

Community Disaster Resilience Planning Guide Resources

Skills and Knowledge Inventory

Computer-Based

Thank you for completing this inventory. We're interested in what skills your household has. We are asking these questions so that we can identify ways in which we can improve our community and work towards becoming a "Disaster Resilient Community." We would like you to answer some questions about your household's skills and where you have used them.

This form has been developed to be completed on-line, saved and sent as an attachment in email. Please save frequently as you are completing the form.

Household Name: _____

Household Address: _____

Part One: Skills Information

This is a long list of skills – we really are interested in all of your skills and abilities. They may have been learned through experience in the home or with the family, skills you've learned at work, school or in the community. Please tick the boxes that apply to **your household**.

Health

1. Caring for the Elderly	
2. Caring for the Mentally Ill	
3. Caring for the Sick	
4. Caring for the Physically Disabled or Developmentally Delayed	

If you answered yes to items 1, 2, 3 or 4, answer the following:
Now, tell us about the kind of care that was provided.

1. Bathing	
2. Feeding	
3. Traditional Food Preparation	
4. Preparing Special Diets	
5. Exercising and Escorting	
6. Grooming	

7. Dressing	
8. Making the Person Feel at Ease	
9. Mental Health Counselling	
10. Critical Incident Stress Management (CISM)	
11. First Aid Training	
12. Western or Alternative Medicine Training (Nurse, Doctor, Naturopath)	
13. Addictions Counselling/Suicide Prevention	
14. Teachings, Spiritual Guidance, Traditional Healing (protocols)	
15. Driver for Medical Van or Elders	

Other: _____

Office

1. Typing (words per minute _____)	
2. Operating Adding Machine/Calculator	
3. Filing Alphabetically/Numerically	
4. Taking Phone Messages	
5. Writing Business Letters (not typing)	
6. Receiving Phone Orders	
7. Operating Switchboard	
8. Keeping Track of Supplies	
9. Shorthand or Speedwriting	
10. Bookkeeping/Expense Tracking	
11. Entering Information into Computer	
12. Word Processing	
13. Excel Spreadsheets	
14. PowerPoint	
15. Web Design	
16. Photoshop/Photography Software	
17. Corel Draw/Graphics Software	
18. Desktop Publishing	
19. Outlook/Email	
20. Accounting and/or Payroll	
21. Business Continuity/Resumption Planning	

Other: _____

Construction and Maintenance

1. Housing Construction or Renovations	
2. Tearing Down Buildings	
3. Knocking Out Walls	
4. Building Garages	
5. Kitchen Modernization	
6. Bathroom Upgrades/Repairs	
7. Building Room Additions	
8. Bricklaying & Masonry	
9. Carpentry Skills	
10. Installing Drywall and Taping, Plastering	
11. Installing Siding or other Exterior Home Finishes	
12. Cabinetmaking	
13. Furniture Making	
14. Wall Papering	

15. Painting	
16. Tile Work	
17. Installing Windows and /or Doors	
18. Building Swimming Pools	
19. Roofing Repair or Installation	
20. Electrical Repairs	
21. Repairing Chimneys	
22. Repairing Foundation Leaks	
23. Routing Clogged Drains	
24. Caulking	
25. Cleaning Chimneys (chimney sweep)	
26. Washing and Cleaning Carpets/Rugs	
27. Window Washing	
28. Floor Waxing or Mopping	
29. Mowing Lawns	
30. Planting & Caring for Gardens	
31. Pruning Trees and Shrubbery	
32. Cleaning/Maintaining Swimming Pools	
33. Floor Sanding or Stripping	
34. Wood Stripping/Refinishing	
35. Repairing and/or Assembling Furniture	
36. Maintenance of Water Systems, Cisterns and Septic Systems	
37. Using a Hand Truck in a Business	
38. Waste Diversions on Landfills	
39. Water & Wastewater Operations	
40. Community Maintenance/Public Works	
41. Building Traditional Structures (Longhouse, Seasonal Shelter)	
42. Knowledge of Building Codes and/or Community Building Bylaws	

Other: _____

Food

1. Spiritual/Cultural Prayers and Blessings	
2. Catering	
3. Traditional Food Gathering/Feasts and Harvesting (roots, vegetables, berries)	
4. Serving Food to Small Numbers of People (under 10)	
5. Serving Food to Large Numbers of People (over 10)	
6. Preparing Meals for Small Numbers of People (under 10)	
7. Preparing Meals for Large Numbers of People (over 10)	
8. Clearing/Setting Tables for Large Numbers of People (over 10)	
9. Washing Dishes for Large Numbers of People (over 10)	
10. Operating Commercial Food Preparation Equipment	
11. Bartending	
12. Hunting, Fishing and/or Trapping	
13. Processing Wild Meats and Fish	
14. Smoking and Storing of Fish or Meats	
15. Baking	
16. Canning (vegetables, meats, fish, berries)	
17. Drying Meats and Fish	

Other: _____

Child Care

1. Caring for Babies (under 1 year)	
2. Caring for Children (1 to 6)	
3. Caring for Children (7 to 13)	
4. Taking Children on Field Trips	
5. Headstart/ Daycare Worker	
6. Foster Care Guardian/Provider	
7. Midwife, Doula, or Similar Skills	

Other: _____

Transportation

1. Driving a Car	
2. Driving a Snowmobile	
3. Driving an ATV or UTV	
4. Driving a Boat	
5. Handling Canoes, Kayaks and Other Non-Powered Vessels	
6. Driving a Van (e.g., medical transportation)	
7. Driving a Bus	
8. Driving a Taxi	
9. Driving a Tractor Trailer	
10. Driving a Commercial Truck	
11. Driving a Vehicle /Delivering Goods	
12. Hauling (e.g., trucked water delivery, or wastewater)	
13. Operating Farm Equipment or Public Works	
14. Driving an Ambulance or Fire Truck	
15. Ability to Navigate/Route Find (map/compass)	
16. Air Ambulatory (routes to landing pads/stations)	
17. Knowledge of Safe Routes (trails, navigable waters, portages)	
18. Knowledge of Seasonal Changes to Transportation Safety (sea and inland water ice conditions, flood-prone areas)	

Other: _____

Operating Equipment & Repairing Machinery

1. Using Cellular, Tablet and Computer Technology	
2. Repairing Radios, TVs, VCRs, DVDs, Computers	
3. Tape Recorders and Digital Recorders	
4. Repairing Other Small Appliances	
5. Repairing Automobiles	
6. Repairing Trucks/Buses	
7. Repairing Auto/Truck/Bus Bodies	
8. Small Engine Repair and Maintenance (e.g., snowmobile)	
9. Using a Forklift	
10. Repairing Large Household Equipment (e.g., refrigerator)	
11. Repairing Heating & Air Conditioning System	
12. Operating a Dump Truck	
13. Operating a Grader (road maintenance)	
14. Fixing Washers/Dryers	
15. Repairing Elevators	

16. Operating a Crane	
17. Assembling Items	
18. Chainsaw Operation and Firewood Management	

Other: _____

Human Resources

1. Writing Reports	
2. Filling out Forms	
3. Planning Work for Other People	
4. Directing the Work of Other People	
5. Making a Budget	
6. Keeping Records of All Your Activities	
7. Interviewing People	
8. Running Workshops, Traditional Gatherings or Other Events	
9. Traditional Opening and Closing Ceremonies	
10. Emergency Scene Management/Incident Command (ICS)	

Other: _____

Sales

1. Operating a Cash Register	
2. Selling Products Wholesale or for Manufacturer	

If yes, which products? _____

3. Selling Products Retail	
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If yes, which products? _____

4. Selling Services	
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If yes, which services? _____

5. How have you sold these products or services? (Check mark, if yes)	
Door to Door	
Phone	
Mail	
Store	
Home	
Internet-based	

Music and Art

1. Singing, Traditional Song and/or Dance	
2. Play and/or Build an Instrument	

Which instrument? _____

3. Drawing	
4. Oil Painting	
5. Watercolour	
6. Pottery	

7. Weaving or Tapestry or Basket Making	
8. Carving (stone, totem)	
9. Sewing/Quilting/Beading	
10. Crafts Using Natural Material (quills, moose hair, natural dye/bleach)	

Other: _____

Security and Safety

1. Guarding Residential Property	
2. Guarding Commercial Property	
3. Guarding Industrial Property	
4. Armed Guard	
5. Crowd Control (powwow, round dance, square dance, fiddling)	
6. Ushering at Major Events	
7. Installing Alarms or Security Systems	
8. Repairing Alarms or Security Systems	
9. Firefighting	
10. Wildland Firefighter	
11. Search and Rescue	
12. Emergency Management Training	
13. Incident Management	
14. Emergency Operations Center (EOC)	
15. First Aid	
16. Home Fire Safety and Escape Plan	

Other: _____

Other

1. Upholstering	
2. Sewing	
3. Dressmaking	
4. Crocheting	
5. Knitting	
6. Tailoring	
7. Moving Furniture or Equipment to Different Locations	
8. Managing Property	
9. Carving (bone, stone and wood)	
10. Assisting in the Classroom	
11. Hair Dressing	
12. Hair Cutting	
13. Manicuring Nails	
14. Phone Surveys	
15. Jewelry or Watch Repair	
16. Photography	
17. Social Media Communication (Facebook/Twitter, skills/bloggging ability)	
18. Interpreting or Translating What languages? _____	
19. Speak or Write Traditional Language _____	
20. Speak Read Write	

What languages? _____	
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XIII. Skills

A. Are there any other skills that your household has which we haven't mentioned?

B. When you think about skills, what three things do you think your household does best?

C. Which of all your skills are good enough that other people would hire someone in your home to do them?

D. What three skills would your household most like to learn?

E. Are there any skills anyone in your household would like to teach?

F. Please describe other special interests or activities that your household has been involved with (e.g., sports, artistic activities, crafts/carving, sewing, beading, fishing, hunting, gardening, swimming).

G. Has anyone ever worked on a farm or ranch? If so, what did they do?

H.1. Has anyone in your household ever organized or helped organize any of the following community activities?

(Place check mark if yes)

1. Boy Scouts/Girl Scouts/Cadets	
2. Church or Family Fundraisers	
3. Bingo	
4. School-Parent Associations	
5. Sports Teams	
6. Camp Trips for Kids (culture camps)	
7. Elder/Youth Knowledge Sharing Opportunities	
8. Field Trips	
9. Traditional Medicinal Harvesting	
10. Hunting and/or Fishing Expeditions	
11. Political Elections and Campaigns	
12. Block Clubs	
13. Community Groups	
14. Rummage Sales	
15. Yard/Garage Sales	
16. Church Suppers	
17. Community Gardens	
18. Community Events	
19. Spiritual/Traditional Events or Ceremonies	
20. Emergency Response/ Emergency Responders	
21. Search and Rescue/ Missing Persons	

H.2. Would anyone in your household be interested in taking part in any of the following community activities?

(Place check mark if yes)

1. Boy Scouts/Girl Scouts/Cadets	
2. Church or Family Fundraisers	
3. Bingo	
4. School-Parent Associations	
5. Sports Teams	
6. Camp Trips for Kids (culture camps)	
7. Elder/Youth Knowledge Sharing Opportunities	
8. Field Trips	
9. Traditional Medicinal Harvesting	
10. Hunting and/or Fishing Expeditions	
11. Political Elections and Campaigns	

12. Block Clubs	
13. Community Groups	
14. Rummage Sales	
15. Yard/Garage Sales	
16. Church Suppers	
17. Community Gardens	
18. Community Events	
19. Spiritual/Traditional Events or Ceremonies	
20. Emergency Response/ Emergency Responders	
21. Search and Rescue/ Missing persons	

I. In case of an evacuation or disaster does your household own or have access to:

(Place check mark if yes)

1. Bicycle	
2. Car	
3. Truck	
4. ATV	
5. Boat	
6: Other Vehicle (Please describe) _____	
7. Generator	
8. BBQ	
9. First Aid Kit	
10. 72 Hour Emergency Kit (grab and go kit)	
11. Chain Saw	
12. Mobile Phone	
13. Computer or Laptop	
14. Printer	
15. Photocopier	
16. Scanner	
17. HAM Radio (amateur radio)	

Consents – Please complete this page and then print and sign. It can be scanned and then emailed with your completed questionnaire or printed and delivered separately.

Your signature below indicates that you have reviewed this document and that you have agreed that this information can be used by the Community Research Team to develop an inventory of community skills and abilities to assist the community in working towards becoming a “Disaster Resilient Community.”

Name: (Please Print): _____

Signed: _____ Date: _____

Please make sure that the person who signs the form is 19 years of age or over and, if the household has children under the age of 19, that a parent or guardian is signing the questionnaire.

- Yes, I am 19 years of age or older
- This household includes children under the age of 19 and I am the parent or legal guardian.

Names of Persons Living in Household

Name: _____	Name: _____
Name: _____	Name: _____
Name: _____	Name: _____
Name: _____	Name: _____
Name: _____	Name: _____

Address: _____

Phone: _____

Email: _____

Thank You!
Please save the completed questionnaire and send by return email as requested.

References

References: Kretzmann, J. P. & McKnight, J. L. (1993). *Building communities from the inside out*, Evanston, IL: Institute for Policy Research ACTA.