Block Captain Interactive Workshop



SUN CITY PALM DESERT

EMERGENCY PREPAREDNESS AND RESPONSE

Today's Training Steps

Table discussion & practice using the equipment & forms

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

Disaster Strikes (or a practice drill)

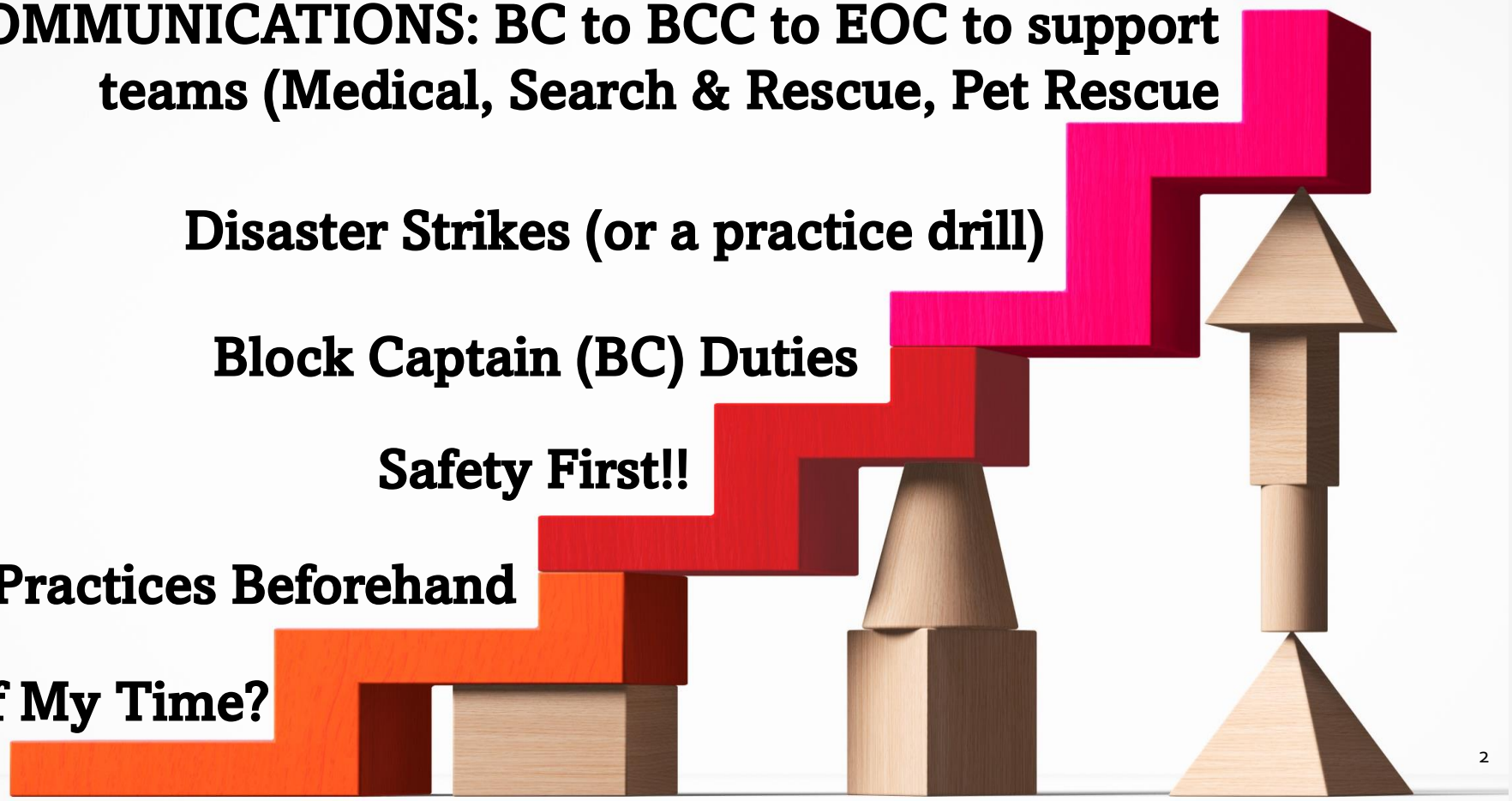
Block Captain (BC) Duties

Safety First!!

Best Practices Beforehand

Is It A LOT of My Time?

Distribute Handouts



How Much Time Will This Take?



That's only 8-10 hours per year (unless there is an emergency)!

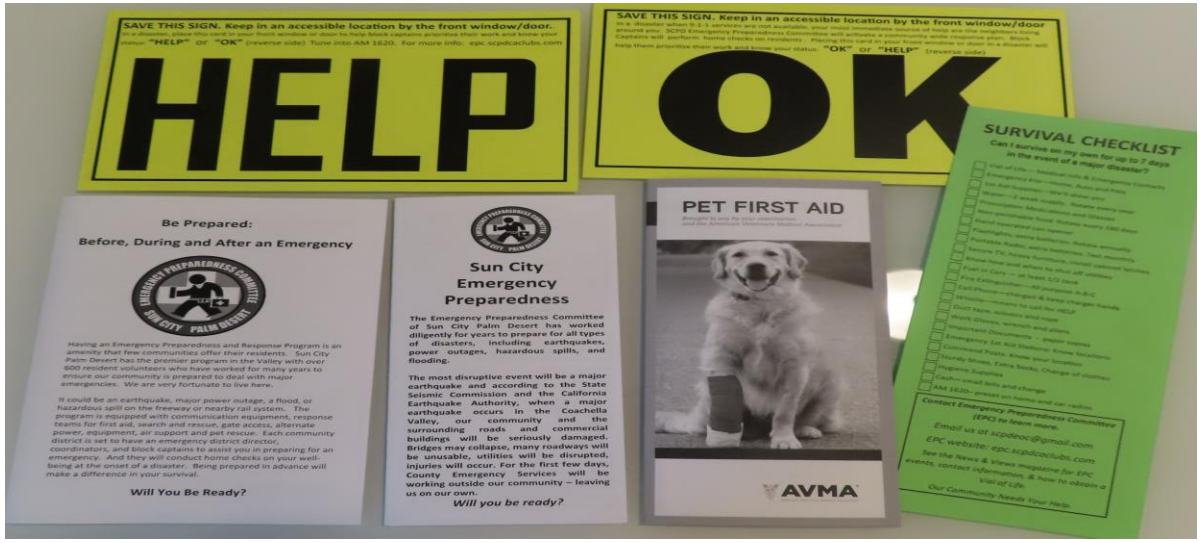
How about LESS than 10 hours per YEAR?

Meet your 12-20 neighbors	1-2 hours Fall
Fall Drill	2 hours
Follow-up Review After Drill (encouraged)	1 hour
Meet newly moved in neighbors	1-2 hours Spring
Spring Drill	2 hours
Follow-up Review After Drill(encouraged)	1 hour

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



- 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.
- Make up a Block Captain bag for yourself

RESIDENT DIRECTORY BY BC AREA

Page 1

Sensitive Information - for EPC Use Only. Use discretio

Data Date: MM/DD/YY

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

For Block Captain's Records

RESIDENT DIRECTORY BY BC AREA

PAGE 2

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	
01A01			
01A01			

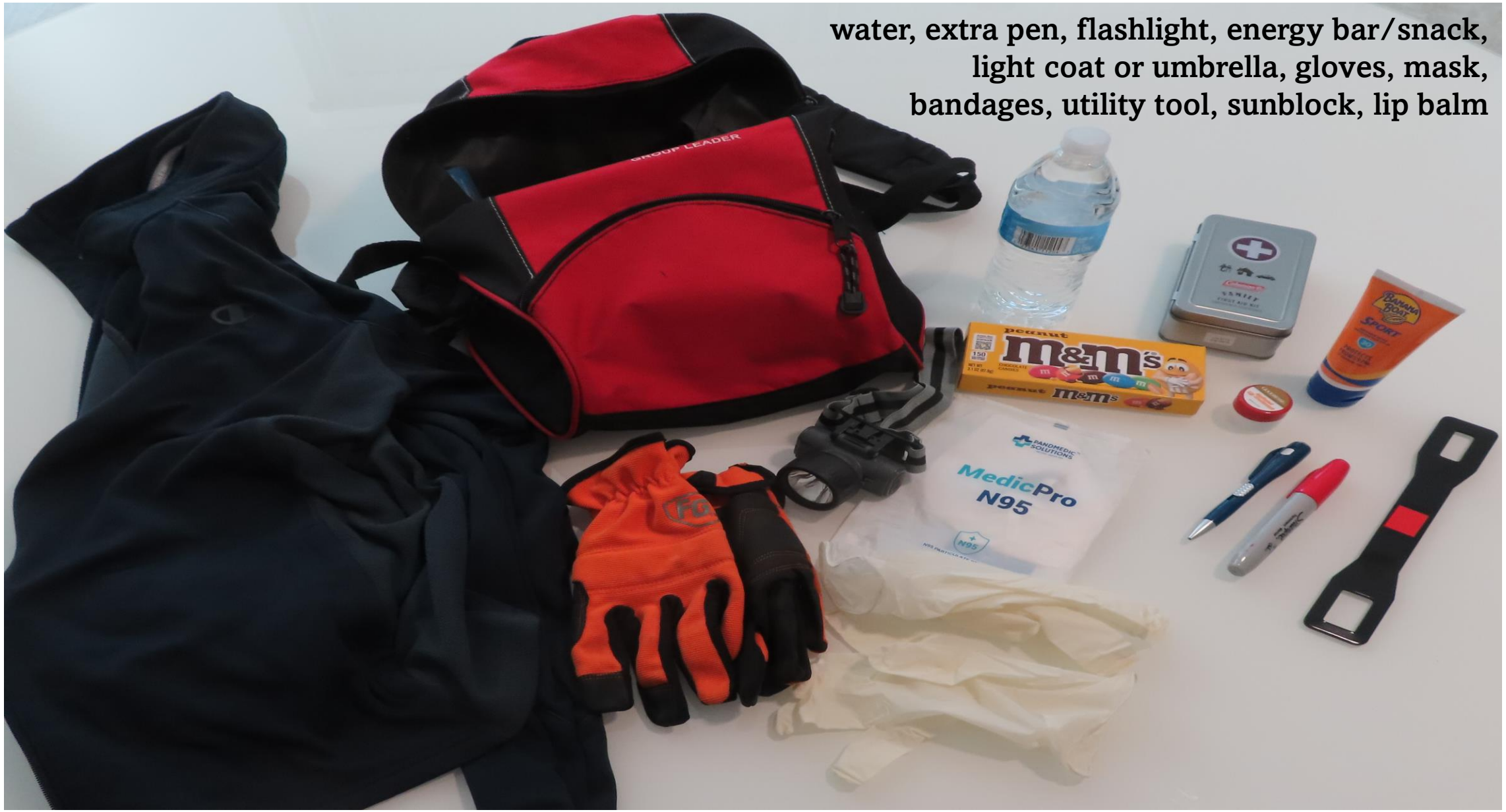
Back side of form

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.

Sample Block Captain Bag to keep you SAFE while checking homes



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

- 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 Block Captain Coordinator (BCC)
- If you feel the quake, call or text your BCC or head to the command post
- Two Drills per year (Fall (early November) and Spring (late February)



First Things First: SAFETY



FIRST, make sure YOUR house and family are safe.
Place your "Grab & Go bag" safely in the trunk.
Get your car out of the garage, in case of further damage to house.
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.



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

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

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					

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

RETURN	BC Assigned	Time Out	Time In
Red Bag			
CP Radio			

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.

Explore the RED BAG with your Facilitator

Block Captains:
OPEN the red bag to find:
Vests, BC supply bags, clipboards batteries, walkie-talkies, extras, white envelope (do not open)
FIND THE WALKIE-TALKIES

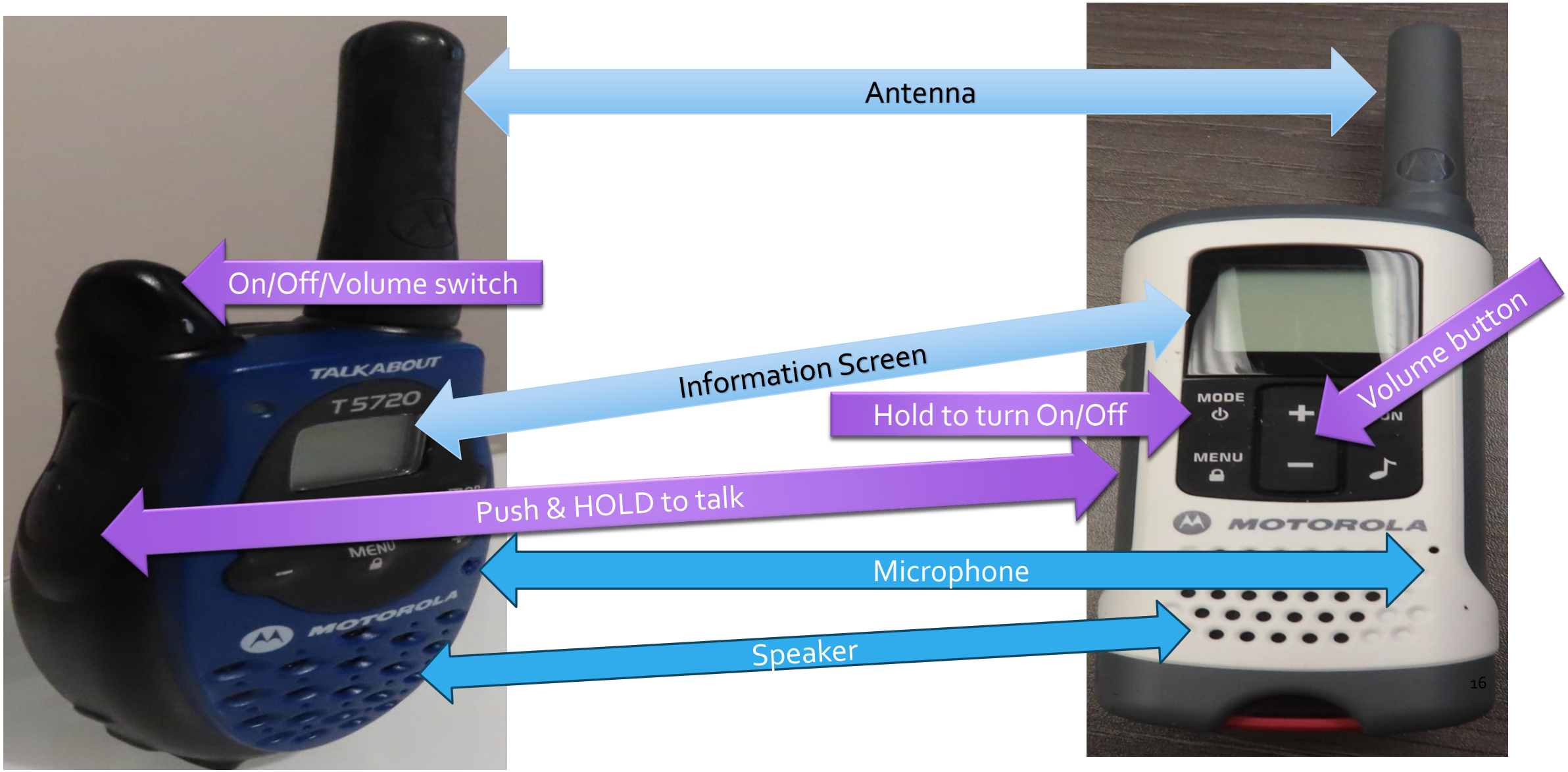
When Walkie-Talkies are in everyone's hand, the presenters will continue



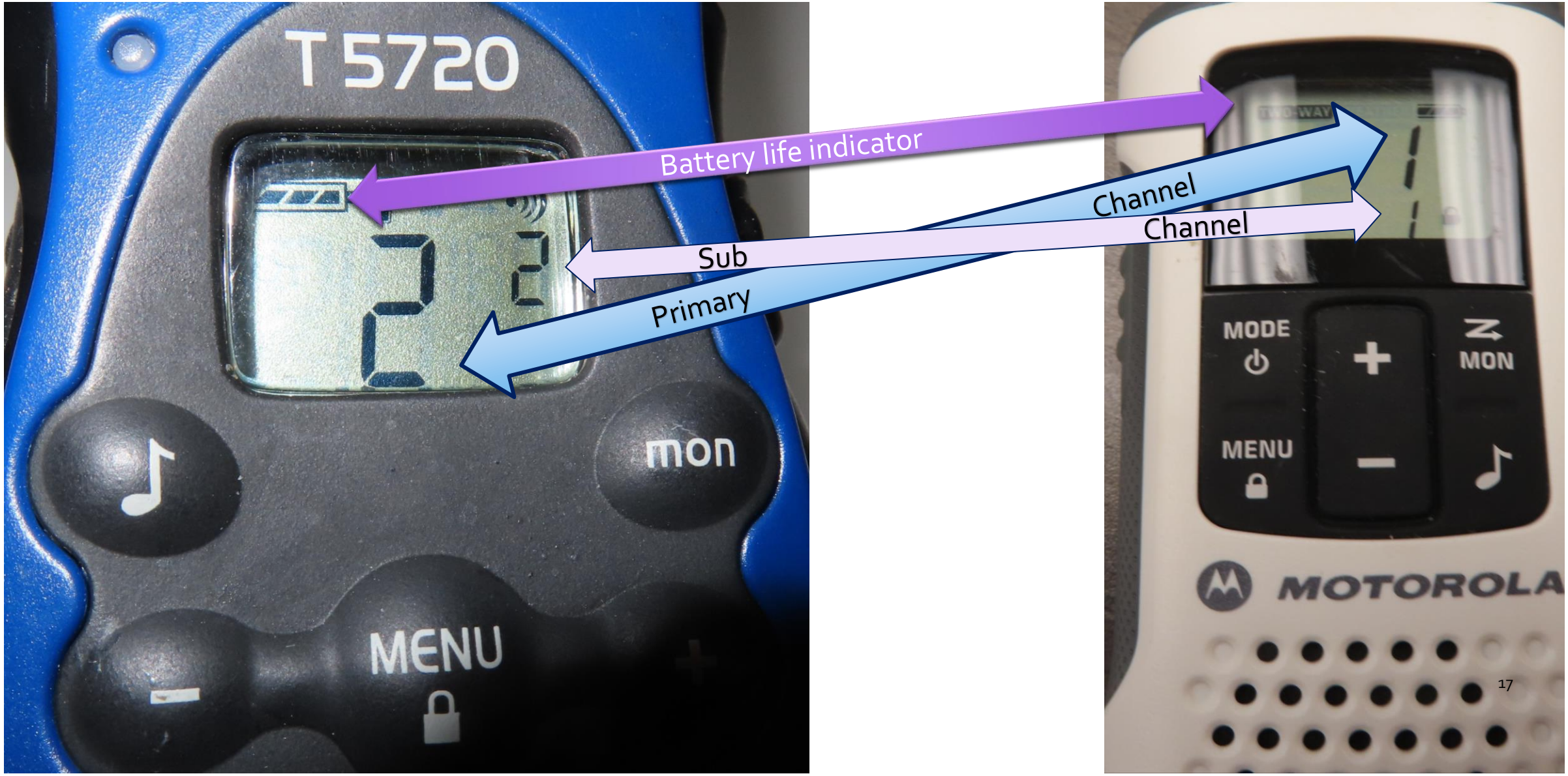
Walkie-Talkie & 2-way Radio Differences



Walkie-Talkie Use



Walkie-Talkie Use



Walkie-Talkie Battery Compartment



Battery compartment cover

Compartment clip to open



Facilitators will help you:

PRACTICE using walkie-talkie!
Be sure you can both **hear** and
speak to the Command Post
Know how to check :

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

When you have finished,
please give each trainee
a clipboard and
home check sheet.
Turn your attention
back to the presenters



HANDOUT TODAY

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

DISTRICT 10A

HOME CHECK SHEET

BLOCK CAPTAIN ASSIGNED: _____

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

Block Captains - Each sheet is customized for you!

Clip to your clipboard
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.

HANDOUT TODAY

This Reminder note is on Each Block Captain's clipboard

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?

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: Address:	REPORTED PROBLEM	Prompters to help Prioritize Calls	Radio to EOC or None	Time / By
Updates:		Victim Responsive Y N; Breathing Normal Y N; Major Injury Y N; Fire or Smoke Y N; Ambulatory Y N; Serious bleeding Y N; Bleed Controlled ? Y N; Fire Controlled ? Y N		
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 will record your observations and concerns on this sheet

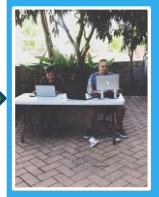
Maintaining a paper trail to follow up where needed is vital to our successfully helping others

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

EMERGENCY PREPAREDNESS COMMITTEE
RED BAG INVENTORY SHEET

Command Post # * Block Captains - ****			**Walkie-Talkie Channel: * - ***
Checked by:(Print)			**Date:**
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**	**# ITEMS**	**# ITEMS**
Batteries - Spare AA (for walkie-			
Caution Tape			
Pencils - extras			
Vest Blue for BCC			
Vest Orange - extras			
Whistles - extras			
Bullhorn, LED road flare, and he the event of a disaster			
*** Drills: Return this inventory form packet papers, CP banner, 2-way ra distribution location *WITH*, not insi**			
NOTES			

Red Bag Inventory Form
Today, please help to complete as you return all items to the red bag

Facilitators will help you:

Finally, please fill out the inventory sheet and

Put all items back in red bag



Clean Up Notes

Attend the De-briefing

Attend Radio Training

Contact Scott Morse at radio.epc@scpdca.com to register

In a Real Emergency…



Is There MORE I Can Do?

- **Be an active volunteer to help at EPC events Like**
  - **Great California Shakeout**
  - **Surviving the BIG One**
- **Attend Further Trainings like CERT, CPR, STOP the Bleed and other sponsored seminars**
- **RECRUIT neighbors and friends to help you or join the EPC in another capacity**

Today's Highlights

Your Safety Is First!
Report to Command Post (after securing your house, vehicle & placing your Grab & Go bag in the trunk or your vehicle).
Bring your Block Captain bag and ID with you.
Communicate! With your Block Captain Coordinator & other block captains.
If you need handouts to give to your residents, we have them available.

Radio Reminders and radio training is available every 4th Tuesday.
Contact Scott Morse at radio.epc@scpdca.com to register.

Questions, PLEASE!



THANK YOU!!

for volunteering

epc@scpdca.com

www.epc.scpdcaclubs.com