Block Captain Coordinator Interactive Workshop



SUN CITY PALM DESERT

EMERGENCY PREPAREDNESS AND RESPONSE

Today's Training Steps

Table discussion & practice using the equipment & forms

Closing a Command Post

ESSENTIAL COMMUNICATIONS & VOLUNTEERS:
BCC to BCs (and reverse); BCC to EOC, Recruiting

Opening a Command Post

Block Captain Coordinator (BCC) Duties

Safety First!!

Best Practices Beforehand

handouts Distributed



How Much Time Will This Take?



How about LESS than 12 hours per YEAR?

Connect with your Block Captains	1+ hours per year
Pre-Drill Meeting	1 hour
Fall Drill	3 hours
Follow-up Review After Drill (encouraged)	1 hour
Pre-Drill Meeting	1 hour
Spring Drill	3 hours
Follow-up Review After Drill(encouraged)	1 hour

Block Captains Coordinators: Best Practices BEFOREHAND

HANDOUT TODAY (pp4-5)

- Introduce yourself to your block captains.
- Keep in touch with your block captains, especially before a drill. Make a group in your cell phone with their phone numbers.
- 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. Report changes to the EPC for updating database.
- 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.
- Gather your ID, flashlight, other items and place on a hook near the door.

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 Sign in Sheet (if you have a copy)
If you have a 2-way radio at home, bring that, the extra battery and key
(flashlight, gloves, water, snacks?)

Begin to set up the command post AS SOON AS POSSIBLE.

How Do I Know When I Am Needed? (When Do We Activate?)

- Two Drills per year (Fall (November) and Spring (late February)
- In an Emergency (Earthquake (6.0+), Fire, Chemical Spill, etc.),
  - the County 911 system makes the determination
  - If no 911, then we are probably activating
- Listen to see if 1620AM is broadcasting live
- You may receive a text or call from your District Director or a Deputy of Operations
- If you feel the quake, call or text your DD before setting up the command post



BLOCK CAPTAIN COORDINATOR DUTIES

Opening a Command Post

- As Block Captains arrive at the Command Post location, 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.
- Either ask someone to be your aide or assign a trusted BC to begin setting up the command post if you are not present, knowing where everything is.
- The Block Captains set up the Command Post together. You'll want a table, chairs, pens, refreshments, space for your radios, and tape to put up the banner when it arrives. Find a comfortable spot (courtyard or driveway) but NOT in the garage in case of further damage.

MANUAL (p 9)

Where are the Red Bags?



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

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

MANUAL (p 9

Opening a Command Post, continued

- When the red bag arrives:
- Log in your Block Captains
- Put up the Command Post Banner, lights (if necessary)
- 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.



If asked to get the Red Bag, you will pick up:





Distributed during emergencies only

The RED Bag for YOUR Command Post

Command Post # is written here & on poster tube & radio

Mesh bag with 2 way radio, extra battery, & tool to change battery

Command Post banner in tube

MANUAL (p10)

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					

You can pre-fill this worksheet and simply check off the names to save time, but you may have to scratch and write a new name if a different BC fills in that spot.

Time out is when they leave CP to check on homes. Time in is when they return to CP.

Don't forget to fill out who went to pick up and who returned the red bag and equipment

PICK UP	BC Assigned	Time Out	Time In
Red Bag			
CP Radio			

RETURN	BC Assigned	Time Out	Time In
Red Bag			
CP Radio			

Assignment #10A 05
Radio Channel ~~10-1~~ 2-2

DISTRICT 10A

HOME CHECK SHEET

BLOCK CAPTAIN ASSIGNED: _____

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

Hand to the Block Captains their corresponding check sheet along with a clipboard that has a green reminder sheet.

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

The BC should answer these questions when reporting to the Command Post.
The BCC checks off answers on CP Message Form

BL CK CAPTAINS:

REMIN WHEN YOU RADIO THE

C ST FOR ASSISTANCE

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

Used by Block Captain Coordinator to Record Calls from Block Captains

MANUAL (p11)

Fill in ALL information.
3 incidents per sheet,
number the pages

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: / Address:	REPORTED PROBLEM	Prompters to help Prioritize Calls	Radio to EOC or None	Time	By
Updates:		Y N / Y N Victim Responsive / Ambulatory Breathing Normal / Serious bleeding Major Injury / Bleed Controlled ? Fire or Smoke / Fire Controlled ?			
From Block Captain: / Address:	REPORTED PROBLEM	Prompters to help Prioritize Calls	Radio to EOC or None	Time	By
		Y N / Y N			

The Command Post records all BC incident reports and concerns on this sheet. Note to be sure these questions from the green sheet are answered.

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

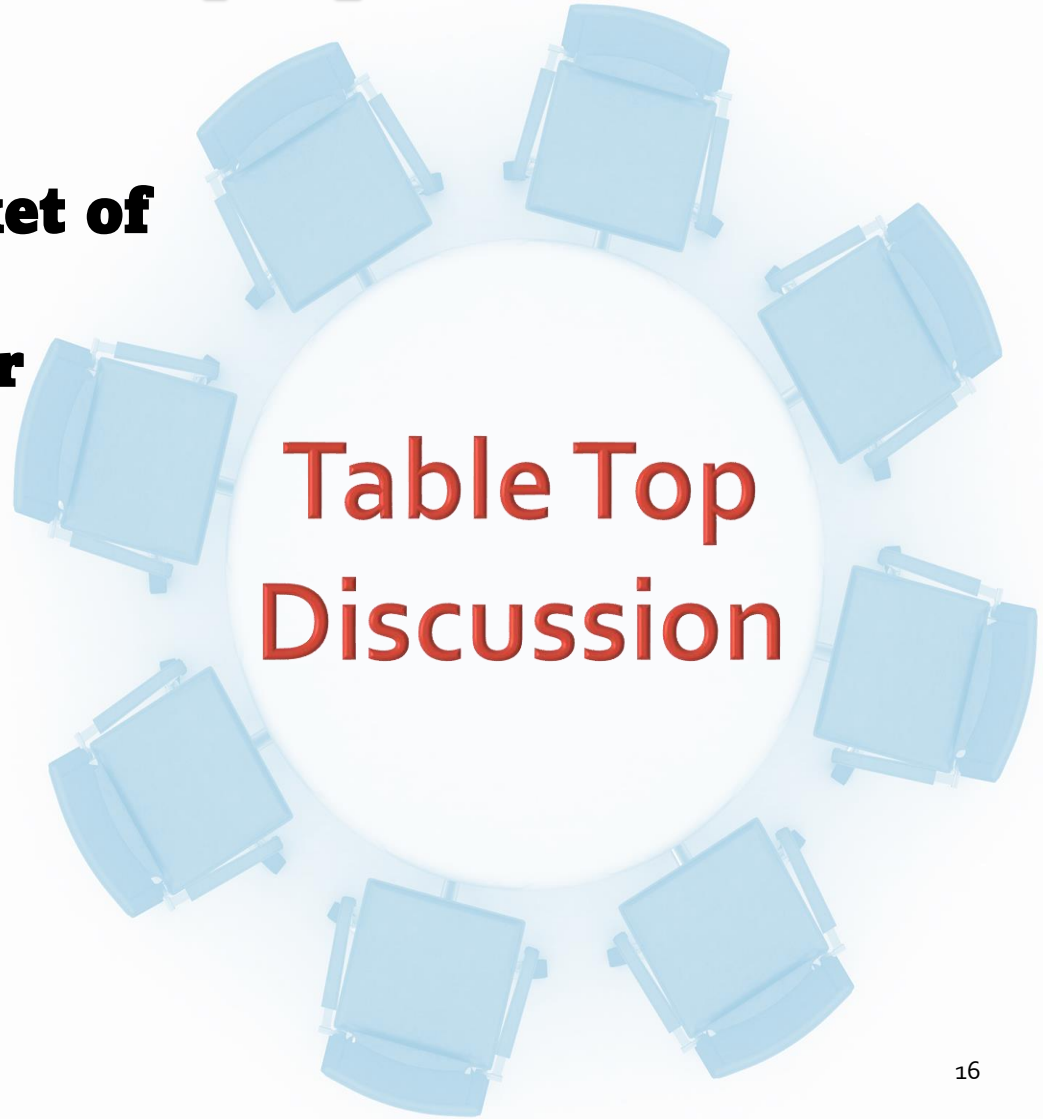
What's Inside the Red Bag?





Facilitators will help you:

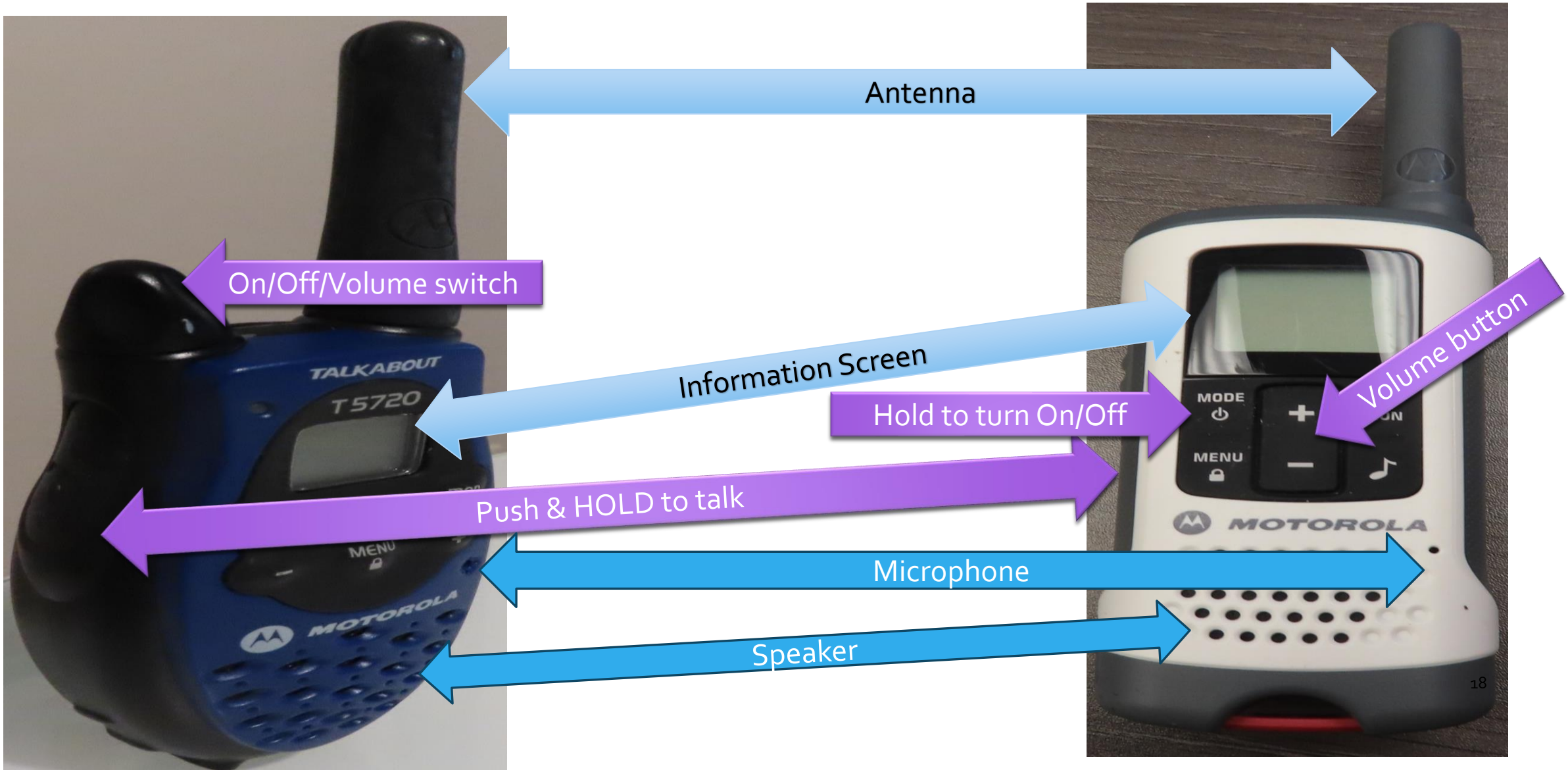
FAMILIARIZE yourself with each pocket of the red bag & its contents
EQUIPMENT you will hand out to your Block Captains
Familiarize yourself with the items and forms you will use:
Command Post Worksheet
Command Post Messages
Command Post Inventory Sheet
Forms your Block Captains use



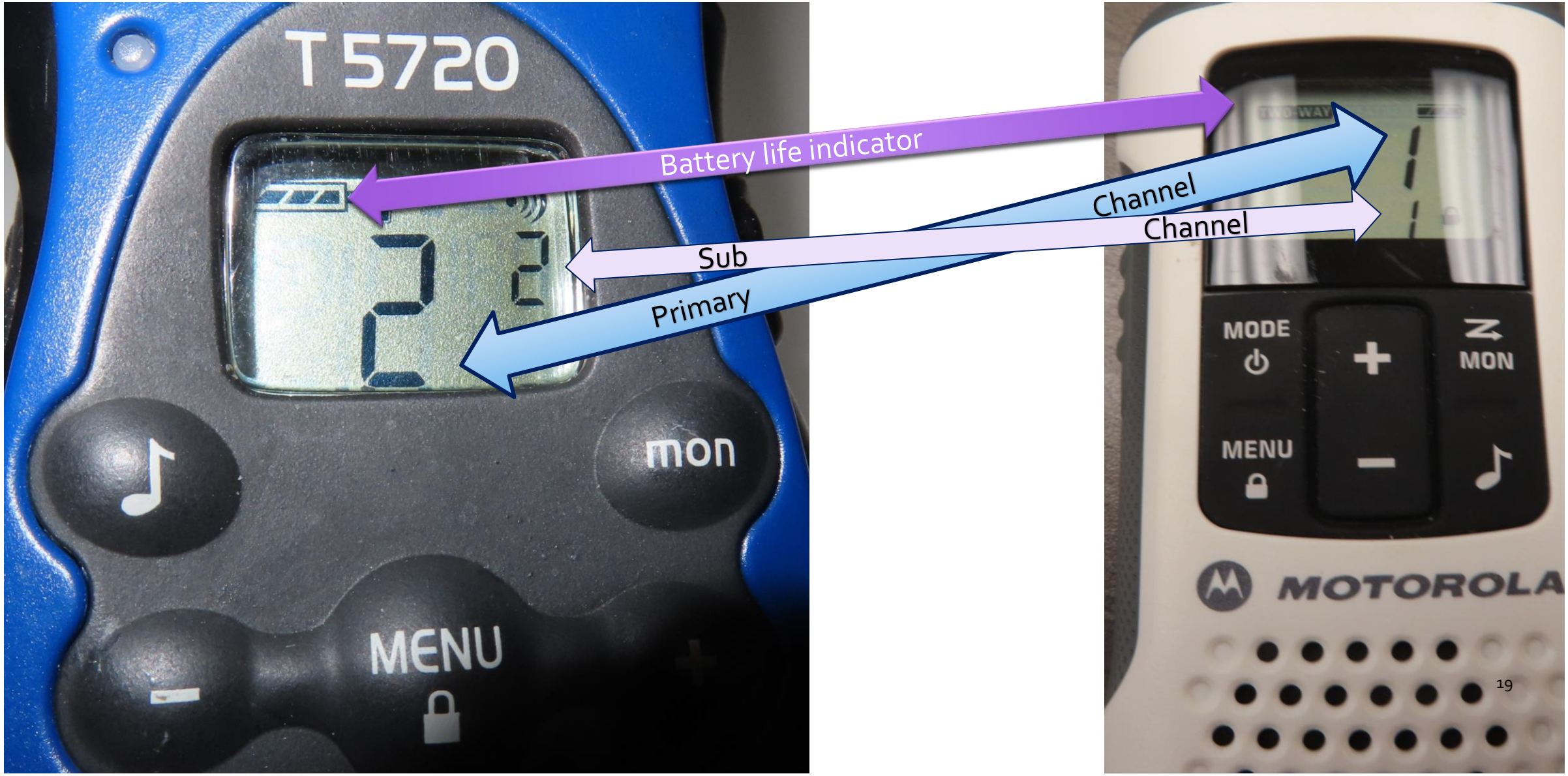
Walkie-Talkie & Radio Use



Walkie-Talkie Use



Walkie-Talkie Use



Walkie-Talkie Battery Compartment



Battery compartment cover

Compartment clip to open



2 Way Radio Use



Facilitators will help you:

PRACTICE using walkie-talkie & 2-way Radio!
Be sure you can both hear and speak to your Block Captains/EOC

Know how to check :

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



BLOCK CAPTAIN COORDINATOR DUTIES, continued

MANUAL (p 7)

Managing Command Post Operations:

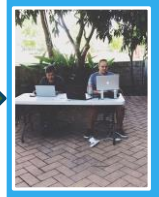
- As BCs report in via walkie talkies, the BCC or an assistant logs all incidents reported by the BCs on a Command Post Message form.
- Maintain a paper trail for follow-through.
- The BCC uses the 2-way radio to relay any medical, search & rescue or dangerous situations to the Emergency Operations Center (EOC)
- The BCC contacts the 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.

Pathways of Communication



Block Captain encounters a situation & reports it to the Command Post





Command Post records report and determines to report to EOC





Emergency Operations Center receives report and relays it one of the following teams:



Medical Operations



Search & Rescue team

aerial drone support



Gate, equipment, generator, couriers



Pet rescue located at Mtn View pickleball courts



Staffed by residents trained as doctors, nurses, trained EMT, medical responders, counselors, aides



First Aid Stations
1st Mtn View Tennis Courts
2nd Sunset View Bocce Courts
3rd Lake View Tahoe Room

BLOCK CAPTAIN COORDINATOR DUTIES, continued

Closing a Command Post:

MANUAL (p 9)

- 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



EMERGENCY PREPAREDNESS COMMITTEE
RED BAG INVENTORY SHEET

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

Include your name and date at top of form!

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

BLOCK CAPTAIN (BC) ITEMS:	# 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 (3 Items):	*		
Orange Vest, Pencil, Whistle (circle item missing)			
Walkie-talkies	*		

OTHER ITEMS:	# ITEMS REQUIRED	# ITEMS ACTUAL	# ITEMS MISSING
Batteries - Spare AA (for walkie-talkies)	24		
Caution Tape	1		
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**

HANDOUT TODAY (p 8)

Red Bag Inventory Form

NOTES

ND 01-10-26

Facilitators will help you:

Fill out the inventory sheet, placing all items back into the Red Bag or the Manilla envelope.

REMEMBER:

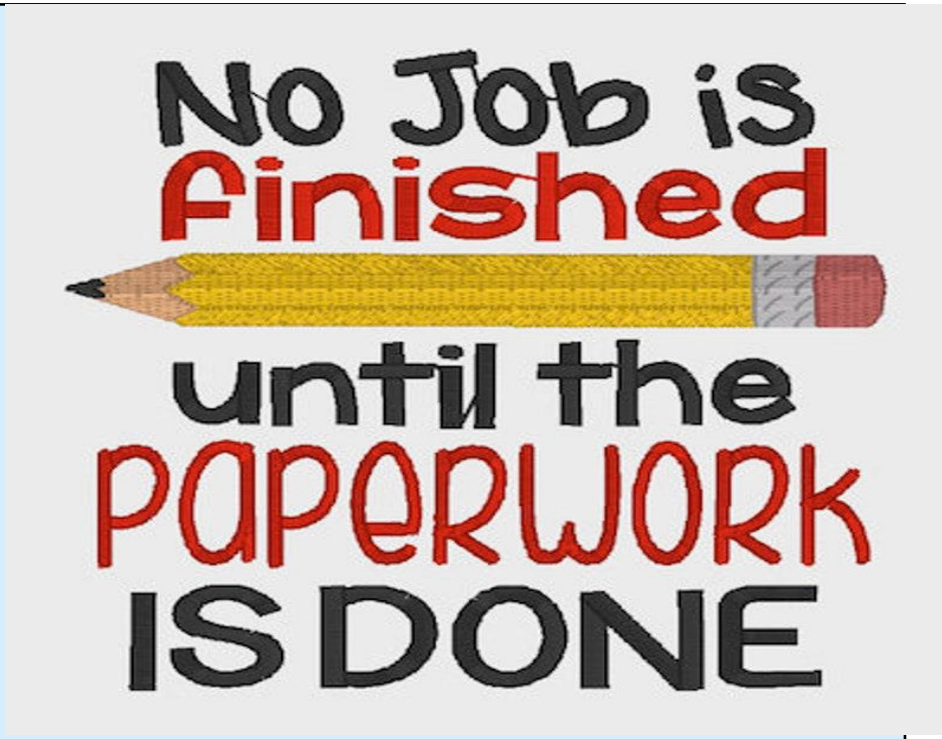
- **What you return is what you will get back in an emergency/drill**
- **Inventory sheets are checked and missing items are replaced**
- **Be sure all walkie-talkies and 2-way radios are turned OFF**



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 THE 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.

Clean Up Notes

Attend the Pre-Drill Meeting

Attend Radio Training

Attend the De-Brief

In a Real Emergency…



Today's Highlights

Your Safety Is First!
Get started on Best Practices right away
Set up the Command Post (after securing your house & Go bag).
Communicate! With Block Captains & Emergency Operations Center.
Be Aware if a Block Captain (or yourself) show signs of fatigue
Welcome! Volunteers and try to recruit more help for yourself and others.
Keep handouts to give to your Block Captains, reach out to them regularly.
Inform the EPC about changes in personnel for an up-to-date database

Questions, PLEASE!



THANK YOU!!

for

volunteering

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