



Neighborhood Information

The Co-Coordinators for our neighborhood are:

Our neighborhood Meeting Site is located: (address and description)

Our neighborhood includes households on the following streets:

Our First Aid Site is located: (address and description)

Our neighborhood Care Center is located (address and description)

After the Disaster

Priority #1: Take care of yourself, your family and your home

Check yourself and your family members for injuries.

Take care of your house by:

- Putting out small fires using a portable fire extinguisher.
- Turning off your natural gas at the valve outside the house, **only if you smell natural gas, hear or see a problem, or if you suspect a leak.**
- Turn off your water at the main house valve and, if necessary, your electricity at the main electrical panel.
- Dress for safety and go to your meeting site:
 - Put your Help/OK sign in the window or on the door where it can be seen from the street.
 - Wear comfortable clothing, hardhat, safety glasses, gloves, sturdy shoes.
 - Bring a flashlight and your first aid kit.
 - Put your fire extinguisher at the end of the driveway for others to use if necessary.

Priority #2: Take Care of Others

Report to the neighborhood Meeting Site.

The Neighborhood Coordinator will identify the tasks that need to be done based on the emergency or disaster and the problems being reported in your neighborhood.

Highest priority problems include utility control, search and rescue, and first aid. If there are enough resources, include sheltering as a high priority.

Assign neighbors who are not currently on a Response Team to those teams needing additional support.

Give them a copy of the appropriate task description and direct them to where the team is located. Coordinate food and rest breaks as needed.

Highest Priority: Life Safety Tasks

- Utility Control
- Search and Rescue
- First Aid Station and Treatment

People, Property and Information Tasks

- Sheltering and Special Needs
- Damage Assessment
- Communications



Response Tasks Planning Worksheet

Response tasks involve a certain amount of skill, strength and mobility. Additional training is available through OEM for each of these tasks. Safety equipment for these tasks include: hardhat, safety glasses, gloves, comfortable and protective clothing (jeans, etc.) and sturdy shoes. If you have enough people, pre-assign at least three (3) people for each of these tasks.

If you have less than nine (9) people, create one or two “response teams.” Depending on the problems resulting from the disaster, these teams will have to accomplish all three tasks as they have time and resources. The Neighborhood Coordinator will have to prioritize what gets done first based on safety, protection of life and protection of property. Encourage neighbors to sign up for these teams and give them a copy of their task sheet(s). It’s a good idea to recruit Team Leaders as well.

Utility Control Team	Search and Rescue Team	Disaster First Aid Team

People Tasks Planning Worksheet

People tasks are the activities that have to do with taking care of people and coordinating information. **Sheltering and Special Needs** includes taking care of uninjured people who need additional assistance such as kids, people with limited mobility and neighborhood pets.

Communications and Damage Assessment are about coordinating information about the damage and problems in the neighborhood and monitoring AM/FM radio and other forms of communications. Training classes are offered by OEM to support these tasks. Encourage neighbors to sign up for these teams and give them a copy of their task sheet(s). It’s a good idea to recruit Team Leaders as well.

Sheltering and Special Needs	Communications	Damage Assessment