

NEIGHBORHOOD LIAISON RESPONSIBILITIES

BEFORE THE DISASTER

1. Create a household plan: Who is doing what, where, and when. (This is important. It will allow you to survey your neighborhood without worrying about your household.) Include outside area contact.
2. Put household emergency supplies in place.
3. Build your Survey Kit (sturdy, comfortable shoes and flashlight at bedside)
 - Backpack
 - Flashlight
 - Map of neighborhood
 - List of residents/skills/disabilities
 - Survey forms, pencil and notepad
 - Pocket knife
 - Water bottle
 - Radio for communicating
 - Cell phone
4. Have supplies in automobile
5. Take First Aid, CPR training
6. Take CERT training.
7. Network with other liaisons from your community to plan responsibilities and actions for the times before a disaster and during a disaster.
8. Be responsible for overall coordination of the neighborhood plan. Hold or sponsor a neighborhood meeting or poll your neighborhood yearly in order to brief new residents about disaster plans and update any information pertinent to your neighborhood (new homes, skills, etc.). Know who has equipment and skills to offer. Know who is elderly, with disabilities, people who live alone, and latch key kids who may need assistance in a disaster. Know what pets you may expect to encounter.
8. Maintain the household information sheets (available from your Area Coordinator and the Inverness Disaster Council). Notify the Area Coordinator and IDC of any important changes in your neighborhood.
9. Encourage all neighborhood households to have visible (day and night) house numbers. Valuable time is wasted by paramedics and fire personnel looking for addresses during an emergency.
10. Encourage neighbors to have a household plan and supplies.
11. Know who has water storage tanks and hoses. Encourage each household to have a defensible space of 100 feet and provide easy access for emergency vehicles.

IN A DISASTER Secure Your Household First!!

1. Tune in to KWMR (90.5 FM) for updates

FIRE

House Fire:

1. Your house...put your household plan into action.

Single house in your neighborhood:

1. Try to be of assistance and assurance as appropriate (no life threatening risks).

Neighborhood/Wildland Fire (need for evacuation):

1. If possible and not threatening to your safety, check households for elderly, disabled, single residents, or with latch-key kids, and give appropriate evacuation instructions that will come from the Sheriff.

2. Arrange for evacuation of the above if necessary and possible. Mark residence identification with a large X on the building so that it can be seen from the road by the Fire Dept. or other first responders. See *Building Marking Guide* sheet.

EARTHQUAKE

1. Establish a neighborhood Rally Point, preferably a safe house with communications. Make sure someone stays there answering the phone if it's working, or hand-held radio if not, and keeping a record.
2. Start a survey of your neighborhood, by phone initially, keeping a record of all residences checked, people accounted for, and noting any requests for assistance on the Neighborhood Information Form. If there are no phone communications, or some residences do not respond, check all homes in the neighborhood. This can be done by sending out teams of **two** to check and report back. If radios are available, keep one and send one with primary checking team.
3. If you find someone injured or trapped, give limited assurance and assistance. Mark residence with a large X (See *Building Marking Guide* sheet) so that it can be seen from the road by the Fire Dept. or other first responders. Report life-threatening emergencies ASAP by phone or hand-held radio.
4. As you work through your neighborhood you may be able to match injured with a non-injured neighbor who can give assistance and assurance. Report the information you have collected to your Area Coordinator, who will notify the Fire Dept. and IDC. Get your report to the Area Coordinator by phone, hand-held radio, car, or runner, regardless of status. Let them know where you plan to be in case they need further information.
5. When you give your report to the AC remember that your job is identifying whether or not there are problems within your neighborhood and getting that information to your AC as soon as possible so that the injured can be given first priority.
6. Relay instructions and status from your AC to your neighborhood. Leave a brief note at your predetermined rally point regarding your survey and whatever plans have been put in place by the PRDC and Fire Dept.
7. Continue to survey your neighborhood, monitor communications, and assist neighbors as needed. If your neighborhood is safe and under control, you may be asked to give assistance

to another neighborhood in need or to help in some other way.

TSUNAMI

1. In the event of a Tsunami warning from the Office of Emergency Services, your AC will instruct you to contact your neighbors and advise them to evacuate to higher ground or designated safe refuge areas. The public will be instructed to move by the quickest method available to a point no less than 30 feet above sea level. In many cases, the fastest method is to simply walk up hill and not drive inland.
2. The expected arrival time of the tsunami will also be provided if available. The OES will advise an evacuation of at least 30 minutes prior to the expected arrival of the first wave. People should remain outside the Tsunami Inundation Zone until the "all clear" is sounded, because the Tsunamis may produce several waves, with subsequent waves larger than the first.
3. The "all clear" will be transmitted two hours after the last Tsunami wave has arrived or upon receipt of a Tsunami Warning Cancellation from the California State Warning Center. After the "all clear" has been given, survey your neighborhood as described above to conduct search and rescue, identify and isolate hazards, and report to your AC.