



So you have just completed the 'Get Prepared' training. Now its time to think about hosting your own 'Get Prepared' session for the people in your neighbourhood/ pod.

This document outlines the 10 steps to take to make that happen and identifies some support documents. Pick and choose what makes sense to you. We hope it helps.

1. Try it out

As you have just done the training and it is fresh in your mind, you may want to have a go at running someone through the 'Get Prepared' process sooner rather than later. It will help you to integrate what you have just learnt and you might be more comfortable running it with one person to start with rather than a group. You could offer it to another pod leader who couldn't make it to the training or a family member or a neighbour.

2. Who will you invite?

The intention is that each Pod Leader invites a member/s from every household in their pod to a 'Get Prepared' session. This could add up to 10 – 15 people. Some might prefer to have smaller groups. Others might be interested in a larger group.

The power of focussing on every household in your pod and not more, is that this session is not just about developing a preparation plan for floods and storm. It is also about strengthening your pod. You are more likely to build stronger connections between the neighbours in the pod; share local knowledge and wisdom; and continue developing ideas for supporting each other in the face of future floods and storms, if you keep focused on the pod.

3. Set a date

You can never please all of the people all of the time, but you could do a poll to gauge best days of the week and times of the day to improve your chances. Or you could just set a date, giving people enough lead in time and hope for the best. We have found that a Sunday afternoon is a good timeslot.

Poll template sample

Please tick the days and times that generally work for you to attend a meeting.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
morning							
afternoon							
evening							

4. Pick a venue

If appropriate, you can invite people to come together at your home. You might have a covered verandah, a carport, a big kitchen table or a great shed/ studio space that is big enough. You could also set up some gazebos in the backyard.

If you don't have a workable space, you could ask a pod member who does, to host the event at their place or use a community space. If needed, you could ask people to BYO a chair and something to lean on e.g. a clipboard.



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Event name	
Neighbourhood	
Date	
Venue	
How many people attended?	
How many feedback sheets were completed?	
Share a positive anecdote from the event	



Neighbours Survey

A	Do you consent to your information being held by your neighbourhood coordinator and pod leader ?	Yes		No	
---	--	-----	--	----	--

B	Name	
C	Address	
D	Mobile #	
E	Email	
F	Emergency contact/s	

Do you give consent to being included in:

G	A neighbourhood email group	Yes		No	
H	A neighbourhood What'sApp/Messenger/SMS/Signal group (tbc)	Yes		No	

I	Include details for others in your household (A=Adult, C=Child, D=person with a disability, E=Elderly)		
	Name	A/C/D/E	Phone if different

J	Pets/livestock? What kind? How many?
---	--------------------------------------

Dog/s		Cat/s		Birds	
Guinea pigs		Horse/s		Goat/s	
Cattle		Other			

K	In the event of an emergency, would you need assistance (if it's available) with anyone in your household or your pets/livestock?	Yes		No	
---	---	-----	--	----	--

L	Based on previous events, in the event of a flood, in what way/s are you likely to be impacted?
---	---

Property inundated		House inundated		Cut off	
Where would you be cut off?					



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Thanks for sharing / Please turn over and complete the other side too.



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M Do you have a back up power system?

Battery		Solar		Fixed generator		Mobile generator	
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N Do you have any extra communication systems?

Satellite internet		Satellite phone		VHF (CB)		UHF radio	
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O If yes to owning a UHF radio. Is it:

On loan from RUKI		Donated e.g. from Red Cross		Owned privately	
Hand held		Mobile station		Installed in a car	

P Do you have any equipment/ resources that may be of value to your neighbourhood in an emergency? (there is no obligation/ expectation to share)

Chainsaw		Generator		4WD		Tractor	
Trail bike		Boat		Tarps		Slip on fire unit	
Extra fridge/ freezer space		Spare room		Earthmoving equipment		Portable flying fox	
Battery operated blower		Drone		Fuel in storage		Water pump	
Other							

Q Do you have any skills that may be of value to your neighbourhood in an emergency?

Medical		First aid		Fire fighting		Swift water boating	
Chainsaw operation		Organising		4 Wheel Driving		Mechanical repairs	
Cooking		Carpenter		Plumber		Electrician	
Able to heavy lift & carry thru bush		Other					

R Would you consider billeting someone in the event of an emergency

Yes		No	
-----	--	----	--

S Do you have a Static Water Source on your property? (Over 10 000 L in a tank designated for fire fighting or a dam or a pool with easy access for a fire truck.)

Yes		No	
-----	--	----	--

T Are you a member of the SES Community ActionTeam?

Yes		No	
-----	--	----	--

Additional comments



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Thanks for sharing / Please turn over and complete the other side too.



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Event >

Name	Address	Mobile phone #	Email	UHF radio?	Have you completed the survey?



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Items	Notes
Gazebos x 2	
Gazebo sides x 4	
Trestle table/ large x 2	
Trestle table/ small x 1	
Companion gas cooker x 1	
Gas bottle x 1	
Kettles – enamel x 2	
Kettle – stainless steel x 1	
Kitchen bin	
Buckets x 2	
Water carriers x 3	
Washing up brush x 1	
Washing up cloth x 1	
White melamine plates x 19	
Tea spoons x 6	
Plastic cups x 6	
Mixed china cups x 20	
Solar lights (lanterns) x ?	
Heavy duty extension cord x 1	

Workshop resources	Notes
Whiteboard	
Whiteboard markers	
Permanent markers	
Textas in box	
Pens	
Clipboards x 10	
Coloured adhesive dots	
Roll of tape	
Scissors	



Pod Program Support docs list

This list outlines the documents you will need to host your Get Prepared session.

For the 'Essential' documents, you will need at least one copy per participant.

Essential

1 • Action Plan template (x 2 pp)
2 • Get ready flood safe factsheet
3 • Local flood impact doc
4 • Eight-tips-storms-poster
5 • Take 5 risk analysis document
6 • Emergency kit postcard
7 • Check on your neighbours fact sheet
8 • Get ready checklist
9 • Having a buddy document
10 • Feedback form

For the 'Extra' documents, you will need a couple of copies as reference documents.

Extra

1 • Storm Safe Fact sheet – weather warnings
2 • Rural properties flood safe
3 • SES when to call
4 • Useful apps and link
5 • SES CAT brochure



The Neighbourhoods Project
Get Prepared Hosting Kit / 3 • Invitation

This is just a sample invitation. Be inspired and make your own or you can use the following template. Write/ type in the relevant details and get some copies made at the CTC in Uki



Do you want to 'Get Prepared' for the next flood or storm?

Join me and the neighbours in our pod (**from 11 – 65 Jones St**) for a 2 hour session where we will support each other to create a plan to prepare for future floods and storms.

I (Mary from 114 Jones St) have been trained by the SES to lead us through this process and will come with all the necessary paperwork.

This session will create an opportunity for each of us to:

- have a flood and storm plan for our household
- build stronger connections with our neighbours
- share local knowledge and wisdom
- come up with more ideas for how to support each other during flood and storms.

Date > **Sunday May 12th, 2023**

Time > **2pm – 4.30 pm followed by time to socialise till 6.00 pm**

Venue > **Mary and Tom's shed at 114 Jones St**

Refreshments > **Lets share an afternoon drink and nibbles.**

BYO > **Your favourite tipple and some nibbles to share. Plus a chair, a glass, a pen, a manila folder and something to lean on e.g. a clipboard.**

RSVP > **To Mary by May 5th on 0404xxxxxx or email to xxxxxxxxx**



Do you want to 'Get Prepared' for the next flood or storm?

Join me and the neighbours in our pod **from**
for a 2.5 hour session where we will support each other to create a plan to prepare for future
floods and storms.

_____ has / have been trained by the SES to lead us
through this process and will come with all the necessary paperwork.

This session will create an opportunity for each of us to:

- have a flood and storm plan for our household
- build stronger connections with our neighbours
- share local knowledge and wisdom
- come up with more ideas for how to support each other during flood and storms.

Date >

Time >

Venue >

Refreshments >

BYO >

RSVP >



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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>Introduction 15 mins</p>	<ul style="list-style-type: none"> • Meet and greet activity <ul style="list-style-type: none"> ○ 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 • Offer an acknowledgment of country <ul style="list-style-type: none"> ○ "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" • Introduce the intention of this 'Get Prepared' session. <ul style="list-style-type: none"> ○ For everyone to be more prepared for future floods and storms ○ To walk away with a household 'flood and storm plan' ○ To share local knowledge and wisdom, ○ To develop further ideas for supporting each other in the face of future floods and storms. • 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. • Logistics <ul style="list-style-type: none"> ○ Toilet ○ Timing ○ Refreshments ○ Phones on silent ○ Ask for help for packing up ○ Other 		



<p>Action plan</p> <p>10 mins</p>	<ul style="list-style-type: none"> • Provide everyone with an 'Action plan' template which they can fill in as you go along, to create their own personalised 'Get Prepared' plan • 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. • 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"> 1. Know your flood risk – share local wisdom 2. Plan now for what you will do – develop an emergency plan 3. Prepare your home and business – Take 5 risk analysis + emergency kit 4. Be aware – know where to get your information from + communication 5. Look out for each other – connect with neighbours and support the more vulnerable 	<p>1 • Action Plan template.</p> <p>2 • Get ready flood safe factsheet</p>	
<p>1. Know your flood risk</p> <p>20 mins</p>	<ul style="list-style-type: none"> • As a group, brainstorm and document in the local flood impact doc: <ul style="list-style-type: none"> ○ How have we personally been impacted by floods and storms? So, what are the flood and storm risks in our pod/ neighbourhood? ○ Where are the points of impact? e.g. water covers the road, landslides occur etc. ○ What are the locally known triggers for escalating action in relation to storms and floods? e.g. when the causeway goes under ○ How do we communicate with each other about these triggers? ○ How could we? What do we need to do to be a part of the local comms? • 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. • 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. • Action Plan > Take time to write in your actions. 	<p>3 • Local flood impact doc</p>	

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



	<ul style="list-style-type: none"> • Brainstorm <ul style="list-style-type: none"> ○ 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. ○ 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. • "A tree has come down on your house" • "Phones and power are still operating" <ul style="list-style-type: none"> ○ Who could/ shouldn't you contact for help? • "What would you do if power and phone reception was out?" <ul style="list-style-type: none"> ○ Who could/ couldn't you contact for help? • "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"> ○ What do you need to consider in making the decision re trying to get to town? ○ How will you know that it is safe to leave home? • Action Plan > Take time to write in your actions. 		<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"> • Finally, let's look out for each other • Break into 3 groups. Each group takes either Before or During or After a storm/ flood. • For 5 mins discuss ways you can look out for each other <ul style="list-style-type: none"> • Before • During • After • Share back to the large group – 3 mins per group • How do we communicate that we need help? What's the system for checking in with others? • Action Plan > Take time to write in your actions. 	<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"> • Go back and finalise your personal action plan • Run through the 'Get Ready' checklist as a reference to check if they have 	<p>8 • Get ready checklist</p>	



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



5. Refreshments

The 'Get Prepared' session should take around two and a half hours. Whether you choose to add on time for socializing or limit the event to the two and a half hours is up to you. Either way, you might like to include refreshments. You may choose to provide them (even if just the makings for a cup of tea/ coffee) or ask people to BYO. You decide whether it's morning tea, lunch, afternoon tea or dinner and make suggestions to people of what to bring e.g. something cold/ hot to drink, something for the bbq or a plate of sweet nibbles to share or Depending on the meal you can also ask people to bring a mug/ cup, a plate to eat from, cutlery etc. It makes it less work for you.

6. Invitation

Creating an eye-catching invitation that includes all the above information is a good idea. Make sure you include an RSVP date and contact details.

You can letterbox drop the invitation and/ or send it out via email/ what's app/ FB messenger. It can be good to pace it out e.g. do a letter box drop 1 month before, then 2 weeks later send a reminder via email, then 1 week before, do a final call out via FB/ What's app.

See an attached **< 3. Invitation >** template which you might like to use.

7. Prepare for the session

Go through your **< 2. Pod Program >** and familiarise yourself with the content of the session.

Make sure you have enough copies of the required SES and RUKI support documents for the number of people attending. (see attached **< support docs list >**). If available from RUKI use manila folders to do up a kit for each person (otherwise ask people to BYO a manila folder) Ask your Neighbourhood Leader to access the support documents and folders for you.

Practice your delivery. As mentioned in step 1, you could run it through with a 'friendly face' and get some constructive feedback. Alternatively, just run through the program in your head or speak it out loud in front of the mirror.

8. Set up your space.

RUKI has a neighbourhood event kit that you can borrow from if needed. Things like: gazebos, urn, trestle tables etc Ask your Neighbourhood Leader to assist you with borrowing the items you need. See the attached **< Event Kit Register >**.

Make sure you have some help the day before/ on the day, setting up and packing down the session. You may need to consider setting up the following spaces: a tea/coffee station; a table for food; a resources table for the paperwork; a circle of chairs/ space for setting up the byo chairs. If you have a big enough table, you might want to set up around the table.

For the resources table, you might want to include: a **< sign in sheet >** (see a template attached); name tags (a roll of masking tape + a pair of scissors + a thick black permanent marker does the job); some copies of the **< survey >** for people who have not yet filled it in; some spare pens; 1 'Get



Prepared' kit for each participant (see the attached < **Kit Contents list** >); some copies of the < **feedback form** > (see attached)

9. On the day.

Give your self time to do a final run through of your notes.

Turn on the kettle/ urn and brief someone to 'run' the refreshments table.

Brief someone else to 'run' the resources table. This involves: giving out nametags and kits; asking people to sign on and complete the survey if not yet done.

At the end of the session, ask people to complete the < **feedback form** >. The paper form also has the link or QR code for people who want to do it on their phone. It is more efficient if people complete it on the day, rather than hoping they will remember to fill it out when they get home.

10. Reflect.

Take some time to reflect on how the day went.

- What went well?
- What didn't go so well?
- What did I learn?
- What did I achieve?

Celebrate your achievements in the best way you know how.

Complete the '**RUKI data sheet**' (see attached) and together with the completed paper feedback sheets, send them in to RUKI via your Neighbourhood Leader.



The Neighbourhoods Project

Get Prepared Hosting Kit / 1 • HOSTING YOUR GET PREPARED SESSION



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