

Block Captain Responsibilities and Expectations

BLOCK CAPTAINS WILL:

- 1) Before a disaster, request neighbors' cooperation in completing the Neighborhood Questionnaire. Consider asking for updates for any changes from previously completed forms.
- 2) Develop data base of neighbor information, skills, and equipment.
- 3) Coordinate with other Block Captains in the Response Area to identify who covers which houses/streets.
- 4) Distribute ***Under Your Bed*** list, ***Steps Immediately Following Disaster*** and the ***Think, Plan, Do*** booklet, which contains the HELP/OK sign, to each home.
- 5) Provide other periodic preparation materials to residents.
- 6) Consider identifying a Block Hub location (previously called the Neighborhood Gathering Site or Neighborhood Emergency Hub). Designate someone to be the Hub leader (not necessarily the Block Captain). This is not required but encouraged.
- 7) When an emergency event subsides, or, if only **Inconvenient**, check on vulnerable neighbors. If the event was **Catastrophic**, perform emergency Block Captain Activation steps (above) and communicate with Comm Center by FRS/GMRS radio.
- 8) When it is safe to do so, coordinate volunteers at the HUB to assist with checking on vulnerable neighbors, checking on those displaying HELP signs, communications, first aid, utility shut off and other disaster response roles including monitoring info from the County, PUD, Twitter, Facebook and KPTZ radio (91.9FM) and KROH (91.1 FM).
- 9) Keep a supply of Jefferson County *Preliminary Damage Report Form 140 – Part 1* for distribution to those neighbors who have experienced property damage.
- 10) Temporarily delegate the role of Block Captain to someone else in the event the usual Block Captain is unavailable.
- 11) Encourage neighbors to become Block Captains (more than one is advantageous), take first aid and CPR training, or become CERT trained.

BLOCK CAPTAINS WILL NOT:

- 1) Venture outside if it is not safe to do so (i.e., high winds, falling debris, etc.)
- 2) Provide food and water for neighbors if they have not purchased and stored their own 30-day supply.
- 3) Provide medical aid beyond the scope of expertise – not all block captains are CERT or first-aid trained, and during a disaster they will be busy coordinating others to assist in providing response measures.
- 4) Activate in a wildfire situation.