

ROLE OF BLOCK COORDINATOR

If possible, establish a chair and a co-chair for backup in case one of you is not at home when an emergency strikes. Timeline: one month.

- Define geographic area – a natural physical division
 - Block
 - Cul de Sac
 - Apartment House
- Create Map of Boundaries with addresses
Please let us know if you need a Map
- Optional – Locate nearest neighbor trained in PANDA (phone, address)
- Distribute surveys to all neighbors
- Optional – Distribute materials such as
 - Selected brochures – OES, Red Cross, etc including neighborhood news
 - Exact steps a household should take in a disaster
 - Map identifying the nearest firehouse
 - Key numbers – neighborhood leaders, city etc.
 - Link to Neighborhood Association for news and input
- Map assets in your neighborhood
 - Equipment
 - Skills
 - Special needs
- Establish Communication Links to be used in an emergency:
External: PANDAs, OES, City of Palo Alto
Internal: How to inform Neighbors of emergency,
How to inform neighbors of Neighborhood Rally Points (flags?)
- In an emergency, block captains will be the
 - Focus for the “block”
 - Volunteers who will lead the effort to help neighbors
 - Respond to any emergency needs
 - UNTIL First responders can arrive. This may be from 3-5 days, if a major disaster.

Concept of Incident Command System (ICS)

- Take Charge
- Look around – figure out what is going on
- Help people who need help
- Use resources available, if you can do so safely
- Obtain whatever you need to make things better
- When someone more qualified comes, that person becomes the Incident Commander