PROJECT PREP

Promotora Guide
We thank you very much for your time and interest in helping to prepare your community for a disaster. By being a part of this very important program you are making a difference in people’s lives by educating the community on how to best prepare for a disaster.

We learned a lot from groups that we conducted on disaster preparedness in the Latino community. We discovered that many persons who attended our groups felt that a small discussion group setting was an ideal way to learn.

We are now giving you the tools to lead a small discussion group or what we will now call, a “platica”.

There are 4 objectives for our platica:

1. Teach participants about the most likely disaster to happen in our region.

2. What to do in case of an earthquake.

3. Inform participants on how to create a Family Communication Plan.

4. Inform participants about how to build and store their Disaster Supplies.
Please follow this “Promotora Guide” along with the companion booklet, “Household Disaster Preparedness Guide” (HDP) that will be handed out to platica participants.

The HDP Guide was put together from various sources and was then modified to be more culturally sensitive to our Latino community. It’s important that you read this booklet and become very familiar and comfortable with it.

So let’s get started. Remember to have fun and make this not only an educational experience for the participants but an enjoyable one. Good luck and thanks again.

Staff of UCLA’s Project PREP and CCH
INSTRUCTIONS FOR THE PROMOTORA

In general, your role as a Promotora leading the platica is to help individuals and groups accomplish the objectives and tasks in this guide and to insure that the platica runs smoothly. You will accomplish this by:

1) Leading activities and group discussion.
2) Encouraging group participation.
3) Presenting key points of information.
4) Identifying the learning needs of participants and clarifying misunderstandings.
5) Designating a “team” leader for the group of participants.

An effective Promotora facilitates the session and helps participants learn the content and how to apply it to their personal circumstances. Good facilitation skills will get participants involved by encouraging them to comment and ask questions and spark discussion.
INSTRUCTIONS FOR THE PROMOTORA CONTINUED

Asking participants questions are an important part of the platica as this helps to spark conversation and exchange of ideas. If an answer to a question is incorrect or off base, carefully steer the discussion toward a correct response while maintaining respect for the original comment.

USING THE GUIDE

Under each underlined heading will be text inside a yellow box. We do not expect you to read exactly what is written in the yellow boxes. This is only used as an example or suggestion that you might use to begin discussion within the group.

Text written in **BOLD CAPS** before and sometimes after yellow boxes are for directions and are not to be read aloud.

We have also included the amount of minutes that you should spend on topics after underlined headings. Again, these are only suggestions and time spent for each topic will vary from group to group.
PROJECT PREP
Thank you for coming. My name is ______________
I am a Promotora de Salud, working with Project PREP, which is run by UCLA and the Coalition for Community Health. For the next hour, we are going to talk about the importance of disaster preparedness and, more importantly, what you can do yourself as an individual and as a family to prepare for a disaster.

POTENTIAL RISKS AND DISCOMFORTS
I know that talking about disaster preparedness can be a scary thing for us. Especially, for those of us who have experienced a disaster in the past. If at any point you are uncomfortable during our session today, you are welcome to please step out of the room.

EMPHASIZE WHY WE LOSE SERVICES AND IT’S IMPLICATION
EXP: ► NO Electricity= No Stores, No ATM, No Water Pumps
► Sewage Spills
► Natural Gas
GOALS

1) Learn what is the **most likely disaster** to happen to us living in Los Angeles.

2) Learn what to do in case of an **earthquake**.

3) Learn how to create a **Family Communication Plan**

4) Learn how to build and store **Disaster Supplies**.
There are 4 goals for our platica today:

1) Learn what is the **most likely disaster** to happen to us living in Los Angeles.
2) Learn what to do in case of an **earthquake**.
3) Learn how to create a **Family Communication Plan** and
4) Learn how to build and store **Disaster Supplies**.

I would like for everyone to participate in this “platica” because as much as you can learn from me, the group can learn from each other. Please feel free to stop me when you do not understand something. I just ask that we respect the group and if you can raise your hand I will call on you.

**ICE BREAKER** [5 minutes]

Before we get started I would like you to tell us your name and something about your self.

**GO AROUND THE ROOM AND MAKE SURE THAT EVERYONE HAS HAD A CHANCE TO PARTICIPATE**
WHAT IS A DISASTER

QUE ES UN DESASTRE
A disaster is any event that can happen suddenly, cause damage to homes and businesses, disrupt services such as electricity, water, and power, and threaten our health. Disasters may be so large that there is no water or power to homes and businesses such as grocery stores so they can’t open. Also, emergency services including fire, police and hospitals may be overwhelmed with work.

Describe what we mean by “disaster” for this platica. Emphasize loss of services.

What disaster do you think is most likely to occur in Los Angeles?

Teach what is most and least likely in Los Angeles. Teach that today’s focus on earthquakes is good for other disasters.

What precautions do you think we should do before an earthquake?

Group Discussion

Teach what to do in different scenarios, i.e., in bed, outside, in a car, in a room with no table.

Lead into D, C & H with. This is what you should do during an earthquake.

Flip page
AGÁCHESE
Duck

CÚBRASE
Cover

DETÉNGASE
Hold
DUCK, COVER AND HOLD

DISCUSS AND DEMONSTRATE “DUCK, COVER & HOLD” TECHNIQUE OUTLINED ON PAGE 5 OF THE HDP GUIDE.

VARIATIONS FOR DIFFERENT SITUATIONS

- Room with no table to duck under
- What to do in bed at night
- What to do if outside
- What to do if in a car
FAMILY COMMUNICATION PLAN
FAMILY COMMUNICATION PLAN [10 minutes]

Have you ever asked yourself?
Where would I meet my family members in case we were separated in an emergency?

GROUP DISCUSSION.

GO OVER “COMMUNICATION PLAN CHECKLIST”
ON PAGES 10 OF THE HDP GUIDE

Does anyone here have a family communication plan?
### Where to Meet in Case of A Disaster

If Monday-Friday during the day meet at:
1st) front of Victor School  2nd) front of St. James Ch
If Monday-Friday at night meet at:
1st) front of home  2nd) front of Sara's house

If weekend during the day meet at:
1st) front of home  2nd) front of St. James Ch
If weekend at night meet at:
1st) front of home  2nd) front of Sara's house

### FAMILY COMMUNICATION CARD

This card belongs to: **John Smith**

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Mom-work</td>
<td>(323) 123-4567</td>
</tr>
<tr>
<td>2) Dad-work</td>
<td>(323) 123-4568</td>
</tr>
<tr>
<td>3) Bob Smith in NY</td>
<td>(212) 123-4569</td>
</tr>
<tr>
<td>4) Tia Maria in MX</td>
<td>(011) 52-686-577-1600</td>
</tr>
<tr>
<td>5) Maria Lopez in MX</td>
<td>(011) 52-686-123-4567</td>
</tr>
</tbody>
</table>
FAMILY COMMUNICATION CARDS [5 minutes]

The sheets of cards included in your handbook are for you to fill out and give to each member of your family. We can begin filling out the cards now as I explain how you should use them.

- DEMONSTRATE USEAGE OF CARDS. SHOW TH LOGIC OF HOW YOU FILLED OUT YOUR OWN CARD. ALSO, REFER TO PGS 11 AND 12 OF PREP GUIDE
- DISCUSS INCLUDING AN OUT OF STATE CONTACT AND WHY IT’S IMPORTANT TO HAVE ONE.
- LINE 5 (HIGHLIGHTED IN BLUE) IS FOR OUT OF STATE CONTACT
- HAVE PARTICIPANTS START FILLING OUT A CARD THEMSELVES
DISASTER SUPPLIES
One of the most important things we can do to ensure our health and safety in the event of a disaster is to assemble a disaster supplies kit. We will now create our own disaster supplies kit.

I want you all to imagine that you are members of one big happy family and it is your job to build your disaster supplies kit. First, you will need to elect a team leader or in this case the head of the household.
THE ACTIVITY [10 minutes]

On this table you will find approximately 40 items. I want you to choose only those things that you would include in your kit. So do your best to include what you think would be the most important items to have? You have 10 minutes.

GIVE THEM 10 MINUTES THEN HAVE THEM TAKE THEIR SEATS

- GO OVER EACH ITEM THAT PARTICIPANTS CHOSE
- DISCUSS THE ESSENTIAL VS. NON-ESSENTIAL ITEMS.
- TEACH THEM TO PRIORITIZE.

QUANTITY OF SUPPLIES [5 minutes]

So now you have a pretty good idea on what supplies you will need in case of a disaster. Now, you need to think about how much or how many items to gather.

YOU WILL NEED AT LEAST A 3 TO 7 DAY SUPPLY FOR EVERYONE LIVING IN YOUR HOUSEHOLD.
STORAGE OF EMERGENCY SUPPLIES

- FIRST AID KIT
- WATER
- CANNED MILK
- CANNED FOODS
- BLANKETS
- MISCELLANEOUS

[Image of a bed and emergency supplies]
SUGGESTIONS FOR STORING SUPPLIES [5 minutes]

Now that you have all your emergency supplies and know how much you should store, where do you store them?

GROUP DISCUSSION

GO OVER SUGGESTED STORAGE METHODS ON PAGES 24 AND 25 OF GUIDE
LEADER DESIGNATION [5 minutes]

As part of our program we need a volunteer to be our PREP Team Leader.

OUTLINE PREP LEADER DUTIES:
1. FOLLOW UP WITH FELLOW CLASSMATES
2. CONTACTING AND UPDATING THE PROMOTORA

I’m going to pass around the sign up sheet. For those of you who would not mind being called by the team leader just write in your phone number next to your name. Do not feel obligated. This is completely voluntary. We just feel that this type of motivation might help those that have been putting off getting their kit together or plan in place. Also, this might help getting answers to questions you might have or finding out about sale items, hints and suggestions for you kit.

AFTER PREP LEADER CHOSEN

PASS AROUND THE SIGN-UP SHEET AND THEN COLLECT.
BEFORE LEAVING MAKE SURE THAT TEAM LEADER HAS A COPY OF THIS LIST BUT DO NOT GIVE TEAM LEADER ORIGINAL
I make TWO GOALS today:

1) I will improve my disaster supplies by __________________________ this week.
   (type of preparation)

2) I will improve my family’s disaster communication plan by ______________________ this week.
   (type of preparation)
GOALS [5 minutes]

I’m now going to pass out this Project PREP GOALS sheet.

I would like you all of you to commit to both improving your disaster supplies and family’s disaster communication plan.

- PASS OUT GOALS WORKSHEET
- GIVE YOUR OWN EXAMPLE
- HAVE THEM START FILLING OUT, SIGN AND DATE
- COLLECT TOP COPY AND HAVE THEM KEEP BOTTOM COPY
GRACIAS
END OF PRESENTATION [5 minutes]

We are now at the end of our presentation. We really hope that this has helped you on your way to be more prepared. We thank you for all your time and what you have given to this platica.

PLATICA EVALUATION [5 minutes]

We would like to give you an opportunity to tell us what you thought about the presentation. The evaluation form I’m handing out is completely voluntary and anonymous; please do not write your name on the survey. We greatly appreciate your feedback, as we will use the information provided to improve our presentations.

PASS OUT PARTICIPANT PRESENTATION EVALUATION FORM

Thanks again and if you have any questions, I will stay a couple of minutes after class to answer them. Good-bye.