

Neighborhood Coordinators

- Provide overall coordination of neighborhood plan before and immediately following the disaster.
- Set up Neighborhood Meeting Site.
- Identify tasks that need to be done.
- Assign neighbors to those teams who need help.
- Track who is on each team; monitor their status.

Utility Control

- Shut off gas meters and water mains as necessary.
- Identify and rope off all hazardous areas.
- Extinguish small fires with fire extinguishers.

Search & Rescue

- Check on homes with damage – look in this order:
 1. Homes that display the HELP sign.
 2. Homes with damage and no sign displayed.
 3. Homes with no damage and no sign displayed.
 4. Homes that display the OK sign.
- Take anyone found injured to the First Aid station.

First Aid

- Establish neighborhood First Aid station.
- Treat those who are injured with basic first aid.
- Identify those who require more skilled medical care.
- Write down who you treat and what you did.

Shelter and Special Needs

- Set up a neighborhood Care Center for those who need add'l help; children, those who live alone, pets, etc.
- Post a sign so everyone can find the Care Center.
- Keep a list of those staying in other neighbors' homes or in other locations.

Communications

- Turn on the radio. Listen for and share important emergency information.
- Emergency stations: 710 AM, 1000 AM, 97.3 FM, 97.7 FM.
- Serve as a runner for Search & Rescue teams – notify or get First Aid team members to come provide treatment.
- Exchange information with amateur radio when established in your area.

Damage Assessment

- Conduct a preliminary survey of neighborhood damage: record how many: 1) downed power lines, 2) blocked roadways, 3) broken gas mains, 4) broken water mains, 5) severely damaged or uninhabitable homes.
- Remind neighbors to take photos or video to document damage for insurance claims. Keep repair receipts.
- Summarize findings on data sheet.

NEIGHBORHOOD ORGANIZATION QUICK SHEET –

Purpose: Give individuals immediate guidance on what to do (pre-designated or spontaneously upon arrival). Keeps everyone focused on the primary tasks at hand.

During an emergency: Hand out to neighbors who arrive at the Meeting Site. Work in teams of two.

Before an emergency: Use as a training tool when meeting with your group.

For more information, contact:

Seattle Office of Emergency Management
SNAP Program
105 5th Ave S.
Seattle, WA 98104
206-233-5076
E-mail: snap@seattle.gov



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