



Community Plan Review Guide

For Providing Meaningful, Community-Facing Feedback on Emergency Plans

Your Role as a Reviewer

You've been invited to review this plan not as an emergency management professional, but through the lens of a *community member*. Your perspective helps ensure Norfolk's emergency plans are clear, inclusive, actionable, and community-ready.

We are not asking you to proofread for grammar or formatting. We are looking for thoughtful insight about how well the plan serves the people who live, work, and play in Norfolk.

How to Review the Plan

1. **Skim the Structure:** Is the organization of the plan logical? Can you follow it from beginning to end?
2. **Ask Yourself:**
 - Would I understand what to do if this incident occurred in my neighborhood?
 - Does the plan consider people who are vulnerable (e.g., seniors, non-English speakers, unhoused individuals)?
 - Does this plan feel realistic and practical?
 - Would this plan help my family, neighbors, or coworkers?
3. **Use the Survey123 Link Below:** You'll answer a few focused questions about clarity, accessibility, equity, and usability. Most questions are optional, but honest, detailed feedback is deeply appreciated.

Tips While Reviewing

- Imagine you're reading this as a resident, parent, caregiver, or frontline worker.
- Don't stress over grammar unless it interferes with meaning.
- If something is unclear, missing, confusing, or unrealistic — tell us.
- If a section is especially helpful or well-written, flag that too.
- When referring to specific content, note the page or section for context.

When You're Ready

Click the link to begin the survey: <https://arcg.is/00qWO1>

Thank you for your time, perspective, and partnership in making Norfolk's emergency plans stronger and more accessible to the whole community.