

VERY PRELIMINARY

Neighborhood Coordinator

Definitions

Block: A restricted geographical area defined by street, apartment house or other logical feature.

Neighborhood: One of approximately 30 geographical areas within the City of Palo Alto (e.g., Barron Park, Midtown, Greenacres II, Duveneck/St. Francis; for a full list of neighborhoods see <http://paneighborhoods.org>).

Purpose of Neighborhood Coordinator: To lead Neighborhood residents in organizing themselves for emergency preparedness and public safety and to coordinate Block Coordinator communications with CERT Incident Command Post (ICP) and/or the city Emergency Operations Center (EOC) during a disaster.

Job Description for Neighborhood Coordinator

1. Interact with residents of your Neighborhood

Coordinate emergency/disaster preparation for the neighborhood. Set up informational meetings for the neighborhood and coordinate Block Coordinator activities. The Neighborhood Coordinator should be a permanent member of the neighborhood steering committee.

2. Serve as a communication node for your Neighborhood

Coordinate the neighborhood communications using the neighborhood data base so that information and alerts can be quickly communicated from the Neighborhood or City to Block Coordinators.

Communicate block concerns back to the Neighborhood or to the City.

Identify and work with local PANDA volunteers, whose role is to supplement City resources in the event of a disaster.

Identify an individual to serve as an alternate when you are out-of-town or otherwise unavailable.

3. Coordinate Block Coordinator-PANDA Disaster Communications

In the event of a disaster, the Neighborhood Coordinator will be the point of contact between the Block Coordinators and the PANDA ICP for their fire district. NC-BC communications will be by FRS radio (channels 8-14) or by runner. NC-PANDA (or EOC) communications will be by FRS radio or another method to be determined. Training for the NC will be more detailed and extensive than that for the BC.

Note: This is a preliminary document and is subject to change.