

Neighborhood Emergency Preparedness Program

Program Overview

The NEPP is responsible for organizing and educating communities to increase their level of preparedness in handling all types of emergency incidents. The program is designed to engage and mobilize teams to help foster self-sufficiency at the residential level.

Community teams are prepared to collaborate strategically in planning, communicating, sharing information, and coordinating activities before, during, and after all-hazard incidents.

NEPP utilizes personal and community empowerment strategies to keep residents and automobiles off the roads in disasters. This also helps to minimize the impact on healthcare facilities.

Mission: To support communities and neighborhoods in becoming self-sufficient and self supporting in times of disaster or local emergencies.

Vision: Florida communities and neighborhoods will be prepared, self-sufficient, and resilient to all-hazards.

NEPP Objectives

- Increase individual and neighborhood emergency preparedness
- Teach communities how to organize as NEPP communities
- Structure teams to provide the flexibility to respond to a variety of circumstances
- Provide training opportunities for team leadership, communications, and damage assessment
- Provide training opportunities for first aid, homecare, and emergency preparedness
- Organize special projects and events to promote and strengthen community partnerships with groups such as American Red Cross (ARC), Community Emergency Response Teams (CERT), and the Medical Reserve Corps (MRC)

Purpose

Why Should We Have A Neighborhood Emergency Preparedness Program?

On any day, a serious disaster could strike. A hurricane, a terrorist attack, or a hazardous materials transportation accident can take place at any time in or near your community. It makes sense to train NOW to prepare for the day that a disaster strikes your community. There are three steps we must take:

1. Educate yourself, your family, and your community
2. Prepare your household
3. Prepare your community

It is important to recognize that city and county emergency services may be overwhelmed after a disaster and it could be several days before your community receives assistance. The wait

time may be 72-hours or longer after a significant disaster. You may have to rely on yourself and your neighbors for support. It is in this spirit of unity and neighbor-helping-neighbor that communities are encouraged to become involved in preparedness activities. The NEPP was created to assist communities in becoming more resilient and self-sustaining.

The following describes the basic steps and deliverables associated with a successful program.

CHD and community responsibilities (deliverables) to be submitted to State NEPP

Coordinator:

- 1) The Memorandum of Agreement (MOA) must be completed and signed for Start-up and/or Sustainment communities and submitted to DOH.
- 2) ***Start-up Communities*** must develop and submit a map of the community and include a threat assessment to identify specific special considerations within the community for vulnerable populations.
- 3) A DRAFT Community Emergency Preparedness Plan must be submitted by all communities to the State NEPP Coordinator. A plan template is available online in the NEPP toolkit to facilitate the process (see <http://www.doh.state.fl.us/demo/BPR/NEPP/nepptoolkit.html>).

Each plan should include:

- a. Identification of the roles and responsibilities of teams and specific residents.
 - b. Identification of community members along with the mode of transportation they will use to access the local Point of Distribution (POD) location to bring back supplies to the residents. The POD location will be determined in a large scale event by the Division of Emergency Management (DEM). This is the place in which water, ice, and Meals Ready to Eat (MREs) are provided for residents in a specified area.
 - c. Identification of where, when, and how supplies will be distributed to the residents: such as via streets or by last names, etc.
 - d. Annual training and exercise schedules and/or plans to maintain essential skills in emergency preparedness.
- 4) ***Sustainment Communities*** must submit an Exercise Plan to the State NEPP Coordinator. The plan will outline the type of exercise that will be conducted by each community by the end of the third quarter of the fiscal year.
 - 5) The community and CHD NEPP Coordinator will determine what supplies are needed to support the community emergency preparedness plans. The CHD NEPP Coordinator must submit a detailed spending plan for each community. A template will be provided.
 - 6) The CHD NEPP Coordinator will have purchased, or have encumbered, the community supplies, contractual services, and other, before the end of the third quarter of the fiscal year.
 - 7) ***Sustainment Communities*** must submit Exercise After-Action-Reports to the State NEPP Coordinator for review.

8) **All** Community Emergency Preparedness Plans must be completed and submitted to State NEPP Coordinator for review. A copy should be shared with the Special Needs Shelter Consultants and Local Emergency Management.

9) **Before the end of the state fiscal year**, all travel reimbursement requests (funds in the “travel” category) have been submitted at CHD level.

Progress Reports (e-mail confirmation of completion is required to the State NEPP Coordinator):

Progress reports must be submitted in accordance with the deliverable schedule in the funding agreement and MOA. As described in the deliverables, the following information will be submitted as progress reports via email:

(1) **Develop** a planning timeline for each participating community within the county. This should be developed in partnership with the community leads and include the methodology to be used in program implementation: agendas for residential meetings, minutes taken at such meetings, and status reports communicated to residents (see “Planning Timeline” Sample Form in the NEPP Toolkit).

(2) **Identify** roles and responsibilities of teams, as well as specific residents, for all communities. If a community is in the sustainment phase of program, this is an opportunity to make updates.

(3) **Define** core educational requirements needed within the community.

(4) **Confirm** that community members have received training related to their preparedness plan or planning efforts. Training and education of the community members should focus on preparedness and specific areas as defined by each community.

a) Minimum training includes a general NEPP orientation.

b) Overview of NEPP core competencies/deliverables.

c) All community members should complete the FEMA ICS 100 course or IS100A course.

(5) **Identify** community members and the mode of transportation they will use to access the POD location to bring back supplies to the residents. The strategy for distribution of supplies must be developed for all communities. (See/use the Point of Distribution Plan in the “Plan Template Version 3.0 with Attachments – Feb 2012.”)

6) **Confirm** community members’ participation in a workshop or tabletop level exercise to test their Community Emergency Preparedness Plan. Participation in local exercises/drills will count as meeting this deliverable as long as an After-Action-Report that includes corrective actions specific to the NEPP community’s plan is produced and submitted to the State NEPP Coordinator.

(7) **Establish** a team with community members and residents that are available to assist with and facilitate preparedness and response activities in the community.

State NEPP Coordinator will provide feedback to CHD NEPP coordinators:

By the date specified in the current MOA, the State NEPP Coordinator will provide feedback on NEPP plans to the CHD NEPP Coordinators and Special Needs Shelter Consultant to be shared with participating communities.

Key Program Steps

This guide provides a systematic approach to educating community site leads on developing a disaster preparedness program for handling any public health-related emergency in your community.

- Step 1: Identify communities in your county
- Step 2: Submit the completed NEPP Funding Agreement electronically to the State NEPP Coordinator (SNC)
- Step 3: Obtain contact information for community leads and submit to the SNC
- Step 4: Send electronic copy of a completed MOA for each participating community to SNC
- Step 5: Identify members of the community and assess community needs (i.e. training, disaster supplies, etc)
- Step 6: Train community members
- Step 7: Plan for all hazards and develop a Community Emergency Preparedness Plan
- Step 8: Train all community members about the plan
- Step 9: During the sustainment (second and subsequent) years of program, conduct or participate in “table-top” or other types of exercises to test Community Emergency Preparedness Plan
- Step 10: Prepare and submit an After-Action-Report (AAR) during the sustainment years of the program
- Step 11: Review the Community Emergency Preparedness Plan and revise annually
- Step 12: Review program and plan for sustainability

Overview of Key Program Documents

The following documents or document samples and templates are available online in the NEPP Toolkit at: <http://www.doh.state.fl.us/demo/BPR/NEPP/nepptoolkit>.

Memorandum of Agreement (MOA)

The purpose of the MOA is to establish an agreement regarding community and CHD responsibilities in the NEPP. The MOA also provides the citizens of Florida with the benefits of preparedness guidance in developing Community Emergency Preparedness Plans. The plans should address both declared and undeclared public health emergencies using an all hazards approach.

The MOA provides the framework for communities to develop a plan in which planning and response activities are outlined. The Community Emergency Preparedness Plan will not replace existing plans (such as those created by law enforcement, Emergency Management, Florida DOH, fire departments, ARC, etc) but should be used to enhance them.

MOA Overview

This has been made available to provide a “plain language” summary of the MOA. Please note this is not the MOA.

Plan Template

Communities are expected to develop and submit a Community Emergency Preparedness Plan as one of their deliverables. To facilitate plan development, a template has been developed. This template will serve as a tool for new NEPP participants to guide their planning efforts. It is not required that communities use this format; however the key elements outlined in the plan template are expected to be in the Community Emergency Preparedness Plans.

The Community Emergency Preparedness Plan outlines the community’s emergency management framework to be utilized in response to any natural or man-made threat or emergency. The plan’s focus is to protect the health and safety of all people in the community. The community coordinates ongoing discussions with local partners to validate and improve the community’s emergency capabilities and capacities.

Plan Review Tool

This tool has been developed to provide the State NEPP Program office with an objective means for assessing and evaluating Community Emergency Preparedness Plans and is based upon the Plan Template. Feedback on plans will be provided on specific sections by the State NEPP Manager within this tool for all plans. The expectations for both Start-up and Sustainment are included to compare the scores of drafted and updated plans.

Plan Review Tool Guidance

This document is intended to provide a brief explanation for each plan element included in the Community Plan Review Tool, to provide additional planning guidance.

Supply List

As part of the funding agreement there are approved disaster related supplies. Some disapproved items have been established and a working list has been created that specifies both. If a community is interested in purchasing supplies that are not listed on either of the two lists, please send an email or call the State NEPP Manager before purchasing to inquire if the item is NEPP appropriate.

Training Plan for NEPP Communities

The goal of the training plans is provide an outline that may be used for basic NEPP orientation and related deliverables (Start-up) and/or training on community plan content (Sustainment).

Workshop Exercise Narrative

“Pandemic Preparation” Situation Manual - The intent of the Pandemic Preparation Workshop narrative is to provide CHDs and sustainment NEPP communities with a tool to

conduct an exercise. The expectation is to conduct at a minimum a workshop level exercise to ensure their Community Emergency Preparedness Plans are consistent with HSEEP.

The workshop narrative is intended to test Community Emergency Preparedness Plans with a canned scenario. The Pandemic Preparation Workshop provides an opportunity to evaluate the readiness of community emergency planning for self-care in a pandemic where outside support and resources are limited. It is intended that the lessons learned from this workshop will be included when updating the Community Emergency Preparedness Plan during its annual review.