



# Neighborhood Coordinator Tasks

## Primary Responsibilities

- ▼ Provide the overall coordination of the neighborhood plan, both before and immediately following an emergency or disaster.

## Before the Disaster

- Complete and maintain the SNAP neighborhood Information Form.
- Choose a neighborhood Meeting Site, a place where your neighbors will come after the disaster to share information and help each other.
- Make a large sign to post where your meeting site is located while you are using your plan for an emergency or disaster.

## 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

- Set-up the neighborhood Meeting Site.
- Identify the tasks that need to be done based on the emergency or disaster and the problems being reported in your neighborhood.
- Use the back of this form to track the status of each team.
- Assign neighbors who are not currently on a Response Team to those teams needing additional support.

#### Highest Priority: Life Safety Tasks

- Utility Control
- Search and Rescue
- First Aid Station and Treatment

#### People, Property and Information Tasks

- Sheltering and Special Needs
- Damage Assessment
- Communications

- Give them a copy of the appropriate task description and direct them to where the team is located.
- Coordinate food and rest breaks as needed.

# Managing the Disaster Response

A safe and effective response must be systematic and thorough. Some basic rules will create a safe and effective response to the problems created by the disaster or emergency.

Rule #1—When assigning tasks to do, always send people in teams of at least two. Make sure that people who are helping in potentially dangerous conditions are wearing the appropriate safety equipment: hard hat, safety glasses, gloves, sturdy shoes, protective clothing, and have a flashlight.

Rule #2—Document the time and who you send to do what. Keep track of the tasks you have assigned and who you have assigned so you don't duplicate efforts.

Rule #3—Make Life Safety Tasks your highest priority. Do everything you can to minimize the risk of injury to your response teams. This means you may need to assign a team to control a natural gas leak before assigning a team to rescue someone who is trapped or injured.

Rule #4—Your goal is to do the most good for the most people in the shortest amount of time.

### Highest Priority: Life Safety Tasks

- Utility Control
- Search and Rescue
- First Aid Station and Treatment

### People, Property and Information Tasks

- Sheltering and Special Needs
- Damage Assessment
- Communications

Problem/Action: Example: Gas leak at 11:20	Task Assigned/Time Utility Control—11:35	Team members Sam and Buddy	Completed/Time <input checked="" type="checkbox"/> 11:45

Completed by:



## Simple Search and Rescue Tasks

### Primary Responsibilities

- ▼ Conduct a search of the homes with damage and check to see if neighbors need help. Rescue anyone who may be trapped or injured. Your job will be to **locate**, **stabilize**, and **transport** the injured to the neighborhood First Aid Station.
- ▼ Respond to the houses that have HELP signs posted and assist those neighbors.
- ▼ Check on each home in the neighborhood to determine if your neighbors are OK.

### Before the Disaster

- Make sure every home in the neighborhood has a neighborhood communication card ("Help" printed on one side and "OK" on the other side), and they know how to use it.
- Determine how your neighborhood wants to implement a search procedure after a disaster for homes that have sustained damage and/or appear to have people inside who are non-responsive. For example, if doors are locked and a neighbor is trapped, injured or unable to come to the door, what would you do to enter/not enter the home and give/not give assistance?
- Frequently review the Search and Rescue procedures listed on the back of this sheet.

### 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 at least two. Make sure you are all dressed for safety. Help homes in this order:
  1. Homes that display the **HELP** card.
  2. Homes with damage that have **no card** displayed.
  3. Homes with no visible damage with no card displayed.
  4. Homes that display the **OK** card.
- Follow the safe search guidelines listed on the back of this page. Before entering the building, put the first half of an "X" on the door using tape (chalk or marker may also be used).
- When you complete activity in that home, tape the second half of the "X" to signify the house has been checked. Ultimately, each home will have an "X" taped on its door.
- As you are checking the neighborhood, if you find any children, elderly or disabled persons who are home alone and frightened, invite them to go with you to the neighborhood Care Center.
- As you are searching, if you find anyone who is injured, send one of your team to the First Aid Station to get someone to come and treat them. As soon as possible, resume your systematic search.
- Keep a log of all homes you search. Record the address, whether they were OK or needed help, and what type of help was given. Include the date and time the search was conducted.



As you enter each home,  
place one-half of a large  
masking tape "X" on the front  
door

As you exit the home,  
place the second half of  
the masking tape "X"  
on the door



## Simple Search and Rescue: Basic Guidelines

1. Dress in long pants, a long-sleeved shirt and sturdy boots. Leather gloves, a hard hat and a flashlight are essential. Goggles, a dust mask, and a small first aid kit for your own basic needs are also good ideas.
2. Establish who your partner will be. Never conduct a search and rescue alone. Plan your search. Do not wander aimlessly.
3. If the house is significantly damaged and you feel it is unsafe to enter (remember to also check the back door), respect your feelings. Do not go in.
4. Before you enter each home, place half of a large taped "X" on the front door. This signals to the neighborhood your exact location (see front for illustration).
5. Before you enter each home, feel the top and bottom of the door with the back of your hand. If it is hot, do not enter. If it is cool, cautiously open the door.
6. Check the door jamb and the accompanying wall and ceiling for cracks and splinters. If the house appears unsafe, do not enter.
7. Enter the house low, preferably on your knees. Be alert. Watch for falling objects.
8. While still in the entry way, smell for the odor of natural gas. If you can smell it, open the front and back doors and as many windows as you are able *without going inside* to provide ventilation. Enter the house only when the smell of the gas is gone.
9. While still in the entryway, loudly call out, "Is anyone here?" Listen for a response. If someone answers, ask them to tell you where they are and what type of help they need. Pause occasionally during the search to listen for cries, moans or other indicators of someone needing help.
10. Systematically search each room. Stay with your partner. Communicate frequently. Pay careful attention to these critical areas: under beds, behind furniture, inside closets, under stairs, and inside tubs or showers.
11. If it is dark, slowly sweep each room with your flashlight. Frequently check the floor and the ceiling hazards. Protect your own safety.
12. If it is dark, keep in contact with the wall. It is easy to become disoriented after experiencing trauma. If you become disoriented, follow the wall. It will eventually lead you back to the original entry door.
13. If you find a victim, get several neighbors to help move her/him as quickly as possible to the First Aid Station.
14. Upon completion of the search, complete the taped "X" on the door. This signals to the neighborhood that the house has been checked and is OK.

**Remember: There is no golden rule for risking your life to rescue others. If you attempt a rescue beyond your skill or capacity, you may lose your life and endanger others coming to your aid. Sometimes it takes courage and wisdom to wait for help.**



## Sheltering and Special Needs Tasks

### Primary Responsibilities

- ▼ Set up a neighborhood Care Center to help those with special needs following a disaster. This may include children, older adults or those who may have a disability.
- ▼ Ensure that all neighbors have shelter following a disaster.

### Before the Disaster

- Using the back of this sheet as a guide, identify those who may need special assistance following a disaster. Reassure parents that information about their children will be kept confidential.
- Identify a home that could be used as the neighborhood Care Center. Providing a place where children can be brought for a few hours will allow other team members to complete their responsibilities.
- Become acquainted with the psychological needs of children and elderly listed on the back of this sheet.

### 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.
- Immediately check on children and those who live alone or may need additional assistance. If the structure they are in appears damaged, coordinate this effort with the Search & Rescue Team. If they have been injured, immediately take them to the neighborhood First Aid Station.
- Establish a neighborhood Care Center. Post a large sign so all neighbors know where to bring their children while they complete their neighborhood response tasks.
- Try to find a way for those brought to the Care Center to participate in the recovery effort. It is comforting to help the neighborhood resume its normal routine.
- Determine if anyone in the neighborhood needs shelter. If you are unable to house them in the neighborhood, coordinate with the Neighborhood Coordinator to find out if shelter sites have been opened near your neighborhood.
- Maintain a list of those who are staying at neighbors homes or in shelters and their locations. This information will be valuable to family members or friends who come looking for them.



# Psychological Needs of Children and Older Adults

Children and older adults can be easily overwhelmed by a disaster and may experience difficulty in coping with the situation and their feelings. You can help by talking openly about what has happened and how they feel about it.

- ▼ Encourage them to speak freely about whatever is on their minds. Be careful not to argue or tell them how they should feel.
- ▼ Express confidence in your ability to help them. Reassure them that the recovery process is underway.
- ▼ Encourage them to participate in the rebuilding efforts. Explain that as they contribute their skills to the neighborhood, life will start returning to normal.

### Talking With Kids About Disaster

You may notice the following NORMAL reactions in children:

- Reluctance to be separated from parents, fear, and general upset.
- Problems going to sleep.
- Increased fears that may not appear to be related to the event.
- Stomachaches or headaches.
- An increase in their questions as they try to figure out what happened.

Use these guidelines when talking with children:

- **Reassure** children that they – and the key adults in their lives – are safe.
- **Explain** that it's OK to feel upset. Let kids talk about their feelings and help them put those feelings into perspective.
- **Observe** their emotional state, keeping an eye on changes in behavior, appetite or sleep patterns.
- **Maintain** a normal routine as much as possible, sticking to set times for homework, dinner and bed.

### Children & those with special needs in our neighborhood

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Will be checked on by: \_\_\_\_\_  
 Need: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Will be checked on by: \_\_\_\_\_  
 Need: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Will be checked on by: \_\_\_\_\_  
 Need: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Will be checked on by: \_\_\_\_\_  
 Need: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Will be checked on by: \_\_\_\_\_  
 Need: \_\_\_\_\_



### 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

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- Take care of your house by:
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- 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.



### Primary Responsibilities

- ▼ Shut off the gas meters and water mains (if these are located outside) for every home in the neighborhood, as necessary.
- ▼ Identify and rope off all hazardous areas.
- ▼ Extinguish small fires with fire extinguishers.

### Before the Disaster

- Make a list, perhaps in map form, of the locations of the gas meter and main water shut-off valve for every home in the neighborhood.
- Identify all possible sources of water for fire fighting.

### 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 at least two. Make sure you are all dressed for safety.
- Take a few minutes to survey the entire neighborhood. Unless you take time to look at the whole situation, you may take care of the first thing that catches your eye and miss more critical hazards.
- Remember, your safety comes first. Be alert. Watch for hazards.
- Be aware of the possibility of aftershocks. Quickly move to safe areas.
- Prioritize the hazards you find. The following is one possible priority list. Check off each task as you complete it:
  - Shut off neighborhood gas meters, if necessary. (Directions on the back of this sheet.)
  - Rope off all downed electrical lines. **Caution: Never try to move electrical lines!**
  - Shut off all neighborhood water mains at each individual house valve. This is essential to protect the water supply in the hot water heater and toilet tanks.
  - Rope off all hazards: broken glass, large cracks in the streets or sidewalks, leaning chimneys, etc.
  - Remove anything that may be blocking the street and preventing emergency vehicles from passing through.



# Controlling Utilities in a Disaster

After a disaster where utilities have been disrupted, there may be a need to turn off certain utilities in order to control additional damage from the disaster. This usually involves turning off one or more of the following: natural gas, water or electricity.

Emergency service providers and utility employees will be overwhelmed following the disaster, so it's important that your family and your neighbors know how and where to control the utilities. Pre-planning and fast actions can save both lives and property.

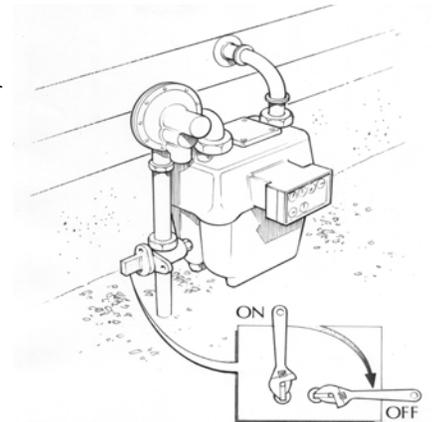
## Emergency Gas Shut Off

In case of an earthquake or other emergency, everyone in your family should know where your gas meter is and how to turn off the gas. Most meters are at the front or side of the house. Some are put inside a building. In apartments or commercial buildings, they might be in the back.

**If an emergency arises and you don't smell or hear gas escaping, you probably don't need to shut off gas service.**

But if you do smell or hear gas: locate the meter shut-off valve. It's usually the first fitting on the gas supply pipe coming out of the ground near your meter.

- Use a long-handled wrench to give the valve one-quarter turn in either direction so that the lever is crosswise to the pipe. **Once the gas is off, leave it off.** Contact Puget Sound Energy (or your local gas company) to inspect the system, check and re-light appliances.



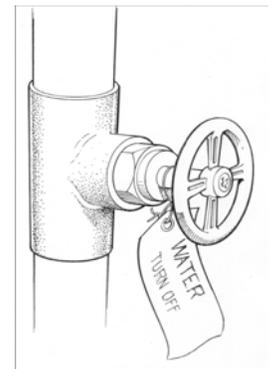
## Water Shut Off

Water becomes a precious resource following many disasters. It is vital that all household members learn how to shut off the water at the main house valve.

- Cracked lines may pollute the water supply to your house. It is wise to shut off your water until you hear from the authorities that it is safe for drinking.
- The effects of gravity may drain the water in your hot water and toilet tanks unless you trap it in your house by shutting off the main house valve (not the street valve in the cement box at the curb – this valve is extremely difficult to turn and requires a special tool).

### Preparing to shut off water

- Locate the shut-off valve for the water line that enters your house. It may look like this:
- Make sure this valve can be completely shut off. Your valve may be rusted open, or it may only partially close. Replace it if necessary.
- Label this valve with a tag for easy identification, and make sure all household members know where it is located.



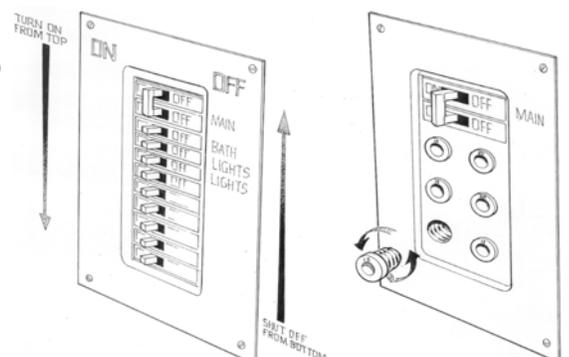
## Electrical Shut Off

Electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all responsible household members where and how to shut off the electricity.

### Preparing to shut off electricity

- Locate your electrical circuit box.
- Teach all responsible household members how to shut off the electricity to the entire house.

**FOR YOUR SAFETY: Always shut off all the individual circuits before shutting off the main circuit breaker.**





### Primary Responsibilities

- ▼ Establish a neighborhood First Aid Station.
- ▼ Treat those who have been injured.
- ▼ Identify those who require skilled medical care.

### Before the Disaster

- Take a basic first aid class.
- Take a Disaster First Aid class offered through Seattle Office of Emergency Management.
- Identify two neighborhood locations that could be used as a neighborhood First Aid Station.

### 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.**
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- 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

- Go to your neighborhood Meeting Site. Always work in teams of two.
- Your Neighborhood Coordinator will ask you to set up a neighborhood First Aid Station. Post a large sign designating the site as the First Aid Station.
- As best as you are able, treat those with injuries using basic first aid.
- Identify those who will need more skilled medical care and give that information to the Neighborhood Coordinator.
- Write down the names and addresses of the injured and the treatment they were given.
- If someone needs advanced medical treatment and needs to be transported to a medical facility, listen to the radio for routes to take or avoid. Before leaving, notify the Neighborhood Coordinator of your plan.
- Maintain a list of who is being taken to which medical facility.
- Summarize the treatment you provided and send it with the patient being transported.





# Damage Assessment Tasks

## Primary Responsibilities

- ▼ Conduct preliminary and then updated surveys of the damage the neighborhood has sustained, and report the results of these surveys to the Neighborhood Coordinator.
- ▼ Remind all neighbors of the importance of taking photos or videos of all valuables *now* and after the disaster as documentation for insurance claims.

## Before the Disaster

- Complete a training course in damage assessment offered through Seattle Office of Emergency Management.
- Encourage your neighbors to file copies of important documents (tax records, insurance policies, journals, etc.) in a safe place, and to take photos or videos of all valuables as documentation for insurance claims.

## 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.**
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  - 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.
- Be prepared to help other teams who may need immediate assistance.
- As soon as possible, conduct a preliminary survey by *counting the number of the following items*. Do not enter the homes or structures; observe what you can from outside.

_____ # of extinguished fire	_____ # of broken gas mains
_____ # of power lines down	_____ # of broken water lines
_____ # of blocked roadways	_____ # of homes severely damaged or uninhabitable

- Within 36-48 hours, complete a detailed damage survey of the neighborhood using the form on the back of this sheet. This will keep information about the disaster consistent with the City.
- Listen to the AM/FM radio to find out where amateur radio operators are located. Be prepared to provide or deliver a detailed damage report to their location.
- Remind neighbors to take photos of the damage to their property and keep receipts of repair supplies for assistance applications and insurance claims.

