

City of Palo Alto Community Resource Letter of Intent ¹

The City of Palo Alto is encouraging community organizations to prepare for all types of emergencies, natural disasters, technological, or human caused. Community organizations will play a critical role in a successful response effort to emergencies and disasters alike. They are often the first place that ‘at-risk’ community members turn to for support during a time of crisis. In addition, community organizations already know who the more vulnerable members of their community are and have the skills required to provide services to those in need. Together, local government and community organizations can partner to successfully prepare and respond to our community during an emergency.

To ensure that both local governments and community organizations have documented information about potential roles the community could play during an emergency, this document is intended to capture information that could be accessed during an emergency. Nothing on this document commits the organization to do this work. This is not a binding agreement, but rather a listing of what your organization would be willing to try to do during a significant local emergency, given the available resources of your organization at the time. When you turn this in to the Office of Emergency Services, they may elect to place data from this document into a summary document of all community organizations preparedness partners for ease of access during an emergency. Information in this document will be considered private and non-public.

Community Organization Information

Organization Name _____

Address _____

City / State / Zip _____

Phone Number _____ Fax _____

Organization website (if applicable) _____

Approximate size of congregation _____

Name of person responsible for emergency planning _____

Contact information to reach this person _____

24/7 Contacts

Please list 3 contacts that could be reached 24 hours a day, 7 days a week in the event of a significant emergency.

Name & Position	Daytime phone numbers (Office/Home)	Evenings & Weekends Phone Numbers	Email Addresses

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Potential support community organizations could provide prior to and during an emergency.

Please read through the list of possible emergency preparedness and response action steps below. Consider whether your organization would be willing to assist other local emergency response efforts. Place a check mark in the appropriate box(es) that represent your organization's potential assistance. If your organization does not plan to assist in a particular area, please leave the box blank.

Emergency Preparedness Action Steps	For our staff	For our clients	For the greater community
Provide education on Personal & Family Preparedness (prior to an emergency)			
Provide CPR/First-Aid/AED trainings (prior to an emergency)			
Stockpile medical equipment/medications (to care for disabled & elderly)			
Provide familial support for first responders (i.e. adopting a station)			
Store other emergency supplies (food, water, first-aid supplies, batteries, diapers, etc)			
Emergency Response Action Steps			
Offer use of your facility as space for emergency operations			
Operate a food shelf out of your organization			
Cook and distribute meals out of your kitchen			
Check on vulnerable and at-risk people			
Organization's healthcare professional/healthcare volunteer who commits to check on people's health (assist with keeping people unnecessarily out of the healthcare system)			
Link available volunteers willing to provide daycare to those in need (during a flu outbreak daycares may close)			
Assist with people who are in Isolation & Quarantine: check on people confined to their homes and help them obtain necessary supplies (food etc)			
Educate and provide accurate emergency information			
Provide emotional support			
Provide grief and loss support			
Use your facility as a shelter (temporary housing)			
Utilize your bus/vehicle for transportation or delivery			
Other (please specify)			
Nothing. (Our plan is to close during such an emergency.)			

Please note: Each of the agreed upon action steps will require further delineation by your organization. For example, if your organization agrees to provide transportation/make deliveries, which vehicle(s) will you use, who will be the drivers, do you have the addresses and contact information of those you will support (if not, where will you get it), for what purposes are you willing to transport, how far are you willing to travel, how will you ensure safe practices and infection control measures are taken, what if there's a gas shortage, do you have someone that could fix your vehicle if it should break down, etc.

Confidentiality

The City of Palo Alto will not share any identifiable data provided by your organization with other organizations.

Acceptance

The return of one signed copy of this Letter of Understanding constitutes intent by your organization to assist our emergency response effort accordingly. Please retain a copy of this Letter of Intent for your records.

Print Name _____ Title/Position _____

Signature _____ Date _____

Return this form to oes@cityofpaloalto.org or by mail to OES, 275 Forest Ave, City of Palo Alto, CA 94301. For questions, contact 650-617-3197.