

Community Disaster Resilience Planning Guide Resources

Skills and Knowledge Inventory Instructions

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Overview

As you move through group processes for completing and implementing your Disaster Resilience Plan, particularly step two, you will want to consider completing a Skills and Knowledge Inventory to better capitalize on the talents and skills available in your community. The Skills and Knowledge Inventory can be surprisingly useful within the context of disaster and in the face of local hazards, especially if your community is cut off from outside assistance for a period of time following a crisis.

Skills and Knowledge Inventory

A template is provided for collecting information regarding local skills and knowledge. This template has been adapted to be used in three different ways:

1. For use as a mail out or drop-off document to each household in your community. Please be sure to include an envelope for completed questionnaires with a pre-stamped envelope which has on it the return address or other instructions on what to do with the completed questionnaire.
2. A pdf form-fillable document which can be emailed out to community residents. Please make sure that the email sending out questionnaire has clear instructions on what the resident it to do with the document once it is completed.
3. A pdf form-fillable document which can be completed on-line by a committee or other community member based on a face-to-face interview or one completed over the phone.

Additional Instructions

Once the questionnaires are completed and returned to the committee they should be checked off a master list so that it is easy to determine who has returned them.

All questionnaires should be kept in a secure location that can only be accessed by persons who have been given the authority to do collate and manage the information.