

Neighborhood and Community Leader Handbook



COPE ENDORSEMENTS

The Citizens Organized to Prepare for Emergencies (COPE) program is endorsed by fire departments, agencies and other organizations for helping Sonoma County residents become better connected and prepared for emergencies. Below are statements from a few representatives.

*“I am a major advocate for emergency preparation through community organizing. Since the 2017 Sonoma Complex Fires, I’ve worked with community leaders on COPE programs in the unincorporated District 4 areas... **With the great success of our local COPE programs preparing our community for disasters, I strongly support the development of the Windsor COPE program.**”*

Supervisor James Gore - Sonoma County District 4

*“...Multiple devastating fires here in Sonoma County has shown us all how critical emergency preparedness is... The COPE program is being built throughout the County in numerous communities and more recently here in Windsor. I am in full support of this program. **It is critical to get communities connected and empowered to be prepared, react, survive, and recover from disaster... I encourage each of you to join and participate in this awesome program!**”*

Fire Marshal Cyndi Foreman - Sonoma County Fire District

*“...Over the past few years, we have all experienced the threats and challenges that wildfires have on our community. Unfortunately, wildfires are not the only type of disaster that can affect our community..., it is paramount that you be prepared and organized for disaster survival and recovery... **I strongly encourage you to participate in this program, get connected with your neighbors and neighborhood, and learn how to take your power back as residents when disaster strikes.** Taking responsibility at a personal level and preparing with your neighbors will make our community stronger and give us the resiliency needed to overcome disasters.”*

Ken MacNab - Town of Windsor Town Manager

*“... The growth of COPE programs in the County is building preparedness at the local level and developing resilient neighborhoods... **Join your local COPE group, if there isn’t one, consider starting one in your neighborhood. Be Ready Together.**”*

Nancy Brown, Community Preparedness Program Manager -
Sonoma County Department of Emergency Management

*“...COPE has proven to be an effective source of information dissemination, neighbors helping neighbors and training during non-emergencies.... As the Fire Marshal/Division Chief for the City of Healdsburg, I started a COPE group a week before the Kincadee fire on my street in Windsor. It has grown to over 50 people. **This has worked during COVID as well, since we have been able to provide help to our elderly neighbors. We know that COPE will work in any emergency.**”*

Fire Marshal/Division Chief Linda Collister – Healdsburg Fire Department

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1.0 ABOUT COPE

COPE (Citizens Organized to Prepare for Emergencies) is a program based on “neighbor helping neighbor.” The COPE program was started by Oakmont residents, with help from the City of Santa Rosa Fire Department and the American Red Cross. Since then, COPE programs have expanded to Sonoma County cities, such as Santa Rosa, Petaluma, Windsor, and Healdsburg and into numerous rural areas within the county. The work COPE groups did prior to and during the 2019 Kincadee Fire and the 2020 Walbridge and Glass fires was credited with significantly lowering property damage and saving lives.

The mission of COPE is to help residents, families and neighborhoods become and remain better prepared to respond to and recover from potential emergency situations. It is a grassroots effort that engages communities in emergency preparedness education, advocacy and planning. COPE fosters community preparedness in coordination with public safety agencies, non-profits and non-governmental agencies.

COPE is being implemented in Windsor to assist its residents in preparing for and responding to wildfires, earthquakes, flooding and other potential community disasters. COPE was started in Windsor by the Windsor Wellness Partnership in 2020. The program is now endorsed by the Town of Windsor, Sonoma County Fire District (“Windsor Fire”) and Windsor Police. The three agencies have collaboratively taken over assisting our community in being better prepared for all types of emergencies.

The Windsor COPE group is part of COPE Northern Sonoma County, which works closely with Sonoma County Department of Emergency Management, Sonoma County Fire District, Northern Sonoma County Fire Protection District, CAL FIRE, Supervisor James Gore and other agencies. During an emergency, first responders inform COPE Northern Sonoma County leadership of emergency situations/conditions, which in turn is disseminated to Windsor residents participating in COPE.

The COPE program is facilitated by Neighborhood Leaders who provide guidance to 10 to 20 houses in their immediate neighborhood. These Neighborhood Leaders work with Windsor COPE Community Leaders who represent the larger community. The gathering of neighbors, to understand their risks and work together to minimize the disruption to their community can change the way disasters effect their families. Meeting neighbors and sharing expertise, knowledge and critical needs with those who are in the best position to help in a disaster is the essence of community. By working together, you will be better prepared, especially when first responders will not be able to meet the demands for services due to the scope of the disaster.

This handbook was prepared as an educational tool for Windsor COPE leaders and for informational purposes. The purpose of the handbook is to provide Windsor COPE Neighborhood and Community Leaders with guidance and suggestions in organizing and preparing neighborhoods for potential emergencies. It is up to each Neighborhood Leader and their team to decide whether the steps suggested herein should be modified for their neighborhood. Some of the information provided in this document has been reproduced and

edited from the COPE Northern Sonoma County Handbook. This document is a revision of the original Windsor COPE Handbook, dated January 11, 2021.

It is the intent that COPE in Windsor be as successful as other areas of Sonoma County. With the help of spirited citizen volunteers working in the community to train and educate their neighbors, we can all COPE a little better with disasters that may disrupt our lives. Being prepared and taking the right course of action within the first few minutes or hours after a disaster can help protect and save lives. We welcome suggestions on ways to improve or expand the program. For questions or comments regarding the program, please email a Windsor COPE Leader at COPE@townofwindsor.com. For more information go to <https://www.sonomacountyfd.org/town-of-windsor-cope>. We wish you much success in bringing your neighbors together and becoming more prepared for emergencies!

2.0 COPE TERMINOLOGY

The terminology in this section was developed by the COPE Northern Sonoma County Leadership team to promote consistency across COPE communities for communications with local officials and first responders. Minor modifications to the terminology were performed to be specific to Windsor COPE.

Locations

- *Resident*: A person or party that lives in a dwelling, home, apartment, mobile home or other facility in Windsor, California. The resident may be fulltime, part time, owner, renter or vacation renter. For purposes of safety, they may also be ranch or vineyard managers, day time staff/employees that regularly work on a set address in the community.
- *Neighborhood*: A section of a community comprised of 10 to 20 residences usually defined by geographic areas such as roads or addresses.
- *Community*: A region or area of a fire district comprised of varying numbers of residents usually defined by a geographic location.
- *Fire District*: A local established and operational fire house or several if forming a district. For Windsor, it is the Sonoma County Fire District.

COPE Personnel

- *Neighborhood Leader*: The person who provides the neighborhood residents with information, such as emergency preparedness, process and procedures before, during and after emergency events. Each leader assists in the collection of survey information for each neighborhood residence and sets an example for emergency preparedness in their neighborhood. In some cases, these duties may be shared by a Neighborhood Co-Leader who shares in the responsibilities.
- *Neighborhood Co-Leader*: The person who supports and assists the Neighborhood Leader in a neighborhood. If or when the Neighborhood Leader is absent or unable to act, the Neighborhood Co-Leader is the one who leads the neighborhood residents.
- *Community Leader*: The person who has primary responsibility for establishing the COPE program and educating their COPE community and neighborhood leaders in emergency preparedness programs in conjunction with local and county first responders. In some cases, these duties may be shared by a Community Co-Leader to ensure proper backup and/or share responsibilities.
- *Community Co-Leader*: The person who supports and assists the Community Leader in a community. If or when the Community Leader is absent or is unable to act, the Community Co-Leader is the one who leads the neighborhood leaders and residents.
- *COPE Community Leadership Committee*: Comprises all COPE Community Leaders into one committee to coordinate efforts, share information, address problems, assist in new COPE start-ups, and to interface with local fire, sheriff, county emergency services and county management.

3.0 COPE COMMUNITY LEADER DUTIES & RESPONSIBILITIES

The COPE Community Leader provides leadership for the Windsor COPE program and educational information for Windsor neighborhoods. In this role, they represent their community as it relates to other local and regional COPE organizations. They also serve as a representative for their community to local emergency services, including Town of Windsor, Sonoma County Fire District, Sheriff, Windsor Police, Sonoma County Department of Emergency Management, Regional Steering Committees and any other professional organizations for emergency preparedness related issues and events. The COPE Community Leader is encouraged to have one to four Co-Leaders to assist in implementation of the program.

The basic duties of the COPE Community Leader and Co-Leaders are:

1. Provide guidance and assistance to Neighborhood Leaders.
2. Assist in the collection of survey information for each neighborhood resident in the community.
3. Provide neighborhood residents with COPE and other relevant educational information as it relates to their community being prepared for emergencies.
4. Provide information to their local COPE community and other assistance before and during an emergency (as they are safely able). For Windsor, the Community Leader uses GroupMe and emails to disseminate emergency information to Neighborhood Leaders.

The Community Leader also coordinates periodic educational opportunities for the team members in conjunction with local emergency professionals. The Community Leader, along with the Community Co-Leaders, Neighborhood Leaders and local agencies holds one to two meetings per year for the community at large.

4.0 COPE NEIGHBORHOOD LEADER DUTIES & RESPONSIBILITIES

The role of the COPE Neighborhood Leader is to provide COPE program guidance and emergency preparedness information to their neighborhood team, 10 to 20 residences. In this role, they represent their neighborhood within the COPE community and serve as a point person to their Community Leader and local first responders, as needed. Neighborhood Leaders are encouraged to have at least one Co-Neighborhood Leader to assist them in providing guidance to their neighbors.

Suggested Basic Duties

1. The Neighborhood Leader works with their community COPE organization to assist in the collection of survey information for each residence within their neighborhood team. The Neighborhood Leader also ensures the survey information for their team is updated at least annually.
2. The Neighborhood Leader provides their neighborhood team with COPE and other relevant information, as it relates to their neighborhood being prepared for emergencies. The Windsor COPE Emergency Preparedness Guidebook is available to all Windsor COPE participants. The guidebook provides information on general emergency preparedness and suggested actions before, during and after wildfires, earthquakes, landslides, flooding and more.
3. During an emergency, the Neighborhood Leader (as they are safely able) will provide assistance to their neighbors and information about their neighborhood to the Community Leader and first responders, if needed.
4. The Neighborhood Leader will participate on their local COPE community team and provide input on neighborhood issues that may impact the community as a whole.
5. The Neighborhood Leader will participate in periodic educational opportunities for the team members in conjunction with local emergency professionals.
6. The Neighborhood Leader will conduct one to two meetings per year with their neighborhood team and assist in the meetings for the community at large, if requested.
7. The Neighborhood Leader will serve as an example of emergency preparedness. For example, the leader has “Go Bags” for every household member and is aware of evacuation options.
8. The Neighborhood Leader will serve as a source of emergency information, encourage neighbors to meet their neighbors and sign up for emergency notification systems, such as NIXLE, SoCoAlerts, or other Sonoma County Emergency Services.
9. The Neighborhood Leader will provide information to COPE Community Leaders and fire officials, if requested for safety purposes.

5.0 DEVELOPING COPE NEIGHBORHOOD TEAMS

The steps below are guidelines to assist COPE Neighborhood Leaders in developing and maintaining their COPE neighborhood teams. Knowing your neighbors and your neighborhood is an excellent way to develop emergency preparedness and response plans. Each resident should know their personal and neighborhood emergency plans.

1. **Define the Scope of Your Neighborhood.** Include 10 to 20 homes in your immediate neighborhood or segment into manageable groups. Combine homes in maintained and non-maintained areas, if appropriate.
2. **Build Your Neighborhood Leadership Team.** Enlist one leader, if a Neighborhood Leader does not already exist, and recruit one to three people to be Co-Leaders. They should be committed to the COPE program and capable of responding after an emergency to rapidly changing situations.
3. **Ask Your Neighbors to Join COPE.** Speak to your neighbors about the benefits of being part of COPE and invite them to join. For some instances, we suggest you first obtain just their name, street address, email address and phone number, prior to asking them to complete the survey form in the next step. We have found more people are willing to join if first approached for just their contact information and that it often takes more than one request for neighbors to complete the survey.
4. **Take a Survey of the Residents in Your Neighborhood.** Have each residence complete the COPE Questionnaire/Survey Form to document information about the residents and their homes, such as contact information, locations of utility shutoffs and special skills/needs. We suggest you create a Google Form that is free and online for your neighbors to complete. By doing so, you will have access to your own separate online spreadsheet that will automatically be generated from your neighbors completing the form. For neighbors who do not have access to the internet, a copy of the COPE Questionnaire/Survey Form is in Appendix 1. The information obtained should only be accessible to the Neighborhood Leader and Co-Leaders, unless you are given permission to distribute the information to neighbors. It is possible that during an emergency, first responders or a COPE Community Leader might contact the Neighborhood Leader to ask for information that could be vital for emergency situations.
5. **Identify Meeting Site and Escape Routes.** Choose a central meeting site in your neighborhood for neighbors to congregate when an emergency occurs, when time allows. Define alternative escape routes for evacuation based on specific situations. Evacuation route maps are included in the Emergency Preparedness Guidebook.

6. **Schedule and Conduct Meetings with Residents.** Introduce the COPE Neighborhood Leader and Co-Leaders. Ask each resident to introduce themselves. Review the results of the COPE Questionnaire/Survey Form, especially neighbors who might have special needs or resources amongst neighbors. Discuss central meeting site and escape routes, team actions in the event of an emergency and communications and transportation to medical control and evaluation centers. Send an electronic copy of the Emergency Preparedness Guidebook to every neighbor before the meeting and discuss information in the guidebook.
7. **Maintain Your Plans and Kits with Ongoing Efforts.** Every time you change your clocks (every six months), conduct a COPE Neighborhood Team meeting and review and update all COPE material. Have new residents complete the COPE Survey Form. Ask residents to update any changes to the survey, especially needs and capabilities. Review planned meeting site and escape routes. Inform residents of any changes. Ask for suggestions for improvements.

Below is a suggested timeframe for Neighborhood Leaders.

First Month

1. Complete the online form to be a Neighborhood Leader, if you have not already done so. The form can be found at [Neighborhood Leader Sign Up Form](#).
2. Select 1 to 3 people to be your Co-Leaders.
3. Download the Emergency Preparedness Guidebook from the website <https://www.sonomacountyfd.org/town-of-windsor-cope>.
4. Meet with your Neighborhood Co-Leaders to define the scope of your neighborhood.
 - a. Include 10 to 20 homes.
 - b. If HOA or apartment building, segment into manageable groups. Each apartment complex, apartment floor should be their own 'neighborhood'.
 - c. Choose a central meeting place to congregate when an emergency occurs. This will be your check-in location.
 - d. Define alternative escape routes for evacuation, based on specific situations, ie. fire, earthquake, flood, terrorist situation, etc.
 - e. Map out your neighborhood.
 - f. Make plans for first social gathering and discuss ways to market it.
 - g. Prepare an invitation letter using the letter in Appendix 2 as an example. Add to the letter an invite to the first neighborhood social/meeting.
5. Collect survey data for each residence on your neighborhood team.
 - a. Modify the survey form, if needed.
 - b. Create a Google Form for neighbors to complete.
 - c. Go door-to-door and ask your neighbors to join COPE.
 - d. Distribute the introduction letter and any emergency preparedness information you might have.
 - e. Some neighbors will be open to immediately completing the survey form but for others it may be best to initially just obtain their name, address, email address and phone number.
 - f. If residents do not want to provide personal information, explain how the information might be used, that all information is kept confidential and they can choose what information to provide.
 - g. Consider visiting your neighbors in teams of two.

6. Check if there is a potential ham radio operator in your neighborhood, either licensed or unlicensed who is willing to take additional training to become licensed.

These six steps should be accomplished in about four weeks. Schedule a meeting or phone conversation with the Community Leader about one month from the date of the first meeting or if you have questions during the process.

Second Month

1. Compile Survey Information.
 - a. Email or revisit neighbors who did not complete the survey form. It is not uncommon to have to remind neighbors several times to complete the survey.
 - b. Input the survey data into a spreadsheet if you did not use a Goggle Form.
 - c. If a resident completed a paper copy of the form, input their information into your online form or spreadsheet.
2. Create a neighborhood map similar to the one in Appendix 3 to have pertinent information on one page.
3. Create a Neighborhood Information Roster spreadsheet. Headings could be Resident Name, Street Address, Phone Number, Email Address and Notes, such as name/type of pets, resources resident has or assistance needed during an emergency.
4. Host a neighborhood social. Invite all neighbors including those who did not join.
 - a. Introduce Neighborhood Leaders and have neighbors introduce themselves.
 - b. Review results of surveys.
 - c. Distribute neighborhood map and roster.
 - d. Discuss central meeting place and escape routes.
 - e. Discuss team actions when an emergency occurs.
 - f. Discuss use of Walkie-Talkies, GMRS or FRS radios, if applicable.
 - g. Discuss suggested supply list, emergency guidelines and home preparedness steps in emergency guidebook.
 - h. Set up a Communication Tree or messaging system with the team to disseminate information, including messages received via the Windsor COPE Leaders GroupMe. Consider starting a neighborhood GroupMe, OneCallNow, email messaging, Facebook group, social media and/or website (www.nextdoor.com) to get information out to the team. Make sure there is a way to get information to the residents in an efficient, quick manner, in case of an emergency. Texting and GroupMe have been shown to be successful in getting information out quickly, if everyone on the team receives texts.

Ongoing Efforts

1. Obtain survey information for new residents in your neighborhood when they move in.
2. Update survey information for your neighborhood at least once a year.
 - a. Review survey for changes in residents or existing residents' needs and capabilities.
 - b. Review your planned meeting place and escape routes.
3. Inform residents of any changes.
4. Forward pertinent emergency information received through Windsor COPE Leaders GroupMe (or other means) to neighborhood team.

Things to Consider

- Telephone Tree. If you set up a telephone tree, assign each person two people to contact. Give callers a script of exactly what the message is - meeting place/time; change in plans, etc. Complete a phone tree similar to the one in Appendix 6 and give a copy to every team resident.
- Organize a block party once a year or picnic at a nearby park; a fun time for all families in the neighborhood to get to know each other.
- Coordinate a large BBQ, pot luck or picnic for several communities.
- Review general preparedness twice a year.
- Set up neighborhood protocols using the examples in Appendices 4 and 5.
- Be creative about things that will address your neighborhood needs/interests and strengthen neighborhood support.

6.0 CONDUCTING COMMUNITY LEADER MEETINGS

Windsor COPE Community Leaders will hold meetings amongst themselves and with Neighborhood Leaders to organize and modify the program, as needed for the community. Some of the steps listed below were completed prior to preparation of this revised Handbook.

First Steps

- Select one to four Community Co-Leaders.
- Identify COPE Neighborhood Leaders. Add Neighborhood Leaders and Co-Leaders to the Windsor COPE Leaders GroupMe.
- Contact local fire officials to establish relationship.
- Map neighborhoods participating in COPE.
- Discuss ways to outreach to other areas of Windsor.
- Review and amend COPE survey to meet community needs.
- Plan first community meeting and ways to advertise the meeting (email, social media, signs/flyers, newspapers, online calendars, etc.)
- Determine ongoing meeting/workshop schedule, topics for discussion, educational needs, etc.

Ongoing Meetings

- Introduce new Neighborhood Leaders.
- Distribute town map outlining COPE neighborhoods.
- Strategize how to increase resident engagement and survey information.
- Review communication plan among Leaders, among Leaders and residents and among Community Leaders and emergency personnel.
- Discuss team actions when an emergency occurs.
- Identify community educational needs, community building activities and develop plans to provide.
- Discuss central meeting place in an emergency and potential evacuation routes.

7.0 CONDUCTING MEETINGS FOR ALL COPE PARTICIPANTS

COPE Community Leaders, along with the Town of Windsor, Sonoma County Fire District and/or Windsor Police will conduct 1 to 2 meetings a year for existing and potential Windsor COPE participants. For example, one meeting might be immediately before fire season, focusing on fire prevention, and a second after fire season, recapping the fire season and focusing on other types of emergency preparedness.

- Invite other agency representatives and organizations, as appropriate.
- Introduce COPE Community Leaders, Neighborhood Leaders and agency officials.
- Explain importance of COPE program: neighbors helping neighbors, communication among neighbors and first responders.
- Discuss specific dangers in the community.
- Discuss importance of COPE survey: communication, identifies needs/resources, etc.
- Distribute COPE informational flyer and signup form.
- Solicit input from attendees.
- Present educational topics.
 - Defensible space, vegetation management and home hardening.
 - Home modifications to reduce earthquake hazards.
 - Steps to minimize safety risks during Public Safety Power Shutoffs.
 - Emergency notifications: Nixle, SoCo Alert, WEA, etc.
 - Evacuations: local routes, community meeting space, evacuation center, etc.
 - Individual/family emergency plans, Go Bags, checklists, animal plans, etc.
 - Neighborhood communications: phone tree, GroupMe, air horns, sirens, radios, etc.
 - Medical aid: First aid, CPR, Community Emergency Response Team (CERT) certification, etc.
 - Understanding Red Flag Warnings.
 - The physical, mental and emotional impacts of experiencing a disaster.
 - Preventing fires in your home and use of fire extinguishers.
- Make it fun, educational and interactive.
 - Have food tasting/snacks.
 - Have a pot luck.
 - Have fire officials and others do demonstrations.
 - Do a fire extinguisher demonstration.
 - Play emergency preparedness knowledge games, bingo, etc.
 - Activities for children.
- Use several different meeting notifications: signage, emails, flyers, social media and word of mouth.
- Plan for future meetings.

8.0 CONDUCTING NEIGHBORHOOD TEAM MEETINGS

Neighborhood Leaders will conduct one to two meetings per year with their neighborhood team. At the neighborhood meetings, the Neighborhood Leader will: 1) share pertinent information in this handbook and the COPE Emergency Preparedness Guidebook, 2) answer residents' questions, 3) determine whether a COPE Community Leader should accompany the team on a walk-around assessment of the neighborhood, 4) discuss ways to harden the neighborhood, 5) discuss steps the neighborhood team will take in an emergency and 6) discuss whether modifications to the program would better fit the needs of the neighborhood.

During the COPE meeting, stress the following to the Neighborhood Team:

1. Importance of being familiar with information in the COPE Emergency Preparedness Guidebook. Confirm everyone has access to a copy.
2. Know the best evacuation routes from each room in the house, from their home and from the neighborhood. Know where they will stay ahead of time, if evacuate and plans for pets. Confirm everyone knows their evacuation zone and subzone number and about the evacuation route maps in the Guidebook.
3. Know how emergency information will be relayed to the team when an emergency occurs.
4. Know where your utility shutoffs (gas, electricity and water) are located and how to turn them off. Caution residents to NOT turn off gas, except in a real emergency such as when they smell natural gas or hear a gas leak. If the gas is turned off, PG&E will need to come out to turn the gas back on.
5. Know how to open your garage door if power is off. Encourage team members to manually open the door to make sure it does not need servicing. If they are unable to raise the door manually, instruct them to tell their Neighborhood Leader or another neighbor so that assistance can be provided.
6. Know the location of your COPE neighborhood team meeting site for roll call after an emergency, if time allows. If residents are not present at the meeting site, a team of at least two COPE neighborhood members will check on them. Remember, the safety of your family and yourself comes first; never jeopardize your own safety.
7. During an evacuation warning or any other time you may need to evacuate, park cars in the driveway, facing the street or on the road facing the direction you will leave.

8. Have an emergency response plan, Go Bags for every family member and pet and an emergency supply kit for the home. Remind them to review individual plans and emergency supply kits and check food and water expiration dates at least annually.
9. Request they update survey information when changes occur.
10. Change batteries in smoke detectors and battery-operated devices each spring and fall when clocks are changed.

9.0 SELECTED RESOURCES TO PREPARE FOR EMERGENCIES

Below are some online resources to help prepare individuals and neighborhoods for emergencies. Additional resources are listed on COPE Northern Sonoma County's website, <https://COPENorthernSonomaCounty.com/>. We encourage you to seek professional advice from appropriate emergency professionals and websites so you can adapt the information included in this handbook to meet the needs of your team. The Town of Windsor's Local Hazard Mitigation Plan, which evaluates natural hazard risks can be viewed at <https://www.townofwindsor.com/DocumentCenter/View/19401/LHMP-Public-Review-draft-021617-part-1?bidId=>.

Disaster Preparedness

Federal Emergency Management Agency (FEMA) Are You Ready? An In Depth Guide to Citizen Preparedness

https://www.fema.gov/pdf/areyouready/areyouready_full.pdf

Sonoma County Emergency and Preparedness Information

<https://socoemergency.org>

California Office of Emergency Services

<https://www.caloes.ca.gov/>

National Safety Council, Emergency Preparedness: Are You Ready for a Disaster?

<https://www.nsc.org/home-safety/safety-topics/emergency-preparedness>

Ready Campaign, a United States public service campaign

<https://www.ready.gov>

American Red Cross

<https://www.redcross.org>

Wildfire Preparedness

CalFire Ready for Wildfire

<https://www.readyforwildfire.org>

Living With Wildfire in Sonoma County, A Guide for the Home Owner

https://www.firesafesonoma.org/wp-content/uploads/living_with_fire.pdf

USDA Forest Service Wildfire Risk to Communities

<https://wildfirerisk.org>

Appendices

Appendix 1

Windsor COPE Neighborhood Questionnaire/Survey Form

This form is to be completed by residents who participates in Windsor COPE. Completion of this survey will provide you and your neighbors with information that could be vital during a disaster. The information you provide is voluntary and will be kept confidential between your Neighborhood Leader and Co-Leaders. However, if an emergency situation arises in your area, it is possible that Windsor COPE Community Leaders and first responders might contact your Neighborhood Leader to obtain critical neighborhood information for safety purposes.

What is your property address?

What is the first and last name of the primary contact person at this address?

What is the primary contact person's cell phone number?

What is the best phone number for the primary contact person if it is not the cell phone? Please indicate type of phone, i.e. landline, work.

What is the best email for the primary contact person?

If there is a secondary person to contact at this address in case the primary person is unavailable, please list their name.

What is the best phone number for the secondary person? Please indicate what type of phone this is (cell, landline, work).

Check the description(s) that applies to this property. Full time resident , Part time resident, Full time rental property, Vacation rental property, Other

List the names of all adults at this residence.

List the names and ages of children (under 18 years) at this residence.

Are there any residents that have restricted mobility or other limitations? If so please list their names and ages. Yes No

List types and names of pets at the residence (Golden retriever, Sam).

Do you have an evacuation plan? Yes No

Do you have transportation in case of an evacuation? Yes No

Are you able to manually open your garage door? Yes No

Are you able to manually open your electric gate on your property? Yes No

Where is the shut-off location for ELECTRICITY?

Where is the shut-off location for WATER?

Where is the shut-off location for PROPANE/GAS?

Are there any other potential fire dangers on the property? Please list and indicate where.
(Oxygen, toxic or flammable substances like gasoline stored in home, garage or property)

Is water stored on the property that could be used in an emergency? If yes, indicate what and where (pool behind house, hot tub, storage tank in garage, pond etc.) Yes No

Skill Information: Circle all that apply to any member at the residence. First Aid/CPR, Childcare Specialist, Search & Rescue, Crisis Counseling/Psychologist, Damage Assessment, Disaster Feeding, Ham Radio Operations, Plumber, Carpenter, Electrician, Fire Fighting, None, List any others

Equipment Information: Circle all that anyone at the residence has immediate access to. First Aid & Medical supplies, Spare bedding/tents, Chainsaw, Generator/portable lights, Bulldozer, bobcat, or tractor, Camp grill, stove or water filter, Walkie Talkie, Long ladder, Strong rope, ATV, None, List any others

Is there any other information emergency responders might want to know about your residence or the residents? Please specify.

Are you able to get text messages? Yes No

Do you want your cell phone number added to your neighborhood group text to notify you of critical emergency information? Yes No

Do you use social media? Yes No

Please list any other suggestions for your neighborhood that might help build relationships, improve the neighborhood or be fun.

Return this form to your Neighborhood Leader:

Leader Name: _____

Address: _____

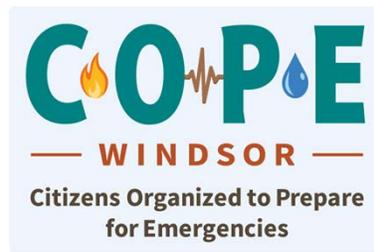
Landline: _____ Cell Phone: _____

E-mail: _____

Get Prepared with Your Neighbors and Get Organized!

Appendix 2

Sample Letter for Neighborhood Leaders



Windsor COPE Invite

Emergency Preparedness and Response

Dear Neighbor:

ADD DATE

I am your Neighborhood Leader for Windsor COPE (Citizens Organized to Prepare for Emergencies). I would like to introduce you to the program and invite you to sign up. COPE was started in Oakmont several years ago. Since then, it has expanded throughout Sonoma County to help residents and neighborhoods become better prepared to respond to emergency situations. Windsor COPE is endorsed by the Town of Windsor, our fire district, and Windsor Police. Our COPE group is part of COPE Northern Sonoma County, which works closely with emergency and regulatory agencies.

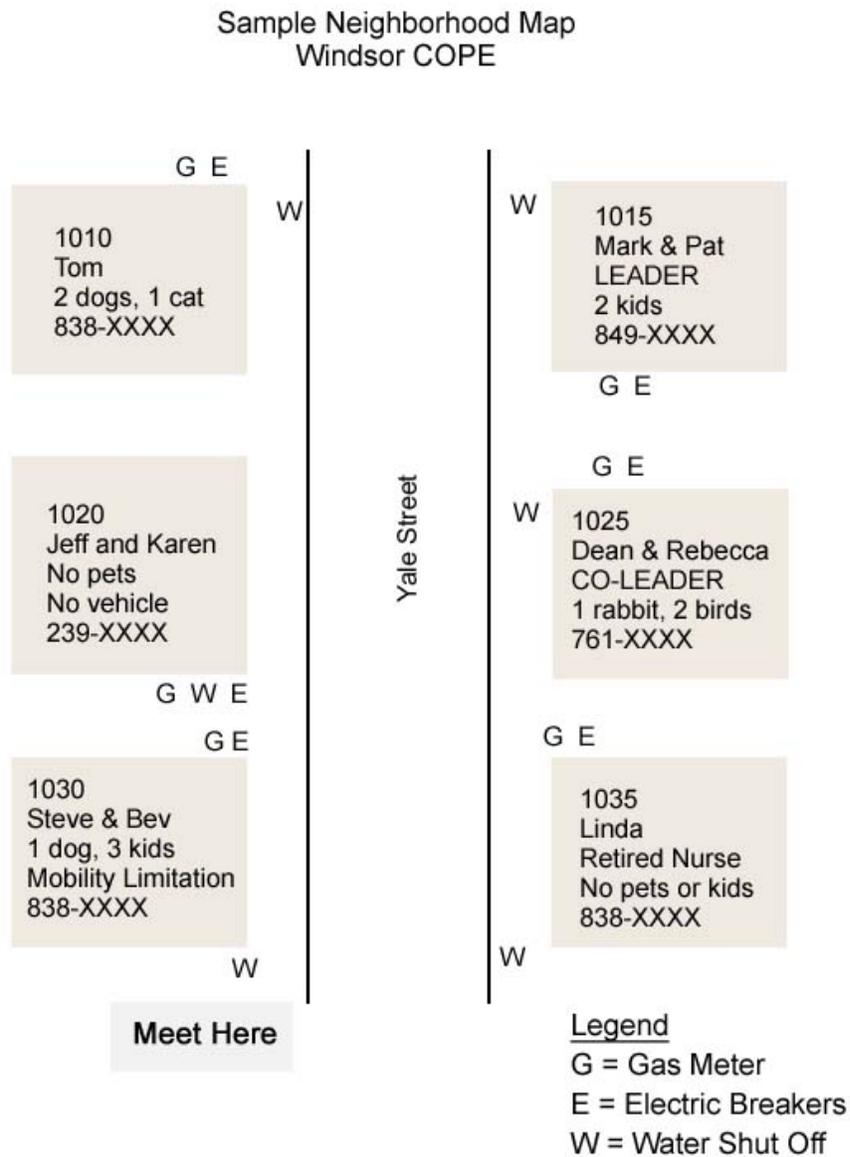
Some of the benefits of participating in COPE are: 1) get information about how to protect your family and property from wildfires, earthquakes and other emergencies, 2) get up-to-date communications, 3) find out resources in your neighborhood, 4) feel empowered and confident and 5) be better prepared for the next wildfire and other emergencies, especially when first responders may not be available. To help you get ready, you can download the Windsor COPE Emergency Preparedness Guidebook at <https://www.sonomacountyfd.org/town-of-windsor-cope>.

Why sign up for COPE? Because what we do before an emergency is just as important as what we do during. By joining COPE, we can work together to minimize possible disruptions to our families and neighborhood. If you have any questions, you can contact a COPE Leader at COPE@townofwindsor.com or me. I look forward to working with you and the rest of our neighbors to bring emergency preparedness to our community. Participation in the program is free and voluntary.

Sincerely,
COPE Neighborhood Leader
ADD NAME AND CONTACT INFORMATION

Appendix 3 Sample Neighborhood Map

Below is an example of a neighborhood map that Neighborhood Leaders can create, either digitally or by hand. To get a digital (GIS) map of your neighborhood, go to <https://maps.srcity.org/Html5Viewer/Index.html?viewer=windsor>.



Appendix 4 Protocol Template

Protocol Title

Describe protocol	
What are the steps to implementation?	
Under what circumstances should the protocol be used?	
Who should implement it?	
What information, equipment, preparation, training, etc. is needed before implementing?	
Is any oversight by fire or public safety officials needed? If so, who?	? No ? Yes, who:
What is the expected outcome?	
What information or data is available to support the use of this protocol?	
List any resources. (Ex. links to equipment or information online.)	
Evaluation: Was implementation of the protocol successful? What changes should be made to the protocol?	

Appendix 5 Protocol Example

Red Flag Warning

Describe protocol	The purpose of this protocol is to increase awareness of extreme fire danger in our communities. A Red Flag warning is issued when weather conditions over the next 12-72 hours are expected to include low relative humidity (<20%) and strong winds (>15 MPH) in the setting of dry fuels. Increased elevations (above 1000 feet) are at highest risk. Sometimes a Fire Weather Watch is issued before a Red Flag Warning.
What are the steps to implementation?	There are a number of ways that COPE leaders and others can increase awareness of red flag warnings such as contacting residents and providing information via email distribution lists or phone trees, raising red flags for the warning period, etc. <i>If red flags are raised they must be removed at the end of the red flag warning period.</i>
Under what circumstances should the protocol be used?	When a Red Flag warning is issued by the National Weather Service
Who should implement it?	COPE Leaders and residents, local fire officials
What information, equipment, preparation, training, etc. is needed before implementing?	Before implementing, one should understand the meaning of a Red Flag warning and have a plan for informing residents, be capable of providing education regarding fire prevention as well as preparation for evacuation if fire should occur. Suggested Equipment: Red Flags: Anley "Fly Breeze" 3' x 5' polyester at approx. Poles: 4' in several diameters to go with your flag holder bracket. Flag Holder Bracket - in several sizes to work with your poles Basic plastic swift attachments to hold/pierce the flag (through the grommets) and attach it to the pole (See list on Amazon)
Is any oversight by fire or public safety officials needed? If so, who?	X No ? Yes, who:
What is the expected outcome?	Increased awareness of fire risk, increased preparedness and avoidance of high-risk fire activities.
What information or data is available to support the use of this protocol?	
List any resources. (Ex. links to equipment or information online.)	NWS Warnings & Advisories , What you should do
Evaluation: Was implementation of the protocol successful? What changes should be made to the protocol? How will you measure success?	Measures of success: residents notice red flags, ask for fire prevention information, less evidence of charcoal fires, use of heavy equipment, and more removal of vegetation around homes on red flag days.

Appendix 6 COPE Phone Tree Sample

Neighborhood Name
Add names and contact information of team members in boxes.

