



Neighborhood Preparedness Coordinator – “What Do You Do” Description

PRIMARY GOAL:

- Help organize, train and educate your neighborhood’s residents to be more self-reliant during and better prepared for natural disasters and major emergency situations

GETTING STARTED:

- Contact one of the following people to receive initial orientation and responsibilities overview and obtain any written material that is available:
 - Scott Barnum – microbarny@msn.com / 650-224-5671
 - Phil Lively – philip.lively@earthlink.net / (650) 328-7660
- Develop neighborhood map listing all households in your neighborhood
 - Divide neighborhood into discrete sections and assign identification (street names or block #'s) to each section
- Identify and develop contact list of CERT (Community Emergency Response Team) trained personnel in your neighborhood
- Contact Carol Parker at Menlo Fire (carolp@menlofire.org) and Sgt. Kristin Nichols (knichols@ci.atherton.ca.us) to let them know you are the Neighborhood Coordinator for your district. Let them know your contact info and your district number and introduce yourself. They are the key emergency prep citizen contacts for MPFD/APD.
- Recruit “Block Coordinators” to manage each discrete section per the neighborhood map
 - Seek out interested and capable individuals who might want to help
 - Initial options: CERT members, Ham Radio operators, Medical personnel, Scout Masters, Coaches
- Convene a meeting of your Block Coordinators
 - Establish and distribute contact list of Block Coordinators
 - Discuss and establish roles, responsibilities and communication protocol
 - Assign blocks/streets and distribute block maps
 - Review key forms/paperwork
- Inform entire neighborhood of Emergency Prep Team, its functions and their roles
 - Hold neighborhood meeting; send out mass letter/email; drop flyer in mailboxes
 - Notification should be done after Block Coordinators are in place/trained

ONGOING ACTIVITIES:

- Keep Block Coordinators fully staffed, organized and cohesive and hold periodic coordination meetings/drills
 - Hold periodic meetings
 - Discuss goals, neighborhood needs
 - Plan future drills and debrief on drills once completed
 - Provide emergency prep updates and best practices (from ADAPT)
 - Train Block Coordinators in procedure to collect Neighborhood Information. Distribute Disaster Preparedness information to Block Coordinators.
 - Develop a back-up Neighborhood Coordinator as alternate/for redundancy



- Manage and administer neighborhood contact lists and maps
- Conduct annual neighborhood drill (e.g., earthquake simulation) with Block Coordinators and residents
- Provide neighborhood with emergency prep resources and information (websites, handouts, contacts)
- Recruit and install at least one Ham Radio operator for neighborhood
 - Ensure routine monthly check-in with other neighborhoods to Incident Command Center
- Keep emergency preparedness top-of-mind within neighborhood:
 - Participate in neighborhood social events and homeowner/resident association meetings
 - Write an article for neighborhood newsletter or website
 - Encourage neighborhood to hold annual block party focused on emergency prep and raise funds for equipment, supplies and tools
- Attend periodic ADAPT and town disaster planning meetings

KEY THINGS TO DO IN AN EMERGENCY:

- 1. BE SAFE**
2. Secure own Residence and family
3. Provide leadership, direction and rally point for district Block Coordinators
 - a. Communicate with Block Coordinators (by runner, radio, phones) on neighborhood conditions
4. Establish and maintain communication links to Incident Command Center (ICC) and/or Emergency Operations Center (EOC)
5. Establish and maintain communication link with First Responders
 - a. Provide master neighborhood information list and status of needs, injuries, problems

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)

GOOD EQUIPMENT/SUPPLIES FOR NEIGHBORHOOD:

- Emergency Generator
- Flood Lights
- Chainsaw
- Water Pump
- Communication Gear (Ham Radio/Walkie Talkies)

GOOD SUPPLIES/PREPARATIONS FOR INDIVIDUAL HOUSEHOLDS:

- Water
- Food
- Sanitation/hygiene
- First aid kit
- Extra medication
- Extra cash/important documents (ID, Insurance Cards)
- Flashlight
- Pet Care
- Evacuation Plan/Communication Plan-List