



CORONA DEL MAR NEIGHBORHOOD READINESS TEAM

Neighborhood Planning Outline – HOA Communities

- Formalize a Preparedness Committee through your Board of Directors along with their commitment to promote and fund this initiative over a timeframe appropriate for your community
- Develop an Emergency Response Plan following models already established by other HOA's throughout CdM and NB, including but not limited to:
 - Identify the most likely disaster/emergency scenarios that put your neighborhood at risk
 - Create Incident Command Organizational Structure
 - Designate meeting areas for Highlands and Shores
 - Develop, Acquire & Maintain Community Supplies
 - Command Center
 - Medical Triage
 - Sanitation
 - Etc.
 - Develop a resident-skills inventory which would identify professionals with expertise that would be helpful in managing disasters/emergencies (eg: professionals in the fields of medicine, law, project management, procurement and logistics, licensed radio operators, etc.)
 - Develop a Communications Plan (within your neighborhood and with the City)
 - Create drills and exercises conducted on a regular basis (eg: NB HOA Drill ea September)
- Utilize neighborhood social events to maximize one-on-one “awareness” of preparedness practices for individuals, families, special needs’ individuals and companion animals, including your Annual Meeting (“Expo” concept rather than guest speakers)
- Provide one-on-one assistance or small “block receptions” to address preparedness on a more personal level, using your neighborhood CERT graduates as a resource
- Create website postings and/or neighborhood newsletter articles which address Emergency & Disaster Preparedness, including:
 - Free NB CERT & Radio Communications Training
 - City and CdM Preparedness Events
 - NBFD Press Releases which highlight Preparedness Information and Tips
 - Contests to “incentivize” greater participation in either formal training or self-preparation (go-kits for each family member, in-home supply stores, etc.)
- Develop a document (or use our CdM CERT Neighborhood Flyer) for your management company's Escrow Department to distribute to all new owners about your Emergency & Disaster Preparedness Program