (h)_______________________ (w) ______________________
Email ____________________________________________________

Name:______________________________________________________
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Email ____________________________________________________

Name:______________________________________________________
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Name:______________________________________________________
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