

Block Captain Responsibilities

Thank you for agreeing to be a Block Captain! This assignment may feel overwhelming, but don't worry, to be a good Block Captain, you just need to be a good neighbor!

To make sure you know exactly what tasks your assignment includes, we have made a list of your responsibilities below.

Primary Responsibility- During an Emergency:

- Your primary responsibility is, during an emergency, to complete the following three steps:
 - Check on the households and businesses in your assigned block.
 - Report findings to the Area Coordinator.
 - Assist block members as necessary and able.
 - See attached sheets for more specific details on how to complete these steps.



But in order to be prepared to do that, you need to:

- Keep track of who is living in each household in your block area.
 - Record each person's name, home and cell phone number and email on a household information sheet (see attached documents or your Area Coordinator).
 - Forward contact information to the Area Emergency Preparedness Coordinator in your area.
 - Keep track of contact information for businesses in your block.
 - Provide each household with a list of everyone who lives on your block.
 - Regularly update changes in contact information.
- Discuss and make note of any special needs of each household, as well as skills and equipment they have that could be useful following an emergency.
 - Make note of these needs and resources on the household information sheet.
- Welcome new families moving into your block.
 - Let them know that you are their block captain.
 - Have them fill out a household information sheet.
 - Explain to them the proper placement of the red/green placards and your responsibilities as their block captain.
- Distribute emergency preparedness information to each family as provided by Area Coordinator.
- Pass information that comes from the Area Coordinator to the people in your block.
- Attend Block Captain training.
- Respond to area and district communication drills.



As a Block Captain, you are also encouraged to:

- Encourage households to have the skills and supplies on hand to see them through an emergency situation, including 72-hour kits, food storage, etc.
 - For more information regarding what resources are needed in an emergency, visit www.bountifulprep.org.
- Set up a group text and/or email group that lets you contact your neighbors quickly in an emergency.
- Complete a CERT (Community Emergency Response Team) course. See www.bountifulprep.org to see how to sign up for this emergency training.
- Participate in community and district preparedness drills.

It is best if you talk to each family personally to help strengthen friendships. You will be amazed at how much you can accomplish just by saying hello in person.

Thank you for all that you do as a Block Captain! Additional resources and copies of this and other forms can be found at www.bountifulprep.org. If you have any questions or concerns, please contact your Area Coordinator.