



The Neighbourhoods Project  
Get Prepared Hosting Kit / 2 • POD PROGRAM

The following program provides pod leaders with a process to follow when guiding their neighbours through the process of getting prepared for floods and storms. Feel free to add value with your own ideas and add flair with your own stories.

The 'essential resources' list the documents that you would ideally have available, 1 for each person in attendance.

The 'extra resources' are non essential documents. You might have a few available, for people to look at.

Time	Description	Essential resources	Extra resources
<p><b>Introduction</b> 15 mins</p>	<ul style="list-style-type: none"> <li>• Meet and greet activity               <ul style="list-style-type: none"> <li>○ Go 1 by 1 around the group and ask everyone to share their name, their address and 1 thing they love about living in this neighbourhood</li> </ul> </li> <li>• Offer an acknowledgment of country               <ul style="list-style-type: none"> <li>○ “I wish to acknowledge the traditional custodians of the land on which we gather, the Bundjalung people and pay my respects to elders past and present”</li> </ul> </li> <li>• Introduce the intention of this 'Get Prepared' session.               <ul style="list-style-type: none"> <li>○ For everyone to be more prepared for future floods and storms</li> <li>○ To walk away with a household 'flood and storm plan'</li> <li>○ To share local knowledge and wisdom,</li> <li>○ To develop further ideas for supporting each other in the face of future floods and storms.</li> </ul> </li> <li>• Identify the importance of 'getting prepared' in advance, so you have the time to consider the options, make decisions and to involve your other household members.</li> <li>• Logistics               <ul style="list-style-type: none"> <li>○ Toilet</li> <li>○ Timing</li> <li>○ Refreshments</li> <li>○ Phones on silent</li> <li>○ Ask for help for packing up</li> <li>○ Other</li> </ul> </li> </ul>		



<p><b>Action plan</b></p> <p>10 mins</p>	<ul style="list-style-type: none"> <li>• Provide everyone with an 'Action plan' template which they can fill in as you go along, to create their own personalised 'Get Prepared' plan</li> <li>• Explain that not everything we cover will be relevant to them and so they can include just the action steps that relate to their circumstances.</li> <li>• Referring to the 'Get Ready flood safe factsheet' provide a brief overview of the 5 steps we will be following today             <ol style="list-style-type: none"> <li>1. Know your flood risk – share local wisdom</li> <li>2. Plan now for what you will do – develop an emergency plan</li> <li>3. Prepare your home and business – Take 5 risk analysis + emergency kit</li> <li>4. Be aware – know where to get your information from + communication</li> <li>5. Look out for each other – connect with neighbours and support the more vulnerable</li> </ol> </li> </ul>	<p>1 • Action Plan template.</p> <p>2 • Get ready flood safe factsheet</p>	
<p><b>1. Know your flood risk</b></p> <p>20 mins</p>	<ul style="list-style-type: none"> <li>• As a group, brainstorm and document in the local flood impact doc:             <ul style="list-style-type: none"> <li>○ How have we personally been impacted by floods and storms? So, what are the flood and storm risks in our pod/ neighbourhood?</li> <li>○ Where are the points of impact? e.g. water covers the road, landslides occur etc.</li> <li>○ What are the locally known triggers for escalating action in relation to storms and floods? e.g. when the causeway goes under</li> <li>○ How do we communicate with each other about these triggers?</li> <li>○ How could we? What do we need to do to be a part of the local comms?</li> </ul> </li> <li>• Discuss the importance of the "Stay or Go" decision ("Stay" is shelter-in-place and "Go" is evacuate). There are advantages and risks for both. Emphasise that they need to be aware of the consequences of their decision.</li> <li>• Discuss. What do you need to consider when making this decision? E.g. enough supplies (5 days worth of water, food, meds, power, fuel, sewerage capacity), animals (food, water, transport) kids at school etc.</li> <li>• Action Plan &gt; Take time to write in your actions.</li> </ul>	<p>3 • Local flood impact doc</p>	

<p><b>2. Plan now for what you will do</b></p> <p>20 mins</p>	<ul style="list-style-type: none"> <li>• Discuss the importance of having a household plan, in place BEFORE a disaster.</li> <li>• Emphasise that if they try to do this as the disaster is unfolding they will most likely make poor decisions.</li> <li>• Look at the SES plan (link is in the action plan header) <a href="https://www.seshomeemergencyplan.com.au/">https://www.seshomeemergencyplan.com.au/</a></li> <li>• If time, complete it together with a buddy. Or at least do a couple of steps to get started and then bookmark to finish at home.</li> <li>• Discuss going through it with family and housemates together, so everyone is on the same page.</li> <li>• NB It is easier to do it on at least a tablet rather than a phone.</li> <li>• Action Plan &gt; Take time to write in your actions.</li> </ul>		
<p><b>3. Prepare your home and business</b></p> <p>20 mins</p>	<ul style="list-style-type: none"> <li>• Discuss how to prepare your home using the 8 – tips – storms poster.</li> <li>• These 4 are mainly for storms <ul style="list-style-type: none"> <li>○ Maintain yard and balcony</li> <li>○ Clear gutters</li> <li>○ Trim branches &amp; trees</li> <li>○ Repair damaged roof</li> </ul> </li> <li>• Consider the Take 5 risk analysis when looking at approaching ‘risky’ tasks.</li> <li>• Run a ‘risky’ task through the 5 step risk analysis as a large group e.g. driving through flood waters or climbing onto a roof to remove a branch.</li> <li>• Check insurance – Is it current and adequate?</li> <li>• Emergency Kit – Divide into pairs and go through the emergency kit list together.</li> <li>• Bring questions back to the large group for everyone to hear.</li> <li>• Emphasise the importance of having an emergency kit established now and not waiting till there are signs of a disaster.</li> <li>• Action Plan &gt; Take time to write in your actions.</li> </ul>	<p>4 • Eight-tips-storms-poster</p> <p>5 • A 5 step risk analysis document</p> <p>6 • Emergency kit postcard</p>	
<p><b>4. Be aware</b></p> <p>15 mins</p>	<p><b>Hypothetical</b></p> <ul style="list-style-type: none"> <li>• “Imagine there is a rain event with storm action underway. There are signs that flooding may be coming....”</li> </ul>		<p>1 • Storm Safe Fact sheet – weather warnings</p> <p>2 • Rural properties</p>



	<ul style="list-style-type: none"> <li>• Brainstorm             <ul style="list-style-type: none"> <li>○ What are the signs? e.g. Severe weather warnings, 3 days of heavy rain, people are talking on the community FB group, through your pod What's App.</li> <li>○ Where can we get reliable information that would trigger action? e.g. neighbours, BOM, Hazard watch, ABC radio, Caldera Community Emergency Support FB page, TSC dash board. Be aware of the limitations. Consider a combination of info.</li> </ul> </li> <li>• "A tree has come down on your house"</li> <li>• "Phones and power are still operating"             <ul style="list-style-type: none"> <li>○ Who could/ shouldn't you contact for help?</li> </ul> </li> <li>• "What would you do if power and phone reception was out?"             <ul style="list-style-type: none"> <li>○ Who could/ couldn't you contact for help?</li> </ul> </li> <li>• "You realise you don't have enough of your medication but you don't know if you will be able to get through to town"             <ul style="list-style-type: none"> <li>○ What do you need to consider in making the decision re trying to get to town?</li> <li>○ How will you know that it is safe to leave home?</li> </ul> </li> <li>• Action Plan &gt; Take time to write in your actions.</li> </ul>		<p>flood safe</p> <p>3 • SES when to call</p> <p>4 • Useful Apps and Links</p>
<p>5. Look out for each other</p> <p>15 mins</p>	<ul style="list-style-type: none"> <li>• Finally, let's look out for each other</li> <li>• Break into 3 groups. Each group takes either <b>Before</b> or <b>During</b> or <b>After</b> a storm/ flood.</li> <li>• For 5 mins discuss ways you can look out for each other             <ul style="list-style-type: none"> <li>• Before</li> <li>• During</li> <li>• After</li> </ul> </li> <li>• Share back to the large group – 3 mins per group</li> <li>• How do we communicate that we need help? What's the system for checking in with others?</li> <li>• Action Plan &gt; Take time to write in your actions.</li> </ul>	<p>7 • Check on your neighbours</p> <p>Storm safe fact sheet</p>	
<p>Action plan</p> <p>10 mins</p>	<ul style="list-style-type: none"> <li>• Go back and finalise your personal action plan</li> <li>• Run through the 'Get Ready' checklist as a reference to check if they have</li> </ul>	<p>8 • Get ready checklist</p>	



	covered everything in their action plan		
<b>Accountability Buddy</b> 15 mins	<ul style="list-style-type: none"> <li>• Talk through the role of an accountability buddy.</li> <li>• Have the participants pair up as buddies.</li> <li>• Go through the Buddy Document together in pairs and make a plan for the next month.</li> <li>• Action Plan &gt; Take time to write in your actions.</li> </ul>	9 • Buddy document	
<b>Closing</b> 10 mins	<ul style="list-style-type: none"> <li>• Go around the group and ask them to share, one by one, how they are feeling, having done this session.</li> <li>• Ask them to complete the Feedback form</li> <li>• Provide directions about refreshments and/ or helping to pack up.</li> </ul>	10 • Feedback form	