



# Neighborhood Coordinator Tasks

## Primary Responsibilities

- ▼ Provide the overall coordination of the neighborhood plan, both before and immediately following an emergency or disaster.

## Before the Disaster

- Complete and maintain the SNAP neighborhood Information Form.
- Choose a neighborhood Meeting Site, a place where your neighbors will come after the disaster to share information and help each other.
- Make a large sign to post where your meeting site is located while you are using your plan for an emergency or disaster.

## 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

- Set-up the neighborhood Meeting Site.
- Identify the tasks that need to be done based on the emergency or disaster and the problems being reported in your neighborhood.
- Use the back of this form to track the status of each team.
- Assign neighbors who are not currently on a Response Team to those teams needing additional support.

#### 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

- 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.

# Managing the Disaster Response

A safe and effective response must be systematic and thorough. Some basic rules will create a safe and effective response to the problems created by the disaster or emergency.

Rule #1—When assigning tasks to do, always send people in teams of at least two. Make sure that people who are helping in potentially dangerous conditions are wearing the appropriate safety equipment: hard hat, safety glasses, gloves, sturdy shoes, protective clothing, and have a flashlight.

Rule #2—Document the time and who you send to do what. Keep track of the tasks you have assigned and who you have assigned so you don't duplicate efforts.

Rule #3—Make Life Safety Tasks your highest priority. Do everything you can to minimize the risk of injury to your response teams. This means you may need to assign a team to control a natural gas leak before assigning a team to rescue someone who is trapped or injured.

Rule #4—Your goal is to do the most good for the most people in the shortest amount of time.

### 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
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Problem/Action:	Task Assigned/Time	Team members	Completed/Time
Example: Gas leak at 11:20	Utility Control—11:35	Sam and Buddy	<input checked="" type="checkbox"/> 11:45

Completed by: