Neighborhood Emergency Plan



Be Prepared, Be Ready, Be Safe!

HELP

If you need assistance after a disaster and cannot leave your home for any reason, affix this sign to a window so that it can be seen from outside the building.

Cities, like Renton, offer a disaster preparedness course for individuals called Community Emergency Response Team, or CERT, training. For more info, go to <http://rentonwa.gov/cert> or call 425.430.7041.

### Have residents complete Household Information Sheets at an emergency planning meeting.

### Make sure that every home in the neighborhood has a neighborhood contact list.

### Maintain a list of all neighbors’ special needs.

### Identify all neighbors who have first aid, CPR, medical training, or other special skills.

### Identify which radio stations in your area are designated to carry emergency information.

### Contact the Amateur Radio Club ([fwarc.org](http://www.fwarc.org)) to find out where the closest ham operator is.

### Complete related training courses (e.g., American Red Cross or Community Emergency Response Team (CERT) training).

### Take photos or videos of all valuables as documentation for insurance claims and file copies of important documents (tax records, insurance policies, journals, etc.) in a safe place.

### Make a list, perhaps in map form, of the locations of the utilities (e.g., gas meter, electricity circuit box and water shut-off valve) for every home in the neighborhood.

### Identify all possible sources of water for firefighting.

### Determine your neighborhood’s procedure to search homes that have sustained damage and/or appear to contain people that are non-responsive after a disaster.

### Identify locations that could be used for staging, storage, first aid station, neighborhood care center, and possibly neighborhood pet care center.

### Determine the best evacuation routes for your neighborhood.

### Hold annual meetings to update forms and review your neighborhood disaster plan.

*There is no “golden rule” for risking your life to rescue others. If your attempts are beyond your capabilities or skills you may lose your life and endanger others coming to your aid. It can take wisdom and courage to wait for help.*

### Check yourself and your family for injuries.

### Be dressed properly for going outside (hard hat, gloves, sturdy shoes, goggles and dust mask).

### Check your home for damage, inside and out. (Walk all the way around the house looking at the structure. Listen and smell for natural gas leaks and look at the dial on your meter to see if it’s spinning very quickly (a sign of a leak). Shut off the natural gas at the meter, if necessary.)

### Mark the front of your home with an “X” to signal that your home does not need to be checked by the Damage Assessment or Search and Rescue Task Forces.

### Place your home fire extinguisher(s) on the sidewalk in front of your house.

### Go to the staging location with tools and equipment for neighborhood response (note any hazards and damage to structures on your way.)

## Steps to take at staging location:

The staging location for my neighborhood is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: No matter who arrives first at the staging location**, they are designated the Neighborhood Captain (by default). These duties can be transferred to someone more qualified as soon as they arrive on scene. The Neighborhood Captain should never leave the staging location.

### Check in with the Neighborhood Captain. Report injuries and structural damage from your own home and any damage to structures and hazards you noticed on your way to the staging location.

### Leave the tools you brought in a common area at the staging location.

### Wait patiently for direction from the Neighborhood Captain while he/she determines the scope of the incident and prioritizes the response.

## Ground Rules for Incident Response

### The Neighborhood Captain has the final say in all decisions.

### Once the Task Force Leads have been established, only the lead (or designee) communicates with the Neighborhood Captain.

### Identify an evacuation route that leads out of your neighborhood that will most likely remain open and passable following a disaster. Avoid bridges, freeways, underpasses and overpasses.

#### During the evacuation, if professional responders are present (e.g., police, fire, city personnel, etc.), follow their directions as to where you should go and the route you should take.

#### The evacuation route for my neighborhood is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Coordinate transport resources. Identify those with four-wheel drive vehicles. These may be the only vehicles that can get through the debris. Identify those with larger vehicles, such as vans and RV’s. These may be used to transport the injured. This information should be recorded on your Household Information Sheet.

## Electricity

Shut off electricity if there is flooding or a gas leak.

The location of our electricity shut-off is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procedure to shut off our electricity (e.g., flip breaker to “off”):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: **Do not go near downed power lines**. Have the Damage Assessment Task Force rope them off.

## Water

Shut off water to protect supplies in the water heater and toilet tanks. Have a water valve wrench on hand to turn valve to the right at the water meter leading into the house. You may also find you have an additional shut-off in or near the house.

The location of our water shut-off is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Gas

Shut off gas at the meter ONLY if you can smell gas, you can hear it hissing, the dial on the meter is spinning quickly when gas appliances are not being used, or the house has been knocked off its foundation or has sustained heavy damage.

To shut off, turn bolt of shut off valve ¼ turn in either direction with a wrench.

The location of our gas shut-off is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Primary Responsibilities:

* Conduct a search of structures to ensure the well-being of those residents.
* Extricate trapped and injured people.
* Transport injured people to the neighborhood first aid station. Transport uninjured people who must leave their homes for whatever reason (e.g., elderly, children, damaged structure, etc.) to the neighborhood care center.

## After the Disaster:

### Remember that your personal safety is paramount. Be sure to assess the risks involved before conducting a search and rescue operation.

### Coordinate with the Damage Assessment Task Force to identify and **search all structures** that have not been marked with an “X.” Basic search and rescue guidelines are outlined below.

### If there are trapped or injured people found in the structure, **conduct a rescue operation**.

### **Transport** everyone who is rescued to either the first aid station or neighborhood care center.

### **Report the status** of residents to the Communications Task Force (the Resident Status Report and Resident Location Report forms can be used).

## Basic Search and Rescue Guidelines

### Dress in sturdy pants, a comfortable shirt, and work boots. Leather gloves, a hard hat, a headlamp or flashlight, goggles, a dust mask, and a personal first aid kit are essential (see “Suggested Equipment List” below).

### Establish who your partner will be. Never conduct a search and rescue operation alone.

### Plan a systematic search and rescue operation; do not wander aimlessly.

### A 360o damage assessment must be done on every structure before entering (outlined on the damage assessment page). Either the Damage Assessment or Search and Rescue Task Force can conduct this assessment.

### Upon entering a structure, mark the door with a “/” so that others will know there is a task force inside. If you cannot complete the search for any reason, complete the “X” upon leaving the structure and note “search incomplete” and any other pertinent information near the “X” mark.

### Be alert and check for hazards as follows:

#### Before you enter a structure, feel the top and bottom of the front door with the back of your hand. If it is hot, do not enter. If it is cool, cautiously open the door.

#### Check the doorjambs, walls, and ceilings for cracks and splinters. If the house appears unsafe, do not enter.

#### While still in the entryway, smell for the odor of natural gas. If you can smell it, make sure the gas was turned off at the meter during the 360° assessment, then open the front and back doors and as many windows as you are able without going inside to provide ventilation. Enter the house only when the smell of gas is gone.

#### Enter the house low, preferably on your knees, in case of smoke or overhead hazards. Watch for falling objects.

### While still in the entryway, loudly call out, “Is anyone here? If you can hear me, come to the sound of my voice.” Listen for a response. If someone answers but can’t come to you, ask them to tell you where they are and what type of help they need. If you have a third member of you search party, have that person stay at the entryway to take care of people who come out on their own. Pause occasionally during the search to listen for cries, moans, or other indicators of someone needing help.

### **Systematically search each room**. Stay with your partner. Communicate frequently. Pay careful attention to these critical areas: under beds, behind furniture, inside closets, under the stairs, and inside the tub or shower. After a disaster, people will often hide in these areas. If it is dark:

#### Slowly sweep each room with your flashlight. Frequently check the floor and the ceiling of the area you are in for hazards. Protect your own safety.

#### Keep in physical contact with the wall. It is easy to become disoriented after experiencing trauma. Should you become disoriented, following the wall will eventually lead you back to the original door.

### Rescue any trapped or injured people.

### **Mark the front of each structure** upon leaving it to avoid duplication of effort and to denote that there is no longer a search party inside. Do this by completing the “X” on the door when exiting the structure. Note any hazards and people left inside the structure near the “X” mark on the door.

### **Transport everyone who was rescued** and everyone who must leave their homes to either the first aid station or neighborhood care center.

## Suggested Equipment List

*A full, current list of Damage Assessment resources is in a separate inventory list located in the Search & Rescue kit.*

|  |  |
| --- | --- |
| Personal protective equipment should be worn at all times, including: Hardhat Goggles Dust mask Rubber gloves Leather gloves Durable pants Knee pads Sturdy boots | Other equipment to keep on-hand:Fire extinguisherWrench to shut off natural gasRain gearHead lamp/flashlightTwo-way radios (FRS)Clipboard, paper, and “sharpie” pensRopeDuct tape / Caution tape Personal first aid supplies |

## Primary Responsibilities:

* Establish a neighborhood first aid station.
* Provide basic physical and psychological first aid care to those who need it.

## After the Disaster:

### Post a large “First Aid Station” sign at the structure or area where you will gather the injured. The location must be accessible to emergency vehicles, sheltered, and expandable. Notify the Neighborhood Captain and Communications Task Force of the first aid station’s location.

### Collect appropriate supplies in conjunction with the Logistics Task Force. If possible, complete this step before the injured arrive on site.

### As best as you are able, assess the needs of victims and provide treatment accordingly. Treat life-threatening conditions (obstructed airway, bleeding, and shock) first, as outlined below:

#### Difficulty breathing is most commonly caused when an unconscious or semi-conscious person’s **airway is obstructed** by the tongue.

##### Treatment:

###### Head-Tilt/Chin Lift:

Place victim on his or her back.

Place one hand on victim’s forehead and two fingers of other hand under their chin.

Open airway by tilting jaw upward while tilting head back slightly.

Place your ear over victim’s mouth and your hand on victim’s abdomen.

Look for chest rise, listen for breathing, feel for abdominal movement.

#### Because the loss of just one liter of blood poses a risk of death in an adult, **excessive bleeding** must be controlled as quickly as possible.

##### Treatments:

###### Direct Pressure:

Put a clean dressing over wound and press firmly. Maintain pressure on dressing over wound by wrapping wound firmly with a bandage.

###### Elevation:

Elevate wound above level of heart

###### Pressure Points:

Put pressure on nearest pressure point to slow flow of blood to wound (see Figure 1). Note that direct pressure combined with elevation will address most bleeding but may take 5 to 7 minutes.

#### **Shock** can lead to damaged cells, tissues, organs, or even death. The body will initially mask symptoms of shock, so it is important to continually monitor victims for the following signs:

* Rapid and shallow breathing (30 times or more per minute).
* Cold, clammy skin. Or changes in skin color (pale or flushed skin).
* Failure to follow simple commands, such as “squeeze my hand.”

##### Treatment:

Position victim on his or her back.

Elevate feet 6-10 inches above heart.

Maintain an open airway.

Control obvious bleeding.

Maintain body temperature (cover ground and victim with blanket).

Avoid rough or excessive handling.

Do not give victim anything to eat or drink as they may be nauseated.

### Try to separate seriously injured victims from victims with minor injuries. Seeing serious injuries among other victims can heighten trauma.

### Tag the injured with name, address, and treatment they have received. This information must be kept with the individual at all times.

### Maintain a list of the injured and report information to the Neighborhood Captain or Communications Task Force (the Injury and Treatment Report form can be used).

### Coordinate all medical transports with the Neighborhood Captain. If someone is transported to an off-site location, note that information (the Communications Task Force’s Resident Location Report form can be used). This information will be valuable to first responders (e.g., fire and police personnel) as well as family members or friends who come looking for them.

## Psychological First Aid:

Individuals (including Emergency Planning members) may be overwhelmed by a disaster and be unable to cope with the situation and their feelings. Use this simple three-step model, designed by Dr. Tim Klerekoper, for instances when psychological support is not readily available from traditional sources:

### Get the facts!

* What is the precipitating event?
* What is the individual’s perception of the event? Keep in mind that the perception may be real or imagined and that the same event may affect people differently.

### Analyze their resources. Reminder: Have your resources ready beforehand, in case you need them.

* What are the person’s coping skills (e.g., talents, abilities, past experience)?
* What is the person’s resource base (e.g., family, friends, co-workers, clergy, or professionals)?

### Make a plan or get them assistance.

If non-critical, help them make a plan for obtaining resources, follow-up, and accountability. Have them write it down. If critical, assist them in getting immediate assistance if possible from family, clergy members, or professional counselors. Make sure someone is present with them before you leave.

## Primary Responsibilities:

* Set up and maintain a neighborhood care center to help those who must leave their homes following a disaster.
* Gather, distribute, and track emergency supplies and equipment as needed.

## After the Disaster:

### Obtain information from theHousehold Information Sheets to assess available resources, skills, and vulnerable populations.

### Establish a neighborhood care center. Post a large sign so that all neighbors will know its location. Be prepared to care for the following:

#### Children whose parents are injured, working on another task force, missing, or not able to care for them for any other reason

#### Elderly

#### Disabled

#### Other task force members on break

#### Neighbors whose houses are uninhabitable

#### Anyone else who needs shelter for any reason

### **Consider establishing a neighborhood pet care center.** It may be beneficial to have one household care for all neighborhood pets. A pet care center ideally has:

#### People skilled in animal handling and/or care

#### Information about the pets (special needs, temperament, etc.)

#### Pet food

### **Gather available supplies and equipment** and record the information (the *Equipment and Resources Report* form can be used).

### **Distribute supplies and equipment** and record the information (the *Equipment and Resources Report* form can be used).

### If someone is transported from the care center to an off-site location, note that information (the Communications Task Force’s Resident Location Report form can be used). This information will be valuable to first responders (e.g., fire and police personnel) as well as family members or friends who come looking for them.

### Provide care for those staying in the neighborhood care center.

### Try to find a way for those brought to the care center to participate in the recovery effort. It is comforting to help the neighborhood resume its normal functioning. Possible tasks might include:

#### Watching over younger children

#### Making sandwiches or other food preparation

#### Cleaning up after meals

#### Sorting supplies

#### Tidying up common areas

#### Keeping records of inventory or people

#### Assisting elderly or disabled people

#### Proving pet care

## Primary Responsibilities:

* Conduct preliminary and updated surveys of the damage the neighborhood has sustained and report the results of the surveys to the Neighborhood Captain or Communications Task Force.
* Shut off gas meters, electricity, and water lines for every home in the neighborhood as necessary.
* Identify and rope off all hazardous areas.

## After the Disaster:

### Remember, your safety comes first. Be alert. Watch for hazards.

### **Record information** from people who have gathered at the staging location (e.g. damaged structures, downed electrical lines, or other hazards they observed on their way to the staging location). (The Household Status Report or Neighborhood Status Report forms can be used).

### Conduct a quick walk-through of neighborhood areas that are not reported on and record information (the Household Status Report or Neighborhood Status Report forms can be used).

### **Provide updated neighborhood status information** to the Communications Task Force or Neighborhood Captain (the Household Status Report or Neighborhood Status Report forms can be used).

### Prioritize and address the hazards recorded in step 4. Keep in mind that the Neighborhood Captain has the final say on the planned response. One possible priority list is as follows:

#### Extinguish small fires.

#### Shut off neighborhood gas meters as necessary.

#### If you suspect a neighborhood gas leak, **shut off electricity** at each home.

#### **Rope off all downed electrical lines**. Be sure to stay a safe distance from the line and from anything (such as a downed tree) that is touching the line. Treat all downed power lines as if they were “live.”

#### **Conduct a 360 ° damage assessment** (as outlined below) at each house in conjunction with the Search and Rescue Task Force and record any additional information (the appropriate Household Status Sheet can be used).

#### If structures have sustained significant damage, **shut off all neighborhood water lines** at each individual house valve. This is essential to protect the water supplies in the water heater and toilet tanks from contamination.

#### **Rope off all hazards**: broken glass, large cracks in the streets or sidewalks, leaning chimneys, etc. It is very important that this be completed before dark or, if already dark, as soon as possible.

### Remove anything that may be blocking the street and preventing emergency vehicles from passing through. *Caution: Never try to move any electrical lines – just rope them off!*

### Report any new neighborhood status information to the Communications Task Force or Neighborhood Captain (the Supplemental Neighborhood Status Report form can be used).

### As aftershocks occur, conduct additional damage assessments and report information to the Communications Task Force or the Neighborhood Captain (the Supplemental Neighborhood Status Report form can be used).

### Within 72 hours of the disaster, reassess damage as reported on the Household Status Reports and any other report forms. Report any additional information to the Communications Task Force or the Neighborhood Captain (the Supplemental Neighborhood Status Report form can be used).

## 360° Damage Assessment Procedure:

### Use the buddy system.

### Plan a **systematic search**; do not just wander aimlessly.

### Walk all the way around the building.

### Take special **note** of overhead and ground level **hazards**.

### Check the gas meter for signs of leakage (e.g. “rotten egg” smell, hissing noise, rapidly spinning dial when gas appliances are off). If you suspect a leak, turn off gas at the meter immediately!

### Look at the eaves of the structure for signs of smoke. Gas smell may also come from eaves if there is a leak.

### Check to make sure that windows, doorjambs, and roof lines are square; this is a sign of structural integrity.

### Listen for sounds from inside structure (e.g. people calling for help).

### Report findings to the Communications Task Force or Neighborhood Captain (the appropriate Household Status Report can be used).

## Suggested Equipment List

*A full, current list of Damage Assessment resources is in a separate inventory list located in the Damage Assessment kit.*

|  |  |
| --- | --- |
| Personal protective equipment should be worn at all times, including: Hardhat Goggles Dust mask Rubber gloves Leather gloves Durable pants Knee pads Sturdy boots | Other equipment to keep on-hand:Fire extinguisherWrench to shut off natural gasRain gearHead lamp/flashlightTwo-way radios (FRS)Clipboard, paper, and “sharpie” pensRopeDuct tape / Caution tape Personal first aid supplies |

## Primary Responsibilities:

* Establish communication between your neighborhood and outside agencies (e.g., city’s Emergency Operations Center, first responders, hospitals, etc.) using any means available.
* Organize and distribute information generated by task forces and keep Neighborhood Captain updated.

## After the Disaster:

### Monitor radio stations carrying information about the disaster.

### Collect and organize information from the radio and task forces including:

#### Status of neighborhood damage and hazards from the Damage Assessment Task Force (Preliminary and Supplemental Neighborhood Status Report forms can be used).

#### Status of injured people from the First Aid Task Force (Injury and Treatment Report form can be used).

#### Resident locationsfrom various task forces.

### Report information to the Neighborhood Captain.

### **Establish communication with outside agencies** (e.g., Emergency Operations Center (EOC), first responders, hospitals, etc.) as needed. Communication can be established by any means possible including ham radio, telephone, email, and runners. The means used to establish communication will vary depending on the procedures set in place in your neighborhood plan (e.g. is a ham radio operator standing by?) and the circumstances of the disaster (e.g. are phone lines operational?).

### Keep information up-to-date and organized. Be prepared to report information to any first responders who arrive on-scene.

### As updated reports become available from task forces, continue updating the Neighborhood Captain and outside agencies.

|  |  |  |
| --- | --- | --- |
| **Agency Name** | **Phone Number** | **Website** |
| **Emergency** | 911 |  |
| Renton Police Department | 425-235-2121 | <http://rentonwa.gov/government/default.aspx?id=1688>  |
| King County Sheriff’s Office | 206-296-3311 | <http://KingCounty.gov/sheriff>  |
| **Fire** |  |  |
| Renton Fire and Emergency | 253-839-6234 | <http://rentonwa.gov/government/default.aspx?id=580&mid=12>  |
| **Renton City Hall** |  |  |
| Main Number | 425-430-6400 | <http://rentonwa.gov>  |
| Community Services Department | 425-430-6600 | <http://rentonwa.gov/government/default.aspx?id=1172> |
| Public Works Department |  | <http://rentonwa.gov/government/default.aspx?id=958> |
| Neighborhood Programs | 425-430-6600 | <http://rentonwa.gov/neighborhoodprogram/> |
| **Utilities** |  |  |
| Puget Sound Energy (PSE) | 888-225-5773 | <http://PSE.com>  |
| Utility Locator Service (“call before you dig”) | 800-424-5555Or (811) | <http://callbeforeyoudig.org/washington>  |
| Water District 90 |  |  |
| Renton Utility District | 425 430-6852 | <http://rentonwa.gov/living/default.aspx?id=2124>  |
| **Other** |  |  |
| Washington Control Center | 800-222-1222 | <http://wapc.org/>  |
| King County Animal Control | 206-296-7387(PETS) | <http://kingcounty.gov/depts/regional-animal-services.aspx>  |
| American Red Cross (King County Chapter) | 206-325-8211 | <http://SeattleRedCross.org>  |

Renton [Renton Emergency Comm. Service] ham radio repeater transmit frequency: 443.600**MHz (output) 448.550 (input) 103.5 (tone) K7FDF (Call sign)**

## Primary Responsibilities:

* Provide overall coordination of the neighborhood plan before the disaster.
* Establish/coordinate the disaster response task forces’ activities during and after the disaster.

## After the disaster:

### The first person at the staging location is the Neighborhood Captain (by default). These duties can be transferred to someone more qualified as soon as they arrive on scene. The Neighborhood Captain should never leave the staging location.

### Obtain any completed Phone Tree, Household Information Sheets, and, if applicable, Household Status Reports from the neighborhood storage location.

### Obtain information from those responding to the staging location to determine the scope of the incident.

### Prioritize the neighborhood response activities and formulate a response plan.

### Determine which of the following five disaster response task forces are needed for response:

* Communications obtains information regarding neighborhood status, injury and treatment, and resident location from the task forces. This information is relayed to outside agencies such as the Renton City Emergency Operations Center (EOC), hospitals, etc. and to first responders who arrive on scene. The Communications Task Force keeps all information up-to-date for the Neighborhood Captain and other task forces.
* Damage Assessmentconducts preliminary and supplemental surveys of the neighborhood damage, shuts down utilities (as necessary), and ropes off hazards.
* First Aid establishes a neighborhood first aid station, provides treatment to those who need it, and compiles a list of injured (including locations of those who have been transported for any reason).

**** Search and Rescue checks on all homes and accounts for all residents and extricates trapped people. This task force also transports injured people and anyone else who must leave their home for any reason (including the elderly, the disabled and any children who may be home alone).

* Logistics and Shelteringgathers and distributes emergency supplies and equipment to other task forces. This task force also sets up and runs the neighborhood care center.

### Assign volunteers to the disaster response task forces and designate a “lead” for each task force. Communication with each task force should only be done through the task force lead or their designee.

### As more volunteers arrive, assess the current response needs and assign new volunteers to a disaster task force that requires additional support. Give new volunteers a copy of the applicable task force description and ask them to report to their task force lead.

### Oversee all disaster response efforts and have the final say in all decisions.

### Evaluate response efforts and modify as needed.

### If professional first responders arrive on scene (e.g., fire or police personnel), be prepared to turn incident coordination over to them.

## Primary Responsibilities:

### Neighborhood Captain

* Provide overall coordination of the neighborhood plan before the disaster.
* Establish/coordinate the disaster response task forces’ activities during and after the disaster.

### Communication

* Establish communication between your neighborhood and outside agencies (e.g., city’s Emergency Operations Center, first responders, hospitals, etc.) using any means available.
* Organize and distribute information generated by task forces and keep Neighborhood Captain updated.

### Search & Rescue

* Conduct a search of structures to ensure the well-being of those residents.
* Extricate trapped and injured people.
* Transport injured people to the neighborhood first aid station. Transport uninjured people who must leave their homes for whatever reason (e.g., elderly, children, damaged structure, etc.) to the neighborhood care center.

### Logistics & Sheltering

* Set up and maintain a neighborhood care center to help those who must leave their homes following a disaster.
* Gather, distribute, and track emergency supplies and equipment as needed.

### Damage Assessment

* Conduct preliminary and updated surveys of the damage the neighborhood has sustained and report the results of the surveys to the Neighborhood Captain or Communications Task Force.
* Shut off gas meters, electricity, and water lines for every home in the neighborhood as necessary.
* Identify and rope off all hazardous areas.

### First Aid

* Establish a neighborhood first aid station.
* Provide basic physical and psychological first aid care to those who need it.