



Sherwood Firewise Communities

Neighborhood Coordinator

Sherwood Firewise Communities (SFC) is a non-profit organization staffed with volunteers. SFC's mission is to make Sherwood Corridor residents safer and properties more prepared for emergencies through civic engagement programs and practical capacity-building projects that reduce risks to life, property, and resources caused by wildfires and earthquakes. SFC has three major working groups: Emergency Preparation, Communication, and Planning & Funding.

The SFC Neighborhood Coordinator project encourages individuals to work within their own neighborhood to promote emergency preparation and increase communication. The major wildfires in the past few years have proven that neighbor-helping-neighbor has saved lives. SFC encourages neighborhood coordination before an emergency so residents are better prepared to help themselves, their families, and their neighbors.

The following pages can act as a guide for neighborhood coordination. We ask that one or perhaps two people initiate coordination in your immediate area. Please review the SFC website at www.sherwoodfirewise.org to download forms for SafetyNet registration, Address sign orders forms, and other information. **For more information contact** brianw@sherwoodfirewise.org Tel: 707 459 4499 or info@sherwoodfirewise.org. Questions will be forwarded to the Emergency Preparedness Coordinator.

Attached documents:

- The Role of a Neighborhood Coordinator
- An introduction to Sherwood Firewise Communities
- The key activities of a Neighborhood Coordinator
- The suggested tasks of a Neighborhood Coordinators Description
- Neighborhood Coordinators Meeting Guidelines and Format
- Neighborhood Coordinators Meeting – Needs, Help, and Offers process

The Role of Sherwood Firewise Communities Neighborhood Coordinators (NC).

Simply stated, the role of a Neighborhood Coordinator is to take on the task of enrolling your neighbors to be more emergency prepared. Organizing this should be manageable for you and an activity that you want to do. How many neighbors you want to engage is entirely up to you. They are usually those who are close by and it's good to include those you do not know or don't know well. This will help build a greater sense of community and support for being emergency prepared. It may also lead to new possibilities to know and support each other.

Your role is as a coordinator and facilitator. As a coordinator, you will coordinate activities and be the key link person to the Sherwood Firewise Emergency Preparedness Coordinator at SF Central. As a facilitator, you do not have to do all the work yourself but rather help and encourage your group to explore, define, share and take responsibility for their agreed tasks in a spirit of cooperation.

You will be arranging and running the first and the ongoing meetings. The NC packet has an easy and straightforward step by step process to guide you. Essentially, activities are the areas to focus on and the tasks are where you do the detailed work with your group.

We suggest 12 key activities for you to coordinate. You will find them in your NC packet, and you get to decide those that you want to do and then to delegate the others to your neighbors. The list of suggested coordinator tasks is also in your NC packet.

If you can, ask one of your group to take notes of your meetings and always to note who will do what by when with whom. Each subsequent meeting can then be a review of accomplishments along with your future agreements and plans.

Sherwood Firewise Communities
Neighborhood Coordinators
Introduction to SFC

SFC began in April 2018 as a response to the local and deadly fires that happened to the inland Mendocino area. SFC works to create additional evacuation routes, temporary refuge areas and water tank-hydrants to serve the 5,000 Sherwood Corridor residents and property owners and to enhance emergency communication system. SFC has taken a comprehensive two path approach to accomplish these goals. Collaborating with other entities and agencies including Mendocino County, in particular the Office of Emergency Services, our local County Supervisor, as well as Cal-Fire, Mendocino Fire Safe Council, Brooktrails Township Community Services District and the Brooktrails Fire Department, is the path from the top down to meeting SFC goals. Also, the path created by forming neighborhood Coordinators within the residential neighborhoods is working from the bottom up to support these goals. We hope to inspire, empower and support local neighborhoods to take responsibility for home hardening, defensible space, evacuation planning, and mutual support to become more resilient to the threat of fire. SFC believes that collaboration, sharing resources and greater communication between neighbors is a path that will save lives.

Sherwood Firewise Communities Neighborhood Coordinators - Suggested Activities

Emergency Preparedness Activities Checklist (to be completed by Neighborhood Coordinator)

Please read through the list below and circle Yes for those activities that you'd be willing to support and collaborate with your neighbors as their SFC Neighborhood Coordinator. Contact Brian Weller:

brianw@sherwoodfirewise.org Tel 707 459 4499 with questions or comments. You can write on reverse.

Your Name: _____

Address: _____

Phone/cell: _____

Email: _____

Your Neighborhood and/or Street that you want to support

Activity 1. Register with Mendocino County OES MendoAlerts	Yes
Activity 2. Install SRA compliant 'green' address signs	Yes
Activity 3. Encourage signing up for CERT and HAM radio training in future	Yes
Activity 4. Work on evacuation routes, assembly areas & water-tank hydrants	Yes
Activity 5. Participate in SFC Hazard Assessment and Reduction Programs	Yes
Activity 6. Push private access road vegetation clearing and maintenance	Yes
Activity 7. Organize neighbors for group purchase Home and Car Fire Extinguishers	Yes
Activity 8. Home 'hardening' - roofing, siding, decks and vents - plus fire resistant landscaping	Yes
Activity 9. Organize neighbors 'Chipper day' for 100' defensible space	Yes
Activity 10. Help develop residential fire water storage with fire hose fittings	Yes
Activity 11. Help neighbors with personal evacuation planning	Yes
Activity 12. Join the Emergency Preparation Team	Yes

Sherwood Firewise Communities Neighborhood Coordinators - Suggested Tasks

Main tasks:

1. Identify the streets you will work within your group (initially you might just want a total of 10-12 houses)
2. Let info@sherwoodfirewise.org know your name, contact info., and the streets in your group by completing Activities of Involvement Form
3. Become familiar with the resources and information on the website www.sherwoodfirewise.org
4. Introduce yourself to your neighbors with the intention of creating a stronger and more fire-resilient community. If neighbor not home, follow up at later date. Establish a neighborhood meeting time and place with all neighbors you can contact.
5. During the meeting, encourage neighbors to sign up with reverse 911 and Nixle by contacting the Office of Emergency Services through the Mendocino County Sheriffs Web site or texting 888777.
6. Encourage neighbors to register with SafetyNet – ***an early incident notification of fire danger in or adjacent to the Sherwood Corridor residents*** (can do this through website), or have brochures and blank forms available. *Forms with terms and conditions (new feature) must be signed for registration in system.*
7. Encourage neighbors to purchase a **Cal-Fire approved** green address sign that can be seen in the dark and smoke (can do this through SFC website). Have blank forms available.
8. Go over the checklist with neighbors to establish needs, resources, contact info, etc. Talk about needs for home hardening, defensible space, emergency prep, and evacuation planning. Encourage them to problem solve and identify neighborhood problems that need addressing. Set up subsequent meetings.
9. Any questions can be directed back to SFC at info@sherwoodfirewise.org and will be forwarded to the working group coordinator. Encourage attendance at SFC monthly meetings the 2nd Thursday at the BCSD Community Center from 6-8.

Would be nice to:

1. Encourage neighbors to help each other with resources and labor, sharing costs of chipper, etc.
 2. Ask if they would like to volunteer in one of the three working teams: Emergency Preparedness, Communication, or Planning & Funding – if so, take their contact info and relay to info@sherwoodfirewise.org.
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Sherwood Firewise Communities Neighborhood Coordinators- Meeting Guidelines and Format

General Guidelines

1. Keeping your meetings on time, relatively short and focused. We suggest an hour for the initial meeting.
2. Organizing your first meeting will take a little work to find a time to suit everyone. When you initially contact them, ask them for their preference(s) – weekday evenings or weekends.
3. How often you hold your meetings is for you and your neighbors to decide.
4. It's good to start meetings with a brief personal introduction regardless of your knowledge of neighbors. This is especially important when new members attend.
5. Give a brief overview of the work and purpose of Sherwood Firewise, mentioning the dates and times of our monthly meetings the 2nd Thursday at the BTCSD Community Center from 6-8.
6. As a coordinator, you may wish to invite your neighbors to your home for the first meeting and then decide together if you wish to rotate the meeting venue.
7. Offering refreshments is always appreciated. Request attendees to bring pens and paper.

Meeting Format – First Meeting

1. Welcome and brief personal introductions – starting with yourself as the Sherwood Firewise Neighborhood Coordinator. 3-5 minutes
2. Give a brief overview of Sherwood Firewise (see INtro to SFC) – who we are, why we were formed and what we do. 5 minutes. (we'll be providing you with some SFC introductory leaflets and you can always refer to the Sherwood Firewise website: : www.sherwoodfirewise.org)
3. **The main purpose of the meeting:** is for everyone to go through their **Needs, Help and Offers** forms and then for you to facilitate the conversation using the information.
4. The Process:
 - a) Hand out the Needs, Help and Offers Forms and give folks 5-7minutes to fill them out.
 - b) Starting with 'Things I need', ask folks to work in threes to cover the first 3 sections to see how they can support each other. Give about 20 minutes for this.
 - c) Open the meeting up to make sure if there are any needs, offers and help that remain unmet. The group can then work this out together.
 - d) Read out loud section 4 and spend about 10 minutes on this.
 - e) Check that folks have made some commitments to each other – “what they will do for each other and by when” **If you decide to hold a work party on each neighbor's home/garden make sure you've agreed on the dates and times with contact info.**

- f) Finish the meeting by thanking everyone and reminding them of the next Sherwood Firewise general meeting.

Sherwood Firewise Communities Neighborhood Coordinators - Needs, Help and Offers Process

(To be completed by individual residents):

My Neighborhood Coordinators' name and contact information:

My Name: _____

Address: _____

Contact Information: Phone: _____ **Email:** _____

1. Needs: Actions, or resources I need to become more fire safe (home hardening, lot clearing, evacuating plan, etc.)	
2. What I can offer others (skills, collaborations, resources, etc.)	
3. What I'd like help with	
4. Other ways we can support each other to be more Emergency Prepared	