**Neighborhood Emergency Communication Plan**

In the event of an emergency follow these steps to ensure safety and security:

1. Secure your family and household first. Assess the condition of your home. If unsafe leave the area!
2. If you leave your home, put a note on the door or if your home is destroyed leave a note in a plastic or glass jar in your front yard. Mark the container with a white cloth.
3. When there is a disaster communicate your status through your Street Leader. Sometimes texting works even when phones don’t. Let them know your status and they will contact the team leader. Use the “Emergency Response Survey Form” and answer all pertinent questions.
4. If phone lines are down, use the backup plan described in this document. Let the neighbors know you are safe by walkie-talkie, or physically go to your Street leader’s home. If you are using a walkie-talkie keep it on **channel 3**. If you go to your Street leader’s home, make sure to pack supplies in case you are gone longer than expected.

Go to the following locations:

* Let your family know that if your home is unsafe, the first meeting place is **the entrance to the neighborhood.** (Contact your street leader as quickly as is reasonable. Aim for about 3 hours if phone lines are down, or 30 minutes if phones are working.)
* If the crisis continues, meet at Someone’s house 12 hours after the crisis. The phone number is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* If the home is inaccessible the team captain may choose to have us meet at **Local Elementary School**.
* The Logistics chief will set up a communication hub.

**Leadership Structure**

Street Leaders will report to the Planning Chief or Logistics Chief. Those Chiefs will report to the Team Leader who will stay at the command post. All messages will be relayed to the Team Leader.

**Team Leader & Operations Chief**

* Provides overall leadership for incident response
* Ensures incident safety
* Establishes incident objectives
* Delegates authority to others
* Provides information to internal and external parties
* Establishes and maintains liaison with other responders (e.g., fire, law enforcement, public works, other CERTs)
* Takes direction from agency official
* Chooses location for staging area, triage, and command post
* Directs and coordinates all incident tactical operations
* Conducting creates teams to do following: fire suppression, medical operations, search and rescue

**Planning Chief & Secretary**

* Tracks resource status (e. g., number of CERT members who have “reported for duty”)
* Tracks situation status
* Prepares the written version of action plan
* Collects and displays information
* Develops alternative strategies
* Provides documentation services collecting and compiling documentation

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| **Logistics Chief & Administration Chief*** Provides food and medical support to Team members
* Manages supplies, resources, services, facilities during event
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| * Timekeeping
* Establishes communication hub.

**Runner*** Communicates between Team Leader and Street Leaders

**Important Reminder:**Follow the buddy system whenever possible. |
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Sample Door Sign for your front door if you leave the house. Write where the family is going anywhere on the page you want.

Time

Team Name

Family Name

Where you searched and what rooms are unsafe

Number in House

Dead

Alive

Injured

\* Where the family is going

**Responsibilities for Street Leaders:**

* First, secure your own family and household. Assess your home to see that it is safe.
* Second contact your leader by text, phone, or walkie-talkie to establish communication. If you have to, send a runner to let him know your status. If he doesn’t hear from you within a reasonable time, he will send a runner to your location. Try to stay where you are so your neighbors can find you.
* The people on your list should contact you by phone, text, email, Facebook, or physically go to your house in an emergency. You would then pass that information onto the team leader.
* Fill out an Emergency Response Information Survey Form for each family on your street to assess needs and arrange for the supply of basic provisions and services (food, shelter, sanitation, etc.).
* Help to obtain medical care for those who are injured or have special needs.
* Help to locate and reunite family members who have become separated.
* Determine if assistance given has been adequate or must be supplemented or changed. Take necessary actions and update reports.

**Emergency Response Information Survey Form**

Street:  Street Leader:

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| 1. Name(s) address, and contact information of head(s) of household:Number of persons in household at time of survey\_\_\_\_\_\_. |
| 2. Names of any injured household members and their location and medical status (use back of form if needed): |
| 3. Names of any known to be deceased and the location of their remains: |
| 4. Names (and descriptions) of those missing and when and where they were last seen or heard from (use back of form if needed): |
| 5. Condition of the house or apartment and/or location (if known) of household members if they have evacuated: |
| 6. Physical and emotional state of household members (use back of form if needed): |
| 7. Needs of household members (medical, psychological, food, shelter, equipment, etc.—use back of form if needed): |
| 8. Please contact the following to let them know of the status of this household: |
| 9. Name and contact information of person who obtained the above information: |

**Team Leader Emergency Worksheet**

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| --- | --- | --- |
| Leader | Problem/Time | Notes |
| Street A Report: |  |  |
| Street B Report: |  |  |
|  Street C Report: |  |  |
| Street D Report: |  |  |
| Street E Report: |  |  |
| Street F Report: |  |  |

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| --- | --- | --- | --- |
| **Location:** |  |  | **Time:** |
| Fire: | Burning | Out |  |
| Hazards: | Gas Leak | Chemical | Electric | Water Leak |
| Structure: | Damaged | Collapsed |  |
| People: | Injured | Trapped | Dead |
| Road: |  | No Access | Access |

|  |  |  |  |
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**Communication Worksheet**