



READY YOUR LA NEIGHBORHOOD

Serving the multi-family
communities of Los Angeles

If you would like more information about
the Ready Your LA Neighborhood pro-
gram, please contact:

ReadyLA.org

phone: (213) 484-4800

Meeting Date: _____



Ready Your LA Neighborhood

Welcome to the City of Los Angeles Emergency Management Department (EMD) Ready Your LA Neighborhood (RYLAN) Program. RYLAN is designed to help you, your family, and your neighborhood prepare for disasters. Here are a variety of important actions you can take to increase your readiness.

For more information, visit us at [ReadyLA.org](https://www.ReadyLA.org)



Prepare

Preparing yourself, family, and your neighborhood reduces the serious impacts of disaster. Prepare for emergencies that can occur at home, work, or in transit. Many activities are free of cost and take only minutes.



Organize

Host a Map Your Neighborhood (MYN) meeting*. You and your neighbors will create a response plan. You will learn what to do in the first hour of a disaster, when the most lives and property can be saved.

**Virtual or in-person options available.*



Practice

Disasters can overwhelm the capacity of 9-1-1. Neighbors become your best source of help. Your confidence as responders will increase as you practice using your neighborhood response plan.



Connect

Sign up for the City's emergency notification program, **Notify LA**. When disasters occur, the City will alert you with specific instructions on what to do. **Text READY to 888-777** to sign up. You can also follow EMD on social media at @ReadyLA.



Communicate

Create and practice a personal communication plan that includes local, out of state, and other important emergency contacts.



Learn

Enroll in FREE preparedness training classes offered by our partner agencies, such as First Aid, CPR, Amateur Radio, Active Shooter Survival, Stop the Bleed, Community Emergency Response Team training, etc. to enhance your readiness skills.

Ready Your LA Neighborhood

RYLAN's MYN

In a disaster, your neighbors may be your closest source of help.

Organizing with your neighbors helps you know what to do in the hours after a disaster to:

- save lives
- reduce the severity of injury
- decrease property damage
- protect the environment

A property map/ floorplan of your property helps you remember:

- the location of property utilities, eliminating a common source of fire when leaking gas is shut off
- the location of the Gathering Site, where you and your neighbors will meet to coordinate your response
- the location of neighbors you will want to remember, especially older adults, those with disabilities, and any who live alone
- pets who may live on the property

**Landlord/Property Management
Info: (phone, email)**



9 Steps – Immediately Following Disaster

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At home...

Step 1. Ensure your personal safety. A bicycle helmet or hard hat protects from falling debris. Sturdy shoes protect from broken glass. Leather gloves protect from sharp objects.

Step 2. Take care of your loved ones. Check for injuries and make sure they are dressed for safety as well.

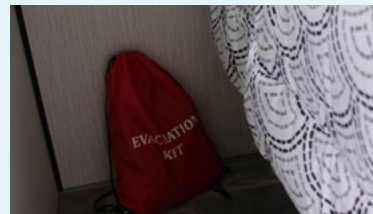
Step 3. Follow your property's management's safety procedures for utility shut offs. This is the best way to prevent fire and contamination of your water supply. Remember to only shut-off utilities if necessary.

Step 4. Fill your tub/sink with water to use for sanitation purposes. NOTE: This water may be unsafe for personal consumption. Shut off water at the building main if you see a leak.

Step 5. Place the Help or OK sign (see back page) someplace highly visible to your neighbors and first responders. Posting the sign helps your neighbors locate those who need help first.

Step 6. Put your fire extinguisher where neighbors can see it. This way, if a neighbor has a small fire after a disaster, extinguishers are readily available. Some properties have fire extinguishers in common areas such as hallways.

Step 1: Keep these items under the bed or tie them to the underside of the bed.



Step 3: DO NOT turn off your natural gas unless you smell natural gas, hear the sound of natural gas escaping or see other signs of a leak and ONLY if it is safe to do so.

Turn the valve 1/4 turn to shut off the gas. NEVER turn it back on once it has been turned off.



With neighbors...

Step 7. After Steps 1-6 are completed, go to the **Gathering Site**. (The following page will help you choose this location.)

Write your Gathering Site location here:

Step 8. Form Teams at the Gathering Site (see tab Neighbor Response Teams for step-by-step actions):

- **Team 1:** Listen to Emergency Alert AM/FM radio stations and monitor official social media channels if they are available. Keep neighbors informed on what you learn.
- **Team 2:** Check on neighbors with disabilities, access, or functional needs.
- **Team 3:** Follow property management protocols for utilities shut-off. Report to property management if you smell or hear gas or see the dials on the meter spinning faster than normal.
- **Team 4:** Check on all neighbors with the “Help” card displayed on the front door or window, or with no card showing. Be prepared to give first aid. Trust your instincts. If something feels unsafe, stay out.

Step 9. After your Team has completed its work, go back to the Gathering Site. Share what you have done with the rest of your neighbors. Decide if there is a need for a Care Center. If so, the Care and Shelter Team should begin setting it up.



Gathering Site and Care Center

Gathering Site and Care Center

Gathering Site

Come to the Gathering Site after you have finished Steps 1-6. This will help you organize and reduce confusion.

The Gathering Site is in a protected area that is easily seen. The visibility will help remind everyone that they should come here. A central location such as an open space or community room, porch or carport would work well and protect you from the elements. Stay clear of power lines and damaged structures.

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



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 access and functional needs can be brought so they are not alone and can be given care.

Write your Neighborhood Care Center location here:



Skills and Equipment Inventory

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

Health Care Professionals

Electrician

First Aid

Fire Extinguisher Experience

Child/Elder Care

Culinary

Pet Care

HAM Operator/Radio

Community Response Team

Language Skills (which ones)

Chaplain

Coordination/Organizational

Emotional Support

Entertainment

General Construction

Other

Equipment/Supplies

First Aid/Medical Equipment

Power Bank/Portable Charger

Personal Protective Equipment

Extension cords

Hygiene Products

Escape Ladder

Duct Tape

AM/FM Radio/ Walkie-Talkie (FRS radio)

Tents, Spare Bedding and Sleeping Bags

SUV/Truck/Van

Hand Tools (Hammers, Crowbars, Wrenches)

Lighting

Power Tools (Chainsaw, Circular Saw)

Construction Materials/Caution Tape

Strong Rope

Other Equipment

Fire Extinguisher

Portable Cooking Appliances

Check with your property manager to see if they might have any other equipment that can be used following a disaster.

Response Teams

Response Teams

Immediately following disaster, form Response Teams. Always respond in Teams of at least two for safety.

Block Coordinators

PRIMARY JOB: Provide the overall coordination of the neighborhood disaster response. Whoever arrives FIRST at the Gathering Site can assume this responsibility.

Name: _____

Name: _____

1. Set up the Gathering Site.

2. Assign at least two neighbors to serve on the following Teams:

Team 1 - Communications:

Name: _____

Name: _____

Team 3 - Utility & Safety:

Name: _____

Name: _____

Team 2 - Care & Sheltering:

Name: _____

Name: _____

Team 4 - Neighbor Wellness:

Name: _____

Name: _____

3. As these Teams return, write down the response activities of each Team.

4. Coordinate food and rest breaks for your Response Teams.

Team 1 – Communications

PRIMARY JOB: Monitor your local EAS (Emergency Alert Station) AM/FM radio station for information about the event.

1. Our local emergency AM/FM radio station is: _____
2. Monitor the emergency AM/FM radio station, listening especially for information relevant to your neighborhood, such as a chemical release headed your way.
3. Share relevant information with the Block Coordinators.
4. Keep a written record of what you have learned from the AM/FM station.

Team 2 – Care & Sheltering

PRIMARY JOB: Set up the Neighborhood Care Center, and check on neighbors who may need assistance (see the Contact List).

1. Review the designated location of the Care Center. If a new location is needed, communicate this new location to the Block Coordinators.
2. Using the Contact List, go door-to-door, checking on all neighbors who may need assistance.
3. Assist neighbors who want to go to the Care Center.
4. Report all activities to the Block Coordinators.

Team 3 – Utility & Safety

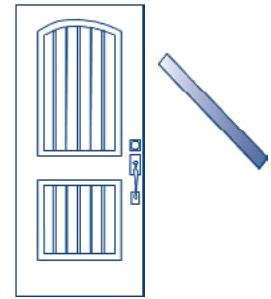
PRIMARY JOB: Inspect your property for hazardous conditions including utilities. Report any unsafe areas to management. Follow your property management's guidelines for utility emergencies.

1. Always respond in Teams of at least two. Make sure you are dressed for safety.
2. Remember your safety comes first. Be alert. Watch for hazards. If you are uncertain what to do, return to the Gathering Site and ask for additional help.
3. Prioritize the hazards you find. The following is one possible priority list:
 - Rope/tape off all downed electrical lines by creating a barrier of at least 30 feet from the downed line.
 - Rope/tape off all hazards: broken glass, large cracks in the street or sidewalk, leaning chimneys, etc.
 - Shut off water at the building main if you see a leak.
4. Report all your activities to the Block Coordinators at the Gathering Site.
5. Be aware of the possibility of earthquake aftershocks. Quickly move to safe areas.

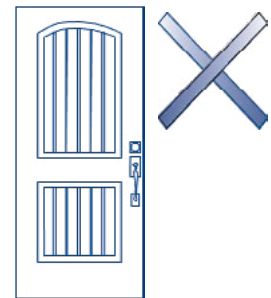
Team 4 – Neighbor Wellness

PRIMARY JOB: Conduct a door-to-door check of all units to determine the well-being of all neighbors. Use the OK/Help Cards to prioritize your activities.

1. Always respond in Teams of at least two.
2. If possible, keep in communication with the Gathering Site via walkie-talkie radio, or by signaling with whistles.
3. Check on all units with the **“Help” Card** displayed.
4. As you check on each unit, place one-half of a large taped “X” on the area next to the door to signal your location.
5. As you leave each unit, following your check, place the second half of the taped “X” on the area next to the door to signal that this unit has been responded to.
6. Write down exactly what you do at each unit.
7. Check on all units with **NO CARD**. Perhaps this neighbor is injured and unable to post the Card. Follow the procedure explained in #'s 4 and 5 to mark the unit with a taped “X.”
8. Check on all units with the **“OK” Card** displayed to ensure they really are fine. Follow the procedure explained in #'s 4 and 5 to mark the unit with a taped “X.”
9. Report all your activities to the Block Coordinators at the Gathering Site.



Going in, to signal your location



Coming out, to indicate check is complete

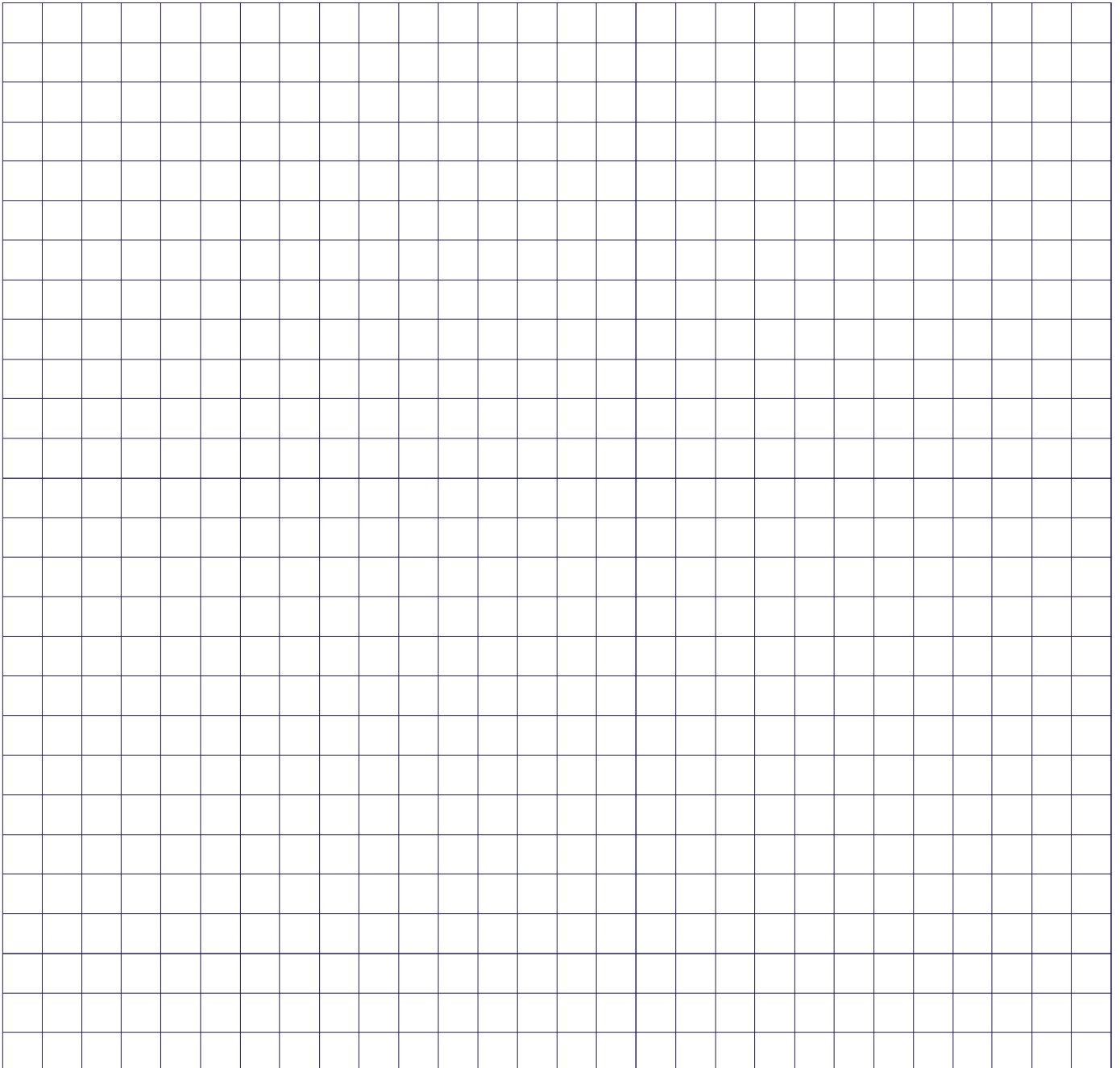
Your Building's Layout and Contact List

Your Building's Layout

Step 1. Attach your property map here or use the grid below to draw it.

Step 2. Number each unit.

Step 3. Match this number with the numbers on the Contact List.

A large empty grid consisting of 20 columns and 20 rows of small squares, intended for drawing a building layout.

Your Contact List (continue on next page)

Residence or Unit 1

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 3

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 5

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 7

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 9

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 2

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 4

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 6

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 8

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 10

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Your Contact List (continued)

Residence or Unit 11

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 13

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 15

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 17

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 19

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 12

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 14

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 16

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 18

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 20

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Your Contact List (continued)

Residence or Unit 21

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 23

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 25

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 27

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 29

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 22

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 24

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 26

Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 28

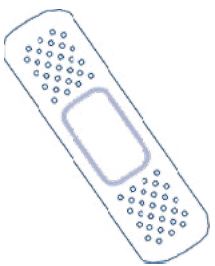
Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance

Residence or Unit 30

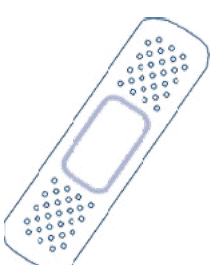
Adult Name(s)
Children Name(s)
Best Phone
Email
Pet(s) and kind(s)

Any person who may need assistance



Before the Disaster

Put two Band-Aids® in this booklet under your bed,
along with your sturdy shoes, hard hats, and leather gloves.



After the Disaster

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

HELP

First: Check houses with a “Help” Card and those without a card displayed.



Later: Check houses with an “OK” Card to make sure they are fine.

OK

We are OK and have evacuated. Contact us at: