



Block Preparedness Coordinator – “What Do You Do” Description

OVERVIEW:

- Assist the Neighborhood Coordinator to help organize and educate residents specific areas of your neighborhood to be more self-reliant during and better prepared for natural disasters and major emergency situations
- Reports to and assists the Neighborhood Coordinator and oversees a “**BLOCK**” with a Neighborhood or District
 - A “**BLOCK**” may be a group of residences in a Cul-de Sac, along one side of a street, or any area assigned within a portion of the District.

PREPARING THE BLOCK/ONGOING ACTIVITIES:

- Prepare own residence/family for natural disaster or major emergency
- Maintain a detailed map of the Block and District – know the residents and their basic status
- Develop and maintain a “Neighborhood Information List” of your Block’s residents through personal contact and interview of residents
- Work with Neighborhood Coordinator to learn how to secure neighborhood information (forms/do’s + don’ts)
- Distribute Disaster Prep education and information as delivered by District Leader/Neighborhood Coordinator to residents within your Block
- Attend periodic coordination drills or training exercises or town emergency prep meetings
- Be a role model and emergency prep resource for families/individuals within your Block

KEY THINGS TO DO IN AN EMERGENCY:

1. **BE SAFE**
2. Secure own residence and family
3. Provide leadership, direction and rally point for families within your block
4. Communicate with Neighborhood Coordinator (by runner, radio, phones) on conditions within your block
5. Confirm status/condition of each residence in “block”: health of residents, pets, structures, gas water and power lines, obstructions.
6. Report conditions to District Leader, in person, runner, radio, phone
7. Serve as communication link to/ from District Leader to/from ECC, EOC
8. Provide direction for CERT teams, as required.
9. Direct First Responders to emergency/problems locations.

IDEAL QUALIFICATIONS/BACKGROUND:

- CERT, CPR, FIRST AID, Ham Radio operator

GOOD TOOLS/SUPPLIES FOR COORDINATORS:

- Walkie Talkies (FRS)
- Strong Flashlights
- Hard Hat
- Protective Eyewear/Goggles
- Gloves
- Emergency Kit
- To Go Bag/Knapsack (pre-packed)
- District/Neighborhood Map and Contact Info