

## Block Captain Responsibilities

**Summary:** An outline of responsibilities for block captains in Bountiful, Utah, and in participating surrounding areas, in preparing for and responding to potential disasters.

**Context:** Block captains and alternates are volunteers who have been assigned by local leaders of disaster response “areas.” Adjacent groupings of these areas belong to one of the 13 disaster response “districts” in the Bountiful region.

### Responsibilities

#### Prepare to Respond to Disasters

- View the block captain training video
- Using a map of the assigned block and forms provided by Area Coordinator, keep information up to date for each household – *treat all personal information as confidential*
  - Pre-populate the headers of Follow-up Assessment forms (blank forms are available at [www.BountifulPrep.org/block-captains/](http://www.BountifulPrep.org/block-captains/) , bottom right)
  - Keep electronic copies of forms/lists in online location specified by Area Coordinator
  - Keep paper copies of the most current versions
  - *Note: The Area Coordinator will also keep paper copies at home and at the pre-designated command post building*
- Visit each household in assigned block (*as well as new move-ins as they arrive*)
  - Provide to them:
    - Contact information for Block Captain and alternate
    - Green/Red door hangers (Green = “OK;” Red = “Need Help”) and explain use of door hanger to indicate status during disaster (*additional door hangers are available on request through district and BNEPC*)
  - Confirm accuracy of their contact information—updating lists and forms with most current information and assuring them that confidentiality will be protected
  - Make note of the following (see p. 2 for examples), to the extent they are willing to offer it:
    - Special needs
    - Special skills that may be useful in disaster response
    - Special equipment
  - Inform them about command post location, explaining its purpose in a disaster
  - Encourage to sign-up for notifications in the **Davis County Emergency Alert system** at: <https://www.daviscountyutah.gov/emergency-management> (drop-down item or QR code)

#### Respond to Disasters

- FIRST, assure safety of own family and house
- Then, **go directly** to the pre-designated Area Command Post (CP)
- On the way there, write observations of situations that may need attention
- NOTES for opening CP:
  - First person to arrive at CP becomes “CP Lead,” until relieved by a leader
  - CP Lead starts a sign-in sheet to record names, time in, cellphone #, & time out
  - CP Lead assembles pre-positioned maps, lists, communications devices, and Follow-up Assessment forms

- Early on, CP Lead assigns one or more scribes to:
  - Make a record of information reported, assignments made, and communications sent/received, with dates/times
  - Assist CP Lead by reminding when assignments should be followed up
- Sign-in and report observations to CP Lead, updating the “Follow-up Assessment” form for each address involved
- Standby to receive and act upon assignments from CP Lead
  - Before going on assignments, receive/review Safety Briefing (see below)
  - Use radio communications to stay in contact with CP
  - Report urgent situations/needs to CP immediately

**Examples of Special Needs, Skills, and Equipment**

Needs	Skills	Equipment
<ul style="list-style-type: none"> <li>● Refrigerated meds</li> <li>● Oxygen/Ventilator</li> <li>● Mobility limits</li> <li>● Blind/Deaf/Mute</li> <li>● Transportation (no vehicle)</li> <li>● Service animal</li> <li>● Pets</li> </ul>	<ul style="list-style-type: none"> <li>● MD/PA/Nurse/EMT</li> <li>● Vet/animal care</li> <li>● CERT-trained</li> <li>● Radio operator</li> <li>● Electrical, plumbing</li> <li>● Home repair</li> <li>● Auto Repair</li> <li>● Roofing</li> <li>● Heavy equip. operator</li> </ul>	<ul style="list-style-type: none"> <li>● Chainsaws, shovels</li> <li>● Axes, hatchets</li> <li>● Ladders</li> <li>● Cargo trailer</li> <li>● Pickup truck</li> <li>● Portable generator, solar panels</li> <li>● Folding tables, chairs, etc.</li> </ul>

**Example Elements of a SAFETY BRIEFING**

- **Do ONLY that which is SAFE to do (*don't become a casualty*)**
- **Do not enter severely damaged or compromised structures**
  - **Encourage occupants to evacuate to a safe location**
  - **Use yellow hazard tape to discourage entry**
- **Do not enter buildings without owner permission**
- **Gas meters: Do not shut off unless a leak is evident**
- **Live, dangling electrical wires: Stay away and keep people away**