

City of Bellevue

Disaster Resilience Network

FACILITATOR'S GUIDE



Purpose

This facilitator guide is designed to help you lead a Disaster Resilience Network (DRN) workshop within your own community. This guide will provide instruction for both meeting days, as well as the accompanying presentation slide deck, and worksheets. If you have any questions on the materials or wish to take part in a facilitator training, please reach out to Bellevue's Office of Emergency Management at oem@bellevuewa.gov.

The DRN Workshop is intended to be delivered over two workshops with each one being an hour and a half long. For the greatest impact, we recommended your community complete both sessions of the workshop. However, completing any portion will help promote preparedness and resilience within your community, so do what is feasible for your situation.

As you move through the guide, you'll find some content is intended to be **read aloud**, while other parts are designed to guide your facilitation. Accompanying slides and worksheets help reinforce key concepts visually and interactively.

- **"Read Aloud" sections** (in bold text) should be spoken directly to participants to introduce topics and guide discussions.
- **"Facilitator Instructions"** (in standard text) are for your reference and provide cues for pacing, prompting discussion, and managing activities.
- Where applicable, **suggested time allotments** are included next to section headers to help you stay on schedule and ensure balanced delivery.



Day One: Building a Network

Introduction

► Facilitator Instructions

Begin the companion PowerPoint. Each section in the facilitator guide has a corresponding slide. This is an optional component and simply enhances the workshop experience but is not necessary.

Materials

- Companion PowerPoint Presentation (optional)
- Notepad
- Day One Worksheet
- Pen/Pencil

Read Aloud

Welcome to the Disaster Resilience Network workshop.

Through the workshop you will build disaster preparedness skills and turn an individual's skills or knowledge into a community resource. By completing this workshop our community may be more prepared to care for one another in the event of a disaster and recover more efficiently.

► Facilitator Instructions

Move to the Agenda slide in the companion PowerPoint.

Read Aloud

The Disaster Resilience Network workshop is intended to be delivered over two sessions with each workshop being an hour and a half long. During today's session we will build the foundation of our Disaster Resilience Network. We will start by learning about local hazards and basic emergency preparedness concepts. Then, through a series of small group activities, we will begin building the personal and community connections that are central to our resilience network.

Emergency Preparedness Overview (10 minutes)

► Facilitator Instructions

In the companion PowerPoint Presentation, you can begin going over the Emergency Preparedness Overview section. A script has been provided in the speaker notes on PowerPoint to help guide your delivery. If you are not showing the PowerPoint, you may skip this step.

Following the Emergency Preparedness Overview, the presentation will transition into a visual guide for the rest of the session. You can continue moving through the slides as you progress through the workshop steps.



Establishing Your Community (10 minutes)

► Facilitator Instructions

Begin a discussion with participants on how to define the community. Have participants record the results in their worksheets.

Read Aloud

We're now ready to begin building our Disaster Resilience Network. To build a preparedness network it is important to first establish community boundaries. Defining your community boundaries can help identify who and what are within your purview and identify what should be accounted for in the network we are building.

Things to consider when establishing our community are: How do you define your community?

- Key characteristics
- Geographical boundaries
- What buildings are included?

Establishing Your Roles and Groups (10 minutes)

► Facilitator Instructions

Ideally each group will assign a Community Coordinator to facilitate future preparedness effort within the community.

Read Aloud

It is now time to assign a few roles within our community to streamline current and future emergency preparedness efforts. The first role we must decide upon is the Community Coordinator. This person will be responsible for organizing future community preparedness efforts, encouraging community engagement, and serving as a main point of contact during an emergency. This is a volunteer position and is not required if no one feels comfortable taking on the role at this time.

Lets take a moment to discuss our options before deciding

► Facilitator Instructions

Have participants discuss and decide who should be the Community Coordinator. If no one is selected, you can move on without one for now.

Read Aloud

| We will now decided on a Community Coordinator. Who would like to volunteer?

► Facilitator Instructions

After assigning a Community Coordinator the workshop participants can either break up into work groups or stay as one cohesive group. If your gathering is larger than 10 people, it is recommended to break into multiple groups based on blocks/floor groups in your community. If your gathering is smaller than 10 people you can remain as one group.

Read Aloud

With (or without) a Community Coordinator in place, we can now break into smaller groups to begin building our networks. These small work groups will be based on street/block/floor groups.

Getting to Know Your Network (10 minutes)

Read Aloud

Now that our work groups have been formed it's time for us to get to know one another. You can begin by introducing yourselves, what brought you to this workshop, your contact info, and where you live (share only what you are comfortable with). As you go around your work group you can fill in the contact card in your worksheets. Any personal information recorded during this workshop should not be shared with others without the participants consent.

► Facilitator Instructions

Allow five to ten minutes for group members to introduce themselves and fill out contact cards.

Read Aloud

Now that introductions are complete it is time to assign roles within your work groups. Each group will need to select a Work Group Representative; this individual will share and present on behalf of your work group and in the event of a crisis can assist with relaying critical information to the Community Coordinator. You will also need to select a Note Taker who can assist in taking notes during community discussion and future meetings.

► Facilitator Instructions

Allow another five minutes for work groups to pick a Work Group Representative and a Note Taker before moving onto the next section.

Build Your Network (25 minutes)

Read Aloud

We will now move onto the skills and knowledge sharing section of the worksheet. In this activity, each work group will identify skills and equipment each member of the network has that may be useful in disaster response.

► Facilitator Instructions

Allow participants 15 minutes to fill out this section of the worksheet and share amongst their group.

Read Aloud

Once your group has completed identifying community equipment, skills, and knowledge we can move onto the Community Needs section of the worksheet.



It is important to keep in mind that disasters do not impact everyone in the same way. Some people may be unable to evacuate due to limited mobility, while others may need consistent access to electricity to power critical medical devices. Everyone has unique circumstances and may need a little extra support to safely respond to and recover from a disaster.

As a group, go around and identify households that may need extra support during a disaster. You do not have to share if you are not comfortable, you can be as vague or detailed as you like.

► Facilitator Instructions

Allow participants 10 minutes to fill out this section of the worksheet before moving onto the next section.

Sharing your network (15 minutes)

► Facilitator Instructions

This section provides work groups with the opportunity to share the information they gathered during the previous activity. If you did form work groups, you can move onto the next section.

Read Aloud

So far you have recorded critical community contact information, discussed equipment and skills that can be shared, and identified households that may need extra support during a disaster. Next, we will compile these findings into a shared document for all community members to access. This will establish a basic level of community preparedness.

Now take a few moments within your work group to identify three to four key resources you recorded during the last activity.

We will now go around the room so that Work Group Representatives can share their group's highlights. The Community Coordinator should take notes on a document that can be shared after the workshop.

Workshop Closeout

► Facilitator Instructions

It is now time to close out today's Disaster Resilience Network workshop. If you have not already scheduled a second workshop with your community, take some time after the close out to schedule one.

Read Aloud

Thank you for participating in day one of the Disaster Resilience Network workshop. We hope you were able to connect with and strengthen your community's preparedness. We look forward to seeing you soon for day two of the workshop where we will build on our work by creating a community disaster preparedness plan and test it against a disaster scenario.

If you have any questions or comments about the workshop, please feel free to come and talk to me. Thank you again for participating and I look forward to seeing you at the next workshop.

Day Two: Building a Plan

Introduction:

► Facilitator Instructions

Before starting the workshop, set up Day Two Companion PowerPoint Presentation and hand out the corresponding worksheet to participants.

Materials

- Companion PowerPoint presentation (optional)
- Note pad
- Pen
- Day Two Worksheet
- Scenario cards

Read Aloud

Welcome to day two of the Disaster Resilience Network workshop, today's session will be about an hour and a half long. The last time we were together we got to know our fellow community members and learned about their emergency needs and capabilities. Today's session will focus on turning the networks we established into a collective emergency preparedness plan. Once our plans are developed, we will work through a disaster scenario game to test out how the plans and our networks hold up.

Network Refresher (5 minutes)

► Facilitator Instructions

If your community previously broke into work groups, have participants reestablish these groups for session two. Have participants reintroduce themselves, go over the worksheet from the last session, add new community information to worksheets if applicable.

Read Aloud

Let's start by reconnecting with our work groups, reintroduce yourselves and catch up. Take some time to review the worksheets completed during our last workshop and refresh yourselves on the people, skills, and needs identified. Feel free to add any new or updated information to your Day One Worksheet.

Build Your Plan (25 minutes)

► Facilitator Instructions

If participants did not form work groups, work together to draft a plan as a whole group and identify highlights to form a final plan.

Read Aloud

Now that we have all gotten a chance to catch up, we can begin forming our Community Emergency Preparedness Plan. This plan will be made up of a communication plan, a care plan, and a reunification plan.

A communication plan should outline different ways your community can get in contact with each other during or after a disaster. A care plan will provide guidance on who in the community may

need additional assistance during a disaster and how to best accommodate their needs. Finally, a reunification plan will outline multiple locations where the community can safely reunite and check in on each other after a disaster.

In your workgroups use your worksheets and guiding questions to draft ideas for these plans. Once finished, we will come together and use the key highlights from the draft plans to build a Community Emergency Preparedness Plan. It is important to remember that an emergency preparedness plan is not a one size fits all solution. Each disaster presents a different set of challenges. An emergency preparedness plan should be a flexible point of guidance rather than a strict plan.

Share Your Plan (20 minutes)

► Facilitator Instructions

This section provides work groups with the opportunity to share key points of their plans with the greater group. If your community did not break into work groups, you can skip this section and move onto the scenario game.

Read Aloud

Now that each group has completed their communication, care, and reunification plan drafts in the worksheet, it is time to combine the plans and create a collective Community Emergency Preparedness Plan.

Take a few minutes within your work groups to identify four strengths from your planning efforts.

► Facilitator Instructions

Have the Community Coordinator record each group's highlights on a whiteboard or shared document. Make sure to organize by plan type: Communication, Care, and Reunification.

Read Aloud

We will now go around the room and have Work Group Representative share their plan strengths...

► Facilitator Instructions

Have Community Coordinator record a finalized list of plan items.

Read Aloud

We will now go over the compiled list of strengths and decide as a group what elements to adopt into the collective Emergency Preparedness Plan.

The final Community Emergency Preparedness Plan will be emailed out after the workshop.



Scenario Game (30 minutes)

► Facilitator Instructions

It is time for the Disaster Resilience Networks to be put to the test through a scenario game. The game will consist of a scenario that you will read aloud and scenario cards that will be passed out to each workgroup. These cards contain narratives that will provide a starting point for players in the scenario. Finally, the worksheets have a few guiding questions and note taking space to assist players in navigating the game.

Read Aloud

Now that we have established a Disaster Resilience Network and an Emergency Preparedness Plan, it is time to put them to the test! We will test them against a disaster scenario. This scenario is entirely theoretical and is designed for this workshop. Use what you have learned and the networks you've created to respond to and recover from the disaster. I will now read the scenario...

► Facilitator Instructions

You can now read the scenario

Read Aloud

Day One - The National Weather Service has issued an Extreme Heat Warning. This is issued when extremely dangerous heat conditions are expected to occur or are currently occurring.

Day Seven - It has now been a week of consistent high temperatures with highs reaching 110 °F and lows of 75 °F. Due to the continued extreme temperatures, local infrastructure has begun to be impacted. Pavement on I-5, I-90, and the 405 have begun to buckle and crack under stress from the heat making travel difficult. Powerlines are melting causing intermittent and localized power outages, leaving people unable to cool their homes, refrigerate food, or access public transportation.

► Facilitator Instructions

Pass out the colored scenario cards to each group.

Read Aloud

You can now draw one card from the scenario cards that have been passed out. Each card contains a narrative on how your household has been impacted and what assistance you may need. As you work through this scenario use your Disaster Resilience Network and Emergency Preparedness plan to guide your response. Try to be as realistic as possible and consider all possible resources at your disposal.

After you have drawn a card use the guiding questions in your worksheet and begin a discussion on how you would respond to the scenario.

► Facilitator Instructions

Once the groups have finished discussing the scenario, allow time for the work groups to share and discuss what they learned from the scenario game.

Read Aloud

Let's now go around and have the Work Group Representatives share some lessons learned from their scenario discussions.

► Facilitator Instructions

These are some potential outcomes from the scenario. Use them to help facilitate the discussion.

- Grey Player's house is used to store perishable foods in the large fridge and freezer
- White Player uses their pickup truck to transport the fans and AC to houses with power
- Yellow Player takes dog to neighbor's house with power
- Player with an available car helps transport Blue Player to hospital for their appointment
- Player with available car helps get Pink Player and their family to house with power
- Player checks in on Purple Player and helps them get to house with power
- Orange Player takes their medication to house with power and available fridge



Future considerations (5 minutes)

Read Aloud

Even though your worksheets and the scenario activity are complete, there is still work of building a resilient community to be done. Sharing and expanding your Disaster Resiliency Network is an important way to promote community health and safety. When you get home from this workshop, share the emergency preparedness plan you created with your household members and those who were unable to attend.

Remember as time goes on, your community will change and grow. Updating your community's Disaster Resilience Network is vital to keeping it relevant and operational.

- **Update contact information**
- **Add new skills and knowledge as acquired**
- **Add newcomers to the network**
- **Remove individuals if they move out of the network**

Thank you for joining us in crafting a Disaster Resilience Network for our community. We hope that this workshop has helped the community grow closer and more prepared for any potential disasters that Bellevue may face.

