

*Building Community & Strengthening Readiness
Among Neighbors*

“KN”
*Know Your
Neighborhood*



The concept development for this document was made possible through the Washington Military Department's Emergency Management Division-Public Education, and the work and dedication of LuAn Johnson Ph.D.

Purchased with funds provided by the US Department of Homeland Security.

OK

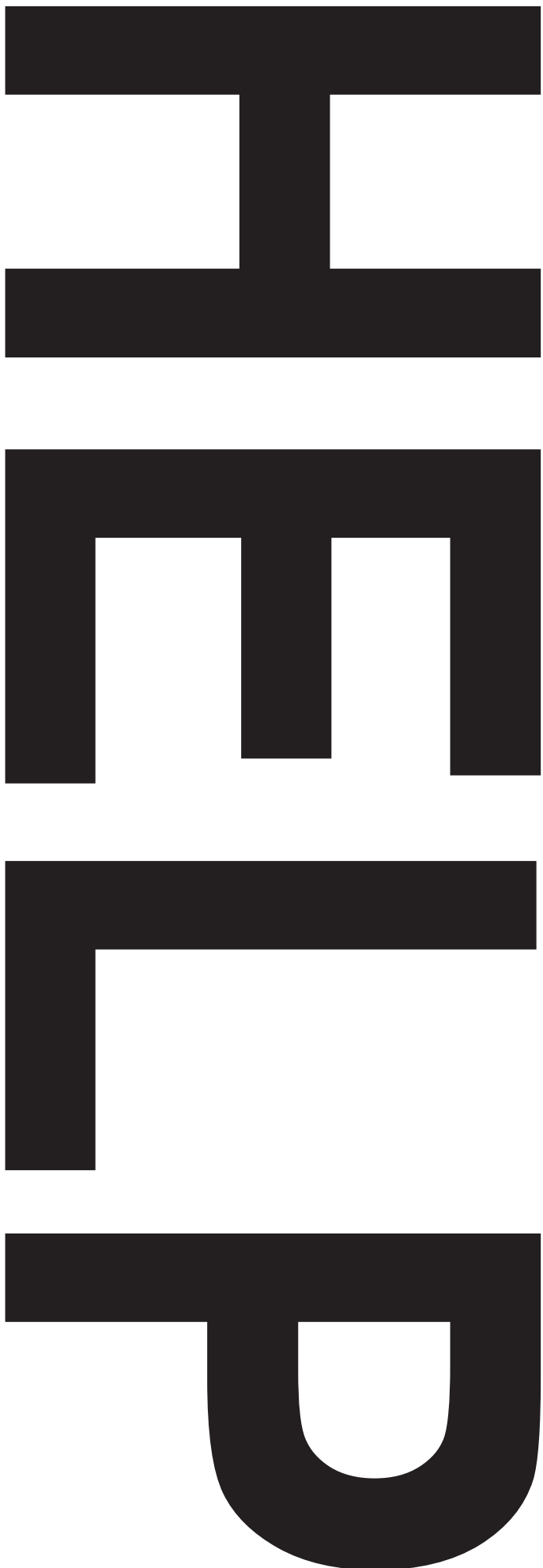
To learn more about disaster preparedness, CERT, crime prevention techniques, or community organizing for public safety in your area, please contact:

An introduction to Know Your Neighborhood (KYN)

In a disaster or crisis, your most immediate sources of help are the neighbors living around you. Safe and prepared neighborhoods are all about community.

In this workbook, you will:

- Learn the first 9 steps to take immediately following disaster to secure your home, and to protect your neighborhood.
It is hard to think clearly following disaster. These steps will help you quickly and safely do things that really help.
- Identify the skills and equipment each neighbor has that are helpful in an effective disaster response.
Knowing which neighbors have supplies and skills after a disaster helps your response be timely and effective.
- Create a neighborhood map showing the locations of each:
 - Natural gas meter and propane tank
About 67% of house fires following disasters are caused by leaking gas. Knowing where these meters are and shutting them off helps eliminate this threat.
 - Home of a neighbor who is elderly, has a disability, or where there may be a child home alone.
Checking on neighbors vulnerable to injury and trauma will help protect them from going into shock.
- Learn how to mobilize your neighbors to respond to crime problems
An educated and organized group can recognize crime more quickly, respond to it appropriately, and prevent its future occurrence.



BEFORE A DISASTER

Put two band-aids in this booklet and put the booklet under your bed, along with your sturdy shoes, hard hats or bike helmets, and leather gloves.

AFTER A DISASTER

Use the band-aids to hang this card on the front door or a window so it is visible from the street.

HELP/OK Card

Introduction to Know Your Neighborhood

In the event of a citywide emergency such as a severe winter storm, flood or major earthquake, households need to be prepared to be on their own for the first 72 hours.

In a large scale disaster, neighborhoods need to be prepared for self-sufficiency, too. Volunteers will naturally be the first on-the-scene emergency responders in their own neighborhood, especially when firefighters and police are overwhelmed with requests for help and could be slowed down by impassable streets and other damage.

Community Emergency Response Teams (CERT) are citizens trained by professional first responders to provide emergency disaster assistance within their own neighborhoods. CERT members receive basic training on how to save lives and property until the professionals can arrive. They have the skills to safely and effectively help their neighbors. CERT members are:

1. Better prepared for self-sufficiency for 72 hours following a disaster.
2. Able to provide emergency assistance to their family and immediate neighbors.
3. Able to work as an emergency response team to save lives and property in their neighborhood in the event of a major disaster.
4. Able to guide untrained volunteers who want to help others.

To join a CERT, program participants attend a total of 25 hours of hands-on training that includes the topics such as disaster medicine, light search and rescue, victim extrication, utility control, and fire suppression.

For more information about the CERT program in your area, contact the program on the bottom of the back cover of this document.

Or go to www.CitizenCorpsNW.org and click "CERT"

About Community Emergency Response Teams

Disasters are inevitable.....but survival is optional!

HOME 10	Adult name(s)	Children name(s)	Address	Phone(s)	Email	Pet(s) & kind(s)	Cars	Skills/equipment	Emergency contact	Any person with specific needs
HOME 11	Adult name(s)	Children name(s)	Address	Phone(s)	Email	Pet(s) & kind(s)	Cars	Skills/equipment	Emergency contact	Any person with specific needs
HOME 12	Adult name(s)	Children name(s)	Address	Phone(s)	Email	Pet(s) & kind(s)	Cars	Skills/equipment	Emergency contact	Any person with specific needs
HOME 13	Adult name(s)	Children name(s)	Address	Phone(s)	Email	Pet(s) & kind(s)	Cars	Skills/equipment	Emergency contact	Any person with specific needs
HOME 14	Adult name(s)	Children name(s)	Address	Phone(s)	Email	Pet(s) & kind(s)	Cars	Skills/equipment	Emergency contact	Any person with specific needs
HOME 15	Adult name(s)	Children name(s)	Address	Phone(s)	Email	Pet(s) & kind(s)	Cars	Skills/equipment	Emergency contact	Any person with specific needs
HOME 16	Adult name(s)	Children name(s)	Address	Phone(s)	Email	Pet(s) & kind(s)	Cars	Skills/equipment	Emergency contact	Any person with specific needs
HOME 17	Adult name(s)	Children name(s)	Address	Phone(s)	Email	Pet(s) & kind(s)	Cars	Skills/equipment	Emergency contact	Any person with specific needs
HOME 18	Adult name(s)	Children name(s)	Address	Phone(s)	Email	Pet(s) & kind(s)	Cars	Skills/equipment	Emergency contact	Any person with specific needs

Your Neighborhood Contact List (continued)

9 steps- immediately following disaster

AT HOME...

Step 1. **Take care of your loved ones and pets.** Do not call 9-1-1 unless necessary. Remember, 9-1-1 is an emergency-only number.

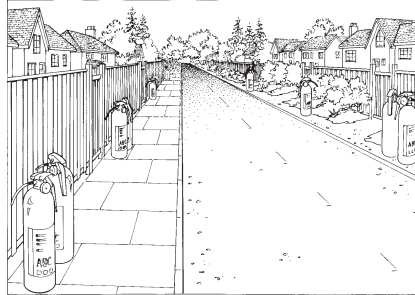
Step 2. **Dress for safety.** A bicycle helmet or hard hat protects from falling debris. Sturdy shoes protect from broken glass. Leather gloves protect from sharp objects.

Step 3. **Check the natural gas or propane at your home.** Shut off if necessary. This is one of the best ways to prevent fire.

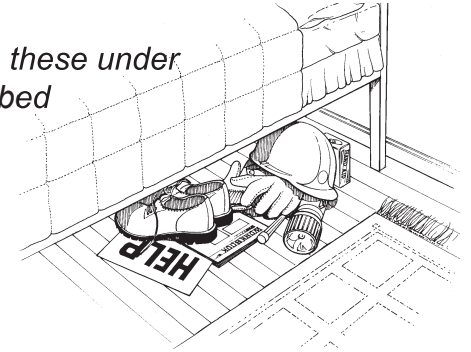
Step 4. **Shut off water at the house main** to trap water in your home and to keep pollutants out of possible drinking water, like that in your water heater.

Step 5. **Place the Help or OK sign** (see back page) on your front door or window. Posting the sign helps your neighbors locate those who need help first.

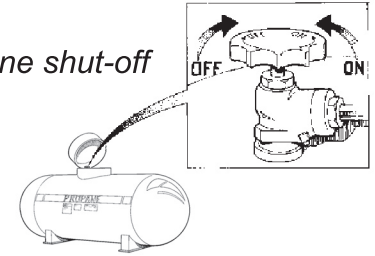
Step 6. **Put your fire extinguisher on the sidewalk** or where neighbors can see it. This way, if a neighbor has a small fire after a disaster, extinguishers are immediately available.



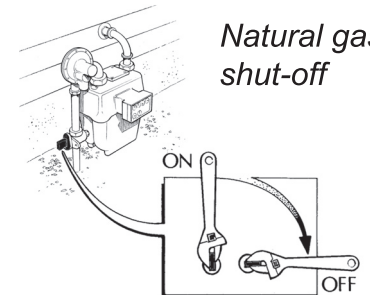
Keep these under your bed



Propane shut-off



Natural gas shut-off



Your Neighborhood Contact List

(may continue on next page)

HOME 1

Adult name(s)

Children name(s)

Address

Phone(s)

Email

Pet(s) & kind(s)

Cars

Skills/equipment

Emergency contact

Any person with specific needs

HOME 4

Adult name(s)

Children name(s)

Address

Phone(s)

Email

Pet(s) & kind(s)

Cars

Skills/equipment

Emergency contact

Any person with specific needs

HOME 7

Adult name(s)

Children name(s)

Address

Phone(s)

Email

Pet(s) & kind(s)

Cars

Skills/equipment

Emergency contact

Any person with specific needs

HOME 2

Adult name(s)

Children name(s)

Address

Phone(s)

Email

Pet(s) & kind(s)

Cars

Skills/equipment

Emergency contact

Any person with specific needs

HOME 5

Adult name(s)

Children name(s)

Address

Phone(s)

Email

Pet(s) & kind(s)

Cars

Skills/equipment

Emergency contact

Any person with specific needs

HOME 8

Adult name(s)

Children name(s)

Address

Phone(s)

Email

Pet(s) & kind(s)

Cars

Skills/equipment

Emergency contact

Any person with specific needs

HOME 3

Adult name(s)

Children name(s)

Address

Phone(s)

Email

Pet(s) & kind(s)

Cars

Skills/equipment

Emergency contact

Any person with specific needs

HOME 6

Adult name(s)

Children name(s)

Address

Phone(s)

Email

Pet(s) & kind(s)

Cars

Skills/equipment

Emergency contact

Any person with specific needs

HOME 9

Adult name(s)

Children name(s)

Address

Phone(s)

Email

Pet(s) & kind(s)

Cars

Skills/equipment

Emergency contact

Any person with specific needs

Neighborhood map & contact list

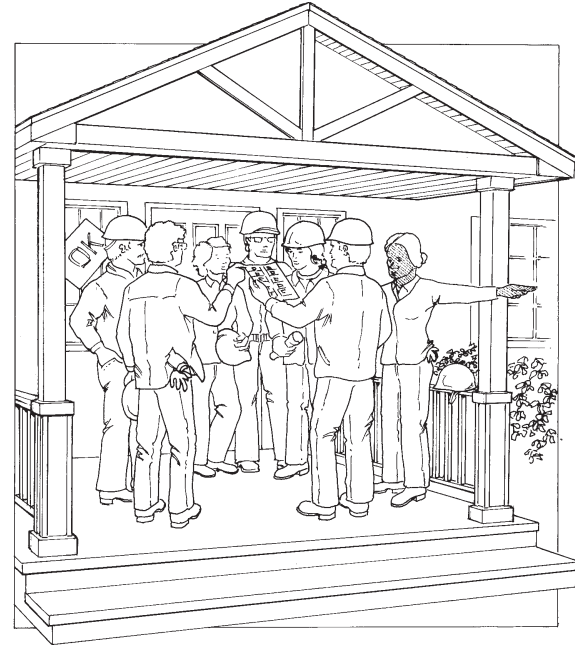
Neighborhood Gathering Site and Care Center

Neighborhood Gathering Site:

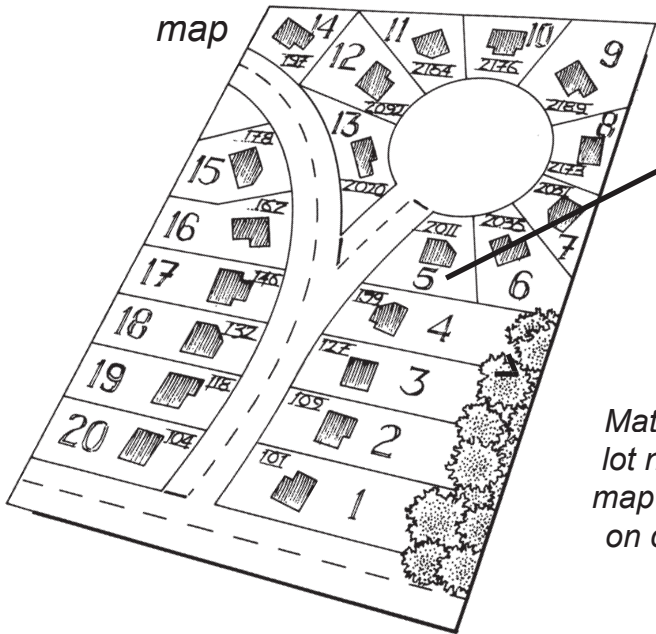
Come to the Neighborhood Gathering Site after you have completed Steps 1-6 of "9 steps immediately following a disaster." Coming here will help you organize an effective neighborhood response, and reduce confusion.

The Neighborhood Gathering Site is at someone's home, though not inside because it is important that it is easily seen. The visibility will help remind everyone where they should gather. A large front porch, a covered carport, or an open garage will protect you from rain or snow.

Write your Neighborhood Gathering Site here (please also write this location in the box on the previous page):



Sample street map

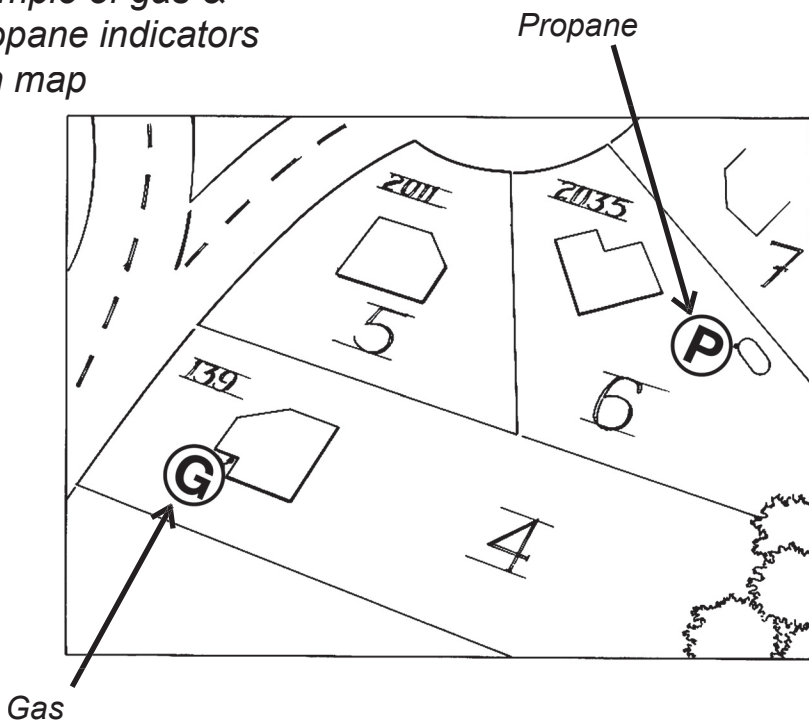


Sample contact list

<p>HOME 5 Adult name(s) Shelly, Marcus Children name(s) Curtis, Olivia Address 101 NE Chesnut Phone(s) 503-555-4321 Email shellymarcus@a Pet(s) & kind(s) James- Cars green Taur Skills/equipment CPR- Emergency contact Tim Any person with spe Marcus</p>	<p>HOME 8 Adult name(s) Children name(s) Address</p>
<p>HOME 6 Adult name(s) Children name(s) Address Phone(s) Email Pet(s) & kind(s)</p>	<p>Adult name(s) Children name(s) Address</p>

Match building lot numbers on map to numbers on contact list.

Sample of gas & propane indicators on map



Sample apartment map

1234 Maple St.- 1st floor		
#1 Chaplynski Apt. 1A		#2 Keiden Apt. 1B
#3 Young Apt. 1C		#4 Lee Apt. 1D
#5 Chomchoy Apt. 1E		#6 Andrews Apt. 1F
#7 Montoya Apt. 1G		#8 McAndrews Apt. 1H
Manager:		
Phone:		
Meter locations:		

Guidelines for neighborhood mapping & organizing

Guidelines for neighborhood mapping & organizing

These guidelines will help you fill out KYN with information that would be important in a crisis.

FIRST: Join with your neighbors

Invite your neighbors to a meeting at your house or a nearby neighborhood gathering place. Give them copies of "Know Your Neighborhood" (KYN) and explain that you would like to get everyone organized to respond to a natural or man-made disaster or a crime problem. If you need advice on planning this meeting and getting good attendance and participation, contact the program listed on the back cover of this document. You may also be able to get a facilitator for the gathering.

SECOND: Get organized, share information, and fill out KYN

At the meeting, once everyone has agreed to share their information, gather the data necessary to fill out the map, the contact list, and the neighborhood skills and equipment inventory form in this booklet.

The map

Sketch the basic layout of your street. Another option is to print out a Google Earth map of your street and paste it over the map grid. If you live in an apartment, sketch a map of your floor.

- Add house or apartment numbers (addresses) to your sketch, any major landmarks, such as a water tower or park, and street names.

- Then, number the lots (or apartments) in order, as shown on the sample street map below.
- Include on the map the exact locations of gas meters and propane tanks. (You might include some time after the meeting for the group to walk around together to see the exact locations of this equipment.)

The contact list

Begin filling out the contact list, taking care to match the numbers on the map with the numbers on the contact list (see sample).
• In the tinted box on the contact list, write names of those who may need extra help during disasters (such as neighbors who are elderly, those with disabilities, and children who may be home alone at certain hours of the day).

The neighborhood skills & equipment inventory

Find out who has the skills and equipment listed on this form, all of which can be very valuable in times of crisis. Fill out the inventory form, and be sure to enter information about those special skills and equipment to the contact list as well.

THIRD: Maintain your group and expand your knowledge

Make sure everyone has the current set of information filled out in their KYN booklet.

Update the information any time someone moves or once per year, whichever comes first. Many groups like to have an annual potluck party/info update meeting, or to have periodic meetings and bring in guest speakers on disaster prep and crime issues to further everyone's knowledge on the topics.

Once you have filled out KYN, you are 75% of the way to having a Neighborhood Watch. Contact the Crime Prevention program in your area for information about the final steps.

Neighborhood Care Center:

A Neighborhood Care Center is inside someone's home. It is a place where children, those who are elderly, and those with disabilities can be brought so they are not alone and where they can be given care.

Write your Neighborhood Care Center here:

Identify your nearest:

- Fire station
- Police station
- Hospital
- Medical clinic
- School
- Church
- Park
- Community Center
- Grocery store
- Veterinarian
- Neighborhood coalition office

Neighborhood gathering site & care center

Neighborhood skills and equipment inventory

Who *knows* what? Who *has* what? Who *can do* what?

Write the names of neighbors with these skills/knowledge and equipment/supplies:

SKILLS / KNOWLEDGE

First Aid Skills



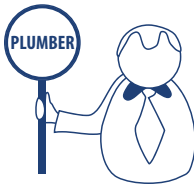
Child Care Skills

Elder Care Skills

Helping people with physical disabilities

Helping people with developmental or psychological disabilities

Search and Rescue Skills



EQUIPMENT / SUPPLIES

First Aid Supplies

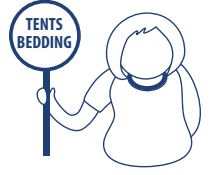
Tents / Spare Bedding

Chain Saw

Generator

Fire Extinguisher

Camp Stove



Where to find assistance with crime prevention

Many local jurisdictions provide crime prevention assistance and education to residents and businesses. These services may be provided by civilian employees or law enforcement officers, who are usually called “crime prevention specialists.” These specialists may be located by calling your local law enforcement agency or your city or county information and referral line.

In addition, there is great deal of information on the internet about crime and crime prevention techniques. Here are just a few sites:

City of Portland Crime Prevention Program	www.portlandonline.com/oni/cp
National Crime Prevention Council	www.ncpc.org
Crime Prevention Association of Oregon	www.cpao.org
National Center for Victims of Crime	www.ncvc.org
Federal Trade Commission on identity theft	www.ftc.gov/idtheft
Consumer protection information for Oregon.....	www.doj.state.or.us/finfraud
Rutgers University (CPTED info)	crimeprevention.rutgers.edu
Domestic violence information	www.co.multnomah.or.us/dchs/dv/
Oregon sex offender information	sexoffenders.oregon.gov
Custody status of offenders	www.vinelink.com

When police action occurs in your neighborhood

There may be times when you look out the window and realize that there is police activity in your neighborhood. How you respond to this situation will depend on what you see. You may see one or more police cars, or “police line” tape, or even a SWAT team and their equipment. It is natural to be curious or anxious when you see this activity, but it is important to let the police do their jobs without interference. Do not approach the scene until it is clearly over, so that you do not inadvertently endanger yourself or someone else.

If you see more than one police car, it does not necessarily mean a major event is occurring. Even on routine calls, police officers often like to back each other up.

If you see a SWAT team and their equipment, it is fair to assume something significant is going on. These teams are usually brought out for higher risk situations such as hostage taking, or a suspect barricaded in a building. Bring your pets and family inside. Use your phone tree to notify neighbors and share any information the police may have given you. If you see the suspect, call 9-1-1 and tell them the specifics. You may be asked to evacuate. If you are prepared, you will already have a daypack or small bag packed with extra medications, reading glasses, toiletries, clothing, snacks, water and money to tide you over. Include your list of emergency contacts so you can let others know you’re ok and where you are going. Make sure you leave fresh water and food for your pets, or be prepared to take them with you. Once the police deem the situation safe, you may return home.

If you are wondering what happened, contact your law enforcement agency later on and ask them about the situation. They may not be able to tell you much if there is an ongoing investigation, but should be able to tell you if it is something that might affect you and the other neighbors. If there is a crime prevention specialist in your area, they may be able to assist you with the situation as well.

Assistance with crime prevention

C.P.T.E.D. Check List

Protecting your property starts with seeing it through the eyes of an offender. Are doors or other entry points hidden from view? Is there enough privacy to break in without being seen? Once you begin to notice the vulnerabilities, you can take steps to fix them and reduce your property's attractiveness to intruders. This usually does not cost very much money.

Please remember that the safety of your neighborhood is only as strong as the weakest link. Reach out to elderly or vulnerable neighbors and offer to help them with necessary improvements.

- Yes No Is your address lighted and clearly visible from the street at night?
- Yes No Are outdoor lights placed to illuminate the walls and entrance points of your house and not blind passersby?
- Yes No Do you leave your porch lights on at night?
- Yes No Are shrubs pruned away from doors and windows, and up from the ground, to allow natural surveillance and prevent hiding places?
- Yes No Are trees limbed up and hedges trimmed down to keep sight lines clear into and out of your property? Do you have "Good Neighbor" fences that allow others to keep an eye on your property?
- Yes No Are all doors and windows equipped with an additional lock? Are door frames reinforced with high security strike plates and 3 inch screws?
- Yes No Have you changed the locks since you moved in?
- Yes No If there are no windows near your doors, are the doors equipped with wide angle (180 degree) viewers?
- Yes No Are your ladders secured so they can't be used to gain access to upper story windows?
- Yes No Have you made sure your drain pipes, trellises, garage roofs, trees or fences cannot be used to gain entrance to upper story windows?

For more information about residential security, contact your local crime prevention office or law enforcement agency.

Crisis Counseling Skills

Walkie-Talkie

Plumber Skills

NOAA Weather Radio

Carpenter Skills

Ladder



Electrician Skills

Crow Bar

Fire Fighting Skills

Strong Rope

Organizational Skills

Language Skills

Amateur Radio Skills

Neighborhood skills & equipment inventory

Neighborhood Organizing and Crime

When neighbors take the responsibility to build and maintain livable and united neighborhoods, those neighborhoods are less vulnerable to crime. Neighborhood organizing brings together multiple neighbors and increases the effectiveness of their efforts significantly. This organizing might be short-term, such as a neighborhood meeting to discuss a common problem and identify solutions, or long term, such as a Neighborhood Watch.

Organizing a Neighborhood Watch provides an avenue for neighbors to get to know one another and work together to address issues in their community. The primary focus of this organizing effort is to reduce crime, the fear of crime, and to collectively address livability as it connects to criminal activity. People are trained to watch and report suspicious activity to law enforcement and share that information with each other. Watches work whether they are located in an urban environment, a small town or out in the country. The common thread is the participants' willingness to work with each other, law enforcement and other partners to tackle crime. This attitude, when paired with action, sends a clear message to prospective criminals, "If I don't call the police, my neighbor will."

Being organized as a Watch group also serves as an effective structure to mobilize, in the event of a calamity or natural disaster. The immediate neighbors will have already mapped their neighborhood, shared their phone numbers and e-mail addresses and devised a contact plan, whether it's a phone tree, e-mail distribution list or walking the neighborhood to tell each other things directly.

Call or visit your local crime prevention office or law enforcement agency to learn how to get your Neighborhood Watch started.

Crime Prevention through Environmental Design (C.P.T.E.D.)

For thousands of years, human beings have practiced a concept their 20th Century descendants later coined as Crime Prevention Through Environmental Design (or C.P.T.E.D., pronounced "SEP-ted") to exercise control over their safety. In the early days, it entailed placing fire at the front of a cave they located part way up a sheer cliff where they could pull the ladder up at night. More recently, it may have been a draw bridge which could be raised to prevent raiders from crossing over a deep moat and gaining entry to a castle.

Present day C.P.T.E.D. practices incorporate aspects of safe design and retrofitting of our homes, businesses, schools and communities. "Defensible space" is a design concept which puts control, both actual and perceived, in the control of the people who are supposed to be using the area, and exposes those who are up to no good. There are three primary principles of defensible space: natural surveillance, territoriality, and access control.



#1

Natural Surveillance

This allows intruders and offenders to be easily seen by people using the property and people passing by the property. Another way to explain this is "visual control." Carefully designed buildings, appropriately placed lighting and well chosen (and maintained) landscaping encourages natural surveillance.

#2

Territoriality

This strategy is used to create the perception that someone is in control of the area. Another way to explain it is a "sense of turf." This can be done by distinguishing private space from semi-private and public through the use of signs, landscaping, pavement designs or fencing.

#3

Access Control

Access control safeguards by denying access to or escape from a location, and increasing the perception of risk to the offender. This involves placing barriers between the area to be protected and the outside world. One-way turnstiles at hotly contested basketball games or gating off all but one entrance which passes by the front windows of the elementary school office during school hours would be examples of access control. Others include strong door frames and good locks on doors and windows.

Additionally, there are other applications of C.P.T.E.D. which can strengthen the control, real or perceived, of the space:

Maintenance. A carefully designed building will continue to be defensible as long as the property is well-maintained. Burned out light bulbs need to be replaced. Overgrown shrubbery should be pruned. Broken or defective parts will send a message that no one is in control of the area and it becomes a "No-Man's Land" where anything goes. It is much easier to reinforce the rules of appropriate behavior if your property looks cared-for.

Activity Support is another strategy to create safety where it is lacking. If a space is unsafe, the best way to address that is to introduce a safe activity. If a vacant lot is gathering litter and misbehaving visitors, turn it into a community garden. People will have a vested interest in spending time in the space and anyone who comes near the space to commit a crime will be in eyesight.

Lighting can make or break the safety of and control over an area. Lighting should be installed with three thoughts in mind. The first is color. Lighting should show the true color of the objects in its range. If the light is too yellow, reds become muddy browns and witness descriptions will send police out looking for the wrong colored car. The second is direction. Lighting needs to be directed toward the area to be protected. If it shines out into the darkness, it creates a glare that someone can hide behind. Down-lighting or up-lighting casts shadows that wash across buildings' walls, displaying the intruders' hiding places. Another aspect is brightness. Lighting should be used that allows one's eyes to make the change easily from darkness to the area lighted and back to darkness again. If the light is too bright, the viewer's eyes cannot adjust, and it makes the area less visible.

Preventing crime in your neighborhood