

# How to Host a Disaster Relief Preparedness Workshop



**STEP BY STEP GUIDE TO HELP YOUR  
NEIGHBORHOOD BE PREPARED**

# Every Disaster Needs the Same Relief



- Whether your area suffers from Earthquakes, Floods, Hurricanes, Tornadoes, Blizzards, Volcano, or Acts of Terrorism, the devastation is the same.
- Our needs as humans remain the same throughout.
  - Food, Clean Water, Shelter, Basic First Aid, Clothing for Warmth and Protection from the Sun, and a Little Comfort.
- Our needs as individuals are as different as we are.
  - Medications, Prescriptions, Our Children's Needs, Our Pet's Needs, and a Little Comfort.

# Getting Started



- First you must find a location
  - Large enough for the size of the group you expect with enough space to move around once everyone starts putting their kits together.
  - Community Centers (Boys and Girls Club, JCC, Neighborhood Rec Centers, ect.) VFWs, Lodges, Lofts, High School Gyms – the list of possibilities is endless.
    - ✦ Most will give you the location for free as long as the workshop is open to and benefits their community as well.
    - ✦ Let them know the workshop itself is FREE, but there is a \$25 materials cost that you do not need to pay to just attend. This covers the Disaster Relief Starter Kit.

# Picking a Date



- Work with your new Location Partner to pick a date that works for both of you.
  - Make sure you have at least a month to promote your workshop. Two months is better.
    - ✦ You need time to have people sign up and pay the \$25. Then you need the time to buy the necessary materials for those who have RSVP'd and Paid.
    - ✦ You also need time to invite any local city officials to speak. They need ample time to fit this workshop into their busy schedules. (more on this later)
  - Check local community calendars to make sure you are not going up against some major event/festival that would prevent your community from attending.

# Picking a Title



- **Something catchy that draws interest.**
  - You might pick a title before looking for a location.
  - Some titles used in the past are “How to Survive the Apocalypse” and “Oh Shit! What Now? A Workshop in Disaster Preparedness”
    - ✦ You are welcome to use these or come up with one of your own.
    - ✦ You can make it specific for the type of disaster in your area or keep it vague to cover whatever might come your way.
    - ✦ Don’t make it too vague. Let people know why they need to come.

# The Invitation



- You have your Who, What, Where, When ready to go. Lets invite your greater community and location community to the workshop. Below is the invitation used in Los Angeles. You are welcome to use any part of it you like and fill in your own information.

## **Oh Shit! What Now?**

**A Workshop in Earthquake Preparedness.**

**April 4th Noon till 4pm**

**At Abundant Sugar: 618A Moulton Ave, LA 90031 (Brewery Complex)**

It is not a matter of "if" but "when," so lets be ready. We all know to have an Earthquake kit but how many of us do, and how many people know what is in the one they currently have. Together we will build our "Oh Shit" kits learning why each item is important and what their uses are.

**Carmen Mauk**, director of Burners Without Borders ([www.burnerswithoutborders.org](http://www.burnerswithoutborders.org)) will be on hand to speak about disaster relief and how a community can make a BIG difference from the inside out. Planning for what to do ahead of time and where to go to help, and for help. We can put our network in place before it happens and implement it when it happens.

**Eric Madigan** of Safety Center of America will be speaking about emergency food-nutrition, emergency showers and sinks, and few topics about auto-preparedness. [www.safetycenterofamerica.com](http://www.safetycenterofamerica.com)

There will be special guests from **City of LA Fire Department** to speak about the Community Emergency Response Team (CERT) and what they actually do during and after a major earthquake and how you can play a part.

There will be special guests from **City of LA Emergency Management Department** and/or **Building and Safety** to speak about what to actually do during and after a major earthquake. Real answers to every one of your questions.

This workshop is FREE to attend. However there is a **\$25 materials fee** to cover everything in the kit. I will purchase each item in bulk to save funds and your time. You are welcome to attend and not pay the \$25 materials fee, but please still RSVP so we know how many people are coming. Please RSVP to [camps@la-burningman.org](mailto:camps@la-burningman.org) for confirmation and payment information. I need to know how many people to plan for so you must RSVP by **April 1st** (no foolin'). Please bring a backpack, small suitcase, or other pack to put everything into.

If anything, we as Burners know how to survive. Radical Self-Reliance!

Thanks  
Athena and the LA Regional Network.

# RSVP



- The RSVPs are pouring in. Everyone wants to know how to pay for their kits.
  - In LA, we set up a paypal account and sent invoices to everyone who RSVPd. Those who did not want to use paypal, sent in checks, and a few others paid cash on site.
  - Its good to have the money upfront to buy the materials, so no one is out the cash.
  - Start building a spreadsheet of everyone who RSVPd, if they want a kit, and whether they paid.
  - Also build an email address book of everyone who RSVPd so you can easily send everyone additional information as it comes in.

| Name       | Email          | Just attend | Kit paid | comments        |
|------------|----------------|-------------|----------|-----------------|
| Jane Doe   | jane@gmail.com | Yes         |          | Help set up     |
| Adam Green | AG@aol.com     |             | Paid     | Sent check      |
| John Smith | SJ@hotmail.com |             | \$25 owe | Invoiced paypal |

# What to Get



- The next 3 slides is the next email sent out to those who RSVPd with the list of items we were purchasing and those they need to attain themselves before the workshop. You are welcome to use this email exactly as it is. AND you can pick and choose the items you are purchasing on the list for them.

Thank you for your RSVP to "Oh Shit, What Now?" We have had a great response and I see the need is there. I hope you will take what you learn on April 4th to your neighborhoods and lead these workshops there as well.

I'm looking forward to this event and getting more prepared for the days to come. If anyone can be ready, it should be us. Below is a list of stuff to go in the kit. The items that are **highlighted** are the ones I am purchasing in bulk for the best price and you dont need to bring them. Everything else try to acquire before April 4th.

This should be stuff that is not used for anything else. Once it is in your kit, it should be considered out of service till the Great Rumbling.

## THE LIST:

This is your prep list for the "Oh Shit. What Now?" class. Remember, our goal for this class is to get you to First Base---a grab and go kit that will take care of **YOU** for the first 72 hours. This is a one person kit and each person in the household should have one. So, don't be surprised if it's not the end all be all; it's not supposed to be. But it will be a strong foundation. Building it is also going to be a practical exercise in sharing what you have that's of value to others in a time of need.

# RSVP email part 2



- HOW TO USE THIS DOCUMENT:

Go through item by item, and check off if you have something for yourself, and then if you have some you are willing to share, and how many. Then, email it back. If you want to help me sort through all of these, please feel free—it's gonna be complicated with this many people involved. Fun, but complicated.

For example:

Energy bars 4, 2

That way we'll know (a) you're set on that item and (b) have a couple to share. Good.

Note—a lot of the things in your kit will be unique to you, and can only come from you, so no need to bring undies to share. Thanks all the same.

## SHELTER, TOOLS, SUPPLIES (**remember bold items are being supplied (\$25)**)

Backpack (lg. school size )

**Space Blanket**

**Tarp**

**20' String or Rope**

Ski Hat

**Flashlight—preferably wind up, or an LED one**

Matches (everyone has a few extra books of matches)

Lighter

Metal pan to boil water/cook in

Plastic plate

**Coffee mug**

**Metal Bowl**

**Spoon/fork**

**Pocket knife/Multitool**

Battery-operated or wind up radio

**can opener**

**zip ties**

**duct tape**

**deck of cards**

## FOOD:

We're aiming for 2,000 calories per person, per day, and it has to be in a form that will keep for a long time. Familiar foods are important, so use this as a rule of thumb, not something set in stone. This will be the area we likely spend the most time sorting through on, so just do your best with what you have on hand. Plus everyone likes something different.

Cans of tuna

Canned fruit

**Cans of soup** or cup of soup-

Dehydrated meals (MRE)

**Macaroni and Cheese**

**Energy Bars**

Energy Gels

**Packets of Instant Coffee (6)**

**Emergen-c (or other similar vitamin drink)**

Chewing gum

**Packets of salt and pepper**

**Cans of Sterno**

**Three feet aluminum foil**

2 liter bottle of water

# RSVP email part 3



## COMMUNICATION:

FRS radio, with batteries. You'd be surprised how many have them—and how handy they'll be when your iPhone doesn't work.

Whistle

**Sharpies.** (Bring lots if you have them)

Pen and paper ( notes, for class)

## FIRST AID/SANITATION

Here are general basics to get you started. If you have a bunch of something, please let us know. For example, if you have a bottle of 500 antacid tablets (a) you need to cut out the fried food and (b) you likely can share a few. We'll split up loose items into **ziplock baggies.**

### **Band Aids-all sizes.**

Adhesive Tape, a couple feet

Gauze Pads

Triangular Bandage, Non-Sterile

**Antacid, Calcium Carbonate**-put 5 in ziplocs

**Ibuprofen (200 mg), Pkg./2**

**Acetaminophen (500 mg), Pkg./2**

Antihistamine (Diphenhydramine 25 mg)

**Aspirin (325 mg), Pkg./2**

Cold Medicine Pkg./2

After Bite® Sting and Itch Relief Wipe

### **Anti-diarrhea medication**

Laxative

Iodine

Germicidal hand wipes or waterless alcohol-based hand sanitizer.

Hydrocortizone Ointment

CPR Barrier, Shield

### **Surgical Gloves**

Magnifier

Tweezer

### **Safety Pins, #2**

Thermometer

**1 tube of superglue**

copy of your current prescription for any medications you are taking  
copy of your insurance information/card  
copy of your ID

## Sanitation:

Toilet paper roll

toothbrush/toothpaste

**Plastic garbage bags, ties (for personal sanitation uses)**

Trowel

Household chlorine bleach

Soap, Shampoo (you know all those samples you keep picking up and bringing home from hotels? Now is the time to clear out your stash).

Bandana

## Clothing and Bedding

(Bring at least one complete change of clothing per person, stuff you won't need day to day and extra socks and underwear)

Great you made it to the bottom and now you have a shopping list and a gathering at home list to work off of. I look forward to seeing everyone at the workshop.

Athena and everyone else with the LA Regional Network.

# Lets Go Shopping



- Below is a list of what we purchased in Los Angeles and where we got everything. Obviously what you get and where you get it is up to you. Just make sure you get about \$25 worth of stuff and that it creates a good rounded starter kit.

Multi Tool - ebay (all ebay items search for LOT, the multi tools are mainly TSA confiscations. You should be able to get all ebay items for a \$1 or less each including postage)

5x7 tarp – ebay

deck of cards – ebay

h2o purification - ebay

safety pins -ebay (10 each)

super glue -ebay

LED flash lights -ebay

survival blanket -ebay

red duct tape – home depot (10' each)

zipties - home depot (20 each)

Twine or rope - home depot (20' each)

sterno -smart & final

salt / pepper packets – smart & final (10 each)

foil - smart & final (3' each)

matches - smart & final

Mac & Cheese - smart & final

coffee singles - smart & final (3 each)

soup x3 types - smart & final (3 each)

ziplocks – smart & final (for all the loose stuff)

energy bars - smart & final (3 each)

gum (low sugar to clean teeth) - smart & final

bandaids - smart & final

toothbrush - dollar store (pack of 12 for \$1)

sharpie - office depot (to write your name on stuff including you)

Single packet tylenol - office depot (2 each)

Single packet Motrin - office depot (2 each)

rubber gloves – smart & final (3 pair each)

trash bags - smart & final (3 each)

silverware - dollar store

Metal bowl – dollar store

Metal Mug - dollar store

Emergen-C – smart & final (3 each)

garden shovel – dollar store (to bury your poo)

# Additional Info to Send



- As you get confirmations on speakers you can email the RSVPd about the additions as well as resend your invitation.
- We also sent the following info to those who RSVPd
  - Go to the following website and print out a few of the forms that apply to your life and FILL THEM OUT before coming. These will go in your kit as well and contain very important information about yourself and your family that you will need in an emergency situation.  
<http://www.stargazer.com/safetykits.php>  
These forms are pdf's that you can download for free. Click on the grouping that fits your life and print away.
  - ALSO
    - copy of your current prescription for any medications you are taking
    - copy of your insurance information/card
    - copy of your ID

# Contacting the City



- Offices you should contact
  - Building and Safety – ask to speak to an Inspector for Emergency Services.
  - Fire Department – ask to speak to a Captain in charge of the CERT program. This is a National program that trains citizens how to help their local fire departments after a disaster.  
<http://www.citizencorps.gov/cert/>  
<http://www.cert-la.com/index.shtml>
  - Department of Emergency Services – most major cities have one of these.
  - A disaster relief organizations such as Safety Center of America [www.safetycenterofamerica.com](http://www.safetycenterofamerica.com) and/or Burners Without Borders [www.burnerswithoutborders.org](http://www.burnerswithoutborders.org)
  - Everything is Google Searchable

# What to Say?



- When calling the city, let them know this is a **FREE** workshop and open to the public.
  - Ask them to share important information on what to do after a major disaster.
    - ✦ How we can help?
    - ✦ How we can stay out of the way?
    - ✦ With Building and Safety, you want to know about Gas Shut Off Valves, Water Drinkability, and Building Safety.
  - If you plan your workshop on a weekend it may be difficult to get city officials to come since it will mean overtime, but not impossible. The more people they can talk to at one time, the more beneficial they feel it will be for them.

# That Day Has Come



- Not the Disaster – the Workshop
- Print out the Spreadsheet with the RSVPs so you can check people in.
- Show up at least an hour or two early to spread out all the materials you purchased.
  - A few long tables should do it
  - And signs saying what everything is and how many of each item each person gets
- Place signs outside the location to help people find where to go.
- Plan on giving at least 30 minutes for people to show up before starting.
- Let your speakers talk first and do the kits at the end.

# Now you are READY



- Its over and you have helped so many people be ready for the worst. Not only that but this community of people is ready to help others around them help themselves.
- **ALWAYS INVITE YOUR ATTENDEES TO HOST THIS WORKSHOP IN THEIR NEIGHBORHOODS.**
- And be willing to guide them in the hosting process.