



Rural Disaster Resilience Planning Guide Resources

Skills and Knowledge Inventory

Overview
Skills and Inventory Knowledge

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 surprising 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 can be adapted for use as a mail out document to communities, a computer-based database, or as a tool for conducting interviews.



Skills and Inventory Knowledge

Part One: Skills Information

Now, I'm going to provide you with a list of skills. It's an extensive list, so I hope you'll bear with me. 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.

Health

- Caring for the Elderly
- Caring for the Mentally Ill
- Caring for the Sick
- 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 you provided.

- Bathing
- Feeding
- Preparing Special Diets
- Exercising and Escorting
- Grooming
- Dressing
- Making the Person Feel at Ease

Office

- Typing (words per minute _____)
 - Operating Adding Machine/Calculator
 - Filing Alphabetically/Numerically
 - Taking Phone Messages
 - Writing Business Letters (not typing)
 - Receiving Phone Orders
 - Operating Switchboard
 - Keeping Track of Supplies
 - Shorthand or Speedwriting
 - Bookkeeping
 - Entering Information into Computer
 - Word Processing
 - Excel Spreadsheets
 - PowerPoint
 - Web Design
 - Photoshop/Photography Software
 - Corel Draw/Graphics Software
 - Desktop Publishing
 - Outlook/Email
 - Other:
-

Construction and Maintenance

- Painting
- Porch Construction or Repair
- Tearing Down Buildings
- Knocking Out Walls
- Wall Papering
- Furniture Repairs
- Repairing Locks
- Building Garages
- Bathroom Modernization
- Building Room Additions
- Tile Work
- Installing Drywall & Taping
- Plumbing Repairs
- Electrical Repairs
- Bricklaying & Masonry

If you have not replied yes to any of the above skip those from A to Q below and go to 31

- Cabinetmaking
- Kitchen Modernization
- Furniture Making
- Installing Insulation
- Plastering
- Soldering & Welding
- Concrete Work (sidewalks)
- Installing Floor Coverings
- Repairing Chimneys
- Heating/Cooling System Installation
- Putting on Siding
- Tuck pointing
- Cleaning Chimneys (chimney sweep)
- Installing Windows
- Building Swimming Pools
- Carpentry Skills
- Roofing Repair or Installation
- Window Washing
- Floor Waxing or Mopping
- Washing and Cleaning Carpets/Rugs
- Routing Clogged Drains
- Using a Hand truck in a Business
- Caulking
- General Household Cleaning
- Fixing Leaky Faucets
- Mowing Lawns
- Planting & Caring for Gardens
- Pruning Trees & Shrubbery
- Cleaning/Maintaining Swimming Pools
- Floor Sanding or Stripping
- Wood Stripping/Refinishing
- Assembling Furniture

Food

- Catering
- Serving Food to Small Numbers of People (under 10)
- Serving Food to Large Numbers of People (over 10)
- Preparing Meals for Large Numbers of People (under 10)
- Preparing Meals for Large Numbers of People (over 10)
- Clearing/Setting Tables for Large Numbers of People (over 10)
- Washing Dishes for Large Numbers of People (over 10)
- Operating Commercial Food Preparation Equipment
- Bartending
- Meat cutting
- Baking

Child Care

- Caring for Babies (under 1 year)
- Caring for Children (1 to 6)
- Caring for Children (7 to 13)
- Taking Children on Field Trips

Transportation

- Driving a Car
- Driving a Van
- Driving a Bus
- Driving a Taxi
- Driving a Tractor Trailer
- Driving a Commercial Truck
- Driving a Vehicle /Delivering Goods
- Hauling
- Operating Farm Equipment
- Driving an Ambulance

Operating Equipment &Repairing Machinery

- Repairing Radios, TVs, VCRs
- Tape Recorders
- Repairing Other Small Appliances
- Repairing Automobiles
- Repairing Trucks/Buses
- Repairing Auto/Truck/Bus Bodies
- Using a Forklift
- Repairing Large Household Equipment (e.g., refrigerator)
- Repairing Heating &Air Conditioning System
- Operating a Dump Truck
- Fixing Washers/Dryers
- Repairing Elevators
- Operating a Crane
- Assembling Items

Supervision

- Writing Reports
- Filling out Forms
- Planning Work for Other People
- Directing the Work of Other People

- Making a Budget
- Keeping Records of All Your Activities
- Interviewing People

Sales

- Operating a Cash Register
- Selling Products Wholesale or for Manufacturer
(If yes, which products?)

- Selling Products Retail
(If yes, which products?)

- Selling Services
(If yes, which products?)

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

Music and Art

- Singing
- Play an Instrument
(Which instrument?) _____
- Drawing
- Oil Painting
- Water Colour
- Pottery
- Weaving or Tapestry

Security and Safety

- Guarding Residential Property
- Guarding Commercial Property
- Guarding Industrial Property
- Armed Guard
- Crowd Control
- Ushering at Major Events
- Installing Alarms or Security Systems
- Repairing Alarms or Security Systems
- Firefighting
- Search and Rescue

Other

Upholstering

Sewing

Dressmaking

Crocheting

Knitting

Tailoring

Moving Furniture or Equipment to Different Locations

Managing Property

Assisting in the Classroom

Hair Dressing

Hair Cutting

Manicuring Nails

Phone Surveys

Jewelry or Watch Repair

Photography

Interpreting or Translating

(What languages?) _____

Speak Read Write

(What languages?) _____

Speak Read Write

XIII. Skills

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

B. When you think about your 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 you 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 you have been involved with (e.g., sports, artistic activities, crafts, crossword puzzles, fishing, gardening, swimming).

G. Has anyone ever worked on a farm? 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
- 2. Church Fundraisers
- 3. Bingo
- 4. School-Parent Associations
- 5. Sports Teams
- 6. Camp Trips for Kids
- 7. Field Trips
- 8. Political Campaigns
- 9. Block Clubs
- 10. Community Groups
- 11 Rummage Sales
- 12. Yard Sales
- 13. Church Suppers
- 14. Community Gardens
- 15. Community Events

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
- 2. Church Fundraisers
- 3. Bingo
- 4. School-Parent Associations
- 5. Sports Teams
- 6. Camp Trips for Kids
- 7. Field Trips
- 8. Political Campaigns
- 9. Block Clubs
- 10. Community Groups
- 11. Rummage Sales
- 12. Yard Sales
- 13. Church Suppers
- 14. Community Gardens
- 15. Community Events

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

- 1. Bicycle
- 2. Car
- 3. Truck
- 4. ATV
- 5. Boat
- 6. Other Vehicle (Please describe) _____
- 7. Generator
- 8. BBQ
- 9. First Aid Kit
- 10. Chain Saw
- 11. Mobile Phone
- 12. Computer or Laptop
- 13. Printer
- 14. Photocopier
- 15. Scanner
- 16. HAM Radio

Thank You

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 become 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.

Address: _____

Phone: _____

Email: _____

Please return the completed questionnaire as directed.

This Capacity Inventory has been adapted from “Building Communities From the Inside Out” by John P. Kretzmann and John L. McKnight. (1993). ACTA Publications