



Primary Responsibilities

- ▼ Establish and maintain communications within your neighborhood and others around you.
- ▼ Establish communications between your neighborhood and the City of Seattle using Auxiliary Communications Services (ACS) radio frequencies and protocols, if available.
- ▼ Monitor local radio stations and share information with your neighbors.

Before the Disaster

- Obtain a battery-operated, hand-cranked or other alternative-powered radio. Keep a list of Seattle's emergency radio stations readily available:
 - KIRO-AM 710 and/or FM 100.7
 - KOMO-AM 1000
 - KNWX-AM 770
 - KVI-AM 570
- Take a communications class offered by Seattle Office of Emergency Management.
- Decide as a neighborhood if you will purchase and use "walkie-talkie" radios in disaster response. Be sure to purchase additional batteries with the radios.
- If possible, have a neighbor or two take a class to become an amateur radio operator and join the Auxiliary Communications Service (ACS) group in Seattle.

After the Disaster

Priority #1: Take care of yourself, your family and your home

- Check yourself and your family members for injuries.
- Take care of your house by:
 - Putting out small fires using a portable fire extinguisher.
 - Turning off your natural gas at the valve outside the house, **only if you smell natural gas, hear or see a problem, or if you suspect a leak.**
 - Turn off your water at the main house valve and, if necessary, your electricity at the main electrical panel.
- Dress for safety and go to your meeting site:
 - Put your Help/OK sign in the window or on the door where it can be seen from the street.
 - Wear comfortable clothing, hardhat, safety glasses, gloves, sturdy shoes.
 - Bring a flashlight and your first aid kit.
 - Put your fire extinguisher at the end of the driveway for others to use if necessary.

Priority #2: Take Care of Others

- Meet up with your team members at the neighborhood Meeting Site. Always work in teams of two.
- Monitor radio stations for disaster information. Share relevant information with Team Coordinators.
- Be prepared to help other teams who may need immediate assistance. **Specifically, serve as a runner with the Search & Rescue Team as they conduct door-to-door searches.** If people are found who need first-aid care, "run" to get First Aid Team members to come and provide treatment.
- If your neighborhood has a life-threatening situation that requires emergency services, call 911. (Only call if you have a life-threatening situation that you can't take care of yourselves.)
- Complete the report on the back of this sheet. For those with amateur radio or ACS members, have them report **only those things your neighborhood has not been able to take care of, using ACS radio protocols.**
- If you don't have an amateur radio operator in your neighborhood, listen to the radio to find the nearest amateur radio locations. If necessary, go to that site and report **only those things your neighborhood has not been able to take care of.** Be sure to include your street name or SNAP group in your report.
- Return to your neighborhood and report to your Neighborhood Coordinator. Continue to monitor the radio. Share pertinent information with your neighbors.
- The City will want the full extent of the disaster's impact on your neighborhood. Gather the data listed on the back of this sheet. Keep listening for information about where and how to report this data.

SNAP Communications Team Report

Date _____ Time _____
Block numbers and street names (ex: 700 & 800 blks of 45th Ave N)

If you have an ACS member in your neighborhood, report this information using ACS frequencies and protocols. If you don't have an ACS member or amateur radio operator, listen to KIRO 710 AM to find out the location of the nearest amateur radio station to your neighborhood. This report should be taken to amateur radio operators.

A. Priority (circle all that apply)

1. Threat to health or public safety
2. Services requested
3. Information report, no services needed at this time

B. Problem Category (circle all that apply)

1. Casualties
2. Injuries
3. Trapped persons
4. Fire
5. Buckled/damaged streets
6. Debris blocking roadways
7. Bridge down
8. Landslide/mudslide
9. Sinkhole
10. Water utility damage
11. Flooding
12. Sewer problems
13. Electrical lines down
14. Structural damage (off foundation, collapsed)
15. Chemical release/hazmat incident
16. Animal problems
17. Natural gas
 - a. rupture/leaking in street
 - b. leak/meter damage at home (s)
18. Other _____

C. Problem Description

D. Services Requested (circle all that apply)

1. Fire
2. Medical
3. Rescue
4. Police
5. Shelter
6. Food
7. Supplies
8. Utility (specify) _____
9. Structural inspection (DPD)
10. Street/Bridges/Signals
11. Health department
12. Mortuary
13. Animal control
14. Other _____

E. Service Request Comments:

F. Location of Problem(s)

House/building # _____

Complete street name _____

Closest cross streets _____

Name of apartment/condo, etc _____

G. Contact Person at Site (Neighborhood Coordinator)

H. Approximate date/time problem occurred

Date _____

Time _____

I. Name of Person Making Report

REMINDERS:

- Following a major disaster, the City will be inundated with calls. Initially, report only those situations that require services beyond what your neighborhood is able to provide.
- Once an amateur radio site is established in your area, you may need to return to the Communications Site more than once. Sometimes your neighborhood needs will not be immediately known or obvious.
- Eventually, the City will want to know all that happened in your neighborhood and the full extent of your neighborhood response. Try to document the situation as completely as possible.
- Help the Damage Assessment Team in gathering information for Item B (Problem Category) of this form. The City will inform you of when and where to report this information.