

# Block Captain, Block Captain Coordinator Interactive Workshop



**SUN CITY PALM DESERT**

**EMERGENCY PREPAREDNESS AND RESPONSE**

# Today's Training Steps

Table discussion & practice using the equipment & forms

**Best Practices Beforehand**

**COMMUNICATIONS: BC to BCC to EOC to support teams  
(Medical, Search & Rescue, Pet Rescue**

**Disaster Strikes (or a practice drill)**

**Block Captain Coordinator (BCC) Duties**

**Block Captain (BC) Duties**

**Safety First!!**

**handouts Distributed**



# First Things First: SAFETY

FIRST, make sure YOUR house and family are safe.

Get your car out of the garage, in case of further damage to house.

Place your "go bag" safely in the trunk.

Tune car or a portable radio to 1620AM.

Grab your EPC ID, cell phone and Block Captain bag

Head to the command post AS SOON AS POSSIBLE.

# BLOCK CAPTAIN DUTIES: ARRIVE AT COMMAND POST

- Check in at your Command Post (CP)
- You may be asked to pick up your Command Post red bag, poster and black mesh bag with 2-way radio and extra battery at the Distribution Center and return to your Command Post.
- Receive your Block Captain equipment.
- Test the walkie talkie to ensure it works. Remember line-of-sight communication.
- When ready, head out to check on your assigned residents. Look for the HELP/OK signs
- Your safety is #1 priority. NEVER put yourself at risk in helping others.



# BLOCK CAPTAIN DUTIES: CHECKING HOMES

- Check utilities: gas meter, electrical, water. Record or report any issues.
- Ring bell (knock loudly) & step back from door for neighbor's comfort.
- Log your findings on your Home Check Sheet.
- Use the Walkie Talkie to radio the Command Post if residents need assistance.
- Send spontaneous volunteers to your Command Post.
- Radio your Command Post with your status every 15 minutes.
- Observe conditions of the neighborhood – report serious damage.
- Return to Command Post.



2-2

# DISTRICT 10 A

## HOME CHECK SHEET

BLOCK CAPTAIN ASSIGNED: \_\_\_\_\_

RESIDENCE ADDRESS	TIME	NH	OK	UT	COMMENTS / ACTION
35726 STONEBRIAR					
35760 STONEBRIAR					
35794 STONEBRIAR					
35673 STONEBRIAR					
35707 STONEBRIAR					
35741 STONEBRIAR					
35809 STONEBRIAR					

Block Captains - Each sheet is customized for you!  
 Check and record your findings.  
 Report via walkie-talkie any medical or utility emergency

Homes are grouped by which side of the street they are on

Abbreviation code is at the bottom of the page

**TIME** = time home inspected      **NH** = not home      **OK** = no problems noted      **UT** = utilities checked  
**COMMENTS / ACTIONS TAKEN** = was any action taken? Resident sent to First Aid Station, Requested Medical Assistance, Search & Rescue called, Utilities shut off, etc.

This Reminder note is on Each Block Captain's clipboard

**HANDOUT  
TODAY**

**BLOCK CAPTAINS:  
REMINDERS WHEN YOU RADIO THE  
COMMAND POST FOR ASSISTANCE**

*You should answer these questions as you make a report to the CP*

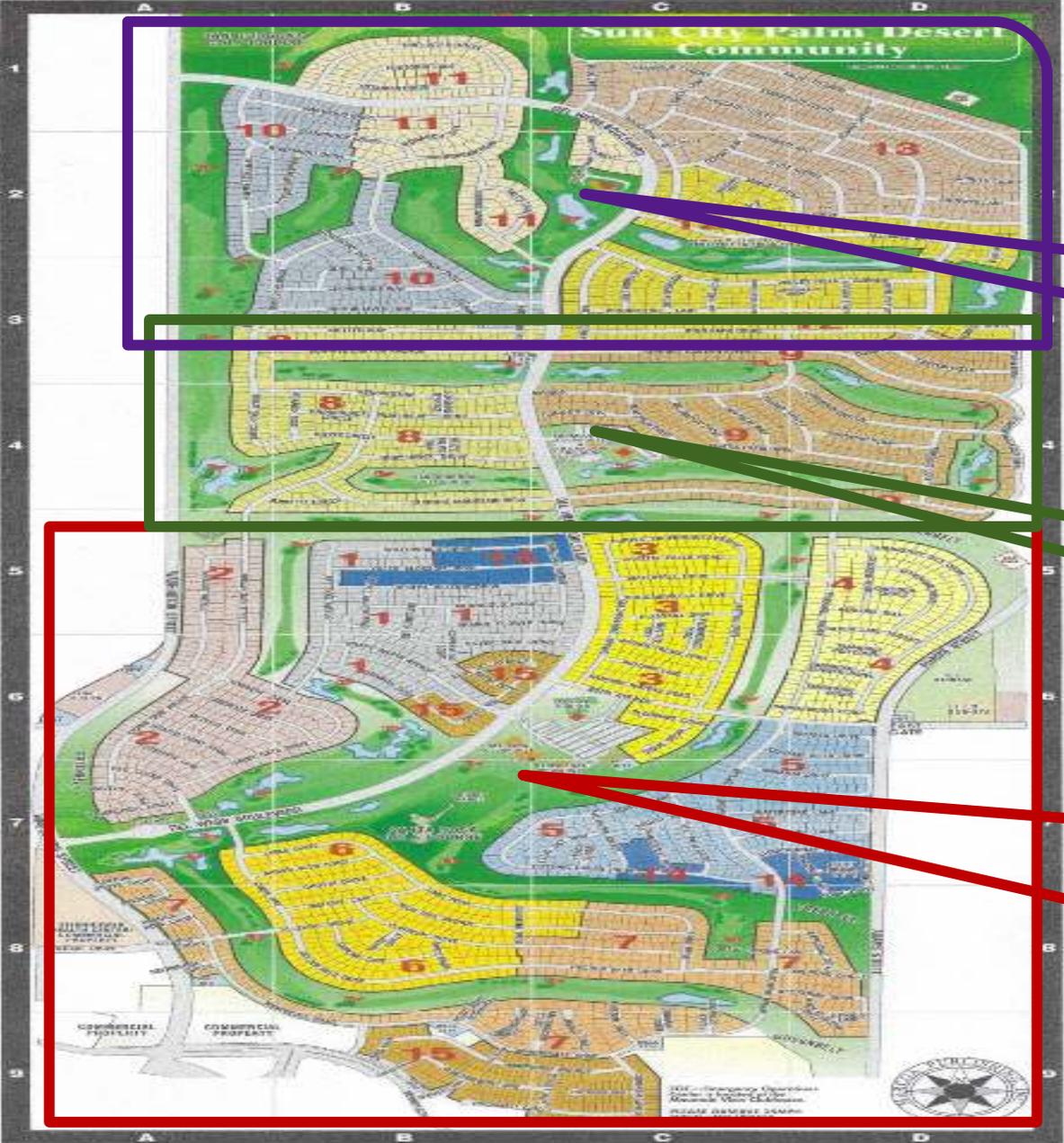
- Is Victim Responsive?
- Breathing Normally?
  - Major Injury?
  - Ambulatory?
- Serious Bleeding? Is Bleed Controlled?
- Fire or Smoke? Is Fire Contained?

# BLOCK CAPTAIN COORDINATOR DUTIES

## *Opening a Command Post*

- As Block Captains arrive at the Command Post, one is assigned (or volunteers) by the Block Captain Coordinator to collect the red bag, banner and black mesh bag with 2-way radio plus extra battery from one of 3 distribution sites.
- If the BCC is not present, wait until 2 block captains arrive at Command Post, then one goes to get the red bag while the other remains to greet other Block Captains
- The Block Captains set up the Command Post together.

# Where are the Red Bags?



Lake View Clubhouse--Tahoe Room (side door)  
EPC Districts 10, 11, 12, 13

The map shows the Sun City Palm Desert Community with various EPC districts numbered 1 through 15. A purple box highlights the area around EPC districts 10, 11, 12, and 13, with callout lines pointing to the Lake View Clubhouse. A green box highlights the area around EPC districts 8 and 9, with callout lines pointing to the Sunset View Clubhouse. A red box highlights the area around EPC districts 1 through 7 and 15, with callout lines pointing to the Mountain View Clubhouse. The map also shows a golf course and various streets.

Sunset View Clubhouse at the Bocce Courts  
EPC Districts 8 & 9

At the EOC--behind the Mountain View Clubhouse  
(*access road on west side of bldg.*)  
EPC Districts 1 through 7 & 15  
*Sun City District 14 is absorbed into EPC 1 & 5*  
*District 1 also includes part of Sun City 15*

# BLOCK CAPTAIN COORDINATOR DUTIES

## *Opening a Command Post, continued*

- When the red bag arrives:
- Log in your Block Captains
- Distribute supplies from the red bag to the Block Captains.
- Perform Walkie Talkie test before the Block Captains are released.
- Using the 2-way radio, notify the Emergency Operations Center that the CP is now open and how many volunteers are being deployed.



# Command Post Work Sheet -- # 10 A

Date \_\_\_\_\_

Assigned BC Area	BC Assigned	Equip Issued	Time Out	Time In	Comments		
01							
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							
15							
<b>PICK UP</b>	<b>BC Assigned</b>	<b>Time Out</b>	<b>Time In</b>	<b>RETURN</b>	<b>BC Assigned</b>	<b>Time Out</b>	<b>Time In</b>
Red Bag				Red Bag			
CP Radio				CP Radio			

# BLOCK CAPTAIN COORDINATOR DUTIES, continued

## *Managing Command Post Operations:*

- As BCs report in via walkie talkies, the BCC or an assistant logs all incidents reported by the BCs on a Command Post Message form.
- Maintain a paper trail for follow-through.
- The BCC uses the 2-way radio to relay any medical, search & rescue or dangerous situations to the Emergency Operations Center (EOC)
- The BCC contacts EOC when an additional BC shows up, watches for signs of fatigue and stress among BCs.
- In an emergency, the BCC will determine rest breaks and staggered shifts.
- Assigns spontaneous volunteers a duty or sends them to help in other areas.

# Used by Block Captain Coordinator to Record Calls from Block Captains



## Command Post (CP) Messages

CP# \_\_\_\_\_ Date \_\_\_\_\_ Page # \_\_\_\_\_

Block Captain (on walkie talkie) → CP		BCC (on walkie-talkie) records call. BCC decides to forward (on two-way radio) → EOC						
From Block Captain:	REPORTED PROBLEM	Prompters to help Prioritize Calls				Radio to EOC or None	Time	By
Address:		Y N		Y N				
Updates:		Victim Responsive	<input type="checkbox"/>	<input type="checkbox"/>	Ambulatory	<input type="checkbox"/>	<input type="checkbox"/>	
		Breathing Normal	<input type="checkbox"/>	<input type="checkbox"/>	Serious bleeding	<input type="checkbox"/>	<input type="checkbox"/>	
		Major Injury	<input type="checkbox"/>	<input type="checkbox"/>	Bleed Controlled ?	<input type="checkbox"/>	<input type="checkbox"/>	
		Fire or Smoke	<input type="checkbox"/>	<input type="checkbox"/>	Fire Controlled ?	<input type="checkbox"/>	<input type="checkbox"/>	
From Block Captain:	REPORTED PROBLEM	Prompters to help Prioritize Calls				Radio to EOC or None	Time	By
Address:		Y N		Y N				
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Maintaining a paper trail to follow up where needed is vital to our successfully helping others

# BLOCK CAPTAIN COORDINATOR DUTIES, continued

## *Closing a Command Post:*

- In an emergency, the EOC determines whether a Command Post should close or stay open. You must ask EOC permission to close a Command Post.
- When closing a Command Post, count & record returned items on the Inventory sheet.
- **PLACE INTO THE RED BAG** the returned items
- **BE SURE ALL WALKIE-TALKIES** are turned off, placed in white mesh bag
- **PLACE 2 WAY RADIO**, extra battery and tool into black mesh bag



# BLOCK CAPTAIN COORDINATOR DUTIES, continued

## *Closing a Command Post:*

- **KEEP INVENTORY SHEET SEPARATE**
- **PLACE ALL OTHER PAPERS INTO ENVELOPE**
- **DO NOT PUT ENVELOPE OR INVENTORY SHEET INTO RED BAG**
- **RETURN TO THE DISTRIBUTION CENTER** the inventory sheet, envelope with forms inside, black mesh radio bag, red bag and CP banner inside its tube.

EMERGENCY PREPAREDNESS COMMITTEE RED BAG INVENTORY SHEET			
Functional Post #	Block Captain	Date	
<b>EMERGENCY PREPAREDNESS ITEMS</b>			
CP Banner	1	1	1
CP Bag (Red) (100% Cotton) (100% Cotton)	1	1	1
<b>BLOCK CAPTAIN SUPPLIES</b>			
CP Bag (1) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (2) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (3) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (4) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (5) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (6) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (7) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (8) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (9) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (10) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (11) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (12) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (13) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (14) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (15) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (16) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (17) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (18) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (19) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (20) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (21) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (22) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (23) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (24) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (25) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (26) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (27) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (28) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (29) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (30) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (31) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (32) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (33) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (34) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (35) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (36) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (37) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (38) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (39) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (40) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (41) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (42) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (43) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (44) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (45) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (46) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (47) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (48) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (49) (100% Cotton) (100% Cotton)	1	1	1
CP Bag (50) (100% Cotton) (100% Cotton)	1	1	1



# EMERGENCY PREPAREDNESS COMMITTEE RED BAG INVENTORY SHEET

<b>Command Post # *** Block Captains - **</b>	<b>Walkie-Talkie Channel: * - *</b>
Checked by: (Print)	<b>Date:</b>

Include your name and date at top of form!

<b>COMMAND POST (CP) ITEMS:</b>	# ITEMS REQUIRED	# ITEMS ACTUAL	# ITEMS MISSING
CP Banner	1		
RED BAG DISASTER PAPERS (SEALED white envelope)	1		

<b>BLOCK CAPTAIN (BC) ITEMS:</b>	# ITEMS REQUIRED	# ITEMS ACTUAL	# ITEMS MISSING
Clip Boards (1 per BC plus 1 for BCC) (for Home Check Sheet and Radio Question Reminder)	*		
Packets (1 per BC). Contents (4 Items): Duct Tape, Pencil, Orange Vest, Whistle (circle item missing)	*		
Walkie-talkies	*		

<b>OTHER ITEMS:</b>	# ITEMS REQUIRED	# ITEMS ACTUAL	# ITEMS MISSING
Batteries - Spare AA (for walkie-talkies)	24		
Caution Tape	1		
Duct Tape - extra rolls	3		
Pencils - extras	3		
Vest Blue for BCC	1		
Vest Orange - extras	3		
Whistles - extras	3		
Bullhorn, LED road flare, and headlamps will be issued only in the event of a disaster			

\* Drills: Return this inventory form outside the Manila envelope. Manila envelope with drill packet papers, CP banner, 2-way radio and battery packs are to be returned to the Equipment distribution location *WITH*, not inside, the Red Bag

**NOTES**

---



---



---

HANDOUT TODAY

Red Bag Inventory Form

# Walkie-Talkie Use

Visit the EPC YouTube webpage for a video on  
how to use the walkie-talkies

<https://www.youtube.com/watch?v=TIQBU-VtXqA>

# 2 Way Radio Use

**Visit the EPC YouTube webpage for a video on  
how to use the 2 Way Radios**

**<https://www.youtube.com/watch?v=dGeWImGR-Ro>**

# Facilitators will help you:

**HANDOUT  
TODAY**

## Block Captain Coordinators

- Demonstrate contents of red bag pockets
- **Distribute to Block Captains:**
  1. home check sheet
  2. Gear in BC bag:
  3. walkie-talkie
- Practice scenarios
- Practice walkie-talkie
- Practice changing batteries
  
- Reclaim gear
- Confirm inventory on sheet
- **Put it all back in the bag at the end**

## Table Top Discussion

### Block Captains:

Familiarize yourself with the items and forms you will use

**PRACTICE** using walkie-talkie!

Know how to check :

- the batteries
- the channel
- on/off volume switch

# Block Captains: Best Practices BEFOREHAND

HANDOUT  
TODAY

- Introduce Yourself to your neighbors in your area, remind them of where the command post is
- You can offer them handouts
- Use resident directory form to take notes for yourself if the neighbor will need extra help (caregiver situation, pet, chronic condition, oxygen in use)
- Encourage them to be around for the drill
- Make up a supply bag for yourself of useful items like water, an extra pen, flashlight, energy bar, light coat or umbrella, gloves, mask, utility tool, sunblock, lip balm
- Stay in touch with your BCC and District Deputy for training and changes
- Recruit a neighbor to assist or be an alternate when you are not available.



# RESIDENT DIRECTORY BY BC AREA

**Sensitive Information - for EPC Use Only. Use discretion**      Data Date: MM/DD/YY

**For Block Captain's Records**

Residents keep their medical info & out-of-state contact's email in their Vial of Life tube

# RESIDENT DIRECTORY BY BC AREA

Flyers available to give to residents: "Disability", "Utility Shut-off", "Survival Check-Up", & others  
 Ask resident if they know where their Command Post is? First Aid Station? Who their Block Captain is?

BC Area	Name	Address	Comments
01A01	Owner/Resident Name	37948 BREEZE WAY	
01A01	Owner/Resident Name	37970 BREEZE WAY	
01A01	Owner/Resident Name	37992 BREEZE WAY	
01A01	Owner/Resident Name	38014 BREEZE WAY	
01A01	Owner/Resident Name	38036 BREEZE WAY	
01A01	Owner/Resident Name	78264 RAINBOW DRIVE	
01A01	Owner/Resident Name	78271 RAINBOW DRIVE	
01A01	Owner/Resident Name	78274 RAINBOW DRIVE	
01A01	Owner/Resident Name	78281 RAINBOW DRIVE	
01A01	Owner/Resident Name	78284 RAINBOW DRIVE	
01A01	Owner/Resident Name	78291 RAINBOW DRIVE	
01A01	Owner/Resident Name	78294 RAINBOW DRIVE	

**Back side of form**

**SAMPLE FORM**

**HANDOUT TODAY**

*The Reverse Side also lists the addresses with plenty of room for comments such as: "has pets", "oxygen at home", etc.*

# Block Captains Coordinators: Best Practices BEFOREHAND

HANDOUT  
TODAY

- Introduce yourself to your block captains.
- Keep in touch with your block captains, especially before a drill.
- Share emergency preparation & response materials you receive with your BCs.
- Recruit a neighbor to be a Command Post Assistant.
- Recruit an alternate for when you are away from home.
- Recruit neighbors to fill any block captain vacancies in your area. Alternates for BCs too.
- Provide training and guidance to your Block Captains.
- Keep a Block Captain log sheet on a clipboard at your house so you can log in your BCs while waiting for the Red Bag. We can give you extras.
- Keep your BC phone numbers in your cell phone directory.

# Clean Up Notes

Attend the De-briefing

Attend Radio Training

Attend optional trainings:

CERT, CPR, Stop the Bleed ...

In a Real Emergency...



# Today's Highlights

Your Safety Is First!

Report to Command Post (after securing your house & Go bag).

**Communicate!** With Block Captains & Block Captain Coordinator.

**Communicate!** to the Emergency Operations Center (EOC).

If you need handouts to give to your residents, we have them available.

Radio Reminders and further training is available every 4th Tuesday.

Contact Scott Morse at [radio.epc@scpdca.com](mailto:radio.epc@scpdca.com) to register.

## Questions, PLEASE!



**THANK YOU!!**

**for**

**volunteering**

[epc@scpdca.com](mailto:epc@scpdca.com)

[www.epc.scpdcaclubs.com](http://www.epc.scpdcaclubs.com)