

BLOCK CAPTAIN EVENT FORM

Date:

Time:

Cluster:

Block Captain:

Event Address:

DESCRIPTION OF EVENT:

Recorded by:

Position:

Time Referred to Incident Command

First Response

Second Response/Conclusion

V - SUGGESTIONS FOR GIVING "THE EARTHQUAKE TALK"

As the Block Captain, you need to know the residents in your cluster and you need to have a two-way sharing of vital information.

A proven first step is to leave a flier under the doormat of residents who need the "earthquake talk". It should explain that a Disaster Response Program has been established in the neighborhood and that you are the Block Captain. Give your name, your street address and some form of contact information – either phone or email. Ask that the resident contact you to set a date for a 15 minute visit so you can explain how the program will help him and how he can help himself.

In a few days, gather your license as a form of ID; this Suggestions sheet; your calendar; an OK/HELP sign; the form you have created with the names, street addresses and phones of the Block Captains and the form for collecting household information. (Form F in booklet)

Visit each home in your cluster even if this requires several trips.

At the door, identify yourself by name and show your license as proof of your address. Ask if you may have 15 minutes of time for the talk. If this is not a good time, make a date. Gather only the name and contact information in case you need to reschedule.

THE ACTUAL EARTHQUAKE TALK

1. If we experience a major earthquake, authorities in town warn us we will be our own for 3 – 10 days since they are short-staffed. We should expect no help outside of our neighborhood program.
2. Our program for Disaster Preparedness and Response stresses self-reliance; neighbor helping neighbor and the goal that no one is overlooked. It is a grass roots effort. The first job of every resident is to store supplies for his family for 3-10 days. Go to GETREADY.ORG to find the suggested supplies. Store them in a water-proof container like a clean trash barrel outside your house and garage. If we are isolated for a long spell, your favorite neighbor will not want to share supplies with you as he will need them for his own family. Being supplied is your job.
3. We have divided our area up into 23 clusters with about 20 houses in each cluster.
4. We have found Block Captains for each Cluster and here are yours (Hand out sheet with names, street address and phone of Block Captains for your cluster)

5. After a MAJOR earthquake, these are the steps we want you to take. Turn off your gas valve if you smell gas. Buy a wrench and leave it OUTSIDE BY THE METER.... your garage may fall down. It will take weeks for the utility company to turn the gas back on but it beats blowing up. You can cook on your grill.
6. Turn off the faucet bringing water from the street to the house as street lines will be polluted.
7. Turn off the valve on the top of your hot water heater and take clean water out from the tap at the bottom for drinking and cooking.
8. Stay in your house if possible. If not, shelter in place with a neighbor or tent in your yard. Redwood High School is an official shelter but chances are good that it will be at capacity by the time we folks in East Corte Madera arrive there.
9. Put your OK/HELP sign in a window facing the street. When your Block Captain monitors the cluster, he/she will radio in the hazards and injuries to a Control Team. (Give them the OK/HELP sign at this point in the talk)
10. The Control Team will search for help from CERT or from a medical team made up of your neighbors.
11. You are your own best First Responder. Use the GET READY booklet and lay in supplies. Take a First Aid Class to help your family. Take CERT

NOW IS THE BEST TIME TO ASK FOR FAMILY INFORMATION. BY NOW YOU HAVE EARNED THE TRUST OF THE RESIDENT AND HE UNDERSTANDS THE PROGRAM.

12. We are creating a database for every house in our cluster. No one will have your information except for your Block Captains and the Control Team. We need to know the situation for each house. **DO NOT LEAVE THE DATABASE SHEET WITH THE RESIDENT** – they will never come back to you. Hand them the sheet and a pen and explain that you will wait while they fill it out. If someone refuses, write **DOES NOT WISH TO PARTICIPATE** for the database. If you have done a convincing talk, 99% of folks will fill it out.

Build a Kit



In the event of a major disaster, you might need to **Shelter in Place** and survive on your own resources for a minimum 5-7 days. You may be sleeping outdoors. Plan on what you will need to eat, sleep, cook, with or without the shelter and comfort of your home.

Food & Water

- Water (minimum of 1 gallon per person per day for 5 days), chlorine bleach, and eye dropper
- Canned fruits, vegetables, stew, meat
- Dried fruits
- Dry cereal
- Crackers (low sodium)
- Canned tuna
- Nutritional bars
- Canned nuts (unsalted)
- Peanut butter
- Fruit or vegetable juices
- Powdered milk
- Bottled soft drinks
- Baby food and food for others on special diets

Eating & Cooking

- Paper/plastic plates, cups, utensils
- Paper towels
- Manual can opener
- Alternate cooking source and fuel

Sanitation

- Portable toilet or bucket with lid, toilet paper
- Diapers
- Disinfectant
- Feminine hygiene supplies
- Cat litter and plastic garbage bags
- Twist ties

Health & Safety

- First Aid kit and manual
- Dust masks
- Soap, detergent, shampoo
- Toothbrush, toothpaste
- Medications
- Heavy work gloves
- Sturdy shoes
- Space blanket or sleeping bag
- Tent or other camping equipment
- Hearing aid batteries
- Goggles or safety glasses
- Scissors

Tools

- Shovel
- Wrench (shut-off valves)
- 1/2" rope (20 ft.)
- Duct tape
- Broom
- Axe
- Flashlight and extra batteries
- Portable radio and extra batteries
- Fire extinguisher

Pets

- Leashes, crate, food
- Cat litter and plastic garbage bags

For more information, visit www.ready.gov

TO: (New Resident)

FROM : Your neighborhood emergency response team

Your neighborhood has established an emergency response program in which neighbor helps neighbor. Our homes are divided into clusters with Block Captains for each cluster. These Captains will monitor their clusters following a major earthquake and report hazards and injuries to an Incident Command team which will send help.

Here is what you should do in a major earthquake:

1. Turn off your gas at the meter if you suspect a leak. Leave a wrench under the meter.
2. Turn off your water intake from the street to prevent your lines from pollution
3. Turn off your hot water heater at the top to seal off good drinking water in the tank
4. Stay in your home if possible. If uninhabitable, seek shelter with a neighbor
5. Put your OK/HELP sign in a window facing the street to help your Block Captain.

YOUR BLOCK CAPTAINS ARE:

Name:

Address:

Phone

Name:

Address

Phone

INFORMATION FORM - DISASTER RESPONSE PROGRAM.

Thank you for filling out the form. Your information will be shared with your Block Captains and the Control Team for use in a major earthquake.

Address _____

Adult residents' first and last names _____

Children's first and last names and birthdates _____

Children's schools _____

Home phone _____ Cell phone _____

Work phone/phones _____

Primary email address _____

Emergency contact not in our earthquake zone

Name _____ Phone _____

Pets _____

What information would be important for rescue workers to know about your household members? Wheelchair? Disabled? Medical condition? _____

Has anyone had GET READY CLASS? _____ CERT TRAINING? _____

DOES ANYONE HAVE MEDICAL TRAINING? _____

DO YOU HAVE: pick up truck _____ Chain saw _____ Generator _____

Military or police training _____

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II- BLOCK CAPTAIN RESPONSIBILITIES - Before an Incident

The Block Captain has a vital role in the Disaster Response Program. He or she will be seen as the leader/helper in the aftermath of a disaster. We encourage you to take the GetReady Class, the FADR Class and the CERT course to enhance your ability to help your family and your neighbors.

Attend the Orientation Session where you will be given:

- * a list or map of the homes assigned to you in your cluster
- * a verbal or video orientation to help you in your visit to each home in your cluster
- * a sheet of Suggestions to work from in your visit to each home
- * a sheet to give the resident with names of the Block Captains
- * a sheet of supplies for the resident to get the family through 3-5 days
- * a copy of two lists of Block Captain Responsibilities
- * a copy of the Information Sheet which the resident fills out while you wait
- * forms for recording injuries and hazards in a drill or an actual disaster
- * a radio, written radio protocol instructions .
- * Some kind of apparel that designates you as a Block Captain
- * back pack suggestions
- * access to the NRGmarin.org site which gives you disaster information

The Block Captain's role begins with the assignment of the addresses within his/her cluster. It is of utmost importance that the Block Captain knows the people in the cluster and that those people are encouraged to know one another. Crises around the world have demonstrated that the first responders following a disaster are those on the scene. Neighbors who know one another will be more apt to show concern and offer help.

The first job of the Block Captain is to get to know everyone in the cluster, to give each residence the "earthquake talk" and to gather information for the data-base. **IT IS STRONGLY ADVISED THAT YOU READ "THE EARTHQUAKE TALK" CAREFULLY, PRACTICE IT AT HOME AND TAKE IT WITH YOU UNTIL YOU ARE CERTAIN YOU ARE REMEMBERING ALL THE POINTS TO SHARE.** Remember- the talk is demonstrated on the website....NRGMarin.org.

It is vital that the database be current. It is suggested that you incorporate this updating work in the Spring drill and allow two weeks for the updating to be finished.

We strongly urge you to create a Block Captain backpack.

Additional Block Captain responsibilities include participation in drills and relevant educational classes

III-BLOCK CAPTAIN RESPONSIBILITIES - During the Incident

Our team will mobilize in a major earthquake. If you are unsure, turn on your two-way radio and listen for Incident Command to open the radio network.

First, you attend to your own family and house:

1. Check for gas leak. Shut off at gas meter if you smell gas.
2. Turn off water intake from street to keep out pollutants.
3. Turn off your hot water heater to preserve clean drinking water.

When all is safe for your family, attend to your cluster. Bring your backpack and radio; wear the apparel that identifies you as a Block Captain.

Your first responsibility is to assess injuries and damage in your cluster and report such conditions to the Incident Command. Also, you ought to be prepared to be seen as a leader and to be the source of information and support. If you have CERT, FADR or First Aid training, we encourage you to provide hands-on assistance. You can use the neighbors who do not need help by having them help you with problems

1. Conduct a door-to-door survey of your assigned homes. Investigate first the homes with no sign showing or HELP sign showing; check on those with OK signs later. If no sign is visible, knock loudly, identify yourself. Do not go in unless you see or hear someone in need of help. If the HELP sign is visible but no one comes to the door, report that to Incident Command. Be aware of structural danger so you do not get hurt.
2. Keep a record of all households on the recording forms on your clipboard.
3. If you find serious injury or hazard, radio that report in immediately. For all other information, make one report when you have completed your round in your cluster.
4. If a home is uninhabitable, instruct the occupants to seek shelter with a neighbor or to use the camping equipment they have stored outside and stay on their own property. Those with habitable homes should stay in them.
5. Remain in your neighborhood and monitor your cluster until Incident Command or the town authorities declare the emergency is over.

BLOCK CAPTAIN BACK PACK SUPPLIES

Your NRG identifying garb

Radio kit with printed instructions and extra batteries batteries

Spreadsheet for cluster; pens or pencils

Block Captain Event report form

Flashlight or headlamp that will leave your hands free

Extra pad and pen

Heavy gloves and latex gloves

Goggles

Permanent marker to leave messages on houses with structural damage

Water and quick energy food for you

Dog treats for protective dogs

First Aid kit

11/17